

Training Department
SEP
(First Year Batches 2022-2023)

Naipunnya®

To reach the unreachable



Date of event: 10/10/2022 to 31/07/2023

Faculty In-charge: Ms. Rajani Stanley

REPORT

The Training Department provided Skill Enrichment Program (SEP) and Language Lab Training for the first year students of 2022-2023 batches. The college has a well-functioning state of the art 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 get an opportunity to enhance their soft skills.

Through its advanced features and functionalities, the Language lab provides students with an exciting way of learning English. 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 corrects the mistakes. The software has different levels like the beginner, intermediate and the advanced, by which students can evaluate and improve themselves.

Language lab orientation was 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. In the second semester students were made familiar with MS Office suite.

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

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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 - Everyday Action	Done
	2nd	B.Com (CO)	Ms.Elsa Jose	Reading Skills - Everyday Action	Done
	5th	B.Com (F) A	Ms.Agnes Beneeta	Reading Skills - Everyday 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 - Everyday Action	Done
	4th	B.Com (CA)	Ms.Elsa Jose	Reading Skills - Everyday 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

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



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 training sessions.

Semester II

Total: 15 Hours

Module 1: Effective Communication (LSRW)

5 Hrs.

Session 16: Listening skills: Listening to the words, sentences and passages. Sharing You Tube videos, homework related to the topics and its presentation in class.

Session 17: Speaking skills: vocabulary, speech, pronunciation of the words, sentences and passages. Assigning Situational conversation exercises.

Session 18: Reading skills: Comprehension passages, question and answers

Session 19-20: Writing skills: Grammar, basics, exercises, sentence formations

Module 2: MS office Suite

10 Hrs.

Session 21-23: Starting MS Word, working with symbols, working with tables, headers, footers and other controls, formatting

Session 24-26: MS Excel, MS PPT - Formatting a worksheet, formatting cells, Using formula & graphs

Session 27-28: Google docs, Google forms, Google spreadsheet, Google Meet

Session 29-30: Introduction to Photoshop/poster making and video editing

Course Outcome:



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

Second Semester SEP Time Table					
Day	I 9.15 to 10.15	II 10.15 to 11.15	III 11.35 to 12.35	IV 1.15 to 2.15	V 2.15 to 3.15
Monday				II SEM HMCA	II SEM B.COM F (A)
Tuesday			II SEM B.COM F (B)	II SEM BBA	II SEM B.COM (CO)
Wednesday			II SEM HMCS (A)	II SEM BA	II SEM B.COM CA
Thursday	II SEM BCA (A)			II SEM BHA	II SEM BCA (B)
Friday			II SEM HMCS (B)		II SEM B.SC CS



II SEM SEP TRAINING 22-23 (COMMERCE DEPARTMENT)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
24/1/2023	2nd	B.Com F B	Ms.Agnes Beneeta	Time table was not confirmed		
	5th	B.Com CO	Ms.Elsa Jose	MS Word - Introduction	2,7,17,20	Done
25/1/2023	3rd	BBA	Ms.Elsa Jose	MS Word - Introduction	5,12,30,32,36	Done
	5th	B.Com CA	Ms.Elsa Jose	MS Word - Introduction	3,18,22,30,35,44,48	Done
30/01/2023	5th	B.Com F A	Ms. Agnes Beneeta	MS Word - Introduction	2,11,39,43,49	Done
31/1/2023	3rd	B.Com F B	Ms.Agnes Beneeta	MS Word - Introduction	3,7,11,33,38,	Done
	4th	BBA	Ms.Elsa Jose	MS Word - Practical	8,25,35,37,42	Done
	5th	B.Com CO	Ms.Elsa Jose	MS Word - Practical	7,17,19	Done
1/2/2023	5th	B.Com CA	Ms.Elsa Jose	MS Word - Practical	30,33,35,36,42,43,48	Done
6/2/2023	5th	B.Com F A	Ms.Agnes Beneeta	MS Word-Practical	2,4,7,21,37,38,43,44,48	Done
7/2/2023	3rd	B.Com F B	Ms.Agnes Beneeta	MS Word-Practical	7,9,10,11,20,27,28,38,40	Done
	4th	BBA	Ms.Elsa Jose	Power Point Presentation	8,10,14,24,25,34,35	Done
	5th	B.Com CO	Ms.Elsa Jose	Power Point Presentation	6,7,8,13,19	Done
8/2/2023	5th	B.Com CA	Ms.Elsa Jose	Power Point Presentation	8,21,23,30,32,34,36,48	Done
13/2/2023	5th	B.Com F A	Ms.Elsa Jose	Power Point Presentation	1,2,3,4,9,10,15,17,21,23,29,31,49	Done

