



Criterion : VII – Institutional Distinctiveness

Metric : 7.3.1 - The performance of the Institution in one area distinctive to its priority – Syllabus of Extension Activities

Year : 2015 - 2020



Syllabus of Extension Activities

FATIMA COLLEGE (AUTONOMOUS), MADURAI - 18

DEPARTMENT OF HISTORY

EXTENSION ACTIVITY

(For those who joined from 2019 onwards)

HOURS: 100

CREDIT: 3

COURSE DESCRIPTION

Extension Education is education for the betterment of people and for the changing their behaviour i.e. Knowledge, skill and attitude.

COURSE OBJECTIVE/S

- Create service learning. It is an experiential teaching and learning model.
- Enhance curriculum, engaged citizens; strengthen democratic values and civic responsibility.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Plan to cultivate kitchen Gardening.	K6
CO 2	Prepare the school children for their Exams.	K3
CO 3	Create awareness on health and hygiene.	K6
CO 4	Demonstrate the nutritional value food items.	K4
CO 5	Utilize the waste as organic manure.	K3



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UNIT I: Kitchen Gardening

[20 HRS]

Kitchen Gardening to cultivate herbal plants and essential plants like chilli, tomato, coriander, mint, tulasi, alovera, omavalli etc – know about their medicinal values.

UNIT II: Educate Children

[20 HRS]

Teach them how to pronounce English words using syllables, using clue words for memory, easy tricks to remember and recall. Find the difficult subject among them and teach them in simple way.

UNIT III: Health and Hygiene

[20 HRS]

Teach them how to keep our body clean among students, Hygienic habits to wash your hands. Keep our surrounding clean. Be aware of Dengue and Swine Flu.

UNIT IV: Nutritious food Habits

[20 HRS]

Take nuts, grains, fruits as snacks. Greens, vegetables, raw salads, sprouted grains can be insisted to take and explain the nutritional values.

UNIT V: Awareness on Open defecation and Solid Waste Management

[20 HRS]

Problems creating on Open defecation, separate the waste as degradable and bio-degradable. Degradable can use as organic manure.

Reference Books:

1. Service – learning in Higher Education- concepts and practices, Barbara Jacoby and Associates, 2015.
2. Service- learning through community engagement, Lori Gardiner, 2016.
3. Connecting Past and Present concepts and models for service- learning in history, Iva Harkavy and Bill M Donovan, 2000.



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FATIMA COLLEGE (AUTONOMOUS), MADURAI – 18

THE RESEARCH CENTRE OF ECONOMICS

EXTENSION ACTIVITY

(For those who joined from 2019 onwards)

HOURS: 100

CREDIT: 3

COURSE DESCRIPTION

To reach the unreached People

COURSE OBJECTIVE/S

1. To enable the students to understand the basic problems faced by the villagers.
2. To expose the students in analyzing the needs of the village people.
3. To equip the students to prepare themselves to be able to lead a life even in scarcity.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

No.	Course Outcome	Knowledge Level
CO 1	Assess the Social environment	K3
CO 2	Empowered socially, economically and culturally	K3
CO 3	analyze the behavioral changes after their village exposure.	K3

UNIT – I AWARENESS PROGRAMME

[20 HRS]

Awareness Programme on dengue fever – Open defecation – Rally on dengue awareness – rally on open defecation – door to door canvassing on dengue and open defecation.

UNIT – II TUTORING

[20 HRS]

Teaching basic Maths – English – Science – Tamil – Social – Tutoring on nutritious diet – Tips on balanced diet – Mentoring the school drop outs.



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UNIT – III ENVIRONMENTAL AWARENESS

[20 HRS]

Plastic free village – avoidance of plastic goods – rally on plastic free village – clean and green environment – water conservation – rain water harvesting.

