



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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**CRITERION 1**

***1.1.1 LIST OF BRIDGE COURSES***



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
Chennai - 600040, Tamil Nadu.

S.NO	DEPARTMENT	NAME OF THE BRIDGE COURSE
1	Business Economics - Shift I	Fundamentals of Economics
2	Business Economics - Shift I	Basic Concepts of Economics
3	English - Shift II	Foundational English
4	Bank Management - Shift I	Financial Accounting
5	Commerce Honours - Shift II	
6	Commerce General - Shift II	Basic Concepts of Accounting
7	Commerce A&F - Shift I	Fundamentals of Financial Accounting
8	Commerce A&F - Shift II	Basics of Accounting
9	BBA - Shift II	Introduction To Basics of Accounting
10	Corporate Secretaryship - Shift II	Accounting Concepts and Conventions
11	Physics - Shift I	Physics Fundamentals
12	Chemistry	Basic Concepts of Chemistry
13	BCA - Shift I	Basics of Programming Concepts
14	BCA - Shift II	Bridge Course'20 - Basics Programming Concept in C, Hardware & System Assembling and Basics of Mathematics
15	BCA - Shift II	Bridge Course'21- Basic Programming Concept in C, Hardware & System Assembling and Basics of Mathematics
16	Commerce Computer Applications - Shift II	Basics of Financial Accounting
17	Bank Management - Shift II	Introduction to Accounting Concepts
18	Marketing Management - Shift II	Basics of Accounting Principles
19	Psychology (Shift I&II)	Introducing Psychology



*R. Shanthy*

PRINCIPAL  
ANNA ADARSH COLLEGE FOR WOMEN  
ANNA NAGAR, CHENNAI 600 040



Punjab Association's

# ANNA ADARSH COLLEGE FOR WOMEN

(Affiliated to University of Madras)

Chennai - 600040, Tamil Nadu.

## Verified & Certified Documents

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Page No.:.....4..... To:.....142.....

R. Shanthi  
PRINCIPAL





Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
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**ANNA NAGAR, CHENNAI 600040**

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CRITERION 1

## ***Fundamentals of Economics***



# PUNJAB ASSOCIATION'S ANNA ADARSH COLLEGE FOR WOMEN

(Affiliated to University of Madras)

Re-accredited by NAAC with A+Grade

2(f) status under UGC Act

A-1, 9th Main Road , Anna Nagar ,Chennai - 40

## DEPARTMENT OF BUSINESS ECONOMICS



### BRIDGE COURSE FUNDAMENTALS OF ECONOMICS

2021 - 2022



**ANNA ADARSH COLLEGE FOR WOMEN**  
**DEPARTMENT OF BUSINESS ECONOMICS**  
**BRIDGE COURSE SYLLABUS**  
**FUNDAMENTALS OF ECONOMICS**

**MACRO ECONOMICS**

UNIT - I

Nature and scope of macro Economics - Micro and Macro economics - circular flow of income - Two sector model. Multiplier - Static and dynamic multipliers - Induced investment and accelerator The interaction principle - Basics of income and Employment multiplier.

**FISCAL ECONOMICS**

UNIT - II

Meaning and scope of public finance - Distinction between private and public finance - Role of government – Need for Government activity - Principle of maximum social advantage. Public Debt - Sources - Effects of public debt - Public debt - Repayment of Public debt - Management of public debt.

**INTERNATIONAL ECONOMICS**

UNIT – III

Foreign Trade – Need, Inter Regional and International Trade, Theories of International Trade – Adam Smith - Ricardo, Heckscher – Ohlin Theory. Exchange Rate: Meaning - Determination of Equilibrium of exchange rate - Fixed and Flexible Exchange Rate – Managed Flot.

**INDIAN ECONOMY AND ECONOMIC REFORMS**

UNIT - IV

Features of less developed and developing Economies Economic and non-Economic factors impending economic development - Capital formation - Human and Physical, Savings and investment Pattern during the plans- X and XI Five Year Plans.

## **HUMAN RESOURCE DEVELOPMENT**

### UNIT - V

Human Resource Management : The philosophy of Management concepts – Objectives – Functions – Evolution of Management – Development theory and Management. Promotion and Career Planning : Concepts – Criteria for Promotion – Demotion.

## **PRINCIPLES OF MANAGEMENT**

### UNIT -VI

Management defined-basic principles of management. The evolution of management science

### III B.A. Business Economics (2021-22)

#### BRIDGE COURSE ATTENDANCE

HOURS:30

S.No.	Register No.	Students Name	11/8	12/8	13/8	16/8	19/8	23/8	24/8	27/8	31/8	1/9	2/9	7/9	8/9	9/9	13/9
1	111904330	Afrin Fathima.S	P	P	P	A	P	A	P	A	A	A	P	P	P	P	A
2	111904331	Aishwarya.S	P	A	A	P	P	P	A	A	P	P	P	A	A	P	P
3	111904332	Akshaya.S	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P
4	111904333	Anu Priya.S	P	P	P	P	A	P	A	P	P	A	P	A	P	P	P
5	111904334	Aswathy.R	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P
6	111904335	Ayshasithika.P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	111904336	Brindha.M	P	P	A	P	A	P	P	A	P	A	P	A	P	P	A
8	111904337	Deepika.P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P
9	111904338	Divya Bharathi.R	P	P	P	P	P	P	A	P	P	P	A	P	P	A	P
10	111904339	Divya.R	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A
11	111904340	Hanna Feliciya.V	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P
12	111904341	Haripriya.M	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P
13	111904342	Haritha.B	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
14	111904343	Indiraa.D	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A
15	111904344	Jayasri.S	A	P	P	P	A	A	P	P	P	A	A	P	P	P	A
16	111904345	Kamali.R	P	A	P	P	P	P	A	P	P	A	P	A	P	P	P
17	111904346	Kamali.V	P	P	A	P	P	P	P	P	P	A	P	P	A	A	P
18	111904347	Kanimozhi.E	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A
19	111904349	Kotteshwari.K	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A
20	111904350	Logeshwari.K	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A
21	111904352	Menaka.M	P	P	A	P	P	P	P	P	A	P	P	A	P	A	P
22	111904353	Mercy Angel.N	A	P	P	P	P	P	A	P	P	A	P	A	P	P	A
23	111904354	Monal.S	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A
24	111904355	Priya Dharshini.Y	P	P	A	P	P	P	A	P	P	A	P	A	P	A	P
25	111904356	Radhika.R	P	P	P	P	P	A	P	A	P	P	A	P	A	P	A
26	111904357	Rubashri.L	P	P	A	P	A	A	P	A	P	P	A	A	P	P	P
27	111904358	Shalini.K	P	A	P	A	P	A	P	A	P	P	P	P	P	P	P
28	111904359	Sharon Evangeline.S	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P
29	111904360	Sharulatha.M	A	A	P	P	A	A	A	P	P	A	A	A	P	P	A

30	111904361	Sivagami.C	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	111904362	Sneha.V	P	A	P	A	P	P	P	P	A	P	P	A	P	A	P
32	111904363	Snekha.K	A	P	A	A	P	A	P	A	A	P	A	P	A	A	P
33	111904364	Sowmiya.N	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A
34	111904365	Srinidhi.R	A	P	A	A	P	A	P	A	A	P	A	P	A	A	P
35	111904366	Sujitha.T	A	P	P	A	A	A	P	P	A	A	A	P	P	A	A
36	111904367	Suman.K	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P
37	111904368	Varshini.S	P	A	P	A	P	P	A	P	P	A	P	P	P	P	P
38	111904369	Gayathri.V	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P
39	111904370	Kanaga Pushpa Laks	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A
40	111904371	Tejeshree Shinde.M	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P
41	111904372	Anusshree.P.S	P	P	A	P	P	P	P	P	A	P	P	A	P	A	P
42	111904373	Dhanalakshmi.K	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P
43	111904374	Glory.S	P	P	A	P	P	P	P	A	P	P	A	P	P	P	P
44	111904375	Nisha.V.K	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
45	111904376	Nithyasree.S	P	P	P	A	A	P	P	P	P	A	P	A	P	P	A
46	111904377	Rakshana.R	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P
47	111904378	Sonam.P	A	P	A	P	A	A	P	P	P	A	A	P	P	P	A
COURSE INSTRUCTOR:			PM	JM	AB	PM	JM	AB	PM	JM	AB	PM	JM	AB	PM	JM	AB

COURSE INSTRUCTOR: Dr.Preethi Mahesh.V :

Dr.Jemima Mercy .M :

Dr.C.A.Ann Benedexa:

SIGNATURE OF HOD:

Dr. P.C. SREE LATHA, M.A., M.Phil, Ph.D.,  
Head & Associate Professor  
Department of Business Economics  
Anna Adarsh College for Women,  
Chennai-60.





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CRITERION 1

***Basic Concepts of Economics***



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## **DEPARTMENT OF BUSINESS ECONOMICS**



### **BRIDGE COURSE**

## **BASIC CONCEPTS OF ECONOMICS**

**2021 - 2022**

**ANNA ADARSH COLLEGE FOR WOMEN**  
**DEPARTMENT OF BUSINESS ECONOMICS**  
**BRIDGE COURSE SYLLABUS**  
**BASIC CONCEPTS OF ECONOMICS**

**Unit I**

**STATISTICS FOR BUSINESS ANALYSIS**

Nature, significance and limitations of statistics – Collection, Classification and Tabulation of data- Sampling – population and sample - Types of sampling -Simple, random and stratified random sampling – Sampling errors– Sampling design–Design of questionnaire.

**Unit II**

**ENTREPRENEURIAL DEVELOPMENT-I YEAR: II**

Meaning of entrepreneur – theories – Classical – Schumpeter's innovations Theory – Other Modern Theories – Uncertainty Theory of Knight – Leibenstein's theory of 'X' efficiency – Women Entrepreneurs- Management – Business Analysis - forecasting techniques - Break-even Analysis – evaluation of Marketing-market Structure-Classification of goods and services – Inventory Management.

**Unit III**

**MARKETING-I**

Nature, scope and significance of marketing –Evolution of marketing–Basic concepts of marketing -Different types of markets-Modern marketing-Marketing environment -Functions of marketing–function of exchange–Function of physical distribution– Storage and warehousing – Transportation–Facilitating function – Grading and Standardization - Branding, packaging and labeling –Marketing information system-Marketing research– Marketing risk Marketing finance- Consumer Behaviour-Pricing-Promotional Mix-Personal Selling.

**DEPARTMENT OF BUSINESS ECONOMICS**

**II B.A. Business Economics (2021-22)**

**BRIDGE COURSE ATTENDANCE**

**HOURS: 30Hrs**

S.No.	Register No	NAME OF THE STUDENT	4/8	5/8	6/8	9/8	10/8	11/8	12/8	13/8	16/8	17/8	18/8	19/8	23/8	24/8	27/8
1	112003977	KUSAM B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	112003978	NEHA UPADHAYAY L	P	P	P	P	P	A	P	P	P	A	P	A	A	P	P
3	112003979	MALAVIKA M	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P
4	112003980	APARNA R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	112003981	KEERTHANA N	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P
6	112003982	SHRUTI CHOUDHARY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	112003983	AGNES R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	112003984	AISHWARYA BAI E	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P
9	112003985	ASHWATHI S	P	A	P	P	P	P	A	P	A	P	P	P	P	P	P
10	112003986	ATHILA THASNEEM M.R	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
11	112003987	BHAVANI V	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
12	112003988	DHIVYADHARSHINI D	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
13	112003989	DIVYA DHARSHNEE B	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P
14	112003990	EZHIL KAAVYA S	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
15	112003991	HARINI R	P	P	A	P	P	A	P	P	P	A	A	P	P	P	A
16	112003992	HARITHA S	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P
17	112003993	ILAKIYA S	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
18	112003994	JANANI A.M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
19	112003995	JANANI S	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A
20	112003996	KANALKAVITHA R	P	A	P	P	A	P	A	P	A	P	P	P	P	P	A
21	112003997	KARPAGA KIRTHIGA S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	112003998	KEERTHIKA G	P	P	A	P	P	A	A	A	P	P	P	P	P	P	P
23	112003999	KIRTHIKA S	P	A	P	P	P	P	A	A	P	P	P	P	P	P	A
24	112004000	KIRUTHIKA K	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
25	112004001	KOKILA S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	112004002	MANIMOZHI K.V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	112004003	MEENA L	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
28	112004004	MENAKA M	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P

29	112004005	MONIKA M	P	P	P	A	P	P	P	A	P	A	A	A	P	P	A
30	112004006	NANDHINI S	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
31	112004007	NISHANTHI M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	112004008	NIVEDHA B	P	P	A	P	A	A	A	P	P	A	A	P	A	A	P
33	112004009	PAVITHRA R	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A
34	112004010	POOJA M	A	P	A	P	A	A	A	A	P	P	A	P	A	A	P
35	112004011	PRIYA DHARSHINI S	P	A	A	P	P	P	A	A	A	P	A	P	P	A	A
36	112004012	PRIYA S	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
37	112004013	PRIYADHARSHINI V	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P
38	112004015	RASHIKA A	A	P	A	P	P	A	A	A	P	P	P	P	P	P	P
39	112004016	SANGAVI A	A	A	P	A	P	A	P	P	A	P	P	P	P	P	A
40	112004018	SOWMIYA SRI N	P	P	P	A	A	P	P	P	A	A	P	P	P	P	P
41	112004019	SRILAKSHMI M	P	A	A	P	P	P	P	P	A	P	P	P	P	P	P
42	112004020	SRIMITHRA T	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	112004021	SWARNA LATHA A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	112004022	TEJASRI R	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
45	112004023	YUVASREE R	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A
COURSE INSTRUCTOR			JF	AK	AN	JF	AK	AN	JF	AK	AN	JF	AK	AN	JF	AK	AN

COURSE INSTRUCTOR SIGNATURE: Ms. Jony Fathima: *Jony*

Dr. Anitha. K: *Anitha*

OD SIGNATURE

Dr. P.C. SREE LATHA, M.A., M.Phil, Ph.D.,  
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CRITERION 1

*Foundational English*

**Anna Adarsh College for Women**  
**Department of English**  
**Bridge Course (Foundational English) 2021-22**

**Day 1- 19/07/2021**

**Introduction and Ice Breaking Session**

- Effective communication in English
- Communication skills for college
- Differentiating formal communication from informal communication (influence of texting on grammar, spellings, abbreviations, transliteration etc.)
- Importance of LSRW Skills
- Introduction to English course in college
- Overview of the bridge course
- Interaction with students (difficulty in English, Expectations about learning English etc.)

**Day 1- 19/07/2021**

**Hour 2- Speaking skills (volunteers to be selected ahead of the practice sessions)**

**The importance of speaking skills in academic performance**

Various situations like interacting with teachers, having formal conversations with the peer group, taking seminars, conducting various programmes, interviews and group discussions, viva voce demand good speaking skills. Good speaking skills is an integral part of effective communication for academic excellence.

**Techniques to improve speaking skills**

- Start speaking.
- Practice consistently.
- Reading and listening are receptive skills and they are very important to develop the speaking skills.
- Pay attention to pronunciation.
- Listen and imitate.

**Effective Self-introduction**

Self-introduction is an inevitable speaking task for the students entering college. The situations where a student has to self-introduce will keep repeating in the beginning stages of their academic life. A good self-introduction will go a long way into building rapport with the peers and making a good impression with the teachers. A well prepared and practiced self-introduction is an important part of speaking skills.

1. Start with your name
2. Where are you from?
3. Where did you last attend the school?
4. Interests, hobbies, and achievements
5. Which department have you enrolled in in the college?

## 6. Interests/ goals you want to pursue in college and post-college career goals

For example,

My name is [your first name]. I'm from [name of the city] where I finished my schooling last year from [name of the school]. I have taken [course name] for my bachelor's degree. I like watching movies at least once a month. I play basketball on weekends and chess whenever I get time. I'm into reading thriller novels as well, Dan Brown being my favorite novelist. Post-college, I aspire to work in [industry name]. Thanks. Have a great day.

### **Common Errors to avoid**

- Don't make self-introduction lengthy.
- Be neither aggressive nor too timid.
- The most common error in self-introduction is using the phrase 'Myself [name]'.

### **Day 2 - 20/07/2021**

### **Hour 1- Speaking Skills**

#### **Formal Expressions**

In formal situations, it is essential to be polite and to use the correct expressions. Not only will people appreciate it, they will see you as a competent English Language speaker. There are a few polite expressions that are frequently used in the English Language and it is important for learners to know how to use them correctly and in the right context.

#### **Greetings:**

Hello!

Good Morning!

Good to see you again!

How are you?

Example,

Good morning Maam.

Good morning Priya. How are you?

I'm fine. Thank you, ma'am.

#### **Making Requests:**

Could you please...?

Would you please...?

Examples,

Could you please tell me the time?

Could you please explain once again?

Would you please direct me to the Principal's office?

#### **Apologizing the right way**

Any good apology has three parts:

1. I'm sorry.
2. It's my fault.
3. What can I do to make it right?

Examples:

I'm sorry, I didn't mean to lose your book. Please let me get you a new one.  
I'm sorry about the mess. I'll clear it up.

Accepting apologies:

That's OK.  
No problem.  
Don't worry about it.

Giving and receiving compliments:

Excellent work!  
How impressive!  
I appreciate your help!  
That's a good point!  
That's really nice!

Examples:

That's a beautiful dress you're wearing!  
I'm glad you like it.

I really appreciate the extra work you do.  
Thank you Sir. That's very kind of you to say so.

**Day 2 - 20/07/2021**

**Hour 2- Speaking Skills**

### **Formal expression – Practice Exercises**

Students may write formal conversations based on the following or similar scenarios and asked to present it.

1. Seeking permission from the Principal for participating in a National level conference where you are presenting a paper.( requesting and thanking)
2. Conversation with a famous personality who visits your institution during a cultural programme.(greeting and welcoming)
3. Congratulating your professor for winning a prestigious award. ( greeting and complimenting)
4. Registering complaint against instances of ragging on the campus.( Greeting, complaining and thanking for considering the complaint)
5. Request to librarian for purchasing institutional access to reputed journals.(Greeting, requesting and thanking for accepting the request)

**Day 3 - 21/07/2021**

**Hour 1- Speaking Skills**

**Public Speaking skills**

Public speaking is the process of speaking to a group of people in a structured, well planned manner. A good public speech involves good research, careful wordings and intense practice. Presentation done during a seminar is good example of public speaking in college. Active involvement during the placement interviews and group discussions call for good speaking skills too.

Apart from good language, public speaking and presentation involves skills like

- Clear research and presentation of the topic
- Appropriate rate of speaking
- Positive and confident body language
- Eye contact with the audience
- Using audio-visual aids like PowerPoint presentations
- Limiting the time of presentation and number of slides to the attention span of the audience
- Familiarizing yourself with the content in each slide
- Dressing appropriately
- Knowing the audience before the presentation. Knowing something about the interviewer and the organization, in the case of placement interviews

Pay attention to pronunciation and the non-verbal features like intonation, stress, body language, gestures, tone, pitch etc., for they enable effective public speaking and making the right impression.

**Non-verbal features for public speaking and presentation**

There are non-verbal elements of communication that include body language, gestures, facial expressions, tone and pitch of voice which are crucial for effective communication during public speaking.

Non-verbal communication can be broken down into categories. The following are the most important for the classroom.

- Gestures – Gestures are direct and obvious body language signals like waving the hand and nodding the head.
- Facial expressions – Facial expressions convey the emotions like anger, sadness, boredom, anxiety etc. It is good to have a confident smile and friendly expression during public speaking.
- Eye contact – Eye contact helps to establish a rapport with the audience and a great deal of communication happens through eye contact.
- Body posture – Straight and open body posture reflects confidence and openness to feedback.

The non-verbal components of speech like intonation, volume, speed, pitch and clarity also contribute to the effectiveness of presentation.

**Day 3 - 21/07/2021**

**Hour 2- Speaking Skills**

**Explicit vocabulary learning**

A rich store of vocabulary improves all the areas of communication – listening, speaking, reading and writing. It is essential for communicating one's thoughts with accuracy and clarity. It may not be sufficient to acquire vocabulary spontaneously from different resources, especially when a person's exposure to reading and listening to English is limited. Hence, a conscious learning of vocabulary becomes essential.

There are many standardized word lists carefully made to serve different purposes of communication. Academic Word Lists (AWL) are collections of words needed for anyone getting into academic writing. The Oxford 3000 is a list of 3000 basic words that any speaker of English needs to know for using the language. There are word lists for communication in different areas and topics that can be explored. Students can go through the lists and consciously learn the words by methods like making sentences, using them in context etc.

Link for Oxford 3000 word list:

[https://www.oxfordlearnersdictionaries.com/wordlist/american\\_english/oxford3000/](https://www.oxfordlearnersdictionaries.com/wordlist/american_english/oxford3000/)

# Academic Word List For **TOEFL**

- |                  |                  |                 |
|------------------|------------------|-----------------|
| • access         | • estimate       |                 |
| • access         | • Excellent      |                 |
| • accurate       | • exclude        |                 |
| • achieve        | • Extensive      |                 |
| • acquire        | • extract        |                 |
| • analyse        | • fantastic      |                 |
| • aspect         | • flexible       |                 |
| • assist         | • friendly       |                 |
| • attractive     | • function       |                 |
| • available      | • gained         | • participation |
| • aware          | • gorgeous       | • period        |
| • benefit        | • gossiped       | • Petite        |
| • benign         | • hollered       | • precise       |
| • comment        | • huge           | • predictable   |
| • compensate     | • identical      | • prohibited    |
| • component      | • identify       | • proportion    |
| • concentrate    | • incredible     | • prospect      |
| • consequence    | • incredibly     | • psychological |
| • consist        | • indicate       | • purchase      |
| • constant       | • indication     | • pursue        |
| • construct      | • Interpretation | • relevant      |
| • contribute     | • item           | • reliable      |
| • convert (into) | • kind           | • require       |
| • cordial        | • large          | • requirement   |
| • correspond     | • legislation    | • resource      |
| • crucial        | • location       | • respond       |
| • declared       | • logical        | • retain        |
| • define         | • magnificent    | • Retrieved     |
| • demonstrate    | • majority       | • role          |
| • design         | • maximise       | • sector        |
| • Diminutive     | • miniature      | • secure        |
| • disposal       | • minimise       | • select        |
| • distinct       | • monitor        | • significant   |
| • dreadfully     | • obtain         | • source        |
| • emphasise      | • obtained       | • Splendid      |
| • enchanting     | • obvious        | • status        |
| • entertaining   | • occur          | • structure     |
| • erode          | • option         | • Stunning      |
| • error          | • participate    | • substitute    |



[www.lessonsforenglish.com](http://www.lessonsforenglish.com)

Source: <https://lessonsforenglish.com/toefl/academic-word-list-for-toefl/> **Idioms and Phrases**

English idioms and proverbs are an important part of communication in English. They come up all the time in both written and spoken English. They add to the richness of the language. Learning a set of idioms and using them makes communication interesting and adds depth to the message conveyed. They may look

old fashioned or hard to master at first, but they give the speaker a command over the language.

Here are the most common **English idioms** and phrases that will enrich your **English vocabulary** and make you sound like a native speaker. Now with even more idioms and phrases added!

1. **'The best of both worlds'** – means you can enjoy two different opportunities at the same

time.

“By working part-time and looking after her kids two days a week she managed to get the best of both worlds.”

**2. ‘Speak of the devil’** – this means that the person you’re just talking about actually appears at that moment.

“Hi Tom, speak of the devil, I was just telling Sara about your new car.”

**3. ‘See eye to eye’** – this means agreeing with someone.

“They finally saw eye to eye on the business deal.”

**4. ‘Once in a blue moon’** – an event that happens infrequently.

“I only go to the cinema once in a blue moon.”

**5. ‘When pigs fly’** – something that will never happen.

“When pigs fly she’ll tidy up her room.”

**6. ‘To cost an arm and a leg’** – something is very expensive.

“Fuel these days costs an arm and a leg.”

**7. ‘A piece of cake’** – something is very easy.

“The English test was a piece of cake.”

**8. ‘Let the cat out of the bag’** – to accidentally reveal a secret.

“I let the cat out of the bag about their wedding plans.”

**9. ‘To feel under the weather’** – to not feel well.

“I’m really feeling under the weather today; I have a terrible cold.”

**10. ‘To kill two birds with one stone’** – to solve two problems at once. “By taking my dad on holiday, I killed two birds with one stone. I got to go away but also spend time with him.”

**11. ‘To cut corners’** – to do something badly or cheaply.

“They really cut corners when they built this bathroom; the shower is leaking.”

**12. ‘To add insult to injury’** – to make a situation worse.

“To add insult to injury the car drove off without stopping after knocking me off my bike.”

**13. ‘You can’t judge a book by its cover’** – to not judge someone or something based solely on appearance.

“I thought this no-brand bread would be horrible; turns out you can’t judge a book by its cover.”

**14. ‘Break a leg’** – means ‘good luck’ (often said to actors before they go on stage). “Break a leg Sam, I’m sure your performance will be great.”

**15. ‘To hit the nail on the head’** – to describe exactly what is causing a situation or problem. “He hit the nail on the head when he said this company needs more HR support.”

**16. ‘A blessing in disguise’** – An misfortune that eventually results in something good happening later on.

**17. 'Call it a day'** – Stop working on something

**18. 'Let someone off the hook'** – To allow someone, who have been caught, to not be punished.

**19. 'No pain no gain'** – You have to work hard for something you want. **20. 'Bite the bullet'** – Decide to do something unpleasant that you have avoiding doing.

**21. 'Getting a taste of your own medicine'** – Being treated the same unpleasant way you have treated others.

**22. 'Giving someone the cold shoulder'** – To ignore someone.

**23. 'The last straw'** – The final source of irritation for someone to finally lose patience.

**24. 'The elephant in the room'** – A matter or problem, that is obvious of great importance, but that is not discussed openly.

**25. 'Stealing someone's thunder'** – Taking credit for someone else achievements.  
To test your new-found knowledge here are some sentences to practice with. Fill in the blanks.

I can't afford this purse! It \_\_\_\_\_. I won't be able to pay my rent!

B) His birthday was supposed to be a surprise! I can't believe you \_\_\_\_\_. Now he knows!

C) Ha! John has been promising to paint the house for five years.... Maybe when \_\_\_\_\_.

D) Yeah, it'll \_\_\_\_\_. I need to sign some papers at Jenny's school anyway so i'll pick her up for you too.

