



## **IDEAL COLLEGE FOR ADVANCED STUDIES**

( Affiliated to University of Calicut )

KADAKASSERY, THAVANUR PO, MALAPPURAM DT, KERALA 679573

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# **Addon Syllabus – 2022-2023**



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## ADD-ON SYLLABUS(2022-2023)

SLNO	NAME OF THE COURSE	DEPARTMENT
1	PRINCIPLES AND PRACTICE OF LANGUAGE AND COMMUNICATION IN ENGLISH	BA ENGLISH
2	SOFT SKILLS DEVELOPMENT PROGRAM	BA ENGLISH
3	INTERPERSONAL SKILLS	BA ENGLISH
4	PROJECT DOCUMENTATION AND PRESENTATION TOOLS	BA ENGLISH
5	INTRODUCTION TO WEB DEVELOPMENT	BCA
6	INTRODUCTION TO CYBER SECURITY	BCA
7	COMPLETE PYTHON PROGRAMMING	BCA
8	ADVANCED ENGLISH FOR COMMUNICATION	BCA
9	GST USING TALLY	COMMERCE
10	FLASH (FLOOR FOR ADDITIONAL SKILL HUNT)	COMMERCE
11	BASICS OF COOPERATION	COMMERCE
12	STRESS MANAGEMENT	COMMERCE
13	PROFESSIONAL WRITING IN SOCIAL WORK	BSW
14	FOUNDATION OF INDIAN GOVERNANCE	BSW

## **Department of English**

### **SUBJECT: PRINCIPLES AND PRACTICE OF LANGUAGE AND COMMUNICATION IN ENGLISH BASIC LEVEL**

**CODE: ICAS/ENG23/01**

#### Course Objectives

To introduce various tools and techniques in the working field that uses writing skills.

#### MODULE I

##### Cognitive Skills

1. Introduction to Cognitive
2. Types of Cognitive skills
3. Importance of Cognitive skills
4. Application of Cognitive skills

#### MODULE II

##### Developing Cognitive skills

1. Note Making
2. Report writing
3. Writing for Media

#### MODULE III

##### Paragraph Writing

1. Paragraph Structure
2. Paragraph Development / Expansion of an Idea

#### MODULE IV

##### Paraphrasing and Summarizing

1. Elements of effective paraphrasing
2. Technics and Stages of paraphrasing

#### MODULE V

##### Technical Writing

1. E-mail writing
2. Resume & CV writing

## **SUBJECT: SOFTSKILL DEVELOPMENT PROGRAM**

**CODE: ICAS/ENG23/02**

### Objectives

- To prepare the students to face interviews
- To enhance self confidence of the students
- To improve language skills
- To help the students shed inhibitions
- To improve accent and pronunciation

### MODULE I

#### Conversation Practice

##### Method:

- Different situations are given to the students. They are encouraged to simulate the situation. Situation
- (a) Enquiring the procedure of applying for passport
- (b) Getting an appointment for a doctor's consultation
- (c) Directing a foreigner to reach a particular destination
- (d) Making a telephone call to complain about the frequent electricity shut down in your locality
- (e) Initiating a public conversation

### MODULE II

#### Mock Interviews

##### Method

- Names of favorite personalities are given from politics, film, music, literature etc.

And a

group of students are supposed to interview them.

### MODULE III

#### Group Discussions

##### Method

- Students are divided into group of 10 to 12 and they will be given a  specific topic (current affairs, environmental issues, political affairs, science and technology).
- 15mins is given for the discussions, and the group leader must  present the main point discussed in the group.
- One or two teachers will be supervising the whole situation and  feed back will be given.
- A brief awareness about the program of GD will be given by the  faculty before the

commencement of the discussion.

#### MODULE IV

Public speaking and Body language

Method

- Topics will be distributed to the students, and they have to speak about the particular topic for 5mins.
- The whole procedure will be video recorded and played back to make them conscious of their mannerism, body language, confidence level, language skills, fluency, accent and pronunciation.

#### MODULE V

Integrated drama – based Role Play

Method

- A theme will be given well in advance and students will be asking to write a script based on it.
- Students will be divided into different groups
- Students are to act it out on the stage

#### MODULE VI

Debate

Method

An interesting and debatable topic will be given

The whole class will be divided into 2 groups, one group will be for and the other group will be against.

In the beginning only the selected students will be allowed to speak, which will be followed by the an open forum.

Feedback will be given by the faculty

## **SUBJECT: INTERPERSONAL SKILL**

### **CODE: ICAS/ENG23/03**

Course Objectives:

- To understand the nature of interpersonal communication ·
- To appreciate the importance of assertion in interpersonal communication and be introduced to some key assertion strategies ·
- To understand the interpersonal nature of giving feedback, receiving criticism and resolving conflicts ·
- To establish attentive listening as an assertion strategy ·
- To understand meeting skills as interpersonal skill

Course Outcomes: Upon completion of the course, the student will be able to demonstrate

knowledge of the following topics

1. Discuss learning goals
2. Contribute to safe learning environment
3. Have given thoughtful and diligent assessment of the learner's assets and needs prior to the exchange
4. Recognize that effective feedback is usually uncomfortable
5. Assess recipient's level of readiness for feedback
6. Identify and address barriers to receiving feedback
7. Develop a safe space for discussion and critical appraisal of the feedback give
8. Mutually arrive at a meaningful assessment and plan of action towards learning objective

#### **MODULE I**

- Alive to facts and developments
- Commitment to democratic values
- Commitment to Pluralism
- Secular outlook
- Pride in Indian nation, culture, history and heritage
- Analytical approach
- Clearheaded
- Good communication skills

#### **MODULE II**

- Depth of knowledge
- Determination

- Command over language
- Discipline
- Hardwork
- Initiative/enterprising
- Integrity
- Dress pattern/code

#### MODULE III

- Logical approach
- Methodical and systematic approach
- Proper mobilisation and utilisation of resources
- Strong moral values
- No jealousy
- No persecution complex
- No unreasonable fear
- Optimistic

