



**SKILL DEVELOPMENT CENTRE (SDC)**  
**EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI**  
**CERTIFICATE COURSE IN WORD PROCESSING AND DATA ENTRY ( C95)**

**2019-2020\***

**(\*Enrolment as on 30.06.2019)**

**Skill Development Centre (SDC)** has been started with the aim of enhancing and enriching the students learning experience in the College and to bring about a more holistic approach to learning as well as to cultivate and develop the necessary skills for various vocations and careers.

**Certificate courses offered by SDC:**

**Skill Development Centre (SDC)** inviting the application for the certified course For All First year Students of EMEA College.

**Eligibility:** All First Year Under Graduate Students studying in the EMEA College

**Duration:** 120 Hours

**CENTRE FOR SKILL DEVELOPMENT**  
**EMEA COLLEGE OF ARTS & SCIENCE**  
**KONDOTTI**

**Centre for Skill Development** has been started with the aim of enhancing and enriching the students learning experience in the College and to bring about a more holistic approach to learning as well as to cultivate and develop the necessary skills for various vocations and careers.



No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. Our college offers a wide variety of short term certificate courses which are conducted after class hours, week days or during semester breaks. These courses are conducted by professionals and industry experts and help students stand apart from the rest in the job market by adding further value to their resume. These courses cater to the various academic and vocational needs of the students.

**COURSES OFFERED**

- ❖ **Computerized Financial Accounting (Tally and MS Office) – [BCOM&BBA]**  
Eligibility: SSLC & Above  
Duration: 120 Hours
- ❖ **Word Processing and Data Entry [BA & BSC]**  
Eligibility: SSLC & Above  
Duration: 120 Hours
- ❖ **Basic Android Application [BSC Computer Science]**  
Eligibility: SSLC & Above  
Duration: 120 Hours



## EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTY

### SKILL DEVELOPMENT CENTRE

#### Proposed course list for the various departments

1. Word Processing and Data Entry ( C95)  
Duration : 120 Hours
  - BA WAS
  - BA ECONOMICS
  - BA ENGLISH
  - B.Sc. BIOCHEMISTRY
  - B.Sc. MICROBIOLOGY
  - B.Sc. BIOTECHNOLOGY
2. Basic Android Applications  
Duration : 120 Hours
  - B.Sc. COMPUTER SCIENCE
3. Certificate Course In Computerized Financial Accounting (Tally And Ms Office) (C49)  
Duration : 120 Hours
  - B.Com. COOPERATION
  - B.Com. COMPUTER APPLICATIONS
  - B.B.A.

#### PROGRAMME STRUCTURE

- A) Theoretical And Practical
- B) Lecturing Time : **3.30 to 4.30** and **All Saturdays**
- C) The medium of instruction and examination shall be English
- D) Examination Conducted After the Completion of the Course
- E) Examination is conducted and the issuance of certificates are done by **KELTRON** and **NSDC**

#### Objectives:

- To enable the students to acquire Practical knowledge in both manual and computerized Accounting
- To equip the students with the Accounting Skills of enterprises which includes preparation of necessary vouchers, maintenance of various accounting registers etc.
- To cope up the students with basic computer skills including word processing, managing computer files, and creating presentations and advanced computer skills including managing databases and running calculations in spreadsheets, Data Entry in Malayalam & English, Desktop Publishing with Adobe Page maker & Photoshop and preparation of reports with MS Office ,Tally etc.



## SYLLABUS

### WORD PROCESSING AND DATA ENTRY ( C95)

#### **Computer Fundamentals**

Introduction, Generation of computers, classification of computers  
Application of computers  
Types of software

#### **Operating System Basics – Linux and Windows**

Operating System Basics: Review of MS DOS - Internal/External commands  
Windows - User interfaces like Desktop/ Taskbar/Start Menu/Find  
Windows Accessories – Calculator/Paint/Notepad/WordPad  
My Computer/Explorer/Folder/Shortcuts  
Linux – Introduction, Concept of Home directory, Login and logout procedure.  
X Window Applications

#### **Data Entry Practice – English & Malayalam**

Database Data Entry  
Typing Tutor – Keyboard familiarity exercises in English & Malayalam

#### **Word Processing Package – Microsoft Word and Open office Writer**

Word processing features, Opening/Saving documents  
Manipulating windows/Document enhancements  
Proofing document/Printing document  
Tables

#### **Spread Sheet Package – Microsoft Excel and Open office Calc**

Worksheet basics  
Formatting worksheet  
Simple Formulae  
Graphs and Charts  
Data sort  
Printing worksheets and charts

#### **Introduction to Desk Top Publishing (DTP) & Presentation Package**

Page Maker  
Adobe Photoshop  
Microsoft Power Point and Open office Impress

#### **Database Concepts – Using Access**

Definition – database/Relational database  
Creating a database/creating a table  
Add/edit/view records  
Sort/search/filter/print records  
Modify database structure

#### **Internet E-mail & PC Management**

Introduction to Internet  
E-mail Web Mail/ Outlook  
Basic PC components  
Disk Management Basics  
Introduction to Memory Backup and Backup Devices  
Handling Printer  
Review on Windows & Linux Desktop Features  
General Troubleshooting



**EMEA COLLEGE, KONDOTTY**  
**Skill Development Centre (SDC)**  
**Word Processing and Data Entry**  
**Admission Register 2019-20**

SL NO.	NAME OF THE STUDENT	ADMISSION NO.	PROGRAMME	COURSE	YEAR OF ADMISSION
1	NEETHU.P	19BBTS003	I Sem-BSC Bio Technology	Word Processing & Data Entry	11/6/2019
2	MOHAMMED ARSHAD P K	19BBTS038	I Sem-BSC Bio Technology	Word Processing & Data Entry	20/6/2019
3	AFEFEFA SHERIN MM	19BBTS047	I Sem-BSC Bio Technology	Word Processing & Data Entry	21/6/2019
4	MOHAMMED HASSANAIN	19BBTS059	I Sem-BSC Bio Technology	Word Processing & Data Entry	22/6/2019
5	FATHIMA NITHA	19BBTS065	I Sem-BSC Bio Technology	Word Processing & Data Entry	24/6/2019
6	SALVA BATHOOL.P	19BBTS066	I Sem-BSC Bio Technology	Word Processing & Data Entry	24/6/2019
7	BASILA SHERIN.M	19BBTS068	I Sem-BSC Bio Technology	Word Processing & Data Entry	24/6/2019
8	FATHIMA SHABNA K	19BBTS073	I Sem-BSC Bio Technology	Word Processing & Data Entry	24/6/2019
9	HASLA P	19BBTS078	I Sem-BSC Bio Technology	Word Processing & Data Entry	24/6/2019
10	SUHARA SANIYA	19BBTS086	I Sem-BSC Bio Technology	Word Processing & Data Entry	25/6/2019
11	LIHANA RAFEEQUE .KK	19BBTS087	I Sem-BSC Bio Technology	Word Processing & Data Entry	25/6/2019
12	RIFA LATHEEF.C	19BBTS094	I Sem-BSC Bio Technology	Word Processing & Data Entry	25/6/2019
13	MUHAMMED RAYYAN P	19BBTS096	I Sem-BSC Bio Technology	Word Processing & Data Entry	25/6/2019
14	SHABEEBA NASHARI	19BBTS101	I Sem-BSC Bio Technology	Word Processing & Data Entry	25/6/2019
15	FATHIMA FIDHA M	19BBTS102	I Sem-BSC Bio Technology	Word Processing & Data Entry	25/6/2019
16	MUHAMMED ASLAM	19BBTS103	I Sem-BSC Bio Technology	Word Processing & Data Entry	26/6/2019



