



NIRMALA COLLEGE OF PHARMACY

Muvattupuzha, Ernakulam (Dist) Kerala - 686661, India

Managed by Nirmala College Society (Reg.No.ER 928-2001), Diocese of Kothamangalam [Approved by PCI, New Delhi, Govt of Kerala and Affiliated to Kerala University of Health Sciences, Thrissur

Accredited by NBA (National Board of Accreditation) Tel:

0485-2836888, E-mail: info@nirmalacp.org



REPORT COMMUNICATION SKILLS

Date & time	3/9/2018
Venue	Language lab
Faculty in charge	Ms. Poorna Pushkala A
No of students participated	30-Pharm D

In an aim of improving the student's rational knowledge, quick thinking, communication skills, and creativity, Nirmala College of Pharmacy started a new programme named "Communication Skills" in 2018. Ms. Poorna Pushkala A, assistant professor, Dept. of IT and Communication, was appointed as the in charge and trainer. The programme is successfully running with a proper syllabus and assessment. As part of the programme, on April 18, 2018, computers were installed with the language software 'Wordsworth' in 31 computers. On April 20 and 21, 2018, Mr. Maheshwaran K., a software trainer, conducted a training for the tutor. The language lab focuses mainly on the language and communication development of the students. Various activities, including phonetics, communicative English, grammar, enhanced communication skills, and proper assessment, through this software, making the programme more fruitful. And the classes were started on 3 September 2018. As part of the syllabus, a number of group discussions, MOC interviews, writing practices, and speaking practices were conducted. Beyond these, various activities, including translation and video hearing, are done with the help of YouTube.



Curriculum Vitae

Poorna Pushkala A

Rajeswari House,
Kavumpady Road,
Muvattupuzha
Ernakulam
Kerala-686661

Email induayyappan91@gmail.com
Contact No 9061756826
9249781351

Career Objective:

To achieve high career growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

Course	Discipline	School/college	Board/ University	Year of Passing	Percentage /Grade point
MA	English Literature	Mar Athanasius College, Kothamangalam	Mahatma Gandhi University, Kottayam	2017	81
BA	English Literature and Communication Studies	Nirmala College, Muvattupuzha	Mahatma Gandhi University, Kottayam	2015	90
12th	Computer Science with Mathematics	St.Thomas Public School, Muvattupuzha	Central Board of Secondary Education, New Delhi	2012	79
10th		St.Thomas Public School, Muvattupuzha	Central Board of Secondary Education, New Delhi	2010	9.8

Educational Qualifications:



Achievements:

- Paper Presentations:

Title of the Paper	Seminar	Centre	Date
<i>Guppi: A Game of Centralization and Marginalization</i>	Visual Politics and Contemporary Culture: Ideology, Representation and Narrative Space (Three Day UGC National Seminar)	Centre for Comparative Literature, Sree Sankaracharya University of Sanskrit, Kalady, Kerala	7 th April 2017
Janavrita v/s Rajavrita : An Exploration through the female hearts in Mahasweta Devi's <i>After Kurukshetra</i>	Mahasweta Devi Memorial Talk and Inter- Collegiate Paper Presentation Competition	St. Xavier's College, Aluva	30 th September 2017
Chathurmukhi in <i>Bahubali: A Portrayal of Four Bold Females</i>	Women in Folk and Popular Culture: Problems of Representation, Identity and Resistance (Three Day UGC National Seminar)	Centre for Comparative Literature, Sree Sankaracharya University of Sanskrit, Kalady, Kerala	11 th March 2016

- Association Secretary of Department of Communicative English, Nirmala College, Muvattupuzha (2013-2014).
- Participated in poetry writing and cartooning competitions in Mahatma Gandhi University Youth Festival (2014).
- Prof. Philomina Mathew Endowment Award for the Best All Rounder in Department of Communicative English (2014-15).
- Prof. K U Mathew Endowment Award for Top Scorer in Final Year BA Communicative English (2014-15).
- Prof. Valsa George Endowment Award for Top Scorer in Final Year BA Communicative English (2014-15).
- Mahanami Scholarship for the best student studying in degree class (2014-15).
- Dr Susan Thomas Memorial Award for the best student in the final year BA Communicative English (2014-15).
- Prof. P M Devasia Award and Dr Susan Thomas Memorial Award for Top Scorer in English.
- Prof. P T Chacko Award for Best Essay two times (2012-13 and 2014-15).



