# Criterion V

# Student Support and Progression

## 5.1.3 Language and Communication Skills

## 2019-2020

*Assessment Period (2016 – 2021)*

# Language and Communication Skills 2019-20

## 1. Additional Skill Acquisition Programme

### A. 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)**

**2019**
**(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 Cordinator**: Dr Mallika A. Nair (+91 9495633355)

Dr Nisha Francis Alapatt
(Head, Department of English)

Dr Sr Beena Jose
( Principal, Vimala College)

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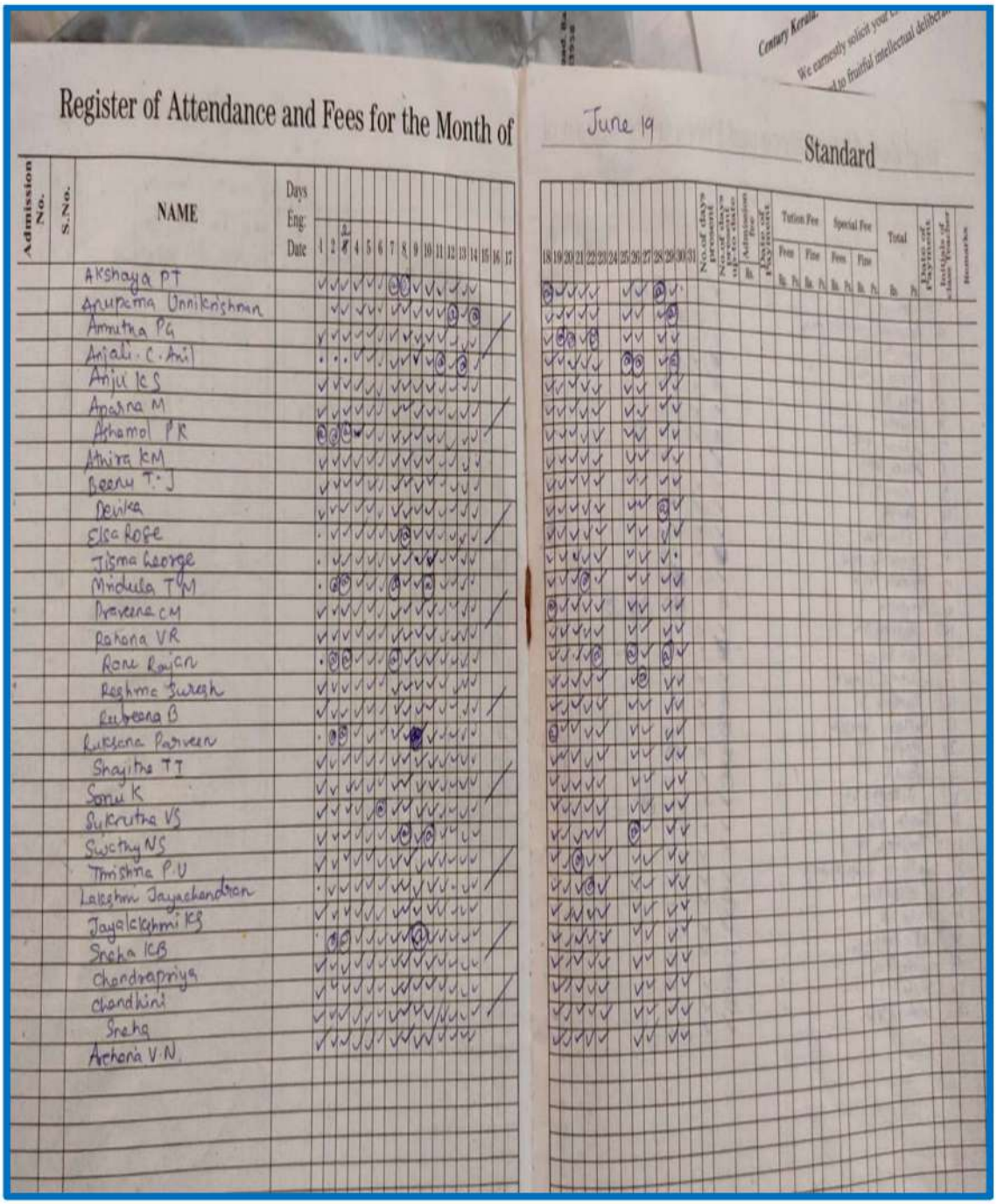
*Assessment Period (2016 – 2021)*

