



HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM

Founded 1981

Accredited by NAAC With 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by C.S.I East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

STUDENT SUPPORT AND PROGRESSION

Criterion-5

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills, Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

II. Language and communication skills

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

1. Malayala Samajam Inauguration and Kaviarangu

The famous Malayalam poet, Sri M.R. Renukumar, inaugurated the Malayala Samajam for the academic year 2023-2024. His presence and inspiring words set a positive tone for the year's activities, highlighting the significance of literature and cultural heritage. On the same day, the Samajam conducted another engaging program named 'Author in Campus.' This event provided a wonderful and informative experience for the students, offering them an opportunity to interact directly with renowned authors, gain insights into the world of writing, and deepen their appreciation for Malayalam literature.

The Malayala Samajam serves as an invaluable platform for students to develop and express their hidden talents and skills. Through a variety of programs and events, it fosters a vibrant cultural environment where students can enhance their literary and artistic abilities, build confidence, and engage with their heritage in meaningful ways. The success of these events underscores the importance of nurturing young minds and encouraging a lifelong passion for learning and creativity.



Malayala Samajam

02/08/2023
7.30 Pm.

Inauguration & Kariyayang

Guest: Poet M.R. Renukumar

Sl.No	Name	class	Guest: Poet M.R. Renukumar
1	Albia Manuvel	II B.A History	Albia
2	Anja T.G	"	Anja
3	Risana k.s	"	Risana
4	Sulfiya Lathief	"	Sulfiya
5	Ashely Sebastian	"	Ashely
6	Jasna Johnson	"	Jasna
7	Neba Fatbima	"	Neba
8	DIYA Mol V.N	"	DIYA
9	stheena crami	"	stheena
10.	Jasna Johnson	"	Jasna
11	Sabitra Thomas	"	Sabitra
12	Ashi	"	Ashi
13	Anjun Kumar	"	Anjun
14	Sangeeth sivan.h	"	Sangeeth
	Alen Wilson	"	Alen
15	Ajith Haridas	"	Ajith
16	sexayas Vijay	"	sexayas
17	Ann leba.	B.A English literature	Ann
18	Somanol Jose	"	Somanol
19	Adarsh Chandran	B.Com	Adarsh
20	Sidharth Suresh	B.Com	Sidharth
21	Riya Johnson	B.Com	Riya
22	Crestin Sebastian	B.Com	Crestin
23	Shehara Muhammad	B.Com	Shehara
24	Sebin Sebastian	B.Com	Sebin
25	Anitha Chandran	B.A History	Anitha
26	Ashish Ranikumar	B.Com	Ashish
27	Ashish Georgekutty	B.A History	Ashish
28	Breehain K.S	B.A History	Breehain
29	Shammuel Usman	B.A History	Shammuel
30	Amal Grace	B.A History	Amal
31	Shahina Shafiq	B.A History	Shahina

Orientation for first year also students

32.	Adithyan V Suresh	BA History	<i>Adithyan</i>
33.	Alan Wilson	"	<i>Alan</i>
34.	Aneshmon T. J	"	<i>Aneshmon</i>
35.	Ainsad K S	"	<i>Ainsad</i>
36.	Karthika K. Rajan	"	<i>Karthika</i>
37.	Seetha Thomas	"	<i>Seetha</i>
38.	Jessymol Chacko	"	<i>Jessymol</i>
39.	Rahul Rajew	"	<i>Rahul</i>
40.	Saintin Bijin	"	<i>Saintin</i>
41.	Adwin Alex	B. Com	<i>Adwin</i>
42.	Haskim Moka	B.Com	<i>Haskim</i>
43.	Anantha S.	"	<i>Anantha</i>
44.	Anto Tom	"	<i>Anto</i>
45.	Binil M. James	"	<i>Binil</i>
46.	Gino James	"	<i>Gino</i>
47.	Jesben Darsel	"	<i>Jesben</i>
48.	Thimothy Shaji	"	<i>Thimothy</i>
49.	Hanson P. S	History	<i>Hanson</i>
50.	Jesiny K. J	"	<i>Jesiny</i>
51.	Bismal shafeek	"	<i>Bismal</i>
52.	Kripa Joy	"	<i>Kripa</i>
53.	Muhammad Isfan	"	<i>Muhammad</i>
54.	Rakhi T. R	"	<i>Rakhi</i>
55.	Ranjitha Rani	"	<i>Ranjitha</i>
56.	Sania Manoj	"	<i>Sania</i>
57.	Suryamol Sudehkanas	"	<i>Suryamol</i>
58.	Iona P. C	English	<i>Iona</i>
59.	Athaf K. K	B.A. History	<i>Athaf</i>
60.	Nirayana P.	"	<i>Nirayana</i>
61.	Desna Sebastian	"	<i>Desna</i>
62.	Snella Jonathan	"	<i>Snella</i>
63.	Dr. Soumya Paul	Teacher	<i>Soumya</i>



