

Training Department
SEP & Language Lab Training
(II Year Batches 2022-2023)

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Date of event:

Faculty In-charge: Ms. Rajani Stanley

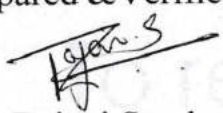


REPORT

The Training Department provided Skill Enrichment Program (SEP) for the second year students of the 2022-2023 batches. Enrichment programs offer students with a variety of educational resource and learning opportunities all aimed to prepare them for success in college and in the workplace. It aids students in developing their skills in their specialized fields and they get a chance to try out new things and learn new things.

The training was given to the students of all four departments based on a syllabus, through which they gets an opportunity to enhance their soft skills. Sessions on alpha numeric series, programming techniques coding-decoding were given to Computer Science batches. For the Commerce batches the sessions were budget analysis, product launch marketing and HR activities. The curriculum for the Language and Hotel Management Departments were focused in enhancing students speaking, listening, reading and writing abilities.

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

Intermediate Skills Enrichment

One session: One hour

Subject Name: Intermediate Skills Enrichment

Subject Code: SEP 02

Syllabus Code: ISE

Program Objective:

To make the students aware of their career choices and competencies required to be successful in their domain and equip them with the required skills.

[I] Sessions conducted for Department of Hotel Management:

Includes language lab training and activities to improve their communication skills

SEMESTER 3

Total: 15 Hours

MODULE 1: Session 1- 4: Listening Skills

4 Hrs

- Short Video - Listen and express key points
- Learning from a song- Identifying phrases + looking for details
- Listening Task-Draw based on instruction/ Write recipe etc

MODULE 2: Session 5-10: Speaking Skills

8 Hrs

- Self Introduction- Format + Individual presentation
- Role Play- Group ppt, At Restaurant/ Booking tickets for vacation/ Shopping, etc.
- Techniques to keep talking in English- at different situations eg: You don't understand/ You forget/ going blank, etc

MODULE 3: Session 11- 15: Writing Skills

3 Hrs

- Description/ Descriptive writing: A gift you got, an exercise you know/ etc.
- Email Etiquette-Format + Content
- Newsletter

III] Sessions conducted for Department of Languages:

Includes language lab training and activities to improve their communication skills

MODULE 1: Session 1- 4: Writing Skills

5 Hrs

- Creative Writing
- Blogging- topics + format
- Description/ Descriptive writing: A gift you got, an exercise you know/ etc.
- Email Etiquette-Format + Content
- Newsletter

MODULE 2: Session 5-10: Speaking Skills

6 Hrs

- Self Introduction- Format + Individual presentation
- Role Play- Group ppt, At Restaurant/ Booking tickets for vacation/ Shopping, etc.
- Techniques to keep talking in English- at different situations eg: You don't understand/ You forget/ going blank, etc
- Fortunately/Unfortunately- storytelling

MODULE 3: Session 11- 15: Listening Skills

4 Hrs

- Short Video - Listen and express key points
- Learning from a song- Identifying phrases + looking for details
- Listening Task-Draw based on instruction/ Write recipe etc

III SEM COMPUTER SCIENCE DEPARTMENT

SESSIONS	TOPICS
1-5	Alpha Numeric Series, Coding-Decoding, Odd man out & series
6-10	Programming Techniques, Problems on Age
11-15	Number divisibility, Number systems, Patter printing

III SEM COMMERCE DEPARTMENT

SESSIONS	TOPICS
1-4	HR Games
5-8	Marketing Games
9-12	Conceptual Model
13-15	Product Launch

TIME TABLE

SEP Time Table for III Sem Batches (July-Oct) 2022					
Days	I	II	III	IV	V
Monday	HMCS (B)	BA			B.Com F A & BCA
Tuesday	HMCS (A)		B.Sc CS		B.Com F B
Wednesday		HMCA			B.Com CA
Thursday			BHA		B.Com Coop
Friday					BBA [®]

