



Training Department

SEP

(Second Year Batches 2022-2023)

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Date of event: June 2022-March 2023

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 at preparing them for success in college and in the workplace. It aids students in developing 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 got the opportunity to enhance their soft skills. Sessions on alpha numeric series, programming techniques and coding-decoding were given to Computer Science batches. For the Commerce batches, the sessions were on budget analysis, product launch marketing and HR activities. The curriculum for the Language and Hotel Management Departments were focused on 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)



Naipunnnya 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.

II 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 e.g. 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 e.g. 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.

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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(Computer Science 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)

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				

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

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

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		

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	

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

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		
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	Model Exam	
12/1/2022	3rd	3rd sem BHA	Ms.Elsa Jose		
12/2/2022	2nd	3rd sem HMCA	Ms.Elsa Jose		



Naipunnnya 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.

SEMESTER 4

Total: 15 Hours

III Sessions conducted for Department of Hotel Management & Department of Languages:

MODULE 1: Presentation Skills

8 Hrs.

- Tell a tale- Compose a story using given set of words
- Skill Share- Individual ppt: A tutorial/ DIY using audio/visual aids
- Adzap - 3 min Group ppt Topics: colour changing dress/invisible ink, etc.

MODULE 2: Group Discussion

4 Hrs.

- Etiquettes of GD- body language, behaviour, words you use
- Describe a scene - Watch a movie trailer + quiz & discussion
- Debate - 3 mins per group on different topics

MODULE 3: Communication Skills

3 Hrs.

- Basics- Importance, Process, Barriers
- Vocabulary + Sentence Formation, Half sentences

Course Outcome:

To equip the students with the skills required to excel in their respective domains.



IV SEM COMPUTER SCIENCE DEPARTMENT

SESSIONS	TOPICS
1-5	Simplifications, Algebraic Solutions, Surds and Indices
6-10	Time, Distance & Speed, Problems on ages, Problems on ratio
11-15	Problems on Trains, Boats and streams, Logical Reasoning

IV SEM COMMERCE DEPARTMENT

SESSIONS	TOPICS
1-4	HR – Team Building
5-8	Marketing - Role plays
9-12	Ad zap
13-15	Product Launch



Fourth Sem SEP Time Table (Dec 2022- Mar 2023)

Day	I	II	III	IV	V
Monday		BA	HMCS A		B.Com F B
Tuesday					B.Com Coop
Wednesday		HMCA		B.Sc CS	B.Com CA / BCA
Thursday			BHA		B.Com F A
Friday					BBA / HMCS B

To reach the unreachable



IV Sem SEP Training 2022-2023 (Hotel Management Department)					
Date	Hour	Class	Trainer Name	Topic Covered	Remarks
5/12/2022	3rd	HMCS A	Time table was not set		
6/12/2022	2nd	BHA			
7/12/2022	2nd	HMCA	Practicals		
9/12/2022	5th	HMCS B	ODC		
12/12/2022	3rd	HMCS A	Ms.Agnes Beneeta	Tell a tale	Done
14/12/2022	2nd	HMCA	Ms.Elsa Jose	Tell a tale	Done
15/12/2022	4th	BHA	Ms.Agnes Beneeta	Tell a tale	Done
16/12/2022	5th	HMCS B	Ms.Elsa Jose	Tell a tale	Done
19/12/2022	3rd	HMCS A	University Exam (Practicals)		
21/12/2022	2nd	HMCA	Ms.Elsa Jose	Skill Share	Done
22/12/2022	3rd	BHA	Ms.Agnes Beneeta	Skill Share	Done
23/12/2022	5th	HMCS B	Christmas celebration		
24/12/2022 to 2/1/2023	Christmas Holidays				
4/1/2023	2nd	HMCA	Ms.Elsa Jose	Adzap	Done
5/1/2023	3rd	BHA	University Exam		
6/1/2023	5th	HMCS B	Class cancelled due to tour programme		
9/1/2023	3rd	HMCS A	Ms.Elsa Jose	Skill Share	Done
11/1/2023	2nd	HMCA	Study Leave		
12/1/2023	3rd	BHA	Ms.Elsa Jose	Adzap	Done
13/1/2023	5th	HMCS B	Study Leave		
16/1/2023	3rd	HMCS A	III Sem University Exam		
18/1/2023	2nd	HMCA			
19/1/2023	3rd	BHA	Substituted the hour		
20/1/2023	5th	HMCS B	III Sem University Exam		
21/1/2023	3rd	BHA	Declared holiday for the class		
23/1/2023	3rd	HMCS A	III Sem University Exam		
25/1/2023	2nd	HMCA	Class cancelled due to theme dinner meeting		

