



# NIRMALA COLLEGE MUVATTUPUZHA

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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

**FCCSCC15**    **CERTIFICATE COURSE-ASAP FOUNDATION COURSE IN COMMUNICATION SKILLS**

*Submitted to*



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

# CRITERION 1

## CURRICULAR ASPECTS

**FCCSCC15** CERTIFICATE COURSE-ASAP FOUNDATION COURSE IN COMMUNICATION SKILLS

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

# Communication Skills in English

ADDITIONAL  
SKILL ACQUISITION  
PROGRAMME



State Skill Development Project  
Government of Kerala  
2014


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## Contents

|   |   |     |
|---|---|-----|
| <b>Module 1</b>                           |   |     |
| <b>Personal Skills</b>                    |   |     |
| Unit 1                                    | Knowing Oneself                                     | 5   |
| Unit 2                                    | Confidence Building                                 | 6   |
| Unit 3                                    | Defining Strengths                                  | 9   |
| Unit 4                                    | Thinking Creatively                                 | 14  |
| Unit 5                                    | Personal Values                                     | 16  |
| Unit 6                                    | Time and Stress Management                          | 20  |
| Unit 7                                    | Language Practice                                   | 24  |
|   | Review  | 27  |
|   | Language Test                                       | 36  |
| <b>Module 2</b>                           |   |     |
| <b>Social Skills</b>                      |   |     |
| Unit 1.                                   | Appropriate and Contextual Use of Language          | 41  |
| Unit 2.                                   | Nonverbal Communication                             | 42  |
| Unit 3.                                   | Interpersonal Skills                                | 61  |
| Unit 4.                                   | Understanding Media                                 | 69  |
| Unit 5.                                   | Public Speaking                                     | 99  |
| Unit 6                                    | Language Practice                                   | 109 |
|   | Review  | 124 |
|   | Language Test                                       | 139 |
| <b>Module 3</b>                           |   |     |
| <b>Organizational Skills</b>              |   |     |
| Unit 1                                    | Planning  | 145 |
| Unit 2                                    | Team Work   | 146 |
| Unit 3                                    | Coordination  | 162 |
| Unit 4                                    | Language Practice                                   | 168 |
|   | Review  | 176 |
|   | Language Test                                       | 186 |
| <b>Module 4</b>                           |   |     |
| <b>Professional Skill</b>                 |   |     |
| Unit 1                                    | Job Oriented Skills                                 | 195 |
| Unit 2                                    | Professional Etiquette                              | 196 |
| Unit 3                                    | Business Communication                              | 214 |
| Unit 4                                    | Language Practice                                   | 222 |
|   | Review  | 237 |
|   | Language Test                                       | 243 |
| <b>Module 5</b>                           |   |     |
| <b>Preparing and Presenting a Project</b> |   |     |
| Unit 1                                    | Agreeing on a Theme and Setting up a Timeline       | 251 |
| Unit 2                                    | Brainstorming and Doing Effective Internet Searches | 252 |
| Unit 3                                    | Gathering Information                               | 254 |
| Unit 4                                    | Writing Good Paragraphs                             | 257 |
| Unit 5                                    | Compiling and Analyzing Information                 | 259 |
| Unit 6                                    | Revising and Editing                                | 260 |
| Unit 7                                    | Preparing and Designing a PowerPoint Presentation   | 261 |
| Unit 8                                    | Delivering Presentations and Review                 | 263 |
| <b>Appendix</b>                           |   |     |
|   |   | 270 |

|   |
|---|
| <b>ADDITIONAL SKILL ACQUISITION PROGRAMME</b>             |
| <b>FOUNDATION COURSE- COMMUNICATION SKILLS IN ENGLISH</b> |
| <b>LIST OF STUDENTS 2015-16</b>                           |