#### MODULE IV

- Perseverance
- Planning
- Practical approach
- Practical knowledge
- Promptness to take decisions
- Sense of right and wrong
- Sincerity
- Willingness to take calculated risks

- Smile
- Appreciation
- Paying attention to others
- Active listening
- Team man
- Empathy

#### MODULE V

- Free from prejudice
- Flexible approach
- Sensible
- Supportive
- Understanding the expectations of others
- Politeness

- Emotional intelligence
- Fortitude
- Effective communication
- Impartiality
- And many more similar attributes

## **Project documentation and presentation tools (ICAS/BCA/22-04/PT)**

**(2022-2023)**

### **SYLLABUS**

#### **Unit 1:**

**Overview of Computer Applications:** Introduction to various applications: Word processors, spreadsheets, and presentation tools-Fundamental operations: Creating, saving, and managing files- file formats and conversions. (3 Hours)

#### **UNIT 2**

**Advanced Word Processing:** Document Formatting and Styles, Tables and Graphics, Adding and editing graphics and images, Google Docs for Documentation. (4 Hours)

#### **UNIT 3**

**Advanced Spreadsheet Applications:** Pivot tables, advanced formulas, and data visualization, Collaboration and Review Tools, Data Management and Analysis, (5 Hours)

#### **UNIT 4**

**Advanced Microsoft PowerPoint Techniques:** Animations, transitions, and multimedia integration, Creating custom templates and themes, Google Slides. (4 Hours)

#### **UNIT 5**

**Effective Presentations and Integration:** Canva, and other visual presentation tools (4 Hours)

#### **References**

1. "Office 2021 for Dummies" by Wallace Wang
2. "The Art of Project Management" by Scott Berkun,
3. "Presentation Zen" by Garr Reynolds



## **Practical (10 hours)**

### **Objectives**

- Master advanced features of documentation tools.
- Learn the fundamentals of creating and designing presentations.
- Develop comprehensive project documentation and a presentation.

### **Prerequisites**

Basic knowledge of computer fundamentals

### **Lab: Project documentation and presentation tools**

1. Creating and managing documentation spaces.
2. Create a Project Charter using Microsoft Word or Google Docs.
3. Write a short note on your favourite movie.
4. Prepare a question paper including short answer, long answer and essay type questions.
5. Prepare a marksheet and grade card of your first internal examination.
6. Create a simple presentation using Microsoft PowerPoint or Google Slides

**INTRODUCTION TO WEB DEVELOPMENT (ICAS/BCA22-01/WD)**

**(2022-2023)**

**SYLLABUS**

**UNIT 1: HTML basics:** Basic formatting tags, Attributes.

(3 Hours)

**UNIT 2 : Lists and links in html:** Navigation, Internal, External links, Ordered, unordered and definition list.

(4 Hours)

**UNIT 3 : Tables and Form in Html:** creating simple table-row, col, heading, cell, boarder

**Form Control:** Input types, common form controls, frame, frameset.

(5 Hours)

**UNIT 4 : Project-**Basics of CSS, creation of a website.

(3 Hours)

Reference: HTML 5 Blackbook, Dream Tech Press

## **Practical (15 hours)**

### **Objectives**

- Apply basic design principles to present ideas, information, products, and services on websites
- Apply basic programming principles to the construction of websites
- Effectively manage website projects using available resources

### **Prerequisites**

Basic knowledge html

### **Lab: WEB DEVELOPMENT**

1. Write a HTML program to design a form which should allow to enter your personal data
2. Prepare a program for the following
  - Coffee
  - Tea
    - o Black Tea
    - o Green Tea
    - Milk
3. Create a table information of a class of students
4. Generate a form to collecting the alumni students and their current position
5. Write a program for generating frame set.
6. Create a college a website.

# INTRODUCTION TO CYBER SECURITY (ICAS/BCA/22-02/CY)

(2022-2023)

## SYLLABUS

**UNIT 1:** Introduction to Cyber Security and Cyber Attacks (6 hours)

Definition and importance of cyber security, Key concepts: CIA Triad (Confidentiality, Integrity, Availability), Overview of common cyber threats and attacks, Detailed study of threats.

**UNIT 2 :** Security Protocols, Encryption, and Network Security (8 hours)

Basics of encryption, Secure communication protocols, Network security fundamentals.

**UNIT 3 :** Authentication, Authorization, and Security Policies (6 hours)

Authentication methods, Authorization and access control, Importance of security policies, Risk management and vulnerability assessment.

**UNIT 4 :** Intrusion Detection, Prevention, and Ethical Hacking (6 hours)

Intrusion detection systems (IDS) vs intrusion prevention systems (IPS), Ethical hacking and penetration testing,

**UNIT 5 :** Emerging Threats and Security Trends (4 hours)

Latest trends in cyber security, Understanding and responding to new and emerging threats, Importance of continuous learning and staying updated in cyber.

### References

Cybersecurity for Beginners, [Cyber Simplicity Limited](#) publisher, author [Raef Meeuwisse](#)

# COMPLETE PYTHON PROGRAMMING (ICAS/BCA/22-03/PY)

## SYLLABUS

1	Introduction to Python	Welcome to this Course!
		Overview of the Course Curriculum
		Our Python Coding Environment
		Writing the First Code! Variables and Printing
		Numbers in Python
		Calculating the Remainder of a Division
		Python Strings
		Python String Formatting
		Getting a User Input in Python
		Booleans and Comparisons in Python
		AND and OR in Python
		Lists in Python
		Tuples in Python
		Sets in Python
		Advanced Set Operations
		Python Dictionaries
Length and Sum		
Joining a list		
2	Python Fundamentals	If Statements in Python
		While Loops in Python
		For Loops in Python
		Destructuring Syntax
		Iterating over Dictionaries
		Break and Continue
		The Else Keyword with Loops
		Finding Prime Numbers with For Loops
		List Slicing in Python
		List Comprehension in Python
		Comprehensions with Conditional Statements
		Set and Dictionary Comprehensions
		The Zip Function
		Functions in Python
		Arguments and Parameters
		Functions and Return Values in Python
Default Parameter Values		
Lambda Functions in Python		
First Class and Higher Order Functions		
3	Milestone Project 1	Installing Python on your Computer
		Installing PyCharm on your Computer
		Creating the First PyCharm Project
		Setting up the PyCharm Font and Display Settings
		Milestone Project Brief

