



# SRI BHARATHI

ENGINEERING COLLEGE FOR WOMEN

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Kaikkurichi, Pudukkottai -622 303

[www.sbec.edu.in](http://www.sbec.edu.in)

## NAAC DOCUMENTS



Quality Indicator Frame Work

Criterion – 2

Teaching-Learning and Evaluation

Submitted by

**IQAC**

**Internal Quality Assurance Cell**

**Sri Bharathi Engineering College for Women**



**Criteria 2**

**Teaching-Learning and Evaluation**

**350**

**Key Indicator- 2.3. Teaching- Learning Process (40)**

**2020-2021**

**SCIENCE AND HUMANITIES**

**PARTICIPATIVE LEARNING**

Activity	Number of Students attended	Page No.
Value Added Course (VAC)	71	3
<b>TOTAL STUDENTS ATTENDED</b>	71	-





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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

**Criteria 2**

**Teaching-Learning and Evaluation**

**350**

**Key Indicator- 2.3. Teaching- Learning Process (40)**

**2020-2021**

**SCIENCE AND HUMANITIES**

**PARTICIPATIVE LEARNING**

**VALUE ADDED COURSE**



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## DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 / ODD SEMESTER

Date: 30.12.2020


### DEPARTMENT CIRCULAR

It is planned to conduct value added course offered by the Department of Science and Humanities for all First year students on “**Linux Operating System**” in association with **MECK TECK Research Foundation** from 04.01.2021 to 09.01.2021 through online platform. Certificate will be issued to the eligible participants at the end of the course. The resource person details are shown in the following table.

S.No.	Name of the Course	Resource Person
1.	<b>Linux Operating System</b>	<b>Er.K.Gurunathan,M.E,</b> Trainer, MECK TECK Research Foundation, 6/9,Kamarajapuram 17 <sup>th</sup> street, Pudukkottai-622001.

Cc:

- Principal's Office
- IQAC Coordinator
- Class In charges – I Years (All Departments)
- I-year Students(Civil,ECE,EEE,CSE)
- Notice Board

  
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**HOD / S&H**  
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COLLEGE FOR WOMEN  
KAIKKURICHI  
PUDUKKOTTAI - 622 303.

  
**Dr. S. THILAGAVATHI M.E., Ph.D.,**  
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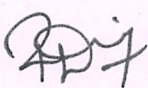
DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 / ODD SEMESTER

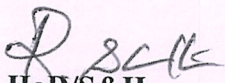
Value Added Course on “LINUX OPERATING SYSTEM”

## SYLLABUS

S.NO	TOPIC COVERED	DURATION (in hours)	DATE
1	Understanding the Linux file system hierarchy and Getting started with the terminal (command-line interface)	3	04.01.2021
2	Basic commands: ls, cd, pwd, mkdir, touch, rm, mv, cp and File permissions and ownership: chmod, chown, chgrp	3	04.01.2021
3	Text editors in Linux: nano and vim	2	05.01.2021
4	Manipulating text using commands like cat, grep, sed, and awk	2	05.01.2021
5	Input/output redirection and pipelines	2	05.01.2021
6	File compression and archiving: tar, gzip, zip	3	06.01.2021
7	User and group management: useradd userdel, groupadd, groupdel and Password management: passwd	3	06.01.2021
8	File permissions in detail: chmod, chown, chgrp and	3	07.01.2021
9	Access control lists (ACLs)	1	07.01.2021
10	Package management systems: apt (Debian/Ubuntu) and yum/dnf (RHEL/CentOS)	2	07.01.2021
10	Installing, updating, and removing software packages and Managing services: starting, stopping, enabling, and disabling	3	08.01.2021
11	Introduction to system configuration files	1	08.01.2021
12	Basics of networking in Linux: ifconfig, ping, ssh	2	08.01.2021
13	Writing and executing shell scripts	1	09.01.2021
14	Variables, conditionals, loops, and functions in scripts	2	09.01.2021
15	Using command-line arguments in scripts and Basic automation tasks with shell scripts	3	09.01.2021
<b>Total Hours</b>		36	

  
VAC Coordinator

  
D: S. THILAGAVATHI M.E., Ph.D.,  
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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 (ODD SEM)

STUDENTS PARTICIPATION LIST-VAC PROGRAM

Linux Operating System

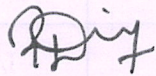
S.NO	REG.NO	NAME OF THE STUDENT	YEAR/BRANCH
1	20CS01	AKALYA S	I/CSE
2	20CS02	HEMA V	I/CSE
3	20CS03	ISWARYA R	I/CSE
4	20CS04	KALAIVANI S	I/CSE
5	20CS05	KALPANA K	I/CSE
6	20CS06	MAHALAKSHMI P	I/CSE
7	20CS07	MEIYYAMMAL M	I/CSE
8	20CS08	NANDHINI P	I/CSE
9	20CS09	PRASANNA DEVI P	I/CSE
10	20CS10	PRISHIYA E	I/CSE
11	20CS11	ROHINI M	I/CSE
12	20CS12	ROSAMMAL M	I/CSE
13	20CS13	ROSHIKA K	I/CSE
14	20CS14	SABHA AYSHA S	I/CSE
15	20CS15	SATHIYASRI P	I/CSE
16	20CS16	SIVAGAMI D	I/CSE
17	20CS17	SIVAHARINI S	I/CSE
18	20CS18	SUBASHINI C	I/CSE
19	20CS19	SUBASHINI M	I/CSE