## B. Attendance

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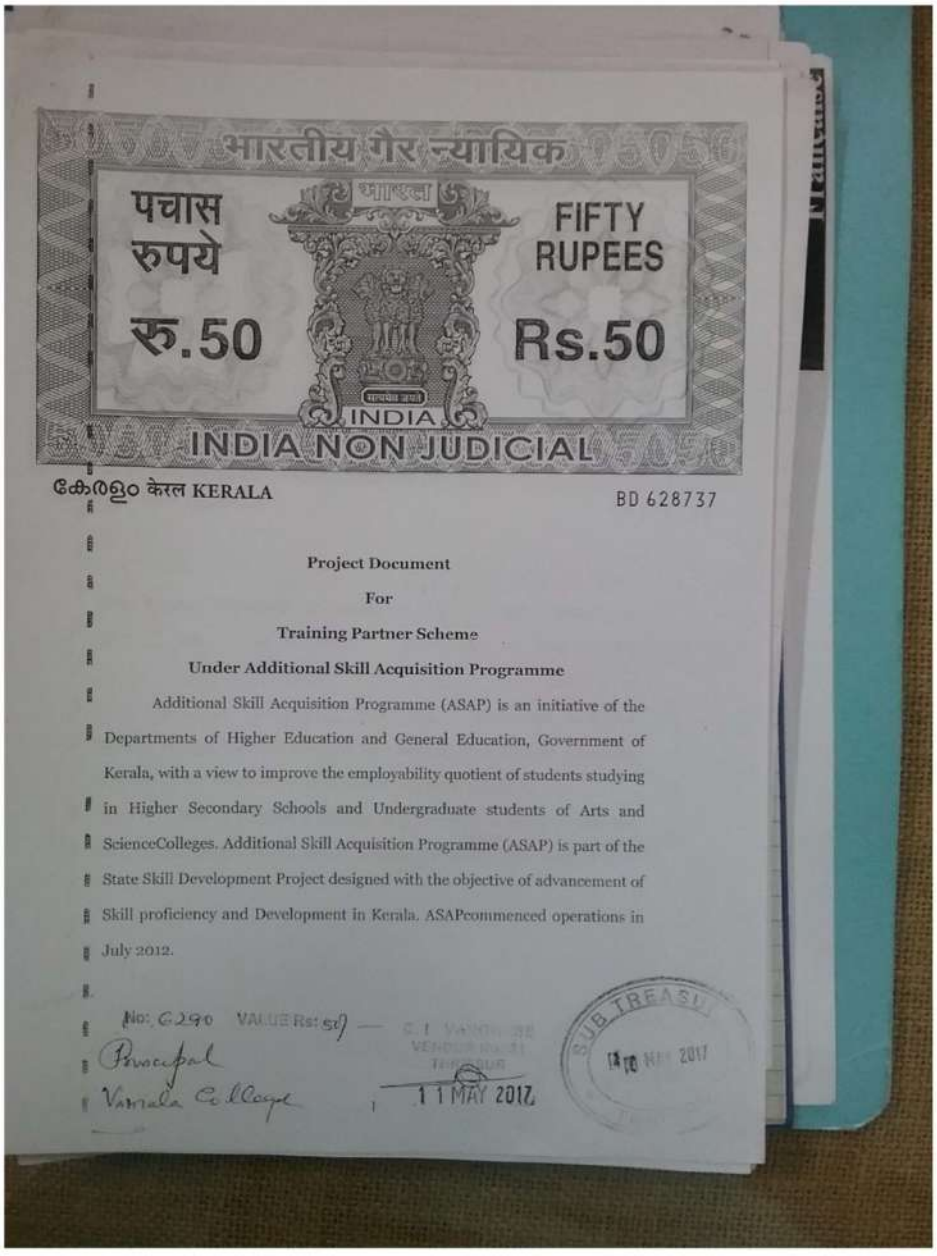
## C. MoU



भारतीय गैर न्यायिक

पचास रुपये

FIFTY RUPEES

रु.50

Rs.50

INDIA

INDIA NON JUDICIAL

കേരളം केरल KERALA

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 ScienceColleges. 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. ASAPcommenced operations in July 2012.

