



NIRMALA COLLEGE MUVATTUPUZHA

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661
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FOURTH CYCLE NAAC ACCREDITATION 2019

CRITERION 1

CURRICULAR ASPECTS

1.3.2. Number of value added courses imparting transferable and life skills offered during the last five years

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Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CRITERION 1

CURRICULAR ASPECTS

1.3.2. Number of value added courses imparting transferable and life skills offered during the last five years

1. 2014-2015
2. 2015-2016
3. 2016-2017
4. 2017-2018
5. 2018-2019





**NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF BOTANY**



VALUE ADDED COURSE IN APICULTURE 2014-2015

COURSE CO-ORDINATOR:

Dr. N. SHIBIN MOHANAN

**Duration of the course: 30 hours
Commencement of classes: 03/06/2014**

**Time: 3.45 to 4.45 pm on working days
Special training on Saturdays**



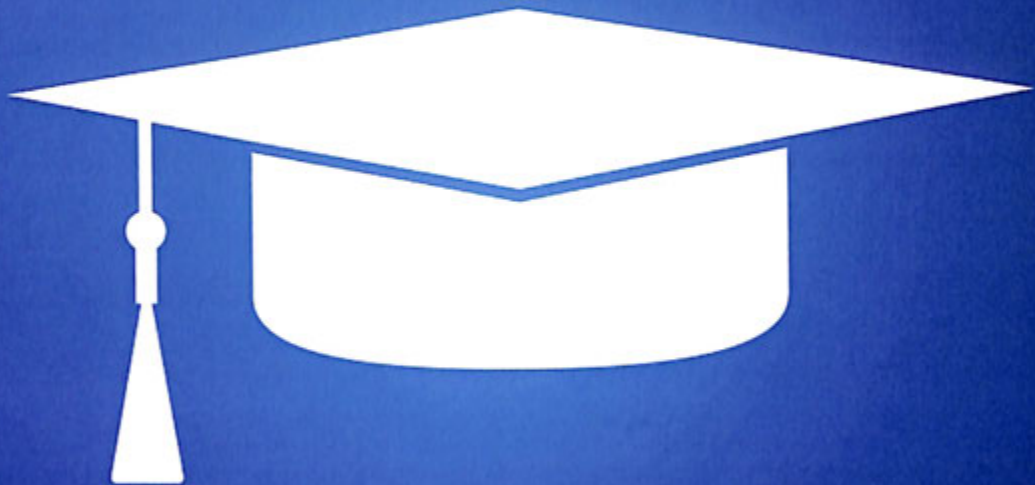
Course content

- Module 1: Introduction and Scope of Apiculture
- Module 2: Bee keeping methods
- Module 3: Bee keeping equipments
- Module 4: Colony management
- Module 5: Enemies and Diseases of Honey Bees
- Module 6: Honey and Beeswax
- Module 7: Training on Bee keeping

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES

VALUE ADDED COURSE ON

Induction to MHRM



Resource Person:

Mr. SURAJ ABRAHAM

Coordinator:

Ms. DEEPTHI JOSEPH,

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 13th October 2014

Venue: MCA Block, Nirmala College, Muvattupuzha



Course Objectives

- To enable the students to articulate the academic expectation of students and available academic resources
- To create a good impression about the organisation.
- Train the students to achieve their personal goals
- Indoor and outdoor team building exercises

Course Content:

- ▶ Introduction to MHRM
- ▶ Team building exercises
- ▶ Activities

Course Outcomes

By successfully completing the course students will be able to

- Know about the academic expectation and the resources available
- Know about the history culture traditions of the college
- Formularize with the ways to achieve their personal goals

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES

VALUE ADDED COURSE ON

Industry Institute Interface



Resource Person:

Mr. ISSAC JOSEPH KOTTUKKAPPILLY
Mr. P.I MANI, Mr. E. SUNDARAJAN

Coordinator:

Ms. DEEPTHI JOSEPH,

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 14th July 2014

Venue: MCA Block, Nirmala College, Muvattupuzha



Course Objectives

- To educate the students on the various aspects of HRM policies in practice at the industry level.
- Identify the challenges involved in successful HRM management.
- To provide an awareness about the issues of HRM practices and to provide training to students on how to manage such issues.
- To inculcate the students on being an effective HRM manager

Course Content:

- ▶ Introduction to Human Resource Management
- ▶ HR at Industry level
- ▶ HR Managerial Roles
- ▶ Strategic Human Resource Management

Course Outcomes

- On successful completion of course, the students will be able to
- Identify and understand the various industry-oriented practices of HR
- Learn and implement the various strategies for managing HR issues in the corporate sector
- Equip and Manage themselves to the versatile work environment in any given company
- Learn a means to be an effective and efficient Human Resource Manager

**NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES**



VALUE ADDED COURSE ON

**SOFT SKILLS
TRAINING**

Resource Person:

Mr. JERIN ALEXANDER
Ms. LISOJI MARIA VARGHESE, Mr. RAJAGOPAL RAJAN

Coordinator:

Ms. DEEPTHI JOSEPH,
Assistant Professor Department of Management Studies

Duration of the course: 30 hours
Commencement of the course: 17th September 2014
Venue: MCA Block, Nirmala College, Muvattupuzha



Course Objectives

- To communicate the importance of soft skills
- To equip the students with integral skills required to turn a student into a successful working professional
- To enable the students to know about computer fundamentals
- To develop various employment skills

Course Content:

- ▶ Introduction
- ▶ Soft skills and communication
- ▶ Computer fundamentals
- ▶ Employment skill

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF BOTANY



VALUE ADDED COURSE IN
FLOWER ARRANGEMENT
2014-2015

Course Co-ordinator:
Ms. JAIBY CYRIAC

Duration of the course: 30 hours
Commencement of classes: 06/06/2014
Time: 3.45 to 4.45 pm on working days
Special training on Saturdays

FLOWER ARRANGEMENT



COURSE CONTENT

Module 1: History, Introduction and Scope of Flower Arrangement

Module 2: Floriculture

Module 3: Equipments and materials required for flower arrangement

Module 4: Flower arrangement: principles, different styles

Module 5: After care of flower arrangements

Module 6: Practical application of flower arrangement

Module 7: Training / workshop on flower arrangement

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

COURSE ON ENHANCING
COMMUNICATION SKILLS

RESOURCE:
Career.com, Aluva

STAFF COORDINATOR:
Mr. SHERIN MATHEW G.
ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 6th November 2014
Venue: MCA Block



OBJECTIVES

This course is designed to give students the tools needed to improve their communication skills, and the most successful strategies for using them to their advantage. By the end of the course, students will be able to respond strategically to their wants and needs, convey clear messages, and develop the critical communication skills to get ahead in their personal and professional life.

COURSE CONTENT

- Strategies for Good Conversation
- Improving Fluency and Self-expression
- Body Language
- Group Discussion - Techniques with Case Studies

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

**FUNDAMENTALS OF QUANTITATIVE,
VERBAL AND LOGICAL SKILLS**

RESOURCE:
CAREER.COM, ALUVA

Staff Coordinator:
Mr. SHERIN MATHEW G.
ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 1st January 2015
Venue: MCA Block



COURSE OBJECTIVES

The objective of the course is to introduce to the students

- the basic concepts of quantitative ability and logical reasoning skills
- the competency in use of verbal reasoning

COURSE CONTENT

- Arithmetical and Verbal Reasoning Ability
- Data Interpretation & Logical Reasoning
- Company wise sample Question Set
- Mock Tests per Topic

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES



VALUE ADDED COURSE ON

PRE-PLACEMENT TRAINING

Resource Person:

Mr. SURAJ ABRAHAM

Coordinator:

Ms. DEEPTHI JOSEPH,

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 6th November 2014

Venue: MCA Block, Nirmala College, Muvattupuzha



Course Objectives

To enable the students to be organised for a professional work setting.

- To mould the students responsible towards the organisation
- To meet the industry needs and improve their employability skills.
- To help new hires better understanding of Corporate life

Course Content:

- ▶ Business communication
- ▶ Professional grooming and etiquettes
- ▶ corporate skills

Course Outcomes

- To enhance and improve employable skills
- To enable the students responsible towards the organisation.
- To improve the quality of new hires for better understanding of Corporate life
- Enable to meet the industry needs and improve the employability skills



എഴുത്തുകൂട്ടം 2014-15

മലയാള വിഭാഗം നിർമ്മല കോളേജ് മൂവാറ്റുപുഴ

എഴുത്തിന്റെ കരുത്തുതേടുന്ന എഴുത്തുകൂട്ടത്തിന്റെ ഈ അദ്ധ്യായന വർഷത്തെ പ്രവർത്തനങ്ങളിലേക്ക് നിർമ്മലയിലെ സഹൃദയലോകത്തിന് ഹൃദ്യമായ സ്വാഗതം. 8 ജൂലൈ 2014 തീയതി ഓപചാരികമായി ആരംഭം കുറിക്കുന്നു.