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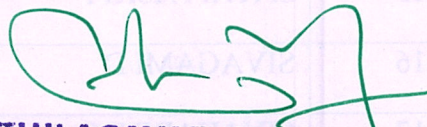
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20	20CS20	SWETHA D	I/CSE
21	20CS21	VANATHI T	I/CSE
22	20CS22	VINCIYA MARY S	I/CSE
23	20CE01	ASWINI T	I/CIVIL
24	20CE02	GEETHA M	I/CIVIL
25	20CE03	KEERTHI S	I/CIVIL
26	20CE04	SUBATHRA S	I/CIVIL
27	20EC01	ABIRAMI S	I/ECE
28	20EC02	ANUSHYA M	I/ECE
29	20EC03	ARTHI S	I/ECE
30	20EC04	JEYASRI K	I/ECE
31	20EC05	RISHVANA BANU S	I/ECE
32	20EC06	SENPAGAHARINI V	I/ECE
33	20EC07	SONIYA P	I/ECE
34	20EE01	KAYALVIZHI K	I/EEE
35	20EE02	RAMADEVI S	I/EEE
36	20EE03	SRINANTHANA S	I/EEE

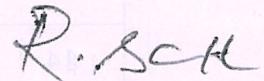


VAC Coordinator



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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 (ODD SEM)

## ATTENDANCE SHEET FOR VALUE ADDED COURSE- LINUX OPERATING SYSTEM

S. NO	ROLL.NO	NAME OF THE STUDENT	YEAR/ BRANCH	DATE: 04.01.21		DATE: 05.01.21		DATE: 06.01.21		DATE: 07.01.21		DATE: 08.01.21		DATE: 09.01.21		NO OF SESSIONS ATTENDED
				FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	
1	20CS01	AKALYA S	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
2	20CS02	HEMA V	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
3	20CS03	ISWARYA R	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
4	20CS04	KALAIVANI S	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
5	20CS05	KALPANA K	I/CSE	/	/	a	a	/	/	/	/	/	/	/	/	10
6	20CS06	MAHALAKSHMI P	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
7	20CS07	MEIYYAMMAL M	I/CSE	/	/	/	/	a	a	/	/	/	/	/	/	10
8	20CS08	NANDHINI P	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
9	20CS09	PRASANNA DEVI P	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
10	20CS10	PRISHIYA E	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
11	20CS11	ROHINI M	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
12	20CS12	ROSAMMAL M	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
13	20CS13	ROSHIKA K	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12
14	20CS14	SABHA AYSHA S	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	12

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15	20CS15	SATHIYASRI P	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
16	20CS16	SIVAGAMI D	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
17	20CS17	SIVAHARINI S	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
18	20CS18	SUBASHINI C	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
19	20CS19	SUBASHINI M	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
20	20CS20	SWETHA D	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
21	20CS21	VANATHI T	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
22	20CS22	VINCIYA MARY S	I/CSE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
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25	20CE03	KEERTHI S	I/CIVIL	/	/	/	/	/	/	/	/	/	/	/	/	/	12
26	20CE04	SUBATHRA S	I/CIVIL	/	/	/	/	/	/	/	/	/	/	/	/	/	12
27	20EC01	ABIRAMI S	I/ECE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
28	20EC02	ANUSHYA M	I/ECE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
29	20EC03	ARTHI S	I/ECE	/	/	/	/	/	/	a	a	/	/	/	/	/	10
30	20EC04	JEYASRI K	I/ECE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
31	20EC05	RISHVANA BANU S	I/ECE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
32	20EC06	SENPAGAHARINI V	I/ECE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
33	20EC07	SONIYA P	I/ECE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
34	20EE01	KAYALVIZHI K	I/EEE	/	/	/	/	/	/	/	/	/	/	/	/	/	12
35	20EE02	RAMADEVI S	I/EEE	/	/	a	a	/	/	/	/	/	/	/	/	/	10
36	20EE03	SRINANTHANA S	I/EEE	/	/	/	/	/	/	/	/	/	/	/	/	/	12

*Duy*  
VAC Coordinator

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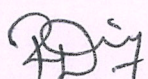
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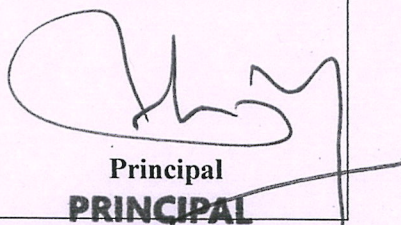
Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

## Report on Value Added Course

Title:	LINUX OPERATING SYSTEM				
Resource Person:	Er.K.Gurunathan,M.E, Trainer, MECK TECK Research Foundation, 6/9,Kamarajapuram 17 <sup>th</sup> street, Pudukkottai-622001.				
Date of conduct from :	04.01.2021	To:	09.01.2021	Duration:	36 Hours
Organized Department :	SCIENCE AND HUMANITIES				
Participant Year:	I(CIVIL, CSE,EEE ,ECE)	Semester:	ODD	No. of Students Registered :	36
Venue:	Google Meet Link: <a href="https://meet.google.com/shs-ufht-wzx">https://meet.google.com/shs-ufht-wzx</a>				
<b>Outcome of Value Added Course (VAC)</b>					
At the end of the VAC course the student can able to					
<ul style="list-style-type: none"><li>• Understanding of basic Linux commands and their usage.</li><li>• Ability to navigate, create, modify, and delete files and directories using CLI commands.</li><li>• Understanding of Linux system administration tasks such as user management, group management, and permissions.</li><li>• Understanding of control structures and variables in shell scripts.</li><li>• Understanding of user authentication methods, firewalls, and access controls.</li></ul>					
<b>Assessment Process</b>					
<ul style="list-style-type: none"><li>• Students securing <b>more than 60% on total score</b> and secured more than 75% in attendance is eligible to receive the certificate for the VAC course conducted</li><li>• Total Score = (0.5 *Attendance in VAC out of 100 percentage + 0.5 *Test mark in VAC out of 100 marks)</li></ul>					

