

SCHEME OF EVALUATION

Internal Assessment - 40 Marks
External Assessment - 60 Marks (Practical Exam)

ELIGIBILITY

Every Commerce stream Student can join Tally ERP 9 as majority of small and medium business use Tally ERP 9 for their day to day accounting work.

TIMINGS - 9.00 am to 10.00 am (THRICE A WEEK)

CAREER PROSPECTUS

There are enormous opportunities for students who undergo Tally course. This program opens up various avenues for students. After the completion of the program, as a fresher a student can begin the career as:

- Accounts Executive
- Junior Accountant
- Data Entry Operator
- Accounts Assistant
- Tally Operator
- Accountant Trainee

COURSE FEES - Rs. 500/-

**FOR FURTHER DETAILS CONTACT
COURSE TEACHER AND CO-ORDINATOR**

Dr. N. BAGYALAKSHMI
ASSOCIATE PROF AND HEAD
DEPARTMENT OF COMMERCE
NGM COLLEGE, POLLACHI-1
MOBILE NUMBER : 98430 20126

CERTIFICATE COURSE ON

Tally

ERP 9.0

Power of Simplicity



DEPARTMENT OF COMMERCE
NALLAMUTHU GOUNDER MAHALINGAM COLLEGE
(AUTONOMOUS)

Re-Accredited with 'A' Grade by NAAC & ISO 9001 - 2008 Certified
Affiliated to Bharathiar University, Coimbatore

POLLACHI


PRINCIPAL
N. G. M. COLLEGE, POLLACHI

ABOUT THE INSTITUTION

Nallamuthu Gounder Mahalingam College which is one of the premier institutions affiliated to Bharathiar University, was found in the year 1957 by Shri. S.P. Nallamuthu Gounder and Dr. N. Mahalingam, Chairman, Sakthi Group of Companies with a divine vision and cherished desire to serve the cause of humanity in general and rural masses in particular through education. The objective has been realized right from the day of inception of the college by providing valuable education and by making the students academically vibrant, socially committed, ethically strong and culturally rich citizens of the world.

The College has been spreading its wings far and wide to provide a variety of educational programmes under one roof over a period of 60 years catering the educational needs of the rural area as well as the first generation learners from economically poor community of this part of the country. The benevolence of the founder Nallamuthu Gounder, beloved patron Arutselvar Dr. N. Mahalingam, the President Dr. B.K. Krishnaraj Vanavarayar and Secretary M. Balasubramaniam has transformed the college into a centre of excellence in higher learning and active research. The NAAC has awarded 'A' Grade twice and it is also an ISO 9001:2008 Certified Institution.

ABOUT THE DEPARTMENT

The Department of Commerce came into being in the year 1995 to offer quality education in commerce in this region. The department has crossed several milestones in achieving remarkable academic progress. The department caters to all round development of the students both technically and professionally. The department involves itself in the tuning and development of curriculum, related to the recent scenario of job market environment with co-ordination of highly committed team of faculty members. Students of this department gain knowledge and wide exposure in the area of finance and computer application through Course work, Guest Lectures, Seminars, Workshops and Industrial Visits.

ABOUT CERTIFICATE COURSE ON TALLY ERP9

Keeping in mind the growing importance of computer application in financial accounting and increasing demand for

employable skills, all the universities have introduced Tally as part of the curriculum for undergraduate and post graduate courses. It has now become essential for the students to equip themselves with the knowledge of Tally ERP9

Accordingly, the Department of Commerce, Nallamuthu Gounder Mahalingam College, Pollachi introduced CERTIFICATE COURSE ON TALLY ERP9 in the year 2016. It will provide first-hand knowledge on the procedure of analyzing, recording and reporting of financial transaction in Tally ERP9.

