

**KNOWLEDGE LECTURE SERIES 4- COMMUNICATION SKILLS  
TRAINING  
BROCHURE**



**NAIPUNNYA INSTITUTE OF MANAGEMENT  
AND INFORMATION TECHNOLOGY (NIMIT)**

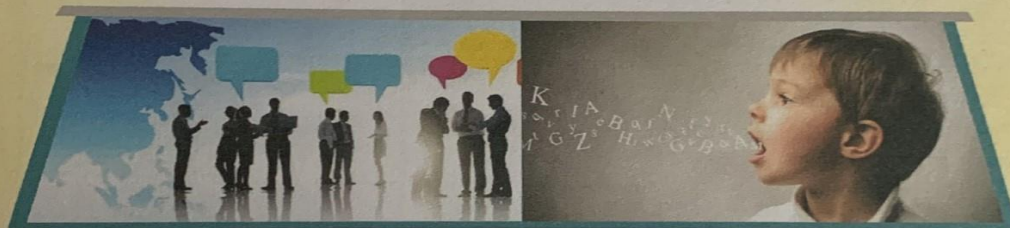
(Affiliated to University of Calicut, NAAC Accredited with B++, ISO 9001-2015 Certified)  
Pongam, Koratty East, Thrissur District, Kerala State, India, Pincode - 680 308

**KNOWLEDGE LECTURE SERIES**

**SERIES 04**

Topic

**"Communications Skills Training"**



**Trainers**

**Mr. Bijeesh P P**

Date : 29 & 30 August 2019  
Venue : Nivedika (Main Block Seminar Hall) NIMIT  
Time : 9.15 am to 3.30 pm

Organised By:  
**Internal Quality Assurance Cell (IQAC), NIMIT**

# REPORT



Naipunnya Institute of Management and Information Technology, Pongam

## Event Report

Academic year: 2019-2020

Event Details	
Name of the Event	Communication Skill Training ( Student Support Programme)
Date	29.8.19,30.8.19,30.8.19
Venue	Audio –Visual room- HM block
Activity	Communication Skill Training
Name of Participants	Students of first year with poor language skill
Organized by	Department of HM
Resource person/Guest/Host-Name	Mr. Bijeesh P P
Introduction: On the 29/30/31 <sup>st</sup> August 2019, the department decided to conduct a communication skill training for all the students of first year having poor language skill. Mr. Bijeesh P P was contacted to train the students.	
Objectives: to develop the communication skill of the students, to update them with grammar skill and to train them in body language.	
Learnings /Observations: Students learnt the usage of grammar, effective body language, communicate in English language. The class taught them to speak the language to learn.	
Attached	
Budget	12000/-
Income	-
Expenses	10725/-
Appendix	Attached

Event Coordinator

HOD

# ATTENDANCE LIST

Communication Skills Training ( Student support programme)					
ATTENDANCE LIST					
Sl. No	Name	Class	29.8.19	30.8.19	31.8.19
1	Adarsh Johnson	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	Ijas K I	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	Anchal A	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	Charles George	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	Rishikesh P G	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	John George	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	Gladwin Binu	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	David Mathew	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	Cyril Sunny	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	Christo Varghese	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	Sanio Shaji	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	Bennet K Sebastian	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	Anstin Jose	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	Amal John Jacob	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	Aloshious Joby	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
16	Akhil Varghese	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
17	Almas Mariaym B	I HMCA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
18	Joyal Johny	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
19	Nirmal Mathew	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
20	Nimal Gilbert	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
21	Roshan Shaji	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
22	Rinto V L	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
23	Mohammed Shabeeb	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
24	Justin Johnson	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
25	<del>Mathew Mathew</del> Mathi Mathew	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
26	Salahudheen Ayoobi	I HMCS(B)	Present	AB	AB
27	<del>Stephen</del> Stephen Jose	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
28	Varkey Jose	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
29	Syam Sugathan	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
30	K J Bibin	I HMCS(B)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
31	Aby Babu	I HMCS(A)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
32	Anil Denny	I HMCS(A)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
33	Herin Jojo	I HMCS(A)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
34	Flamin	I HMCS(A)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Event Coordinator

*[Signature]*

Trainer

*[Signature]*

## PHOTOS



# TRAINING EVALUATION BY TRAINER

NIMIT - Pongam

F86 Rev-01 Dated 7-01-08

## Effectiveness of the Training: Evaluation by Trainer

Name of the Programme: Communication skills Training (Student Support Program)

Date: 29, 30, 31<sup>st</sup> August 2019 Duration: Morning 9:30 - 3:00 Pm.

Trainer: Mr. BIJEESH. P.P

## Assessment of the Participants:

Method of Assessment:

I have used individual and group activities to assess the communication skill of the students.

Description of Assessment:

I have taught them techniques of communication and body language. They have participated well. Some of the students were able to speak but some students need more practice.

Bijeesh JB  
31/08/19

Name and dated signature of the Trainer

# FEEDBACK FORM

## Evaluation Form

Date: 31-8-2019

Name of the program:

English communication skill

Venue:

AV Room  
HM Block

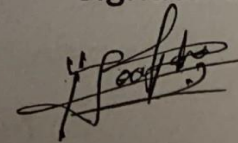
Name: Herin J.

	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
Participation and interaction were encouraged		✓			
The topic covered was relevant to me	✓				
The trainer was knowledgeable about the training topics	✓				
The session was very effective in communication and understandable	✓				
Ambience of the training program	✓				
The overall quality of the training received was high	✓				

Comments:

The class was very effective in improving communication skill.

Signature



Herin Jojo

### Evaluation Form

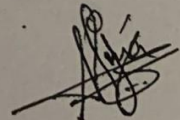
Date: 31/8/19

Name of the program: <sup>English</sup> Communication <sup>skill</sup> Venue: HM Room 122

Name: Almas Mariyam B

	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
Participation and interaction were encouraged	✓				
The topic covered was relevant to me		✓			
The trainer was knowledgeable about the training topics		✓			
The session was very effective in communication and understandable		✓			
Ambience of the training program	✓				
The overall quality of the training received was high		✓			

Comments: Well interacted class.

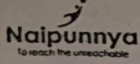


Signature

Almas Mariyam B  
1<sup>st</sup> HMCA

# FUND REQUISITION FOR TRAINER

F118 Rev-00 Dated 26.11.2013



Naipunnya Institute of Management and Information Technology

## Requisition for fund

Date: 31-08-2019

Requisition No: FN-

Department: Hotel Management

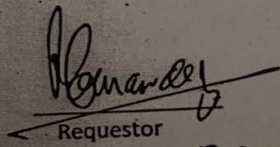
Name of the requestor:

Requested Amount	Rs 10,500/- (700 x 15)
Mode of Payment	Cash
Payment due date	31-08-2019
Is partial/ full payment?	Full

If partial payment, indicate the payment dates with amount for the balance:

Details of Payee: Mr. BIJESH H.P.P

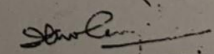
Reason: Communicative English class for I<sup>st</sup> year BSc HM students.

  
Requestor

(Robert Fernandez)

Finance Manager's comments:

\_\_\_\_\_  
Principal

  
Approval by Executive Director

Note: Requisition number will be given by the Finance Manager



