



Criterion V

Student Support and Progression



5.1.3 Language and Communication Skills

2017-2018



Language and Communication Skills 2017-2018

1. BUSINESS ENGLISH CERTIFICATE
COURSE

Syllabus

UNIT	TOPIC	SKILL
1	Staff development and training	Human resources
2	Job description and job satisfaction	Human resources
3	Getting the right job	Human resources
4	Making the contact	Human resources
5	Breaking into the market	marketing
6	Launching a product	marketing
7	A stand at a trade fair	marketing
8	Being persuasive	marketing
9	Starting a business	entrepreneurship
10	Financing a start up	entrepreneurship
11	Expanding into Europe	entrepreneurship
12	Presenting your business idea	entrepreneurship
13	Arranging business travel	Business abroad
14	Business conferences	Business abroad
15	Business meetings	Business abroad
16	Spending the sales budget	Business abroad
17	Social media and business	Business Correspondence
18	Business and the environment	Business Correspondence
19	A staff survey	Business Correspondence
20	Offshoring and outsourcing	Business Correspondence
21	Customer satisfaction and loyalty	Customer relations
22	Communication with customers	Customer relations
23	Corresponding with customers	Customer relations
24	Business across cultures	Customer relations




PRINCIPAL IN-CHARGE,
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR - 680 009



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Attendance

No: of Students enrolled : 35

No: of Students completed : 33

Sl. No.	Department	Name of student
1	Mathematics	Lakshmi Sureshkumar
2	Mathematics	Princy Ponnachan
3	Mathematics	Kavya Krishnakumar
4	Computer Science	Aneena Antony
5	Computer Science	Lakshmi P
6	English	Asha M
7	English	Maria John
8	English	Sreenandana A P
9	English	Aparna P
10	English	Femi Baiju (discontinued)
11	English	Arundhathi M.S.
12	English	Mary Sandra V J
13	English	Juliya George
14	English	Krishnapriya Babu Vinod
15	English	Nima V. J.
16	English	Arya K L
17	English	Annet Jimmy
18	B.Com(Regular)	Amritha Achuthan.V.
19	B.Com (Regular)	Fathima Nazrin R.B.
20	B.Com (Regular)	Parvathy K.Pradeep
21	B.Com (Regular)	Jiya Johnson
22	B.Com (Regular)	Ann Mary George
23	B.Com(Self)	Arya(discontinued)
24	B.Com(Self)	P.Anjana Menon
25	B.Com(Self)	Unnimaya Manoj
26	B.Com(Self)	Sreelakshmi Dilip
27	B.Com(Self)	Sreelakshmy Madhusudhanan
28	B.Com(Self)	Dency Dennis
29	Physics	Akhila K Paul
30	Physics	Liyana P
31	Physics	Eteena Philip
32	Physics	Abhirami Anil
33	FCS	Shahina Shamsudheen
34	Functional English	Sonu Francis
35	Functional English	Merlin Elizabeth



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Assessment Period (2016 - 2021)



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Course duration: 40-50

HOURS INCLUDING MODEL EXAMINATION

:

Report

Cambridge English: Business Certificates, also known as Business English Certificates (BEC), are a suite of three English language qualifications for international business. This course helps students to achieve skills which help them to work abroad, work with international organisations in his/her own country and study business-related subjects taught in English. 33 students completed the BEC Vantage Course conducted by the Dept. of English for the year 2017-2018. The exams for the previous and present year BEC students were conducted on 9th and 10th **March 2018**

Course Co-ordinator

Dr Nisha Francis Alapatt

Head of the Department

Dr O J Joycee



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Assessment Period (2016 - 2021)



Attendance Sheet

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Assessment Period (2016 - 2021)


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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Sample certificate

 **Cambridge Assessment English**



Cambridge English Level 2 Certificate in ESOL International (Business Vantage)*

This is to certify that

ARTHANA

has been awarded

Grade A

in the

Business English Certificate Vantage

Performance at Grade A demonstrates an ability at Level 2* and Council of Europe Level C1