E) I don't really like going out to bars anymore. I only go \_\_\_\_\_.

F) I'm sorry I can't come into work today. I'm \_\_\_\_\_. I have a sore throat and runny nose.

G) They tried \_\_\_\_\_ when installing the pipes for the house and now we have leaks only one month after purchasing it!

H) We missed our flight to Paris because the connecting flight was late and to \_\_\_\_\_ they made us pay for a new ticket as if it was our fault!

I) I can't wait to see you perform on stage tonight! \_\_\_\_\_!

J) Jane is just never on time to work, it's really annoying. O wow, \_\_\_\_\_ here she comes...

K) So we're going to London, then Munich, then we will fly out of Athens, right? Great. I'm so glad to be traveling with someone I \_\_\_\_\_ with.

L) Wow, she found her dream man and has now landed an amazing job. She really does have \_\_\_\_\_.

M) OK, she might not be the most attractive but \_\_\_\_\_. I'm sure she is a sweetheart. N) I have been trying to figure this out for ages. Thanks so much, you're right. You \_\_\_\_\_. O) I can't believe that was our test. I think it was easier than some of our homework! It was a \_\_\_\_\_.

Source:

<https://englishlive.ef.com/blog/language-lab/15-common-english-idioms-and-phrases/>

Now have a conversation with your friend using at least a few of these idioms in your own sentences.

**Day 4 - 22/07/2021**

**Hour 1- Speaking Skills**

**Mock conversations in the classroom**

**Make speeches or short presentations on any of the following topics or a topic of their choice** (Choose volunteers in the previous class)

- Coronavirus Precautionary Measures
- From Movies to Web Series: the Evolution of Cinema
- Instagram and YouTube culture and Cyber bullying
  - Gender equality : Changing role of Women in the society
- India of my Dreams
- Conservation of Environment
- Indian educational system: Importance of vocational education and value education

**Topics for Just a Minute**

- My favorite food
- The person I would most like to meet
- My favorite film
- My favorite sport
- If you had the power what would you change?
- Countries I would like to visit
  - The best character in a book I've read or a movie I've seen
- Why peer pressure can be damaging.
- My ambition
- Things I learned in Lockdown
- Importance of Extracurricular Activities

**Day 4 - 22/07/2021**

**Hour 2- Writing Skills**

**Writing Skills**

Writing skills proves to be essential since it is an important method used for evaluating a student's performance and knowledge. Hence attention should be paid for improving the academic writing skills.

**Characteristics of Good Academic Writing**

- Well planned structure, style and content
- Simple, clear and precise writing
- Headings, subheadings and numbering in appropriate places
- Precise choice of vocabulary
- Formal language
- Correct usage of punctuation marks
- The work should be original and plagiarism must be avoided

## **Techniques to Improve Writing Skills**

- Develop a good knowledge on different topics.
- Develop critical thinking skills.
- Build a strong vocabulary consciously.
- Proofread and edit as many times as needed.
- Understand the importance of reading and listening as receptive skills.

## **Paragraph Writing**

A paragraph discusses one idea in detail and aids the development of an overall topic for the essay. Paragraph length will vary depending on the purpose of the paragraph. Parts of a Paragraph

The basic paragraph consists of three parts: a topic sentence, supporting details, and a concluding sentence. This basic paragraph format will help you to write and organize one paragraph and transition to the next.

### **Topic Sentence**

The main idea of each paragraph is stated in a topic sentence that shows how the idea relates to the thesis or overall focus of the paper. Generally, the topic sentence is the first sentence of a paragraph. All subsequent points made in the paragraphs should support the topic sentence.

### **Supporting Details**

Supporting details elaborate upon and prove the topic sentence. Supporting details should be drawn from a variety of sources including research and experiences, depending on the assignment, and include the writer's own analysis.

### **Concluding Sentence**

Each paragraph should end with a final statement that ties together the ideas brought up in the paragraph and emphasizes the main idea one last time. If the assignment is longer, it should transition to the ideas of the next paragraph.

([https://www.uvu.edu/writingcenter/docs/handouts/writing\\_process/basicparagraphformat.pdf](https://www.uvu.edu/writingcenter/docs/handouts/writing_process/basicparagraphformat.pdf))

## **A Sample Paragraph**

### **Sending cards**

All over the world, people send cards to one another on special occasions. There are many kinds of cards available in stores for every occasion. However, birthday cards are the most popular ones. Other than occasion cards, there are also miscellaneous, like get well soon cards, thank you cards, congratulation cards, etc. However, these days, e-cards have become very popular with the advent of the Internet. Most e-cards are available free on select sites. These days, very few people take the pains to send hand-painted cards. Nevertheless, a hand-painted card not only brings a smile but is also treasured by the receiver as it shows the effort the sender has taken to cheer him/her up. Any kind of card with beautiful words written inside is a wonderful way of greeting someone.

**Day 5 - 23/07/2021**

**Hour 1- Writing Skills**

**Short Essays**

Short essays have a specific structure to be followed. It is approximately a 5 paragraphs structure. 1 paragraph Introduction, approximately 3 paragraphs body, and 1 paragraph conclusion.

#### Introduction

It is the most important part of a short essay. It should be of one paragraph and not more. The first impression is crucial. The introduction should build up the interest of the audience, and the topic should be clear. It should be concise, catchy and informative.

#### Main Body

The rest of the paragraphs before the conclusion make the main body of the essay. This part contains the main ideas and supporting evidence or facts. Strongest argument must be put across in the first paragraph and then later supported with appropriate facts. Conclusion

This paragraph is for the final results. It should be 1 paragraph long. This paragraph must convey how the ideas from the body support the statement in the first paragraph. It is not a summary, but this part will close the question raised in the introduction part.

#### Sample Essay

The Harry Potter series, written by J.K. Rowling, is perhaps the most popular set of novels of the modern era. With seven books and many blockbuster films to its name, the series has amassed about 15 billion dollars in sales. How did this phenomenon become what it is? For those scratching their heads, the reason can be broken down into several areas: Rowling garnered a generous initial contract for her book, separate book covers were created for both teens and adults, midnight releases/promotions/pre-orders made the public more fanatic about the series, and fan blogs were rampant. In fact, these are just a few of the main reasons why the Harry Potter took off the way it did.

**The first book in the series, “Harry Potter and the Philosopher’s Stone,” was rejected 12 times before it was picked up by Bloomsbury—a small publisher in England.** At the time, Rowling was living on benefits as a single mother, so receiving this contract was her first step to success. However, getting a book contract does not ensure the success of a book. The story was adored by children and adults alike, and this had much to do with the popularity of the initial book and the series as a whole (Rappaport, Sarah).

In light of this, her publisher made separate covers for young readers and adults. According to BusinessInsider.com, “Adults love reading the Harry Potter books, but few want to be seen toting around a child’s book. To make it easier for adults, Bloomsbury Publishing, the British publishing house that first bought the rights to Rowling’s books, published a second version of the books with “adult” (i.e., less colorful and more boring) book covers” (Aquino, Judith). This made it easier for a full range of ages to enjoy the series. This is not an easy feat for young adult fiction.

Another factor that worked like a charm was that when the Harry Potter series became an obvious success, the publisher, and Rowling herself through her own website for the books, conducted midnight releases, special promotions, and pre-ordering to engage readers even more. According to BusinessInsider.com, “Starting with the fourth book, Harry Potter and the Goblet of Fire, crowds of people wearing black robes, ties and round-frame glasses began showing up at bookstores for midnight release parties in 2000. Customers who feared their local bookstore would run out of copies responded by pre-ordering over 700,000 copies prior to the July 8, 2000 release date, according to Gunelius. The seventh and final book in the Harry Potter series became the fastest-selling book in history, reports The New York Times, with more than 11 million copies sold during the first 24 hours in three markets alone” (Aquino, Judith). The fandom around the books created more lucrative opportunities for the series.

Also, based on fans, blogs were created that were dedicated to the story, details, plot, characters, and much more about the series. In the beginning, Rowling did not have too much in the way of advertising, and the fans did a lot of work for her. According to HubSpot, “The

fans took over and created many viral campaigns on her behalf talking about the excitement they had over upcoming releases. Harry Potter is often a trending topic on Twitter, Facebook events and page are abundant and thousands of bloggers create posts on their behalf. These promotions are more genuine because they come from the source, the fans, instead of the person who makes a profit” (Leist, Rachel). This organic advertising propelled the Harry Potter novel series into being the most successful one ever.

Now that Rowling has sold millions of copies of her Harry Potter books and has seen each one adapted into films, merchandise, fan art, and more, we can safely say that this series is a global phenomenon. Through an initial contract, advertising for both teens and adults, special releases and parties, and organic advertising from fans via the internet, Harry Potter and his universe took over as the most successful bestselling book of all time.

(<https://academichelp.net/samples/academics/essays/cause-effect/harry-potter-series-became-popular.html>)

### **Paragraph Writing - Practice Tasks**

**Write a paragraph on any one of the following.**

1. Write a paragraph about an important historical figure by discussing his/her contributions.
2. Write a paragraph expressing your opinions about a controversial topic.
3. Write a paragraph expressing your response to a news article that you have read.
4. Write a paragraph about the career of your choice.
5. Write a paragraph on a character you admire from a book or a movie which you read/ watched recently.

**Write short essay on any one of the following topics.**

1. Write a short essay on 'Contribution of Technology in Education'
2. Write a short essay on 'Importance of Diet and Exercise in Maintaining Health'
3. Write an essay on 'Role of Social Media in the Life of the Youth.'
4. Write an essay on 'Life after Covid-19'
5. Write an essay on 'Effective ways to Decrease Depression Among Youth.'

**Day 5 - 23/07/2021**

**Hour 2- Writing Skills**

### **Common Errors and Error Correction**

Perfecting one’s language structure and avoiding grammatical errors is a continuous process. Sometimes the errors prove to be more harming when the meaning gets changed. Grammatical correctness is crucial for both the accuracy in the transmission of the message as well as pleasantness of communication. Errors in tenses, voices and subject-verb agreement tend to recur and have to be consciously corrected.

**Some common errors:**

- Incorrect: I have seen him yesterday.
- Correct: I **saw** him yesterday.

Use simple past for the sentences with adverbs indicating the past.

- Incorrect: I am coming to college every day.
- Correct: I come to college every day.

Use simple present for the actions that are repeated in regular frequency

- Incorrect: I will wait for you until you will come.
- Correct: I will wait for you until you come.

Modal verb need not be repeated in the subordinate clause for the indication of future.

- Incorrect: The teacher, along with the students, are in the classroom. •
- Correct: The teacher, along with the students, is in the classroom.

When there is more than one noun before the verb, the verb should be associated with the head noun

- Incorrect: Everyone have to complete the assignment.
- Correct: Everyone has to complete the assignment.

'Either', 'neither', 'each', 'none', 'every' are singular pronouns which must be followed by singular verbs.

- Incorrect: She died.
- Correct: She was died.

Don't form passive structures with intransitive verbs.

For errors in punctuation, refer to:

[https://www.liberty.edu/media/1171/Common\\_Punctuation\\_Errors.pdf](https://www.liberty.edu/media/1171/Common_Punctuation_Errors.pdf)

## **Day 6 - 24/07/2021**

### **Hour 1- Writing Skills**

#### **Error Correction Exercises**

##### **Active and Passive Voice**

Identify the error and correct it.

1. Those robots were manufacture by a Chinese company.

- (a) was manufactured
- (b) were manufactured
- (c) were manufacturing
- (d) No correction

Answer:

- (b) were manufactured

2. After driven to the hospital Mahima was dropped at her home.

- (a) driving
- (b) being driving

- (c) being driven
- (d) No correction

Answer:

- (c) being driven

3. Good news are expected by us.

- (a) is been
- (b) is
- (c) has
- (d) No correction

Answer:

- (b) is

4. The poor ought to be helped by the rich.

- (a) helping
- (b) helped
- (c) having helped
- (d) No correction

Answer:

- (b) helped

5. Was their lesson being learned by them?

- (a) be learnt
- (b) being learnt
- (c) learnt
- (d) No correction

Answer:

- (b) being learnt

6. Will his ways not be mended by him?

- (a) being mend
- (b) be mended
- (c) being mending
- (d) No correction

Answer:

- (b) be mended

7. The old lady was being laughed at by the kids.

- (a) being laughed at
- (b) being laugh at
- (c) been laughed at
- (d) No correction

Answer:

- (a) being laughed at

8. A new watch was given to me by my father.

- (a) was give
- (b) was given
- (c) was giving
- (d) No correction

Answer:

(b) was given

Source:

<https://www.cbse-samplepapers.info/cbse/active-and-passive-voice-exercises-for-class-11>

### Subject Verb Agreement

1. They must has been on holiday.
2. African people is very friendly.
3. Only 13% of the respondents were able to identify the answer for this question.
4. The university assured us that a series of international conferences were to be arranged.
5. Not even one- third of the land have been ploughed.
6. This box of used and broken toys belong in the attic.
7. Both of my nieces is professional singers.
8. Teena, accompanied by her friend, were at the shop.
9. One of my friends visit this Cafe regularly.
10. Two beautiful orchards, both owned by the same man, was at the foot of this mountain.

### Tenses

Spot the error.

1. When I was in America last year, I wish I went to Niagara Falls.
2. I live here since 2013.
3. The apartment next door was been bought by Mr.John.
4. Priya has eaten the pizza last night while watching the movie
5. Last night, the lady in the pink saree looks the prettiest.
6. It is raining for two days.
7. Nithya is attending keyboard classes every Thursday.
8. If the tourism sector continues to develop at this rate for the next few months I think it has a high growth rate this year.
9. Look! How they talk and while away their time.
10. I will be completing this painting at this time tomorrow.

### Punctuation

1.Punctuate these passages

Passage 1

on a cool november day 18 years ago i noticed a big black dog rolling with abandon on the young wheat at our farm in panipat haryana i was furious for the last few days i had been shooin him away but he kept turning up i went to my father and told him how the dog had destroyed a chunk of our crop Its all your doing i said. why did you offer milk to him a few days ago he looked hungry my father replied having lived with several strays my father kept bringing home i had come to like dogs but the sight of this fully grown mean looking creature filled me with misgivings

Source: <https://www.readersdigest.in/features/story-kalus-lesson-120918>

Passage 2

i tell my story not because it is unique but because it is not It is the story of many girls so said the then 17 year old malala yousafzai when she received the 2014 nobel peace prize becoming

the youngest ever recipient of the prestigious prize in the process.

today the 23 year old yousafzai is an oxford university graduate her story of fighting back is inspirational and shows exactly what the undying will and spirit of youth can achieve born to a doting father determined to give her every opportunity that would have been available to a boy yousafzai has always been a vocal proponent of girls right to education and learning even in 2008 when the taliban curtailed girls rights to attend school in the swat valley she continued to speak courageously and publicly despite risks to her life

Source:

<https://www.readersdigest.in/features/story-international-youth-day-recognizing-the-young-change-makers-of-today-126363>

**Day 6 - 24/07/2021**

**Hour 2- Writing Skills**

### **Vocabulary Building – Affixes**

Learning prefixes and suffixes is one of the significant steps in vocabulary acquisition as modifying word meanings with affixes opens the possibility of learning a good number of words and their different grammatical forms and functions.

Example (with the root use):

- misuse
- disuse
- unused
- unusable
- useless
- useful
- abuse etc.

Source: <https://www.teachingenglish.org.uk/article/new-words-english>

### **Affixes - Practice Exercises**

Use prefixes to find the opposite of these verbs:

- 1- wrap
- 2- engage
- 3- behave

Use suffixes to make meaningful word

- 1.tendency to quarrel
2. Full of poison

Complete the sentences by writing the correct affix in the blank space.

- 1.The story he narrated was \_\_\_\_\_(believe)!
2. I might not like your idea, but I don't \_\_\_\_\_ (approve) of it.
3. We should \_\_\_\_\_(view) the proposal before the meeting.

4. These documents give the case \_\_\_\_\_(legitimate).
5. Everybody enjoys the \_\_\_\_\_ (companion) of \_\_\_\_\_ people.  
(humour)
6. Sita has a \_\_\_\_\_ collection of coins. (match)
7. The \_\_\_\_\_ is trying to find a solution for  
\_\_\_\_\_ ( govern, employ)
8. Tom's \_\_\_\_\_ means more money and more \_\_\_\_\_ ( promote, responsible)
9. Professor Dane is a very \_\_\_\_\_ (knowledge) person.
10. After using it you can throw it, it is \_\_\_\_\_ ( dispose).

**Day 7- 26/07/2021**

### **Hour 1- Writing Skills**

#### **Picture description**

Picture description is an activity that evokes both communicative skills and creative thinking in a learner. The activity demands closer attention to the given picture and identifying as many elements in the picture as possible. It also calls for appropriate use of vocabulary. Describing a picture can start with an introduction of what the picture shows, followed by the placement of different elements in the picture, the action happening in the picture and the opinion about the picture as the concluding remark.

Like picture description, writing movie reviews is an activity that calls for critical thinking as well as good language. There are different formats for writing movie reviews. Writing holistic movie reviews includes the background knowledge of the story, the cast, different areas of filmmaking and an ability to analyse the theme of the movie. The task is rewarding as well as engaging for the learners.

**Duolingo English Test**  
**Describe an Image**  
**Video Tutorials**



This image illustrates an urban/ downtown area of a big city. There is a busy highway starting in the foreground and stretching far ahead towards a suspension bridge and tall buildings. The highway is built on a bridge as there are other low lying roads with some traffic seen on its right side. There is also a lake running along the left side of the highway. Mostly, the image has dull grey shades and it looks like the photo has been taken in the day time.

Source: Duolingo English Test Describe image videos

### Picture Description Exercises



Source:

[https://www.reddit.com/r/pics/comments/565alp/marathon\\_runner\\_jacqueline\\_nyetipei\\_kiplimo\\_saw/](https://www.reddit.com/r/pics/comments/565alp/marathon_runner_jacqueline_nyetipei_kiplimo_saw/)



Source:

<https://www.nytimes.com/2016/09/22/learning/40-intriguing-photos-to-make-students-think.h>

[tml](#)

**Day 7- 26/07/2021**

**Hour 2- Reading Skills**

## **Reading Skills**

Reading is an important receptive skill. It helps to acquire knowledge of the world and that of a language. It is the most effective activity to transform information into knowledge. Basic Skills required:

- Knowledge of the basic sounds of a language
- Knowledge of vocabulary
- Fluency in reading
- Text comprehension

## **Reading Techniques**

There are different kinds of reading techniques to choose from, depending upon the purpose of the reading.

### Skimming

Skimming is used to quickly gather the most important information, or the 'gist' of the text. It is the process of running the eyes over the text, noting important information. It's not essential to understand each word while skimming through the text.

Examples of Skimming:

- The Newspaper (quickly to get the general news of the day)
- Magazines (quickly to discover which articles you would like to read in more detail)
- Quickly browsing through a textbooks for the different topics included

### Scanning

Scanning is used to find a particular piece of information. It is the process of running the eyes over the text looking for the specific piece of information needed.

Examples of Scanning

- The 'sports' section of the newspaper.
- A train / airplane schedule
- Searching a textbook for a specific topic

### Extensive reading

Extensive reading is used to obtain a general understanding of a subject and includes reading longer texts for pleasure. Extensive reading is used to improve the general knowledge of a topic.

Examples of Extensive Reading

- The latest marketing strategy book
- A novel you read before going to bed
- Reading more books on a topic in the textbook

### Intensive reading

Intensive reading is used on shorter texts in order to extract specific information. It includes very close accurate reading for detail. In this case, it is important that you understand each word, number or fact.

Examples of Intensive Reading

- A newspaper article about exam results

- Comprehending and learning a topic in the textbook

## Skimming and Scanning Exercise

### Text A

#### Why I Like Rhinos

Rhinos mind their own business. They like nothing better than to stand around and eat grass from the ground, or, depending on what kind of rhino, nip leaves off bushes. They love to roll in the mud, too. Mud keeps rhinos cool, and they use it for sunscreen. I've sat in my car and watched rhinos many times. Recently, I watched one lick a rock for 20 minutes. "Rock-licker," I called him.

Then he rubbed his chin on the rock. And his stomach. And his hips. "Rock-rubber," I called him.

Rhinos have marvelous ears. Have you ever looked at a rhino ear? It is somehow like a curled leaf, or flower petals, or a gracefully rolled paper cone for holding nuts. Rhinos seem mythical or magical to some people. Maybe that is because they have a horn. Actually, they have two horns, but one is more prominent. Maybe rhinos are behind the idea of the unicorn. When people see something near-magical in an animal, they want that thing. In the case of rhinos, it's the horn. So people kill the rhinos and cut off their horns, even though the horns are made of the same kind of protein that's in your hair or fingernails. But people who want magic horns don't like to hear that. They don't seem to care that there are only about 30,000 rhinos left in the world today.

I wish they would mind their own business.

Rhinos mind their own business. They eat grass. They lick rocks. They rub rocks. They don't try to sell you anything or ask for favors. A living rhino makes a fine acquaintance. Take time to get to know rhinos on World Rhino Day, celebrated every year on September 22.

### Text B

#### The Pacific Garbage Patch

Did you know that water currents in the northern Pacific Ocean capture a huge amount of garbage? Plastic and other types of man-made waste float on the surface and circulate below the water. It is difficult to measure how much trash is in the ocean because a lot of the trash has broken down into tiny pieces. As a result, this polluted region is more like "trash soup" than a solid "island of trash" that is easy to see. Some reports estimate that this area, known as the Pacific Garbage Patch, covers 700,000 square kilometers (270,000 square miles), while others say the area is as big as 15,000,000 square kilometers (5,800,000 square miles). The Pacific Garbage Patch causes many environmental concerns. The small pieces of plastic in the patch are called "microplastic"; they are hard to collect and clean up.

Microplastic that escapes the garbage patch washes up on shores. In the United States, plastic pollution from the patch is a big problem in coastal Alaska. Also, fish and other creatures, like sea turtles and birds, think microplastic is food. Eating microplastic can harm animals; it can choke them, poison them, and affect their ability to reproduce. People also consume fish that have eaten microplastic, exposing them to harmful chemicals found in some plastic products.

### Text C

#### Taking Care of Our Oceans

Oceans provide a home to amazing creatures like fish, marine mammals, sea reptiles, and

coral. Oceans are a renewable source of food and power for humans, and they generate most of the planet's oxygen by supporting sea plants like kelp, algae, and plankton. Oceans also help to regulate global temperatures.

Unfortunately, although humans receive many benefits from oceans, we are their biggest enemy, as consumers of energy and as polluters. Have you thought about how your daily activities affect the health of our oceans? Making simple changes in your routines can have a positive impact. Here are a few things you can do:

- Dispose of trash properly. Don't litter on land or in water!
- Recycle or reuse materials. Plastic items, including bottles, can be particularly harmful to oceans and to sea creatures. Use reusable food or drink containers. Buy or make reusable shopping bags.
- Reduce your "carbon footprint" (the amount of energy that you use from nonrenewable sources). Bike, walk, carpool, or take public transportation to work and school. Use energy-efficient lights and appliances, and turn them off when no one is using them.
- Participate in a beach, river, or lake cleanup project. Or just pick up trash you see in these areas when you visit them.

#### Possible Questions

##### Skimming

- How does the author of the text about rhinos feel about them? • Do you think the author of the text about rhinos takes time to enjoy the beauty found in nature? Why or why not?
- Do you think the author of the text about rhinos would support hunting animals for sport? Why or why not?
- What is the author's purpose for writing the text about rhinos? • How would you describe the Pacific Garbage Patch? • Why should readers be concerned about the Pacific Garbage Patch? • Which two texts describe problems related to ocean environments? Which of these texts offers advice about how to solve the problems?
- What is the author's purpose for writing the text about protecting oceans?

##### Scanning

- Some people hunt and kill rhinos. What part of the rhino's body do they want? • What day do people around the world celebrate rhinos?
- How many rhinos are in the world? • What are two ways that mud is helpful to rhinos? • According to the author, what part of a rhino's body looks like a curled leaf? • What are two ways microplastic can hurt animals or people?
- What is the larger estimate for the size of the Pacific Garbage Patch?
- What are two kinds of sea plants that produce the oxygen in the air we breathe? • What are two ways to reduce the amount of plastic waste that pollutes oceans?

Source: [https://americanenglish.state.gov/files/ae/resource\\_files/etf\\_56\\_1\\_pg45-52.pdf](https://americanenglish.state.gov/files/ae/resource_files/etf_56_1_pg45-52.pdf)

**Day 8 - 27/07/2021**

**Hour 1- Reading Skills**

#### **Reading Comprehension**

Reading comprehension is the processing of a text to understand a topic, elicit individual information to gain knowledge. Appropriate reading strategy should be used to efficiently understanding the text and give feedback successfully. Reading comprehension activity is

widely used in competitive exams to test the language skills of the learners.

### **Strategies to Enhance Reading Comprehension**

- Use prior knowledge on the subject to relate to the topic.
- Learn to identify the key ideas with the key words.
- Ask questions and seek answers.
- Predict the content and make inferences. However, do not be carried away by the inferences. Check the text for the facts.
- Do not worry about the words not understood. Try to guess the meaning from the context.

### **Reading Comprehension – Practice Exercises**

#### **Passage 1**

1. Women are rational in approach, careful in handling situations and want to do things as best as possible. The Fourth World Conference of Women held in Beijing in September 1995 had emphasized that no enduring solution of society's most threatening social, economic and political problems could be found without the participation and empowerment of the women. The 1995 World Summit for Social Development had also emphasised the pivotal role of women in eradicating poverty and mending the social fabric.
2. The Constitution of India had conferred on women equal rights and opportunities political, social, educational and of employment with men. Because of oppressive traditions, superstitions, exploitation and corruption, a majority of women are not allowed to enjoy the rights and opportunities, bestowed on them. One of the major reasons for this state of affairs is the lack of literacy and awareness among women. Education is the main instrument through which we can narrow down the prevailing inequality and accelerate the process of economic and political change in the status of women.
3. The role of women in a society is very important. Women's education is the key to a better life in the future. A recent World Bank study says that educating girls is not a charity, it is good economics and if developing nations are to eradicate poverty, they must educate the girls. The report says that the economic and social returns on investment in education of the girls considerably affect the human development index of the nation. Society would progress only if the status of women is respected and the presence of an educated woman in the family would ensure education of the family itself. Education and empowerment of women are closely related. Women's education has not received due care and attention from the planners and policymakers. The National Commission for Women has rightly pointed out that even after 50 years of independence, women continue to be treated as the single largest group of backward citizens of India. The role of women in overall development has not been fully understood nor has it been given its full weight in the struggle to eliminate poverty, hunger, injustice and inequality at the national level. Even when we are at the threshold of the 21st century, our society still discriminates against women in matters of their rights and privileges and prevents them from participating in the process of national and societal progress.
4. Various Committees and Commissions have been constituted before and after the independence to evaluate the progress in women's education and to suggest ways and means to enhance the status of women. The female literacy rate has gone up in the 20th century from 0.6 per cent in 1901 to 39.29 per cent in 1991 but India still

possesses the largest number of illiterate women in the world. The female literacy index for the year 1991 shows that there are eight States which fall below the national average. The most populous States of the country, UP, MP, Bihar and Rajasthan fall in the category of most backward States as far as female literacy is concerned.