UNIT – IV SKILL BASED TRAINING

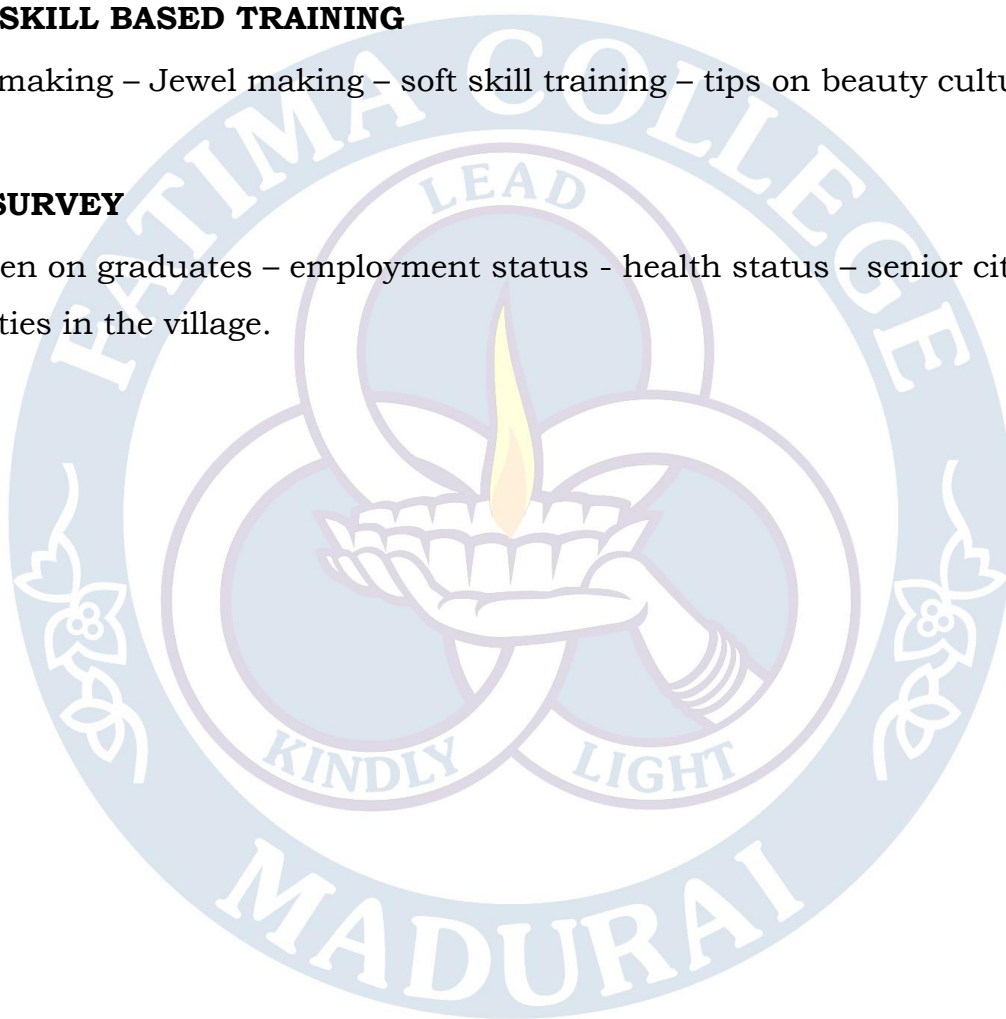
[20 HRS]

Paper bag making – Jewel making – soft skill training – tips on beauty culture

UNIT – V SURVEY

[20 HRS]

Survey taken on graduates – employment status - health status – senior citizen – basic facilities in the village.





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FATIMA COLLEGE (AUTONOMOUS), MADURAI - 18

DEPARTMENT OF SOCIOLOGY & SOCIAL WORK

EXTENSION ACTIVITY

(For those who joined from 2019 onwards)

HOURS: 100

CREDIT: 3

COURSE DESCRIPTION

This course focuses on the basic concepts of community development which includes social Problems in Village, Stakeholders Committee, Participatory Rural Appraisal, Rural Development and Finance Sources, Organising Programmes and Health Camps, Corporate Social Responsibility.

COURSE OBJECTIVES

To sensitize the learners about the various issues in rural areas.

To enable the learners to take part in the social developmental activities at all levels.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Identify the basic concepts of community development	K1
CO 2	Describe the rural structure, resources and problems	K2
CO 3	Discuss the Corporate Social Responsibility and Individual Social Responsibility	K2
CO 4	Demonstrate the Participatory Rural Appraisal	K2
CO 5	Apply the skills equipped through extension activities in Organising Welfare Programmes	K3

UNIT I: Introduction to Community Development

[20 HRS]

Community Development: Concept, Definition, Meaning, Principles, Objectives and Scope – Observation – Identification of Problems in Village – Stakeholders Committee.



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UNIT II: Participatory Rural Appraisal (PRA)

[20 HRS]

Meaning – Importance of Participatory Techniques - Aims of Participatory Methods - Scope of PRA - Tools of PRA

UNIT III: Rural Development and Finance Sources

[20 HRS]

Mahatma Gandhi National Rural Employment Guarantee Act 2005 - Self-Help Groups.

UNIT IV: Organising Programmes and Health Camps

[20 HRS]

Organising Sensitisation Programmes on various Social Problems - Health Camp - Participation in Gram Shaba meet.

UNIT V: Corporate Social Responsibility

[20 HRS]

Role of Corporate Social Responsibility for Rural Development

TEXT BOOKS:

1. “Rural Sociology in India”, Desai A. R. Popular Prakashan publications, Mumbai, India 1984

REFERENCE BOOKS:

1. “Agricultural Problems in India”. Himalaya Publishers, Memoria, Delhi, 1988.
2. “Social Work Perspectives on Poverty”, Singh, R. R, Concept Publication House, New Delhi. 1971.
3. “Reading in Integrated Rural Development”, Subramanian et al, Oxford and IBH, New Delhi, 1985.
4. “Anti-Poverty Rural Development Programmes”, Sundaram, DK Publications, New Delhi.



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FATIMA COLLEGE (AUTONOMOUS), MADURAI – 18.

