Training Department

SEP & Language Lab Training

(First Semester Batches 2022-2023)

Date of event: 10/10/2022 to 18/11/2022

Faculty In-charge: Ms. Rajani Stanley

REPORT

The Training Department has provided Skill Enrichment Program (SEP) and Language Lab Training for the first year students of 2022-2023 batches. College have a well-functioned language lab with computer-assisted multimedia facilities for students to practice English, while learning in new and effective ways. The objective of this training program is to provide language learners with a wide range of tools to excel in LSRW. Through these programs students also gets an opportunity to enhance their soft skills.

Language lab provides students an exciting way of learning English through its advanced features and functionalities. Tell Me More is a virtual language teacher software used in the Language Lab, which focuses on listening, speaking, reading and writing. The speech recognition technology recognizes what you say, assesses the pronunciation and correct the mistakes. The software have different levels like the beginner, intermediate and the advanced, by which students can evaluate and improve themselves.

Language lab orientation were conducted for all first semester students of 2022-2023 batches. During the orientation session, students were familiarized with the software and its functions. The sessions are provided to the students based on a syllabus, primarily to enhance the listening, speaking, reading and writing skills. It also helps them to speak with confidence and clarity.

Prepared &Verified by,

Ms. Rajani Stanley

HOD, Training Department

Approved by,

Rev. Fr. Dr. Paulachan K J

Principal

Naipunnya Institute of Information and Technology, Pongam
Skill Enrichment Program (SEP)
Course syllabus for Certificate Program
Basic Skills Enrichment

One session: One hour
Subject Name: Basic Skills Enrichment
Subject Code: SEP 01   **Syllabus Code**: BSE

Program Objective:

To make the students aware of themselves, their environment, about the challenges and to equip them with the basic communication and technical skills, along with practical phonetics training sessions.

Semester I   Total: 5 Hours

Module 1: Effective Communication (LSRW)   5 Hrs.

Session 1: Orientation Class - Familiarize with language lab - do's and don'ts, introduce Tell Me More Software and its applications, discuss the syllabus.

Session 2: Listening Skill – Introducing oneself: Listen and speak, word search and crossword puzzle, video & questions.

Session 3: Speaking Skill – Description: I have never, continue the story, and describe the image.

Session 4: Reading Skill – Everyday Action: Reading comprehension, word jumble race, sentence pronunciation, Word scramble.

Session 5: Writing Skill – Adjectives: Written expression, fill in the blanks, sentence practice and grammar practice, write a story.
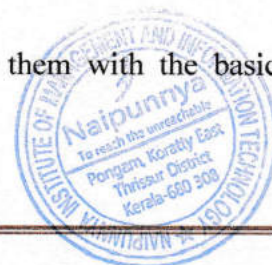
Course Outcome:

To develop their self-management and communicational skills and also equip them with the basic technical skills.

Time Table

SEP Time Table for First Sem CS & BA Batches from 10 Oct - 14 Oct 2022					
Days	**I**	**II**	**III**	**IV**	**V**
Monday		B.Sc. CS	BCA (A)	BCA (B)	BA
Tuesday		B.Sc. CS	BCA (A)	BCA (B)	BA
Wednesday		B.Sc. CS	BCA (A)	BCA (B)	BA
Thursday		B.Sc. CS	BCA (A)	BCA (B)	BA
Friday		B.Sc. CS	BCA (A)	BCA (B)	BA

SEP Time Table for First Sem B.Com Batches from 17 Oct - 21 Oct 2022					
Days	**I**	**II**	**III**	**IV**	**V**
Monday		B.Com F (B)	B.Com (Co)	B.Com F(A)	
Tuesday	B.Com (Co)		B.Com F(A)	B.Com F(B)	
Wednesday		B.Com F (B)	B.Com F(A)	B.Com (Co)	
Thursday	B.Com F (B)	B.Com (Co)			B.Com F(A)
Friday	B.Com F (A)	B.Com (Co)			B.Com F(B)

SEP Time Table for First Sem B.Com Batches from 25 Oct - 31 Oct 2022					
Days	**I**	**II**	**III**	**IV**	**V**
Tuesday		BBA	B.Com(CA)		
Wednesday		B.Com (CA)			BBA
Thursday			BBA	B.Com (CA)	
Friday		BBA		B.Com (CA)	
Monday	BBA			B.Com (CA)	