Overall Score	184
Reading	189
Writing	190
Listening	175
Speaking	183

Date of Examination **MARCH 2018**
Place of Entry **NEW DELHI**
Reference Number **183IN0925321**
Accreditation Number **501/1089/5**

Saul Nassé
Saul Nassé
Chief Executive

* This level refers to the UK National Qualifications Framework

Date of Issue 25/04/2018
Certificate Number A5365674

Regulated by
Ofqual
For more information see <https://regulation.ofqual.gov.uk>


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QUALIFICATIONS WALES
Recognised awarding body

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Assessment Period (2016 - 2021)



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Syllabus

UNIT	TOPIC	SKILL
1	Staff Development and training	Human resources
2	Job description and job satisfaction	Human resources
3	Getting the Right Job	Human resources
4	Making the Contact	Human resources
5	Breaking into the market	marketing
6	Launching a product	marketing
7	A stand at a trade fair	marketing
8	Being persuasive	marketing
9	Starting a business	entrepreneurship
10	Financing a startup	entrepreneurship
11	Expanding into Europe	entrepreneurship
12	Presenting your business idea	entrepreneurship
13	Arranging business travel	Business abroad
14	Business conferences	Business abroad
15	Business meetings	Business abroad
16	Spending the sales budget	Business abroad
17	Social media and business	Business Correspondence
18	Business and the environment	Business Correspondence
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Assessment Period (2016 - 2021)



2. GERMAN CERTIFICATE COURSE

Attendance Sheet

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Assessment Period (2016 - 2021)


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3. ASAP

Brochure

DEPARTMENT OF ENGLISH
VIMALA COLLEGE (AUTONOMOUS), THRISSUR -680009
 (Joint Venture of Government of Kerala and General and Higher Education Departments)
Offers
Skill Development Programme
ASAP (ADDITIONAL SKILL ACQUISITION PROGRAMME)

2017
(For First Year Degree Students)

ASAP
 Government of Kerala has initiated the Programme, Additional Skill Acquisition Programme (ASAP) with the objective of tackling the issue of growing unemployment in the State. The Programme aims at equipping selected school/college students with skills in Communication, IT and selected areas of industry and service sectors.

At Level 1, ASAP imparts 300 hours of skill training to selected first year students (30 per batch, maximum 2 batches in an institution). Of this, 180 hours will be a foundation module comprising of Communication Skills and IT skills and the remaining 120 hours will be the module related to the skill sector chosen by the student.

For more information, visit: asapkerala.gov.in

Course Outline:
Foundation Module: Communicative English & Soft Skills
Computer Basics: MS Word, Excel, PPT, Brochure designing, Malayalam typing, Internet, Online trading, Social platforms, computer hardware etc
Additional Skill provided by ASAP Skill Park, Government Institute of Advanced Studies, Thrissur

Duration: 80 hours (Foundation Module)
 100 hours (Basic Computer Skills)
 100-120 hours (Skill Course offered by NSDC)

Course Outcome:
 Acquires employability skills (Communicative Skills, Soft Skills, Basic Computer skills and Special Additional Skill)

Career Path:
 Skill Development Executives (SDEs), Teachers, Soft skill trainers, Computer programmers, Office Assistants and Managers, IT Educators etc

Course Fee: Nil for SC/ ST/ OBC/ BPL students; for students of APL category, fee as fixed by the Government

Evaluation Procedure
 (A minimum of 80% Attendance mandatory to appear for the written examination)
 FM Evaluation : (Project and Examination: Group Project and APTIS Examination at the end of the course)
 Skill Course Evaluation : Internship, Project work, written examination
Course Certificate : Will be provided by ASAP on successful completion of the course. The students will also get certificate of British Council for the APTIS Examination and certificate of NSDC for Skill course

Course Coordinator: Dr Nisha Francis Alapatt (9846725651)

Dr Joycee O. J.
 (Head, Department of English)

