

**ST. ANTHONY'S COLLEGE,
SHILLONG**

(Re-accredited "A" Grade by NAAC) 2009

**MUSIC DEPARTMENT
SHORT TERM CERTIFICATE COURSE IN MUSIC**

Duration - 1 month (August- September 2017)

Course Fee Rs.800/- per course

Timings: 3.30 - 4.30 pm. (Mon - Fri)

Courses offered:

Beginners Course in

Regional Music - Duitara/ Ksing Shynrang/ Bisli

Western Music - Keyboard/ Guitar/Vocal/Drums

Indian Music - Hindustani Vocal/ Tabla

Application forms are available at Office No. 5 from July 7, 2017

Last date for submission of forms with payment - August 18, 2017

**Prof. Freddy C. Kharmutee
Course Coordinator
Contact No: 8837430848**





ST. ANTHONY'S COLLEGE, SHILLONG

(Re-accredited "A" Grade by NAAC)

MUSIC DEPARTMENT

CERTIFICATE COURSE IN MUSIC

August - September 2017

Guitar

1.	Bunglenvar Thoirei	7005685050
2.	Ningthoujam Joel Meitei	7005616518
3.	Rohit Thangjam	9077571720
4.	Hamarbabiang Disiar	8014433206
5.	Seiborlang Kharmawlong	9774320817
6.	Lod Yaja	7085321492
7.	Gaurav Sharma	9774903142
8.	Sumeet Rajput	8258047302
9.	Sepelo-o Koza	7085190220
10.	Arlyne Gracine Mary Rumnong	8258807423
11.	Laimayum Goodson	8794424730
12.	Bagiostinpaul Kharumnuid	7085527970
13.	Gregory Adelbert Lyngdoh Mawnai	8794821150
14.	Ridamon Lyngkhoi	8575822054
15.	Evagelyne Lyngdoh Marshilong	9436591576

Keyboard

16.	N. Asane	9612957894
17.	Eh Ni Klor Htoo	9436709356
18.	Deify Bakordor Suting	8258881856
19.	Mirwais Hairat	8415021564
20.	Swasati Handique	9615638626
21.	Aijingkmen Janong	9774401215
22.	Thanggoumung Valte	9089402090
23.	Saumya Sharma	9774903142

24. Michelle Zothanzuali	9612637261
25. Lalrautfeli	8132010704
26. Ningja Thing Nan Magawng	9863899532
27. D Dovei	7085208844
28. Kabigai Panmei	7085829082
29. Gabriel Adolf Lyngdoh Mawnai	8259040395
30. Ekjot Kaur Nanda	9612055845
31. Abhinov Dhar	8729886275
32. Emi-Ia-I-Dahun Mary Shadap	9856708511
33. Wada Emi-Ia-I-Dahun Mary Shadap	9856708511
34. Gurshan Singh Nanda	9612055845
35. Adora Dejane Dkhar	8794914417
36. Nang Srinanda Manchekhoon	9132865995
37. Graphy Grace Rumnong	8974262932
38. Kloilan Kharbhih	9615284121
39. Franky Mylliemngap	8119861363
40. Daniyar Balmanov	9436711654
41. Kaushik Ranjan Boruah	8876319575
42. Simran A. Lyngdoh	7005897762

Duitara

43. Kaushik Ranjan Boruah	8876319575
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Western Vocal

44. Kaling Kakki	8131849399
45. Vanilla Sharma	7035339663
46. Florence Tinneichan Mate	8787359180
47. Jason Cooper Laitphlang Nongkynrih	9863438406/ 8794164789

Drums

48. Iswar Jyoti Choudhury	7896546533
49. Nue Ra	8119809735
50. Jagun Dashi	7005790659

Indian Vocal

51.Kaling Kakki	8131849399
52.Bunglenvar Thoirei	7005685050
53.Eh Ni Klor Htoo	9436709356
54.Abhinov Dhar	8729886275
55.Aroma T. Thongni	9615304011
56.Bandarihunshisha Kharshiing	9856522683
57.Daisy Rajbonshi	8011813008
58.Roshni Sharma	7628870447
59.Rima Talukdar	8257090944
60.Macstar Nengnong	8014967678
61.Kitbok Ryndem	8575693152

Ksing

Course Structure
Certificate Course in Music
Hindustani Music (Vocal)
Beginners Level

Objective: This Course introduces a Student to the richness of Indian Classical Music, particularly, the Khayal Style of Hindustani Music. This will familiarize the students with great musical traditions of the Indian subcontinent with special emphasis in the Musical terms, Notation and Tala.

Paper Structure:

Section A: Viva (30 marks)

Section B: Practical (70 marks)

Examination Structure:

Section A (Viva)

Unit 1: Definition of the following terms:

Sangeet, Naad, Shruti, Swar, Saptak, Alankar, Thata, Alaap, Raga, Vadi, Samvadi, Anuvadi, Vivadi, Pakad.

Unit 2: Tala notation of teentaal, Dadra and Kaharwa.

Section B (Practical)

- Alankars
- Description of Raga Yaman with One Swarmallika and one chhota khyal.
- Practice of the following tala notations.

Intermediate Level

Section A (Viva)

Unit 1: Definition of the following terms:

Shruti, Swar, Thata, Raga, Meend, Kan, Taan, Gamak.

Unit 2: A brief introduction of the forms of singing: Dhrupad, Khayal, Thumri, Lakshan Geet & Sargam Geet

Unit 3: Tala notation of Rupak, Jhaptaal and Ektaal.

Section B (Practical)

- Practice of Alankars
- Description of Raga Yaman with one Swarmallika
- One Chota Khayal of Raga Bilawal with taans.
- Practice of the Tala notations.

Certificate Course Syllabus

Guitar

Unit I (Beginners):

- Primary chords shape.
- Primary Chords progression.
- Major Scale (One Octave): C Major G major and D major.
- Different Parts of the Instrument.
- Arpeggios: D Major, G Major and A Major.

Unit II (Intermediate):

- Introduction to Music Staff notations.
- Notes on all the six strings.
- Initial level and Grade 1 pieces.
- Minor Scales (One Octave): A Minor (Natural), E Minor (Natural), B Minor (Natural).
- Major Scale (Two Octaves): F Major, A Major, E Major, C Major G major and D major.
- Arpeggios: E Minor, F# Minor, A Minor.

Unit III (Advance):

- Scales (Two Octaves): A Minor (Harmonic), D Minor (Harmonic), A Minor (Melodic) D Minor (Melodic) G# Diminished, E Minor (Natural), B Minor (Natural).
- Arpeggios (Two Octaves): D Major, G Major and A Major, E Minor, F# Minor, A Minor, Dominant 7th of A (E7) Dominant 7th of D (G7).
- Grade 2 and Grade 3 pieces.
- A brief introduction of Modal Scales.

Course structure of the certificate course.

SYLLABUS

Sub:- TABLA

Level:-INTEREDIMATE

Duration:-2 Months

THEORY:--

Unit-1:-

Brief history of Tabla in details

Unit-2:-

Nomenclature & Parts of Tabla.

Unit-3:-

Syllables of Tabla.

Unit-4:-

Basic concepts of Tabla:

Taal, Maatra, Vibhaga, Taali, Khali, Sam, Avartan, Bole, Theka

PRACTICAL:-

Unit-1

Various Playing Techniques of Tabla.

Unit-2

Finger exercises of Tabla.

Unit-3

Some of the Taals commonly used in Hindustani Classical Music:

1.Kaharwa 2.Dadra 3.Roopak 4.Teental or Teental,

Certificate Course Syllabus

KEYBOARD

Theory

1. Music Representation
 - Staff
 - Staff and Keys Connected
2. Rhythm
 - Notes and Rests and their value
 - Time Signature
3. Interval
 - How to read quickly
4. Accidentals and Key Signature
 - Sharps, Flats and Natural
 - Orders of Sharps and Flats and Circle of Fifths
5. Chords
 - Chords Formation
 - Chord Progression

Practical

1. Getting to know the Instrument
 - Key position
 - Fingering
2. Sight Reading (Initial)
 - Playing with Staff
3. Reading Music in intervals
4. Identifying different Key Signature
5. Playing Chords

Schedule of Marks:

Practical : 60 Marks

Viva : 20 Marks

Internal Assessment : 10 Marks

Performance : 10

Certificate Course Syllabus

KSING SHYNRANG

Theory

1. Parts of a Ksing Shynrang
2. Notation of suggested Skits

Practicals

1. Skit of Dum Dum & Shadwait
2. Variations

Schedule of Marks:

Practical : 60 Marks

Viva : 20 Marks

Internal Assessment : 10 Marks

Performance : 10

Certificate Course Syllabus

DUITARA

Theory

1. Description of Duitara
2. Introduction to Khasi Traditional Music

Practicals

1. Skit of Dum Dum & Shadwait
2. Sier Lapalang & U Paid Khasi Baiar

Schedule of Marks:

Practical : 60 Marks

Viva : 20 Marks

Internal Assessment : 10 Marks

Performance : 10

Certificate Course Syllabus

BISLI

Theory

1. How the flute makes a sound
2. Scales

Practicals

1. Making the first sound
2. Holding the Flute
3. Breathing
4. Piece exercise

Schedule of Marks:

