

Training Department

SEP

(Second Year Batches 2023-2024)

Naipunnya[®]
To reach the unreachable

Date of event: June 2023-March 2024

Faculty In-charge: Ms. Rajani Stanley



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

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnya.ac.in, mail@naipunnya.ac.in

REPORT

The Skill Enrichment Program (SEP) was conducted by the Training Department for second-year students belonging to the 2023–2024 batches. This initiative aimed to provide a diverse range of educational resources and learning opportunities to equip students with the necessary skills for success in both their academic pursuits and future careers. The program facilitated the development of specialized skills within each department, promote a holistic growth experience for the students.

Students from all four departments participated in the training sessions, following a structured syllabus focused on their respective disciplines. The Computer Science batches focused on honing their soft skills through sessions on alpha-numeric series, programming techniques, and coding-decoding exercises. For the Commerce batches, the emphasis was on practical aspects such as budget analysis, product launch marketing, and understanding HR activities. The Language and Hotel Management Departments concentrated on refining students' language proficiency by addressing speaking, listening, reading, and writing abilities.

The SEP curriculum designed with an objective to provide comprehensive enrichment, allowing students to explore new areas, try out different skills, and broaden their knowledge base. This holistic approach aims to prepare students for the challenges they may encounter in both their academic and professional journeys.

Prepared by:



Ms. Elsa Jose

(Training Dept)

Verified by:



Ms. Rajani Stanley

(HoD, Training Dept)

Approved by:



Rev. Fr. Dr. Paulachan K.J.

(Principal)



Skill Enrichment Program (SEP)

Course syllabus for Certificate Program

Intermediate Skills Enrichment

SEMESTER III

One session: One hour

Subject Name: Intermediate Skills Enrichment

Syllabus Code: ISE

Subject Code: SEP 02

Total: 15 Hours

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.

DEPARTMENT OF HOTEL MANAGEMENT

Includes language lab training and activities to improve their communication skills

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



DEPARTMENT OF ENGLISH

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



DEPARTMENT OF COMMERCE

Includes domain specific activities

MODULE 1: Session 1- 3

3Hrs

- Self-Introduction (With slides, properties etc.)

MODULE 2: Session 4 - 5

2Hrs

- Role Plays (Domain based topics)

1. Carrying out a Retail transaction
2. Hiring an employee
3. E-Commerce Customer Support
4. Customer Service Resolution
5. Marketing a product
6. Business Plan presentation
7. Employee Conflict resolution
8. Financial Analysis Consultation

MODULE 3: Session 6 - 9

4 Hrs

- Telephone Etiquette
- E-mail Etiquette

MODULE 4: Session 10 - 15

6 Hrs

- Product Launch
- Ad zap (Making an Ad of the product chosen)

To reach the unreachable



DEPARTMENT OF COMPUTER SCIENCE

Includes domain specific activities

MODULE 1: Session 1- 3 (Quantitative Aptitude) 3 Hrs

- Divisibility, LCM, HCF
- Numbers, Decimals, Fractions
- Powers, Algebra, Percentages

MODULE 2: Session 4-5 (Quantitative Aptitude) 2 Hrs

- Profit, Loss
- Simple interest, Compound interest

MODULE 3: Session 6-8 (Quantitative Aptitude) 3 Hrs

- Speed, Distance, Time
- Work & wages
- Ratio, proportion and partnerships

MODULE 4: Session 9-11(Quantitative Aptitude) 3 Hrs

- Seating arrangements, Calendar dates
- Probability
- Permutations and combinations

MODULE 5: Session 12-14 (Quantitative Aptitude) 3 Hrs

- Train, Boat, Streams- Upstream/Downstream
- Cisterns and pipes
- Mensuration

Assessment Test -1 Hour at the end of semester

Course Outcome:

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



Third Semester SEP Time Table 23-24					
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	HMCS B				HMCS A & B.Com F A
Tuesday			BCA (A)		B.Com F B
Wednesday		HMCA & BCA (B)	BA		B.Com CA & BHA
Thursday			B.Sc. CS		B.Com Co
Friday					BBA



III SEM SEP TRAINING 23-24 (English Department)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
02/08/2023	3rd	BA	Ms. Agnes Beneeta	Briefing on Self Introduction		Done
09/08/23	3rd	BA	Ms. Agnes Beneeta	Self-introduction		Done
16/08/2023	3rd	BA	Ms. Agnes Beneeta	Briefing on Role play	4	Done
23/08/2023	3rd	BA	Practice			
25/08/2023 to 03/09/2023	Onam Holidays					
04/09/2023 to 15/09/2023	University Exams					
20/09/2023	3rd	BA	Ms. Agnes Beneeta	Role Play	1,9,10	Done
27/09/2023	3rd	BA	Ms. Agnes Beneeta	Conversation with a pair	8,12	Done
04/10/2023	3rd	BA	Study leave of University Exam			
11/10/2023	3rd	BA	Cultural Visit			
18/10/2023	3rd	BA	Ms. Agnes Beneeta	Formal Letter		Done
25/10/2023	3rd	BA	Ms. Elsa Jose	Email Etiquette	3,7	Done
01/11/2023	3rd	BA	Ms. Agnes Beneeta	Descriptive writing	5	Done
08/11/2023	3rd	BA	Ms. Agnes Beneeta	Meraki Practice		
15/11/2023	3rd	BA	Ms. Agnes Beneeta	Speaking activity		Done
22/11/2023	3rd	BA	Ms. Agnes Beneeta	Describing the given picture/ Speaking activity	5	Done
29/11/2023	3rd	BA	Ms. Agnes Beneeta	Telephone conversation- Speaking activity	5	Done
04/12/2023 to 08/12/2023	Model Exams					
13/12/2023	3rd	BA	Ms. Agnes Beneeta	Speaking activity	2,7	Done
20/12/2023	LAQSHYA					

