

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

5. ASSESSMENT PROCEDURE FOLLOWED FOR EACH PROGRAM
Academic year 2017 – 2018

DEPARTMENT OF SOCIAL WORK – SHIFT I
Add-on Program on HR Training Program

Department of Social Work has Conducted HR Training in Association with DB Global HR Solutions, a reputed HR Consultancy for 15 days with 15 HR experts from 02.00 pm to 05.00 pm in our campus. Conducted for nineteen second year students who are specializing in Human Resource Management

ASSESSMENT PROCEDURE:

- Examination was conducted for all the students and their marks were noted
 - Students who scored above 40% of marks were given certificates
 - Below given is the grading system followed according to the marks scored
- 80-100 – A Grade
60-80 - B Grade
40-60 - C Grade
Below 40% - Fail

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5. ASSESSMENT PROCEDURE FOLLOWED FOR EACH PROGRAM
Academic year 2018 – 2019

1. Python

DEPARTMENT OF COMPUTER APPLICATIONS – SHIFT I
ADD-ON PROGRAM ON PYTHON

Department of Computer application has Conducted add on program in association with ALB Computer Training Institute from 13th August 2018. Mr.Prahu and his team from ALB Computer Training Institute has come and taken classes for the students. At the end of the Course Examination was conducted and the certificate was distributed to the students those who completed the course

Duration: 48 Hours.

Date: 13.08.18

Number of Student Attended: 30

Date of Exam: 14th September 2018

Number of Student Passed: 30

ASSESSMENT PROCEDURE:

- Examination was conducted for all the students and their marks were noted.
- Students who scores above 40% of marks given Certificates.
- Grading system followed according to the marks scored

80 -100 – A Grade

60 - 80 – B Grade


40 – 60 – C Grade

Below 40 % - Fail

2. Tally Essentials

DEPARTMENT OF COMMERCE – SHIFT I
ADD-ON PROGRAM ON TALLY ESSENTIALS
2018-2019

Commerce- shift I has conducted add on program in association with Vettri Education has taken an initiative to organize an add-on course on tally essential for the welfare of students to equip their skills. Hands on training were provided in the Computer Lab for all the course hours. The students expressed satisfaction with respect to content and design of the curriculum and teaching. Students were highly benefited with an add on course.


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ASSESSMENT PROCEDURE:

- Online Examination was conducted for all the students and their marks were noted.
- Students who scored above 36% of marks given Certificates.
- Grading system followed according to the marks scored
 - $\geq 75\%$ – A+ Grade
 - $\geq 60\%$ to $< 75\%$ A Grade
 - $\geq 36\%$ to $< 60\%$ B Grade
 - $< 36\%$ C Grade
 - Below 36% Fail
- Around 68 students passed in the examination.

Basic	Advanced	Comprehensive
TallyACE	TallyPRO	TallyCLUB
*Basics of Tally	GST using Tally	ACFAT
*Financial Accounting using Tally	GCCVAT using Tally CFSL	

*Available in Schools & Colleges only

Grade	Description
A+	$\geq 75\%$
A	$\geq 60\%$ - $< 75\%$
B	$\geq 36\%$ - $< 60\%$
Not Pass	$< 36\%$

3. Arduino Controller

DEPARTMENT OF ELECTRONICS & COMMUNICATION SCIENCE – SHIFT 1 ADD-ON PROGRAM ON ARDUINO

This course explores the working principle & applications of an Arduino board and how it can be used as a tool for study and in research work. The students also learned to Test and debug the Arduino to solve real world problems. It was conducted in association with 3i Innovative Solutions

ASSESSMENT PROCEDURE:

- Students where understanding the various concepts in programming languages, from C to drag-and-drop languages
- Examination was conducted for all the students.
- Students who have scored above 50% marks are eligible for certificate

Questions from Ardunio, programming, machine learning where given based on this assessment, 26 students were successfully completed this course

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5. ASSESSMENT PROCEDURE FOLLOWED FOR EACH PROGRAM
Academic year 2019 – 2020