THE RESEARCH CENTRE OF ENGLISH

EXTENSION ACTIVITY

(For those who joined from 2019 onwards)

HOURS: 100

CREDIT: 3

COURSE DESCRIPTION

The course intends to sensitize the students to the needs of the society at large and rural people in particular, and to offer solution for societal problems

COURSE OBJECTIVE/S

The course, involving field visits of the students, creates awareness for the students on the social issues and provides opportunity to empathize the under privileged. The students venture into the domains of the rural territory to facilitate the learning of the village children and to create awareness among the rural people regarding the recent developments in various fields such as health, Government schemes, and job opportunities.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

No.	Course Outcome	Knowledge Level
CO 1	Utilize the knowledge of English language to be an effective facilitator	K1
CO 2	Plan and impart speaking skills adopting different strategies	K1
CO 3	Analyze the health issues and suggesting possible solutions	K2
CO 4	Evaluate the necessity of the villagers based on societal need and make suggestions accordingly	K3
CO 5	Assess the educational and career need of the village students and suggest possible ways to fulfil the need	K3



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UNIT I: Facilitating English Learning Skills

[20 HRS]

1. Listening Skills – Story telling
2. Reading Skills – Pronunciation
3. Writing Skills – Spelling, Sentence, Description

UNIT II: Spoken English

[20 HRS]

1. Rhymes, Tongue Twisters
2. Patterns and Dialogue
3. Self-introduction and Narration

UNIT III: HEALTH AND HYGIENE

[20 HRS]

1. Cleanliness – Personal and environmental
2. Healthy habits
3. Arranging Medical Camp

UNIT IV: SOCIAL AWARENESS

[20 HRS]

1. Government schemes
2. Awareness on recent topics of concern
3. Women's Rights & Consumer Rights

UNIT V: CAREER GUIDANCE

[20 HRS]

1. Scope for higher studies
2. Job opportunities
3. Self-employment, self-help groups

UNIT VI – DYNAMISM

1. Counselling
2. Attending 'Gram Sabha'
3. Project



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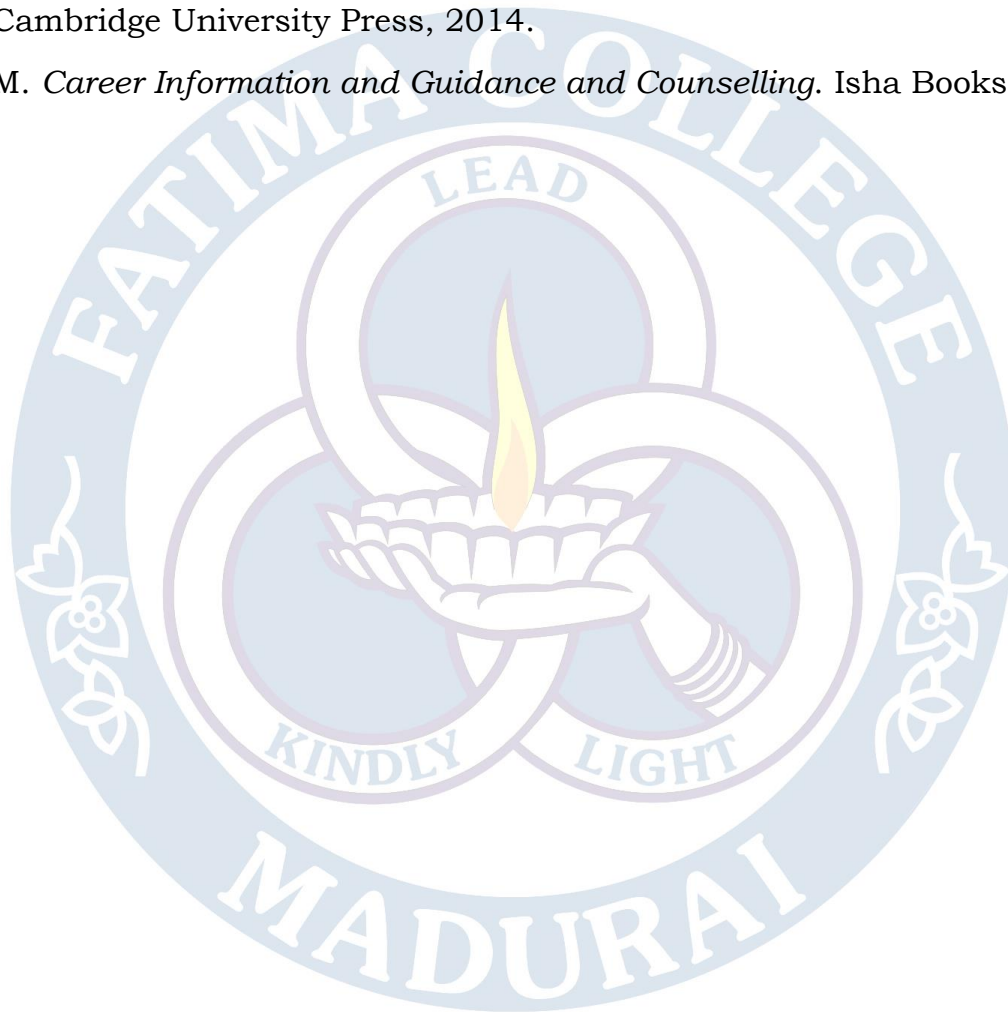
REFERENCE BOOKS:

Pillai, K. Ramachandran. *Let's Speak: Spoken English for School Children and Other.* H & C Publishing House, 2014.

Singh, K. *An Introduction to Social Work.* ABD Publishers, 2011.

Richards, Jack C, and Theodore S. Rodgers. *Approaches and Methods in Language Teaching.* Cambridge University Press, 2014.

Chandra, M. *Career Information and Guidance and Counselling.* Isha Books, 2009.





