

Training Department
Skill Enrichment Program (SEP)
Second Year Batches 24-25

Naipunnya
To reach the unreachable

Date of Event: June 2024 – March 2025

Faculty In-charge: Ms. Rajani Stanley



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

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REPORT

The Skill Enrichment Program (SEP) was conducted by the Training Department for the Second-year students of the 2024–2025 batches. This initiative aimed to equip students with essential skills for academic and professional success through diverse learning opportunities. With a specialized skill development approach within each department, the program promoted holistic growth and a well-rounded learning experience.

The SEP curriculum was designed to provide comprehensive enrichment, enabling students to explore new domains, enhance their skills, and expand their knowledge base. The Students from all the four departments participated in the program, following a structured syllabus tailored to their respective disciplines. This approach ensures that students are well-prepared to tackle both academic and professional challenges with confidence.

Prepared by:



Ms. Elsa Jose

Training Dept.

Verified by:



Ms. Rajani Stanley

HOD, Training Dept.

Approved by:



Rev. Fr. Dr. Paulachan K J

Principal



III SEM SEP TIME TABLE 24-25

DAY	I HOUR	II HOUR	III HOUR	IV HOUR	V HOUR	VI HOUR
MONDAY			BCA B	BHA	B.COM A	
TUESDAY		BCA A		HMCS B	B.COM B	
WEDNESDAY		B.SC CS		B.SC IT & BA	B.COM C & HMCS A	
THURSDAY						
FRIDAY					BBA & HMCA	



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IV SEM SEP TIME TABLE 24-25

DAY	I HOUR	II HOUR	III HOUR	IV HOUR	V HOUR	VI HOUR
MONDAY			BHA	BBA	BCA B & HMCS A	
TUESDAY				B.COM A & HMCS B	B.SC. CS	
WEDNESDAY			B.COM C			
THURSDAY				B.COM B	BCA A	B.SC IT & BA
FRIDAY			HMCA			



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



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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 & DEPARTMENT OF COMPUTER SCIENCE

Includes domain specific activities

MODULE 1: Session 1- 3

3Hrs

- Self-Introduction
- Tell a tale- Compose a story using given set of words

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)

Course Outcome:

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



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.

MODULE 1: Interview Skills

(11 Hrs)

- Self-introduction
- Resume' preparation
- FAQ

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 minutes per group on different topics

Course Outcome:

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



III & IV SEM SEP TRAINING 24-25 (Commerce Department)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Status
30/07/2024	5	B.Com B	Ms. Rajani Stanley	Holiday due to heavy rain		
31/07/2024	5	B.Com C	Ms. Rajani Stanley			
02/08/2024	5	BBA	Ms. Rajani Stanley			
05/08/2024	5	B.Com A	Ms. Rajani Stanley	Introduction	2,11,17,18,19,21,22,23,28,35,41,42	
06/08/2024	5	B.Com B	Ms. Rajani Stanley	Introduction	F- 4,8,19,21,22,30,32 Co-4,10,11	
07/08/2024	5	B.Com C	Ms. Rajani Stanley	Introduction	3,9,12,18,19,20,21,27,29,30,32,36,39	
09/08/2024	5	BBA	Ms. Elsa Jose	Introduction	1,9,15,19,22,30,31,33,34,36,40	
12/08/2024	5	B.Com A	Ms. Elsa Jose	Self-Introduction	2,9,20,22,28,42,47	
13/08/2024	5	B.Com B	Ms. Elsa Jose	Self-Introduction	F- 29,30 Co- 3,8,10,11	
14/08/24	5	B. Com C	Ms. Agnes	Self-Introduction	5,8,18,19,21,25,35,37	Done
16/08/24	5	BBA	Ms. Agnes	Self-Introduction	10,15,19,33,34,36,37	Done
19/08/2024	5	B.Com A	Ms. Elsa Jose	Self-Introduction - individual presentation	6,8,10,19,21,23,28,35,40,42,44,47	Partly done
21/08/2024	5	B.Com C	Ms. Elsa Jose	Self-Introduction - individual presentation	4,8,18,19,20,21,25,26,27,34,36	Partly done
23/08/2024	5	BBA	Ms. Agnes	Self-Introduction -	27,34	Partly done

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				individual presentation		
26/08/2024	5	B.Com A	Sree Krishna Jayanti			
27/08/24	5	B. Com B	Ms. Agnes	Self-Introduction	Finance- 1,2,3,4,5,8,11,12,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34 Coop- 1,2,3,4,5,6,7,8,9,10,11,12	Done
28/08/2024	5	B.Com C	Ayankali Jayanti			
30/08/2024	5	BBA	Ms. Agnes	Self-Introduction - individual presentation	2,4,6,16,17,22,38,40	Done
02/09/2024	5	B.Com A	Ms. Elsa Jose	Self-Introduction - individual presentation	28,34,40,45	Done
03/09/24	5	B. Com B	Ms. Agnes	Self-Introduction - individual presentation	Coop- 2,10	Partly done
04/09/2024	5	B.Com C	Ms. Elsa Jose	Self-Introduction - individual presentation	8,9,18,20,25,29,37,38,41,42	Done
06/09/2024	5	BBA	Substituted hour due to Finishing Touch			
09/09/2024	5	B.Com A	Ms. Elsa Jose	When you stuck with the conversation	2,7,28,41	
10/09/2024	5	B.Com C	Ms. Elsa Jose		12,14,18,19,20,25,27,32,35,36,38,39,41	Not done due to avani celebration
10/09/2024	5	B. Com B	Ms. Agnes		F- 18,31 CO-3	Not done due to avani

