

DEPARTMENT OF ENGLISH
DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



REPORT
ON
ADD-ON COURSE

Prune Yourself; An Introductory Course in Soft Skill Development

Academic Year: 2023-2024

Brochure



Academic year :2023-2024

Title : Prune Yourself; An Introductory Course in Soft Skill Development

Instructional Hours : 30 hrs

Duration : 1 year

Mode of Instruction : Hybrid

Intake Capacity : 50

Eligibility : Plus Two

Beneficiaries : UG Students

Date(s) on which program was conducted :19-24 February 2024

Collaborating agency inside/outside the institute : EZISHYA Learning App

Organizing Dept./Club & Name of the Coordinator :Nisha K. Thomas,

Department of English

Number of students participated in the programme : 47

The number of students completed the programme : 47

Contents

1. A brief report

An add-on course on career guidance provided by Department of English Devamatha College, Kuravilangad was held from 19th February to 24th February 2024. The resource person was Mr. vijesh . The class was on the topic, Innovative techniques in Teaching and Learning.

The class was interesting with interactive sessions, games, and career -oriented classes. The class prompted the students to think how to find a job and how to follow one's own interested areas in jobs. The programme was very interesting with various games too. Mock interviews also were conducted which helped the participants face the interviews confident. During the first week of February our faculty members engaged the classes.

2. Objectives

1. To focus on strategies and techniques of cracking a Group Discussion to perform well in Group Discussion stage of selection process.
2. To describe the preparatory stages of an interview so that a favourable impression can be created in front of the employers.
3. To describe various types of job interviews and identify how to present oneself according to the nature of interviews
4. To develop interpersonal skills to foster employability aligned to industry demands.

3. Syllabus

Module 1

Group Discussion (5 hours)

Characteristics of a Group Discussion- Process of Group Discussion- Traits to be possessed-Essential requirements- Do's and Don'ts in a GD

Practical Sessions

Module 2

CV Preparation (5 hours)

Types- Format- Steps- Components- Do's and Do not's- Language- Style

Personal corrections and advices

Module 3

Interview Training & Interpersonal Skills (5 hours)

Preparation before the Interview

Preparing before an interview- Assess strengths & weakness, likes & dislikes, goals- Preparation for the interview- Research, Practice questions, Dress rehearsal

Preparation during the Interview

Types of interviews- Presenting oneself during the interview- Body Language- Talking and Concluding the Interview- Following up after an interview

Mock Interview

Module 4

Training in Leadership and Motivation (5 hours)

Interactive sessions with Games

Module 5

Public Speaking (5 hours)

Training

Module 6

Goal Setting (5 hours)

Interactive Sessions with Games

References

Ladders Interviews Guide: Best Practices & Advice from the Leaders in \$100K+ Careers

Effective Helping: Interviewing and Counselling Techniques 8th Edition, by Barbara F. Okun (Author), Ricki E. Kantrowitz (Author)

Recruiting, Interviewing, Selecting & Orienting New Employees (Recruiting, Interviewing, Selecting and Orienting New Employees) AMACOM; 4th edition (December 6, 2005)

Assessment Procedure: The attainment of Course objectives will be assessed by practical sessions for every skill prescribed in the syllabus.

Grading

A = Student has achieved all the objectives of the course.

B = Student has achieved at least two objectives of the course

4. Assessment Procedures

Written Exams and Quizzes

3. Outcome

All students passed the exams with A Grade

4. List of Resource Persons

Dr. Jaison P. Jacob (Faculty)

Mr. Subin Varghese (Faculty)

Mr. Bijesh P. Biju, CEO, EZISHYA VIRTUAL LEARNING APP

5. Students List

	Class No.	Name
1	20UG601	AADISESHAN G
2	20UG602	ABHIRAM B
3	20UG603	ABHISHEK SATHEESAN
4	20UG604	AKSHAY RAJ
5	20UG605	AKSHAY T R
6	20UG606	S SIVADARSAN
7	20UG607	VIJAY SANKAR
8	20UG608	YEDHU MANEESH
9	20UG612	ASHNA SANTHOSH
10	20UG613	GAURY NANDANA S
11	20UG614	MARTEENA SABU
12	20UG615	SEETHALAKSHMI.P.S
13	20UG616	VISMAYA BALAKRISHNAN
14	20UG617	AAROMAL.T.S