No: 6290 VALUE Rs: 50/-

Principal
Vimala College

11 MAY 2017

SUB TREASU

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കേരളം केरल KERALA BD 628737

**Project Document**

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No: 6290 VALUE Rs: 50 — C. I. VARGHESE VENDOR No: 31 THRISSUR

Principal
Vamala College

11 MAY 2017

SUB TREASURY 10 MAY 2017

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കേരളം केरल KERALA BD 628740

which includes3 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 THETRAINING 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 shallbe provided for each batch of the course.

No: 6293 VALUE Rs: 50

C. I. VARGHESE
VENDOR No: 31
THRISSUR

SUB TREASURY
11 MAY 2017

Principal
Vimala College

11 MAY 2017

4

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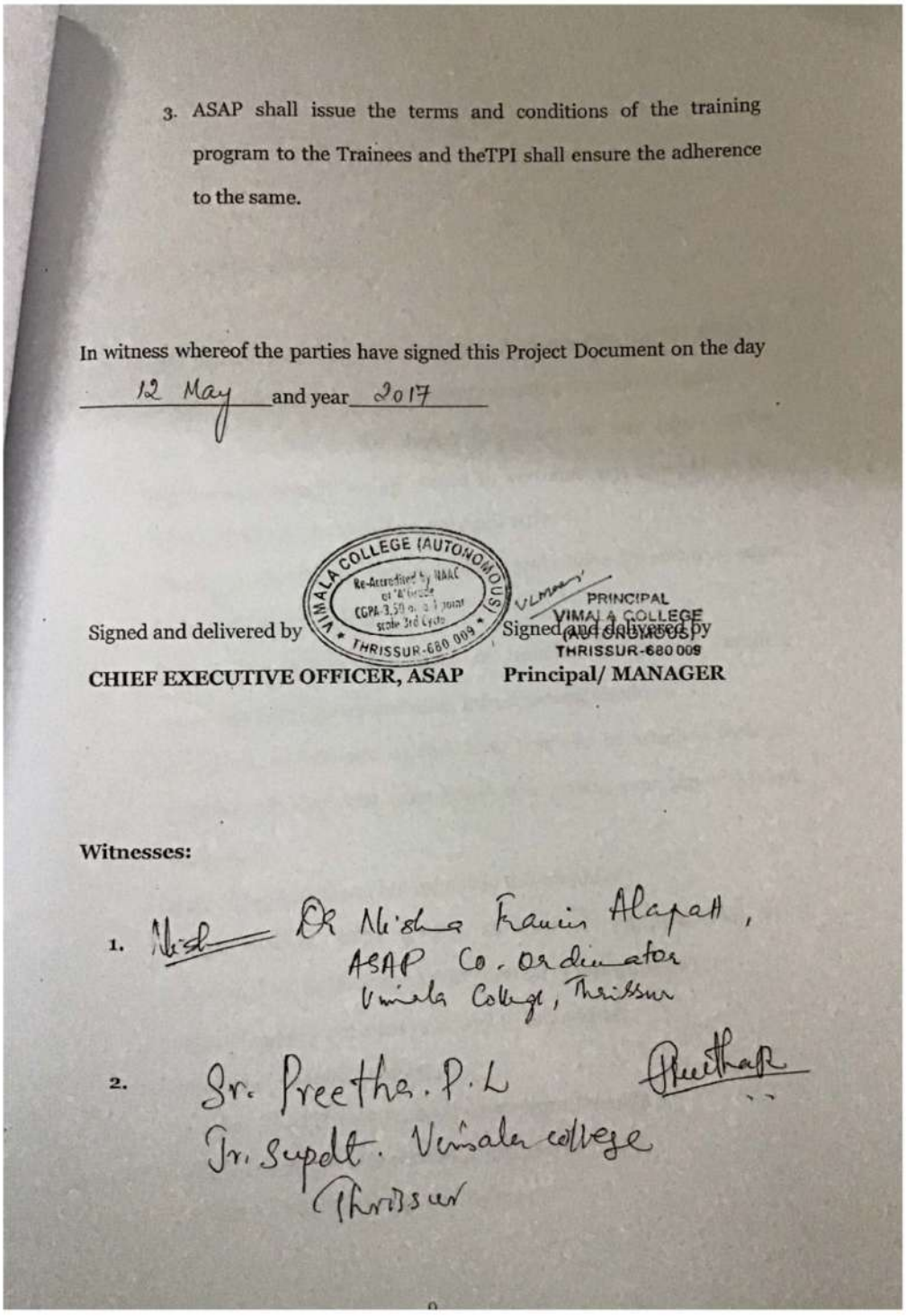

