

ALL SAINTS' COLLEGE
TRIVANDRUM, KERALA

CERTIFICATE COURSE
6



ALL SAINTS' COLLEGE TRIVANDRUM

Objectives:

- Knowledge enhancement
- Employability skills
- Cognitive Thinking
- Developing Research skills



ENGLISH FOR EXPERIMENTAL AND LABORATORY ENVIRONMENT

-(ENG.C.20.4)CERTIFICATE
COURSE

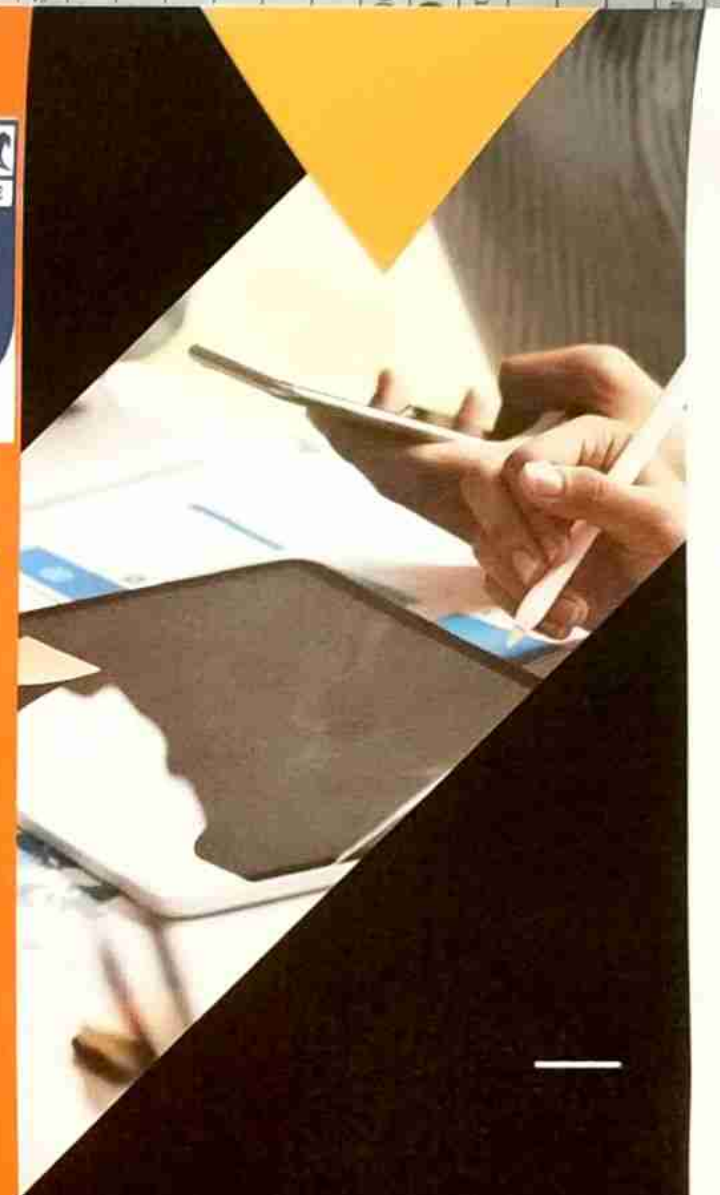
Resource Persons: Ms. Kukku Xavier, Dr Liji Varghese, Ms. Simna S Stephen, Ms Sapna Sreenivas, Ms Diana V Prakash, Ms Joveeta Justin, Ms. Celina James

Date of Commencement: 01/02/2021

Duration : 30 hrs



PATRON: REV. MOTHER MARY FRANCES
DIRECTOR: SR. BELINDA PEREIRA
PRINCIPAL: DR DEEPA M





ALL SAINTS' COLLEGE

Thiruvananthapuram-695007, Kerala, India

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Name of Course	ENG.C.20.4 ENGLISH FOR EXPERIMENTAL AND LABORATORY ENVIRONMENT
Department offering the Course	Department of English
Course Duration	30 Hours
Faculty In Charge	Dr Sonya J Nair

CERTIFICATE COURSE OFFERED BY DEPARTMENT OF ENGLISH FOR

CHEMISTRY

ENG.C.20.4 ENGLISH FOR EXPERIMENTAL AND LABORATORY ENVIRONMENT

Syllabus

Course Objectives:

The Add on course aims to improve vital interpersonal skills as well as help the participants establish academic connect with their field of study. The course recognises the importance of not just having communication skills but also to developing the ability to effectively convey knowledge and research in projects and academic papers.