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III Sem SEP Training 2022-2023(CS Department)					
Date	Hour	Class	Trainer Name	Topic Covered	Remarks
11-7-2022	5th Hour	3rd sem BCA	Ms.Nithya Paul	Alpha Numeric Series	done
12-7-2022	3rd Hour	3rd sem BSc CS	Ms.Sarithadevi S	Coding -Decoding	done
18-07-2022	5th Hour	3rd sem BCA	Mr. Livin P Wilson	Odd man out and series	done
19-07-2022	3rd Hour	3rd sem BSc CS	Mr. Livin P Wilson	Odd man out and series	done
25-07-2022	5th Hour	3rd sem BCA	Ms. Sarithadevi		University Exam
26-07-2022	3rd Hour	3rd sem BSc CS	Ms. Nithya Paul		University Exam
01-08-2022	5th Hour	3rd sem BCA	Mr. Livin P Wilson		University Exam
02-08-2022	3rd Hour	3rd sem BSc CS	Mr. Livin P Wilson		University Exam
08-08-2022	3rd Hour	3rd Sem BSc CS	Ms. Nithya Paul	Alpha Numeric Series	done
22-08-2022	3rd hour	3rd sem BCA	Ms.Sarithadevi S	Coding -Decoding	Done
02/09/2022 To 11/09/2022	Onam Holidays				
19-09-2022	5th hour	3rd sem BSc CS	Dr.Soni PM	Programming Techniques	Done
19-09-2022	5th hour	3rd sem BCA	Ms.Laiby Thomas	Problems on Age	done
26-09-2022	5th hour	3rd sem BCA	Dr.Soni PM	Programming Techniques	done
26-09-2022	5th hour	3rd sem BSc CS	Dr.Sarika S	Number divisibility	Done
3-10-2022	5th hour	3rd sem BCA			Pooja Holidays
3-10-2022	5th hour	3rd sem BSc CS			Pooja Holidays
10-10-2022	5th hour	3rd sem BCA	Dr.Soni PM	Programming Techniques	Done

17-10-2022	5th hour	3rd sem BSC CS	Dr.Sarika S	Number systems	Done
17-10-2022	5th hour	3rd sem BCA	Ms.Laiby Thomas	Problems on age	Done
31-10-2022	5th hour	3rd sem BSC CS	Dr.Soni PM	Pattern Printing	Done
31-10-2022	5th hour	3rd sem BCA	Dr.Sarika S	Number divisibility	Done
7-11-2022	5th hour	3rd sem BCA	Dr.Soni PM		Not Done-Face to Face
7-11-2022	5th hour	3rd sem BSC CS	Dr.Sarika S		Not Done-Face to Face
14-11-2022	5th hour		Dr.Soni PM		Study leave
14-11-2022	5th hour				Study leave
21-11-2022	5th hour				Study leave
21-11-2022	5th hour				Study leave
28-11-2022	5th hour				Model Exam
28-11-2022	5th hour				Model Exam

III Sem SEP Training 2022-2023(Commerce Department)

Date	Hour	Class	Trainer Name	Topic Covered	Remarks/Status
26-07-2022	5	III Sem. B.Com F (B)	Mr. Shanmughadas	HR Game	Done
27-07-2022	5	III Sem. B.Com CA	Mr. Joseph James	HR Game	Done
28-07-2022	5	III Sem. B.Com CO	Ms. Noble Devassy	HR Game	Holiday (Karkidaka vavu)
29-07-2022	5	III Sem. BBA	Ms. Midhula Shekar	HR Game	Done
01-08-2022	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	HR Game	Done
02-08-2022	5	III Sem. B.Com F (B)	Mr. Shanmughadas	HR Game	Holiday (Due to Heavy rain)
03-08-2022	5	III Sem. B.Com CA	Mr. Joseph James	HR Game	Holiday (Due to Heavy rain)
04-08-2022	5	III Sem. B.Com CO	Ms. Noble Devassy	HR Game	Holiday (Due to Heavy rain)