3. ASAP shall issue the terms and conditions of the training program to the Trainees and theTPI shall ensure the adherence to the same.

In witness whereof the parties have signed this Project Document on the day 12 May and year 2017

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Signed and delivered by
**CHIEF EXECUTIVE OFFICER, ASAP**

Signed and delivered by
**Principal/ MANAGER**

**Witnesses:**

1. Dr Nisha Francis Alapatt, ASAP Co-ordinator Vimala College, Thrissur

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

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**D. Syllabus**

ASAP

**Syllabus**

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

Module2: Social skills

Appropriate and contextual use of language-nonverbal communication-interpersonalskills-understandingmedia-publicspeaking-languagepractice

Module3: Organizational skills

Planning-team work-coordination

Module4: 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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## 2. Trinity GESE Certificate Examination Training

A. Brochure

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B. Report

Report of Trinity GESE Certificate Exam Training Classes Held at Vimala College 2019-20

The Department of English,Vimala College (Autonomous),Thrissur in collaboration with the Chetana Music Academy, Thrissur conducted classes to train students for the Trinity GESE Examinations of Trinity College, London in the academic year 2019 -2020 with Ms. Maya Davi Chalissery as the Course Coordinator. This was offered as an Add-On Course of the Collegeandwasopentoallstudents.20studentsenrolledintheCoursefromvariousdisciplines.GESEGrade4wasthelevelopedtobeoffered.TeachersunderwenttrainingconductedbytheTrinityCollegeRepresentatives.Apartfromsessionsbyin-housetrainers (Ms Maya Davi Chalissery, Lt. Lovji K. N., Mr. Amaldev P. J. – Assistant Professors, Department of English), students were also trained by Ms. Joyce D'Cunha and Ms. Chanda Khaturia (Trinity College ResourcePersons).Theregistration,enrollmentandresourcedistributionproceduresweremanagedbyChetana Music Academy while the classes were conducted at the College. The course was inaugurated on 26 August 2019. 30 hours of instruction and practice were completed by 18February2020.Theexaminationwasconductedon20February2020by Robert Dale, Examiner appointed by Trinity College, London. All 20 students passed with A Grade. The certificates have been received from Trinity College, London.

Details of Enrolled Students:

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TRINITY COLLEGE LONDON

## Examination Timetable

Robert Dale's Timetable for Date - 20/02/2020

| Time | Name | Candidate No. | Subject | Grade/Level |
|---|---|---|---|---|
| 09:30 | LIGI JOY | 1-1826606055 | Graded Examination in Spoken English | 3 |
| 09:37 | ADITHYA E.P | 1-1826606053 | Graded Examination in Spoken English | 4 |
| 09:47 | ASWINA SREEKUMAR | 1-1826606057 | Graded Examination in Spoken English | 4 |
| 09:57 | NAYANA RAJAN | 1-1826606033 | Graded Examination in Spoken English | 4 |
| 10:07 | AMITHA BABY | 1-1826606031 | Graded Examination in Spoken English | 4 |
| 10:17 | NIVEDITA VIPIN | 1-1826606029 | Graded Examination in Spoken English | 4 |
| 10:27 | KAVYA RAJ | 1-1826606059 | Graded Examination in Spoken English | 4 |
| 10:37 | HANNAH SHIREEN.C | 1-1826606027 | Graded Examination in Spoken English | 4 |
| 10:47 | 15 mins Break | | | |
| 11:02 | MITHRA GHOSH | 1-1826606025 | Graded Examination in Spoken English | 4 |
| 11:12 | ARLENE ANN GEORGE | 1-1826606035 | Graded Examination in Spoken English | 4 |
| 11:22 | SANIYA SINTO | 1-1826606047 | Graded Examination in Spoken English | 4 |
| 11:32 | ADITHI KRISHNA | 1-1826606051 | Graded Examination in Spoken English | 4 |
| 11:42 | LAKSHMI PADMAKUMAR | 1-1826606039 | Graded Examination in Spoken English | 4 |
| 11:52 | EMERIN DENNY | 1-1826606061 | Graded Examination in Spoken English | 4 |
| 12:02 | GOURI G.P | 1-1826606037 | Graded Examination in Spoken English | 4 |
| 12:12 | HAMNA BEEVI | 1-1826606043 | Graded Examination in Spoken English | 4 |
| 12:22 | ANN MARIA DAVIS | 1-1826606049 | Graded Examination in Spoken English | 4 |
| 12:32 | 60 mins Break | | | |
| 13:32 | SREYA K.P | 1-1826606041 | Graded Examination in Spoken English | 4 |
| 13:42 | AKSHAYA P.NAIR | 1-1826606023 | Graded Examination in Spoken English | 4 |
| 13:52 | TASHA MARIYA SEBASTIAN | 1-1826606045 | Graded Examination in Spoken English | 4 |
| 14:02 | AISHWARYA N.U | 1-1826606021 | Graded Examination in Spoken English | 4 |
| 14:12 | 0 mins End of day | | | |

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The first batch of students who appeared for the Trinity GESE Certificate Exam offered by Trinity College, London and conducted by the PG Department of English & Research Centre, Vimala College in collaboration with Chetana Music Academy with the examiner from Trinity College, London - Mr. Robert Dale. Also seen: Rev Fr Thomas Chakkalamattath (Director, Chetana), Dr.Sr.Beena Jose (Principal), Dr.Sr.Beena T.L. (Vice Principal), Dr.Nisha Francis Alappat (Head, Department of English), Dr. Sr. Tency Varghese P. (Department of English), Ms. Maya Davi Chalissery (Department of English) and Ms. Ligi Joy (Chetana). The exam was conducted on 20 February 2020.

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Time-Table of Classes Conducted:

| Date | Number of Sessions & Time | Trainer |
|---|---|---|
| 26.08.2019 | 3 – 12:30 – 03:30 | Ms. Chanda Khaturia |
| 02.09.2019 | 1 – 02:00 – 03:00 | Ms. Maya Davi Chalissery |
| 17.09.2019 | 1 – 02:00 – 03:00 | Ms. Maya Davi Chalissery |
| 24.09.2019 | 1 – 02:00 – 03:00 | Ms. Maya Davi Chalissery |
| 05.11.2019 | 1.5 – 02:00 – 03:30 | Ms. Maya Davi Chalissery |
| 12.11.2019 | 1.5 – 02:00 – 03:30 | Ms. Maya Davi Chalissery |
| 25.11.2019 | 1.5 – 02:00 – 03:30 | Mr. Amaldev P. J. |
| 26.11.2019 | 1.5 – 02:00 – 03:30 | Lt. Lovji K. N. |
| 02.12.2019 | 1.5 – 02:00 – 03:30 | Ms. Maya Davi Chalissery |
| 03.12.2019 | 1.5 – 02:00 – 03:30 | Ms. Maya Davi Chalissery |
| 18.12.2019 | 3 – 12:00 – 03:00 | Ms. Chanda Khaturia |
| 06.01.2019 | 1 – 02:00 – 03:00 | Ms. Maya Davi Chalissery |
| 13.01.2019 | 1 – 02:00 – 03:00 | Mr. Amaldev P. J. |
| 14.01.2019 | 1 – 02:00 – 03:00 | Ms. Maya Davi Chalissery |
| 20.01.2019 | 1 – 02:00 – 03:00 | Ms. Maya Davi Chalissery |

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**Trinity Exam Schedule**



TRINITY COLLEGE LONDON

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| 14:02 | AISHWARYA N.U | 1-1826606021 | Graded Examination in Spoken English | 4 |
| 14:12 | | 0 mins End of day | | |

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C. Trinity Student Hall ticket

**TRINITY COLLEGE LONDON** — **Examination Appointment Details**

Appointment for: **Graded Examination in Spoken English** Grade: **4**

Candidate name: **AISHWARYA N.U** Candidate ID: **1-1826606021**

Centre: **Thrissur (305)**

**The examination has been arranged as follows:**

Date: **20 February 2020** Time: **13:47**

Place: **VIMALA COLLEGE**
**Ramavarmapuram Road, Adiyara Mannumkad, Ramavarmapuram, Kerala, India 680009**

Tel:

You must arrive **15 minutes** before the time stated above.
Show this slip to the supervisor or examiner as soon as you enter the examination room.