SEP Time Table for First Sem HM Batches from 14 Nov - 18 Nov 2022					
Days	**I**	**II**	**III**	**IV**	**V**
Monday			HMCS (A)	HMCS (B)	HMCA
Tuesday			HMCS (A)	HMCS (B)	HMCA
Wednesday			HMCS (A)	HMCS(B)	HMCA
Thursday			HMCS(A)	HMCS(B)	HMCA
Friday			HMCS(A)	HMCS (B)	HMCA

SEP Time Table for First Sem HM Batches from 14 Nov - 18 Nov 2022					
Days	**I**	**II**	**III**	**IV**	**V**
Monday				HMCS (A)	BHA
Tuesday					BHA
Wednesday					BHA
Thursday					BHA
Friday					BHA

Attendance Sheet

1st YEAR SEP TRAINING 2022-2023 (COMPUTER SCIENCE DEPARTMENT)

DATE	HOUR	CLASS	TRAINER NAME	TOPIC COVERED	REMARKS
10/10/2022	2nd	B.Sc CS	Ms.Rajani Stanley	Orientation	done
	3rd	BCA(A)	Ms.Rajani Stanley	Orientation	done
	4th	BCA(B)	Ms.Rajani Stanley	Orientation	done
10/11/2022	2nd	B.Sc CS	Ms.Elsa Jose	Listening Skills - Introducing oneself	done
	3rd	BCA(A)	Ms.Elsa Jose	Listening Skills - Introducing oneself	done
	4th	BCA(B)	Ms.Elsa Jose	Listening Skills - Introducing oneself	done
10/12/2022	2nd	B.Sc CS	Ms.Elsa Jose	Speaking Skills - Description	done
	3rd	BCA(A)	Ms.Elsa Jose	Speaking Skills - Description	done
	4th	BCA(B)	Ms.Elsa Jose	Speaking Skills - Description	done
10/13/2022	2nd	B.Sc CS	Ms.Elsa Jose	Reading Skills - Everyday Action	done
	3rd	BCA(A)	Ms.Elsa Jose	Reading Skills - Everyday Action	done
	4th	BCA(B)	Ms.Elsa Jose	Reading Skills - Everyday Action	done
10/14/2022	2nd	B.Sc CS	Ms.Elsa Jose	Writing Skills - Adjectives	done
	3rd	BCA(A)	Ms.Elsa Jose	Writing Skills - Adjectives	done
	4th	BCA(B)	Ms.Elsa Jose	Writing Skills - Adjectives	done

1st YEAR SEP TRAINING 2022-2023 (LANGUAGE DEPARTMENT)

DATE	HOUR	CLASS	TRAINER NAME	TOPIC COVERED	REMARKS
10/10/2022	5th	BA	Ms.Rajani Stanley	Oreintation	done
10/11/2022	5th	BA	Ms.Elsa Jose	Listening Skills - Introducing Oneself	done
10/12/2022	5th	BA	Ms.Elsa Jose	Speaking Skills - Description	done
10/13/2022	5th	BA	Ms.Elsa Jose	Reading Skills - Everyday Action	done
10/14/2022	5th	BA	Ms.Elsa Jose	Writing Skills - Adjectives	done

1st YEAR SEP TRAINING 2022-2023 (COMMERCE DEPARTMENT)

DATE	HOUR	CLASS	TRAINER NAME	TOPIC COVERED	REMARKS
10/17/2022	2nd	B.Com (F) B	Ms.Rajani Stanley	Orientation	Done
	3rd	B.Com (CO)	Ms.Rajani Stanley	Orientation	Done
	5th	B.Com (F) A	Ms.Rajani Stanley	Orientation	Done
10/18/2022	1st	B.Com (CO)	Ms.Elsa Jose	Listening Skills- Introducing oneself	Done
	3rd	B.Com (F) A	Ms.Elsa Jose	Listening Skills- Introducing oneself	Done
	4th	B.Com (F) B	Ms.Elsa Jose	Listening Skills- Introducing oneself	Done
10/19/2022	2nd	B.Com (F) B	Ms.Elsa Jose	Speaking Skills - Descriptions	Done
	3rd	B.Com (F) A	Ms.Elsa Jose	Speaking Skills - Descriptions	Done
	4th	B.Com (CO)	Ms.Elsa Jose	Speaking Skills - Descriptions	Done
10/20/2022	1st	B.Com (F) B	Ms.Elsa Jose	Reading Skills - Everday Action	Done
	2nd	B.Com (CO)	Ms.Elsa Jose	Reading Skills - Everday Action	Done
	5th	B.Com (F) A	Ms.Agnes Beneeta	Reading Skills - Everday Action	Done
10/21/2022	1st	B.Com (F) A	Ms.Agnes Beneeta	Writing Skills - Adjectives	Done
	2nd	B.Com (CO)	Ms.Agnes Beneeta	Writing Skills - Adjectives	Done
	5th	B.Com (F) B	Ms.Agnes Beneeta	Writing Skills - Adjectives	Done
10/25/2022	2nd	BBA	Ms.Rajani Stanley	Orientation	Done
	3rd	B.Com (CA)	Ms.Rajani Stanley	Orientation	Done
10/26/2022	2nd	B.Com (CA)	Ms. Agnes Beneeta	Listening Skills- Introducing oneself	Done
	5th	BBA	Ms.Elsa Jose	Listening Skills- Introducing oneself	Done
10/27/2022	3rd	BBA	Ms.Elsa Jose	Speaking Skills - Descriptions	Done
	4th	B.Com (CA)	Ms.Elsa Jose	Speaking Skills - Descriptions	Done
10/28/2022	2nd	BBA	Ms.Elsa Jose	Reading Skills - Everday Action	Done
	4th	B.Com (CA)	Ms.Elsa Jose	Reading Skills - Everday Action	Done
10/31/2022	1st	BBA	Ms.Elsa Jose	Writing Skills - Adjectives	Done
	4th	B.Com (CA)	Ms.Elsa Jose	Writing Skills - Adjectives	Done