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05-08-2022	5	III Sem. BBA	Ms. Midhula Shekar	HR Game	Holiday (Due to Heavy rain)
08-08-2022	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	HR Game	Done
09-08-2022	5	III Sem. B.Com F (B)	Mr. Shanmughadas	HR Game	Holiday (Muharam)
10-08-2022	5	III Sem. B.Com CA	Mr. Joseph James	HR Game	(On Leave)
11-08-2022	5	III Sem. B.Com CO	Ms. Noble Devassy	HR Game	Introduction for game given
12-08-2022	5	III Sem. BBA	Ms. Midhula Shekar	HR Game	hour was substituted due to swaraj competitions
15-08-2022	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	HR Game	Holiday (Independence Day)
16-08-2022	5	III Sem. B.Com F (B)	Mr. Shanmughadas	HR Game	Done
17-08-2022	5	III Sem. B.Com CA	Mr. Joseph James	HR Game	Done
18-08-2022	5	III Sem. B.Com CO	Ms. Noble Devassy	HR Game	Holiday (Sree Krishna Jayanti)
19-08-2022	5	III Sem. BBA	Ms. Midhula Shekar	Marketing game briefing was given	Done
23-08-2022	5	III Sem B.Com F(A)	Mr. Shanmughadas		Class suspended for CV Camp
24-08-2022	5	III Sem. B.Com CA	Mr. Joseph James	HR Game	done
25/08/22	5	III Sem. B.Com CO	Ms. Noble Devassy	HR Game	done
26/08/22	5	III Sem BBA	Ms. Midhula Sekhar	Marketing game	done
31/08/22	5	III Sem. B.Com CA	Mr. Joseph James		Class suspended
01/09/22	5	III Sem. B.Com CO	Ms. Noble Devassy	conceptual model/still model	done
02/09/2022 To 11/09/2022	Onam Holidays				

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13/09/22	5	III Sem. B.Com F (B)	Mr. Shanmughadas	conceptual model/still model	Done
14/09/22	5	III Sem. B.Com CA	Mr. Joseph James	Product Launch Introduction	Done
15/09/22	5	III SEM BCOM CO.	Ms. Noble Devassy	Model Buidling	
16/09/22	5	III SEM BBA	Ms. Midhula Sekhar	Marketing game	done
20/09/22	5	III Sem. B.Com F (B)	Mr. Shanmughadas	Model Buidling	Hour suspended for Commerce Association Inaguration
21/09/22	5	III Sem. B.Com CA	Mr. Joseph James		HOLIDAY-srinarayanaguru samadhi
23/09/22	5	III SEM BBA	Ms. Midhula Sekhar	Model building	briefing was given
27/09/22	5	III Sem. B.Com F (B)	Mr. Shanmughadas	Model Buidling - Introduction to marketing game	Done
28/09/22	5	III Sem. B.Com CA	Mr. Joseph James		Classes suspended early
29/09/22	5	III Sem. BcomCo.	Ms. Noble	conceptual model/still model-updation	
30/09/22	5	III SEM BBA	Ms. Midhula Sekhar	model building	further briefing given
3/10/22 to 5/10/22					POOJA HOLIDAYS
6/10/22	5	III sem bcom co	Ms. Noble	Product launch	Ms.KAVITHA gave theintroduction talk
7/10/22	5	III SEM BBA	Ms. Midhula Sekhar	model building	done before a panel
11/10/22	5	III Sem. B.Com F (B)	Mr. Shanmughadas	Product launch	Two groups presented product launching infront of the pannel members
12/10/22	5	III Sem. B.Com CA	Mr. Joseph James	Product launch	done

14/10/22	5	III SEM BBA	Ms. Midhula Sekhar	model building	done
18/10/22		III Sem. B.Com F (B)	Mr. Shanmughadas	Product launch	Three groups presented product launching in front of the panel members
19/10/22	5	III Sem. B.Com CA	Mr. Joseph James		Seminar
21/10/22	5	III SEM BBA	Ms. Midhula Sekhar	model building	done
24/10/22					HOLIDAY-Deepavali
25/10/22	5	III Sem. B.Com F (B)	Mr. Shanmughadas	Product launch	Two groups presented product launching in front of the panel members
26/10/22	5	III Sem. B.Com CA	Mr. Joseph James	Product launch	Presentations
28/10/22	5	III SEM BBA	Ms. Midhula Sekhar	model building	done
01/11/2022	5	III Sem. B.Com F (B)	Mr. Shanmughadas	Product launch	Three groups presented product launching in front of the panel members
02/11/2022	5	III Sem. B.Com CA	Mr. Joseph James	Product launch	Presentations
04/11/2022	5	III SEM BBA	Ms. Midhula Sekhar	Product launch	briefing given
8/11/2022	5	III Sem. B.Com F (B)	Mr. Shanmughadas	Product launch	Two groups presented product launching in front of the panel members
9/11/2022	5	III Sem. B.Com CA	Mr. Joseph James	Product launch	Presentations / reviews
11/11/2022		III SEM BBA	Ms. Midhula Sekhar	Product launch	done
15/11/2022	5	III Sem. B.Com F (B)	Mr. Shanmughadas	Product launch	Two groups presented product launching in front of the panel members