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FATIMA COLLEGE (AUTONOMOUS), MADURAI - 18

DEPARTMENT OF MATHEMATICS

EXTENSION ACTIVITY–TUTORING MATHEMATICS FOR EIGHTH STANDARD

(For those who join from 2019 onwards)

HOURS/WEEK: 100

CREDIT: 3

COURSE DESCRIPTION

This course comprehensively covers some topics of Eighth standard Mathematics State Board Syllabus.

COURSE OBJECTIVE/S

Enable the students to know the number system, Rational Numbers, Measurements, Algebraic expressions, Factorizations, Profit & Loss and Statistics

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Explain Number System	K1
CO 2	Recall area, Volume and Surface Area of Geometrical Shapes	K1
CO 3	Identify any algebraic equations	K2
CO 4	Distinguish Profit and loss in any business situations and solve problems	K3
CO 5	Construct Frequency table and find measures of central Tendency	K3



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UNIT I: NUMBER SYSTEM

[20 HRS]

Number System – Rational Numbers – Arithmetic of Rational Numbers – Properties of Rational numbers – Simplify Expression with three brackets

UNIT II: MEASUREMENTS

[20 HRS]

Area – Volume-surface Area

UNIT III: ALGEBRA

[20 HRS]

Algebraic Expressions – Identities – Factorizations.

UNIT IV: MODELLING

[20 HRS]

Profit and Loss: Cost Price – Selling Price – Profit or Gain – Loss – Gain percentage - Loss percentage.

UNIT V: STATISTICS

[20HRS]

Formation of Frequency Table – Representation – Measures of Central Tendency

UNIT VI - DYNAMISM

- Participating Gram Shaba Meetings
- Entrepreneurship Skill Training
- Awareness Programmes like Environmental awareness, Health and Hygiene awareness and Government Schemes Awareness

TEXT BOOKS:

TNBSE - VIII Standard Mathematics Book

UNIT I : Chapter 1

UNIT II : Chapter 2

UNIT III : Chapter 3

UNIT IV : Chapter 4

UNIT V : Chapter 6

REFERENCE BOOKS:

1. CBSE - VI Standard Mathematics Book
2. CBSE - VII Standard Mathematics Book
3. CBSE - VIII Standard Mathematics Book



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FATIMA COLLEGE (AUTONOMOUS) MADURAI – 18

DEPARTMENT OF CHEMISTRY

EXTENSION ACTIVITY

(For those who join from 2019 onwards)

HOURS: 100

CREDITS: 3

COURSE DESCRIPTION

This course helps the students to learn and teach the role of chemistry in the field of medicine, agriculture, and environment. It also helps the students to create more entrepreneurs in adapted village at small scale level through skill-based training programmes and to insist the Village women to use LPG properly.

COURSE OBJECTIVE/S

The main objective of this course is to carry out awareness programmes in adapted village of chemistry department through chemistry

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

- To prevent and to control the dengue fever and Cancer through spreading awareness programmes by students of chemistry department.
- To analyze the role of natural product chemistry in prevention and control of dengue and cancer
- To create a plastic free environment
- To train the village people by conducting skill- based training programmes.
- To create awareness on road safety and proper usage of LPG.

UNIT – I: ROLE OF NATURAL PRODUCTS CHEMISTRY IN MEDICINE [20 HRS]

Awareness Programme on dengue fever and cancer –role of natural product chemistry in prevention and control of dengue and cancer.

UNIT – II: AGRICULTURAL CHEMISTRY [20 HRS]

Awareness on Organic farming – Biogas production from cow dung – Natural fertilizers –Artificial fertilizer and its benefits



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UNIT III: ENVIRONMENTAL AWARENESS

[20 HRS]

Plastic free village – avoidance of plastic goods – rally on plastic free village – clean and green environment – water conservation – rain water harvesting – water resource management – ground water problems – Flood management.

UNIT – IV: SKILL BASED TRAINING

[20 HRS]

Preparations of house hold items- phenoyl, detergent powder, candle and computer Sambrani. Detection of hardness of water and estimation of hardness.

UNIT V: SURVEY AND SAFETY MEASURES

[20 HRS]

Health survey – employment and unemployment status – senior citizens status.

Awareness on road safety measures and proper usage of LPG and its safety measures.

REFERENCES

1. Jayashree Gosh, Textbook of Pharmaceutical Chemistry, S.Chand & Chand publications New Delhi (1997).

2. Jayashree Ghosh, Fundamental concepts of Applied chemistry, S.Chand publications, New Delhi (2013).



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FATIMA COLLEGE (AUTONOMOUS), MADURAI - 18

DEPARTMENT OF ZOOLOGY

EXTENSION ACTIVITY

(For those who joined from 2019 onwards)

HOURS: 100

CREDIT: 3

COURSE DESCRIPTION

This course is designed to impart holistic development for the society and contribute to the needs of less privileged in the society through extension and outreach programme which in turn develop social values and responsibilities among the students.