  
VAC Coordinator

  
HoD/S&H  
**HOD / S&H**

  
Principal  
**PRINCIPAL**

  
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PUDUKKOTTAI DISTRICT**





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**MECK TECK**  
RESEARCH FOUNDATION

(Registered Under Ministry of Micro, Small and Medium Enterprises UDYAM-TN-17-091576)

## CERTIFICATE OF COMPLETION

This is to certify that **GEETHA M** / year *CIVIL* has completed 6 days value added course about **\*Linux operating system\*** from 04.01.2021 to 09.01.2021 during the academic year 2020-2021.

CEO  
Meck Teck

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**MECK TECK**  
**RESEARCH FOUNDATION**

(Registered Under Ministry of Micro, Small and Medium Enterprises UOI/AM-TN-12-0015761)

## CERTIFICATE OF COMPLETION

This is to certify that **SONIYA P** / year *ECE* has completed 6 days value added course about **\*Linux operating system\*** from 04.01.2021 to 09.01.2021 during the academic year 2020-2021.

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## CERTIFICATE OF COMPLETION

This is to certify that **RAMADEVI S** / year *EEE* has completed 6 days value added course about **\*Linux operating system\*** from 04.01.2021 to 09.01.2021 during the academic year 2020-2021.

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Meck Teck

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RESEARCH FOUNDATION

(Registered Under Ministry of Micro, Small and Medium Enterprises UDI/AM-TN-17-093761)

## CERTIFICATE OF COMPLETION

This is to certify that **AKALYA S** / year *CSE* has completed 6 days value added course about **\*Linux operating system\*** from 04.01.2021 to 09.01.2021 during the academic year 2020-2021.

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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 / ODD SEMESTER

## Value Added Course On “LINUX OPERATING SYSTEM”

### MCQ QUESTIONS (25X1=25 Marks)

1. What is the kernel in a Linux operating system?
  - a) The graphical user interface
  - b) The core component that manages system resources and communicates with hardware
  - c) The package manager
  - d) The command-line interface
2. Which command is used to list files and directories in Linux?
  - a) list
  - b) dir
  - c) ls
  - d) cd
3. Which command is used to change directory in Linux?
  - a) cd
  - b) change
  - c) dir
  - d) mv
4. To change file permissions in Linux, which command is used?
  - a) chmod
  - b) chown
  - c) chgrp
  - d) perm
5. Which command is used to create a new directory in Linux?
  - a) newdir
  - b) create\_dir
  - c) mkdir
  - d) touch
6. Which Linux distribution is known for its use in server environments?
  - a) Ubuntu
  - b) Fedora
  - c) CentOS
  - d) Linux Mint
7. What is the default shell in most Linux distributions?
  - a) Bash
  - b) Csh
  - c) Zsh
  - d) Ksh
8. Which command is used to install software packages in Debian/Ubuntu-based distributions?

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- a) apt-get
- c) pacman

- b) yum
- d) dnf

9. What does the command "grep" do in Linux?

- a) Copy files and directories
- c) Search for a pattern in a file

- b) Display the contents of a file
- d) Move files and directories

10. Which command is used to shutdown the system immediately?

- a) reboot
- c) poweroff

- b) shutdown -h now
- d) halt

11. What are Nano and Vim in Linux?

- a) Programming languages
- c) Text editors

- b) Graphical user interfaces
- d) Package managers

12. Which command is used to open a file with Nano?

- a) nano open filename
- c) nano filename

- b) open file with nano
- d) create file filename

13. How do you save changes and exit Nano?

- a) Ctrl + S
- c) Ctrl + C

- b) Ctrl + X
- d) Ctrl + Z

14. Which of the following text editors is more suitable for beginners due to its simplicity and ease of use?

- a) Nano
- c) Both are equally suitable for beginners

- b) Vim
- d) None of the above

15. Which text editor is pre-installed on most Linux distributions, making it readily available for use?

- a) Nano
- c) Both Nano and Vim are pre-installed

- b) Vim
- d) None of the above

16. In Linux shell scripting, variables are denoted by:

- a) \$variable\_name
- c) #variable\_name

- b) %variable\_name
- d) @variable\_name

17. What is the correct way to assign a value to a variable in a shell script?

- a) variable\_name = value
- c) variable\_name = "value"

- b) variable\_name := value
- d) variable\_name="value"

  
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18. In shell scripting, which conditional construct is used for simple if-then statements?

