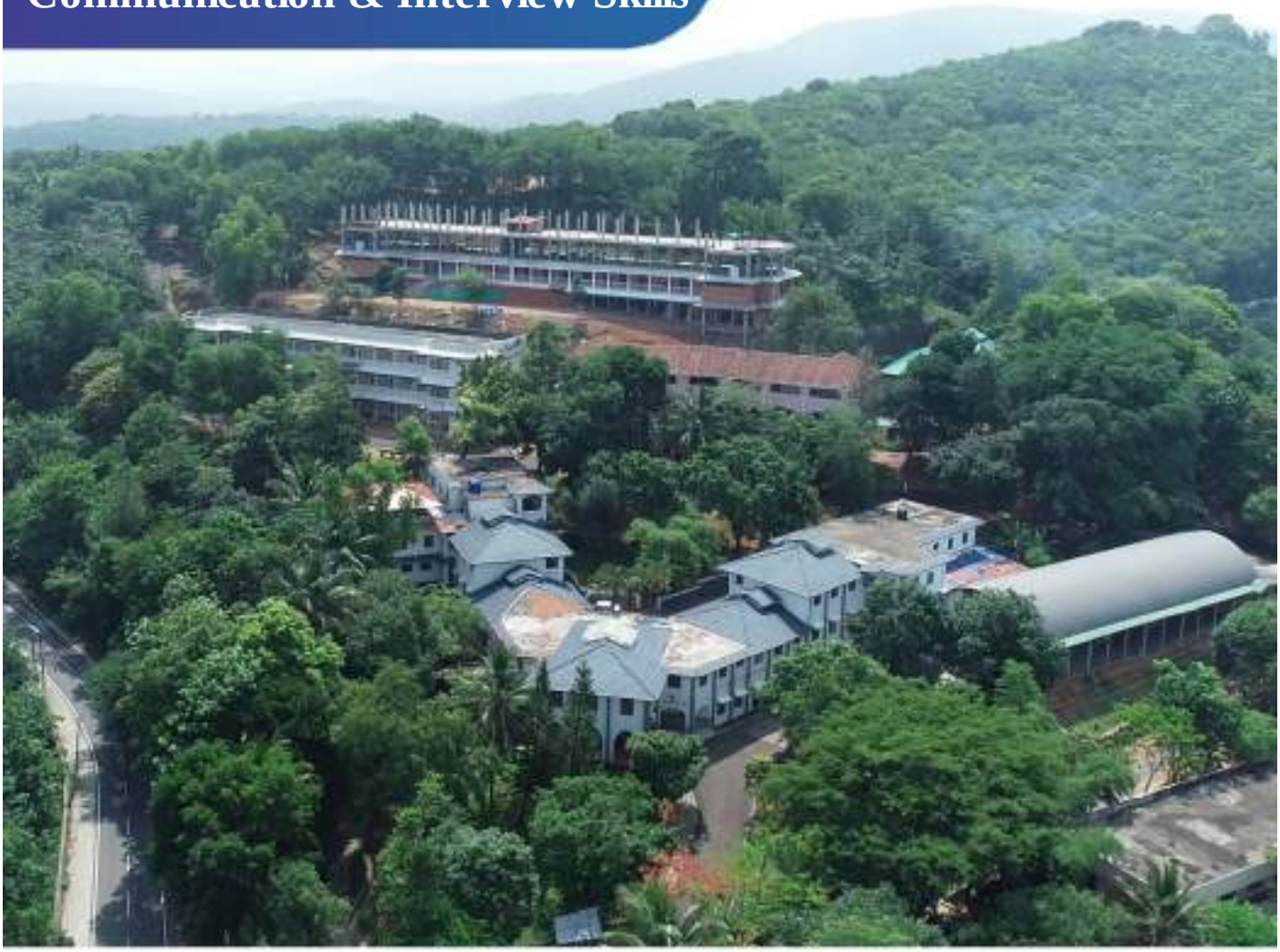
MES COLLEGE ERUMELY

ADD-ON COURSE
Communication & Interview Skills



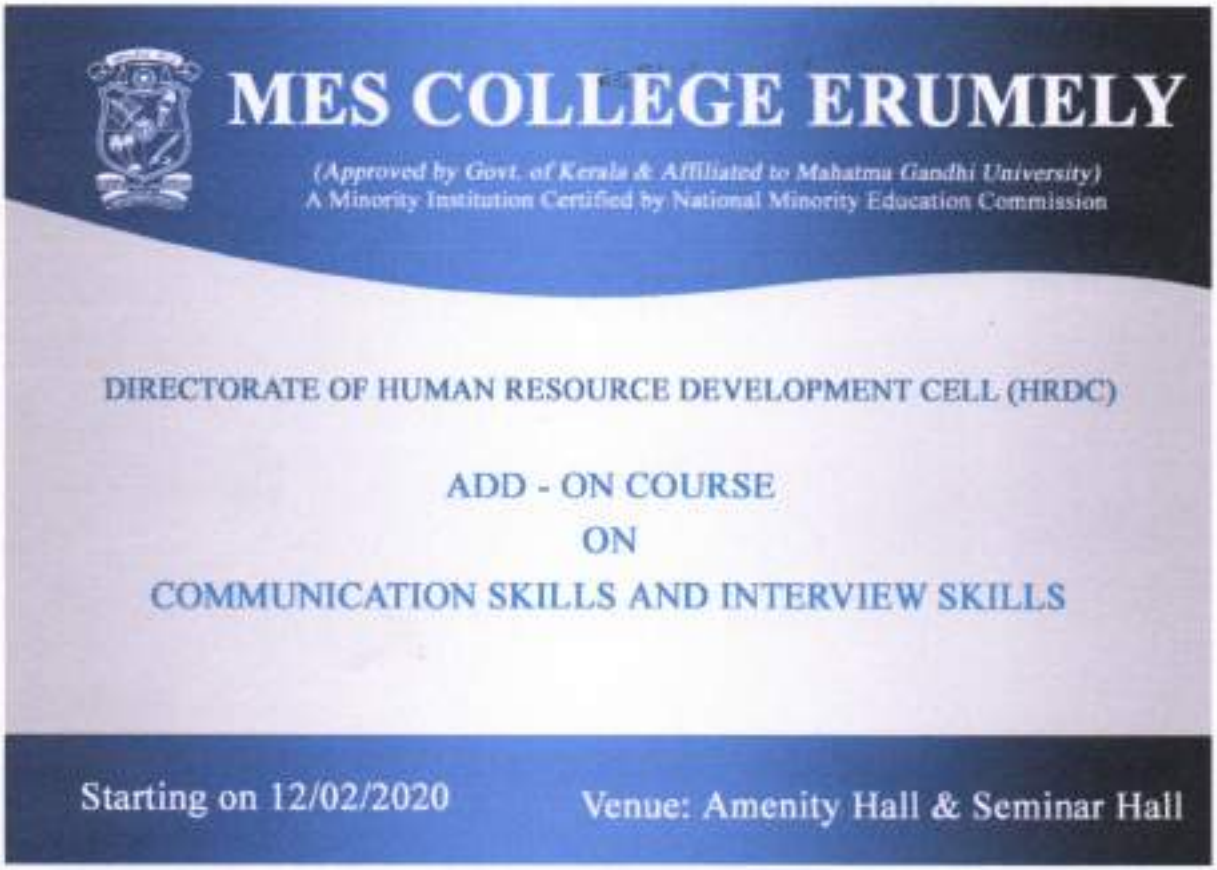
2019 - 2020

M E S COLLEGE ERUMELY

Directorate of Human Resource Development Cell (HRDC)

Report on Add- On Course 2019- 2020

COMMUNICATION SKILLS AND INTERVIEW SKILLS



The Human Resource Development Cell (HRDC) was decided to conduct a 30 hour Add on course for our students. It was decided that Communication Skills for First and Second year U G and I year P G Students and Basic Interview Skills for last year U G and P G students. Mr. Jithesh K S and Mrs. Soumya S are the Coordinators of this course

The syllabus was prepared by Mrs.Amrutha, Assistant Professor, Department of English, NSS College Vazhoor as per the requirement of HRDC. She was the tutor in charge of basic Interview Skills. The classes also handled by Ms. Amala Viji Thomson, Ms.Naveena Claris Jose, Mr.Abin Joseph.

The Course was conducted through 4 batches, 35 students enrolled in each Communication Skills Batch and 32 students in Basic Interview Skills.

The Classes was commenced on 12/02/2020

The last class was conducted on 7/3/2020. The classes were suspended Due to the Covid 19 pandemic the institution forced to suspend the class and issued the certificates for the participants.

