



MES ASMABI COLLEGE P VEMBALLUR  
PG DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES (BBA)

AS23PSD CERTIFICATE COURSE IN PROFESSIONAL SKILL DEVELOPMENT

ACADEMIC YEAR 2023-24

Department: PG Department of commerce and management studies (BBA)

Name of the course: Certificate course in PROFESSIONAL SKILL DEVELOPMENT

Course code : AS23PSD

Coordinator : RESHMA A R


Head of the Department: Dr. Shahija V A

Maximum Number of Students: 52

Duration: 30 hour

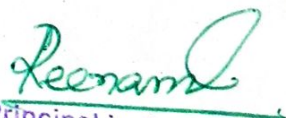
Level of Students: UG & PG

Reshma AR  
Co-ordinator.

  
Dr. Shahija v. A  
HOD



Dr. SHAHIJA. V. A  
HoD of BBA  
P.G. Department of Commerce &  
Management Studies  
MES Asmabi College, P. Vemballur  
Kodungallur - 680671

  
Principal in Charge  
M.E.S Asmabi College  
P.Vemballur




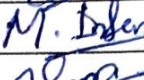
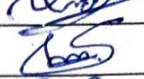
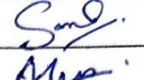
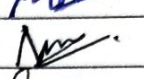
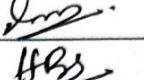
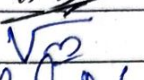

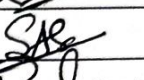

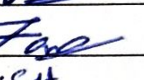
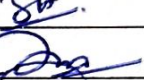
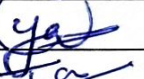
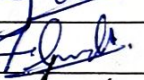
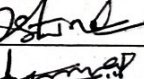







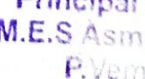
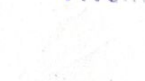
MES ASMABI COLLEGE P VEMBALLUR  
PG DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES( BBA)


AS23PSD CERTIFICATE COURSE IN PROFESSIONAL SKILL  
DEVELOPMENT


ACADEMIC YEAR 2023-24

LIST OF STUDENTS ENROLLED

SL.NO	ROLL NO	NAME	YEAR OF STUDY	SIGNATURE
1	UG23BMCA20	BAGYA SANTHOSH	I B.Com CA	<i>[Signature]</i>
2	UG23BMCA25	AHALYA PRADEEP	I B.Com CA	<i>[Signature]</i>
3	PG23MAR10	SHAJNA P A	I M.Com Marketing	<i>[Signature]</i>
4	PG23MAR11	RAYHANA	I M.Com Marketing	<i>[Signature]</i>
5	UG22BMF36	KRISHNAPRIYA E A	II B.Com FINANCE	<i>[Signature]</i>
6	UG22BMF37	LIYANA SHIRIN	II B.Com FINANCE	<i>[Signature]</i>
7	UG22BMF39	MISRIYA ABOOBACKER M A	II B.Com FINANCE	<i>[Signature]</i>
8	UG22BBA08	RISVANA E A	II BBA	<i>[Signature]</i>
9	UG22BBA11	SHIFA B S	II BBA	<i>[Signature]</i>
10	UG22BBA13	FATHIMA NESRIN P S	II BBA	<i>[Signature]</i>
11	UG22BBA16	SHIFANA A M	II BBA	<i>[Signature]</i>
12	UG22BBA17	SREELAKSHMI A	II BBA	<i>[Signature]</i>
13	UG23BMCA14	MUHAMMED SALSAAN	I B.Com CA	<i>[Signature]</i>
14	UG23BMCA15	NASIM V M	I B.Com CA	<i>[Signature]</i>
15	UG23BMCA16	P K MUHAMAD SHAMON	I B.Com CA	<i>[Signature]</i>
16	UG23BMCA17	RAZAL JALAL K J	I B.Com CA	<i>[Signature]</i>
17	UG23BMCA18	SANJU E S	I B.Com CA	<i>[Signature]</i>
18	UG23BMCA19	YADHUNANDAN V S	I B.Com CA	<i>[Signature]</i>
19	UG23BMCA21	ABDUL BASITH M M	I B.Com CA	<i>[Signature]</i>
20	UG23BMCA22	ADARSH V C	I B.Com CA	<i>[Signature]</i>
21	UG23BMCA23	ADHITHYAN VALAPPIL SHEEJAN	I B.Com CA	<i>[Signature]</i>
22	UG23BMCA24	ADINAN SAJITH	I B.Com CA	<i>[Signature]</i>
23	UG23BMCA26	AHMED FARHAN P N	I B.Com CA	<i>[Signature]</i>
24	UG22BMF35	KRISHNANUNNI M D	II B.Com FINANCE	<i>[Signature]</i>
25	UG22BMF38	MARSOOK P A	II B.Com FINANCE	<i>[Signature]</i>
26	UG22BMF40	MOHAMED AHNAF NASAR	II B.Com FINANCE	<i>[Signature]</i>
27	UG22BMF41	MOHAMED FARIZ K K	II B.Com FINANCE	<i>[Signature]</i>
28	UG22BMF42	MOHAMED NIYAS P Y	II B.Com FINANCE	<i>[Signature]</i>

