

# SGC



**SARADHA  
GANGADHARAN  
COLLEGE**

## NAAC II Cycle SSR 2020 - 2021

## SARADHA GANGADHARAN COLLEGE

(Affiliated to Pondicherry University)  
(Recognized by UGC under Section 2(f) of the UGC Act 1956 as PG Institution)

### DEPARTMENT OF COMMERCE

#### Certificate course in Digital, Financial Literacy and Soft Skills (Add-on Course)

Digital Literacy is understanding and navigation of several digital platforms and analyzing their potential as a medium of communication. Financial literacy skills mean having the confidence, knowledge and skills needed to make financial decisions will promote financial self-sufficiency, stability and well-being. This Add-on course explore about the application of digital literacy and financial literacy to enable the use of digital financial services.

#### ELIGIBILITY

1. The basic eligibility criterion for this course is that the candidate must have passed class 12<sup>th</sup> with a good percentage.
2. The students at UG level from Arts and Science stream can opt for this course.

#### COURSE DETAILS

This certificate course is done in one year, with 2 slots. The details of the course are as follows:

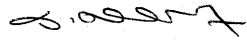
<b>DURATION</b>	6 months (August-February) (April-July)
<b>HOURS</b>	30 hrs(Minimum)
<b>COURSE MODE</b>	Online

#### EXAM DETAILS

CERTIFICATE COURSE	External Marks	Internal Marks	Max. Marks
Digital, Financial Literacy and Soft Skills	80 (DEEPAM)	20 (SGC)	100

#### ENROLMENT DETAILS

COURSE NAME	Course Code	Year of Offering	No.of times offered in the same year	Duration of the course	No.of students enrolled	No.of students completed
Digital, Financial Literacy and Soft Skills	BCCE001	2020-21	2	45 hrs	Batch I- 40 Batch II - 40	Batch I - 35 Batch II - 32

  
**Dr. S. NATARAJAN**  
 M.Com. MBA., M.Phil., Ph.D.  
 ASSISTANT PROFESSOR  
 Head of the Department of Commerce  
 Saradha Gangadharan College  
 Pondicherry-4

**SYLLABUS**  
**Digital, Financial Literacy and Soft Skills**

Sl.No	COMPONENTS OF THE CURRICULUM	MODULE	No. of Days	Chapters	DESCRIPTION
1	<b>FUNCTIONAL DIGITAL LITERACY</b>	Module 1	2	1 & 2	Program Introduction Introduction to computers and digital devices
2					Getting Started and Understanding Storage
3		Module 2	3	1 to 3	Writing and Editing a Document using MS Word
4					Working with data and understanding Spreadsheets using MS Excel
5					Creating and Editing visual presentations using MS PPT
6		Module 3	2	1 to 3	Exploring the Internet , Browsing and Downloading
7					Creating and Sending an Email Storing and Sharing Files Online
8		Module 4	2	1 & 2	Smartphone setting and basic applications
9					Online applications of a Smartphone
10		Module 5	4	1 to 5	Using Instagram & Using Whatapp
11					Using Facebook
12					Using Twitter & Using Youtube
13			Module 6	2	1 to 3
14					Mobile Banking and Digital wallets Financial Planning , Safety and Security
15		Module 7	4	1 to 4	Using online content and Plagiarism
16					Video Conferencing and enagement tools
17					Online Courses and Educational Resources
18					Designing Creative Digital Content
19		Module 8	1	1 to 3	Staying Safe online Privacy Settings on online Platforms
20	Identifying Fake News				
21	<b>SOFT SKILLS</b>	Module 1 to 4	2	1 to 4	Soft skills class
22	<b>REVIEW &amp; EXAM</b>		1	1	Review & Exam

*P. Amudha*  
( P. AMUDHA )  
Coordinator

*S. Natarajan*  
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ASSISTANT PROFESSOR  
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Pondicherry-4