COURSE SYLLABUS

CERTIFICATE COURSE ON TALLY ERP9 - 16 UCMC 01

OBJECTIVES: To enhance the employability skills of students in the field of accounts

DURATION: 40 Hours **CREDIT POINTS:** 2

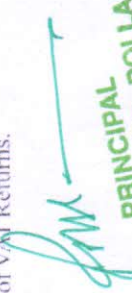
UNIT I
Basic Concepts of Accounts - Tally - Introduction - Creation of Company - Group - Create / Alter / Display / Delete - Ledger - Create / Alter / Display / Delete - Preparation of Trial Balance.

UNIT II
Voucher - Create / Alter / Display / Delete - Voucher Types - Payment / Receipt / Purchase / Sales / Contra / Journal / Debit Note / Credit Note - Preparation of Accounting Reports.

UNIT III
Units of Measurement - Simple / Compound - Create / Alter / Display / Delete - Stock Group - Create / Alter / Display / Delete - Godown - Create / Alter / Display / Delete - Stock Item - Create / Alter / Display / Delete - Preparation of Stock Summary

UNIT IV
Credit Period - Interest Calculations - Maintain Bill wise details - Ageing Analysis Preparation of Outstanding - Receivable and Payable Reports.

UNIT V
VAT - Input VAT - Output VAT - Input Credit - Preparation of VAT Returns - E-filing of VAT Returns.


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Course Content

1. MENTAL HEALTH

- Mental Health
- Classification in Psychiatry
- Prevalence and treatment Modalities
- Personality Disorder
- Alcoholic and substance abuse

2. PSYCHIATRIC SOCIAL WORK PRACTICE

- Psychiatric social work
- Psychological methods / treatment
- Therapy
- Role of psychiatric social worker
- Policies and legislations related to Mental Health in India

3. MEDICAL SOCIAL WORK

- Concept of health
- Organization and administration
- Etiology, Symptoms, Prevention of Communicable and Non-communicable Diseases
- Concept of Public health
- Role of medical Social Worker

For Further Details :

Dr. L. Ranjit

Head, PG and Research Department of Social Work,
Nallamuthu Gounder Mahalingam College, Pollachi.

Mobile : +91 8610456567

Email: ranjitlingaraj@gmail.com

Coordinator

T.Sivaranjane

Assistant Professor
PG and Research Department of Social Work,
Nallamuthu Gounder Mahalingam College, Pollachi.

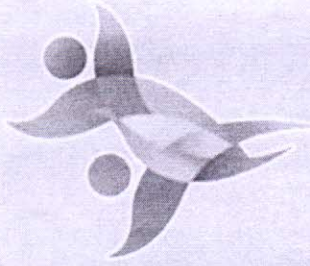
Mobile: +91 9626824765

Email : sivarajanemsw09@gmail.com

PROGRESS

CERTIFICATE COURSE IN PSYCHIATRIC SOCIAL WORK (CPSW)

2017 - 2018



PG & RESEARCH DEPARTMENT OF SOCIAL WORK



Nallamuthu Gounder Mahalingam College

(Autonomous and Affiliated to Bharathiar University)
Re-Accredited with 'A' Grade by NAAC
An ISO 9001 : 2008 Certified Institution
Pollachi - 642001

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About The Course

The one year Certificate Course in Psychiatric Social Work (CPSW) focuses predominantly on psychological problems, faced by the medically ill patients and also by their family members and it also focuses the problems faced by the mentally ill patients. Like many other fields within the healthcare profession, social work has splintered into many different areas of specialty. This course was created to fulfil the growing needs of the medically ill patient's access to psychological service. This allows patients to see a professional practicing in a specific niche and as well as allows a professional with a social work career to focus on an area of interest.

Aim of the Course

To prepare students in assisting the psychiatrist, physician or various other medical specialties, by conducting the interview, assessment, psychological test, diagnosis and psychological treatment.

Objectives

Is to provide the required skills, competency to assess, intervene psychological & social factors that may predispose & maintain an individual with physical illness and methods of mitigating the negative effects of stressful situation, events & buffering personal resources.