Course Outcomes:

The Add On Course will help the students:

- streamline their communication skills
- hone cognitive thinking
- develop adaptability skills for handling stress and deadlines
- ensure strategic problem solving and team behaviour skills

MODULE 1 (4 HRS)

1.1 Presenting the self (1 hr)

- Importance of physical presentation
- Body Positivity
- Self- introduction
 - o What to say/ not to say

1.2 Building a Voice (1 hr)

- Defining a personal philosophy

1.3 Who are you? (1 hr)

- Presenting personal positives
- Turning Weaknesses into Strengths

1.4 Session on Introspection (1 hr)

- Assignment on Transforming the Self- A Personal Narrative

MODULE 2 (6 HRS)

2.1 Personal Values (1 hr)

- Universal Values
- National Values
- Realising Personal Values
-

2.2 Handling Stress (3 hrs)

- Devising a Goal Oriented approach
- Methods to relax
- Learning to delegate

2.3 Essential Interpersonal skills enhancement (2 hrs)

- Understanding inter-personal dynamics
- Tolerance vs Co-existence- the difference
- Learning to be a team player

Module 3 (6 Hrs)

3.1 Use, Abuse and Nuances of Language (3 hrs)

- Common usage in everyday speech
- Words understood and misunderstood
- Euphemism and Alternate usage

3.2 Body Language (1 hr)

3.3 Personal Speaking and Public Speaking (3 hrs)

- Voice Modulation
- Throwing one's voice (inside, outside, mic voices)
- Ready material for speeches
- Keeping to time

Module 4 (4 hrs)

4.1 Approaches to problem solving (1 hr)

4.2 Learning to designate and grade trajectories of work (1 hr)

4.3 Team behaviour (2 hrs)

- Project- Assignment- Carrying out surveys

Module 5 (4 hrs)

5.1 Technical Reading and Communication (1 hrs)

5.2 How to write a resume? (2 hrs)

-Structuring a resume

- Presenting skills on the resume

5.3 Professional Ethos (1 hr)

- Ethics of Communication

- Common Courtesy

- Meaningful Communication and Follow-up

Module 6 (6 hrs)

Reading for writing a research paper

6.1 Framing a hypothesis

6.2 Writing an abstract

6.3 Statement of the problem

6.4 Language of a research paper.

Practicals: Writing a research paper



Dr Sonya J. Nair
Head, Department of English
All Saints' College
Thiruvananthapuram

Principal
All Saints' College
Thiruvananthapuram-7

COURSE COMPLETION CERTIFICATE



This is to certify that Ms. Babitha Jasmin V S has successfully completed the 30 hour Certificate Course on English for Experimental & Laboratory Environment [ENG.C.20.4] from 01/02/2021 - 30/03/2021 which was organised by the Department of English, All Saints' College, Thiruvananthapuram.

COURSE CO ORDINATOR

HOD

-PRINCIPAL

COURSE COMPLETION CERTIFICATE



This is to certify that Ms. Athira S R has successfully completed the 30 hour Certificate Course on English for Experimental & Laboratory Environment [ENG.C.20.4] from 01/02/2021 - 30/03/2021 which was organised by the Department of English, All Saints' College, Thiruvananthapuram.

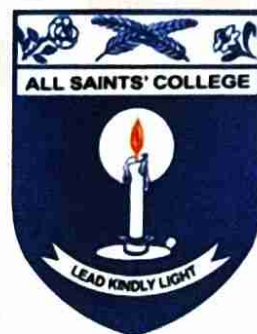

COURSE CO ORDINATOR


HOD


PRINCIPAL



COURSE COMPLETION CERTIFICATE



This is to certify that Ms. Beema S has successfully completed the 30 hour Certificate Course on English for Experimental & Laboratory Environment [ENG.C.20.4] from 01/02/2021 - 30/03/2021 which was organised by the Department of English, All Saints' College, Thiruvananthapuram.