1. Android App Development

DEPARTMENT OF COMPUTER APPLICATIONS SHIFT- 1

ANDROID APPLICATION DEVELOPMENT

Android app development Conducted by the Department of BCA to fill the gap between Existing and Recent techniques in the field of Artificial Intelligence. Per day 3 hours classes have been conducted. Duration of the course is 30 hours. Aptitude test was conducted at the end of the course to test their skills. Second and Third year students of the department attended the course and had immensely benefited

ASSESSMENT PROCEDURE:

- Examination was conducted for all the students and their marks were noted.
- Students grades according to marks
 - 91-100 – A Grade
 - 76-90 – A+ Grade
 - 61-75 – B Grade
 - 51-60 – B+ Grade
 - 35-50 – C Grade

2. Python

DEPARTMENT OF COMPUTER APPLICATION, SHIFT II


ADD ON PROGRAM - PYTHON

Department of Computer applications, Shift II had Conducted in association with IFANDFOR Endeavors. Students were actively attended the course. Python was an upcoming programming language which helps the students to use their knowledge in IT field. They have wide scope of placement opportunities

ASSESSMENT PROCEDURE

- Exam was conducted for all the students at the end of the course and the marks were noted.
- Students who scored above 60% were given Certificates.
- Questions were asked from the framed syllabus of the Python course
- Around 21 students attended and they were passed

3. PC Layout Design


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3. PC Layout Design

DEPARTMENT OF ELECTRONICS & COMMUNICATION SCIENCE – SHIFT 1

ADD-ON COURSE ON “PCB LAYOUT DESIGN AND FABRICATION”

To give awareness about PCBS, PCB layout design and Fabrication was conducted. The students were given two assignments and one test, based on which certificates were issued to all students

ASSESSMENT PROCEDURE:

- The students were assessed by two assignments.
- Examination was conducted for 100 marks based on the course curriculum.
- Pass Mark for the exam is 60%
- 23 students were passed in the examination,

Based on this examination certificates were issued to qualified students

4. Tally ACE Rel 6

DEPARTMENT OF COMMERCE – SHIFT I


ADD-ON PROGRAM ON TALLY ESSENTIALS

Department of Commerce, shift I had Conducted in association with Vettri Education has taken an initiative to organize an add-on course on tally essential for the welfare of students to equip their skills. Hands on training were provided in the Computer Lab for all the course hours. In general, positive feedback was received, as all the students expressed satisfaction with respect to content and design of the curriculum and teaching. The major purpose of this course is to develop research knowledge and to enrich with the concept of Research Methodology. Course timing was been planned and executed to complete the course daily with 6 hours and totally 30 hours. Majority of the respondents has expressed their satisfied level towards the course materials and information which was shared related to research

ASSESSMENT PROCEDURE:

- Online Examination was conducted for all the students and their marks were noted.
- Students who scored above 36% of marks given Certificates.
- Grading system followed according to the marks scored

$\geq 75\%$	– A+ Grade
$\geq 60\%$ to $< 75\%$	A Grade
$\geq 36\%$ to $< 60\%$	B Grade
$< 36\%$	C Grade
Below 36%	Fail
- Around 49 students passed in the examination.


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ASSESSMENT PROCEDURE:

Tally Certifications		
Basic	Advanced	Comprehensive
TallyACE	TallyPRO	TallyOLIVE
*Bases of Tally	GST using Tally	ACFECE
*Financial Accounting using Tally	GCCVAT using Tally CPFA	

*Acquire in Schools & Colleges only

Overall Grade	
Grade	Description
A ⁺	>=75%
A	>=60% >75%
B	>=45% <60%
Not Pass	<45%


5. Research Methodology

DEPARTMENT OF BUSINESS ADMINISTRATION – SHIFT I ADD-ON PROGRAM ON RESEARCH METHODOLOGY

The major purpose of this course is to develop research knowledge and to enrich with the concept of Research Methodology. Course timing was been planned and executed to complete the course daily with 6 hours and totally 30 hours. Majority of the respondents has expressed their satisfied level towards the course materials and information which was shared related to research.

