

From

NAJILA TY

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 Certificate Course

The Department of English is planning to conduct a Certificate Course on "English for Employability" of 30 hours duration for the second year UG students. So kindly grant permission for the same.

Thanking you

Yours faithfully,

NAJILA TY



Head of the Department of English
MES Keveeyam College
Valanchery



SHAHEED P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
MES KEVEEYAM COLLEGE
VALANCHERY, PIN 676 552

Place: Valanchery

Date: 17/10/2022

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 Employability** to be conducted by the department

1. Sameera Haneef, Assistant Professor, MES Ponnani College
2. Reena Muhammed, Assistant Professor, MES Asmabi College, Kodungallur
3. Dr. Najila T Y, HoD & Assistant Professor, MES Keveeyam College, Valanchery
4. Sivya Vasudevan K K, Assistant Professor, MES Keveeyam College, Valanchery
5. Swapna N R, Assistant Professor, MES Keveeyam College, Valanchery
6. Dr. Reji A L, Assistant Professor, MES Keveeyam College, Valanchery

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

19-10-2022

Head of the Department of English
MES Keveeyam College
Valanchery


SHAJITH P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 676 001

2022-23
UG



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/2022-23/....

Date: 19/10/2022

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 Employability** (CC/FEN/22/01). 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 Employability** 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. Reena Muhammed, Assistant Professor, MES Asmabi College, Kodungallur
3. Dr. Najila T Y, HoD & Assistant Professor, MES Keveeyam College, Valanchery
4. Sivya Vasudevan K K, Assistant Professor, MES Keveeyam College, Valanchery
5. Swapna N R, Assistant Professor, MES Keveeyam College, Valanchery
6. Dr. Reji A L, Assistant Professor, MES Keveeyam College, Valanchery

Order is issued accordingly.

Prof. Shajid P P

Principal

SHAJID P P

ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 676 552

Copy to

1. HOD, Department of English
2. File

Minutes of Board of Studies Meeting

Date : 22/10/2022

Venue: Department of English

Agenda: Approval of syllabus of the 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

Swapna N R

Dr. Reji A L

Head of the Department of English
MES Keveeyam College
Valanchery

SHAJID P P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
MES KEVEEYAM COLLEGE
VALANCHERY, PIN 616 016



MES KEVEEYAM COLLEGE
VALANCHERY | MALAPPURAM | KERALA | INDIA
NAAC RE-ACCREDITED WITH "A+" GRADE (3.44)
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ENGLISH FOR EMPLOYABILITY

Certificate Course for
Undergraduate Students

FOR DETAILS CONTACT

Dr REJI AL
ASSISTANT PROFESSOR

GET REGISTERED

Registration starts on
24/10/2022

PG DEPARTMENT
OF ENGLISH

[Signature]
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 673 011

Department of English
MES Keveeyam College
Valanchery

MES KEVEEYAM COLLEGE, VALANCHERY

DEPARTMENT OF ENGLISH

ENGLISH FOR EMPLOYABILITY

OBJECTIVES

- To enhance communication skills.
- To develop professional vocabulary.
- To improve resume and cover letter writing.
- To boost interview skills.
- To refine presentation skills.
- To master professional etiquette.

OUTCOMES

- Effective communication
- Interview proficiency
- Presentation skills
- Confidence in professional settings

COURSE CONTENTS

- Theory : 20 hrs
- Practical : 10 hrs

SCHEME OF EVALUATION

- Written Examination (conventional): 40 marks
- Practical: 10 marks
- Total: 50 marks

A Grade: 80% and above, B Grade : 60-79%, C Grade : 40 – 59%, D Grade: below 40%


Head of the Department of English
MES Keveeyam College
Valanchery



SHAJID P P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 676 552

PG DEPARTMENT OF ENGLISH, MES KEVEEYAM COLLEGE, VALANCHERY

CERTIFICATE COURSE 2022-2023

ENGLISH FOR EMPLOYABILITY

SYLLABUS

	Hours
Module 1	
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



SHAJID P P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
MES KEVEEYAM COLLEGE
VALANCHERY, PIN 676 552


Head of the Department of English
MES Keveeyam College
Valanchery

ENGLISH FOR EMPLOYABILITY

2022-23

LIST OF STUDENTS

SL NO	NAME	REMARKS
1	ABDULBASITH IBN UMAR	
2	ARSHA DILNA C	
3	ASLA VP	
4	FARSEENA SHIRIN K	
5	FATHIMA RASHA	
6	FATHIMA RUHAIBA	
7	FATHIMATH SAHARIYA P	
8	HABEEBA P	
9	JANNATH SHERIN KK	
10	MUHAMMED AJMAL VK	
11	NAFILA SHERIN VK	
12	NAJIYA MOL N	
13	NAJIYA PT	
14	SAHLA	
15	SAVAD ULLASSERY	
16	MOHAMMED MANSOOR	
17	SHAHANA SHERIN N	
18	YASMIN P	
19	APARNA KP	
20	DILSHIDA MARJAN K	
21	MURSHIDA A	
22	NAJLA	
23	NIDHEESH KRISHNA T	
24	PRANAV M	
25	RIYA FARVIN K	
26	VIDHUN K	
27	ASWIN S	
28	FATHIMA ANSHIDA	
29	FATHIMA UNAISA VT	
30	GAUTHAM GOVIND G	