Duration of the Course: One - year,
Part-time Programme: 3 hours per week
(9-10.00 am)

Total contact hours

Total theory hours (3 theory papers) : 75 hrs
(Spread throughout the year)
Single paper : 25 hours

Total field work practicum hours : 25 hrs
(5 days in a year)

Eligibility for Admission

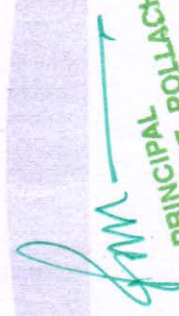
Candidates for admission to One Year Certificate course in Psychiatric Social Work should possess any Bachelors degree and preference will be given for BSW and MSW (pursuing) candidates.

Admission Procedure

The admissions will be done during the month of July every year. The number of seats allotted to the course is fixed to 40.

Curriculum

S.NO	Paper Name	Paper Code	Contact Hours	Marks		Credits
				Min.	Max.	
1	Mental Health	CPSW01	25	50	100	3
2	Psychiatric Social Work	CPSW02	25	50	100	3
3	Medical Social Work	CPSW03	25	50	100	3
4	Field Work Practicum	CPSW04	5	50	100	3
Total			80	200	400	12


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Duration of the Course (Six Months)

The Course includes 50 hours of practical classes which include 20 hours for Photoshop and 15 each hour for PageMaker and CorelDraw.

Target Students (Eligibility)

The course is proposed to offer First and Second year M.Com (CA) students alone and hence they are only eligible to attend the course. Further, the course is optional to the students which mean it is not compulsory to join the course.

Fee Charged for the Course

The fee for the entire course is Rs.1000/ per student and it is planned to collect in two equal installments. The fee collected has to be submitted in the College Office and the College remits the fee to the concerned authority in the form of a cheque.

Infrastructure

The students have to bring their own laptops for the practical classes.

LCD and Class arrangements are to be done by the department.

Issue of Certificate

The certificate will be issued jointly by the Department of Commerce with Computer Applications, NGM College, Pollachi and KALVI, The Higher Education and Research Institute, Pollachi, to the Students who enrolled and completed the course successfully.

Curriculum

Subject Code	Subjects	Duration in Hours	Examinations			Credit Points
			Internal Marks	External Marks	Total Marks	
17PCD01	PhotoShop	2	40	60	100	2
17PCD02	PageMaker	2	40	60	100	2
17PCD03	CorelDraw	2	40	60	100	2
Total			120	180	300	6

For Further Details Contact

Coordinator

Dr. M. Chithirai Selvan

Associate Professor & Head

PG Department of Commerce-CA

Nallamuthu Gounder Mahalingam College

Pollachi

Mobile: 99427-43343

Co-Coordinator

Ms. S. Poongodi

Assistant Professor

PG Department of Commerce-CA

Nallamuthu Gounder Mahalingam College

Pollachi

Mobile: 98420-63008



PG DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS

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(AUTONOMOUS)
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CERTIFICATE COURSE ON DESKTOP PUBLISHING 2017 - 2018

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About the College

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About the Department

Today, the Commerce Industry has modeled as a single Global Market due to Liberalization, Privatization and Globalization. Hence, the technological development leads to computer assisted training and profession oriented skill development. The Department of Commerce with Computer Applications was introduced in Nallamuthu Gounder Mahalingam College during the academic year 2000-2001 with the motto of providing quality education in commerce with the immense computer background. During the year of commencement there was one faculty with 21 students in the

department and the students strength considerably increased to 156 in 2006-07. Due to the increased demand for the course an additional sections was introduced by our management in the academic year 2007-08. The thirst for higher studies was also fulfilled by introducing M.Com-CA program during the academic year 2011-12. The second shift class for the B.Com-CA was introduced during the year 2013-14 to facilitate the students to go for part time jobs. At present there are nineteen staff members with 563 students are in the department. The department association-ITALIC is initiated with a motto of inculcating various skills among the students. The office bearers of the association are deputed every year who organise all the department activities.