| Sl. No. | Register Number | Name                  | Stream    |
|---------|-----------------|-----------------------|-----------|
| 1       | 50303           | SHALU MOL S           | MALAYALAM |
| 2       | 50311           | KEERTHANA BABY        | ECONOMICS |
| 3       | 50320           | ALBIN K JOSE          | ECONOMICS |
| 4       | 50327           | THUSHARA RAMAKRISHNAN | BOTONY    |
| 5       | 50334           | ASHLY K               | HINDI     |
| 6       | 50338           | GREESHMA BABU         | ECONOMICS |
| 7       | 50352           | AMRUTHA RAVI          | HINDI     |
| 8       | 50358           | AKHILA SUKUMARAN      | ECONOMICS |
| 9       | 50361           | ANILA V MOHANAN       | ECONOMICS |
| 10      | 50367           | ASWATHY VIJAYAN       | COMMERCE  |
| 11      | 50373           | SRUTHY PC             | MALAYALAM |
| 12      | 50378           | ARANYA MOL BALAN      | BOTONY    |
| 13      | 50389           | ANJANA K AJAYAN       | ZOOLOGY   |
| 14      | 50401           | KRISHNAPRIYA SURESH   | ECONOMICS |
| 15      | 50405           | ASHNA K B             | ECONOMICS |
| 16      | 50408           | MRUDULA VASU          | ECONOMICS |
| 17      | 50414           | SARANYA SIVAN         | ECONOMICS |
| 18      | 50420           | AMMU SAJI             | ECONOMICS |
| 19      | 50438           | JOSMI JOSE            | COMMERCE  |
| 20      | 50450           | ANJAN SEN             | BOTONY    |
| 21      | 50452           | LUBNA BASHEER         | ECONOMICS |
| 22      | 50464           | KRISHNA SIVA PRIYA    | FINANCE   |
| 23      | 50470           | ANITTA JOLLY          | ECONOMICS |
| 24      | 50480           | THOMAS SAJU           | ECONOMICS |
| 25      | 50600           | BISMI VARGHESE        | ECONOMICS |
| 26      | 50602           | DILNA JIJO            | ECONOMICS |
| 27      | 50610           | MERIN FRANCIS         | ZOOLOGY   |
| 28      | 50614           | Amrutha VS            | ECONOMICS |
| 29      | 50921           | ASHNY C K             | MALAYALAM |

  
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**ADDITIONAL AQUISITION PROGRAMME**  
**FOUNDATION CORSE- COMMUNICATION SKILLS IN ENGLISH**  
**LIST OF STUDENTS 2016-17**

| Sl. No. | Register Number | Name               | Stream      |
|---------|-----------------|--------------------|-------------|
| 1       | 99179           | SHAHANA ASHRAF     | CHEMISTRY   |
| 2       | 99180           | SREEKUTTY M A      | CHEMISTRY   |
| 3       | 99187           | ATHIRA RAVI        | CHEMISTRY   |
| 4       | 99198           | DELLA MOLLY MATHEW | MALAYALAM   |
| 5       | 99201           | DEVIKA SIVAN       | MALAYALAM   |
| 6       | 99206           | ABEENA MK          | ECONOMICS   |
| 7       | 99208           | APARNA SURESH      | ECONOMICS   |
| 8       | 99299           | SHAMEEJA M GULAM   | MATHEMATICS |
| 9       | 99302           | BIBINA SHAJAHAN    | MATHEMATICS |
| 10      | 99306           | ANJU V S           | MATHEMATICS |
| 11      | 99309           | FATHIMA BASHEER    | MATHEMATICS |
| 12      | 99317           | AMMU RAJ           | ECONOMICS   |
| 13      | 99319           | SARA JOSE          | ECONOMICS   |
| 14      | 99334           | GAYATHRI SURESH    | ECONOMICS   |
| 15      | 99337           | SHIJIMOL VARGHESE  | ECONOMICS   |
| 16      | 99340           | AMINA AMI K B      | CHEMISTRY   |
| 17      | 99353           | SANMA BASHEER M M  | COMMERCE    |
| 18      | 99384           | BASILMON M BABY    | MATHEMATICS |
| 19      | 99439           | SANDEEP T S        | BCA         |
| 20      | 99447           | ANU RAJAN          | PHYSICS     |
| 21      | 99449           | SUMAYYA KHADER     | PHYSICS     |
| 22      | 99455           | AMMU JOSHY         | MALAYALAM   |
| 23      | 99458           | JOSIYA JOSEPH      | MALAYALAM   |
| 24      | 99537           | ANUSREE S NAIR     | HINDI       |
| 25      | 99539           | JOSNA JOY          | HINDI       |
| 26      | 99540           | AFNA PS            | COMMERCE    |
| 27      | 99541           | ABINA MARIA MATHEW | HINDI       |
| 28      | 99543           | SHAHANA P H        | HINDI       |
| 29      | 99545           | BINNY GEORGE       | HINDI       |
| 30      | 99548           | MIDHUNA T M        | HINDI       |