PROPOSE P.O. Pin: 686 509 KOTTAYAM - ERUMELY

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Interview Skills

Add-on Course

Syllabus

(The syllabi is designed to enrich the job oriented skills of students)

* Resume preparation

*Group discussion

*Interview skills

*Techniques to introduce oneself effectively

*Mock interview

*Feedback

1) Maximum number of students in a batch -30.

2) Sessions are designed cater to individual differences of students.

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Pin: 686 509
KOTTAYAM - ERUMELY

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Communication skills in English

Aim

The course is designed to develop four basic language skills of students with special thrust on enriching speaking skill. We will implement the syllabi through activity oriented sessions.

Syllabus

*Total number of hours-40

- I session- Ice breaking
- II session- on role of 'English in academic and professional lives)
- First evaluation will be done after the completion of fifteen hours (1hr)
- There will be a final evaluation after forty hours (2hrs)

Topics

1) Knowing oneself (techniques to introduce oneself effectively-1 hr)

2) Structure of English sentences/different kinds of sentences (4hrs)

3) Subject -verb agreement (2 hrs)

4) Tenses (10hrs)

5) Modifiers in English (1hr)

6) Conditional clauses (2 hrs)

7) Modals (2hrs)

8) Framing questions (5 hrs)

9) Comparatives and superlatives (1hr)

10) Different forms of English verbs (2hrs)

11) Demonstrative pronouns (1hr)

12) Describing things/places/persons (1hr)

13) Conjoining

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Methods

* Picture description

* Story telling

*Role-play

*Inside-outside circles

*Various language games

* Conversations

*Video-audio lessons

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M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS

Batch NO.1 II semester UG

Venue :- Seminar Hall **12/02/2020**

B.com O M **Signature**

Sl.No	Name	I	II
1	Albert Varghese		
2	Binosh Biju		
3	Faisal Noushad		
4	Muhammed Gasaly		
5	Shahabas V S		
	B.com Marketing		
1	Nejimudeen K N		
2	Arjun C Nair		
3	Harishankar K S		
4	Majesh K Madhu		
5	Thanveer Muhammed		
	B.Sc Electronics		
1	Aneesha P		
2	Aiswarya K Das		
3	Arya Raj		
4	Kiran Joseph		
5	Sreedev A		
	BCA		
1	Alfiya K		
2	Emil Thomas		
3	Firoz Muhammed		
4	Sruthi S Nair		
5	Vaishnav Vijayan		
	B.com Finance and Tax		
1	Ahemmed Khan		
2	Muhammed Afwan		
3	Muhammed Shihas		
4	Rafeek Rasak		
5	Sabeel		
	BBA		
1	Adithya Narayanan		
2	Erfana Ashraf		
3	Misriya Ismail		
4	Shilpa Das		
5	Shimji Shahid		
	B.com CA		
1	Christy Emmanuel Abraham		
2	Nasmal Noushad		
3	Rijo Oommen Thomas		
4	Shafna Fathima		
5	Shahana Nazar		

Soumya S.

12/02/2020

Jitheesh KS

12/2/2020

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS

Batch NO.2 IV semester UG

Venue :- Aminity Center 12/02/2020

/ Signature 2 3.

Sl.No	Name		
1	Amina Mol		
2	Chaithanya P		
3	Jisha Mary ~~James~~ Thomas	[signature]	[signature]
4	Meenu Kuriakose	[signature]	[signature]
5	Sreekkutty P M		
	B.com Marketing		
1	Alfina Latheef		
2	Ameena Shamsudheen	[signature]	[signature]
3	Sahil VM	[signature]	[signature]
4	Sharone Daniel	[signature]	[signature]
5	Vineetha Binu		
	B.Sc Electronics		
1	Abhijith V Prasad	[signature]	[signature]
2	Akshay Vijayan	[signature]	[signature]
3	~~Harikrishnan U~~ Sreejith	[signature]	[signature]
4	Lijo Mathew	[signature]	[signature]
5	Pranav Anil	[signature]	[signature]
	BCA		
1	Aiswarya Mohanan	[signature]	[signature]
2	Anwar Razak	[signature]	[signature]
3	Aparna K Manoj	[signature]	[signature]
4	Sruthi Jaya Prakash	[signature]	[signature]
5	Yadhu Krishnan	[signature]	[signature]
	B.com Finance and Tax		
1	Afsana Hameed	[signature]	[signature]
2	Hiba Nourin	[signature]	[signature]
3	Malavika Madhu	Malavika	Malavika
4	Shameena Abdul Kareem	[signature]	[signature]
5	Sona Murali	[signature]	[signature]
	BBA		
1	CA Ameer Muhsin	[signature]	[signature]
2	Johnson Chacko	[signature]	[signature]
3	Seathu Soman	[signature]	[signature]
4	Shanavas T M	[signature]	[signature]
5	Sifin C Sabu	[signature]	[signature]

Soumya.S [signature]

[signature] 12/02/2020. Sreejesh K.