III SEM SEP TRAINING 23-24 (Hotel Management Department)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
02/08/2023	2nd	HMCA	Ms. Agnes Beneeta	Briefing on Self Introduction	9,14,21,24,32,34	Done
	5th	BHA	Ms. Agnes Beneeta	Briefing on Self Introduction		Done
07/08/2023	1st	HMCS B	Ms. Agnes Beneeta	Briefing on Self Introduction	22	Done
	5th	HMCS A	Substituted the Hour for Bridge Course			
09/08/2023	1st	HMCA	Ms. Agnes Beneeta	Self-introduction	9	Done
	5th	BHA	Ms. Agnes Beneeta	Self-introduction	7,3,19,21	Done
14/08/2023	1st	HMCS B	Ms. Agnes Beneeta	Self-introduction	17,18,25,30	Done
	5th	HMCS A	Class suspended due to SWARAJ 23			
16/08/2023	1st	HMCA	Ms. Agnes Beneeta	Briefing on Role play	8,9,15,16	Done
	5th	BHA	Ms. Agnes Beneeta	Briefing on Role play		Done
21/08/2023	1st	HMCS B	Ms. Agnes Beneeta	Briefing on Role play	5,8,18	Done
	5th	HMCS A	Ms. Agnes Beneeta	Briefing on self-introduction	6,18,34	Done
23/08/2023	1st	HMCA	Ms. Agnes Beneeta	Role play	8,9,13,19,20,21,33,34	Done
	5th	BHA	Ms. Agnes Beneeta	Arrangements	3,22	Done
25/08/2023 to 03/09/2023	Onam Holidays					
04/09/2023 to 15/09/2023	University Exams					

18/09/2023	1st	HMCS B	Ms. Elsa Jose	Speaking Activity - based on given situation	7,30	Done
	5th	HMCS A	Substituted the Hour for Bridge Course			
20/09/2023	2nd	HMCA	Ms. Agnes Beneeta	Writing activity		Done
	5th	BHA	Ms. Agnes Beneeta	Role Play	2	Done
25/09/2023	1st	HMCS B	Ms. Elsa Jose	Role Play - Group Presentation	4,14,24,25,27,30	Done
	5th	HMCS A	Substituted the Hour for Bridge Course			
26/09/2023	1st	HMCS A	Ms. Elsa Jose	Self-Introduction - Individual Presentation	14,16	Done
27/09/2023	2nd	HMCA	Ms. Agnes Beneeta	Conversation with a pair	17,19,20,28,30,33	Partially
	5th	BHA	Ms. Agnes Beneeta	Role Play	3,5,8,9,10	Partially
02/10/2023	1st	HMCS B	Gandhi Jayanti (Holiday)			
	5th	HMCS A				
04/10/2023	2nd	HMCA	Study Leave of University Exam			
	5th	BHA	Ms. Agnes Beneeta	Role Play	6,11,17,16	Done
09/10/2023	1st	HMCS B	Ms. Elsa Jose	Writing Activity	17,36	Done
	5th	HMCS A	Substituted the Hour for Bridge Course			
11/10/2023	2nd	HMCA	Ms. Elsa Jose	Email Etiquette	4	Done
	5th	BHA	Ms. Elsa Jose	Email Etiquette	3,4,7,16,19,21	Done
12/10/2023	5th	HMCS A	Ms. Elsa Jose	Role Play	35	Done
16/10/2023	1st	HMCS B	Ms. Elsa Jose	III Sem First Internal	7	

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

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnya.ac.in, mail@naipunnya.ac.in



	5th	HMCS A	Ms. Elsa Jose	Role Play		Done
18/10/2023	2nd	HMCA	Ms. Agnes Beneeta	Internals		
	5th	BHA	Ms. Agnes Beneeta	Formal Letter		Done
23/10/2023	1st	HMCS B	Pooja Holiday			
	5th	HMCS A				
25/10/2023	2nd	HMCA	Ms. Elsa Jose	Speaking Activity	29,32,33	Done
	5th	BHA	Ms. Agnes Beneeta	Speaking Activity	11,15,25	Done
30/10/2023	1st	HMCS B	Ms. Elsa Jose	Speaking Activity	28,32	Done
	5th	HMCS A	FACE 2 FACE			
01/11/2023	1st	HMCA	Ms. Elsa Jose	Descriptive writing	34	Done
	5th	BHA	Ms. Agnes Beneeta	Descriptive writing	10	Done
06/11/2023	1st	HMCS B	Second year classes suspended due to valuation camp			
	5th	HMCS A				
08/11/2023	2nd	HMCA	Classes suspended due to Chicken Tikka World Record			
	5th	BHA				
13/11/2023	1st	HMCS B	Ms. Elsa Jose	Email Etiquette	22,30	Done
	5th	HMCS A	Ms. Elsa Jose	Email Etiquette	8,16,17,22,25,29,31,34,35,36	Done
15/11/2023	2nd	HMCA	Ms. Agnes Beneeta	Speaking activity	8,15,16,30	Done
	5th	BHA	Ms. Agnes Beneeta	Speaking activity	5	Done