- a) for
- b) while
- c) if
- d) case

19. How do you check if two strings are equal in a shell script?

- a) if [ string1 == string2 ]
- b) if [ string1 = string2 ]
- c) if [ string1 -eq string2 ]
- d) if [ string1 -e string2 ]

20. Which operator is used for numerical comparison in shell scripting?

- a) ==
- b) !=
- c) -eq
- d) -ne

21. In a shell script, how do you comment a single line?

- a) /\* This is a comment \*/
- b) # This is a comment
- c) // This is a comment
- d) <!-- This is a comment -->

22. Which loop construct is used to iterate through a list of values in a shell script?

- a) for loop
- b) while loop
- c) until loop
- d) do-while loop

23. How do you get the number of command-line arguments passed to a shell script?

- a) \$count
- b) \$argc
- c) \$#argv
- d) \$#

24. Which command is used to define a function in a shell script?

- a) function
- b) def
- c) func
- d) func()

25. How do you call a function in a shell script?

- a) call function\_name
- b) function\_name()
- c) run function\_name
- d) execute function\_name



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**KAIKKURICHI, PUDUKKOTTAI -622 303.**

**DEPARTMENT OF SCIENCE AND HUMANITIES**

**ACADEMIC YEAR 2020-2021/ ODD SEMESTER**

Value Added Course On “Linux Operating System”

## MCQ ANSWER KEY

1	b	6	c	11	c	16	a	21	b
2	c	7	a	12	c	17	d	22	a
3	a	8	a	13	b	18	c	23	d
4	a	9	c	14	a	19	b	24	a
5	c	10	c	15	c	20	c	25	b

  
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VAC Coordinator





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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 (ODD SEM)

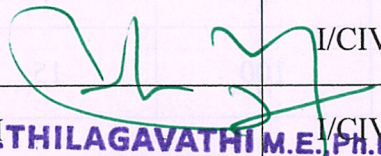
## MARK SHEET FOR VALUE ADDED COURSE- LINUX OPERATING SYSTEM

S.NO	ROLL.NO	NAME OF THE STUDENT	YEAR/ BRANCH	ATTENDANCE DETAILS		VAC-MCQ TEST		OVERALL MARK(100) (50% of A + 50% of B)
				No of Sessions Attended	Attendance Mark(100) (A)	No of Correct Answers	MCQ Mark(100) (B)	
1	20CS01	AKALYA S	I/CSE	12	100	19	76	88
2	20CS02	HEMA V	I/CSE	12	100	19	76	88
3	20CS03	ISWARYA R	I/CSE	12	100	15	60	80
4	20CS04	KALAIVANI S	I/CSE	12	100	18	72	86
5	20CS05	KALPANA K	I/CSE	12	100	17	68	84
6	20CS06	MAHALAKSHMI P	I/CSE	10	83	13	52	68
7	20CS07	MEIYYAMMAL M	I/CSE	12	100	16	64	82
8	20CS08	NANDHINI P	I/CSE	10	83	14	56	70
9	20CS09	PRASANNA DEVI P	I/CSE	12	100	15	60	80

  
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10	20CS10	PRISHIYA E	I/CSE	12	100	18	72	86
11	20CS11	ROHINI M	I/CSE	12	100	19	76	88
12	20CS12	ROSAMMAL M	I/CSE	12	100	17	68	84
13	20CS13	ROSHIKA K	I/CSE	12	100	19	76	88
14	20CS14	SABHA AYSHA S	I/CSE	12	100	15	60	80
15	20CS15	SATHIYASRI P	I/CSE	12	100	17	68	84
16	20CS16	SIVAGAMI D	I/CSE	12	100	16	64	82
17	20CS17	SIVAHARINI S	I/CSE	12	100	15	60	80
18	20CS18	SUBASHINI C	I/CSE	12	100	18	72	86
19	20CS19	SUBASHINI M	I/CSE	12	100	21	84	92
20	20CS20	SWETHA D	I/CSE	12	100	20	80	90
21	20CS21	VANATHI T	I/CSE	12	100	21	84	92
22	20CS22	VINCIYA MARY S	I/CSE	12	100	19	76	88
23	20CE01	ASWINI T	I/CIVIL	12	100	18	72	86
24	20CE02	GEETHA M	I/CIVIL	10	83	20	80	82


  
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25	20CE03	KEERTHI S	I/CIVIL	12	100	19	76	88
26	20CE04	SUBATHRA S	I/CIVIL	12	100	17	68	84
27	20EC01	ABIRAMI S	I/ECE	12	100	18	72	86
28	20EC02	ANUSHYA M	I/ECE	12	100	12	48	74
29	20EC03	ARTHI S	I/ECE	10	83	18	72	78
30	20EC04	JEYASRI K	I/ECE	12	100	18	72	86
31	20EC05	RISHVANA BANU S	I/ECE	12	100	19	76	88
32	20EC06	SENPAGAHARINI V	I/ECE	12	100	19	76	88
33	20EC07	SONIYA P	I/ECE	12	100	12	48	74
34	20EE01	KAYALVIZHI K	I/EEE	12	100	14	56	78
35	20EE02	RAMADEVI S	I/EEE	10	83	22	88	86
36	20EE03	SRINANTHANA S	I/EEE	12	100	19	76	88

  
VAC Coordinator

  
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## DEPARTMENT OF SCIENCE AND HUMANITIES

### ACADEMIC YEAR 2020-2021 / EVEN SEMESTER

Date: 30.03.2021

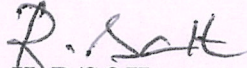
### DEPARTMENT CIRCULAR

Certificate course offered by the Department of Science and Humanities for all First year students on “Let’s Speak in English for Enhancing Professional Skills” from 01.04.2021 to 07.04.2021 through online platform. Certificate will be issued to the eligible participants at the end of the course.