- Project- Successful completion of a dissertation on literature submitted to Mahatma Gandhi University for the degree of Bachelor of Arts.
- Story, Screenplay and Direction of the short film □ *The Third Eye*.
- Editor of the Department of Communicative English Magazine □ *Vernal Showers* (2015).
- Distinction in 10thstd.
- Secretary of Science Club, St. Thomas Public School, Muvattupuzha (2010-11)
- Participated and won in numerous competitions like Cartooning, Drawing, and Painting, Essay, Poetry, Short Story Writing, Quiz, Elocution Competitions and group items.

Computer Awareness:

Operating System : Windows 98/XP/7
 Other Tools : Microsoft Office- 2003/2007/2010
 : Basics of C++

Personal Profile:

Name : Ms Poorna Pushkala A
 Father's Name : Mr. S Ayyappan
 Date of Birth : 30-09-1994
 Sex : Female
 Marital Status : Single
 Blood Group : O Positive
 Nationality : Indian
 Religion : Hindu
 Cast : Vaian (OBC)
 Language known : Malayalam, English, Tamil, Hindi
 Hobbies : Writing Short Stories and Essays, Poster
 Designing, Cartooning and Reading.
 Permanent Address : Rajeswari House
 Kavumpady Road
 Muvattupuzha
 Ernakulam
 Kerala-686661
 Phone No : 9061756826
 9249781351
 E-mail : induayyappan91@gmail.com

Career Interests: To achieve a higher position in a reputed institution and to contribute Towards its success.

Reference

1 Ms Aswathy Balachandran
 Assistant Professor
 Department of English
 Mar Athanasius College
 Kothamangalam. Contact No.9946465699



1. Ms Anu George
Head of the Department
Department of English
Mar Athanasius College
Kothamangalam. Contact No: 9446781909

Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Muvattupuzha

(Poorna Pushkala A)

Date:



Ph: 0485 2836888, 2830666

**NIRMALA COLLEGE SOCIETY
MUVATTUPUZHA**

Reg. No. ER 928/2001, Kerala - 686 661
email: nip_mvpa@yahoo.co.in Fax: 0485 2836888

No.

Date.....

Proceedings of The President of Nirmala College Society & Manager, Nirmala College of Pharmacy
Muvattupuzha - 686661

Establishment - Appointment of Lecturer

APPOINTMENT ORDER

To: Ms. Poorna Pushkala A

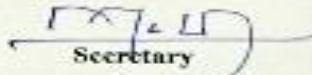
Ms. Poorna Pushkala A is appointed as Lecturer at Nirmala College of Pharmacy, Muvattupuzha - 686661 and subjected to the following conditions:

1. You are requested report the Administrator within 10 day after the receipt of this appointment order with all original certificates and documents in support of your qualification and experience if any.
2. You have to perform your duties with utmost sincerity, faithfulness, and with the sense of dedication. You have to contribute for the growth and development of the department you belong and the college.
3. Your workload and the nature of work will be as specified by the AICTE and the Management. Accordingly, you have to involve yourself in academic, administrative and research work of the college.
4. You have to observe all the standing rules and regulations of the institution as may be in force from time to time.
5. If you accept and agree to the above terms and conditions of your appointment, please sign the copy of this appointment as a token of your agreement with the terms and conditions.
6. Subject to the provision of AICTE Norms and Regulations made there under such other rules and orders issued from time to time by the University or by such other authority who may competent to issue such rules, orders etc.

Wishing you our good regards and God's Blessings

Muvattupuzha
Date : 20.10.2017





Secretary
Secretary
Nirmala College Society
No. ER. 928/2001
Muvattupuzha - 686 661

I, Poorna Pushkala A..... have read the terms and conditions mentioned in the HR Policy carefully and agree to abide by all the conditions.

Place Muvattupuzha.....

Date 20.10.2017.....