						celebration
12/09/2024 to 22/09/2024	Onam Holidays					
23/09/2024	5	B.Com A	Ms. Elsa Jose	Experience sharing - speaking activity	2,14,17,28,34,39,42,46	Done
24/09/24	5	B. Com B	Ms. Agnes	ADZAP-Introduction	F- 3,9,18,19,31 CO- 1,4,10	Done
25/09/2024	5	B.Com C	Ms. Elsa Jose	When you stuck with the conversation	8,10,12,18,21,25,32,36,40	Done
26/09/2024	5	BBA	Ms. Agnes	ADZAP-Introduction	1,2,22,27,30,34	Done
27/09/2024	5	BBA	Ms. Agnes	Self-Introduction - individual presentation	3,30,35	Partly done
30/09/2024	5	B.Com A	Ms. Elsa Jose	Role play	2,4,8,10,12,21,23,25,37,42,44	
01/10/2024	5	B. Com B	Ms. Agnes	ADZAP-Group Presentation	F- 14,34 Co-1,3	Partly done
02/10/2024	5	B.Com C	Gandhi Jayanti			
04/10/2024	5	BBA	Ms. Agnes	not done, class suspended afternoon		
07/10/2024	5	B.Com A	Ms. Elsa Jose	Role play	9,12,14,19,21,22,23,41,42,46,47	
08/10/2024	5	B. Com B	Ms. Agnes	Not done due to Face 2 Face		
09/10/2024	5	B.Com C	Ms. Elsa Jose	Speaking activity	8,9,12,13,21,25,37	
14/10/2024	5	B.Com A			11,23,27,29,32,42	Substituted the hr with Ms. Jissmol due

						to craft course resume preparation
15/10/2024	5	B. Com B	Ms. Elsa Jose	Speaking activity	F- 17,34 Coop- 1,9	
16/10/2024	5	B.Com C	Ms. Elsa Jose	Role play	8,12,13,14,35,36,39	
18/10/2024	5	BBA	Ms. Agnes	Substituted hour		
19/10/2024	5	BBA	Ms. Agnes	Writing activity	1,2,4,5,6,9,10,12,16,17,20,21,22,23,29,31,33,34,37,39,40	Done
21/10/2024	5	B.Com A			1,2,7,17,31,35,39,42	Substituted the hr with Ms. Vandana
22/10/2024	5	B.Com B	Ms. Agnes	Writing activity	F- 6 CO- 9	Done
23/10/2024	5	B.Com C	Ms. Elsa Jose	Writing activity	8,14,24,25,26,39	
25/10/2024	5	BBA	Ms. Agnes	Speaking activity	2,4,10,22,27,33,34,37,39,40	Done
28/10/2024	2	BBA	Ms. Elsa Jose	When you stuck with the conversation	2,13,15,16,17,20,22,26,32,33,34	Substituted hr for Ms. Roseland
	5	B.Com A	Ms. Elsa Jose	Tell a tale using given set of words	8,12,16,20,21,31,35,37,42	
29/10/2024	5	B.Com B	Ms. Agnes	Speaking activity	F- 12,29,34 Coop- 4	Done



30/10/2024	5	B.Com C	Ms. Elsa Jose	Tell a tale using given set of words	8,12,17,21,22,25,34,35,36,38	
01/11/2024	5	BBA	Ms. Agnes	Speaking activity	1,2,10,13,14,16,17,20,21,22,26,30,31,33,39,40	Done
04/11/2024	3	B.Com A	Ms. Elsa Jose	Email Etiquette & tell a tale	2,4,6,14,21,22,26,29,35,39,42,47,48	Exchanged the hour with Ms. Jissmol
05/11/2024	5	B. Com B	Ms. Agnes	Tell a tale using given set of words	1,10,17,28	Partly done
06/11/2024	5	B.Com C	Ms. Elsa Jose	Email Etiquette & tell a tale	4,8,12,17,25,27,38	
08/11/2024	5	BBA	Ms. Agnes	Not done due to IV		
11/11/2024 to 15/11/2024	Model Exam					
18/11/2024	3	B.Com A	Ms. Elsa Jose	Product Launch	5,10,12,15,20,21,28,35,38,39,41,42,44	Exchanged the hour with Ms. Kripa
19/11/2024	5	B. Com B	Ms. Agnes	E-mail Etiquettes	F- 2,3,12,14,34,22 Coop-4,10,12	Done
20/11/2024	5	B.Com C	Ms. Elsa Jose		4,6,8,9,13,14,15,19,25,27,30,32,34,35,36,37,38,39,41	Not done, most of the students were absent others

