

From

The Head of the Department

Department of English

MES Keveeyam College, Valanchery

To

The Principal

MES Keveeyam College, Valanchery

Sir,

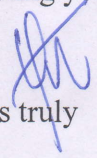
Sub: Request for the Approval of Board of Studies for the Certificate Course

The following academicians are included in the Board of Studies for the Certificate Course on **English for Career Development** to be conducted by the department.

1. Sameera Haneef, Assistant Professor, MES Ponnani College
2. Dr. Shuhail Abdul Rub, Assistant Professor, Amal college of Advanced Studies, Nilambur
3. Reena Muhammed, Assistant Professor, MES Asmabi College, Kodungallur

Kindly do the necessary actions to constitute the Board of Studies with these members.

Thanking you.


Yours truly

Dr. Najila T Y

Head of the Department

Valanchery

18-10-2021

Minutes of Board of Studies Meeting

Venue: Department of English

Agenda: Approval of syllabus of the Online Certificate Course

Decisions:

1. Discussions were done on the prepared syllabus
2. Suggestions were incorporated
3. Approval can be given to syllabus.

Members Present:

Sameera Haneef

Dr. Suhail Abdu Rub P.

Reena Muhammed

Dr. Najila T Y

Sivya Vasudevan K K

Dr. Reji A L

Najila.T.Y.
Asst. Professor,
PG Dept. of English,
MES Keveeyam College,
Valanchery, Malappuram



PRINCIPAL MES KEVEEYAM COLLEGE

Accredited by NAAC with A (3.28) Grade

(Affiliated to the University of Calicut)

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www.meskvmcollege.org

Order No. Acs/2020-21/....

Date: 18/10/2021

Proceedings of the Principal, MES Keveeyam College Valanchery

Ref: 1, Request from the Head of the Department of English for the Approval of Certificate Course dtd 22/09/2021

2, Request for the Constitution of Board of Studies for the Certificate Course, dtd 22/09/2021

ORDER

As per reference cited (1), a request was received from the HOD, Department of English, for the commencement of the Certificate Course on English for Career Development (CC/FEN/21/01). The Head of the Department has also proposed for a panel of academicians to be included in the Board of Studies (2).

The Department of English is hereby given sanction to carry out the Certificate Course on English for Career Development to the students of this institution. The Board of Studies for the above mentioned course is constituted with the following members.

1. Sameera Haneef, Assistant Professor, MES Ponnani College
2. Dr. Shuhail Abdul Rub, Assistant Professor, Amal college of Advanced Studies, Nilambur
3. Reena Muhammed, Assistant Professor, MES Asmabi College, Kodungallur

Order is issued accordingly.

Dr. C. Rajesh

Principal

PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 676552
MALAPPURAM

Copy to

1. HOD, Department of English
2. File

PG DEPARTMENT OF ENGLISH, MES KEVEEYAM COLLEGE, VALANCHERY

CERTIFICATE COURSE 2021-2022

ENGLISH FOR CAREER DEVELOPMENT

SYLLABUS

Module 1

Hours

Curriculum Vitae/Resumé – Job Application – Cover Letter

8 hrs

Students may be asked to prepare a Resumé, Cover letter and a Job Application

Module II

Discussion Skills – Group Discussion – Debates - Facing and Conducting

8 hrs

Initiate group discussions of given topics

Module III

Seminars and Conferences – Organizing Formal and Informal Meetings –

10 hrs

Presentation Skills

Organise a formal meeting on the proposed agenda, the students assuming different roles

Prepare and Deliver Presentation with audio-visual aids. All these activities can be monitored by a panel of students.