**Skill Development Centre  
EMEA COLLEGE, KONDOTTI**

17	FATHIMA HIBA K	19BBTS104	I Sem-BSC Bio Technology	Word Processing & Data Entry	26/6/2019
18	MUHAMMED FARIS M	19BBTS107	I Sem-BSC Bio Technology	Word Processing & Data Entry	26/6/2019
19	FATHIMA NAJOOSHA KV	19BBCS031	I Sem-BSc BioChemistry	Word Processing & Data Entry	18/06/2019
20	DEVIKA .TV	19BBCS037	I Sem-BSc BioChemistry	Word Processing & Data Entry	20/06/2019
21	SHAMNABI	19BBCS039	I Sem-BSc BioChemistry	Word Processing & Data Entry	20/06/2019
22	AYISHA HASNA C A	19BBCS046	I Sem-BSc BioChemistry	Word Processing & Data Entry	21/06/2019
23	FATHIMA HIBA	19BBCS053	I Sem-BSc BioChemistry	Word Processing & Data Entry	21/06/2019
24	SHAFNA WAFAH O	19BBCS062	I Sem-BSc BioChemistry	Word Processing & Data Entry	24/06/2019
25	ANEENABY	19BBCS076	I Sem-BSc BioChemistry	Word Processing & Data Entry	24/06/2019
26	RAFNI POTHANGODAN	19BBCS088	I Sem-BSc BioChemistry	Word Processing & Data Entry	25/06/2019
27	MUHAMMED SHAHED K	19BBCS089	I Sem-BSc BioChemistry	Word Processing & Data Entry	25/06/2019
28	MUSAYED MOHAMMED	19BBCS090	I Sem-BSc BioChemistry	Word Processing & Data Entry	25/06/2019
29	MOHAMMAD FAHIS	19BBCS095	I Sem-BSc BioChemistry	Word Processing & Data Entry	25/06/2019
30	FAES MOHAMED	19BBCS097	I Sem-BSc BioChemistry	Word Processing & Data Entry	25/06/2019
31	SANDRA.T.P	19BMBA011	I Sem-BSc Micro Biology	Word Processing & Data Entry	10/06/2019
32	NABEELA.N.M	19BMBA049	I Sem-BSc Micro Biology	Word Processing & Data Entry	11/06/2019
33	MUHAMMED VAHIS A K	19BMBA062	I Sem-BSc Micro Biology	Word Processing & Data Entry	12/06/2019
34	KAVYA PRASANTH P	19BMBA063	I Sem-BSc Micro Biology	Word Processing & Data Entry	12/06/2019
35	ATHULYA K	19BMBA066	I Sem-BSc Micro Biology	Word Processing & Data Entry	12/06/2019
36	JUSAINA JABEEN V	19BMBA069	I Sem-BSc Micro Biology	Word Processing & Data Entry	12/06/2019
37	SEETHA LAKSHMI.T	19BMBA079	I Sem-BSc Micro Biology	Word Processing & Data Entry	13/06/2019



**Skill Development Centre  
EMEA COLLEGE, KONDOTTI**

38	HANNA P M	19BMBA148	I Sem-BSc Micro Biology	Word Processing & Data Entry	19/06/2019
39	SOFIYA SALEEM N K	19BMBA187	I Sem-BSc Micro Biology	Word Processing & Data Entry	21/06/2019
40	MOHAMMED SHAHBAS HUSSAIN .K	19BMBA219	I Sem-BSc Micro Biology	Word Processing & Data Entry	22/06/2019
41	MUHAMMED FAYIS E	19BMBA224	I Sem-BSc Micro Biology	Word Processing & Data Entry	22/06/2019
42	YASIR K	19BMBA234	I Sem-BSc Micro Biology	Word Processing & Data Entry	24/06/2019
43	FAZALURAHMAN UK	19BMBA236	I Sem-BSc Micro Biology	Word Processing & Data Entry	24/06/2019
44	SHIFA SHERIN P.K	19BMBA250	I Sem-BSc Micro Biology	Word Processing & Data Entry	24/06/2019
45	MURSHIDA FARHATH	19BMBA251	I Sem-BSc Micro Biology	Word Processing & Data Entry	24/06/2019
46	MINHA TEM	19BMBA272	I Sem-BSc Micro Biology	Word Processing & Data Entry	24/06/2019
47	FATHIMA RIFA K T	19BMBA276	I Sem-BSc Micro Biology	Word Processing & Data Entry	24/06/2019
48	FAHMITHA C M	19BMBA292	I Sem-BSc Micro Biology	Word Processing & Data Entry	25/06/2019
49	HASBIN SHAHUL K	19BMBA295	I Sem-BSc Micro Biology	Word Processing & Data Entry	25/06/2019
50	SAFNAH C M	19BMBA296	I Sem-BSc Micro Biology	Word Processing & Data Entry	25/06/2019
51	SANASIRI	19BMBA319	I Sem-BSc Micro Biology	Word Processing & Data Entry	27/06/2019
52	FATHIMA FAHMIDHA.C	19BECA002	I Sem-BA Economics	Word Processing & Data Entry	10/06/2019
53	RAHNA V K	19BECA025	I Sem-BA Economics	Word Processing & Data Entry	11/06/2019
54	SARANNYA.C	19BECA033	I Sem-BA Economics	Word Processing & Data Entry	11/06/2019
55	ARYA.C	19BECA034	I Sem-BA Economics	Word Processing & Data Entry	11/06/2019
56	MEGHA.P	19BECA050	I Sem-BA Economics	Word Processing & Data Entry	11/06/2019
57	ANAGHA.K	19BECA051	I Sem-BA Economics	Word Processing & Data Entry	11/06/2019
58	SHAMNA SHERIN A	19BECA052	I Sem-BA Economics	Word Processing & Data Entry	12/06/2019



**Skill Development Centre  
EMEA COLLEGE, KONDOTTI**

59	LUBNA SHERIN K	19BECA053	I Sem-BA Economics	Word Processing & Data Entry	12/06/2019
60	SUMAYYA THASNI K	19BECA077	I Sem-BA Economics	Word Processing & Data Entry	13/06/2019
61	AYSHA ASNA K C	19BECA121	I Sem-BA Economics	Word Processing & Data Entry	18/06/2019
62	MUBEENA.M	19BECA123	I Sem-BA Economics	Word Processing & Data Entry	18/06/2019
63	SAHLA SHERIN A	19BECA131	I Sem-BA Economics	Word Processing & Data Entry	18/06/2019
64	RINUSHA KRISHNA.N.M	19BECA151	I Sem-BA Economics	Word Processing & Data Entry	19/06/2019
65	RAMEES BABU.T	19BECA152	I Sem-BA Economics	Word Processing & Data Entry	19/06/2019
66	AKHILA K	19BECA155	I Sem-BA Economics	Word Processing & Data Entry	20/06/2019
67	SINSINA PARVEEN .C	19BECA160	I Sem-BA Economics	Word Processing & Data Entry	20/06/2019
68	RIFSANA MOL.K	19BECA169	I Sem-BA Economics	Word Processing & Data Entry	20/06/2019
69	AFEFEFA K P	19BECA180	I Sem-BA Economics	Word Processing & Data Entry	21/06/2019
70	RAHIBA EV	19BECA184	I Sem-BA Economics	Word Processing & Data Entry	21/06/2019
71	FATHIMA SHAMEEMA P	19BECA185	I Sem-BA Economics	Word Processing & Data Entry	21/06/2019
72	SABANA AAZMI P	19BECA189	I Sem-BA Economics	Word Processing & Data Entry	21/06/2019
73	LADEEDA NASREEN C A	19BECA194	I Sem-BA Economics	Word Processing & Data Entry	21/06/2019
74	JAMSHEENA K	19BECA209	I Sem-BA Economics	Word Processing & Data Entry	21/06/2019
75	NOORA THASNI A	19BECA213	I Sem-BA Economics	Word Processing & Data Entry	21/06/2019
76	MOHAMED MUHSIN K.N	19BECA225	I Sem-BA Economics	Word Processing & Data Entry	22/06/2019
77	DEEPAN.V.J	19BECA228	I Sem-BA Economics	Word Processing & Data Entry	22/06/2019
78	AMEER SUHAIL P.K	19BECA235	I Sem-BA Economics	Word Processing & Data Entry	24/06/2019
79	HAJARA P C	19BECA259	I Sem-BA Economics	Word Processing & Data Entry	24/06/2019