26/1/2023	3rd	BHA	Republic Day		
27/1/2023	5th	HMCS B	Class suspended due to Ignite		
30/1/2023	3rd	HMCS A	Ms.Elsa Jose	Adzap	Done
1/2/2023	2nd	HMCA	Ms.Elsa Jose	Group Discussion	Done
2/2/2023	3rd	BHA	Class suspended due to OD		
3/2/2023	5th	HMCS B	Vismaya 2k23		
4/2/2023	5th	HMCS B	Ms.Elsa Jose	Skill Share	Done
6/2/2023	3rd	HMCS A	Ms.Elsa Jose	Adzap	Done
8/2/2023	2nd	HMCA	Ms.Elsa Jose	Group Discussion	Done
9/2/2023	3rd	BHA	Ms.Elsa Jose	Group Discussion	Done
10/2/2023	5th	HMCS B	Ms.Elsa Jose	Skill Share	Done
13/2/2023	3rd	HMCS A	Ms.Elsa Jose	Group Discussion	Done
15/2/2023	2nd	HMCA	Theme Dinner preparation		
16/2/2023	3rd	BHA			
17/2/2023	5th	HMCS B	Holiday for the Dept		
20/2/2023	3rd	HMCS A	Ms.Elsa Jose	Group Discussion	Done
22/02/2023	2nd	HMCA	Ms. Agnes Beneeta	Debate- Introduction	Done
23/2/2023	3rd	BHA	HM Fest		
24/2/2023	5th	HMCS B	College Day		
27/2/2023	3rd	HMCS A	Workshop on Flower Arrangement		
01/03/2023	2nd	HMCA	Substituted the hour		
02/03/2023	3rd	BHA	Ms.Elsa Jose	Debate	Done
03/03/2023	1st	HMCA	Ms. Agnes Beneeta	Debate	Wednesday's Substituted hr.
	5th	HMCS B	Ms.Elsa Jose	Adzap	Done
06/03/2023	3rd	HMCS A	Ms.Elsa Jose	Debate	Done
08/03/2023	2nd	HMCA	Ms.Elsa Jose	Speaking Activity	Done
09/03/2023	3rd	BHA	Ms.Elsa Jose	Resume Preparation	Done
13/03/2023	3rd	HMCS A	Ms. Agnes Beneeta	Vocabulary	Done
15/03/2023	2nd	HMCA	Internal Exam		
16/03/2023	3rd	BHA	Ms.Elsa Jose	Resume Preparation	Done

17/03/2023	5th	HMCS B	Ms.Elsa Jose	Group Discussion	Done
20/03/2023	3rd	HMCS A	Class cancelled due to combine class by HOD		
22/03/2023	2nd	HMCA	Ms.Elsa Jose	Barriers to communications	Done
	4th	BHA	Ms.Rajani Stanley	Special session on resume preparation	Done
23/03/2023	3rd	BHA	Ms.Elsa Jose	Resume Preparation	Done
24/03/2023	5th	HMCS B	Ms.Elsa Jose	Debate	Done
27/03/2023	3rd	HMCS A	Ms.Elsa Jose	Barriers to communications	Done
29/03/2023	1st	HMCA	Ms.Elsa Jose	JAM	Exchange the hr.
30/03/2023	3rd	BHA	Ms.Elsa Jose	Barriers to communications	Done
31/03/2023	3rd	HMCA	Ms.Elsa Jose	Communication skill activities	Substitution Hr.
	5th	HMCS B	Class cancelled due to Production		

IV Sem SEP Training 2022-2023 (English Department)