Signature of the candidate



NIRMALA COLLEGE OF PHARMACY

Muvattupuzha, Ernakulam(Dist.), Kerala - 686 661, India

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Ph: 0485 - 2836888, Fax: 0485 - 2830060, Website: www.nirmalacp.org, e-mail: ncp_mupa@yahoo.co.in

No



Date: 21-04-2018

Training Signoff Form – Words Worth Senior

This is to certify that a Training Session was conducted for Our Faculty by MR. MAGESHWARAN K on 20TH & 21ST APRIL 2018.

The training covered following points:

1. Prep I, II & III in detail
 - a. Communicative English
 - b. Phonetics (Phonemes, Syllables, Modulation, Intonation)
 - c. Grammar
 - d. Enhanced Communication Skills (ECS)
2. Usage of Teacher Manuals & Student Courseware
3. English Lab Portal Features
 - a. Task creation and assignment
 - b. Student and Teacher Reports
 - c. Exercise Maker & Assessment Maker
 - d. Student ID Management & Group Management
 - e. Trainer Tutorials
4. Mobile phone application (Words Worth Connect)

The training was attended by the concerned department teachers.

Following is the overall rating for the Trainer.

1. Satisfactory	2. Good	3. Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Regards,

Principal /Authorized Signatory
PRINCIPAL

NIRMALA COLLEGE OF PHARMACY
Muvattupuzha, Ernakulam (Dist.)
Kerala-686 661

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RECEIPT

Receipt No.: NCP/01/18-19

Date: 15.12.2018

Received with thanks from **Nirmala College of Pharmacy, Muvattupuzha, Kerala** a sum of **Rs. 1,88,800/-**
[Rupees One Lakh Eighty-Eight Thousand Only] as a payment against Words Worth English Language Lab
License - Senior as per below given details:

Amount [In Rs.]	Mode of Payment	Bank	Rec. Date
80,000/-	NEFT	Directly deposited in ICICI Bank Limited	04.04.2018
80,000/-	407393	South Indian Bank	30.04.2018
28,800/-	NEFT	Directly deposited in ICICI Bank Limited	12.12.2018

for Academy for Computer Training (Guj.) Pvt. Ltd.

Authorized Signatory





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Training program for the tutor

Words Worth Connect App Guide



Application landing Screen



After Landing screen you will see Login screen.

- Login if you have username and password.
- If you want to register click on Sign up – on click of sign up you will be redirected to the sign up form.
- If you don't remember your password click on Forgot password to get your new password.



Communication skills

Aim

Improve the student's rational knowledge, quick thinking, communication skills and creativity. These skills are important to gain, just like the technical skills and workplace skills they need to perform well in a position.

Objectives

1. Know what the required skills are to carry out an effective interview.
2. Know what the required skills are to carry out an effective group discussion.
3. Know what the required skills are to carry out an effective writing.
4. Know what the required skills are to carry out an effective listening.
5. Know what the required skills are to carry out an effective speaking.
6. Know what the required skills are to carry out an effective presentation.

Total hours: 30

Syllabus

Unit-1 **5 hrs**

Interview skills

- (a) Introduction
- (b) Purpose of an interview
- (c) Dos and don'ts of an interview
- (d) Interview practice

Unit-2 **5 hrs**

Group discussion

- (a) Introduction
- (b) Communication skills in group discussion
- (c) Dos and don'ts of a group discussion
- (d) Group discussion practice

Unit-3 **5hrs**

Effective writing

- (a) Introduction
- (b) How to present an answer well
- (c) Subject lines, put the main point first, know your audience, organization of the message
- (d) When and where not to use written communication
- (e) Words Worth language lab practice

Unit-4 **5hrs**

Effective listening



- (a) Introduction
- (b) Self-awareness
- (c) Active listening skills
- (d) How to become an active listener
- (e) Listening in difficult situations
- (f) Words Worth language lab

Unit-5

5hrs

Effective speaking

- (a) introduction
- (b) Phonetics
- (c) Speaking practice
- (d) Words worth language lab

Unit-6

5hrs

Effective Presentation

- (a) Introduction
- (b) Dealing with fears
- (c) How to give a good presentation
- (d) Presentation practice