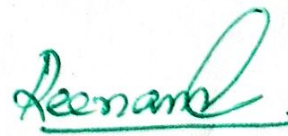
29	UG22BMF43	MOHAMED SIDHAN	II B.Com FINANCE	
30	UG22BMF44	MOHAMMED IRFAN M R	II B.Com FINANCE	
31	UG22BMF45	MUHAMMAD SHAHID M. B	II B.Com FINANCE	
32	UG22BMF46	MUHAMMED MIDILAJ V S	II B.Com FINANCE	
33	UG22BMF47	MUHAMMED SINAN M I	II B.Com FINANCE	
34	UG22BMF48	MUHAMMED YASEEN M A	II B.Com FINANCE	
35	UG22BMF49	NABEEL MOHAMED SAGEER	II B.Com FINANCE	
36	UG22BMF50	NAHIL.V.M	II B.Com FINANCE	
37	UG22BBA01	HAMAD BIN SHAN	II BBA	
38	UG22BBA02	MOHAMMED AADHIL V M	II BBA	
39	UG22BBA03	MOHAMMED ADIL P S	II BBA	
40	UG22BBA04	MOHAMMED JAZEER K.A	II BBA	
41	UG22BBA05	MOHAMMED SHIFAD A S	II BBA	
42	UG22BBA06	MUHAMMAD RAHIL	II BBA	
43	UG22BBA07	P T MOHAMMED AFZAL	II BBA	
44	UG22BBA09	SALMANUL FARIS V S	II BBA	
45	UG22BBA10	SAVAD HAMZA	II BBA	
46	UG22BBA12	ANTONY V S	II BBA	
47	UG22BBA14	JAFER T A	II BBA	
48	UG22BBA15	MUHAMMED JASSIM	II BBA	
49	UG22BBA18	AADITH I R	II BBA	
50	UG22BBA19	ABHISHEK M M	II BBA	
51	UG22BBA20	ABINAND A S	II BBA	
52	UG22BBA21	AKBAR P M	II BBA	

  
Reshma AR  
Co-ordinator

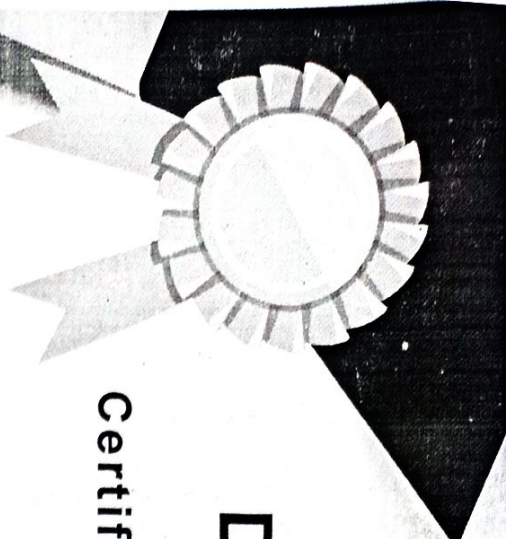
  
Dr. Shahija V.A  
HOD



Dr. SHAHIJA. V.A  
HoD of BBA  
P.G. Department of Commerce &  
Management Studies  
MES Asmabi College, P. Vemballur  
Kodungallur - 680671

  
Principal in Charge  
M.E.S Asmabi College  
P.Vemballur

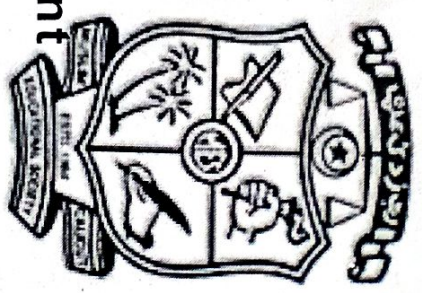




# DEPARTMENT OF BBA

Certificate Course in Professional Skill Development

MES ASMABI COLLEGE ,P.VEMBALLUR



## CERTIFICATE OF COMPLETION

This is to certify that Mr/Ms. .... has completed the certificate course in Professional Skill Development conducted by department of BBA, MES Asmabi college, P.Vemballur, Kodungallur during the academic

year 2023/24. He/She secured..... Grade

**Reshma A R**  
Coordinator

**Dr. Shahija V A**  
HOD

**Dr.(Prof) A Biju**  
Principal



MES ASMABI COLLEGE P VEMBALLUR  
PG DEPARTMENT OF COMMERCE AND MANAGEMENT (BBA)  
AS23PSD CERTIFICATE COURSE IN PROFESSIONAL SKILL  
DEVELOPMENT  
ACADEMIC YEAR 2023-24