5. The prevailing cultural norms of gender behaviour and the perceived domestic and reproductive roles of women tend to affect the education of girls. Negative attitude towards sending girls to schools, restrictions on their mobility, early marriage, poverty and illiteracy of parents affect the girl's participation in education.

6. Women's political empowerment got a big boost with the Panchayati Raj Act of 1993 which gave them 30 per cent reservation in Village Panchayats, Block Samities and Zila Parishads throughout the country. The National Commission for Women was also set up in 1992 to act as a lobby for women's issues.

7. The educational system is the only institution which can counteract the deep foundations of inequality of sexes that are built in the minds of people through the socialization process. Education is the most important instrument of human resource development. Educational system should be used to revolutionize the traditional attitudes and inculcate new values of equality.

(a) (i) Mention any two attributes of a modern woman.

(ii) Why are women's participation and empowerment considered necessary?

(iii) Which factors adversely affect the education of girls?

(iv) What benefits did the women get with the enactment of the Panchayati Raj Act of 1993?

(v) By what process can we remove the sense of inequality of sexes from the minds of the people?

(vi) Give appropriate title for the passage

(b) Pick out words from the passage which mean the same as each of the following: (i) put an end to (para 1)

(ii) cruel and unfair (para 2)

(iii) remove (para 3)

(iv) full of people (para 4)

(v) existing at a particular time (5)

(vi) help or encourage to improve (para 6)

(v) instil (para 7)

Source: <https://www.learnbse.in/reading-comprehension-class-12/>

## Passage 2

1. Humans have produced an estimated 8.3 billion tons of newly manufactured plastic, according to a 2017 article in Science Advances. Currently, around one million plastic bottles are purchased across the globe every minute and 20,000 plastic bottles are produced every second, The Guardian reported last year. Recycling efforts are simply unable to keep up with this frenetic rate of production and consumption, resulting in a staggering 91 per cent of plastic remaining unrecycled.

2. Where does all this waste go? Are they incinerated? Are they simply dumped out of sight? The Guardian article also reported that 79 per cent of globally generated plastic

ends up in landfills. What's really alarming is that plastic can take between 450 and 1,000 years to decompose, poisoning the environment and living creatures in the process.

3. Ditch that plastic toothbrush for a bamboo or neem brush from the days of yore. Instead of toothpaste, it may be a good idea to use powders that come in metal containers. Neem chewing sticks are yet another option.
  4. Most personal-hygiene products come in plastic packs. However, brands such as SaND for Soapaholics sell soaps without plastic wrapping. Soap nuts (reetha) are widely available, inexpensive and ideal for use on skin as well as fabrics. This natural cleaning agent has recently made a comeback as an effective, green alternative to harsh chemical cleaning products. Replace plastic combs and brushes with wooden ones. Not only are they eco-friendly, they are durable, gentle on hair and won't change how you look.
  5. Refuse plastic straws and cutlery while dining out—ask for paper, glass or metal options instead. While ordering in, tell the restaurant to not send plastic forks and spoons. Hooked to your morning cup of coffee? Carry your own mug or sipper instead of using a plastic cup and stirrer from your office or local café. Government efforts to manage the plastic problem by stipulating thickness of polybags have mostly been futile, since this is impossible to regulate,” Sambyal says. As citizens we must take responsibility: Opt only for cloth, jute or other biodegradable bags that are easily available, long-lasting and promote local businesses.
  6. Food and water should ideally be stored in metal or glass containers. Plastic bottles not only compromise the environment but also endanger your health. A recent study by Orb Media and researchers at the State University of New York, USA, found that minute quantities of microplastic enter our bodies from bottled water.
  7. Most plastic toys are manufactured using chemicals that are linked to health issues including cancer and neurological ailments. In India, toys are often handed down or shared between siblings, thus ensuring they stay in circulation for a longer time. Instead, consider toys made from wood, cotton, paper, metal or natural rubber.
  8. Teething rings and feeding bottles are also made with plastic and pose a significant risk. Agarwal states that these products, made of polyvinyl chloride (PVC), include cancer-causing agents such as brominated flame retardants and phthalates that leach out during use and contaminate food. These chemicals can also cause intergenerational harm. Single-use, disposable diapers are up to 25 per cent plastic, according to The Guardian, and pose significant health risks while adding greatly to landfill waste. Many families are slowly reverting to reusable cloth and biodegradable nappies as a viable and economical alternative.
  9. The earth is being choked by plastic. But it is never too late to act. Starting now, every single step you and I take to combat it, however small, will be priceless.
- 
1. Why 91 per cent of plastic remain unrecycled?
    - a. Lack of recycle plants
    - b. Inability to keep up with the rate of plastic production
    - c. Collection of used plastic is slow
    - d. Lack of demand for recycled products
  2. Where does the majority of plastic end up?
    - a. Recycle plants

- b. Scrap shop
  - c. Ocean
  - d. Landfills
- 3 What is the best alternative for a plastic toothbrush?
- a. Neem or bamboo toothbrush
  - b. Other synthetic material
  - c. Mango leaves
  - d. None of these
4. What is the harmful side effect of polyvinyl chloride (PVC)?
- a. Skin disease
  - b. Cancer
  - c. Genetic disorder
  - d. Stomach upset
5. Which among these is a natural cleaning agent that can be used while taking a bath?
- a. Neem sticks
  - b. SaND
  - c. Reetha
  - d. Bamboo

Answer the following questions.

1. List out the alternatives to plastic products introduced in the passage.
2. How does microplastics enter our body?
3. Give the passage a suitable title.
4. Find synonyms
  1. Fight
  2. Invaluable
  3. Pollute
  4. Sickness
  5. Past

Source: <https://www.readersdigest.in/better-living/story-how-to-rid-your-life-of-plastic-12478>  
8

### Passage 3

#### Chronic Traumatic Encephalopathy

1. Concussions are brain injuries that occur when a person receives a blow to the head, face, or neck. Although most people who suffer a concussion experience initial bouts of dizziness, nausea, and drowsiness, these symptoms often disappear after a few days. The long-term effects of concussions, however, are less understood and far more severe. Recent studies suggest that people who suffer multiple concussions are at a significant risk for developing chronic traumatic encephalopathy (CTE), a degenerative brain disorder that causes a variety of dangerous mental and emotional problems to arise weeks, months, or even years after the initial injury. These psychological problems can include depression, anxiety, memory loss, inability to concentrate, and aggression. In extreme cases, people suffering from CTE have even committed suicide or homicide. The majority of people who develop these issues are athletes who participate in popular high-impact sports, especially football. Although both new sports regulations and improvements in helmet technology can help protect players, the sports media and fans alike bear some of the responsibility for reducing the incidence of these devastating injuries. Improvements in diagnostic technology have provided substantial evidence to link severe—and often fatal—psychological

disorders to the head injuries players receive while on the field. Recent autopsies performed on the brains of football players who have committed suicide have shown advanced cases of CTE in every single victim.

2. In response to the growing understanding of this danger, the National Football League (NFL) has revised its safety regulations. Players who have suffered a head injury on the field must undergo "concussion sideline assessment"—a series of mental and physical fitness tests—before being allowed back in the game. In an effort to diminish the amount of head and neck injuries on the field, NFL officials have begun enforcing stricter penalty calls for helmet-to-helmet contact, leading with the head, and hitting a defenseless player.
3. Furthermore, as of 2010, if a player's helmet is accidentally wrenched from his head during play, the ball is immediately whistled dead. There is hope that these new regulations, coupled with advances in helmet design, will reduce the number of concussions player endure, and thus curb the number of CTE cases.
4. Efforts by the NFL and other professional sports leagues are certainly laudable; indeed, we should commend every attempt to protect the mental and physical health of players. However, new regulations at the professional level cannot protect amateur players, especially young people. Fatal cases of CTE have been reported in victims as young as 21. With appropriate equipment and form, tackling need not be dangerous. Proper tackling form—using the arms and shoulders to aim for a player's midsection rather than leading with the top of the head—should be taught at an early age. Youth, high school, and college leagues should also adopt safety rules even more stringent than the NFL's.
5. Furthermore, at an early age, athletes should be educated about the serious dangers of head injuries. Perhaps the most important factor in reducing the number of traumatic brain injuries, however, lies not with the players, the coaches, or the administrators, but with the media and fans. Sports media producers have become accustomed to showcasing the most aggressive tackles and the most intense plays. NFL broadcasts often replay especially violent collisions, while the commentators marvel at the physical prowess of the players involved. Some sports programs even feature weekly countdowns of the hardest hits.
6. When the media exalts such hazardous behavior, professionals are rewarded for injuring each other on the field, and amateurs become more likely to try to imitate their favorite NFL athletes. Announcers, commentators, television producers, and sportswriters should engage in a collective effort to cease glorifying brutal plays. In turn, fans should stop expecting their favorite players to put their lives on the line for the purposes of entertainment. Players must stop being encouraged to trade their careers, health, happiness, and their lives for the sake of a game.

Answer the following:

1) The author apparently believes that

A. NFL officials have not thoroughly implemented stricter safety regulations  
B. doctors need to do more research about the potential long-term effects of CTE  
C. amateur athletes suffer more serious long-term effects of CTE than professional athletes  
D. fans share some of the blame for athletes' injuries

E. young people should not be encouraged to play football due to CTE risks

2) According to the author, each of the following statements are true EXCEPT which one?  
A. Tackling itself is not dangerous; however, players who use improper tackling form may suffer injury.

B. Scientists have established a link between players who shoot themselves and others and the onset of CTE.

C. NFL officials have done nothing to address the problem of CTE.

- D. Athletes who are praised for exceptionally brutal hits are likely to continue engaging in such dangerous behavior.
- E. Sports programs showcase exceptionally hard hits.
- 3) According to the author, which of the following contribute(s) to an increase in incidences of CTE in amateur players?
- I. fewer safety regulations than professional players
- II. a lack of education geared to youth players about the dangers of head injuries
- III. a desire to emulate professionals
- A. I only
- B. II only
- C. I and II only
- D. II and III only
- E. I, II, and III
- 4) As used in paragraph 4, which is the best synonym for laudable?
- A. praiseworthy
- B. ineffective
- C. determined
- D. blameworthy
- E. satisfactory
- 5) The author's tone in the final paragraph can best be described as
- A. apologetic
- B. depressed
- C. confused
- D. solemn
- E. hopeless
- 6) As used in the final paragraph, which is the best antonym for exalts?
- A. ignores
- B. misrepresents
- C. praises
- D. reports
- E. criticizes

Source:

<https://rajgarh.kvs.ac.in/sites/default/files/SET%203%20PREBOARD%201%20QP%20CLASS%20XII%20ENG.pdf>

**Day 8 - 27/07/2021**

**Hour 2- Reading Skills**

Synonyms, Antonyms and Compound Words – Practice Exercises

Choose the correct Antonym with the help of a dictionary.

1. ASSUAGE

- A. mitigate
- B. inflame
- C. inhibit
- D. conciliate
- E. aver

2. INFIRM

- A. hospitable
- B. equestrian

C. tremulous

D. robust

E. anemic

3. ANOMALY

A. recurrence B.

aberration C.

recapitulation D.

felicity

E. consistency

4. AUGMENT

A. dishearten

B. aggrandize

C. heighten

D. disband

E. diminish

5. INDULGE

A. abstain

B. quaff

C. regress

D. absolve

E. imbibe

6. REPULSION

A. repugnance

B. aversion

C. destitution

D. petulance

E. attraction

7. DEARTH A.

countenance B.

modicum C.

excess

D. quorum

E. pitfall

8. THRIVE

A. burgeon

B. flop

C. entrance

D. excoriate

E. fabricate

9. CULPABLE

A. ineffable

B. incriminated

C. innocent

D. indignant

E. inordinate

10. AGGRAVATE

- A. vex
- B. nourish
- C. pique
- D. haggle
- E. allay

Citation:

<https://englishforeveryone.org/Topics/Synonyms-and-Antonyms.html>

## Compound Words – Practice Exercise

Identify the compound words in the passage.

Last weekend the career fair was held on campus from noon to 4 o'clock. I completed my homework early, so I could attend the fair. Company representatives staffed the booths that were set up on the sidewalk on the campus mall. Looking businesslike and with my résumé in hand, I talked with the reps. Technology jobs require a knowledge of how to use current hardware and software and how to adapt to changes in both. One company wanted a person skilled in database management. All of the companies said knowledge of grammar was important in sending e-mail messages, and some companies even published a manual on netiquette that said emoticons should not be used in business correspondence. I talked with an entrepreneur who said he was operating on a shoestring and his office was his laptop computer. I wanted to talk with everybody who was there; however, it was time to report to the classroom.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

**Day 9 - 28/07/2021**

**Hour 1- Reading Skills**

## Summarizing Techniques

Summarizing is the process of presenting the main idea and the important facts in a longer text in a shortened form. It is a vital skill in academic writing. The process of summarizing demands complete understanding of the original text and assimilation of the key idea and facts. The knowledge gained with the reading experience is organized and recorded in the form of summaries.

There are techniques that help in noting down and organizing the key ideas before they are made into summaries. The techniques include note making, mapping, time lines etc.

## Note Making

Note making is the act of graphically arranging the key idea and facts in the form of tree diagrams, flow charts, tables etc. for clarity. The process also includes elimination of the less important details. Additionally, note making also helps in quick revision and memorizing the information.

- Read the original text, mark/annotate the important ideas followed by the supporting arguments.
- Omit the less important details like dates, descriptions etc.

- Make notes with a graphic representation of the ideas collected.
- Rework on the notes, if needed, for better organization and clarity of ideas.
- Write a summary of the text using the notes made.

## **Note Making Format**

### **Title**

- Heading 1
  1. Supporting points 1
  2. Supporting points 2
  3. Supporting points 3
- Heading 2
  1. Supporting points 1
  2. Supporting points 2
  3. Supporting points 3
- Heading 3
  1. Supporting points 1
  2. Supporting points 2
  3. Supporting points 3
- Heading 4
  - Supporting points 1
  - Supporting points 2
  - Supporting points 3

## **Note Making - Sample: Higher Education**

A developing nation needs trained human resource and it is the human resource that higher education nurtures. In order to be a developed country and to keep pace with other progressive nations, our students need to be highly educated. I have seen that we have more faith in a professional who is highly educated than in one who is not academically bright. So, higher education is not only necessary but also vital in the modern context.

There is no doubt that higher education is a must for all students. It enhances one's skills and adds that extra zing to the resume. It is definitely more advantageous to opt for higher education in the modern age. Higher education is the need of the hour. If you hold a master's or a doctorate degree, you obviously have an upper hand over the rest. Higher education is gaining momentum, there is no denying to the fact that specialisation makes you more aware, knowledgeable and analytical, thereby enhancing your judgemental skills to overcome problematic situations.

Higher education also offers a better standard of living. Students who opt for higher education are better decision makers as their knowledge reservoir is denser than the rest. It has become important to remain updated these days and one cannot afford to remain blank on being questioned about any topic. Higher education broadens one's horizons by opening a whole new world of immense information and growth. There is so much to learn. Also, vocational courses have been introduced which further help students to have a better standard of living.

Higher education does open a whole new world of opportunities for students. Higher education is definitely not a waste of time in today's fast paced world. For students these days, vocational courses are important and they can be done simultaneously with higher education. Higher education is very important since it opens up new values for students.

Along with higher education, students need to go in for skill-based professional courses too.

Higher education guarantees a better understanding and approach towards complex situations. Once you research and learn much more than others, you can offer better and quicker solutions. Investing in higher education is fruitful in the long run as you don't stick to prescribed syllabus and gain a vantage point over others. One's knowledge reservoir reaches a zenith by reading numerous books, especially during vocational or specialisation courses. Teachers and Principals support higher education. It has become necessary for students to start earning early in life however that should not be at the cost of higher education. It depends on the individuals too as how they can balance various other pursuits in tandem with the higher education. There is ample scope for students to excel in higher education in our educational scenario.

**Q. On the basis of your reading of the above passage, make notes on it using headings and sub-headings. Suggest a suitable title.**

### **Higher Education**

1. Higher education is a must.
  1. Developing nation needs trained human resource.
  2. To keep pace with other progressive nations.
  3. Vital in the mod. Context.
2. Need for higher education.
  1. Enhances one's skills.
  2. Makes one knowledgeable & analytical.
  3. Offers better std. of living.
  4. Broadens one's horizons.
3. Advantages of higher education.
  1. Fruitful in the long run.
  2. Knowledge reaches a zenith.
  3. Helps students to start earning early.

**Q. Write a summary of the passage in 60 words using the notes made. Summary**

Higher education is a must in the modern scenario. A developing nation needs trained human resources which it can have only through higher education. It is vital in the modern context and is required to keep pace with other progressive nations. Higher education enhances one's skills and makes one knowledgeable and analytical. It offers better standard of living also as it broadens one's horizons. Higher education is the need of the hour and it is fruitful in the long run. It helps students to start earning early and to excel in knowledge which reaches a zenith when a person gets higher education.

Source:

<https://www.thefreshreads.com/note-making-higher-education/>

Note making and summarizing exercise

### **Passage 1**

Rainwater is the best kind of water for your plants. It's as simple as placing indoor pots on the veranda or balcony. You could also put out industrial drums and barrels under the rain to load up on water for your garden. (Keep them covered with a lid when it's not pouring, to avoid mosquitos). If you have the space, consider creating your own rain garden. Rain gardens collect run-off water from paved surfaces, thus saving you the additional effort of watering your plants. It also helps with the augmentation of groundwater level. Choose a low spot in

your veranda--an area that gets enough downpour from your roof or garage is a good choice. Next, dig a hole that is four to eight inches wide and has sloping sides. Plant your favourite foliage or flowers, and let them grow.

The rains also bring with them a slew of visitors, such as toads, snails and ants. Before you lace your garden with insecticide, keep this in mind: Many of these pests are harmless and will do your green space a lot of good. For instance, snails in a compost pit can speed up the process of turning bio-degradable waste into manure. If you must rid your garden of them, go the chemical-free way. Prickly mulch (made of dried leaves and twigs) can keep slugs away; while placing pots on two bricks can save them from ants (they tend to disturb the soil around the plant).

Gushing rainwater can cause soil to pour out of small pots. Keep soil erosion in check by placing pebbles on the surface. Worried about the flower beds on your veranda? Proper ground cover will hold the soil in. Fix as many small plants as possible. This will not prevent erosion of the topsoil layer entirely, but it will reduce it to some extent.

Weeds typically crop up after a heavy rainfall, and rob your garden of the nutrients required to keep it flourishing. You can get rid of them naturally by pulling them out from the root. For deep-rooted weeds, make use of weeding knives and forks to remove them.

'Tis the season to plant beauties such as jasmine (all varieties of this fragrant genus thrive during the monsoon), bird of paradise, hibiscus, yellow trumpets (tecoma), lobster-claws (heliconia) and Mountain Roscoe Lily (*Roscoeia alpina*). It's also the time to prune plants such

as ornamental asparagus, bougainvillea and acalypha by snipping off a few branches to reduce the burden on the plant. You can pot these shoots to get new plants.

Source:

<https://www.readersdigest.in/better-living/story-a-rain-garden-124539>

## Passage 2

Almost all of us have suffered from a headache at some time or the other. For some a headache is a constant companion and life is a painful hell of wasted time.

The most important step to cope with headaches is to identify the type of headache one is suffering from. In tension headaches (two hand headache), a feeling of a tight band around the head exists along with the pain in the neck and shoulders. It usually follows activities such as long stretches driving, typing or sitting on the desks. They are usually short lived but can also last for days or weeks.

A headache is usually caused due to the spinal misalignment of the head, due to the posture. Sleeping on the stomach with the head turn to one side and bending over positions for a long time make it worse.

In migraine headaches, the pains usually on one side of the head may be accompanied by nausea, vomiting irritability and bright spots or flashes of light. This headache is meant worse by activities especially bending. The throbbing pain in the head worsens by noise and light. Certain triggers for migraines may be chocolate, caffeine, smoking or MSU in certain food items. The pain may last eight to twenty four hours and there may be a hangover for two or three days. Migraines are often produced by an 'aura'-----changes in sight and sensation.

There is usually a family migraine.

In a headache, pain originates from the brain but from the irritated nerves of muscles, blood vessels and bones. These head pain signals to the brain which judges the degree of distress and relays it at appropriate sites. The pain sometimes may be referred to sights other than the problem areas. This is known as referred by pain and occurs due to sensation overload. Thus, though, most headache states at the base of the skull referred pain as felt typically behind the eyes.

Factors causing headache are understood but it is known that a shift in the level of body hormones chemicals, certain foods and drinks and environmental stress can trigger them.

If the headache troubles you often, visit the doctor, who will take a full health history relating to diet, life stresses, the type of headache, triggering factors and relief measures. You may be asked to keep a 'headache diary' which tells you to list – the time headache started and when it ended, emotional environmental and food and drinking factors which may contribute to it. The type and severity of pain and the medications used which provide much relief are also to be listed.

This helps the doctor in determining the exact cause and type of headache and the remedy thereof.

Source: <https://sites.google.com/site/mkmenglish/lessons-online/note-making>

### Passage 3

According to Nikita D'Souza, Mumbai-based child psychologist, art opens up a non-verbal form of communication for those who have a tough time expressing their thoughts and feelings. Special educators suggest that working with colours and drawings while talking about traumatic experiences helps reduce the feelings of anxiety, anger and fear among children. Moreover, it can offer clues about the sources of the trauma.

Recently, the Central Government released guidelines for parents' participation in home-based learning amid the pandemic and emphasised the role of art as a therapy for children under stress or trauma.

Nikita uses art in many of her sessions, especially while working with a child with attention deficit hyperactivity disorder or autism spectrum disorder. and she says it has been a rewarding experience. "Not only does it allow students to express emotions, it provides behavioural support and stress management," she says.

Practising artforms together has in fact been an integral part of the Indian family: the traditional kolam of South India, and paintings in tribal hamlets are good examples. "Observing the forms and representing them on paper eventually aids in the process of academic writing," says Jayashree Rao, a Mumbai-based art therapist.

It is not just about the drawings that are being coloured in, but also about the colours being used, explains Jayashree. "Colours work at the 'feeling' realm. They speak to humans directly and differently, each with its own quality, separate from forms," says Jayashree, who uses methods like wet-on-wet watercolour painting. "Repetitive, free non-instructional painting with just two primary colours is seen to relax children. There's no goal of offering a form or a visually perfect work here," she adds.

Jayashree uses this type of art therapy on children with cerebral palsy, ADHD and sensory processing disorders. "This allows them to express themselves freely without getting overwhelmed by too many colours, forms and details. There are archetype colours for certain

temperaments which are used too in Waldorf education,” she adds.

Clues about a child’s mental state can sometimes be seen in the pattern of strokes, the pressure applied, and the choice of colours, says Nikita. “It is not very simple though to understand a child through their works. The assessment has to be done across multiple art sessions with the child,” she adds.

One of the most common methods of assessing a child’s mental state is the House-Tree-Person method. A projective test, it is designed to measure aspects of a person’s personality. The child is asked to draw a house, a tree, and a person and the test-giver asks questions about each picture. “It is very subjective and open to interpretation by the test-giver,” says Nikita.

Source:

<https://www.thehindu.com/children/how-art-therapy-can-help-kids-through-trauma/article34908003.ece>

## **Day 9 - 28/07/2021**

### **Hour 2- Listening Skills**

#### **Listening Skills**

A large part of learning in college involves listening. Active listening involves not just listening to the classroom lectures but also taking notes, connecting with the content of the lecture and asking for clarifications. Learning to use listening skills during lecture will greatly improve the academic performance and test performance.

Make it a habit to listen to audio books, podcasts, news etc. and to watch videos and films in the English language.

#### **Techniques to improve Listening skills**

- Pay attention
- Know the difference between hearing and listening
- Identify and avoid distractions
- Take notes
- Associate the message with prior knowledge
- Ask questions when in doubt

#### **Listening for Key information in Listening Comprehension**

An ability to collect information from a spoken text is essential for knowledge acquisition. It is also crucial for strengthening the reading, writing and speaking skills. ● Focus on key words and facts.

- Try to comprehend the gist of the spoken text.
- Try to support the listening process by taking notes.
- Practice listening from multiple sources like podcasts, TED talks, recorded speeches etc.
- Stay relaxed and confident throughout the task.

