

ALL SAINTS' COLLEGE
TRIVANDRUM, KERALA

CERTIFICATE COURSE

5





ALL SAINTS' COLLEGE

TRIVANDRUM, KERALA

[Re-accredited with A-Grade by NAAC]

DEPARTMENT OF HISTORY & POLITICAL SCIENCE
in collaboration with

**CENTRE FOR MANAGEMENT DEVELOPMENT
TRIVANDRUM**

CERTIFICATE COURSE ON LIFE SKILLS TRAINING

DATE OF COMMENCEMENT

04/12/2020

Head of the Department: Dr. Lekha Rani M L
Course Coordinator: Dr. Parvathy Menon

Patron: Rev. Mother Mary Frances
Principal: Dr. Deepa M
Director: Sr. Belinda Pereira

Organising Committee:
Faculty Members
Department of History & Politics

Interested students can contact Course Coordinator @ 9846538533
before 01/12/2020



ALL SAINTS' COLLEGE

Thiruvananthapuram-695007, Kerala, India
Phone: 0471-2501153

E-mail: allsaintscollegeasc@gmail.com

Name of Course	<i>Certificate Course on 'LIFE SKILLS TRAINING'</i> (HIS.C.20.1)
Department offering the Course	Dept. of History
Course Duration	30 Hours
Faculty In Charge	Dr. Parvathy Menon

2020-21		
Modules	Course Title	Course Content
Module 1	Self- Awareness	<ul style="list-style-type: none">• Self-worth and self-acceptance• Self-identity and self esteem building• Self-Awareness skills• Self-evaluation/Self-assessment/Self-monitoring• Setting goals
Module 2	Interpersonal Relationship and Communication	<ul style="list-style-type: none">• Verbal/Non-verbal communication• Listening skills• Positive and negative feedback• Introducing oneself and others• Questions and conversations• Assertive communication skills• Interpersonal styles
Module 3	Cooperation and Team work	<ul style="list-style-type: none">• Socialization• Empathy building• Rapport building• Respecting self and others• Contributing to group• Persuasion and Influencing skills
Module 4	Leadership	<ul style="list-style-type: none">• Motivation skills• Networking skills• Conflict resolution• Planning skills• SMART goals• Responsibility and Commitment• Accountability and adaptability• Team management
Module 5	Decision Making and Problem Solving	<ul style="list-style-type: none">• Personal and organizational values• Dos and Don'ts• Cognitive bias• Consideration of future consequences• Problems and solutions• Making choices• Prioritization

Module 6	Creativity & Time Management	<ul style="list-style-type: none"> Analytical and creative thinking Discipline Knowledge and curiosity Activity Logs Record keeping Organizing Scheduling Strategic planning Spent time matrix Time-based management
Module 7	Stress Management	<ul style="list-style-type: none"> Causes of Stress Coping with emotions Stress reduction methods ABC strategy for coping stress
Module 8	Basic Computer Skills	<ul style="list-style-type: none"> Basics of Computer Operations Basics of MS Office (MS Word, MS Excel, and MS Power Point) Internet Applications

COURSE OUTCOME: The students will acquire skills on Self- Awareness, Interpersonal Relationship and Communication, Cooperation and Team work, Leadership, Decision Making and Problem Solving, Creativity & Time Management, Stress Management and Basic Computer Skills at the end of the Course.



Deepa
Principal
All Saints' College
Thiruvananthapuram

PROGRAMME ON LIFE

SKILLS TRAINING

2020-21

ATTENDANCE REGISTER

(His. C. 20.1)