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Accredited by NAAC with B++ grade

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To reach the unreachable
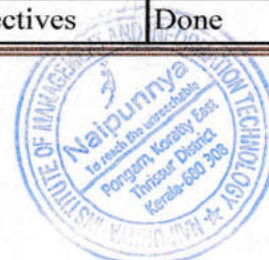
1st YEAR SEP TRAINING 2022-2023 (HOTEL MANAGEMENT DEPARTMENT)					
DATE	**HOUR**	**CLASS**	**TRAINER NAME**	**TOPIC COVERED**	**REMARKS**
11/14/2022	3rd	HMCS(A)	Ms.Rajani Stanley	Orientation	Done
	4th	HMCS(B)	Ms.Rajani Stanley	Orientation	Done
	5th	HMCA	Ms.Rajani Stanley	Orientation	Done
11/15/2022	3rd	HMCS(A)	Ms.Elsa Jose	Class suspended due to filling add on course application form	
	4th	HMCS(B)	Ms.Elsa Jose	Listening Skills - Introducing oneself	Done
	5th	HMCA	Ms.Elsa Jose	Listening Skills - Introducing oneself	Done
11/16/2022	3rd	HMCS(A)	Ms.Elsa Jose	Listening Skills - Introducing oneself	Done
	4th	HMCS(B)	Ms.Elsa Jose	Speaking Skills - Description	Done
	5th	HMCA	Ms.Elsa Jose	Speaking Skills - Description	Done
11/17/2022	3rd	HMCS(A)	Ms.Elsa Jose	Speaking Skills - Description	Done
	4th	HMCS(B)	Ms.Elsa Jose	Reading Skills - Everyday action	Done
	5th	HMCA	Ms.Elsa Jose	Reading Skills - Everyday action	Done
11/18/2022	3rd	HMCS(A)	Ms.Elsa Jose	Reading Skills - Everyday action	Done
	4th	HMCS(B)	Ms.Elsa Jose	Writing Skills - Adjectives	Done
	5th	HMCA	Ms.Elsa Jose	Writing Skills - Adjectives	Done
11/21/2022	4th	HMCS(A)	Ms.Elsa Jose	Writing Skills - Adjectives	Done
	5th	BHA	Ms.Elsa Jose	Listening Skills - Introducing oneself	Done
11/22/2022	5th	BHA	Ms.Elsa Jose	Speaking Skills - Description	Done
11/23/2022	5th	BHA	Ms.Elsa Jose	Class suspended due to Hayya-Hayya	
11/24/2022	3rd	BHA	Ms.Elsa Jose	Reading Skills - Everyday action	Done
11/25/2022	5th	BHA	Ms.Rajani Stanley & Ms.Elsa Jose	Orientation + Writing Skills - Adjectives	Done

GEO-TAGGED PHOTOS

69WF+X54, Naipunnya Nagar, Karukutty, Kerala 680308, India
Karukutty
Kerala
India
2022-10-14(Fri) 10:33(AM)
30°C
86°F

69WF+P5M, Naipunnya Nagar, Karukutty, Kerala 680308, India
Karukutty
Kerala
India
2022-10-19(Wed) 12:04(PM)
31°C
88°F