S.No.	Name of the Course	Resource Person
1.	Let’s Speak in English for Enhancing Professional Skills	<b>1. Mr.S.Ramesh Raja</b> Assistant Professor/English Sri Bharathi Engineering College for Women, Pudukkottai-622303, Tamilnadu.
		<b>2. Mrs.P.Alagumathi</b> Assistant Professor/English Sri Bharathi Engineering College for Women, Pudukkottai-622303, Tamilnadu.

Cc:

- Principal’s Office
- IQAC Coordinator
- Class In charges – I Years (All Departments)
- I-year Students(Civil,ECE,EEE,CSE)
- Notice Board

  
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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 / EVEN SEMESTER

Certificate Course on “LET’S SPEAK IN ENGLISH FOR ENHANCING  
PROFESSIONAL SKILLS”

## SYLLABUS

S.NO	TOPIC COVERED	DURATION (in hours)	DATE/SESSION	RESOURCE PERSON
1	<b>Communication:</b> The Process of Communication, Listening, Speaking, Reading and Writing	3	01.04.2021/FN	Mr.S.Ramesh Raja
2	<b>Listening:</b> What is Listening? , Listening Vs Hearing ,Process of Listening and Importance of Listening	3	01.04.2021/AN	Mrs.P.Alagumathi
3	Basic Types of Listening and Barriers to Effective Listening	3	03.04.2021/FN	Mrs.P.Alagumathi
4	<b>How to Listen Effectively?</b> <ul style="list-style-type: none"><li>• Active Listener</li><li>• Benefits of Effective Listening</li></ul>	3	03.04.2021/AN	Mr.S.Ramesh Raja
5	<b>Native and Second Language Speaker:</b> <ul style="list-style-type: none"><li>• Listening to a Second Language speaker</li><li>• Native speaker</li></ul>	3	05.04.2021/FN	Mr.S.Ramesh Raja
6	<b>Speaking:</b>	3	05.04.2021/AN	Mrs.P.Alagumathi

  
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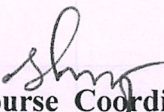
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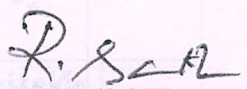
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	What is Speaking? ,Organs of Speech, Imitation, Formal and Informal			
7	<b>Characteristics:</b> Listen, Eye contact, Transitional Phrases and Useful Expressions, Body Language	3	06.04.2021/FN	Mrs.P.Alagumathi
8	<b>Confident Speaker:</b> • Ways to Speak More Confidently • Adopt a Practice and Repetition Routine Consciously Speak More Slowly	3	06.04.2021/AN	Mr.S.Ramesh Raja
9	<b>Conversations:</b> • Using Simple Words • Self Introduction • Informal Talk with Friends	3	07.04.2021/FN	Mrs.P.Alagumathi
10	<b>Formal conversation:</b> • Asking Permission • Requesting • Describing • Story Telling • Group Discussion	3	07.04.2021/AN	Mr.S.Ramesh Raja
<b>Total Hours</b>		30		

  
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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 (EVEN SEM)

STUDENTS PARTICIPATION LIST-CERTIFICATE COURSE PROGRAM

LET'S SPEAK IN ENGLISH FOR ENHANCING PROFESSIONAL SKILLS

S.NO	REG.NO	NAME OF THE STUDENT	YEAR/BRANCH
1	912620104001	AKALYA.S	I/CSE
2	912620104002	HEMA.V	I/CSE
3	912620104003	ISWARYA.R	I/CSE
4	912620104004	KALAIVANI.S	I/CSE
5	912620104005	KALPANA.K	I/CSE
6	912620104006	MAHALAKSHMI.P	I/CSE
7	912620104007	MEIYYAMMAL.M	I/CSE
8	912620104008	NANDHINI.P	I/CSE
9	912620104009	PRASANNADEVI.P	I/CSE
10	912620104010	PRISHIYA.E	I/CSE
11	912620104012	ROSAMMAL.M	I/CSE
12	912620104013	ROSHIKA.K	I/CSE
13	912620104014	SABHA AYSHA.S	I/CSE
14	912620104015	SATHIYASRI.P	I/CSE
15	912620104016	SIVAGAMI.D	I/CSE
16	912620104017	SIVAHARINI.S	I/CSE
17	912620104018	SUBASHINI.C	I/CSE
18	912620104019	SUBASHINI.M	I/CSE
19	912620104020	SWETHA.D	I/CSE


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20	912620104021	VANATHI.T	I/CSE
21	912620104022	VINCIYA MARY.S	I/CSE
22	912620103001	ASWINI T	I/CIVIL
23	912620103002	GEETHA M	I/CIVIL
24	912620103003	KEERTHI S	I/CIVIL
25	912620103004	SUBATHRA S	I/CIVIL
26	912620106001	ABIRAMI S	I/ECE
27	912620106002	ANUSHYA M	I/ECE
28	912620106003	ARTHI S	I/ECE
29	912620106004	JEYASRI K	I/ECE
30	912620106005	RISHVANA BANU S	I/ECE
31	912620106006	SENPAGAHARINI V	I/ECE
32	912620106007	SONIYA P	I/ECE
33	912620105001	KAYALVIZHI K	I/EEE
34	912620105002	RAMADEVI S	I/EEE
35	912620105003	SRINANTHANA S	I/EEE