20/11/2023	1st	HMCS B	Ms. Elsa Jose	Telephone Etiquette/Speaking Activity	7,11,20,25	Done
	5th	HMCS A	Ms. Elsa Jose	Telephone Etiquette/Speaking Activity	8,9,10,21,22,30,33,37	Done
22/11/2023	2nd	HMCA	Ms. Agnes Beneeta	Describing the given picture/ Speaking activity	13,14,15,27	Done
	5th	BHA	Ms. Agnes Beneeta	Describing the given picture/ Speaking activity	7,16	Done
27/11/2023	1st	HMCS B	Ms. Elsa Jose	Speaking activity - Keep going a conversion in English	20,23,33	Done
	5th	HMCS A	Ms. Elsa Jose	Speaking activity - Keep going a conversion in English	8,13,15,17,28,35	Done
29/11/2023	2nd	HMCA	Ms. Agnes Beneeta	Telephone conversation-Speaking Activity	31,16	Done
	5th	BHA	Substituted hour (Emily Ma'am)			
4/12/2023 to 12/12/2023	Model Exam					
13/12/2023	2nd	HMCA	Ms. Agnes Beneeta	Speaking activity	16,18,27,30	Done
	5th	BHA	Ms. Agnes Beneeta	Speaking activity		Done
18/12/2023	LAQSHYA - Preparation					
20/12/2023	LAQSHYA					

III SEM SEP TRAINING 23-24 (Computer Science Department)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
02/08/23	5	BCA(B)	Mr. Livin P Wilson	Divisibility	2,8,15,31	Done

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

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnya.ac.in, mail@naipunnya.ac.in



03/08/23	3	BSc CS	Mr. Livin P Wilson	Divisibility	1,5,9	Done	
08/08/23	3	BCA(A)	Ms.Anusha Sivanandhan	Divisibility	2,4,11,26,28	Done	
09/08/23	5	BCA(B)	Mr. Livin P Wilson	LCM, HCF	5,22,25	Done	
10/08/23	3	BSc CS	Mr. Livin P Wilson	LCM, HCF	1,15,20	Done	
15/08/23	3	BCA(A)	SWARAJ				
16/08/23	5	BCA(B)	Mr. Livin P Wilson	Numbers, Decimals	5,9,15,29	Done	
17/08/23	3	BSc CS	Mr. Livin P Wilson	Numbers, Decimals	7,25,30	Done	
22/08/23	3	BCA(A)	Ms.Anusha Sivanandhan	POWER,ALGEBRA	6,7,27,23	Done	
23/08/23	5	BCA(B)	Mr. Livin P Wilson	Fractions, Powers	Nil	Done	
24/08/23	3	BSc CS	Mr. Livin P Wilson	Fractions, Powers	2,15,30	Done	
25/08/20 23 to 03/09/20 23	Onam Holidays						
04/09/20 23 to 15/09/20 23	University Exams						
19/09/20 23	3	BCA(A)	Ms.Anusha Sivanandhan	Divisibility	12,13,14,25,26,27,28	Done	
20/09/20 23	5	BCA(B)	Mr. Livin P Wilson	permutation and combination	1,8,25	Done	
21/09/20 23	3	BSc CS	Mr. Livin P Wilson	permutation and combination	5,6,20	Done	
26/09/20 23	3	BCA(A)	Ms.Anusha Sivanandhan	Algebra	4,17,25	Done	
27/09/20 23	5	BCA(B)	Mr. Livin P Wilson	calender dates	4,28,30	Done	
28/09/20 23	3	BSc CS	Mr. Livin P Wilson	calender dates	5,9,15,25	Done	

03/10/20 23	3	BCA(A)	Ms.Anusha Sivanandhan	calender dates	2,3,4,5,6,7,8,11,12, 15,16,17,23,25,26, 27,30	Done
4/10/202 3	5	BCA(B)	Mr. Livin P Wilson	probability	10,13,15	Done
5/10/202 3	3	BSc CS	Mr. Livin P Wilson	probability	12,32,35	Done
10/10/20 23	3	BCA(A)	Ms.Anusha Sivanandhan	permutation and combination	5,13,14,15,19,24,3 1,33	Done
11/10/20 23	5	BCA(B)	Mr. Livin P Wilson	Algebra,Percent ages	Nil	Done
12/10/20 23	3	BSc CS	Mr. Livin P Wilson	Algebra,Percent ages	2,10,13,15,41	Done
17/10/20 23	University Exams					
18/10/20 23	University Exams					
19/10/20 23	University Exams					
24/10/20 23	Pooja Holiday					
25/10/20 23	5	BCA(B)	Mr. Livin P Wilson	Profit, Loss	2,21,22,33,34	Done
26/10/20 23	3	BSc CS	Mr. Livin P Wilson	Profit, Loss	1,4,13,19,38,41	Done
31/10/20 23	3	BCA(A)	Ms.Anusha Sivanandhan	probability	Nil	Done
01/11/20 23	5	BCA(B)	Election			
02/11/20 23	3	BSc CS	University Lab Exam			
07/11/20 23	3	BCA(A)	Ms.Anusha Sivanandhan	Assignment questions were given	Nil	Done
08/11/20 23	5	BCA(B)	Mr. Livin P Wilson	Assignment questions were given	Nil	Done
09/11/20 23	3	BSc CS	Mr. Livin P Wilson	Simple interest,	5,12,15,21	

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

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnya.ac.in, mail@naipunnya.ac.in



