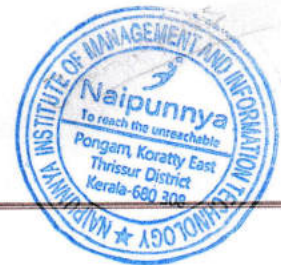


**PG Department of Commerce and English
PG Skill Enrichment Programme**

Naipunnya
To reach the unreachable

Date of event: October 2021

Faculty In-charge: Ms. Anna Maria (Training Department)



Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.

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REPORT


As part of PG Enhancement Programme, the Training Department in association with IQAC conducted an in-house training session for the postgraduate students of Commerce and English departments on 12 October 2021. Ms. Rajani Stanley, HoD of the training department was the tutor for the programme. Twelve hours training sessions were provided to the students. The programme started with an Ice Breaking Session with an objective to enhance communication skills and interpersonal skills of the students through various activities. The students were also given a hands-on training for resume preparation. As a follow up, a mock interview session was also conducted on 21st October, 2021 to instill confidence in them and to equip them with skills necessary for a successful career. The sessions received positive response.


Prepared by:

Ms. Anna Maria


Verified by:

Ms. Rajani Stanley


Approved by:

Principal



PLAN OF EXECUTION OF TRAINING / SOFT SKILLS

M.COM/ MA (2020 ADMISSION)

Sl. No.	Proposed Activity	Objective of the Activity	Date & Duration	Trainer	Remarks
1	Ice Breaking Session (Communication Activity)	The overall objective is to develop students' oral communication skills by a variety of communication activities, from informal discussion to formal presentation.	12/10/2021 (Two Hours Duration/Offline)	Ms. Rajani Stanley	Done
2	Resume Preparation	The objective is to help the students to prepare an excellent resume with has the power to grabs the attention of employers and recruiters.	18/10/2021 (Three Hours Duration / Online Mode)	Ms. Rajani Stanley	Done
3	Mock Interview (Preliminary Molding Session)	The objective of preliminary molding session process helps instil confidence in students to face the interview.	21/10/2021 (Self-Introduction) (Two Hours Duration/ Offline)	Ms Rajani Stanley	Done
4	Mock Interview (Molding Session)	The objective of Interview etiquette helps to identify the codes of conduct the student must follow while appearing for interviews.	25/10/2021 (Interview Etiquette) (Two Hours Duration/Offline)	Ms. Rajani Stanley	Done
5	Mock Interview	The objective is to provide an opportunity for the students to practice for an interview and receive feedback on their interviewing skills	30/10/2021 (Offline Mode) Two Panel Three Hours Duration	Ms. Rajani Stanley	Done

RESOURCE PERSON'S PROFILE



Name: Ms. Rajani Stanley

Designation: HoD, Training Department

Ms. Rajani Stanley, soft skills trainer, having almost 10 years of extensive experience in teaching. Mastered in Tourism Administration and Clinical Psychology. Conducted more than 500 training sessions for students, parents and corporates. Currently, Head of the Department of Training and the Creative Head of Naipunnya Digital.

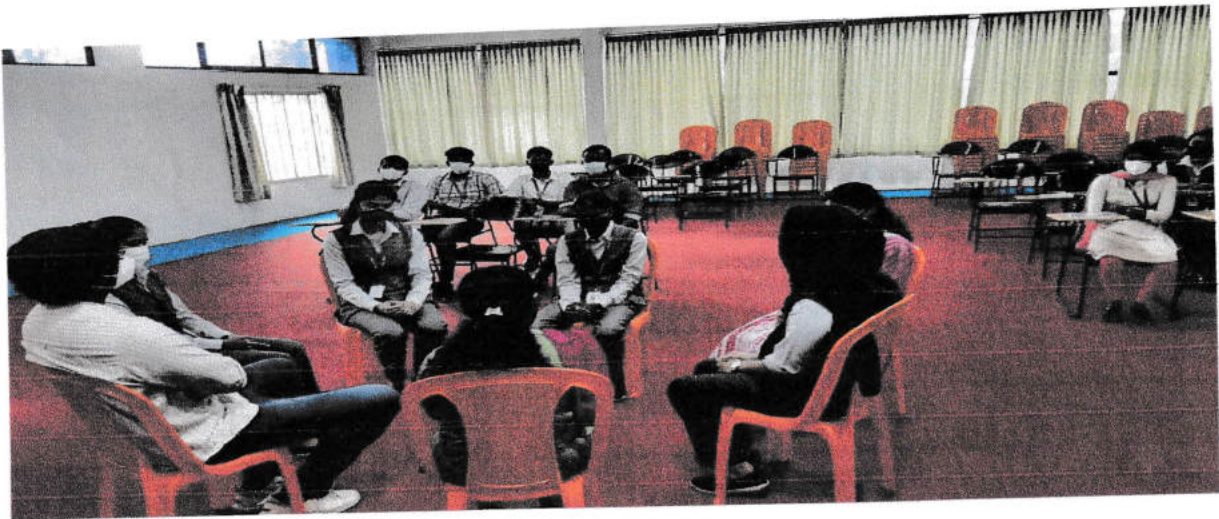


PHOTOGRAPHS /SCREENSHOTS



Naipunnya Institute of Management & Information Technology

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Accredited by NAAC with B++ grade



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PARTICIPANT'S LIST

Sl.No.	Name	Signature
1	ADITHYAPS	Adithya
2	AGNATHOMAS	Agna
3	AKHILANK	Akhil
4	ALEENAMARIYAKW	Aleena
5	ANCYTHOMAS	Ancy
6	ANITTADANIEL	Anitha
7	ANNMARYANTONY	Ann Mary
8	BLESSYROSEBABU	Blessy
9	HANELVINCEN	Hanel
10	JASMINEEJAMAL	Jasmine
11	JESNAJOSE	Jesna
12	JESNYBABU	Jesny
13	JUSTEENAPOULOSE	Justeen
14	KRISHNAMOHANK	Krishna
15	KRISHNAPRIYACA	Krishna
16	MALAVIKANATH	Malavika
17	MARIYAJJOY	Mariya
18	MARIYASHAJU	Mariya
19	MIDHUNMEDWARD	Midhun
20	RAJESWARIV	Rajeshwar
21	RASHIFRAHMANKH	Rashid
22	SAMSAJI	Samsa
23	SREEVIDYALAL	Sreevidya
24	EMIN WILSON	Emin
25	NIMMY MARIYA THOMAS	Nimmy
26	ATHUL SUNNY	Athul
27	AGNES BENEETTA DSILVA	Agnes
28	ANUJA	Anuja
29	ANIL ANTU	Anil
30	VANDANA MARTIN	Vandana
31	AGNES BENEETTA DSILVA	Agnes