COURSE OBJECTIVE/S

- Develop social responsibility, team spirit and empathy towards national development.
- Spot out the needs and problems of the society especially in the areas of their expertise.
- Contribute towards socio-economic progress, understand and appreciate the problems of the communities, which awaken their social consciousness to inculcate the sense of social responsibilities and dignity of work.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

No.	Course Outcome	Knowledge Level (According to Bloom's Taxonomy)
CO 1	Identify the societal problem in the neighborhood villages	K2
CO 2	Discuss the various health issues among the women in the visiting villages	K3
CO 3	Create an awareness on the seasonal diseases among the common people	K6



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CO 4	Outline the importance of herbs used in day today life for common ailments.	K1
CO 5	Solve the life style disorders with herbal products.	K3
CO 6	Demonstrate the seed ball preparation and inculcate the young children towards plantation	K2

UNIT I: PERSONAL HYGIENE

[20 HRS]

Sanitary- Open Defecation - Women related health problems.

UNIT II: SEASONAL DISEASE

[20 HRS]

Dengue Awareness –Cholera –Chickenpox – Chikungunya –causes, symptoms and herbal remedies

UNIT III: HERBAL GARDENING

[20 HRS]

Importance of kitchen gardening – methods – preparation - maintenance

UNIT IV: HERBAL MEDICINE

[20 HRS]

Preparation – Uses of Herbs For Common Ailments

UNIT V: SEED BALL

[20 HRS]

Preparation –Training –Distribution –Follow Up

REFERENCES:

1. Schulz V, Haensel R and Tyler V.E., Rational Phytotherapy, A Physicians Guide to Herbal Medicine, Springer Publishers, Berlin.
2. McKenna D.J., Jones K. and Hughes K., Botanical Medicines, the Desk Reference for Major Herbal Supplements, the Haworth Herbal Press, New York.
3. Natural Medicines Comprehensive Database.
4. Maeilanandhan, S.K.M., (2010). Siddha and Ayurveda -Therapeutic Index- Siddha, Sri Lakshmi chirtaprinters.

WEB SOURCE:

<https://www.youtube.com/channel/UCyYfhIw3oHz8rgizK6qno7A>

<https://www.gardeningknowhow.com/special/children/making-seed-balls.htm>

<https://www.youtube.com/watch?v=hSooimEQK7w>



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FATIMA COLLEGE (AUTONOMOUS), MADURAI – 18.

THE RESEARCH CENTRE OF HOMESCIENCE

EXTENSION ACTIVITY

(For those who joined from 2019 onwards)

HOURS: 100

CREDIT: 3

COURSE DESCRIPTION

This course create awareness on principles of extension education and extension teaching methods

COURSE OBJECTIVES

- To understand the concept of community development and panchayat raj.
- To create awareness on women welfare scheme
- To impart knowledge on communication methods
- To develop skill in preparing audio-visual aids
- To understand different extension teaching methods

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

1. Define the concepts of Home Science Extension Education.
2. Describe the various welfare programmes for women
3. Explain the principles and models of communication
4. Classify the extension teaching methods.
5. Construct audio –visual aids.

UNIT – I: EXTENSION EDUCATION

[20 HRS]

Meaning, objectives and Principles of Extension, Role and Functions of Extension Workers, Panchayat Raj – Three tier system

UNIT – II: WOMEN WELFARE PROGRAMMES

[20 HRS]

RMK, IMY, MGNREGS, PMRY & National livelihood programme, National Rural livelihood mission, National Social Assistance Scheme



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UNIT –III: COMMUNICATION

[20 HRS]

Communication Definition, Meaning, Objectives, Principles, elements of communication, barriers to communication

UNIT – IV: EXTENSION TEACHING METHODS

[20 HRS]

Meaning and teaching, Classification of extension teaching methods

- i. Individual methods: Farm & home visit, farmer's call & personal letters.
- ii. Group methods: Result demonstration, method demonstration, group meetings, study tour.
- iii. Mass methods: Publications – Leaflet, Pamphlet, Folder, mass meetings, exhibition, campaign, newspaper, Radio and T.V.

UNIT – V: AUDIO VISUAL AIDS

[20 HRS]

Definition, Classification, criteria for selection and evaluation of audio visual aids & Cone of Experience.

Audio Aids: Tape recorders, Public address system, Radio

Visual Aids:

- i. Projected: Slides, filmstrip, opaque projection, overhead projection.
- ii. Non projected: Chalkboard, Bulletin board, flannel graph, flash card, poster diagram, map, chart, graph, specimen and models.
- iii) Audio visual aids: Television, Motion pictures, Drama, Puppet show

REFERENCES

1. Adivi Reddy.(1973) Extension Education, Lakshmi Pub, Andrapradesh.
2. Dhaina & Batnagar O.P.(1980) Education and communication for Development, Oxford Pub., New Delhi.
3. Roy, G.L. (1994).Extension Communication and Management, New Delhi,

Web Reference

1. <http://www.wanterfall.com/Downloads/Communication.pdf>
2. <http://www.slideshare.net/pria87/audio-visual-aids>



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FATIMA COLLEGE (AUTONOMOUS), MADURAI – 18.

DEPARTMENT OF COMPUTER SCIENCE

EXTENSION ACTIVITY-COMPONENTS OF COMPUTER AND ITS APPLICATION

(For those who joined from 2019 onwards)

HOURS: 100

CREDIT: 3

COURSE DESCRIPTION

This course provides the basics knowledge about components of computer and different applications to make them to survey with real world applications.

