



## ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE

Permanently Affiliated to Thiruvalluvar University  
Recognized by UGC under sections 2(f) and 12(B) of the UGC Act 1956

Accredited with "B" Grade by NAAC

Approved by the Government of Tamil Nadu

Phone:04174-235266 Email: principaliwc@gmail.com

www.islamiahwomensartsandsciencecollege.com

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**1.2.1 - Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc.**

**Information about each program, including its name, duration of the program, a list of students who have enrolled along with name and signature of students, curriculum of the program and assessment procedures**

**2020 – 2021**

S.No	Particulars	Proof
01	DMLT	<a href="#">Link</a>
02	Continental and Oriental Cuisine	<a href="#">Link</a>
03	Tally ERP9 with GST	<a href="#">Link</a>
04	Communication Skills for Employability	<a href="#">Link</a>

# Information about program, it's name and duration of the program

[RETURN TO HOME PAGE](#)

2020-2021		
Name of Certificate/ Value added course offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed	Period (from date - to date)	Number of Students completing the course in the year
DMLT	02.01.2020 -13.5.2022	24
Nutrition Foods Service Management & Dietetics (Value Added Course ) Preperation of Continental and Oriental Foods	29.1.2021 - 17.02.2021	50
Tally -ERP 09 with GST (Bachelor of Business Administration)	12.2.2021 -1.4.2021	27
Soft Skill Training Program on Communication Skills for Employability	1.3.2021 - 6.3.2021	109



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**PG DEPARTMENT OF BIOCHEMISTRY**

**DMLT STUDENTS NAME LIST 2020-2022**

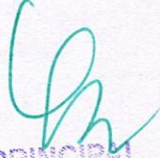
S.NO	NAME	YEAR	DEPARTMENT	STUDENTS' SIGNATURE
1	P.K.Nasiqua anjum	2020-2022	Biochemistry	P.k.Nasiqua Anjum
2	M.Madiha Fathima	2020-2022	Biochemistry	Madiha Fathima M
3	K.Arshiya Tabassum	2020-2022	Biochemistry	Arshiya Tabassum K
4	B.Haseena	2020-2022	Biochemistry	B. Haseena
5	T.A.Hanfa Madira	2020-2022	chemistry	T.A. Hanfa Madira
6	N.Juvaria Tazeen	2020-2022	Biochemistry	N. Juvaria Tazeen
7	k Nimra Kounain	2020-2022	chemistry	Nimra Kounain K.
8	B.S.Unaiza Usmani	2020-2022	Biochemistry	B.s. Unaiza Usmani
9	Y.Fariqa	2020-2022	Biochemistry	Y. Fariqa
10	P.S.Rimsha Mehak	2020-2022	Biochemistry	P.s. Rimsha Mehak
11	A.Maheeha Mahatab	2020-2022	Biochemistry	A. Maheeha Mahatab
12	I.Nabisha	2020-2022	Biochemistry	Nabisha
13	K.Hajira Sadaf	2020-2022	Biochemistry	Hajira Sadaf
14	J.Nida Aafreen	2020-2022	Biochemistry	J. Nida Aafreen
15	Nadiya Sadaf.S	2020-2022	chemistry	Nadiya Sadaf.S
16	Daniya Kounain	2020-2022	Biochemistry	Daniya Kounain
17	Hemavathi.K	2020-2022	Biochemistry	Hemavathi. V
18	S.Swetha	2020-2022	Biochemistry	S. Swetha
19	I.Sima	2020-2022	Biochemistry	Sima
20	E.Priyanka	2020-2022	Outgone	E. priyanka
21	P.R.Nabisha Tabassum	2020-2022	Biochemistry	P.R. Nabisha Tabassum
22	Mufsira Harmain	2020-2022	Biochemistry	Mufsira Harmain
23	Sameera Sadaf	2020-2022	Biochemistry	Sameera Sadaf
24	Usha Revathi	2020-2022	Outgone	Usha Revathi

S. ARUNA, M.Sc., M.Phil.,  
HOD of Bio-Chemistry  
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# Diploma In Medical Laboratory Technology



  
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**THE TAMIL NADIR DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI**  
**REGULATIONS FOR DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY**

**1. ELIGIBILITY FOR ADMISSION**

i) Candidates belonging to all categories for admission to the **Diploma In Medical Laboratory Technology** should have passed the minimum education qualification is 12<sup>th</sup> science or equivalent schooling from recognized or University with any subjects.

**2. AGE LIMIT FOR ADMISSION:**

A candidate should have completed the age of 17 years at the time of admission or would complete the said age on or before 31st December of the year of admission to the **Diploma In Medical Laboratory Technology**

**3. ELIGIBILITY CERTIFICATE:**

The candidate who has passed 12<sup>th</sup> qualifying examinations other than HSS Examination conducted by the Government of Tamil Nadu, before seeking admission to any one of the affiliated institutions shall obtain an Eligibility Certificate from the University by remitting the prescribed fees along with application form, which shall be downloaded from the University website ([www.tnmmu.ac.in](http://www.tnmmu.ac.in))

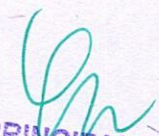
**4. REGISTRATION:**

A Candidate admitted in any one of the **Diploma In Medical Laboratory Technology** in any one of the affiliated institutions of this University shall register his / her name with this university by submitting the prescribed application form for registration duly filled, along with the prescribed fee and a declaration in the format to the Academic Officer of this University through the affiliated institution within 30 days from the cut-off date prescribed for the course for admission. The applications should have date of admission of the course.

**5 MIGRATION/TRANSFER OF CANDIDATE:**

(a) A student studying in **Diploma In Medical Laboratory Technology** can be allowed to migrate/transfer to another institution of Allied Health Science under the same or another University.



  
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(b) Under extraordinary circumstances, the Vice Chancellor shall have the powers to place any migration/transfer he/she deems fit before the Governing Council and get its approval for grant of permission/ratification for Migration/Transfer to the candidates undergoing the course of study in affiliated institutions of this University.

#### **6. COMMENCEMENT OF THE COURSE:**

The course shall commence from 1st August of the academic year.

#### **7. MEDIUM OF INSTRUCTION:**

English shall be the Medium of Instruction for all the Subjects of study and for examinations of the **Diploma In Medical Laboratory Technology**.

#### **8. CURRICULUM:**

The Curriculum and the syllabus for the course shall be as prescribed in these regulations and are subject to modifications by the Standing Academic Board from time to time.

#### **9. DURATION OF THE COURSE:**

The duration of certified study for the **Diploma In Medical Laboratory Technology** shall be over a period of two academic years.

#### **10. RE-ADMISSION AFTER BREAK OF STUDY:**

The regulations for re-admission are as per the University Common Regulation for Re-admission after break of study for all courses.

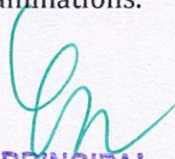
#### **11. WORKING DAYS IN THE ACADEMIC YEAR:**

Each academic year shall consist of not less than 240 working days.

#### **12. ATTENDANCE REQUIRED FOR ADMISSION TO EXAMINATION:**

- No candidate shall be permitted to appear in any one of the parts **Diploma In Medical Laboratory Technology** Examinations unless he/she has attended the course in the subject for the prescribed period in an affiliated institution recognized by this University and produce the necessary certificate of study, attendance and satisfactory conduct from the Head of the institution.
- A candidate is required to put in a minimum of 85% of attendance in both theory and practical separately in each subject before admission to the examinations.



  
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**13 CONDONATION OF LACK OF ATTENDANCE:**

There shall be no condonation of lack of attendance.

**14 VACATIONS:**

Public holidays are applicable.

**15. INTERNAL ASSESSMENT MARKS:**

The Internal Assessment should consist of the following points for evaluation:-

i) Theory

ii) Practical / Clinical

iii) Viva

(a) A minimum of two written examinations shall be conducted in each subject during a year and the best marks of the one performance shall be taken into consideration for the award of Internal Assessment marks.

(b) A minimum of one practical examination shall be conducted in each subject (wherever practical has been included in the curriculum) and grades of ongoing clinical evaluation to be considered for the award of Internal Assessment marks.

**16. CUT-OFF DATES FOR ADMISSION TO EXAMINATIONS:**

(i) 30th September of the academic year concerned

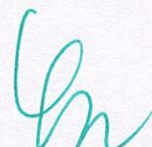
(ii) The candidates admitted up to 30th September of the academic year shall be registered to take up the 1st year examination during August of the next year.

(iii) All kinds of admission shall be completed on or before 30th September of the academic year. There shall not be any admission after 30th September even if seats are vacant.