2. Hindi Association Inauguration & Hindi Day Celebration 2023-24

Hindi is not just a language, it is a way of expressing our culture and heritage .The beauty of Hindi lies in its simplicity and depth. On 14th September 1949, the Government of India accepted the Hindi as the official language .To commemorate this, we are celebrating Hindi Day on every year of 14th September.

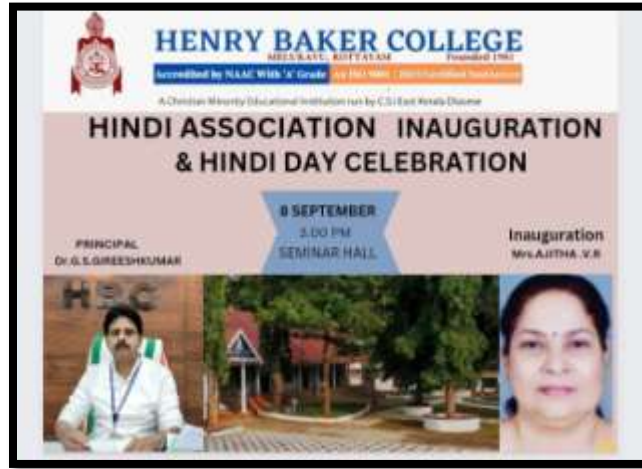
The Department of Hindi inaugurated the Hindi Association and celebration of Hindi Day on 8th September. This auspicious event is marked by a series of enlightening and cultural activities. The program commenced with a soulful prayer rendered by Ms. Gopika Vinod and Ms. Anjana Ajith, both students of I BCOM. Dr Umarani R, Assistant Professor in Hindi and Association Coordinator, delivered the welcome address. Dr Beena Paul, the Head of the Department of History, graced the occasion with her presidential address

The highlight of the event was the inauguration and keynote address by Professor Mrs. Ajitha V.R, a retired professor from Henry Baker College, Melukavu.

The cultural aspects of our event were enriched by a melodious song performance by Mrs. Sheeba. The beauty and richness of the Hindi language were showcased through a mesmerizing recitation by Ms Gopika Vinod, a student of I B Com.

To conclude this memorable event, Ms.Gouri Nandakumar, the student secretary of the

Hindi Association, delivered the vote of thanks. Her words expressed our gratitude to all those who contributed to the success of this inauguration. A total of nearly 52 people , including faculties and students from various departments took part in the programme.



Brochure



Inauguration

HINDI ASSOCIATION INAUGURATION 8/9/23

14

S/no	Name	Department	Signature
1	Gouri Nandakumar	I BA English	
2	Athmaja M.S	I B.com Corporation	
3	Chopika Vinod	II B.com Co-operation	
4	Anjana Ajith	"	
5	Anmaria James	II BA History	
6	Merlin Anna Thomas	"	
7	Jessymol chacko	" " "	
8	Sandya Krishna	I B.com co-operation	
9	Fasna K. Nazae	III rd B.A History	
10	Shahina Shahul	"	
11	Sesani saro	"	
12	Emil Theresa Joy	"	
13	Diya Mol V.N	II B.A HUS	
14	Jolsna Johnson	"	
15	Sultiya Latheef	"	
16	Albiya Maruel	"	
17	Ana T.G	"	
18	Snitana Curni	"	
19	Josna Johnson	"	
20	Atty Sebastian	"	
21	Annely Sebastian	"	
22	Shahina Shafi	IBA HISTORY	
23	Shamnu Mol usman	"	
24	Emil Grace Mathew	"	
25	Anil Sebastian	I B.A History	
26	Kripa Joy	IBA HISTORY	
27	Soniya Manoj	I B.A History	
28	Aleena K. Johny	"	
29	Manu priya.	BVOC	
30	Rakhi M.T.G	I B.D History	
31	Johnsily Tomy	I BA History	
32	Anitha Chandran	I BA History	

