

Additional Skill Acquisition Programme (ASAP)

Additional skill acquisition programme is a joint initiative of the department of higher education, government of Kerala with each college. The programme was launched with the intention of providing job opportunities to the youth. The curriculum was designed by the ASAP in such a way to develop a set of skills among the students of HSS and college levels. The course consists of two sections covering foundation modules and skill classes. Under the foundation module the course focused two skills: communication skill and IT skill. Students are free to join for a course of an individual choice offered by the government of Kerala. The foundation module is delivered at the parent institution (College). The skill module is taught at the Skill Development Center. The skill courses were conducted in the Kodakara Govt HSS which was the Skill Development center for our college. The government has appointed the Skill Development Executives who instruct the aspirants of this endeavor. The Skill Development Executive is appointed on the basis of interview. More and more colleges opted for this student enrichment programme. The Sacred Heart College, Chalakudy has introduced the course from the year 2015. The classes for the 2016-2017 batch also continue to the year 2017-2018. The same goes for consecutive years, where the classes were conducted in parallel for both the batches. The classes are scheduled regular working days after the college hours.

Expected Outcome:

1. Provide job opportunities
2. Development of communication and IT Skills

Report of 2016 -2017

In this academic year, 25 students from various departments joined this Programme. Ms Smina M B was the ASAP Coordinator. Ms Anjaly, ASAP Programme Manager of Kodakara SDC coordinated the activities and Mr Satheesh Nair who handled the foundation modules. 180 hours allotted for the foundation module and the classes were taken after the class hours.

2017 -2018

In this academic year 28 students from various departments joined in this Programme. Ms Meenu Jacob was the ASAP Coordinator. Ms Anjaly, ASAP Programme Manager of Kodakara SDC coordinated the activities and Ms Archana Who handled the foundation modules. 180 hours allotted for the foundation module and the classes were taken after the class hours.

2018 -2019

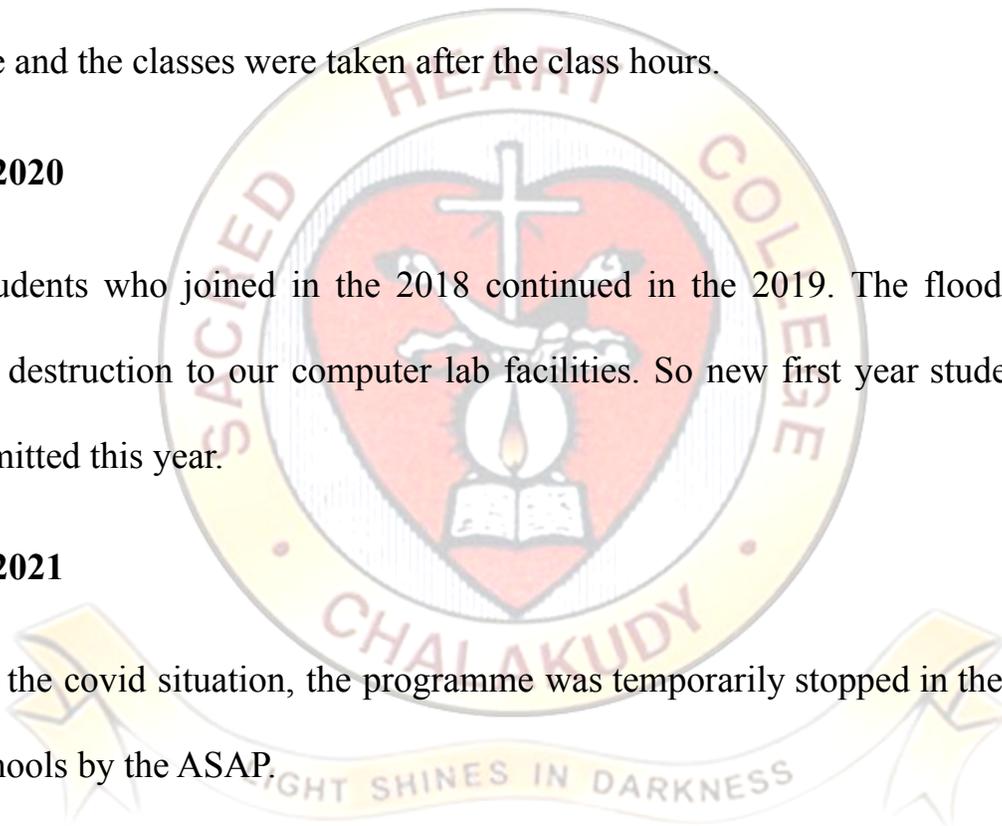
In this academic year 26 students from various departments joined in this Programme. Ms Meenu Jacob was the ASAP Coordinator. Mr Ananthu, ASAP Programme Manager of Kodakara SDC coordinated the activities and Ms Merin Who handled the foundation modules. 180 hours allotted for the foundation module and the classes were taken after the class hours.