**Batch Details** Batch 3 - TEC  
**Trainer Name** Mrs. P. Amudha  
**Time** 5.30pm to 7.30pm

Sino	Student Name	IDNO	Total Hours attended													
				1	2	3	4	5	6	7	8	9	10	11	12	
1	ANAND E		34					X	X	X	X	X	X	X	X	X
2	ANANTHA NARAYANAN		38			X	X	X	X	X	X	X	X	X	X	X
3	ANBARASAN A	SQY0221424	24	X	X			X	X	X	X				X	X
4	ARIYAN A	9911 4223 5382	36	X	X			X	X	X	X	X	X	X	X	X
5	AVINASHKRISHNAN	6238 3856 7497	38	X	X	X	X	X	X	X	X	X	X	X	X	X
6	BALA PRASANNA		38	X	X	X	X	X	X	X	X	X	X	X	X	X
7	DHINAKARAN I	4924 3129 2011	38	X	X	X	X	X	X	X	X	X	X	X	X	X
8	DINESH R	7076 1104 1330	6	X	X					X	X					
9	DIVAHAR I	5092 4910 9542	16	X	X	X	X	X	X	X	X					
10	ELAVARASAN		32			X	X	X	X	X	X	X	X	X	X	X
11	GUNASEKAR		32					X	X	X	X	X	X	X	X	X
12	JAYAPRAKASH M	8478 8102 1860	32	X	X	X	X	X	X	X	X					
13	KESAVRAM G	7015 1120 9789	30	X	X	X	X	X	X	X	X	X	X	X	X	X
14	KIRTHIK ROSHAN		32			X	X			X	X	X	X	X	X	X
15	MOHAMED HASAN SHERIFF I	IGW0189068	32	X	X	X	X	X	X			X	X	X	X	X
16	NIVESHKUMAR R	RNV0226035	4	X	X											
17	PRIYADHARSHINI P	140477	16	X	X	X	X					X	X	X	X	X
18	PRIYANKA M	189631	8	X	X	X	X									
19	RAFIYA		30	X	X	X	X	X	X	X	X					
20	RAVICHANDIRAN K		30			X	X			X	X	X	X	X	X	X
21	ROSHAN AHMED K	126328	40	X	X	X	X	X	X	X	X	X	X	X	X	X
22	RUTH PRISCILLA Y	104259	30	X	X			X	X	X	X	X	X	X	X	X
23	SANJAI V	130537	4	X	X	X	X									
24	SANJAYDEV R	187667	16	X	X	X	X			X	X					
25	SARATH CHANDIRAN		2							X	X					
26	SNEGA M	104466	28	X	X	X	X	X	X	X	X	X	X	X	X	X
27	SOMESH S	69132	38	X	X	X	X	X	X	X	X	X	X	X	X	X
28	SRINIVASAN		36	X	X	X	X			X	X	X	X	X	X	X
29	SURIEYA NARAYANAN N	TMC0164921	40	X	X	X	X	X	X	X	X	X	X	X	X	X
30	SUSHMITHA S	114941	34	X	X	X	X	X	X	X	X	X	X	X	X	X
31	THIRUMURUGAN T	408453	4	X	X	X	X									
32	VAITHEESWARI		20					X	X	X	X					
33	VENKATESH		36			X	X	X	X	X	X	X	X	X	X	X
34	VETRIVEL A	427114	38	X	X	X	X	X	X	X	X	X	X	X	X	X
35	VIGNESH M V	157643		X	X	X	X	X	X	X	X	X	X	X	X	X
36	VIKRAM S	50914		X	X	X	X	X	X	X	X					
37	VISHWAM	NOG0221820		X	X	X	X			X	X	X	X	X	X	X

28 28 28 28 25 25 31 31 24 24 25 25

*(P. AMUDHA)*  
 Coordinator

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 Pondicherry-4



Batch Details  
 Trainer Name Mrs. P. Amudha  
 Time 5.30pm to 7.30pm  
 Library Pondicherry-RomandRoland