**17. DURATION:**

Course Duration	- 2 years
Weeks per year	- 52 weeks
Vacation	- 2 weeks
Hours per week	- 30 hours
Hours per academic year	- 1440 hours
No. of working days per year	- 240 days



  
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**18. COMMENCEMENT OF THE EXAMINATIONS:**

1<sup>st</sup> August / 1<sup>st</sup> February

If the date of commencement of examination falls on Saturdays / Sundays or declared Public Holidays, the examination shall begin on the next working day.

The University paper will be awarded for 100 marks and Internal 50 marks.

**19. MARKS QUALIFYING FOR PASS:**

50% of marks in the University Theory Examinations

50% of marks in the University Practical Examinations

50% of marks in the subject where internal evaluation alone is conducted

50% of marks in aggregate in Theory, Practical I.A. & Oral taken together

**20. CARRY OVER OF FAILED SUBJECTS:**

(1) A candidate has to pass in theory and practical examinations separately in each of the paper

(2) If a candidate fails in either theory or practical examinations, he/she has to reappear for both (theory and practical)

(3) The candidate has to successfully complete the course in double the duration of the course (i.e. 4 years from the date of joining)

**22. PRACTICAL EXAMINATION**


Maximum number of candidates for practical examination should not exceed 25 per day. An examiner should be a lecturer or above in any of the affiliated institutions of Allied Health Sciences.

**23. NUMBER OF EXAMINERS** One internal and one external examiner should jointly conduct practical/ oral examination for each student

**24. REVALUATION/RETOTALLING OF ANSWER PAPERS:**

Revaluation / Retotalling of answer papers is not permitted.



  
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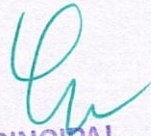


**SYLLABUS-DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY**  
**BRIEF SUBJECT TITLE TO BE COVERED**

<b>Main subjects</b>	<b>Internal subjects</b>
<b>First year</b>	
Anatomy & Physiology, Biochemistry	Spoken English & Communication
Fundamentals of Medical laboratory Technology, Microbiology	Basics of Computer
<b>Second year</b>	
<b>Clinical biochemistry, Pathology &amp; Histopathology</b>	
<b>Haematology and Blood and bank</b>	

**NOTE: For the supportive subjects Internal Examination to be conducted by the institute conducting the course and marks should be submitted to the University.**



  
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**SYLLABUS FOR DIPLOMA IN MEDICAL LABORATORY**

**I YEAR**

**PAPER I**

**Paper I- Human biology and Fundamental of medical laboratory technology**

**ANATOMY, PHYSIOLOGY & BIOCHEMISTRY**

**Total Theory: 150 hrs**

**Total Practical: 50 hrs**

**ANATOMY & PHYSIOLOGY**

**Module 1: Introduction to anatomy**

Scope of Anatomy and Physiology - Definitions and Terms in Anatomy and Physiology- Structure and function of human cell - Elementary tissues of human body- Brief account on Composition of Blood - functions of blood elements - Blood Group and coagulation of blood.

**Module 2: Cardio Vascular System**

Structure and functions of various parts of the heart, arterial and venous system, brief account on common cardiovascular disorders

**Module 3:Respiratory System**

various parts of respiratory system and their functions, Physiology of Respiration

**Module 4: Digestive System**

names and various parts of digestive system-Liver, Spleen, Gall Bladder, Pancreas, Buccal Cavity, Pharynx, Oesophagus, Stomach, intestine etc.-physiology of digestion and absorption


**Module 5: Urinary System**

various parts of urinary system and its function-structure and function of kidneys-physiology of urine formation - pathophysiology of renal disease and edema

**Module 6: Reproductive System**

physiology and anatomy of Male & Female reproductive system-Prostate & Uterus & Ovaries etc



  
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**Module 7: Musculoskeletal System**

Classification of bones & joints, structure of skeleton –structure of skeletal muscle – physiology of muscle contraction

**Module 8: Nervous System**

various parts of nervous system- Brain and its parts –functions of nervous system - Spinal Cord & Nerves

**Module 8: Ear, Nose, Throat and Eye**

Elementary knowledge of structure and functions of organs of taste, smell, hearing, vision

**Module 9: Endocrine System**

Endocrine glands ,their hormones and functions-Thyroid, Parathyroid, Suprarenal, Pituitary, pituitary and Thymus

**Module 10: Haemopoietic and Lymphatic System**

Name of the blood vessels & lymph gland locations


**Module 11: Surface Anatomy & Surface Markings of Human Body****Practical's**

- Study of Human Skeleton parts with skeletal models..
- Study with charts and models of all organ systems mentioned above.
- Microscopic slides examination of elementary human tissues, cells.

**REFERENCES**

1. Solomon. E.A., (2008) Introduction to Human Anatomy and Physiology 3rd Ed, Saunders: St Louis.
2. Chaurasia, B.D., & Garg, K., (2012) *Human Anatomy Regional and Applied*. CBS Publications: New Delhi
3. T.S. Ranganathan – *A text book of Human Anatomy*
4. Fattana, Human anatomy (Description and applied) *Saunders & C P Prism Publishers*, Bangalore – 1991



  
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## BIOCHEMISTRY

**Course Hours (Theory): 30 hrs**

**Course Hours (Practicum): 20 hrs**

**COURSE OBJECTIVES:** On completion of this course the students will be able to:

1. Define biochemistry and explain the major complex biomolecules of the cell.
2. Enumerate the chemical structure, classification and functions of proteins, lipids and carbohydrates.
3. Comprehend the classification & function of nucleic acids and enzymes.
4. Explain the biochemical structure of vitamins, its classification and the functions of vitamins and minerals.
5. List the various hormones, its action and function.
6. Describe acids and bases, the mechanism of homeostasis and acid base balance

## BIOCHEMISTRY

### Module 1: Carbohydrates

Glucose and Glycogen Metabolism

### Module 2: Proteins:

Classification of proteins and functions

### Module 3: Lipids:

Classification of lipids and functions

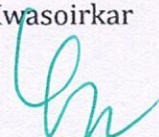
### Module 4: Enzymes

Definition – Nomenclature – Classification – Factors affecting enzyme activity – Active site – Coenzyme – Enzyme Inhibition – Units of enzyme – Isoenzymes – Enzyme pattern in diseases.

### Module 5: Vitamins & Minerals:

Fat soluble vitamins(A,D,E,K) – Water soluble vitamins – B-complex vitamins- principal elements(Calcium, Phosphorus, Magnesium, Sodium, Potassium, Chlorine and sulphur)- Trace elements – Calorific value of foods – Basal metabolic rate(BMR) – respiratory quotient(RQ) Specific dynamic action(SDA) – Balanced diet – Marasmus – Kwashiorkor



  
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**Module 6 : Acids and bases:**

Definition, pH, Henderson – Hasselbalch equation, Buffers, Indicators, Normality, Molarity, Molality

**BIOCHEMISTRY SYLLABUS FOR PRACTICALS**

- 1 Benedict's test
2. Heat coagulation tests

**REFERENCES**

1. Teitz, *Clinical Chemistry*. W.B. Saunders Company Harcourt (India) Private Limited New Delhi.
2. Vasudevan D. & Sree Kumari S., *Text Book of Bio Chemistry for Medical Students*, Jaypee Brothers, New Delhi.
3. Biochemistry, U. Satyanarayan, Books and Allied (P) Ltd. Kolkata-India
4. Das Debajyothi, *Biochemistry*, Academic Publishers Calcutta.

**FUNDAMENTALS OF MEDICAL LABORATORY TECHNOLOGY & MICROBIOLOGY**

**Course Hours (Theory): 200 hrs**

**Course Hours (Practicum): 100 hrs**

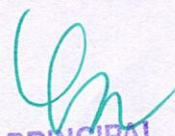
**Module 1: Introduction to Clinical laboratory**

Basic laboratory principles - Code of conduct of medical laboratory personnel

The use of the laboratory - Basic laboratory principles - Code of conduct of medical laboratory personnel - Organization of clinical laboratory and role of medical laboratory technician - Safety measures - Medical laboratory professional and professionalism in laboratory workers - clinic borne infection and personnel hygiene

**Module 2 Common Laboratory Equipment's** Incubator, Hot Air Oven, Water Bath - Anaerobic Jar, Centrifuge, Autoclave - Microscope - Fundamentals of Microscopy, Resolution & Magnification, Light Microscopy, Electron Microscopy- Glassware - Description of Glassware, its use, handling and care



  
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**Module 3: Basic Steps for Drawing A Blood Specimen**

Requirement of Blood Collection - Blood collection - Phlebotomy - Sampling errors - Collection and preservation of biological fluids - Anticoagulants - Preservation of samples - Chemical preservatives - Process of analysing the specimens - The laboratory report.

