

ST. CYRIL'S COLLEGE  
ADOOR  
ESTD. 1981



ST. CYRIL'S COLLEGE, ADOOR

Criteria 5

5.1.3  
**CAPACITY BUILDING AND SKILL  
ENHANCEMENT INITIATIVES**



**ST.CYRIL'S COLLEGE**

**VADAKADATHUCAVU P O, ADOOR**

*Inauguration of Yoga and Self Defence Training Programme*

**"REVIVE, RESIST AND RELAX"**

10th Feb 2023, 9.30A.M. at College Auditorium



**Fr. Dr. Jacob John**

Yoga Acharya,  
Director, Chaithanya Healing  
and Training Centre, Tvm



Organised by

**INTERNAL QUALITY ASSURANCE CELL & WOMEN'S CELL**

*Organising Committee*

*Dr. Soorya Anand*

*Dr. Siji Rachel George*

*Ms. Reshma Susan George*

*Dr. Shiny Kochummen*

*Dr. Mini Samuel*

IQAC Co-Ordinator

*Dr. Susan Alexander*

Principal

**ST.CYRIL'S COLLEGE, ADOOR**  
**YOGA & SELF DEFENSE TRAINING PROGRAMME 2022-23**  
**REPORT**

Internal Quality Assurance Cell, St.Cyril's College has initiated a Yoga and Self Defence training programme for the students on 10<sup>th</sup> February 2023. The formal inauguration of the programme was done by Fr. Dr. Jacob John (Director, Chaithanya Healing & Training Centre, Tvm). The inaugural session started with the opening address of Dr. Mini Samuel (IQAC Co-ordinator & HOD, Dept. of Hindi). She welcomed the participants and emphasized the need and importance of yoga in the daily life. Dr. Susan Alexander (Principal) gave away the presidential address. She motivated students as well as teachers and conveyed the importance of making yoga an integral part of our life by extending the practice of yoga. Fr. Dr. Jacob John is a reputed Yoga instructor and an international trainer. In his inaugural address, he gave a vivid awareness about Yoga and Self Defence and carried the session forward. He started with a basic introduction of Yoga, Pranayama and Dhyana and their implementation in day-to-day lives and also demonstrated the basic Self Defence lessons for girl students. Asso. Prof. Mini Mathew (HOD, Dept. of History), Mr. Sajin Philip (Staff Secretary & HOD of Economics) and Dr. Shiny Kochummen (Women's Cell Co-ordinator & Asst. Prof. of Commerce) felicitated the occasion. Dr. Soorya Anand (Programme Co-ordinator & Asst. Prof. of Economics) conveyed the vote of thanks. The session concluded with an interactive session between the instructor and students in which the queries of the students were addressed satisfactorily.

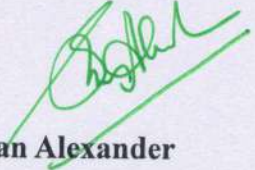
Soon after the inaugural session, students came forward to express their willingness to join the training programme. Accordingly, we planned to commence the practical sessions for Yoga and Self Defence from 13.02.2023 onwards under the guidance of Fr. Dr. Jacob John. In total, 15 sessions were conducted. Initially, the training sessions was mainly meant for the newly admitted students (2022 Admission). Along with the selected students, teachers were also actively participated in the sessions. Exercises for relieving stress, reducing joint pain and enhancing the flexibility of the back were also done for the benefit of the teachers. Students enjoyed the sessions fully and were greatly benefitted. They shared their experience as very

enjoyable, useful, informative and excellent. We decided to continue with Yoga and Self Defence training programme for the coming years as our best practice.



**Dr. Soorya Anand**

**Co-ordinator**



**Dr. Susan Alexander**

**Principal  
PRINCIPAL  
ST. CYRILS COLLEGE  
ADOOR**





 GPS Map Camera



**Pathanamthitta, Kerala, India**

kunjachen moria bhavan puthusseri bhagam


adoor Kerala 691554 IN, Kerala 691554, India

Lat 9.110086°

Long 76.747179°

21/02/23 10:17 AM GMT +05:30



 GPS Map Camera



**Pathanamthitta, Kerala, India**

kunjachen moria bhavan puthusseri bhagam

adoor Kerala 691554 IN, Kerala 691554, India

Lat 9.110086°

Long 76.747179°

21/02/23 10:16 AM GMT +05:30



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Pathanamthitta, KL, India  
Adoor, Pathanamthitta, 691554, KL, India  
Lat 9.120256, Long 76.749302  
02/10/2023 10:24 AM GMT+05:30