2019 -2020

The students who joined in the 2018 continued in the 2019. The flood in 2018 caused destruction to our computer lab facilities. So new first year students were not admitted this year.

2020 -2021

Due to the covid situation, the programme was temporarily stopped in the colleges and schools by the ASAP.



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Module 1

Personal Skills

Introduction

This module intends to help learners overcome their inhibitions in using the English language, to identify their strengths and develop abilities and aptitudes that are essential for successful social interaction and employability. It introduces students to some of the key aspects of Personal Skills, alternatively known as Life Skills.

The activities are designed to introduce students to the concepts of self-awareness, and self-confidence. The unit on Defining Strengths will familiarize them with ways to identify their strengths and weaknesses and help them to overcome their limitations successfully. Learners are also encouraged to think creatively and critically on contemporary issues and develop a high level of civic sense and values. Time and Stress Management looks at ways of managing time and stress.

The activities are designed with a focus on fluency, helping each student to enhance his personal as well as his language skills. The students will be learning and using language in order to understand the different aspects of Personal Skills.

Structure

	Topic	Time allotted
Unit 1	Knowing Oneself	1 hour
Unit 2	Confidence Building	2 hours
Unit 3	Defining Strengths	1 hour
Unit 4	Thinking Creatively	2 hours
Unit 5	Personal Values	2 hours
Unit 6	Time and Stress Management	1 hour
Unit 7	Language Practice	3 hours
	Review	1 hour
	Language Test	2 hours

Module 2

Social Skills

Introduction

This module on Social Skills focuses on developing a set of skills and positive qualities that are essential for success in personal, social, and professional spheres. They include our ability to understand and manage ourselves and communicate our ideas, thoughts, and feelings effectively. Communicative skills, both verbal and non-verbal, are vital components of social skills.

Successful communication depends to a great extent on the appropriate and contextual use of language, which involves such aspects as choice of right words, suitable expressions, and the right register or degree of formality.

Equally important are the nonverbal aspects of our communication. These include our body language, which is revealed through our facial expressions, gestures, posture, gait etc. as well as the qualities of our voice like tone, pitch and volume. They reflect the true qualities and attitude of a person.

Interpersonal skills are characterized by such qualities as a cheerful and positive attitude, confidence and assertiveness, willingness to cooperate, negotiate differences, make proper decisions, and cope with difficult situations.

The module also brings under discussion the impact of media on our life. The print, electronic, and the new media have come to play a decisive role in shaping our views, perceptions, and experiences. Hence understanding the media is of great importance in the present day world.

Public speaking demands a set of language skills that need nurturing. Besides proficiency in language, the effectiveness of a speech depends on many factors like the content, organization of thought, our appearance, body language, and voice.

The module, which comprises 30 hours, provides sufficient activities and exercises that are designed to strengthen the learners' social skills in all the above areas by helping them gain better communicative proficiency.

	Topic	Time allotted
Unit 1.	Appropriate and Contextual Use of Language	6 hours
Unit 2.	Nonverbal Communication	3 hours
Unit 3.	Interpersonal Skills	6 hours
Unit 4.	Understanding Media	4 hours
Unit 5.	Public Speaking	5 hours
Unit 6	Language Practice	4 hours
	Review	1 hour
	Language Test	1 hour

Module 3

Organizational Skills

Introduction

Organizational skills refer to the set of skills and strategies needed for successfully planning and completing various activities according to their importance and as per schedule. They are essential for achieving success in our profession as well as in all walks of life. Organizational skills help us to become more efficient, punctual, disciplined, and productive.

By organizing our tasks effectively, we can manage our time and resources, simplify our job, and save ourselves from stress and undue pressures. Organization also relates to our workspace which should be clutter-free and well-maintained. An organised office will have all relevant information arranged systematically in labelled files and unwanted items removed.

Organizational skills include setting and defining goals, planning ahead, setting checkpoints and deadlines, prioritizing the tasks, attending to details, analyzing a situation and its different possibilities, reviewing and reorganizing schedules and procedures, taking corrective actions, solving problems, and taking proper decisions.