**Prepared By
Ms. Poorna Pushkala A
Assistant Professor**





NIRMALA COLLEGE OF PHARMACY

Nirmala Hills, Muvattupuzha P.O,
Ernakulam district, Kerala, India - 686 661

Date: 18/3/2019

MARK LIST- GD and INTERVIEW SKILLS

Sl.No.	Name Of Students	Registration number	Course	GD (15)	INTERVIEW (15)	TOTAL (30)
1.	Aan Mery Bosco	182820291	Pharm D	10	12	22
2.	Abin Biju	182820292	Pharm D	13	12	25
3.	Akshara Shaji	182820293	Pharm D	12	11	23
4.	Aliena Sony	182820294	Pharm D	12	13	25
5.	Anakha Shaji	182820295	Pharm D	10	10	20
6.	Aneeta Jeesson	182820296	Pharm D	12	14	26
7.	Angel George	182820297	Pharm D	11	14	25
8.	Anju Varghese	182820298	Pharm D	13	13	26
9.	Anna Maria Joy	182820299	Pharm D	12	12	24
10.	Anns Mariya	182820300	Pharm D	10	10	20
11.	Benita John	182820301	Pharm D	12	11	23
12.	Camila A Carlman	182820302	Pharm D	10	14	24
13.	Christy Sojan	182820303	Pharm D	14	14	28
14.	*Dewmol Johnny	182820304	Pharm D	12	11	23
15.	Dilna Francis	182820305	Pharm D	12	14	26
16.	Gopika M S	182820306	Pharm D	11	14	25
17.	Jismol Joy	182820307	Pharm D	10	12	22
18.	Lakshmiha Joshy	182820308	Pharm D	13	12	25
19.	Lakshmipriya Santhosh	182820309	Pharm D	12	11	23
20.	Manu Eappen	182820310	Pharm D	10	12	22
21.	Merlin Susan Philip	182820311	Pharm D	12	14	26
22.	Namrutha Krishna U R	182820312	Pharm D	11	14	25
23.	Nikitha Thomas	182820313	Pharm D	11	14	25
24.	Parvathy Lekshmi A	182820314	Pharm D	13	13	26
25.	Safhana Nazrin T M	182820315	Pharm D	12	12	24
26.	Shaniya Mathew	182820316	Pharm D	10	10	20
27.	Shefin Mytheen	182820317	Pharm D	12	11	23
28.	Siballa Varghese	182820318	Pharm D	10	14	24
29.	Sradha Antony	182820319	Pharm D	14	14	28
30.	Sreenath S N	182820320	Pharm D	12	11	23

STAFF IN CHARGE: MS. POORNA PUSHKALA A
Assistant Professor,
Dept. of IT and Communication Skills





