

2.2.1 PROGRAMME FOR ALL LEARNERS ORGANIZED BY THE INSTITUTION TO ASSESS THE LEARNING LEVELS

1. Knowledge Center – INFLIBNET



2. Observance of Reading week (13-20 June 2019) of library





**Banner – Reading Day*



3. Add-on Course – Communication Skills



UNIVERSITY GRANTS COMMISSION
25, FERDOSHIAH ROAD
NEW DELHI - 110 001

F.No.4-473/2013 (COC)
 The Union Secretary (FD-III)
 University Grants Commission
 Bahadur Shah Zafar Marg
 New Delhi-110002

July, 2013

Subject:- Approval and release of Grant-in-aid to Sacred Heart College, Chalakudy, Dist. Triche-680307, Kerala under the UGC scheme of Career Oriented Courses regarding

I am directed to convey the approval of the University Grants Commission to provide financial assistance of Rs 13,16,000 (Rupees Thirteen lakh and sixteen thousand only) to The Principal, Sacred Heart College, Chalakudy, Dist. Triche-680307, Kerala in the form of one-time grant as 'seed money' to be utilized for purchase of books and journal, equipments, augmentation of laboratory facilities, payment of remuneration to Guest/ Internal Faculty, remuneration of laboratory coordinator and contingency only for 5 years from the academic year 2013-14 for introduction of courses under Career Oriented Courses as details given below. In this case where the college/ University has started courses during 2013-14 or 2014-15 on the basis of the UGC notice issued in the month of April, 2013, five years will be counted from the academic session 2013-14/2014-15 respectively.

S.No.	Name of Course(s) approved	Amount Approved (As per estimates submitted by the college)
1.	"Communication Skills" under Arts/Social Science stream	Rs. 7,00,000/-
2.	"Quail Farming" under Science stream	Rs. 6,16,000/-
	Total	Rs. 13,16,000/-

Further, I am also directed to convey the sanction of the University Grants Commission for payment of grant of Rs. 11,84,000/- (Rupees Eleven lakh eighty four thousand and four hundred only) to The Principal, Sacred Heart College, Chalakudy, Dist. Triche-680307, Kerala as 90% of approved grant as 1st instalment under the scheme of Career Oriented Courses for the expenditure to be incurred for five years.

ADD ON COURSE **ADENGO1 – COMMUNICATION SKILLS**

YEAR I – SEMESTER I AND II

SEMESTER I

NUMBER OF THEORY HOUR :45

NUMBER OF PRACTICAL HOUR: 25

SEMESTER II

NUMBER OF THEORY HOUR :45

NUMBER OF PRACTICAL HOUR: 25

SEMESTER I

BASIC LANGUAGE SKILLS FOR PERSONAL EFFECTIVENESS

- Grammar- Tenses and Usage- Adjectives- Modal Auxiliary Verbs(Will, Shall, Should, Would, Can, Could, May, Might, Must)- Punctuation-Articles- Framing Questions- Verbs- Word Formation-Prepositions- Pronouns-Determiners- Conjunctions- Questions and question tags, Tenses-Subject- Verb agreement- tenses in conditional sentences- determiners- clauses and connectors- construct grammatically correct sentences- use grammatical items in sentences- use grammatical items in paragraph writing
- Vocabulary building-Idioms- using the words in sentences-use of jargons- substitutes for words and expressions- synonyms- homonyms- homophones- read/ write new words from various media-vocabulary enrichment through reading
- 'Just a minute' sessions-situational dialogues-oral presentations-Prepared and Extempore

SEMESTER II

- Conversation practice- Starting Conversations- Introducing Oneself ad Others-greeting and taking leave- Wishing well-expressing thanks in various situations- talking about oneself- expressing likes and dislikes-expressing agreement and disagreement- spontaneous conversations- interactional and transactional talk- debates
- Describing objects-situations- people
- Telephonic conversation-Basics of Telephone Communication-How to handle calls-telephone manners (Leaving a message- Leaving requests-Greeting and leave taking over phone.
- Teleconference handling- Videoconferences
- Handling Tele interviews

YEAR II – SEMESTER III AND IV

SEMESTER III

NUMBER OF THEORY HOUR :45

NUMBER OF PRACTICAL HOUR: 25

SEMESTER IV

NUMBER OF THEORY HOUR :45

NUMBER OF PRACTICAL HOUR: 25

PROJECT HOUR : 20

SEMESTER III

- Principles of editing-punctuation, substitution of words, restructuring sentences, recognising sentence sequence in a paragraph, use of link words and principles of coherence and cohesion
- Interpretation of technical data- marks, charts, paragraphs.
- Interpretation of short unseen poems
- Types of logical structures- Lectures based on Analysis, Argumentation, Classification, Comparison, contrast and Cause and effect relationship, statement elaboration, expanding points into paragraphs, chronological patterning
- Report writing- Committee reports, activity reports.