**Module 4: Preparation of Reagents & Quality control**

Buffer and pH- Preparation of reagents : Normal , per cent and Molar solution - normal saline -Methods of measuring liquids- Clinical Laboratory records- Modern Laboratory set up - Quality control: Accuracy, Precision, and Reference values.

**Module 5: Manual Vs Automation in Clinical Laboratory**

Types of analyzers - Semi-auto analyzer - Batch analyzer - Random Access autoanalyzers. Steps in the automated systems - Responsibilities of a technician in the maintenance of the analyzers.

**Module 6: Characteristics of laboratory Substances**

The chemical composition, structure, and properties of substances. The chemical processes and transformations that they undergo including the use of chemicals and their interactions, danger signs, production techniques, and disposal methods

**MICROBIOLOGY & IMMUNOLOGY (Theory Outline)****Module I. Introduction and brief history of Microbiology**

Historical Aspect -Branches of Microbiology-Prokaryotic Organisms - Prokaryote Vs Eukaryote-Cell Wall, Structures external to Cell Wall, Structures internal to Cell Wall, Spores.-Eukaryotic Organisms - Structure of eukaryotes, Characteristics of eukaryotes,

**Module II. Common Laboratory Equipments**

Incubator, Hot Air Oven, Water Bath - Anaerobic Jar, Centrifuge, Autoclave -Microscope - Fundamentals of Microscopy, Resolution & Magnification, Light Microscopy, Electron Microscopy- Glassware – Description of Glassware, its use, handling and care

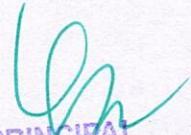
**Module III. Sterilization**

Definition -Classification and General Principle of Sterilization

**Module IV. Antiseptics & Disinfectants**

Definition -Types - Mode of Action - Uses



  
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**Module V: Growth and cultivation of Microorganisms.**

Nutritional requirement of microorganisms-Types of media-Microbial growth and growth curve-Collection, Transportation and processing of clinical samples for Microbiological investigations.

**Module VI: Bacteriology**

Definition - Bacteria – General characteristics of Bacteria -Classification and morphology of Bacteria - Staphylococcus, Streptococcus, Pneumococcus, Neisseria gonorrhoea, Neisseria meningitis, Corynebacterium diphtheriae, Mycobacterium, Clostridium, E.coli, Klebsiella, Salmonella, Proteus, Pseudomonas, Vibrio & Spirochaetes with reference to their : - Morphology, cultural characteristics, biochemical reaction, pathogenesis/disease caused & lab diagnosis.

**Module VII Virology :**

Definition - General Introduction of Virus - Physicochemical characteristic of Viruses - Isolation of Viruses in Laboratory by tissue culture -Cell and tissue culture technology - Embryonated Egg - Principles of animal cell culture and their use in Virology - Retro viruses - HIV, Hepatitis virus , Pox virus , Picorna virus - Polio - Orthomyxo virus - Influenza - Arbo virus - Chikungunya, Dengue - Herpes and Adeno virus with reference to their mode of infection, pathogenesis and diagnosis-Bacteriophages

**Module VIII Parasitology :**

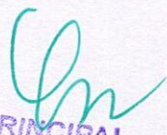
Introduction of parasitology and classification

- Protozoa - Rhizopoda - Mastigophora (Haemoflagellates, Intestinal and genital flagellates)- Sprozoa (Malarial parasite, Toxoplasma)- Helminthes -Nematodes (Ascaris, Hookworm, Whipworm, pinworm, strongyloides trichinella, Filaria,Dracunculus medinensis) - Cestodes (Taenia Saginata, T. Sclium, Echinococcus, D. atum, Hymenolepis nana)Trematodes

**Module IX Mycology**

Definition - Structure – Classification-Cutaneous & Sub cutaneous and Systemic Mycosis - Opportunistic fungal infections -Diagnosis of fungal infections.



  
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**Module X Immunology:**

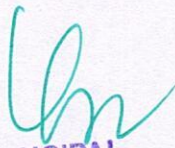
Introduction -Non specific resistance to infection -Specific immunity. Antigens. Antibodies- Structure and function.- Complement and antigen-antibody reaction. Hybridoma and Monoclonal antibodies.

Applied immunology -Hypersensitivity. -Autoimmunity. -Transplantation and Tumour immunity.

**MICROBIOLOGY & IMMUNOLOGY (Practicum Outline)**

1. Use and care of microscopes.
2. Measurement of microbes by micrometry.
3. Simple staining methods and gram stains
4. Special staining methods – capsule, spore, acid fast, Metachromatic etc,
5. Tests for motility in bacteria.
6. Preparation of media.
7. Using of autoclave hot air oven, other common laboratory equipment etc.
8. Disinfection practices in laboratory and wards.
9. Assay for disinfection.
10. Techniques of cultivation of bacteria.
11. Isolation of bacteria from clinical specimens.
12. Biochemical testing – Catalase, oxidase, citrate, urease, TSI, Carbohydrate fermentation, MR VP, Indole
13. Purification of microbial cultures.
14. Standard Plate Count.
15. Antibiotic sensitivity test
16. Isolation, Characterization and identification of pathogens from various clinical specimens.
17. Techniques in tissue culture.
  - a. Demonstration of Cytopathogenic effect (CPE)
  - b. Haemagglutination test.
  - c. Haemagglutination inhibition test.
  - d. Viral Serology, PCR



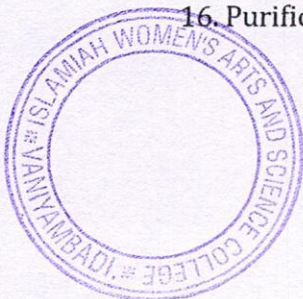
  
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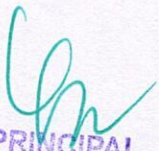


2. Mycology:
  - a. Lactophenol blue staining.
  - b. KOH Preparation.
  - c. Morphology of fungi.
  - d. Yeasts.
  - e. Culture demonstration of contaminants- Aspergillus, Penicillium, Mucor, Rhizopus
  - f. Dermatophytes.
  - g. Dimorphic fungi.
3. Study of antibiotic sensitivity of common pathogens
4. Examination of stool for parasites.
5. Culture techniques for parasites

#### **FUNDAMENTALS OF MEDICAL LABORATORY TECHNOLOGY (practicum)**

1. Handling common laboratory equipment's
2. Preparation of various reagents.
3. Responsibilities of a technician in the maintenance of the analyzers.
4. Use and care of microscopes.
5. Measurement of microbes by micrometry.
6. Simple staining methods and gram stains
7. Special staining methods – capsule, spore, acid fast, Metachromatic etc,
8. Tests for motility in bacteria.
9. Preparation of media.
10. Using of autoclave hot air oven, other common laboratory equipment etc.
11. Disinfection practices in laboratory and wards.
12. Assay for disinfection.
13. Techniques of cultivation of bacteria.
14. Isolation of bacteria from clinical specimens.
15. Biochemical testing – Catalase, oxidase, citrate, urease, TSI, Carbohydrate fermentation, MR VP, Indole
16. Purification of microbial cultures.



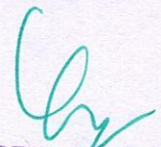
  
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17. Standard Plate Count.
18. Antibiotic sensitivity test
19. Isolation, Characterization and identification of pathogens from various clinical specimens.
20. Techniques in tissue culture.
  - a. Demonstration of Cytopathogenic effect (CPE)
  - b. Haemagglutination test.
  - c. Haemagglutination inhibition test.
  - d. Viral Serology, PCR
21. Mycology:
  - e. Lactophenol blue staining.
  - f. KOH Preparation.
  - g. Morphology of fungi.
  - h. Yeasts.
  - i. Culture demonstration of contaminants- Aspergillus, Penicillium, Mucor, Rhizopus
  - j. Dermatophytes.
  - k. Dimorphic fungi.
22. Study of antibiotic sensitivity of common pathogens
23. Examination of stool for parasites.
24. Culture techniques for parasites

**REFERENCE BOOKS:**

1. Fischbach, 2005. Manual of lab and diagnostic tests, Lippincott Williams Wilkins, New York.
2. Gradwohls, 2000. Clinical laboratory methods and diagnosis. (ed) Ales C. Sonnenwirth and Leonard Jarret, M.D.B.I., New Delhi.
3. J Ochei and Kolhatkar, 2002. Medical laboratory science theory and practice, Tata McGraw- Hill, New Delhi.
4. Kanai L. Mukherjee, 2007, Medical laboratory technology Vol.1. Tata McGraw Hill.