Practical : 60 Marks

Viva : 20 Marks

Internal Assessment : 10 Marks

Performance : 10

**Department of
MASS MEDIA**



Photo story

Learning to express through images

OPEN FOR ALL FIRST SEMESTER MEDIA STUDENTS

For course details, Contact Course Coordinator: Dondor E Lyngdoh

June- September
Monday and Friday



Photo Story Course

List of Students

2017- Batch 1

Sl.no.	Name
1	DAMEHI LALOO
2	DIKSHA PRADHAN
3	JONAL DAS
4	NIDAPHI HYNNIEWTA
5	BRUCE BAMRANG POINAMEI
6	ALIZA – NONGBET
7	DIVESH BARUAH
8	RAIHING KORDORWON KHARMAN
9	LANAHI IKA PAPANG
10	JOSIAH ROIPAR KHARPRAN KHARSYNTIEW
11	GYAMAR KARMEY
12	ANANJ KUMAR ROY
13	ASHISH SAHA
14	BISHAL DAS
15	SUBHADEEP PURKAYASTHA
16	DIVYA WARJRI
17	SANKAR BORO
18	EREDA LOUREMBAM
19	TIAKUMZUK PONGENER
20	BALAJIED BANJOP NONGKYNRIH
21	Laishram Saionba Singh
22	Sayed
23	Anandita

Photo Story Course
List of Students
2017- Batch 2

BATCH-2	
Sl.no.	Name
1	SKHEMITHIJ PARIAT
2	SOPHYA DKHAR
3	MONICA LAMARE
4	MICHELLE IRUDAYA PARIAT
5	JERRY BOVAN THABAH
6	DAMINI THAPA
7	AARTI SHARMA
8	MRINAL PAUL
9	OPHILIA GRACE LYNGDOH MAWWAI
10	RATNADEEP KAR
11	ANINDITA DEY
12	ANGELINE KOIKARA
13	HIRA DEVI
14	Rituparna Dutta Choudhury
15	Shreyasee Goswami
16	ANKITA
17	NINGRINGCHON
18	PuJA JAIN
19	Akash Mizar

PHOTO STORY COURSE
Course Duration: June - September
Venue: Mass Media Department, St. Anthony's College

SCHEDULE- Month 1/ June

Month- June	Time	Course Content	Course Instructor
Week One	Monday – 12:35 Pm-1:20 Noon Friday-12:35-2:05	1.History of Photography 2. Introduction to Basic Photography 2.Introduction to different types of cameras and format. This will include both for photo and video.	1.Dondor Lyngdoh
Week Two	Monday – 12:35 Pm-1:20 Noon Friday-12:35 Pm-2:05 Pm	1. Different parts of the camera 2. How to operate it. 3. basic of camera functions	1. Dondor Lyngdoh
Week Three	Monday – 12:35 Pm-1:20 Noon Friday-12:35 Pm-2:05 Pm	Practical: 5 practical exercises on composition	1. Dondor Lyngdoh
Week Four	Monday – 12:35 Pm-1:20 Noon Friday-12:35 Pm-2:05 Pm	1. Lighting – Different types of lighting Outdoor/Indoor 2. 2. lighting techniques and lighting accessories	1. Dondor Lyngdoh

SCHEDULE- Month 2/ July

Month- July	Time	Course Content	Course Instructor
Week One	Monday – 12:35 Pm-1:20 Noon Friday-12:35-2:05	5 practical exercises on lighting	1.Dondor Lyngdoh
Week Two	Monday – 12:35 Pm-1:20 Noon Friday-12:35 Pm-2:05 Pm	understanding sound and music	1. Dondor Lyngdoh
Week Three	Monday – 12:35 Pm-1:20 Noon Friday-12:35 Pm-2:05 Pm	Understanding the use of sound and music with reference to visual composition	1. Dondor Lyngdoh
Week Four	Monday – 12:35 Pm-1:20 Noon Friday-12:35 Pm-2:05 Pm	5 practical exercises on sound and visual composition	1. Dondor Lyngdoh

SCHEDULE- Month 3/ August

Month- August	Time	Course Content	Course Instructor
Week One	Monday – 12:35 Pm- 1:20 Noon Friday-12:35-2:05	What is story telling? Narrative structure Basic structure of story telling	1.Dondor Lyngdoh
Week Two	Monday – 12:35 Pm- 1:20 Noon Friday-12:35 Pm-2:05 Pm	understanding different narratives.	1. Dondor Lyngdoh
Week Three	Monday – 12:35 Pm- 1:20 Noon Friday-12:35 Pm-2:05 Pm	Research for photo story	Cherry Kharshiing
Week Four	Monday – 12:35 Pm- 1:20 Noon Friday-12:35 Pm-2:05 Pm	Submission of initial AV script/ commencement of the AV shoot	1. Dondor Lyngdoh

SCHEDULE- Month 4/ September

Month- August	Time	Course Content	Course Instructor
Week One	Friday-12:35-5:00 pm	commencement of the AV shoot	1.Dondor Lyngdoh
Week Two	Friday-12:35 Pm- 5:00 Pm	commencement of the AV shoot.	1. Dondor Lyngdoh
Week Three	Friday-12:35 Pm-5:00 Pm	submission of AV rough cut	Cherry Kharshiing
Week Four	Friday-12:35 Pm-5:00 Pm	Presentation of the final AV.	1. Dondor Lyngdoh 2.Cherry Kharshiing



•Short Term Course •

Sound Designing and Post
Production Audio

Open to
all media
students

**Department of Mass Media,
St Anthony's College**

**24th-28th
July 2017**

10:00 AM- 5:00 PM

**Sound
Studio**

Hurry Limited Seats: For details Contact: Course coordinator: Rajani K Chhetri, Department of Mass Media

SHORT TERM COURSE
on
Sound Designing and Post Production
Audio

DATE: 24th - 28th July 2017

List of students

Sl.no.	Name
1	Skhemithij Pariat
2	Sophya Dkhar
3	Monica Lamare
4	Michelle Irudaya Pariat
5	Jerry Bovan Thabah
6	Damini Thapa
7	Aarti Sharma
8	Mrinal Paul
9	Ophilia Grace Lyngdoh Mawwai
10	Ratnadeep Kar
11	Anindita Dey
12	Angeline Koikara
13	Hira Devi
14	Rituparna Dutta Choudhury
15	Shreyasee Goswami
16	Ankita
17	Ningringchon
18	Puja Jain
19	Akash Mizar

SHORT TERM COURSE
on
Sound Designing and Post Production Audio
DATE: 24th - 28th July 2017
Duration: 35 hours
Course code: AC-RPS-1
Venue: Sound Studio-Mass Media Department
St. Anthony's College

PROGRAMME SCHEDULE

Date	Session	Course Content	Course Instructor
24 th July 2017	Session 1 10:00 am-1:00 PM	1 Audio recording equipment- 4 sessions a. Different microphones and their use b. Microphones for video and film makers	Julius Bassaiwmoit Independent Sound Recordist
LUNCH BREAK			
	Session 2 2:00 PM- 5:00 PM	c. Microphone accessories d. Boom operating tips	Rajani Chettri
Day 2			
25 th July 2017	Session 1 10:00 AM-1:00 PM	1 Audio Monitoring equipment- speakers and headphones-	Freddie Majaw
LUNCH BREAK			
	Session 2 2:00 PM- 5:00 PM	Practical Exercises on speakers and headphones connections, maintenance etc	Rajani Chhetri

Day 3			
26 th July 2017	Session 1 10:00 AM-1:00 PM	Audio mixers – different areas in an audio mixer, parts and functions and operations.	Freddie Majaw
LUNCH BREAK			
	Session 2 2:00 PM- 5:00PM	Practical Audio mixers – different areas in an audio mixer, parts and functions and operations.	Rajani Chhetri
DAY 4			
27 th July 2017	Session 1 10:00 AM-1:00 PM	Audio acoustics- different audio environments	Freddie Majaw
LUNCH BREAK			
	Session 2 2:00 PM- 5:00PM	Practical Multitrack recording	Rajani Chhetri
Day 5			
28 th June 2017	Session 1 10:00 AM-1:00 PM	On location- field recording techniques	Rajani Chhetri
LUNCH BREAK			
	Session 2 2:00 PM- 5:00 PM	Basics of audio mixing- Introduction to audio software	Rajani Chhetri



ST. ANTHONY'S COLLEGE, SHILLONG

(Re-accredited "A" Grade by NAAC: Cycle 3)

Recognized by UGC as a College with Potential for Excellence (CPE)

Offers Short Term Certified Courses in

Introduction to IT

MS Windows, MS Word Excel, PowerPoint, Internet etc.

Timing: 7-8:30am; 8:30-10 am; 4:30-6 pm; Fee: Rs. 900; Duration: 1 Month

Last Date of Submission: 01-04-17; Starting of Class: 03-04-17. *Limited*

Adobe Premiere

Learn to create and edit stunning videos

Duration: 1 Month; Fee: 1500; Last Date of Submission: 01-04-17;

Starting of Class: 03-04-17; Timing: 8:00-9:20am

Adobe InDesign & Photoshop CS5

- *Learn all about making Publications and Image Editing, Make Stunning Visuals, Creative Flyers etc.*

Timing: 8.15 – 9.45am.; Fee: Rs. 1500; Duration: Tue, Thurs, Sat (25 hrs+)

Last Date of Submission: 01-04-17; Starting of Class: 04-04-17.. *Limited Seats.. Hurry*

Object Oriented Programming in Java

Best Suited to sharpen your Programming Skills & for Students planning Degree in IT

Timing: 10.00 – 11.30am; Fee: Rs. 1000; Duration: 1 Month; Last Date of Submission: 01-04-17; Starting of Class: 03-04-17.. *Limited Seats.. Hurry*

Other Courses

GLOBALLY CERTIFIED COURSES BY

- CISCO CCNA

UGC APPROVED CAREER ORIENTED COURSES

DTP

DIPLOMA COURSES

PGDCA



Application forms are available from Office 5 or from the College Website <http://www.anthonys.ac.in>