About the Course

Desktop publishing, abbreviated as DTP, is the process of creating and publishing a document using page layout skills on a personal computer. The important aspect of using DTP is that there is no requirement of any graphic designing to put up an impressive work. To import images to the DTP document one can use a scanner, graphics or other image input devices. There is a controlled way of putting up data on the document to be formatted. DTP also can bring together any kind of file into the single document. With desktop publishing software, one can generate perfect layouts and produce effective print-quality marketing materials like reports, advertisements and newsletters by the user on their own.

Course Content

Photoshop (17PCD01)

Introduction to Photoshop
Working with Images and Selections
Foreground and Background
Drawing, Painting and Retouching Tools
Working with Layers
Adding Files and Gradients
Applying Filters
Optimizing Images using Photoshop or Image Ready

PageMaker (17PCD02)

Introduction to Pagemaker
Basic Formatting & Text
Developing and Formatting a Paragraph
Creating a Frame
Inserting and Removing Pages

Adding Shapes
Changing Lines and Fill Specifications
Defining Style
Developing a Long Document
Using Colour
Printing

CorelDraw (17PCD03)

Introduction to CorelDraw
Exploring the CorelDraw Workspace
Working with Lines
Objects
Text in CorelDraw
Special Effects
Working with Bitmaps
Case Studies



PRINCIPAL
N. G. M. COLLEGE, POLLACHI

TCS Finance and Accounting Services enable companies to minimize manual touch points across their business processes, and as, shorten the turnaround time (TAT) for F&A transactions. Automation paves the way for increased working capital and higher operational efficiency.

Through this program enterprises simplify and standardize their workflows for better substantiation of balance sheet amounts, leading to effective, transparent business controllership. The predictive analytics tools foster improved spend and voice management by empowering organizations to gain real-time, granular visibility into expenses, and generate a comprehensive view of collections.

This also delivers accurate and actionable insights on Key Performance Indicators (KPIs) and business trends, for a better customer experience and improved business profitability.

Finance and Accounting (F&A) program enable one to acquire Skill-set relating to Accounts Payable, Accounts Receivable, Finance Planning and Analysis, Trust Accounting, Treasury and billing services, General Ledger Services and CFO Risk views.

This is a typical example of Industry Academia Partnership and industrial need-based course to suit the changing trend of the Global industrial sector.

The Course is handled by the Senior Faculties of the College who are Specially Trained by TCS on various FDP-Programs Conducted during different periods. The Domain Industrial Experts from TCS also will be giving special lectures related to this during the course.

Who can take up this Certification Program ?

Final Year Students from: B.Com., B.Com.(C.A.), B.Com.(E.Com.), B.Com.(Fin), B.Com.(B.I.), B.Com.(P.A.), B.Com.(BPS), B.Com (LB) and BBA.

What is the benefits the students will get by this program ?

On successful completion of the program the students will be given Course Completion Certificate. The Certificate holder can participate in the TCS (F&A) - Exclusive Campus Drive, wherein they will be given preference to get TCS on board JOB Offer with Special Salary Package and Fast Track Promotion better than the General Category.




**NALLAMUTHU GOUNDER
MAHALINGAM COLLEGE**
(Autonomous)
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ISO 9001:2015 Certified Institution
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Coimbatore Dist. Tamilnadu, India
Phone: 04259-234870, 234868
99429 06687
www.ngmc.org., Email:ngm@ngmc.org

TRAINING AND PLACEMENT CELL



**TCS Finance & Accounts
Certification Program**

for

**PRINCIPAL
N. G. M. COLLEGE, POLLACHI**

NGM College, Training and Placement Cell has a vision of great excellence right from its inception in 2003. It takes care of the students right from day one. A personal touch to each of our students. Placement Facility is provided to all the students.

The Cell take immense care in conducting different Career Guidance programs- Seminars, Orientations, Workshops and Industrial expert's guest lectures, Coaching classes in Aptitude and Analytical Skill Development, Peer Group Leadership Training Programs, Entrepreneur Grooming and Guidance program and Campus interviews & Job Fairs during the course of the Academic Year.