Module IV

Interview Skills - Mock interview

4 hrs

Conduct a mock interview for a profession, the students taking up the role of interviewers and interviewees

Reference

Technical Presentation Skills Steve Mandel New Delhi: Viva Books Pvt.Ltd., 2004

Applied English: Language Skills for Business and Everyday Use

Robert E Barry. Prentice Hall, 1994

Priyadarshi Patnaik : *Group Discussion and Interview Skills* – (Foundation Books)

Academic Encounters Kristine Brown and Susan Hood Foundation Books, 2006

Developing Communication Skills Krishna Mohan and Meera Banerji

Chennai: Macmillan, 2008

Oxford Guide to Effective Writing and Speaking. John Seely New Delhi: OUP, 2000

Time Table for Certificate Course

2021-2022

ENGLISH FOR CAREER DEVELOPMENT

	Date	3.30-4.30 pm	Hours assigned	Topics Covered	Remarks
MON	08/11/21	RAL	1HOURS	Curriculum Vitae/Resumé	
TUES	09/11/21	RAL	1HOURS	CV - Personal analysis	
WED	10/11/21	RAL	1 HOURS	Cover letters	
THURS	11/11/21	SV	1HOURS	Formal Letters- Main elements of a letter	
FRI	12/11/21	SV	1HOURS	Request Letter, Letter of Interest	
MON	15/11/21	SV	1HOURS	Complaint Letter	
TUES	16/11/21	NTY	1HOURS	Presentation Skills Theory	
WED	17/11/21	NTY	1 HOURS	Practical 4 groups (3 students X 5 minutes each)	Each group will have 3 students. the last group with 4 students. Total 13 groups
THURS	18/11/21	SMP	1HOURS	4 groups	
FRI	19/11/21	AS	1HOURS	5 groups	
MON	22/11/21	AV	1HOURS	Discussion Skills	
TUES	23/11/21	AV	1HOURS	Group Discussion	
WED	24/11/21	SP	1 HOURS	Debating skills, Debate	
THURS	25/11/21	MCM	1HOURS	Debates	
FRI	26/11/21	MCM	1HOURS	Conferences, formal meetings (Organizing, duties of chairman, members,etc)	
MON	29/11/21	AK	1 HOURS	Documentation of meetings (Notification, Agenda, Minutes)	
TUES	30/11/21	AK	1HOURS	Public speaking (Structure, organizing ideas, key elements, etc)	

WED	01/12/21	AK	1 HOUR	PS	20 students a day (for one student 3 minutes)
THURS	02/12/21	JK	1 HOUR	PS	20 students (for one student 3 minutes)
FRI	03/12/21	JK	1 HOUR	Precis Writing	
MON	06/12/21	AS	1 HOUR	Reports	
TUES	07/12/21	HK	1 HOUR	Proposals	
WED	08/12/21	HK	1 HOUR	Memos, office orders, Circulars, Notices	
THURS	09/12/21	HK	1 HOUR	Essay Writing – (Structure and Organisation- modes of writing)	
FRI	10/12/21	AS	1 HOUR	Emails – for various purposes	
MON	13/12/21	NTY	1 HOUR	Interview skills- theory	
TUES	14/12/21	SMP	1 HOUR	Mock Interview	10 students a day
WED	15/12/21	SMP	1 HOUR	Mock interview	10 students (for one student 5 to 7 minutes)

THURS	16/12/21	SP	1 HOUR	Mock interview	10 students (for one student 5 to 7 minutes)
FRI	17/12/21	SP	1 HOUR	Mock interview	10 students (for one student 5 to 7 minutes)