LISTENING SKILL

- Types of listening.
- Tips for effective listening
- Academic listening-lecturing, listening to talks and presentations, listening to talks and announcements(railway, bus station, airport/ stadiums announcements etc)
- Listening to radio and television

ENGLISH FOR EFFICACY IN COMMUNICATION

- Letters-formal letters- minutes-circulars-enquiries-complaints and replies- memorandum- explanations
- Letters of application, letters to the editor and social appraisals in the form letters/ pamphlets- standard Business letter, e- mail drafting and Etiquettes
- Making notes on business conversations-effectiveness of SMS
- Case writing and documentation
- Resume and effective profiling

SEMESTER IV

PRESENTATION SKILLS

- Public speaking-problem solving and conflict resolution skills,- summary and feed- back skills(summarizing and giving a feedback)
- Rhetoric-Public speech- speaking with confidence
- Negotiation skills- influencing and persuading
- Interview excellence-How to perform well in interview
- Group Discussion-leadership, motivation, self introduction and evaluation
- Arranging Conventions-conferences- seminars- invitation(invitation letter)- competing
- Use of multimedia-PowerPoint presentation-radio talk-documentary-news reading
- Exposure to real- life situations-visiting radio station-T.V. station-front office-housekeeping- marketing service-of five star hotels- airport- helpdesk- calls centres-info parks.
- Viewing and reviewing T.V programmes- book review

SACRED HEART COLLEGE, CHALAKUDY

DEPARTMENT OF ENGLISH

Report 2016-2017

In the year 2016-17 The Department organized the Add on course on Communication Skills from the month of June to March. Communication Skills is the foundation of language learning from which effective speaking, writing and reading emerge and it is the bedrock of human language learning. One's ability to speak good English is proof of competence. No matter how capable an individual may be in his/her studies or profession, it is the use of good communication skills that highlights this strength.

23 students from different Departments enrolled the course but only 20 students completed the course. The objectives of the course were to enhance the communication skills of the students by learning Grammar, Vocabulary, Phonetics and by practicing Public Speaking , Group Discussion, Interviews, Report writing and so on.

Students were taught Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. The students were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

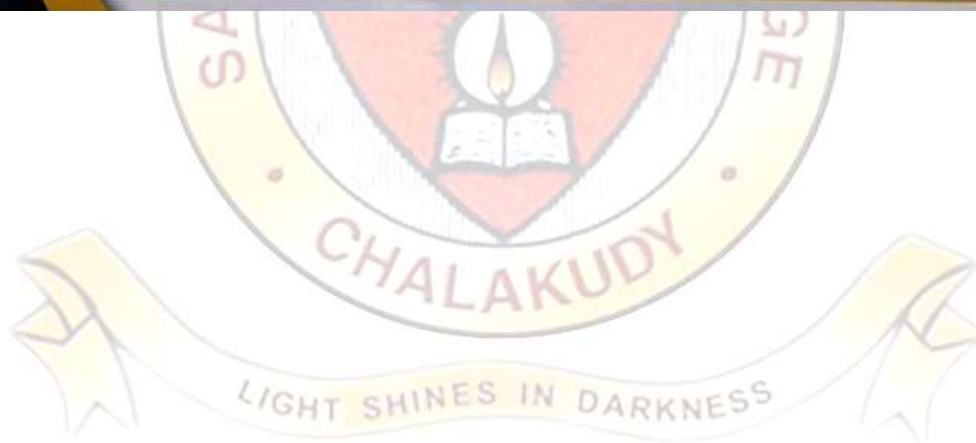
Classes on Email writing, Report writing, Resume and Effective Profiling were provided and the students were given some useful information on Telephone Etiquettes. In addition to this, they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

The students were introduced to the tips and techniques on drafting formal and informal letters and they were asked to work in groups and write out formal letters making use of the tips and following the guidelines given. They were asked to read out the letter drafted by their group and provided suggestions as to how the letters could have been made more appropriate and effective.