						were on duty
IV SEM						
31/12/2025	4	B.Com A	Ms. Agnes	Introduction	2,5,6,8,9,10,12,14,15,20,21,22,24,25,26,28,29,30,31,32,34,36,39,41,42,44,46,47	Done
01/01/2025	3	B. Com C	Ms. Agnes	Introduction	1,2,3,4,5,6,8,9,12,13,14,15,16,18,19,20,21,22,23,24,25,26,29,30,32,33,34,35,36,37,38,39,40,41,42	Done
02/01/2025	4	B.Com B	Ms. Elsa Jose	Holiday		
06/01/2025	4	BBA	Ms. Agnes	GD-introduction	1,2,9,8,25,33,34,36,40	Done
07/01/2025	4	B.Com A	Ms. Rajani	Interview skills	1,2,4,6,8,13,25,26,33,38	Done
08/01/2025	3	B. Com C	Ms. Agnes	Interview skills	1,4,5,15,19,21,25,27,34,35,37,38	Done
09/01/2025	4	B.Com B	Ms. Elsa Jose	GD introduction	F-29 Co-1,2	
13/01/2025	4	BBA	Ms. Elsa Jose	Not done due to intership		
14/01/2025	4	B.Com A	Ms. Agnes			
15/01/2025	3	B. Com C	Ms. Agnes			
16/01/2025	4	B.Com B	Ms. Elsa Jose			
20/01/2025	4	BBA	Ms. Elsa Jose	GD Presentation	6,12,17,22,24,28,29,33,34,36	Done
21/01/2025	4	B. Com A	Ms. Agnes	GD - Introduction	5,18,25,28,31,42,46	Done
22/01/2025	3	B. Com C	Ms. Agnes	GD Presentation	1,7,8,11,21,25,29	2 teams done
23/01/2025	4	B.Com B	Ms. Elsa Jose	Not done due to Vismaya		
27/01/2025	4	BBA	Ms. Elsa Jose	Self intro	6,11,12,13,22,30,33,34,40	Partial ly

						comple ted
28/01/2025	4	B. Com A	Ms. Agnes	GD Presentation	2,11,21,42	Partly done
29/01/2025	3	B. Com C	Ms. Agnes	Not done due to blessing ceremony		
30/01/2025	4	B.Com B	Ms. Elsa Jose	Self intro	F-3,4,6,24 CO-1,2,4,6,9,11,12	Done
03/02/2025	4	BBA	Ms. Rajani Stanley	FAQ	4,10,17,20,22,34	
04/02/2025	4	B. Com A	Ms. Agnes	GD Presentation	6,9,19,20,31,38,42,44,47	Done
05/02/2025	3	B. Com C	Ms. Agnes	GD Presentation	19,25,32,35,36,37,38	Done
06/02/2025	4	B.Com B	Ms. Elsa Jose	Self intro	F - 1,3,16,28,33 CO - 3,4,9,10,12	Only 8 studen ts were presen t for the sessio n. others on duty
10/02/2025	4	BBA	Ms. Elsa Jose	FAQ 5 questions discussed	1,6,8,12,13,19,20,27,30,36,37	Only few studen ts were presen t, other LAQS HYA on duty
11/02/2025	4	B. Com A	Ms. Agnes	FAQ questions discussed	2,8,12,16,19,21,26,30,41,42,47	Partly done

12/02/2025	3	B. Com C	Ms. Agnes	FAQ questions discussed	5,9,12,16,25	Partly done
13/02/2025	4	B.Com B	Ms. Elsa Jose	LAQSHYA		
17/02/2025	4	BBA	Ms. Elsa Jose	Interview - FAQ	4,12,15,17,20,22,26,27,28,30,31,32,33,34,36,40	Partly done
18/02/2025	4	B. Com A	Ms. Agnes	FAQ questions discussed	2,6,10,19,23,26,30,42,44	Partly done
19/02/2025	3	B. Com C	Ms. Agnes	Not done due to International Conference		
20/02/2025	4	B.Com B	Ms. Elsa Jose	FAQ questions discussed	F - 1,29 Co - 1,2,4,11	Partly done
24/02/2025	4	BBA	Ms. Elsa Jose	Interview - FAQ	4,12,25,30,40	Partly done
25/02/2025	4	B. Com A	Ms. Agnes	FAQ questions discussed	1,2,4,5,9,21,25,26,30,42,47	Partly done
27/02/2025	4	B.Com B	Ms. Elsa Jose	Interview - FAQ	F - 3,6,14,25,29,30,34 Co - 3,4,9,10,12	Partially done
03/03/2025	4	BBA	Ms. Elsa Jose	Interview - FAQ	5,12,16,36	Partially done
04/03/2025	4	B. Com A	Ms. Agnes			Substituted to Mini Ma'am
05/03/2025	3	B. Com C	Ms. Agnes	Interview - FAQ	3,4,13,14,15,16,17,19,21,22,25,29,33,34,35,36,37,40,41	Partly done
06/03/2025	4	B.Com B	Ms. Elsa Jose		F - 1,2,3,14,17,18,20,21,22,24,26,28,29,30,34 Co - 1,2,4,9,10,11,12	Not done due to college day practice
10/03/2025	6	BBA	Ms. Elsa Jose	Interview - FAQ	2,3,4,7,12,14,16,18,20,24,25,31,35	Partly done