**Skill Development Centre  
EMEA COLLEGE, KONDOTTI**

80	MUHAMMED UVAIS A	19BECA289	I Sem-BA Economics	Word Processing & Data Entry	25/06/2019
81	MUFEEDHA K	19BECA290	I Sem-BA Economics	Word Processing & Data Entry	25/06/2019
82	FALEELA FARSHANA PP	19BECA291	I Sem-BA Economics	Word Processing & Data Entry	25/06/2019
83	FISA P A	19BECA294	I Sem-BA Economics	Word Processing & Data Entry	25/06/2019
84	MUHMINA RISLI CC	19BECA301	I Sem-BA Economics	Word Processing & Data Entry	25/06/2019
85	ADILA FARHA C	19BECA303	I Sem-BA Economics	Word Processing & Data Entry	26/06/2019
86	RUMAISA BANU .MK	19BECA306	I Sem-BA Economics	Word Processing & Data Entry	26/06/2019
87	MUFEED TK	19BECA307	I Sem-BA Economics	Word Processing & Data Entry	26/06/2019
88	MOHAMMED ARSHAD MT	19BECA313	I Sem-BA Economics	Word Processing & Data Entry	26/06/2019
89	MOHAMMED SALSABEEL.V	19BECA315	I Sem-BA Economics	Word Processing & Data Entry	26/06/2019
90	SAJAD BABU T	19BECA318	I Sem-BA Economics	Word Processing & Data Entry	27/06/2019
91	SHAMSEENA THASNEEM P	19BEGA003	I Sem-BA English	Word Processing & Data Entry	10/06/2019
92	FATHIMA NEHIDA MANNISSERI	19BEGA018	I Sem-BA English	Word Processing & Data Entry	10/06/2019
93	REETHU .K.P	19BEGA029	I Sem-BA English	Word Processing & Data Entry	11/06/2019
94	ABHISHA P	19BEGA032	I Sem-BA English	Word Processing & Data Entry	11/06/2019
95	MYSHA.K.M	19BEGA036	I Sem-BA English	Word Processing & Data Entry	11/06/2019
96	SNEHA.T.P	19BEGA045	I Sem-BA English	Word Processing & Data Entry	11/06/2019
97	SHAHANA SHIRIN K.K	19BEGA048	I Sem-BA English	Word Processing & Data Entry	11/06/2019
98	NAFLA BANU A	19BEGA113	I Sem-BA English	Word Processing & Data Entry	18/06/2019
99	SHAHNA MOL C	19BEGA122	I Sem-BA English	Word Processing & Data Entry	18/06/2019
100	FIDHA BACKER NK	19BEGA127	I Sem-BA English	Word Processing & Data Entry	18/06/2019





**Skill Development Centre  
EMEA COLLEGE, KONDOTTI**

101	FATHIMA FEBINA P	19BEGA144	I Sem-BA English	Word Processing & Data Entry	19/06/2019
102	SEENA M	19BEGA145	I Sem-BA English	Word Processing & Data Entry	19/06/2019
103	SHAMNA SHERIN.K.T	19BEGA156	I Sem-BA English	Word Processing & Data Entry	20/06/2019
104	RUSHDA HAMEED	19BEGA168	I Sem-BA English	Word Processing & Data Entry	20/06/2019
105	JISHU LIYANA PK	19BEGA171	I Sem-BA English	Word Processing & Data Entry	21/06/2019
106	SHABANA SHERIN M	19BEGA179	I Sem-BA English	Word Processing & Data Entry	21/06/2019
107	MUHAMMED RAMEEZ	19BEGA192	I Sem-BA English	Word Processing & Data Entry	21/06/2019
108	ADON JOSEPH	19BEGA226	I Sem-BA English	Word Processing & Data Entry	22/06/2019
109	ELFA NASHEEDA E	19BEGA232	I Sem-BA English	Word Processing & Data Entry	22/06/2019
110	ANUSHA P	19BEGA239	I Sem-BA English	Word Processing & Data Entry	24/06/2019
111	MUNAVVIRA P	19BEGA243	I Sem-BA English	Word Processing & Data Entry	24/06/2019
112	DILSHA SEBIN	19BEGA249	I Sem-BA English	Word Processing & Data Entry	24/06/2019
113	FATHIMA SAHLA K	19BEGA268	I Sem-BA English	Word Processing & Data Entry	24/06/2019
114	HIBA E.T	19BEGA269	I Sem-BA English	Word Processing & Data Entry	24/06/2019
115	RASHA ABDUL RAHEEM C	19BEGA271	I Sem-BA English	Word Processing & Data Entry	24/06/2019
116	JASMINA SHERIN P	19BEGA277	I Sem-BA English	Word Processing & Data Entry	24/06/2019
117	HILFA FIDHA A M	19BEGA278	I Sem-BA English	Word Processing & Data Entry	24/06/2019
118	THAMANNA M	19BEGA282	I Sem-BA English	Word Processing & Data Entry	25/06/2019
119	ABDUL RASHEED	19BEGA309	I Sem-BA English	Word Processing & Data Entry	26/06/2019
120	ANAND VISWANATHAN	19BEGA310	I Sem-BA English	Word Processing & Data Entry	26/06/2019
121	NISAMUDEEN U K	19BEGA311	I Sem-BA English	Word Processing & Data Entry	26/06/2019



**Skill Development Centre  
EMEA COLLEGE, KONDOTTI**

122	FASNA .CP	19BEGA312	I Sem-BA English	Word Processing & Data Entry	26/06/2019
123	VISWAND.K	19BEGA314	I Sem-BA English	Word Processing & Data Entry	26/06/2019
124	ANASWARA K	19BWSA004	I Sem-BA West Asian Studies	Word Processing & Data Entry	10/06/2019
125	RAHEENA VP	19BWSA012	I Sem-BA West Asian Studies	Word Processing & Data Entry	10/06/2019
126	FATHIMA JINSY AP	19BWSA013	I Sem-BA West Asian Studies	Word Processing & Data Entry	10/06/2019
127	HAFEEFA THASLI K.	19BWSA017	I Sem-BA West Asian Studies	Word Processing & Data Entry	10/06/2019
128	SHAHANA SHARIN N	19BWSA021	I Sem-BA West Asian Studies	Word Processing & Data Entry	10/06/2019
129	SNEHA. P	19BWSA022	I Sem-BA West Asian Studies	Word Processing & Data Entry	10/06/2019
130	PRANEESHA.P	19BWSA023	I Sem-BA West Asian Studies	Word Processing & Data Entry	10/06/2019
131	RAHILA. P.K	19BWSA035	I Sem-BA West Asian Studies	Word Processing & Data Entry	11/06/2019
132	MUHAMMED SHAREEF .P	19BWSA042	I Sem-BA West Asian Studies	Word Processing & Data Entry	11/06/2019
133	VAISHNAV.N.P	19BWSA043	I Sem-BA West Asian Studies	Word Processing & Data Entry	11/06/2019
134	FAHEEMA K	19BWSA082	I Sem-BA West Asian Studies	Word Processing & Data Entry	13/06/2019
135	SAFA MARIYAM K K	19BWSA109	I Sem-BA West Asian Studies	Word Processing & Data Entry	17/06/2019
136	HRIDYA.P.C	19BWSA129	I Sem-BA West Asian Studies	Word Processing & Data Entry	18/06/2019
137	SHAHANA EM	19BWSA136	I Sem-BA West Asian Studies	Word Processing & Data Entry	19/06/2019
138	PRATHIUSH.T	19BWSA140	I Sem-BA West Asian Studies	Word Processing & Data Entry	19/06/2019
139	ASWATHI.P.P	19BWSA162	I Sem-BA West Asian Studies	Word Processing & Data Entry	20/06/2019
140	FATHIMA RINSHA A	19BWSA172	I Sem-BA West Asian Studies	Word Processing & Data Entry	21/06/2019
141	MUHSINA KC	19BWSA177	I Sem-BA West Asian Studies	Word Processing & Data Entry	21/06/2019
142	MAJIDA FARSANA K	19BWSA195	I Sem-BA West Asian Studies	Word Processing & Data Entry	21/06/2019