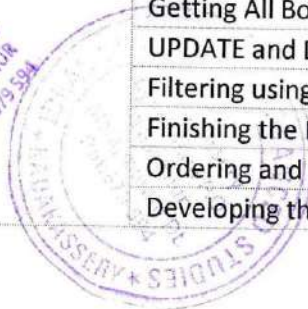
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		Milestone Project Implementation
		Showing the User Movies
		Finding Movies and Retrieving Details
4	Object-Oriented Programming with Python	Intro to Object-Oriented Programming with Python
		More about Classes and Objects
		Parameter Naming in Python
		Magic Methods in Python
		Inheritance in Python
		The @property Decorator
		The @classmethod and @staticmethod Decorators in Python
		More @classmethod and @staticmethod Examples
5	Errors in Python	Intro to Errors in Python
		Built-in Errors in Python
		Raising Errors in Python
		Creating Errors in Python
		Dealing with Python Errors
		The On-success Block and Re-raising Exceptions
		Handling User Errors
		Debugging with PyCharm
6	Files in Python	Files in Python
		Python Exercise: Copying Files
		CSV Files with Python
		JSON Files with Python
		Using the "with" Syntax in Python
		Importing Files
		Python Relative Imports: Children
		Python Relative Imports: Parents
		Importing Errors and Running as a Python Script
7	Databases in Python and Milestone Project 2	Intro to Milestone Project 2
		Milestone Project with Lists
		Storing Books in Files
		Using JSON instead of CSV
		Intro to Databases in Python
		Using SQLite in Python
		Some Database Jargons
		Creating Books Table Using Python
		Inserting Books Using Python
		SELECT Examples
		Getting All Books
		UPDATE and DELETE Statements
		Filtering using the WHERE Clause
		Finishing the Milestone Project
		Ordering and Limiting
		Developing the Context Manager in Python

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		Errors in Context Managers
8	Type Hinting in Python	Typing in Python Further Reading
9	Advanced Built-in Functions in Python	Generators in Python Python Generator Classes and Iterators Iterables in Python The Filter() Function in Python The Map() Function in Python Any() and All() Functions in Python
10	Advanced Python Development	Mutability in Python Argument mutability in Python Default values for parameters Mutable default arguments (bad idea) Argument unpacking in Python Queues in Python Some interesting Python collections Timezones Dates and time in Python Timing your code with Python Regular expressions Regex examples Regex in Python Introduction to logging in Python Logging to a File and Other Features Higher-order Functions in Python
11	Web Scraping with Python	Markup Languages: The Structure of HTML Code Understanding HTML with BeautifulSoup More Complex HTML Parsing Structuring Parsing Program Better Splitting HTML Locators out of the Python Class Understanding HTML with the Browser Scraping the First Website with Python Milestone Project 3: A Quote Scraper Quotes Project 2: Structuring a Scraping App in Python Quotes Project 3: Getting Locators Quotes Project 4: Crafting a Quote Parser Quotes Project 5: The Quotes Page Quotes Project 6: Recap of the Project Milestone Project 4: A Book Scraper + Application Books Project 2: Recap of HTML Locators Books Project 3: Creating Locators in Python Books Project 4: Creating a Page

  
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Books Project 5: Creating a Book Parser  
Books Project 6: Writing an App File  
Books Project 7: Sorting the Books  
Books Project 8: Constructing a Menu  
ASIDE: The Best Way to Write User Menus  
Books Project 9: Getting Multiple Pages  
Books Project 10: Multiple Pages in Python  
Books Project 11: Getting the Page Count in Python  
Books Project 12: Adding the Logging Module to a Python Project  
A Word on Scraping Pages with JavaScript

12

## Browser Automation with Selenium

Introduction to this Section  
Review of Quotes Scraping Code  
Downloading ChromeDriver  
Using Chrome in Scraping Code  
New Page Locators  
Interacting with Drop-downs  
Selecting Tags  
Searching for Quotes  
Encapsulating Logic More Simply  
Adding Error Handling  
Implicit and Explicit Waits in Selenium  
Adding Waits to a Program Code

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## Asynchronous Python Development

The Dining Philosophers Problem  
Processes and Threads  
The Python Global Interpreter Lock (GIL)  
Example: Threads in Python  
Using Python concurrent.futures with the ThreadPoolExecutor  
Don't Kill Threads  
Multiprocessing in Python  
Using Python concurrent.futures and the ProcessPoolExecutor  
Dealing with Shared State in Threads  
Queuing in Threads with Shared State  
Using Python Generators Instead of Threads  
First Single-threaded Task Scheduler in Python  
Yielding from Another Iterator in Python  
Receiving Data Through Yield  
The Async and Await Keywords  
More explanations and examples  
Asynchronous Scraper  
Making the First Async Request in Python  
Retrieving Multiple Pages Efficiently  
Using the async\_timeout for Security  
Turning our Book Scraping Project async  
HTTPS with Python and Mac OS X