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**NIRMALA COLLEGE, MUVATTUPUZHA****ASAP FOUNDATION COURSE- COMMUNICATION SKILLS IN ENGLISH****LIST OF STUDENTS- 2017-2018**

| Sl. No. | Register No. | Name                  | Stream      |
|---------|--------------|-----------------------|-------------|
| 1       | 111436       | GOPIKA K SHIBU        | MATHEMATICS |
| 2       | 111440       | LAKSHMI VIJAYAN       | MATHEMATICS |
| 3       | 111444       | PAVITHRA BYJU         | MATHEMATICS |
| 4       | 111447       | SRUTHIMOL K B         | HINDI       |
| 5       | 111448       | NAJIYA N.A            | MATHEMATICS |
| 6       | 111451       | SHALUMARIA GEORGE     | HINDI       |
| 7       | 111454       | ANILA GOPI            | FINANCE     |
| 8       | 111455       | MAYA M                | ECONOMICS   |
| 9       | 111456       | SUMAYYA SAYYIDHI K S  | MALAYALAM   |
| 10      | 111459       | NIBIYA MYTHEEN        | ECONOMICS   |
| 11      | 111462       | BIBIN GEORGE          | MALAYALAM   |
| 12      | 111466       | NAVYA SUNIL           | MATHEMATICS |
| 13      | 111472       | DRISYA GOVIND         | HINDI       |
| 14      | 111475       | BINCY BABY            | ECONOMICS   |
| 15      | 111479       | JINO JOSEPH           | MALAYALAM   |
| 16      | 111483       | SHABANA ASHRAF        | MALAYALAM   |
| 17      | 111504       | SAFA MOL V.B          | ECONOMICS   |
| 18      | 111506       | ANJANA P.C            | MALAYALAM   |
| 19      | 111510       | ASMA BEEVI T.E        | PHYSICS     |
| 20      | 111516       | RUKSANA .             | PHYSICS     |
| 21      | 111518       | DIYA THOMAS           | MATHEMATICS |
| 22      | 111521       | KRISHNAPRIYA BABU     | ECONOMICS   |
| 23      | 111523       | ALFINA V.S            | MATHEMATICS |
| 24      | 111526       | SANDRA SANIL          | CHEMISTRY   |
| 25      | 111544       | INDU SUBASH           | PHYSICS     |
| 26      | 111547       | SIVANANDU CHANDRABOSI | ECONOMICS   |
| 27      | 112789       | NIVYA RAJ I R         | CHEMISTRY   |
| 28      | 112791       | SARIKA SUKUMARAN      | CHEMISTRY   |
| 29      | 112792       | BEEMA HASHMI ASHRAF   | MATHEMATICS |
| 30      | 112793       | BASIMA K B            | HINDI       |
| 31      | 113505       | AMAL JOSE             | MATHEMATICS |
| 32      | 129214       | FABI SALIM            | MATHEMATICS |
| 33      | 132872       | ARDRA GIJI            | MATHEMATICS |



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| ADDITIONAL SKILL ACQUISITION PROGRAMME             |                 |                           |             |
|--|-----------------|---------------------------|-------------|
| FOUNDATION COURSE- COMMUNICATION SKILLS IN ENGLISH |                 |                           |             |
| LIST OF STUDENTS 2018-19                           |                 |                           |             |
| Sl. No.  | Register Number | Name                      | Stream      |
| 1  | 169911          | ANNA SABU                 | MATHEMATICS |
| 2  | 169917          | SANDRA RAJU               | MALAYALAM   |
| 3  | 169923          | ARSHAD ANWAR              | ZOOLOGY     |
| 4  | 169926          | NIRANJANA ANIL            | ZOOLOGY     |
| 5  | 169990          | AMMU SAJEEVAN             | MATHEMATICS |
| 6  | 169994          | ANITTA ELIZABATH VARGHESE | MATHEMATICS |
| 7  | 169998          | VIDYA ANANDAN             | MATHEMATICS |
| 8  | 170001          | ARATHY M NANDANAN         | CHEMISTRY   |
| 9  | 170004          | ABHINAYA K                | ECONOMICS   |
| 10   | 170008          | FATHIMA M A               | MALAYALAM   |
| 11   | 170009          | ALMA S SEBASTIAN          | MALAYALAM   |
| 12   | 170010          | BISMIYA NASSAR            | MATHEMATICS |
| 13   | 170013          | SUREKHA K S               | MATHEMATICS |
| 14   | 170015          | SAJIMI MUHAMMED           | MATHEMATICS |
| 15   | 170017          | ASHNAMOL O S              | ECONOMICS   |
| 16   | 170020          | ARYA SUKU                 | MATHEMATICS |
| 17   | 170022          | PARVATHY UNNIKRISHNAN     | CHEMISTRY   |
| 18   | 170025          | ARATHY SUNIL              | CHEMISTRY   |
| 19   | 170026          | MEHRUNNISA T H            | CHEMISTRY   |
| 20   | 170029          | ALMAS ALI                 | CHEMISTRY   |
| 21   | 170033          | AMITHA B ANILKUMAR        | ZOOLOGY     |
| 22   | 170035          | AMANA SHIYAS              | CHEMISTRY   |
| 23   | 170039          | ALWIN SAJI                | PHYSICS     |
| 24   | 170211          | NITHINKUMAR K J           | COMMERCE    |
| 25   | 170214          | AJESH V SAJI              | ZOOLOGY     |
| 26   | 170216          | JORDY VINCENT             | MALAYALAM   |
| 27   | 170217          | MAHIN P Y                 | BOTONY      |



