

Training Department

Skill Enrichment Program (SEP) for MBA

Naipunnya[®]

To reach the unreachable

Date of Event: August 2024 – March 2025

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 Training Department successfully organized the Skill Enrichment Program (SEP) and Language Lab Training for first-year students of the MBA 2024-2025 batches. These initiatives were designed to enhance students' language proficiency and communication skills, providing them with a solid foundation for academic and professional success.

The college boasts a well-equipped language lab featuring computer-assisted multimedia facilities, offering students an interactive and engaging platform to practice English innovatively and effectively. For the MBA students, the Skill Enrichment Program (SEP) was conducted during both semesters as follows:

- First Semester: Every Thursday from 2:50 p.m. to 3:50 p.m.
- Second Semester: Every Monday from 2:50 p.m. to 3:50p.m.

The Skill Enrichment Program (SEP) and Language Lab Training have significantly contributed to improving students' confidence and competence in communication. By strengthening their language proficiency, these programs have equipped students with essential skills required for their academic pursuits and future professional challenges.

Prepared by:



Ms. Elsa Jose

Training Dept.

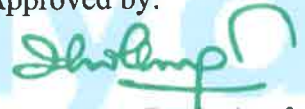
Verified by:



Ms. Rajani Stanley

HOD, Training Dept.

Approved by:



Rev. Fr. Dr. Paulachan K J

Principal



Language & Communication Skills

Course syllabus for MBA

SEMESTER I

One session: One hour

Subject Name: Basic Skills Enrichment

Subject Code: SEP 01

Syllabus Code: BSE

Total: 15Hrs.

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.

Module 1: Effective Communication (LSRW)

(15 Hrs.)

Session 1: Orientation Class - Familiarize with language lab - do's and don'ts, introduce Tell Me More Software, British Council Learn English and its applications, discuss the syllabus.

Session 2-5: Listening Skills

- Word search
- Crossword puzzle
- Innovation in business
- A project management meeting

Session 6-9: Speaking Skills

- Continue the story
- Describe the image
- Vocabulary Game
- JAM (Just a Minute)

Session 10-12: Reading Skills

- Business card
- Job adverts
- A conference program

Session 13-15: Writing Skills

- A class forum
- Reflective writing
- Written expression, fill in the blanks, sentence practice & write a story

Language & Communication Skills

Course syllabus for MBA

SEMESTER II

One session: One hour

Subject Name: Intermediate Skills Enrichment

Subject Code: SEP 02

Syllabus Code: ISE

Total: 15Hrs.

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.

MODULE 1: Session 1- 2

2Hrs

- Role Play

MODULE 2: Session 3 - 10

8Hrs

- Product Launch (Group Activity)
- Adzap (Group Activity)
- Business Plan Presentation (Individual Presentation)

MODULE 3: Session 11- 15

5Hrs

- Skill Share
- Group Discussion/Debate

Course Outcome:

To develop their presentation skills, engage in self-assessment and reflection to identify strengths and areas for improvement in their language and communication skills.



I & II SEM SEP TRAINING 24-25 (MBA)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Status
29/08/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	Ms. Elsa Jose	Introduction	Gopika, Abhijith, Sivalakshmi, Surya, Prince	Done
05/09/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	substituted the hour due to finishing touch			
12/09/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	Onam celebration			
19/09/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA				
26/09/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	Ms. Rajani Stanley	SWOT	Gopika, Joe, Prince	Done
03/10/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	Add on class			
10/10/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	Class suspended at 2.50 pm			
17/10/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	Ms. Elsa Jose	When you stuck with the conversation	1,6,7,11,12,20,23,25,26, 29,33,34, Prince, Moshina, Mariya, Aparna	Done
24/10/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	Exam			
31/10/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	Diwali			
07/11/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	FEP/Staff meeting			

14/11/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	OBE Training			
21/11/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	Substituted the Hour			
28/11/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	NAAC Visit			
05/12/2024	2.50 p.m. to 3.50 p.m.	I Sem MBA	Internal Exam (absent - Anna Rose K, Pranav)			
II SEM						
13/01/2025	2.50 p.m. to 3.50 p.m.	II Sem MBA	Ms. Rajani Stanley	Self-Introduction	9,11,14,20,35	
15/01/2025	10 a.m. to 11 a.m.	II Sem MBA	Ms. Rajani Stanley	Story telling	8,13,29	Substituted for Fr. ponthempilli
20/01/2025	2.50 p.m. to 3.50 p.m.	II Sem MBA	Ms. Elsa Jose	Lab activity	1,2,4,5,6,8,20,29,30,31	
27/01/2025	2.50 p.m. to 3.50 p.m.	II Sem MBA	Ms. Elsa Jose	Self-Introduction	29,30,31	
03/02/2025	2.50 p.m. to 3.50 p.m.	II Sem MBA	Ms. Rajani Stanley	JAM	2,3,6,10,16,18,24,28,31, 32,34,35	
10/02/2025 to 03/03/2025	2.50 p.m. to 3.50 p.m.	II Sem MBA	Study Leave & Exam			
10/03/2025	2.50 p.m. to 3.50 p.m.	II Sem MBA	Not assigned the hr due to valuation camp			
17/03/2025	2.50 p.m. to 3.50 p.m.	II Sem MBA	Digital marketing training			
24/03/2025	2.50 p.m. to 3.50 p.m.	II Sem MBA	Ms. Rajani Stanley	Adzap	3,17,18,22,23,30,32,35	