 **GPS Map Camera**



Google

**Pathanamthitta, Kerala, India**

4PQW+9V9, Kadambanad Enath Ezhamkulam Rd, Kerala  
691551, India

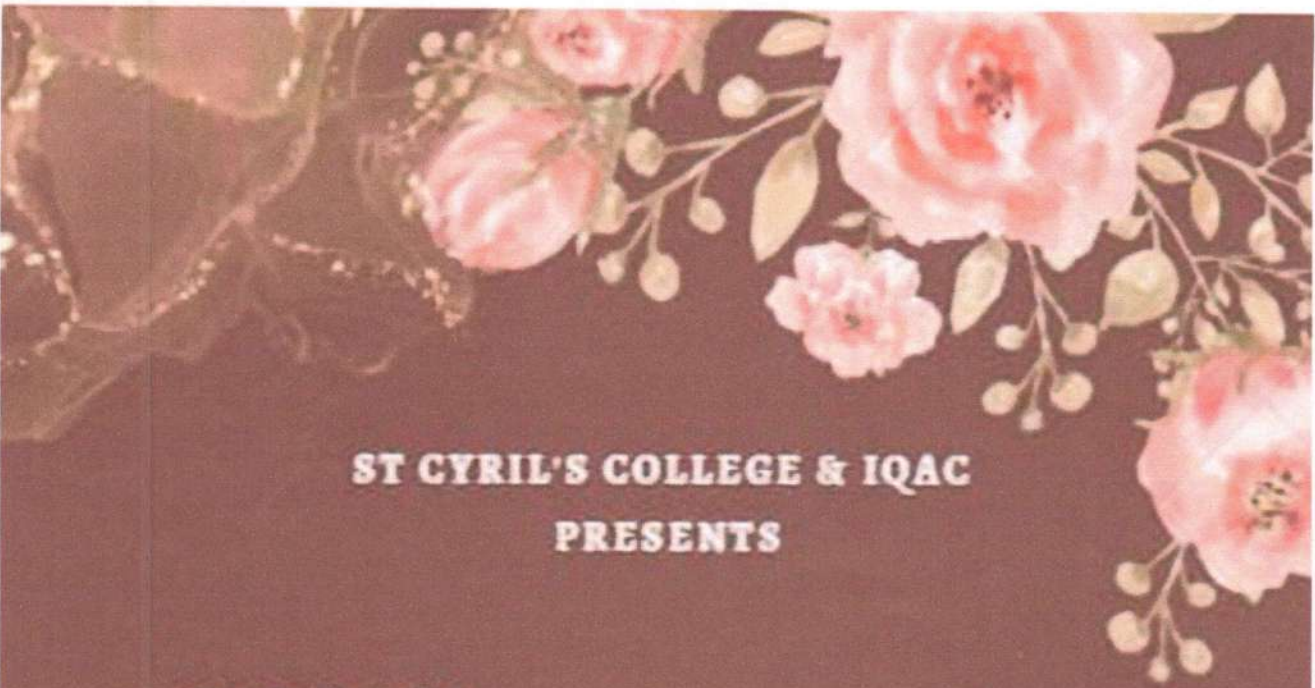
Lat 9.139516°

Long 76.74754°

20/02/23 10:16 AM GMT +05:30








**ST CYRIL'S COLLEGE & IQAC  
PRESENTS**

**SSDP 2022 '23**

**THEME: RESPONSIBLE  
ADULTHOOD**

**MS MARIAM JOHN DR MINI SAMUEL  
COORDINATOR IQAC COORDINATOR  
& CONVENOR**

**DR SUSAN ALEXANDER  
PRINCIPAL**



## SOFT SKILLS DEVELOPMENT PROGRAMME (SSDP) 2022 2023

Theme : *Responsible Adulthood*

The IQAC of the college organised a Soft Skills Programme for the first year students of Science, Humanities and Commerce Stream to enable them to understand the communication skills and etiquette of being successful in this competitive global milieu. It exposes them to the changing trends and helps them to manage their resources for a favourable outcome.

As the New Education Policy NEP 2020, charts in their policies towards education, mentions the overall holistic development of the student other than rote learning the concepts. It emphasises on the promotion of Life Skills such as communication, cooperation, teamwork and resilience. It also gives focus to human ethics and constitutional values like empathy, respect for others, cleanliness, courtesy, democratic spirit, service minded, scientific temper, liberty, responsibility equality and justice. The theme of 2022 Soft Skills Programme is 'Responsible Adulthood' to enable students to understand their responsibility towards nature, society and global humanity. NEP also focuses on the community engagement that students should partake to uplift the downtrodden in the society.

