



**KUMBALATHU SANKUPILLA MEMORIAL
DEVASWOM BOARD COLLEG,
SASTHAMCOTTA, KOLLAM**

കുമ്പളത്തു ശങ്കുപിള്ള മെമ്മോറിയൽ ദേവസ്വം ബോർഡ് കോളേജ്

(Re- accredited by NAAC with 'A' Grade' (CGPA 3.20)

Prospectus of CACEE courses

University of Kerala

2020

KSMDB College, Sasthamcotta
CACEE subcentre, University of Kerala

University of Kerala (CACEE) is conducting different courses having Government and University recognition for Jobs through its centres. KSM DB College, Sasthamcotta is a subcentre of University of Kerala for conducting CACEE courses.

No:	Name of the course	Eligibility	Duration	Fee amount
1	CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE	<u>General Candidates</u> Plus Two or equivalent (weightage to higher qualification) <u>Candidates from Service</u> S.S.L.C or equivalent (weightage to service and higher qualification)	6 months	Rs. 7500/-
2	CERTIFICATE IN COMPUTERISED ACCOUNTING	Pre- degree / HSS pass	4 months	Rs. 5000/-
3	ADVANCED CERTIFICATE IN COMMUNICATIVE ENGLISH AND PUBLIC SPEAKING	Pre- degree / HSS pass	5 months	Rs. 6000/-

For admission please visit www.ksmdbc.ac.in.

For queries please contact: 9446475975

1. CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE

The Certificate Course is intended to provide the students, awareness about the basic facts and laws of Library Science, the structure and functions of Library and the various services provided by a Library. The candidates who wish to undergo this course can acquire sufficient knowledge & experience in the day to day functioning of a School, College, Public or Special Libraries. The Examination for the Certificate in Library and Information Science is conducted by the University of Kerala annually as per notification in due course.

1. Objectives:

- i. To give training to the students in the basic principles of Library and Information Science including fundamental laws, library organization, management, library and information services, and library automation.
- ii. To train persons in the day-to-day routine work involved in the running of small public and academic libraries
- iii. To train semi-professional staff of the college and special libraries in the respective routine work of a modern Library.

2. Duration of the course:

The duration of the course shall be six months (300 instructional hours including practicals), @ 50 hours per paper.

3. Course Fee: `7500/-

4. Course strength: 40 candidates

5. Allocation of seats: Allocation of seats is as follows:

- 1) General merit: 50%
- 2) Service candidates: 50%.

In the absence of sufficient no. of candidates from the service category, the vacant seats shall be filled from general category and vice versa.

6. Eligibility for Admission :

General Candidates (candidates without any experience):

- Plus Two or equivalent shall be the basic qualification for candidates belonging to general category.
- Weightage to higher qualification
 - A maximum of 5 marks may be given to Degree or equivalent @ 1mark for Third class, 3 marks for Second class and 5 marks for First class.
 - Other higher qualifications shall not be considered for weightage.

Candidates from Service:

- S.S.L.C or equivalent shall be the basic qualification for candidates from service.
- Weightage to Service
 - Weightage of 1 mark to 10marks shall be given for service@ 1mark for each year: Maximum year of service considered for weightage shall be 10 years.
- Weightage to higher qualification:
 - No weightage to Plus Two or equivalent.
 - Weightage to Degree or equivalent shall be the same as in the case of general candidates.
- Entrance examination shall be avoided.

7. Selection of candidates: The selection of candidates shall be made purely on the basis of merit.

8. Medium of instruction: English is the medium of instruction. Students can write the examination either in English or in Malayalam.