Introduction to IT Starting: 11th April, 2017		
Batch: 8.300am		
1	B. Athikho	IT201
2	Baiahunlang Mukhim	IT202
3	Bakison Marbaniang	IT203
4	Bankerlang Nongrum	IT204
5	Bansuklang Marngar	IT205
6	Begius Lyngdoh Mawlong	IT206
7	Fairysha Kharlyngdoh	IT207
8	Flourish Patlong	IT208
9	Kenny Nongrum	IT209
10	Linda Bessy Lyngdoh	IT210
11	Mikhal S. Kharshiing	IT211
12	Mondira Dey	IT212
13	Prince Sukhlain	IT213
14	Rasima Begum	IT214
15	Rilamon Laso	IT215
16	Sanbharimeka Rymmai	IT216
17	Shiningstone Siangshai	IT217
18	Harikant Rai	IT218

Introduction to IT Starting: 11th April, 2017
Batch: 4.30pm

Sl. No.	Name	Login Name
1	Alfred Nongrum	IT401
2	Bishal Ghaley	IT402
3	Ibashailin Nongrum	IT403
4	Kanri - Iaki D Khongsngi	IT404
5	Kaushal Ray	IT405
6	Kayleigh Petra Nongkynrih	IT406
7	Kynrong - I - Man Sungoh	IT407
8	Mark Caster Kharshiing	IT408
9	Niang Vaiphei	IT409
10	Onikorea Shylla	IT410
11	Sanjeet Ray	IT411
12	Wanrisha Nongrum	IT412

Premier Starting: 11th April, 2017 Batch: 8.00-9.20am

Sl. No.	Name	Login Name
1	Ashmina Kama	User01
2	Babiangtihin Joan R. Umdor	User02
3	Balasiewdor Jana	User03
4	Eddiewell Kharjana	User04
5	Moonstar Nongdhar	User05
6	Shaikupar D. Rymmai	User06

Photoshop CS5 Starting: 11th April, 2017 Batch: 8.00- 9.20am

Sl. No.	Name	Login Name
8	Badahunlang Laloo	Photo01
4	Bimla Kumari Mahato	Photo02
3	Darshana Limbu	Photo03
2	Deepa Kumar Mahato	Photo04
6	Ksankupar Nengnong	Photo05
5	Queen Mary Lamo	Photo06
1	Raju Kumar Singh	Photo07
7	Ridashisha Kurbah	Photo08

SAP Starting: 20th March, 2015 Batch: 8.00-10.00 am

Sl. No.	Name	
1	Abhijeet Purkayastha	
2	B. Jacy F. Lynrah	
3	Badahunshisha Rangdong	
4	Bedanta Bikash Bora	
5	Chetna Chettri	
6	Daviya K. Atagrah	
7	Evaris Lumlin Marwein	
8	Lydiana Mary Nongrum	
9	Mankhraw N. Kharbuli	
10	Namphyrnai Mawthoh	
11	Steffie Grace Thubru	
12	Suchismita Choudhury	
13	Vanessa Christabel Indaritngen Basaiawmoit	
14	Vivek Upadhya	
15	Yogita Basumatary	
16	Yu Tiffany Pariat	

JAVA Starting: 11th April, 2017		
Batch: 10.00-11.30am		
Sl. No.	Name	Login Name
1	Amanda B. Nongbet	Java01
2	Bakison Marbaniang	Java02
3	Bankerlang Nongrum	Java03
4	Begius Lyngdoh Mawlong	Java04
5	Cathreenia Nongkynrih	Java05
6	Dapdianghun Lyngdoh	Java06
7	Darihun Lyngdoh	Java07
8	Kenny Nongrum	Java08
9	Mikhal S. Kharshiing	Java09
10	Douglas Lamin	Java10
11	Thoudam Pushparani Devi	Java11

Photoshop CS5 Starting: 11th April, 2017		
Batch: 8.00- 9.20am		
Sl. No.	Name	Login Name
8	Badahunlang Laloo	Photo01
4	Bimla Kumari Mahato	Photo02
3	Darshana Limbu	Photo03
2	Deepa Kumar Mahato	Photo04
6	Ksankupar Nengnong	Photo05
5	Queen Mary Lamo	Photo06
1	Raju Kumar Singh	Photo07
7	Ridashisha Kurbah	Photo08

Premier Starting: 11th April, 2017		
Batch: 8.00-9.20am		
Sl. No.	Name	Login Name
2	Ashmina Kama	User40
4	Babiantihun Joan R. Umdor	User41
6	Balasiewdor Jana	User42
3	Eddiewell Kharjana	User43
1	Moonstar Nongdhar	User44
5	Shaikupar D. Rymmai	User45

SYLLABUS FOR BASIC IT COURSE

OBJECTIVE: The course is designed to aim at imparting basic IT skills for an absolute beginner. After completing the course the student is able to use the computer for basic purposes of preparing letters, viewing information on Internet (the web), sending mails, performing simple calculations using spreadsheets and creating presentations. Given that today, IT skills have become a basic necessity, the main objective of this course is to make students digitally literate.

DURATION: 40 Hours. (Theory: 15 hrs + Practical: 25 hrs.)

Sl. No.	Topic	Hours
1	Introduction and Windows OS	4
2	MS Word	20
3	MS Excel	10
4	MS Powerpoint	2
5	Internet	4

Detailed Syllabus

Introduction and Windows OS : What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; distinguishing between Data and Information; operating system: windows, Folders, Sub folders, Windows Explorer (Start → All Programs → Accessories → Windows Explorer), Footnote, end note (Insert), Footer, Header (View), Save As (Duplicate copy), How to change the Screen saver (Start → Control Panel → Appearance and Themes → Display), How to change the Desktop (Start → Control Panel → Appearance and Themes → Display)

MS Word: Bookmark – Inserting, How to go to Bookmark, How to go to Page number, How to Get new pages, What happens when you press CTRL +SHIFT, Style and Formatting, Indentation- Left, Right, Hanging, First Line, Convert Text to Table and vice versa, What is Table AutoFormat?, How to use formula in a Table in MS Word? How to change the size of Margins, Orientation : Portrait, Landscape, Why use a Paragraph Marker?, How to change the size of Header/Footer, Paper Size : How to search word in a file?, How to replace a word in a file by a new word, shortcut keys : copy : ctrl + c, bold: ctrl + b, ctrl+ home, ctrl+ end, ctrl+ Page Up, CTRL+ Page Down, Toolbars, Spell Check, Insert symbols, Clipart, Insert Pictures, Bullets and numbering, Undo, redo, Paste, Paste Special, View : Ruler, Toolbars, Zoom, Measurement units: inches, cm, points, pica, Header and Footer, Change case (upper, lower case, title case, Toggle case, Sentence case), What is Toggle? Some terms: Numeric key pad, default, My Computer Animation in MS Word, Thesaurus, Function Keys, Accessing Help Menu, MAIL MERGE

MS Excel: Functions e.g. sum, average, max, min, if, vlookup, large, small, Charts, Copy the Charts from MS Excel to a file in MS Word, Filtering, What is auto filter? Sorting, Formatting, Printing, Changing row height and width, database, field names, records, What is the difference between Close and Exit, Hide/Unhide the rows, columns How to use the DRAG and DROP feature in Windows? How to use the Copy and Cut a file/many files/folders in Windows? How is the Pressing of

the CTRL key different from pressing the SHIFT key while selecting a file for Copying/Cutting?
Borders in MS Excel and MS Word, What are a Gridlines in MS Excel, What are a Gridlines in MS Word

MS Powerpoint: Creating Presentations, Adding slides, Changing animations, Setting Timing, Formatting, Inserting, Menu, Using help

Internet: Concept of Internet; uses of Internet; World Wide Web; Web Browsers, URL, searching for information using browsers, email basics, creating and sending emails, adding attachments, netiquettes.,

Books:

- I T Tools and Business Systems Module -1 by Prof. Satish Jain, Shashank Jain, Shashi Singh, M. Geetha Iyer, BPB Publication, ISBN: 9788176567138
- O-Level M1-R3 IT Tools & Applications by V K Jain, BPB Publications , ISBN 8176567655,
- Foundations of Computing, P K Sinha, BPB Publications, 2002,ISBN 8176566632, 9788176566636
- Computer Fundamentals and Programming in C, Reema Thareja, Oxford University Press; Second edition (27 June 2016), ISBN-10: 9780199463732

Adobe Premiere Pro

Adobe Premiere – This add-on course can help students to get an introduction to video editing using the Adobe Premiere Pro software which is a part of the Adobe Creative Cloud software collection, as well as Adobe CS6 – or Adobe Creative Suite.

Course Objective: The objective of this course is to make the student proficient with the principles and methods of Video Editing and familiarize them with a Video editing software. The specific Software that has been chosen for the purpose is ADOBE Premiere Pro. The emphasis is expected to be on doing rather than on theoretical knowledge.

Number of hours : 30

Detailed syllabus

Unit I

Introduction to Adobe Premiere Pro workflow, tour of Premier Pro workspace, Setting Up a Project, Importing Media, Organizing Media

Unit II

Essentials of Video Editing, Working with Clips and Markers, Adding Transitions

Unit III

Advanced Editing Techniques, Putting Clips in Motion, Multicamera Editing, Editing and Mixing Audio, Sound effects, Adding Video Effects, Color Correction and Grading, Creating Titles

Course Outcome

At the end of this course, a student should be able to describe the features of Premiere Pro, import and export video clips, add effects and transitions to video clips, work with multiple cameras sources, integrate audio and video, add captioning, use color correction, publish fully edited videos.