[signature] 12/02/2020

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS IN ENGLISH

Batch NO.3 II semester PG

Venue :- Aminity Center **14/02/2020**

Sl.No	Name	Signature I	Signature II & III
	M.com Finance		
1	Hasna A R		
2	Arya Baiju		
3	Farhana Irshad		
4	Nibin Vinod		
5	Anas ~~Nouchad~~ Nawshad		
	M.com Marketing & Management		
1	Saneesha PS		
2	Daniel Johnson		
3	Murali P		
4	Libin M Babu		
5	Juma Basheer		
	Msc Electronics		
1	Aswani A		
2	Hana Sara Sunny		
3	Mary Dolly Mendez MENDEZ		
4	Sneha Ann Maria		
	MA Economics		
1	Arathy S Pillai		
2	Ashna K Arif		
3	Dona Maria Jacob		
4	Jaslin Markose		
5	Priya George		
	MSW		
1	Arya Alex		
2	Merin Mathew		
3	Amal Purushothaman		
4	Athul Anand		
5	Sanjay Goutham A		
	Msc Computer Science		
1	Fathima Noushad		
2	Jeffi George		
3	Rohith Miraj K V		
4	Swaliha P A		
5	Sonu Sajeev		
6	Teena Thomas		

Soumya S 13/2/19

13/2/19

13/2/2020

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS

Batch NO.1 II semester UG

Venue :- Seminar Hall 14/02/2020

Sl.No	B.com O M Name	Signature I	II 2 3
1	Albert Varghese		
2	Binosh Biju		
3	Faisal Noushad		
4	Muhammed Gasaly		
5	Shahabas V S		
	B.com Marketing		
1	Nejimudeen K N		
2	Arjun C Nair		
3	HariShankar K S		
4	Majesh K Madhu		
5	Thanveer Muhammed		
	B.Sc Electronics		
1	Aneesha P		
2	Aiswarya K Das		
3	Arya Raj		
4	Kiran Joseph		
5	Sreedev A		
	BCA		
1	Alfiya K		
2	Emil Thomas		
3	Firoz Muhammed		
4	Sruthi S Nair		
5	Vaishnav Vijayan		
	B.com Finance and Tax		
1	Ahemmed Khan		
2	Muhammed Afwan		
3	Muhammed Shihas		
4	Rafeek Rasak		
5	Sabeel		
	BBA		
1	Adithya Narayanan		
2	Erfana Ashraf		
3	Misriya Ismail		
4	Shilpa Das		
5	Shimji Shahid		
	B.com CA		
1	Christy Emmanuel Abraham		
2	Nasmal Noushad		
3	Rijo Oommen Thomas		
4	Shafna Fathima		
5	Shahana Nazar		

13/2/20

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS

Batch NO.2 IV semester UG

Venue :- Aminity Center **18/02/2020**

Sl.No	Name	Signature	
I	**B.com OM**		
1	Amina Mol		
2	Chaithanya P		
3	Jisha Mary ~~James~~ Thomas		
4	Meenu Kuriakose		
5	Sreekkutty P M		
II	**B.com Marketing**		
1	Alfina Latheef		
2	Ameena Shamsudheen		
3	Sahil VM		
4	Sharone Daniel		
5	Vineetha Binu		
III	**B.Sc Electronics**		
1	Abhijith V Prasad		
2	Akshay Vijayan		
3	Sreejith NG		
4	Lijo Mathew		
5	Pranav Anil		
IV	**BCA**		
1	Aiswarya Mohanan		
2	Anwar Razak		
3	Aparna K Manoj		
4	Sruthi Jaya Prakash		
5	Yadhu Krishnan		
V	**B.com Finance and Tax**		
1	Afsana Hameed		
2	Hiba Nourin		
3	Malavika Madhu		
4	Shameena Abdul Kareem		
5	Sona Murali		
VI	**BBA**		
1	CA Ameer Muhsin		
2	Johnson Chacko		
3	Seathu Soman		
4	Shanavas T M		
5	Sifin C Sabu		
VII	**B.com CA A &M**		
1	Fathima Najeeb		
2	Dona George		
3	Jilmy Johnson		
4	Swaliha Saleel		
5	Salma Basheer		

Soumya. S.