ഡോ. വിൻസെന്റ് മാളിയേക്കാൽ
വകുപ്പ് മേധാവി

ഡോ. ഫാ. വിൻസെന്റ് നെടുങ്ങാട്
പ്രിൻസിപ്പൽ

ഡോ. സി. ബിജി എഫ്.പി.
കോർഡിനേറ്റർ



മലയാള വിഭാഗം
നിർമ്മല കോളേജ് മുവാറ്റുപുഴ

യോഗപരിശീലനം

2015 ഫെബ്രുവരി 24

യോഗാചാര്യ:

സുധ ബാലകൃഷ്ണൻ



വിദ്യാർത്ഥികളുടെ സമഗ്രവികസനം എന്ന ലക്ഷ്യത്തെ മുൻനിറുത്തി നിർമ്മല കോളേജ് മലയാള വിഭാഗം സംഘടിപ്പിക്കുന്ന യോഗാപരിശീലനം 2015 ഫെബ്രുവരി 24 ന് ആരംഭിക്കും. ആഴ്ചയിൽ രണ്ട് ദിവസം (വ്യഴം, വെള്ളി) എന്ന ക്രമത്തിൽ 30 മണിക്കൂർ ആണ് പരിശീലന പദ്ധതിയുടെ കാലദൈർഘ്യം. യോഗപരിശീലനത്തിലേക്ക് ഏവർക്കും സ്വാഗതം.

സീമ ജോസഫ്
കോർഡിനേറ്റർ

ഡോ. വിൻസെന്റ് മാളിയേക്കൽ
(വകുപ്പുചുമതല)

ഡോ. ഫാ. വിൻസെന്റ് നെടുങ്ങാട്
(പ്രിൻസിപ്പൽ)



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES

VALUE ADDED COURSE ON

Induction to MHRM

Resource Person:

Mr. SURAJ ABRAHAM

Coordinator:

Ms. DEEPTHI JOSEPH,

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 16th September 2015

Venue: Diamond Jubilee Block, Nirmala College, Muvattupuzha



Course Objectives

- To enable the students to articulate the academic expectation of students and available academic resources
- To create a good impression about the organisation.
- Train the students to achieve their personal goals
- Indoor and outdoor team building exercises

Course Content:

- ▶ Introduction to MHRM
- ▶ Team building exercises
- ▶ Activities

Course Outcomes

By successfully completing the course students will be able to

- Know about the academic expectation and the resources available
- Know about the history culture traditions of the college
- Formularize with the ways to achieve their personal goals



**NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES**

VALUE ADDED COURSE ON

PRE-PLACEMENT TRAINING

Resource Person:

Mr. SURAJ ABRAHAM

Coordinator:

Ms. DEEPTHI JOSEPH,

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 11th November 2015

Venue: Diamond Jubilee Block, Nirmala College, Muvattupuzha



Course Objectives

To enable the students to be organised for a professional work setting.

- To mould the students responsible towards the organisation
- To meet the industry needs and improve their employability skills.
- To help new hires better understanding of Corporate life

Course Content:

- ▶ Business communication
- ▶ Professional grooming and etiquettes
- ▶ corporate skills

Course Outcomes

- To enhance and improve employable skills
- To enable the students responsible towards the organisation.
- To improve the quality of new hires for better understanding of Corporate life
- Enable to meet the industry needs and improve the employability skills

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES



VALUE ADDED COURSE ON

Industry Institute Interface

Resource Person:

Dr. SHAJI THOMAS

Dr. FRANCIS CHERUNILAM

Coordinator:

Ms. DEEPTHI JOSEPH,

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 23rd June 2015

Venue: Diamond Jubilee Block, Nirmala College, Muvattupuzha



Course Objectives

- To educate the students on the various aspects of HRM policies in practice at the industry level.
- Identify the challenges involved in successful HRM management.
- To provide an awareness about the issues of HRM practices and to provide training to students on how to manage such issues.
- To inculcate the students on being an effective HRM manager

Course Content:

- ▶ Introduction to Human Resource Management
- ▶ HR at Industry level
- ▶ HR Managerial Roles
- ▶ Strategic Human Resource Management

Course Outcomes

- On successful completion of course, the students will be able to
- Identify and understand the various industry-oriented practices of HR
- Learn and implement the various strategies for managing HR issues in the corporate sector
- Equip and Manage themselves to the versatile work environment in any given company
- Learn a means to be an effective and efficient Human Resource Manager



**NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF BOTANY**



**VALUE ADDED COURSE IN
APICULTURE
2015-2016**

COURSE CO-ORDINATOR:

Dr. N. SHIBIN MOHANAN

Duration of the course: 30 hours
Commencement of classes: 06/06/ 2015
Time: 3.45 to 4.45 pm on working days
Special training on Saturdays



Course content

Module I: Introduction and Scope of Apiculture

Module 2: Bee keeping methods

Module 3: Bee keeping equipments

Module 4: Colony management

Module 5: Enemies and Diseases of Honey Bees

Module 6 Honey and Beeswax

Module 7 Training on Bee keeping



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF BOTANY



VALUE ADDED COURSE IN

Flower Arrangement

2015-2016

Course Co-ordinator:

Ms. JAIBY CYRIAC

Duration of the course: 30 hours
Commencement of classes: 15/06/ 2015
Time: 3.45 to 4.45 pm on working days
Special training on Saturdays

COURSE CONTENT

Module 1: History, Introduction and Scope of Flower Arrangement

Module 2: Floriculture

Module 3: Equipments and materials required for flower arrangement

Module 4: Flower arrangement: principles, different styles

Module 5: After care of flower arrangements

Module 6: Practical application of flower arrangement

Module 7: Training / workshop on flower arrangement



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

**SOFT SKILL DEVELOPMENT COURSE ON
INDIVIDUAL AND GROUP
INTERVIEWS**

RESOURCE:

[Career.com](#), [Aluva](#)

Staff Coordinator:

Mr. SHERIN MATHEW G.

ASSISTANT PROFESSOR

Duration of the course: 40 hours

Commencement of the course: 06th February 2016

Venue: MCA Block



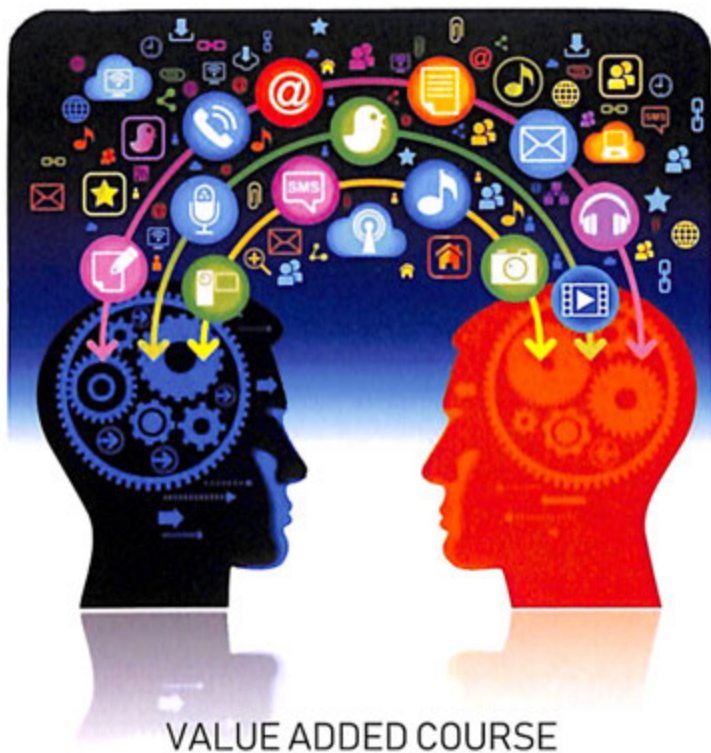
COURSE OBJECTIVES

- ▶ The course will involve practically-oriented sessions where to explore a variety of individual and group interview approaches.
- ▶ This will include focus groups as well as structured, semi-structured, and more open-ended styles of interviewing.
- ▶ It will also consider the use of stimulus material, and critical incidents as possible ways of structuring interview interactions.

