



## MES COLLEGE MARAMPALLY


### *Additional Skill Acquisition Programme (ASAP) Cell*

### *Report 2023-24*


ASAP Coordinator : Ms, Sufaira Shamsudeen

ASAP Joint Coordinator : Ms Neenu Joseph

The programmes of the *ASAP CELL* during the academic year 2023-24 started by continuing the Basic Proficiency Course in English – Add-on Course, for 106 students from three departments (BCA, BSc. Chemistry and BA Arabic). This course is intended to equip learners with soft skills that are vital to becoming successful in the modern work environment. The course duration is 100 hours and completed on March of this academic year.




**BASIC PROFICIENCY COURSE IN ENGLISH**  
Learning has no limits!



**ELIGIBILITY**  
Higher Secondary/  
Arts and Science  
Students

**DURATION**  
100 Hours

[www.asapkerala.gov.in](http://www.asapkerala.gov.in)





## **REPORT ON 3 DAYS WORK READINESS PROGRAM FOR FIRST BATCH FINAL YEAR UG STUDENTS**

Date: 18-20, December, 2023

Number of Students : 35

Next, Work Readiness Program conducted jointly by ASAP CELL and PLACEMENT CELL of MES College Marampally which was fully funded by the government inaugurated on 18th December 2023 by 10:00 am at Conference Hall of MES COLLEGE MARAMPALLY in the presence of Vice Principal Dr. Jasmine, Resource Person Mr. Shaji George, ASAP Skill Development Executive and Soft skill trainer, Placement Cell Coordinators of MES College Marampally Mr.Muhammed P Hashim and Ms. Bismi P R , ASAP coordinators of MES College Marampally Ms.Sufaira Shamsudeen and Ms. Neenu Joseph.

The program commenced with an engaging orientation session, providing an overview and introduction to the structure and objective of the program.

### **INTRODUCTION**

The three days program for final year students focused on honing essential skills. Day one included professional communication and networking, day two delved into resume building and interview preparation, while day three involved mock interviews and feedback sessions. Participants found the program beneficial in enhancing their confidence and readiness for the job market. The program equipped students for a successful transition into the professional world.

**MES COLLEGE MARAMPALLY**  
 Affiliated to MG University | NAAC Reaccredited with A+ (CGPA 3.38) | An ISO 9001:2015 Certified Institution.

Government Funded

**WORK READINESS PROGRAM**

**ASAP CELL & PLACEMENT CELL**

**Resource Person**

**Mr. SHAJI GEORGE**  
 ASAP Skill Development Executive, Soft Skill Trainer

**18-20 December 2023**  
 @ 10.00 am  
 Venue: Main Block Conference Hall

**Exclusive for Final years**  
**Government Certification**

**Get ready for your next job interview for Free**

**ASAP Coordinators**  
 Ms. Sufaira Shamsudeen  
 Ms. Neenu Joseph

**Placement Cell Coordinators**  
 Mr. Muhammed P Hashim  
 Ms. Bismi P R

**PRINCIPAL**  
 Dr. Ajims P Mohammed

## DAY 1(18/12/2023) – FOUNDATIONS OF PROFESSIONAL COMMUNICATION

### MORNING SESSION

- **BUSINESS ETIQUETTE:** The importance of professional conduct in various workplace scenarios was discussed, including proper email etiquette and workplace communication norms. This was done with various games and theory sessions.
- **NETWORKING STRATEGIE:** Students participated in networking activities to develop their interpersonal skills and expand their professional connections.

### AFTERNOON SESSION

- **SOCIAL MEDIA PRESENCE:** A session on managing and leveraging social media for professional connections, such as LinkedIn, etc.

The main attraction of the 1st day was that students were very much active throughout as the session had involvement of different games which also enhanced the team spirit adaptation capacity and interest.



Marampally, Kerala, India  
4C46+9RX, Marampally, Kerala 683105, India  
Lat 10.106608°

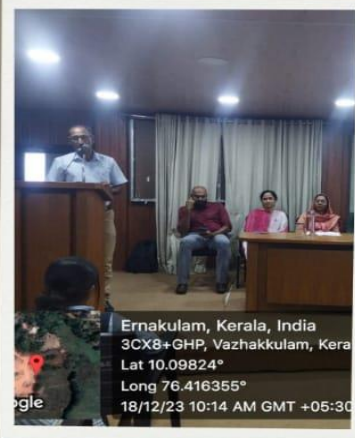


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3CX8+GHP, Vazhakkulam, Kerala 683105, India





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Ernakulam, Kerala, India  
3CX8+GHP, Vazhakkulam, Kerala  
Lat 10.09824°  
Long 76.416355°  
18/12/23 10:14 AM GMT +05:30