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16/11/2022	5	III Sem. B.Com CA	Mr. Joseph James	Product launch	Presentations
18/11/2022		III SEM BBA	Ms. Midhula Sekhar	Product launch	done

III Sem SEP Training 2022-2023 (Language Department)					
Date	Hour	Class	Trainer Name	Topic Covered	Remarks
07/11/2022	2nd	3rd sem BA	Ms. Ann Maria Niel Ben	Listening Skills- Trailer + Tasks	done
07/18/2022	2nd	3rd sem BA	Ms. Ann Maria Niel Ben	Listening Skills- Ted Talk + Express Key Points	done
07/25/2022 to 08/08/2022	II Sem University Exam				
08/22/2022	2nd	3rd sem BA	Ms. Ann Maria Niel Ben	Speaking Skills- Self Introduction formats/situations	done
08/29/2022	2nd	3rd sem BA	Ms. Ann Maria Niel Ben	Speaking Skills- Self Introduction Individual ppt	done
09/02/2022 To 09/11/2022	Onam Holidays				
09/12/2022	2nd	3rd sem BA	Ms. Elsa Jose	Class suspended due to Nexus-22	
09/19/2022	2nd	3rd sem BA	Ms. Elsa Jose	Speaking Skill - Role Play preparations	done
09/26/2022	2nd	3rd sem BA	Ms. Elsa Jose	CIE - 2 Examination	
10/03/2022	2nd	3rd sem BA	Ms. Elsa Jose	Pooja Holiday	
10/10/2022	2nd	3rd sem BA	Ms. Elsa Jose	class suspended due to MERAKI	
10/17/2022	2nd	3rd sem BA	Ms. Elsa Jose	Speaking Skills - Role play group ppt	done
10/24/2022	2nd	3rd sem BA	Ms. Elsa Jose	Diwali Holiday	
10/31/2022	2nd	3rd sem BA	Ms. Agnes Beneeta	Speaking Skills- Continue the conversation	done
11/07/2022	2nd	3rd sem BA	Ms. Agnes Beneeta	Speaking Skills- Continue the conversation	done
11/14/2022	2nd	3rd sem BA	Ms. Agnes Beneeta	Writing Skills- Formal Letter Writing	done

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11/21/2022	2nd	3rd sem BA	Ms.Elsa Jose	Model Exam Study Leave
11/28/2022	2nd	3rd sem BA	Ms.Elsa Jose	Model Exam

III Sem SEP Training 2022-2023 (Hotel Management Department)						
Date	Hour	Class	Trainer Name	Topic Covered	Remarks	
07/11/2022	1st	3rd sem HMCS(B)	Ms. Ann Maria Niel Ben	Listening Skills- Trailer + Tasks	done	
07/12/2022	1st	3rd sem HMCS(A)	Ms. Ann Maria Niel Ben	Listening Skills- Trailer + Tasks	done	
07/13/2022	2nd	3rd sem HMCA	Ms. Ann Maria Niel Ben	Listening Skills- Trailer + Tasks	done	
07/18/2022	1st	3rd sem HMCS(B)	Ms. Ann Maria Niel Ben	Listening Skills- Ted Talk + Express Key Points	done	
07/19/2022	1st	3rd sem HMCS(A)	Ms. Ann Maria Niel Ben	Listening Skills- Ted Talk + Express Key Points	done	
07/20/2022	2nd	3rd sem HMCA	Ms. Ann Maria Niel Ben	Listening Skills- Ted Talk + Express Key Points	done	
07/21/2022	3rd	3rd sem BHA	Ms. Ann Maria Niel Ben	II Sem University Exam		
07/25/2022	1st	3rd sem HMCS(B)	Ms. Ann Maria Niel Ben			
07/26/2022	1st	3rd sem HMCS(A)	Ms. Ann Maria Niel Ben			
07/27/2022	2nd	3rd sem HMCA	Ms. Ann Maria Niel Ben			
07/28/2022	3rd	3rd sem BHA	Ms. Ann Maria Niel Ben	Holiday- Karkidaka vavu		
08/01/2022	1st	3rd sem HMCS(B)	Ms. Ann Maria Niel Ben	II Sem University Exam		
08/02/2022 to 08/05/2022	Holiday due to heavy rain					
08/08/2022	1st	3rd sem HMCS(B)	Ms. Ann Maria Niel Ben	Postponed University Exam		