## **Day 10 - 29/07/2021**

### **Hour 1- Listening Skills**

#### **Listening comprehension – Practice Exercises**

<https://youtu.be/JFu2hILQBmo>  
<https://youtu.be/zr8a7fhWyQg>

**Day 10 - 29/07/2021**

**Hour 2- Listening Skills**

### **Note Taking**

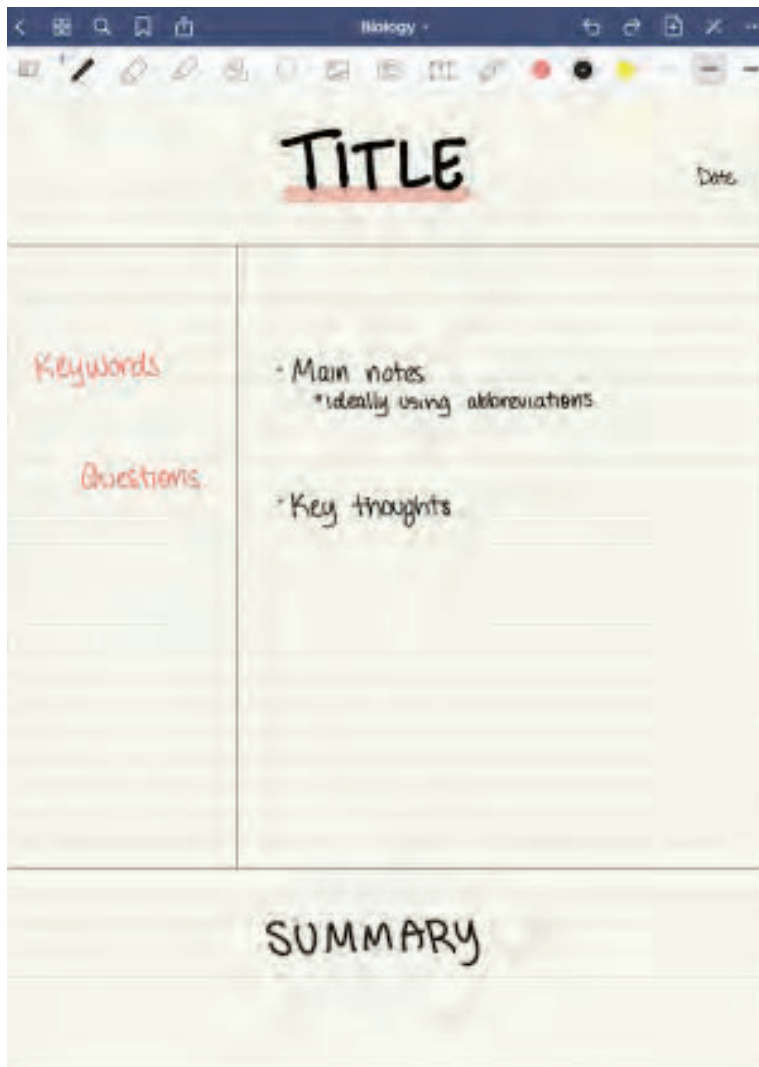
Note taking is the practice of recording the important ideas presented in the form of a spoken text during a lecture, presentation in a seminar etc. it is an important academic task. It assists in recording, learning and memorizing the important points of the text. ● Be prepared with the materials needed for taking notes.

- It helps to know what the lecture is about ahead of the session.
- Pay attention and listen carefully
- Use short forms of words and short phrases while taking notes
- The notes can be organized well by using different colors or highlighters. ●

Review the notes and edit after the session.

There are many formats for note taking including mapping, outline method and Cornell method. For a spontaneous lecture, Cornell method or writing down as small sentences prove useful.

**The Cornell Method:**



Source:

<https://medium.goodnotes.com/the-best-note-taking-methods-for-college-students-451f412e264e>

### **Day 11- 30/07/2021**

#### **Hour 1- Listening Skills**

Vocabulary – Homophones, Homonyms and Homographs

Homophones are words that are pronounced like another word, or words, but are different in meaning and spelling. (e.g. pray, prey).

Homonyms, or multiple-meaning words, are words that have the same spelling and usually sound alike, but have different meanings (e.g. dog bark, tree bark).

Homographs are words that have the same spellings but have different meanings and sometimes pronounced differently. (e.g. windy road, windy day).

Learners often tend to get confused by homophones and homonyms which leads to common errors in confusion. Hence, knowledge in English vocabulary demands for a basic understanding of homophones, homographs and homonyms. This process can also help in building the vocabulary.

HOMONYMS	HOMOPHONES	HOMOGRAPHS
<i>multiple meaning words</i>	<i>words that sound alike</i>	<i>same spelling, different pronunciation, different meanings</i>
the spruce tree... to spruce up...	addition for math edition of a book	desert = abandon desert = area of land
suit yourself... wore a suit...	I want to go I like it too One plus one is two	bass = fish bass = instrument
weigh on the scale... scale the wall...	capitol building state capital	close = nearby close = to shut
the price is fair... go to the fair...	pick a flower bake with flour	bow = to bend down bow = ribbon

Source: <https://www.examples.com/business/homograph-example.html>

### Practice Exercises – Homophones, Homonyms and Homographs

1. Fill the blanks.

# Advanced Homophones

Pronounced the same.  
Spelt differently.

- 1 The \_\_\_\_\_ objects have been \_\_\_\_\_ restored. (holly, wholly)
- 2 His \_\_\_\_\_ was short, and there was little \_\_\_\_\_ (rain, reign)
- 3 I like \_\_\_\_\_ trees and \_\_\_\_\_ coats. (fir, fur)
- 4 It would be \_\_\_\_\_ if you could \_\_\_\_\_ some cheese. (grate, great)
- 5 The walls were \_\_\_\_\_, except for a picture of a \_\_\_\_\_ (hars, hear)
- 6 The \_\_\_\_\_ arrived at the castle last \_\_\_\_\_ (knight, night)
- 7 This cream should \_\_\_\_\_ the skin on your \_\_\_\_\_ (best, bed)
- 8 We put expensive \_\_\_\_\_ in all the \_\_\_\_\_ (sweets, suites)
- 9 At the cafe they make chocolate \_\_\_\_\_ in the shape of a \_\_\_\_\_ (income, mince)
- 10 If you are \_\_\_\_\_ you'll never be like your \_\_\_\_\_ (idol, idol)
- 11 I \_\_\_\_\_ when my \_\_\_\_\_ lost the argument. (side, sighed)
- 12 Let's listen to some \_\_\_\_\_ music while we \_\_\_\_\_ these presents. (rap, wrap)
- 13 It was too wet to \_\_\_\_\_ the seeds, \_\_\_\_\_ we decided to \_\_\_\_\_ some clothes instead. (sow, so, sow)
- 14 The \_\_\_\_\_ looks great, but there is one major \_\_\_\_\_ (flaw, floor)
- 15 I was surprised to see the \_\_\_\_\_ hanging in the \_\_\_\_\_ (air, heir)
- 16 I \_\_\_\_\_ him the get a \_\_\_\_\_ for the child who identified the \_\_\_\_\_ (vent, scent, vent)
- 17 They are \_\_\_\_\_ so they don't go out in the \_\_\_\_\_ (morning, mourning)
- 18 The sun's \_\_\_\_\_ always \_\_\_\_\_ my mood. (raise, rays)
- 19 I won't \_\_\_\_\_ you, even if you make a bad \_\_\_\_\_ (desert, dessert)
- 20 The \_\_\_\_\_ was killed by \_\_\_\_\_ fighters. (gorilla, gorilla)
- 21 These cakes were \_\_\_\_\_ by a beautiful \_\_\_\_\_ (maide, maid)
- 22 The old \_\_\_\_\_ has been \_\_\_\_\_ out because nobody wanted it. (throuse, thrown)
- 23 We still have a \_\_\_\_\_ options. \_\_\_\_\_ (few, phew)
- 24 Washing an elephant's \_\_\_\_\_ is quite a \_\_\_\_\_ (feat, feet)
- 25 It is the \_\_\_\_\_ way to save my \_\_\_\_\_ (sode, soul)
- 26 They sang \_\_\_\_\_ a \_\_\_\_\_ (him, hymn)
- 27 On the way up they cooperated, but the \_\_\_\_\_ started on the \_\_\_\_\_ (descent, dissent)
- 28 You'll \_\_\_\_\_ me out if you make me change another \_\_\_\_\_ (tire, tyre)
- 29 Our water \_\_\_\_\_ is about a \_\_\_\_\_ from the ground. (meter, metre)
- 30 I want to \_\_\_\_\_ hands with the \_\_\_\_\_ (shake, shriek)
- 31 Some tribes \_\_\_\_\_ before hunting their \_\_\_\_\_ (pray, prey)
- 32 I \_\_\_\_\_ the \_\_\_\_\_ of cows running down the mountain. (heard, herd)
- 33 \_\_\_\_\_ of the girls wanted to meet the \_\_\_\_\_ (none, nun)
- 34 En- \_\_\_\_\_ to the lake we found a huge \_\_\_\_\_ blocking our path (root, route)
- 35 They \_\_\_\_\_ hard to capture the \_\_\_\_\_ (fort, fought)
- 36 This is \_\_\_\_\_ a good \_\_\_\_\_ (knot, nut)
- 37 I want to \_\_\_\_\_ the amount of \_\_\_\_\_ time that is wasted. (lessen, lesson)
- 38 He \_\_\_\_\_ me to the \_\_\_\_\_ mine where he used to work. (lead, led)
- 39 \_\_\_\_\_ it! The \_\_\_\_\_ has broken! (dam, dam)
- 40 I found this \_\_\_\_\_ on the \_\_\_\_\_ (key, quay)
- 41 There are no \_\_\_\_\_ in \_\_\_\_\_ (Wales, whales)

English Should Be Fun .com

<https://en.islcollective.com/english-esl-worksheets/grammar/homonyms-homophones-homographs/advanced-homophones/105223>

2. For each word in Column A there is a homonym in Column B. Write the number of its homonym next to each word in Column A.

A B

- wait 1. sighed  
ceiling 2. whether  
piece 3. weight  
side 4. choose  
threw 5. sealing  
vain 6. eight  
weather 7. peace

no 8. heard  
chews 9 break  
brake 10. pear  
ate 11. through  
herd 12. know  
hire 13. vein  
pair 14. higher  
bare 15. bear

3. Circle the correct homonyms in the sentences below. Or read out the sentence. Ask the students to listen to the sentence and guess the spelling of the word in the blanks. 1 We had lunch over at \_\_\_\_\_ (there / their / they're) house.  
2. Her little sister was just \_\_\_\_\_ (to / two / too) slow on a bike.  
3. The new jet streaked \_\_\_\_\_ (threw / through) the clouds.  
4. "You don't have the \_\_\_\_\_ (right / write) to say that!" shouted the man.  
5. I \_\_\_\_\_ (no / know) what you want, and the answer is (no / know).

4. Circle the correct homonyms in the following sentences.

1. (There / Their / They're) grandmother lived over (there / their / they're). 2. It is much (to / two / too) early to know whether she won (to / two / too) prizes. 3. (There / Their / They're) not very interested in dating.  
4. The (to / two / too) of them had (to / two / too) much to eat and went (to / two / too) bed.  
5. It's not sensible (to / two / too) drink (to / two / too) much.  
6. (There / Their / They're) not thinking about (there / their / they're) future plans.

Source:

[https://eps.schoolspecialty.com/EPS/media/Site-Resources/downloads/external/read\\_write\\_think/practicing\\_homophones.pdf](https://eps.schoolspecialty.com/EPS/media/Site-Resources/downloads/external/read_write_think/practicing_homophones.pdf)



# Homographs

- Same spelling
- Different meaning

Complete the sentences with one homograph word from the right.

1. The \_\_\_\_\_ we saw at the theatre was fantastic!
2. These players \_\_\_\_\_ very well. No wonder they are the champions!
3. Can you \_\_\_\_\_ the piano?
4. You can't \_\_\_\_\_ your car here! It's forbidden.
5. Do you want to go for a walk in the \_\_\_\_\_?
6. My favourite season is \_\_\_\_\_. I love watching the colour of the \_\_\_\_\_ in the trees.
7. When he \_\_\_\_\_ the room, he never turns off the \_\_\_\_\_. He doesn't save energy.
8. This parcel is very \_\_\_\_\_. How much does it weight?
9. I'm going to the \_\_\_\_\_ to withdraw some money.
10. They went camping near the river \_\_\_\_\_.
11. What is there inside this \_\_\_\_\_? Is it a surprise?
12. In his free time, he plays \_\_\_\_\_.
13. She likes to \_\_\_\_\_ thrillers on TV.
14. What time is it? I forgot my \_\_\_\_\_ at home.
15. I love your \_\_\_\_\_. It goes well with your shirt.
16. \_\_\_\_\_ your shoe laces or you will \_\_\_\_\_.
17. He was speeding with his new car, when the police caught him and gave him a \_\_\_\_\_.
18. He had been sick for a while, but now he is \_\_\_\_\_.
19. I would like a \_\_\_\_\_ of coke, please. I'm thirsty.
20. I know he \_\_\_\_\_ do it. It's just a matter of time.
21. They surfed down the highest \_\_\_\_\_ ever.
22. The way the princesses \_\_\_\_\_ their hands is very gracious, isn't it?
23. Look, there's a \_\_\_\_\_ in your soup! That's disgusting!
24. When will she \_\_\_\_\_ to London? Which is the airline company?
25. I have just missed the 5 o'clock \_\_\_\_\_. I have to wait for the next one to Manchester.
26. She is going to \_\_\_\_\_ for the Olympics. She wants to win a medal.
27. They went to see the football \_\_\_\_\_, and were disappointed because their team lost.
28. Have you got a \_\_\_\_\_? My lighter doesn't work, and I want to smoke a cigarette.
29. This blouse doesn't \_\_\_\_\_ this skirt! I've to choose another one.
30. The polar \_\_\_\_\_ is in danger of extinction.
31. I can't \_\_\_\_\_ his arrogance!
32. Jane \_\_\_\_\_ in deep waters, during her last holidays.
33. The \_\_\_\_\_ is a very beautiful bird.
34. Michael bought last Beoncé's record.
35. These cameras \_\_\_\_\_ everything in this room.
36. When you arrive home, give me a \_\_\_\_\_.
37. He offered her a fabulous diamond \_\_\_\_\_.
38. He is a very \_\_\_\_\_ person! I don't like him.
39. What does this word \_\_\_\_\_ in English?
40. Could you \_\_\_\_\_ the window, please! It's cold inside.
41. How \_\_\_\_\_ are they? Do they have a good relationship?
42. We could see a \_\_\_\_\_ coming out of his eye.
43. Will you \_\_\_\_\_ all these papers, please. I don't need them anymore.
44. The postman left this \_\_\_\_\_ here for you.
45. What's this \_\_\_\_\_? I can't understand his handwriting!
46. Her favourite flower is the red \_\_\_\_\_.
47. Yesterday the sun \_\_\_\_\_ at 6 a.m.



tear

ring

wave

coin

dove



match

light

fall



rose

watch

fly



light match

close

leaves

bear

park

bank



fine

train

record



box

play



mean

tie

letter



Source:

<https://en.islcollective.com/english-esl-worksheets/grammar/homonyms-homophones-homographs/homographs/71417>

Day 11- 30/07/2021

Hour 2- Evaluation

Introducing oneself

**Day 12- 31/07/2021**  
**Hour 1- Evaluation**

Introducing oneself

**Day 12- 31/07/2021**  
**Hour 2- Evaluation**

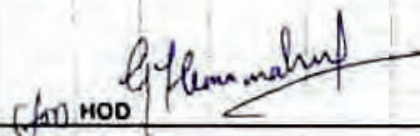
Exit test

**ANNA ADARSH COLLEGE FOR WOMEN**  
**DEPARTMENT OF ENGLISH - SHIFT II**  
**Bridge Course - Batch 2 Attendance August 2021**

S.NO	NAME	CLASS	12/8/21 11.00 - 1.00 pm	13/8/21 10.00 - 12.00	16/8/21 12.00 - 4.00 pm	17/8/21 1.00 - 3.00 pm	18/8/21 2.00 - 4.00 pm	19/8/21 1.30 - 3.30 pm	20/8/21 11.00 - 1.00 pm	23/8/21 2.00 - 4.00 pm	24/8/21 1.30 - 3.30 pm	25/8/21 11.00 - 1.00 am	26/8/21 1.30 - 3.30 pm	27/8/21 1.30 - 3.30 pm	28/8/21 11.00 - 1.00
1	JOY GLADYS M	BCS	X	X	X	X	X	X	X	X	X	X	X	X	X
2	DHIVYA S	BCS	X	X	A	X	X	X	X	X	X	X	X	X	X
3	R SUBHA	BCS	X	X	X	X	X	X	X	X	X	X	X	X	X
4	S GAYATHRI	BCS	X	A	X	X	A	X	X	X	X	X	X	X	X
5	SANDHYA S	BCS	X	X	X	X	X	X	X	X	X	X	X	X	X
6	GLADIYA MARY M	BCS	A	X	A	X	X	X	X	X	X	X	X	X	X
7	SHARMILA D	BCS	X	X	X	X	X	X	X	X	X	X	X	X	X
8	AVANTHIKA R	BCS	X	X	X	X	X	A	X	X	X	X	X	X	X
9	TRISA SINGH	BCS	X	X	A	X	X	A	X	X	X	X	X	X	X
10	THERAVIYA T B	BCS	X	X	X	X	X	X	X	X	X	X	X	X	X
11	PRIYA DHARSHINI P	BCS	X	X	X	X	X	X	A	X	X	X	X	X	X
12	MANJULA SHREE	BCS	X	X	X	X	X	X	X	X	X	X	X	X	X
13	SAVITHA A	BCS	X	X	X	X	X	X	X	X	X	X	X	X	X
14	YUVASRI C	BCS	X	X	X	X	X	X	X	A	X	X	X	X	X
15	N. KEERTHANA	B Com CA	X	A	X	X	X	X	X	X	X	X	X	X	X
16	POOJIITHA M S	BBA	X	X	X	X	X	X	A	X	X	X	X	X	X
17	B JAYASHREE	BBA	X	X	A	X	X	X	X	X	A	X	X	X	X
18	SANGEETHA S	BBA	X	X	X	X	X	X	X	X	X	X	A	X	X
19	MADHUMITA S	Psychology	X	X	A	A	X	X	X	X	X	X	X	X	X
20	KEERTHANA B	Psychology	X	X	X	X	X	X	X	X	X	X	X	X	X
21	RAZINA NILOFAR	Psychology	X	X	X	X	X	X	X	X	X	X	X	X	X
22	K. KEERTHIKA	Sc.Compu	X	X	X	X	X	A	X	X	X	X	X	X	X
23	M.SANGEETHA	Sc.Compu	X	X	X	X	X	X	X	X	X	X	X	X	X
24	NASREEN	BCS	X	X	X	X	X	X	X	X	X	X	X	X	X
25	JAYVANTI MURALI	Psychology					X	X	A	X	X	X	X	X	X
No absent			4	4	5	1	1	3	3	1	1	0	1	0	0
No present			25	25	20	24	24	22	22	24	24	25	24	25	25
Total Strength			29	29	25	25	25	25	25	25	25	25	25	25	25



Course Instructor



HOD

**ANNA ADARSH COLLEGE FOR WOMEN**  
**DEPARTMENT OF ENGLISH - SHIFT II**  
**BRIDGE COURSE (FOUNDATIONAL ENGLISH) - Batch 1 ATTENDANCE**

S. NO	NAME	DEPT	19.7.21	20.7.21	22.7.21	23.7.21	24.7.21	26.7.21	27.7.21	28.7.21	29.7.21	30.7.21	31.7.21
1	VAISHAVE C	B COM GEN	A	A	X	X	X	A	X	X	X	X	X
2	SESHA J	B COM GEN	A	A	X	X	X	X	A	A	X	X	X
3	NIVETHA G	B COM GEN	A	A	X	X	X	X	X	X	X	X	X
4	R SHALINI	B COM GEN	A	A	X	X	X	X	A	X	X	X	X
5	M A MANISHA	B COM GEN	A	A	X	A	X	X	X	A	X	X	X
6	B SHAKTHI ROSHNI	B Com A&F	A	X	X	X	X	X	A	A	X	X	X
7	VEDHAVARSHINI S	B B A	A	A	X	X	X	X	X	X	A	X	X
8	B S OVIYA	B B A	A	A	X	X	X	X	A	A	X	X	X
9	SADHANA G	B B A	A	A	X	X	X	X	X	X	X	X	X
10	THARANI A	B Com BM	A	X	X	X	A	X	X	X	X	X	X
11	SRI MANI ASHA P	B Com BM	X	X	X	X	X	X	A	X	X	X	X
12	JANANI S	B Com MM	X	X	X	A	X	X	X	X	X	X	X
13	SARANYA V	B COM MM	A	A	A	X	X	A	A	X	X	X	X
14	KAVI N	B COM MM	X	X	X	X	X	X	X	X	X	X	A
15	Sai abinaya sri	B COM CA	A	A	X	X	X	X	X	X	X	X	X
16	Ilakya V	B COM CA	A	X	X	X	X	X	X	X	X	X	X
17	Dharshini A	B COM CA	X	X	A	A	X	X	A	A	A	X	X
18	Nikitha krishnan	B COM CA	A	A	X	X	X	X	X	X	X	X	X
19	Yoshiga	B COM CA	A	A	X	X	X	X	X	X	X	A	X
20	Shree devi s	B COM CA	A	A	X	X	X	A	X	X	X	X	X
21	Kamali D	B COM CA	A	A	X	X	X	X	X	X	X	X	X
22	Keerthika M	B COM CA	A	A	X	X	X	A	X	A	X	X	X
23	V K Keerthika	B COM CA	A	A	X	X	X	X	X	X	X	X	X
24	Divya M	B COM CA	A	A	X	X	X	X	A	X	X	X	X
25	Sofiya rani	B COM CA	A	A	X	A	X	X	X	X	X	X	X
26	Arockia Jalsee J	B COM CA	A	A	X	X	X	X	X	X	X	X	X
27	Prathiba	B COM CA	A	A	X	X	X	X	X	X	X	X	X
28	CHAMUNDESHWARI	BCA	A	A	X	X	X	X	X	X	X	X	X
29	HEMALATHA U	BCA	A	A	X	A	A	A	X	X	X	X	X
30	LATHIKA S	BCA	A	A	X	X	X	X	X	A	A	A	X
31	PRANAVAA SHREE A	BCA	A	A	X	X	X	X	X	X	X	X	X
32	AFRIN FATHIMA S	BCS	A	A	X	X	X	X	X	X	X	X	X
33	KAVITHA V	BCS	A	X	X	X	X	X	X	X	X	X	A
34	ARCHANA G	BCS	A	X	A	A	A	A	A	X	X	X	X
35	AISHWARYA R	BCS	A	A	X	X	X	A	X	X	X	X	X
36	RATHNA LAKSHMI H	BCS	A	X	X	X	X	X	X	X	X	X	X
37	HARITHA B	BCS	A	A	X	X	A	X	X	X	X	X	X
38	SHIVANI KUMARI J	BCS	A	A	X	X	X	X	X	X	X	X	X
39	VIDHYA S L	BCS	X	X	X	X	X	X	X	X	X	X	X
40	SWEATHA S	BCS	A	A	X	X	X	X	X	X	X	X	X
41	TEJASHREE N	BCS	A	X	X	X	X	X	X	X	X	X	X
42	J. JAYASHREE	BCS	A	A	X	X	X	X	X	X	X	X	X
43	MOHANAPRIYA M	BCS	A	A	X	X	X	X	X	X	X	X	X
44	KIRUSHA G	BCS	A	A	X	X	X	X	X	X	X	X	X
45	CHARUMATHI S	BCS	A	A	X	A	X	X	X	X	X	X	X
46	DIVYA LAKSHMI R	BCS	A	X	X	A	X	A	X	X	X	X	X
47	HARSHITHA U REDDY	BCS	X	A	X	X	X	X	X	X	X	X	X
48	REBECCA P	BCS	A	X	X	X	A	A	X	A	X	X	X
49	SHYAMALA K	BCS	X	X	X	X	X	X	X	X	X	X	X
50	SHALINI M	BCS	X	X	X	X	X	X	X	X	X	X	X
51	PAVITHRA S	BCS	A	X	X	A	X	X	X	X	X	X	X
52	LATHIKA B	BCS	A	X	X	X	X	X	X	X	X	X	X
53	ABINAYASREE P	BCS	X	A	X	X	A	X	X	X	X	X	X
54	YOSHITHA GUMMADI	BCS	A	A	X	X	X	X	X	X	X	X	X
55	SOUNDARYA S	BCS	X	X	X	X	X	X	X	X	X	X	X
56	VARSHINI H	BCS	A	A	X	A	X	X	X	X	X	X	X
57	KEERTHANA D	BCS	A	X	A	X	X	X	X	X	X	X	X
58	JEEVALATHA R	BCS	A	A	X	X	X	X	X	X	X	X	X
TOTAL NO PRESENT			10	21	53	48	52	49	49	50	55	56	56
NO OF ABSENTEES			48	37	5	10	6	9	9	8	3	2	2

Course Instructor

HOD



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

---

CRITERION 1

## ***Financial Accounting***



PUNJAB ASSOCIATION'S  
**ANNA ADARSH COLLEGE FOR WOMEN**

(Re-accredited by NAAC with A+ Grade)



**DEPARTMENT OF BANK MANAGEMENT (SHIFT - I)  
&  
INTERNAL QUALITY ASSURANCE CELL**

WE CORDIALLY INVITE YOU TO JOIN OUR BRIDGE COURSE

**FRESHMAN ARCH 2021**

ON

**Financial Accounting**

**Date**  
**22nd July 2021**

**Time**  
**10 am**

**Meet Platform**  
**GMEET**

**RESOURCE PERSON**

**Dr. S. Kala**

**Assistant Professor**

**Department of Bank Management**

**Dr. J. Shrilekha**  
**Associate Professor and Head**  
**Department of Bank Management**

**Dr. R. Shanthi**  
**Principal**  
**Anna Adarsh College for Women**

**DEPARTMENT OF BANK MANAGEMENT**  
**BRIDGE COURSE ON FINANCIAL ACCOUNTS**  
**SYLLABUS**

**Module: 10 Hrs**

**It focuses on a strong foundation for understanding the basic concepts of accounts. It emphasizes fundamental steps to be followed through the basics and it will enable for the preparation of any type of accounts.**

**Objectives:**

- 1. To understand the principles of accounting.**
- 2. To know the preparation of financial accounts**
- 3. To prepare various accounting statements.**

**BASICS OF FINANCIAL ACCOUNTING:**

1. Accounting– Principles– Concepts and conventions -Double entry system of accounting
2. Introduction to basic books of accounts and preparation of Trial Balance.
3. Preparation of Financial accounts: Trading, Profit and Loss Account–Balance sheet.
4. Depreciation Accounting: Depreciation- Meaning –Causes-Types.
5. Accounts from incomplete records

**Post Graduate Dept of Bank Management**

22/7 23/7 24/7 26/7 27/7 28/7 29/7 30/7 31/7 2/8

[illegible]