ASSESSMENT PROCEDURE:

- Assessment exam was conducted for the each 5 days of the course.
- Per day 1 unit was been covered and assessment has been conducted for 20 Marks per day.
- Totally 5 Units has been covered during this course.
- No negative marks were given and the total marks awarded are 100%.
- Students who have scored above 40% of marks are considered as qualified and provided E- Certificates.
- Questions for the assessment were from the 5 Units of the prescribed course syllabus. They are Introduction of Research Methodology, Research Resign, Questionnaire and Sampling Design, Hypothesis formulation and testing, Data analysis and interpretation.
- Around 1078 aspirants were registered and 631 were qualified by scoring above 40%.


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DAY	TOPICS	ASSESSMENT MARKS
1	Introduction of Research Methodology	20
2	Research Design	20
3	Questionnaire & Sampling Design	20
4	Hypothesis Formulation & Testing	20
5	Data Analysis & Interpretation	20
Total Assessment Marks		100
Minimum Qualified Assessment Marks		40



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5. ASSESSMENT PROCEDURE FOLLOWED FOR EACH PROGRAM
Academic year 2020 – 2021

1. E Waste Management System

DEPARTMENT OF ELECTRONICS & COMMUNICATION SCIENCE – SHIFT 1
ADD-ON COURSE ON E- WASTE MANAGEMENT SYSTEM

In order to give awareness for the student community, a course on E-Waste was conducted. Three assignments were given to the students. Their performance was evaluated by online quiz. The course was handled by the Internal Faculty Members of ECS Department

ASSESSMENT PROCEDURE:

- The students were evaluated from Five assignments
- Two tests were conducted.
- Student's performance was evaluated by online quiz also
- Based on those evaluation 13 students were successfully completed the course and received qualified certificate Remaining students were received Participation certificate.

2. Photography

DEPARTMENT OF COMPUTER APPLICATIONS SHIFT- 1
PHOTOGRAPHY

Department of Computer Applications had organized a Photography Course for the welfare of Computer Application Students. Classes were conducted in the Audio Visual room. This course was conducted at free of cost by Bro. John Thomas, Head, Department of Visual Communication. Students earned knowledge on photography

ASSESSMENT PROCEDURE:

- Examination was conducted for all the students and their marks were noted.
- Students written examination for about 100 marks.
- Minimum pass mark fixed was 40 mark out of 100 to qualify the examination.
- All the 45 students qualified in the examination

3. Website Development

DEPARTMENT OF VISUAL COMMUNICATION – SHIFT I
ADD-ON PROGRAM ON WEB DEVELOPMENT
2020-2021

Department of Visual Communication has Conducted a website development course for Visual Communication department Students. Classes were conducted in the Multimedia lab


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by Mrs.B.Hemalatha, Assistant Professor Department of Computer Applications. This course was conducted at free of cost. Students were started to develop the web pages during their course

ASSESSMENT PROCEDURE:

- Aptitude Examination was conducted for all the students and their marks were noted.
- Students who scored above 40% of marks given E- Certificates.
- Questions from Web Development, HTML, QR Code and JSS CSS were given.
- Around 45 students passed in the examination

4. Supply chain management

**DEPARTMENT OF COMMERCE (ACCOUNTING & FINANCE)
SUPPLY CHAIN MANAGEMENT (SAP)- ADD ON COURSE 2020-2021
ASSESSMENT PROCEDURE**

Department of Accounting and Finance had organized a course on Supply Chain Management in association with Learn2 Win academy. This course was very useful to enhance the employability skills of the students. Students were also placed after the completion of this add on course

ASSESSMENT PROCEDURE:

- Examination was conducted for all the students and their marks were noted.
- Students who scored above 50% of marks given Certificates.
- Questions from SAP FI/CO General Accounting, SAP FI/CO Accounts Receivables, SAP FI/CO Accounts Payable, SAP SD Consignment, SAP MM Procure to Pay cycle, SAP MM, Sub-Contracting, SAP MM Vendor Returns were given
- Around 25 students passed in the examination.

5. Modern Techniques in Data Science - An Introduction

**DEPARTMENT OF COMPUTER APPLICATIONS – SHIFT I
MODERN TECHNIQUES IN DATA SCIENCE – AN INTRODUCTION**

Department of Computer Applications has conducted a course to fill the gap between Existing and Recent techniques in the field of Artificial Intelligence. Per day 3 hours classes have been conducted. Duration of the course is 30 hours. Aptitude test was conducted at the end of the course to test their skills. Second and Third year students of the department attended the course and had immensely benefited

ASSESSMENT PROCEDURE:

- Aptitude Examination was conducted for all the students and their marks were noted.
- Students who scored above 50% of marks given E- Certificates.
- Questions from Data Mining, Artificial Intelligence, Machine Learning and Sentiment Analysis were given.