14/11/20 23	3	BCA(A)	Ms.Anusha Sivanandhan	Seating arrangements	6,8	Done
15/11/20 23	5	BCA(B)	Mr. Livin P Wilson	Simple Interest	16,27	Done
16/11/20 23	3	BSc CS	Mr. Livin P Wilson	Simple Interest	3,6,12,14,15,24,29, 30,32,33,35,39,40, 41,44,47	Done
21/11/20 23	3	BCA(A)	Ms.Anusha Sivanandhan	Calender dates	4,6,7	Done
22/11/20 23	5	BCA(B)	Mr. Livin P Wilson	Compound interest	3,9,10,15,20	Done
23/11/20 23	3	BSc CS	Mr. Livin P Wilson	Compound interest	6,12,24,35	Done
28/11/20 23	3	BCA(A)	Ms.Anusha Sivanandhan	Ratio proportion	13,21,15	Done
29/11/20 23	5	BCA(B)	Mr. Livin P Wilson	Speed	5,12,15,21,25,30	Done
30/11/20 23	3	BSc CS	Mr. Livin P Wilson	Speed	32,37,39	Done
4/12/202 3 to 12/12/20 23	Model Exam					
13/12/20 23	5	BCA(B)	Mr. Livin P Wilson	Distance,	5,6,12,15	Done
14/12/20 23	3	BSc CS	Mr. Livin P Wilson	Distance	4,14,23	Done
19/12/20 23	LAQSHYA 2K23					
20/12/20 23						
21/12/20 23	3	BSc CS	Mr. Livin P Wilson	Time	8,20,24,30	Done

III SEM SEP TRAINING 23-24 (Commerce Department)							
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks	
3/8/2023	5	III Sem. B.Com Co.	Ms.Noble Devassy	Briefing on Self Introduction	All Present	mock self-introduction Done	
4/8/2023	5	III SEM BBA	Ms. Rinku K Vithayathil	Briefing on Self Introduction	12,22,25	quiz	
7/8/2023	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Briefing on Self Introduction	1, 6, 15,21, 33	Done	
8/8/2023	5	III Sem.B.Com F(B)	Mr.Shamughadas	Briefing on Self Introduction		Done	
09/08/23	5	III B. COM C A	Mr. Githin T James	freshers day		not done due to freshers day	
10/08/23	5	III Sem. B.Com Co.	Ms.Noble Devassy	Briefing on Self Introduction			
11/08/23	5	III SEM BBA	CV CAMP				
14/08/23	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Class was suspended		Due to Camp Valuation	
15/08/2023	5	SWARAJ					
16/08/2023	5	III B. COM CA	Mr. Githin T James	Briefing on Self Introduction			
17/08/2023	5	III SEM BCOM CO	Ms.Noble Devassy	"Self-introduction"	1-4	Done	
18/08/2023	5	III SEM BBA	Ms. Rinku K Vithayathil	Self-introduction	25,31	Done	
21/08/2023	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Self-Introduction		It was completed for some students.	

22/8/23	5	III Sem. B.Com F (B)	Mr. Shamugh adas	Self- introduction	27,40,45 On duty: 4,6,9,10,12,21,22,26, 28,31,34,36,38,39,46,47,48	18 students compl eted
23/08/20 23	5	III B. COM CA	Mr. Githin T James	self- introduction	5,14,19	done
24/08/20 23	5	III SEM BCOM CO	Ms. Noble Devassy	"Self- introduction"	5-8	Done
25/08/23	5	III SEM BBA	onam			
25/08/20 23 to 03/09/20 23	Onam Holidays					
04/09/20 23 to 15/09/20 23	University Exams					
18/09/20 23	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Self- Introduction	1,2,8,13,16,24,32,44,49	It was completed for some students.
19/09/20 23	5	III Sem. B.Com F (B)	Mr. Shamugh adas	Self- introduction	10,13,25,32,34,39,41,47	14 students completed self- introduction
20/09/20 23	5	III B. COM CA	Mr. Githin T James	self- introduction	2,9,15,16,21,23,26,27,32,42,43, 37,19,36	completed for some students
21/09/20 23	5	III SEM BCOM CO	Ms. Noble Devassy	"Self- introduction"	9-12	Done
22/09/20 23	5	III SEM BBA	Sree Narayana Guru Samadhi			
25/09/20 23	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Self- introduction		Many were On Duty. Completed with those in class

26/09/2023	5	III Sem. B.Com F (B)	Mr.Shamughadas	Self-introduction	4,15,35,40	Self-introduction session is over. Two students were asked for re do
27/09/2023	5	III SEM B.COM CA	Elsa Jose/Githin T James	Self-introduction based on situations	3,5,8,11,12,13,15,19,22,34	completed for some students
28/09/2023	5	III Sem. B.Com Co.	Milad-e-Sharif			
29/09/2023	5	III SEM BBA	ONLINE CLASS			
02/10/2023	5	III Sem. B.Com F (A)	GANDHI JAYANTHI			
03/10/2023	5	III Sem. B.Com F (B)	Mr.Shamughadas	Role play	1,10,17,35,36,37,39,40,49	Theme discussion
4/10/2023	5	III SEM B.COM CA	Githin T James	Role play introduction	3,9,14,34,42,43	role play introduction
05/10/2023	5	III SEM BCOM CO	Ms.Noble Devassy	"Self-introduction"	13-14	DONE
6/10/2023	5	III SEM BBA	Ms. Elsa Jose	SELF INTRODUCTION	12,16,18,20,25,30,39	
09/10/2023	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Role Play		Activity Discussion
10/10/2023	5	III Sem. B.Com F (B)	Mr.Shamughadas	Role Play	6,12,17,24	
11/10/2023	5	III SEM B.COM CA	Githin T James	role play	3,19,21,34,41,42	role play introduction