11/03/2025	4	B. Com A	Ms. Agnes	FAQ- Mock interview	4,5,9,21,26,28,30,31,35,41,42,46	Partly done
12/03/2025	3	B. Com C	Ms. Agnes	FAQ- Mock interview	3,4,8,9,12,14,15,16,17,19,20,21,22,23,24,25,28,33,34,35,36,37,39,41,42,	Partly done
13/03/2025	4	B.Com B	Ms. Elsa Jose	Interview - FAQ	F- 1,6,17,29,34 Co - 3,11	Partly done
17/03/2025	4	BBA	Ms. Elsa Jose	Interview - FAQ	12,14,16,24,25,27,29,32,34,35	Done
18/03/2025	6	B. Com A	Ms. Agnes	Interview - FAQ	2,5,12,14,23,27,28,32,41,42	Done
19/03/2025	3	B. Com C	Ms. Agnes	Interview - FAQ	10,17,24,25,27,28,32,40	Done
20/03/2025	4	B.Com B	Ms. Elsa Jose	Interview - FAQ	F - 1,2,3,8,18,30,32	
24/03/2025	4	BBA	Ms. Elsa Jose	Interview - FAQ	4,12,20,30	Done
25/03/2025	4	B. Com A	Ms. Agnes	Debate-Introduction	6,8,23,35,39,42,47	Done
26/03/2025	3	B. Com C	Ms. Agnes	Debate-Introduction	4,6,7,12,13,17,19,21,24,25,27,34,36,37,38,39	Done
27/03/2025	4	B.Com B	Ms. Elsa Jose	Interview - FAQ	F - 2,5,10,16,18,20,21,25,26,29,30,33 Co - 2,3,6,11	
01/04/2025	4	B. Com A	Ms. Agnes	Debate	2,6,7,11,13,20,21,22,23,26,28,29,30,31,32,35,38,42,40,42,46,47	Done
02/04/2025	3	B. Com C	Ms. Agnes	Debate	4,6,12,13,19,25,27,31,33,36,38,39	Done
03/04/2025	4	B.Com B	Ms. Agnes	Debate-Introduction	F- 1 Coop- 4,10	Done
08/04/2025	4	B. Com A	Ms. Rajani	Resume Preparation	3,4,5,9,10,14,21,23,28,35,40,41,46,47	Done
09/04/2025	2	BBA	Ms. Rajani	Resume Preparation		Done
	3	B. Com C	Ms. Agnes	Resume Preparation	4,6,12,15,19,24,25,27,38,39,	Done
10/04/2025	4	B.Com B	Ms. Agnes	Substituted to Ms. Vandhana		

III & IV SEM SEP TRAINING 24-25 (CS Department)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Status
12/08/24	3	BCA B	Ms. Agnes	Self-Introduction	13,20,35	Done
13/08/2024	2	BCA A	Ms. Elsa Jose	Introduction	9	
14/08/24	2	BSC CS	Ms. Agnes	Self-Introduction	5,17,22,23,37,40, 41	Done
	4	BSC IT	Ms. Agnes	Self-Introduction	2,5,6,10,11	Done
19/08/24	3	BCA B	Ms. Agnes	Self-Introduction-Individual Presentation	10,21,23,32,33,36	Done
20/08/2024	2	BCA A	Sree Narayana Guru Jayanti			
21/08/2024	2	B.Sc CS	Ms. Elsa Jose	Self-Introduction - individual presentation	7,19,22,43	Partly done
	4	B.Sc IT	Ms. Elsa Jose	Self-Introduction - individual presentation	2,10	Partly done
26/08/24	3	BCA B	Sree Krishna Jayanti			
27/08/2024	2	BCA A	Ms. Elsa Jose	Self-Introduction - individual presentation	1,2,3,5,10,11,12,14,15,16,18,19, 20,24,26,28,29,30,33,34,35,36	Partly done
28/08/24	2	BSC CS	Ayankali Jayanti			

	4	BSC IT				
02/09/24	3	BCA B	Ms. Agnes	ADZAP-Introduction	3,4,13,17	Done
03/09/2024	2	BCA A	Ms. Elsa Jose	Self-Introduction - individual presentation	3,11,12,21,27	Done
04/09/24	2	BSC CS	Ms. Agnes	Self-Introduction - individual presentation	5,8,18,23,31,37,42,43,45,47,49	Done
	4	BSC IT	Ms. Agnes	ADZAP-Group Presentation		Partly done
09/09/2024	3	BCA B	Ms. Agnes	ADZAP-Group Presentation	13,17,26,30,32,36	Partly done
10/09/2024	2	BCA A	Ms. Elsa Jose		2,21	Not done due to internal exam
11/09/2024	2	BSC CS	Ms. Agnes	Internal Exams	18,31,43,45	Not done due to internal exam
	4	BSC IT	Ms. Agnes		1,4,5,9,10,13	Not done due to avani celebration
12/09/2024 to 22/09/2024	Onam Holidays					
23/09/2024	3	BCA B	Ms. Agnes	ADZAP-Group Presentation	3,5,6,10,11,13,17,19	Partly done
24/09/2024	2	BCA A	Ms. Elsa Jose	When you stuck with the conversation	3,14,16,36	Done
25/09/2024	2	BSC CS	Ms. Agnes	ADZAP-Introduction	5,6,7,9,37,43	Done

	4	BSC IT	Ms. Agnes	ADZAP-Introduction	1,4,10	Done
30/09/2024	2	BCA B	Ms. Agnes	ADZAP-Group Presentation	9,11,17,18,21,36	Done
01/10/2024	2	BCA A	Ms. Elsa Jose	Role play	1,3,5,7,11,25,33	Done
02/10/2024	2	BSC CS	Gandhi Jayanti			
	4	BSC IT				
07/10/2024	3	BCA B	Ms. Agnes	When you stuck with the conversation	1,15,17,23,30,35,36	Done
08/10/2024	2	BCA A	Ms. Elsa Jose	Role play	1,3,5,6,11,16,32	
09/10/2024	2	BSC CS	Ms. Elsa Jose	Speaking activity	15,43	Done
	4	BSC IT	Ms. Agnes	Not done due to NEA		
14/10/2024	3	BCA B	Ms. Agnes	Substituted hour		
15/10/2024	2	BCA A	Ms. Elsa Jose	Descriptive writing	3,22,24,27	
16/10/2024	2	BSC CS	Ms. Agnes	Descriptive writing	8,43	Done
	4	BSC IT	Ms. Agnes	ADZAP-Group Presentation	4,5,11	Done
21/10/2024	3	BCA B	Ms. Agnes	Writing activity	1,15,26,36	Done
22/10/2024	2	BCA A			2,3,5,11,14,16,30,34	Substituted the hr. with Ms. Stinphy
23/10/2024	2	BSC CS	Ms. Agnes	ADZAP-Group Presentation	7,26,30,43	Done
	4	BSC IT	Ms. Agnes	Writing activity	5	Done