ADOBE PHOTOSHOP

No. of Hours : 40 Hours

UNIT I : PRELIMINARIES, SELECTIONS AND PATHS

10 Hours

- **The Photoshop Interface** – setting Photoshop preferences, importing documents of different formats into Photoshop, zooming and zooming out of images, navigating images, setting up a new document, the history palette, undo and redo; the Photoshop online help system.
- **Scanning** - scanner resolution, determining image resolution; The scanning interface; Actual scanning and the things to be kept in mind; File formats; Scaling scanned images - enlarging, reducing and resampling.
- **Selections** - selection basics, saving and loading a selection, making selections with the different selection tools, with quick mask, using the colour range command; editing the selection outline, copying and pasting selections; filling selections - with colour, pattern or with a snapshot; applying strokes to selections.
- **Paths** – different types of anchor points, creating, saving and editing paths: using paths – for filling, stroking, selecting, etc.

UNIT II : PAINTING AND EDITING IMAGES

10 Hours

- **Painting** - the foreground and background colours; using the colour palette and the swatches palette; sampling colours from an image; the brushes palette - modifying brush options, creating and deleting brushes, creating custom brushes; the paintbrush tool, the shape tools, the pencil tool, The eraser tool, the paintbucket tool, the gradient tool : setting their options and using them to edit images; different types of gradients, creating and editing gradients; painting into line art.
- **Editing Images** - retouching images using the clone stamp tool, the patch tool and the healing brush tool; using the smudge tool, blur and sharpen tools, burn and dodge tools and the sponge tool.
- **Transformations** - scaling, rotating, skewing and distorting; adding perspective; making numeric and arbitrary transformations; the free transform; the image size command, the canvas size command, the rotate canvas command; using the crop tool.

UNIT III : LAYERS AND CHANNELS

10 Hours

- **Layers** - layers, and their uses; the layers palette and editing and compositing layers using the layers palette and commands on the layer menu; layer masks and their uses, how to create and edit layer masks; creating clipping groups; Adjustment layers and their uses, creating and editing adjustment layers; layer styles, applying and editing them, preset layer styles and the styles palette.
- **Channels** - channels and their functions, the channels palette - viewing, targeting and reordering channels; editing images by duplicating a channel to the same document and to a different document, deleting a channel, splitting and merging channels; colour channels and alpha channels; saving selections as channels, loading selections from channels; editing and compositing with channels, editing colour information channels; creating masks that fade with gradients.

UNIT IV : TYPE AND IMAGE ADJUSTMENTS, FILTERS, PRINTING AND EXPORTING

10 Hours

- **Creating type** – the type tools and the type mask tools, artistic and paragraph type, editing text using the character and paragraph palettes, rasterising type; different types of text special effects, warping text.
- **Image Modes** - image modes and colour models in Photoshop, pixel depth - 1 bit, 8 bits, 24 bits and 32 bits per pixel.
- **Colour Correction** – an overview of all the image adjustment commands in Photoshop with special reference to the Hue/Saturation, Levels and Curves commands, making colour corrections using adjustment layers.
- **Filters** - A general approach to using filters, fading a filter, types and categories of filters; an introduction to Photoshop's native filters with special reference to some important filters such as the filter gallery, liquefy, lighting effects, lens flare, etc. , popular third party filters; using filters for editing images and for obtaining special effects, elements of creating custom filters – the filter factory.

- **Printing** - preparing Photoshop for printing, preparing the page, preparing colour separations; the print command and the print dialog.
- **Saving and exporting** - preparing images for saving, saving files - compressing images, choosing file formats especially TIFF, EPS, JPEG, PCX, PICT, PNG, BMP formats and Photoshop's native format.

PRACTICALS

A student will be expected to design and create images based on samples of artwork and images provided / suggested.

REFERENCES

1. The Photoshop user's manual.
2. The Photoshop online help system.

Programming in Java

Duration: 1 month

Subject Name: Programming in Java

No. of Hours Per Week: 6

Total Marks: 100

Assessment: Continuous assessment

Objective

The course is designed to impart knowledge and skill required to solve the real world problem using object-oriented approach utilizing Java language constructs.

After completion of the course students are expected to understand the following-

- Java tokens for creating expressions and creating Datatypes.
- Implementation of Inheritance
- Java I/O basics and Applets.

Detailed Syllabus:

Introduction to Java: Genesis and Overview, Object-Oriented Programming features; Java Development Kit (JDK) Java Virtual Machine (JVM), The Bytecodes, Compile & run a simple program

Constant, Variable, Data types & Arrays: Java Token & Keywords, Primitive Types, Integer literal, Floating point literal, Character literal, Boolean literal, String literal, declaring a variable, Dynamic initialization, The scope and lifetime of variable, Type conversion and casting, Automatic type promotion in expression. Arrays

Operators: Arithmetic operators, Relational operators, Boolean logical operators, The assignment operator, Conditional operator, Operator precedence

Control statement: Decision making and Branching, Decision making and Looping

Introduction to classes, methods and objects: The general form of a class, declaring objects, introducing methods, constructors, parameterized constructor, *this* keyword, garbage collection, the *finalize()* method, method overloading, argument passing, introducing access control (public, private and protected), Scanner

Inheritance: Basics of Inheritance

The applet class: Applet fundamentals, The applet class, Applet architecture, Applet skeleton, Applet Display Methods, Requesting repainting, Using the Status Window, HTML applet tag

Suggested Reading:

1. **Herbert Schildt**, *The Complete Reference Java*, Tata McGraw Hill, Seventh Edition 2007.
2. **Deitel Deitel**, *Java How to program*, Prentice Hall India Ltd, Seventh Edition.

QCMA 2017 - 2018

No	Name	1st	2nd 10/11/2017
1	Frankie Tyrwa	10,000	5000/-
2	Bannu Shwa Sang	10,000	5000/-
3	Kitborlang Rngiksek	10,000	5000/-
4	Kyrskanberlang Majaw	15,000	→
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13	Sudhan Bekhel	10,000	5000/-
14	Ravit Thapa	10,000/-	5000/-
15	Ravit Rudra	10,000/-	5000/-
16	Chandan Yadav	10,000/-	5000/-
17	Sandeep Cheltri	10,000	5000/-
18	Rajiv Baruah	10,000/-	5000/-
19	Petrus Bman	10,000/-	5000/-
20	Pickystar Pynsial	15,000/-	
21	Riyanka Sarkar	10,000	5000/-
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website: www.anthonys.ac.in


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College with Potential for Excellence (awarded by UGC)

This is to certify that these students belonging to 3rd Semester MCA have joined the CCNA course for that year 2017

CCNA 2017

List of MCA students

Sl. No.	Name
1	Yogender Sahi
2	Cathy Gracia Marbaniang
3	Habanjop Kharpan
4	TS Thotdharrin Damian
5	Saurav Borah
6	Debabrat Adhikary
7	R Archana Bhat
8	Bankerlang Sohtun
9	Sunakshi Deb
10	Pyntngenlang Kongwang
11	Jacob Mynsong
12	Mebanpynkhrav Nongrum
13	Alfred Marbaniang
14	Kitborlang L Kynshi
15	J Meishanlang Khyriem
16	Iaiptyntngen Marbaniang
17	Poonam Thapa
18	Mebalajied Nohwir
19	Diana M Marwein
20	Dakerrihun Diengdoh
21	Varialchhuanmawia
22	Rishab J Barman
23	T H Sunita Devi
24	Sangita Dutta


Director, MCA

Director, M.C.A.,
St. Anthony's College
Shillong-793001



Cisco Certified Network Associate (200-125)

Exam Description: The Cisco Certified Network Associate (CCNA) Routing and Switching composite exam (200-125) is a 90-minute, 50–60 question assessment that is associated with the CCNA Routing and Switching certification. This exam tests a candidate's knowledge and skills related to network fundamentals, LAN switching technologies, IPv4 and IPv6 routing technologies, WAN technologies, infrastructure services, infrastructure security, and infrastructure management.

The following topics are general guidelines for the content likely to be included on the exam. However, other related topics may also appear on any specific delivery of the exam. In order to better reflect the contents of the exam and for clarity purposes, the guidelines below may change at any time without notice.

- 15%** **1.0 Network Fundamentals**
- 1.1 Compare and contrast OSI and TCP/IP models
- 1.2 Compare and contrast TCP and UDP protocols
- 1.3 Describe the impact of infrastructure components in an enterprise network
 - 1.3.a Firewalls
 - 1.3.b Access points
 - 1.3.c Wireless controllers
- 1.4 Describe the effects of cloud resources on enterprise network architecture
 - 1.4.a Traffic path to internal and external cloud services
 - 1.4.b Virtual services
 - 1.4.c Basic virtual network infrastructure
- 1.5 Compare and contrast collapsed core and three-tier architectures
- 1.6 Compare and contrast network topologies
 - 1.6.a Star
 - 1.6.b Mesh
 - 1.6.c Hybrid
- 1.7 Select the appropriate cabling type based on implementation requirements
- 1.8 Apply troubleshooting methodologies to resolve problems
 - 1.8.a Perform and document fault isolation
 - 1.8.b Resolve or escalate
 - 1.8.c Verify and monitor resolution
- 1.9 Configure, verify, and troubleshoot IPv4 addressing and subnetting
- 1.10 Compare and contrast IPv4 address types