COURSE CONTENT

- ▶ Three Golden Rules
- ▶ Interview Questions and Pattern
- ▶ Topics Covering On Technical
- ▶ Resume Preparation
- ▶ Activity: Mock – Interview

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

**FUNDAMENTALS OF QUANTITATIVE,
VERBAL AND LOGICAL SKILLS**

RESOURCE:
RACE SOLUTIONS, KOCHI

Staff Coordinator:
Ms. DEEPA LIZA ALEX
ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 08th March 2016
Venue: MCA Block



COURSE OBJECTIVES

- This course trains students on quantitative aptitude, logical reasoning and verbal ability topics commonly tested in placement examinations by taking them through a gradual learning process
- The course is designed to train students on important shortcut techniques/ methods that will improve their calculation speed

COURSE CONTENT

- Arithmetical and Verbal Reasoning Ability
- Data Interpretation & Logical Reasoning
- Company wise sample Question Set
- Mock Tests per Topic

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

COURSE ON ENHANCING
COMMUNICATION SKILLS

RESOURCE:
Career.com, Aluva

STAFF COORDINATOR:
Ms. SHIJA PAUL. P.
ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 19th October 2015
Venue: MCA Block



OBJECTIVES

This course helps students improve their professional communication in English for successful interactions. The course focuses on how to write emails, speak at meetings and interviews, give presentations, and networking online. By the end of this course, students will be able to communicate effectively using the right medium, and use goal-setting to increase their productivity and boost their performance.

COURSE CONTENT

- Strategies for Good Conversation
- Improving Fluency and Self-expression
- Body Language
- Group Discussion - Techniques with Case Studies



എഴുത്തുക്കൂട്ടം 2015-16

മലയാള വിഭാഗം നിർമ്മല കോളേജ് മുവാറ്റുപുഴ

ചിന്തിക്കുവാനും ചിന്തകൾ പങ്കുവെക്കാനും എഴുതിത്തെളിയാനും ഒരു തുറന്ന ഇടം: എഴുത്തുകൂട്ടത്തിലേക്ക് നിർമ്മലയിലെ അക്ഷരസ്പന്ദനം എഴുത്തുകൂട്ടത്തിലേക്ക് ഹൃദ്യമായ സ്വാഗതം. 2 ജൂലൈ 2015 തീയതി ഓപചാരികമായി ആരംഭം കുറിക്കുന്നു.

ഡോ. വിൻസെന്റ് മാളിയേക്കൽ
വകുപ്പ് മേധാവി

ഡോ. ഫാ. വിൻസെന്റ് നെടുങ്ങാട്
പ്രിൻസിപ്പൽ

ഡോ. സി. ബിജി എഫി.
കോർഡിനേറ്റർ



മലയാള വിഭാഗം
നിർമ്മല കോളേജ് മുവാറ്റുപുഴ

യോഗപരിശീലനം

2016 ഫെബ്രുവരി 02

യോഗാചാര്യ:
സുധ ബാലകൃഷ്ണൻ



വിദ്യാർത്ഥികളുടെ ശാരീരികവും മാനസികവുമായ സമഗ്രവികസനം ലക്ഷ്യമാക്കിക്കൊണ്ട് 2016, ഫെബ്രുവരി 2 മുതൽ നിർമ്മല കോളേജ് മലയാളവിഭാഗത്തിന്റെ നേതൃത്വത്തിൽ യോഗാപരിശീലനം ആരംഭിക്കുന്നു. ആഴ്ചയിൽ രണ്ടു ദിവസം എന്ന ക്രമത്തിൽ 30 മണിക്കൂറുകൊണ്ട് യോഗാഭ്യാസത്തിന്റെ അടിസ്ഥാനപാഠങ്ങൾ പരിചയപ്പെടുത്തുകയാണ് പരിശീലനത്തിന്റെ ലക്ഷ്യം. വിദ്യാർത്ഥികൾക്കും അദ്ധ്യാപകർക്കും പങ്കെടുക്കാം

സീമ ജോസഫ്
കോർഡിനേറ്റർ

ഡോ. വിൻസെന്റ് മാളിയേക്കൽ
(വകുപ്പുദ്ധ്യക്ഷൻ)

ഡോ. ഫാ. വിൻസെന്റ് നെടുങ്ങാട്
(പ്രിൻസിപ്പൽ)



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES

VALUE ADDED COURSE ON

PRE-PLACEMENT TRAINING

Resource Person:

Mr. GEORGE JOSEPH PUTHEPURACKAL

Coordinator:

Mr. MATHEW STEPHEN,

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 11th July 2016

Venue: Diamond Jubilee Block, Nirmala College, Muvattupuzha



Course Objectives

To enable the students to be organised for a professional work setting.

- To mould the students responsible towards the organisation
- To meet the industry needs and improve their employability skills.
- To help new hires better understanding of Corporate life

Course Content:

- ▶ Business communication
- ▶ Professional grooming and etiquettes
- ▶ corporate skills

Course Outcomes

- To enhance and improve employable skills
- To enable the students responsible towards the organisation.
- To improve the quality of new hires for better understanding of Corporate life
- Enable to meet the industry needs and improve the employability skills



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES

VALUE ADDED COURSE ON

Soft Skill Management

Resource Person:

Mr. SURAJ ABRAHAM

Coordinator:

Ms. DEEPTHI JOSEPH,

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 22nd July 2016

Venue: MCA Block, Nirmala College, Muvattupuzha



Course Objectives

- To communicate the importance of soft skills
- To equip the students with integral skills required to turn a student into a successful working professional
- To enable the students to know about computer fundamentals
- To develop various employment skills

Course Content:

- ▶ Introduction
- ▶ Soft skills and communication
- ▶ Computer fundamentals
- ▶ Employment skill



**NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF BOTANY**



VALUE ADDED COURSE IN APICULTURE 2016-17

COURSE CO-ORDINATOR:


Dr. N. SHIBIN MOHANAN

Duration of the course: 30 hours

Commencement of classes: 06/06/2016

Time: 3.45 to 4.45 pm on working days

Special training on Saturdays



Course content

Module 1: Introduction and Scope of Apiculture

Module 2: Bee keeping methods

Module 3: Bee keeping equipments

Module 4: Colony management

Module 5: Enemies and Diseases of Honey Bees

Module 6 Honey and Beeswax

Module 7 Training on Bee keeping

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF BOTANY



VALUE ADDED COURSE IN

FLOWER ARRANGEMENT

2016-17

Course Co-ordinator:

Ms. JAIBY CYRIAC

Duration of the course: 30 hours
Commencement of classes: 15/06/2015
Time: 3.45 to 4.45 pm on working days
Special training on Saturdays



COURSE CONTENT

Module 1: History, Introduction and Scope of Flower Arrangement

Module 2: Floriculture

Module 3: Equipments and materials required for flower arrangement

Module 4: Flower arrangement: principles, different styles

Module 5: After care of flower arrangements

Module 6: Practical application of flower arrangement

Module 7: Training / workshop on flower arrangement

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

**COURSE ON ENHANCING
Communication Skills**

STAFF COORDINATOR:

Ms. DEEPA LIZA ALEX
ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 29th August 2016
Venue: MCA Block



OBJECTIVES

This course focuses on how to communicate more effectively and achieve their goals. The students can explore the basics of body language and the important contexts that affect communication. The course also teaches students about perception and non-verbal communication and how to use them effectively.

COURSE CONTENT

- Strategies for Good Conversation
- Improving Fluency and Self-expression
- Body Language
- Group Discussion - Techniques with Case Studies

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

Interpersonal
Communication Skills

RESOURCE:
RACE SOLUTIONS, KOCHI

Staff Coordinator:
Ms. DEEPA LIZA ALEX
ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 28th June 2016
Venue: MCA Block

OBJECTIVES

This course is designed to give students both the tools they needed to improve their communication skills, leadership skill and the most successful strategies for using them to their advantage. Students will also learn how to ask thoughtful questions, engage in active listening, and choose the right medium (face-to-face conversation, video conference, phone call) for conveying messages. By the end of the course, students will be able to understand what others want, respond strategically to their wants and needs.