	22/7	23/7	24/7	26/7	27/7	28/7	29/7	30/7	31/7	2/8
40 PAVITHRA M	P	P	P	P	P	P	A	A	A	P
41 PAVITHRA.V	P	P	A	P	P	P	P	P	P	P
42 POOJA . E	P	P	P	P	P	P	A	P	P	P
43 PRATHIKSHA	P	P	P	P	P	P	P	P	P	P
44 PRITHIKA D	P	P	P	P	P	P	P	A	P	P
45 RAMYA	P	P	P	A	P	P	P	P	P	P
46 REKKA. B	P	P	P	P	A	A	P	P	A	A
47 ROSHNI PRIYA .L	P	P	P	P	A	A	P	P	P	P
48 SAKTHI SREE B	P	P	P	P	P	P	P	P	P	P
49 SANJANA .K	P	P	P	P	P	P	A	P	P	P
50 SARANYA. N	P	P	P	P	P	P	A	P	P	P
51 SARASWATHY L	P	P	P	A	P	A	P	A	A	P
52 SHALINI.D	P	P	P	P	A	A	P	P	P	P
53 SHIVARANJANI.N	P	P	P	P	P	P	P	P	P	P
54 SHREENITHI. M	P	P	A	P	P	P	A	P	P	P
55 SHWETHA.A	P	P	P	P	P	P	P	P	P	P
56 SOWMYA .S.S	P	P	P	P	P	P	P	P	P	P
57 SRIMATI T S	P	P	P	P	P	P	A	P	P	P
58 SWATHI.S	P	P	P	P	P	P	P	P	P	P
59 SWEKHA H	P	P	P	P	P	P	P	P	P	P
60 TANVITHA.T	P	P	P	P	P	P	A	P	P	P
61 VARSHA R	P	P	P	P	P	P	A	P	P	P
62 YUVASREE R	P	P	P	P	P	P	A	P	P	P

*S. Kala*  
Course Instructor  
Dr.S.KALA

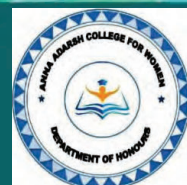
*Shrilekha*  
HOD  
Dr.J.SHRILEKHA

*R. Shanthi*  
PRINCIPAL  
ANNA ADARSH COLLEGE FOR WOMEN  
ANNA NAGAR. CHENNAI 600 040





**PUNJAB ASSOCIATION'S  
ANNA ADARSH COLLEGE FOR WOMEN**  
RE-ACCREDITED BY NAAC WITH A+ GRADE



**DEPARTMENT OF COMMERCE – HONOURS  
SHIFT – II**  
IS ORGANIZING

**BRIDGE CLASSES**  
**FINANCIAL ACCOUNTING**

**CLASS : I B.COM. HONOURS**

**DURATION : 15 DAYS**

**DR. R. SHANTHI**  
Principal

**DR. ANITHA RAMAN**  
Vice-Principal & Dean  
(Academics)

**DR. S. MARCELINE PUSHPA**  
Dean Student Affairs

**DR. P. KRISHNAVENI**  
Professor-In-Charge

**DR. G. ANITHA**  
Head of the Department

ANNA ADARSH COLLEGE FOR WOMEN  
DEPARTMENT OF COMMERCE HONOURS  
BRIDGE COURSE 2021 -2022

SUBJECT : FINANCIAL ACCOUNTING

No.of. Hours: 15 Hours

SUBJECT CODE: CH21A

Basic Concepts, Journal, Ledger, Cash Book, Double Entry Book – Keeping, Trial Balance. –  
DR. M.CHITRA

Accounting Concepts And Conventions, Accounting Equation, Subsidiary Books, Journal  
Proper Except Cash Book, Capital And Revenue Items.- DR.N.MAHESWARI

ANNA ADARSH COLLEGE FOR WOMEN  
DEPARTMENT OF COMMERCE HONOURS

BRIDGE COURSE ATTENDANCE

S.NO.	Reg.No.	NAME	4/8/2021 Wed	5/8/2021 Thur(MC)	6/8/2021 Fri(NM)	9/8/2021 Mon(NM)	10/8/2021 Tue(MC)	11/8/2021 Wed(NM)	12/8/2021 Thur(MC)	13/8/2021 Fri(NM)	16/8/2021 Mon(NM)	17/8/2021 Tue(MC)	18/8/2021 Wed(NM)	19/8/2021 Thur(MC)	20/8/2021 Fri(NM)	23/8/2021 Mon(NM)	24/8/2021 Tue(MC)
1	322100035	HARIDRA G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	322100036	VARSHA C.H	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	322100037	AKSHAYA P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	322100038	AKSHAYA T	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	322100040	SANDHIYA R.K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	322100041	SHREYA RAJESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	322100041	AARTHI B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	322100042	ADINAYA S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	322100043	HARAVE S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	322100044	DHANUSRI G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	322100045	DHARSHINI S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	322100046	DHIVYA V	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	322100047	DHIVYA K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	322100048	HARINI S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	322100049	HIRANMAYEE V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	322100050	JAYANTHI G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	322100051	JAYASHRI A.C	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	322100053	KAVIPRIYA K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	322100054	KAVYA K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	322100055	KEERTHANA R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	322100056	LAHARI B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	322100057	MANJULA P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	322100058	MOUSHIYA R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	322100059	PUNYASHREE A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	322100060	SANJANA J	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	322100061	SAROJA S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	322100062	SHAKTHI R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	322100063	SIVARENINI P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	322100064	SRIVAN S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	322100065	SRETHA N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	322100066	SRUTHI S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	322100067	SRI THIKA R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	322100068	SUPRIYARANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	322100069	SWETHA D	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	322100070	SWETHA K H	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	322100071	THARANI P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	322100072	THIRISHA R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	322100073	VARSHITHA B R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	322100074	VISHALINI K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

STAFF IN CHARGE

Sudha Loganathan

Dr M Chitra

Dr N Maheswari

Dr N Maheswari

Dr M Chitra

Dr N Maheswari

Dr N Maheswari

Dr M Chitra

Dr N Maheswari

Dr N Maheswari

Dr M Chitra

Dr N Maheswari

Dr M Chitra

Dr N Maheswari

Dr N Maheswari

Dr M Chitra

Dr N Maheswari

Signature of Course Instructor

Signature of H.O.D



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

---

CRITERION 1

## ***Basic Concepts of Accounting***



*Punjab Associations'*  
**Anna Adarsh College for Women**

*Affiliated to University of Madras  
Re-accredited by NAAC with A + Grade  
2(f) status under UGC Act*



## **Department of Commerce General (Shift II) & IQAC**

organizes a course on

*Basic  
Concepts  
Of  
Accounting*

**Academic Year 2021-2022**  
***Course Begins from 9th August 2021***

**Dr.R.Shanthi**  
**Principal**

**Dr.P.krishnaveni**  
**Professor Incharge**  
**( Shift II)**

**Dr.Jothi Raman**  
**Head of the Department**

ANNA ADARSH COLLEGE FOR WOMEN  
DEPARTMENT OF COMMERCE GENERAL SHIFT2  
BASIC CONCEPTS OF ACCOUNTING -2021 -2022

DURATION - 30 HOURS

SYLLABUS

Unit 1 - Basics of accounting

Definition - Meaning - Advantages and Limitations - Methods of Accounting records - Single Entry - Double Entry - Types of Accounts - Accounting equation - Accounting Concepts - Accounting Conventions - Accounting cycle - Journal - Ledger- Trial balance.

Unit 2-Final Accounts

Meaning - Treatment of Adjustments in Final Accounts.

Unit 3 - Non-Profit Organisation Meaning- Receipts and Payments Account - Income and Expenditure Account - Treatment of Special Items of Non-Profit Organization.

Unit 4 - Rectification of Errors Meaning - Types of Error - One-Sided Error- Two-sided Error – Suspense Account.

Unit 5 - Bank Reconciliation Statement

Meaning - Purpose - Causes for differences - Procedure for preparing BRS.

=====



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55	312110897	MIRDHULA R	P	P	P	P	P	P	P	P	P	P	P	P
56	312110898	MITHRA G	P	P	P	P	P	P	P	P	P	P	P	P
57	312110899	MIZPHA T S	P	P	P	P	P	P	P	P	P	P	P	P
58	312110900	MONICA N	P	P	P	P	P	P	P	P	P	P	P	P
59	312110901	MONIKA S	P	P	P	P	P	P	P	P	P	P	P	P
60	312110902	MYVIZHI M	P	P	P	P	P	P	P	P	P	P	P	P
61	312110903	NANDHINI D	P	P	P	P	P	P	P	P	P	P	P	P
62	312110904	NANDHITA T	P	P	P	P	P	P	P	P	P	P	P	P
63	312110905	NITHYA S M	P	P	P	P	P	P	P	P	P	P	P	P
64	312110906	NITHYA SRI M	P	P	P	P	P	P	P	P	A	P	P	P
65	312110907	NIVETHA D	P	P	P	P	P	P	P	P	P	P	P	P
66	312110908	NIVETHA G	P	P	P	P	P	P	P	P	P	P	P	P
67	312110909	OVIYA SRI B	P	A	P	P	P	P	P	P	P	P	P	P
68	312110910	PAVITHRA G	P	P	P	P	P	A	P	P	P	P	P	P
69	312110911	PAVITHRA K R	P	P	P	P	P	P	P	P	P	P	P	P
70	312110912	PAVITHRA S P	P	P	P	P	P	P	P	P	P	P	P	P

*Manju A*  
Course Instructor

*D. Jothiraman*  
Dr. (Mrs) D. JOTHIRAMAN  
M.Com., M.B.A., M.Phil., Ph.D.,  
Head - Department of Commerce  
General - Shift-II  
Anna Adarsh College for Women  
Anna Nagar, Chennai - 600 040.

## DEPARTMENT OF COMMERCE - SHIFT II

### ATTENDANCE SHEET- SECTION 'B'

[illegible]

30	312110918	PRIYADHARSHINI R	P	P	P	P	P	P	P	P	P	P	P	P
31	312110919	PRIYADHARSHINI S	P	P	P	P	P	P	P	P	P	P	P	P
32	312110920	PRIYANKA N S	P	P	P	P	P	P	P	P	P	P	P	P
33	312110921	PURANI A	P	P	P	P	P	P	P	P	P	P	P	P
34	312110922	RAMYA R	P	P	P	P	P	P	P	P	P	P	P	P
35	312110923	RAMYA S	P	P	P	P	P	P	P	P	P	P	P	P
36	312110924	RESHMA D	P	P	P	P	P	P	P	P	P	P	P	P
37	312110925	ROHINI K	P	P	P	P	P	P	P	P	P	P	P	P
38	312110926	SAI DHARSHINI R	P	P	P	P	P	P	P	P	P	P	P	P
39	312110927	SANGAMITHIRAI M	P	P	P	P	P	P	P	P	P	P	P	P
40	312110928	SANTHALAKSHMY P	P	P	P	P	P	P	P	P	P	P	P	P
41	312110929	SATHYAPRIYA S	P	P	P	P	P	P	P	P	P	P	P	P
42	312110930	SEETHALAKSHMI S	P	P	P	P	P	P	P	P	P	P	P	P
43	312110931	SEHADA T C	P	P	P	P	P	P	P	P	P	P	P	P
44	312110932	SESHA J	P	P	P	P	P	P	P	P	P	P	P	P
45	312110933	SHALAKA R	P	P	P	P	P	P	P	P	P	P	P	P
46	312110934	SHALINI R	P	P	P	P	P	P	P	P	P	P	P	P
47	312110935	SHANMUGA SARANYA	P	P	P	P	P	P	P	P	P	P	P	P
48	312110936	SINDHUJA S	P	P	P	P	P	P	P	P	P	P	P	P
49	312110937	SNEHA PRIYA M	P	P	P	P	P	P	P	P	P	P	P	P
50	312110938	SRAVANI A M	P	P	P	P	P	P	P	P	P	P	P	P
51	312110939	SREE VARTANI S P	P	P	P	P	P	P	P	P	P	P	P	P
52	312110940	SRI PRIYA B	P	P	P	P	P	P	P	P	P	P	P	P
53	312110941	SRUTHI B	P	P	P	P	P	P	P	P	P	P	P	P
54	312110942	STEBI GRAPHY K	P	P	P	P	P	P	P	P	P	P	P	P
55	312110943	SURYA T	P	P	P	P	P	P	P	P	P	P	P	P
56	312110944	SUSITRA S	P	P	P	P	P	P	P	P	P	P	P	P
57	312110945	SWASTHA P	P	P	P	P	P	P	P	P	P	P	P	P
58	312110946	SWATHI N B	P	A	P	P	P	P	P	P	P	P	P	P
59	312110947	SWETHA B	P	P	P	P	P	P	P	P	P	P	P	P
60	312110948	THRISHA SUNIL	A	P	P	P	P	P	P	P	P	P	P	P
61	312110949	VAISHNAVI C	P	P	P	P	P	P	P	P	P	P	P	P
62	312110950	VARSHA P	P	P	P	P	P	P	P	P	P	P	P	P
63	312110951	VARSHINE R	P	P	P	P	P	P	P	P	P	P	P	P
64	312110952	VIDHYALAKSHMI M	A	P	P	A	P	P	P	P	P	P	P	P

65	312110953	VISHRUTI M	P	P	P	P	P	P	P	P	P	P	P	P
66	312110954	YAMMENI C	P	P	P	P	P	P	P	P	P	P	P	P
67	312110955	YASHODHARAA M V	P	P	P	P	P	P	P	A	P	P	P	P
68	312110956	YESHWINI MAHIBALAN	P	P	P	P	P	P	P	P	P	P	P	P
69	312110957	YUVADHARSHINI R	P	P	P	P	P	P	P	P	P	P	P	P

*Manju. A.*  
Course Instructor

*D. Jothiraman*  
Dr. (Mrs) D. JOTHIRAMAN  
M.Com., M.B.A., M.Phil., Ph.D.,  
Head - Department of Commerce  
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Anna Nagar, Chennai - 600 040.



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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**CRITERION 1**

***Fundamentals of Financial Accounting***

## **FUNDAMENTALS OF FINANCIAL ACCOUNTING**

### **BRIDGE COURSE**

**ACADEMIC YEAR 2021-2022**

**JULY 19 2021 TO JULY 30 2021**

**UNIT I:** Meaning and Functions of Accounting- Users of Financial Statements- Golden rules of Accounting- Accounting Transactions-Double Entry Book Keeping (8 hrs)

**UNIT II:** Basic Journal entries (5hrs) -Comprehensive problems on Bad debts(2 hrs) Preparation of Final Accounts-Trading, P&L a/c and Balance Sheet (10hrs)- Rectification of Errors.(5 hrs)

DEPARTMENT OF ACCOUNTING & FINANCE (Shift I)  
BRIDGE COURSE 2021-22 FUNDAMENTALS OF FINANCIAL ACCOUNTING

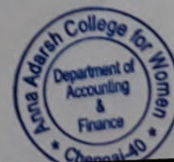
[illegible]

32	312110417	MAHALAKSMI.M	P	P	P	P	P	P	P	P	P	P	P
33	312110416	MADHUMITHA .G.L	P	P	P	P	P	P	P	P	P	P	P
34	312110419	MANASAA.S	A	A	A	A	A	P	P	P	P	P	P
35	312110420	MONISHA.M	P	P	P	P	P	A	P	P	P	P	P
36	312110421	MOUNICA.S	P	P	P	P	P	P	P	A	P	P	P
37	312110422	NANDHINI .M	P	P	P	P	P	P	P	P	P	P	P
38	312110423	NANDHINI.S	P	P	P	P	P	P	P	P	P	P	P
39	312110424	NISHA.D	P	P	P	P	P	P	P	P	P	P	P
40	312110425	NITHYASREE.S	A	P	P	P	P	P	P	P	P	P	P
41	312110427	NITHYASRI.D	P	P	P	A	P	P	P	P	P	P	P
42	312110428	PAVITHRA. S	P	P	P	P	P	P	P	P	P	P	P
43	312110431	PRANITHA. P.S	P	P	P	P	P	P	P	P	P	P	P
44	312110433	RAGAVI .R	P	P	A	P	P	P	P	P	P	P	P
45	312110434	RAJASHREE .E	P	P	P	P	P	P	P	A	P	P	P
46	312110435	RAMYAA SREE. K	P	P	P	P	P	P	P	P	P	P	P
47	312110436	RESHMA.R	P	P	A	P	P	P	P	P	P	P	P
48	312110437	SANDHYA. R	P	P	P	P	P	A	P	P	P	P	P
49	312110438	SARANYA SRI .S	P	P	P	P	P	P	P	P	P	P	P
50	312110439	SHALINI. A	P	A	P	P	P	P	P	P	P	P	P
51	312110440	SUPRIYA.S	P	P	P	P	P	A	A	P	P	P	P
52	312110441	SWEATHA. A	A	P	A	P	P	P	P	P	P	P	P
53	312110445	VIDHYA. C	P	P	P	P	P	P	P	P	P	P	P
54	312110446	VIJAY PRIYAA.SU	P	P	A	P	P	P	P	P	P	P	P

*Shirline David*  
COURSE INSTRUCTOR

**Dr. SHIRLINE DAVID**  
Associate Professor & Head  
Department of Accounting & Finance  
Anna Adarsh College for Women  
Anna Nagar, Chennai - 40

*Shirline David*  
HEAD OF THE DEPARTMENT





Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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CRITERION 1

## ***Basics of Accounting***

**ANNA ADARSH COLLEGE FOR WOMEN**  
**DEPARTMENT OF ACCOUNTING AND FINANCE (SHIFT II)**  
**BRIDGE COURSE SYLLABUS**  
**BASICS OF ACCOUNTING**  
**ACADEMIC YEAR : 2021-2022**

**Learning Objectives:**

- To enable students to understand the meaning of accounting, the important terms in accounting and users of the accounting information.
- To enable students to gain knowledge about concepts and principles of accounting.
- To enable students to understand the concept of identifying, classifying and recording transactions in journals, ledger and trial balance.

**Unit 1 :Introduction To Accounting**

Evolution of Accounting; Meaning and Definition of Accounting; Importance of Accounting; Functions of Accounting; Important terms used in Accountancy; Users of accounting information; Role of Accountant in Business.

**Unit 2 :Conceptual Framework of Accounting**

Book keeping: Meaning and Definition; Features; Objectives; Advantages and limitations; Book keeping Vs. Accounting; Accountancy; Accounting cycle; Accounting concepts; Accounting conventions.

**Unit 3 :Books Of Prime Entry**

Double entry system: Meaning; Advantages; Transactions; Accounting equations Account: Meaning and classification; Journal entries: Meaning, Accounting rules; Steps in journalizing; Passing Journal entries.

**Unit 4 :Ledgers**

Meaning; Specimen; Posting from journals to ledgers; Balancing the ledger account ; Simple Problems.

**Unit 5: Trial Balance**

Meaning, Methods and Purpose; Specimen of a Trial Balance; Preparation of Trial Balance ; Simple Problems.

COURSE DURATION: 10 hrs

COURSE INSTRUCTOR: Ms. Akshaya.A

ANNA ADARSH COLLEGE FOR WOMEN  
DEPARTMENT OF ACCOUNTS

**DEPARTMENT OF ACCOUNTING & FINANCE (Shift-II)**  
Academic Year 2021-2022

Academic Year 2021-2022 I AF Bridge Course

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**ANNA ADARSH COLLEGE FOR WOMEN**  
**DEPARTMENT OF ACCOUNTING & FINANCE (Shift-II)**  
**Academic Year 2021-2022 I AF Bridge Course**

S.No	Student name	26-7-21	27-7-21	28-7-21	29-7-21	30-7-21	31-7-21	2-8-21	3-8-21	4-8-21	5-8-21
46	NEHA.R	/	/	/	/	/	/	/	/	/	/
47	K.S.KIRUTHIKA	/	/	/	/	/	/	/	/	/	/
48	SHARMILA	/	/	/	/	/	/	/	/	/	/
49	DEVI BALA .D	/	/	/	/	/	/	/	/	/	/
50	S. SRI MAHALAKSHMI	/	/	/	/	/	/	/	/	/	/
51	DEVADHARSHINI E	/	/	/	/	/	/	/	/	/	/
52	ROSEMA V	/	/	/	/	/	/	/	/	/	/
53	AVENTHIKA.K	/	/	/	/	/	/	/	/	/	/
54	NISHANTHI B	/	/	/	/	/	/	/	/	/	/
55	SUJITHA	/	/	/	/	/	/	/	/	/	/
56	DIVYA G K	/	/	/	/	/	/	/	/	/	/
57	M DARSHINI	/	/	/	/	/	/	/	/	/	/
58	SOWMYA MEHERSAITEJ KOLATI	/	/	/	/	/	/	/	/	/	/
59	D NIVEDITHA	/	/	/	/	/	/	/	/	/	/
60	R ASWATHA	/	/	/	/	/	/	/	/	/	/
61	JYOTIPRIYA BISWAS	/	/	/	/	/	/	/	/	/	/
62	V SAI MAITHYREYI	/	/	/	/	/	/	/	/	/	/
63	DHANALAKSMI C	/	/	/	/	/	/	/	/	/	/
64	MAHALAKSHMI M	/	/	/	/	/	/	/	/	/	/
65	S.LAVANYA	/	/	/	/	/	/	/	/	/	/

*Akshaya A*  
 (MS Akshaya A)  
 COURSE INSTRUCTOR

*J. Vijaya Shanthi*  
 (Dr. J. VIJAYA SHANTHI)  
 HEAD OF THE  
 DEPARTMENT



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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CRITERION 1

## *Introduction to Basics of Accounting*

**ANNA ADARSH COLLEGE FOR WOMEN**  
**BACHELOR OF BUSINESS ADMINISTRATIONSHIFT -II**  
**INTRODUCTION TO BASICS OF ACCOUNTING**  
**BRIDGE COURSE**  
**ACADEMIC YEAR**  
**2021- 2022**

**UNIT I:** Meaning, Importance, and Functions of Accounting- Users of Financial Statements- Golden rules of Accounting- Accounting Transactions-Ledger Preparation-Double Entry Bookkeeping.

**UNIT II:** Basic Journal Entries-Comprehensive problems on Bad Debts-Preparation of Final Accounts- Trading, P&L a/c and Balance Sheet -Trial Balance -Rectification of Errors

No.of.hours: 10 hours

Course Instructor: Dr.A.Gayathri

## ANNA ADARSH COLLEGE FOR WOMEN

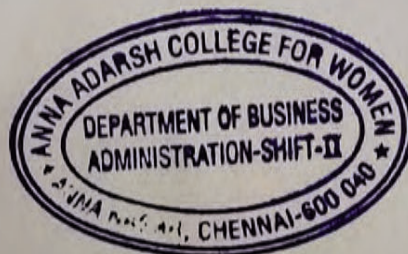
## BBA-SHIFT II

## BRIDGE COURSE

Sl. N	Name of the student	REGISTER NUMBER	17.8.21	18.8.21	19.8.21	20.8.21	21.8.21	23.8.21	24.8.21	25.8.21	26.8.21	7.8.21	30.8.21	31.8.21
1	ABINA C	412102017	P	A	P	P	P	P	P	P	P	P	P	P
2	ABINAYASHREE B	412102018	P	P	P	P	P	P	P	P	P	P	P	P
3	ADHYA E	412102019	P	P	P	A	P	P	P	P	P	P	P	P
4	AISWARYA M	412102020	P	P	P	P	P	P	P	P	P	P	P	P
5	AKSHAYA R	412102021	P	P	P	A	P	P	P	A	P	P	P	P
6	ALEKYA K	412102022	P	P	P	P	P	P	P	P	P	P	P	P
7	ANUPRIYA T	412102023	P	P	P	P	P	P	P	P	P	P	P	P
8	BAVANI S	412102024	P	P	P	P	P	P	P	P	P	P	P	P
9	BHAVANI L	412102025	P	A	P	P	P	P	P	P	P	P	P	P
10	BUVANESHWARI S	412102026	P	P	P	P	P	P	P	P	P	P	P	P
11	CHITRA PRIYA G	412102027	P	P	P	P	P	P	P	P	P	P	A	P
12	DEBORAH A	412102028	P	P	P	P	P	P	P	P	P	P	P	P
13	DEEPADHARSHINI R	412102029	P	P	P	P	P	P	P	P	P	P	P	P
14	DEEPIKA A	412102030	P	P	P	P	P	P	P	P	P	P	P	P
15	DHANYA R	412102031	P	P	P	P	P	P	P	P	P	P	P	P
16	DHARSHINI S	412102032	P	P	P	P	P	P	P	P	P	P	P	P
17	GOUSIA BEGUM U	412102033	P	P	P	P	P	P	P	A	P	P	P	P
18	HEMAMALINI S	412102034	P	P	P	P	P	P	P	P	P	P	P	P
19	JANANI S	412102035	P	P	P	P	P	P	P	P	P	P	P	P
20	JASMINE BANU S	412102036	P	P	P	P	P	P	P	A	P	P	P	P
21	JAYASHREE B	412102037	P	P	P	P	P	P	P	P	P	P	P	P
22	KAVITHA M	412102038	P	P	P	P	P	P	P	P	P	P	P	P
23	KAVIYA CU	412102039	P	P	P	P	P	P	P	P	P	P	P	P
24	KEERTHANA L	412102040	P	P	P	P	P	P	P	A	P	P	P	P
25	KESHINI D	412102041	P	P	P	P	P	P	P	P	P	P	P	P
26	KOTTESWARI K	412102042	P	P	P	P	P	P	P	P	P	P	P	P
27	LAVANYA A	412102043	P	P	P	P	P	P	P	P	P	P	P	P
28	MADHU PRIYA P	412102044	P	P	P	P	P	P	P	P	P	P	P	P
29	MAHALAKSHMI R	412102045	P	P	P	P	P	P	P	P	P	P	P	P
30	MINAL	412102046	P	P	P	P	P	P	P	P	P	P	P	P
31	MONIKA	412102047	P	P	P	P	P	A	P	P	P	P	P	P
32	NASHITA ANAUM R	412102048	P	P	P	P	P	P	P	P	P	P	P	P
33	NITHYA SREE V	412102049	P	P	P	P	P	P	P	P	P	P	P	P
34	NIVETHITHA RK	412102050	P	P	P	P	P	P	P	P	P	P	P	P
35	OVIYA BHARATH B S	412102051	P	P	P	P	P	P	P	P	P	P	P	P
36	PADMAPRIYA R	412102052	P	P	P	P	P	P	P	P	P	P	P	P
37	POOJA S	412102053	P	P	P	P	A	P	P	P	P	P	P	P
38	POOJITHA MS	412102054	P	P	P	P	P	P	P	P	P	P	P	P
39	PRADEEPA S	412102055	P	P	P	P	P	P	P	P	P	P	P	P
40	PRASANNA H	412102056	P	P	P	P	P	A	P	P	P	P	P	P
41	RAJA RAJAESWARI S	412102057	P	P	P	P	P	P	P	P	P	P	P	P
42	RAJA RAJESWARI K B	412102058	P	P	P	P	P	P	P	P	P	P	P	P
43	RAMYA A	412102059	P	P	P	P	P	P	P	P	P	P	P	P
44	REVATHI R K	412102060	P	P	P	P	P	A	P	P	P	P	P	P
45	RIDHU PR	412102061	P	P	P	P	P	P	P	P	P	P	P	P
46	SABREEN TAJ R	412102062	P	P	P	P	P	P	P	P	P	P	P	P
47	SADHANA G	412102063	P	P	P	P	P	P	P	P	P	P	P	P
48	SAKTHI PRIYA S	412102064	P	P	P	P	P	A	P	P	P	P	P	P
49	SAMEUKTHA K	412102065	P	P	P	P	P	P	P	P	P	P	P	P
50	SANCHES CLAUDIA D	412102066	P	P	P	P	P	P	P	P	P	P	P	P
51	SANDHIYA R	412102067	P	P	P	P	P	P	P	P	P	P	P	P
52	SANGAMITHRA K	412102068	P	P	P	P	P	P	P	P	P	P	P	P
53	SANGEETHA S	412102069	P	P	P	P	P	P	P	P	P	P	P	P
54	SARANYA L	412102070	P	P	P	P	P	P	P	P	P	P	P	P
55	SHALINI R	412102071	P	P	P	P	P	P	P	A	P	P	P	P
56	SHARON CARMAL DCUNHA	412102072	P	P	P	P	P	P	P	P	P	P	P	P
57	SHRUTHI YADAV R	412102073	P	P	P	P	P	P	P	P	P	P	P	P
58	SITHAL SINGH M	412102074	P	P	P	P	A	P	P	P	P	P	P	P
59	SIVAPRIYA K	412102075	P	P	P	P	P	P	P	P	P	P	P	P
60	SONY MISHRA	412102076	P	P	P	P	P	P	P	P	P	P	P	P
61	SOWMYA C	412102077	P	P	P	P	P	P	P	P	P	P	P	P
62	SRINIDHI P	412102078	P	P	P	P	P	P	P	P	P	P	P	P
63	SUDHIKSHA S	412102079	P	P	P	P	A	P	P	P	P	P	P	P
64	SWETHA KV	412102081	P	P	P	P	P	P	P	P	P	P	P	P
65	SWETHA P	412102080	P	P	P	P	P	P	P	P	P	P	P	P
66	TEJASHVINI D	412102082	P	P	P	P	P	P	P	P	P	P	P	P
67	VARSHINI A	412102083	P	P	P	P	P	P	P	P	P	P	P	P
68	VEDHAVARSHINI S	412102084	P	P	P	P	P	P	P	P	P	P	P	P
69	VIDHYA B	412102085	P	P	P	P	P	P	P	P	P	P	P	P
70	YASHMITHA J	412102086	P	P	P	P	A	P	P	P	P	P	P	A

Course Incharge

A. Grayathri

HOD Signature  
A. Grayathri



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
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**ANNA NAGAR, CHENNAI 600040**

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*CRITERION 1*

***Accounting Concepts and Conventions***

## **ACCOUNTING CONCEPTS AND CONVENTIONS**

Objectives of Accounting – Functions and Importance of accounting – Basic Accounting terminologies – Branches of Accounting – Book keeping – Accounting principles.