**TRINITY COLLEGE LONDON** — **Examination Appointment Details**

Appointment for: **Graded Examination in Spoken English** Grade: **4**

Candidate name: **AKSHAYA P.NAIR** Candidate ID: **1-1826606023**

Centre: **Thrissur (305)**

**The examination has been arranged as follows:**

Date: **20 February 2020** Time: **13:12**

Place: **VIMALA COLLEGE**
**Ramavarmapuram Road, Adiyara Mannumkad, Ramavarmapuram, Kerala, India 680009**

Tel:

You must arrive **15 minutes** before the time stated above.
Show this slip to the supervisor or examiner as soon as you enter the examination room.

**TRINITY COLLEGE LONDON** — **Examination Appointment Details**

Appointment for: **Graded Examination in Spoken English** Grade: **4**

Candidate name: **ANN MARIA DAVIS** Candidate ID: **1-1826606049**

Centre: **Thrissur (305)**

**The examination has been arranged as follows:**

Date: **20 February 2020** Time: **11:52**

Place: **VIMALA COLLEGE**
**Ramavarmapuram Road, Adiyara Mannumkad, Ramavarmapuram, Kerala, India 680009**

Tel:

You must arrive **15 minutes** before the time stated above.
Show this slip to the supervisor or examiner as soon as you enter the examination room.

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# 3. FRENCH COURSE

Attendance

| NAME | 18/8 | 21/9 | 28/9 | 9/11 | 23/11 | 7/12 | 14/12 | 20/1 | 21/1 | 4/2 | 10/2 | 11/2 | 25/2 | 23/6 | 25/6 | 27/6 | 29/6 | 30/6 | 1/7 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sanjana Saju S1 Bcom SF | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Amitha S1 FE | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Lina S3 MA | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Anna saji S1 eng | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Jifna C J, S3 Eng | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Jyotilakshmi PR | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Nivedita vipin s1 eng | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Sreya s1 eng | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Niranjana s3 pg eng | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Cherub s3 FE | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Vismaya vinod s1 fe | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Samyukta s1 fe | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Nayana s1 fe | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Angel mary jenson s1 eng | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

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| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sneha p baby s1 eng | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Maria rose s1 eng | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Arathi p s1 fe | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Mithra | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Devika suresh s1 eng | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| ]Kamalaxmi | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

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B. List of Students with payment details

| Sl No | Name | Batch | Amount Paid |
|---|---|---|---|
| 1. | Sanjana Sajan | S1 B. Com Self Financing | 4000 |
| 2. | Amitha | S1 BA Functional English | 4000 |
| 3. | Lina | S3 MA English | 4000 |
| 4. | Anna Saji | S1 BA English | 4000 |
| 5. | Jifna | S3 BA English | 4000 |
| 6. | Jyothilakshmi PR | S1 BA English | 4000 |
| 7. | Nivedhitha Vipin | S1 BA English | 4000 |
| 8. | Sreya | S1 BA English | 4000 |
| 9. | Niranjana P | S3 BA English | 4000 |
| 10. | Cherub Rose Sajan | S1 Functional English | 4000 |
| 11. | Vismaya Vinod | S1 Functional English | 4000 |
| 12. | Samyukta | S1 Functional English | 4000 |
| 13. | Nayana | S1 Functional English | 4000 |
| 14. | Safa Mohammed | S1 Functional English | 4000 |
| 15. | Angel Mary | S1 English | 4000 |
| 16. | Sneha P | S1 English | 4000 |
| 17. | Maria Rose | S1 English | 4000 |
| 18. | Arathi P | S1 Functional English | 4000 |
| 19. | Mithra Gosh | S1 English | 4000 |
| 20. | Devika Suresh | S1 English | 4000 |
| | Total | | 80,000 |

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