Marampally, Kerala, India  
6+9RX, Marampally, Kerala 68310  
10.106608°  
76.411493°  
18/12/23 10:15 AM GMT +05:30

# REPORT ON 3 DAYS WORK READINESS PROGRAM FOR SECOND FINAL YEAR UG STUDENTS

Date: 15-17 January, 2024

Number of Students: 35

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Government Funded  
**WORK READINESS PROGRAM**

**BATCH-2**

**ASAP CELL & PLACEMENT CELL**

**Resource Person**

**MS. Aswathy K S**  
ASAP Skill Development Executive, Soft Skill Trainer

**15-17 JANUARY 2024**  
@ 10.00 am  
Venue: Main Block Conference Hall

**Exclusive for Final years**  
**Government Certification**

**Get ready for your next job interview for Free**

**ASAP Coordinators**  
Ms. Sufaira Shamsudeen  
Ms. Neenu Joseph

**Placement Cell Coordinators**  
Dr. Farzana S Hussain  
Mr. Muhammed P Hashim  
Ms. Aswathy Vijay

**PRINCIPAL**  
Dr. Ajims P Mohammed

On January 15, 2024, M E S College, Marampally, hosted a Work Readiness Program for final year second batch students, organized by the ASAP and Placement cells. Conducted by Ms. Aswathy K S, the first day of the three-day program was engaging and enlightening. Students found the session both simple and beautiful, blending practical insights with a motivating atmosphere. Topics like Setting goals, SWOT and Resume were explored, setting a positive tone for the remaining days of the program.

Welcome address was given by Placement cell coordinator Mr. Muhammed P Hashim. Ms. Sufaira Shamsudeen introduced the resource person further she was invited for take up the session.

The session began with a friendly icebreaker to help everyone get acquainted and enhance communication skills. Further the students were divided into five groups and each group had a mix

of students from all disciplines. The resource person led a class on setting goals, explaining the concept of SMART goals. Each student wrote and shared their short and major goals, and an interactive activity added a touch of fun while reinforcing the idea of goals setting. Next, the resource person introduced SWOT analysis, highlighting Strengths, Weaknesses, Opportunities, and Threats. This activity helped students recognize their personal strengths and areas for improvement. The session concluded with a practical focus on resumes. The resource person guided students on crafting effective resumes and explained the distinctions between resumes, CVs, and biodata. In a simple and beautiful way, the session provided valuable insights and practical skills for the students' personal and professional development.

Following the session, Ms. Aswathy K S encouraged students to create their own resumes, marking the completion of the first 5 hours of the 15-hour program or the conclusion of the first day in the three-day program.

The second day of three day program held on 16 January, 2024, MES College Marampally, organized by ASAP and Placement cells conducted by Aswathy K S, was a dynamic session that encompassed various engaging and educational activities, focusing on enhancing communication skills, professional writing, teamwork, and interview preparation

played a fun game participants engaged in a resume correction session. They received constructive feedback on their resumes, contributing to the refinement of their professional documents.

A dedicated teaching section on Do s and Don'ts in email provided participants with essential insights into effective email communication. Emphasis was placed on professionalism, clarity, and proper formatting.

The class then transitioned into a teaching section cover letter Participants gained valuable skills for crafting articulate and context-appropriate letters for diverse professional and personal situations.

To maintain energy levels and inject an element of fun, another game was introduced. This game not only provided a refreshing break but also reinforced teamwork and strategic thinking among the participants.

A structured group discussion section allowed participants to express opinions, engage in constructive dialogue, and practice effective communication in a group setting. This activity aimed to enhance critical thinking and public speaking skills.

The class concluded with the formation of interview preparation groups. Participants were organized into teams, fostering collaboration and peer support as they embarked on preparing for upcoming interviews.

The diverse range of activities in this class contributed significantly to the participants' growth. Improved resumes, refined communication skills, and a sense of readiness for future interviews were among the tangible outcomes observed.

Participants expressed positive feedback regarding the interactive and informative nature of the class. The combination of practical exercises and theoretical knowledge was well-received, creating a valuable learning experience.