The programme aimed at the psycho-somatic development of the students – aiding their mental, physical, social, cultural, and psychological upliftment. It is a 15 hours Lecture series consisting of a theme talk and five lectures of two hours duration with a valediction ceremony.

### Programme Schedule

Sl.no.	Topic	Resource Person
1.	Theme Talk: Role of Student Community under the New Education Policy	Dr Susan Alexander, Principal in charge
2.	Improving Interpersonal and Intrapersonal Skills in Digital communication	Dr Siji Rachel George, Assistant Professor, Dept. of Politics
3.	Work-life Balance: Developing Positive Personal Habits to succeed in Professional life	Ms. Elizabeth George, Assistant Professor, Dept. of Economics
4.	Maintaining Health and Personal Hygiene	Dr Runcy Wilson, Assistant Professor, Dept. of Chemistry
5.	Teamwork and Problem Solving Skills	Dr Alen S, Assistant Professor, Dept. of Physics
6.	Understanding Online Courses and E-Resources – Earning a certificate from Swayam and MOOC	Dr O C Pramod, Assistant Professor, Dept. of History
7.	Embracing Empathy: Identifying other's emotions	Dr Nisha Mathew, Assistant Professor and HoD in charge, Dept. of English.

## Inauguration

The inauguration of the programme was done by the Principal in charge, Dr Susan Alexander on 13 February 2023 followed by a Theme Talk on the topic, *Role of Student Community under the New Education Policy*. She emphasized the responsibilities that the student community has towards the well-being of the society. The students of the college not only take part in the learning process but also should participate in life skills to inculcate the basic knowledge of living. Education is not just to impart knowledge and information but also to partake and share the living experience as well. She persuaded the students to equip themselves to the changing trends in education.



## Lecture 1



Dr Siji Rachel George, Assistant Professor, Dept. of Politics took a class on *Improving Interpersonal and Intrapersonal Skills in Digital communication* which equipped the students to identify their relations, to keep up the correspondence in one's personal and public domains.

## Lecture II



The next class was on *Work-life Balance: Developing Positive Personal Habits to succeed in Professional life* taken by Ms. Elizabeth George, Assistant Professor, Dept. of Economics. The class was on doing the right things on the right time without hesitation that will help you succeed in life. The life of a student comes only once and you should get maximum benefit out of it. She also encouraged the students to study and write competitive exams.

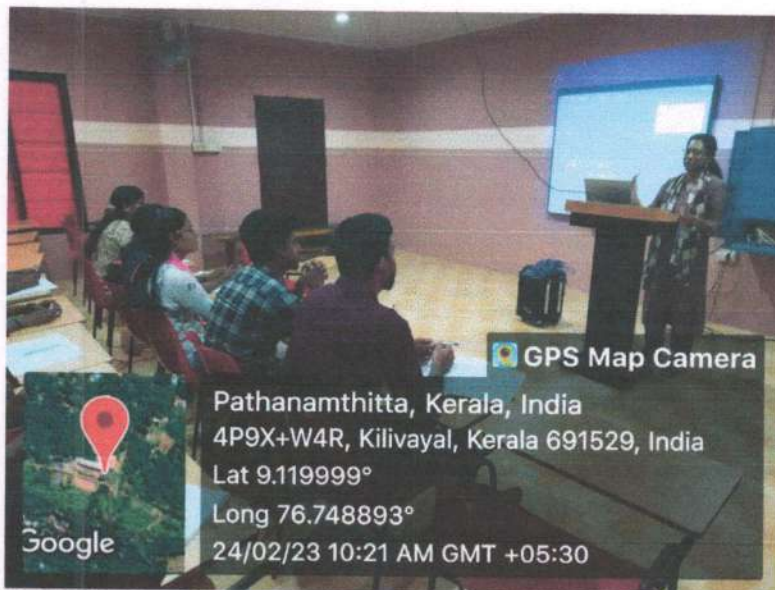
### Lecture III

The next Lecture was on *Maintaining Health and Personal Hygiene* by Dr Runcy Wilson, Assistant Professor, Dept. of Chemistry. The students were given valid information about maintaining their health by drinking water, minimizing the use of soft drinks and fast food, doing yoga or exercise, and how to keep themselves clean and the importance of personal hygiene. The class was very informative as the resource person explained the after effects of drinking and smoking and what it does to the internal organs. The class finally proved the dictum, 'A healthy mind breeds a healthy body and a healthy body leads to a healthy mind'.