COURSE CONTENT

- ▶ Interpersonal Skills
- ▶ Leadership
- ▶ Creativity
- ▶ Conflict Management
- ▶ Activities per Module

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

FUNDAMENTALS OF QUANTITATIVE, VERBAL AND LOGICAL SKILLS

RESOURCE:

RACE Solutions, Kochin

Staff Coordinator:

Ms. DEEPA LIZA ALEX

ASSISTANT PROFESSOR

Duration of the course: 30 hours

Commencement of the course: 30th October 2016

Venue: MCA Block



COURSE OBJECTIVES

- The students will be able to understand the logical connections between ideas
- To impart competency in use of verbal reasoning and logical skills

COURSE CONTENT

- Arithmetical and Verbal Reasoning Ability
- Data Interpretation & Logical Reasoning
- Company wise sample Question Set
- Mock Tests per Topic

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

SOFT SKILL DEVELOPMENT COURSE ON
INDIVIDUAL AND GROUP
INTERVIEWS

RESOURCE:

SIGNATURE, MUVATTUPUZHA

Staff Coordinator:

Ms. DEEPA LIZA ALEX

ASSISTANT PROFESSOR

Duration of the course: 40 hours

Commencement of the course: 15th November 2016

Venue: MCA Block



COURSE OBJECTIVES

- ▶ To familiarise the best practices and techniques to be successful in job interviews from the process to answering questions.
- ▶ Answer any job interview question with confidence

COURSE CONTENT

- ▶ Three Golden Rules
- ▶ Interview Questions and Pattern
- ▶ Topics Covering On Technical
- ▶ Resume Preparation
- ▶ Activity: Mock – Interview



എഴുത്തുകൂട്ടം 2016-17

ലലയാള വിഭാഗം നിർമ്മല കോളേജ് മൂവാറ്റുപുഴ

എഴുതിയും വായിച്ചും പങ്കുവെച്ചും ഒത്തുചേർന്നിരുന്ന്
ചർച്ചചെയ്തും എഴുത്തുമരങ്ങൾക്ക്
വളർന്നുപടരാൻ ഇടമൊരുക്കി 'എഴുത്തുകൂട്ടം'
4 ജൂലൈ 2016 തീയതി ഔപചാരികമായി
ആരംഭം കുറിക്കുന്നു.
അകക്കാമ്പിൽ അഗ്നിയുള്ളവർക്കൊക്കെയും സ്വാഗതം.

ഡോ. വിൻസെന്റ് മാളിയേക്കൽ
വകുപ്പ് ജ്യാനി

ഡോ. ഫാ. വിൻസെന്റ് സെസുങ്ങാട്
(പ്രിൻസിപ്പൽ)

ഡോ. സി. ബിജി എം.പി.
കോർഡിനേറ്റർ



മലയാള വിഭാഗം
നിർമ്മല കോളേജ് മുവാറ്റുപുഴ



യോഗപരിശീലനം

2017 ഫെബ്രുവരി 2

യോഗാചാര്യ:
സുധ ബാലകൃഷ്ണൻ



ശാഭിരികവും മാനസികവും ആത്മീയവും ബാദ്ധ്യകവുമായ ശക്തിയെ തന്മൂലമെ ഉണർത്തി, അവയുടെ യോഗത്തിലൂടെ ജീവിതത്തെ പരിപൂർണ്ണമായി ലേകൈത്തിക്കാൻ യോഗവിദ്യ സഹായകമാണ്. വിദ്യാർത്ഥികളുടെ സമഗ്രവികസനം എന്ന ലക്ഷ്യത്തെ മുൻനിറുത്തി 2017 ഫെബ്രുവരി രണ്ട് മുതൽ മലയാള വിഭാഗത്തിന്റെ നേതൃത്വത്തിൽ സംഘടിപ്പിക്കുന്നു

ആഴ്ചയിൽ 2 എന്ന ക്രമത്തിൽ (വ്യാഴം, വെള്ളി ദിവസങ്ങളിൽ 8.45 മുതൽ 9.45 വരെ) 30 ക്ലാസ്സുകൾകൊണ്ട് യോഗാഭ്യാസത്തിന്റെ അടിസ്ഥാനപാഠങ്ങൾ പരിചയപ്പെടുത്തുന്ന പരിശീലന പദ്ധതി ക്യാമ്പസിൽ ക്രമീകരിച്ചിരിക്കുന്നു. യോഗപരിശീലനത്തിലേക്ക് ഏവർക്കും സ്വാഗതം.

സീമ ജോസഫ്
കോർഡിനേറ്റർ

ഡോ. വിൻസെന്റ് മാളിയേക്കൽ
(വകുപ്പുതലവൻ)

ഡോ. റ്റി. എം. ജോസഫ്
(പ്രിൻസിപ്പൽ)



എഴുത്തുക്കൂട്ടം 2017-18

മലയാള വിഭാഗം നിർമ്മല കോളേജ് മുവാറ്റുപുഴ

എഴുത്തിന്റെ കരുത്തുതേടുന്ന എഴുത്തുകൂട്ടത്തിന്റെ ഈ അന്വേഷണ വർഷത്തെ പ്രവർത്തനങ്ങളിലേക്ക് നിർമ്മലയിലെ സഹൃദയലോകത്തിന് ഹൃദ്യമായ സ്വാഗതം. 3 ജൂലൈ 2017 തീയതി ഓപചാരികമായി ആരംഭം കുറിക്കുന്നു.

ഡോ. വിൻസെന്റ് മാളിയേക്കൽ
വകുപ്പ് മേധാവി

ഡോ. ഫാ. വിൻസെന്റ് നെടുങ്ങാട്
പ്രിൻസിപ്പൽ

ഡോ. സി. ബിജി എഫി.
കോർഡിനേറ്റർ

Human

Resources

Management

H

R

M

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES

VALUE ADDED COURSE ON

Induction to MHRM

Resource Person:
Mr. JOY MANUEL

Coordinator:
Mr. MATHEW STEPHEN,
Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 16th November 2017

Venue: Diamond Jubilee Block, Nirmala College, Muvattupuzha



Course Objectives

- To enable the students to articulate the academic expectation of students and available academic resources
- To create a good impression about the organisation.
- Train the students to achieve their personal goals
- Indoor and outdoor team building exercises

Course Content:

- ▶ Introduction to MHRM
- ▶ Team building exercises
- ▶ Activities

Course Outcomes

By successfully completing the course students will be able to

- Know about the academic expectation and the resources available
- Know about the history culture traditions of the college
- Formularize with the ways to achieve their personal goals



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES

VALUE ADDED COURSE ON

PRE-PLACEMENT TRAINING

Resource Person:

Mr. GEORGE JOSEPH PUTHEPURACKAL

Coordinator:

Ms. DEEPTHI JOSEPH

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 4th August 2017

Venue: Diamond Jubilee Block, Nirmala College, Muvattupuzha



Course Objectives

To enable the students to be organised for a professional work setting.

- To mould the students responsible towards the organisation
- To meet the industry needs and improve their employability skills.
- To help new hires better understanding of Corporate life

Course Content:

- ▶ Business communication
- ▶ Professional grooming and etiquettes
- ▶ corporate skills

Course Outcomes

- To enhance and improve employable skills
- To enable the students responsible towards the organisation.
- To improve the quality of new hires for better understanding of Corporate life
- Enable to meet the industry needs and improve the employability skills

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES



VALUE ADDED COURSE ON

Soft Skill Management

Resource Person:

MS. ANJANA MURALIDARAN

Coordinator:

Ms. DEEPTHI JOSEPH,

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 15th August 2017

Venue: MCA Block, Nirmala College, Muvattupuzha



Course Objectives

- To communicate the importance of soft skills
- To equip the students with integral skills required to turn a student into a successful working professional
- To enable the students to know about computer fundamentals
- To develop various employment skills