14/2/2023	3rd	B.Com F B	Ms.Elsa Jose	Power Point Presentation	11,13,21,26,27,34,35,46	Done
	4th	BBA	Ms.Elsa Jose	Power Point Presentation	8,15,16,21,34,35,40,41	Done
	5th	B.Com CO	Ms.Elsa Jose	Power Point Presentation	2,7,8,19	Done
15/2/2023	5th	B.Com CA	Ms.Agnes Beneeta	Power Point Presentation	3,28,30,34,36,40,48	Done
20/02/2023	5th	BCom F A	Ms. Agnes Beneeta	PTA Meeting		
21/02/2023	3rd	BCom F B	Ms. Agnes Beneeta	Power Point Presentation	4,32,35,43	Done
	4th	BBA	Ms.Elsa Jose	MS Excel - introduction	14,17,35,41	Done
	5th	B.Com CO	Ms.Elsa Jose	MS Excel - introduction	10,19	Done
22/2/2023	5th	B.Com CA	Ms.Agnes Beneeta	Power Point Presentation	3,9,19,30,33,34,35,36,43,46,48,49	Done
27/2/2023	5th	BCom F A	Ms. Agnes Beneeta	Power Point Presentation	16,21,34,	Done
28/2/2023	3rd	BCom F B	Ms. Agnes Beneeta	Excel-Introduction	6,22,25,26,39,40	Done
	4th	BBA	Ms.Elsa Jose	MS Excel- Data Validation	10,18,23,25,26,33,35,41	Done
	5th	B.Com CO	Ms.Elsa Jose	MS Excel- Data Validation	6,7,8,14,19	Done
01/03/2023	5th	B.Com CA	Ms.Elsa Jose	MS Excel - Introduction	18,21,24,30,34,35,36,48,49	Done
06/03/2023	5th	BCom F A	Ms. Agnes Beneeta	MS Excel-Introduction	2,8,11,15,17,21,23,43,44,45	Done
07/03/2023	3rd	BCom F B	Ms. Agnes Beneeta	MS Excel-Practical	9,10,18,26,29,35,40	Done
	4th	BBA	Ms.Elsa Jose	MS Excel-Function	6,16,30,32,37	Done
	5th	B.Com CO	Ms.Elsa Jose	MS Excel-Function	8,9,14,16,19	Done
08/03/2023	5th	B.Com CA	Ms.Elsa Jose	MS Excel-Function	16,30,43,48	Done

10/03/2023	1st	BCom F A	Ms. Agnes Beneeta	MS Excel-Practical	1,3,11,22,36,49	Done
13/03/2023	5th	BCom F A	Substituted Hour			
14/03/2023	3rd	BCom F B	Ms. Agnes Beneeta	MS Excel-Functions	9,10,17,21,27,39,40	Done
	4th	BBA	Ms. Elsa Jose	MS Excel-Functions	25,26,41	Done
	5th	B.Com CO	Ms. Elsa Jose	MS Excel-Functions	4,8,14,19	Done
15/03/2023	5th	B.Com CA	Ms. Elsa Jose	MS Excel-Functions	3,7,12,13,25,30,48	Done
20/03/2023	5th	BCom F A	Ms. Elsa Jose	MS Excel-Functions	1,6,11,14,20,21,29,30,37,41,46	Done
21/03/2023	3rd	BCom F B	Ms. Agnes Beneeta	MS Excel-Functions	1,2,4,5,7,8,9,12,14,17,21,23,27,28,29,31,40,46,48	Done
	4th	BBA	Ms. Elsa Jose	Google Doc Editors Suite	3,5,6,7,9,10,11,14,15,16,17,18,19,20,22,25,27,30,41,42	Done
	5th	B.Com CO	Ms. Elsa Jose	Google Doc Editors Suite	2,4,7,8,14,15,17,19	Done
22/03/2023 to 05/04/2023	Study leave & University Exam					
10/04/2023	5th	BCom F A	Ms. Elsa Jose	Speaking activity	1,2,6,7,9,10,11,19,23,24,25,26,30,31,33,34,37,38,41,43,44,45,48,49	Done
11/04/2023	3rd	BCom F B	Ms. Elsa Jose	Speaking activity	5,9,10,11,25,32,34,36,38,39	Done
	4th	BBA	Ms. Elsa Jose	Speaking activity	5,6,8,11,17,22,25,30,31,41,42	Done
	5th	B.Com CO	Ms. Elsa Jose	Speaking activity	4,7,8,16,17,19	Done
12/04/2023	5th	B.Com CA	Ms. Elsa Jose	Speaking activity	3,12,17,20,21,27,28,31,33,34,35,40,43,45,49	Done