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14	Python on the Console and Managing Project Dependencies	<ul style="list-style-type: none"> <li>Running Python in the Console</li> <li>Running Python</li> <li>What is a virtualenv?</li> <li>Navigating the Terminal and Using virtualenv</li> <li>Using pipenv</li> <li>pipenv and virtualenv</li> </ul>
15	Web Development with Flask	<ul style="list-style-type: none"> <li>Setting up Project with Pipenv</li> <li>First Flask Endpoint</li> <li>Returning Information with Flask and Python</li> <li>Rendering HTML with Flask and Python</li> <li>Error Pages and Jinja2 Inheritance</li> <li>Rendering Forms with Flask and Python</li> <li>Accessing POST Form Data with Flask</li> <li>Adding a Form in a Single Endpoint</li> <li>Using Jinja2 For Loops to Create a Nice Homepage</li> <li>Adding Website Navigation</li> </ul>
16	Interacting with APIs with Python	<ul style="list-style-type: none"> <li>Signing up for Openexchangerates</li> <li>Getting All Exchange Rates from the API</li> <li>Creating a Currency Exchange Library</li> <li>Caching Functions with Functools</li> <li>Performing TTLCache with Cachetools</li> </ul>
17	Decorators in Python	<ul style="list-style-type: none"> <li>A Simple Decorator in Python</li> <li>Using Syntax</li> <li>Functools Wraps in Python</li> <li>Decorating Functions with Parameters</li> <li>Decorators with Parameters</li> <li>Functions that Accept Multiple Arguments</li> <li>Using Generic Decorators for any Function</li> </ul>
18	Advanced Object-Oriented Programming	<ul style="list-style-type: none"> <li>Introduction to Multiple Inheritance with Python</li> <li>Introduction to Abstract Base Classes (ABCs) in Python</li> <li>The Usefulness of ABCs</li> <li>The Relationship Between Abstract Base Classes (ABCs) and Interfaces</li> <li>The Property Setter in Python</li> </ul>
19	Graphical User Interface (GUI) Development with Tkinter	<ul style="list-style-type: none"> <li>Setting up Tkinter</li> <li>Hello World in Tkinter</li> <li>Labels and Fields</li> <li>Packing Components</li> <li>Using Frames for Different Layouts</li> <li>Starting the Text Editor Project</li> <li>Tkinter Notebooks and Creating Files</li> </ul>

  
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		<ul style="list-style-type: none"> <li>Adding a Menu to an Application</li> <li>Saving Files to a Disk</li> <li>Opening Files</li> <li>Binding Shortcuts in Tkinter</li> <li>Checking Tabs for Unsaved Changes</li> <li>Confirming Exit with Unsaved Changes</li> <li>Closing Individual Tabs</li> <li>Adding Another Menu</li> <li>Adding a Permanent Scrollbar to the Text Area</li> </ul>
20	Unit Testing with Python	<ul style="list-style-type: none"> <li>Introduction to this Section</li> <li>Testing Functions</li> <li>Testing for Errors</li> <li>Testing the Multiplication Function</li> <li>Writing a Printer Class for Testing</li> <li>Testing Classes</li> <li>More Printer Tests</li> <li>Testing External Libraries</li> <li>Conclusion of this Section</li> </ul>
21	Algorithms and Data Structures	<ul style="list-style-type: none"> <li>Presentation: Queues, Stacks, and Complexity</li> <li>Presentation: Binary Search</li> <li>Presentation: Binary Trees</li> <li>Presentation: Traversal of Binary Trees</li> <li>Presentation: Adding Elements to a Binary Tree</li> <li>Adding Elements to a Binary Tree in Python</li> <li>Recursion and Inorder Traversal in Python</li> <li>Finding Nodes in a Tree with Python</li> <li>Deleting Nodes from a Binary Tree</li> <li>Deleting Nodes in Code with Python</li> <li>Deleting Nodes with Two Children in a Code</li> <li>Testing a Binary Tree</li> </ul>
22	Python Libraries	<ul style="list-style-type: none"> <li>Python Libraries Overview</li> <li>Using Pylint</li> <li>Using Yapf</li> <li>Sending E-mails with smtplib</li> <li>Sending E-mails with Mailgun</li> <li>Creating a Re-usable Mailgun Library</li> <li>Sneak Peek: Integrated Development Environment (IDE) Setup</li> </ul>
23	Python Reference/Refresher	<ul style="list-style-type: none"> <li>Variables in Python</li> <li>String Formatting in Python</li> <li>Getting the User Input</li> <li>Lists, Tuples, and Sets</li> <li>Advanced Set Operations</li> </ul>

DM 3

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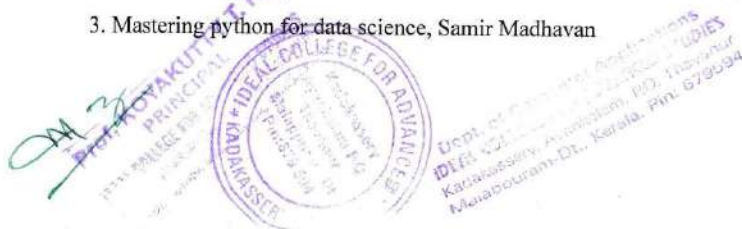


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	Booleans in Python
	If Statements in Python
	The "in" Keyword
	If Statements with the "in" Keyword
	Loops in Python
	List Comprehensions
	Dictionaries
	Destructuring Variables
	Functions in Python
	Function Arguments and Parameters
	Default Parameter Values
	Functions Returning Values
	Lambda Functions in Python
	Dictionary Comprehensions
	Unpacking Arguments
	Unpacking Keyword Arguments
	Object-Oriented Programming in Python
	Magic methods: <code>__str__</code> and <code>__repr__</code>
	Class Methods and Static Methods
	Class Inheritance
	Class Composition
	Type Hinting
	Importing Files in Python
	Relative Imports in Python
	Errors in Python
	Custom Error Classes
	First-class Functions
	Simple Decorators in Python
	The "at" Syntax for Decorators
	Decorating Functions with Parameters
	Decorators with Parameters
	Mutability in Python
	Mutable Default Parameters

## References

1. Introduction to linear algebra - by Gilbert Strang
2. Applied statistics and probability for engineers – by Douglas Montgomery
3. Mastering python for data science, Samir Madhavan