  
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## PAPER – II CLINICAL BIOCHEMISTRY, PATHOLOGY AND HISTOPATHOLOGY

**Course Hours (Theory): 200 hrs**

**Course Hours (Practicum): 100 hrs**

**COURSE OBJECTIVES:** On completion of the course the students will be able to:

1. Describe the organization of a clinical biochemistry lab.
2. List the various tests done in a clinical biochemistry lab.
3. Enumerate on the various equipments in the clinical biochemistry laboratory.
4. Perform independently estimation of triglycerides, estimation of liver function tests and other clinical biochemistry tests.
5. Maintain independently the various equipments in the biochemistry laboratory.

### **Module 1: Introduction to clinical biochemistry**

Definition of bio-chemistry, use of biochemical tests-the application of biochemistry in hospital setting.

### **Module 2: Photometry**

Introduction and definition of photometry. Colorimetry - Lambert Beer's Law - Parts of photo colorimeter


### **Module 3: Electrophoresis & Chromatography**

Introduction and General principle of Electrophoresis: Forces acting on the component in an electrophoresis system - Factors affecting the electrophoresis - Types of Electrophoresis - Applications - Separation of Serum Proteins by Agar Gel Electrophoresis. Chromatography Technique: General principle - Classification of chromatography - Principle of partition chromatography - Procedure - Other Chromatographic Techniques - Adsorption chromatography - Thin layer chromatography - Gas-liquid chromatography - Ion -exchange chromatography - Gel filtration chromatography - Affinity chromatography - HPLC (High performance liquid Chromatography)

### **Module 4: Evaluation of organ function test**

Function of liver in health and disease: Jaundice, Hepatitis; liver function test. Assessment and clinical manifestation of renal, hepatic, pancreatic, gastric & intestinal function, enzyme of pancreatic origin and biliary tract, test of myocardial infarction.



  
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**Module 5: Enzymes as clinical diagnostic tools.**

Endocrinal disturbance: protein hormones and hormones of hypothalamus, pituitary, thyroid and steroid hormones- **In born errors in metabolism:** Introduction, Metabolic disorders of carbohydrates- galactosemia, glycogen storage disease, deficiency of glucose-6-phosphate dehydrogenase, Hypoglycemia, Diabetes mellitus. Metabolic disorder of lipid: Tay-Sachs disease, Nieman Pick disease. Metabolic disorder of amino acid: phenylketonuria, alkaptonuria, Maple syrup urine disease. Metabolic disorder of nucleotides: gout, Lesch-Nyhan Syndrome.


**Module 6: Antibiotics**

Classification. Primary mode of action of penicillin, streptomycin, chloramphenicol, tetracycline, actinomycin D, mitomycin C, polyenes, mechanism of antibiotics resistance, multiple drug resistance.

**Module 7: Histology**

Introduction - Tissue Preparation - Receipt of specimens - Labeling of specimens with numbering - Fixation - Aims and functions of a fixative - Classification of fixatives - Simple fixatives - Compound fixatives - Micro anatomical fixatives - Cytological fixatives - Histochemical fixatives - Post-chromatization - Fixation of specimens - Fixation for individual tissues - Dehydration - Ethyl alcohol - Acetone - Isopropyl alcohol - Dioxane - Clearing (Dealcoholisation) - Cedar wood oil - Benzene - Xylene - Chloroform - Embedding Media - Paraffin wax - Paraplast - Paraplast plus - Gelatin - Water soluble waxes - Celloidin - Techniques of impregnation - Embedding or Blocking - Type of mould - Techniques of moulding - Decalcifying Agents - Selection of the tissues - Determination of end point - Neutralization of acid - Washing - Decalcifying agents - Use of ion exchange resins - Chelating agents - Electrophoretic decalcification - Treatment of hard tissues - Section Cutting: Microtomes, Microtome knives, Sharpening of knives, Care of microtome knives - Techniques of section cutting - Mounting of Sections - Automatic Tissue Processor (Vacuum) - Application of Microwave Technology to Histology - Principle - Applications



  
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### **Module 8: Handling and Embedding of Tiny Tissue Biopsies**

Introduction - Labeling of Tissues - Fixation and Cutting of Small Biopsies - Renal biopsies - Intestinal biopsies - Skin biopsies - Muscle biopsies - Other tissues - Orientation of Tissue Blocks

### **Module 9: Staining Techniques**

Routine staining techniques - Special Stains

### **Module 10: Frozen Technique**

Introduction - Frozen Section – Overview - Use of Freezing Microtome – Fixation - Freezing Microtome - Fixing sections on slides - Staining of frozen sections (rapid staining) - Advantages and disadvantages - Frozen Sections Using Cryostat – Uses - The Cryostat - LEICA CM 1850 Cryostat - The components - Set up of instrument prior to operation - Operation of the Cryostat - Terminating work - Trouble shooting - Cleaning, disinfection, maintenance - Staining of Frozen Sections for Rapid Diagnosis

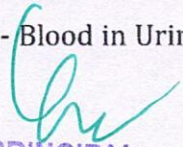
### **Module 11: Cytotechnology**

Introduction - Specimen Collection - Specimen samples - Fine needle aspiration cytology (FNAC) – Preservation - Fresh specimen - Prefixation refers - Preparation of Smears - Viscid Secretions - Body fluids – Sputum - Precautions against infections – Fixation - Fixation method falls into one of 3 categories - Alcohol fixatives - Unstained smears which require to be mailed to a cytology laboratory – Staining - Papanicolaou method - Maygrunwald giemsa (MGG) stain - Mounting - Destaining Procedures - Automation  
Mass screening methods for early detection of cancer, Sputum examination

### **Module 12: Examination of Urine**

Introduction – Formation of urine, Collection of Urine - Special type of collection of urine - Biohazard management - Components of routine urine analysis - Colour - Clarity - Odour - Volume - Chemical Examination - Sugar in Urine - Tests for Sugar In Urine - Benedict's Test - Fehling's test - Chemistrip method - Protein in Urine - Test for Protein in Urine - Heat and Acetic Acid Test - Sulphosalicylic Acid Test - Heller's Test. - Heat and Acetic Acid Test - Ketone Bodies in Urine - Test for Ketones in Urine - Rothera's Test - Gerhardt's test - Bile in Urine - Test for Bilirubin - Fouchet's Test - Test for Bile salts - Hay's Test - Blood in Urine -



  
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Test for Hematuria - Benzidine Test - Guaiacum Test - Gregersen's Test. Microscopic Examination of Urine: Crystals Found In Urine - Crystals Found In Acid Urine - Uric Acid & Urates - Calcium oxalates in Crystals - Cystine Crystals - Leucine and tyrosine crystals - Drug crystals - Crystals Found In Alkaline Urine - Ammonium magnesium phosphates - Dicalcium phosphates - Calcium carbonate - Ammonium biurate - Casts In Urine - Cells in Urine:- Red Blood cells, Pus cells, Epithelial cells, Spermatozoa, Bacteria, Tumour cells

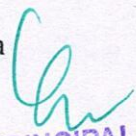
Examination of stool- physical, chemical & microscopic examination

**Module 13: Body Fluids:** Characteristics of Cerebrospinal Fluid. - Synovial fluid - Pleural fluid - Pericardial fluids - Peritoneal fluids-Semen analysis- physical, chemical & microscopic examination, sperm count,motility,

### CLINICAL BIOCHEMISTRY (Practicum)

- Glucose Determination - Body Sources Of Glucose - the Clinical Significance Of Abnormal Blood Sugar Levels - The Glucose Oxidase Method Of Glucose Determination -The Colorimetric Method--Ortho-Toluidine - The Glucose Tolerance Test (GTT) - Glycated Hemoglobin
- Enzymatic using urease - 'Neseler's Method - Berthelot Reaction - In the urease/glutamate dehydrogenase method - Kinetic Method - GLDH method - Colorimetric Method - Diacetyl Monoxime Method - Estimation of Serum Creatinine
- Biuret Method
- Bromocresol Green Method
- Modified Reitman & Frankel Method
- King & King Method
- Jaundice - Biochemical tests - Unconjugated Hyperbilirubinaemia (Retention Jaundice - Haemolytic (Pre-hepatic Jaundice) - Non haemolytic - Conjugated Hyperbilirubinaemia (Regurgitation Jaundice)
- Lipid profile - Total lipids - Phospholipids
- Sackett's Method
- Estimation of Serum HDL cholesterol
- Method of Fiske and Subbarow
- Caraway's Method of Estimation - Hyperuricaemia - Hypouricaemia