17/04/2023	5th	BCom F A	Ms. Agnes Beneeta	Grammar	24,25,34,38,48	Done
18/04/2023	3rd	BCom F B	Ms. Agnes Beneeta	Speaking activity	25,32	Done
	4th	BBA	Ms. Elsa Jose	Canva editing	8,14,21,41	Done
	5th	B.Com CO	Ms. Elsa Jose	Canva editing	4,6,8,13,14,15,16,17,19	Done
19/04/2023	5th	B.Com CA	Aarohan			
24/04/2023	5th	BCom F A	Ms. Agnes Beneeta	Speaking activity	14,15,25,28,31,35,38,46,48	Done
25/04/2023 to 28/04/2023	Internal Exams					
02/05/2023 to 31/05/2023	Vacation					
05/06/2023	5th	BCom F A	Ms. Agnes Beneeta	Speaking activity	1,5,28,37,49	Done
06/06/2023	3rd	BCom F B	Ms. Agnes Beneeta	Grammar	4,27,36,40	Done
	4th	BBA	Ms. Elsa Jose	Speaking activity - Group presentation	3,6,33	3 Groups Done
	5th	B.Com CO	Ms. Elsa Jose	Speaking activity - Group presentation	13	Done
07/06/2023	5th	B.Com CA	Ms. Elsa Jose	Speaking activity - Group presentation	18,19,34,35,36,39,40,48,49	3 Groups Done
12/06/2023	5th	BCom F A	Ms. Agnes Beneeta	Speaking activity- Group presentation	2,9,15,17,18,26,35,36,39,41,47,48	3 Groups Done
13/06/2023	3rd	BCom F (B)	Ms. Agnes Beneeta	Speaking activity- Individual presentation	24,27,39,41,45	Done

	4th	BBA	Ms. Elsa Jose	Speaking activity - Group presentation	9,10	Done	
	5th	B.Com CO	Ms. Elsa Jose	Scrambled Dialogue	-	Done	
14/06/2023	5th	B.Com CA	Ms. Elsa Jose	Speaking activity - Group presentation	10,25,30,34,40,43,48	Done	
19/06/2023	5th	B.Com F (A)	Ms. Agnes Beneeta	Speaking activity	6,7,18,28,33,41,49	Done	
20/06/2023	3rd	B.Com F (B)	Ms. Agnes Beneeta	Speaking activity	2,10,28,27,36,38,39,40,42	Done	
	4th	BBA	Ms. Elsa Jose	Group Discussion	8,12,34,37,40	Done	
	5th	B.Com CO	Ms. Elsa Jose	Group Discussion	4,6,14	Done	
21/06/2023	5th	B.Com CA	Ms. Elsa Jose	Group Discussion	5,9,16,21,34,41,42,43	Done	
26/06/2023	5th	B.Com F A	Ms. Agnes Beneeta	Debate- Theory	6,15,24,28,29,37,44,47	Done	
27/06/2023	3rd	B.Com F B	Ms. Agnes Beneeta	Debate- Theory	4,9,25,26,27,28,31,32,36	Done	
	4th	BBA	Ms. Elsa Jose	Individual presentation	8,13,17,22,25,26,30,34,39	Done	
	5th	B.Com CO	Ms. Elsa Jose	Individual presentation	1,6,9,16	Done	
28/06/2023	5th	B.Com CA	EID Holiday				
03/07/2023	5th	B.Com F A	Ms. Agnes Beneeta	Writing activity	1,2,3,8,11,15,20,35,37,38,39,43,48	Done	
04/07/2023	3rd	B.Com F B	Ms. Agnes Beneeta	Writing activity	4,7,9,15,17,19,20,25,27,28,29,30,32,33,37,39,40,41,42,45	Done	
	4th	BBA	Ms. Elsa Jose	Writing Activity	8,11,13,16,17,19,20,25,30,34	Done	
	5th	B.Com CO	Ms. Elsa Jose	Writing Activity	5,6,9,11,12,13,16	Done	
05/07/2023	5th	B.Com CA	Ms. Elsa Jose	Writing Activity	2,3,5,6,11,14,19,21,22,24,27,30,34,37,41,47,48	Done	

