

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 Online Certificate Course on **English for Career Development** to be conducted by the department.

1. Sameera Haneef, Assistant Professor, MES Ponnani Collège
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

22-09-2020



PRINCIPAL MES KEVEEYAM COLLEGE

Accredited by NAAC with A (3.28) Grade

(Affiliated to the University of Calicut)

Valanchery.P.O, Malappuram District, Kerala - 676552

Phone: 0494 - 2644380, 2642670, Fax: 0494 2641347

Email: pmohamedali1@gmail.com, principal@meskvmcollege.org
www.meskvmcollege.org

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

Date: 28/09/2020

Proceedings of the Principal, MES Keveeyam College Valanchery

Ref: 1, Request from the Head of the Department of English for the Approval of
Online Certificate Course dtd 22/09/2020

2, Request for the Constitution of Board of Studies for the Online Certificate
Course, dtd 22/09/2020

ORDER

As per reference cited (1), a request was received from the HOD, Department of English, for the commencement of an Online Certificate Course on English for Career Development (CC/FEN/20/01). 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 an Online 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

Copy to

1. HOD, Department of English
2. File

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

Reji A L

ENGLISH FOR CAREER

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