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| name of student          | 14/9/18    | 15/9/18    | 17/9/18    | 24/9/18   | 25/9/18   | 26/9/18    | 28/9/18    | 29/9/18 | 5/10/18   | 6/10/18    | 8/10/18    | 11/10/18   | 12/10/18   | 15/10/18 | 16/10/18   | 23/10/18   | 24/10/18   |
|--------------------------|------------|------------|------------|-----------|-----------|------------|------------|---------|-----------|------------|------------|------------|------------|----------|------------|------------|------------|
| 1. Alfina.v.s            | Ant        | Ant        | Ant        | ab        | Ant       | ab         | ab         | ab      | Ant       | Ant        | ab         | ab         | Ant        | Ant      | Ant        | Ant        | Ant        |
| 2 Amal Jose              | Amila      | Amal       | Amila      | Amila     | Amal      | ab         | ab         | ✓       | ab        | Amila      | Amila      | Amila      | Amila      | Amila    | ab         | Amila      | Amila      |
| 3 Anila Gopi             | Anila      | ab         | Anila      | Amila     | ab        | Anila      | Anila      | ✓       | Anila     | Anila      | ab         | Anila      | Anila      | ab       | Anila      | Anila      | Anila      |
| 4 Anjana P c             | ab         | Amila      | Amila      | Amila     | Amila     | Amila      | Amila      | ✓       | ab        | Amila      | ab         | Amila      | Amila      | ab       | Amila      | Amila      | Amila      |
| 5 Asma Beervi            | ab         | ab         | Amila      | ab        | ab        | ab         | Amila      | ✓       | ab        | Amila      | ab         | Amila      | Amila      | ab       | Amila      | Amila      | Amila      |
| 6 Basima.k.B             | Basima     | Basima     | Basima     | Basima    | Basima    | Basima     | Basima     | ab      | Basima    | Basima     | Basima     | Basima     | Basima     | Basima   | Basima     | Basima     | Basima     |
| 7 Beema Hashmi Ashraf    | Beema      | Beema      | Beema      | ab        | ab        | ab         | ab         | ab      | ab        | Beema      | Beema      | Beema      | Beema      | ab       | Beema      | Beema      | Beema      |
| 8 Bibin George           | ab         | Amila      | Amila      | Amila     | ab        | ab         | Amila      | ✓       | ab        | Amila      | ab         | Amila      | Amila      | ab       | Amila      | Amila      | Amila      |
| 9 Binoy Baby             | Binoy      | Binoy      | Binoy      | Binoy     | Binoy     | Binoy      | Binoy      | ab      | Binoy     | Binoy      | Binoy      | Binoy      | Binoy      | Binoy    | Binoy      | Binoy      | Binoy      |
| 10 Diya Thomas           | Diya       | Diya       | Diya       | Diya      | Diya      | Diya       | Diya       | ✓       | Diya      | Diya       | Diya       | Diya       | Diya       | Diya     | Diya       | Diya       | Diya       |
| 11 Dushya Govind.        | Dushya     | Dushya     | Dushya     | Dushya    | Dushya    | Dushya     | Dushya     | ✓       | Dushya    | Dushya     | Dushya     | Dushya     | Dushya     | Dushya   | Dushya     | Dushya     | Dushya     |
| 12 Gopika.k.Shibu        | Gopika     | Gopika     | Gopika     | Gopika    | Gopika    | Gopika     | Gopika     | ✓       | Gopika    | Gopika     | Gopika     | Gopika     | Gopika     | Gopika   | Gopika     | Gopika     | Gopika     |
| 13 Indu Subhash          | ab         | ab         | ab         | ab        | ab        | ab         | ab         | ✓       | ab        | ab         | ab         | ab         | ab         | ab       | ab         | ab         | ab         |
| 14 Krishna priya Babu    | ab         | Amila      | Amila      | Amila     | Amila     | Amila      | Amila      | ab      | Amila     | Amila      | Amila      | Amila      | Amila      | Amila    | Amila      | Amila      | Amila      |