Dr Sr Mariette A. Therattil
 (Principal, Vimala College)




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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Register of Attendance and Fees for the Month of

Admission No.	S.No.	NAME	Days Eng: Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	1	Akshaya P.T. (2246246246)																		
2	2	Anupama Unnikrishnan																		
3	3	Anurupa P.G.																		
4	4	Anjali. (C. Ani)																		
5	5	Anju K.S.																		
6	6	Aparna M																		
7	7	Ashamed P.K																		
8	8	Athira K.M																		
9	9	Beena T.J																		
10	10	Devika P.K																		
11	11	Sika Rose P.T																		
12	12	Tiksha George																		
13	13	Midula T.M																		
14	14	Praveena C.M																		
15	15	Ratana V.R																		
16	16	Ravi Rajan M																		
17	17	Rashmi Suresh																		
18	18	Rutheena B																		
19	19	Rukshana Parveen																		
20	20	Shaji Ma T.I																		
21	21	Sonu K																		
22	22	Subintha V.S																		
23	23	Suvarthy N.S																		
24	24	Thresha P.U																		
25	25	Lakshmi Jayachandran																		
26	26	Jayalakshmi K.S																		
27	27	Sneha K.B																		
28	28	Chandrapriya N																		
29	29	Chandhini S																		
30	30	Sneha S																		
31	31	Archana V.N																		

(17 days) No. PRESENT DAILY F.N. A.N. PERCENTAGE

No. on roll at the beginning of the month ...

No. admitted during the month ...

No. left during the month ...

No. on roll at the end of the month ...

Average No. on roll during the month ...

Average Attendance ...

Total School Days ...

Class Teacher



PRINCIPAL IN-CHARGE
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR - 680 009

Assessment Period (2016 - 2021)



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Register of Attendance and Fees for the Month of

Admission No.	S.No.	NAME	Days Eng: Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	1	AKSHAYA PT (7034704602)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	2	Anupama Unnikrishnan		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	3	Anvitha P.G		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	4	Anjali. (C. Ani)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	5	Anju K.S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	6	Arma M		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	7	Ashamel PK		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	8	Athira K M		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	9	Beenu T.J		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	10	Devika P.K		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	11	Else Rose P.J		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	12	Jisna George		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	13	Mridula T M		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	14	Preecna C M		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	15	Rachana V.R		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	16	Rani Rajan M		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	17	Rashmi Suresh		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	18	Rubeena B		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	19	Rukshana Parveen		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20	20	Shayitha T.I		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21	21	Sonal K		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22	22	Suketha V.S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23	23	Suganya N.S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24	24	Thrishna P.U		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25	25	Lakshmi Jayachandran		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
26	26	Jayalakshmi K.S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27	27	Sneha K.B		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
28	28	Chandrapriya N		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
29	29	Chandhini S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
30	30	Sneha S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
31	31	Archana V.N		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

(17 days)

No. PRESENT DAILY F.N.
A.N.
PERCENTAGE

No. on roll at the beginning of the month ...
No. admitted during the month ...
No. left during the month ...
No. on roll at the end of the month ...

Average No. on roll during the month ...
Average Attendance ...
Total School Days ...

Class Teacher

Inspecting Officer

(8 days)



PRINCIPAL IN-CHARGE
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR-680 009

Assessment Period (2016 - 2021)



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Register of Attendance and Fees for the Month of

Admission No.	S.No.	NAME	Days Eng: Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	1	Akshaya P.T (946946326)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	2	Anurupa Unnikrishnan		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	3	Amrutha P.G		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	4	Anjali C. Ani		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	5	Anju K.S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	6	Aparna M		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	7	Ashraf P.K		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	8	Athira K.M		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	9	Baenu T.J		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	10	Devika P.K		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	11	Sika Rose P.J		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	12	Tisha George		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	13	Midula T.M		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	14	Pravenc. C.M		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	15	Rachana V.R		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	16	Ravi Rajan M		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	17	Rashmi Suresh		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	18	Rubena B		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	19	Ruksha Parveen		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	20	Shaji Ma T.I		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	21	Soma K		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	22	Subhitha V.S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	23	Suashmy N.S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	24	Threshna P.U		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	25	Lekshmi Jayachandran		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	26	Jayalekshmi K.S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	27	Sneha K.B		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	28	Chandrapriya N		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	29	Chandhini S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	30	Sneha S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	31	Archana V.N		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