28/10/2024	3	BCA B	Ms. Agnes	Speaking activity	6,13,15,16,25,33	Done
29/10/2024	2	BCA A	Ms. Elsa Jose	Tell a tale using given set of words	3,16	
30/10/2024	2	BSC CS	Ms. Agnes	Speaking activity	5,14,24,26,33,39,43	Done
	4	BSC IT	Ms. Agnes	Speaking activity	2,5	Done
04/11/2024	3	BCA B	Ms. Agnes	Tell a tale using given set of words	6,7,19,21,33,35	Partly done
05/11/2024	2	BCA A	Ms. Elsa Jose	Email Etiquette	3,7,16,20,30	
06/11/2024	2	BSC CS	Ms. Agnes	Substituted hour due to Examination Duty		
	4	BSC IT	Ms. Agnes	Tell a tale using given set of words		Partly done
11/11/2024 to 15/11/2024	Model Exam					
19/11/2024	2	BCA A	4th Sem running, time table not shared			
20/11/2024	2	BSC CS				
	4	BSC IT				
IV SEM						
31/12/2024	5	B.Sc. CS	Ms. Elsa Jose	Introduction to interview skills	5,8,10,15,23,26,31,33,43,45,48	
02/01/2025	5	BCA A	Ms. Agnes	Holiday		
	6	BSC IT				
06/01/2025	5	BCA B	Ms. Agnes	Introduction to interview skills	5,14,17,20,31,35,36	Done

07/01/2025	5	B.Sc. CS	Ms. Elsa Jose	GD	1,2,3,5,6,9,11,15,16,18,21,22,23 ,25,36,39,42,43,44,46,47,49	
	5	BCA A	Ms. Agnes	Introduction to interview skills	2,3,11,15,17,22,24	Done
09/01/2025	6	BSC IT	Ms. Agnes	Not done due to club meetings		
13/01/2025	5	BCA B	Ms. Elsa Jose	Not done due to add on class		
14/01/2025	5	B.Sc. CS	Ms. Elsa Jose			
15/01/2025	5	BCA A	Ms. Agnes			
20/01/2025	5	BCA B	Ms. Elsa Jose	GD - Presentation	1,3,8,13,15,21,22,23,26,33,34	Done
21/01/2025	5	B.Sc. CS	Ms. Elsa Jose	GD group presentation	15,16,23,27,37,47	Partially done
27/01/2025	5	BCA B	Ms. Elsa Jose	Self intro	13,15,16,31	Partially done
28/01/2025	5	B.Sc. CS	Ms. Elsa Jose	Self intro	26,37,43	Partially done
30/01/2025	5	BCA A	Ms. Agnes	GD - Presentation	2,3,5,7,10,16,20,21,24,26,27,36	Partly done
	6	BSC IT	Ms. Agnes	Not done due to Physique Competition		
03/02/2025	5	BCA B	Ms. Elsa Jose		1,11,12,18,20,23,24,27,31	Substituted with Ms. Bibitha
04/02/2025	5	B.Sc. CS	Ms. Elsa Jose	Self intro	1,18,20,23,24,31,37,45	Partially done
06/02/2025	5	BCA A	Ms. Agnes		18,19,21,32,33	Not done due Snehasanga mam works
	6	BSC IT	Ms. Agnes		1,3,4,5,6,8,10,13	Not done due Snehasanga mam works

10/02/2025	5	BCA B	Ms. Elsa Jose	FAQ 5 questions discussed	4,6,15,23,25,26,31,34,35	Only 10 students were present, others LAQSHYA on duty
11/02/2025	5	B.Sc. CS	Ms. Elsa Jose	FAQ discussed	5,7,22,28	Only 8 were present other on duty
13/02/2025	5	BCA A	Class suspended due to Laqshya			
	6	BSC IT				
17/02/2025	5	BCA B	Ms. Elsa Jose		9,21,22,23,26,33	Not done due to meraki
18/02/2025	5	B.Sc. CS	Ms. Elsa Jose		1,19,24,30,35,46	Not done due to meraki
20/02/2025	5	BCA A	Ms. Agnes	Self-Introduction	1,2,7,11,12,13,15,16,19,21,22,24,26,27,30,32,36	Done
	6	BSC IT	Ms. Agnes	Substituted to Shajitha Ma'am		
24/02/2025	5	BCA B	Ms. Elsa Jose	Interview - FAQ	1,5,6,8,9,13,16,20,21,23,26,31,33,35	Partially done
25/02/2025	5	B.Sc. CS	Ms. Elsa Jose	Interview - FAQ	5,10,13,18,21,22,24,31,37,42,45,46,49	Partially done
27/02/2025	5	BCA A	Ms. Elsa Jose	FAQ - 5 Questions discussed	3,5,16,19,20,21,24,25,26,27,30,36	Partially done
	6	BSC IT		FAQ - 5 Questions discussed	3,5	Partially done
03/03/2025	5	BCA B	Ms. Elsa Jose	Interview - FAQ	5,6,9,12,18,19,21,24,26,28,31,33,34,35	Partially done
04/03/2025	5	BSC CS	Ms. Agnes	Speaking activity with lot	1,8,15,18,31,33,37,47,49	Done

