



NIRMALA COLLEGE MUVATTUPUZHA

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661

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FOURTH CYCLE NAAC ACCREDITATION 2019

CRITERION 1

CURRICULAR ASPECTS

1.1.2. Number of certificate/diploma program introduced during last five years

IECC14 CERTIFICATE COURSE-INTERACTIVE ENGLISH

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CRITERION 1

CURRICULAR ASPECTS

IECC14 CERTIFICATE COURSE-INTERACTIVE ENGLISH

1. SYLLABUS
2. STUDENTS LIST
3. ATTENDANCE REGISTER
4. ASSESSMENT PROCEDURE
5. SUMMARY REPORTS
6. CERTIFICATE
7. BROCHURE
8. MINUTES

Interactive English Course IECC14

Syllabus

Module 1

LSRW – Practice sessions

Phonetics- Pronunciation Practice

- Received Pronunciation
- Standard Indian English

English for Daily Communication- practice

Module 2

English for Special Purpose

- Business English
- English for Academics
- Technical Writing

Module 3

Resume

Cover letter

Interview Skills

Group discussion

INTERACTIVE ENGLISH COURSE

SL NO	NAME	YEAR(2014-2015)
1	Amalu Balan	
2	Amitha prasad	
3	Anjali Rajan	
4	Ann Treasa Babu	
5	Anu Maria George	
6	Archana s Kumar	
7	Arya Vidhyadharan	
8	Ashley Mathews	
9	Beema Aliyar	
10	Chippy Saji	
11	Gayathri M D	
12	Geethapriya V	
13	Geethu Kuriachan	
14	Ginu Emmanuel	
15	haritha Hari	
16	Haritha Ramachandran	
17	Jilby K Jose	
18	Keerthna Aswathy	
19	Mary Rafflesia Chakochan	
20	Neethu Joseph	
21	Ninu Sebastian	
22	Rani james	
23	Reshmananth R	
24	Sruthi S	
25	Stella Maria Stephen	
26	Suminamol Majeed	
27	Treesa Jose	
28	Jishnu Biju	
29	Jobin K Jacob	
30	Nandu Sasi	
31	Sebin Thankachan	
32	Arun sabu	

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INTERACTIVE ENGLISH COURSE

SL NO	NAME	YEAR(2017-2018)
1	Nasmi Moideen	
2	Akhila Sudhakar	
3	Greeshma Saju	
4	Reshma S Nair	
5	Greeshma Giji	
6	Jyothika Joshy	
7	Anjitha M A	
8	Bhadralakshmi Vijay	
9	Asna Shaji	
10	Sona Soman	
11	Arathy Shammy	
12	Gopika R	

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INTERACTIVE ENGLISH PROGRAMME
2017-18

Sl. No.	NAMES	Class.	Phone No.
1.	Nasmi Matheen	II P	9744836062
2.	Akhila Sudhakar <i>paid</i>	II P	9495242247
3.	Greeshma Saju <i>paid</i>	II P	947558920817
4.	Reshma S. Nais <i>paid</i>	II P	9400887517
5.	Greeshma Gigi <i>paid</i>	II P	9400661299
6.	Iyothika Ioshy <i>paid</i>	II P	9061364241
7.	Ajitha M.A <i>paid</i>	II P	9447508591
8.	Bhadralakshmi Vijay	II P	9446806822
9.	Asma Shaji	II P	9447376883
10.	Sona Soman	II P	9744936654
11.	Arathy Shammy	II P	8078314899
12.	Gopika R <i>paid</i>	II P	9497480684

Teacher-in-charge

INTERACTIVE ENGLISH COURSE
2017-18


7/11/17	11/11/17	7/12/17	13/12/17	15/12/17	20/12/17	13/6/2018	17/9/18	18/9/18	19/9/18
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Assessment Methods

- An entry level test (spoken & written) is conducted to evaluate the proficiency of the learners.
- Written tests are conducted at the end of each module
- Listening Test is conducted at the end of the first module
- Oral test is conducted at the end of each module
- At the end of the course a written examination is conducted covering the entire syllabus. Maximum marks -40
- Oral Viva is conducted at the end of the course to evaluate the exit level proficiency of the learners
- Maximum credit is 4 .


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Interactive English Course- Report (2014-15)

Interactive English Course is a certificate course offered by the Department of English. The expected outcome of the course is the development of the four different skills of language. Listening, Speaking, Reading and Writing Skills are given equal importance. At the end of the course the learners will be able to use English fluently. Their confidence level is improved as training is given to face interviews and group discussions. Hence the course helps the students in their career advancement. Activity Based Teaching Methodology is implemented to ensure the active participation of the learners. Duration of the programme is 30 hrs. The programme is offered for the undergraduate students. 32 students enrolled in the programme.




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Interactive English Course- Report (2017-18)

Interactive English Course is a certificate course offered by the Department of English for undergraduate students. The expected outcome of the course is the development of the four different skills of language. Listening, Speaking, Reading and Writing Skills are given equal importance. At the end of the course the learners will be able to use English fluently. Their confidence level is improved as training is given to face interviews and group discussions. Hence the course helps the students in their career advancement. Activity Based Teaching Methodology is implemented to ensure the active participation of the learners. Duration of the programme is 30 hrs. 12 students enrolled in the programme.


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Certificate

*This is to Certify that.....Mr. Sebin Thankachan.....has
successfully completed the Interactive English Course
organised by the Department of English during the
academic year 2014-15*

Muvattupuzha
10-03-2015



Dr. RANI MATHEW *Rani Mathew*
HOD, DEPT. OF ENGLISH Head of the Department
NIRMALA COLLEGE
MUVATTUPUZHA

[Signature]
Principal





NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF ENGLISH

CERTIFICATE COURSE

INTERACTIVE ENGLISH

Staff Coordinator:

Ms. AJOMY MARIA JOSEPH

ASSISTANT PROFESSOR

MOB: 9544659047

Duration
30 hrs

08 December 2014

The minutes of the staff meeting held at 1.30 pm on 15th January.