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08/10/2022	2nd	3rd sem HMCA	Ms. Ann Maria Niel Ben	Substitution	
08/11/2022	3rd	3rd sem BHA	Ms. Rajani Stanley	Session on Letter Writing	done
08/16/2022	1st	3rd sem HMCS(A)	Ms. Ann Maria Niel Ben	Morning Assembly	
08/17/2022	2nd	3rd sem HMCA	Ms. Ann Maria Niel Ben	Anti-Ragging Seminar	
08/22/2022	1st	3rd sem HMCS(B)	Ms. Ann Maria Niel Ben	Speaking Skills- Self Introduction formats	done
08/23/2022	1st	3rd sem HMCS(A)	Ms. Ann Maria Niel Ben	Speaking Skills- Self Introduction formats	done
08/24/2022	2nd	3rd sem HMCA	Ms. Ann Maria Niel Ben	Speaking Skills- Self Introduction formats	done
08/25/2022	3rd	3rd sem BHA	Ms. Ann Maria Niel Ben	Listening Skills- Trailer + Tasks	done
08/29/2022	1st	3rd sem HMCS(B)	Ms. Ann Maria Niel Ben	Speaking Skills- Self Introduction individual ppt	
08/30/2022	1st	3rd sem HMCS(A)	Ms. Ann Maria Niel Ben	Speaking Skills- Self Introduction individual ppt	done
08/31/2022	2nd	3rd sem HMCA	Ms. Ann Maria Niel Ben	Class suspended due to Nidarshana 2022	
09/01/2022	3rd	3rd sem BHA	Ms. Elsa Jose	Listening Skills- software activities	done
09/02/2022 To 09/11/2022	Onam Holidays				
09/12/2022	1st	3rd sem HMCS(B)	Ms. Elsa Jose	Class suspended due to Nexus-22	
09/13/2022	1st	3rd sem HMCS(A)	Ms. Elsa Jose	Morning Assembly	
09/14/2022	2nd	3rd sem HMCA	Ms. Elsa Jose	Speaking Skills- Self introduction individual ppt	done
09/15/2022	3rd	3rd sem BHA	Ms. Elsa Jose	Speaking Skills- Self introduction individual ppt	done
09/19/2022	1st	3rd sem HMCS(B)	Ms. Elsa Jose	Speaking Skills- Self introduction individual ppt	done
09/20/2022	1st	3rd sem HMCS(A)	Ms. Elsa Jose	Speaking Skills- Role play preparation	done
09/21/2022	2nd	3rd sem HMCA	Ms. Elsa Jose	Holiday - Sree Narayana Guru Samadhi	