COURSE OBJECTIVE/S

- To describe the component of Computer and its usage.
- Ability to work in different platform in windows.
- Ability to work in Work and Power point.
- Ability to search and efficiently use World Wide Web.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Define the component of Computer and its usage	K1
CO 2	Ability to work in different windows	K1/K3
CO 3	Demonstrate the ability to use Microsoft Word	K1/K2/K3
CO 4	Exhibit the ability to use power point	K1/K2/K3
CO 5	Define the term Internet and demonstrate the ability to use the World Wide Web.	K2/K3



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UNIT – I: Component of Computers

Hours [20]

Components of Computer System- Central Processing Unit (CPU) - Keyboard and Mouse - Other input/output Devices - Computer Memory- Concepts of Hardware and Software.

UNIT – II: Working with Windows

Hours [20]

Using Mouse- Using right Button of the Mouse and Moving Icons on the screen- Use of Common Icons- Status Bar- Using Menu and Menu-selection- Running an Application- Viewing of File- Folders and Directories- Creating and Renaming of files and folders- Opening and closing of different Windows.

UNIT – III: Microsoft Word

Hours [20]

Create a new document- Open, save a document-Edit and format text- Change the page layout- background and borders-Insert headers and footers - Insert and edit tables -Insert pictures to documents.

UNIT –IV: Microsoft Power Point

Hours [20]

Modify presentation themes - Add and edit text to slides- Add new slides to a presentation- Insert clipart images and shapes to slides- Insert and modify tables and charts- Add sound and video to a slide presentation.

UNIT – V: Introduction to Internet

Hours [20]

An introduction to the Internet and its services, applications and tools - World Wide Web and its facilities, applications and tools. Internet history, a survey of Internet-based facilities and applications (e.g., e-mail, web browsers etc).

TEXT BOOK:

Computer Basics. G. Manjunath, 2nd Edition, Himalaya Publishing House Pvt. Ltd., 2010



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FATIMA COLLEGE (AUTONOMOUS), MADURAI - 18

THE RESEARCH CENTRE OF COMMERCE

EXTENSION ACTIVITY-LIFE SKILLS FOR WOMEN AND CHILDREN

(For those who joined from 2019 onwards)

HOURS: 100

CREDITS:3

COURSE DESCRIPTION

This course is designed to give awareness among the target group on various issues and inculcate life skills and develop the students to be responsible citizens.

COURSE OBJECTIVE

This course enables the students to

1. Conduct outreach programmes, for children academically, in Ambalathadi
2. Develop soft skills for children at Ambalathadi
3. Foster among women entrepreneurial and quality of work life skills
4. Conduct study on the impact of skill

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

Course Outcome	
CO1	Impart intellectual skills among village children
CO2	Develop better children with good communication skills
CO3	Equip the villagers with entrepreneurial skills through hands on training
CO4	Face the challenges in life and inspire the target group through different activities
CO5	Possess research skills

UNIT I:

[20 HRS]

Activity based teaching and learning (children) - class I to class VIII – Participative teaching and learning.



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UNIT II:

[20 HRS]

Communication skills – reading, writing, and listening – group discussion.

UNIT III:

[20 HRS]

Entrepreneurial Skill Development – types of entrepreneurs – free schemes of government -hands on training

UNIT IV:

[20 HRS]

Work life balance – importance and need – stress management – practical approaches to work life balance

UNIT V:

[20 HRS]

Mini project (impact of inculcated skills)

Reference Books:

1. Soft Skills of Personality Development, C.S.G. Krishnamacharyulu & Lalitha Ramakrishnan, Himalaya Publishing House.
2. Personality Development and Soft Skills, Barun K .Mitra, Oxword University Press, 2017
3. Entrepreneurship and Small Business, K.,K.Sharma . G.R.Basotia, Mangal Deep Publications.

Note: Latest Edition of Text Books may be used



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FATIMA COLLEGE (AUTONOMOUS), MADURAI - 18

DEPARTMENT OF ENGLISH (SF) AND JOURNALISM

EXTENSION ACTIVITY

(For those who joined from 2019 onwards)

HOURS: 100

CREDIT: 3

COURSE DESCRIPTION

This course is designed to inculcate basic communication and behavioral skills to uplift the standards of the villagers in c.pudur

COURSE OBJECTIVE

- To improve the communication and behavioral skills of the villagers in C Pudur.
- To vitalize the standards of the villagers
- To provide basic communication skills to the students
- To voice out their problems to the society
- To teach photographic skills
- To explain the government schemes

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

	COURSE OUTCOME	KNOWLEDGE LEVEL
CO1	Introduce themselves	K2
CO2	Read and Write effectively in English.	K2
CO3	Fill in the forms (bank challans, application form)	K3
CO4	Read stories and recite poems	
CO5	Learn the etiquettes, mannerism and present effectively	K2
CO6	Take photos using photographic skills	K2/K3



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UNIT I - ENGLISH FOR KIDS

[20 HRS]

Basics of English – Spelling Dictation – Story telling – Reading stories.

UNIT II – ENGLISH FOR SCHOOL & COLLEGE STUDENTS

[20 HRS]

Self-introduction – Description – Conversation practice – Extempore.