Sino	Student Name	IDNO	11/feb	12/feb	13/feb	14/feb	15/feb	16/feb	17/feb	18/feb	19/feb	20/feb	21/feb	22/feb	23/feb	24/feb	25/feb	26/feb	27/feb	1/mar	2/mar	3/mar	4/mar	5/mar	6/mar	8/mar	9/mar	#####
1	ANAND E			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	ANANTHA NARAYANAN			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	ANBARASAN A	SQY0221424	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	ARIYAN A	9911 4223 5382	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	AVINASHKRISHNAN	6238 3856 7497	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	BALA PRASANNA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	DHINAKARAN I	4924 3129 2011	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	DINESH R	7076 1104 1330	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	DIVAHAR I	5092 4910 9542	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	ELAVARASAN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	GUNASEKAR		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	JAYAPRAKASH M	8478 8102 1860	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	KESAVRAM G	7015 1120 9789	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	KIRTHIK ROSHAN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	MOHAMED HASAN SHERIFF M	IGW0189068	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	NIVESHKUMAR R	RNV0226035	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	PRIVADHARSHINI P	140477	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	PRIYANKA M	189631	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	RAFIYA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	RAVICHANDIRAN K		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	ROSHAN AHMED K	126328	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	RUTH PRISCILLA Y	104259	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	SANJAI V	130537	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	SANJAYDEV R	187667	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	SARATH CHANDIRAN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	SNEGA M	104466	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	SOMESH S	69132	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	SRINIVASAN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	SURIEYA NARAYANAN N	TMC0164921	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	SUSHMITHA S	114941	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	THIRUMURUGAN T	408453	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	VAITHEESWARI		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	VENKATESH		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	VETRIVEL A	427114	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	VIGNESH M V	157643	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	VIKRAM S	50914	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	VISHWAM	NOG0221820	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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 Pondicherry-4

*P. Amudha*  
 (P. AMUDHA)  
 Coordinator

Name of Trainer **Ms. Amutha**  
 Course Name **NFLM-TEC**  
 Google meet link  
 Batch Timing **5.30pm to 7.30pm**  
 Training Duration **45 hours**

Sl.No	DATE	MODULE	CHAPTER	DESCRIPTION
1	11/02/2021	Module 1		Introduction to NFLM Course , Explained about TEG,TEC , Digisakshar
2			1	Introduction to computer and part of computer
3			1	Discussed about Hardware & Software , Operating system
4			1	Types of OS , Application Software , Digital devices
5			1	Revision given for Module and conducted Quiz , Student taken quiz in digisakshar portal guided.
6	12.02.2021	Module 1	2	Getting Started and understanding Storage
7			2	Explained about Cloud storage and conducted quiz activities
8	13.02.2021	Module 2	1	Explained about basic tools of MS word and pratical demo conducted
9			1	Explained about word processing tools and pratical session done How to work in MS word , Bullets and numbering the contents
10	15.02.2021	Module 2	1	Discussed about how to make Students record and make resume
11				Discussed about how to use shortcut keys for making documents
12				Discussed about how to prepare biodata and insert pictures in it .
13	16.02.2021	Module 2	1	Discussed about how to prepare and take print of a mail merge
14			2	Discussed about basics of MS spreadsheets, Creating Charts, Sorting & Filtering the data
15				Explained about Auto Fill, Conditional Formatting, Functions & pratical demo& QUIZ given
16	17.02.2021	Module 3	3	Explained about MS-Powerpoint, Slide Layout, Inserting & Deleting Slides
17				Discussed about Slide Transition, Animating Objects in MS- Powerpoint & Inserting Objects, Demo Conducted
18	18.02.2021	Module 4	1	Smart Phone Features, Change Settings, Symbols in Smart Phones, Conference Call
19	19.02.2021			Online Application of a SmartPhone , Downloading Apps, Google Maps, Google Assistant & Useful Applications
20	20.02.2021	Module 5	1	Social Media Applications, Instagram, Finding People, Posting a Video/Photo
21	22.02.2021		2	WhatsApp, WhatsApp Web, Chat, Change Profile Picture, Settings & Creating Group
22	23.02.2021		3	Facebook, Profile Update, Finding People, Creating Post & Facebook Features
23	24.02.2021		4 & 5	Twitter, Setting Profile, Homescreen, Notification, Tweeting & Retweeting, Youtube, Installing Youtube, Downloading & Uploading Videos , Searching, Creating Library
24	25.02.2021	Module 6	1	Electronic Online Payments, Internet Banking, Features of Internet Banking, Ecommerce, Types of Electronic Payments, Card Payment, E-Wallets
25	26.02.2021		2	Practice on Internet Banking, Explained about Mobile Banking concepts and Advantages and disadvantages of Mobile Banking, USSD, UPI, Types of Digital Wallets
26	27.02.2021		3	Discussed about Financial Planning, Tips on Bank Account Safety, KYC & Secure online Transactions
27	01.03.2021	Module 7	1	Introduction to Video Conferencing, Video Conferencing Platforms, how to use ZOOM & Google Meet, Demonstration given on ZOOM & Google Meet Apps
28	02.03.2021	Module 8	1	Introduction to Online Safety, Use Safe browsing & explained about social media & Privacy, Email Protection
29	03.03.2021		2	Discussed about privacy and safety of Data on online Platforms like Facebook, Twitter, WhatsApp, Instagram & Youtube, Discussed about Fake News, Identifying Fake News, Types of Fake News & Impact of Fake News
30	04.03.2021	Soft Skills	1 & 2	Schemes for Youth, Explained about Soft Skills, Effective Communication, Confidence Building, Body language, how to prepare for an interview
31	05.03.2021		3	Discussed about importance of Spoken English, English Learning Apps & Exam Conducted