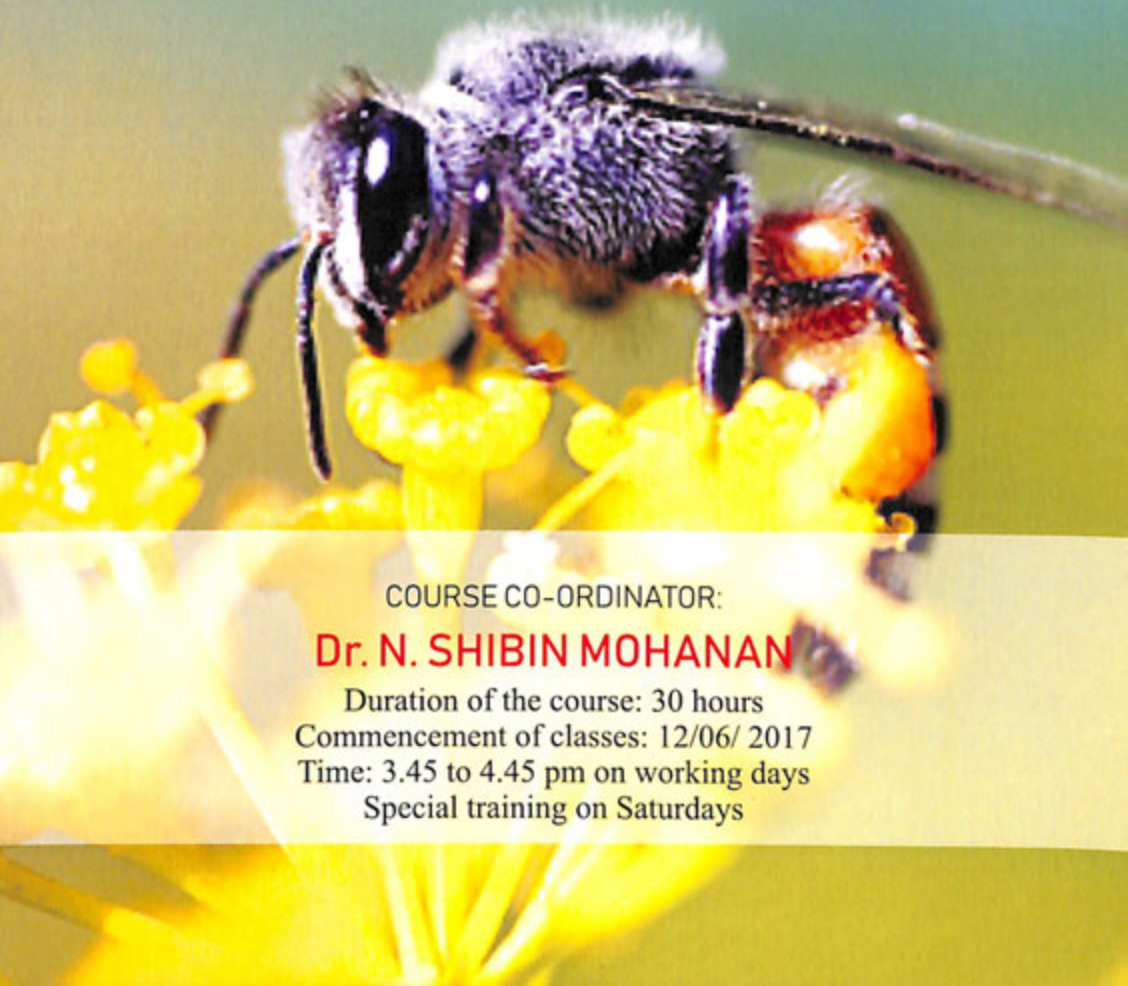
Course Content:

- ▶ Introduction
- ▶ Soft skills and communication
- ▶ Computer fundamentals
- ▶ Employment skill



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF BOTANY

VALUE ADDED COURSE IN APICULTURE 2017-2018



COURSE CO-ORDINATOR:

Dr. N. SHIBIN MOHANAN

Duration of the course: 30 hours
Commencement of classes: 12/06/ 2017
Time: 3.45 to 4.45 pm on working days
Special training on Saturdays



Course Objectives

- Learn the scope and methodology of apiculture
- Impart knowledge about modern and scientific methods of beekeeping
- Promote self-employment and self-reliance among educated youth

Course Outcome

By successfully completing the course, students will be able to:

- Gain knowledge about modern and scientific methods of beekeeping
- Learn a means of self-employment and income generation

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF BOTANY



VALUE ADDED COURSE IN
**FLOWER
ARRANGEMENT**

2017-18

Course Co-ordinator:
Ms. JAIBY CYRIAC

Duration of the course: 30 hours
Commencement of classes: 13/06/2017
Time: 3.45 to 4.45 pm on working days
Special training on Saturdays



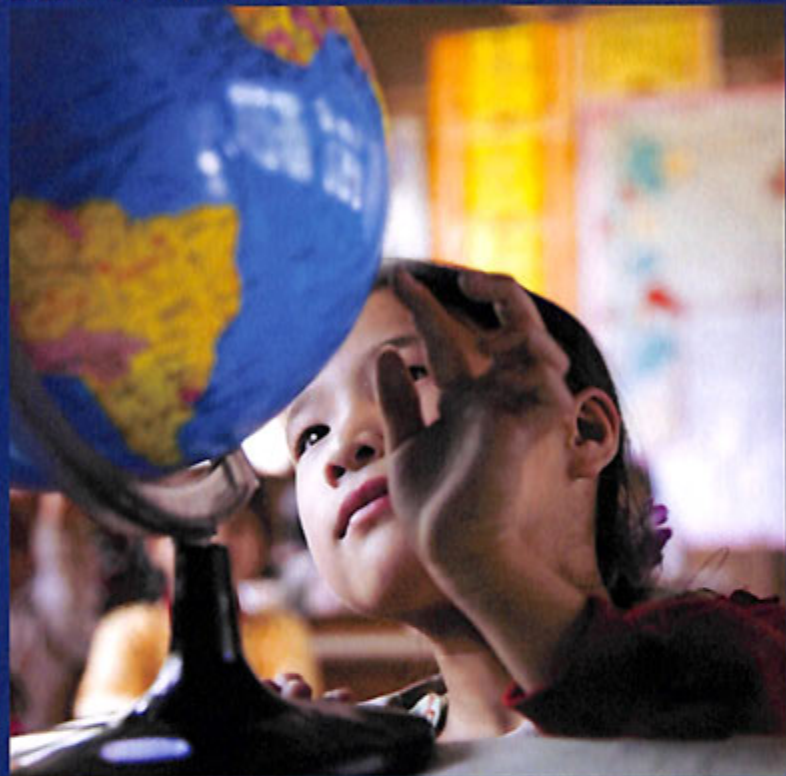
Course Objectives:

- ▶ Familiarize the common species of plants used in flower arrangement
- ▶ Understand the basic principles and applications of flower arrangement
- ▶ Equip the students to carry out different types of flower arrangement,
- ▶ Create awareness on post-harvest treatment of cut flowers

Course outcome

By successfully completing the course, students will be able to:

- ▶ Learn basic principles and applications of flower arrangement
- ▶ Develop skill to create floral arrangements using available flowers and foliage in vases and in floral foam arrangements
- ▶ Learn a means of self-employment and income generation



VALUE ADDED COURSE

FUNDAMENTALS OF QUANTITATIVE, VERBAL AND LOGICAL SKILLS

RESOURCE:

RACE Solutions, Kochin

Staff Coordinator:

Ms. DEEPA LIZA ALEX

ASSISTANT PROFESSOR

Duration of the course: 30 hours

Commencement of the course: 14th September 2017

Venue: MCA Block



COURSE OBJECTIVES

- The course will improve student's logical reasoning and verbal reasoning ability
- The course is designed to train students on important shortcut techniques/ methods that will improve their calculation speed

COURSE CONTENT

- Arithmetical and Verbal Reasoning Ability
- Data Interpretation & Logical Reasoning
- Company wise sample Question Set
- Mock Tests per Topic

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

SOFT SKILL DEVELOPMENT COURSE ON
INDIVIDUAL AND GROUP
INTERVIEWS

RESOURCE:
SIGNATURE, MUVATTUPUZHA

Staff Coordinator:
Ms. DEEPA LIZA ALEX
ASSISTANT PROFESSOR

Duration of the course: 40 hours
Commencement of the course: 3rd March 2018
Venue: MCA Block



COURSE OBJECTIVES

- ▶ The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality.
- ▶ Course will also include practical demonstrations of interviewing

COURSE CONTENT

- ▶ Three Golden Rules
- ▶ Interview Questions and Pattern
- ▶ Topics Covering On Technical
- ▶ Resume Preparation
- ▶ Activity: Mock – Interview



മലയാള വിഭാഗം
നിർമ്മല കോളേജ് മുവാറ്റുപുഴ



യോഗപരിശീലനം

2018 മാർച്ച് 14

യോഗാചാര്യ:
സുധ ബാലകൃഷ്ണൻ



വിദ്യാർത്ഥികളുടെ സമഗ്രവികസനം എന്ന ലക്ഷ്യത്തെ മുൻനിറുത്തി നിർമ്മല കോളേജ് മലയാള വിഭാഗം സംഘടിപ്പിക്കുന്ന യോഗപരിശീലനം 2018 മാർച്ച് 14 ന് ആരംഭിക്കും. ആഴ്ചയിൽ രണ്ട് ദിവസം (വ്യാഴം, വെള്ളി) എന്ന ക്രമത്തിൽ 30 മണിക്കൂർ ആണ് പരിശീലന പദ്ധതിയുടെ കാലദൈർഘ്യം. യോഗപരിശീലനത്തിലേക്ക് ഏവർക്കും സ്വാഗതം.