Sl no	Name	Department	Signature
33	Shebamol M M	History dept teacher	Shabo
34	Binan Raja	III B.A History	K.R.
35	Abhijith S Siju	III B.A. History.	Abhijith
36	Snehasri kas	I B.A History	Abhijith
37	Ashish Geosgekutty	I B.A History	Abhijith
38	Aibel. T. Siju	Ist B.Com Cooperation	idib
39	Kiran binu	"	Abhijith
40	Ajith Haridas	II B.A History	Ajith
41	SKayas Vijay	"	serayas
42	MISH MON T-J	II BA History	Almas
43	Annamariya kurian	II B.A. English	Annamariya
44	Adhlya Michael	"	Adhlya
45	Bismi M.S	"	Bismi
46	Dr. Anse Andrews	English	Adhlya
47	Dr. Jalin Mathew	Dept of History	Adhlya
48	Dr. Lakshmi. S. Nair	"	Leo
49	Mithy. K.M	Dept of History	mithy
50	Bibin Samuel	Dept of English	Bibin
51	Dr. Soumya Paul	Malayalam	Soumya
52	Dr. Sneha Susan Mathew	physics department	Adhlya



3. A Word A Day

Objective: To enhance the vocabulary and phonetic skills of B.A.English students

Outcome: Students could learn a new word a day and to understand how the word is pronounced.

A Word A Day is a programme organized by the Department of English to enrich the vocabulary of students. The second year students write a word and its phonetic transcription daily on a board kept on the outer wall of the I B.A English classroom. A register is kept in the department.

Teacher-in-charge: Ms. Dona Sebastian



A WORD A DAY

nemesis /'nemasis/

Punishment or defeat that is deserved and cannot be avoided.

GPS Map Camera

Melukavumattam, Kerala, India
QQP4+5QG, Melukavumattam, Kerala 686652, India
Lat 9.7867°
Long 76.756349°
27/02/24 02:31 PM GMT +05:30

Google

A WORD A DAY

logos /'logɒz/

a definite situation which is the cause of something

Logos is the cause of something

GPS Map Camera

Melukavumattam, Kerala, India
QQP4+5QG, Melukavumattam, Kerala 686652, India
Lat 9.7867°
Long 76.756349°
06/03/24 11:51 AM GMT +05:30

Google

A WORD A DAY

decorum /di:kə'reɪ/

Polite behavior that is appropriate in a social situation.

GPS Map Camera

Melukavumattam, Kerala, India
QQP4+5QG, Melukavumattam, Kerala 686652, India
Lat 9.7867°
Long 76.756349°
16/02/24 12:36 PM GMT +05:30

Google

Attendance

2023 - 2024 17

No	Date	word	meaning
1	Besoms 1/6/2023	Besoms /bi:zom/	a brush for sweeping floors, made from sticks tied onto a long handle
2	2/6/2023	Counsel /kʌnsəl/	advice, especially given by older people or experts
3	5/6/2023	Ingress /Ingres/	the act of entering a place
4	6/6/2023	enigmatic /enɪg'mætk/	mysterious and difficult to understand
5	7/6/2023	Sunken /'sʌŋkən/	that has fallen to the bottom of the sea or the ocean, or at a lake or river.

2023 - 2024 18

No	Date	word	meaning
6	8/6/2023	forgy /'fɔ:rdʒi/	having a long thin horn and or legs
7	10/6/2023	zebu /'zi:bu/	an animal of the cow kind with long horns and a hump on its back
8	14/6/2023	crane /kren/	containing a lot of people, things, plants etc into a little space
9	20/6/2023	hypnotic /'hɪpnə'tɪk/	to join two words together using a hyphen
10	20/6/2023	bedonk /'bi:dnɒŋk/	a person who believes that plane in the mind

2023 - 2024 19

No	Date	word	meaning
11	21/6/2023	sacrilege /'sækrɪlɪdʒ/	an act of treating a holy thing or place without respect
12	24/6/2023	bedonk /'bi:dnɒŋk/	the belief that planes to be read by people only
13	28/6/2023	Onset /'ɒnsɛt/	the beginning or origin of something
14	29/6/2023	blunder /'blʌndə/	a mistake
15	30/6/2023	binzel /'bɪnzəl/	strip of string around like metal used as ornaments especially at Christmas

No	Date	Word	Meaning
16	14/8/23	Gab /gab/	to talk for a long time about things that are not important
17	14/8/23	oak /i:k/	exclamation used to express fear or surprise
18	21/8/2023	guy /gav/	used by a man to address another man who is a customer etc
19	22/8/2023	Falmar /fɜ:lmɑ:z/	a grey and white bird that lives near the sea
20	19/9/2023	dan die /dɑ:di/	to play with a baby or young child by using them up and down on your knee