Members present:

1. Annamose John Annamme J
2. Dr. George K-V
3. Dr. Rani Mathew Rani Mathew
4. Ms. Lissi S Plathottam
5. Dr. Armstrong Sebastian Armstrong
6. Sri Nibu Thomson
7. Ms. Siju Maria George Siju
8. Ms. Lisa Sebastian Lisa
9. Ms. Shantu Philip Shantu
10. Ms. Shiju Marciam Jacob. Shiju

Agenda: NAAC VISIT

As the NAAC team visits to the college is from 18th to 20th January 2013, a combined staff meeting was convened.

All the files & registers were verified. Ms. Lissi S. Plathottam and Sri Nibu Thomson made a powerpoint presentation which is to be presented before the NAAC team. Suggestions and discussions were made.

Arrangements for the NAAC visit to the English Dept (19th Jan at 10 am) were also discussed.

The meeting ended at 3 pm.

Annamme Jh
Annamme John.

The minutes of the staff meeting held at 1.20 pm on 16th July 2014

Members present -

1. Dr. Rani Mathew Rani Mathew
2. Dr. Armstrong Sebastian Armstrong
3. Dr. Jerome K. Jose Jerome
4. Ms. Ajomy Maria Joseph Ajomy
5. Ms. Bindu Joseph Bindu
6. Ms. Teena Tomson Teena Tomson
7. Mr. Gibin Raja George Gibin
8. Ms. Anjali R. Anjali

Agenda

1. Discuss the future plans of the department for the academic year 2014-15
2. Assign the teachers-in charge for classes as well as the various departmental activities
3. To make provisions for the collection of department staff fund.

* The meeting started at 1.20 pm.

* Dr. Rani Mathew and Dr. Armstrong Sebastian were selected as the class-in-charges of IEL and IEL respectively.

* The duty of co-ordinating various departmental activities was assigned to the staff members as follows:

- IQAC Co-ordinator: Dr. Armstrong Sebastian
- Internal exam Co-ordinator: Dr. Jerome K. Jose
- Association-in-charge: Ms. Bindu Joseph.
- Website updation: Dr. Jerome K. Jose, Ms. Ajomy Maria Joseph

- Library : Ms Teena Tomson
- Seminar : Dr. Jerome K. Jose
- Invited talk : Mr. Gibin Raja George
- Admission : Ms. Anjali R.

- * It was decided to begin a certificate course on "Interactive English"
- * It was decided to collect Rs 2000/- from the senior staff and Rs 1000/- from the newly appointed teachers towards the staff fund
- * The future plans for the academic year were discussed in detail

Rani ✓ Lathe

The Minutes of the Staff meeting held at 1:20 pm on 10/09/2014.

Members Present.

1. Dr. Rani Mathew
2. Dr. Armstrong Sebastian
3. Dr. Jerome K. Jose
4. Ms. Ajomy Maria Joseph
5. Ms. Bindu Joseph
6. Ms. Gibin Raja George
7. Ms. Anjali R.
8. Ms. Teena Tomson
9. Ms. Rosemary P. Jacob
10. Ms. Monica Devasia

Anil ✓

Ajomy ✓
Bindu ✓
Gibin ✓
Anjali ✓
Teena ✓
Rosemary ✓

Agenda:

1. To assign the question paper charges for the internal examination to be conducted on 17/09/2014.
2. To assign various IQAC files to the staff members.

Minutes:

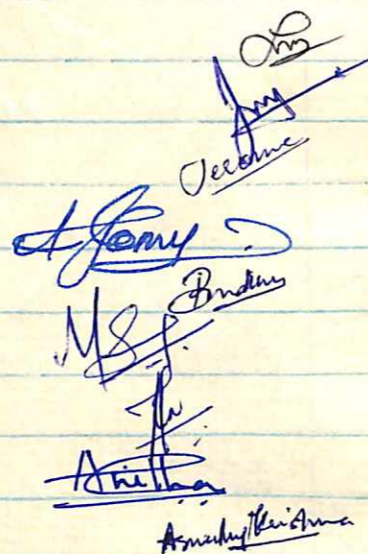
1. The meeting started at 1:20 pm.
2. Teachers-in-charge for setting the questionpapers of internal examination were selected.
3. The following teachers were assigned as the teachers-in-charge of various files.
 1. Teaching Learning and Evaluation - Dr. Jerome K. Jose.

The Minutes of the Staff Meeting as on

03/01/2017

Members Present:

1. Prof. Leena Mathews.
2. Dr. Armstrong Sebastian
3. Dr. Jerome R. Joe
4. Ajomy Maria Joseph
5. Bindu Joseph
6. Manu C. Skaria
7. Tina Thomas
8. Anitha MU
9. Puspathy Krishna.



 Anitha MU

Agenda:

1. To discuss the updation of NAAC Files.
2. To decide upon the conduct of invited lecture
3. ^{Discussion on} General activities of the department
4. Organization of spoken English club
5. Utilization of book fund collected
6. ~~and the~~ To discuss the conduct of Interactive English programme.

Decisions:

1. The concerned teachers were ~~extended~~ requested to complete the NAAC files
2. It was decided to conduct an invited lecture
3. There was a review of the classes conducted, general activities of the department.
4. It was decided to conduct the spoken English classes and Interactive English programme

5. Decided to purchase books using the book fund.