സീമ ജോസഫ്
കോർഡിനേറ്റർ

ഡോ. വിൻസെന്റ് മാളിയേക്കൽ
(വകുപ്പധ്യക്ഷൻ)

ഡോ. റ്റി. എം. ജോസഫ്
(പ്രിൻസിപ്പൽ)



എഴുത്തുകൂട്ടം

2018-19

മലയാള വിഭാഗം നിർമ്മല കോളേജ് മുവാറ്റുപുഴ

നിർമ്മലോദ്യാനത്തിലെ അക്ഷരവിതരുകൾക്ക് മുളപൊട്ടി ഇലനീട്ടാൻ ഉർജ്ജംപകർന്നുകൊണ്ട് ജലമായി വളമായി സുര്യപ്രകാശമായി എഴുത്തുകൂട്ടം ഈ അദ്യാനവർഷത്തെ പ്രവർത്തനങ്ങൾക്ക് 9 ജൂലൈ 2018 തീയതി ഔപചാരികമായി ആരംഭം കുറിക്കുന്നു. സർഗാത്മകതയുടെ ഈ കൂട്ടിടത്തിലേയ്ക്ക് ഏവർക്കും സ്വാഗതം

ഡോ. വിൻസെന്റ് മാളിയേക്കൽ
വകുപ്പ് മേധാവി

ഡോ. ടി. എം. ജോസഫ്
പ്രിൻസിപ്പൽ

ഡോ. സി. ബിജി എം.പി.
കോർഡിനേറ്റർ



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES

VALUE ADDED COURSE ON

Induction to MHRM

VALUE ADDED COURSE ON
DESIGNER: L. J. HALL, LECTURE.COM

Resource Person:
Mr. JOY MANUEL

Coordinator:
Ms. CHINCHU LOUIS

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 10th July 2018

Venue: Diamond Jubilee Block, Nirmala College, Muvattupuzha



Course Objectives

- To enable the students to articulate the academic expectation of students and available academic resources
- To create a good impression about the organisation.
- Train the students to achieve their personal goals
- Indoor and outdoor team building exercises

Course Content:

- ▶ Introduction to MHRM
- ▶ Team building exercises
- ▶ Activities

Course Outcomes

By successfully completing the course students will be able to

- Know about the academic expectation and the resources available
- Know about the history culture traditions of the college
- Formularize with the ways to achieve their personal goals



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES

VALUE ADDED COURSE ON

PRE-PLACEMENT TRAINING

Resource Person:

Mr. HARIKUMAR

Coordinator:

Ms. DINNA JOHNSON

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 28th September 2018

Venue: Diamond Jubilee Block, Nirmala College, Muvattupuzha



Course Objectives

To enable the students to be organised for a professional work setting.

- To mould the students responsible towards the organisation
- To meet the industry needs and improve their employability skills.
- To help new hires better understanding of Corporate life

Course Content:

- ▶ Business communication
- ▶ Professional grooming and etiquettes
- ▶ corporate skills

Course Outcomes

- To enhance and improve employable skills
- To enable the students responsible towards the organisation.
- To improve the quality of new hires for better understanding of Corporate life
- Enable to meet the industry needs and improve the employability skills

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES

VALUE ADDED COURSE ON

Industry Institute Interface

Resource Person:

Mr. ANISH PAPPACHEN

Coordinator:

Ms. CHINCHU LOUIS

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 12th April 2019

Venue: Diamond Jubilee Block, Nirmala College, Muvattupuzha



Course Objectives

- To educate the students on the various aspects of HRM policies in practice at the industry level.
- Identify the challenges involved in successful HRM management.
- To provide an awareness about the issues of HRM practices and to provide training to students on how to manage such issues.
- To inculcate the students on being an effective HRM manager

Course Content:

- ▶ Introduction to Human Resource Management
- ▶ HR at Industry level
- ▶ HR Managerial Roles
- ▶ Strategic Human Resource Management

Course Outcomes

- On successful completion of course, the students will be able to
- Identify and understand the various industry-oriented practices of HR
- Learn and implement the various strategies for managing HR issues in the corporate sector
- Equip and Manage themselves to the versatile work environment in any given company
- Learn a means to be an effective and efficient Human Resource Manager

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MANAGEMENT STUDIES



VALUE ADDED COURSE ON

Soft Skill Management

Resource Person:

Mr. PRASIDH PRASADH

Coordinator:

Ms. CHINCHU LOUIS

Assistant Professor Department of Management Studies

Duration of the course: 30 hours

Commencement of the course: 4th December 2018

Venue: Diamond Jubilee Block, Nirmala College, Muvattupuzha



Course Objectives

- To communicate the importance of soft skills
- To equip the students with integral skills required to turn a student into a successful working professional
- To enable the students to know about computer fundamentals
- To develop various employment skills

Course Content:

- ▶ Introduction
- ▶ Soft skills and communication
- ▶ Computer fundamentals
- ▶ Employment skill



**NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF BOTANY**



VALUE ADDED COURSE IN APICULTURE 2018-19

**COURSE CO-ORDINATOR:
Dr. N. SHIBIN MOHANAN**

Duration of the course: 30 hours
Commencement of classes: 20/07/2018
Time: 3.45 to 4.45 pm on working days
Special training on Saturdays



Course Objectives

- ▶ Learn the scope and methodology of apiculture
- ▶ Impart knowledge about modern and scientific methods of beekeeping
- ▶ Promote self-employment and self-reliance among educated youth

Course Outcome

By successfully completing the course, students will be able to:

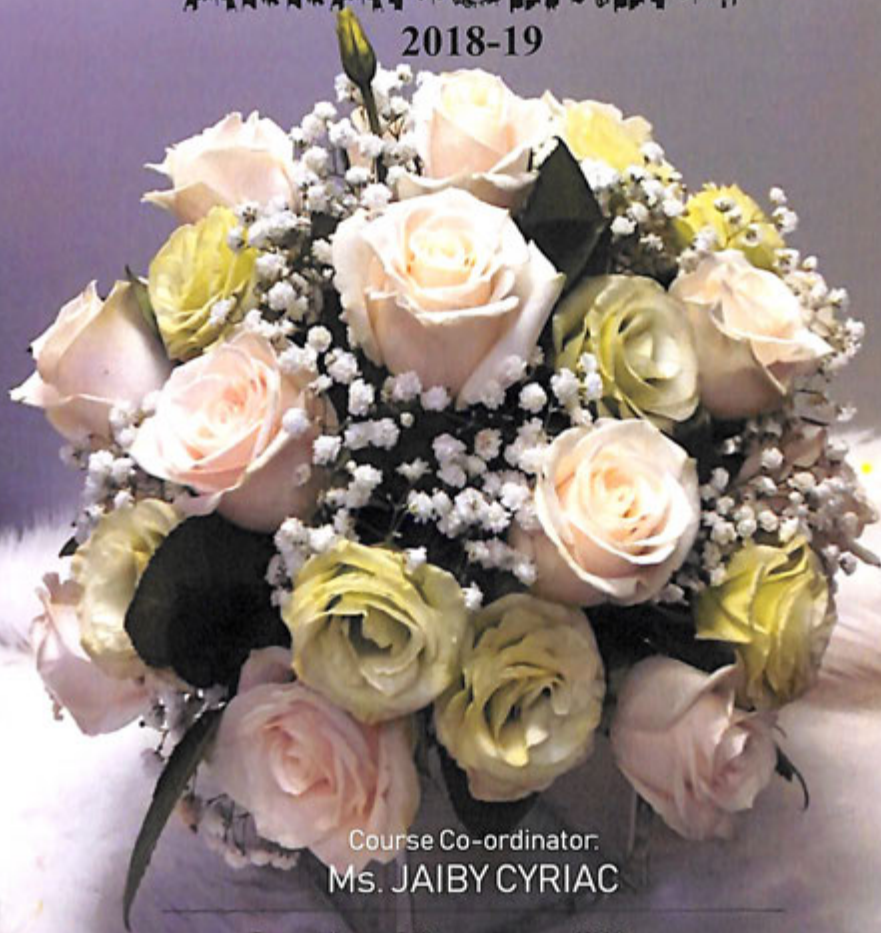
- ▶ gain knowledge about modern and scientific methods of beekeeping
- ▶ Learn a means of self-employment and income generation