- 1.10.a Unicast
- 1.10.b Broadcast
- 1.10.c Multicast
- 1.11 Describe the need for private IPv4 addressing
- 1.12 Identify the appropriate IPv6 addressing scheme to satisfy addressing requirements in a LAN/WAN environment
- 1.13 Configure, verify, and troubleshoot IPv6 addressing
- 1.14 Configure and verify IPv6 Stateless Address Auto Configuration
- 1.15 Compare and contrast IPv6 address types
 - 1.15.a Global unicast
 - 1.15.b Unique local
 - 1.15.c Link local
 - 1.15.d Multicast
 - 1.15.e Modified EUI 64
 - 1.15.f Autoconfiguration
 - 1.15.g Anycast
- 21%** **2.0 LAN Switching Technologies**
 - 2.1 Describe and verify switching concepts
 - 2.1.a MAC learning and aging
 - 2.1.b Frame switching
 - 2.1.c Frame flooding
 - 2.1.d MAC address table
 - 2.2 Interpret Ethernet frame format
 - 2.3 Troubleshoot interface and cable issues (collisions, errors, duplex, speed)
 - 2.4 Configure, verify, and troubleshoot VLANs (normal/extended range) spanning multiple switches
 - 2.4.a Access ports (data and voice)
 - 2.4.b Default VLAN
 - 2.5 Configure, verify, and troubleshoot interswitch connectivity
 - 2.5.a Trunk ports
 - 2.5.b Add and remove VLANs on a trunk
 - 2.5.c DTP, VTP (v1&v2), and 802.1Q
 - 2.5.d Native VLAN
 - 2.6 Configure, verify, and troubleshoot STP protocols
 - 2.6.a STP mode (PVST+ and RPVST+)
 - 2.6.b STP root bridge selection

- 2.7 Configure, verify and troubleshoot STP related optional features
 - 2.7.a PortFast
 - 2.7.b BPDU guard
- 2.8 Configure and verify Layer 2 protocols
 - 2.8.a Cisco Discovery Protocol
 - 2.8.b LLDP
- 2.9 Configure, verify, and troubleshoot (Layer 2/Layer 3) EtherChannel
 - 2.9.a Static
 - 2.9.b PAGP
 - 2.9.c LACP
- 2.10 Describe the benefits of switch stacking and chassis aggregation

23% 3.0 Routing Technologies

- 3.1 Describe the routing concepts
 - 3.1.a Packet handling along the path through a network
 - 3.1.b Forwarding decision based on route lookup
 - 3.1.c Frame rewrite
- 3.2 Interpret the components of a routing table
 - 3.2.a Prefix
 - 3.2.b Network mask
 - 3.2.c Next hop
 - 3.2.d Routing protocol code
 - 3.2.e Administrative distance
 - 3.2.f Metric
 - 3.2.g Gateway of last resort
- 3.3 Describe how a routing table is populated by different routing information sources
 - 3.3.a Admin distance
- 3.4 Configure, verify, and troubleshoot inter-VLAN routing
 - 3.4.a Router on a stick
 - 3.4.b SVI
- 3.5 Compare and contrast static routing and dynamic routing
- 3.6 Compare and contrast distance vector and link state routing protocols
- 3.7 Compare and contrast interior and exterior routing protocols
- 3.8 Configure, verify, and troubleshoot IPv4 and IPv6 static routing
 - 3.8.a Default route
 - 3.8.b Network route

- 3.8.c Host route
 - 3.8.d Floating static
 - 3.9 Configure, verify, and troubleshoot single area and multi-area OSPFv2 for IPv4 (excluding authentication, filtering, manual summarization, redistribution, stub, virtual-link, and LSAs)
 - 3.10 Configure, verify, and troubleshoot single area and multi-area OSPFv3 for IPv6 (excluding authentication, filtering, manual summarization, redistribution, stub, virtual-link, and LSAs)
 - 3.11 Configure, verify, and troubleshoot EIGRP for IPv4 (excluding authentication, filtering, manual summarization, redistribution, stub)
 - 3.12 Configure, verify, and troubleshoot EIGRP for IPv6 (excluding authentication, filtering, manual summarization, redistribution, stub)
 - 3.13 Configure, verify, and troubleshoot RIPv2 for IPv4 (excluding authentication, filtering, manual summarization, redistribution)
 - 3.14 Troubleshoot basic Layer 3 end-to-end connectivity issues
- 10%**
- 4.0 WAN Technologies**
 - 4.1 Configure and verify PPP and MLPPP on WAN interfaces using local authentication
 - 4.2 Configure, verify, and troubleshoot PPPoE client-side interfaces using local authentication
 - 4.3 Configure, verify, and troubleshoot GRE tunnel connectivity
 - 4.4 Describe WAN topology options
 - 4.4.a Point-to-point
 - 4.4.b Hub and spoke
 - 4.4.c Full mesh
 - 4.4.d Single vs dual-homed
 - 4.5 Describe WAN access connectivity options
 - 4.5.a MPLS
 - 4.5.b Metro Ethernet
 - 4.5.c Broadband PPPoE
 - 4.5.d Internet VPN (DMVPN, site-to-site VPN, client VPN)
 - 4.6 Configure and verify single-homed branch connectivity using eBGP IPv4 (limited to peering and route advertisement using Network command only)
 - 4.7 Describe basic QoS concepts
 - 4.7.a Marking

- 4.7.b Device trust
- 4.7.c Prioritization
 - 4.7.c. (i) Voice
 - 4.7.c. (ii) Video
 - 4.7.c. (iii) Data
- 4.7.d Shaping
- 4.7.e Policing
- 4.7.f Congestion management

10% 5.0 Infrastructure Services

- 5.1 Describe DNS lookup operation
- 5.2 Troubleshoot client connectivity issues involving DNS
- 5.3 Configure and verify DHCP on a router (excluding static reservations)
 - 5.3.a Server
 - 5.3.b Relay
 - 5.3.c Client
 - 5.3.d TFTP, DNS, and gateway options
- 5.4 Troubleshoot client- and router-based DHCP connectivity issues
- 5.5 Configure, verify, and troubleshoot basic HSRP
 - 5.5.a Priority
 - 5.5.b Preemption
 - 5.5.c Version
- 5.6 Configure, verify, and troubleshoot inside source NAT
 - 5.6.a Static
 - 5.6.b Pool
 - 5.6.c PAT
- 5.7 Configure and verify NTP operating in a client/server mode

11% 6.0 Infrastructure Security

- 6.1 Configure, verify, and troubleshoot port security
 - 6.1.a Static
 - 6.1.b Dynamic
 - 6.1.c Sticky
 - 6.1.d Max MAC addresses
 - 6.1.e Violation actions
 - 6.1.f Err-disable recovery
- 6.2 Describe common access layer threat mitigation techniques
 - 6.2.a 802.1x
 - 6.2.b DHCP snooping

- 6.2.c Nondefault native VLAN
 - 6.3 Configure, verify, and troubleshoot IPv4 and IPv6 access list for traffic filtering
 - 6.3.a Standard
 - 6.3.b Extended
 - 6.3.c Named
 - 6.4 Verify ACLs using the APIC-EM Path Trace ACL Analysis tool
 - 6.5 Configure, verify, and troubleshoot basic device hardening
 - 6.5.a Local authentication
 - 6.5.b Secure password
 - 6.5.c Access to device
 - 6.5.c. (i) Source address
 - 6.5.c. (ii) Telnet/SSH
 - 6.5.d Login banner
 - 6.6 Describe device security using AAA with TACACS+ and RADIUS
- 10% 7.0 Infrastructure Management**
- 7.1 Configure and verify device-monitoring protocols
 - 7.1.a SNMPv2
 - 7.1.b SNMPv3
 - 7.1.c Syslog
 - 7.2 Troubleshoot network connectivity issues using ICMP echo-based IP SLA
 - 7.3 Configure and verify device management
 - 7.3.a Backup and restore device configuration
 - 7.3.b Using Cisco Discovery Protocol or LLDP for device discovery
 - 7.3.c Licensing
 - 7.3.d Logging
 - 7.3.e Timezone
 - 7.3.f Loopback
 - 7.4 Configure and verify initial device configuration
 - 7.5 Perform device maintenance
 - 7.5.a Cisco IOS upgrades and recovery (SCP, FTP, TFTP, and MD5 verify)
 - 7.5.b Password recovery and configuration register
 - 7.5.c File system management
 - 7.6 Use Cisco IOS tools to troubleshoot and resolve problems
 - 7.6.a Ping and traceroute with extended option
 - 7.6.b Terminal monitor
 - 7.6.c Log events
 - 7.6.d Local SPAN

- 7.7 Describe network programmability in enterprise network architecture
 - 7.7.a Function of a controller
 - 7.7.b Separation of control plane and data plane
 - 7.7.c Northbound and southbound APIs

TO WHOMSOEVER IT MAY CONCERN

This is to certify that St. Anthony's college having its premises at Bomfyle Road, Lachumiere, Shillong, Meghalaya 793001, is a member of British Council Advantage partnership program for Cambridge assessment English exams.

This membership authorizes St. Anthony's college, to register and train students for Business English Certification (BEC), a qualification from Cambridge assessment English (A part of Cambridge University).

With Best Regards,



Raj Tewari

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Brief exam guide



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What's in the exam?

The exams are designed to be fair to people of all nationalities and linguistic backgrounds, and are supported by a dedicated research programme. They are work-focused exams which:

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- **use real work-related tasks and activities** for practical use in the workplace
- **feature a face-to-face Speaking test** for a more realistic test of communicating successfully at work.

Your overall performance is calculated by averaging the scores you achieve in Reading, Writing, Listening and Speaking. The weighting of each of the four skills is equal. For more information, and sample papers, go to

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- **Cambridge English: Business Higher** - CEFR Level C1
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(IELTS band scores 5.5-6.5)
An upper-intermediate level of English.
- **Cambridge English: Business Preliminary** - CEFR Level B1
(IELTS band scores 4.0-5.0)
A level of English for practical everyday use in an international business environment.

* IELTS (International English Language Testing System) is jointly managed by British Council, IDP: IELTS Australia and Cambridge English Language Assessment.



“Cambridge English: Business Certificates give you a lot of confidence. The certificates were recommended to me by my mentor in college, as they would be a great boost to my professional career in the field of Public Relations.