12/10/2023	5	III SEM BCOM CO	Ms.Noble Devassy	Preparation for power point presentation		Done	
13/10/2023	5	III SEM BBA	Ms. Rinku K Vithayathil	Role Play	8,21,24,25,34,39	Introduction	
16/10/2023	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Role Play		Group discussion was carried out	
17/10/2023	5	III Sem. B.Com F (B)	Mr.Shamugh adas	Role Play	9,14,17,39		
18/10/2023	5	III SEM B.COM CA	Githin T James	role play	14,43		
19/10/2023	5	III SEM BCOM CO	Ms.Noble Devassy	Preparation for power point presentation	4,6	Done	
20/10/2023	5	III SEM BBA	FDP UN SDG Tools				
23/10/2023	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Role Play		2 groups performed	
24/10/2023	5	III Sem. B.Com F (B)	Mr.Shamugh adas	Role play	2,16,19,23,25,	3 groups performed	
25/10/2023	5	III SEM B. COM CA	Githin T James	Roleplay	2,3,6,9,10,11,18,22,25,27,28,32, 35,41,42	done	
26/10/2023	5	III SEM BCOM CO	Ms.Noble Devassy	Preparation for power point presentation	1	done	
27/10/2023	5	III SEM BBA	Ms. Rinku K Vithayathil	Role Play	9,17,24,25,42		
30/10/2023	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Hour assigned to the Course teacher as the SEP Trainer was on leave			
31/10/2023	5	III Sem. B.Com F (B)	Mr.Shamugh adas	Role play	5,8,14,18,23,44		

1/11/2023	5	III B. COM C A	Githin T James	Roleplay	2,3,7,9,10	done
02/11/2023	5	III SEM BCOM CO	Ms.Noble Devassy	Curriculum Vitae	Nil	Done
03/11/2023	5	III SEM BBA	COMPUTER LAB (OS)			
06/11/2023	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Organisational study/Internship		
07/11/2023	5	III Sem. B.Com F (B)	Mr.Shamughadas	Organisational study/Internship		
08/11/2023	5	III SEM B. COM CA	Githin T James	Organisational study/Internship		
09/11/2023	5	III SEM BCOM CO	Ms.Noble Devassy	Organisational study/Internship		
10/11/2023	5	III SEM BBA	ORGANISATIONAL STUDY			
13/11/2023	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Role play		2 groups performed
14/11/2023	3	III SEM BBA	Ms. Rinku K Vithayathil	Role play	3,9,19,25,40	Pending 1 team
14/11/2023	5	III Sem. B.Com F (B)	Mr.Shamughadas	Role play	6,9,16,32,38	
15/11/2023	5	III SEM B. COM CA	Githin T James	Telephone etiquette	7,8,9,12,14	done
16/11/2023	5	III SEM BCOM CO	Ms.Noble Devassy	Ms. Mini engaged		
17/11/2023	5	III SEM BBA	Ms. Elsa	Email Etiquette	3,6,10,12,15,17,19,25,27,30,31,37,40,42	Done

20/11/2023	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Hour Swapped to Ms. Mini		Not Done (On Leave)
21/11/2023	5	III Sem. B.Com F (B)	Mr. Shamughadas	Role play		Done
22/11/2023	5	III SEM B. COM CA	Githin T James	given to subject teacher		
23/11/2023	5	III SEM BCOM CO	Ms. Noble Devassy	word, excel - practice		
24/11/2023	5	III SEM BBA	Ms. Rinku K Vithayathil	Product Launch Introduction	6,8,25,34,42	
27/11/2023	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Add On Classes were scheduled		Not Done
28/11/2023	5	III Sem. B.Com F (B)	Mr. Shamughadas	Role play	4,12,23,25,	
29/11/2023	5	III SEM B. COM CA	Githin T James	e mail etiquette	9,13,17	done
30/11/2023	5	III SEM BCOM CO	Ms. Noble Devassy	Role play		
01/12/2023	5	III SEM BBA	Ms. Rinku K Vithayathil			Not done students were on duty
04/12/2023 to 12/12/2023	Model Exams					
13/12/2023	5	III SEM B. COM CA	Githin T James	e mail etiquette	12,15,19,23	done
14/12/2023	5	III SEM BCOM CO	Ms. Noble Devassy	Camp		

15/12/20 23	5	III SEM BBA	Ms. Rinku K Vithayathil	CAMP		
18/12/20 23	5	III Sem. B.Com F (A)	Ms. Anitha Mary Alex	Hour Swapped to Ms. Kavitha		Not Done (On Leave)
19/12/20 23	LAQSHYA					
20/12/20 23						
21/12/20 23	5	III SEM BCOM CO	Ms.Noble Devassy	revision for university exam		
22/12/20 23	Nativity					



Naipunnya[®]

To reach the unreachable



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

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnya.ac.in, mail@naipunnya.ac.in

Skill Enrichment Program (SEP)

Course syllabus for Certificate Program

Intermediate Skills Enrichment

SEMESTER IV

One session: One hour

Subject Name: Intermediate Skills Enrichment

Syllabus Code: ISE

Subject Code: SEP 02

Total: 15 Hours

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.