9. Course of study:

The course of study shall consist of

- I. Library Organisation and Management
- II. Library Classification and Cataloguing (Theory)
- III. Library Classification (Practical)
- IV. Library Cataloguing (Practical)
- V. Information Sources and Services
- VI. Basics of Information Technology

10. Scheme of Examination:

There shall be an examination at the end of the course consisting of 6 papers of 2 hours' duration each as detailed below:

10.1. Final Examination

Paper	Name of the paper	Duration of Exam hrs	Marks				
			Written		Attendance	Total	
			Max.	Min.	Max.	Max.	Min.
I	Library Organisation and Management	2	90	36	10	100	40
II	Library Classification and Cataloguing (Theory)	2	90	36	10	100	40
III	Library Classification (Practical)	2	90	36	10	100	40
IV	Library Cataloguing (Practical)	2	90	36	10	100	40
V	Information Sources and Services	2	90	36	10	100	40
VI	Basics of Information Technology	2	90	36	10	100	40
VII	Internship (Report)		40	16	10	50	20
	Total					650	260

10.2. Internship:

On completion of the first 4 months the students have to undergo an internship for not less than 10 working days, in Libraries including the College Libraries approved by the CACEE and the students have to submit a report, countersigned by the Chief Librarian of the institution

10.2.1 Format of the Report of Internship: The format shall be as follows:

Part A: Profile of the Library

- i. History and background
- ii. Building
- iii. Collection (books, journals, non-books, etc.)
- iv. Infrastructural facilities including IT

- v. Clientele(categories, strength etc)
- vi. Membership
- vii. Details of services offered
- viii. Use of the library

Part B: Daily report of the work done by the student in the Library, to be countersigned by the Librarian each day

10.2.2 Size of the report: Not less than 20 typed pages in A4 size. Can be adorned with illustrations and pictures.

10.2.3 Medium of Report: English or Malayalam

10.3. Internal Assessment :

Attendance : 10 marks

Break-up of marks for attendance:

up to 75%	- 0
76 – 80%	- 2 marks
81 – 85%	- 4 marks
86 – 90%	- 6 marks
91 – 95%	- 8 marks
96 – 100%	- 10 marks

11. Classification of result:

40% to less than 50% - III class

50% to less than 60%- II class

60% to less than 75%- I class

75% and above – Distinction.

12. Pass requirements: Separate minimum required for pass per paper in the University written examination is 40% .

13. Re-Examination: Failed candidates have to reappear in the next examination only in the failed paper. They shall be given 3 chances within a period of 3 years.

14. Revaluation

- Revaluation is not permitted
- Scrutiny shall be permitted as per the existing University rules

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15. Syllabus:

Paper I – Library Organisation and Management

- a. Modern concept of a Library: Library, Information and Society, Laws of Library Science - Their implications to Organization and Management of libraries
- b. Types of libraries: Objectives and functions of Public Library System - State , District, Rural and branch libraries - National Libraries.
Broad acquaintance with other types of libraries; Academic and Special libraries. Library movement and Public Library legislation in Kerala.
- c. Organization of a library; Finance, Building, Furniture and fittings.
- d. Selection, ordering and accessioning of books and periodicals, withdrawal of books. Maintenance of books and periodicals. Stackroom and display methods. Circulation work: Charging Systems.
- e. Library rules, Library accounts. Library statistics, Annual report. Library committees, Public relation and extension activities. Library and Literacy programme.
- f. Stock verification. Preservation of books. Binding.

Paper II – Library Classification and Cataloguing (Theory)

- a. Need for and purpose of library classification. Call number: its structure and quality as an artificial language of ordinal numbers. Classified arrangement of books and its helpfulness. Book Number, Collection Number, Class Number: Interpretation of Class Number.
- b. Theoretical foundations of Library classification schemes: Salient features of Dewey Decimal Classification and Colon Classification. Mapping of subjects in these schemes.

- c. Purpose and functions of Library catalogue. Classified and Dictionary Catalogues. Entry: Heading and description. Access point. Descriptive cataloguing, ISBD (G).
- d. Cataloguing of simple books according to Classified Catalogue Code and AACR2. Choice and Rendering of heading of entries. Kinds of entries. Their format and functions.
Main entry and added entries.
Cross Reference Entry; Book Index Entry
Cross Reference Index Entry; Class index Entry; 'See' and 'See also entries'.
- e. Subject cataloguing: Chain procedure: Subject heading list; Physical forms of catalogue - Book form and Card form. Alphabetical arrangement of entries.