Sruthi Vijayachandran, India

Cambridge English: Business Vantage candidate and winner of the Cambridge English Language Assessment Best Young Speaker from Asia competition 2012

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4	NENGPICHONG VAIPHEI	2ND SEM ECONOMICS	
5	KELIBEULE NDANG	5THSEM POL. SCIENCE	
6	ANINDITA SINGH	4TH SEM ENGLISH	
7	NELVY GRACIA MAJAW	4TH SEM ENGLISH	
8	BERONIKA KHARWANNIANG	4TH SEM ENGLISH	
9	RISHMRITA BORUAH	4TH SEM HISTORY	
10	DONOVAN SYIEMIONG	4TH SEM ENGLISH	
11	RUMAYA SANCHI M. DANGGO	4TH SEM ENGLISH	
12	ENRIDA LAKIANG LYNGDOH	4TH SEM ENGLISH	
13	MAYURI HAZARIKA	4TH SEM ECONOMICS	
14	MANISHA ISLARY	4TH SEM ECONOMICS	
15	LUKJUM GADI	4TH SEM HISTORY	
16	MD. SHAMEEM IQBAL	4TH SEM ECONOMICS	
17	LYDIA. VEINEINGAH. MATE	4TH SEM ENGLISH	
18	MINKCHA LOWANG	4TH SEM HISTORY	
19	ARNES DAN	3RD SEM ECONOMICS	

Brochures: (Details from the website)

About

SAP (SYSTEMS, APPLICATIONS AND PRODUCTS in database management) is a German MNC which provides an ERP software Solution. SAP allows complete automation of all business functions on real time basis. SAP is the most widely used ERP in business world globally.

Modules:

SAP FICO: It allows complete automation of all the accounting functions on real time basis. It contains the following modules:

- SAP Overview: Introduction to SAP
- SAP FI: FINANCIALS or FINANCIAL ACCOUNTING
- SAP CO: CONTROLLING
- Creating balance Sheet and profit & loss in SAP

Duration of Course:	45 Lab Hours
Fees:	Rs. 10,000.00 payable in two instalments(for students not of the college). Rs. 6,500.00 (For Students of the college)
Class Timings:	Classes are held Monday to Friday at 7am to 8:15 in the morning. For students of the college the course timings are during the working hours of the college.

Career Opportunity:

Accounting jobs in various companies and organisations. This course is a must for further career advancement in the business and banking world. Almost all the MNCs are using SAP as an ERP, so the requirement is huge for the SAP Trained employees. Hotels, Banks, automobiles companies and all other sector require SAP FICO trained employees.

Certification

For those completing the online course and the final exam are certified by SAP The certificate of completion is issued and certified by SAP directly and hence carries the highest recognition.

About

Tally ERP 9 is the complete Business Management solution used for finance and resource Management of industries worldwide. Tally ERP is the largely used Accounting software in the Country and is with the current GST implementation. The course is certified by the Tally firm. The certificate and course materials are directly from the firm

Modules:

Tally ERP consists of the following modules

- Accounting Management
- Interest Calculation
- Cost Centres and Profit Centres
- Multi-Currency Management
- Balance Sheet and P&L
- Cash and Fund flow
- Bank Accounting
- Cheque Management
- Bank Reconciliation
- Payroll
- GST Compliance

Duration of Course:	45 Lab Hours with Online exam at the end
Fees:	Rs. 6,500.00
Class Timings:	Classes are held Monday to Friday in three batches : 11.00 am; 12.15 pm; 1.30 pm

Career Opportunity:

Tally ERP enables one to be skilled in computer aided accounting, inventory management and ERP management. Hence, it opens chances of

- Finance and project heads in firms
- Opportunities in Banking and insurance sector
- As finance accountants

Certification

The course consists of online examinations at the end of the course. Those completing the same successfully are eligible Certification by Tally. This is a Tally Certified course and hence carries industry recognition.

TALLY 2017

S.N	Student Name	Final Score
1	Arinaitwe Clinton Riddick	50
2	Daiasanlang Rose Nengnong	70
3	Gankhing Mossang	50
4	Gracefully Synrem	74
5	Ibanphyrnai L. Mawnai	70
6	Kezia Yobin	54
7	Khrawpyrkhat David Mynsong	64
8	Kimlee Khomrang	40
9	Lata Biswa	67
10	Louis Malngiang	74
11	M. V. Mayarso	74
12	Manimore Makri	64
13	Mebanshan Shadap	77
14	Nathaneal Synrem	40
15	Nazeema Hayat Barlaskar	67
16	Ngilyang Rabing	67
17	Nita Sharma	64
18	Paiabaskhem Kshiar	67
19	Pooja Kuri	67
20	Priyanka Surana	74
21	Priyojit Dey	57
22	Rapbor Peter Pyngrope	60
23	Ricky Nelson Marwein	47
24	Ridashisha Mawthoh	70
25	Rikynti Kharbani	60
26	Robert L. Semtinmang Haokip	70
27	Seiborlang Kharmawlong	74
28	Shemsuklang Shullai	80
29	Udayan Paul	47
30	Wadarika Warbah	74
31	Wandamehaki Ropmay	70
32	Wansharai Suting	44
33	Kyntiewnam Nongrem	67
34	Emiwakordor Law	57
35	Ibanrihunlang K Dew saw	50
36	Shaibok Kupar L Lyngkhoi	54
37	Pawan Kumar Yadav	57
38	Victor Lalruatfela	60
39	Ramsemmung Pangray	50
40	Shilavei Y	54
41	Tenny Pohti	47
42	Athishu Tokho	54
43	Mamoni Koch	47
44	Rilamon Laso	54
45	Ramgaipou Gangmei	57

46	Niedingsha Sangma	47
47	Dhrubajyoti Nath	54
48	Bikash Singh Thapa	60
49	Temsuwati Jamir	60
50	Laishram Jony Meitei	54
51	Sushmita Das	67
52	Sandranaki Shwa Hinge	57
53	Rian Gerard M Sangma	44
54	Neha Kumari Ray	54
55	Donkumar Lynnong	67
56	Julius Nongkynrih	47
57	Polite Tangsang	60
58	Maradona Nongrum	60
59	Andrew Nongrum	50
60	Shibu Pokhrel	49
61	Rashik Biswa	65
62	Abhishek Ghosh	62
63	Vinay Pratap Singh	67
64	Rijontist Wardkhar	62
65	Daryll Donald Nongbri	44
66	Deibormitre Dhar	60
67	Wanaibok Nongdhar	44
68	Rakesh Kujur	52
69	Sumarrilang Rosalyne Kharpor	60
70	Jasanta D Wanrap	42
71	Priyanka Kharkongor	49
72	Emidaka Syiem	49
73	Wanplisha C Lyngdoh	65
74	Diona Kharmawphlang	50
75	Kenny Wilson Lyngkhoi	62
76	Pritika Das	49
77	Binay Dkhar	52
78	Deepak Tripathi	69
79	Akash Shil	67
80	Kunal Chhetri	62
81	Suraj Singh	65
82	Aparna Dey	72
83	Ria Lamsal	72
84	Suvam Deb	55
85	Aman Sharma	69
86	Jyoty Upadhaya	52
87	Daisy Sohtun	52
88	Pynhunshisha Ryntathiang	42
89	Harima Koch	55
90	Lalrinawma Jongte	65
91	Soma Dutta	67
92	Bian Chel Chak A. Sangma	40

93	Khrawkumar Marwein	57
94	Jefferson Kharlyngdoh	49
95	Pyndondor Ryntathiang	59
96	Andy Rahjingshai L. Nongbri	62
97	Emburomshisha Khongsdam	59
98	Lesstar Kharrngi	59
99	Cordial Susngi	52
100	Ngaitmon Langstang	49

Enrolled	100
Cleared	100

NAME LIST OF STUDENTS COMPLETED SAP IN 2017

SAP-FICO

S.No	Name		
1	Nazma Hussain Choudhury	48	Luiza Tamang
2	Ashish Thapa	49	Megan Gail Kharbhih
3	Mary Niannei Kim Zou	50	Gladinia Charissa Ramsdam
4	Anyan Lama	51	Sweta Chhetry
5	Sayanta Das	52	Vinita Chetri
6	Deepa Upadhya	53	Istopar. A. Marak
7	Niang Hoi Lun	54	Abhishek Kumar Upadhaya
8	Damaris Kharsyntiew	55	Gracefulness Kharshandi
9	Barimika Marboh	56	Casey Nongtri
10	Pynkmen Wanroy Hoojon	57	Angel Dkhar
11	Pinky Kumari Mahato	58	Aiborlang G. K. Marbaniang
12	Basanti Thapa	59	Sumit KR. Hajong
13	Anisha Singh	60	Bobby Marwein
14	Baialin Nongrum	61	Ambia Begum Laskar
15	Sangeeta Gurung	62	Vanlalt Hazuali
16	Manisha Chettri	63	T. Lawmkungpuia
17	Agnes Margarate D'rozario	64	Abnas Kumar
18	Goumaya Gurung	65	Shaya Karmakar
19	Haodabiang Thabah	66	Deep Deb
20	Athishu Tokho	67	Honlem. M
21	Rubi Kumari Chauhan	68	Rishabh Kumar Chhetry
22	Anisha Khati	69	Rezwanul Hoque Choudhory
23	Shyamali Basumatary	70	Swaraj Deb
24	Pallabi Konwar	71	Ashim Deb Nath
25	Pratigya Bashyal	72	Theophilus Massar
26	Raymond Star Jyrwa	73	Rushal Rawat
27	David Malsawmsanga	74	Manish Kumar Rai
28	Sagar Khatri	75	Santosh Singh
29	Riddhiraj Buraghain	76	Kirti Poddar
30	Lalthakima	77	Sayam Jain
31	Yeffinaka Eileen Warjri	78	Shubham Kumar
32	Manish Gurung	79	Aman Rana
33	Abhishek Chettri	80	Nitish Kariwala
34	Ronaldo Khardewsaw	81	Sudip Dhar
35	Obit Jomyang	82	Shalu Agarwal
36	Rahul Jain	83	Saurav Das
37	Alvafinia Rane	84	Sita Sapkota
38	Agnes Jarain	85	Kabita Sharma
39	R. Lalvenhima	86	Puja Sharma
40	Andrew Ialhruitluanga Hrahsel	87	Khusbu Kumari Ray
41	Preeti Kumari Singh	88	Samjhana Rana
42	Gracefulness Nongrem	89	Wanphaibiang Mynsong
43	Oswine Rongmei	90	Moumita paul
44	Thomas Bey	91	Priya Deb
45	Ribudlang Rumnong	92	Sweetey Dey
46	Emmanuel Rochunghnung	93	Baiahunlang Marngar
47	Ena. A. Sangma	94	Shubham Das