## Lecture IV

Dr Alen S, Assistant Professor, Dept. of Physics took a class on *Teamwork and Problem Solving Skills* which gave focus on the leadership qualities and group activity of the students. The students were asked to tolerate the ideas and opinions of others and work as a team to bring out maximum output. The lecture was based on problem solving skills and problems were given to students and vicarious options delivered.





## Lecture V

The next Lecture was taken by Dr O C Pramod, Assistant Professor, Dept of History on the topic *Understanding Online Courses and E-Resources – Earning a certificate from Swayam and MOOC*. The students were given an outline on the importance of online resources available and how to join online courses on digital platforms like MOOC and Swayam. The Resource faculty made power point presentations and showed the students the websites of major online learning and how the certificate can be achieved.

## Lecture VI

The valedictory session was taken by Dr Nisha Mathew, Assistant Professor and HoD in charge, Dept. of English on the topic *Embracing Empathy: Identifying other's emotions* fostering the importance of having an empathetic understanding towards fellow beings. The class emphasized on the importance of personal ethics in professional achievement. The students understood the value of giving and sharing and lending a helping hand when one is in trouble.

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Soft Skill Development Programme SSDP 2022-23

List of students Enrolled

Sl.no.	Name of the Student	Department
1.	Lavanya A	B.Sc Maths
2.	Bibin Mathew	BA Economics
3.	Anupriya P	B.Com
4.	Dhiya Varghese	B.Com
5.	Ajmi Shahjahan	B.Com
6.	Sanju mol	B.Com
7.	Neha Biju	B.Com
8.	Revathy Rathesh	B.Com
9.	Akshaya L	B.Com
10.	Sneha S	B.Com
11.	Lekshmi S	B.Com
12.	Sneha k Seemon	B.Com
13.	Anuja S	B.Com
14.	Muhsina R	B.Com
15.	Archa S	B.Com
16.	Fargana Shahjahan	B.Com
17.	Abdul Rahim Khan	B.Sc Chemistry
18.	Devika R Nair	BA English
19.	Malavika	BA English
20.	Tinu S Thomas	BA English
21.	Martin Thomas	BA English
22.	Unnimaya	BA English
23.	Divyalekshmi	BA English
24.	Subin	BA English
25.	Chethan	BA English
26.	Ajo Thomas	BA English



**ST. CYRIL'S COLLEGE**  
**ADOOR, PATHANAMTHITTA**  
 Aided College - Affiliated to University of Kerala



# ICT SKILL DEVELOPMENT

*Course 2022-2023*

## Benefits

Digital literacy

Enhanced employability

Career advancements

**Boost your skills. Shape  
 your future"**

**DEPARTMENT OF COMMERCE**



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 PRINCIPAL  
 ST. CYRILS COLLEGE  
 ADOOR

*[Handwritten Signature]*

**Dr. SMITA KOCHUMMEN**  
 Head of the Department of Commerce  
 ST. CYRIL'S COLLEGE, ADOOR  
 Pathanamthitta District

## Information and Communication Technology

### SYLLABUS

#### Course objectives

- To know the basic understanding of computer hardware and software.
- To prepare basic documents, charts, spreadsheets and presentations
- To create spreadsheets, charts and presentations.

#### Learning Outcome

On successful completion of this course, students should be able to:

- Demonstrate basic understanding of computer hardware and software.
- Identify appropriate tool of MS office to prepare basic documents, charts, spreadsheets and presentations.
- Create spreadsheets, charts and presentations.

#### Module I

(5 hrs.)

**Introduction to Computers:** Meaning, Definition and Features, Input Devices, Processing unit, memory, Output devices, Importance of computers, Types of Printers.

#### Module II

(5 hrs.)

**Basic structure of computer:** Structure of computer.

#### Module III

(5 hrs.)

**Basics of MS Word:** MS Word-An Introduction, Document creation, Locating and managing documents, previewing a document before printing, Uses of Microsoft Word, Tables in Word.

#### Module IV

(5 hrs.)

**Job site websites:** Awareness on Job site websites.

#### Module V

(5 hrs.)

**PowerPoint-** Creating presentation, Formatting Presentation.

#### Module V

(5 hrs.)

**Web applications and security:** Working with accessibility options, Networking fundamentals, Internet, Cyber security, Cyber laws, Introduction to instant messaging, Using offline blog editors, Online transactions

Books Recommended:

1. Cox et.al, 2007. *MS Office step by step*, PHI, New Delhi.