### **BOOKS OF PRIME ENTRY**

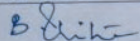
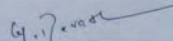
Introduction – Double entry system – Accounting rules – Journal entries – Ledger – format of ledger account – Trial balance – Methods of preparing Trial Balance – Suspense Account.

### **SUBSIDIARY BOOK**

Introduction – Types of subsidiary books – Cash Book – Type of Cash Book – Petty Cash Book.

ANNA ADARSH COLLEGE FOR WOMEN											
DEPARTMENT OF B.COM CORPORATE SECRETARYSHIP, SHIFT II											
BRIDGE COURSE '21 ATTENDANCE											
S.NO	NAME	22.07.21	23.07.21	26.07.21	27.07.21	28.07.21	29.07.21	02.07.21	03.08.21	04.08.21	05.08.21
1	ABINAYA R	X	X	X	X	X	X	X	X	X	X
2	ABINAYASREE P	X	X	X	X	X	X	X	X	X	X
3	AERIN FATHIMA S	X	X	X	X	X	X	X	X	X	X
4	AISHWARYA R	X	X	X	X	X	X	X	X	X	X
5	AISHWARYA S	X	X	X	X	X	X	X	X	X	X
6	AKSHIYA M	X	X	X	X	X	X	X	X	X	X
7	ANANYA R	X	X	X	X	X	X	X	X	X	X
8	ANUSHA GANGULY	X	X	X	X	X	X	X	X	X	X
9	ANUSHIYA P	X	X	X	X	X	X	X	X	X	X
10	ARCHANA G	X	X	X	X	X	X	X	X	X	X
11	CHARULATHA V	X	X	X	X	X	X	X	X	X	X
12	CHARUMATHI S	X	X	X	X	X	X	X	X	X	X
13	DIVYA LAKSHMI R	X	X	X	X	X	X	X	X	X	X
14	DIVYA S	X	X	X	X	X	X	X	X	X	X
15	DIVYADHARSHINI V	X	X	X	X	X	X	X	X	X	X
16	DIVYASREE L	X	X	X	X	X	X	X	X	X	X
17	GAYATHRI S	X	X	X	X	X	X	X	X	X	X
18	HARITHA B	X	X	X	X	X	X	X	X	X	X
19	HARSHINI P	X	X	X	X	X	X	X	X	X	X
20	HARSHITHA U REDDY	X	X	X	X	X	X	X	X	X	X
21	HONEYTHA LAKSHMI G	X	X	X	X	X	X	X	X	X	X
22	INDHULEKHA T	X	X	X	X	X	X	X	X	X	X
23	JANANIA	X	X	X	X	X	X	X	X	X	X
24	JAYASHREE J	X	X	X	X	X	X	X	X	X	X
25	JAYASHREE K	X	X	X	X	X	X	X	X	X	X
26	JAYASREE R	X	X	X	X	X	X	X	X	X	X
27	JAYASRI M	X	X	X	X	X	X	X	X	X	X
28	JEEVALALITHA R	X	X	X	X	X	X	X	X	X	X

29	IOTHILAKSHMI	X	X	X	X	X	X	X	X	X	X
30	KAVITHA V	X	X	X	X	X	X	X	X	X	X
31	KAVIYA.M	X	X	X	X	X	X	X	X	X	X
32	KEERTHANA D	X	X	X	X	X	X	X	X	X	X
33	KEERTHANA MADHUMITHA V	X	X	X	X	X	X	X	X	X	X
34	KIRPASHINE P	X	X	X	X	X	X	X	X	X	X
35	KIRTHANA G S	X	X	X	X	X	X	X	X	X	X
36	KIRUSHA G	X	X	X	X	X	X	X	X	X	X
37	KODHAI NAYAH L S	X	X	X	X	X	X	X	X	X	X
38	LATHIKA B	X	X	X	X	X	X	X	X	X	X
39	LAVANYA V	X	X	X	X	X	X	X	X	X	X
40	LUCKISHA M N	X	X	X	X	X	X	X	X	X	X
41	MADHUMITHA	X	X	X	X	X	X	X	X	X	X
42	MOHANA PRIYA S	X	X	X	X	X	X	X	X	X	X
43	MOHANAPRIYA.M	X	X	X	X	X	X	X	X	X	X
44	MONISHA M	X	X	X	X	X	X	X	X	X	X
45	NANDHIDHA S	X	X	X	X	X	X	X	X	X	X
46	NEGHA S	X	X	X	X	X	X	X	X	X	X
47	NIVETHA S	X	X	X	X	X	X	X	X	X	X
48	PAVITHRA H	X	X	X	X	X	X	X	X	X	X
49	PAVITHRA S	X	X	X	X	X	X	X	X	X	X
50	PREETHA.E	X	X	X	X	X	X	X	X	X	X
51	PRIYADHARSHINI T	X	X	X	X	X	X	X	X	X	X
52	PUJITHA RAJESH	X	X	X	X	X	X	X	X	X	X
53	RAMYA.S	X	X	X	X	X	X	X	X	X	X
54	RATHNA LAKSHMI H	X	X	X	X	X	X	X	X	X	X
55	REBECCA P	X	X	X	X	X	X	X	X	X	X
56	REVATHI S	X	X	X	X	X	X	X	X	X	X
57	RISHITAPRIYA M S	X	X	X	X	X	X	X	X	X	X
58	SAI KAVYA G	X	X	X	X	X	X	X	X	X	X
59	SAIGEETHA S	X	X	X	X	X	X	X	X	X	X

60	SAJIDA BEGUM K	X	X	X	X	X	X	X	X	X	X	X
61	SANDHIYA V	X	X	X	X	X	X	X	X	X	X	X
62	SEVANTHI K S	X	X	X	X	X	X	X	X	X	X	X
63	SHALINI M	X	X	X	X	X	X	X	X	X	X	X
64	SHIVANI KUMARI J	X	X	X	X	X	X	X	X	X	X	X
65	SHRUTHILAYAM	X	X	X	X	X	X	X	X	X	X	X
66	SHYAMALA K	X	X	X	X	X	X	X	X	X	X	X
67	SOUNDARYA S	X	X	X	X	X	X	X	X	X	X	X
68	SRI PADMAVATHI B	X	X	X	X	X	X	X	X	X	X	X
69	SRILAKSHMI P	X	X	X	X	X	X	X	X	X	X	X
70	SUBASHINI K	X	X	X	X	X	X	X	X	X	X	X
71	SUKIRTHA R	X	X	X	X	X	X	X	X	X	X	X
72	SWATHI A	X	X	X	X	X	X	X	X	X	X	X
73	SWEATHA S	X	X	X	X	X	X	X	X	X	X	X
74	TEJASHREE N	X	X	X	X	X	X	X	X	X	X	X
75	VARSHA S	X	X	X	X	X	X	X	X	X	X	X
76	VARSHINI H	X	X	X	X	X	X	X	X	X	X	X
77	VIDHYA S L	X	X	X	X	X	X	X	X	X	X	X
78	VISHALI PRIYA T	X	X	X	X	X	X	X	X	X	X	X
79	YOGESHWARI M	X	X	X	X	X	X	X	X	X	X	X
80	YOSHITHA GUMMADI	X	X	X	X	X	X	X	X	X	X	X
81	BALA AKSHAYA	X	X	X	X	X	X	X	X	X	X	X
 CLASS INCHARGE SIGNATURE												
										 HOD SIGNATURE		

ANNA ADARSH COLLEGE FOR WOMEN  
DEPARTMENT OF B.COM CORPORATE SECRETARYSHIP, SHIFT II  
BRIDGE COURSE'21 ATTENDANCE

S.No.	Name	13/8/21	16/8/21	17/8/21	18/8/21	19/8/21	20/8/21	23/8/21	24/8/21	27/8/21	28/8/21
1	AFRIN H	X	X	X	X	X	X	X	X	X	X
2	ANITHA R	X	X	X	X	X	X	X	X	X	X
3	ARCHANA M	X	X	X	X	X	X	X	X	X	X
4	ARCHANA S	X	X	X	X	X	X	X	X	X	X
5	ARUNA R	X	X	X	X	X	X	X	X	X	X
6	ASHIKA SUHAINA A	X	X	X	X	X	X	X	X	X	X
7	AVANTHIKA R	X	X	X	X	X	X	X	X	X	X
8	CHARULEKHHA S	X	X	X	X	X	X	X	X	X	X
9	DEEPIKA UMAPATHY	X	X	X	X	X	X	X	X	X	X
10	DHARANI E S	X	X	X	X	X	X	X	X	X	X
11	DHIVYA S	X	X	X	X	X	X	X	X	X	X
12	GAYATHRI M	X	X	X	X	X	X	X	X	X	X
13	GAYATHRI SIVAKUMAAR	X	X	X	X	X	X	X	X	X	X
14	GAYATHRI M	X	X	X	X	X	X	X	X	X	X
15	GLADIYA MARY M	X	X	X	X	X	X	X	X	X	X
16	JAMILA BEGUM K	X	X	X	X	X	X	X	X	X	X
17	JAY ABHIRAMI S	X	X	X	X	X	X	X	X	X	X
18	JAYASREE R	X	X	X	X	X	X	X	X	X	X
19	JOY GLADYS M	X	X	X	X	X	X	X	X	X	X
20	KARSHINI R	X	X	X	X	X	X	X	X	X	X
21	KARTHIGA B	X	X	X	X	X	X	X	X	X	X
22	KEERTHANA MEENAKSHI P	X	X	X	X	X	X	X	X	X	X
23	KEERTHIKA R	X	X	X	X	X	X	X	X	X	X
24	KIRUBAVATHY E	X	X	X	X	X	X	X	X	X	X
25	LEELAVATHI R. N. M.	X	X	X	X	X	X	X	X	X	X
26	LOSHINI M	X	X	X	X	X	X	X	X	X	X
27	MAANSAI R N	X	X	X	X	X	X	X	X	X	X
28	MANJU R	X	X	X	X	X	X	X	X	X	X
29	MANJULA SHREE M	X	X	X	X	X	X	X	X	X	X
30	MEHA N	X	X	X	X	X	X	X	X	X	X

31	NASREEN BANU C	X	X	X	X	X	X	X	X	X	X
32	NAVEENA R	X	X	X	X	X	X	X	X	X	X
33	NITHISHA S	X	X	X	X	X	X	X	X	X	X
34	NIVETHA A	X	X	X	X	X	X	X	X	X	X
35	PADMASHREE G	X	X	X	X	X	X	X	X	X	X
36	PRIYA DHARSHINI R	X	X	X	X	X	X	X	X	X	X
37	RAKSHINI R	X	X	X	X	X	X	X	X	X	X
38	RAMYA M	X	X	X	X	X	X	X	X	X	X
39	RAMYA S	X	X	X	X	X	X	X	X	X	X
40	REVATHI K	X	X	X	X	X	X	X	X	X	X
41	RUTH DEVA KIRUBAI S	X	X	X	X	X	X	X	X	X	X
42	SANDHYA S	X	X	X	X	X	X	X	X	X	X
43	SAVITHA A	X	X	X	X	X	X	X	X	X	X
44	SHARMILA D	X	X	X	X	X	X	X	X	X	X
45	SOWMIYA B	X	X	X	X	X	X	X	X	X	X
46	SUBHA R	X	X	X	X	X	X	X	X	X	X
47	SUPRITHA A P	X	X	X	X	X	X	X	X	X	X
48	SWATHI R	X	X	X	X	X	X	X	X	X	X
49	THAMIMNISHA S	X	X	X	X	X	X	X	X	X	X
50	THEJASHREE H	X	X	X	X	X	X	X	X	X	X
51	THERAVIYA T B	X	X	X	X	X	X	X	X	X	X
52	TRISA SINGH	X	X	X	X	X	X	X	X	X	X
53	VIMALA BHAVANI D	X	X	X	X	X	X	X	X	X	X
54	YOGESHWARI K	X	X	X	X	X	X	X	X	X	X
55	YUVALAKSHMI S B	X	X	X	X	X	X	X	X	X	X
56	YUVANTHIKA S	X	X	X	X	X	X	X	X	X	X
57	YUVASRI C	X	X	X	X	X	X	X	X	X	X
58	PREETHA	X	X	X	X	X	X	X	X	X	X
CLASS INCHARGE SIGNATURE											
HOD SIGNATURE											

Dr. G. REVATHI, M.Com(CS), M.Phil., MBA., Ph.D.,  
Assistant Professor & Head  
Department of Corporate Secretaryship (Shift-II)  
Anna Adarsh College for Women, Chennai-40.



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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CRITERION 1

## *Physics Fundamentals*

# **PHYSICS FUNDAMENTALS**

## **BRIDGE COURSE- B.Sc PHYSICS**

**TOTAL MODULES:10 TOTAL HOURS:15**

**OBJECTIVE:** The modules are prepared to bridge the gap between What the students need to know before they can start taking the advanced courses in the college level they are actually aware of from their school level. These modules will bring all the students in the same stage so that they can cope up in college level , that requires the concepts of different topics in Physics. The Modules are made as an interactive sessions between the students and the faculty with an objective to create interest in the subject.

### **MODULE I: Introduction to Physics (1 hour)**

Scope and Excitement of Physics-Physics, Technology and Society

### **MODULE II: Fundamental forces (1 hour)**

Fundamental forces in Nature-Nature of Physical laws.

### **MODULE III: Units and Measurements (1 hour)**

SI units-Measurement of length, Mass and Time-Dimensional Formulae and SI Units of various Physical quantities.

### **MODULE IV: Introduction to Mechanics (1 hour)**

Motion-Position-Displacement-Velocity-Speed-Acceleration- Gravity -Kepler's Laws-Laws of Gravitation-Acceleration due to gravity-Mass-Weight

### **MODULE V: Newton's Laws of Motion (2 hours)**

Scalars and Vectors-Motion in a Plane-Newton's Laws of motion- Force-Inertia-Momentum Friction- Scalar Product-Work-Potential Energy- kinetic Energy-Power.

### **MODULE VI : Rotational Motion (2 hours)**

Rigid Body-Vector Product-Angular Velocity-Angular Acceleration-Torque and Angular Momentum-Moment of Inertia-Comparison of Linear Motion and Rotational Motion.

### **MODULE VII: Properties of Matter (1 hour)**

Matter-Solids-liquids and Gases-Tension-Stress-Strain-Density-Pressure—Fluid Pressure Pascal's Law- Atmospheric Pressure – Archimede's Principle-Bernoulli's Principle-Venturi Effect-Surface Energy and Tension-Viscous Force

### **MODULE VIII: Waves and Oscillations (2 hours)**

Uniform Circular Motion-Centripetal Acceleration-Angular Displacement-Angular Speed Periodic and Oscillatory Motion -Wave-Time Period and Frequency -Simple Harmonic

Motion-Amplitude-Wavelength-Wavenumber-Propagation Constant-Path Difference-Phase Difference-Transverse waves-Longitudinal waves.

**MODULE IX: Thermal Physics (2 hours)**

Temperature and Heat-Measurement-Ideal Gas equation-Absolute Temperature-Thermal Expansion-Specific Heat capacity-Latent Heat-Calorimetry-Thermal Conductivity Convection-Radiation-Thermal Equilibrium-Avogadro's Hypothesis-Boyle's law-Charles Law-Dalton's Law of Partial Pressure.

**MODULE X : Electricity & Magnetism( 2 hours)**

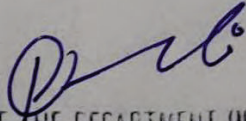
Electric Field-Electric Charge-Electric Potential-Electric Flux Density-Electro motive force Ohm's Law-Resistance-Capacitance-Inductance-Permittivity of free space-Conductance Specific Resistance-Specific Conductance-Electric Dipole-Electric Dipole Moment.

Magnetic Field-Magnetic field Intensity-Ampere's Swimming rule-Maxwell's Cork Screw rule-Right Hand Thumb Rule-Fleming's Left hand rule-Ampere's Law-Magnetic Flux Permeability of free space-Magnetic moment-Pole Strength.

**DEPARTMENT OF PHYSICS**  
**BRIDGE COURSE ATTENDANCE**

Dr. M.JAYANTHI

Timestamp	Date of the class	Name of the student
8/24/2021 10:52	I YEAR	S.Sangeetha
8/24/2021 10:52	I YEAR	Kathleen Stanislava.C
8/24/2021 10:53	I YEAR	Sakthi Nikitha.KV
8/24/2021 10:53	I YEAR	SUJITHA B
8/24/2021 10:53	I YEAR	V.shaini
8/24/2021 10:53	I YEAR	Anusuya Devi S
8/24/2021 10:53	I YEAR	K.Humeira Siddiqua
8/24/2021 10:53	I YEAR	Sakthi Nikitha.KV
8/24/2021 10:54	I YEAR	Kamali.s
8/24/2021 10:54	I YEAR	H. REVATHI
8/24/2021 10:54	I YEAR	V.Shalini
8/24/2021 10:54	I YEAR	S. Kothai tamizh
8/24/2021 10:54	I YEAR	Vasudha Ravichandran
8/24/2021 10:54	II YEAR	N.Dharshini
8/24/2021 10:54	I YEAR	K.Ishwariya
8/24/2021 10:57	I YEAR	S.Rajamythily
8/24/2021 11:06	I YEAR	D.Sharmila
8/24/2021 11:07	I YEAR	S.Elamathi
8/24/2021 11:13	I YEAR	S.Rajamythily
8/25/2021 10:16	I YEAR	K.Ishwariya
8/25/2021 10:16	I YEAR	Sangeetha.S
8/25/2021 10:17	I YEAR	SUJITHA B
8/25/2021 10:17	I YEAR	Sakthi Nikitha.KV
8/25/2021 10:17	I YEAR	Sharmila.D
8/25/2021 10:17	I YEAR	Humeira Siddiqua.K
8/25/2021 10:17	I YEAR	Vasudha Ravichandran
8/25/2021 10:17	I YEAR	N.Dharshini
8/25/2021 10:17	I YEAR	Anusuya devi
8/25/2021 10:17	I YEAR	J.H.EGANTHIGA
8/25/2021 10:17	I YEAR	S.Rajamythily
8/25/2021 10:17	I YEAR	H. REVATHI
8/25/2021 10:17	I YEAR	V.Shalini
8/25/2021 10:17	I YEAR	Kamali.s
8/25/2021 10:17	I YEAR	S. Kothai tamizh
8/25/2021 10:17	I YEAR	Kathleen Stanislava.C
8/25/2021 10:18	I YEAR	Hajira Afreen.M.H
8/25/2021 10:18	I YEAR	S.elamathi
8/26/2021 10:03	I YEAR	K.Ishwariya
8/26/2021 10:03	I YEAR	Vasudha Ravichandran
8/26/2021 10:03	I YEAR	Anusuya Devi
8/26/2021 10:03	I YEAR	Sharmila.D
8/26/2021 10:03	I YEAR	SUJITHA B
8/26/2021 10:03	I YEAR	S.Rajamythily
8/26/2021 10:04	I YEAR	Sakthi Nikitha.KV
8/26/2021 10:04	I YEAR	S. Kothai tamizh
8/26/2021 10:04	I YEAR	S.Sangeetha



HEAD OF THE DEPARTMENT OF PHYSICS  
ANNA ADARSH COLLEGE,  
MADRAS-600 102.

8/26/2021 10:04	I YEAR	V.Shalini
8/26/2021 10:04	I YEAR	Hajira Afreen.M.H
8/26/2021 10:04	I YEAR	N.Dharshini
8/26/2021 10:04	I YEAR	Kamali.s
8/26/2021 10:06	I YEAR	H. REVATHI
8/26/2021 10:06	I YEAR	S.elamathi
8/26/2021 10:06	I YEAR	J.H.Eganthiga
8/26/2021 10:06	I YEAR	S. Nikeetha
8/26/2021 10:07	I YEAR	Kathleen Stanislava.C
8/26/2021 10:08	I YEAR	S. Nikeetha
8/26/2021 11:07	I YEAR	HUMEIRA SIDDIQUA.K
9/2/2021 10:01	I YEAR	K.ishwariya
9/2/2021 10:01	I YEAR	K.Humeira Siddiqua
9/2/2021 10:01	I YEAR	Sharmila.D
9/2/2021 10:01	I YEAR	Sangeetha.S
9/2/2021 10:01	I YEAR	H.REVATHI
9/2/2021 10:01	I YEAR	N.Dharshini
9/2/2021 10:01	I YEAR	S. Nikeetha
9/2/2021 10:01	I YEAR	SUJITHA B
9/2/2021 10:01	I YEAR	Sakthi Nikitha.KV
9/2/2021 10:01	I YEAR	S.Rajamythily
9/2/2021 10:03	I YEAR	Kamali.s
9/2/2021 10:04	I YEAR	V.Shalini
9/2/2021 10:04	I YEAR	Hajira Afreen.M.H
9/2/2021 10:04	I YEAR	Anusuya Devi
9/2/2021 10:06	I YEAR	S.Elamathi
9/2/2021 10:06	I YEAR	J.H.Eganthiga
9/2/2021 10:08	I YEAR	Vasudha Ravichandran
9/9/2021 11:06	III YEAR	K.Ishwariya
9/9/2021 11:06	I YEAR	Humeira Siddiqua.K
9/9/2021 11:06	I YEAR	Kathleen Stanislava.C
9/9/2021 11:06	I YEAR	S. Nikeetha
9/9/2021 11:06	I YEAR	S.Rajamythily
9/9/2021 11:06	I YEAR	Sharmila.D
9/9/2021 11:06	I YEAR	N.Dharshini
9/9/2021 11:06	I YEAR	Sakthi Nikitha.KV
9/9/2021 11:06	I YEAR	V.Shalini
9/9/2021 11:06	I YEAR	SUJITHA B
9/9/2021 11:07	I YEAR	S. Kothai tamizh
9/9/2021 11:07	I YEAR	S.Elamathi
9/9/2021 11:07	I YEAR	Kamali.s
9/9/2021 11:07	I YEAR	H.REVATHI
9/9/2021 11:07	I YEAR	Sangeetha.S
9/9/2021 11:07	I YEAR	Hajira Afreen.M.H
9/9/2021 11:13	I YEAR	Kathiraveni. R. U
9/9/2021 12:03	I YEAR	Anusuya Devi

*Pri*

HEAD OF THE DEPARTMENT OF PHYSICS  
ANNA ADARSH COLLEGE,  
MADRAS-600 102.