  
Course Coordinator

  
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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 (ODD SEM)

## ATTENDANCE SHEET FOR CERTIFICATE COURSE- LET'S SPEAK IN ENGLISH FOR ENHANCING PROFESSIONAL SKILLS

S. NO	REG.NO	NAME OF THE STUDENT	YEAR/ BRANCH	DATE: 01.04.21		DATE: 03.04.21		DATE: 05.04.21		DATE: 06.04.21		DATE: 07.04.21		NO OF SESSIONS ATTENDED
				FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	
1	912620104001	AKALYA.S	I/CSE	/	/	/	/	/	/	/	/	/	/	10
2	912620104002	HEMA.V	I/CSE	/	/	/	/	/	/	/	/	/	/	10
3	912620104003	ISWARYA.R	I/CSE	/	/	a	a	/	/	/	/	/	/	08
4	912620104004	KALAIVANIS	I/CSE	/	/	/	/	/	/	/	/	/	/	10
5	912620104005	KALPANA.K	I/CSE	/	/	/	/	/	/	/	/	/	/	10
6	912620104006	MAHALAKSHMI.P	I/CSE	/	/	/	/	/	/	/	/	/	/	10
7	912620104007	MEIYYAMMAL.M	I/CSE	/	/	/	/	/	/	/	/	/	/	10
8	912620104008	NANDHINI.P	I/CSE	/	/	/	/	/	/	/	/	/	/	10
9	912620104009	PRASANNADEVI.P	I/CSE	/	/	/	/	/	/	/	/	/	/	10
10	912620104010	PRISHIYA.E	I/CSE	/	/	/	/	/	/	/	/	/	/	10
11	912620104012	ROSAMMAL.M	I/CSE	/	/	/	/	/	/	/	/	/	/	10
12	912620104013	ROSHIKA.K	I/CSE	/	/	/	/	/	/	/	/	/	/	10
13	912620104014	SABHA AYSHA.S	I/CSE	/	/	/	/	/	/	/	/	/	/	10
14	912620104015	SATHIYASRI.P	I/CSE	/	/	/	/	/	/	/	/	/	/	10
15	912620104016	SIVAGAMI.D	I/CSE	/	/	/	/	/	/	/	/	/	/	10

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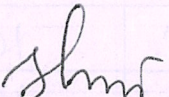
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16	912620104017	SIVAHARINI.S	I/CSE	/	/	/	/	/	/	/	/	/	/	/	10
17	912620104018	SUBASHINI.C	I/CSE	/	/	/	/	/	/	/	/	/	/	/	10
18	912620104019	SUBASHINI.M	I/CSE	/	/	/	/	/	/	/	/	/	/	/	10
19	912620104020	SWETHA.D	I/CSE	/	/	/	/	/	/	a	a	/	/	/	08
20	912620104021	VANATHI.T	I/CSE	/	/	/	/	/	/	/	/	/	/	/	10
21	912620104022	VINCIYA MARY.S	I/CSE	/	/	/	/	/	/	/	/	/	/	/	10
22	912620103001	ASWINI T	I/CIVIL	/	/	/	/	a	a	/	/	/	/	/	08
23	912620103002	GEETHA M	I/CIVIL	/	/	/	/	/	/	/	/	/	/	/	10
24	912620103003	KEERTHI S	I/CIVIL	/	/	/	/	/	/	/	/	/	/	/	10
25	912620103004	SUBATHRA S	I/CIVIL	/	/	/	/	/	/	/	/	/	/	/	10
26	912620106001	ABIRAMI S	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
27	912620106002	ANUSHYA M	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
28	912620106003	ARTHI S	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
29	912620106004	JEYASRI K	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
30	912620106005	RISHVANA BANU S	I/ECE	a	a	/	/	/	/	/	/	/	/	/	08
31	912620106006	SENPAGAHARINI V	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
32	912620106007	SONIYA P	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
33	912620105001	KAYALVIZHI K	I/EEE	/	/	/	/	/	/	/	/	/	/	/	10
34	912620105002	RAMADEVI S	I/EEE	/	/	/	/	/	/	/	/	/	/	/	10
35	912620105003	SRINANTHANA S	I/EEE	/	/	/	/	/	/	/	/	/	/	/	10

  
Course Coordinator

  
Dr. S. THILAGAVATHI M.E., Ph.D.,  
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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

## Report on Certificate Course

Title:	LET'S SPEAK IN ENGLISH FOR ENHANCING PROFESSIONAL SKILLS				
Resource Person:	1.Mr.S.Ramesh Raja 2.Mrs.P.Alagumathi Assistant Professor/English Sri Bharathi Engineering College for Women, Pudukkottai-622303,Tamilnadu.				
Date of conduct from :	01.04.2021	To:	07.04.2021	Duration:	30 Hours
Organized Department :	SCIENCE AND HUMANITIES				
Participant Year:	I(CIVIL, CSE,EEE ,ECE)	Semester:	EVEN	No. of Students Registered :	35
Venue:	Google Meet Link: <a href="https://meet.google.com/rts-smis-has">https://meet.google.com/rts-smis-has</a>				

### Outcome of Certificate Course (CC)

#### At the end of the Certificate course the student can able to

- Develop the ability to articulate thoughts clearly and confidently in professional settings, including presentations, meetings, and networking events.
- Enhance written communication skills, such as writing professional emails, reports, and other business-related documents with clarity and conciseness.
- Improve active listening skills to better understand colleagues, clients, and customers, leading to enhanced communication and collaboration.
- Learn how to present oneself confidently during job interviews and effectively respond to common interview questions.
- Enhance presentation techniques, including using visual aids and body language to engage an audience and deliver compelling presentations.

