



ST. JOHN'S

COLLEGE, ANCHAL

LET YOUR LIGHT SHINE BEFORE MEN

Department of English & IQAC

2018-2019



UGC Sponsored Add on Course

IT Enabled English Language Skill Development

About the Course

This course intends to give the participants a comprehensive understanding of the skills in English Language

DURATION: 30 HOURS

Target Group: Students from all departments

Course Coordinator

Ms Rashmi S Pillai

St John's College, Anchal

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 27/07/2018 at 11 am in the audio visual theatre

Members present

1. Rev. Fr. James Steephen Olikal
2. Rev. Fr. Johnson Puthuvelil
3. Rev. Fr. Philip Kannamkulam
4. Ms. Suja S. Malancharuvil
5. Ms. Mariamma Abraham
6. Mr. P. A. Benedict
7. Dr. George Lukose
8. Mr. Jerry C. Jacson
9. Dr. Jude Emmanuel
10. Dr. Benny Thomas
11. Ms. Liji D.
12. Mr. Mathew Zachariah
13. Mr. George Thomas
14. Dr. Sooraj Kumar
15. Mr. Twinkle A. R.
16. Mr. G. Thomaskutty

Members absent

1. H. E. Most Rev. Dr. Samuel Mar Irenios
2. Rev. Fr. James Paravila
3. Mr. John Mathai
4. Dr. Alexander Jacob
5. Adv. K. Raju
6. Mr. Rajeev Anchal
7. Adv. Abdul Kharim

Agenda

- 1.3 Initiatives to be implemented for the academic year.
- 2.3 Institutional quality analysis.
- 3.3 Any other relevant item.

Item 1.3 Initiatives to be implemented for the academic year.

- 1.3.1 The IQAC recommended that the certificate course in the Dept. of English be evaluated by the college council.

- 1.3.2 It was decided to obtain the requirements for the implementation of the Star College Scheme and to prepare a detailed proposal to be submitted to the management.
- 1.3.3 The IQAC proposed to constitute a committee to review the feedback and suggest measures for quality enhancement.
- 1.3.4 The IQAC decided to continue the process of feedback collection and assigned the coordinator for the same, the faculty shall conduct feedback analysis which shall then be acted upon by the staff.

Item 2.3 Institutional quality analysis.

- 2.3.1 Based on the suggestions of the management the IQAC decided to conduct a comprehensive review of the existing quality level for further decision making and the faculty among them IQAC members took up the responsibility.


Coordinator




Principal
(Chairman)
St. John's College
Anchal-691306



ST. JOHN'S COLLEGE

Re-accredited with 'A' Grade by NAAC

P.B. No. 3, Anchal P.O., Kollam District.

Pin – 691 306, Kerala, India.

Phone : 0475 – 2273326 Fax : 0475 – 2275326

E-mail : info@stjohns.ac.in

Website : www.stjohns.ac.in

11/10/2018

Department of English St John's College, Anchal

UGC sponsored Add on Course in "IT Enabled English Language Skill Development"

Minutes of the meeting

October 11, 2018: The department of English conducted a meeting at 1 pm in the staffroom to discuss the effective running of the UGC sponsored Add on Course in "IT Enabled English Language Skill Development." This was as per the decision taken by the College Council on October 5, 2018. The members who attended the meeting decided to select a co-ordinator for the course. Ms Rashmi S Pillai, Assistant Professor of English was selected as the co-ordinator of the programme. Applications would be open to the first-year students of all departments. There would be an intake of twenty to twenty-five students with sufficient focus on SC/ST intake. The outline of the syllabus which had already been framed would be divided into four modules which would focus on IT, LSRW and soft skills. An orientation would be taken for the selected students from the list of applicants in the coming days. The first batch would commence from November 2018. Faculty members of the department would take classes for the students after college (3:30 – 4: 30 pm) and on Saturdays. The remuneration for one hour would be Rs 750/-. The first batch would have its exam tentatively by March 2019 after which certificates would be distributed. The members present for the meeting were:

1. Ms Suja S Malancharuvil (HoD and Associate Professor)
2. Ms Rashmi S Pillai (Assistant Professor)
3. Dr SoorajKumar (Assistant Professor)
4. Ms Lalitha Joseph (Assistant Professor)
5. Mr Arun M George (Assistant Professor)
6. Ms Dhanya Johnson (Ad Hoc faculty, FIP)
7. Ms Anu Aravind (Ad Hoc Faculty, FIP)
8. Ms Ajna Sha (Ad hoc faculty)



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SYLLABUS

IT Enabled English Language Skill Development

Course Code: EN 001

Aims:

- To provide basic knowledge of computer and IT applications
- To utilise the possibilities of using computer as an effective aid in developing English language skills.
- To develop the four skills of English language i.e., listening, speaking, reading and writing with the help of computer and other facilities such as audio visual aids, language lab etc.

Duration:

300 hrs (180 hrs for theory and 120 hrs for practical)

Target:

Under graduate students of St. John's College, Anchal

Course content:

Module I- Basics of computer.

Module II- IT enabled grammar acquisition.

Module III- Developing listening and speaking with audio visual aids.

Module IV- Developing reading and writing.

Module I: Basics of computer

Basics of computer- Parts of computer- Applications - MS Word, MS Power point, MS Excel - Computer commands- Input and output devices- Internet services viz. Browsing, e-mail, social networks, online applications, academic websites- Cyber crimes.

Module II- IT enabled grammar acquisition

Grammar acquisition with IT- Parts of speech- Tenses- Concord- Words often confused- Active and passive voices- Cases- Mood- Degrees of comparison- Question tags- Exercises.

Module III- Developing listening and speaking with audio visual aids

Sound system in standard English- Mother tongue interference in non native speakers of English- Dialogue practice.

Module IV- Developing reading and writing

Writing letters- e-mails- academic writing- resume writing- questionnaires- vocabulary enhancement- usage of online dictionary and thesaurus.




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UGC sponsored IT Enabled Add on Course in English Language Skill Development

Report

The department of English had applied for an Add on Certificate or a Diploma Course to the UGC in 2014. The UGC sanctioned a financial assistance of Rupees 7,00,000 /- (Seven Lakh only) and released a grant of Rupees 6,30,000/- for conducting a Certificate Course in **"IT Enabled English Language Skill Development."**

Sufficient equipment has been procured for the smooth conduct of the course. The first class of the course with Batch I commenced on **December 5, 2018**. So far, three batches have been enrolled into the add on course.

Relevance of the course

The advent of IT revolution has opened new avenues for the English language student. In the current scenario, technology is an inevitable element of language education. The acquisition of English language with the aid of resources from technology enables a student to keep abreast of the latest developments in the job market. As our college is situated in a rural area, the students here do not get the opportunities available to the urban student. This puts them at a disadvantage when it comes to finding a career where they have to compete with the urban student with better language skills and computer skills. Our graduates require training in basic language skills, technology and soft skills. This is a need to be addressed. Keeping this in mind we have designed a course which will give the student an opportunity to seek jobs in multi-national companies and call centres.

Objectives

The course aims at enabling the students to meet the growing demands of the IT industry by giving them an equal platform to compete with the urban student. A boost in their English language skills will give them the confidence to pursue their dreams of a better career.

Outline of the Syllabus

The contents are designed to impart an integrated understanding to the learners about the English language with the aid of modern technology.

- Basics of computer

- IT enabled grammar acquisition
- Development of listening and speaking skills with audio visual aids
- Development of reading and writing skills
- Soft skills training

Pedagogy

The pedagogy includes interactive lectures where the student is given an opportunity to apply their language, IT supported presentations and seminars, on-line browsing, field visits, dissertations, assignments, examinations and project works.

Target Group

This course for the students who are interested in:

- Pursuing a career in call centres, MNCs, Advertising agencies, Flight crew, Media, Management sectors, Teaching
- Improving their communication skills
- Developing their soft skills

Expected Outcome

The course will create a confident young group adept in English language. Apart from pursuing a career related to this field they can also act as members of advisory bodies in educational institutions and can render their service in moulding a generation of students who are skilled in soft skills. Moreover, they will be competent in facing interviews and giving training for those who are preparing to face interviews. Their technological skills will give them an edge over others in fields requiring technical expertise and language skills.