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS IN ENGLISH

Batch NO.3 II semester PG

Venue :- Seminar Hall **18-02-2020**

Sl.No	Name	Signature I	Signature II
	M.com Finance		
1	Anas Noushad Nawshad		
2	Arya Baiju		
3	Farhana Irshad		
4	Hasna A R		
5	Krishna Hari		
6	Neena Sabu Philip		
7	Nibin Vinod		
8	Noufeena Naushad		
	M.com Marketing & Management		
9	Anand Rajendran		
10	Daniel Johnson		
11	Juma Basheer		
12	Libin M Babu		
13	Murali P		
	Msc Electronics		
14	Bharat Chandran		
15	Aswani A		
16	Hana Sara Sunny		
17	Mary Dolly Mendaz		
18	Sneha Ann Maria		
	MA Economics		
19	Bijitha Gopalakrishnan		
20	Arathy S Pillai		
21	Ashna K Arif		
22	Dona Maria Jacob		
23	Jaslin Markose		
24	Priya George		
	MSW		
25	Arya Alex		
26	Merin Mathew		
27	Amal Purushothaman		
28	Athul Anand		
29	Sanjay Goutham A		
	Msc Computer Science		
30	Fathima Noushad		
31	Jeffi George		
32	Rohith Miraj K V		
33	Swaliha P A		
34	Sonu Sajeev		
35	Teena Thomas		

18/2/20

Summary - P.1

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS

Batch NO.1 II semester UG

Venue :- Seminar Hall 18/02/2020

Sl.No	Name	Signature I	Signature II
	B.com O M		
1	Albert Varghese		
2	Binosh Biju		
3	Faisal Noushad		
4	Muhammed Gasaly		
5	Shahabas V S		
	B.com Marketing		
1	Nejimudeen K N		
2	Arjun C Nair		
3	Harishankar K S		
4	Majesh K Madhu		
5	Thanveer Muhammed		
	B.Sc Electronics		
1	Aneesha P		
2	Aiswarya K Das		
3	Arya Raj		
4	Kiran Joseph		
5	Sreedev A		
	BCA		
1	Alfiya K		
2	Emil Thomas		
3	Firoz Muhammed		
4	Sruthi S Nair		
5	Vaishnav Vijayan		
	B.com Finance and Tax		
1	Ahemmed Khan		
2	Muhammed Afwan		
3	Muhammed Shihas		
4	Rafeek Rasak		
5	Sabeel		
	BBA		
1	Adithya Narayanan		
2	Erfana Ashraf		
3	Misriya Ismail		
4	Shilpa Das		
5	Shimji Shahid		
	B.com CA		
1	Christy Emmanuel Abraham		
2	Nasmal Noushad		
3	Rijo Oommen Thomas		
4	Shafna Fathima		
5	Shahana Nazar		

Soumya S.

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS

Batch NO.2 IV semester UG

Venue :- Aminity Center **19/02/2020**

Sl.No	Name	Signature I	Signature II
I	**B.com OM**		
1	Amina Mol		
2	Chaithanya P		
3	Jisha Mary ~~James~~ Thomas		
4	Meenu Kuriakose		
5	Sreekkutty P M		
II	**B.com Marketing**		
1	Alfina Latheef		
2	Ameena Shamsudheen		
3	Sahil VM		
4	Sharone Daniel		
5	Vineetha Binu		
III	**B.Sc Electronics**		
1	Abhijith V Prasad		
2	Akshay Vijayan		
3	Sreejith NG		
4	Lijo Mathew		
5	Pranav Anil		
IV	**BCA**		
1	Aiswarya Mohanan		
2	Anwar Razak		
3	Aparna K Manoj		
4	Sruthi Jaya Prakash		
5	Yadhu Krishnan		
V	**B.com Finance and Tax**		
1	Afsana Hameed		
2	Hiba Nourin		
3	Malavika Madhu	Malavika	Malavika
4	Shameena Abdul Kareem		
5	Sona Murali		
VI	**BBA**		
1	CA Ameer Muhsin		
2	Johnson Chacko		
3	Seathu Soman		
4	Shanavas T M		
5	Sifin C Sabu		
VII	**B.com CA A &M**		
1	Fathima Najeeb		
2	Dona George		
3	Jilmy Johnson		
4	Swaliha Saleel		
5	Salma Basheer		