Paper III – Library Classification (Practical)

Classification of simple books according to Colon Classification and Dewey Decimal Classification. (Not less than 200 exercises to be done using each scheme of classification)

Paper IV – Library Cataloguing (Practical)

Classification of simple books for Classified and Dictionary catalogues according to Classified Catalogue Code and AACR2. (Not less than 75 books to be catalogued using each catalogue code)

Paper V – Information Sources and Services

- a. Information and its uses.
Information Sources: Primary, Secondary and Tertiary; Non-documentary sources.
- b. Detailed study of reference books: Dictionaries, Encyclopaedias, Yearbooks and Directories. Biographical sources, Geographical sources, Statistical sources and Current information sources. Reference literature in Malayalam. Digital sources of information (General study)
- c. Information Services: Nature and variety of information services in libraries. Reference service: Ready reference and long range reference services. Current Awareness and Selective Dissemination of Information Services. Virtual Reference Service.
- d. User education. Information for rural people: Information guidance Centres.

Paper VI – Basics of Information Technology

- a. Information Technology. What is Information Technology? Components of Information Technology, Importance of Information Technology.
- b. Evolution of Computers, Generation of Computers, Types of Computers.
- c. Fundamentals of Computers. Components of a Computer- Input, Output Devices. Types of Printers, Secondary Storage Devices. Computer Language.
- d. Computer software: Systems Software; Operating Systems–Open Source and Proprietary Softwares. Application Software (General study)
- e. Library Automation. Need for Library Automation. Areas of Library Automation. Library Management Softwares(General study)
- f. Information Network, Types of Networks, Internet Services

16. Mode of conduct of the course:

Admission and conduct of course in all the Centres shall be done at the same time, like the regular courses offered by the University

17. Conduct of Examination:

Examination also shall be done at the same time in all the Centres with the same set of question papers.

References:

1. Krishan Kumar. Theory of Classification.1993.Vikas Publications, New Delhi
2. Shabahat Husain. Library Classification Facts and Analysis d2. New Delhi, BR Publishing, 2004
3. Ranganathan, S R Prolegomena to Library Classification. Rev. by Arthur Malt by Ed.9 1958, Grafton, London
4. SAYERS (W C B). Manual of Classification for Librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.
5. Foskett, C Subject approach to Information. Ed 5, Loudoun, Library Association, 1996
6. Sen Gupta, B Cataloguing its Theory and Practice. Ed3 rev. Calcutta world Press, 1974
7. Girija Kumar. Theory of Cataloguing Rev. ed5, New Delhi South Asia Books, 1993
8. TAYLOR (A G) and MILLER (David P). Wynar's Introduction to Cataloging and Classification. Ed.10. 2006. Libraries Unlimited, London.
9. Viswanathan, CG Cataloguing Theory and Practice Ed.6 rev New Delhi, Ess,2002

References:

1. Dewey, Melvil. Dewey Decimal Classification, Ed23 Forest Press, Dublin, 2011
2. Ranganathan S R, Colon Classification Ed. 6. Bangalore, SRELS , 1960
3. Satija M P, Manual of Practical Colon Classification, Ed3rev. New Delhi, Sterling,1995
4. Satija M P. the Theory and Practice of Dewey Decimal Classification System, Oxford Channels Publishing, 2007
5. Scott, Mona L. Dewey Decimal Classification, 21st edition: A Study Manual and Number Building Guide. Westport Libraries Unlimited, 2004

References:

1. Krishan Kumar: An Introduction to Cataloguing Practice. New Delhi, Vikas Publishing, 1981 298p
2. American Library Association. Anglo American Cataloguing Rules Revised London, Library Association 1998
3. Ranganathan, SR Classified Catalogue Code with Additional Rules for Dictionary Catalogue code Ed 5 (with amendments) Bangalore, SRELS, 1989
4. Seghul RL Cataloguing Practice AACR II New Delhi Ess Ess Pub. 1996.233p
5. Lal C and Kumar K Practical Cataloguing (AACR-2) New Delhi Ess Ess Pub. ,2006,376p
6. Dhiman, Anil K, Learn Library Cataloguing, New Delhi Ess Ess Pub. 2005, 346p