10/07/2023	5th	BCom F A	Ms. Agnes Beneeta	Tell a tale	2,6,15,31	Done
11/07/2023	3rd	BCom F B	Ms. Elsa Jose	Tell a tale	4,27,34	Done
	4th	BBA	Ms. Elsa Jose	Group Discussion	3,13,15,22,25,34,39,40,42	Done
	5th	B.Com CO	Ms. Elsa Jose	Tell a tale	17	Done
12/07/2023	5th	B.Com CA	Ms. Agnes Beneeta	Debate	3,4,11,37	Done
17/07/2023	5th	BCom F A	Kardaka Vavu			
18/07/2023	3rd	BCom F B	State Holiday (Demise of Shri. Oommen Chandi)			
	4th	BBA				
	5th	B.Com CO				
19/07/2023	5th	B.Com CA	Ms. Elsa Jose	Tell a tale	2,3,4,5,6,9,11,12,14,17,18,20,22,23,24,25,27,28,30,35,37,38,39,40,41,42,43,44,45,46,47,48,49	Done
20/07/2023 to 26/07/2023	II Internal Examination (Model)					

II SEM SEP TRAINING 22-23 (CS DEPARTMENT)

Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
26/1/2023	1st	BCA (A)	Republic Day			
	5th	BCA (B)				
27/01/2023	5th	BSC CS	IGNITE, Classes were suspended			
02/02/2023	1st	BCA (A)	Ms. Agnes Beneeta	MS Word-Introduction	15,18,26,	Done
	5th	BCA (B)	Ms. Agnes Beneeta	MS Word-Introduction	34	Done
03/02/2023	5th	BSC CS	Arts Day			

04/02/2023	5th	BSC CS	Sports Day			
9/2/2023	1st	BCA (A)	Ms. Agnes Beneeta	MS Word-Practical	7,19	Done
	5th	BCA (B)	Ms. Agnes Beneeta	MS WORD-Practical	5,8,17,32,34	Done
10/2/2023	5th	BSC CS	Ms. Agnes Beneeta	MS WORD-Introduction	7,12,17,19,24,32,33,41	Done
16/2/2023	1st	BCA (A)	Ms. Agnes Beneeta	Power Point Presentation-Introduction		Done
	5th	BCA (B)	Ms. Agnes Beneeta	Power Point Presentation-Introduction	1,19,27,,35	Done
17/2/2023	5th	BSC CS	PTA Meeting			
23/02/2023	1st	BCA (A)	Ms. Agnes Beneeta	Excel-Introduction	2,13,15,27,28,35	Done
	5th	BCA (B)	College Day Prize Distribution			
24/02/2023	5th	BSC CS	College Day			
02/03/2023	1st	BCA (A)	Ms. Agnes Beneeta	Excel- Practical	2,5,16	Done
	5th	BCA (B)	Ms. Agnes Beneeta	Power Point-Practical	21,30	Done
03/03/2023	5th	BSC CS	Ms. Agnes Beneeta	Power Point-Introduction	15,35,41,44	Done
09/03/2023 to 05/04/2023	Study Leave and University Exams					
13/04/2023	1st	BCA (A)	Ms. Agnes Beneeta	Speaking Activity	11,13,15,16,26,27,28,35,36	Done
	5th	BCA (B)	Ms. Agnes Beneeta	Excel-Introduction	1,3,4,5,7,10,18,22,23,27,28,30,32,34	Done
14/04/2023	5th	BSC CS	Dr. Ambedkar Jayanti			
20/04/2023	1st	BCA (A)	Staff Tour			
	5th	BCA (B)				