**Skill Development Centre  
EMEA COLLEGE, KONDOTTI**

143	AKHILJITH N	19BWSA196	I Sem-BA West Asian Studies	Word Processing & Data Entry	21/06/2019
144	MUSTHANEERA.C.P	19BWSA198	I Sem-BA West Asian Studies	Word Processing & Data Entry	21/06/2019
145	FATHIMA THASNI E K	19BWSA199	I Sem-BA West Asian Studies	Word Processing & Data Entry	21/06/2019
146	ARSHIDA .K	19BWSA205	I Sem-BA West Asian Studies	Word Processing & Data Entry	21/06/2019
147	RIMSHIDA RISLI.M.K	19BWSA207	I Sem-BA West Asian Studies	Word Processing & Data Entry	21/06/2019
148	FATHIMATHUL JAMSHEELA K	19BWSA208	I Sem-BA West Asian Studies	Word Processing & Data Entry	21/06/2019
149	JAHANA SHIRIN K	19BWSA214	I Sem-BA West Asian Studies	Word Processing & Data Entry	21/06/2019
150	SALMAN FARISH TC	19BWSA216	I Sem-BA West Asian Studies	Word Processing & Data Entry	22/06/2019
151	SAFWAN .P	19BWSA223	I Sem-BA West Asian Studies	Word Processing & Data Entry	22/06/2019
152	FATHIMA THASNI A P	19BWSA230	I Sem-BA West Asian Studies	Word Processing & Data Entry	22/06/2019
153	ABIJITH .K.N	19BWSA233	I Sem-BA West Asian Studies	Word Processing & Data Entry	24/06/2019
154	SHAJI.T	19BWSA242	I Sem-BA West Asian Studies	Word Processing & Data Entry	24/06/2019
155	FATHIMA BINSIYA N	19BWSA244	I Sem-BA West Asian Studies	Word Processing & Data Entry	24/06/2019
156	AYISHA RANNA KP	19BWSA254	I Sem-BA West Asian Studies	Word Processing & Data Entry	24/06/2019
157	FATHIMA MUMTHAS K.K	19BWSA255	I Sem-BA West Asian Studies	Word Processing & Data Entry	24/06/2019
158	FATHIMA RAHENA C.K	19BWSA258	I Sem-BA West Asian Studies	Word Processing & Data Entry	24/06/2019
159	NABEEL AHAMMED K	19BWSA260	I Sem-BA West Asian Studies	Word Processing & Data Entry	24/06/2019
160	AYISHA NASRIN	19BWSA261	I Sem-BA West Asian Studies	Word Processing & Data Entry	24/06/2019
161	SHAHLA KALLIYIL	19BWSA267	I Sem-BA West Asian Studies	Word Processing & Data Entry	24/06/2019
162	HALEEMA SAFA P.M	19BWSA280	I Sem-BA West Asian Studies	Word Processing & Data Entry	25/06/2019
163	FAHMITHA FERHATH .C	19BWSA286	I Sem-BA West Asian Studies	Word Processing & Data Entry	25/06/2019



**Skill Development Centre  
EMEA COLLEGE, KONDOTTI**

164	UVAIS P.P	19BWSA298	I Sem-BA West Asian Studies	Word Processing & Data Entry	25/06/2019
165	SAFA MARIYAM KK	19BWSA299	I Sem-BA West Asian Studies	Word Processing & Data Entry	25/06/2019
166	MUHAMMED SAKIR T P	19BWSA302	I Sem-BA West Asian Studies	Word Processing & Data Entry	26/06/2019
167	AKHIL A	19BWSA304	I Sem-BA West Asian Studies	Word Processing & Data Entry	26/06/2019
168	DILSHIN .KK	19BWSA317	I Sem-BA West Asian Studies	Word Processing & Data Entry	26/06/2019

Verified by IQAC EMEA -2019



**SKILL DEVELOPMENT CENTRE (SDC)**  
**EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI**  
**BASIC ANDROID APPLICATION**

**2019-2020\***

(\*Enrolment as on 30.06.2019)

**Skill Development Centre (SDC)** has been started with the aim of enhancing and enriching the students learning experience in the College and to bring about a more holistic approach to learning as well as to cultivate and develop the necessary skills for various vocations and careers.

**Certificate courses offered by SDC:**

Skill Development Centre (SDC) inviting the application for the certified course For All First year Students of EMEA College.

**Eligibility:** All First Year Under Graduate Students studying in the EMEA College

**Duration:** 120 Hours

**CENTRE FOR SKILL DEVELOPMENT**  
**EMEA COLLEGE OF ARTS & SCIENCE**  
**KONDOTTI**

**Centre for Skill Development** has been started with the aim of enhancing and enriching the students learning experience in the College and to bring about a more holistic approach to learning as well as to cultivate and develop the necessary skills for various vocations and careers.



No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. Our college offers a wide variety of short term certificate courses which are conducted after class hours, week days or during semester breaks. These courses are conducted by professionals and industry experts and help students stand apart from the rest in the job market by adding further value to their resume. These courses cater to the various academic and vocational needs of the students.

**COURSES OFFERED**

- ❖ **Computerized Financial Accounting (Tally and MS Office) – [BCOM&BBA]**  
Eligibility: SSLC & Above  
Duration: 120 Hours
- ❖ **Word Processing and Data Entry [BA & BSC]**  
Eligibility: SSLC & Above  
Duration: 120 Hours
- ❖ **Basic Android Application [BSC Computer Science]**  
Eligibility: SSLC & Above  
Duration: 120 Hours



## SKILL DEVELOPMENT CENTRE

### Proposed course list for the various departments

4. Word Processing and Data Entry ( C95)  
Duration : 120 Hours
  - BA WAS
  - BA ECONOMICS
  - BA ENGLISH
  - B.Sc. BIOCHEMISTRY
  - B.Sc. MICROBIOLOGY
  - B.Sc. BIOTECHNOLOGY
  
5. Basic Android Applications  
Duration : 120 Hours
  - B.Sc. COMPUTER SCIENCE
  
6. Certificate Course In Computerized Financial Accounting (Tally And Ms Office) (C49)  
Duration : 120 Hours
  - B.Com. COOPERATION
  - B.Com. COMPUTER APPLICATIONS
  - B.B.A.

### PROGRAMME STRUCTURE

- F) Theoretical And Practical
- G) Lecturing Time : **3.30 to 4.30** and **All Saturdays**
- H) The medium of instruction and examination shall be English
- I) Examination Conducted After the Completion of the Course
- J) Examination is conducted and the issuance of certificates are done by **KELTRON** and **NSDC**

### Objectives:

- To enable the students to acquire Practical knowledge in both manual and computerized Accounting
- To equip the students with the Accounting Skills of enterprises which includes preparation of necessary vouchers, maintenance of various accounting registers etc.
- To cope up the students with basic computer skills including word processing, managing computer files, and creating presentations and advanced computer skills including managing databases and running calculations in spreadsheets, Data Entry in Malayalam & English, Desktop Publishing with Adobe Page maker & Photoshop and preparation of reports with MS Office ,Tally etc.