COURSE CO ORDINATOR

HOD

PRINCIPAL



Teachers' Attendance Register

CERTIFICATE

LABORATORY

COURSE ON ENGLISH FOR EXPERIMENTAL AND ENVIRONMENTAL for the month of Feb-2021 and March 2021

No.	Name	Designation	Leave already availed of	FN	DATE									
					AN	1	2	3	4	5	6	7	8	9
1	A.A. Anusha				X	X	X	X	X				X	X
2	Adithya S.S				X	X	X	X	X				X	X
3	Aparna Joseph				X	X	X	X	X				X	X
4	Ardena Sejith				X	X	X	X	X				X	X
5	Aswani S				X	X	X	X	X				X	X
6	Bimbina Sakera				X	X	X	X	X				X	X
7	Fabiha H				X	X	X	X	X				X	X
8	Fabiha Fady				X	X	X	X	X				X	X
9	Hima R				X	X	X	X	X				X	X
10	Keerthi K. Nax				X	X	X	X	X				X	X
11	Reshma Rajan				X	X	X	X	X				X	X
12	Riya S. Edward				X	X	X	X	X				X	X
13	Sandya S. Rajan				X	X	X	X	X				X	X

DATE																															Leave out of 30				REMARKS
March																					Leave during the month														
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No of days Present	C.L	P.L	L.L	P	Total Casual Leave								
X	X	X			X	X	X	X	X			X	X	X	X								26					A.A. Anusha							
X	X	X			X	X	X	X	X			X	X	X	X								27					Adithya							
X	X	X			X	X	X	X	X			X	X	X	X								25					Aparna							
X	X	X			X	X	X	X	X			X	X	X	X								24					Ardena							
X	X	X			X	X	X	X	X			X	X	X	X								25					Aswani							
X	X	X			X	X	X	X	X			X	X	X	X								27					Bimbina							
X	X	X			X	X	X	X	X			X	X	X	X								27					Fabiha H							
X	X	X			X	X	X	X	X			X	X	X	X								28					Fabiha Fady							
X	X	X			X	X	X	X	X			X	X	X	X								29					Hima							
X	X	X			X	X	X	X	X			X	X	X	X								27					Hima							
X	X	X			X	X	X	X	X			X	X	X	X								26					Reshma							
X	X	X			X	X	X	X	X			X	X	X	X								25					Riya							
X	X	X			X	X	X	X	X			X	X	X	X								25					Sandya							

Date _____ Inspecting Officer _____

Headmaster

Teachers' Attendance Register

for the month of Feb-2021, March 2021

No.	Name	Desi gnation	Leave already availed of	FN	DATE									
					AN	1	2	3	4	5	6	7	8	9
13	Shalini S.				X	X	X	X	X			X	X	
15	Shilpa George				X	X	X	ab	X			X	X	
16	Sruha Shibu				X	X	X	X	X			X	X	
17	Sreedevi K.M				X	X	X	X	X			X	X	
18	Sreedekshmi P				X	X	X	X	X			X	ab	
19	Viji Nicholas				X	X	X	X	X			X	X	
20	Abhinawi PV				X	X	X	X	X			X	X	
21	Alia Ayooob S				X	X	X	X	X			X	X	
22	Anugraha Alex				X	X	X	X	X			X	X	
23	Aparna S. Kumar				X	X	X	X	X			X	X	
24	Ashwita K				X	X	X	X	X			X	X	
25	Ashka Vasula P.N				X	X	X	X	X			X	X	
26	Athira S.R				X	X	X	X	X			X	X	