21/04/2023	5th	BSC CS	Eid			
24/04/2023 to 28/04/2023	Internal Exams					
02/05/2023 to 31/05/2023	Vacation					
01/06/2023	1st	BCA (A)	Ms. Elsa Jose	Adzap	3,7,20,28,35,36	1 Group presented
	5th	BCA (B)	Afternoon sessions suspended for Department meeting and planning			
02/06/2023	5th	BSC CS				
08/06/2023	1st	BCA (A)	Campus Blessing			
	5th	BCA (B)	Ms. Agnes Beneeta	Speaking activity		Done
09/06/2023	5th	BSC CS	Training session			
15/06/2023	1st	BCA (A)				
	5th	BCA (B)	Ms. Agnes Beneeta	Grammar	8,31,27	Done
16/06/2023		BSC CS	Ms. Elsa Jose	Adzap	1,3,5,7,9,10,11,12,15,16,18,19,20,21,23,24,25,26,29,30,31,35,37,42	4 Groups presented
	5th					
22/06/2023	1st	BCA (A)	Ms. Agnes Beneeta	Adzap	28	4 Groups presented
	5th	BCA (B)	Training session			
23/06/2023	5th	BSC CS	Practice session for Meraki			
29/06/2023	1st	BCA (A)	EID Holiday			
	5th	BCA (B)				
30/06/2023	5th	BSC CS	Ms. Agnes Beneeta	Writing activity	1,2,4,5,9,10,15,19,23,24,27,29,30,32,37,40,46,47	Done

06/07/2023	1st	BCA (A)	Ms. Agnes Beneeta	Writing activity	1,4,6,7,8,10,11,12,13,15,16,17,18,19,20,21,23,24,26,27,28,29,30,32,33,34,36,37	Done
	5th	BCA (B)	Ms. Agnes Beneeta	Writing activity	1,3,5,7,8,9,13,15,17,18,21,23,25,26,27,28,30,32,33,35	Done
07/07/2023	5th	BSC CS	Ms. Agnes Beneeta	Writing activity		Done
13/07/2023	1st	BCA (A)	Ms. Agnes Beneeta	Debate (Theory)	19,2,9	Done
	5th	BCA (B)	Ms. Agnes Beneeta	Tell a tale	20,22	Done
14/07/2023	5th	BSC CS	Ms. Agnes Beneeta	Speaking activity	2,6,9,13,15,25,27,29,39	Done
19/07/2023 to 26/07/2023	Model Examination					

II SEM SEP TRAINING 22-23 (ENGLISH DEPARTMENT)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
25/1/2023	4th	BA	Ms. Agnes Beneeta	MS Word - Introduction	2,3,6,11	Done
01/02/2023	4th	BA	Ms. Agnes Beneeta	MS Word - Practical	10	Done
8/2/2023	4th	BA	Ms. Agnes Beneeta	Powerpoint Presentation-Introduction	1,2	Done
15/2/2023	4th	BA	Ms. Agnes Beneeta	Powerpoint Presentation-Practical		Done
22/02/2023	4th	BA	Ms. Agnes Beneeta	Practice for College Day		
01/03/2023	4th	BA	Ms. Elsa Jose	Powerpoint Presentation-Practical	2,3	Done