| 15 Lakshmi Vijayan       | Lakshmi    | Lakshmi    | Lakshmi    | Lakshmi   | Lakshmi   | Lakshmi    | Lakshmi    | ab      | Lakshmi   | Lakshmi    | Lakshmi    | Lakshmi    | Lakshmi    | Lakshmi  | Lakshmi    | Lakshmi    | Lakshmi    |
| 16 Maya.m                | Maya       | Maya       | Maya       | ab        | Maya      | Maya       | Maya       | ab      | Maya      | Maya       | Maya       | Maya       | Maya       | Maya     | Maya       | Maya       | Maya       |
| 17 Najiya.v.A            | Najiya     | ab         | Najiya     | Najiya    | Najiya    | ab         | Najiya     | ab      | ab        | Najiya     | Najiya     | ab         | ab         | Najiya   | ab         | Najiya     | ab         |
| 18 Navya Sunil           | Navya      | Navya      | Navya      | ab        | Navya     | ab         | Navya      | ab      | ab        | Navya      | Navya      | ab         | Navya      | Navya    | ab         | Navya      | ab         |
| 19 Nibiya Mythen         | Nibiya     | Nibiya     | Nibiya     | Nibiya    | Nibiya    | Nibiya     | Nibiya     | ab      | ab        | Nibiya     | Nibiya     | Nibiya     | Nibiya     | ab       | Nibiya     | Nibiya     | ab         |
| 20 niviya Raj.I.R        | Niviya     | Niviya     | Niviya     | Niviya    | Niviya    | Niviya     | Niviya     | ab      | ab        | Niviya     | Niviya     | Niviya     | Niviya     | ab       | Niviya     | Niviya     | ab         |
| 21 Pavithra Byju         | Pavithra   | Pavithra   | Pavithra   | Pavithra  | Pavithra  | Pavithra   | Pavithra   | ab      | ab        | Pavithra   | Pavithra   | Pavithra   | Pavithra   | ab       | Pavithra   | Pavithra   | Pavithra   |
| 22 Ruksana               | Ruksana    | Ruksana    | ab         | ab        | ab        | Ruksana    | Ruksana    | ab      | ab        | Ruksana    | ab         | Ruksana    | Ruksana    | ab       | Ruksana    | Ruksana    | Ruksana    |
| 23 Saja mol VB           | Saja       | ab         | ab         | ab        | Saja      | Saja       | Saja       | ab      | ab        | Saja       | ab         | Saja       | Saja       | ab       | Saja       | Saja       | Saja       |
| 24 Sandha Sanil          | ab         | Amila      | Amila      | Amila     | Amila     | Amila      | Amila      | ab      | Amila     | Amila      | Amila      | Amila      | Amila      | ab       | Amila      | Amila      | Amila      |
| 25 Saouka Sukumaran      | ab         | Amila      | Amila      | Amila     | Amila     | Amila      | Amila      | ab      | Amila     | Amila      | Amila      | Amila      | Amila      | ab       | Amila      | Amila      | Amila      |
| 26 Shabana Ashraf        | Shabana    | Shabana    | Shabana    | ab        | ab        | Shabana    | Shabana    | ab      | ab        | Shabana    | Shabana    | Shabana    | Shabana    | ab       | Shabana    | Shabana    | Shabana    |
| 27 Shalumonia George     | Shalumonia | Shalumonia | Shalumonia | ab        | ab        | Shalumonia | Shalumonia | ab      | ab        | Shalumonia | Shalumonia | Shalumonia | Shalumonia | ab       | Shalumonia | Shalumonia | Shalumonia |
| 28 Sivanandu Chandrabose | Sivanandu  | Sivanandu  | ab         | Sivanandu | Sivanandu | Sivanandu  | Sivanandu  | ab      | ab        | Sivanandu  | Sivanandu  | Sivanandu  | Sivanandu  | ab       | Sivanandu  | Sivanandu  | Sivanandu  |
| 29 Southimol.K.B         | ab         | Southimol  | Southimol  | Southimol | Southimol | Southimol  | Southimol  | ✓       | Southimol | Southimol  | Southimol  | Southimol  | Southimol  | ab       | Southimol  | Southimol  | Southimol  |
| 30 Sumayya Sayyidhi      | Sumayya    | Sumayya    | Sumayya    | Sumayya   | Sumayya   | Sumayya    | Sumayya    | ab      | ab        | Sumayya    | Sumayya    | Sumayya    | Sumayya    | ab       | Sumayya    | Sumayya    | Sumayya    |