3. Ramees Rasheed
4. Thimothy Das
5. Thomas scaria
6. Suhail (15)

B Com Marketing

1. Ameen Rasily
2. Vishnu V Nair

Sumayya. P.T

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS

Batch NO.1 II semester UG

Venue :- Seminar Hall 20/02/2020

	B.com O M	Signature	
Sl.No	Name	I	II
1	Albert Varghese		
2	Binosh Biju		
3	Faisal Noushad		
4	Muhammed Gasaly		
5	Shahabas V S		
	B.com Marketing		
1	Nejimudeen K N		
2	Arjun C Nair		
3	Harishankar K S		
4	Majesh K Madhu		
5	Thanveer Muhammed		
	B.Sc Electronics		
1	Aneesha P		
2	Aiswarya K Das		
3	Arya Raj		
4	Kiran Joseph		
5	Abhijith		
	BCA		
1	Alfiya K		
2	Emil Thomas		
3	Firoz Muhammed		
4	Sruthi S Nair		
5	Vaishnav Vijayan		
	B.com Finance and Tax		
1	Ahemmed Khan		
2	Muhammed Afwan		
3	Muhammed Shihas		
4	Rafeek Rasak		
5	Sabeel		
	BBA		
1	Adithya Narayanan		
2	Erfana Ashraf		
3	Misriya Ismail		
4	Shilpa Das		
5	Shimji Shahid		
	B.com CA		
1	Christy Emmanuel Abraham		
2	Nasmal Noushad		
3	Rijo Oommen Thomas		
4	Shafna Fathima		
5	Shahana Nazar		

B.com CA Around - IV

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS

Batch NO.1 II semester UG

Venue :- Seminar Hall 27/02/2020

Sl.No	B.com O M	Signature I	Signature II & III
1	Albert Varghese		
2	Binosh Biju		
3	Faisal Noushad		
4	Muhammed Gasaly		
5	Shahabas V S		
	B.com Marketing		
1	Nejimudeen K N		
2	Arjun C Nair		
3	Harishankar K S		
4	Majesh K Madhu		
5	Thanveer Muhammed		
	B.Sc Electronics		
1	Aneesha P		
2	Aiswarya K Das		
3	Arya Raj		
4	Kiran Joseph		
5	Abhijith		
	BCA		
1	Alfiya K		
2	Emil Thomas		
3	Firoz Muhammed		
4	Sruthi S Nair		
5	Vaishnav Vijayan		
	B.com Finance and Tax		
1	Ahemmed Khan		
2	Muhammed Afwan		
3	Muhammed Shihas		
4	Rafeek Rasak		
5	Sabeel		
	BBA		
1	Adithya Narayanan		
2	Erfana Ashraf		
3	Misriya Ismail		
4	Shilpa Das		
5	Shimji Shahid		
	B.com CA		
1	Christy Emmanuel Abraham		
2	Nasmal Noushad		
3	Rijo Oommen Thomas		
4	Shafna Fathima		
5	Shahana Nazar		

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS

Batch NO.2 IV semester UG

Venue :- Aminity Center 27/02/2020

Sl.No	Name	Signature I	Signature II
I	**B.com OM**		
1	Amina Mol		
2	Chaithanya P		
3	Jisha Mary ~~James~~ Thomas		
4	Meenu Kuriakose		
5	Sreekkutty P M		
III	**B.Sc Electronics**		
1	Abhijith V Prasad		
2	Akshay Vijayan		
3	Sreejith NG		
4	Lijo Mathew		
5	Pranav Anil		
IV	**BCA**		
1	Aiswarya Mohanan		
2	Anwar Razak		
3	Aparna K Manoj		
4	Sruthi Jaya Prakash		
5	Yadhu Krishnan		
V	**B.com Finance and Tax**		
1	Afsana Hameed		
2	Hiba Nourin		
3	Malavika Madhu		
4	Shameena Abdul Kareem		
5	Sona Murali		
VI	**BBA**		
1	CA Ameer Muhsin		
2	Johnson Chacko		
3	Seathu Soman		
4	Shanavas T M		
5	Sifin C Sabu		

Soumya S.

