

Programme Reports to IQAC
Alphonsa College Thiruvambady

Preliminary Details

Hosting Agency : ENGLISH Dpt. & ASDP
 (Office/Dept/Club/Forum)
 Name of the Programme : Orientation on the Importance of English Language and Business English Certification from Cambridge
 Reach of (Regional/Nat/International) : REGIONAL
 Date/(s) of Actual Event : 16/01/2021
 Details of Collaboration (if any) : TRIN BUSSINESS SOLUTIONS KERALA
 References (Page No. of Minutes, Planner) :

Pre-Event (Details of Planning, Approval and Notice)

Planning Details (as per the minutes) : Notice
 Approval Details (as per the minutes) :
 Details of Invitation (Notice/Brochure..) : Brochure
 Reminders (Sp. Meetings/Short Notices...) : Short Notices

Actual Event

R. Person/Chief Guest (with Credentials) : Ms. Praveena Nair
 Names of other Dignitaries :
 Presided over by : Dr. Chacko K. V (Principal)
 Inaugurated by :
 Felicitated by : Mr. Bernad Jose (Asst. Prof., Dept. of English)
 Welcome Speech by : Ms. Deepa Dominic (Asst. Prof., Dept. of English)
 Vote of Thanks by : Ms. Sheebamol Joseph (Asst. Prof., Dept. of English)
 Number of Participants : 100

Short narration about the Event: An orientation on the BEC course was organized by the Dept. of English on 16th Jan. 2021. The webinar began by a short prayer. Mr. Bernad Jose anchored and introduced the event. Ms. Deepa Dominic made a note of welcome to the gathering. Dr. Chacko KV, Principal of the college gave a motivating message. Mrs. Praveena Nair, the resource person presented her views about the topic effectively. After the talk there was an open discussion. The doubts were cleared by the resource person. Vote of thanks was delivered by Ms. Sheebamol Joseph.

Post-Event (Evaluation, Closing the account, Public audit)

Evaluation Meeting Date :
 Short evaluation about the Event:

Publicity Details (Website/Newspaper...) :
 Financial Details (against the budget) :

Attachments Required (Please tick the entries once the attachments are made)

Notices/Brochures	✓	Photos of the Programme	✓
Reminders		Audio/Video Recordings	✓
Programme List	✓	Copy of Certificates	
Attendance Sheet (duly signed)		Paper Cuttings (Publicity)	
Name & Sign of the Coordinator	:	Signed	
Name & Sign of the Student Rep.	:	Signed	
Date of Submission to IQAC	:	18/01/2020	