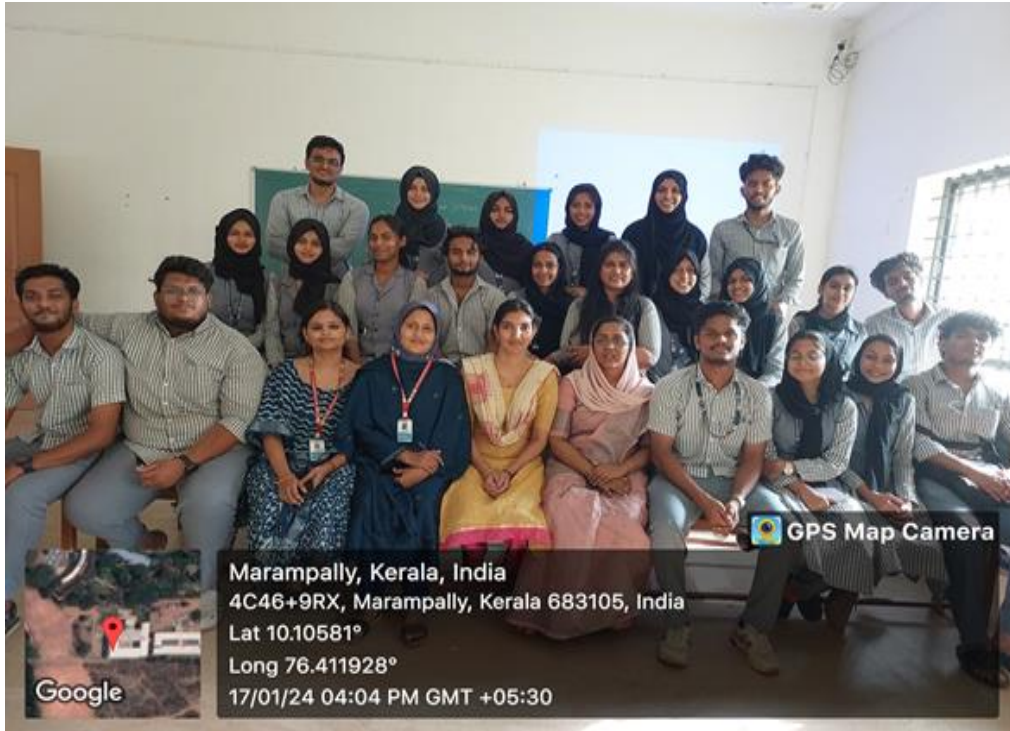
On January 17, 2024, Aswathy Ma'am facilitated a mock interview, providing an opportunity for participants to immerse themselves in both interviewer and interviewee roles, simulating a real-life interview experience.

Later, Ma'am had us assess each interviewee's performance, openly discussing both positive and negative aspects in front of an students. This constructive feedback session aimed to enhance our understanding of mistakes and promote improvement within the class.

The ma'am instructed us to share feedback on the ASAP 3-day program, and each participant provided their insights during the session. The program concluded with an entertaining game and a group photo, capturing the memorable moments shared during the event.







## **Report**

### **Introduction to DWMS by Kerala Knowledge Economy Mission (KKEM)**

**Date: 20th January 2024**

**Venue: Silver Jubilee Hall, MES College Marampally**

**Date: 20/01/2024**

**Number of students: 200**

#### **Introduction:**

MES College Marampally, in collaboration with the ASAP Cell & Placement Cell and Kerala Knowledge Economy Mission (KKEM), organized a program aimed at fostering career development and enhancing industry-academia collaboration. The event took place on 20th January 2024 at the Silver Jubilee Hall.

#### **Summary:-**

The program commenced with a silent prayer, setting a reflective tone for the event. Ms. Neenu Joseph, the ASAP Joint Coordinator, delivered the welcome speech, extending warm greetings to the attendees and expressing gratitude for their participation.

Dr. Ajims P Mohammed, the Principal of MES College Marampally, delivered the presidential address, emphasizing the importance of initiatives like this in bridging the gap between academia and industry. Mr. Muhammed P Hashim, Corporate Relations Officer, shared their insights, highlighting the college's commitment to fostering holistic development and industry-relevant education.

Mr. Muhammed Sadiq, a seasoned professional and resource person, conducted an orientation session on the new software DWMS (Digital Workforce Management System), an initiative by Kerala Knowledge Economy Mission (KKEM). The session aimed to provide attendees with insights into the features and benefits of DWMS and its significance in the context of digital transformation and workforce management.

All the UG Final year and PG Students of Different department participated.

The program concluded with a vote of thanks delivered by Ms. Bismi P R, Placement Cell Coordinator, expressing appreciation to all participants, speakers, and organizers for their contributions to the success of the event.



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**ASAP CELL & PLACEMENT CELL**  
In association with  
**KERALA KNOWLEDGE ECONOMY MISSION (KKEM)**  
organizing

**INTRODUCTION TO DWMS**  
For Final Year UG & PG Students

  
**Mr. MUHAMMED SADIQ**  
Talent Curation Executive  
Emakulam District Coordinator

**20 FEBRUARY 2024**  
@ 09:30 AM  
Venue: Silver Jubilee Hall

**ASAP Cell Coordinators**  
Ms. Safara Shamsudeen  
Ms. Neenu Joseph

**Placement Cell Coordinators**  
Mr. Muhammed P Hashim  
Ms. Bismi P R  
Mr. Afisal Ashraf

**Principal**  
Dr. Ajims P. Mohammed