DEPARTMENT OF HOTEL MANAGEMENT & DEPARTMENT OF ENGLISH

Includes language lab training and activities to improve their communication skills

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

DEPARTMENT OF COMMERCE

Includes domain specific activities

MODULE 1: Session 1- 4

4 Hrs

- Meet the Entrepreneur
 - Interview with local entrepreneur(Video)
 - Questions preparation

MODULE 2: Session 5- 6

2Hrs

- Hot Topic Collage
- | | |
|---|--|
| 1. Impact of E-commerce on Traditional Retail | 2. Sustainable Business Practises |
| 3. Financial Technology (Fintech) Innovations | 4. Social Entrepreneurship |
| 5. Data Analytics in Business Decision-making | 6. Environment Management |
| 7. Digital Marketing Strategies | 8. Corporate Social Responsibility (CSR) |

MODULE 3: Session 7 - 10

4 Hrs

- Mock Press (Names suggestion)
- | | |
|------------------------|------------------|
| 1. Mukesh Ambani | 2. Ratan Tata |
| 3. Nirmala Sitharaman | 4. Aditya Puri |
| 5. Kiran Mazumdar-Shaw | 6. Uday Kotak |
| 7. Nandan Nilekani | 8. Deepak Parekh |

(When a person from a group presents, two members from other groups will represent the press and be well prepared to ask questions)

MODULE 4: Session 11 - 15

5 Hrs

- Aptitude Training
(External training for logical reasoning and quantitative aptitude)



DEPARTMENT OF COMPUTER SCIENCE

Includes domain specific activities

MODULE 1: Session 1-3 (Logical Reasoning)

3 Hrs

- Coding – decoding
- Series missing number
- Statements & Assumptions
- Statements & Arguments

MODULE 2: Session 4-6 (Logical Reasoning)

3 Hrs

- Blood relations
- Matrix arrangement
- Analogy Test

MODULE 3: Session 7-8 (Logical Reasoning)

2Hrs

- Direction & ranking
- Cause and effect
- Syllogism

MODULE 4: Session 9-11(Verbal Reasoning)

3 Hrs

- Reading comprehension
- Vocabulary – synonyms & antonyms

MODULE 5: Session 12-14 (Verbal Reasoning)

3 Hrs

- Jumbled words
- Idioms & phrases

Assessment Test -1 Hour at the end of semester

Course Outcome:

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

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

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnnya.ac.in, mail@naipunnnya.ac.in



Fourth Semester SEP Time Table 23-24

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			IV Sem HMCS(A)	IV Sem BCA (A)	IVSemB.Co m(F)A
Tuesday					IVSemB.Co m(F)B
Wednesday		IV Sem HMCA			IV Sem B. ComCA
Thursday			IV Sem BHA		IVSemB.Co m(CO) IV Sem BA
Friday		IV Sem BCA (B)	IV Sem B.Sc CS		IV SemBBA IV Sem HMCS(B)

IV SEM SEP TRAINING 23-24 (Computer Science Department)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
22/01/24	4	BCA A	Ms. Rajani Stanley	Self-Introduction	4,8,11,15,18,26,27,28,31,32,36	
26/01/24	2	BCA B	Republic Day			
	3	B.Sc CS				
29/01/24	4	BCA A	Ms. Elsa Jose	Self-Introduction - individual presentation	4,6,15,16,22,33	Partly completed
02/02/2024	2	BCA B	STED Council Exam			
	3	B.Sc CS	Ms. Elsa Jose	Self-Introduction - individual presentation	6,41	Partly completed
05/02/2024	4	BCA A	Ms. Elsa Jose	Group Discussion	2,7,12,15,23,27	2 groups completed
09/02/2024	2	BCA B	Snehasangamam arrangements			
	3	B.Sc CS	Ms. Elsa Jose	Self-Introduction - individual presentation	1,2,7,9,12,13,15,28,29,32,34,40	Completed
12/02/2024	4	BCA A	Class suspended due to valuation camp			
16/02/2024	2	BCA B	Ms. Rajani Stanley	Self-Introduction	2,3,17,20,22,31	Done
	3	B.Sc CS	Ms. Rajani Stanley	Group Discussion	1,10,13,19,20,25,31,34,42	Done
19/02/2024	4	BCA A	College day practice			
23/02/2024	2	BCA B	College Day (Day 2)			
	3	B.Sc CS				
26/02/2024	4	BCA A	Ms. Rajani Stanley	Group Discussion	4,15,20,27	Done
01/03/2024	2	BCA B	Ms. Rajani Stanley	Group Discussion	2,4,19,22,23,34	Done
	3	B.Sc CS	Ms. Rajani Stanley	Group Discussion	4,8,15,17,18,22,24,32,35,39	Done

04/03/2024	4	BCA A	Ms. Rajani Stanley	Group Discussion	1,3,18,20,36	Done
08/03/2024	2	BCA B	Sivaratri			
	3	B.Sc CS				
11/03/2024	4	BCA A	Ms. Elsa Jose	Adzap	3,7,15,20,22,27	Done
15/03/2024	2	BCA B	Ms. Rajani Stanley	Group Discussion	14,18,22,23,25,27,30,32	Done
	3	B.Sc CS	Ms. Rajani Stanley	Group Discussion	33,35,39,41,43	Partly Done
18/03/2024	4	BCA A	Ms. Rajani Stanley	JAM	2,3,7,11,19,25,28	Partly Done
22/03/2024	2	BCA B	Ms. Rajani Stanley	Adzap	10,25,27,34	Done
	3	B.Sc CS	Ms. Rajani Stanley	Adzap	6,14,23,30,35,41	Done
25/03/2024	4	BCA A	Ms. Rajani Stanley		11,18,20,22,26,28,30,36	Done
29/03/2024	2	BCA B	Good Friday			
	3	B.Sc CS				
01/04/2024	4	BCA A	Ms. Rajani Stanley	Skill Share	1,3,4,6,8,9,10,11,12,13,15,20,22,23,24,26,27,28,29,30,31,32,33,34,36,37	Done
05/04/2024	2	BCA B	Ms. Agnes Beneeta	Not done due to internal exam	22,26	Not done
	3	B.Sc CS	Ms. Elsa Jose	Skill Share	15,18,38,41	Done
08/04/2024	4	BCA A	Ms. Rajani Stanley	Frequently asked questions	1,7,32,33	Done
12/04/2024	2	BCA B	Ms. Rajani Stanley	Resume	5,6,7,8,12,15,17,19,20,22,23,24,26,27,28,30,32,34	Online class
	3	B.Sc CS	Ms. Rajani Stanley	Resume	2,3,4,5,6,9,10,12,13,14,16,18,19,20,27,28,29,31,32,33,35,37,38,39,40,41,42,43,44,45,47	Online class