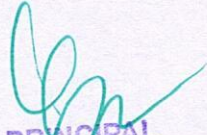
  
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- Collection of specimen and its preservation - Preservatives used - Physical examination of urine - Colour - Appearance - Turbidity - Specific gravity - Volume - Polyuria - Oliguria - Anuria - PH - Chemical Examination - Proteins - Glucose / Reducing Substances - Ketone Bodies - Blood - Bilirubin - Urobilinogen -Tests - For Proteins - Heat test - TCA test - For Sugars - Benedict's Tests - For Blood/Haemoglobin - Benzidine test - For Ketone bodies: Rothera's nitroprusside test - Gerhardt's Test. For Bile Salts: Hay's Test - For Bile Pigments - Fouchet's Test
- Collection- Appearance-Analysis of Cerebrospinal fluid- Synovial Fluid- Pleural Fluid- Pericardial Fluid- Peritoneal Fluid- Seminal Fluids- Needle aspiration Cytology- Discharge from any site. Determine the presence of normal or abnormal components-Know what is implied by the presence of abnormal constituents in body- Reporting of abnormal constituents. Relevant legislation, standards, policies, and procedures followed in the hospital.
- Assessment of the patient- Preparation of patient for the procedure-Education of the patient for the procedure- Procedure-Measures for the prevention of infection

### **HISTOPATHOLOGY (Practicum)**

- Fixatives
- Processing Of the Tissues Including Bone
- Embedding
- Section Cutting
- Staining & mounting
- Special stains
- Handling and embedding of tiny tissue biopsies
- Frozen section technique
- Techniques Equipments & Procedures
- Specimen Collection and Preparation
- Staining Procedure and Mounting
- Preparation of Fluids for Cytological Examination
- Paraffin section cutting.
- H & E staining



  
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- Special staining
- PAS staining, principle&uses.
- Reticulin
- PTAM
- Van gerson
- Amyloid stain, pearl stain
- Melanin bleach& masson's Fontana
- AFB staining (TB and Leprosy)
- Pap staining
- MGG staining for enac
- Museum techniques
- Preparation of mounting medium & mounting of specimen-


#### **Pathology (practical)**

- Examination of Urine – Physical, chemical and microscopic
- Examination of Body fluids
- Semen Analysis
- Stool Examination

#### **REFERENCES**

1. Teitz, *Clinical Chemistry*. W.B. Saunders Company Harcourt (India) Private Limited New Delhi.
2. KAPLAN, *Clinical Chemistry*, Mosby Company, St. Louis Washington, D.C. Toronto.
3. Biochemistry, U. Satyanarayan, Books and Allied (P) Ltd. Kolkata-India
4. Ramanic Sood, *Laboratory Technology (Methods and interpretation)* 4th Ed. J.P. Bros, New Delhi
5. Mukharji, *Medical Laboratory Techniques*, Vol - I, II & III, 5th Edn. Tata McGrawHill, Delhi.



  
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## BLOOD BANK SERVICES & HEMATOLOGY

**Course Hours (Theory): 200 hrs**

**Course Hours (Practicum): 100 hrs**

**COURSE OBJECTIVES:** On completion of the course the student will be able to:

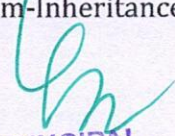
1. Explain the principles involved with antigen and antibodies reaction.
2. Discuss the concept of antigens, antibodies structure and function
3. Differentiate primary and secondary immune response in vivo.
4. Recognize antigen/antibody reactions and their application to immunohematology
5. Explain the principle of agglutination, fixation, precipitation and hemolysis
6. Classify ABO and Rh blood group system
7. Discuss the theory involved in the performance of ABO testing methods
8. Describe the importance of the Rh system in compatibility testing
9. Determine the safety of blood components for transfusion
10. Discuss the importance of serological testing of blood components prior to transfusion.
11. Enumerate the phases of the compatibility test
12. Comprehend the principle and application of the Coombs test
13. Perform safely cross matching for blood compatibility
14. List the methods of preservation of blood and blood products with the time period for each.

### BLOOD BANK SERVICES

#### Module 1: Blood Grouping

Introduction- Human Blood Group system- ABO Subgroups- Red Cell Antigen- Natural Antibodies-Rh System- Rh Antigens & Rh Antibodies-Hemolytic Disease of Newborn & Prevention- Principal of Blood grouping, antigen-antibodyreaction-Agglutination, Haemagglutination, Condition required for antigen antibody reaction- Blood grouping techniques, Cell grouping, Serum grouping-Methods for ABO grouping. Slide & Tube Method, Cell grouping, Serum grouping, Rh grouping by slide & tube method-Difficulties in ABO grouping- Rouleaux formation, how it interfere with Blood grouping-Auto agglutinins - Antiserum used in ABO test procedures, Anti -A, Anti-B Anti- AB Antiserum-Inheritance of



  
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the Blood groups-Control, A&B Cells preparation, Auto control-Medical applications of Blood groups.

### **Module 2: Blood Transfusion**

Principal & Practice of blood Transfusion-Blood Transfusion service at District level- Guide lines for the use of Blood, Appropriate use of Blood, Quality Assurance-Antilogous Blood Transfusion practices-Objectives of Quality Assurance in Blood Transfusion services, Standard operating procedures for usage, donation & storage of blood, screening of donor, compatibility testing, safety, procurement of supplies.

### **Module 3: Blood Donation**

Introduction -Blood donor requirements - Criteria for selection & rejection-Medical history & personal details -Self-exclusion-Health checks before donating blood-Screening for TTI. 4. Blood Collection -Blood collection packs-Anticoagulants-Taking & giving sets in Blood transfusion-Techniques of collecting blood from a donor- Instructions given to the donor after blood donation-Adverse donor reaction.

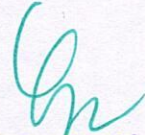
### **Module 4: Testing Donor Blood**

Screening donor's blood for infectious agents - HIV, HCV, HBV, Trepanoma palladium, Plasmodium, HTLV-Bacterially contaminated Blood.

### **Module 5: Blood Donor Records**

Blood donation record book-Recording results- Blood donor card- Documentation in blood bank- Types of documents. Blood bank temperature sheet. Blood bank stock sheet. Blood transfusion request form-Record Maintenance- Period of record archival- Process information by compiling, coding, categorising, calculating, tabulating, auditing or verification of data- The standard protocol for documenting the data in the patient's files and in the computer for future records- Evaluate the completeness of patient data- Monitor quality control data to rapidly identify analytical deficiencies- Document errors and note the remedial actions they have taken



  
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**Module 6: Storage, preservation & Transport of blood**

Storage of Blood and its components - Whole Blood - Platelets - Leucocytes - Plasma - Fresh Frozen Plasma- Anticoagulant & Preservatives -- Whole Blood - Red Cells - Red Cells-Frozen State - High glycerol solution. - Low glycerol solution. - Changes in blood after storage-labelling of blood units-Gas refrigerator-Lay out of a blood bank refrigerator Packing and Transportation.

**Module 7: Compatibility Testing**

Purpose - Single tube compatibility techniques using AHG reagent.- Emergency compatibility testing-Difficulties in cross matching- Labeling & Issuing cross- matched blood.

**Module 8: Blood Components**

Collection of blood components for fractional transfusion-Platelets packed Red Cell, Platelet rich Plasma, Platelets concentrate-Preparation of concentrated (packed) Red cells- Techniques of preparation.

**Module 9: Blood Transfusion Reactions**

Investigation of a Transfusion reaction-Hemolytic transfusion reaction-Actions to take when transfusion reaction occurs.

**Module 10: Introduction to Haematology**

What is a blood - Components of blood - Functions of blood - Components of Blood

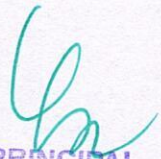
**Module 11: Maintenance and Equipments of Haematology Lab**

Introduction to a microscope - Parts of a microscope - Centrifuge - Automated Cell Counter - Urine Analyser - Maintenance of equipments in the hematology lab - Coagulometer Responsibilities of a lab technologist

**Module 12: Principles of patient care**

Assessment of a patient and brief history collection. Collection of blood, sputum, urine and stool specimens, packing of equipments for CSSD, Develop specific goals and plans to prioritise, organise, and accomplish work



  
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### **Module 13: Collection of Blood Samples**

Specimen Collection - Methods - venipuncture - Patient Identification - Site selection - Tourniquet application - Cleansing the Venipuncture site - Sample Collection - Specimen Collected by skin puncture - Collection from indwelling catheters- Use basic non-automated tests to assess blood cells- See and analyse details at close range- Collect, receive and conduct a pre-analytical processing of clinical laboratory specimens.