**EMEA COLLEGE, KONDOTTY**  
**Skill Development Centre (SDC)**  
**Basic Android Application**  
**Admission Register 2019-20**

SL NO.	NAME OF THE STUDENT	ADMISSION NO.	PROGRAMME	COURSE	YEAR OF ADMISSION
1	BHARADWAJ T	19BCSA055	I Sem-BSc Computer Science	Basic Android Application	12/06/2019
2	NIHAL ROSHAN.P.C	19BCSA061	I Sem-BSc Computer Science	Basic Android Application	12/06/2019
3	SHAHLA SHERIN	19BCSA078	I Sem-BSc Computer Science	Basic Android Application	13/06/2019
4	JANITH A	19BCSA086	I Sem-BSc Computer Science	Basic Android Application	13/06/2019
5	ABHISHEK P	19BCSA087	I Sem-BSc Computer Science	Basic Android Application	13/06/2019
6	MOHAMMED JASIL.C	19BCSA104	I Sem-BSc Computer Science	Basic Android Application	17/06/2019
7	JIMSHANA K	19BCSA107	I Sem-BSc Computer Science	Basic Android Application	17/06/2019
8	FATHIMA RISHLA .P	19BCSA112	I Sem-BSc Computer Science	Basic Android Application	18/06/2019
9	MISHAB RAHMAN KARUVATH	19BCSA115	I Sem-BSc Computer Science	Basic Android Application	18/06/2019
10	NAJMA	19BCSA118	I Sem-BSc Computer Science	Basic Android Application	18/06/2019
11	SARATH SANKAR C	19BCSA135	I Sem-BSc Computer Science	Basic Android Application	19/06/2019
12	TAMIM FATHIMA	19BCSA137	I Sem-BSc Computer Science	Basic Android Application	19/06/2019
13	AKASH K	19BCSA158	I Sem-BSc Computer Science	Basic Android Application	20/06/2019
14	MOHAMMED FAYIZ P	19BCSA163	I Sem-BSc Computer Science	Basic Android Application	20/06/2019
15	SHUHANA SHEREN.P	19BCSA170	I Sem-BSc Computer Science	Basic Android Application	21/06/2019
16	ASNA NASRIN.K	19BCSA182	I Sem-BSc Computer Science	Basic Android Application	21/06/2019
17	FATHIMATHUL MANZOORA	19BCSA206	I Sem-BSc Computer Science	Basic Android Application	21/06/2019
18	SHABIR MUHAMMED P.K	19BCSA218	I Sem-BSc Computer Science	Basic Android Application	22/06/2019



**Skill Development Centre  
EMEA COLLEGE, KONDOTTI**

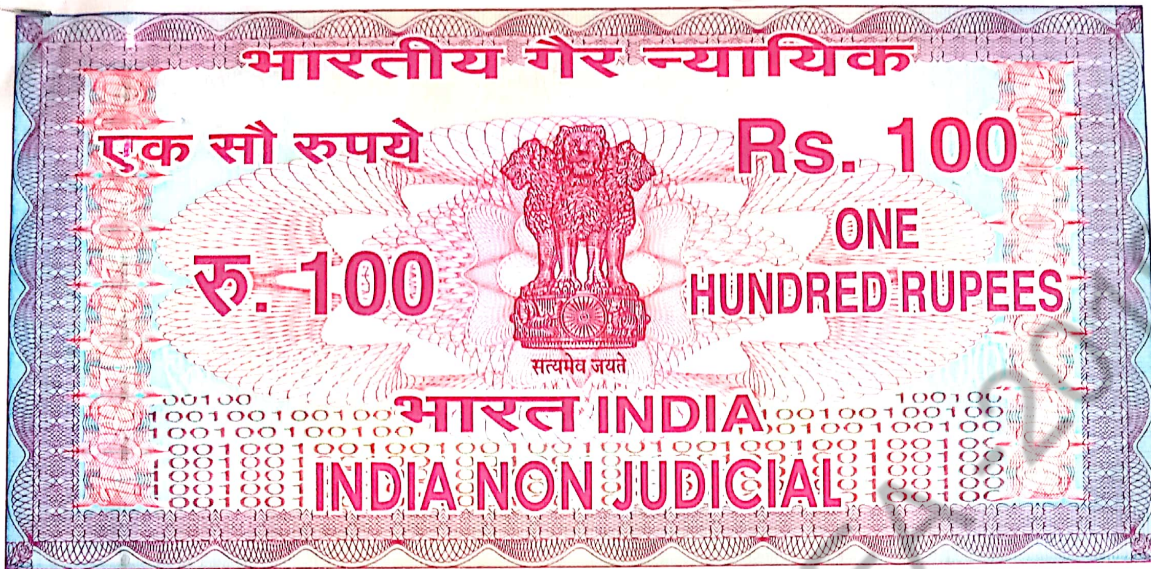
19	SANSI	19BCSA227	I Sem-BSc Computer Science	Basic Android Application	22/06/2019
20	SAHFAN P.C	19BCSA237	I Sem-BSc Computer Science	Basic Android Application	24/06/2019
21	MARYAM P.K	19BCSA245	I Sem-BSc Computer Science	Basic Android Application	24/06/2019
22	MUZAMMIL P T	19BCSA262	I Sem-BSc Computer Science	Basic Android Application	24/06/2019
23	MOHAMMED SHAFEEQ N T	19BCSA264	I Sem-BSc Computer Science	Basic Android Application	24/06/2019
24	ANFAS FAISAL K	19BCSA275	I Sem-BSc Computer Science	Basic Android Application	24/06/2019
25	NISAMUDHEEN CHALIL	19BCSA293	I Sem-BSc Computer Science	Basic Android Application	25/06/2019

Verified by IQAC EMEA 2019





# MOU WITH KELTRON



കേരളം കേരल KERALA

CF 286771

## AGREEMENT

This tripartite Agreement ("Agreement") is made on this, the 08 Day of MARCH of 2019 between RMEA College of Arts & Science Kondotti College, having its registered office at Kondotti, Malappuram District of Kerala represented by its **Principal/Manager** (hereinafter referred to as "Facilitation Support Partner or (FSP)" which term and expression unless repugnant to the context shall mean and include their successors and assignees) of the **First Part**.

**Kerala State Electronics Development Corporation Limited**, a company incorporated under the Companies Act 1956 and having Corporate Identity Number U74999KL1972SGC002450 and having their Registered Office at Keltron House, Vellayambalam, Trivandrum - 695033, represented by its **Chief General Manager, Mr. BALAKUMARAN B** (hereinafter referred to as "Industrial Training Partner or (ITP)" which term and expression unless repugnant to the context shall mean and include their successors and assignees) on the **Second Part**.

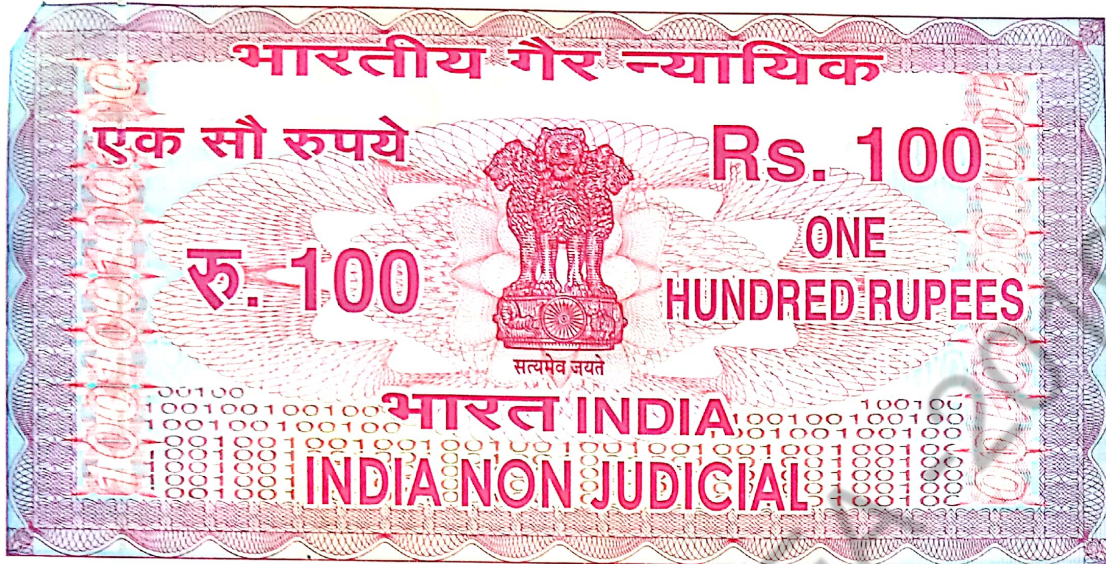
*b*  
*Principal*  
**PRINCIPAL**  
**EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTI**  
**MALAPPURAM DT. 673 638**