UNIT III – ENGLISH FOR ADULTS

[20 HRS]

Listening to news – Filling up forms – Bank challan – Application form – Writing stories – Creative writing.

UNIT IV – ETIQUETTE & GROOMING

[20 HRS]

Language etiquettes-Mannerism – Values of life – Stress management

UNIT V -SELF RELIANCE

[20 HRS]

Screening of social issues- taking photographs/writing reports-Demonstration on Sustainable Development- Demonstration on Self-Reliance- Demonstration on constructing Hugelkultur bed- Traffic Signals- Women Hygiene - Campus tour, Play way methods - Testing (LSRW)

TEXTBOOK

1. Guru, Mahesh Chandra. Applied Development Communication. Dominant Publishers, 2016.
2. Sen, Leena. Communication Skills. PHI Learning Private Limited, 2009.



Criterion : VII – Institutional Distinctiveness

Metric : 7.3.1 - The performance of the Institution in one area distinctive to its priority – Syllabus of Extension Activities

Year : 2015 - 2020



FATIMA COLLEGE (AUTONOMOUS), MADURAI - 18

DEPARTMENT OF BUSINESS ADMINISTRATION

EXTENSION ACTIVITY

(For those who joined from 2019 onwards)

HOURS: 100

CREDITS :3

COURSE DESCRIPTION

This Course inspires the Students to identify & solve the problems of society & to create awareness of entrepreneurial skills, sources, structures and dynamics.

COURSE OBJECTIVE

The aim of this paper is to provide, to the students, an understanding of various activities of extension and its application in practice.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

	OUTCOME	KNOWLEDGE LEVEL
CO1	To Prepare The Students As Socially Responsible Citizen.	K1/K2/K3
CO2	To Create Attitude Of Giving Back To Society	K1/K2/K3
CO3	To Develop Entrepreneurial Skills Among Students	K1/K2/K3
CO4	To Identify The Problems In The Society And Create Awareness among the villagers	K1/K2/K3
CO5	To Encourage The Rural Women To Become Entrepreneur.	K1/K2/K3

UNIT I:

[20 HRS]

Extension -meaning, aim and objective of extension, roles and responsibilities of students.



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UNIT II:

[20 HRS]

Extension activities and programmes-creating awareness through rally, street play, Tutoring, Skill training, General medical camp.

UNIT III:

[20 HRS]

Entrepreneur-business plan-sources of fund-financial institution providing funds.

UNIT IV:

[20 HRS]

Women Entrepreneurs- Problems of women entrepreneurs, Factors influencing the selection of industry by women entrepreneurs, type of industries could be established by women entrepreneurs.

UNIT V:

[20 HRS]

Field work, case studies of famous entrepreneurs.

Text Book

Entrepreneurial Development – C.B. Gupta & Srinivasan. Sultan Chand & Sons Publishers, New Delhi.(2013 Edition)



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Year : 2015 - 2020



FATIMA COLLEGE (AUTONOMOUS), MADURAI - 18
DEPARTMENT OF MATHEMATICS (SF) & STATISTICS
EXTENSION ACTIVITY - BASIC MATHEMATICS
(For those who joined from 2019 onwards)

HOURS: 100

CREDITS: 3

COURSE DESCRIPTION

The course consists of well-defined modules, enabling a progressive and holistic learning experience.

COURSE OBJECTIVE

To enable and encourage students to recognize the basic shapes, addition, subtraction, multiplication and division.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

CO1: recognize the shapes and their properties.

CO2: identify odd and even numbers.

CO3: Solve problems on addition and subtraction.

CO4: Solve problems on Multiplication and Division.

CO5: describe lengths and weights.

UNIT-I

[20 HRS]

Shapes and figures – Triangle, Square, Rectangle and Circle

UNIT- II

[20 HRS]

Numbers – number line – even and odd numbers – comparison of numbers

UNIT-III

[20 HRS]

Addition and Subtraction – Statement problems.

UNIT – IV

[20 HRS]

Multiplication and Division - Statement problems.

UNIT-V

[20 HRS]

Measuring length – Weighing objects

Text Book:

1. Standard III & IV Mathematics text books



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Year : 2015 - 2020



FATIMA COLLEGE (AUTONOMOUS), MADURAI - 18

DEPARTMENT OF BCA

BASIC COMPUTER SKILLS – MS OFFICE

(For those who joined from 2019 onwards)

HOURS: 100

CREDITS:3

COURSE DESCRIPTION

This course is designed to introduce the basic features of Microsoft Office, and develops familiarity with Word, Excel, PowerPoint, email, and Internet basics.

COURSE OBJECTIVE/S

1. To give in depth practical approach to basic concepts of computer.
2. To create a document in Microsoft Word with text formatting
3. To write functions in Microsoft Excel to perform basic calculations and to convert number to text and text to number.
4. To design and manipulate simple slide shows with outlines and notes.
5. To access internet services.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Identify Keyboard and its operations	K3
CO 2	Apply basic formulas in Excel document.	K3
CO 3	Create a presentation in Microsoft PowerPoint	K3
CO 4	Understand the needs of MS Office in real time Environment.	K3
CO 5	Access Email Services	K3



Criterion : VII – Institutional Distinctiveness

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Year : 2015 - 2020



UNIT I: INTRODUCTION TO COMPUTER

[20 HRS]

Elements of Computer System - Hardware & Software - Block diagram of a computer – CPU- Mouse and Keyboard - Using a mouse (single and double click and their functions)-Folder Creation --Printers and Scanners.