**PG Department of Computer Science**

**Course Code: (ICAS/BCA/22-04/AC) Advanced English for Communication**

**Course Duration: 30 hours**

**Module 1: Advanced Communicative English**

**Duration:6 hours**

**Topics:**

- 1. Advanced Conversation Skills**
- 2. Public Speaking and Presentation Skills**
- 3. Listening Comprehension and Effective Listening.**

**Activities**

- Role-playing and simulation exercises**
- Group discussions and debates**
- Listening comprehension exercises**

**Module 2: Advanced Grammar and Writing**

**Duration:6 hours**

**Topics**

- 1. Complex Sentence Structures**
- 2. Advanced Punctuation and Mechanics**
- 3. Cohesion and Coherence in Writing**
- 4. Writing Essays and Reports**
- 5. Editing and Proofreading Techniques**

**Activities**

- Grammar exercises and quizzes**
- Writing and peer-reviewing essays and reports**
- Editing and proofreading practice**

## **Module 3: Technical Writing and Documentation**

**Duration:6 hours**

### **Topics**

- 1. Principles of Technical Writing**
- 2. Writing Clear and Concise Technical Documents.**
- 3. User Manuals and Guides**
- 4. Project Reports and Research Papers**

### **Activities**

- Writing and reviewing a technical document**
- Creating a user manual for a software application**

## **Module 4: Professional Correspondence and Digital Communication**

**\*Duration:\* 6 hours**

### **Topics**

- 1. Professional Email Writing**
- 2. Writing Proposals and Reports.**
- 3. Writing for Digital Platforms (blogs, forums, etc.)**
- 4. Social Media Etiquette**

### **Activities**

- Drafting professional emails and reports**
- Simulated correspondence scenarios**
- Creating and maintaining a professional online presence.**

## **Module 5: Communication for Interviews and Professional Settings**

**Duration :6 hours**

### **Topics**

- 1. Resume and Cover Letter Writing**

- 2. Preparing for Technical Interviews**

### **3. Effective Communication in Group Discussions.**

### **4. Professional Etiquette and Body Language**

#### **Activities**

- **Creating and refining resumes and cover letters**
- **Mock interviews and group discussions**
- **Networking exercises and career planning**





- 1.9 Invoicing.
  - 1.9.1 Tax Invoice
  - 1.9.2 Bill of Supply
  - 1.9.3 Credit Note, Debit Note and Supplementary Invoice
  - 1.9.4 Transportation of goods without issue of Invoice
- 1.10 Input Credit Mechanism
  - 1.10.1 Entitlement of Input Tax Credit
  - 1.10.2 Non-Entitlement of Input Tax Credit
  - 1.10.3 Input Tax Credit Set Off
  - 1.10.4 Input Tax Credit Claim
- 1.11 GST Returns.
  - 1.11.1 Regular Dealer.
  - 1.11.2 Composition Tax Payer
  - 1.11.3 Payment of Tax

Conclusion  
Key Takeaways

**Chapter 2: Getting Started with GST (Goods)**

- 2.1 Introduction.
- 2.2 Enabling GST and Defining Tax Details
- 2.3 Intrastate Supply of Goods.
  - 2.3.1 Intrastate Inward Supply
  - 2.3.2 Intrastate Outward Supply.
- 2.4 Interstate Supply of Goods
  - 2.4.1 Interstate Inward Supply.
  - 2.4.2 Interstate Outward Supply
- 2.5 Return of Goods (Purchase and Sales Returns)
  - 2.5.1 Purchase Returns.
  - 2.5.2 Sales Returns
- 2.6 E-Way Bill.
  - 2.6.1 Components of e-Way Bills
  - 2.6.2 Who must generate e-Way Bills
  - 2.6.3 Conditions for generating e-Way Bills
  - 2.6.4 Validity of e-Way Bill.
  - 2.6.5 E-Way Bill Setup in Tally.ERP 9.
    - 2.6.5.1 Recording of Invoice with e-Way Bill.
      - 2.6.5.1.1 Interstate Supply of goods to a Registered Dealer
- 2.7 Supplies Inclusive of Tax
- 2.8 Defining Tax Rates at Master and Transaction Levels
  - 2.8.1 Defining GST Rates at Stock Group Level
  - 2.8.2 Defining GST Rates at Stock Item Level
  - 2.8.3 Defining GST Rate at Transaction Level.
- 2.9 Hierarchy of Applying Tax Rate Details.
- 2.10 GST Reports.
  - 2.10.1 Generating GSTR-1 Report in Tally.ERP 9
  - 2.10.2 Generating GSTR-2 Report in Tally.ERP 9
  - 2.10.3 Generating GSTR-3B Report in Tally.ERP 9
- 2.11 Input Tax Credit Set Off
- 2.12 GST Tax Payment.
  - 2.12.1 Timelines for payment of GST