**ROSY. K. JOSE**  
VENDOOOR No. 44  
M.O. ROAD, THRISSUR

*nb 6641221*





കേരളം കേരल KERALA

CF 286762

AND

M/s.IIB Education Private Ltd.; a company incorporated under the Companies Act 1956, having CIN Number: U72200KL2007PTC021072: 2007-2008 and its registered office at Door No.25/1130/89, 4<sup>th</sup> Floor, City Centre, Thrissur-680001, and represented by its Managing Director Mr. Justin Roy (hereinafter referred to as "NSDC Partner" which term and expression unless repugnant to the context shall mean and include its successors and assignees) on the Third Part.

Facilitation Support Partner, "Industrial Training Partner" and NSDC Partner may hereinafter also be referred to jointly as "Parties" and severally as "the Party"

WHEREAS, FSP is one of the premier colleges in *Malappuram Dt.* affiliated under the university *of Calicut*

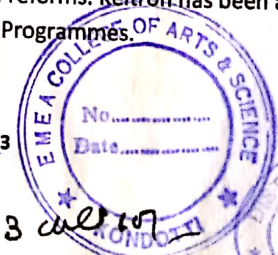
And WHEREAS ITP is a leading electronics manufacturer engaged in the activities of Manufacturing Products for Defense Application, Control Instrumentation, Industrial UPS, IT related products and solutions such as PC manufacturing, Software development, Networking, Web Applications and are a total solution provider to Government of Kerala. It has an integral role in the development and implementation of technology in the education reform effort of the Government of Kerala, including the work of the various Government of Kerala Ministries that are directly responsible for the success of education reforms. Keltron has been actively engaged in providing Training in IT & IT enabled job oriented Programmes.

*B BALAKRISHNAN*  
Chief General Manager



*Principal*  
PRINCIPAL  
EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTI  
MALAPPURAM DT, 673 638

ROSY. K. JOSE  
VENDOR No. 44  
M.O. ROAD, THRISSUR  
*No 66603*  
*keltron*  
*Tr VENDOR*  
*25-2-19*





And WHEREAS, the **NSDC Partner** is an Authorized Training Partner of NSDC (National Skill Development Corporation) under the Ministry of Skill Development & Entrepreneurship, Govt. of India, for imparting Skill Development Training under PMKVY [Pradhan Mantri Koushal Vikas Yojna] in various constituencies across India.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREIN CONTAINED, THE PARTIES HERETO, INTENDING, TO BE LEGALLY BOUND, AGREE AS FOLLOWS:

SCOPE:

This agreement is intended to jointly impart Skill Development Training Programs of KELTRON and the Skill Development Training Programs in-line to the NSDC Qualification Packs as per the National Occupational Standards in various Skill sectors identified by National Skill Development Corporation (herein after referred to as the Industry Institute Interactive Training Programme (IIITP)).

REPRESENTATIONS AND WARRANTIES:

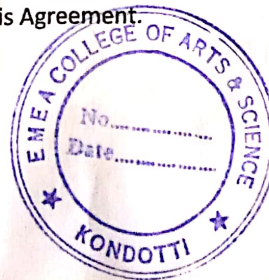
EACH OF THE PARTIES REPRESENTS AND WARRANTS THAT:

- 1.1. **FSP** is a registered **College under.....<sup>KTU</sup>** and Industrial Training Partner and **NSDC Partner** are limited liability companies in India and they have legal power and authority to enter into and perform their respective obligations under this Agreement.
- 1.2. The parties have the financial capacity to undertake and perform their respective obligations under this Agreement.
- 1.3. The execution of this Agreement does not constitute a breach of any obligations (statutory contractual or fiduciary) under any Agreement or undertaking by which the parties may be independently bound.
- 1.4. No litigation, arbitration, dispute or legal proceeding has been commenced or is pending or is threatened and no judgment or award has been given or is pending which in any way prejudices or restricts the power, capacity or authority of the parties hereto respectively to perform its/their undertakings under this Agreement.

**B BALAKUMAR**  
Chief General Manager



**PRINCIPAL**  
**EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTI**  
**MALAPPURAM DT. 673 638**





- 1.5. All approvals, authorizations, licenses, registrations, consents (statutory or otherwise) and other actions by and notices to and filings with, any person that may be required in connection with the execution, delivery and performance of this Agreement by the parties have been obtained.
- 1.6. It is agreed that there are three types of facilities given by the FSP and is classified as three categories:

Type of Category	Roles of FSP	REMARKS
Category-1	Class Rooms, LAB Facility, Counseling & Students Registration Facility	
Category-2	Class Rooms, Counseling & Students Registration Facility	
Category-3	Counseling & Students Registration Facility only	

The category is selected by the FSP with the consent of the ITP. The fee structure and the revenue sharing will be as per clause 5 below and the category will be as per clause 1.6.

The category once selected can be changed only by the consent of FSP, ITP & NSDC Partner.

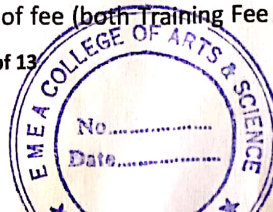
## 2. ROLES AND RESPONSIBILITIES OF FACILITATION SUPPORT PARTNER (FSP):

- 2.1. **Infrastructure:** FSP shall be responsible for providing the infrastructure as per the clause no:1.6. as Category ---.
- 2.2. FSP shall hand over full information about the students admitted, to the ITP in the format prescribed by the ITP
- 2.3. The FSP shall make arrangements for managing the administrative matters such as carry out the admission formalities, collection of fee (both Training Fee and Assessment fee

**B. BALANUMARAY**  
 Chief General Manager



**PRINCIPAL**  
**EMEA COLLEGE OF ARTS & SCIENCE**





as per clauses : 5.1 & 5.2 respectively), maintaining discipline and attendance, day to day administrative matters with regards to the smooth conduct of courses, administrative correspondence and financial transactions with ITP.

**3. ROLES AND RESPONSIBILITIES OF INDUSTRIAL TRAINING PARTNER (ITP):**

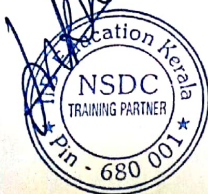
- 3.1. **Curriculum Design:** ITP shall design the course curriculum, course fees and syllabus being followed in institutes all over Kerala in consultation with FSP & NSDC Partner.
- 3.2. **Course conducting Plan & Management:** The date of commencement and closing of admission and date of commencement of classes, Resource Allocation and ERP management.
- 3.3. **Examination & Certifications:** Conduct of examinations and issue of KELTRON certificates to the successful candidates


**4. ROLES AND RESPONSIBILITIES OF NSDC PARTNER:**

- 4.1. **Engaging Faculties:** Provide faculty support for the conduct of courses, as per the schedule and curriculum in consultation with ITP.
- 4.2. **Marketing and Promotion:** The NSDC Partner shall carry out the arrangements with regard to the commencement of courses such as promotional endeavor and advertisements through Medias.
- 4.3. The NSDC Partner shall provide necessary support such as counseling, orientation classes to the students regarding NSDC examination, NSDC assessment methods and NSDC Certifications.
- 4.4. The NSDC Partner shall make arrangements for the integration of Industry Institute Interactive Training Programs to National Occupational Standards by mapping the program into Qualification Packs of NSDC in the relevant sector.
- 4.5. The NSDC Partner shall make arrangements for student's registration for the respective applicable NSDC qualification packs in related concerned training program, which includes printing of application forms, NSDC SDMS (Skill Development Management System) portal registration and its updation etc.