DATE		No of days Present	Leave during the month			Total Casual Leave	REMARKS
Feb	March		C.I	P.L	L.P		
X X ab	X X X X X	26				Shilpa	
X X X	X X X X X	21				Shilpa	
X X X	X X X X X	26				Sruha	
X X X	X X X X X	26				Sruha	
X X X	X X X X X	25				Sruha	
X X X	X X X X X	25				Viji	
X X X	X X X X X	25				APV	
X X X	X ab X X X	26				Alia	
X X ab	X X X X X	29				Anugraha	
X X X	X X X X X	26				Aparna	
X X X	X X X X X	25				Ashwita	
X X X	X X X X X	26				Ashka	
X X X	X X X X X	26				Athira	

Date _____ Inspecting Officer _____

Headmaster _____

Teachers' Attendance Register

No.	Name	Designation	Leave already availed of	FN	DATE									
					1	2	3	4	5	6	7	8	9	
27	Beema S			FN	X	ab	X	X	X	X			X	X
				AN										
28	Geopika AJ			FN	X	X	X	X	X				X	ab
				AN										
29	Keethana P Naik			FN	X	X	X	X	X				X	X
				AN										
30	Manusha S			FN	X	X	X	X	X				X	X
				AN										
31	Megha Naik PS			FN	X	X	X	X	X				X	X
				AN										
32	Megha S			FN	X	X	X	X	X				X	X
				AN										
33	Reshma M-R			FN	X	X	ab	X	X				X	X
				AN										
34	Shabana Nizam			FN	X	X	X	X	X				X	X
				AN										
35	Shalini R.D			FN	X	X	X	X	X				X	X
				AN										
36	Saulekshmi S			FN	X	X	X	X	X				X	X
				AN										
37	Sanni Antony			FN	X	X	X	X	X				X	X
				AN										
38	Varsha B			FN	X	X	X	X	X				X	X
				AN										
39	Alpha Xavier			FN	X	X	X	X	X				X	X
				AN										

for the month of Feb 2021 and March 2021

DATE		February										March										No of days Present	Leave during the month			Total Casual Leave	REMARKS		
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		CL	PL	LL				
X	X	X		X	X	X	X	X				X	X	X	X										26				Reserve
X	X	X		X	X	X	X	X				X	X	X	X										25				Call
X	X	X		X	ab	X	X	X				X	ab	X	X										24				Reserve
X	X	X		X	X	X	X	X				X	X	X	X										24				Reserve
X	ab	X		X	X	X	X	X				X	X	X	X										25				Reserve
X	X	X		X	X	X	X	X				X	ab	X	X										26				Reserve
X	X	X		X	X	X	X	X				X	X	X	X										24				Reserve
X	X	X		X	X	X	X	X				X	X	X	X										27				Reserve
X	X	X		X	X	X	X	X				X	X	X	X										28				Reserve
X	X	X		X	X	X	X	X				X	X	X	X										29				Reserve
X	X	X		X	X	X	X	X				X	X	X	X										26				Reserve
X	X	X		X	X	X	X	X				X	X	X	X										25				Reserve
X	X	X		X	X	X	X	X				X	X	X	X										25				Reserve



ALL SAINTS' COLLEGE

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DEPARTMENT OF ENGLISH

COURSE SUMMARY REPORT

CERTIFICATE COURSE- ENGLISH FOR EXPERIMENTAL AND LABORATORY

ENVIRONMENT (ENG.C.20.4)

The certificate course on 'English for Experimental and Laboratory Environment' (ENG.C.20.4) is organised and conducted by the Department of English, All Saints' College, Thiruvananthapuram. The course is specially designed to provide an understanding on the fundamental soft skills and of their practical social and workplace usage. It helps participants to communicate effectively and to carry themselves confidently. It enabled potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact. The course has a well-defined syllabus structure and implementation plan to help students in their future career. The course was coordinated by Dr Kavitha N, to enable students to achieve excellence in both personal and professional life. The course duration was 30 hours. In 2020-21 academic year 42 students were enrolled for this course. The Certificate course started on 01/02/21 and terminated on 30/03/21. All the students attended exit exam on 10/04/21 and certificate was also issued to them on the successful completion of course.



Reshmi
Principal
All Saints' College
Thiruvananthapuram.