DEPARTMENT FOR THE MONTH OF

Sl. No	NAME	No. of days casual leave already availed	4/12/2020	5/12/2020	11/12/2020	18/12/2020	19/12/2020	26/12/2020	27/12/2020	13
1	Aarathy A	FN	X	X	X	X	X	X	X	
2	Aiswarya Saje	A.N.	X	X	X	X	X	X	X	
3	Aiswarya Suresh	FN.	X	a	X	X	X	X	X	
4	Ajeesha A	A.N.	X	X	X	X	a	X	X	
5	Ajitba A	FN.	a	X	X	X	X	X	X	
6	Anakha Sabu	A.N.	X	X	X	X	X	X	X	
7	Aneesha Antony	FN.	X	X	X	X	X	a	X	
8	Anila Antony	A.N.	X	X	X	X	X	X	X	
9	Anu A	FN.	X	X	a	X	X	X	X	
10	Anila M	A.N.	X	X	X	X	X	X	X	
11	Anne Miswam	FN.	X	X	X	X	X	X	X	
12	Archana Renjith	A.N.	X	X	X	X	X	X	X	
13	Archana G.S	FN.	X	X	X	X	X	X	X	
14	Athira V.S	A.N.	X	X	X	X	X	X	X	
15	Aswathy A	FN.	X	a	X	X	X	X	X	
16	Jancy JL	A.N.	X	X	X	X	X	X	a	
17	Jeeva J	FN.	X	X	X	X	X	X	X	
18	Jency P	A.N.	X	X	X	X	X	a	X	
19	Jenifer M	FN.	X	X	X	X	X	X	X	
20	Jisha Jose	A.N.	X	X	X	X	X	X	X	
21	Kasubhna Pradeep	FN.	X	X	X	X	X	X	X	
22	Kavya Chandran	A.N.	a	X	a	X	X	X	X	
23	Kavya Mohan	FN.	X	X	X	X	X	a	X	
24	Mabalakshmi	A.N.	X	X	X	a	X	X	X	
25	Manga M	FN.	X	X	X	X	X	X	X	
26	Murthulekshmi	A.N.	X	X	X	X	X	X	X	
27	Meera S	FN.	X	X	X	X	X	X	a	
28	Megha R.M	A.N.	X	X	X	X	X	X	X	
29	Nisha Francis	FN.	X	X	X	X	X	X	X	
30	Nithina S.S	A.N.	X	X	X	a	X	X	X	
31	Pandya M.S	FN.	X	X	X	X	X	X	X	
32	Reshma P.A	A.N.	X	a	a	X	X	X	X	
33	Roshni V	FN.	X	X	X	X	X	X	X	
34	Roshni R	A.N.	X	X	X	X	X	X	X	
35	Sandhya Raj	FN.	X	X	X	X	X	a	X	
36	Sanghamithra Ramsh	A.N.	X	X	X	X	X	X	X	

14/12/2020	15	16	17	18/12/2020	19	20	21	22	23	24/12/2020	25	26/12/2020	27	28/12/2020	29	Exit	Working Days	Exam present	Day absent	No. of days C/L availed during the month	No. of C/L availed	Remarks	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		45						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		48						
a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		45						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		48						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		45						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		47						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		48						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		47						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		48						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		47						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		48						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		50						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		50						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		48						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		47						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		46						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		47						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		50						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		47						
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		50						

ATTENDANCE REGISTER

Sl. No	NAME	No. of days casual leave already availed	4/12/2020	1	5/12/2020	3	11/12/2020	5	18/12/2020	7	19/12/2020	9	26/12/2020	11	27/12/2020	13
34	Shabnamol	F.N.	X	X	X	X	X	X	X	X	X	X	X	X	X	
38	Shali.S	A.N.	X	X	X	X	X	X	X	X	X	X	X	X	X	
39	Sandya Joseph	F.N.	X	X	X	X	X	X	X	X	X	X	X	X	X	
40	Sobha.J	A.N.	X	X	X	X	X	X	X	X	X	X	X	X	X	
41	Sreekutty Shaji	F.N.	X	X	X	X	X	X	X	X	X	X	X	X	X	
42	Sujamol	A.N.	X	X	X	X	X	X	X	X	X	X	X	X	X	
43	Sumi.J	F.N.	X	a	X	X	X	X	X	X	X	X	X	X	X	
44	Thasnis	A.N.	X	X	X	X	X	X	X	X	X	X	X	X	X	
45	Ushila Nath	F.N.	X	X	a	X	X	X	X	X	X	X	X	X	X	
46	Vaishya G.	A.N.	X	X	X	X	X	X	X	X	X	X	X	X	X	
		F.N.														
		A.N.														
		F.N.														
		A.N.														
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		F.N.														
		A.N.														