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF BOTANY

VALUE ADDED COURSE IN

FLOWER ARRANGEMENT

2018-19



Course Co-ordinator:
Ms. JAIBY CYRIAC

Duration of the course: 30 hours
Commencement of classes: 24/07/2018
Time: 3.45 to 4.45 pm on working days
Special training on Saturdays



Course Objectives:

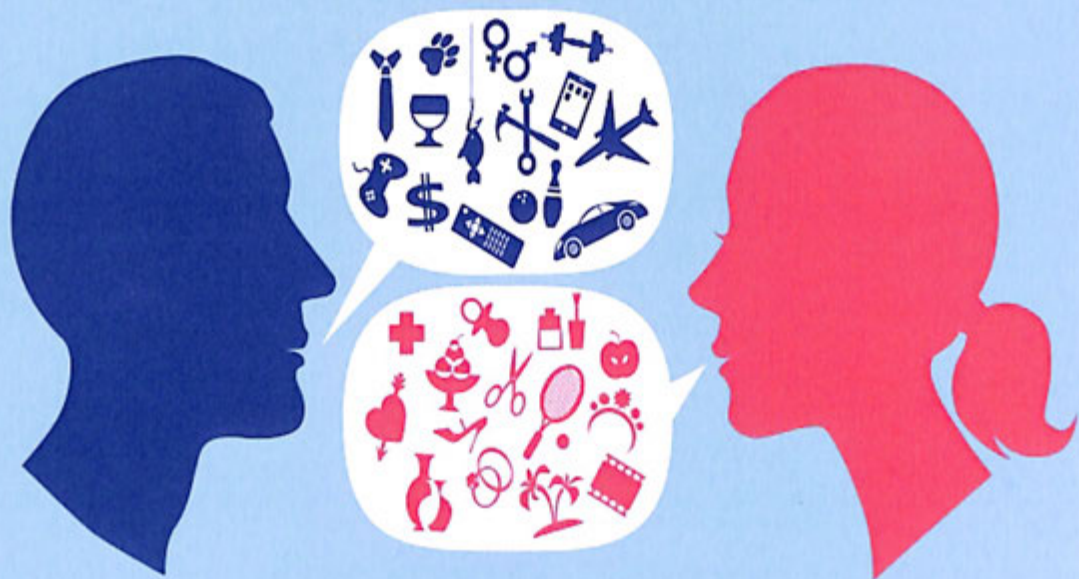
- ▶ Familiarize the common species of plants used in flower arrangement
- ▶ Understand the basic principles and applications of flower arrangement
- ▶ Equip the students to carry out different types of flower arrangement,
- ▶ Create awareness on post-harvest treatment of cut flowers

Course outcome

By successfully completing the course, students will be able to:

- ▶ Learn basic principles and applications of flower arrangement
- ▶ Develop skill to create floral arrangements using available flowers and foliage in vases and in floral foam arrangements
- ▶ Learn a means of self-employment and income generation

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF STATISTICS



ENHANCING COMMUNICATION SKILLS

RESOURCE PERSON

Ms. BRINCY CYRIAC

ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 15th November 2018

COURSE CONTENT OF THE PROGRAMME

Module 1:

Introduction to SAS
Getting Started in SAS
Reading Data into SAS Data Set

Module II:

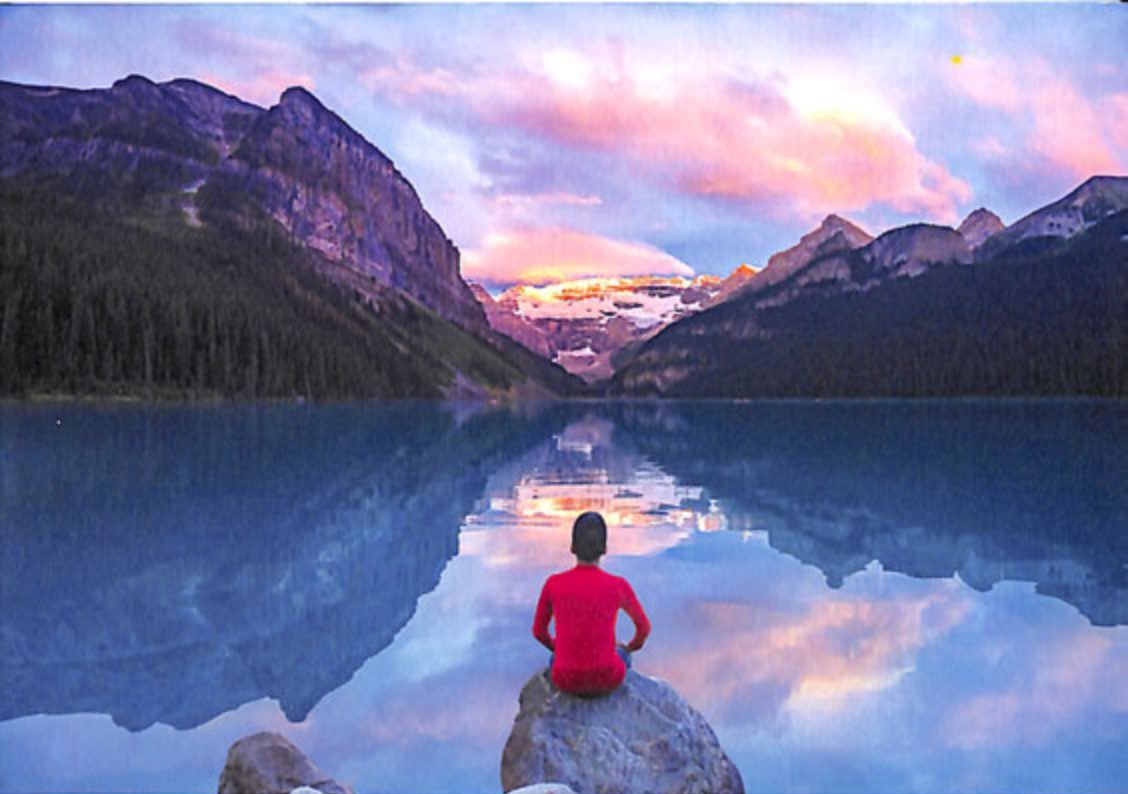
Assignment Statements and Numeric Functions
If -Then- Else Statements, Creating List Reports

Module III:

Writing Programmes that work the format
procedure The Report Procedure

Module IV:

Summarizing Continuous Data,
Summarizing Categorical Data



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE

VALUE ADDED COURSE

LIFE GUIDANCE COURSE

RESOURCE:
NESTT, MUVATTUPUZHA

Staff Coordinator:
Ms. SHERRY O. PANICKER,
ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 3rd September 2018
Venue: MCA Block



COURSE OBJECTIVES

- The course is designed to develop skills to help students succeed in college and make effective career and life choices
- The content of the course is designed to improve student's self-knowledge and self-esteem as well as offering practical help in many situations.

COURSE CONTENT

- Stages of Human Development and Areas of Guidance
- Where the Road to Achievement Begin
- Power of Your Subconscious

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

COURSE ON ENHANCING
COMMUNICATION SKILLS

STAFF COORDINATOR:

Ms. DEEPA LIZA ALEX
ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 03th September 2018
Venue: MCA Block



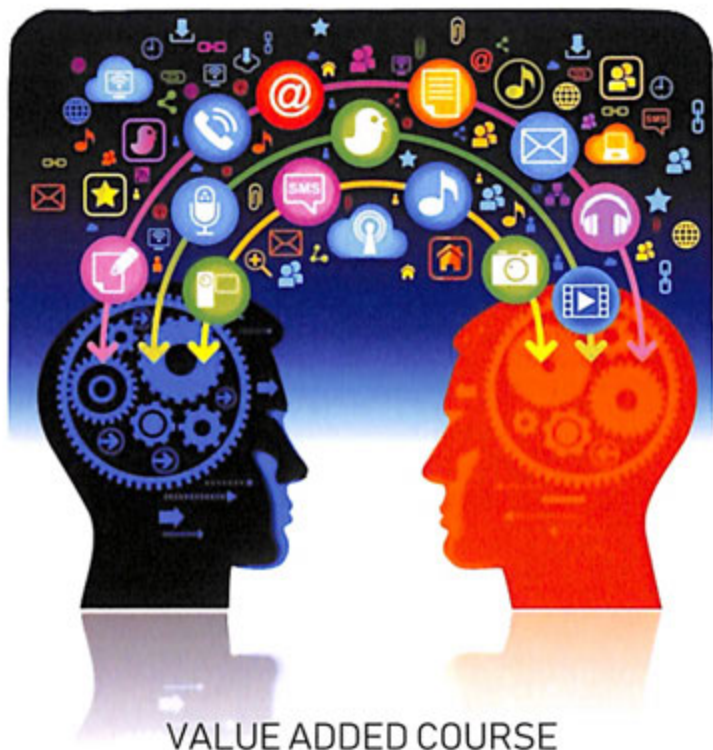
OBJECTIVES

This course is designed to teach students both the key principles of effective communication, and how to harness the power of setting goals to improve their performance. Students will learn how to create memorable and persuasive messages, ask thoughtful questions, engage in active listening, and choose the right medium (face-to-face conversation, video conference, phone call, or email) for their messages. Students will also learn the how to use goal setting for maximum benefit.