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Around 82 students passed in the examination

6. Servicing of House Hold Appliances

DEPARTMENT OF ELECTRONICS & COMMUNICATION SCIENCE – SHIFT 1

ADD-ON COURSE ON HOUSE HOLD APPLIANCES

This course examines commonly used Electric Devices such as Coffee maker, Washing machine, Electric Iron Box, Electric Geyser etc. The students learned to safely operate, maintain and repair the home appliances through this course. The students were given two assignments and one test, based on which certificates were issued to all students.

ASSESSMENT PROCEDURE:

- The students were evaluated and assessed by three assignments.
- Two tests were conducted.
- Pass Mark for the exam is 60%
- Based on this examination 55 students were successfully completed this course and certificates were issued to those 55 students.

7. Office Automation for shift I

DEPARTMENT OF COMPUTER APPLICATIONS Shift- 1

CERTIFICATE COURSE ON OFFICE AUTOMATIONS

Department of Computer Applications, shift I had conducted the certificate course for the welfare Non Computer Students of MGC. At the end of the course Hands on training was provided in the College Computer Lab. Students were actively attended the course and the assessment was conducted This Course was conducted at free of cost for the student community

ASSESSMENT PROCEDURE:

- Examination was conducted for all the students and their marks were noted.
- Students grades according to marks
 - 91-100 – O Grade
 - 76-90 – A Grade
 - 61-75 – B Grade
 - 51-60 – C Grade
 - 35-50 – D Grade

8. Office Automation for shift II

DEPARTMENT OF B.COM GENERAL, SHIFT 2


ADD-ON COURSE ASSESSMENT PROCEDURE

NAME OF THE COURSE: OFFICE AUTOMATION

RESOURCE PERSON: Dr. A. HENCY JULIET

DATE: 06/12/2021

Department of Commerce, shift II had conducted the Add on Program on Office Automation for the Commerce Department students. The major is to impart training for students in MS Word,


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MS Excel and Power point. The Students actively attended the course and bag the knowledge. The certificates were distributed to the Students who completed the course.

Assessment Procedure:

Students were attended and awarded by grades through following procedures,

91% and above: O Grade

>81% to <=90: A Grade

>61% to <= 80: B Grade

>51 to <=60 : C Grade

>40 to <=50 : D Grade

The Course instructor appreciated all students, Certificates of completion with their awarded grades for finishing their courses.

9. Stock Market Trading and Business Finance

DEPARTMENT OF CORPORATE SECRETARYSHIP, SHIFT - II ADD-ON PROGRAM ON SHARE MARKET & BUSINESS FINANCE 2021-22

Department of Corporate Secretaryship, Shift – II, Conducted on “Stock Market Trading & Business Finance” which would be of helpful to the students in the Finance Stream. Online purchase of shares was also demonstrated by the course instructor. The students got the knowledge on Investing money. It pays a crucial role in the development of an individual as well the nation.

ASSESSMENT PROCEDURE:

- Examination was conducted for all the students and their marks were noted.
- Students who scores above 40% of marks given Certificates.
- Below mentioned grading system followed according to the marks scored

80 -100 – A Grade

60 - 80 - B Grade

40 – 60 – C Grade

Below 40 % - Fail

10. PIC and ARM Based Microcontroller

DEPARTMENT OF ELECTRONICS & COMMUNICATION SCIENCE – SHIFT 1

ADD-ON COURSE ON PIC AND ARM BASED MICROCONTROLLER


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Department of Electronics and Communication Science has conducted PIC and ARM Based Microcontroller in association with PROLIFIC System. The main objective of the course is to train the students on the programming of microcontrollers by understanding the concepts theoretically as well as practically. The course also covers working of ARM based products and development tools

ASSESSMENT PROCEDURE:

- Student's performance was evaluated through examination
- Qualifying Marks for the examination is 70%
- Student's skilled knowledge was assessed by two assignments.
- Based on the examination 55 students successfully completed the course and eligible for receiving certificates

11. Progressive Web App Development

**DEPARTMENT OF COMPUTER APPLICATIONS SHIFT- 1
PROGRESSIVE WEB APP DEVELOPMENT**

Department of Computer Applications has conducted an add on program in association with IFANDFOR Endeavors from 11th October 2021. Hands in training were given in the Computer Lab. This course helped the students learning capability

ASSESSMENT PROCEDURE:


- Examination was conducted for all the students and their marks were noted.
- Students' written examination for about 100 marks.
- Minimum pass mark fixed was 40 mark out of 100 to qualify the examination.
- All the 99 students qualified in the examination.
- With reference to their marks gained in the examination, grades provided accordingly, as follows

91-100 – O Grade
76-90 – A Grade
61-75 – B Grade
51-60 – C Grade
35-50 – D Grade

12. Basics of French

FRENCH ADD-ON PROGRAM

Department of OSL had conducted an add on course on Basics of French in association with IQAC of MGC, around 2004 students were enrolled for the course. During the course the simpler way of learning the French, basics of French and the activities related to learn the language were taught. This course enhance the learning capability of the students


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ASSESSMENT PROCEDURE

Program Name: FRENCH (BASICS)

Duration: 30 HOURS

Dates: 27/09/21-07/10/21

Resource Person: Mr. Mithun Raj, Asst. Professor, Dept. of OSI, MGC.

Number of participants: 37

Date of Test: 7th October 2021

Number of Students completed the course: 06

The basic vocabulary in French was evaluated by conducting quizzes through Google forms and participation in discussions. A minimum of 60% of marks in quizzes and interactive session were considered eligible to get the certificates for the course. The tests were conducted on 7th October 2021. Out of 20 students who appeared for the test, six students got 60% and above. Six Students had successfully completed the course.

13. Bakery Product

DEPARTMENT OF COMMERCE – SHIFT I TRAINING PROGRAMME IN BAKERY PRODUCTS 2020-2021

In order to the skills of the students, Training on Bakery Product was given to students in association with Khadi & Village Industries Commission. It is an initiative to bring out the entrepreneurial skill of the students. Hands on training was provided in the MSW Room

ASSESSMENT PROCEDURE:


- Live practical was done by students.
- Students who have enrolled and attended all the classes for training programme was given Certificates.
- Around 35 students got training

14. Skillathon

DEPARTMENT OF COMPUTER SCIENCE – SHIFT II

ADD-ON COURSE - SKILLATHON

Department of Computer Science has conducted the course in association with ICT Academy and UiPath Academic Alliance for the benefits of our college students. This course delivers the contents of Robotic Process Automation (RPA). This skill empowers learners to make recommendations to identify processes to be automated. Flexible time and deadline for this course motivated many students to complete this course successfully


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ASSESSMENT PROCEDURE:

- Upon the completion of this self-learning Robotic Process Automation course the certificates are issued by UiPath Academic Alliance after the online MCQ's Test.
- Students need to answer the required percentile of questions correctly in order to receive the certificates.
- The eligibility percentage for the certification itself is maximum and hence there is no grading awarded.

15. Learnathon

DEPARTMENT OF COMPUTER SCIENCE- SHIFT II

ADD-ON COURSE- LEARNATHON IN ASSOCIATION WITH ICT ACADEMY

To empower the youth to succeed in the future of work, learnathon was launched in association with ICT Academy - a self-learning initiative for higher education students to build their foundational IT skills. Exposure to the Industry 4.0 is accomplished which helps the students in choosing a specific platform to enhance and flourish further. Students from various Departments of both Shift I and Shift II registered and earned the certificates from global tech majors for free of costs

ASSESSMENT PROCEDURE

- Learnathon comprises various courses from different vendors holds their own methodology in assessing the students of any particular course.
- Majorly, upon the completion of the self-learning courses the certificates are issued after the online MCQ's Test.
- Students need to answer the required percentile of questions correctly in order to receive the certificates.
- The eligibility percentile itself is maximum and hence there is no grading awarded.



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