08/03/2023 to 05/04/2023	Study Leave and University Exams					
12/04/2023	4th	BA	Ms. Agnes Beneeta	Speaking Activity	6	Done
19/04/2023	4th	BA	Aarohan			
24/04/2023 to 28/04/2023	Internal Exams					
02/05/2023 to 31/05/2023	Vacation					
07/06/2023	4th	BA	Ms. Agnes Beneeta	Speaking Activity	6	Done
14/06/2023	4th	BA	Ms. Elsa Jose	Excel Introduction	3	Done
21/06/2023	4th	BA	Ms. Agnes Beneeta	Excel- Practical		Done
28/06/2023	4th	BA	EID Holiday			
05/07/2023	4th	BA	Ms. Agnes Beneeta	Writing activity	3,4,7,12	Done
12/07/2023	4th	BA	Ms. Agnes Beneeta	Tell a tale	3,4,7	Done
19/07/2023	4th	Study Leave				
20/07/2023 to 26/07/2023	II Internal Examination (Model)					

II SEM SEP TRAINING 22-23 (HM DEPARTMENT)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
25/1/2023	2nd	HMCS (A)	Ms. Agnes Beneeta	MS Word - introduction	17	Done
26/1/2023	4th	BHA	Republic Day			
27/01/2023	2nd	HMCS (B)	Ms. Agnes Beneeta	MS Word-Introduction	11,16,17,31,34	Done

30/01/2023	4th	HMCA	Ms. Agnes Beneeta	MS Word-Introduction	4,13,16,22,23,26,27,34	Done
01/02/2023	3rd	HMCS (A)	Ms. Agnes Beneeta	MS Word-Practical	37	Done
2/2/2023	4th	BHA	Ms.Elsa Jose	MS Word - Practical	-	Done
03/02/2023	3rd	HMCS (B)	Arts Day			
6/2/2023	4th	HMCA	Ms.Agnes Beneeta	MS Word-Practical	3,4,7,8,10,11,13,16,33	Done
8/2/2023	3rd	HMCS A	Ms.Agnes Beneeta	Power Point Presentation - Introduction	10,17,26,31	Done
9/2/2023	4th	BHA	Ms.Elsa Jose	Power Point Presentation - Introduction	5	Done
10/2/2023	3rd	HMCS B	Ms.Agnes Beneeta	MS Word-Practical	16,28,31,34	Done
13/2/2023	4th	HMCA	Ms.Elsa Jose	Power Point Presentation	4,18,22,33	Done
15/2/2023	3rd	HMCS (A)	Ms.Agnes Beneeta	Power Point Presentation-Practical	12,14,15,17,26,34,35	Done
16/2/2023	4th	BHA	Theme Dinner			
17/2/2023	3rd	HMCS B	Holiday for dept			
20/02/2023	4th	HMCA	Ms. Agnes Beneeta	Power Point Presentation Practical	4,9,13,16,	Done
22/02/2023	3rd	HMCS (A)	Ms. Agnes Beneeta	Excel-Introduction	8,15,26	Done
23/2/2023	4th	BHA	College Day Prize Distribution			
24/02/2023	3rd	HMCS B	College Day			
27/02/2023	2nd	HMCS (A)	Ms. Agnes Beneeta	Writing Skills	18,26	Done
	4th	HMCA	Ms. Agnes Beneeta	Excel-Introduction	27	Done

01/03/2023	3rd	HMCS (A)	Substituted hour			
02/03/2023	4th	BHA	Industrial Visit			
03/03/2023	3rd	HMCS (B)	Ms. Agnes Beneeta	Power Point-Introduction	30,31	Done
06/03/2023	4th	HMCA	Ms. Agnes Beneeta	Excel- Practical	8,13,34	Done
07/03/2023	4th	HMCS (A)	Ms. Agnes Beneeta	Grammar	7,21	Done
08/03/2023	3rd	HMCS (A)	Substituted hour			
09/03/2023	4th	BHA	Ms.Elsa Jose	Power Point Presentation-Practical	7	Done
10/03/2023	3rd	HMCS (B)	Study Leave and University Exams			
13/03/2023	4th	HMCA				
15/03/2023	3rd	HMCS (A)				
16/03/2023	4th	BHA	Ms.Elsa Jose	Excel-Introduction	11,24	Done
17/03/2023 to 05/04/2023	Study Leave and University Exams					
10/04/2023	4th	HMCA	Ms.Elsa Jose	Speaking activity	1,3,8,12,15,16,20,22,23,26,33,34	Done
12/04/2023	3rd	HMCS (A)	Ms.Elsa Jose	Excel - Practical	5,15,17	Done
13/04/2023	4th	BHA	Ms.Elsa Jose	Excel - Practical	1,4,5,9,10,15,19,22	Done
14/04/2023	3rd	HMCS (B)	Ambedkar Jayanti			
17/04/2023	4th	HMCA	Ms. Agnes Beneeta	Grammar	18,22	Done
19/04/2023	3rd	HMCS (A)	Aarohan			