| Name of student            | 7/3/19                      | 8/3/19                      | 12/3/19                     | 13/3/19               | 14/3/19               | 15/3/19                |
|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------|-----------------------|------------------------|
| 1. ALFINA V.S              | <del>Alfina</del><br>Alfina | <del>Alfina</del><br>Alfina | <del>Alfina</del><br>Alfina | Alfina                | Alfina                | Alfina                 |
| 2. AMAL JOSE               | Amal                        | Amal                        | Amal                        | ab                    | Amal                  | Amal                   |
| 3. ANILA GIOPI             | Anila                       | Anila                       | Anila                       | anila                 | Anila                 | Anila                  |
| 4. ANJANA P.C              | ab                          | ab                          | ab                          | ab                    | ab                    | ab                     |
| 5. ASMA BREVI T.E          | Asma                        | ab                          | Asma                        | Asma                  | Asma                  | Asma                   |
| 6. BASIMA K.B              | <del>Basima</del>           | <del>Basima</del>           | <del>Basima</del>           | <del>Basima</del>     | <del>Basima</del>     | <del>Basima</del>      |
| 7. BEERMA HASHMI ASHRAF    | ab                          | Beerma                      | Beerma                      | Beerma                | Beerma                | Beerma                 |
| 8. BIBIN GEORGIE           | <del>Bibin</del>            | <del>Bibin</del>            | <del>Bibin</del>            | <del>Bibin</del>      | <del>Bibin</del>      | <del>Bibin</del>       |
| 9. BINCY BABY              | <del>Bincy</del>            | ab                          | Bincy                       | Bincy                 | Bincy                 | ab                     |
| 10. DIYA THOMAS            | <del>Diya</del>             | <del>Diya</del>             | <del>Diya</del>             | <del>Diya</del>       | <del>Diya</del>       | <del>Diya</del>        |
| 11. DRISHYA GOVIND         | ab                          | ab                          | Drishya                     | Drishya               | Drishya               | Drishya                |
| 12. GIOPIKA K.SHIBU        | <del>Gio</del>              | <del>Gio</del>              | <del>Gio</del>              | <del>Gio</del>        | ab                    | <del>Gio</del>         |
| 13. INDO SUBASH            | ab                          | Indo                        | ab                          | Indo                  | ab                    | Indo                   |
| 14. KRISHNA PRIYA BABU     | ab                          | <del>Krishna</del>          | ab                          | <del>Krishna</del>    | ab                    | ab                     |
| 15. LAKSHMI VIJAYAN        | <del>Lakshmi</del>          | <del>Lakshmi</del>          | <del>Lakshmi</del>          | <del>Lakshmi</del>    | <del>Lakshmi</del>    | <del>Lakshmi</del>     |
| 16. MAYA M.                | <del>Maya</del>             | <del>Maya</del>             | <del>Maya</del>             | <del>Maya</del>       | <del>Maya</del>       | <del>Maya</del>        |
| 17. NAJIYA N.A             | <del>Najiya</del>           | <del>Najiya</del>           | <del>Najiya</del>           | <del>Najiya</del>     | <del>Najiya</del>     | <del>Najiya</del>      |
| 18. NAVYA SUNIL            | <del>Navya</del>            | <del>Navya</del>            | ab                          | ab                    | ab                    | <del>Navya</del>       |
| 19. NIBIYA MYTHEEN         | <del>Nibiya</del>           | ab                          | <del>Nibiya</del>           | <del>Nibiya</del>     | <del>Nibiya</del>     | <del>Nibiya</del>      |
| 20. NIVYA RAJ I.R.         | <del>Nivya</del>            | <del>Nivya</del>            | <del>Nivya</del>            | ab                    | <del>Nivya</del>      | <del>Nivya</del>       |
| 21. PAVITHRA BYJU          | ab                          | <del>Pavithra</del>         | <del>Pavithra</del>         | <del>Pavithra</del>   | <del>Pavithra</del>   | <del>Pavithra</del>    |
| 22. RUKSANA                | <del>Ruksana</del>          | <del>Ruksana</del>          | <del>Ruksana</del>          | <del>Ruksana</del>    | <del>Ruksana</del>    | <del>Ruksana</del>     |
| 23. SAFA.MOL.V.B           | ab                          | <del>Safa</del>             | ab                          | <del>Safa</del>       | <del>Safa</del>       | <del>Safa</del>        |
| 24. SANDRA SANIL           | <del>Sandra</del>           | <del>Sandra</del>           | <del>Sandra</del>           | ab                    | <del>Sandra</del>     | <del>Sandra</del>      |
| 25. SARIKA SUKUMARAN       | <del>Sarika</del>           | <del>Sarika</del>           | <del>Sarika</del>           | <del>Sarika</del>     | ab                    | <del>Sarika</del>      |
| 26. SHABANA ASHRAF         | <del>Shabana</del>          | <del>Shabana</del>          | <del>Shabana</del>          | ab                    | ab                    | <del>Shabana</del>     |
| 27. SHALUMARIYA GEORGIE    | ab                          | Shalumariya                 | <del>Shalumariya</del>      | ab                    | ab                    | <del>Shalumariya</del> |
| 28. SIVANANDHU CHANDRABOSE | <del>Sivanandhu</del>       | <del>Sivanandhu</del>       | <del>Sivanandhu</del>       | <del>Sivanandhu</del> | <del>Sivanandhu</del> | <del>Sivanandhu</del>  |
| 29. SRUTHIMOL K.B          | <del>Sruthimol</del>        | ab                          | <del>Sruthimol</del>        | <del>Sruthimol</del>  | <del>Sruthimol</del>  | <del>Sruthimol</del>   |
| 30. SUMAYYA SAYYIDHI       | <del>Sumayya</del>          | ab                          | <del>Sumayya</del>          | <del>Sumayya</del>    | <del>Sumayya</del>    | <del>Sumayya</del>     |