15/04/2024	4	BCA A	Class suspended due to Job Fair			
19/04/2024	2	BCA B	Ms. Rajani Stanley	Assignment		Online class
	3	B.Sc CS	Ms. Rajani Stanley	Assignment		Online class
22/04/2024	4	BCA A	Ms. Rajani Stanley	Assignment	1,2,4,6,7,8,9,10,11,12,13,15,16,18,19,20,23,24,26,27,28,29,30,31,33,36,37	Online class
26/04/2024	2	BCA B	Class suspended due to election			
	3	B.Sc CS	Class suspended due to election			
29/04/2024	4	BCA A	Ms. Rajani Stanley	Resume preparation	1,2,4,6,7,10,11,13,15,16,19,20,23,24,26,27,28,29,30,33,36,37	Online class
VACATION						
03/06/2024	4	BCA A	Ms. Elsa Jose	Skill Share	6,7,13,15,20,27,28,29,36	Partly Done
MODEL EXAM						

IV SEM SEP TRAINING 23-24 (Hotel Management Department)

Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
01/02/2024	3	BHA	Ms.Elsa Jose	Introduction	7,9,12,21	Done
02/02/2024	4	HMCA	Ms. Agnes Beneeta	Introduction	4,15,16,18,21,27,33,34	Done
	5	HMCS B	Ms.Elsa Jose	Introduction	5,18,27,29,33	Done
05/02/2024	3	HMCS A	Ms.Elsa Jose	Introduction	1,11,17,34,36	Done
08/02/2024	3	BHA	VISMAYA - ART'S DAY			
09/02/2024	4	HMCA	Ms. Agnes Beneeta	Writing activity	11,16,20,22	Done
	5	HMCS B	Ms.Elsa Jose	Communication skills	17,18,19,20,24	Done

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

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnya.ac.in, mail@naipunnya.ac.in



12/02/2024	3	HMCS A	Class suspended due to valuation camp			
15/02/2024	3	BHA	Ms.Elsa Jose	Communication skills - Barriers	3,6,10,11,18	Done
16/02/2024	4	HMCA	Ms. Agnes Beneeta	Speaking activity	4,16,20	Done
	5	HMCS B	Ms.Elsa Jose	Communication skills - Barriers	4,27	Done
19/02/2024	3	HMCS A	Ms.Elsa Jose	Communication skills - Barriers	6,14,15,17,21,25,29,35	Done
22/02/2024	3	BHA	Ms. Agnes Beneeta	College day preparations	3,5,6,7,9,10,11,12,15	Not Done
23/02/2024	4	HMCA	College Day (Day 2)			
	5	HMCS B				
26/02/2024	3	HMCS A	Ms.Elsa Jose	Speaking activity	4,7,14,15,17,21	Done
29/02/2024	3	BHA	Ms.Elsa Jose	Group Discussion	4,9,10,20	Done
01/03/2024	4	HMCA	Ms. Agnes Beneeta	Group Discussion (Theory)	11,12,15,16,17,18,27	Done
	5	HMCS B	Ms.Elsa Jose	Group Discussion (Theory)	18,19,27,33,36	Done
04/03/2024	3	HMCS A	Ms.Elsa Jose	Group Discussion	31,34	Done
07/03/2024	3	BHA	Ms. Agnes Beneeta	Group Discussion (Practical)	4,5,6,7,10,11,20	One group completed
08/03/2024	4	HMCA	Sivaratri			
	5	HMCS B				
11/03/2024	3	HMCS A	Ms.Elsa Jose	Meraki - class forum	6,35	Not Done
14/03/2024	3	BHA	Ms.Elsa Jose	Group Discussion presentation	3,4,24,25	Done
15/03/2024	4	HMCA	Ms. Agnes Beneeta	Group Discussion presentation	4,7,8,13,16,20,24,26,32	One group completed
	5	HMCS B	Ms.Elsa Jose	Group Discussion presentation	3,18,19,21,27,36	Done