95	Puja Debnath	145	Shaun Carlson W. Marbaniang
96	Ridamon Lyngkhoi	146	Yusuf Kharprim
97	Brases Shylla	147	Manihru Ozho
98	Zhupuli- A Mathibo	148	Sourav Sharma
99	Lungaithauliu Rongmei	149	Benjamin Gangte
100	Michael Tyndon Oariong	150	Dipesh Das
101	Siantimai Ronghang	151	Jordan Ryan Kharkrang
102	Evangelyste Lyngdoh Marshilong	152	Bankit Burom Nongbet
103	Adella Lawanbha Warlarpih	153	Mebalapynhun Shylla
104	Richmore Terence Kurkalang	154	Kyrshanlang R Dkhar
105	Faizal Ahmed	155	Melvin Star Majaw
106	Deep Shankar Nath	156	Laphrangki Khyriem
107	Mario Sanbor Majaw	157	Shembok Star Sohphoh
108	Sambhapaia Lyngdoh	158	Nangwadborlang Marngar
109	Eveliyn B. L. Nonglait	159	Apki Lungdoh
110	Banshailang Sohtun	160	Almora Razia Kharkamni
111	Kerdaphi Lyngdoh	161	Areliia Nalle Kharjana
112	Audreylia Myrten	162	Sheakha Belrich Tongper War Nongbri
113	Jason Vincent Kharlukhi	163	Prakash Parajuli
114	Bankitlang Pasi Kharkongor		SAP B1
115	Rangkynsai Lyngdoh	164	AMARJEET SINGH
116	Andrew Jones mawrie	165	ANISHA RANA
117	Hamarbabiang Disiar	166	ARNIKA LYNGDOH
118	Arnesstarlang K Raswai	167	ASWATHY SREENIVASAN
119	Ronaldo M Kharwanlang	168	BABITA k Ray
120	Wanshanborlang Makri	169	BARIDONDOR UMYIAP
121	Joycy Pohsnem	170	BASIDA KHARKONGOR
122	Shanki Dhar	171	BENERANDA MYRTHONG
123	Balabet Shyrkon	172	BIDYARANI K DEVI
124	Lamphrang Syiemlieh	173	DAPKUPAR SUITING
125	Akashdeep Dutta	174	DIANA L MARWEIN
126	Crownbetter Y. Sangma	175	ELONI VICTORIA
127	Lhouvisinuo Solo	176	HEWA T S K WIJETHILAKA
128	Evelyste Lyngdoh	177	IBADAMAME LYNGDOH
129	Sunny M. G. Kharkongor	178	IBADONDORSHISHA MARBANIANG
130	C. Yinglam Phom	179	JAGRITI JAIN
131	Esther Balarika Khongwir	180	KAMRUN NAHAR
132	Lawandaphisha Nadia Synrem	181	KASHMIRI DEVI
133	Gidalti Melina Kurbah	182	LIMASENLA MOA
134	T. Dalgouthang	183	M M J FASANA
135	Zau Khun Nawng	184	MAMADAKIMOVA LAYLO
136	John Rangam R Marak	185	MEELEVA LUNGDOH
137	Atia Konyak	186	MILLENNIUM NONGRUM
138	Ripingson Dkhar	187	NAMRATA CHETTRI
139	Bikash Chetri	188	NEHA SINGH
140	Debasish Das	189	NIHARIKA KARN
141	Debojit Deb	190	NIKITA SARKAR
142	Swastik Nandan Bora	191	NISHANT RAY
143	Andt Kshiar	192	P M D A DILSHAN
144	Paia Benjamin Dohling	193	PIYALI DAS

194	POONAM DAS
195	PRIYANKA ACHARAYA
196	PRIYANKA DAS
197	PRIYANKA KUMARI
198	PRIYANKA ROY
199	PUNHUNSHISHA RYNTATHIANG
200	RAJNI KAUR
201	REEZONYA L THABAH
202	RIBOKSTAR PYRTUH
203	RUPAM GHOSH
204	SAPAM ANJANA
205	SARITA CHETTRI
206	SIDDARTH CHETTRI
207	SUSHMITA SHARMA
208	TARA GURUNG
209	TUDALIN KURBAH
210	WANDASHISHA LYNGDOH
211	YUDHVEER MOHANLAL

Shivaraj Bhardwaj
SAP Coordinator

TALLY ERP 9 Curriculum

- Fundamentals of accounting
- Introduction of Tally
- Meaning of company creation and opening accounting in Tally
- Opening a ledger account and how to create a voucher
- How to modify a company or industry detail
- How to set the features of a company
- Selecting the cost category and cost center
- How to create a godown and how to maintain an inventory
- How to set price list and the budget
- A brief introduction of F11 and F12
- How to produce profit and loss balance sheet from accounting
- Introduction to VAT
- Calculation of VAT
- Introduction to TDS
- Calculation of TDS
- How to add excise duty and customs duty

COURSE REPORT

Course name:	TALLY ERP 9
Course period:	16 TH June 2017 -20 th August 2017
Number of students enrolled:	100
Number of students who cleared course:	100
Pass percentage:	100%
Number of certificates issued:	100

SAP 01 & B1 Curriculum

- SAP The Cloud Company
 - Identify SAP applications and components
 - Describe SAP HANA, SAP C/4HANA, and SAP Intelligent Technologies
 - Describe the various aspects of SAP User Experience
- SAP System Navigation – Access the system and personalize the user interface
- Identify system-wide concepts
- Logistics and Cloud Applications
 - Create a purchase order for materials, receive it into inventory and verify vendor's invoice
 - Integrate Ariba functionality with procurement in SAP ERP
 - Process an MRP run, create and release a production order
 - Confirm a production order and goods receipt
 - Outline SAP IBP processes
 - Create a delivery and post a goods issue, then create a sales order billing document
 - Describe SAP C/4HANA and Customer Experience
 - Use PLM
- Financials
 - Create a journal entry, process an outbound payment, and generate financial statements
 - Outline the inbound process in accounts receivable
 - Outline the business processes in fixed assets accounting
 - Execute a cost center report
 - Monitor internal costs using internal orders, and monitor planned and actual manufacturing costs
 - Analyze profitability
- Human Capital Management (HCM) and SuccessFactors
 - Identify the components of SAP ERP HCM and the organizational structure
 - Maintain employee master data
 - Integrate SuccessFactors in the cloud
 - Analytics and Strategic Planning - Create a business intelligence report
 - SAP Services - Outline the services offered by SAP

To

The Principal
St Anthony's College
Shillong

Subject: Report on SAP 01 and B1

Rev Br

This is to report that the course titled "SAP 01 & B1" has been completed successfully.

It started on the 16th July 2017 and ended on 19th August 2017.

A total of 193 students participated in the course and were awarded course completion certificate.

Yours Sincerely

Shivaraj Bhardwaj
Course Coordinator

Date: 19th August 2017

ARTS & COMMERCE

Communication Skills 2017

Registration Sheet

Time: 11:15am

***Students are to choose a timing convenient for them.

***Students are not to miss their regular classes

SL. NO.	NAME	DEPARTMENT	SEMESTER
1	Chinlianmang Turlhut	Philosophy	5 th
2	Khailamen Naulak	History	5 th
3	Rajni Kaur	Commerce	5 th
4	Poonam Das	Commerce	5 th
5	Anjali Jain	"	"
6	Neha Singh	"	"
7	Rahul Sharma	"	"
8	Priyanka Kumari	"	"
9	T. Jenica Nehrial	History	5 th
10	Niharika Kaur	Commerce	5 th
11	Kaika Sharma	Commerce	5 th
12	Jagruti Jain	Commerce	5 th
13	Sushmita Sharma	Commerce	5 th
14	Priyanka Das	Commerce	5 th
15	Tara Guwong	Commerce	5th
16	Gregory A. Lyndoh	Philosophy	5th
17	Himanchi Chetlu	Commerce	5 th
18	Tara Guwong	Commerce	5 th
19	Neelam Lama	Commerce	5 th
20	Alisha A. Sangma	Commerce	5 th
21	Mhumbano Jamo	Commerce	5 th
22	Gracefully Synnem	Commerce	5 th
23	Cynthia K. Wanniang	Arts (History)	5 th
24	Flavernai	Arts (History)	5 th
25	Binoy Dahan	Commerce	5 th
26	Kaif Rakesh Kujur	Commerce	5 th
27	Siemalisen Gangte	History	5 th
28	Siemalisen Gangte	Pol. Sci.	5 th
29			
30			
31			
32			
33			
34			
35			