In general, the students could develop their communication skills to a certain extent by attending the Add on Course.

Regular evaluation and Tests were carried out for assessing the improvement of the students. Written Tests, Oral Tests, Group Discussion, Debates were conducted to imbibe the various skill of communication.

Sample Certificate of Add-on Course



4. Career and Placement Cell:

The poster features a wood-grain background. At the top, it lists the organizing departments: Department of Economics at St. Joseph's College (Autonomous) in Irinjalakuda, Kerala, India, and Department of Economics at Sacred Heart College in Chalakudy, Kerala, India. The event is a 'One Day Webinar' on August 6th, 2021, at 6:30 PM (IST). The resource person is Dr. Chacko Jose P, Principal of St. Aloysius College, Elthuruth, Thrissur. A Zoom meeting link is provided: <https://zoom.us/j/95386548325?pwd=QmtDcThVZncxMmtUdXhMMGoGUWhmdz09>. The poster also includes logos of the colleges, a central graphic with the word 'CAREER' and silhouettes of people, and a list of convenors and coordinators.

DEPARTMENT OF ECONOMICS
ST. JOSEPH'S COLLEGE (AUTONOMOUS)
Irinjalakuda, Kerala, India
www.stjosephs.edu.in

DEPARTMENT OF ECONOMICS
SACRED HEART COLLEGE
Chalakudy, Kerala, India
www.sacredheartcollege.ac.in

Jointly organize

One Day Webinar
On

"SAILING AHEAD WITH ECONOMICS: CAREER AND HIGHER EDUCATION OPPORTUNITIES FOR ECONOMICS GRADUATES"

DATE: 6TH AUGUST 2021 **RESOURCE PERSON** **TIME: 6.30 P M(IST)**

DR. CHACKO JOSE P
Principal
St. Aloysius College, Elthuruth, Thrissur

ZOOM MEETING LINK

<https://zoom.us/j/95386548325?pwd=QmtDcThVZncxMmtUdXhMMGoGUWhmdz09>

WEBINAR CONVENORS
DR. SHIRLEY JOSE K
MS. DAISY P K

WEBINAR COORDINATORS
MR. NIJIL JACOBI
MS. JOMOL THOMAS

CAREER

E - Certificate for participation

One Day Webinar

SAILING AHEAD WITH ECONOMICS – CAREER AND HIGHER EDUCATION OPPORTUNITIES FOR ECONOMIC GRADUATE

One Day Webinar on "SAILING AHEAD WITH ECONOMICS – CAREER AND HIGHER EDUCATION OPPORTUNITIES FOR ECONOMIC GRADUATE" was conducted jointly by the Department of Economics, St. Joseph's College (Autonomous), Irinjalakuda, Kerala and the Department of Economics, Sacred Heart College, Chalakudy, Kerala on 6th August 2021. Dr. Chacko Jose P, Principal, St. Aloysius College, Elthuruth, Thrissur, Kerala and Former Associate Professor & Head of the Department of Economics, Sacred Heart College, Chalakudy, Kerala was the resource person.



FISHERIES AS A CAREER OPPORTUNITY

6 February 2018

Organised by: Department of Zoology

As a part of the zoology association inauguration Mr. Anil Kumar who is the Joint Director MPEDA (Marine Products Exports Development Authority) Kochi, Government of India gave a talk to the students about choosing fisheries as a career opportunity on 6th February 2018.

Fish is the primary source of protein for over one million people in the world. Fishing is also the main source of income for over 100 million people who are directly involved in fishing. In India, it is estimated that around 8 million people directly or indirectly depend on the fisheries sector. India is the fourth largest producer of fish in the world. It is also the second largest producer of inland fish. Development of brackish water and freshwater aquaculture has tremendous scope in India.

MPEDA is involved in export of aquaculture products. Currently India is exporting to more than 120 countries. With the vast resources in the form of coastline and pristine waters, India is capable of promoting culture as well as capture fisheries for safe and sustainable fishery production. The marine products export from India is targeted to reach USD 14 billion by 2025. MPEDA has already submitted a road map to achieve this goal, which includes inter alia, the interventions required in the production, value addition and market promotion of seafood.

6/2/2018 – Inauguration of Seminar on “Fisheries as a career opportunity”



Mr. Anil Kumar is the Joint Director MPEDA (Marine Products Exports Development Authority) Kochi, Government of India addressing the students of fisheries as a career opportunity.



5. Personality Development



6. Center for Excellence