Date	Hour	Class	Trainer Name	Topic Covered	Remarks
5/12/2022	2nd	BA	Ms.Elsa Jose	Tell a tale based on given words	Done
12/12/2022	2nd	BA	Ms.Elsa Jose	Skill share-individual presentation	Done
19/12/2022	2nd	BA	Ms.Elsa Jose	Adzap - Group presentation	Done
24/12/2022 to 2/1/2023	Christmas Holidays				
9/1/2023	2nd	BA	Class suspended due to Chutney Soca (fest)		
16/1/2023	2nd	BA	Class suspended due to III Sem University Exam		
23/1/2023	2nd	BA			
30/1/2023	2nd	BA	Ms.Elsa Jose	Group Discussion - Introduction	Done
6/2/2023	2nd	BA	Ms.Elsa Jose	Group Discussion	Done
13/2/2023	2nd	BA	Ms.Elsa Jose	Debate - Introduction	Done
20/2/2023	2nd	BA	Ms.Elsa Jose	Debate	Done

27/2/2023	2nd	BA	National Seminar		
06/03/2023	2nd	BA	Ms.Elsa Jose	Speaking Activity - Desert Island	Done
13/03/2023	2nd	BA	Ms. Agnes Beneeta	II Internals	
20/03/2023	2nd	BA	Ms.Elsa Jose	Barriers to communication	Done
27/03/2023	2nd	BA	Ms.Elsa Jose	JAM	Done

IV Sem SEP Training 2022-2023 (Computer Science Department)				
Date	Hour	Class	Trainer Name	Topic Covered
14/12/2022	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	Simplifications
14/12/2022	Fifth hour	IV Semester BCA	Ms Shajitha T B	Algebraic solutions
21/12/2022	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	surds and indices
21/12/2022	Fifth hour	IV Semester BCA	Ms Shajitha T B	Time,Distance & Speed
24/12/2022 to 2/1/2023	Christmas Holidays			
4/1/2023	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	Problems on ages
4/1/2023	Fifth hour	IV Semester BCA	Ms Shajitha T B	Algebraic solutions
11/01/2023 to 24/01/2023	Third semester university examinations			
25/01/2023	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	Problems on ratio
25/01/2023	Fifth hour	IV Semester BCA	Ms Shajitha T B	Problems on Trains
01/02/2023	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	Problems on Trains
01/02/2023	Fifth hour	IV Semester BCA	Ms Shajitha T B	Problems on Trains
08/02/2023	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	Boats and streams
08/02/2023	Fifth hour	IV Semester BCA	Ms Shajitha T B	Problems on ratio
15/02/2023	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	Multiplication tricks
15/02/2023	Fifth hour	IV Semester BCA	Ms Shajitha T B	Problems on ratio
22/02/2023	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	College day practise
22/02/2023	Fifth hour	IV Semester BCA	Ms Shajitha T B	College day practise
01/03/2023	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	Multiplication tricks

01/03/2023	Fifth hour	IV Semester BCA	Ms Shajitha T B	Logical Reasoning
08/03/2023	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	surds and indices
08/03/2023	Fifth hour	IV Semester BCA	Ms Shajitha T B	Women's day celebration
15/03/2023	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	Logical Reasoning(Library)
15/03/2023	Hour substituted			
22/03/2023	Hour substituted			
22/03/2023	Fifth hour	IV Semester BCA	Ms Shajitha T B	Logical reasoning-problems
29/03/2023	Fourth hour	IV Semester Bsc CS	Ms. Stinphy Maxon	Logical Reasoning
29/03/2023	Hour substituted			

IV Sem SEP Training 2022-2023 (Commerce Department)

Date	Hour	Class	Trainer Name	Topic Covered	Remarks
12/12/2022	5	IV SEM B.ComF(B)	Mr. Shanmughadas		Revision class for third semester University exam
13/12/2022	5	IV SEM B.Com Coop	Ms.Noble Devassy		
14/12/2022	5	IV SEM B.Com CA	Mr.Joseph		
15/12/2022	5	IV SEM B.ComF(A)	Ms.Anitha		
16/12/2022	5	IV BBA	Ms.Midhula		
19/12/2022	5	IV SEM B.ComF(B)	Mr. Shanmughadas		
20/12/2022	5	IV SEM B.Com Coop	Noble Devassy		
21/12/2022	5	IV SEM B.Com CA	Mr.Joseph		
22/12/2022	5	IV SEM B.ComF(A)	Ms.Anitha		
23/12/2022	5	IV BBA	Ms.Midhula		