5



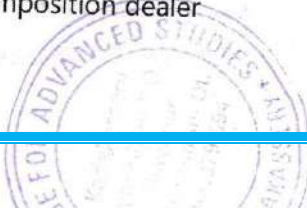


<p><b>Chapter 5: Getting Started with GST (Services)</b></p> <p>5.1 Introduction</p> <p>    5.1.1 Determining the Supply of Services.</p> <p>    5.1.2 Determining Place of Supply of Services</p> <p>5.2 Activation of GST and defining tax at company level.</p> <p>5.3 Intrastate Supply of Services.</p> <p>    5.3.1 Intrastate Inward Supply.</p> <p>    5.3.2 Intrastate Outward Supply</p> <p>5.4 Interstate Supply of Services.</p> <p>    5.4.1 Interstate Inward Supply.</p> <p>    5.4.2 Interstate Outward Supply</p> <p>5.5 Cancellation of Services</p> <p>    5.5.1 Cancellation of Inward Supply of Services</p> <p>    5.5.2 Cancellation of Outward Supply of Services</p> <p>5.6 Defining Tax Rates at Master and Transaction Levels.</p> <p>Conclusion</p> <p>Key Takeaways</p>	4
<p><b>Chapter 6: Recording Advanced Entries (Services)</b></p> <p>6.1 Introduction.</p> <p>    6.1.1 Accounting Multiple Services in a Single Supply</p> <p>    6.1.2 Recording Partial Payment to Suppliers</p> <p>6.2 Outward Supplies.</p> <p>    6.2.1 Recording Outward Supply with Additional Expenses.</p> <p>    6.2.2 B2C Supply of services (Business to Consumers).</p> <p>6.3 Time of Supply of Services</p> <p>6.4 Place of Supply of Services.</p> <p>    6.4.1 Determining place of supply of services</p> <p>6.5 Exempt Supply of Services under GST</p> <p>6.6 Export Supply of Services under GST.</p> <p>6.7 Reverse Charge on Services under GST</p> <p>6.8 Advance Receipts from Customers under GST.</p> <p>    6.8.1 Advance Receipt and issuing Invoice on same month</p> <p>    6.8.2 Advance Receipt and issuing Invoice on different month.</p> <p>6.9 Generating GSTR-3B Report in Tally.ERP 9</p> <p>6.10 Generating GSTR-2 Report in Tally.ERP 9</p> <p>Conclusion</p> <p>Key Takeaways.</p>	4
<p><b>Chapter 7: Composition Dealer</b></p> <p>7.1 Introduction.</p> <p>7.2 Conditions to be satisfied under the scheme</p> <p>7.3 Enabling GST and Defining Tax Details</p> <p>7.4 Recording purchase transactions for composition dealer.</p> <p>    7.4.1 Intrastate Inward Supply.</p> <p>    7.4.2 Interstate Inward Supply.</p> <p>    7.4.3 Intrastate Inward Supply of Services with Discount.</p> <p>7.5 Recording sales transactions for composition dealer</p> <p>7.6 Imports</p> <p>    7.6.1 Import of Goods</p> <p>    7.6.2 Import of Services.</p>	2

<p>2.12.2 Modes of Payment. 2.12.3 Challan Reconciliation Conclusion Key Takeaways.</p>	
<p><b>Chapter 3: Recording Advanced Entries (Goods)</b> 3.1 Introduction 3.2 Purchases from Composition Dealer. 3.3 Purchases from Unregistered Dealer. 3.4 Exports.     3.4.1 Exports through LUT/Bond.     3.4.2 Exports Taxable. 3.5 Imports 3.6 Supply of Goods to SEZ 3.7 Supply of Exempted Goods. 3.8 Advance Receipts and Payments     3.8.1 Advance Receipts if Turnover is Less than ` 1.5 Crores     3.8.2 Advance Receipts if Turnover is More than ` 1.5 Crores         3.8.2.1 Accounting Advance Receipt and Sales Invoice in the same month         3.8.2.2 Accounting Advance Receipt and Sales Invoice in different months         3.8.2.3 Accounting Advance Receipt and Cancellation of Order in same month     3.8.3 Accounting Advance Payments for Purchase under Reverse Charge 3.9 Mixed Supply and Composite Supply under GST     3.9.1 Mixed Supply of Goods     3.9.2 Composite Supply of Goods Conclusion. Key Takeaways</p>	<p><b>6</b></p>
<p><b>Chapter 4: GST Return Filing (Goods)</b> 4.1 Introduction 4.2 Filing GSTR-3B Returns.     4.2.1 Generating the JSON file from Tally.ERP 9 and uploading the same in GST portal     4.2.2 Generating excel file from Tally.ERP 9 and filing returns using GSTR-3B Excel Offline Utility Tool.     4.2.3 Filing Returns online directly on the GST portal 4.3 Filing GSTR-1 Returns     4.3.1 Generating the JSON file from Tally.ERP 9 and uploading the same in GST portal.     4.3.2 Generating excel file from Tally.ERP 9 and filing returns using GSTR-1 Excel Offline Utility Tool     4.3.3 Filing Returns online directly on the GST portal 4.4 Filing GSTR-2 Returns     4.4.1 Downloading GSTR-2 file from the GST portal     4.4.2 Importing JSON file in Tally.ERP 9 and reconciling the status of invoices in GSTR-2     4.4.3 Generating the return in JSON format and filing GSTR-2 4.5 Exporting e-Way Bill Report.     4.5.1 Exporting Bulk or Consolidated e-Way Bill invoices from Tally Conclusion Key Takeaways.</p>	<p><b>4</b></p>



<p><b>Chapter 5: Getting Started with GST (Services)</b></p> <p>5.1 Introduction</p> <p>    5.1.1 Determining the Supply of Services.</p> <p>    5.1.2 Determining Place of Supply of Services</p> <p>5.2 Activation of GST and defining tax at company level.</p> <p>5.3 Intrastate Supply of Services.</p> <p>    5.3.1 Intrastate Inward Supply.</p> <p>    5.3.2 Intrastate Outward Supply</p> <p>5.4 Interstate Supply of Services.</p> <p>    5.4.1 Interstate Inward Supply.</p> <p>    5.4.2 Interstate Outward Supply</p> <p>5.5 Cancellation of Services</p> <p>    5.5.1 Cancellation of Inward Supply of Services</p> <p>    5.5.2 Cancellation of Outward Supply of Services</p> <p>5.6 Defining Tax Rates at Master and Transaction Levels.</p> <p>Conclusion</p> <p>Key Takeaways</p>	4
<p><b>Chapter 6: Recording Advanced Entries (Services)</b></p> <p>6.1 Introduction.</p> <p>    6.1.1 Accounting Multiple Services in a Single Supply</p> <p>    6.1.2 Recording Partial Payment to Suppliers</p> <p>6.2 Outward Supplies.</p> <p>    6.2.1 Recording Outward Supply with Additional Expenses.</p> <p>    6.2.2 B2C Supply of services (Business to Consumers).</p> <p>6.3 Time of Supply of Services</p> <p>6.4 Place of Supply of Services.</p> <p>    6.4.1 Determining place of supply of services</p> <p>6.5 Exempt Supply of Services under GST</p> <p>6.6 Export Supply of Services under GST.</p> <p>6.7 Reverse Charge on Services under GST</p> <p>6.8 Advance Receipts from Customers under GST.</p> <p>    6.8.1 Advance Receipt and issuing Invoice on same month</p> <p>    6.8.2 Advance Receipt and issuing Invoice on different month.</p> <p>6.9 Generating GSTR-3B Report in Tally.ERP 9</p> <p>6.10 Generating GSTR-2 Report in Tally.ERP 9</p> <p>Conclusion</p> <p>Key Takeaways.</p>	4
<p><b>Chapter 7: Composition Dealer</b></p> <p>7.1 Introduction.</p> <p>7.2 Conditions to be satisfied under the scheme</p> <p>7.3 Enabling GST and Defining Tax Details</p> <p>7.4 Recording purchase transactions for composition dealer.</p> <p>    7.4.1 Intrastate Inward Supply.</p> <p>    7.4.2 Interstate Inward Supply.</p> <p>    7.4.3 Intrastate Inward Supply of Services with Discount.</p> <p>7.5 Recording sales transactions for composition dealer</p> <p>7.6 Imports</p> <p>    7.6.1 Import of Goods</p> <p>    7.6.2 Import of Services.</p>	2