### **Module 14: Coagulation Studies**

Hemostasis - Definition, Basic concept and principle, Basic steps involved in Hemastosis. Coagulation - a. Basic Physiology, coagulation factors. b. Mechanism of blood coagulation. Extrinsic Pathway, Intrinsic Pathway. Regulators of blood coagulation. Role in Diseases, Bleeding disorders- . Platelet disorder - Thrombocytopenias - causes including aplastic anemia. DIC ITP, Hemophilia

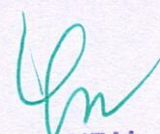
### **Module 15: Hematological Disorders**

Classification of Anemia : Morphological & etiological. Iron Deficiency Anemia : Distribution of body Iron, Iron Absorption, causes of iron deficiency, lab findings. Megaloblastic Anemia : Causes, Lab findings. Hemolytic Anemia : Definition, causes, classification & lab findings. Bone Marrow : Cell composition of normal adult Bone marrow, Aspiration, Indication, Preparation & Staining, Special Stain for Bone Marrow -Periodic Acid Schiff, Sudan Black, Myeloperoxidase. Leukemia : Classification, Blood Picture, Differentiation of Blast cells

### **Module 16: Basic Haematological diagnosis**

**Preparation of Blood Smears** - Specimen - Advantages of EDTA blood - Disadvantages of EDTA blood - Blood Smear Method - Cover slip method - Spreader slide method - Wedge method - Characteristics of a Proper Wedge Film - Types of Smear - Thick Smear - Thin Smear - Common causes of a poor blood smear - Biological (in diseased condition) causes of a poor smear - Precautions - Drying of Smears - Staining Of the Blood Films - Preparation of Stains - Leishman's stain - Wright's Stain - Field's stain - Romanowsky stains - Steps for staining - Manual staining methods - Rack method - Dip method. Automated staining methods: - Platen type - Carousel type. Criteria for a good stain: Problem encountered during staining – Troubleshooting



  
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**Total Cell Count** – Rbc, Wbc, Platelets and Absolute Eosinophil Count, Estimation of Hemoglobin PCV & Erythrocyte Indices - M.C.V. - M.C.H - M.C.H.C - methods and process of estimation, Erythrocyte Sedimentation Rate [E.S.R.] - Westergren Method - Factors Influencing Sedimentation - Laboratory factors which influence ESR - Importance of ESR Reticulocyte Count , Differential Count , Bleeding time, clotting time, prothrombin time,

### **Module 17: General principle of hospital practice**

Hospital structure and organization, Care of Patient, Basic Assessment Skills, First aid & Basic Life Support, Maintenance of Hygiene & Infection Control Practices, Principles of asepsis, Maintenance of Medications in the department, Specialized Investigations - Care of Patients, Medico - Legal Issues

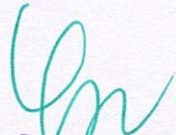
### **BLOOD BANK SERVICES (Practicum)**

- Screening of donors.
- Preparation of anticoagulant fluids
- Grouping of blood.
- Cross matching of blood samples.
- Coomb's test, ELISA Test
- Screening of HbS .Ag. HIV and HCV and rapid kit methods
- Antiglobulin Test
- Dat
- Ict
- Saline Cross-Matching
- Albumin Cross Matching
- Enzyme Cross Matching
- Antiglobulin Test (Ahg)
- Bio safety Precautions and Guidelines
- Abo Blood Grouping Procedure
- Slide or Tile Method, Tube Method, Microplate Method, Micro-Typing System (Diamed/Bioview), Automated or Semi-Automatic Instrumentation

### **HEMATOLOGY (Practicum)**

- Collection of Blood Samples




  
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- Obtaining peripheral Blood Smear
- Staining Of Blood Smear
- Obtaining Cell Counts – Rbc, Wbc, Platelets both manual and automated
- Absolute Eosinophils Count
- Estimation of Haemoglobin
- Packed Cell Volume, Erythrocyte Indices
- Reticulocyte Count
- Differential Count
- Bleeding Time
- Clotting Time
- Pt
- Aptt

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1. Ramanic Sood, Laboratory Technology (Methods and interpretation) 4th Ed. J.P. Bros, New Delhi
2. Satish Gupta Short text book of Medical Laboratory for technician J.P. Bros, New Delhi
3. [Shirley Mitchell Lewis](#), [Barbara J. Bain](#), [Imelda Bates](#) (2006) Dacie And Lewis Practical Haematology, 10th Ed, Churchill Livingstone/Elsevier.
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5. [Bernadette F. Rodak](#), [George A. Fritsma](#), [Kathryn Doig](#) (2007) Hematology: Clinical Principles and Applications 3rd Ed, Elsevier Health Sciences.



  
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# INSTITUTE OF CLINICAL TECHNOLOGY & HOSPITAL

Recognized by : ALL INDIA INSTITUTE OF MEDICAL TECHNOLOGY  
(A UNIT OF SEED Regd. No. 74/97) Regd. No. : 485/94

HANNAH, M.D. (GEO)  
PRINCIPAL

Mr. B. JAMES PONNUDURAI  
DIRECTOR

Mrs. JOSEPHINE FLORA  
TREASURER

## PG DEPARTMENT OF BIOCHEMISTRY CERTIFICATE COURSE ON

### DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY

ACADEMIC YEAR : 2020-2022

DURATION OF COURSE: 2 YEARS

#### ASSESSMENT PROCEDURE

i) Certificate course will be conducted on "DIPLOMA IN  
MEDICAL LABORATORY TECHNOLOGY" For 2 Years

ii) Marks will be awarded based on the following criteria.

Fill in the blanks  $15 * 1 = 15$  Marks

Answer the following  $5 * 2 = 10$  Marks

Answer the following (5 Out of 6)  $5 * 3 = 15$  Marks

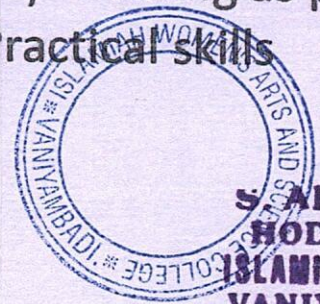
Answer the Briefly for 6 Questions  $6 * 5 = 30$  Marks

Write a long answer for any 2 Questions  $2 * 15 = 30$  Marks

**Maximum: 100 Marks**

ii) Certificates will be awarded to the participants who score  
minimum 40% of marks.

v) Training as per the syllabus given in both Theory and  
practical skills



S. ARUNA, M.Sc., M.Phil.,  
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TECHNOLOGY & HOSPITAL  
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Abdurhulapuram, Vellore - 632 010.  
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New Address : No. 116/117, Sembodu Road, Abdurhulapuram, Vellore - 632 010



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PG DEPARTMENT OF FOODS AND NUTRITION  
VALUE ADDED COURSE ON CONTINENTAL AND ORIENTAL CUISINE  
29.01.2021 - 17.02.2021

S.NO	STUDENT NAME	SIGNATURE OF THE STUDENT
1	AFRAH KULSUM .O	Afraah O
2	ANUSHA MEHEK.V	Anusha Mehek.V
3	AISHA MAHAM .P	Aisha Maham.P
4	AYISHA SIDDIQUA.M.A	Ayisha Siddiqua.M.A
5	FAIZA AYMAN .MP	Faiza Ayman.MP
6	FARIYA NAZ.T	Fariya Naz.T
7	FATHIMA AAFREEN .D	Fathima Aafreen.D
8	HAJIRA TANJEELA.S	Hajira Tanjeela.S
9	HUZAILA FATHIMA G.F	Huzaila Fathima G.F
10	HUZBA .V	Huzba.V
11	HUZEFA SADAF .B	Huzefa Sadaf.B
12	IFRA FATHIMA .C	Ifra Fathima.C
13	MADAR . IFRA KWNAIN	Madar Ifra Kwnain
14	MADDEKAR AIYSHA RAZEEN	Maddekar Aiysha Razeen
15	MISBA .TF	TF. Misba
16	MISBAH SADATH .N	Misbah Sadath.N
17	MODI. AAMINA AYMAN	Modi Aamina Ayman
18	MUBIN TAJ .E	E Mubin Taj
19	MUQLISA .T.A	Muqlisa.T.A
20	NABEEHA SAMA .M	Nabeeha Sama.M
21	NABEELA NAAZ .A	A. Nabeela Naz
22	NASHEETHA AIMAN .S.T	Nasheetha Aiman.S.T
23	NUSAIBA NAAZ .T	Nusaiba Naz.T
24	RAKIYA TAZEEN.G	Rakia Tazeen.G
25	REEBA MAHIN P	Reeba Mahin P.