- 4.6. It is the sole responsibility of NSDC Partner to Coordinate NSDC assessment (Self Assessment or SSC Assessment) and NSDC Certification in respective NSDC Qualification

Page 5 of 13



  
**PRINCIPAL**  
**EMEA COLLEGE OF ARTS  
& SCIENCE, KONDOTTI  
MALAPPURAM DT. 673 638**





Pack to the students who successfully completed the entire training program. All other expenses related to **NSDC Certification** if any, shall be borne by NSDC Partner.

- 4.7. The students who are interested to attend NSDC examination have to draw DD for the amount prescribed by NSDC guidelines for the assessment fee, in favor of NSDC/concerned NSDC Sector Skill Council and submit to NSDC Partner.
- 4.8. The Industrial Training Partner/Facilitation Support Partner/NSDC Training Partner shall not charge any additional fee other than the Skill Development Training fee from students.

**5. FEES STRUCTURE:**

5.1. The course Fees along with applicable Tax shall be submitted in the form of crossed Demand Draft in favor of **Kerala State Electronics Development Corporation Ltd. (K. S. E. D. C. Ltd.)** Payable at **Thiruvananthapuram**. The DD shall be submitted to ITP On or before 25<sup>th</sup> of every month with respect to the fee collected from students.

5.2. The students who are interested to attend NSDC examination have to draw DD for the amount prescribed by **NSDC Guidelines for the Assessment Fee**, in favor of **NSDC/Concerned NSDC Sector Skill Council** and submit to NSDC Partner before the declaration of Assessment.

5.3. **REVENUE SHARING:**

**Revenue sharing shall be based on providing Facilities by Facilitation Support Partner:**

Type of Category	Revenue Sharing Model		Roles of FSP	REMARKS
	Facilitation Support Partner	Industrial Training Partner		
Category-1	30%	70%	Class Rooms, LAB Facility, Counseling & Students Registration Facility	
Category-2	20%	80%	Class Rooms, Counseling & Students Registration Facility	
Category-3	10%	90%	Counseling & Students Registration Facility only	

*B. BALAKUMARAN*  
Chief General Manager



*Vmmmm*  
PRINCIPAL  
**EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTY  
MALAPPURAM DT. 673 638**





The Revenue sharing between Industrial Training Partner and NSDC partner is:

Industrial Training Partner	NSDC Partner
20% of amount after deducting the FSP share	80% of amount after deducting the FSP share

## 6. TERM & TERMINATION:

This Agreement shall be effective from the date of this agreement and will be valid for a period of **Three Years from the date of signing of this Agreement** unless otherwise terminated earlier as provided here under or renewed on mutual agreement in writing, signed by the authorized signatories of the parties. The other two parties should approach ITP at least two months before the expiry of the term of this Agreement, expressing their interest in renewing this Agreement and ITP may consider such request for renewal strictly on merit.

- 6.1. On breach of the terms: In the event of breach of any of their obligation under this Agreement by any party/ies, the non-breaching party/ies may terminate this Agreement by giving the breaching party/ies, 30 days written notice specifying the breach and requesting that the breach be rectified within the above said period of 30 days. If the breach is not rectified within the stipulated period of 30 days, this Agreement shall stand terminated.
- 6.2. Under a mutual rescission Agreement: The Agreement can be terminated any time during the tenure of the agreement, with mutual consent of the parties by signing a Mutual Rescission Agreement. Such Termination will require a 30 Days' Notice. When mutually terminated, the notice period may be increased or decreased as may be required.

## 7. EFFECT OF TERMINATION

- 7.1. Termination shall not release any party from payment of any sum owing to the other/s or terminate any other obligation or liability or any security interest or lien held by the Parties.

7.2. Termination of this Agreement for any reason whatsoever shall not release any party hitherto from any of the obligation, which at the time of termination has already accrued to the other party whether or not the amount of such obligation has been quantified at the time of termination. In order to avoid any ambiguity in this regard, it is further clarified that in the event of Termination of this agreement, the respective

**B. BALAKUMARAN**  
Chief General Manager



PRINCIPAL

**EMEA COLLEGE OF ARTS  
& SCIENCE, KONDOTTI  
MALAPPURAM DT. 673 638**





obligations of the Parties under this agreement shall continue till the training programs, already started by the time of such termination, are fully completed, examination conducted and certificates are issued.

- 7.3. Following termination of this Agreement, each party shall promptly return to the other party all Confidential Information of such other party and certify in writing that it has done the same.
- 7.4. Notwithstanding termination or expiration of this Agreement the provisions under Sections "Indemnification", "Confidentiality", "Entire Agreement", "Limitation of Liability", shall survive termination of this Agreement.

#### 8. INDEMNIFICATION:

If any party to this agreement suffers any loss or damage on account of any breach or any shortfall in meeting the guaranteed performance parameters as per the terms of this agreement, the party/parties at fault undertake/s to promptly make good such loss or damage caused to such other party/parties on demand, without any demure. Further the parties herein agree that it shall be lawful for each of the parties to deduct from and out of any money for the time being payable or due to the other party/parties at fault under this agreement or otherwise to set off any loss or expense, cost or damages sustained or incurred or shall be incurred by any such party/parties on account of the aforesaid reasons or by reason of the termination of this Agreement.

#### 9. GENERAL TERMS AND CONDITIONS

##### CONFIDENTIALITY:

Each party ("Receiving Party") agrees to keep confidential and not disclose or use except in performance of its obligations under this Agreement, confidential or proprietary information related to the other party's ("Disclosing Party") technology or business that the Receiving Party learns in connection with this Agreement and any other information received from the other, including without limitation, to the extent previously, currently or subsequently disclosed to the Receiving Party hereunder or otherwise: information relating to products or technology of the Disclosing Party or the properties, composition, structure, use or processing thereof, or systems therefore, or to the Disclosing Party's business (including, without limitation, computer programs, code, algorithms, schematics, data, hard ware design, part list, vendor lists, know-how, processes, ideas, customer information, inventions (whether patentable or not), names and expertise of employees and consultants, all information relating to customers and customer transactions and other technical, business, financial, customer and product development plans, forecasts, strategies and information (all of the foregoing, "Confidential Information"). Neither

B. BALAJI  
Chief General Manager



EMEA COLLEGE OF ARTS  
& SCIENCE, KONDOTTI  
MATAPPURAM DT. 673 638







party shall disclose the terms of this Agreement to any third party, without the prior written consent of the other party. Each party shall use reasonable precautions to protect the other's Confidential Information and employ at least those precautions that such party employs to protect its own confidential or proprietary information. "Confidential Information" shall not include information the Receiving Party can document:

- (a) is in or (through no improper action or inaction by the Receiving Party or any affiliate, agent or employee) enters the public domain (and is readily available without substantial effort), or
- (b) was rightfully in its possession or known by its prior to receipt from the Disclosing Party, or
- (c) was rightfully disclosed to it by another person without restriction, or
- (d) Was independently developed by it by persons without access to such information and without use of any Confidential Information of the Disclosing Party.
- (e) Each party, with prior written notice to the Disclosing Party, may disclose such Confidential Information to the minimum extent possible that is required to be disclosed to a governmental entity or agency in connection with seeking any governmental or regulatory approval, or pursuant to the lawful requirement or request of a governmental entity or agency (including a court order or subpoena), provided that reasonable measures are taken to guard against further disclosure, including without limitation, seeking appropriate confidential treatment or a protective order, or assisting the other party to do so.