SHAHEED P P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S. KEVEEYAM COLLEGE
VALANCHERY, PIN 676 547



Head of the Department of English
MES Keveeyam College
Valanchery

MES KEVEEYAM COLLEGE VALANCHERY

DEPARTMENT OF ENGLISH

TIME TABLE FOR CERTIFICATE COURSE (01/11/22 TO 15/12/22)

Sl. no.	Date	Day	Name of the faculty engaging the class	time
1.	1/11/22	Tuesday	Dr REJI AL	3.30-4.30
2.	2/11/22	Wednesday	SIVYA VASUDEVAN	3.30-4.30
3.	3/11/22	Thursday	NAJILA TY	3.30-4.30
4.	4/11/22	Friday	SWAPNA NR	3.30-4.30
5.	7/11/22	Monday	Dr REJI AL	3.30-4.30
6.	9/11/22	Wednesday	SIVYA VASUDEVAN	3.30-4.30
7.	10/11/22	Thursday	NAJILA TY	3.30-4.30
8.	11/11/22	Friday	SWAPNA NR	3.30-4.30
9.	14/11/22	Monday	Dr REJI AL	3.30-4.30
10.	15/11/22	Tuesday	SIVYA VASUDEVAN	3.30-4.30
11.	17/11/22	Wednesday	NAJILA TY	3.30-4.30
12.	18/11/22	Thursday	SWAPNA NR	3.30-4.30
13.	21/11/22	Friday	Dr REJI AL	3.30-4.30
14.	22/11/22	Monday	Dr REJI AL	3.30-4.30
15.	25/11/22	Tuesday	SIVYA VASUDEVAN	3.30-4.30
16.	28/11/22	Wednesday	NAJILA TY	3.30-4.30
17.	29/11/22	Thursday	SWAPNA NR	3.30-4.30
18.	30/11/22	Friday	Dr REJI AL	3.30-4.30
19.	1/12/22	Monday	SIVYA VASUDEVAN	3.30-4.30
20.	2/12/22	Tuesday	NAJILA TY	3.30-4.30
21.	5/12/22	Wednesday	SWAPNA NR	3.30-4.30
22.	6/12/22	Thursday	Dr REJI AL	3.30-4.30
23.	7/12/22	Friday	SIVYA VASUDEVAN	3.30-4.30
24.	8/12/22	Monday	NAJILA TY	3.30-4.30

SHAJID P P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 676 532

Head of the Department of English
MES Keveeyam College
Valanchery

25.	8/12/22	Tuesday	SWAPNA NR	4.30-5.30
26.	9/12/22	Wednesday	Dr REJI AL	3.30-4.30
27.	12/12/22	Thursday	SIVYA VASUDEVAN	3.30-4.30
28.	13/12/22	Friday	NAJILA TY	3.30-4.30
29.	14/12/22	Monday	SWAPNA NR	3.30-4.30
30.	15/12/22	Tuesday	SIVYA VASUDEVAN	3.30-4.30

Dr REJI AL - 8hr

SIVYA VASUDEVAN - 8 hr

NAJILA TY - 8hr

SWAPNA NR -7hr

Head of the Department of English
MES Keveeyam College
Valanchery

SHAJID P P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 676 552

Head of the Department of English
MES Keveeyam College
Valanchery

Unique ID and Name of the Certificate Course

KVMCCFEN 22-23/01 ENGLISH FOR EMPLOYABILITY

Sl No	Name of the students	Class	Date
1	ABDULBASITH IBN U MAHMOUD B AFE		11/11/22
2	ARSHA DANA.C	"	2/11/22
3	ASLA .V.P	"	3/11/22
4	EARSSENA SHIRIN K	"	4/11/22
5	FATHIMA RASHA		11/11/22
6	FATHIMA RUHAIBA		11/11/22
7	FATHIMATH SAHARIYA P		11/11/22
8	HABEEBA P		11/11/22
9	JANNATH SHERIN K.K		11/11/22
10	MUHAMMED AJMAL VK		11/11/22
11	NAFILA SHERIN VK		11/11/22
12	NAJIYA MDL N		11/11/22
13	NAJIYA PT		11/11/22
14	SAHLA		11/11/22
15	SAVAD ULLADASSERY		11/11/22
16	MOHAMMED MANSOOR		11/11/22
17	SHAHANA SHERIN N		11/11/22
18	YASMIN P		11/11/22
19	APARNA KP		11/11/22
20	DILSHIDA MARIAN K		11/11/22
21	MURSHIDA A		11/11/22
22	NAJLA		11/11/22