20/04/2023	4th	BHA	Staff Tour			
21/04/2023	3rd	HMCS (B)	Eid			
24/04/2023	4th	HMCA	1st Internals			
26/04/2023 to 28/04/2023	Internal Exams					
02/05/2023 to 31/05/2023	Vacation					
01/06/2023	4th	BHA	Afternoon sessions suspended for Department meeting and planning			
02/06/2023	3rd	HMCS (B)	Ms. Agnes Beneeta	Grammar	36	Done
05/06/2023	4th	HMCA	Ms. Agnes Beneeta	MS Excel	3,4,8,15,23	Done
07/06/2023	3rd	HMCS (A)	Ms. Agnes Beneeta	Speaking activity	6,17	Done
08/06/2023	4th	BHA	Ms. Agnes Beneeta	Speaking activity		Done
09/06/2023	3rd	HMCS (B)	Ms. Agnes Beneeta	Speaking activity		Done
12/06/2023	4th	HMCA	Ms. Agnes Beneeta	MS Excel-Practical	14,16,27,30	Done
14/06/2023	3rd	HMCS (A)	Ms. Elsa Jose	Speaking activity	3,6,7,37	Done
15/06/2023	4th	BHA	Ms. Agnes Beneeta	Grammar	5,7,19,20,25	Done
16/06/2023	3rd	HMCS (B)	Ms. Agnes Beneeta	MS Excel-Practical	8	Done
19/06/2023	4th	HMCA	Ms. Agnes Beneeta	Speaking activity	3,11,13,14,16,19,22,24,25	Done
21/06/2023	3rd	HMCS (A)	Ms. Agnes Beneeta	Speaking activity	6,5,11	Done

22/06/2023	4th	BHA	Ms. Elsa Jose	Speaking activity	3,5,11	Done
23/06/2023	3rd	HMCS (B)	Ms. Agnes Beneeta	Speaking activity	3,5,10,18	Done
26/06/2023	4th	HMCA	Ms. Agnes Beneeta	Speaking activity	1,21,16,18,34	Done
28/06/2023	3rd	HMCS (A)	EID HOLIDAY			
29/06/2023	4th	BHA				
30/06/2023	3rd	HMCS (B)	Ms. Agnes Beneeta	Speaking activity	8,11,30,32,36	Done
03/07/2023	4th	HMCA	Ms. Agnes Beneeta	Writing activity	2,9,12,13,16,19,20,25,27,28,29,31,33,34	Done
05/07/2023	3rd	HMCS (A)	Ms. Agnes Beneeta	Speaking activity	5,6,8,9,10,17,18,20,22,23,27,29,35,36	Done
06/07/2023	4th	BHA	Ms. Elsa Jose	Writing Activity	3,8,11,16,20,21	Done
07/07/2023	3rd	HMCS (B)	Ms. Agnes Beneeta	Writing activity	7,11,12,13,15,16,18,21,24,29,30,31,32,34,35,36	Done
10/07/2023	4th	HMCA	Ms. Agnes Beneeta	Tell a tale	2,4,8,9,11,28,34	Done
12/07/2023	3rd	HMCS (A)	Ms. Agnes Beneeta	Tell a tale	6,13,17	Done
13/07/2023	4th	BHA	Ms. Agnes Beneeta	Tell a tale	13,25	Done
14/07/2023	3rd	HMCS (B)	Ms. Agnes Beneeta	Tell a tale	18,21,30	Done
17/07/2023	4th	HMCA	Karkidaka Vavu			
18/07/2023 to 26/07/2023	Model Examination					