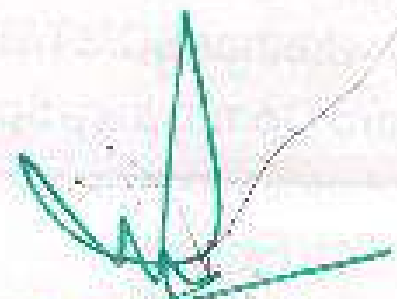


Diploma in Soft Skills

Year	Number of students
2016-17	13
2017-18	30
2018-19	06
2019-20	05



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**Crossland College, Brahmavar**  
**Diploma in Soft Skills**  
**Syllabus**

**Programme Objectives**

The objective of the programme is to inculcate the soft skills such as Communication Skills, Presentation skills, Interview Skills, Emotional Management, etc. It is a multi disciplinary course open to all the students in college.

**Duration: 40 hours**

**Areas to be covered**

1. Introduction to Soft Skills
2. Communication Skills
3. Presentation Skills
4. Time Management Skills
5. Body Language & Etiquettes
6. Group Discussion & Interview Skills
7. Preparation of CV
8. Emotional Intelligence Skills
9. Goal Setting & Motivation

**Instructional mode**

Since this is a skill development course, it will follow a learner centric approach. Techniques such as case study role play, group discussions, and seminars will be used for this course.

**Evaluation Pattern:**

**Marks Distribution**

- |  |    |
|--|----|
| 1 Classroom Attendance & Participation | 10 |
| 2. Oral Presentation                   | 20 |
| 3. Assignments                         | 10 |
| 4. Test                                | 20 |

  
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# DIPLOMA IN SOFTSKILLS

2017-18

	3	10	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1 ✓ Akshatha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2 ✓ Ashish	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3 Anusha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4 ✓ Anusha B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5 ✓ Anil kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6 ✓ Archana	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7 ✓ Adithya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8 ✓ Bhanumathi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9 ✓ Deekshika	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10 Deepa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11 ✓ Evangeline	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12 ✓ Faizal	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13 ✓ Jayanthi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14 ✓ Pooja	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15 ✓ Reshma	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16 ✓ Rachana	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17 ✓ Ravinraj	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18 ✓ Poothika	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19 ✓ Sewmiya Shetty	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20 ✓ Sneelaxmi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21 ✓ Swathi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22 ✓ Shanthi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23 ✓ Salwa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24 ✓ Suchithra	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25 ✓ Surabhi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26 ✓ Soujanya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27 ✓ A. Soumya shetty	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28 ✓ Tharini	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29 ✓ Timsy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30 ✓ Usha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

  
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# Diploma in Soft Skills

2016-17

		10/1	2/1	3/1	4/1	5/1	6/1	7/1	8/1	9/1	10/1	11/1
1.	Shwetha -	X	X	X	X	X	X	X	X	X	X	X
2.	Swathi (SP) KV	X	X	X	X	X	X	X	X	X	X	X
3.	Swathi (OE)		X	X	X	X	X	X	X	X	X	X
4.	Anush Flavin D. Suresh		X	X	X	X	X	X	X	X	X	X
5.	Supriya SK		X	X	X	X	X	X	X	X	X	X
6.	Hamsaveni S.K.		X	X	X	X	X	X	X	X	X	X
7.	Girish		X	X	X	X	X	X	X	X	X	X
8.	Adithya G.G		X	X	X	X	X	X	X	X	X	X
9.	Rekha A		X	X	X	X	X	X	X	X	X	X
10.	Rashmita (RD)		X	X	X	X	X	X	X	X	X	X
11.	Rashmita (B.Com)		X	X	X	X	X	X	X	X	X	X
12.	Deepak		X	X	X	X	X	X	X	X	X	X
13.	Angeline		X	X	X	X	X	X	X	X	X	X

(12)

		30/9	21/9	6/9	7/9	14/9	21/9	4/1	10/1	11/1
1.	Shwetha	X	X	X	X	X	X	X	X	X
2.	Swathi (SP)	X	X	X	X	X	X	X	X	X
3.	Swathi (OE)	X	X	X	X	X	X	X	X	X
4.	Anush	X	X	X	X	X	X	X	X	X
5.	Supriya	X	X	X	X	X	X	X	X	X
6.	Hamsaveni	X	X	X	X	X	X	X	X	X
7.	Girish	X	X	X	X	X	X	X	X	X
8.	Adithya	X	X	X	X	X	X	X	X	X
9.	Rekha	X	X	X	X	X	X	X	X	X
10.	Rashmita (RD)	X	X	X	X	X	X	X	X	X
11.	Rashmita (B.Com)	X	X	X	X	X	X	X	X	X
12.	Deepak	X	X	X	X	X	X	X	X	X
13.	Angeline	X	X	X	X	X	X	X	X	X

  
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## COMMUNITY EXTENSION CELL

### DIPLOMA IN COMMUNICATION SKILLS (Spoken English)

The Community Extension Cell of the college offers Diploma in Communication Skills (Spoken English). Any student of the college can join the programme. Classes will be held in the afternoon.

