



Criterion V

Student Support and Progression



5.1.3 Language and Communication Skills

2018-2019



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Language and Communication Skills 2018-2019

1. 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)
2018
(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 Joyce O. J.
(Head, Department of English)

Dr Sr Beena Jose
(Principal, Vimala College)



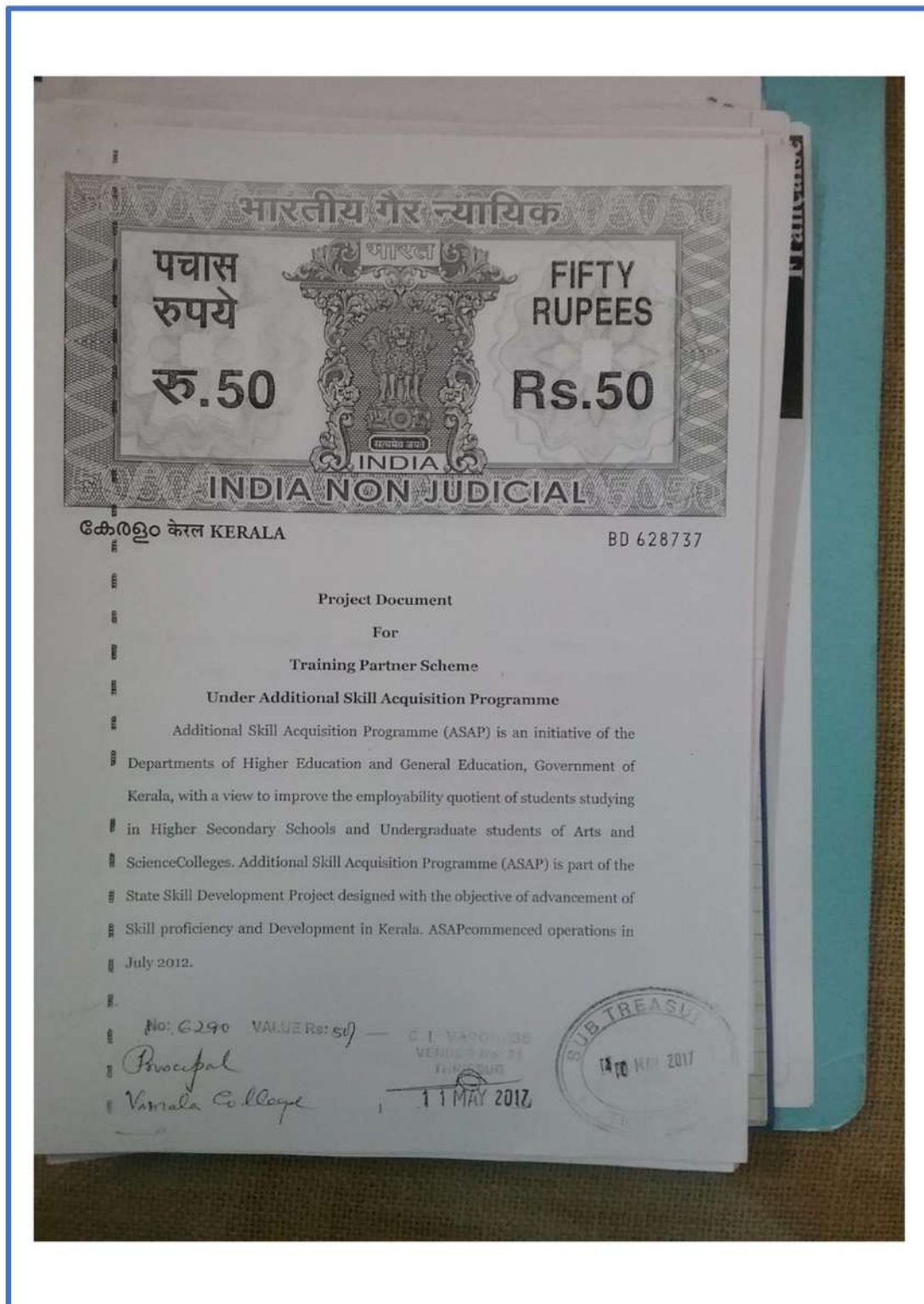

PRINCIPAL IN-CHARGE,
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR - 680 009

Assessment Period (2016 - 2021)



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

भारतीय गैर न्यायिक

पचास
रुपये
रु.50

भारत

FIFTY
RUPEES
Rs.50

INDIA

INDIA NON JUDICIAL

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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

11 MAY 2012

Principal
Vimala College

SUB TREASURY
11 MAY 2012




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BD 628740

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

C. I. VARGHESE
VENDOR NO: 31
THRISSUR

11 MAY 2017

Principal
Vimala College

4

11 MAY 2017



[Signature]
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3. ASAP shall issue the terms and conditions of the training program to the Trainees and theTPI 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

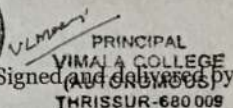
Signed and delivered by

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

Syllabus

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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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Register of Attendance and Fees for the Month of

Admission No.	S.No.	NAME	Days Eng. Date																		31																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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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

Current fees collected ...
Arrear fees collected ...
Fine ...
Total ... 17 days



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VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Sample Certificate




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N.S.D.C.
National Skill Development Corporation
Transforming the skill landscape



Skill India
कौशल भारत - कुशल भारत



समृद्धि शक्ति
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP
GOVERNMENT OF INDIA

MARKSHEET

Name : Chandrapriya N 5th March 2020

QP Name : Sales consultant (Retail) Level 5

QP Code : ASC/Q1005

NSQF Level : 5

Sector : Automotive

Type : Candidate

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. ASCN0001	Plan and organise work to meet expected outcomes	Non-Core	100	84
2. ASCN0002	Work effectively in a team	Non-Core	100	74
3. ASCN0003	Maintain a healthy, safe and secure working environment	Non-Core	100	87
4. ASCN1001	Handle leads generated from various sources	Core	100	74
5. ASCN1002	Manage operation to achieve lead closures and deliver vehicle to customer	Core	100	85

CORE NOSs TOTAL MARKS = 139

NON CORE NOSs TOTAL MARKS = 245

OVERALL SCORE = 384

PASS

(69.5 % of Core + 81.67 % of Non Core)



Nikunj Sanghi
Chairperson
Automotive Skills Development Council



ASDC
Automotive Skills Development Council



TIVZDMZS2VH4CMF

Page 1 of 1



Assessment Period (2016 – 2021)


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