List of Students – English for Career

2021-22

Sl No	Name	Department	Mail id	Phone no.	
1	Shibla Nasreen P	II Physics	shiblanasreenp@gmail.com	9745574809	Group 1
2	Shamna Shirin K P	II Physics	shirinkp8@gmail.com	9747428402	
3	Arjun T	II BA FE	arjun53602@gmail.com	9605153602	
4	Ashitha K Gopan	II Psychology	ashithagopan2002@gmail.com	94004 12226	Group 2
5	Lakshmisree V	II Psychology	lakshmisreevyatt@gmail.com	97472 87894	
6	Safa	II Psychology	safakpurathur@gmail.com	96339 12588	
7	Shibla Narghees	II Psychology	shiblanarghees786@gmail.com	99466 25082	Group 3
8	Sadikha A I	II English	shadhasadi23@gmail.com	9074677769	
9	Mohammed Imthiyas P C	II Bcom Fin	mohammadindiyas.p.c@gmail.com	8157008027	
10	Dilshani	II Bcom Fin	dilshanidilshani521@gmail.com	9746857368	Group 4
11	Sanifa Shirin	II Zoology	sanifashirin786@gmail.com	9745421986	
12	Sareena Banu	II Zoology	sareenabanu79@gmail.com	8943016418	
13	Shabna	II BCom CA	shabzshabna809@gmail.com	9539816719	Group 5
14	Liyana Gaflin E	II Psychology	liyanagaflin009@gmail.com	9747528979	
15	Shabana Shirin P V	II Psychology	shabanashirinp@gmail.com	9656728928	
16	Ansiya C P	II Psychology	ansiyacpcp@gmail.com	9747528979	Group 6
17	Ali Hassan K P	II Bcom Fin (self)	alihassankp402@gmail.com	9539317402	
18	Mohammed Fazil P K	II Bcom Fin (self)	ezrafazi03@gmail.com	7592084006	
19	Muhammed Nidal P	II Bcom Fin (self)	nidalcrizz@gmail.com	9745076338	Group 7
20	Mohammed Ajlan M	II Bcom Fin (self)	ajuajwa642@gmail.com	9020347008	
21	ATHILA	II PC	athiathila972@gmail.com	7907208285	
22	Nandana Mohan	II PC	nandanandandu7070@gmail.com	8078523061	Group 8
23	Fathima Hiba K	II PC	fathimahiba836@gmail.com	8547538367	
24	Muhammed Rafi V M	II Bcom CA	rafiv2m2@gmail.com	9633120373	
25	Manas Anil	II Bcom CA	manasanil454@gmail.com	7592936646	Group 9
26	Shahana Thasni C	II PC	shahanathasnikkd@gmail.com	7736951525	
27	Shabana Shirin K T	II BVOC Retail	shabanashirin18@gmail.com	7559000721	
28	Adhula M	II BVOC Retail	adhulaash123@gmail.com	8086281031	Group 10
29	Shahla Sherin k	II BVOC Retail	shahlasakkeer345@gmail.com	9961369170	
30	Shamla Sherin V	II BVOC Retail	shamlavsherin@gmail.com	7034 655546	

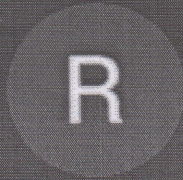

31	Shahla Shahdia	II PC	shahalaalukkal@gmail.com	9645803308	Group 11
32	Gayathry	II Bcom Fin (self)	gayathrikrishnan567@gmail.com	9400012896	
33	Surya K	II Bcom Fin (self)	suryasunil766@gmail.com	9037416033	
34	Lubna Shahanas p	II PC	lubnashahanas7@gmail.com	9946888523	Group 12
35	Jouhara Thesni	II PC	jouharathesnichenakkal@gmail.com	9562075171	
36	Shahana Mumthas P	II PC	shahanamumthas313@gmail.com	9746024780	Group 13
37	Nahla K	II PC	nahlabasheer24@gmail.com	9846504106	
38	Nafla K	II PC	naflabasheer9491@gmail.com	9961820107	
39	Fathima Fida A	II BCA	fidaismail775@gmail.com	9567788634	
40	Diya Febin	II BA FE	diyafebinp@gmail.com	9074476004	





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Nahla Nafla



Reji A L





Shahana Mumthas. P



Manas Anil



Muhammed Rafi



Shibla Nasree

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Time Table for Certifica....pdf



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EVALUATING YOUR COMMUNICATION SKILLS

Skill	Your example
<input type="checkbox"/> Using the telephone	_____
<input type="checkbox"/> Dealing assertively with people	_____
<input type="checkbox"/> Story telling	_____
<input type="checkbox"/> Public speaking/giving talks	_____
<input type="checkbox"/> Talking to people in authority with confidence	_____
<input type="checkbox"/> Writing letters	_____
<input type="checkbox"/> Completing forms	_____
<input type="checkbox"/> Any others	_____

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