Dr. SHREEVIDHYAA AURESSH		
Timestamp	Date of the class	Name of the student
8/27/2021 10:01:45	I year	Sangeetha.S
8/27/2021 10:01:57	I year	SUJITHA B
8/27/2021 10:01:58	I year	K.Humeira Siddiqua
8/27/2021 10:02:00	I year	S.Rajamythily
8/27/2021 10:02:02	I year	Sakthi Nikitha.KV
8/27/2021 10:02:12	I year	N.Dharshini
8/27/2021 10:02:13	I year	V.Shalini
8/27/2021 10:02:18	I year	K.Ishwariya
8/27/2021 10:03:01	I year	Kamali.s
8/27/2021 10:03:03	I year	Anusuya Devi
8/27/2021 10:03:06	I year	D.Sharmila
8/27/2021 10:03:17	I year	S. Kothai tamizh
8/27/2021 10:03:38	I year	Hajira Afreen
8/27/2021 10:03:41	I year	H. REVATHI
8/27/2021 10:42:57	I year	S. Nikeetha suresh
8/27/2021 10:43:06	I year	J.H.Eganthiga
8/27/2021 10:43:07	I year	Kathleen Stanislava.C
8/27/2021 10:43:57	I year	S.Elamathi
8/28/2021 10:01:45	I year	V.Shalini
8/28/2021 10:01:57	I year	K.Ishwariya
8/28/2021 10:01:58	I year	Kamali.s
8/28/2021 10:02:00	I year	S.Rajamythily
8/28/2021 10:02:02	I year	Sakthi Nikitha.KV
8/28/2021 10:02:12	I year	N.Dharshini
8/28/2021 10:02:13	I year	Sangeetha.S
8/28/2021 10:02:18	I year	SUJITHA B
8/28/2021 10:03:01	I year	K.Humeira Siddiqua
8/28/2021 10:03:03	I year	Anusuya Devi
8/28/2021 10:03:06	I year	D.Sharmila
8/28/2021 10:03:17	I year	S. Kothai tamizh
8/28/2021 10:03:38	I year	J.H.Eganthiga
8/28/2021 10:03:41	I year	Hajira Afreen
8/28/2021 10:03:41	I year	Kathleen Stanislava.C
8/28/2021 10:42:57	I year	S.Elamathi
8/28/2021 10:43:06	I year	S.Rajamythily
8/28/2021 10:43:07	I year	Sakthi Nikitha.KV
8/28/2021 10:43:57	I year	N.Dharshini
8/31/2021 10:01:45	I year	Kamali.s

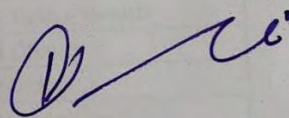
HEAD OF THE DEPARTMENT OF PHYSICS  
ANNA ADARSH COLLEGE,  
MADRAS-600 102.

8/31/2021 10:01:57	I year	H. REVATHI
8/31/2021 10:01:58	I year	S. Nikeetha suresh
8/31/2021 10:02:00	I year	Hajira Afreen
8/31/2021 10:02:02	I year	H. REVATHI
8/31/2021 10:02:12	I year	S. Nikeetha suresh
8/31/2021 10:02:13	I year	Sangeetha.S
8/31/2021 10:02:18	I year	SUJITHA B
8/31/2021 10:03:01	I year	K.Humeira Siddiqua
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8/31/2021 10:03:41	I year	Kathleen Stanislava.C
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8/31/2021 10:43:06	I year	V.Shalini
8/31/2021 10:43:07	I year	K.Ishwariya
9/6/2021 9:58:41	I year	S.Rajamythily
9/6/2021 9:58:44	I year	Sakthi Nikitha.KV
9/6/2021 9:59:05	I year	Hajira Afreen
9/6/2021 9:59:32	I year	S.Elamathi
9/6/2021 9:59:38	I year	Yamini.m
9/6/2021 9:59:49	I year	S.Sangeetha
9/6/2021 10:00:06	I year	S. Kothai tamizh
9/6/2021 10:00:13	I year	Kathleen Stanislava.C
9/6/2021 10:00:37	I year	V.Shalini
9/6/2021 10:00:41	I year	K.Ishwariya
9/6/2021 10:01:07	I year	S. Nikeetha
9/6/2021 10:01:25	I year	H.REVATHI
9/6/2021 10:01:25	I year	SUJITHA B
9/6/2021 10:02:15	I year	Kamali.s
9/6/2021 10:02:24	I year	N.Dharshini
9/6/2021 10:03:06	I year	D.Sharmila
9/6/2021 10:04:07	I year	Anushya Devi
9/6/2021 10:06:20	I year	Vasudha Ravichandran
9/6/2021 10:08:07	I year	K.Humeira siddiqua
9/6/2021 10:19:23	I year	J.H.Eganthiga
9/6/2021 10:19:33	I year	Nandhini.k
9/8/2021 9:54:13	I year	Sakthi Nikitha.KV
9/8/2021 9:54:18	I year	Nandhini.k
9/8/2021 9:54:21	I year	K.Ishwariya
9/8/2021 9:54:39	I year	Humeira Siddiqua.K

*(Signature)*

HEAD OF THE DEPARTMENT OF PHYSICS  
ANNA ADARSH COLLEGE,  
MADRAS-600 102.

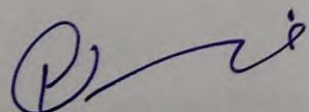
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9/8/2021 9:54:46	I year	S.Rajamthily
9/8/2021 9:55:06	I year	Sharmila.D
9/8/2021 9:55:23	I year	V.Shalini
9/8/2021 9:55:32	I year	SUJITHA B
9/8/2021 9:55:59	I year	Kathleen Stanislava.C
9/8/2021 9:56:09	I year	Sangeetha.S
9/8/2021 9:56:40	I year	N.Dharshini
9/8/2021 9:57:49	I year	Kamali.s
9/8/2021 9:57:54	I year	S.Elamathi
9/8/2021 9:58:17	I year	Hajira Afreen.M.H
9/8/2021 9:58:31	I year	S. Kothai tamizh
9/8/2021 9:58:32	I year	H.REVATHI
9/8/2021 9:59:03	I year	S. Nikeetha
9/8/2021 10:01:28	I year	Vasudha Ravichandran
9/8/2021 10:02:53	I year	Anusuya Devi
9/8/2021 10:09:14	I year	Yamini.m
9/8/2021 10:09:14	I year	Kathiraveni. R. U.



HEAD OF THE DEPARTMENT OF PHYSICS  
ANNA ADARSH COLLEGE,  
MADRAS-600 102.

Mrs. SHEEBA GNANASELVI

Timestamp	Date of the class	Name of the student
1/9/2021 9:54:12	I year	Kathiraveni. R. U.
1/9/2021 9:54:18	I year	Hajira Afreen.M.H
1/9/2021 9:54:23	I year	Humeira Siddiqua.K
1/9/2021 9:54:40	I year	Sangeetha.S
1/9/2021 9:54:43	I year	S.Rajamythily
1/9/2021 9:54:46	I year	Yamini.m
1/9/2021 9:55:00	I year	H.REVATHI
1/9/2021 9:55:23	I year	Kamali.s
1/9/2021 9:55:32	I year	V.Shalini
1/9/2021 9:55:59	I year	K.Ishwariya
1/9/2021 9:56:15	I year	SUJITHA B
1/9/2021 9:56:43	I year	S. Nikeetha
1/9/2021 9:57:49	I year	Sakthi Nikitha.KV
1/9/2021 9:57:56	I year	Kathleen Stanislava.C
1/9/2021 9:58:25	I year	S.Elamathi
1/9/2021 9:58:31	I year	Sharmila.D
1/9/2021 9:58:35	I year	Kathiraveni. R. U
1/9/2021 9:59:50	I year	Vasudha Ravichandran
1/9/2021 10:01:40	I year	S. Kothai tamizh
1/9/2021 10:02:45	I year	N.Dharshini
1/9/2021 10:09:24	I year	Nandhini.k
1/9/2021 10:09:24	I year	Anusuya Devi
3/9/2021 10:01:50	I year	Sangeetha.S
3/9/2021 10:01:57	I year	SUJITHA B
3/9/2021 10:01:58	I year	K.Humeira Siddiqua
3/9/2021 10:02:10	I year	S.Rajamythily
3/9/2021 10:02:10	I year	Sakthi Nikitha.KV
3/9/2021 10:02:12	I year	N.Dharshini
3/9/2021 10:02:15	I year	V.Shalini
3/9/2021 10:02:18	I year	K.Ishwariya
3/9/2021 10:03:01	I year	Kamali.s
3/9/2021 10:03:03	I year	Anusuya Devi
3/9/2021 10:03:15	I year	D.Sharmila
3/9/2021 10:03:25	I year	S. Kothai tamizh
3/9/2021 10:03:40	I year	Hajira Afreen
3/9/2021 10:03:41	I year	H. REVATHI
3/9/2021 10:42:59	I year	S. Nikeetha suresh
3/9/2021 10:43:06	I year	J.H.Eganthiga
3/9/2021 10:43:07	I year	Kathleen Stanislava.C
3/9/2021 10:45:57	I year	S.Elamathi
4/9/2021 10:16	I YEAR	K.Ishwariya
4/9/2021 10:16	I YEAR	Sangeetha.S
4/9/2021 10:17	I YEAR	SUJITHA B
4/9/2021 10:17	I YEAR	Sakthi Nikitha.KV
4/9/2021 10:17	I YEAR	Sharmila.D
4/9/2021 10:17	I YEAR	Humeira Siddiqua.K



DEPARTMENT OF PHYSICS  
ANNA ADARSH COLLEGE,  
WADRAS-600 102.

4/9/2021 10:17	I YEAR	Vasudha Ravichandran
4/9/2021 10:17	I YEAR	N.Dharshini
4/9/2021 10:17	I YEAR	Anusuya devi
4/9/2021 10:17	I YEAR	J.H.EGANTHIGA
4/9/2021 10:17	I YEAR	S.Rajamythily
4/9/2021 10:17	I YEAR	H. REVATHI
4/9/2021 10:17	I YEAR	V.Shalini
4/9/2021 10:17	I YEAR	Kamali.s
4/9/2021 10:17	I YEAR	S. Kothai tamizh
4/9/2021 10:17	I YEAR	Kathleen Stanislava.C
4/9/2021 10:18	I YEAR	Hajira Afreen.M.H
4/9/2021 10:18	I YEAR	S.elamathi
7/9/2021 10:00	I YEAR	K.ishwariya
7/9/2021 10:00	I YEAR	K.Humeira Siddiqua
7/9/2021 10:01	I YEAR	Sharmila.D
7/9/2021 10:01	I YEAR	Sangeetha.S
7/9/2021 10:01	I YEAR	H.REVATHI
7/9/2021 10:01	I YEAR	N.Dharshini
7/9/2021 10:01	I YEAR	S. Nikeetha
7/9/2021 10:02	I YEAR	SUJITHA B
7/9/2021 10:02	I YEAR	Sakthi Nikitha.KV
7/9/2021 10:02	I YEAR	S.Rajamythily
7/9/2021 10:03	I YEAR	Kamali.s
7/9/2021 10:04	I YEAR	V.Shalini
7/9/2021 10:04	I YEAR	Hajira Afreen.M.H
7/9/2021 10:04	I YEAR	Anusuya Devi
7/9/2021 10:06	I YEAR	S.Elamathi
7/9/2021 10:06	I YEAR	J.H.Eganthiga
7/9/2021 10:08	I YEAR	Vasudha Ravichandran
10/9/2021 10:01:45	I year	V.Shalini
10/9/2021 10:01:57	I year	K.Ishwariya
10/9/2021 10:01:58	I year	Kamali.s
10/9/2021 10:02:00	I year	S.Rajamythily
10/9/2021 10:02:02	I year	Sakthi Nikitha.KV
10/9/2021 10:02:12	I year	N.Dharshini
10/9/2021 10:02:13	I year	Sangeetha.S
10/9/2021 10:02:18	I year	SUJITHA B
10/9/2021 10:03:01	I year	K.Humeira Siddiqua
10/9/2021 10:03:03	I year	Anusuya Devi
10/9/2021 10:03:06	I year	D.Sharmila
10/9/2021 10:03:17	I year	S. Kothai tamizh
10/9/2021 10:03:38	I year	J.H.Eganthiga
10/9/2021 10:03:41	I year	Hajira Afreen
10/9/2021 10:03:41	I year	Kathleen Stanislava.C
10/9/2021 10:42:57	I year	S.Elamathi
10/9/2021 10:43:06	I year	S.Rajamythily
10/9/2021 10:43:07	I year	Sakthi Nikitha.KV
10/9/2021 10:43:57	I year	N.Dharshini

*(Signature)*

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MADRAS-600 102.



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
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**ANNA NAGAR, CHENNAI 600040**

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CRITERION 1

## *Basic Concepts of Chemistry*

**ANNA ADARSH COLLEGE FOR WOMEN**  
**DEPARTMENT OF CHEMISTRY – SHIFT 1**  
**BRIDGE COURSE SCHEDULE & SYLLABUS**

Basic Concepts of Chemistry

Total hrs:16

S.NO	NAME OF THE FACULTY	DAY ORDER	DATE	TIME	SYLLABUS
1	Dr. S.Shanthi	3	27.8.21	9.00 am - 10.00 am	General Introduction
2	Dr. P. Shanthi	3	27.8.21	10.00 am - 11.00 am	Basics of Organic Chemistry: Classification of organic compounds – Reaction & Mechanism – Terms in organic Chemistry – Substrate, attacking reagent, intermediate, types of fission.
3	Dr. Crystal Y Wilson	4	31.8.21	9.00 am - 10.00 am	Periodic Table Introduction - Need for classification of elements – History of development of periodic table – Important contributions of Mendeleevs Periodic table – defects – Long form of periodic table – defects
4	Mrs. A. Sumita	4	31.8.21	11.00 am - 12.00 pm	Types of Organic reactions Substitution – SN1, SN2 Elimination – E1, E2 Addition & rearrangement reactions
5	Dr. Crystal Y Wilson	5	01.9.21	9.00 - 10.00 am	Periodicity in properties :Causes of Periodicity – Trends in physical properties – atomic radii, I.E, E. A, E.N – Periodic trends in chemical reactivity
6	Dr. K.Sangeetha	5	01.9.21	11.00 am - 12.00 pm	Gaseous state Introduction – Properties and gas laws – ideal gas equation – kinetic molecular theory – effusion and diffusion – Van der Waals equation.

8	Dr.E. Thamarai Selvi	6	02.9.21	9.00 am - 10.00 am	Solid state :General Characteristics of solids – Classification – Crystal lattice & unit cell – Bravais lattice – Close packing in crystals – Imperfections
7	Mrs. Sandhya Jayachandran	6	02.9.2021	11.00 am - 12.00 pm	IUPAC Nomenclature of organic compounds Introduction to different functional groups – IUPAC nomenclature of compounds such as alkanes, alkenes, alkynes
9	Mrs. Sandhya Jayachandran	1	03.9.21	9.00 am - 10.00 am	Nomenclature based on functional groups Nomenclature of different class of compounds based on functional groups – Carbonyl compounds, Alcohol, Esters, Amine, Amide, Halogenated compounds, Cyclic compounds. Rules for naming the compounds
10	Ms. K. Priya Sudha	1	03.9.21	11.00 am - 12.00 pm	Atomic Structure Introduction to atoms – subatomic particles – electron,proton, neutron
11	Mrs. A. Sumita	2	06.9.21	9.00 am - 10.00 am	Hybridisation Introduction – Need for hybridization – Different types – sp, sp <sup>2</sup> , sp <sup>3</sup> – explanation with examples
12	Ms. K. Priya Sudha	2	06.9.21	11.00 am - 12.00 pm	Atomic Structure: Discovery and significance of atomic models – Dalton's theory - J.J Thompson model – Rutherford model
13	Dr.R.Vashantha	3	07.9.21	9.00 am - 10.00 am	Chemical Bonding Introduction – Kosel Lewis approach – Octet rule and its limitations

14	Dr.V.Sribharathy	3	07.9.21	11.00 am - 12.00 pm	Liquid state Introduction to liquid state – Definition , examples, General properties – liquefaction of gases based on effect of temperature and pressure – vapour pressure of liquids – boiling point due to intermolecular forces
15	Dr.R.Vashantha	4	08.9.21	9.00 - 10.00 am	Types of Chemical Bonds: Different types of chemical bonds – Bond parameters – Hydrogen bonding
16	Dr.T.Sobana Premlatha	4	08.9.21	11.00 am - 12.00 pm	Principles of volumetric analysis Concentration of solutions – Molarity, Normality, Molality – principles behind titration – apparatus used, $V_1N_1 = V_2N_2$ equivalence, different types of titrations

T. Sobana Premlatha

ANNA ADARSH COLLEGE FOR WOMEN  
DEPARTMENT OF CHEMISTRY(SHIFT- I)  
ATTENDANCE FOR BRIDGE COURSE I YEAR(2021-2022)  
DATE:27/08/2021 to 08/09/2021 TIMINGS :9.00 to 10.00 AM & 11.00 to 12.00 PM

Basic Concepts of Chemistry

Total hours:16

S.NO	Register Number	Name of the students	27/08	27/08	31/08	31/08	01/09	01/09	02/09	02/09	03/09	03/09	06/09	06/09	07/09	07/09	08/09	08/09
1	222105620	Anuthra.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	222105621	Gayathri Priyadarshini.P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	222105622	Swetha.K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	222105623	Afraah Niha.R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	222105624	Balasani Tejaswini	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	222105625	Anees Fatima.D	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	222105626	Aswatha .R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	222105627	Bharkavi .G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	222105628	Dhanu Shree.S.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	222105629	Dharaneeshwari .U	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
11	222105630	Harini.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	222105631	Harini.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	222105632	Harini.H	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	222105633	Haripriya.s	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	222105634	Hemapriya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	222105635	Jancy.M	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
17	222105636	Jinavani.A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
18	222105637	kamali.A.K.S	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P

[illegible]

44	222105663	Thrisha .V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
45	222105664	Vinothini.C	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	222105665	Vinothini.N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Faculty In-charge  
*Spectha.k*

DEPARTMENT OF CHEMISTRY  
 ANNA ADARSH COLLEGE FOR WOMEN  
 ANNANAGAR, MADRAS-600 040

HOD  
*T. Subash Pinalat*



Punjab Association's  
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CRITERION 1

## *Basics of Programming Concepts*

**ANNA ADARSH COLLEGE FOR WOMEN**

**Department of BCA (Shift I)**

**Academic year 2021 – 2022(odd semester)**

**Bridge Course-Syllabus**

**Basics of Programming Concepts**

**DURATION: 12 Hours**

**Introduction about Computer and Its Components** : History of Computers-Generation of Computers-Classification of Computers-Components of Computers Basics of Gates and Networking : Basic Logic Gates-Universal Gates-Number system-Conversion- Basics of Networking

**Introduction to Computer Systems Organization** : Functions of Computer Systems-Insights of Computer Systems and Organization-Primary Memory-Secondary Memory-Memory Units. Software Concepts : System Software-Operating System-Language Processor-Application Software-Packages-Tailor-made software-Developer Tools/IDE Tools.

**Data Structures** : Program-Functions of data structures - common data structures- Algorithms-strategies- life cycle-Algorithm specification- Selection sort intro - binary search intro. Recursive algorithms- permutations - Data abstraction - performance analysis - time complexity- notations performance measurement.

**Basics of Programming Languages** : Basic Programming Concepts – Types of Programming Languages – Steps To Write A Computer Program - Basic Structure of a C Program - Sample Programs In C Language - Basic Concepts Of Object Oriented Programming.

ANNA ADARSH COLLEGE FOR WOMEN  
DEPARTMENT OF BCA (SHIFT I)  
ACADEMIC YEAR 2021-22  
BRIDGE COURSE ATTENDANCE

## BASICS OF PROGRAMMING CONCEPTS

S.NO.	REG.NO.	NAME OF THE STUDENT	2.8.2021			3.8.2021			4.8.2021			5.8.2021			6.8.2021			9.8.2021			10.8.2021			11.8.2021			12.8.2021			13.8.2021		
1	212102688	DHAARANI J	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
2	212102689	GAYATHRI G	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P			
3	212102690	ABETHA J	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
4	212102691	CHARITHA A S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
5	212102692	DIVYA E	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
6	212102693	LATHA SHRI S T	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
7	212102694	NEHA T S	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
8	212102695	NIKITHA G	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P			
9	212102696	PAVITRA P S	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
10	212102697	SANJULA U K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
11	212102698	SHERLY JERSON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
12	212102699	AISHWARYA A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P			
13	212102700	AMIRTHAVARSHINI S	P	P	P	A	P	P	P	A	P	P	P	P	A	P	A	P	A	P	A	P	A	P	A	P	A	A	A	P		
14	212102701	BHUVANESHWARI V	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
15	212102702	DEEPIKA R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P			
16	212102703	DHANIKA S	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	A	P	P	P	P	P	P			
17	212102704	DIVYA DARSHINI N	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P			
18	212102705	DIVYA S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P			
19	212102706	DIVYAVANI M	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P			
20	212102707	GAJALAKSHMI S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
21	212102708	GIRIJA S	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P			
22	212102709	GOWREESWARE S K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
23	212102710	HARINI V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
24	212102711	HARSHA L	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
25	212102712	HEMALATHA G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P			
26	212102713	JOSHIGA R	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
27	212102714	KAAYIYA U	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P			
28	212102715	KEERTHANA M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
29	212102716	KEERTHANA S	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P			
30	212102717	KOWSALYA S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
31	212102718	MADHUMITHA T	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
32	212102719	MONISHA V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			





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**CRITERION 1**

***Bridge Course'20 Basics Programming Concept  
in C, Hardware & System Assembling and  
Basics of Mathematics***



**PUNJAB ASSOCIATION'S  
ANNA ADARSH COLLEGE FOR WOMEN**  
Re-Accredited by NAAC with A+ Grade



**DEPARTMENT OF COMPUTER APPLICATIONS - SHIFT II**

## **BRIDGE COURSE '20**

- *Basic Programming Concept in C*
- *Hardware and System Assembling*
- *Basics of Mathematics*

**DATE : 18/11/2020 to 25/11/2020**

***Dr. R. Anandha Lakshmi***  
**Head of the Department**

***Dr. R. Shanthi***  
**Principal**

**ANNA ADARSH COLLEGE FOR WOMEN**

**DEPARTMENT OF BCA – SHIFT II**

**Bridge Course '20**

**SYLLABUS**

<b>S.NO.</b>	<b>SUBJECT</b>	<b>TOPICS COVERED</b>	<b>No. Of Hours</b>
1.	<b>Basic Programming Concept in C</b>	Introduction : Variables, Constants. Data types, Branching and Looping statements, Array creation and usage, Types of function and different ways to pass arguments to function, Introduction about structure, union. How to create a file and access the contents in file, Pointers.	13 Hours
2.	<b>Hardware and System Assembling</b>	Different parts in CPU and its working. How to assemble a system with demonstration	4 hours
3.	<b>Basics of Mathematics</b>	Introduction to Matrices-Matrix Multiplication, Matrix Addition, Basic concepts of Algebra, Basic concepts of trigonometry, Basic Concepts of Vector integration, Vector Differentiation.	13 hours

**DATE : 18/11/2020 TO 25/11/2020**

[illegible]

S.NO	NAME OF THE STUDENT	18/11/20			19/11/20			20/11/20			21/11/20			23/11/20			24/11/20			25/11/20		
21	Nivetha.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Nivethitha.R	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Pooja S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Ramya.M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Sai Harini S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Shalini.D	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Shanmuga Priya T K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Vaishnavi.E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	Vaishnavi.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	Vara Lakshmi.G	P	P	P	P	P	P	A	A	A	A	A	A	P	P	P	A	A	A	P	P	P

*Geethalakshmi*  
Faculty-In-Charge

*R. Anandha Lakshmi*  
Head of the Department

**Dr. R. ANANDHA LAKSHMI**  
Head & Assistant Professor  
Department of BCA - Shift II  
Anna Adarsh College for Women  
Anna Nagar, Chennai-40. Anna Adarsh College for Women  
Anna Nagar, Chennai-600 040



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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**CRITERION 1**

***Bridge Course'21 Basics Programming Concept  
in C, Hardware & System Assembling and  
Basics of Mathematics***



**PUNJAB ASSOCIATION's**  
**ANNA ADARSH COLLEGE FOR WOMEN**  
Re-Accredited by NAAC with A+ Grade



## **DEPARTMENT OF COMPUTER APPLICATIONS - SHIFT II**

Organises

### *Bridge Course '21*

#### **Subjects Handled :**

- Basic Programming Concept in C
- Hardware and System Assembling
- Basics of Mathematics

**Date : 16-08-2021  
to 26-08-2021**

**30  
Hours**

**Dr. R. ANANDHA LAKSHMI**  
HEAD OF THE DEPARTMENT

**Dr. R. SHANTHI**  
PRINCIPAL

**ANNA ADARSH COLLEGE FOR WOMEN**

**DEPARTMENT OF BCA – SHIFT II**

**Bridge Course '21**

**SYLLABUS**

<b>S.NO.</b>	<b>SUBJECT</b>	<b>TOPICS COVERED</b>	<b>No. Of Hours</b>
1.	<b>Basic Programming Concept in C</b>	Introduction : Variables, Constants. Data types, Branching, looping statements, Array creation and usage, Types of function and different ways to pass arguments to function, Introduction about structure, union. How to create a file and access the contents in file, Pointers.	13 Hours
2.	<b>Hardware and System Assembling</b>	Different parts in CPU and its working. How to assemble a system with demonstration	4 hours
3.	<b>Basics of Mathematics</b>	Introduction to Matrices-Matrix Multiplication, Matrix Addition, Basic concepts of Algebra, Basic concepts of trigonometry, Basic Concepts of Vector integration, Vector Differentiation.	13 hours

**ANNA ADARSH COLLEGE FOR WOMEN**

**DEPARTMENT OF BCA SHIFT-II**

**BRIDGE COURSE '21 – ATTENDANCE**

**CLASS : I BCA(BATCH: 2021-2024)**

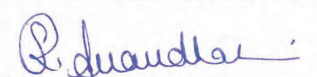
**DATE : 16/08/2021 TO 26/08/2021**

CLASS : I BCA(BATCH: 2021-2024)											DATE : 16/08/2021 TO 26/08/2021																				
S.NO	NAME OF THE STUDENT	16/08/21			17/08/21			18/08/21			19/08/21			20/08/21			22/08/21			23/08/21			24/08/21			25/08/21			26/08/21		
1	Chamundeshwari S	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	
2	Deepika R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	Jencya M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4	Jisha C	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	Thirsha S	P	P	P	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	Bhavani R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	Devadarshini K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	Durga A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	Guga Shree V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10	Gunapriya S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	
11	Harini R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	Hemalatha U	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	
13	Induja S	P	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	
14	Janani S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15	Jeba U	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16	Jothika K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A
17	Karthika.M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18	Kaviya Sri P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19	Kushmitha S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20	Lathika S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
21	Lokeshwari S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22	Madhumitha R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23	Mangaiyarkarasi N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24	Monika.K	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25	Muthu Lakshmi M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26	Navya Rams	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	

S.NO	NAME OF THE STUDENT	16/08/21	17/08/21	18/08/21	19/08/21	20/08/21	22/08/21	23/08/21	24/08/21	25/08/21	26/08/21
27	Nithikaa S	P	P	P	P	P	P	P	P	P	P
28	Nivedha M	P	P	P	A	A	A	P	P	P	P
29	Poovizhi Manjula T	P	P	P	P	P	P	P	P	P	P
30	Pranavaa Shree.A	P	P	P	P	P	P	P	P	P	P
31	Preyanka Sm	P	P	P	P	P	P	P	P	P	P
32	Priyadarshini C	P	P	P	P	P	P	P	P	P	P
33	Rakshana Ks	P	P	P	P	P	P	P	P	P	P
34	Reethika Reddy	P	P	P	P	P	P	P	P	P	P
35	Reshma S	P	P	P	P	P	P	P	P	P	P
36	Riddhikha Padmanaban	P	P	P	P	P	A	A	A	A	A
37	Rohini A	P	P	P	P	P	P	P	P	P	P
38	Shanmugapriya S	P	P	P	P	P	P	P	P	P	P
39	Sharon Amritaa Mary E M	P	P	P	P	P	P	P	P	P	P
40	Shivaani M	P	P	P	P	P	P	P	P	P	P
41	Soundarya K	P	P	P	P	P	P	P	P	P	P
42	Sri Varshini S	P	P	P	P	P	P	P	P	P	P
43	Subhalaxmi	P	P	P	P	P	P	P	P	P	P
44	Sujetha S	P	P	P	A	A	A	P	P	P	P
45	Swathi S	P	P	P	A	A	A	P	P	P	P
46	Sweedha J	P	P	P	P	P	P	P	P	P	P
47	Varsha R	P	P	P	P	P	P	P	P	P	P
48	Varshini D	P	P	P	P	P	P	P	P	P	P
49	Varuna Priya C	P	P	P	P	P	P	P	P	P	P
50	Viruthambigai A	P	P	P	P	P	P	P	P	P	P

  
Faculty-In-Charge

Department of BCA (Shift-II)  
Anna Adarsh College for Women  
Anna Nagar, Chennai-600 040

  
Head of the Department  
**Dr. R. ANANDHA LAKSHMI**  
Head & Assistant Professor  
Department of BCA - Shift II  
Anna Adarsh College for Women  
Anna Nagar, Chennai-600 040



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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CRITERION 1

## ***Basics of Financial Accounting***

**ANNA ADARSH COLLEGE FOR WOMEN**  
**DEPARTMENT OF COMMERCE (COMPUTER APPLICATIONS) SHIFT - II**  
**BRIDGE COURSE SYLLABUS – I YEAR (2021-2022)**  
**BASICS OF FINANCIAL ACCOUNTING**

**Date : 26/7/2021 to 13/8/2021**

**Duration : 15 Hours**

**Timings : 2 pm – 3 pm**

**UNIT – I**

Accounting – Introduction – Book keeping – Meaning – Objectives and Methods of Accounting – Types of Accounts and its rules

**UNIT – II**

Journal – Ledger – Trial Balance – Final accounts

**UNIT – III**

Single entry system – Double entry system – Objectives – Advantages

**UNIT – IV**

Rectification of errors – Classification of errors

**UNIT – V**

Depreciation – Meaning – Causes and its Types

**UNIT – VI : Introduction to Information Technology**

Introductory concepts: Memory unit – CPU-Input Devices: Key board, Mouse and Scanner.  
Output devices: Monitor, Printer. Introduction to Operating systems & its features: DOS – UNIX – Windows. Introduction to Programming Languages, Internet and WWW.