DEPARVATHY MENON
Assistant Professor
DEPARTMENT OF HUMANITIES & INTL COLLEGE
MADRAS UNIVERSITY CAMPUS

[Signature]
Signature of Coordinator

2020-21

DEPARTMENT FOR THE MONTH OF

16/1/2021	15	23/1/2021	17	30/1/2021	19	5/1/2021	21	10/1/2021	23	12/1/2021	25	19/1/2021	27	26/1/2021	29	30	31	Working Days	Day present	Day absent	No. of days C/L availed during the month	No. of C/L availed	Remarks
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	49					
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	47					
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	47					
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	48					
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	48					
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	47					
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	48					
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	47					
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	49					
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	47					
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	47					

Dr. L. RANI ML
Assistant Professor
DEPARTMENT OF HUMANITIES & INTL COLLEGE
MADRAS UNIVERSITY CAMPUS

[Signature]
Signature of H.O.D

Principal
MADRAS UNIVERSITY CAMPUS

[Signature]
Signature of Principal



CENTRE FOR MANAGEMENT DEVELOPMENT

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**THE KERALA STATE WOMEN'S
DEVELOPMENT CORPORATION LTD.**

(Department of Social Justice, Government of Kerala)

CERTIFICATE

This is to certify that Ms. *ROSHNI R*

has participated and successfully completed the 'Programme on Life Skills Training' conducted by the Centre for Management Development and The Kerala State Women's Development Corporation Limited for the Final Year Degree Students of the Department of History, All Saints' College, Thiruvananthapuram.

Programme Co-ordinator
Centre for Management
Development

Principal
All Saints' College
Thiruvananthapuram

Director
Centre for Management
Development

Managing Director
The Kerala State
Women's Development
Corporation Limited

Thiruvananthapuram,
June 2021



CENTRE FOR MANAGEMENT DEVELOPMENT
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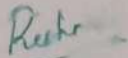
**THE KERALA STATE WOMEN'S
DEVELOPMENT CORPORATION LTD.**
(Department of Social Justice, Government of Kerala)

CERTIFICATE

This is to certify that Ms. *ANNE MIRIAM WALES*
has participated and successfully completed the 'Programme on Life Skills Training' conducted by the Centre for Management Development and The Kerala State Women's Development Corporation Limited for the Final Year Degree Students of the Department of History, All Saints' College, Thiruvananthapuram.



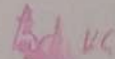
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Principal
All Saints' College
Thiruvananthapuram



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**THE KERALA STATE WOMEN'S
DEVELOPMENT CORPORATION LTD.**
(Department of Social Justice, Government of Kerala)

CERTIFICATE

This is to certify that Ms. *SANGHAMITHRA RAMESH*
has participated and successfully completed the 'Programme on Life Skills Training' conducted by the Centre for Management Development and The Kerala State Women's Development Corporation Limited for the Final Year Degree Students of the Department of History, All Saints' College, Thiruvananthapuram.


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June 2021



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**THE KERALA STATE WOMEN'S
DEVELOPMENT CORPORATION LTD.**
(Department of Social Justice, Government of Kerala)

CERTIFICATE

SHABNAMOL

*This is to certify that Ms.
has participated and successfully completed the 'Programme on Life Skills Training' conducted by the Centre for Management Development and The Kerala State Women's Development Corporation Limited for the 'Final Year Degree Students of the Department of History, All Saints' College, Thiruvananthapuram.*


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June 2021



ALL SAINTS' COLLEGE

Thiruvananthapuram-695007, Kerala, India
Phone: 0471-2501153

E-mail: allsaintscollegeasc@gmail.com

DEPARTMENT OF HISTORY

COURSE SUMMARY REPORT

CERTIFICATE COURSE- LIFE SKILLS TRAINING (HIS.C.20.1)

The **certificate course** on '**Life Skills Training**' (HIS.C.20.1) is organised and conducted by the Department of History, All Saints' College, Thiruvananthapuram. The course was specially designed to provide an understanding on the Life skills required for students. The course had a well-defined syllabus and was approved by the IQAC. The certificate course was coordinated by Dr. Parvathy Menon, Assistant Professor, Department of History. The course was properly planned and organised to provide maximum support to students during their learning process. The course duration was 30 hours. 46 students enrolled for the program. The course started on 04.12.2020 and ended on 26.02.2021. During the end of course, an exit examination was conducted. All students wrote the examination. Final assessment was done based on the assignment submitted by students during the course and the marks secured by them during the final exit examination. All students passed in the examination. Certificates were also provided to them after the successful completion of the course. The course outcomes were met.



Reshmi
Principal
All Saints' College
Thiruvananthapuram