18/03/2024	3	HMCS A	Ms.Elsa Jose	Group Discussion presentation	1,8,35	partly done
21/03/2024	3	BHA	Ms.Elsa Jose	Speaking Activity	4,23,25	Done
22/03/2024	4	HMCA	Ms. Agnes Beneeta	Group Discussion presentation	12,16,18,23,33,35	Partly done
	5	HMCS B	Ms.Elsa Jose	Debate - introduction	3,4,8,19,20,22,27	Done
25/03/2024	3	HMCS A	Ms.Elsa Jose	Food safety workshop	17	Not Done
28/03/2024	3	BHA	Maundy Thursday			
29/03/2024	4	HMCA	Good Friday			
	5	HMCS B				
01/04/2024	3	HMCS A	Ms.Elsa Jose	Group Discussion presentation	8,9,14,17,21,22,28,37	Partly done
04/04/2024	3	BHA	Ms.Elsa Jose	Not done due to mock tail workshop		Not Done
05/04/2024	4	HMCA	Ms. Agnes Beneeta	Group Discussion (Presentation)	11,14,16,18,27,32	Done
	5	HMCS B	Ms.Elsa Jose	Skill share	7,29	Done
08/04/2024	3	HMCS A	Ms. Agnes Beneeta	Not done due to mock tail workshop	14,15,18,21,22,25,26,32,35,37	Not Done
11/04/2024	3	BHA	BHA class suspended till 30/04/2024 due to training at NAVAL INDIA			
12/04/2024	4	HMCA	Ms. Agnes Beneeta	Writing Activity - Assignment	2,3,4,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40	Online class
	5	HMCS B	Ms.Elsa Jose	Writing Activity - Assignment	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,18,19,20,21,23,24,25,26,27,28,29,32,33,36	Online class
15/04/2024	3	HMCS A	Class suspended due to Job Fair			
18/04/2024	3	BHA	BHA class suspended till 30/04/2024 due to training at NAVAL INDIA			

19/04/2024	4	HMCA	Class suspended due to ODC			
	5	HMCS B				
22/04/2024	3	HMCS A	Ms.Elsa Jose	Debate	2,13,14,15,20,21,22,33,36	Done
25/04/2024	3	BHA	BHA class suspended till 30/04/2024 due to training at NAVAL INDIA			
26/04/2024	4	HMCA	Class suspended due to election			
	5	HMCS B				
30/04/2024	3	HMCS A	Substituted the hour for academic syllabus completion			
MODEL EXAM						

IV SEM SEP TRAINING 23-24 (Commerce Department)

Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
01/01/2024 - 22/01/2024						
23/01/2024	V	IV SEM F(B)	Mr.Shanmug hadas	Role Play	22,36,39	3 teams performed
24/01/2024	v	IV SEM C A	Mr.Githin T James	Role Play	3,4,5,9,18,25,26,27,28,33,42,43,44,46,47	explaining about role play
26/01/2024	V	IV SEM BBA	Rinku K Vithayathil	Republic Day		
30/01/2024	V	IV SEM F(B)	Mr.Shanmug hadas	Role Play	3,15,19,22,36	5 teams performed
31/01/2024	V	IV SEM C A	Ms.Elsa Jose	Role Play	2,3,8,9,10,14,21,25,27,34,39,41,43	
02/02/2024	V	IV SEM BBA	Rinku K Vithayathil	Movie Show - FILM FEST - FUND RAISER		
09/02/24	V	IV SEM BBA	Rinku K Vithayathil	Snehasagamam - Arrangements		
12/02/2024				Valuation Camp		

13/02/20 24						
14/02/20 24						
15/02/20 24						
16/02/20 24						
20/02/20 24	V	IV SEM F(B)	Mr. Shanmug hadas	Product Launching - Introduction and group discussion	11,13,19,22,36	
21/02/20 24	v	IV SEM C A	Mr. Githin T James	Role Play	3,8,9,21,27,34,36,37,4 2,43	2 teams performed
23/02/20 24	V	IV SEM BBA	Rinku K Vithayathil	College Day		
27/02/20 24	V	IV SEM F(B)	Mr. Shanmug hadas	2 teams presented	12,25,36,40	
28/02/20 24	v	IV SEM C A	Mr. Githin T James	Meet the Entrepreneur - Introduction	1,3,7,14,20,21,24,27,3 3,36,42	
01/03/20 24	V	IV SEM BBA	Rinku K Vithayathil	Meet the Entrepreneur - Introduction	6,17,19,25,26	DTP, WOMEN CELL, IEDC
05/03/20 24	V	IV SEM F(B)	Mr. Shanmug hadas	Online class due to strike		NOT ENGAGED WITH SEP PERFORMANCE
06/03/20 24	V	IV SEM C A	Ms. Elsa Jose	Adzap	3,4,6,17,14,21,25,27,3 6,38,42,46,47,49	
12/03/20 24	V	IV SEM F(B)	Mr. Shanmug hadas	Product Lauch presented by two teams	6,14,36	

IV SEM SEP TRAINING 23-24 (English Department)

Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Remarks
25/01/2024	5	BA		VIVA - SPORTS DAY	4,6,7	
01/02/2024	5	BA		FILM FEST - FUND RAISE	7	

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

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnya.ac.in, mail@naipunnya.ac.in



15/02/2024	5	BA	Ms. Elsa Jose	Introduction	6,8,12	Done
22/02/2024	5	BA	College Day (Day 1)			
29/02/2024	5	BA	Ms. Elsa Jose	Barriers to Communication	3,5,8,10	Done
07/03/2024	5	BA	Women's Day Celebration			
14/03/2024	5	BA	Ms. Elsa Jose	Group Discussion - Introduction		Done
21/03/2024	5	BA	Ms. Elsa Jose	Group Discussion		Partly complete
28/03/2024	5	BA	Maundy Thursday			
04/04/2024	5	BA	Ms. Elsa Jose	Speaking activity	6,8,12	Partly complete
11/04/2024	5	BA	Ms. Elsa Jose	Writing activity - assignment (online class)	1,3,4,6,7,8,10,12	Partly complete
18/04/2024	5	BA	Ms. Elsa Jose	Writing activity - assignment (online class)	1,3,4,5,6,7,8,10,11,12	Not Done
25/04/2024	5	BA	Ms. Elsa Jose	GD - Online	3,4,5,6,8,10,11,12	Not Done
MODEL EXAM						