Silahti 1/24

Head of the Department of English
MES Kaveerayam College
Vatancherry

ASSISTANT PROFESSOR
IN CHARGE OF HINDU COLLEGE
M.E.S. KEVEERTH COLLEGE
VALANCHERY, PIN 676555

Sl No	Name of the students	Class	Date	30/10/22	1/11/22	2/11/22	5/11/22	6/11/22	8/11/22	9/11/22	12/11/22	13/11/22	15/11/22
1	ABDULBASITH IBN UMAR	II BAFE	Basith	Basith	Basith	Basith	Basith	Basith	Basith	Basith	Basith	Basith	Basith
2	ARSHA DILNA.C	"	Arsha	Arsha	Arsha	Arsha	Arsha	Arsha	Arsha	Arsha	Arsha	Arsha	Arsha
3	ASLA .V.P	"	Asla	Asla	Asla	Asla	Asla	Asla	Asla	Asla	Asla	Asla	Asla
4	FARSEENA SHIRIN K	"	Farseena	Farseena	Farseena	Farseena	Farseena	Farseena	Farseena	Farseena	Farseena	Farseena	Farseena
5	FATHIMA RASHA	"	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima
6	FATHIMA RUHAIBA	"	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima
7	FATHIMATH SAHARIYA P	"	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima	Fathima
8	HABEEBA P	"	Habeba	Habeba	Habeba	Habeba	Habeba	Habeba	Habeba	Habeba	Habeba	Habeba	Habeba
9	JANNATH SHERIN K.K	"	Jannath	Jannath	Jannath	Jannath	Jannath	Jannath	Jannath	Jannath	Jannath	Jannath	Jannath
10	MUHAMMED ATMAL VK	"	Muhammed	Muhammed	Muhammed	Muhammed	Muhammed	Muhammed	Muhammed	Muhammed	Muhammed	Muhammed	Muhammed
11	NAFILA SHERIN VK	"	Nafila	Nafila	Nafila	Nafila	Nafila	Nafila	Nafila	Nafila	Nafila	Nafila	Nafila
12	NAJIYA MOL.N	"	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya
13	NAJIYA P T	"	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya	Najiya
14	SAHLA	"	Sahla	Sahla	Sahla	Sahla	Sahla	Sahla	Sahla	Sahla	Sahla	Sahla	Sahla
15	SABAD ULLADASSERY	"	Sabad	Sabad	Sabad	Sabad	Sabad	Sabad	Sabad	Sabad	Sabad	Sabad	Sabad
16	MOHAMMED MANSOOR	"	Mohammed	Mohammed	Mohammed	Mohammed	Mohammed	Mohammed	Mohammed	Mohammed	Mohammed	Mohammed	Mohammed
17	SHAHANA SHERIN N	"	Shahana	Shahana	Shahana	Shahana	Shahana	Shahana	Shahana	Shahana	Shahana	Shahana	Shahana
18	YASMIN P	"	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin
19	APARNA KP	"	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna	Aparna
20	DILSHIDA MARIAN K	"	Dilshida	Dilshida	Dilshida	Dilshida	Dilshida	Dilshida	Dilshida	Dilshida	Dilshida	Dilshida	Dilshida
21	MURSHIDA A	"	Murshida	Murshida	Murshida	Murshida	Murshida	Murshida	Murshida	Murshida	Murshida	Murshida	Murshida
22	NAJLA	"	Najla	Najla	Najla	Najla	Najla	Najla	Najla	Najla	Najla	Najla	Najla

(Signature)

Head of the Department of English
MES Keveeyam College
Vadanchery

SEAL OF PP
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
MES KEVEEYAM COLLEGE
VADANCHERY, PIN 676 552

THE SIGNATURE OF THE
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
MES KEVEEYAM COLLEGE
VADANCHERY, PIN 676 552

Sl No	Name of the students	Class	Date	Teacher	11/12/22	8/12/22	12/12/22	15/12/22
23	NIAHEESH KRISHNATH	B.AFE	11/12/22	Pranav	Pranav	Pranav	Pranav	Pranav
24	PRANAV M	"	11/12/22	Pranav	Pranav	Pranav	Pranav	Pranav
25	RIYA FARVIN K	"	11/12/22	Pranav	Pranav	Pranav	Pranav	Pranav
26	VIDHUN K	"	11/12/22	Pranav	Pranav	Pranav	Pranav	Pranav
27	ASHWIN S	"	11/12/22	Pranav	Pranav	Pranav	Pranav	Pranav
28	FATHIMA ANSHIDA	"	11/12/22	Pranav	Pranav	Pranav	Pranav	Pranav
29	FATHIMA UNAI SA VI	"	11/12/22	Pranav	Pranav	Pranav	Pranav	Pranav
30	GAUTHAM GOVIND G	"	11/12/22	Pranav	Pranav	Pranav	Pranav	Pranav