06/03/2025	5	BCA A	Ms. Agnes	Colege Day		
	6	BSC IT	Ms. Agnes			
10/03/2025	5	BCA B	Ms. Elsa Jose	Interview - FAQ	3,7,13,17,19,20,23,28,29,32,36	Partially done
11/03/2025	5	B.Sc. CS	Ms. Elsa Jose	Interview - FAQ	5,8	Partially done
13/03/2025	5	BCA A	Ms. Agnes	FAQ - Questions discussed	1,2,3,5,6,11,17,18,19,24	Done
	6	BSC IT	Ms. Agnes	Interview - FAQ	3,5,10	
17/03/2025	5	BCA B	Ms. Elsa Jose	Interview - FAQ	1,5,9,20,21,23,25,26,27,33,36	
18/03/2025	5	BSC CS	Ms. Agnes	Interview - FAQ	5,8,9,23,42	Done
20/03/2025	5	BCA A	Ms. Agnes	Interview - FAQ	11,12,17,22,27,28,30	Done
	6	BSC IT	Ms. Agnes	Interview - FAQ	3	Done
24/03/2025	5	BCA B	Ms. Elsa Jose	Interview - FAQ	1,3,5,7,8,9,12,13,18,21,24,26,31,32,33,34,35,36	Done
25/03/2025	5	BSC CS	Ms. Elsa Jose	Interview - FAQ	6,10,19,49	
28/03/2025	5	BCA A	Ms. Agnes	Interview - FAQ	1,3,5,11,12,13,16,17,18,19,20,26,27,32,33,34,36	Done
	6	BSC IT	Not done due to Staff meeting			
01/04/2025	5	BSC CS	Ms. Agnes	Interview - FAQ	3,8,10,18,23,30,31,40,41,45,48	Done
03/04/2025	5	BCA A	Ms. Agnes	Debate	2,3,5,11,14,17,24,25,30	Done
07/04/2025	5	BCA B	Ms. Rajani	Resume Preparation	7,9,20,21,27,33,34	Done
08/04/2025	5	BSC CS	Ms. Rajani	Resume Preparation		Done
10/04/2025	5	BCA A	Ms. Agnes	Resume Preparation		Done

	6	BSC IT	Ms. Agnes	Class wind up at 2.15pm
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III & IV SEM SEP TRAINING 24-25 (HM Department)						
Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Status
12/08/24	4	BHA	Ms. Agnes	Self-Introduction	10,11,13, 18, 19,26	Done
13/08/2024	4	HMCS B	Ms. Elsa Jose	Introduction	7,18,22,36,38,39,43	
16/08/2024	4	HMCS A	Ms. Elsa Jose	Introduction	7,12,15,30,35,38	Not done due to seminar on anti-ragging
19/08/24	4	BHA	Ms. Agnes	Self-Introduction-Individual Presentation	23,28	Partly done
20/08/2024	2	HMCS B	Sree Narayana Guru Jayanti			
23/08/2024	4	HMCS A	Ms. Elsa Jose	Self-Introduction	2,7,8,11,12,13,18,20,30,35,37,40	
	5	HMCA	Ms. Elsa Jose	Introduction	5,13,14,26,33	
26/08/2024	4	BHA	Sree Krishna Jayanti			
27/08/2024	4	HMCS B	Ms. Elsa Jose	Self-Introduction-Individual Presentation	1,2,3,6,7,8,9,13,16,18,20,22,23,24,28,30,31,33,36,38,39,40,42,43	Partly done

30/08/2024	4	HMCS A	Ms. Agnes	Self - Introduction- Individual Presentation	1,2,7,11,12,25,26,42	Done
	5	HMCA	Ms. Elsa Jose	Self - Introduction- Individual Presentation	1,9,19,33,36	
02/09/2024	4	BHA	Ms. Elsa Jose	Self - Introduction- Individual Presentation	5,13,28	
03/09/2024	4	HMCS B	Not done due to university practical exam			
06/09/2024	4	HMCS A	Substituted hour due to Finishing Touch			
	5	HMCA	Ms. Elsa Jose	Self - Introduction- Individual Presentation	-	
09/09/2024	4	BHA	Ms. Elsa Jose	When you stuck with the conversation	2,7,28,41	
10/09/2024	4	HMCS B	Ms. Elsa Jose	Self - Introduction- Individual Presentation	10,42	
12/09/2024 to	Onam Holidays					

22/09/2024						
23/09/2024	4	BHA	Ms. Elsa Jose	Experience sharing - speaking activity	4,9,10,11,13,21,26,37,31	Done
24/09/2024	4	HMCS B	Ms. Elsa Jose	When you stuck with the conversation	2,20,22,34	Done
27/09/2024	6	HMCA	Ms. Elsa Jose	When you stuck with the conversation	11,31,39	Not done due to Rhapsody 2.0 -Music Competition
30/09/2024	4	BHA	Ms. Elsa Jose	Role play	9,12,22,28,29	
01/10/2024	4	HMCS B	Ms. Elsa Jose	Role play	2,10,20,22,24,34,36,38	
04/10/2024	4	HMCS A	Ms. Agnes	Not done due to Finishing Touch		
	6	HMCA	Ms. Elsa Jose	When you stuck with the conversation		not done, class suspended afternoon due to teachers training
07/10/2024	4	BHA	Ms. Elsa Jose	Role play	11,32	
08/10/2024	4	HMCS B	Ms. Agnes	Role play	1,18,22,33,36	Done
10/10/2024	2	HMCA	Ms. Elsa Jose	Role play	13,15,19,26	Hrs substituted for Noble ma'am & Reshma ma'am due
	3					