These skills enable us to distinguish between urgent and unimportant tasks. They also involve interacting effectively with higher authorities, peers and subordinates, handling conflicts and work deficiencies of team members, responding to changes, defining and delegating responsibilities etc. The present module, comprising 20 hours, is designed to offer the students practice in these key aspects and thus sharpen their organizational skills.

Structure

	Topic	Time allotted
Unit 1	Planning	6 hours
Unit 2	Team Work	3 hours
Unit 3	Coordination	4 hours
Unit 4	Language Practice	3 hours
	Review	1 hour
	Language Test	3 hours

Module 4

Professional Skills

Introduction

Professional skills are specific technical and personal skills, needed for successful professional development. This module introduces the students to strategies that can assist in the acquisition of these skills. Also called hard skills and soft skills, these can be acquired by coaching and through constant practice.

This module, forming 20 hours of the programme, is intended not only to help the students develop these skills, but also to inculcate in them the ability to use English language effectively.

The session on *Skills Required for Securing Jobs* is specially designed to prepare the students to identify suitable professions, and develop the skills appropriate for them. The session on *Professional Etiquette* focuses on correct behaviour in the workplace while writing skill is emphasized in the sessions on *Business Communication*. Here the students will be familiarized with the nuances of writing business letters, memos, notices and allied activities.

Structure

	Topic	Time Allotted
Unit 1	Job Oriented Skills	7 hours
Unit 2	Professional Etiquette	2 hours
Unit 3	Business Communication	5 hours
Unit 4	Language Practice	3 hours
	Review	1 hour
	Language Test	2 hours

Module 5

Preparing and Presenting a Project

Introduction

This module contains step-by-step instructions for planning and presenting a project with an approach called project-based learning (PBL). In PBL students explore real-world problems and challenges and develop cross-curriculum skills while working in small collaborative groups. Project-based learning is engaging and active, and is designed to give you self-direction and confidence through both team-based and independent work. In the process of completing your project, you will gain organizational and research skills, integrate technology into your work, and develop better communication with peers and adults.

Structure

	Topic	Time Allotted
Unit 1	Agreeing on a Theme and Setting up a Timeline	1 hour
Unit 2	Brainstorming and Doing Effective Internet Searches	2 hours
Unit 3	Gathering Information	2 hours
Unit 4	Writing Good Paragraphs	1 hour
Unit 5	Compiling and Analyzing Information	2 hours
Unit 6	Revising and Editing	1 hour
Unit 7	Preparing and Designing a PowerPoint Presentation	2 hours
Unit 8	Delivering Presentations and Review	4 hours

Batch
2016 - 2017

PUPILS ATTENDANCE REGISTER OF SCHOOL

Admission No.	Sl. No.	NAME	Days																	
			Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	1	Aleena Unnikrishnan			P	.	P	P	P			P	P	P	P	.			.	
	2	Alisha EA			P	P	.	P	P			P	P	P	.	P				
	3	Alfi Varghese			.	P	P	P	P			P	P	.	P	P				
	4	Anurutha Babu			.	P	P	P	.			P	.	P	P	P				
	5	Anurutha KA			P	P	.	P	P			.	P	P	P	P				
	6	Arijitha Chandran			P	.	P	P	P			P	P	P	P	.				
	7	Aswathy KR			.	P	P	P	P			P	P	P	.	P				
	8	Aswathy PM			P	P	P	.	.			P	P	.	P	P				
	9	Christeana NP			.	P	.	P	P			P	.	P	P	P				
	10	Dheena Mary Francis			.	P	P	P	.			.	P	P	P	P				
	11	Jisna Ramakrishnan			.	P	P	P	P			P	P	P	P	.				
	12	Preerajana Francis			P	.	P	P	P			P	P	P	.	P				
	13	Keishikundu			P	P	P	.	P			P	P	.	P	P				
	14	Franklini Sivadas			P	P	.	P	P			P	.	P	P	P				
	15	Praveena PP			.	P	P	P	P			.	P	P	P	P				
	16	Radhika AR			.	P	P	P	.			P	P	P	P	P				
	17	Renjitha TS			P	P	P	.	P			P	P	P	P	.				
	18	Riya Varghese			P	.	P	P	P			P	P	P	.	P				
	19	Sajana PS																		
	20	Sandra																		
	21	Sanjana PS			.	P	P	P	P			P	P	.	P	P				
	22	Shashanban KA			P	P	.	P	P			P	.	P	P	P				
	23	Sidhina KJ																		
	24	Smilna Shaju			.	P	P	P	.			.	P	P	P	P				
	25	Susmitha K.C			P	P	P	.	P			P	P	P	P	.				