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09/22/2022	3rd	3rd sem BHA	Ms.Elsa Jose	Speaking Skills- Role play preparation	done
09/26/2022	1st	3rd sem HMCS(B)	Ms.Elsa Jose	CIE - 2 Examination	
09/27/2022	1st	3rd sem HMCS(A)	Ms.Elsa Jose		
09/28/2022	2nd	3rd sem HMCA	Ms.Elsa Jose		
09/29/2022	3rd	3rd sem BHA	Ms.Elsa Jose		
10/03/2022	1st	3rd sem HMCS(B)	Ms.Elsa Jose	Pooja Holidays	
10/04/2022	1st	3rd sem HMCS(A)	Ms.Elsa Jose		
10/05/2022	2nd	3rd sem HMCA	Ms.Elsa Jose		
10/06/2022	3rd	3rd sem BHA	Ms.Elsa Jose	Speaking Skills - Role play group ppt	done
10/10/2022	1st	3rd sem HMCS(B)	Ms.Elsa Jose	Speaking Skills - Role play preparation	done
10/11/2022	1st	3rd sem HMCS(A)	Ms.Elsa Jose	Speaking Skills - Role play group ppt	done
10/12/2022	2nd	3rd sem HMCA	Ms.Rajani Stanley	Speaking Skills - Role play preparation	done
10/13/2022	3rd	3rd sem BHA	Ms.Rajani Stanley	Class suspended due to exam	
10/17/2022	1st	3rd sem HMCS (B)	Ms.Elsa Jose	Speaking Skills - Role play group ppt	done
10/18/2022	1st	3rd sem HMCS (A)	Ms.Agnes Beneeta	Speaking Skills - Continue the Conversation	done
10/19/2022	2nd	3rd sem HMCA	Ms.Agnes Beneeta	Speaking Skills - Role play group ppt	done
10/20/2022	3rd	3rd sem BHA	Ms.Agnes Beneeta	Speaking Skills - Continue the Conversation	done
10/24/2022	1st	3rd sem HMCS(B)	Ms.Elsa Jose	Diwali Holiday	
10/25/2022	1st	3rd sem HMCS (A)	Ms.Agnes Beneeta	Speaking Skills - Continue the Conversation	done
10/27/2022	3rd	3rd sem BHA	Ms. Agnes Beneeta	Speaking Skills- Continue the Conversation	done
10/28/2022	2nd	3rd sem HMCA	Ms. Agnes Beneeta	Spraking Skills- Continue the Conversation	done

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10/31/2022	1st	3rd sem HMCS (B)	Ms. Agnes Beneeta	Speaking Skills- Continue the Conversation	done
11/1/2022	1st	3rd sem HMCS (A)	Ms.Elsa Jose	Mandi Challenge	
11/3/2022	3rd	3rd sem BHA	Ms. Agnes Beneeta	Writing Skills- Formal Letter Writing	done
11/04/2022	2nd	3rd sem HMCA	Ms. Agnes Beneeta	Speaking Skills- Continue the Conversation	done
11/07/2022	1st	3rd sem HMCS (B)	Ms. Agnes Beneeta	Speaking Skills- Continue the Conversation	done
11/08/2022	1st	3rd sem HMCS (A)	Ms. Agnes Beneeta	Writing Skills- Formal Letter Writing	done
11/10/2022	3rd	3rd sem BHA	Ms.Elsa Jose	Writing Skills- Email etiquette	done
11/11/2022	2nd	3rd sem HMCA	Ms.Elsa Jose	Speaking skills-Assigned topics for speaking	done
11/14/2022	1st	3rd sem HMCS(B)	Ms. Agnes Beneeta	Writing Skills- Formal Letter Writing	done
11/15/2022	1st	3rd sem HMCS(A)	Ms. Agnes Beneeta	Writing Skills- Email etiquette	Partially(Vegetable carving)
11/17/2022	3rd	3rd sem BHA	Ms.Elsa Jose	Substitution (completing the academic syllabus)	
11/18/2022	2nd	3rd sem HMCA	Ms.Elsa Jose		
11/21/2022	1st	3rd sem HMCS (B)	Ms.Elsa Jose	Model Exam Study Leave	
11/22/2022	1st	3rd sem HMCS (A)	Ms.Elsa Jose		
11/24/2022	3rd	3rd sem BHA	Ms.Elsa Jose	Model Exam	
11/25/2022	2nd	3rd sem HMCA	Ms.Elsa Jose		
11/28/2022	1st	3rd sem HMCS (B)	Ms.Elsa Jose		
11/29/2022	1st	3rd sem HMCS (A)	Ms.Elsa Jose		
12/1/2022	3rd	3rd sem BHA	Ms.Elsa Jose		
12/2/2022	2nd	3rd sem HMCA	Ms.Elsa Jose		

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