2. CERTIFICATE IN COMPUTERISED ACCOUNTING

(Computerized Accounting with Tally 5.4)

Educational Qualifications: Pre- degree / HSS pass

Course Fee:Rs. 5000/-

Duration: 4 months

SYLLABUS

1. Principles of Accounting
2. Double Entry System, Journalism, Posting, Trial balance and preparation of Financial Statements- Profit and Loss Account and Balance Sheet, Accounting Standards
3. Introduction to Tally- Features and Capability- Accounts organization- Tally screen- Creation of company- Selection and hiding of Companies- Company Information Menu- Working with multiple companies.
4. Accounts Group- Creation of Accounts of different types under appropriate groups, Cost centre and cost category , Stock group, Stock item and stock category- Units of measures- Voucher type, Voucher class, optional Vouchers- Godowns, Currencies.
5. Features- General- Accounting- Inventory
6. Configuration setting

Masters

1. Accounting Info
2. Inventory Info
3. Integrating Accounts and Inventory

Recording of Transactions

1. Accounting Voucher
2. Inventory Voucher

How to view and interpret Results

1. Profit and Loss Account
 - Balance Sheet
 - Funds flow statement
 - Ratios, ledger, balances, inventory items, outstanding etc.

2. Case studies

- Assignments on the topics to be included. At least 8 assignments recommended.

3. Reference

- Implementing Tally, K. K. Nadhini, BPB Publications

Work Schedule: Duration (4 months)

- 50 classes of 2 hour duration- 100 marks

Scheme of Examination

Practical- 70 marks

Theory – 30 marks

Total – 100 marks

(Pass: 40 % aggregate)

Software

Tally II

Tally Solutions India

Classification of Results

- a. 75 % and above - Distinction
- b. 60 % to 74 % - First Class
- c. 50 % to 59 % - Second Class
- d. 40 % to 49 % - Third Class

References

1.Learn Tally. ERP9 with GST by Soumya Ranjan Behera(Author)

2.Tally ERP 9 Training Guide by Asok K Nadhani (Author)

3.Financial Accounting by Hanif and Mukherjee

4.Cost Accounting by Dr. SN Maheswari

3. CERTIFICATE IN COMMUNICATIVE ENGLISH AND PUBLIC SPEAKING

We live in an era of communication. The greatest sensation of life is to learn a language, which is one of the most prized assets of man and one of the inevitable ingredients in the development of his personality. It acts as a repository of wisdom, a propeller for the advancement of knowledge and a telescope to view the vision of the future. In fact, education begins a gentleman; but good language and proper communication completes him. English has become the language of opportunity both in the national and international levels. The certificate course in *communicative English and public speaking* has been structured primarily with the new educational pattern in mind, which is based on various vocational as well as academic course objectives. It aims to provide intensive practice in oral and written communication in English for a wide variety of purpose; to meet the needs of students when they finish formal study either to find a job or to take a further course of study. The course would also be highly suitable for those in professions where English is the medium of communication. A wide variety of resources are used in the course to comprehend exact life situations and their natural responses. The course is highly interactive in nature and lays enormous stress on communicative or interactive approach to enable the students increase their speaking, reading, writing and comprehensive ingenuity.

Educational Qualifications: Pre- degree / HSS pass

Course Fee: Rs. 6000/-

Duration: 4 months(150 hours)

Course content:

Paper I - Remedial Grammar, Conversation, Phonetics

Paper II - Public Speaking, Writing and Presentation Techniques

Paper III - Practicals

Scheme of Examination:

Written: 50 marks

Internal: 25 marks

Viva : 25 marks

Title : Certificate in Communicative English and Public Speaking

PAPER	INTERNAL	FINAL	TOTAL
Paper I- Remedial Grammar, Conversation, Phonetics	25	75	100
Paper II- Public Speaking, Report Writing & Presentation Techniques	25	75	100
Paper III- Practicals			
Report	-	25	
Presentation	5	10	
Group Discussion	5	10	100
Public Speaking	5	5	
Conversation	10	-	
Viva Discussion	-	25	
TOTAL	75	225	300