### Assessment Process

- Students securing **more than 60% on total score** and secured more than 75% in attendance is eligible to receive the certificate for the Certificate course conducted
- Total Score = (0.5 \*Attendance in Certificate out of 100 percentage + 0.5 \*Test mark in CC out of 100 marks)

Course Coordinator

S. Thilagavathi

**D: S.THILAGAVATHI M.E.,Ph.D.,**  
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Kaikkurichi - 622 303, Pudukkottai Dt.

HoD/S&H

R. Sath

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**DEPARTMENT OF SCIENCE AND HUMANITIES**

# **Certificate of completion**

This is to certify that **KEERTHI S** (Reg.No 912620103003)

I Year CIVIL has successfully completed the Certificate course on **Let's Speak**

**In English for Enhancing Professional Skills** from 1<sup>st</sup>

April 2021 to 7<sup>th</sup> April 2021 ( 5 days) for the academic year 2020-2021.

**COURSE COORDINATOR**

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# **Certificate of completion**

This is to certify that **ABIRAMI S** (Reg.No 912620106001)

I Year ECE has successfully completed the Certificate course on **Let's Speak**

**In English for Enhancing Professional Skills** from 1<sup>st</sup>

April 2021 to 7<sup>th</sup> April 2021 ( 5 days) for the academic year 2020-2021.

**COURSE COORDINATOR**

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# **Certificate of completion**

This is to certify that **RAMADEVIS** (Reg.No 912620105002)

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In English for Enhancing Professional Skills from 1<sup>st</sup>

April 2021 to 7<sup>th</sup> April 2021 ( 5 days) for the academic year 2020-2021.

*Shrini*

**COURSE COORDINATOR**

*R. Senth*

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# **Certificate of completion**

This is to certify that **SATHIYASRI.P** (Reg.No 912620104015)

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April 2021 to 7<sup>th</sup> April 2021 (5 days) for the academic year 2020-2021.

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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 / EVEN SEMESTER

Value Added Course on “LET’S SPEAK IN ENGLISH FOR ENHANCING  
PROFESSIONAL SKILLS”

### MCQ QUESTIONS (25X1=25 Marks)

- Includes all form of communication which we use words.
  - Letters
  - Gesture
  - Verbal
  - Body language
- Which of the following is a barrier to communication?
  - Noise
  - Gestures
  - Body language
  - Script
- Which of the following is a type of non-verbal communication?
  - Letters
  - Email
  - Telephone calls
  - Body language
- What are the skills needed to perform face to face communication?
  - Verbal and Written
  - Non-verbal and written
  - Verbal and non-verbal
  - Body language
- If your body language is expressing something contrary to what your words are saying, it is highly likely that your audience will not believe what you're telling them.
  - True
  - False
- Verbal communication is
  - Where words are not used
  - Where words are used
  - Only spoken
  - Only written
- You should notify and clarify information from the speaker if you did not understand the message.
  - True
  - False
- Which of these is not a communication skill?
  - Running
  - Texting
  - Chatting to people
  - Speaking
- What body language shows you are listening?
  - Turning away from the speaker
  - Nodding and making eye contact
  - Looking out of the window
  - Eating something
- If you don't agree with someone else, what would you say?
  - You are wrong.
  - I agree
  - I don't agree.
  - Stop talking rubbish.

  
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11. If you want to complain, what's the best way to behave?
  - a) Stay calm but stick to your point
  - b) Get very angry
  - c) Get ready to cry
  - d) Ask a politician to support
12. If you need to make a phone call for information what could you do before you call?
  - a) Prepare your questions
  - b) Brush your teeth
  - c) Make a coffee
  - d) Forward to friends
13. You have a discussion with a friend about politics. You don't agree with them. What should you do?
  - a) Change the subject
  - b) Say what you believe
  - c) Get angry with your friend
  - d) Leave the place
14. Which of the following is positive body language to use when speaking?
  - a) Fold your arms or cross your legs
  - b) Stand behind a lectern and keep your body hidden
  - c) Keep arms open and use open gestures
  - d) Don't make eye contact
15. Listening requires
  - a) Effort and thought
  - b) No effort and no thought
  - c) Using your eyes
  - d) Looking at someone
16. How do you feel about speaking in front of a group?
  - a) You try to avoid it if at all possible
  - b) You enjoy the opportunity to convey your ideas
  - c) You like the idea but not the pressure it creates
  - d) You don't mind doing it, if you are able to plan
17. When working on a problem with other people, you have to
  - a) Prefer to take the initiative and sort it out quickly
  - b) Try to find a collective solution
  - c) Let other people find the answer
  - d) Allow others to lead and help if needed
18. How do you react when others become emotional around you?
  - a) Notice, but prefer to keep out of it
  - b) Not sure how to act
  - c) Try to make them laugh
  - d) Listen and try to comfort them
19. While having a conversation, you have to
  - a) Share your views and opinions
  - b) Actively take part but can get distracted
  - c) Easily lose interest
  - d) Often lead the conversation
20. How do you usually participate in group discussions?
  - a) Usually prefer not to get involved
  - b) Get involved and interact freely with the group
  - c) Listen and only speak when you have a suggestion
  - d) Lead the discussion and express your thoughts