UNIT II: MS WORD

[20 HRS]

Create a new document-Open, save and print a document-Edit and format text- Change the page layout, background and borders-Insert headers and footers-Insert and edit tables-Insert clip art and pictures to documents-Perform a mail merge.

UNIT III: MS EXCEL

[20 HRS]

Excel Basics - Work with Cells and Worksheets - Calculate Your Data –Entering, Editing and Formatting Data-Formatting Numbers- Format your Workbook - Add Charts and Graphics.

UNIT IV: MS POWERPOINT

[20 HRS]

PowerPoint Basics - Create Presentations - Insert and Modify Text - Work with Graphics and Media -Final Preparations - Deliver a Presentation

UNIT V: INTERNET BASICS

[20 HRS]

Introduction to Internet – WWW (World Wide Web) – Accessing E-Mail-Browse the Web-Save and Download from the Internet- How to protect from Viruses.

WEB REFERENCES

1. <https://support.office.com>
2. <https://docs.microsoft.com>
3. <https://www.keynotesupport.com>



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Year : 2015 - 2020



FATIMA COLLEGE (AUTONOMOUS), MADURAI – 18

DEPARTMENT OF INFORMATION TECHNOLOGY

EXTENSION ACTIVITY

(For those who joined from 2019 onwards)

HOURS: 100 hrs.

CREDIT: 3

COURSE DESCRIPTION

This course will make a difference in people's life and transform student's life by serving the society.

COURSE OBJECTIVE/S

To facilitate the students to understand electronically available government services and transform the knowledge to the rural community.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Know basic operations in computers.	K3
CO 2	Use email account for communication.	K3
CO 3	Use online websites for their personal requirements.	K3
CO 4	Know the steps involved in banking transaction.	K3
CO 5	Utilize mobile applications.	K3

UNIT I: BASIC COMPUTER KNOWLEDGE

[20 HRS]

Switching ON/OFF computer – Typing practice – Error handling – Opening and Closing different applications.



Criterion : VII – Institutional Distinctiveness

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Year : 2015 - 2020



UNIT II: EMAIL

[20 HRS]

Creating email account – Email account Login and Logout – Composing Email – Replying and Forwarding Email - Managing contacts – Synchronization with Mobile.

UNIT III: ONLINE WEBSITE USAGE

[20 HRS]

Accessing online websites – Online Railway Reservation – Applying TNPSC, UPSC online - MOOC courses Registration and Completing Courses.

UNIT IV: HANDLING BANK APPLICATION

[20 HRS]

Using Bank applications – Login and Logout application – Using Mobile application for Bank – Handling online transaction /

UNIT V: MOBILE APPLICATION

[20 HRS]

Voter Help line App – Educational App – Railway reservation App – Google Maps – Communication App – Vocational course related App.

REFERENCE BOOKS:

1. MS-OFFICE 2010 Training Guide BY Prof. Satish Jain, M. Geetha, Kratika. BPB Publications.
2. The Internet for Dummies. Book by John R. Levine

WEB REFERENCES

1. <https://www.tutorialspoint.com/excel/>
2. <https://play.google.com/store/apps?hl=en>
3. <https://www.irctc.co.in/nget/>



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Year : 2015 - 2020



FATIMA COLLEGE (AUTONOMOUS), MADURAI – 18

DEPARTMENT OF COMMERCE WITH CA

EXTENSION ACTIVITY

(For those who joined from 2019 onwards)

HOURS: 100

CREDITS:3

COURSE DESCRIPTION

This course is designed to give awareness among the target group on various issues and inculcate life skills and computer applications.

COURSE OBJECTIVE/S

The objective of the course is Development of women, children and Balwadis physically and academically.

COURSE OUTCOMES (CO)

At the end of the course, the students would be able to

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	To Acquire knowledge about Entrepreneurial Skill	K3
CO 2	Exposure of basic computer and applications	K3
CO 3	Able to solve Shortcuts in Mathematics and basic English	K3
CO 4	To create awareness in the concept of health and hygiene.	K3
CO 5	To provide awareness regarding social oriented issues.	K3



Criterion : VII – Institutional Distinctiveness

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UNIT I:

[20 HRS]

Entrepreneurial Skill Development– Paper quilling-embroidery-product preparations (phenol, soap). Paper bag preparation.

UNIT II:

[20 HRS]

Fundamental computer literacy like how to handle computer, MS-paint.

UNIT III:

[20 HRS]

Basic English and Shortcuts in Mathematics for class I to V.

UNIT IV:

[20 HRS]

Health and Hygiene- Hand wash demo given to *balwadis* - school children, - Diet chart for villagers.

UNIT V:

[20 HRS]

Awareness Program for school children and villagers –street play for social issues – seed distribution.

TEXT BOOK:

Easy in English, published by B.sc – Chetananand Singh.

Health awareness, CBS Publishers & Distributors; 1st edition (December 1, 2008)- Mohd Faisal Khan.

REFERENCE BOOK:

Basic skills in Mathematics, AGS Secondary; Revised edition (January 30, 2006)