## ASAP FOUNDATION COURSE IN COMMUNICATION SKILLS


### ASSESSMENT PROCEDURE

Nirmala College has been offering this programme to our students from 2015 onwards. Foundation course comprises of effective training in Communication Skills in English and basic IT Skills. Both these programmes are delivered to students for 180 hours. The college has a Skill Development Executive (SDE) appointed by ASAP, Govt. of Kerala for handling this course. This course is designed for first year degree students who are economically and socially backward. The students who successfully completed the course improved a lot in listening, writing and speaking in English.

**Assessment :** At the end of the training programme, students have to undergo an assessment that evaluates their proficiency and knowledge on the subject. Internal evaluations are carried out at various stages of class progression. An APTIS Test is conducted by Skill Development Centre for testing listening, speaking and writing skills of the students. Students who pass the test gets APTIS Certificate approved by British Council. ASAP coordinates with SSC and NSDC to conduct the assessment final.

**Certification :** On successful completion of the course, a student is entitled to receive a set of certificates that prove his/her merit on the domain subject. The certification process at the end of the program is in accordance with the conditions stipulated in National Skill Qualification Framework (NSQF). An ASAP Student receives the following certificates :

- 1) **APTIS Certificate**– On completion of ASAP Foundation Module, British Council conducts a language proficiency test APTIS and issues APTIS certificate based on their performance.
- 2) **NSDC / SSC Skill Certificate**– National Skill Development Corporation / Sector Skill Council (SSC) recognized certificates are issued to all the qualifying students.
- 3) **KTU Certificate**– Along with NSDC/SSC certificate, qualified students will also receive a certificate issued by Kerala Technical University.
- 4) **ASAP Course completion certificate**- ASAP issues course certificate to all the students who have completed the course.

  
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## **ASAP FOUNDATION COURSE IN COMMUNICATION SKILLS**


### **Summary Report**

Additional Skill Acquisition Programme (ASAP), a joint initiative of General and Higher Education Departments launched with an objective to impart quality skill education to undergraduate students alongside their regular curriculum. The very philosophy of ASAP as a skill development agency is to accentuate the employability of the youth. ASAP gives special edge to those students who are in need of immediate employment. For the needy, ASAP lays out a way to fend a living by ideally placing them in an organisation.

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#### **Number of Students Enrolled- Year wise**

| <b>Year</b>    | <b>No. of students enrolled</b> |
|----------------|---------------------------------|
| <b>2015-16</b> | <b>29</b>                       |
| <b>2016-17</b> | <b>30</b>                       |
| <b>2017-18</b> | <b>33</b>                       |
| <b>2018-19</b> | <b>27</b>                       |

  
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# Aptis

Forward thinking English testing



A joint initiative of  
General and Higher Education Departments, Government of Kerala