24/12/2022 to 2/1/2023	Christmas Holidays				
3/1/2023 to 10/1/2023	3rd sem University Exams				
6/1/2023	5	IV Sem BBA	Ms.Midhula Sekhar	Briefing on marketing and product launch given	
11/01/2023	5	IV B.Com CA	Mr. Joseph	SEP not done	Most students were absent
13/01/2023	5	IV Sem BBA	Ms.Midhula Sekhar	SEP Session not held	Holiday was given after fest (Resonance)
16/01/2023	5	IV B.COM F(B)	Mr. Shanmughadas	Product launching - presentation	Preliminary round presentation
17/01/2023	5	IV BCOM CO.	Ms.Noble Devassy	Product Launch- Group 1	Group leader Joepaul came with plan but by other members
18/01/2023	5	IV B.Com CA	Mr. Joseph	Product launching - Briefing and Brainstorming	Around 20 students absent
19/1/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	Product launching - presentation	Students were not ready and they were given the time for discussion
20/01/2023	5	IV Sem BBA	Ms.Midhula Sekhar	Discussion for product launch	
21/1/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	Product launching - presentation	Group 1 did the Presentation
23/01/2023	5	IV B.COM F(B)	Mr. Shanmughadas	Product launching - presentation	Preliminary round presentation
24/01/2023	5	IV BCOM CO.	Ms.Noble Devassy	Group 2 - only Content	No powerpoint presentation
25/01/2023	4	IV B.Com CA	Mr. Joseph	Finalisation of products by groups	All students were assigned specific area for presentation within their groups including ppt.
27/01/2023	5	IV Sem BBA	Ms.Midhula Sekhar	product launch presentations done	
30/01/2023	5	IV SEM B.ComF(B)	Mr. Shanmughadas	Product launching - presentation	GROUP 1

					PRESENTED 'A6 USB FLASH DRIVE'
31/01/2023	5	IV BCOM CO.	Ms.Noble Devassy	Oral explanation to how to come up with a good prodet launch,ppt etc	
01/02/2023	5	IV B.Com CA	Mr. Joseph	Trial presentations done by 3 groups	Group 6 Smart Shoes, Group 7 Smart Helmet, Group 10 Bluetooth sunglasses
02/02/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	Product launching - presentation	Many Students were On Duty due to Snehasangamam. As the Projector was not functioning, a verbal presentation by two groups were done with those present in the groups. Group 2 (Fly towards Dream) and Group 9 (Chips Co.) did their Product presentation
03/02/2023	5	IV Sem BBA	Ms.Midhula Sekhar	SEP Session was not done	Vismaya Arts day
06/02/2023	5	IV SEM B.ComF(B)	Mr. Shanmughadas	Product launching - presentation	GROUP 2 PRESENTED 'NANA TELESCOPIC CAMERA'
07/02/2023	5	IV BCOM CO.	Ms.Noble Devassy	Engaged by Class teacher	
08/02/2023	5	IV B.Com CA	Mr. Joseph	Product launch	Mass absenteeism (on duty for Snehasangamam)
09/02/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	Product launching - presentation	Group 6 (Techex Helmets) did the presentation.
10/02/2023	5	IV Sem BBA	Ms.Midhula Sekhar	SEP Session was not done	I was on duty (Yuva summit at Maradu)
13/2/2023	5	IV SEM B.ComF(B)	Mr. Shanmughadas	Brainstorming session	GROUP 3 IS ALLOTTED FOR PRODUCT LAUNCHING PRESENTATION. THEY FAILED TO PRESENT DUE TO UNAUTHORISED