15	20UG618	ABHIRAM SABU
16	20UG619	AJEESH P J
17	20UG620	ALAN AJITH
18	20UG621	ANANTHU KRISHNAN
19	20UG624	BIJITH RAJU
20	20UG625	BINU O H
21	20UG626	EXON SIBY
22	20UG627	HARIKRISHNAN K K
23	20UG628	JOHNSON REJI
24	20UG629	JOMY MATHEW
25	20UG630	JOYAL JOJO
26	20UG631	JOYAL V KUNNATH
27	20UG633	KARTHIK RUPESH
28	20UG635	SABIR ALI.S.K
29	20UG636	SOUL A
30	20UG637	SREEJITH JAYAN
31	20UG638	TONY PETER
32	20UG639	ALEENA BENNY
33	20UG640	ALEENA P THOMAS
34	20UG641	ALEENA V BENNY
35	20UG642	ALKA ANNA MARY BIJU
36	20UG643	ANAGHA BINOD KUMAR
37	20UG644	ANEESHA AGHOSH
38	20UG645	ANJANA VIJAYAN
39	20UG646	ANN MARIYA JOSE
		DEVIKA SAJU
40	21UG647	
		GOURI NANDANA N V
41	21UG648	
		GOURYNANDA J
42	21UG649	
		JOMOL JOSY
43	21UG650	

44	21UG651	NANDANA SURESH
45	21UG652	PARVATHY S NAIR
46	21UG653	SONA A. MATHEW
47	21UG654	VISMAYA R

8. Attendance sheet of students with signature (Should be signed & Sealed by HOD)

6. Geotagged Photos of all sessions





7. Mark List

	Class No.	Name	TP1 out of 10	TP2 Out of 20	Final Out of 50	Grade
1	20UG60 1	AADISESHAN G	9	17	48	A
2	20UG60 2	ABHIRAM B	9	18	48	A
3	20UG60 3	ABHISHEK SATHEESAN	7	18	42	A
4	20UG60 4	AKSHAY RAJ	8	18	43	A
5	20UG60 5	AKSHAY T R	10	19	48	A
6	20UG60 6	S SIVADARSAN	10	18	47	A
7	20UG60 7	VIJAY SANKAR	9	17	48	A
8	20UG60 8	YEDHU MANEESH	9	18	48	A

9	20UG61 2	ASHNA SANTHOSH	10	18	47	A
10	20UG61 3	GAURY NANDANA S	9	17	48	A
10	20UG61 4	MARTEENA SABU	9	18	48	A
11	20UG61 5	SEETHALAKSHMI.P.S	8	17	42	A
12	20UG61 6	VISMAYA BALAKRISHNAN	8	18	43	A
13	20UG61 7	AAROMAL.T.S	10	18	48	A
14	20UG61 8	ABHIRAM SABU	10	19	47	A
15	20UG61 9	AJEESH P J	9	18	48	A
16	20UG62 0	ALAN AJITH	9	17	48	A
17	20UG62 2	ANANTHUKRISHNA M	8	18	43	A
18	20UG62 4	BIJITH RAJU	10	18	47	A
19	20UG62 5	BINU O H	9	17	45	A
20	20UG62 6	EXON SIBY	8	18	42	A
21	20UG62 7	HARIKRISHNAN K K	8	18	43	A
22	20UG62 8	JOHNSON REJI	10	19	48	A
23	20UG62 9	JOMY MATHEW	10	18	47	A
24	20UG63 0	JOYAL JOJO	9	17	45	A
25	20UG63 1	JOYAL V KUNNATH	10	18	47	A
26	20UG63 3	KARTHIK RUPESH	9	18	48	A
27	20UG63 5	SABIR ALI.S.K	8	18	43	A
28	20UG63 6	SOUL A	10	18	48	A
29	20UG63 7	SREEJITH JAYAN	10	19	47	A

30	20UG63 8	TONY PETER	9	18	48	A
31	20UG63 9	ALEENA BENNY	9	17	48	A
32	20UG64 0	ALEENA P THOMAS	8	18	42	A
33	20UG64 1	ALEENA V BENNY	8	18	43	A
34	20UG64 2	ALKA ANNA MARY BIJU	10	19	48	A
35	20UG64 3	ANAGHA BINOD KUMAR	10	18	47	A
36	20UG64 4	ANEESHA AGHOSH	9	17	45	A
37	20UG64 5	ANJANA VIJAYAN	8	18	42	A
38	20UG64 6	ANN MARIYA JOSE	8	18	43	A
39	21UG64 6	ASWATHY P A	8	17	42	A
40	21UG64 7	DEVIKA SAJU	8	18	43	A
41	21UG64 8	GOURI NANDANA N V	10	18	48	A
42	21UG64 9	GOURYNANDA J	10	19	47	A
43	21UG65 0	JOMOL JOSY	9	18	48	A
44	21UG65 1	NANDANA SURESH	9	17	48	A
45	21UG65 2	PARVATHY S NAIR	8	18	42	A
46	21UG65 3	SONA A. MATHEW	8	18	43	A
47	21UG65 4	VISMAYA R	10	19	47	A

11. Feed Back

12. Model Certificate issued to the students. (Scanned / Digital copy of all issued certificates should be uploaded in the respective folder provided for each department)



Nisha K. Thomas
Assistant Professor in English
Devamatha College
Kuravilangad

NB: Hard copy of all the documents should be kept in the department