**Curriculum and Evaluation  
procedure**

Course code : AS23PSD  
Coordinator : RESHMA A R [reshmarajesh09@gmail.com](mailto:reshmarajesh09@gmail.com)  
Head of the Department: Dr. Shahija V A  
Maximum Number of Students: 52  
Duration: 30 hour  
Level of Students: UG& PG  
Teaching Method: Offline Class  
Teaching Aid: PPT, PDF

**Objectives:**

1. To develop the student's essential skills like communication, leadership, teamwork, problem-solving, and ethical decision-making.
2. To equip students with practical abilities in project management, presentation, negotiation, and networking.

**Module 1**

Introduction to Professional Skills, Communication Skills, Time Management, Problem-Solving Techniques, Teamwork and Collaboration, Leadership Skills, and Ethical Decision Making.

**Module 2**

Project Management Fundamentals, Presentation Skills, Negotiation Skills, Conflict Resolution, Innovation and Creativity, Critical Thinking, and Stress Management.

**Module 3**

Career Planning and Development, Networking and Relationship Building, Financial Literacy, Digital Literacy and Information Management, Global Awareness and Cultural Competence, Personal Branding, and Continuous Learning and Professional Growth.



MES ASMABI COLLEGE P VEMBALLUR  
PG DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES( BBA)

AS23PSD CERTIFICATE COURSE IN PROFESSIONAL SKILL DEVELOPMENT

Answer all Questions Each Carries 2 Marks

Max: 30 Mark

Multiple choice Question

1. Which of the following is a key component of effective communication?
  - A) Speaking louder than others
  - B) Active listening
  - C) Using complex jargon
  - D) Interrupting frequently
2. Time management involves which of the following activities?
  - A) Procrastination
  - B) Prioritizing tasks
  - C) Multitasking all the time
  - D) Ignoring deadlines
3. Which technique is best for problem-solving?
  - A) Ignoring the problem
  - B) Brainstorming solutions
  - C) Blaming others
  - D) Waiting for the problem to resolve itself
4. Effective teamwork and collaboration require:
  - A) Dominating discussions
  - B) Sharing responsibilities
  - C) Avoiding communication
  - D) Working in isolation
5. Ethical decision-making involves:
  - A) Choosing the most profitable option
  - B) Ignoring potential consequences
  - C) Considering the impact on all stakeholders
  - D) Following only personal interests
6. What is the first step in project management?
  - A) Execution
  - B) Planning
  - C) Closing
  - D) Initiation

7. Which skill is essential for delivering effective presentations?
  - A) Reading directly from slides
  - B) Engaging the audience
  - C) Speaking monotonously
  - D) Avoiding eye contact
8. A key element of negotiation is:
  - A) Compromise
  - B) Conceding immediately
  - C) Refusing to listen
  - D) Dominating the discussion
9. Conflict resolution typically involves:
  - A) Avoiding the issue
  - B) Addressing the underlying problem
  - C) Blaming one party
  - D) Ignoring the conflict
10. Critical thinking requires:
  - A) Accepting information at face value
  - B) Questioning assumptions
  - C) Making impulsive decisions
  - D) Following the majority opinion
11. What is a key component of career planning?
  - A) Randomly applying for jobs
  - B) Setting long-term goals
  - C) Ignoring industry trends
  - D) Avoiding self-assessment
12. Networking and relationship building involve:
  - A) Only talking to people you know
  - B) Building mutually beneficial connections
  - C) Asking for favors frequently
  - D) Avoiding professional events
13. Financial literacy includes understanding:
  - A) How to spend impulsively
  - B) Budgeting and saving
  - C) Ignoring credit scores
  - D) Relying on loans
14. Which of the following best describes digital literacy?
  - A) Using social media only
  - B) Proficiency in using digital tools and managing information
  - C) Avoiding technology
  - D) Relying on others for technical help
15. Personal branding involves:
  - A) Mimicking others
  - B) Creating a unique professional identity
  - C) Ignoring online presence
  - D) Avoiding self-promotion



Reshma AR  
Co-ordinator.