						to election duty
11/10/2024	6	HMCA	Mahanavami			
14/10/2024	4	BHA	Ms. Elsa Jose	Speaking activity	1,2,5,8,10,21,26,31	
15/10/2024	4	HMCS B	Ms. Elsa Jose	Descriptive writing	2,6,10,14,16,36,41	
16/10/2024	5	HMCS A	Ms. Agnes	Writing activity		Done
18/10/2024	6	HMCA	Ms. Rajani Stanley	SWOT & Goal setting	11,13,15,19,20,28,29,32,36	Done
19/10/2024	6	HMCA	Class suspended at 2.15 pm			
21/10/2024	4	BHA			8,9,10,29,30	Substituted the hr with Ms. Reshma
22/10/2024	4	HMCS B			1,20,36,38,39,40,42	Substituted the hr with Ms. Malavika
23/10/2024	5	HMCS A	Ms. Agnes	When you stuck with the conversation		Done
25/10/2024	6	HMCA	Ms. Elsa Jose	Role play	3,11,30,34,36	
28/10/2024	4	BHA	Ms. Elsa Jose	Tell a tale using given set of words	1,2,10,11,13,23,28,29,31	
29/10/2024	5	HMCS B	Ms. Elsa Jose	Tell a tale using given set of words	1,4,5,8,10,16,19,22,25,34	Hour exchanged with Mr. Joseph
30/10/2024	5	HMCS A	Ms. Agnes	Speaking activity	14,23,31	Done

01/11/2024	6	HMCA	Ms. Agnes	Speaking activity	27,31,34	Done
04/11/2024	4	BHA	Ms. Elsa Jose	Email Etiquette & tell a tale	5,9,11,14,16	
05/11/2024	4	HMCS B			18,31,32,33,38,39	Substituted with Ms. Malavika for portion completion
06/11/2024	5	HMCS A	Ms. Agnes	Tell a tale using given set of words	2,35,41	Partly done
08/11/2024	6	HMCA	Ms. Elsa Jose	Tell a tale using given set of words	11,13,19,26,30,31,37	
11/11/2024 to 15/11/2024	Model Exam					
18/11/2024	4	BHA	Ms. Elsa Jose		4,7,10,11,12,13,14,20,27,29,30,31,33	Not done, most of the students were absent others were on duty
19/11/2024	4	HMCS B	Ms. Elsa Jose	Tell a tale using given set of words	23,24,34,36,39,44	
20/11/2024	5	HMCS A	Ms. Agnes	E-mail Etiquettes	2,3,5,6,8,10,11,15,16,24,25,27,32,33,40,41,42,	Done
22/11/2024	6	HMCA	Ms. Elsa Jose	Practical Exam		
IV SEM						
31/12/2024	5	HMCS B	Ms. Agnes	Introduction	3,5,17,23,25,32	Done

03/01/2025	4	HMCA	Ms. Elsa Jose	Holiday		
06/01/2025	3	BHA	Ms. Rajani	Interview Skills	3,5,6,9,10,12,17,18,21,26,27,32,33	Done
	5	HMCS A	Ms. Agnes			Not done, time table rearranged
07/01/2025	4	HMCS B	Ms. Agnes	Interview Skills	16,18,39,41	Done
10/01/2025	3	HMCA	Ms. Elsa Jose	Not done due to ODC		
13/01/2025	4	BHA	Ms. Agnes	Class suspended due to ODC		
	5	HMCS A	Ms. Agnes			
14/01/2025	4	HMCS B	Ms. Elsa Jose			
17/01/2025	3	HMCA	Ms. Elsa Jose	Interview Skills	4,9,10,11,14,29,31,36	Done
20/01/2025	3	BHA	Ms. Agnes	GD-Introduction	1,4,9,10,11,13,14,20,27,29,31,32,33	Done
	5	HMCS A	Ms. Agnes	GD-Introduction	1,2,5,8,11,12,14,16,21,25,34,35,37,40	Done
21/01/2025	4	HMCS B	Ms. Elsa Jose	Self intro	10,13,22,23,24,34,36,39,43,44	Partially done
24/01/2025	3	HMCA	Ms. Agnes	Speaking activity	7,9,18,20,25,26,27,32,33,34,35,36	Done
27/01/2025	3	BHA	Ms. Agnes	GD-Presentation	2,27,31,32,33	Partly done
	5	HMCS A	Ms. Agnes	GD-Presentation	11,12,17,23,24,26,34,35,37,	Partly done
28/01/2025	4	HMCS B	Ms. Elsa Jose	Self intro	2,5,13,15,16,18,26,29,34,36,38,40,43	Partially done

31/01/2025	3	HMCA	Ms. Agnes	GD-Introduction	1,9,11,15,19,20,24,25,36, Not in the class: 13,26,27,33,34	Done
03/02/2025	3	BHA	Ms. Agnes	GD Presentation	1,3,11,21,33	Done
	5	HMCS A	Ms. Agnes	Not done due to workshop		
04/02/2025	4	HMCS B	Ms. Elsa Jose	FOSTAC's training program		
07/02/2025	3	HMCA	Ms. Elsa Jose	Self intro	9,11,13,19,20,23,30,31,32,36,39	Only few students were present others on duty, snehasangamam
10/02/2025	3	BHA	Ms. Agnes	Self intro	4,10,11,13,21,27,28,33	Partly done
	5	HMCS A	Ms. Agnes	Self intro	1,2,4,5,6,8,10,15,19,23,25,27,28,29,32,34,38,42	Partly done
11/02/2025	4	HMCS B	Ms. Elsa Jose	Class fest		
14/02/2025	3	HMCA	Ms. Elsa Jose	Writing activity		Online class
17/02/2025	3	BHA	Ms. Agnes	Self intro	2,3,11,13,14,20,31,32	Done
	5	HMCS A	Ms. Agnes	Self intro	1,2,3,7,8,11,16,17,20,26,30,33,34,37,39,41	Done
18/02/2025	4	HMCS B	Ms. Elsa Jose	GD - Introduction	4,18,25,40	Partly done
21/02/2025	3	HMCA	Ms. Elsa Jose	FAQ	2,9,21,25,32	Partly done
24/02/2025	3	BHA	Ms. Agnes	FAQ	2,11,16,17,23,26,29,33	Partly done
	5	HMCS A	Ms. Agnes	FAQ	9,11,12,13,23,27,30,37	Partly done