Signature of teachers who had engaged the sessions

Signature of HOD

Dr. Najila TY

Department Seal

Head of the Department of English
MES Keeyanur College
Valanchery

Signature of Principal

[Signature]

ASSISTANT PROFESSOR
IN COLLEGE OF PRINCIPAL
MES KEESANUR COLLEGE
VALANCHERY, PIN 676 552

1. Dr. Reji AL
2. Siva Vasudevan SV
3. Najila TY
4. Swapna NR

ENGLISH FOR EMPLOYABILITY**2022-23****MARKLIST**

SL NO	NAME	MARKS (40)
1	ABDUKBASITH IBN UMAR	37
2	ARSHA DILNA C	32
3	ASLA V P	33
4	FARSEENA SHIRIN K	37
5	FATHIMA RASHA	35
6	FATHIMA RUHAIBA	31
7	FATHIMATH SHARIYA P	38
8	HABEEBA P	32
9	JANNATH SHERIN K K	33
10	MUHAMMED AJMAL V K	31
11	NAFILA SHERIN V K	34
12	NAJIYA MOL N	36
13	NAJIYA P T	32
14	SAHLA	32
15	SAVAD ULLASSERY	30
16	MOHAMMED MANSOOR	36
17	SHAHANA SHERIN N	37
18	YASMIN P	35
19	APARNA K P	33
20	DILSHAD MARJAN K	34
21	MURSHIDA A	32
22	NAJLA	37
23	NIDHEESH KRISHNA T	33
24	PRANAV M	38
25	RIYA FARVIN K	31
26	VIDHUN K	36
27	ASWIN S	35
28	FATHIMA ANSHIDA	38
29	FATHIMA UNAISA V T	31
30	GAUTHAM GOVIND G	34



SHAJID P P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 676 552

Dr. Nayla T. Y 
Head, Dept of English

Head of the Department of English
MES Keveeyam College
Valanchery

MES KEVEEYAM COLLEGE VALANCHERY



UG CERTIFICATE COURSE, 2022-2023

English for Employability

Time : 1.15 hrs

Maximum Marks: 40

I Answer all the questions in one or two sentences and each question carries 2 marks. (Ceiling 10)

1. Define GD.
2. What is Resume?
3. What is informal communication?
4. New media
5. Audio visual aids
6. What is minutes?

III Answer all the questions in a paragraph. (Ceiling 15)

12. Differentiate between formal and informal communication.
13. Organise a group discussion and report the same on the topic, "Gender Equality at Workplace".
14. You are the secretary of the Film Society in your town. You plan to organize a film festival named "kaleidoscope" to exhibit films. A meeting has been convened by the society executive committee. Prepare the agenda and minutes of meeting.
15. What are the essential interview skills?

IV Answer any one of the following questions. (15marks)

16. Prepare a CV for the post of journalist trainee in CEE TV NETWORK.
17. Prepare a presentation on the topic "Man and Nature".


SHAJID P P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 626 652


Head of the Department of English
MES Keveeyam College
Valanchery



MES KEVEEYAM COLLEGE VALANCHERY MALAPPURAM | KERALA

NAAC Accredited with A+ Grade
www.meskeveeyamcollege.ac.in

Certificate

This is to certify that

KVM/CC/22-23/FEN/22-23/01

ARSHA DILNA C.

has successfully completed the certificate course on "English for Employability (UG)"
conducted by the Department of English, MES

Keveeyam College, Valanchery during the period 2022-23.

K. K. K.

CO-ORDINATOR

HEAD OF DEPARTMENT

Dr. K.P. VINOD KUMAR
PRINCIPAL



Head of the Department of English
MES Keveeyam College
Valanchery



MES KEVEEYAM COLLEGE VALANCHERY MALAPPURAM | KERALA

NAAC Accredited with A+ Grade
www.meskeveeyamcollege.ac.in

Certificate

This is to certify that

KVM/CC/22-23/FEN 22-23/01

FATHIMA RUHAIBA

has successfully completed the certificate course on "English for Employability (UG)"
conducted by the Department of English, MES

Keveeyam College, Valanchery during the period 2022-23.

K. Ravee

CO-ORDINATOR

[Signature]
Head of the Department of English
MES Keveeyam College
Valanchery

HEAD OF DEPARTMENT

[Signature]

Dr. K.P. VINOD KUMAR
PRINCIPAL