Paper I- Remedial Grammar, Conversation, Phonetics

Objective: to develop grammatical accuracy and precision in oral and written communication; to acquire standard

English pronunciation

Internal: 25 marks, Final: 75 marks, Total: 100 marks

Remedial Grammar

Sentence structure- Types of sentences- Formation of Negatives and Questions- Parts of Speech- Uses of Pronouns- Definite and Indefinite Articles- Auxiliary Verbs and Uses- Main Verbs- concord or Agreement between the verb and the subject- Tenses- Uses of Tenses- Active Voice and passive voice- Question Tags- Direct Speech and Indirect Speech- prepositions and uses- Conjunctions- Conditional Clauses- Degrees of Comparison- Common Mistakes- Punctuation and Capital letters- Idioms and phrases- Words often confused- important foreign words and phrases- Vocabulary exercises.

Conversation/ Face to Face Communication

Dialogue Construction- Establishing social rapport – Greetings- Description of self and surroundings- Asking for information- Interrupting Politely- Offering help- Accepting / declining an invitation- Giving instructions, orders, commands, suggestions, advice- Asking/ Giving/ Refusing permission- Making a request- Expressing likes and dislikes, satisfaction and dissatisfaction, possibility and impossibility, ability and inability, sympathy, certainty, speculation, gratitude, ignorance, quality and quantity of things- Responding to thanks- Apologizing- Ending a conversation.

Uses of English- At the book shop- At the hotel reception- At the vegetable market- At the Bank- At the restaurant- At the railway station- At the air port- At the library- At the hospital- At the Textile shop- Telephonic conversations.

Phonetics

Speech mechanism in English- Different varieties of English pronunciation- Received pronunciation- Sound system in Standard English- English Vowels and Consonants- Syllable- Word Stress- Sentence Stress- Plossives- Linking ‘r’- Intonation- native speakers of English- Most common Malayalee deviations from the Received Pronunciation- Transcription and pronunciation practice.

Paper II- Public Speaking, Writing and Presentation Techniques

Objective: To get rid of stage fear; speak without inhibition with accurate pronunciation and intelligibility and develop a good personality in oral and written communication.

Internal: 25 marks, Final: 75 marks, Total : 100 marks

Public Speaking & Presentation Techniques

Verbal and non verbal communication- Importance of body language- Eye contact- Gestures & Mannerisms- Dress code- What to wear where!- Etiquette- How to logically arrange ideas and information- Making arguments- organizing an argument- Ordering information- Welcome speech- Vote of thanks- Felicitation- Condolence Speech- Interview- Group discussion- Role Play- Retelling a story- Description of how something happened- Description of how things work- Interpretation of a visual presentation.

The Art of Writing

Report Writing- Reporting past events- Reporting Conversations, meetings, interviews, facts and possibilities- journalistic reporting- Letter Writing- Formal letters- Social Letters- Personal letters- Letters of condolence- Letters of congratulation- E-mails- Resume- Notices- Brochures- Advertisement- Creative Writing.

Paper III- Practical

1. Report (Final 25 marks)
2. Presentation (Internal 5 marks, Final 10 marks)
3. Group Discussion (Internal 5 marks, final 10 marks)
4. Public Speaking (Internal 5 marks, Final 5 marks)
5. Conversation (internal 10 marks)
6. Viva Voce (Final 25 marks)

Books Recommended:

1. Forms and Function: A Communicative Grammar for Colleges by V. Sasikumar & Syamala
2. Effective Technical Communication by M. Ashra Rizvi
3. Spoken English by Jayasree Balan
4. Written Communication in English by Sarah Freeman
5. Vocabulary Part I, II, III and IV by Glennis Pye
6. What to say when by Viola Huggins
7. English in Situation by R. O. Neil
8. Two Way Communication Techniques by P. P. John
9. Remedial English Grammar for Foreign Students by F. T. Wood
10. An Introduction to the Pronunciation of English by A. C. Gimson
11. English Pronouncing Dictionary by Daniel Jones and A. C. Gimson