(17 days) No. PRESENT DAILY F.N. A.N. PERCENTAGE

No. on roll at the beginning of the month ... Average No. on roll during the month ...
 No. admitted during the month ... Average Attendance ...
 No. left during the month ... Total School Days ...
 No. on roll at the end of the month ...

Class Teacher

Inspecting Officer



PRINCIPAL IN-CHARGE
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Assessment Period (2016 - 2021)



ASAP

Syllabus

Module 1:

Personal Skills

Knowing oneself-confidence building-defining strengths-thinking creatively-personal values-time and stress management-language practice

Module 2:

Social skills

Appropriate and contextual use of language-nonverbal communication-interpersonal skills-understanding media-public speaking-language practice

Module 3:

Organizational skills

Planning-team work-coordination

Module 4:

Professional skill

Job oriented skills-professional etiquette-business communication

Module 5:

Preparing and presenting a project

Agreeing on a theme and setting up a timeline-brainstorming-gathering information-writing good paragraphs-compiling and analyzing information-revising and editing-ppt

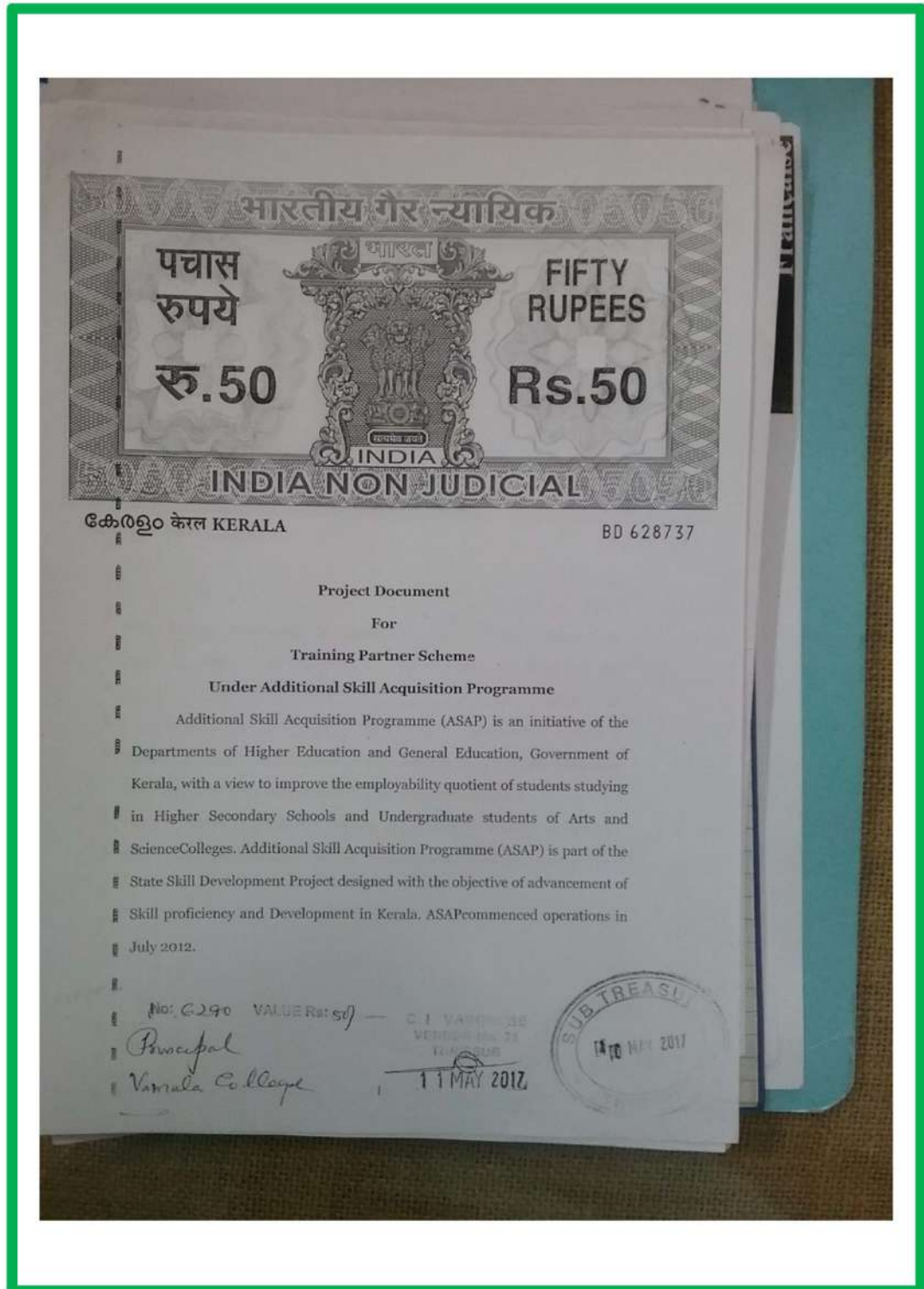


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(AUTONOMOUS)
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Assessment Period (2016 - 2021)



VIMALA COLLEGE (AUTONOMOUS), THRISSUR



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BD 628737

Project Document

For

Training Partner Scheme

Under Additional Skill Acquisition Programme

Additional Skill Acquisition Programme (ASAP) is an initiative of the Departments of Higher Education and General Education, Government of Kerala, with a view to improve the employability quotient of students studying in Higher Secondary Schools and Undergraduate students of Arts and Science Colleges. Additional Skill Acquisition Programme (ASAP) is part of the State Skill Development Project designed with the objective of advancement of Skill proficiency and Development in Kerala. ASAP commenced operations in July 2012.