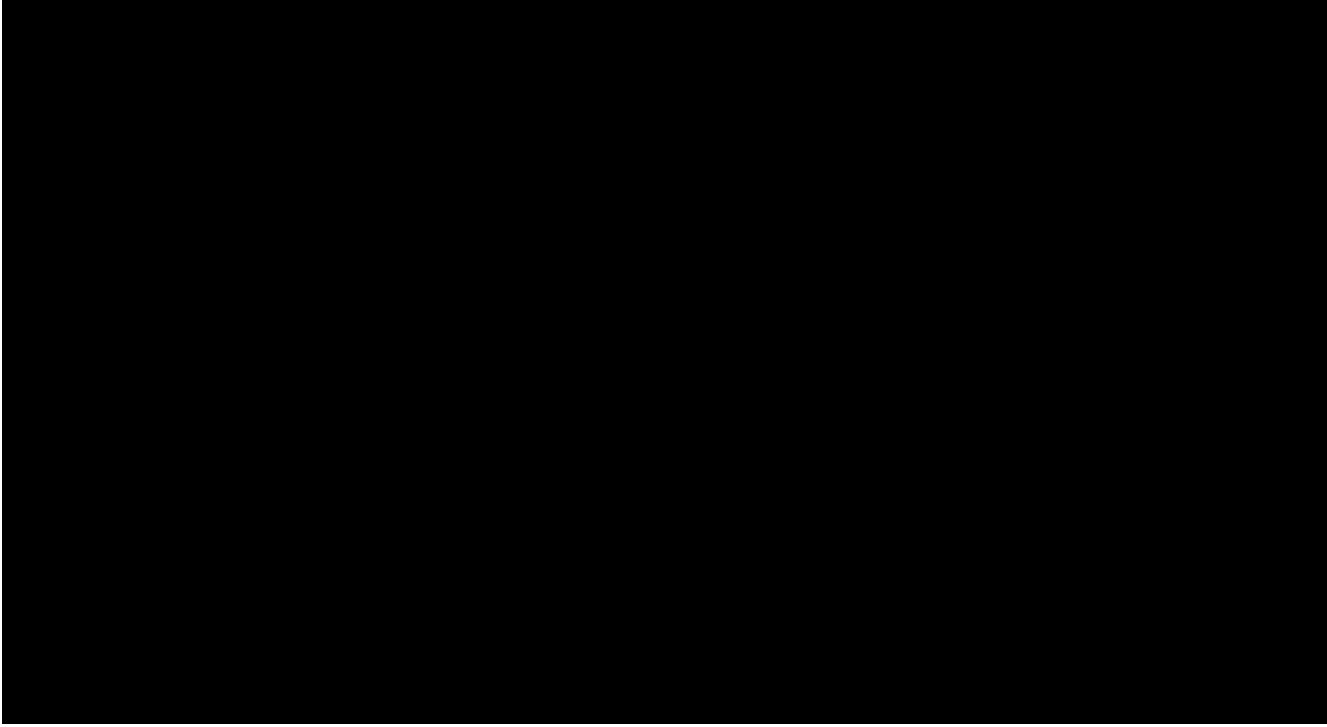
Date: 18/3/2019

MARK LIST- TRANSLATION AND SPEAKING

Sl.No.	Name Of Students	Registration number	Course	TRANSLATION (15)
1.	Aan Mery Bosco	182820291	Pharm D	10
2.	Abin Biju	182820292	Pharm D	13
3.	Akshara Shaji	182820293	Pharm D	12
4.	Aliena Sony	182820294	Pharm D	12
5.	Anakha Shaji	182820295	Pharm D	10
6.	Aneeta Jeesson	182820296	Pharm D	12
7.	Angel George	182820297	Pharm D	11
8.	Anju Varghese	182820298	Pharm D	13
9.	Anna Maria Joy	182820299	Pharm D	12
10.	Anns Mariya	182820300	Pharm D	10
11.	Benita John	182820301	Pharm D	12
12.	Camila A Carlman	182820302	Pharm D	10
13.	Christy Sojan	182820303	Pharm D	14
14.	*Dewmol Johnny	182820304	Pharm D	12
15.	Dilna Francis	182820305	Pharm D	12
16.	Gopika M S	182820306	Pharm D	11
17.	Jismol Joy	182820307	Pharm D	10
18.	Lakshmiha Joshy	182820308	Pharm D	13
19.	Lakshmipriya Santhosh	182820309	Pharm D	12
20.	Manu Eappen	182820310	Pharm D	10
21.	Merlin Susan Philip	182820311	Pharm D	12
22.	Namrutha Krishna U R	182820312	Pharm D	11
23.	Nikitha Thomas	182820313	Pharm D	11
24.	Parvathy Lekshmi A	182820314	Pharm D	13
25.	Safhana Nazrin T M	182820315	Pharm D	12
26.	Shaniya Mathew	182820316	Pharm D	10
27.	Shefin Mytheen	182820317	Pharm D	12
28.	Siballa Varghese	182820318	Pharm D	10
29.	Sradha Antony	182820319	Pharm D	14
30.	Sreenath S N	182820320	Pharm D	12

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<https://youtu.be/NaaSpRMBHjg>



<https://youtu.be/S1dNuCG3sOA>





Language Lab

Course Completion Certificate

CERTI. NO: NCFCS20181901

 **COURSE COMPLETION
CERTIFICATE** 

This certificate is presented to
AAN MERY BOSCO
for the successful participation in 30-hour
LANGUAGE AND COMMUNICATIVE SKILLS
PROGRAM 2018.


MS. POORNA PUSHKALA A
INSTRUCTOR




DR. MANJU MARIA MATHEW
PRINCIPAL