COURSE CONTENT

- Strategies for Good Conversation
- Improving Fluency and Self-expression
- Body Language
- Group Discussion - Techniques with Case Studies

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE
**FUNDAMENTALS OF QUANTITATIVE,
VERBAL AND LOGICAL SKILLS**

RESOURCE:
SIGNATURE, MUVATTUPUZHA

Staff Coordinator:
Ms. DEEPA LIZA ALEX
ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 12th September 2018
Venue: MCA Block



COURSE OBJECTIVES

- The course will train students for: quantitative aptitude, logical reasoning, verbal ability and data interpretation
- It will also ensure rigorous and comprehensive preparation with its assignments and mock tests

COURSE CONTENT

- Arithmetical and Verbal Reasoning Ability
- Data Interpretation & Logical Reasoning
- Company wise sample Question Set
- Mock Tests per Topic

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

Interpersonal

Communication Skills

RESOURCE:
SIGNATURE, MUVATTUPUZHA

Staff Coordinator:
Ms. DEEPA LIZA ALEX
ASSISTANT PROFESSOR

Duration of the course: 30 hours
Commencement of the course: 24th September 2018
Venue: MCA Block



OBJECTIVES

This course is designed to improve student's communication skills—in writing, face-to-face conversations, presentations and interviews. The students will learn how to write more effectively, communicate with others. The course also focuses on the enhancement of creativity and leadership skill of students.

COURSE CONTENT

- ▶ Interpersonal Skills
- ▶ Leadership
- ▶ Creativity
- ▶ Conflict Management
- ▶ Activities per Module

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMPUTER SCIENCE



VALUE ADDED COURSE

SOFT SKILL DEVELOPMENT COURSE ON
INDIVIDUAL AND GROUP
INTERVIEWS

RESOURCE:
SIGNATURE, MUVATTUPUZHA

Staff Coordinator:
Ms. DEEPA LIZA ALEX
ASSISTANT PROFESSOR

Duration of the course: 40 hours
Commencement of the course: 8th April 2019
Venue: MCA Block



COURSE OBJECTIVES

- ▶ To familiarise the best practices and techniques to be successful in job interviews from the process to answering questions.
- ▶ Answer any job interview question with confidence

COURSE CONTENT

- ▶ Three Golden Rules
- ▶ Interview Questions and Pattern
- ▶ Topics Covering On Technical
- ▶ Resume Preparation
- ▶ Activity: Mock – Interview



**NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMMERCE**

SOFT SKILL DEVELOPMENT

(A VALUE ADDED COURSE OFFERED BY THE DEPARTMENT OF COMMERCE)

Commerce department is conducting a short term value added course (30 hours) on Soft Skill Development from 27th August to 31st August 2018. The course is designed to brighten the career opportunities in changing corporate scenario. It focuses on enhancing the confidence level and communication skill of the participants. It will help the students to analyse their strengths and weaknesses and provide a platform to overcome these weaknesses and to explore the opportunities. It includes sessions on group discussion, interview techniques and preparation of resume. Interested students may contact the department head at the earliest.

Prof. Emmanuel A.J.
Coordinator

Dr. James Mathew
HOD Of Commerce

Dr. T.M. Joseph
Principal

Module 1: Understanding soft skills

public speaking, songs, skits, mono act, dumb charade, brainstorming (6 hrs.)

Module 2: Assessing Quotients

Intelligence quotient, Relationship quotient, Emotion quotient and Soft skill quotient – Finding out scores and interpreting them (6 hrs.)

Module 3: Confidence building

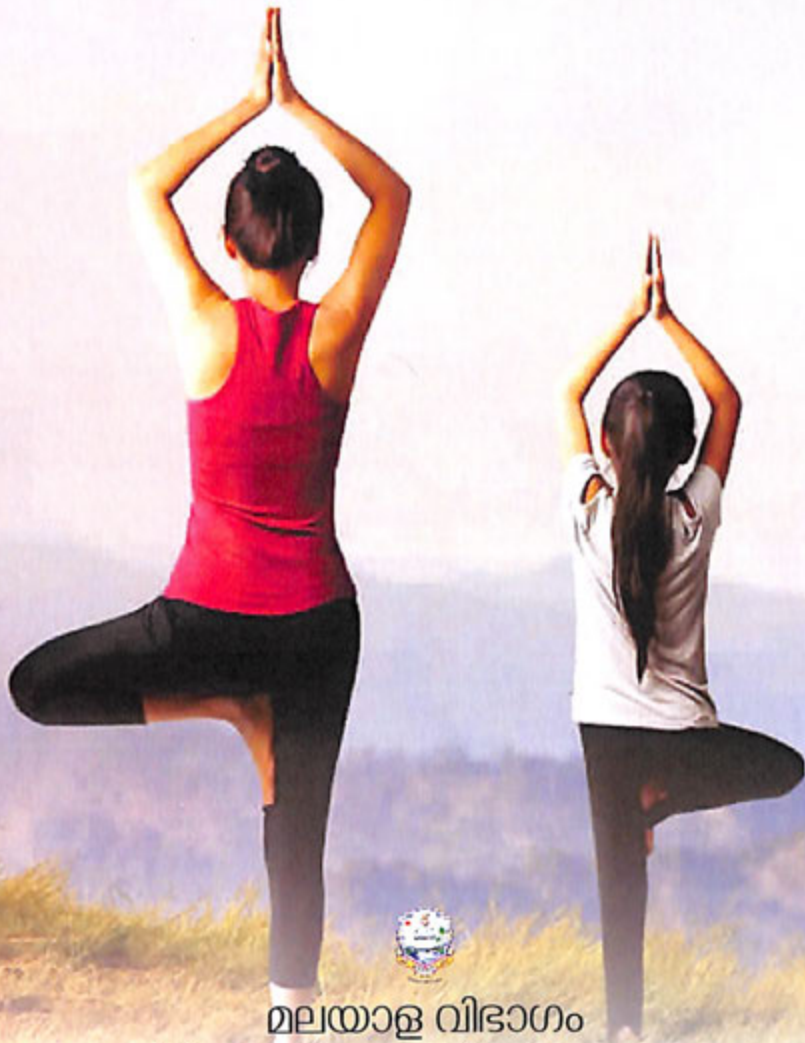
SWOT analysis of participants, role playing, sharing relevant videos (6 hrs.)

Module 4: Preparation of Bio data, Resume

Draft and finalization (6 hrs.)

Module 5: Panel Discussion, Debates, Interview and Group Discussions

Familiarizing rules and practice sessions, mock interview, mannerisms, dos and don'ts, body language, group discussion sessions (6 hrs.)



മലയാള വിഭാഗം
നിർമ്മല കോളേജ് മുവാറ്റുപുഴ

യോഗപരിശീലനം

2019 ഫെബ്രുവരി 05

യോഗാചാര്യ:
സുധ ബാലകൃഷ്ണൻ



നിർമ്മല കോളേജ് മലയാളവിഭാഗം സംഘടിപ്പിക്കുന്ന യോഗപരിശീലന ക്ലാസ്സുകൾ 2019 ഫെബ്രുവരി 5 മുതൽ ആരംഭിക്കുന്നു. ആഴ്ചയിൽ മൂന്ന് ദിവസം (ബുധൻ, വ്യാഴം, വെള്ളി) എന്ന ക്രമത്തിൽ 30 മണിക്കൂർ ആണ് പരിശീലനകാലം. യോഗപരിശീലനത്തിലേക്ക് ഏവർക്കും സ്വാഗതം.

സീമ ജോസഫ്
കോർഡിനേറ്റർ

ഡോ. വിൻസെന്റ് മാളിയേക്കൽ
(വകുപ്പുവ്യക്തൻ)

ഡോ. റ്റി. എം. ജോസഫ്
(പ്രിൻസിപ്പൽ)