Hence, it is our bounded duty to motivate them in the right perspective and make them understand the real competitive world after the completion of graduation. This, we are doing it for the past 15 years with zeal and confidence.

Efforts are taken to organise weekly program named "Psychological Barrier Removal and Counselling based Training" which is unique of its kind - to remove the fear in the minds of the students from rural

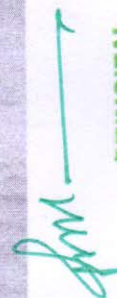
background. TCS (F&A) is an another designed program for 72 hours covering the various intricacies of Finance and Accounting to meet the specific needs of the industries as designed by the TCS, with which College has signed an MOU with TCS in presence of The Vice Chancellor of Bharathiyar University on 6th June 2014, since then this program has introduced and the same has been renewed in July 2017 for the current Academic Year and so on and so forth.

The Finance and Accounting (F&A) function is increasingly assuming strategic importance amid persisting macroeconomic and financial-market volatility, evolving regulations, and the disruptive impact of various digital technologies.

Tata Consultancy Services' (TCS') Finance and Accounting Services cover multiple F&A related workflows, including accounts payable, accounts receivable, and order to cash. Our end-to-end services help CFOs consolidate, standardize, and automate core business processes, resulting in increased cash flow, reduced operating costs, minimized revenue leakage, and higher margins.

An overview of Business Operations Services for Finance and Accounting Program content (or) Syllabus

- Invoice & Payment Processing
- Disbursement
- Travel & Entertainment
- Vendor Master Management
- Closing/Reconciliation
- Master Data Analytics
- Order Management & Customer Billing
- Collections and Cash Application
- Credit Management
- Customer Master Management
- Closing/Reconciliation
- Manage Fixed Assets Register
- Depreciation Calculations
- Closing/Reconciliation
- Preparation & Posting of Journals
- Bank & SL/GL Reconciliation
- Book Closure & Consolidation
- Taxation & Compliance
- Budgeting & Forecasting
- Variance Analysis
- Financial Statement Analysis
- Costing, Pricing & Analytics
- Financial Reporting MIS
- Industry Specific Reporting
- Revenue Reporting
- Base Cost Reporting



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Pollachi - 642001



Course Convenor : **D.Dhirowpathi**
Associate Professor
Head, Department of Hindi,
NGM College, Pollachi.

Course Coordinators : **1. Ms.P,Archana**
Assistant Professor,
PG Department of Commerce
with Computer Application,
NGM College, Pollachi.

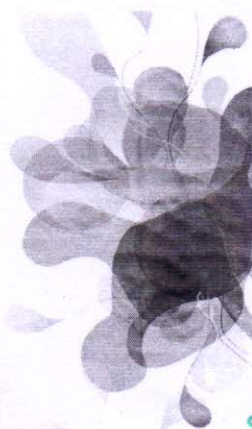
2. Ms. Greeshma Vijay
Assistant Professor,
UG Department of English,
NGM College, Pollachi.

3. Dr.T.Vijaya Chithra
Assistant Professor,
PG Department of Tamil,
NGM College, Pollachi.

BROCHURE

Hindi Certificate Course

2017 - 2018



fm

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About the Institution

Nallamuthu Gounder Mahalingam College was established on the auspicious day of 12th July 1957 with the strength of 160 students in the Pre-University course. With the introduction of autonomous system 1987-88, the college achieved greater academic distinctions by restructuring the syllabi to make it more progressive and meaningful. The Vision of the institution is to impart quality education to students and to make them socially, ethically, spiritually and culturally substantial citizens.

About The Department

The Department of Hindi is a twenty year successful small flow of stream of Nallamuthu Gounder Mahalingam College. With the aim of inculcating the knowledge about our National language. The department of Hindi started its journey on 17th June 1999. Moreover the department enables the students from other states to carryout the education without any language hindrance.