Career Opportunities

This course is relevant as it combines technology with communicative skills. The students can get jobs in call centres, MNCs, media, advertising agencies, as flight crew, management professions and teaching. They can become trainers in soft skills, interviews, communicative skills, and compering

Department of English

UGC Sponsored IT Enabled Course in English Language Skill Development

Achievements of students

The Add on Course sponsored by the department of English has helped many students to find placements and appear in interviews. These students have honed their language skills during their duration of the certificate course conducted by the department. Abhijith A G of the Department of Mathematics had appeared for various interviews like the ones at TCS and had easily got through. He had constantly kept in touch with the faculty of the department who had been engaged in the certificate course. Other students were also able to improve their LSRW with confidence.

Rashmi S Pillai

Rashmi S Pillai

Co-ordinator

Add On Course,



F.D. Diary No.339 (FD-III)
Date. 05-05-2015

UNIVERSITY GRANTS COMMISSION
35, FERROZSHAH ROAD
NEW DELHI - 110 001

F.No.4-476/2013 (COC)

June, 2015

The Under Secretary (FD-III)
University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110002

22 JUL 2015

Subject:- Approval and release of Grant-in-aid to **St. John's College, Anchal, Dist. Kollam-691306, Kerala** under the UGC scheme of Career Oriented Courses regarding:-

Sir,

I am directed to convey the approval of the University Grants Commission to provide financial assistance of Rs 7,00,000 (Rupees Seven lakh only) to St. John's College, Anchal, Dist. Kollam-691306, Kerala in the form of one-time grant as 'seed money' to be utilised for purchase of books and journal, equipments, augmentation of laboratory facilities, payment of remuneration to Guest/ internal Faculty, remuneration of course coordinator and contingency only for 5 years from the academic year 2015-16 for introduction of courses under Career Oriented Courses as details given below. In that 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.

S.No.	Name of Course(s) approved	Amount Approved
1	"IT Enabled English language Skill Development" under Arts/Social Stream	Rs. 7,00,000/-
	Total	Rs. 7,00,000/-

Further, I am also directed to convey the sanction of the University Grants Commission for payment of grant of Rs. 6,30,000/- (Rupees Six lakh and thirty thousand only) to The Principal, St. John's College, Anchal, Dist. Kollam-691306, 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.

Copy to HOD
21.7.15
[Signature]

Name of the Scheme	Amount Allocated (Rs.)	Head of Account	Grant now being Released (Rs.)	Grant already Released (Rs.)	Total Grant (Rs.)
Career Oriented Courses	7,00,000/-	3(A) 2202.03.102.10.01.31 UGC Schemes (76%)	4,78,800/-	—	4,78,800/-
		3(B) 2202.03.789.03.01.31 Special component to SC (16%)	1,00,800/-	—	1,00,800/-
		3(C) 2202.03.796.03.01.31 Special component to ST (8%)	50,400/-	—	50,400/-
		Total	6,30,000/-		6,30,000/-

2. The Sanctioned amount is debitable to the Heads as detailed above and is valid for payment during the current financial year **2015-16** under the UGC Scheme (COC).

3. The amount of the Grant shall be drawn by the Under Secretary (Drawing and Disbursing Officer) UGC on the Grants-in-aid bill and shall be disbursed to and credited to **The Principal, St. John's College, Anchal, Dist. Kollam-691306, Kerala** through Electronic mode as per the following details:

Payment details:		
(a.)	Designation and address of Authorized Officer	The Principal, St. John's College, Anchal, Dist. Kollam-691306, Kerala
(b.)	Bank Name & Address of Branch	State Bank of Travancore, Anchal (Branch) Anchal, Kollam
(c)	Account No.	5702256562-3
(d)	Type of Account; SB/Current/Cash/Credit	SB
(e)	IFSC Code:-	SBTR 0000245
(f)	MICR Code of Branch	691009156

4. The Grant is Subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University/Institution.

5. The University/Institution shall maintain proper accounts of the expenditure out of the Grants which shall be utilized only on the approved items of expenditure.

6. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and Instructions/guidelines there under from time to time.

7. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to UGC as early as possible after the close of current financial year.

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[Signature]
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