

Criterion 5

Student Support & Progression

5.1.2: ICT and Computing Skills

**Government Arts and Science College
Kozhinjampara**



METRIC 5.1.2

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Activity 1-Office Management

One out of the seven units selected by Department of Commerce under EWYL Scheme was Office Management Unit. Its started functioning on 19-02-2022 itself. 23 students from both I and II B.Com. were selected and given practical training on Office Management tools by Smt. Swetha Kesav and training on common office procedure was done by Office Superintendent Smt. Rekha C.C.. Moreover, so many activities were performed by the group on all holidays and free hours on working days. These activities include

1. Preparing the List of students for Internship /Project
2. II Sem UG Result Analysis
3. Tutorial Record Updation
4. EWYL Documentation
5. Category wise result analysis
6. Manual of Office Procedure
7. File Arrangement Work and Tutorial Record Updation
8. Google Form Creation Training
9. Record updation of Scholarship, Alumni, etc, and Department file arrangement
10. MS Word hands-on training
11. Category wise analysis of Admission Data
12. Category wise analysis of Admission Data
13. III Sem B Com result analysis
14. File Arrangement Work
15. MS Excel hands-on training



Activity 2-Library Management

As a part of EWYL sponsored by Government of Kerala, the library has provided an opportunity for the students to acquire work experience in library activities like stock verification, Data entry for books etc. Librarian Smt. Alphonse George provided the library management class for the students.

Activities include;

- 1.Data Entry for Books
- 2. Stock Verification
- 3.Shelf Rectification
- 4. Acquisition





Activity 3-Tamil Typing

Dr. Senthil N provided the Tamil DTP classes for the students. The classes were held from 19-02-2022 to 05-03-2022. Ten students selected from first and second year were actively participated in the classes. As part of the training Tamil Bamini font installed and practiced various typing exercises.



STORE MANAGEMENT UNIT

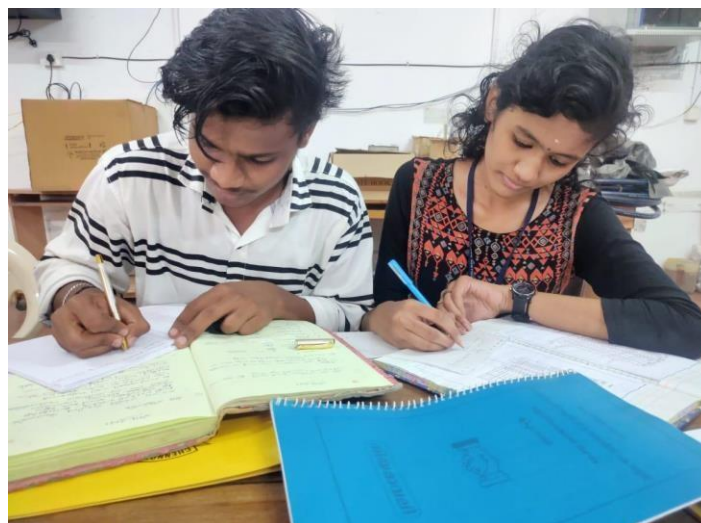
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Store Management Unit

The Store Management Unit initiated under EWYL Programme has been intended to be engaged in managing the co-operative store of the Govt. Arts and Science College Kozhinjampara focusing on the areas of accounting, inventory management and salesmanship.

Objective and Scope

The objective of the project is to impart basic skills and knowledge to the selected students for giving the assistance in managing the co operative store of the college as store assistants or salesman or clerks. The department of commerce hereby gave an opportunity for the two commerce students to learn about the management of co-operative stores focusing on accounting, inventory management and salesmanship.



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