Vision of the Department

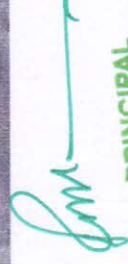
Enriching our National language and to help the students from other states to gain knowledge and communicate flawlessly and effectively throughout our nation by means of learning Hindi.

Hindi Certificate Course

The course aims at introducing our National language and to provide opportunity for the students to acquire knowledge in Hindi. The required communication skills for seeking job in other states of India are made possible. It is a value added course offered by the department. It lays the foundation to learn the specialisation course provided by the Hindi Prachar Sabha of Chennai.

Eligibility : All UG & PG Students

Course Timing : All Saturdays (10.00 AM - 12.00 PM)



PRINCIPAL
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COURSE ON HOMESCIENCE



மகாபாரதப் பிழைத்தோர் நல்ல மாதவன்செய்து, சேவனும் அமரன்!
புகழ்பத் தக நல்ல மாதவன்செய்து, அமரன்! - கவிமணி

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POLLACHI - 642 001



**மனையியல்
மகத்துவம்**
(சான்றிதழ் பாடத்திட்டம்)
(Certificate Course)



Empower the youth to Enrich the Nation

COURSE ON AGRICULTURE



NGM COLLEGE
(AUTONOMOUS)
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POLLACHI - 642 001



உழவு பாரதம்

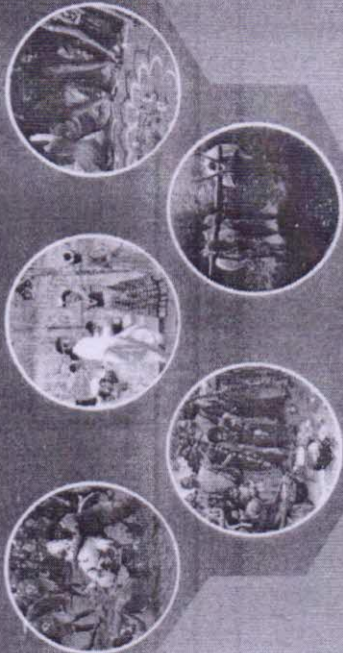
(சான்றிதழ் பாடத்திட்டம்)
(Certificate Course)

Empower the Youth to Enrich the Nation

**சுழன்றும்ஞர்ப் பின்னது உலகம் அதனால்
உழந்தும் உழவே தலை**

- திருக்குறள்

பாடல்கள்:
 மண்ணும் நீரும் வாய் தழும் வாயும் நெய்தற்கு வாயிடும்!
 வாய்தும் மண்ணும் வாய்க்காவனக் கண்ணிரினின்
 உலகமும் வாய்தும் நெய்தற்கும் உலகமும் ஒழியும்!
 வாய் வாய்க் கண்ணிரை வாய்க்கை தீர்ப்பும்!
 மூலம் பழகுவான் பழகின் வாயும்
 தீர்த்துத் தவகின் வாயும் வாய்க்கை!
 நெய்தற்கு உழவும் உழந்தும் வாய்து!
 உலகமும் தீர்த்தும் உழந்தும் தீர்த்தும்
 வாய் தழும் வாய்க்கை! பாடத்திட்டம்!
 உலகமும் வாய்க்கை!
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 உலகமும் வாய்க்கை!