**ANNA ADARSH COLLEGE FOR WOMEN**  
**DEPARTMENT OF COMMERCE (COMPUTER APPLICATIONS) SHIFT - II**  
**ATTENDANCE SHEET FOR BRIDGE COURSE - I YEAR (2021-2022)**  
**Date : 26.07.2021 to 13.08.2021 (15 Days) Timings : 2 PM - 3 PM**

S.NO	REGISTER NO	NAME OF THE STUDENT	26/7	27/7	28/7	29/7	30/7	2/8	3/8	4/8	5/8	6/8	9/8	10/8	11/8	12/8	13/8
1	312111027	JANAKI ESAKKIAPPAN	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
2	312111028	JOTHI SRI .S	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
3	312111029	PRETHIPA.D	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
4	312111030	VARSHNI.T	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
5	312111031	VIDHARSANA.S	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P
6	312111032	BHUVANESWARIS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	312111033	JAYASRI.J	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	312111034	KAVSHIKA	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
9	312111035	KEERTHIKA.M	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
10	312111036	NIKITHA KRISHNAN	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
11	312111037	SHAKTHI.T	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	312111038	SHREE THIRUSHIKA.M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	312111039	VAIBAVI NIKETA.L.R	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
14	312111040	YUVASHREE.M	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
15	312111041	ABINAYA.B	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P
16	312111042	AKSHAYAA.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	312111043	AMIRTHA.C	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	312111044	AROCKIA JALSEE.J	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	312111045	ASHWATHI.G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	312111046	AVANTHIKA.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	312111047	BHUMIKA SRI .N	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
22	312111048	CATHERINE LEENA.	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
23	312111049	CHELLAKILIM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	312111050	DEEPIKA.J.F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	312111051	DHANASHREE.S	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
26	312111052	DHARSHINIA	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	312111053	DHIVYA.M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	312111054	DIVYA DHARSHINI.S	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
29	312111055	HAMEED SULTHANA.A.V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	312111056	HAMSAVAHINI.V	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
31	312111057	HELEN .R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	312111058	HEMALATHA.K	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P
33	312111059	ILAKIYA.V	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
34	312111060	JAISHREE.M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	312111061	JAISREE.S	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
36	312111062	JANANI.K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	312111063	JAYAMALINI.R	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
38	312111064	JEEVITHA.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	312111065	KALAIVANI.N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	312111066	KAMALI.D	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
41	312111067	KEERTHANA.N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	312111068	KEERTHANA.P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	312111069	KEERTHIKA.V.K	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
44	312111070	KUSHBU.H.G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	312111071	MADHU PRIYA.G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	312111072	MEENACHI.J.P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	312111073	MOHANA PRIYA.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	312111074	NISHITHA.G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	312111075	POOJA.G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	312111076	POOJA.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	312111077	PREETHI.P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	312111078	PRINCY ISHAVAA.T	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	312111079	RAJESHWARI.L	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	312111080	RENUKA DEVI.P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	312111081	RITHIKA.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

56	312111082	RUBINLR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
57	312111083	SAI ABINAYA SRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	312111084	SARANYA.R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	312111085	SARANYA.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	312111086	SHARULATHA.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	312111087	SHREE DEVIS	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
62	312111088	SOFIYA RANIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	312111089	SRIPRIYA.P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	312111090	SRUTHI.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	312111091	SWETHA.V	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
66	312111092	THEEBIKA.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	312111093	VARSHA.K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	312111094	VARSHA.VP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	312111095	YOGISHA.S	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	312111096	YOSHIGA.S	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
NO.OF PRESENT			67	68	69	68	66	70	67	68	65	69	67	68	66	68	70
NO.OF ABSENT			3	2	1	2	4	0	3	2	5	1	3	2	4	2	0

SIGNATURE OF COURSE INSTRUCTOR :

*C. Chinn*

SIGNATURE F HEAD OF THE DEPARTMENT :

*[Signature]*





Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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*CRITERION 1*

***Introduction to Accounting Concepts***

**ANNA ADARSH COLLEGE FOR WOMEN  
B.COM BANK MANAGEMENT-SHIFT II**

**BRIDGE COURSE**

**INTRODUCTION TO ACCOUNTING CONCEPTS**

**ACADEMIC YEAR 2021-2022**

**UNIT I:** Meaning and Functions of Accounting- Users of Financial Statements- Golden rules of Accounting- Accounting Transactions-Double Entry Book Keeping.

**UNIT II:** Basic Journal entries-Comprehensive problems on Bad debts-Preparation of Final Accounts Trading, P&L a/c and Balance Sheet -Rectification of Errors

**No.of.hours: 10 hours**

Course Instructor: Dr.J.Sankari & MS.Aparna Shashivarnam

### BRIDGE COURSE ATTENDANCE

S.NO	REGISTER NO	Name	17.8.2021	18.8.2021	19.8.2021	20.8.2021	21.8.2021	23.8.2021	24.8.2021	25.8.2021	26.8.2021	27.8.2021	30.8.2021	31.8.2021
1	312110750	MANU RANI.A	X	X	X	X	X	A	X	X	X	X	X	X
2	312110751	SANDHYA SHARMA.R	X	X	X	X	X	X	X	X	X	X	X	X
3	312110752	AARTHI.S.V	X	X	X	X	X	A	X	X	A	X	X	X
4	312110753	AVELINE SELSHYA. C	X	A	X	X	X	X	X	X	X	X	X	X
5	312110754	ELAMATHI.M	X	X	X	X	X	X	X	X	X	X	X	X
6	312110755	HEETAKSHI JAIN P	X	X	X	X	X	X	X	X	X	X	X	X
7	312110756	KAUSHIKA V	X	X	X	X	X	X	X	A	X	X	X	X
8	312110757	LAVANYA.K	X	A	X	A	X	X	X	X	X	X	X	X
9	312110758	PAVITHRA.V	X	X	X	X	X	X	A	X	X	A	A	X
10	312110759	RENI PATRICK	X	X	X	X	X	X	X	A	A	A	A	X
11	312110760	SRI HARINI	X	X	X	X	X	X	X	X	X	A	A	X
12	312110761	SWETHA.S	A	X	X	X	A	X	X	A	X	X	X	X
13	312110762	ABIRAMI.K	X	X	X	X	X	X	A	X	X	A	X	X
14	312110763	AISHWARYA.V	X	X	X	X	X	X	X	X	X	A	X	X
15	312110764	AISWARYA.A	X	X	A	X	A	X	X	X	A	X	X	X
16	312110765	AKSHARA.A	X	X	X	X	X	A	X	X	X	X	X	X
17	312110766	CATHERINE SHALINIE	A	X	X	X	X	X	X	A	X	X	X	X
18	312110767	CHEERIN.S	X	X	X	X	X	X	X	X	X	X	X	X
19	312110768	DEEPIKA.A	X	X	X	X	X	A	X	X	X	X	X	X
20	312110769	DHANUJA D	X	A	X	X	X	X	X	X	A	X	X	X
21	312110770	DIVYA SHREE T	X	X	X	X	A	X	X	X	X	X	X	X
22	312110771	DIVYAA.k	X	X	X	A	X	X	X	X	A	X	X	X
23	312110772	GOPIKA.B	X	X	A	X	X	X	X	X	X	X	X	X
24	312110773	HEMALATHA.A	X	X	X	A	X	X	A	X	X	X	X	X
25	312110774	HEMAMALANI K H	X	X	A	X	X	X	X	X	X	X	A	X
26	312110775	HEMASHREE S	X	X	X	X	X	A	X	X	X	A	X	X
27	312110776	INDHUJAA.G	A	X	X	X	X	X	X	X	X	X	X	X
28	312110777	ISHA SABARMATHI.N	X	X	X	X	X	A	X	X	X	X	X	X
29	312110778	JAYA SASTIKKA K	X	X	X	A	X	A	X	A	X	X	A	X
30	312110779	KOWSHIKA R	X	X	X	X	X	X	X	X	X	X	X	X
31	312110780	KRITHIGA.V	X	A	X	X	X	X	X	X	X	X	X	X
32	312110781	LATHIKA PRIYADHARSHINI.A	X	X	X	X	X	X	X	X	X	X	X	X
33	312110782	LAVANYA P	X	X	X	X	X	A	X	X	X	X	X	X
34	312110783	LEKHANA.G. K.	X	X	X	X	X	A	X	X	X	X	X	X
35	312110784	MAHALAKSHMIS	X	X	X	X	X	X	X	X	X	X	X	X
36	312110785	MUTHULAKSHMI.M	X	X	X	X	A	X	X	X	X	X	X	X
37	312110786	NANDHINI N	X	X	X	A	X	A	X	X	X	X	X	X
38	312110787	NANDHINI S	X	X	A	X	X	X	X	X	A	X	X	X
39	312110788	NARMATHA.D	A	X	X	X	X	X	X	X	A	X	X	X
40	312110789	NITHYASHREE.R	X	X	X	X	X	X	X	X	A	X	X	X
41	312110790	POORNIMAA S K	X	X	X	X	X	X	X	X	X	X	X	X
42	312110791	PRAVEENA S	X	X	X	X	X	X	X	A	X	X	A	X
43	312110792	PREETHI K R	X	X	X	X	X	X	X	X	X	X	X	X
44	312110793	PRIYADHARSHINI.R	X	X	A	A	X	X	A	X	X	X	X	X
45	312110794	RASIKA S	X	X	X	X	A	X	A	X	X	X	X	X
46	312110795	RENUKA K	X	A	X	X	X	X	X	X	X	X	A	X
47	312110796	REVATHY G	X	A	X	X	X	X	X	X	X	X	X	X
48	312110797	SANDHYA L	X	X	X	X	A	X	X	A	X	A	X	X
49	312110798	SANJANA S	X	X	X	X	X	X	X	X	X	X	X	X
50	312110799	SHALIN PRIYANKA G M	X	X	X	X	X	X	X	X	X	X	X	X

51	312110800	SHAMEERA FATHIMA A	A	X	X	X	X	X	X	A	X	X	X	A
52	312110801	SHARMLA S	X	X	X	X	X	X	X	X	X	X	X	X
53	312110802	SHRINITHY NARASIMHAN	X	X	X	X	X	A	X	X	X	X	X	X
54	312110803	SHENIA A	X	A	X	X	X	X	X	A	X	X	X	A
55	312110804	SHENIA J	X	X	X	X	A	X	X	X	X	X	X	X
56	312110805	SOUNDHARIYA S	X	X	X	A	X	X	X	X	A	X	X	X
57	312110806	SREELEKHA J	X	X	A	X	X	X	X	X	X	X	X	A
58	312110807	SRI MANI ASHA P	X	X	X	A	X	X	A	X	X	X	X	X
59	312110808	SRUTHI S	X	X	A	X	X	X	X	X	X	X	A	X
60	312110809	SWETHA S	X	X	X	X	X	A	X	X	X	A	X	X
61	312110810	THAMINI B	A	X	X	X	X	X	X	X	X	X	X	X
62	312110811	THARANI A	X	X	X	X	X	A	X	X	X	X	X	X
63	312110812	THULASI M S R	X	X	X	A	X	A	X	A	X	X	A	X
64	312110813	THULASI S	X	X	X	X	X	X	X	X	X	X	X	X
65	312110814	THULASIKA S	X	A	X	X	X	X	X	X	X	X	X	X
66	312110815	UMA MAHESWARI M	X	X	X	X	X	X	X	A	X	A	A	A
67	312110816	VARSHA G S	X	X	X	X	X	A	X	X	X	X	X	X
68	312110817	VARSHA S	X	X	X	X	X	A	X	X	X	X	X	X
69	312110818	YASMEEN ISHRA TH S	X	X	X	X	X	X	X	X	X	X	X	X

COURSE INSTRUCTOR :

Ap S

HOD :

J. Sankar



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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CRITERION 1

## ***Basics of Accounting Principles***

**ANNA ADARSH COLLEGE FOR WOMEN**

**B.COM MARKETING MANAGEMENT**

**BRIDGE COURSE**

**ACADEMIC YEAR 2021-2022**

**BASICS OF ACCOUNTING PRINCIPLES**

**LEARNING OBJECTIVES**

- 1.To explain the purpose and methods of financial accounting.
2. To enable the students to understand the system of preparing financial statements for various types of organization in accordance with generally accepted accounting principles.

**SYLLABUS**

**Unit I**

Basics of Accounting – Meaning – Definition – Methods of Accounting – Single Entry – Double Entry – Accounting Conventions – Journal – Ledger – Trial Balance.

**Unit II**

Final Accounts Meaning – Treatment of Adjustments in Final Accounts. Non-Profit Organization – Meaning – Treatment of Special items in Non-profit organization.

**Unit III**

Rectification of errors – Meaning – one sided error – Two-sided error.

**LEARNING OUTCOMES**

1. Students will identify commonly used financial statements and know how information from business transactions flows in to these statements.
2. Students will understand the system of preparing financial statements for various types of organization.

**ANNA ADARSH COLLEGE FOR WOMEN  
B.COM MARKETING MANAGEMENT  
BRIDGE COURSE ATTENDANCE 2021-2022  
BASICS OF ACCOUNTING PRINCIPLES**

[illegible]

**ANNA ADARSH COLLEGE FOR WOMEN**  
**B.COM MARKETING MANAGEMENT**  
**BRIDGE COURSE ATTENDANCE 2021-2022**  
**BASICS OF ACCOUNTING PRINCIPLES**

38	312110885	LEENA CHRISTY A	X	X	X	X	X	X	X	X	X	X	X	X	X
39	312110886	LOKESHWARI D	X	X	X	X	X	X	X	X	X	X	X	X	X
40	312110897	MONISHA E G	X	X	X	X	X	X	X	X	X	X	X	X	X
41	312110898	NAGOMIN	X	X	X	X	X	X	X	X	X	X	X	X	X
42	312110899	NANDHITHA N	A	X	X	X	X	A	A	X	X	X	X	X	X
43	312111000	NEKHALATHA K	X	X	X	X	X	X	X	X	X	X	X	X	X
44	312111001	PARVATHY T	X	X	X	X	X	X	X	X	X	X	X	X	X
45	312111002	POOJA SHREE M	X	X	X	A	X	X	X	X	X	X	X	X	X
46	312111003	PREETHA G	X	X	X	X	X	X	X	X	X	X	X	X	X
47	312111004	PRITIKA V	X	X	X	X	X	A	A	X	X	X	X	X	X
48	312111005	PRIYADHARSHINI GS	X	X	X	X	X	A	A	A	X	X	X	X	X
49	312111006	RAISULLA BEGAM	X	X	X	X	X	X	X	X	X	X	X	X	X
50	312111007	KAMYA M	X	A	X	X	X	X	X	X	X	X	X	X	X
51	312111008	KAMYA VARSHINI K	X	X	X	X	X	X	X	X	X	X	X	X	X
52	312111009	SANJITHA S	X	X	X	X	X	X	X	X	X	X	X	X	X
53	312111010	SARANYA V	X	X	X	X	X	X	X	X	X	X	X	X	X
54	312111011	SASIKALA N	X	X	X	X	X	X	X	A	X	X	X	X	X
55	312111012	SHAKTHI ABIRAMIR K	X	X	X	X	X	X	X	X	X	X	X	X	X
56	312111013	SHALU T S	X	X	X	X	X	X	X	X	X	X	X	X	X
57	312111014	SHREE DEVI A	X	X	X	X	X	X	X	X	X	X	X	X	X
58	312111015	SHRUTHIKA S	X	X	X	X	X	X	X	X	X	X	X	X	X
59	312111016	SUBAASKEEN P	X	X	X	X	X	X	X	X	X	X	X	X	X
60	312111017	SUBHALAKSHMI M	X	A	X	X	X	X	X	X	X	X	X	X	X
61	312111018	SWEATHA M	X	X	X	X	X	X	X	X	X	X	X	X	X
62	312111019	TAMIZHARASI M S	X	X	X	X	X	X	X	X	X	X	X	X	X
63	312111020	THILAKAVATHIL R	X	X	X	X	X	A	X	X	X	X	X	X	X
64	312111021	VAISHNAVI J	A	X	X	X	X	X	X	X	X	X	X	X	X
65	312111022	VAISHNAVI R	X	X	X	X	X	X	X	X	X	X	X	X	X
66	312111023	VARSHINI D	X	X	X	X	X	X	X	X	X	X	X	X	X
67	312111024	VISHALI R	X	X	X	X	X	X	X	X	X	X	X	X	X
68	312111025	YUVASHREE S P	X	X	X	X	X	X	A	X	X	X	X	X	X
69	312111026	YUVETHA B	X	X	X	X	X	X	X	X	X	X	X	X	X

*K. Indu*  
 COURSE INSTRUCTOR

*Chithra*  
 HOD





Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
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**ANNA NAGAR, CHENNAI 600040**

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CRITERION 1

## *Introducing Psychology*

## Syllabus- Bridge course – Introducing Psychology

TOPICS:

Total Hours:30

- Introduction to Psychology
- About the Course
- Career Guidance
- Encouraging Introspection
- Self Compassion and cohesiveness
- Introduction to General Psychology
- Introduction to Biopsychology
- Introduction to Indian Psychology and Community Psychology
- Experimental Psychology
- Experiential learning

### 1. What is Psychology (2 hours)

- a. What is psychology?
- b. Myths and misconceptions:
  - i. Psychology isn't a science
  - ii. Psychologists can read minds
  - iii. Counselling/Therapy is just talking
  - iv. Psychology is an easy course
  - v. Psychologist deal with crazy people
  - vi. Counsellors give advice
  - vii. Psychology and Psychiatry are the same
- c. Need for mental health professionals
- d. Where can you apply psychology?
  - i. Schools, colleges, hospitals, clinics, research, corporate, education, sports, army, media, politics, criminology, forensic, community mental health, social work
- e. Scope and Possibilities in Psychology

2. About the course: (2 hours)
  - a. What to expect from the course and what are the expectations to be met
  - b. Field trip, industrial visit, Internships
  - c. Course duration, Course Content, skill building, assignments, seminars, internal components, external exams.
  - d. Expectation to be met: works done on time, interaction, open mindedness, respect for self and others, ground rules
3. Career guidance: (4 Hours)
  - a. Work Opportunity after UG
  - b. Work Opportunity after PG
4. Encouraging introspection: (4 hours)
  - a. What is introspection
  - b. Why is it important
  - c. How does it help
  - d. Tips for healthy introspection
5. Self Compassion and Cohesiveness (4 hours)
  - a. What is self Compassion
  - b. Why is it needed
  - c. How does it help Psychologists
  - d. Importance of Confidentiality
  - e. The need for cohesion
6. Introduction to General Psychology (4 hours)
  - a. Basic concepts to know
7. Introduction to biopsychology (4 hours)
  - a. Brain and nervous system
8. Experimental Psychology (2 hours)
  - a. Need for experimental psychology
  - b. Importance of experimental psychology
9. Experiential learning (2 hours)
  - a. How the course offers experiential learning

Anna adarsh college for women  
Department of Psychology Shift I & II  
Bridge Course Attendance 21-22

S.N o	Names	13.09.2 021	14.09.2 021	15.09.2 021	16.09.2 021	17.09.2 021	21.09.2 021	22.09.2 021	23.09.2 021
1	Madhumita S	P	P	P	P	P	P	P	P
2	Keerthana B	P	P	P	P	P	P	P	P
3	Razna Nilotar M	P	P	P	P	P	P	P	P
4	Deepasri M	P	P	P	P	P	P	P	P
5	Riya Elizabeth V	P	P	P	P	P	P	P	P
6	Hemalatha S	P	P	P	P	P	P	P	P
7	Niyamath Nazeer	P	P	P	P	P	P	P	P
8	Murali Jayvanti	P	P	P	P	P	P	P	P
9	Anisha Prasshand	P	P	P	P	P	P	P	P
10	Keerthana R	P	P	P	P	P	P	P	P
11	Khathijathul Kubra M	P	P	P	P	P	P	P	P
12	Esther Joyce E	P	P	P	P	P	P	P	P
13	Aslee Sheeba S	P	P	P	P	P	P	P	P
14	Shruthi S	P	P	P	P	P	P	P	P
15	Swetha S	P	P	P	P	P	P	P	P
16	Farhana B	P	P	P	P	P	P	P	P
17	Sarah Jasmine	P	P	P	P	P	P	P	P
18	Reeshma Parveen N	P	P	P	P	P	P	P	P
19	S.P. Sucharitha	P	P	P	P	P	P	P	P
20	Shamitha S	P	P	P	P	P	P	P	P
21	Pretha K	P	P	P	P	P	P	P	P
22	R.P. Akshaya	P	P	P	P	P	P	P	P
23	Yamuna R.M.	P	P	P	P	P	P	P	P
24	Jennifer Ajith	P	P	P	P	P	P	P	P
25	Yasmine S	P	P	P	P	P	P	P	P
26	Yasna	P	P	P	P	P	P	P	P
27	Suganthi L	P	P	P	P	P	P	P	P

Anna adarsh college for women  
Department of Psychology Shift I & II  
Bridge Course Attendance

28	M. Henna Fathima	P	P	P	P	P	P	P	P
29	Dhanalakshmi, SP	P	P	P	P	P	P	P	P
30	Mahalakshmi	P	P	P	P	P	P	P	P
31	Anju Parthasarathy	P	P	P	P	P	P	P	P
32	N. Varshini	P	P	P	P	P	P	P	P
33	Vaishnavi Balasubramanian	P	P	P	P	P	P	P	P
34	Akshaya. G	P	P	P	P	P	P	P	P
35	Harini. M	P	P	P	P	P	P	P	P
36	G. Kirthana	P	P	P	P	P	P	P	P
37	Rajalakshmi R	P	P	P	P	P	P	P	P
38	Soma Parvathi. S	P	P	P	P	P	P	P	P
39	B. Jeevitha	P	P	P	P	P	P	P	P
40	R. Varsha	P	P	P	P	P	P	P	P
41	Vigneswari. S	P	P	P	P	P	P	P	P
42	Swetha. W	P	P	P	P	P	P	P	P
43	Fathima Sanaya	P	P	P	P	P	P	P	P
44	Kaviya. S	P	P	P	P	P	P	P	P
45	Naheeda Fathima	P	P	P	P	P	P	P	P
46	Abinandana S	P	P	P	P	P	P	P	P
47	Thabreez Banu	P	P	P	P	P	P	P	P
48	Antonia Annie Roseline. J.E	P	P	P	P	P	P	P	P
49	Kaviya. A	P	P	P	P	P	P	P	P
50	Tasneem Firdaus	P	P	P	P	P	P	P	P

Anna adarsh college for women  
Department of Psychology Shift I & II  
Bridge Course Attendance

51	M Priyamvadhana	P							
52	Inaya Mansoor	P	P	P	P	P	P	P	P
53	Reema Fathima Y	P	P	P	P	P	P	P	P
54	Saidharshini J	P	P	P	P	P	P	P	P
55	O Bhakya Shekina	P	P	P	P	P	P	P	P
56	Shirly Brightin B	P	P	P	P	P	P	P	P
57	Preethi S	P	P	P	P	P	P	P	P
58	K.R. Anjana Smritishree K	P	P	P	P	P	P	P	P
59	S Subbulakshmi	P	P	P	P	P	P	P	P
60	Kaerthana S	P	P	P	P	P	P	P	P
61	S	P	P	P	P	P	P	P	P

Course Instructor

HOD