ARTS & COMMERCE

Communication Skills 2017

Registration Sheet

Time: 1:20pm

***Students are to choose a timing convenient for them

***Students are not to miss their regular classes

SL. NO.	NAME	DEPARTMENT	SEMESTER
1	JARIM B. MARAK	ENGLISH	V
2	M.V. MAYARSO	COMMERCE	V
3	PHAIN SHYLLA	COMMERCE	V
4	LALHURVAITLUANGA K	HISTORY	V
5	LUCKSHA N MOYON	English	V
6	Kasturi Lamsal	ECONOMICS	V
7	Georgyne Kharpuzi	Pol. science	V
8	Diya Brahma	Pol. science	V
9	Haiabakiang Lyngdoh	English	V
10	Badarhoun Nongsiēj	English	V
11	Bilda Rapsang	English	V
12	Medapyndapshisha Marmein	English	V
13	Keingrang T. Ch. Mk	English	V
14	Rapberlang J. Nongymouh	Pol. Science	V
15	Ibadapymouh Phanwar	u	u
16	Leah M Shangliang	u	u
17	Ribhialang Hek	u	u
18	Melvin A Dekhar	u	u
19	Sonali E Dekhar	Economics	u
20	Saparna Deb	u	u
21	Prerana Deka	u	u
22	Natasha Wahlang	u	u
23	Gordon S. Pde.	Political Science	V
24	Chelsea R. Marak.	u	V
25	Joseth D. Chyne.	u	V
26	Kelly Lyngdoh	u	V
27	Wandakmen. Khongmen.	u	V
28	Ngaihoik Kim	History	V
29	Nestoneng Hangsing	History	V
30	ARNIKA LYNGDOKH	B. COM	V
31	BABITAKUMARI RAY	B-com	V
32	MILLENNIUM NONGRUM	B. com	V
33	TUDALIN KURBAH	B. com	V
34	Aswathy Sreenivasan	B. com	V
35	Nikita Sarkar	B. Com	V
36	Prasannit Das	B. com	V
37	Jara Lyung	B. com	V

ARTS & COMMERCE

Communication Skills 2017

Registration Sheet

Time: 2:30pm

***Students are to choose a timing convenient for them

***Students are not to miss their regular classes

SL. NO.	NAME	DEPARTMENT	SEMESTER
1	IDAHUNSHISHA WARJRI	COMMERCE	5 th
2	KHAMBORLANG KHARKONGOR	ARTS	5 th
3	SOSINA P	COMMERCE	5 th
4	Evelina Khojona	arts	5 th
5	Wanpli Mary Tyrua	"	"
6	Emmiliaka Chyne	"	5 th
7	Sanisha Syemlich	"	"
8	Balahun Kharbani	"	"
9	Wellborn Phama	"	"
10	Mac Rudoy Khyllap	"	"
11	Esalan M Pala	"	"
12	Raja Moirangthem Pujad	"	"
13	Indu Ming	"	"
14	Zyama Brahma	COMMERCE	5 ^m
15	Sainara Tongpor	Arts	5 th
16	Amrampain D. Marak	Arts	5 th
17	Chererson Mejaw	Arts	5 ^m
18	T Zou Gangte	Arts	5 th
19	Sudema Basumatary	Arts	"
20	Nekshisanga Longkumor	Arts	"
21	Niang Sei Kim	Arts	"
22	Meamongla Longkumor	Arts	"
23	Thakmila Shimray	Arts	"
24	Twelina. B. Monin	Arts	5 th
25	Nengchungthem Singzet	Arts	5 th
26	Andrew Jaldinfela	Arts	5 th
27	Jalawmpuia	Arts	5 th
28	Diolin Myrthong	Arts	5 th
29	Sita Mery L. Mawnai	Arts	5 th
30	Diwaris Lyngdoh	Arts	5 th
31	Arunisha Massar	Arts	5 th
32	Teining Wahlang	Arts	5 th
33	Prijanka Lyngdoh Donglit	Arts	5 th
34	Amanda B Shadap	"	"
35	Amsea D Samare	"	"

SCIENCE

Communication Skills 2017

Registration Sheet

Time: 4:00pm

***Students are to choose a timing convenient for them

***Students are not to miss their regular classes

SL. NO.	NAME	DEPARTMENT	SEMESTER
1	Devilal Sharma	PHYSICS	V Sem
2	Ravi D Thingbaijam	PHYSICS	V Sem
3	KRISHNA KUMAR SHARMA	GEOLOGY	V Sem
4	Sunny N Sangma	Zoology	V Sem
5	Mehabajeed Khymerh	Zoology	V Sem
6	Adonylene D. Samian	Botany	V Sem
7	Camelia Cynthia Langstich	Botany	V Sem
8	Celinchin C. T. Sangma	Biochemistry	V Sem
9	KUNICE P. LYNOSHANG	Biochemistry	V Sem
10	Ridaphin Shyrkon	Biochemistry	V Sem
11	Fullmeries Puwein	Botany	V Sem
12	Dorin Mawngar	Botany	V Sem
13	Melari B. Mawiong	Fishery Sc	V Sem
14	Shimti K. phuli	fishery sc	V sem
15	Tiffany W. Majhong	fishery sc	V Sem
16	ROBERT J. SUTING	BIOTECHNOLOGY	V Sem
17	JAHANGIR ALOM	Biotechnology	V sem
18	BADAHUNLIN NONGSIES	Fishery Science	V Sem
19	JULIA MATE	Botany	V Sem
20	PAMZALA P. SHIMRAY	Fishery Sc.	V sem
21	SUAMREILIU KAMEI	Botany	V Sem
22	AKHILESH PUN	Zoology	V Sem
23	SWEETY LAPANG	Botany	V Sem
24	MUNMUN MAKRI	Botany	V Sem
25	ANISHA KHARMALKI	Botany	V sem
26	ANNEKA DKHAR	Botany	V Sem
27	LALNUNCHHANI HNAME	ZOOLOGY	V Sem
28	P. C. LALAWOMPUA	BOTANY	V Sem
29	LALNUNMAWII	FISHERY SC.	V Sem
30	LALMUANSANOGA	ZOOLOGY	V Sem
31	GONSALO SUMER	ZOOLOGY	V Sem
32	D NENI	ZODLOGY	V Sem
33	PHIBANSABET RYMBAI	FISHERY Sc.	V SEM
34	PHIBAPYNTNGEN TANG	FISHERY SC.	V SEM
35	SUMANTA MARY TALANG	Fishery Sc.	V. Sem

Programme Specific Objectives

The main objective of this programme is to equip students with the confidence required in speaking and writing, especially in public. It ensures that the students gain as much as they can to better perform in any circumstances. This programme also helps prepare students to face the professional world by introducing students to an opportunity to face interviews, participate in group discussions and give presentations. After completing this programme, the students are better equipped with the skills required by their potential employers. Thus, at the end of this programme, the students become employable.

Communication Skills			
St. Anthony's College, Shillong			
Units	Topics	Credits	Total Credits
Unit 1	Introduction to Communication	1	7
	Language & Language Skills		
	Listening	1	
	Speaking	1	
	Reading	1	
	Writing	1	
	Listening, Speaking, Reading and Writing (Practical)	2	
Objectives: Unit 1			
1. To familiarise the students on the importance of the 4 language skills 2. To train the students in the use of the 4 language skills in their everyday conversation 3. To enable the students to use the 4 language skills fluently			
Unit 2	Writing Skills		8
	Writing Process	1	
	Writing Prompts (Practical)	1	
	Academic Writing	2	
	Academic Writing (Practical)	1	
	Letter Writing	2	
Letter Writing (Practical)	1		
Objectives: Unit 2			
1. To enable students express their thoughts and provide opportunities to explore ideas in written communication 2. To enable the students in using facts and credible evidence 3. To train the students in writing objectively, omitting all personal judgement 4. The students should be able to compose official letters and identify situations that require formal business letter writing, identify elements of a formal letter and understand essentials of good letter content			
Unit 3	Speaking Skills		6
	Public Speaking (Practical)	1	
	Presentations Theory	2	

	Presentations (Practical)	1	
	Group Discussions (Theory)	1	
	Group Discussions (practical)	1	
<p>Objectives: Unit 3</p> <ol style="list-style-type: none"> 1. To develop the students' confidence while speaking in a public platform 2. To enable the students to speak intelligibly while making statements, asking questions, giving instructions 3. To enable the students to learn, practice and acquire the skills necessary to deliver effective presentations with clarity and impact, and to determine and develop personal presentation style 4. To be able to express opinions & support them with factual examples, agree and disagree with others, to develop their assertive skill in situations that require 			
Unit 4	Employability Skills		9
	Cover Letter Writing	2	
	Curriculum Vitae Writing Theory	2	
	Curriculum Vitae Writing Practical	1	
	Interviews Theory	1	
	Interviews Practical	1	
	Professional Etiquettes	2	
<p>Objectives: Unit 4</p> <ol style="list-style-type: none"> 1. To help students identify the knowledge and skills required for obtaining and keeping employment 2. To make realistic employment choices and to identify the steps necessary to achieve a goal 3. To explore and practice basic communication skills through mock interviews, presentations & group discussion 4. To assess and improve personal grooming 5. To promote awareness including rules, procedures and etiquettes in the workplace 			
Total			30

**REPORT
COMMUNICATION SKILLS
2017**

The sessions for Communication Skills began with a curriculum for the students to enhance their employability skills. There were 4 batches in a day and altogether 7 sessions. The students are given options to choose a time schedule convenient for them. Each batch consists of 50 students approximately. The duration for this each batch is 15 days. Altogether 687 students have completed this programme in the academic year 2017.

The main objective of this programme is to equip students with the confidence required in speaking and writing, especially in public. It ensures that the students gain as much as they can to better perform in any circumstances. This programme also helps prepare students to face the professional world by introducing students to an opportunity to face interviews, participate in group discussions and give presentations. After completing this programme, the students are better equipped with the skills required by their potential employers. Thus, at the end of this programme, the students become employable.