Dr. Shahija V.A.  
HoD



*Reshma*

Principal in Charge  
M.E.S Asmabi Colleg  
P.Vemballur

Dr. SHAHIJA. V.A  
HoD of BBA  
P.G. Department of Commerce &  
Management Studies  
M.E.S. Asmabi College, P. Vemballur  
Kodungallur - 680671



MES ASMABI COLLEGE P VEMBALLUR

PG DEPARTMENT OF COMMERCE AND MANAGEMENT (BBA)


AS23PSD CERTIFICATE COURSE IN PROFESSIONAL SKILL DEVELOPMENT

ACADEMIC YEAR 2023-24


Sl no	Name	Mark
1	BAGYA SANTHOSH	27
2	AHALYA PRADEEP	25
3	SHAJNA P A	25
4	RAYHANA	24
5	KRISHNAPRIYA E A	26
6	LIYANA SHIRIN	23
7	MISRIYA ABOOBACKER M A	24
8	RISVANA E A	28
9	SHIFA B S	27
10	FATHIMA NESRIN P S	27
11	SHIFANA A M	29
12	SREELAKSHMI A	30
13	MUHAMMED SALSAAN	30
14	NASIM V M	29
15	P K MUHAMAD SHAMON	28
16	RAZAL JALAL K J	29
17	SANJU E S	25
18	YADHUNANDAN V S	24
19	ABDUL BASITH M M	26
20	ADARSH V C	25
21	ADHITHYAN VALAPPIL SHEEJAN	24
22	ADINAN SAJITH	26
23	AHMED FARHAN P N	27
24	KRISHNANUNNI M D	27
25	MARSOOK P A	29
26	MOHAMED AHNAF NASAR	29
27	MOHAMED FARIZ K K	26
28	MOHAMED NIYAS P Y	28



29	MOHAMED SIDHAN	
30	MOHAMMED IRFAN M R	27
31	MUHAMMAD SHAHID M. B	24
32	MUHAMMED MIDILAJ V S	27
33	MUHAMMED SINAN M I	27
34	MUHAMMED YASEEN M A	29
35	NABEEL MOHAMED SAGEER	30
36	NAHIL.V.M	30
37	HAMAD BIN SHAN	27
38	MOHAMMED AADHIL V M	29
39	MOHAMMED ADIL P S	27
40	MOHAMMED JAZEER K.A	29
41	MOHAMMED SHIFAD A S	30
42	MUHAMMAD RAHIL	29
43	P T MOHAMMED AFZAL	29
44	SALMANUL FARIS V S	25
45	SAVAD HAMZA	24
46	ANTONY V S	26
47	JAFER T A	25
48	MUHAMMED JASSIM	29
49	AADITH I R	30
50	ABHISHEK M M	29
51	ABINAND A S	27
52	AKBAR P M	29
		30

  
Co-ordinator.

  
HOD

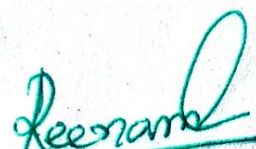
  
Principal

Reshma AR

Dr. Shahija V.A



**Dr. SHAHIJA. V.A**  
HoD of BBA  
P.G. Department of Commerce &  
Management Studies  
MESAsmabi College, P. Vemballur  
Kodungallur -680671

  
Principal in Charge  
M.E.S Asmabi College  
P.Vemballur





MES ASMABI COLLEGE P VEMBALLUR  
PG DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES(BBA)

**AS23PSD CERTIFICATE COURSE IN PROFESSIONAL SKILL DEVELOPMENT**

**REPORT AND COURSE OUTCOME**

The certificate course in Professional Skill Development started on 16-09-2023. A total of 52 students were enrolled, including both undergraduate and postgraduate students. The classes were scheduled on Saturdays and regular working days after 3:30 pm. Monthly tests were conducted at the end of each month. Pair work and group work were assigned after 30 hours of instruction. Over 90% of the students scored above 80% in the final test. Certificates were distributed to all 52 students as they met the requirement of securing above 80% attendance. The course helps students to developed essential professional skills including effective communication, time management, problem-solving, teamwork, leadership, and ethical decision-making, as well as fundamental project management, presentation, and negotiation skills. Additionally, they will gain expertise in career planning, financial and digital literacy, global awareness, personal branding, and continuous professional growth.

  
Reshma AR  
Co-ordinators

  
Dr. Shahija V.A  
HoD

**Dr. SHAHIJA. V. A**  
HoD of BBA  
P.G. Department of Commerce &  
Management Studies  
MES Asmabi College, P. Vemballur  
Kodungallur -680671

  
Principal in Charge  
M.E.S Asmabi College  
P.Vemballur