## Candidate Report

**50614**

Candidate Name: **AMRUTHA VS**

Test Date: **10/02/2017**

Organization: **ASAP - Kerala**

Test Package: **Four Skills Package**

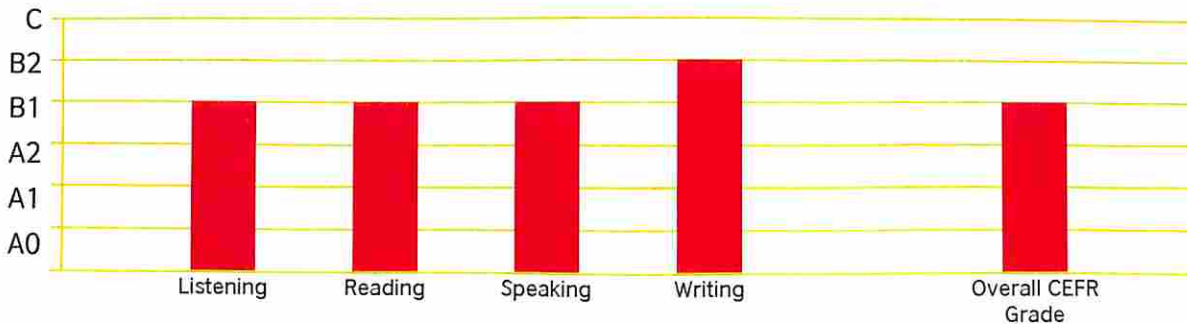
### Scale Score

| Skill Name                 | Skill Score    |
|----------------------------|----------------|
| Listening                  | 24/50          |
| Reading                    | 34/50          |
| Speaking                   | 36/50          |
| Writing                    | 40/50          |
| <b>Final Scale Score</b>   | <b>134/200</b> |
| <b>Grammar &amp; Vocab</b> | <b>33/50</b>   |

**Mei-kwei Barker**  
Director South India  
British Council

**Dr. Reju M.T. IAS**  
Chief Executive Officer  
Additional Skill Acquisition Programme

### CEFR Skill Profile



Please turn over for CEFR Skill Descriptors

This is to certify that the candidate has taken the British Council's Aptis test that was conducted under the auspices of the Government of Kerala.

NIRMALA COLLEGE  
MUVATTUPUZHA



ASAP FOUNDATION COURSE IN

# Communication Skill

Staff Coordinator:  
Mr. SHAIMON JOSEPH  
ASSISTANT PROFESSOR

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Commencement of the course: 13th June 2015





Dear Students,

Nirmala College is organizing a ASAP Foundation course in Communication Skill. The course will introduce and train students in improving their communication skill using language lab and case studies.

Dr. Vincent Joseph  
Principal

Mr. Shaimon Joseph  
Course Coordinator

### COURSE INFORMATION

|                    |                                     |
|--------------------|-------------------------------------|
| Maximum Intake     | : 30                                |
| Eligibility        | : Under Graduates in any discipline |
| Duration           | : 180 hours                         |
| Last Date to apply | : 5th June 2015                     |

For more Details contact Course Coordinator

Mob: 9847949448

Email: [shaimonjoseph@gmail.com](mailto:shaimonjoseph@gmail.com)

Staff Meeting held on 2-6-15

The first staff meeting of the academic year 2015-16 was held on 2.6.15 at 2.45 pm. The following matters were discussed.

1. Preparation of academic calendar.
2. Online entry of attendance.
3. All types of leave form should be submitted at the earliest.
4. Students should enter in to the class by the time of first bell.
5. Use of library must be insisted to the students.
6. Teachers are requested to keep the mobile phone in silent mode.
7. Teaching plan should be submitted at the earliest.
8. Fresh notes should be given to students.
9. API score is made compulsory for all the teachers.
10. Teachers should give importance to the publication of books.
11. Proposals decided to send proposals for Ugc sponsored seminar.
12. Association inauguration by July 15.
13. Decided to give life guidance programme to students and ASAP foundation course ~~through~~ <sup>through</sup> month matters to be included in Academic calendar.

1. Association Inauguration by July 15
2. Life guidance programme July 30
3. Return November

4. Indian economy series November
5. Nature camp - December
6. Dialogue Forum - October
7. Master series January
8. Reading month January
9. Career guidance programme February
10. Assignments (First) before August
11. Department magazine February
12. Out rest programme January 29.
13. Social outreach programme On Friday of every month.
14. Coffee Table Discussion On every month.
15. Mentoring On every month.
16. ASAP course From June onwards.

|                           |       |                               |
|---------------------------|-------|-------------------------------|
| Class Teachers:           | V E   | Ligi George                   |
|                           | IV E  | Deepa Abraham                 |
|                           | III E | J. Georgi Neeral              |
|                           | II E  | Alphensa. K. Jay.             |
|                           | I E   | Shaiman Joseph.               |
| Association Co-ordinators |       | Ligi George & Shaiman Joseph. |

- Members Present
1. J. Georgi Neeral
  2. Dr. P.A. Jose
  3. Meera R.
  4. Shaiman Joseph
  5. Ligi George
  6. Alphensa. K. Jay.
  7. Deepa Abraham

*(Handwritten signatures and initials)*