**RELATIONSHIP:**

This Agreement is not intended by the Parties to constitute or create a joint venture, Limited Liability Company, pooling arrangement, partnership, or other formal business organization of any kind. Neither party shall for any purpose, be deemed to be an agent of the other party and the relationship between the parties shall only be that of independent contractors. Neither party shall have any right or authority to assume or create any obligations or to make any representations or warranties on behalf of any other party, whether express or implied, or to bind the other party in any respect whatsoever.

**ASSIGNMENT**

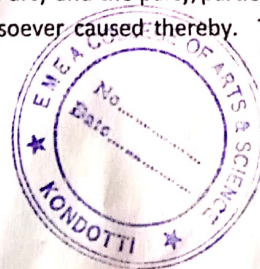
This Contract shall not be assigned or otherwise transferred by any Party, in whole or in part, without the prior express written consent of the other Party. Any such assignment, or transfer by one Party not in accordance with this provision is a material breach of this Agreement and shall be grounds for immediate termination thereof by the other Party and the party/parties in breach shall compensate the other parties for any losses whatsoever caused thereby. The

*[Handwritten signature]*

B. BALAKRISHNAN  
Chief Officer



*[Handwritten signature]*  
PRINCIPAL  
EMEA COLLEGE OF ARTS  
& SCIENCE, KONDOTTI  
MALAPPURAM DT. 673 632





foregoing shall not apply in the event of either party shall change its name or merge with another company/corporation/organization, but in both cases the resulting/emerging/surviving company/corporation/organization shall be bound by the terms of this Agreement.

**AMENDMENTS:**

This Agreement shall not be amended, modified or extended, nor shall any waiver of any right hereunder be effective, unless set forth in a documented executed by duly authorized representatives of all Parties, specially referencing the provision of this Agreement to be amended, modified, extended or waived. The failure of any party to insist upon performance of any provision of this Agreement, or to exercise any right, remedy or option provided herein, shall not be construed or deemed as a waiver of the right to assert any of the same at any time thereafter.

**FORCE MAJEURE:**

In the event that either party is prevented from performing or is unable to perform any of its obligations under this Agreement due to any Act of God, fire, casualty, flood, earthquake, war, epidemic, destruction of production facilities, riot or any other cause beyond the reasonable control of the party invoking this section, and if such party shall have used its commercially reasonable efforts to mitigate its effects, such party shall give prompt written notice to the other party, its performance shall be excused, and the time for the performance shall be extended for the period of delay or inability to perform due to such occurrences. Each Party shall take due care and reasonable alternative measures in order to avoid effect of such events on the performance of the party's ability to perform its obligations under this agreement and to mitigate the consequences thereof. Regardless of the excuse of Force Majeure, if such party is not able to perform within ninety (90) days after such event, the other party may terminate the Agreement. Termination of this Agreement shall not affect the obligations of either party which exist as of the date of termination.

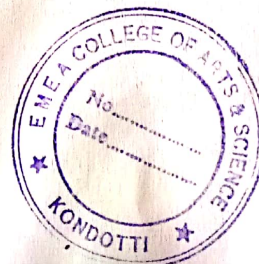
**SEVERABILITY:**

The parties intend this Agreement to be a legally enforceable instrument. If any term, condition or provision of this Agreement is held or finally determined to be void, invalid, illegal, or unenforceable in any respect, in whole or in part, such term, condition or provision shall be severed from this Agreement, and the remaining terms, conditions and provisions contained herein shall continue in force and effect, and shall in no way be affected, prejudiced or disturbed thereby.

B. BALAKRISHNAN  
Chief Consultant



PRINCIPAL  
EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTI  
MALAPPURAM DT. 673 638





**RULES & REGULATIONS:**

To the extent the obligations of the Parties hereunder involve access to information classified by the government Customer as "Confidential" or higher, the provisions of all applicable laws, statutes and regulations shall apply to this Agreement.

**GOVERNING LAW:**

This Agreement shall be governed by and construed in all respects in accordance with the laws of India as amended.

**DISPUTE SETTLEMENT:**

Any dispute, controversy or claim or difference of any kind whatsoever arising between the parties, out of or in relation to this agreement or other document or the validity, interpretation, breach or termination thereof ("Dispute"), including claims shall be redressed or settled amicably by both the Parties through discussion and if the dispute is not settled it shall be referred to Head (ITBG, Keltron) for settlement. If the dispute is not settled within 30 days of such dispute the aggrieved Party shall approach the Law Courts in Thiruvananthapuram.

**NOTICES:**

All notices, certificates, acknowledgments or other written communications (hereinafter referred to as "Notices") required to be given under this Agreement shall be in writing and shall be deemed to have been given and properly delivered if duly mailed by certified or registered mail to the other Parties at its address set forth on the first page above, or to such other address as any Party may, by written notice, designate to the others. Additionally, Notices sent by any other means (i.e., facsimile, overnight delivery, courier, email and the like) are acceptable subject to written confirmation of both the transmission and receipt of the Notice. Notice sent to the party deemed delivered on expiry of 7 business days from the date of dispatch.

**MISCELLANEOUS:**

In entering into this Agreement the Parties hereto recognize that it is impracticable to make provisions for every contingency that may arise in the course of their performance and accordingly the Parties hereby declare it to be their intention that this Agreement shall operate between them with fairness and without detriment to the interests of any of them and that none of the Parties shall make undue gains at the other party's expense and that all provisions of this Agreement shall be applied in good faith. If in the course of the performance of this Agreement

*[Handwritten signature]*

**B. BALAKRISHNAN**  
Chief Officer



*[Handwritten signature]*  
**PRINCIPAL**  
EMEA COLLEGE OF ARTS  
& SCIENCE, KONDOTTI  
MALAPPURAM DT. 673 038





unfairness to any party is disclosed or anticipated then the Parties shall use their best endeavors to agree upon such action as may be necessary and equitable to remove the cause of the same.

**ENTIRE AGREEMENT:**

This Agreement, including all Exhibits hereto which are incorporated herein by reference, constitutes the entire agreement and understanding between the Parties hereto, and supersedes and replaces any and all previous or contemporaneous understandings, commitments, agreements, proposals or representations of any kind, whether oral or written, relating to the subject matter hereof. For this purpose the term Exhibits shall include the Agreement, Annexures, which may be made subsequently on mutual agreement between Parties.

PRINCIPAL  
EMEA COLLEGE OF ARTS  
& SCIENCE, KONDOTTI  
MALAPPURAM DT. 673 638



B BALANUMARAN  
Chief General Manager



**COUNTERPARTS:**

This Agreement is executed in three counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, THE PARTIES HAVE CAUSED THIS AGREEMENT TO BE EXECUTED BY THEIR AUTHORIZED REPRESENTATIVES AS ON THE DAY, MONTH AND YEAR FIRST ABOVE WRITTEN.

<p>For</p> <p><i>[Signature]</i></p> <p>PRINCIPAL EMEA COLLEGE OF ARTS &amp; SCIENCE, KONDOTTI MALAPPURAM DT. 673638</p>	<p>For Kerala State Electronics Development Corporation Ltd.</p> <p><i>[Signature]</i></p> <p>B. BALAKRISHNAN Chief Executive</p>	<p>For IIB Education Pvt. Ltd.</p> <p><i>[Signature]</i></p> <p>MSDC MANAGEMENT</p> <p>Ph - 680 001</p>
--	---	---

**Witnesses:**

1. Dr. Shankar Dey 'E  
Asst. Professor  
Computer App  
*[Signature]*
2. SHAW KRISHNAN R  
Sr. Engineer  
KSC  
Kollam
3. PAVITHRA . M. F  
ASST. BEM  
IIB EDUCATION PVT

*[Signature]*

Principal  
EMEA COLLEGE OF ARTS AND SCIENCE  
KUMMINIPARAMBA - PO, KONDOTTI  
MALAPPURAM Dt. - 673638