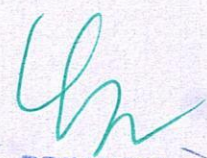


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26	SAFURA BEGUM NIZAMI M	Safura Begum Nizami M
27	SARAH FATHIMA CS	Sarah Fathima CS
28	SATHGADI.ABEERA KULSOOM	Sathgadi Abeera Kulsoom
29	SATHGADI.MADEEHA SHABNAM	Madeeha Shabnam
30	SHAHREEN.H	Shahreen H
31	SHAZIA TABASSUM .S	Shazia Tabassum S
32	SUFIA PARVEZ.K	Sufia Parvez K
33	TABASSIYA .K	Tabassiya K
34	TASMIYA TAJ .M	Tasmiya Taj M
35	UMME KULSUM.K.F	Umme Kulsum K.F
36	UMMA HANI SAIMA K	Umma Hani Saima K
37	UZEFA SUMAN A	Uzefa Suman A
38	UZMA KULSOOM OA	Uzma Kulsoom OA
39	UZMA TABASUM	Uzma Tabasum
40	WAFIA BAHEEN AK	Wafia Baheen AK
41	AYISHA IKARMULLAH	Ayisha Ikarmullah
42	BAGYA DARSHINI	Bagya Darshini
43	K HAFSA AIMAN	K. Hafsa Aiman
44	MANIMOZHI	Manimozhi
45	ISHWARYA	Ishwarya
46	ANBARASI	Anbarasi
47	HUZEFA NUREN V	HUZEFA NUREN V
48	B AMEEENA	B. Ameeena
49	S VENMATHI	S. Venmathi
50	IFRAH KIRAN	Ifrah Kiran



  
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**PG DEPARTMENT OF FOODS AND NUTRITION  
PREPARATION OF CONTINENTAL AND ORIENTAL FOODS**

**SYLLABUS (2020 – 2021)**

**What is Continental Cuisine**

**What is Oriental Cuisine**

**Difference between continental and oriental food**

**Ingredients and Primary Cooking Techniques**


**Regional Source of influence**

**Use of spices and Sauces**

**Diverse Culinary Traditions**

**Indian Food as Part of Continental Platter**



  
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**PG DEPARTMENT OF FOODS AND NUTRITION**

**CERTIFICATE COURSE**

**ON**

**CONTINENTAL AND ORIENTAL CUISINE**

**DURATION OF COURSE (29.01.2021-17.02.2021) 30 HOURS**

**ASSESSMENT PROCEDURE**

- i. Certificate course will be conducted on "Continental and Oriental Cuisine" for 30 hours
  - ii. Training will be given on making various types of recipes based on European Countries.
  - iii. To develop awareness about different kinds of cuisine around the world train to cook them.
  - iv. Practical test for 50 marks will be conducted on preparing Honey Roast Chicken
  - v. Marks will be awarded based on the following criteria .
    - Appearance-10 marks
    - Texture-10 marks
    - Flavor-10 marks
    - Taste-10 marks
    - Colour-10 marks
- v. Certificate will be awarded to the participants who score minimum 40% of marks.

For  
D. Suganthir



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Phone: 04174 - 235266

**DEPARTMENT OF BBA**

**TALLY ERP.9 with GST- 2020-2021 - NAME LIST**

S. NO	NAME	DEPARMENT	YEAR	SIGNATURE OF THE STUDENT
1	V. Tamil sevi	BBA	II	Tamilselvi . V
2	Vanmathi. M	BBA	II	Vanmathi M
3	Aafiya. T.U	BBA	III	Aafiya. T. U
4	Nimra Mahek	BBA	III	Nimra Mahek
5	Shafiya.T.U	BBA	III	Shafiya
6	Mashiha Banu. F	BBA	III	Mashiha Banu F
7	Saranya. S	BBA	III	Saranya S
8	Sibiya Shrl. S	BBA	III	Sibiya Shrl. S
9	Shazia	BBA	III	Shazia
10	Roshini	BBA	III	Roshini
11	Narmatha. R	B. COM (CA)	III	Narmatha R
12	Farheen Taj. M	B. COM (CA)	III	Farheen Taj. M
13	Afreen Banu	B. COM (CA)	III	Afreen Banu
14	Usha	B. COM (G)	III	Usha
15	Swetha. S	B. COM (G)	III	Swetha. S
16	Sushmitha	B. COM (G)	III	Sushmitha
17	Keerthika	B. COM (G)	III	Keerthika
18	Aaisha Siddiqua. M.A	B.SC MATHS	III	Aaisha Siddiqua
19	Ramya. R	BCA	I	Ramya - R
20	Karthiga. S	BCA	I	Karthiga S
21	Inba Shree. S	BCA	I	Inba Shree. S



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22	Jeevitha. T	BCA	I	<i>Jeevitha. T</i>
23	Hemalatha. P	BCA	I	<i>Hemalatha</i>
24	Anusha Tahreen. M	BCA	I	<i>Anusha Tahreen. M</i>
25	Aysha	B. SC (CS)	III	<i>Aysha.</i>
26	Alina Tahreen	B. SC (CS)	III	<i>Alina Tahreen</i>
27	Alina Zuha	B. SC (CS)	III	<i>Alina Zuha.</i>

*Le-Elia*  
HEAD OF THE DEPARTMENT  
DEPT. OF BUSINESS ADMINISTRATION  
ISLAMIAH WOMEN'S ARTS  
AND SCIENCE COLLEGE  
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*Chm*  
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# TALLY. ERP 9 WITH G1ST

## UNIT I - INTRODUCTION TO ACCOUNTING & TALLY

Need for an accounting system - concepts and conventions – Rules for Journalising-  
Journalizing Transactions - - Manual Vs Computerized Accounting-Accounting Software –  
Tally.ERP 9

## UNIT II - COMPANY INFO & FEATURES

Company Creation - Setting Features - Shut down Company - Selection of Company -  
Handling more Companies- Alteration of company- Deleting company

## UNIT III - ACCOUNTING INFO & INVENTORY INFO

Groups – Primary and Sub Groups creation - Ledger Creation – Single – Multiple ledger  
creation - Incorporation of Opening Balances. Stock Groups- Stock Categories- Godowns- Unit  
of Measure- Stock Items- Charts of Inventory- Incorporation of Opening Stock- Integration of  
accounts with inventory

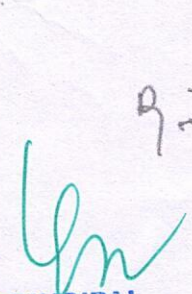
## UNIT IV – ACCOUNTING VOUCHER

Accounting Vouchers- Inventory Vouchers- Display of Voucher- Alteration of  
Voucher- Cancellation of Voucher – Deletion of Voucher – Adding -inserting Voucher.- Display  
of Reports

## UNIT V - STATUTORY OBLIGATIONS

Value added tax – TDS – TCS – Service Tax – Backup and Restore - Printing –  
Export and Import of Data .



  
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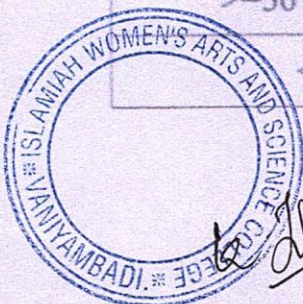
- This test is best viewed on Google Chrome (75 or higher) and Mozilla Firefox. (highly recommend to use the latest version)
- This test consists of 60 questions to be answered in 60 minutes. A timer is located at the top-center of the test window.
- Each question is a multiple choice question (MCQ) with 2 or 4 options.
- Questions will be displayed one at a time. Click on "Next" button (bottom-right corner of the test frame) will take you to the next question.
- Try to attempt all questions in the test; there is no negative marking for a wrong attempt.
- In case of power failure, kindly resume using the same link.
- Under any situations, DO NOT move away from test window or CLOSE the test window. Test will auto submit if you do so.
- Use of any electronic gadgets such as mobile phone/tablets/iPad is NOT allowed.
- Finally Click "START TEST"

**Duration and Questions Details:**

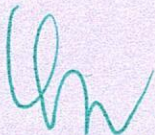
Test Duration	60 Minutes
Test Question	60 Questions
Test Types	MCQ (Multiple Choice Questions)
Total Percentage	100%
Percent Per Question	1.667%

**Grade Range for Secured Score:**

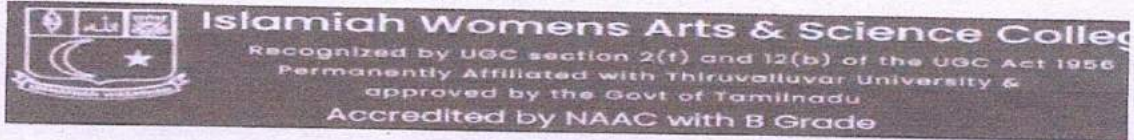
Score Range	Grade
$\geq 75\%$	A+
$\geq 60\%$ to $< 75\%$	A
$\geq 36\%$ to $< 60\%$	B
$< 36\%$	C



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## Communication Skills for Employability