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HENRY BAKER COLLEGE
MELUKAVU

CERTIFICATE PROGRAMMES IMPLEMENTED FOR IMPROVING COMMUNICATION SKILLS

DEPARTMENT OF TOURISM HENRY BAKER COLLEGE, MELUKAVU CERTIFICATE PROGRAMME

Programme Code: HBC/B.VOC/CP02/2023-2024
Title of the Programme: COMMUNICATION AND PERSONALITY SKILLS
Name of the Faculty Charge: Sri. Joshy Sam Johnson
Instructional Hours: 30 Hours

SYLLABUS (100% Theory)

Objective: To make the students aware of the fundamental concepts of business communication and assist the students in developing appropriate and impressive communication skill in tourism industry.

Module 1: Communication: Meaning, Role, Functions. Importance and Essentials of communication in Business Organizations, Process of Business Communication. Communication Models, Barriers to effective communication.

(8 Hours)

Module II: Classification of communication (Formal and Informal; personal, Inter-personal, Group & Mass, Vertical & Horizontal: Upward & Downward, One-way & Two-way: Verbal & Non-verbal)

(6Hours)

Module III: Telecommunication Skills: Communication over Telephone for reminder/ follow up of events. Telephone Handling Skills. Complaint Management, Resume writing and facing interviews, Report Writing

(7Hours)

Module IV: Personality and Body Language Definition, Types Characteristics of personality. Importance of Dressing and Etiquettes in Business Communication, Fiscal Expression, Eye Contact, Posture, Dress, Attitude.

(9 Hours)

Suggested Readings:

1. Kaul, Asha (2006) Business Communication, Prentice Hall.
2. Sharma RO& Mohan Krishna Business Correspondence and Report Writing Megrow Hill
3. Taylor, Shieley (2003) Communication for Business Pearson Education
4. Communication Making connections (7th edition) William Seiler, Addison Wesley.
5. Chaturved PD. Bunication Concepts Cases and Applimblin Education




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**DEPARTMENT OF TOURISM
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME**

Programme Code: HBC/B.VOC/CP03/2023-2024

Title of the Programme: COMMUNICATION AND PERSONALITY SKILLS

LIST OF STUDENTS ENROLLED

SL NO	ENROLMENT ID	NAME	DEPARTMENT	UG OR PG
1	22MH506	HRIDAY AH	HISTORY	PG
2	22HS110	ANJU TG	HISTORY	UG
3	21EN327	YUGIN RICHARD EDMOND	ENGLISH	UG
4	22MH514	SIJI ELIZABETH SUNNY	HISTORY	PG
5	22MH516	SUNU GEORGE	HISTORY	PG
6	22HS126	PAVITHRA SABU	HISTORY	UG
7	21EN320	NIHAL SAJI	ENGLISH	UG
8	21CP207	ALBIN JAMES	COMMERCE	UG
9	21HS145	SONA SUNNY	HOSTORY	UG
10	21CP206	AKSHARA HARI	COMMERCE	UG
11	21HS141	SHALUMOL SASI	HISTORY	UG
12	22HS105	ALBY SEBASTIAN	HISTORY	UG
13	22HS113	ASHLEY SEBASTIAN	HISTORY	UG
14	21HS116	ATHIRA N	HISTORY	UG
15	22MH507	JUSTIN JOSEPH	HISTORY	PG
16	22MH515	SNEHAMOL GEORGE	HISTORY	PG
17	21EN325	SHANIMOL SHAJU	ENGLISH	UG
18	22FT703	JEENO JOHN	COMMERCE	UG
19	21HS128	KEZEEYA BIJU	HISTORY	UG
20	21EN301	ABIN MONU	ENGLISH	UG
21	21HS125	JOSMI SAM	HISTORY	UG
22	22MH518	VASUNDHARA SANTHOSH	HISTORY	PG




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HENRY BAKER COLLEGE MELUKAVU

DEPARTMENT OF TOURISM

CERTIFICATE COURSE 2023-24


COMMUNICATION AND PERSONALITY DEVELOPMENT

Programme code-HBC/BVOC/CP03/2023-2024

Faculty incharge- Mr.Joshy Sam Johnson

Instructional hours- 30 hrs

SAMPLE CERTIFICATE




**HENRY BAKER COLLEGE**
MELUKAVU, KOTTAYAM Founded 1981


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CERTIFICATE PROGRAMME -2023-2024

This is to certify that *Ms. SUNU GEORGE* has
successfully completed the certificate programme in *Communication and
Personality Development* conducted by the
Department of *Tourism* with Grade *C+* in the examination held on *13.04.2024*