Interview Skills

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

BASIC INTERVIEW SKILLS

Batch NO.4 VI semester UG & IV Sem PG

Venue :- Exam Hall A **28-02-2020**

Signature

Sl.No	Name	I	II	III & IV & V
	BBA			
1	Sajin C Ibrahim			
2	Aneena Shibu			
3	Rahana KK			
4	Sanu Sabu			
5	Midhun Raj			
	B.com Finance & Tax			
6	Arathy Prasad	Arathy		
7	Athira T S	Athira		
8	Aminamol P A	[illegible]		
9	Minsu Saji	[illegible]		
10	Milu Maria Jose	[illegible]		
	B.co Office Management			
11	Jeeshma Sasi	[illegible]		
12	Nimmy K S	[illegible]		
13	Anju mol KS			
14	Ajumala Basheer			
15	Athira Sajeev			
16	Akila Mol S Nair			
17	Meharunniza Shamon	[illegible]		
18	Sampreethy Abhraham			
19	Silpa Santhosh			
	B.com CA (AD)			
20	Sailakshmi J	[illegible]		
21	Praisy Abraham	[illegible]		
22	Sona Thomas	[illegible]		
23	Stency Susan Thomas			
24	~~Jooey Paul~~ Jossy paul	[illegible]		
	B.com CA (M)			
25	Jasmi K I	[illegible]		
26	Alfiya Ali			
	M SW			
27	Melbin Joseph			
28	Anoop Joseph			
29	Divya Mol			
30	Vismaya Mol			
31	Swathy Lal			
32	Sonia M Abraham (Bcom C.A Add I)	[illegible]		

Soumya.S

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS

Batch NO.1 II semester UG

Venue :- Seminar Hall 07-03-2020

B.com O M

Sl.No	Name	Signature I	Signature II
1	Albert Varghese		
2	Binosh Biju		
3	Faisal Noushad		
4	Muhammed Gasaly		
5	Shahabas V S		
	B.com Marketing		
1	Nejimudeen K N		
2	Arjun C Nair		
3	Harishankar K S		
4	Majesh K Madhu		
5	Thanveer Muhammed		
	B.Sc Electronics		
1	Aneesha P		
2	Aiswarya K Das		
3	Arya Raj		
4	Kiran Joseph		
5	Abhijith		
	BCA		
1	Alfiya K		
2	Emil Thomas		
3	Firoz Muhammed		
4	Sruthi S Nair		
5	Vaishnav Vijayan		
	B.com Finance and Tax		
1	Ahemmed Khan		
2	Muhammed Afwan		
3	Muhammed Shihas		
4	Rafeek Rasak		
5	Sabeel		
	BBA		
1	Adithya Narayanan		
2	Erfana Ashraf		
3	Misriya Ismail		
4	Shilpa Das		
5	Shimji Shahid		
	B.com CA		
1	Christy Emmanuel Abraham		
2	Nasmal Noushad		
3	Rijo Oommen Thomas		
4	Shafna Fathima		
5	Shahana Nazar		

M E S COLLEGE ERUMELY

CDC _ Certifate course

List of Students Alloted for the Classes of

COMMUNICATION SKILLS IN ENGLISH

Batch NO.3 II semester PG

Venue :- Seminar Hall

07-03-2020

Signature

Sl.No	Name	I	II
	M.com Finance		
1	Anas Noushad		
2	Arya Baiju		
3	Farhana Irshad		
4	Hasna A R		
5	Krishna Hari		
6	Neena Sabu Philip		
7	Nibin Vinod		
8	Noufeena Naushad		
	M.com Marketing & Management		
9	Anand Rajendran		
10	Daniel Johnson		
11	Juma Basheer		
12	Libin M Babu		
13	Murali P		
	Msc Electronics		
14	Bharat Chandran		
15	Aswani A		
16	Hana Sara Sunny		
17	Mary Dolly Mendez		
18	Sneha Ann Maria		
	MA Economics		
19	Bijitha Gopalakrishnan		
20	Arathy S Pillai		
21	Ashna K Arif		
22	Dona Maria Jacob		
23	Jaslin Markose		
24	Priya George		
	MSW		
25	Arya Alex		
26	Merin Mathew		
27	Amal Purushothaman		
28	Athul Anand		
29	Sanjay Goutham A		
	Msc Computer Science		
30	Fathima Noushad		
31	Jeffi George		
32	Rohith Miraj K V		
33	Swaliha P A		
34	Sonu Sajeev		
35	Teena Thomas		