  
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21. During a formal conversation, if you don't understand something, what is the best way to respond?
- a) Ignore it and hope it becomes clear later.
  - b) Politely ask for clarification.
  - c) Interrupt the speaker and express confusion.
  - d) Pretend to understand to avoid embarrassment.
22. In a formal business meeting, how should you handle your mobile phone?
- a) Place it on the table and check messages discreetly.
  - b) Keep it on silent mode and check messages frequently.
  - c) Leave it in your bag or pocket on silent mode.
  - d) Answer calls whenever necessary, even if it interrupts the meeting.
23. When meeting someone for the first time in a formal setting, what is the most appropriate way to greet them?
- a) Nod your head without saying anything.
  - b) Shake hands firmly while maintaining eye contact and say, "Nice to meet you."
  - c) Give them a high-five.
  - d) Say, "Hey, what's up?"
24. Which of the following topics is generally considered appropriate for a formal conversation with a colleague or business partner?
- a) Their dating life
  - b) Recent vacation plans
  - c) Industry trends and business developments
  - d) Their favorite reality TV show
25. In a formal business meeting, when should you silence your cell phone?
- a) Never - It's okay to take calls during a meeting.
  - b) Only during important presentations.
  - c) Before the meeting starts or during the meeting to avoid disruptions.
  - d) Only if someone asks you to do so.



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**DEPARTMENT OF SCIENCE AND HUMANITIES**  
**ACADEMIC YEAR 2020-2021/ EVEN SEMESTER**

Value Added Course On "LET'S SPEAK IN ENGLISH FOR ENHANCING  
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**MCQ ANSWER KEY**

1	c	6	b	11	a	16	b	21	b
2	a	7	a	12	a	17	b	22	c
3	d	8	a	13	b	18	d	23	b
4	c	9	b	14	c	19	a	24	c
5	a	10	c	15	a	20	b	25	c

  
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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 (EVEN SEM)

MARK SHEET FOR CERTIFICATE COURSE- LET'S SPEAK IN ENGLISH FOR ENHANCING PROFESSIONAL SKILLS

S.NO	REG.NO	NAME OF THE STUDENT	YEAR/ BRANCH	ATTENDANCE DETAILS		CC-MCQ TEST		OVERALL MARK(100) (50% of A + 50% of B)
				No of Sessions Attended	Attendance Mark(100) (A)	No of Correct Answers	MCQ Mark(100) (B)	
1	912620104001	AKALYA S	I/CSE	10	100	19	76	88
2	912620104002	HEMA V	I/CSE	10	100	15	60	80
3	912620104003	ISWARYA R	I/CSE	8	80	16	64	72
4	912620104004	KALAIVANI S	I/CSE	10	100	17	68	84
5	912620104005	KALPANA K	I/CSE	10	100	19	76	88
6	912620104006	MAHALAKSHMI P	I/CSE	10	100	20	80	90
7	912620104007	MEIYYAMMAL M	I/CSE	10	100	19	76	88
8	912620104008	NANDHINI P	I/CSE	10	100	18	72	86
9	912620104009	PRASANNA DEVI P	I/CSE	10	100	14	56	78

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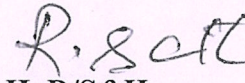
10	912620104010	PRISHIYA E	I/CSE	10	100	16	64	82
11	912620104012	ROSAMMAL M	I/CSE	10	100	17	68	84
12	912620104013	ROSHIKA K	I/CSE	10	100	15	60	80
13	912620104014	SABHA AYSHA S	I/CSE	10	100	16	64	82
14	912620104015	SATHIYASRI P	I/CSE	10	100	15	60	80
15	912620104016	SIVAGAMI D	I/CSE	10	100	20	80	90
16	912620104017	SIVAHARINI S	I/CSE	10	100	20	80	90
17	912620104018	SUBASHINI C	I/CSE	10	100	16	64	82
18	912620104019	SUBASHINI M	I/CSE	10	100	13	52	76
19	912620104020	SWETHA D	I/CSE	8	80	19	76	78
20	912620104021	VANATHI T	I/CSE	10	100	20	80	90
21	912620104022	VINCIYA MARY S	I/CSE	10	100	18	72	86
22	912620103001	ASWINI T	I/CIVIL	8	80	21	84	82
23	912620103002	GEETHA M	I/CIVIL	10	100	18	72	86
24	912620103003	KEERTHI S.S. THILAGAVATHI M.E., Ph.D., PRINCIPAL	I/CIVIL	10	100	19	76	88



25	912620103004	SUBATHRA S	I/CIVIL	10	100	19	76	88
26	912620106001	ABIRAMI S	I/ECE	10	100	18	72	86
27	912620106002	ANUSHYA M	I/ECE	10	100	21	84	92
28	912620106003	ARTHI S	I/ECE	10	100	20	80	90
29	912620106004	JEYASRI K	I/ECE	10	100	24	96	98
30	912620106005	RISHVANA BANU S	I/ECE	8	80	18	72	76
31	912620106006	SENPAGAHARINI V	I/ECE	10	100	19	76	88
32	912620106007	SONIYA P	I/ECE	10	100	21	84	92
33	912620105001	KAYALVIZHI K	I/EEE	10	100	18	72	86
34	912620105002	RAMADEVI S	I/EEE	10	100	13	52	76
35	912620105003	SRINANTHANA S	I/EEE	10	100	18	72	86

  
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