FOR THE MONTH OF July, 17 Batch 2016-17 STD

No. of Days Present	Present Up-to-Date	% of Attendance	Admission Fee	Date of Payment	Special Fee	
					Fees Rs	Fine Rs
1	P	.	P	P		
2	P	P	P	P		
3	.	P	P	.		
4	P	P	.	P		
5	P	P	P	P		
6	P	.	P	P		
7	P	P	P	P		
8	.	P	P	.		
9	P	P	.	P		
10	P	.	P	P		
11	P	P	P	P		
12	P	P	P	P		
13	P	P	P	P		
14	.	P	P	.		
15	P	P	.	P		
16	P	.	P	P		
17	P	P	P	P		
18	P	P	P	P		
19						
20						
21	P	P	P	.		
22	.	P	.	P		
23						
24	P	.	P	P		
25	P	P	P	P		
26						
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PUPILS ATTENDANCE REGISTER OF SCHOOL

Admission No.	Sl. No.	NAME	Days																		
			Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
	1	Alena Unnikrishnan			P	P	P	P			.	P	P	P	P				.	P	
	2	Adika EA			.	P	P	.				P	.	P	P	P				P	P
	3	Alfi Varghese			P	P	.	P				P	P	.	P	P				P	P
	4	Ameetha Abin			P	.	P	P				P	P	P	.	P				P	.
	5	Ameetha KA			.	P	P	P				P	P	P	P	.				.	P
	6	Anjitha Chandran			.	P	P	.				.	P	P	P	P				P	P
	7	Asathy KR			.	P	.	P				P	.	P	P	P				P	P
	8	Aswathy PM			P	.	P	P				P	P	.	P	P				P	P
	9	Christiana NP			P	P	P	P				P	P	P	.	P				.	P
	10	Dheena Mary Francis			P	.	P	P				P	P	P	P	.				P	P
	11	Georgina Francis			P	P	P	.				P	P	P	P	P				P	.
	12	Jiya Ramakrishnan			.	P	.	P				P	P	P	P	P				P	P
	13	Krishnan			.	P	P	P				.	P	P	P	P				P	P
	14	Lakshmi Sivas			P	P	P	.				P	.	P	P	P	P			P	P
	15	Praveena P.P			P	P	.	P				P	P	.	P	P				P	.
	16	Radhika AR			P	.	P	P				.	P	P	P	P				.	P
	17	Ranjitha TS			.	P	P	P				P	.	P	P	P				P	.
	18	Riya Varghese			P	P	P	.				P	P	.	P	P				P	P
	19	Sajitha PS																			
	20	Sandya																			
	21	Sanjana PS			.	P	P	P				P	P	P	.	P				P	P
	22	Shakeeban KA			P	.	P	P				P	P	P	P	.				P	P
	23	Sidhika KT																			
	24	Smriti Shaju			P	.	P	P				.	P	P	P	P				.	P
	25	Susmita KS			.	P	P	P				P	.	P	P	P				P	.

Batch

FOR THE MONTH OF OCTOBER 2017 2016-17 STD

	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No of Days Present	Present Up-to-Date	% of Attendance	Admission Fee	Date of Payment	
1	.	P				P	.	P	P	P				P						
2	P	P				P	P	P	P	P				P						
3	P	P				.	P	P	P	P				P						
4	P	P				P	P	P	P	.				P	P					
5	P	P				P	P	.	P	P				P	P					
6	P	P				P	.	P	P	P				P	P					
7	P	P				.	P	P	P	P				P	P					
8	P	P				P	P	.	P	P				P						
9	.	.				P	P	P	P	P				P						
10	P	.				P	P	P	P	.				P						
11	.	P				P	P	P	P	P				P						
12	P	P				P	.	.	P	P				P	P					
13	.	P				.	P	P	P	P				P	P					
14	P	.				P	P	P	P	P				P						
15	P	P				P	P	.	P	P				P						
16	P	P				P	.	P	P	P				P						
17	P	P				P	P	P	.	P				P	P					
18	.	.				P	P	.	P	P				P	P					
19																				
20																				
21	P	P				.	P	P	P	.				P	P					
22	P	P				P	.	P	P	P				.	P					
23																				
24	P	P				P	.	P	P	P				P	.					
25	P	P				.	P	P	P	P				P	P					

Batch
2017 - 2018

Batch
2018 - 2019

Asap Orientation



Asap Class