7.7 GST Reports.

7.7.1 Generating GSTR-4 Report in Tally.ERP 9

7.7.2 E-Filing GSTR-4 from Tally.ERP 9

7.7.2.1 Filing GSTR-4 by generating JSON from Tally.ERP 9

7.7.2.2 Filing GSTR-4 using GST Offline Tool

7.7.2.3 Filing GSTR-4 directly on the GST portal

Conclusion

Key Takeaways

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**PG DEPARTMENT OF COMMERCE AND  
MANAGEMENT STUDIES**

**SYLLABUS FOR FLASH ADD-ON COURSE**

**Module 1: Introduction to Employability Skills (10 hours)**

**Session 1 (2 hours): Understanding Employability Skills**

Course Orientation

Definition and importance of employability skills

Key employability skills: communication, teamwork, problem-solving, adaptability, etc.

**Session 2 (3 hours): Communication Skills**

Effective verbal and non-verbal communication

Listening skills and active listening techniques

Public speaking skills

**Session 3 (3 hours): Teamwork and Collaboration**

Importance of teamwork in the workplace

Strategies for effective collaboration

Dealing with conflicts in a team setting

Group games and activities

**Session 4 (2 hours): Problem-solving, Critical Thinking and Adaptability**

Problem-solving techniques and methodologies

Critical thinking skills development

Understanding the need for adaptability in the workplace

Resilience and coping with change

Adapting to new technologies for excellence

**Module 2: Personal Development and Professionalism (10 hours)**

**Session 5 (2 hours): Career Planning and Goal Setting**

Setting SMART career goals

Developing a pleasing personality

Identifying resources for career development

**Session 6 (3 hours): Self-awareness and Emotional Intelligence**

Understanding personal strengths and weaknesses

Emotional intelligence in the workplace

Self-regulation and empathy

Professional behavior and ethics

**Session 7 (3 hours): Networking and Relationship Building**

Importance of networking for career growth

Building professional relationships

Networking strategies and tools

**Session 8 (2 hours): Professional Online Presence**

Building a strong LinkedIn profile

Managing social media presence for professionalism

Leveraging online platforms for career advancement

**Module 3: Practical Application and Preparation (10 hours)**

**Session 11 (3 hours): Business Writing and Cover Letters**

Crafting a professional resume

Writing effective cover letters

Tailoring resumes for specific job applications

Written communication skills: emails, reports, and professional correspondence

**Session 12 (2 hours): Interview Skills**

Preparing for job interviews

Answering common interview questions

Practicing mock interviews

**Session 13 (5 hours): Final Project and Presentation**

Case studies and practical problem-solving exercises

Applying employability skills to a real-world scenario

Group project or individual assignment

Presentation of findings and reflections

Oral communication practices and activities



PG DEPARTMENT

DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES

CERTIFICATE COURSE

DCMSBCO2- BASICS OF CO.OPERATION

Objectives:

- To provide conceptual clarity and theoretical base in co.operation
- To enable the students to acquire knowledge about co-operative legal framework in India and Kerala.

Outcomes

- Ability to articulate and apply these concepts to the real world scenario.
- Comprehensive understanding of co-operative Laws.

Module 1

Co operation and Types of Co operatives: Meaning-Definition-Features-importance-

principles-Agricultural credit societies-Non agricultural credit societies-Co-operative Training institutions-NCUI,VAMNICOM,NCCT,ICM. (15 hours)

#### Module 2

Cooperative credit societies act 1904-Taccavi laws-cooperative societies act 1912-kerela cooperative Act 1969- Multistage cooperative societies act 1984-Model cooperative societies Act 1991 and 2002-Vaidyanadhan Committee report. (15 hours)

#### **References:**

Dubashi.P.R-Principles and Philosophy of Co.operation

Goel.B.B-Co.operative legislation,trends and dimensions

Mohan.P.N -Co.operative laws in India

#### **Mode of Assessment**

Criteira	Mark(70)
• Assignment	• 20
• WrittenTest(MCQ)	• 25
• Mock Viva	• 25

## Stress Management

### Syllabus

Certificate courses are designed to bridge the gap between different phases of academic study, or to provide additional professional training and qualifications. The courses provide students an added dimension to their undergraduate and postgraduate degree by exposing them to professional settings. The purpose of the certificate course is to provide students with theoretical knowledge and practical knowledge in specific areas. Upon completion, students will get benefit out of a certificate course that will accompany their degree and illustrate their added knowledge, skills, and experience to potential employers and institutions.