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N. G. M. COLLEGE, POLLACHI



என்.ஜி.எம். கல்லூரி
பொள்ளாச்சி



FIRST PAGE OF THE TEXT ON
தனிமனித விழுமியங்கள்

PERSONAL VALUES

PHYSICAL FITNESS • MENTAL ALERTNESS • EMOTIONAL STABILITY • SPIRITUAL AWARENESS



மனிதவள மாண்புத் துறை

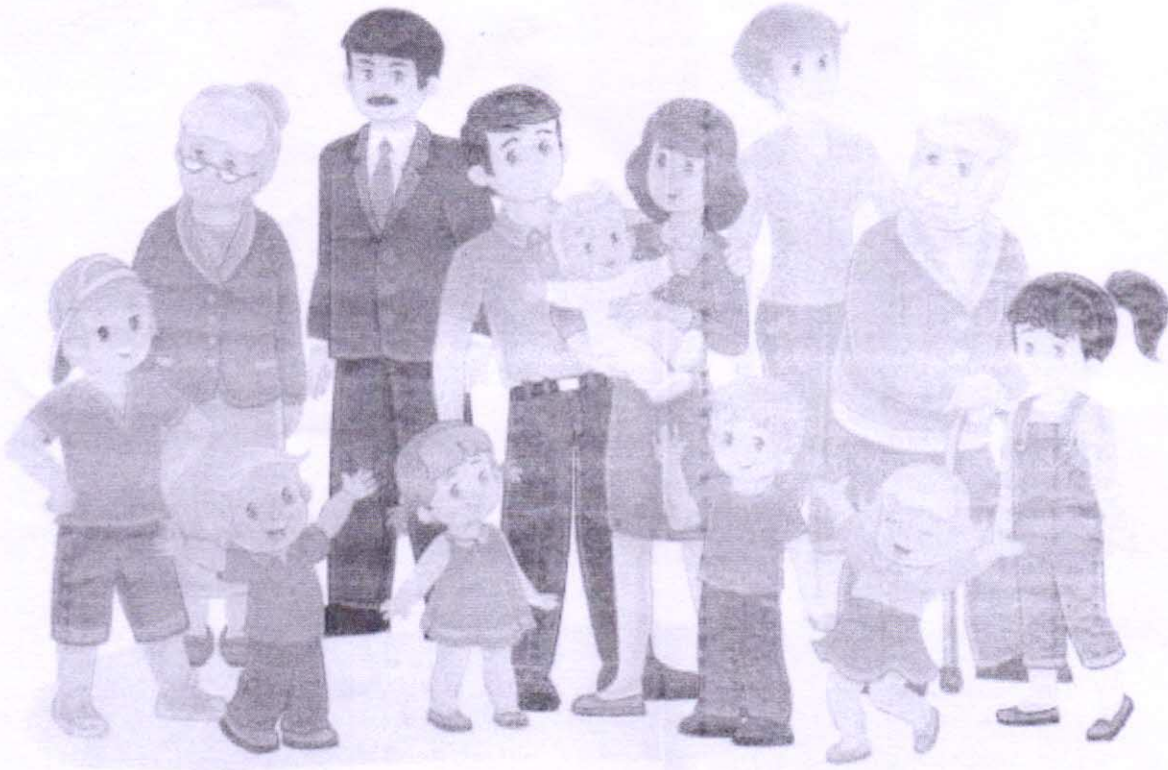
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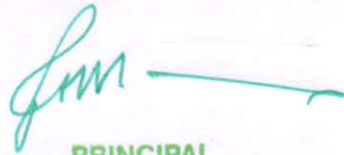
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பொள்ளாச்சி



FIRST PAGE OF THE TEXT ON
குடும்ப விழுமியங்கள்
FAMILY VALUES



மனிதவள மாண்புத் துறை



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மனிதவள மாண்புக் கல்வி

பயிற்சார்த்த விழுமியங்கள்

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முன்றாம் பருவம்

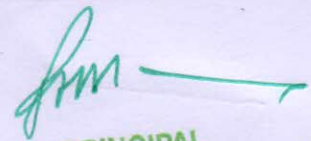
PROFESSIONAL VALUES



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பொள்ளாச்சி



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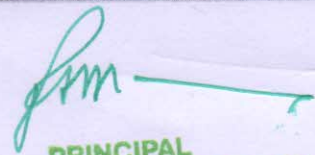
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சமுதாய விழுமியங்கள்
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SOCIAL VALUES



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தேசிய விழுமியங்கள்

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உலகளாவிய விழுமியங்கள்

ஆறாம் பருவம்

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