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Name of Trainer **Ms. Sarvani**  
 Course Name **NFLM-TEC**  
 Google meet link <https://meet.google.com/usq-gyas-ory>  
 Batch Timing **5.30pm to 7.30pm**  
 Training Duration **45 hours**

**Daywise Session plan**

1				Introduction to NFLM Course , Explained about TEG,TEC , Digisakshar
2			1	Introduction to computer and part of computer
3	11/02/2021		1	Discussed about Hardware & Software , Operating system
1	17/02/2021	Module 1	1	Introduction to computer and part of computer
			1	Discussed about Hardware & Software , Operating system
2	18/02/2021	Module 1	1	Types of OS , Application Software , Digital devices
			1	Revision given for Module and conducted Quiz , Student taken quiz in digisakshar portal guided.
			2	Getting Started and understanding Storage
			2	Explained about Cloud storage and conducted quiz activities
3	19/02/2021	Module 2	1	Explained about basic tools of MS word and practical demo conducted
			1	Explained about word processing tools and practical session done How to work in MS word , Bullets and numbering the contents
			1	Discussed about how to make Students record and make resume
4	20/02/2021	Module 2	1	Discussed about how to use shortcut keys for making documents
			1	Discussed about how to prepare biodata and insert pictures in it .
			1	Discussed about how to prepare and take print of a mail merge
5	22/02/2021	Module 2	1	Revision give to how to prepare Mail merge and Ms Spreadsheet taught
			2	Discussed about basics of MS spreadsheets, Creating Charts, Sorting & Filtering the data
			2	Explained about Auto Fill, Conditional Formatting, Functions & practical demo& QUIZ given
6	23/02/2021	Module 2	2	Discussed about basics of MS spreadsheets, Creating Charts, Sorting & Filtering the data
			2	Explained about Auto Fill, Conditional Formatting, Functions & practical demo& QUIZ given
			3	Explained about MS-Powerpoint, Slide Layout, Inserting & Deleting Slides
7	24/02/2021	Module 2	3	Discussed about Slide Transition, Animating Objects in MS- Powerpoint & Inserting Objects, Demo Conducted
			1	Introduction to Internet, World wide Web, Web page,Web link, Website, Web Browser
			1	Creating Book marks, Browsing, Searching , Downloading with Demo & quiz conducted

*D. Sarvani*  
 (Coordinator)

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 Head of the Department of Commerce  
 Saradha Gangadharan College  
 Mysore







**NASSCOM®  
FOUNDATION**

**Certificate of Completion**


**ID No.: 001436**

**Name: SHREENIVASAN**

**Implementation Partner: DEEPAM (DEED)**

This is to certify the above-mentioned candidate has successfully completed the "Digital, Financial Literacy and Soft skills" examination conducted by NASSCOM Foundation under NASSCOM Foundation Libraries Mission initiative.

Date: 05/03/2021

  
Dr. S. NATARAJAN  
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Dandichonry, A