 Course Coordinator  IQAC Coordinator  Principal
HENRY BAKER COLLEGE
MELUKAVU




PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

DEPARTMENT OF COMMERCE (SELF FINANCING)

HENRY BAKER COLLEGE, MELUKAVU

CERTIFICATE PROGRAMME 2023- 24

Programme Code: HBC/COM- SF/CP02/2023-24

Title of the Programme: **Professional English Communication**

Name of the Faculty in Charge: **Ms. Agnes Maria Yesudas**

Instructional Hours: **30 Hrs**

SYLLABUS

Objective

- To make the learner acquire knowledge of basic structures of English and basic vocabulary.
- To learn about body language and communicative adjustment in the workplace while dealing with difficult people and situations.
- To develop professional writing skills.
- To focus on corporate communication skills, public speaking and presentation skills.

Outcome

- The fear of students about spoken English will be reduced through “learning by doing technique.”
- The students will be able to meet the requirements of jobs and careers in International market.
- Students shall be able to employ active listening and responding skills.
- Students will be able to master professional writing and presentation skills.

Module 1

Basics of Communication- communication-an overview- barriers and gateways to communication-essentials of non-verbal communication- Essentials of Grammar and Vocabulary- parts of speech- using tenses- building advanced vocabulary(6 Hrs)

Module 2

Professional Reading and Writing- Reading Skills- understanding short real world notices, messages, and paragraphs- Listening- Understanding short conversations-Understanding instructions- Understanding Indian and foreign news broadcasts-Essential Writing Skills- essay writing- e-mail writing- letter- resume- cover letter- report- notice- brochure- paragraph (9 Hrs)

Module 3

Public Speaking and Group Discussion Skills- dynamics of group discussion – intervention, summarizing, voice modulation, body language, relevance, fluency and coherence- practice – discussing general topics- general interaction and social language-sharing ideas and perspectives-giving information and expressing opinions- sharing personal experiences- agreeing and disagreeing- Presentation and Meeting Skills- features of effective presentations and meetings- aids of presentations- tips for effective presentations and meetings- practice sessions Interview Skills-concept and process,- pre-interview planning- opening strategies- answering strategies- interview through tele and video-conferencing- practice sessions.(15 Hrs)

Suggested Readings:

1. English for Careers. Edited by Yanaseni Das and Romila Saha, 1st ed., Chennai, India Binding House, 2012.
2. Communication Skills in English. Edited by Sasikumar V et al., Foundation Books.


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DEPARTMENT OF COMMERCE (SELF FINANCING)

HENRY BAKER COLLEGE, MELUKAVU

Certificate Programme 2023- 24

PROFESSIONAL ENGLISH COMMUNICATION

List of Students Enrolled

Sl. No.	Enrolment Id	Name of students
1	23HS104	Ashish Georgekutty
2	23HS113	Ranjitha Ravi
3	23HS119	Sreehari K S
4	22HS101	Adithyan V Suresh
5	22HS104	Albia Manuvel
6	22HS106	Alen Wilson
7	22HS136	Sulfiya Latheef
8	22HS127	Rahul Rajeev
9	22HS131	Saljo V James
10	22FT701	Alfiya Noushad
11	22FT704	Risana Arif
12	22FT706	Salfiya Sakkeer
13	23CP210	Gerolin Sebastian
14	23CP212	Govind Biju
15	23CP217	Sebin Sebastian
16	21CP243	Subin C Michael
17	21CP233	Nancy K Michael
18	23PH601	Niranjana P
19	22MC402	Alan Thomas
20	22MC413	Roshin Roy

21	22MC414	Saju Binu
22	22MC408	Ditto Joshy
23	23HS118	Soniya Manoj


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MELUKAVU



Brochure

HENRY BAKER COLLEGE, MELUKAVU

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Diocese Affiliated to Mahatma Gandhi University, Kottayam Approved
by UGC under 2(f) & 12(B) | An ISO 9001:2015 Certified Institution



certificate programme

2023-24

Department of Commerce
(Self Financing)

offers

PROFESSIONAL ENGLISH COMMUNICATION



Poster Maker



HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM

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CERTIFICATE PROGRAMME -2023-2024

This is to certify that Mr./Ms. *Ditto Joshy*.....has
successfully completed the certificate programme in *Professional English Communication* conducted by the
Department of *Commerce (Self-financing)* with Grade *A+* in the examination held on *20th March 2024*..

Ignacia S
Course Coordinator

MSM
IQAC Coordinator



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Principal
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MELUKAVU