25/02/2025	4	HMCS B	Ms. Elsa Jose	GD Presentation	8,10,11,18,39	Partially done
28/02/2025	3	HMCA	Ms. Elsa Jose	Interview - FAQ	5,8,9,10,19,30,34	Partially done
03/02/2025	3	BHA	Ms. Agnes	FAQ	1,3,5,6,9,10,11,14,21,22,25,27,33,	Done
	5	HMCS A	Ms. Agnes	FAQ	6,7,8,9,15,21,29,31,36,37,38,39,42,	Done
04/02/2025	4	HMCS B	Ms. Rajani Stanley	FAQ	18,43	
07/03/2025	3	HMCA	College Day			
10/03/2025	3	BHA	Ms. Agnes	FAQ-Mock interview	5,11,13	Done
	5	HMCS A	Ms. Agnes	FAQ-Mock interview	11,15,17,41	Done
11/03/2025	4	HMCS B	Ms. Elsa Jose	Interview - FAQ	18,30,42	Partially done
13/03/2025	5	HMCS B	Ms. Elsa Jose	Interview - FAQ	2,4,18,19,22,30,34,38	Substituted for Ms. Malavika
14/03/2025	3	HMCA	Ms. Agnes	Interview - FAQ	31,36	Done
17/03/2025	3	BHA	Ms. Elsa Jose	Interview - FAQ	10,12,14,16,29,32	Done
	5	HMCS A	Ms. Agnes			Substituted to Rahul sir
18/03/2025	4	HMCS B	Ms. Agnes	Interview - FAQ	18,19,27,34,38	Done
21/03/2025	3	HMCA	Class suspended due to Industrial Visit (Teachers)			
24/03/2025	3	BHA	Ms. Agnes	Debate-Introduction	11,30	Done

	5	HMCS A	Ms. Agnes	Debate-Introduction	1,7,13,17,18,23,24,26,36	Done
25/03/2025	4	HMCS B	Ms. Elsa Jose			Substituted with Ms. Nayana
28/03/2025	3	HMCA	Ms. Elsa Jose	Interview - FAQ	15,26,36,38	
01/04/2025	4	HMCS B	Not done due to practical			
04/04/2025	3	HMCA				
07/04/2025	3	BHA				
	5	HMCS A				
08/04/2025	4	HMCS B				
11/04/2025	3	HMCA				

III & IV SEM SEP TRAINING 24-25 (English Department)

Date	Hour	Class	Trainer Name	Topic Covered	Absentees Roll Number	Status
14/08/24	4	BA	Ms. Agnes	Self - Introduction		
21/08/2024	4	BA	Ms. Elsa Jose	Self- Introduction - individual presentation	Saurav, Brito & Abhijith	Partly done
28/08/24	4	BA	Ayankali Jayanti			
04/09/2024	4	BA	Ms. Agnes	Self- Introduction - individual presentation	Devananda	Partly done
11/09/2024	4	BA	Ms. Agnes		1,4,5,8,9	Not done due to avani celebration
12/09/2024 to 22/09/2024	Onam Holidays					

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25/09/2024	4	BA	Ms. Agnes	ADZAP- Introduction	3,4,5,6,9	Done
02/10/2024	4	BA	Ms. Agnes	Gandhi Jayanti		
09/10/2024	4	BA	Ms. Agnes	Not done due to NEA		
16/10/2024	4	BA	Ms. Agnes	ADZAP- Group Presentation	4	Done
23/10/2024	4	BA	Ms. Agnes	Writing activity		Done
30/10/2024	4	BA	Ms. Agnes	Speaking activity	1,3,5	Done
06/11/2024	4	BA	Ms. Agnes	Tell a tale using given set of words	7	Partly done
11/11/2024 to 15/11/2024	Model Exam					
20/11/2024	4	BA	Ms. Agnes	E-mail Etiquettes	5,7	Done
IV SEM						
01/01/2025	6	BA	Ms. Agnes	Holiday		
09/01/2025	6	BA	Ms. Agnes			
16/01/2025	6	BA	Ms. Elsa Jose	Introduction	1,8	Done
30/01/2025	6	BA	Ms. Agnes	Not done due to Physique Competition		
06/02/2025	6	BA	Ms. Agnes		1,8	Not done due to Snehasangamam works
13/02/2025	6	BA	Class suspended due to Laqshya			
20/02/2025	6	BA	Ms. Agnes	Substituted to Annie Ma'am		
27/02/2025	6	BA	Ms. Elsa Jose	FAQ - 5 Questions discussed	1,4,5,6,9	Partially done
06/03/2025	6	BA	Ms. Agnes	College Day		
13/03/2025	6	BA	Ms. Agnes	Interview - FAQ	3,4,6	Done
20/03/2025	6	BA	Ms. Agnes	Interview - FAQ	4,5,8	Done
28/03/2025	6	BA	Ms. Agnes	Not done due to staff meeting		
03/04/2025	6	BA	Class wound up at 2.15p.m.			
10/04/2025	6	BA				