No: 6290 VALUE Rs: 50/-

C. I. VARGHESE
VENDOR No: 31
THRISSUR

Principal
Vimala College

11 MAY 2017



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भारतीय गैर न्यायिक

**पचास
रुपये**



**FIFTY
RUPEES**

रु.50

Rs.50

INDIA NON JUDICIAL

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which includes 3 faculties from English and 1 from IT. The Course Director shall preferably be one of the faculties. ASAP will monitor the quality of the delivery and adherence to the time schedule of the Training Program.

1. RESPONSIBILITIES OF THE TRAINING PARTNER INSTITUTION

1.1. The Training Partner Institution shall provide the entire infrastructure facilities to conduct the training. The infrastructure including spacious classrooms (20"X30") well lit and ventilated with sufficient number of chairs (preferably Jefferson chair) having arm rest to seat 30 trainees. Other equipments like, computer, whiteboard, pen, duster, LCD Projector and screen shall be provided for each batch of the course.

No: 6293 VALUE Rs: 50/-

Principal
Vimala College

C. I. VARGHESE
VENDOR NO: 31
THRISSUR
11 MAY 2017

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11 MAY 2017



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3. ASAP shall issue the terms and conditions of the training program to the Trainees and the TPI shall ensure the adherence to the same.

In witness whereof the parties have signed this Project Document on the day

12 May and year 2017

Signed and delivered by

CHIEF EXECUTIVE OFFICER, ASAP



Signed and delivered by

Principal/ MANAGER

Witnesses:

1. Nish Dr Nisha Francis Alapath,
ASAP Co-Ordinator
Vimala College, Thrissur

2. Pruthi Sr. Preetha. P. L
Jr. Supdt. Vimala college
Thrissur



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VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR-680 009

Assessment Period (2016 - 2021)