					ABSENTEESM OF 5 MEMBERS OUT OF 6
14/02/2023	5	IV BCOM CO.	Ms.Noble Devassy	Bio data preparation	many were absent,so engaged by giving CV Preparation
15/02/2023	5	IV B.Com CA	Mr. Joseph	Product Launch	11 Students presented their roles in the group. Individually it was fine, but other group members are lagging behind. Reassigned some duties within groups.
16/2/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	Product launching - presentation	Group 8 (Anti-Sleep Alarm) Group 7 (Tempo Blanket) did the presentation
17/02/2023	5	IV Sem BBA	Ms.Midhula Sekhar	product launch presentation for 1 group done	Most students had gone for college day practice
21/02/2023	5	IV BCOM CO.	Ms.noble Devassy	correction on hand written Bio-data	roll no:1-10 presented their C.V.
22/02/2023	5	IV B.Com CA	Mr. Joseph	Product Launch	Corrections to groups done since attendance was low. Presentations of all groups instructed on 1&2-3-2023
23/2/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	SEP Session was not done	College Day Prize Distribution
24/02/2023	5	IV Sem BBA	Ms.Midhula Sekhar	SEP Session was not done	College Day
27/02/2023	5	IV SEM B.ComF(B)	Mr. Shanmughadas	Product launching presentation done by Group 3 & 5	Group 3 presented BLIND STICK and Group 5 presented BIO CHIP
28/02/2023	5	IV SEM BCOM CO.	Ms.Noble Devassy	Presentation on CV	Roll No:11-20
02/03/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	Product launching - presentation	Group 3 presented their Product
03/03/2023	5	IV BBA	Ms. Midhula Sekhar	A briefing on HR game done	Each group was given a HR problem and was asked to propose a solution. They had their discussion

06/03/2023	5	IV SEM B.ComF(B)	Mr. Shanmughadas	Product launching presentation done by Group 4	Group 4 presented HEARING AID
07/03/2023	5	IV SEM BCOM CO.	Ms.Noble Devassy	Presentation on CV	Roll No:21-30
08/03/2023	5	IV B. COM CA	Mr. Joseph James	Product launch - presentation	Not done
09/03/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	Product launching - presentation	Was not done. Trainer had to attend CV Camp
10/03/2023	5	IV BBA	Ms. Midhula Sekhar	Each group presented	First 3 groups did
13/03/2023	5	IV SEM B.ComF(B)	Mr. Shanmughadas	Product launching presentation done by Group 5	Group 5 presented BIO CHIP
14/03/2023	5	IV SEM BCOM CO.	Ms.Noble Devassy	Presentation on CV	Roll No:31-40
15/03/2023	5	IV B. COM CA	Mr. Joseph James	Product launch - presentation	Orientations to group 3, 5,6,7 and 9.
16/03/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	Product launching - presentation	Group 4 did their Product Launch on "Quit Smoking App"
17/03/2023	5	IV BBA	Ms. Midhula Sekhar	Each group presented	Remaining groups did
20/03/2023	5	IV SEM B.ComF(B)	Mr. Shanmughadas	Product launching - presentation	Group 6 presented BUTTERFLY SENSORING Group 7 presented BLUETOOTH CAMERA SUNGLASSES
21/03/2023	5	IV SEM BCOM CO.	Ms.Noble Devassy	Presentation on CV	Roll No:41-44
22/03/2023	5	IV B. COM CA	Mr. Joseph James	Product launch - presentation	Group 7 presented
23/03/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	Product launching - presentation	Was not done as Students for the respective groups were On Duty for the International Conference happening the next day.
24/03/2023	5	IV BBA	Ms. Midhula Sekhar	SEP not done due to international conference	

27/03/2023	5	IV SEM B.ComF(B)	Mr. Shanmughadas	Product launching - presentation	Group 8 presented CRYSAL'S CONTACTO Group 9 presented CAPPILISCURA CHUMMIES
28/03/2023	5	IV SEM BCOM CO.	Ms.Noble Devassy	Product launch	mock on product launch
29/03/2023	5	IV B. COM CA	Mr. Joseph James	Group Discussion trial	
30/03/2023	5	IV B.Com F (A)	Ms. Anitha Mary Alex	Product launching - presentation	Group 5 Product Launch done
31/03/2023	5	IV BBA	Ms. Midhula Sekhar	SEP not done due to exams	



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