### Programme Structure

Certificate programme in History is designed with 30 instructional hours. It includes Lecture hours and practical hours. On completion certificates are issued by college or outside agencies in collaboration with college.

### Programme Attributes

- Will gain additional skill in a particular area.
- Will equip the student with an additional qualification.
- Will enhance demand in the job market.

### OBJECTIVES

- To identify sources of stress.
- To encourage students to view stressful situations from a more positive perspective.
- Help them to adjust their standards.
- Specialized activities for coping with stress
- Overall personality development

### COURSE OUTCOME

Overall personality development., mental, physical and social health should be improved.



## Module I: (6 Hours)

### What is Stress

- Causes physical & mental
- After effects of stress
- Need for stress management.

## Module II: (10 Hours)

### Different Methods for Stress Management

- Basic concepts, yoga, meditation, positive thinking (Theory and practical)

## Module III: (7 Hours)

### From Preparation to Exam Hall

- Techniques to overcome exam fear-causes of fear
- Techniques for effective memorization, association, mnemonics, acronym, acrostic, chunking etc.-

## MODULE IV:

### TIPS FOR DAILY LIFE

- Daily yoga-,time management-self motivation-concentrationobservation-forgetting-positive thinking (7 Hours)

## References:

- Dr.N.K Arjunan,Psychological Bases of Education, Yuga publication, Palakkad,2014.
- Sunny Chennatt,Yoga NingalkkoruVaradaanam, Rishi publication,Kottayam,2008.
- Dale Carnegie,How to Stop Worrying and Start Living, Prism Books Pvt.Ltd.,Bengaluru, 2018.
- Norman Vincent Peal, ThePower of Positive Thinking,Adarsh Books,New Delhi,2019.
- Robert A .Schuller,Dump Your Hang Ups,DC books, Kottayam, 2018.

- DivyaChopra,Personality Plus, Lotus publishers,New Delhi, 2018.

# **Ideal College for Advanced Studies, Kadakassery**

## **Department of Social Work**

**ADD-ON COURSE (Professional Writing in Social Work)**  
**2022-2023**

Duration: 30 hours

### **COURSE OUTCOME**

Upon completion of this course, students should be able to produce clear, concise, and culturally competent written communication appropriate for diverse audiences within the field of social work. They should understand the importance of effective writing in various contexts, be proficient in professional documentation, and have the skills to write for specific purposes such as grant proposals and program evaluation reports.

### **ASSESSMENT CRITERIA**

- Weekly writing assignments (40%)
- Class participation and peer review activities (20%)
- Final examination on writing skills and concepts (40%)

### **SYLLABUS**

#### **Week 1-2: Introduction to Effective Writing (6 hours)**

- Hour 1-2: Importance of Effective Writing in Social Work
- Hour 3-4: Characteristics of Effective Writing
- Hour 5-6: Key Elements of Clarity and Conciseness

#### **Week 3-4: Understanding the Writing Process (6 hours)**

- Hour 7-8: Pre-Writing Strategies (Brainstorming, Outlining)
- Hour 9-10: Drafting and Revising Techniques
- Hour 11-12: Peer Review and Feedback

#### **Week 5-6: Writing for Different Audiences (6 hours)**

- Hour 13-14: Tailoring Tone and Style
- Hour 15-16: Adapting to Varied Social Work Settings
- Hour 17-18: Cultural Competence in Writing



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**Week 7-8: Professional Documentation in Social Work (6 hours)**

- Hour 19-20: Case Notes and Progress Reports
- Hour 21-22: Writing Assessments and Treatment Plans
- Hour 23-24: Legal and Ethical Considerations in Documentation

**Week 9-10: Specialized Writing in Social Work (6 hours)**

- Hour 25-26: Grant Proposals and Funding Requests
- Hour 27-28: Program Evaluation Reports
- Hour 29-30: Reflections on Personal and Professional Growth through Writing

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Prof. K. O. K. / E. T. T. K.  
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# **Ideal College for Advanced Studies, Kadakassery**

## **Department of Social Work**

**ADD-ON COURSE**  
**2022-2023**

**Foundation of Indian Governance (BSW2022FIG)**

**Course Outcome:** Upon completion of this course, students should have a comprehensive understanding of the Indian Constitution, including its historical background, fundamental rights, and judicial system. They should also be familiar with the principles of public administration in India, recognizing the role of bureaucracy and the challenges faced in the context of social work and public welfare.

**Assessment:**

- Weekly quizzes on constitutional concepts (30%)
- Mid-term examination on fundamental rights, duties, and amendments (20%)
- Case study analysis on public administration challenges (20%)
- Group project on constitutional values in public administration (15%)
- Class participation and discussion (15%)

**SYLLABUS:**

**Week 1-2: Introduction to Indian Constitution (6 hours)**

- Hour 1-2: Overview of the Indian Constitution
- Hour 3-4: Historical Evolution and Constituent Assembly Debates
- Hour 5-6: Key Features and Preamble of the Constitution

**Week 3-4: Fundamental Rights and Duties (6 hours)**

- Hour 7-8: Fundamental Rights: Meaning and Significance
- Hour 9-10: Directive Principles of State Policy
- Hour 11-12: Fundamental Duties and their Implications

**Week 5-6: Constitutional Amendments and Judicial System (6 hours)**

- Hour 13-14: Amendment Procedures and Landmark Amendments
- Hour 15-16: Structure of the Judiciary



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**Week 7-8: Public Administration in India (6 hours)**

- Hour 19-20: Evolution and Development of Public Administration
- Hour 21-22: Administrative Structure in India
- Hour 23-24: Role of Bureaucracy in Social Work and Public Welfare

**Week 9-10: Challenges and Reforms in Public Administration (6 hours)**

- Hour 25-26: Administrative Challenges in India
- Hour 27-28: Reform Initiatives and Good Governance
- Hour 29-30: Integration of Constitutional Values in Public Administration

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- Hour 17-18: Role of the Judiciary in Safeguarding Rights

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