Feés: Rs.. 400/ for one year

Duration: 30 hrs.

Interested students can contact Prof. (Mrs.) Reebu Samuel for more details.

02/07/2018

Principal

Reebu Samuel  
Lecturer-in-Charge

Copy to: Dept. file, IQAC, SNB

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Community Extension Cell

DIPLOMA COURSE IN COMMUNICATION SKILLS IN ENGLISH

The Community Extension Cell is offering a diploma course in Communication Skills in English. Interested students can give their names to Prof. (Mrs.) Reebu Samuel:

Duration of the course: 30 hours

Fees: Rs. 400/

Classes will be held in the afternoon.

for 26/06/2019

  
Prof (Mrs.) Reebu Samuel

Copy to SNB, VP, IQAC, File (RS)

  
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CROSSLAND COLLEGE, BRAHMAVAR

UGC Sponsored English Literacy Class

SYLLABUS

Unit 1. Introduction to English

Objective: To make the students understand that communicating in English is no rocket science and it is the practice that is important to be proficient in English.

Methodology: Interactive session: Tongue-twisters, Ice breakers

Ask the students to speak in native language on any topic for 5 minutes without the use of English. (Make them understand that English is a part of day to day life.)

Unit 2. Self Introduction

Objective: To make students comfortable and to make them know how to introduce themselves.

Methodology: Make the students to introduce them before the class covering topics like-name, Father's name, what do I do/ where do I live? Parent's occupation, Hobbies, Ambition, Strengths etc.

Unit 3. About family

Objective: To make them familiar with relationships and jobs.

Methodology: Asking them to speak about their families covering relations, occupations, etc.

Unit 4: Learning new words(nouns, adjectives, verbs, adverbs) - *Syothi (Saturday)*

Objective: To make them familiar with vocabulary

Methodology: News paper reading, Word anthakshari (adjectives, adverbs, verbs etc)

Unit 5: Verb Forms *Johnson C*

Objective: To teach the four forms of verbs and their usage.

Methodology: Giving them a sheet containing set of irregular verbs with its four forms and to drill them every day.

  
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Unit 6: Role play

Objective: To make students able to communicate with people in different situations.

Methodology: Students will be paired up in twos and given different topics enact role plays.

Unit 7: Flash cards

Objective: To make students familiar with the vocabulary using flash cards.

Methodology: Pick up new words and making flash cards with synonyms on one side and antonyms on the other.

Unit 8: Group Discussion

Objective: Helping the students to interact effectively within a group.

Methodology: An interactive session on what group discussions are followed by a series of mock group discussions.

Unit 9: Dumb ~~shards~~ words

Objective: To teach the students the meanings of verbs

Methodology: The whole class will be divided into two groups and one group will enact a verb and the other group should tell the word.

Unit 10: Listening skills

Objective: To improve listening skills

Methodology: A speech in English will be played and the students will be asked to listen to it and later to write the points they remember.


Unit 11

JAM, creative storytelling, group discussion, debate etc

  
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	20/8	21/8	22/8	1/9	2/9	3/9	4/9	5/9	6/9	7/9	8/9	9/9	10/9	11/9	12/9	13/9	14/9	15/9
1	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X
2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X
4	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X
5	X	X	X	X	0	X	X	0	X	X	X	0	X	0	X	X	X	X
6	X	0	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	X
7	X	0	X	X	0	X	X	X	X	X	0	X	X	X	X	X	X	X
8	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	X
11	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	X	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X
13	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X
15	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X
16	X	X	X	X	X	X	X	X	X	X	X	0	X	0	X	X	X	X
17	X	X	X	0	X	X	X	X	0	X	X	0	X	X	X	X	X	X
18	X	X	X	0	X	X	X	X	0	X	X	X	X	X	X	X	X	0
19	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	0	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X
24	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	X	0	X
25	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

  
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**Crossland College, Brahmavar**  
UGC Sponsored English Literacy Class

List of Students

		20/8	21/8	22/8	23/8	24/8	25/8	26/8	27/8	28/8	29/8	30/8	31/8	1/9	2/9	3/9	4/9
1. Rashmitha	IIIB.A.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2. Swathi		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3. Rekha		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4. Asha		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5. Ashwini		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6. Disha		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7. Akshatha		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8. Bhavani		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9. Nissy		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10. Ashwini		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
11. Sharath		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
12. Sathish		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13. Akshaya		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14. Preethi		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15. Sowmya Shetty		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
16. Faby John	II B.A.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
17. Aswini	I B.A.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
18. Harsha		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
19. Ardra		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
20. Krishna	I B.Com	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
21. Pradeep		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
22. Rachan		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
23. Deepak		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
24) Rangitha		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
25) Ashwini	I B.A.C.Mgt.)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

  
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