SOFT SKILL TRAINING PROGRAM 01.03.21 TO 06.03.2021

S.NO	STUDENT NAME	SIGNATURE
1	HAMIDA KULSUM. A.H	Hamida.A.H
2	AIYSHA SIDDIQA	Aiysha
3	ALAMELU.T	Alamelu.T
4	AMREEN.R	Amreen.R
5	ANITHA.N	Anitha.N
6	ANU.S	Anu.S
7	ANUPRIYA.C	Anupriya.C
8	ARCHANA.D	Archana.D
9	ARSHIYA AIMAN.B	Arshiya
10	ARSHIYA SABAH.A	Arshiya Sabah.A
11	ARSHIYA SIDDIQUA J	Arshiya J.
12	ARSHIYA SUMAN.M.P	Arshiya Suman.M.P
13	AYESHA SIDDIQUA. M	Ash.
14	AYESHA SIDDIQUA.R	Ayesha Siddiqua.R
15	AYSHA SIDDIQUA. F	Aysha.F
16	BHARATHI.N	Bharathi
17	DHANALAKSHMLA	Dhanalakshmi
18	DIVYA.B	Divya.B
19	DIVYA.S	Divya.S
20	DIVYA.T	Divya.T
21	DURGADEVILR	Durgam
22	ESWARI.V	Eswari.V



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23	FAHMEEDA TABASSUM.S	Fahmeeda
24	FARIDUL FARZANA.S	Faridul.S
25	FAZIYA TAHSEEN.T	Faziya.T
26	FIZA KOUSER.C	Fiza kouse
27	GAYANAPREETHI.M	Gayanapreethi.M
28	GAYANAPREETHI.M	Gayanapreethi.M
29	HABITHA.A	Habitha.A
30	HAJIYA FARZIN.S.N	Hajiya Farzin.S.N
31	HEMALATHA.M	Hemalatha.M
32	ILAKKIYA.K	Ilakkiya.K
33	JANANI.D	Janani.D
34	JEEVITHA.M	Jeevitha.M
35	KALAIARASI.R	Kalalarasi
36	KALAIVANI.D	Kalavani.D
37	KALAIVANI.M	Kalavani.M
38	KAVIYA.K	Kaviya.K
39	KEERTHANA.K	Keerthana.K
40	KHEMVATHI.P	Khemvathi
41	KOWSALYA.A	Kowsalya.A
42	KOWSIYA.K	Kowsiya.K
43	KOWSIYA.K	Kowsiya.K
44	MAHALAKSHMI.K	Mahalakshmi.K
45	MANISHA SAMREEN.D	Manisha Samreen.D
46	MANJU.R	Manju.R
47	MOHANA PRIYA.V	Mohana Priya.V
48	MONISHA.E	Monisha.E
49	MUSHEEDA PARVEEN.S	Musheeda
50	MUSKAN.R	Muskan.R
51	NASREEN THABASUM	Nasreen
52	NAZIYA. A	Naziya.A
53	NAZIYA BEGUM. A	Naziya.A
54	NAZIYA PARVEEN. A	Naziya.A
55	NEELU ALMAS.B	Neelu



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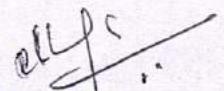
56	NIHA SULTHANA. N	Niha
57	NIKHAT NAAZ	Nikhath Naaz
58	NISHABHAVADHARANI. S	Nishabhavadharani S.
59	NITHYA LAKSHMI. M	Nithya
60	NUHA SHAAZ.K	Nuha Shaaz
61	PAVITHRA. G	Pavithra G.
62	PAVITHRA. G	Pavithra
63	PAVITHRA. M	Pavithra
64	PAVITHRA. U	Pavithra
65	POOJA. V	Pooja V
66	POONKODI. M	Poonkodi
67	POORNIMA. R	Poornima R
68	PREETHI. S	Preethi S
69	RAHIMA BEE. S	Rahima Bee S
70	RAISA	Raisa
71	REEHANA PARVEEN. S	Reehana Parveen S
72	REVATHI. J	Revathi J
73	REVATHI. M	Revathi M
74	RIZWANA PARVEEN	Rizwana Parveen
75	ROOBA SHRI.R	Rooba Shri R
76	RUBINA TARANNUM. R	Rubina Tarannum R
77	SABAHATH AAFREEN. J	Sabahath Aafreen J
78	SADIA ANJUM. S	Sadia Anjum S
79	SANDHIYA. V	Sandhya V
80	SARANYA. D	Saranya D
81	SARANYA. M	Saranya M
82	SARO PREETHI. K	Saro Preethi K
83	SARUSNEGA.K.V	Sarusnega K.V
84	SAVITHRI. S	Savithri S
85	SAYEMA KULSOOM	Sayema Kulsoom
86	SHABREEN. M	Shabreen M
87	SHAHEEN TAHA. S	Shaheen Taha S
88	SHALINI. A	Shalini A
89	SHARIQUA TASLEEM. M	Shariqua Tasleem M
90	SHARUMATHI. A	Sharumathi A
91	SHATAJ. M	Shataj M
92	SHRUTHI. G	Shruthi G
93	SRIMATHI. M	Srimathi M
94	SUWEZA TABASSUM	Suweza Tabassum
95	SWEETHA. M	Sweetha M
96	SWETHA. K	Swetha K
97	SWETHA.N	Swetha N
98	TAMILARASI. K	Tamil Arasi K
99	TARAMA. D	Tarama D
100	THAHSEENA. S	Thahseena S
101	UZAIFA.M.S	Uzaifa M.S
102	VIJAYALAKSHMI. R	Vijayalakshmi R
103	VINITHA. K	Vinitha K




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104	VINOTHINI. M	Vinothini M
105	VINUPRIYA. R	Vinupriya R
106	WAHEEDA BANU	Waheeda Banu
107	YUGAMONIKA. G	Yugamonika G
108	ZAINA FATHEEMA K	Zainafatheema K
109	ZAINAB BEE U	Zainab Bee U



  
Prof. A. MEENAZ BANU, MA, M.Phil., B.Ed  
Research Supervisor  
Head, PG & Research Department of English  
Islamiyah Women's Arts And Science College  
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**PG & RESEARCH DEPARTMENT OF ENGLISH**

**SOFT SKILLS ON COMMUNICATION AND EMPLOYABILITY**

**SYLLABUS - 2020-21**

**Unit 1**

**Communication Skills:**

- **Methods of communication - Verbal - Non-verbal, Visual**
- **Measures to overcome barriers in effective communication.**
- **Communication cycle and importance of feedback**

**Unit 2**

**Self- Management Skills:**

- **Meaning and importance of stress management**
- **Importance of the ability to work independently**
- **Self motivation and self-regulation**

**Unit 3**

**Information and Communication Technology Skills:**

- **Importance and need of care and maintenance of computer**

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- **Classes of operating systems**
- **File concept, file operations, file organization, directory structures, and file-system structures**
- **Creating and managing files and folders**

#### Unit 4

##### **Entrepreneurial Skills:**

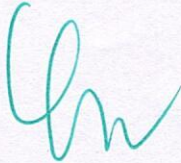
- **Entrepreneurship and society**
- **Qualities and functions of an entrepreneur**
- **Role and importance of an entrepreneur**
- **Myth about entrepreneurship**

#### Unit 5

##### **Green Skills:**

- **Definition of sustainable development**
- **Importance of sustainable development**
- **Problems related to sustainable development**



  
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**PG & RESEARCH DEPARTMENT OF ENGLISH**

**SOFT SKILL TRAINING PROGRAM**

**ON**

**COMMUNICATION SKILLS FOR EMPLOYABILITY**

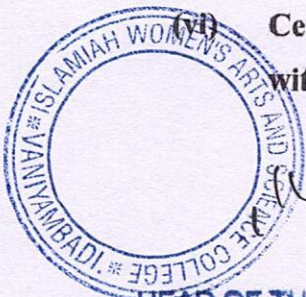
**DURATION OF COURSE: 1<sup>st</sup> March to 6<sup>th</sup> March 2021 (30 Hours)**

**ASSESSMENT PROCEDURE:**

- (i) Certificate Course will be conducted 'Communication Skills for Employability' for 30 hours
- (ii) As per the syllabus, training will be given on tips to get employment
- (iii) Each candidate will be given tasks like how to attend an interview, Body Language, Active Listening etc.
- (iv) To enhance the scope for the job it is essential to have good written language, therefore the candidates will be given exercises like how to write effective resume, email etc
- (v) Assessment will be conducted to all the candidates for 50 marks on following topics

1. How to write effective resume - 10 marks
2. Tips to write emails - 10marks
3. Tips for good body language - 10 marks
4. Tips for Active Listening - 10 marks
5. Tips to attend interview -10 marks

(vi) Certificate will be issued to the candidates who successfully completes the course with minimum 50% marks



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PG & RESEARCH DEPT. OF ENGLISH  
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VANIAMBADI**

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