



MERCY COLLEGE
— PALAKKAD —

PG DEPARTMENT OF COMMERCE

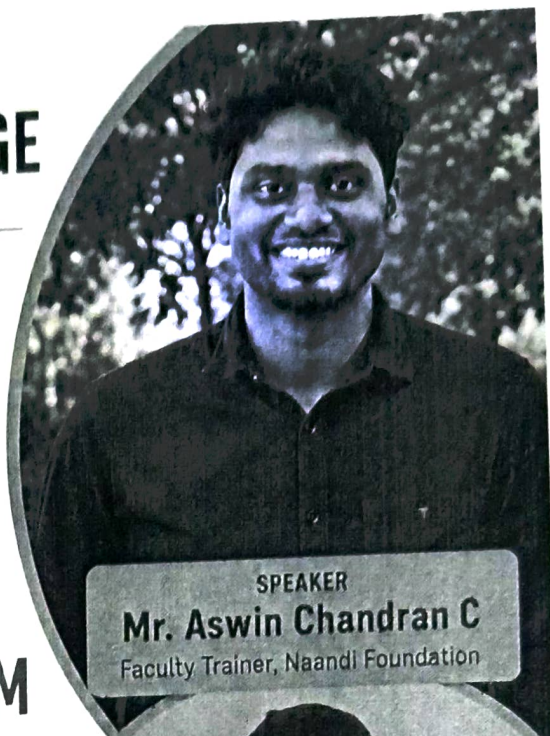
EMPLOYABILITY SKILLS DEVELOPMENT PROGRAM

in association with



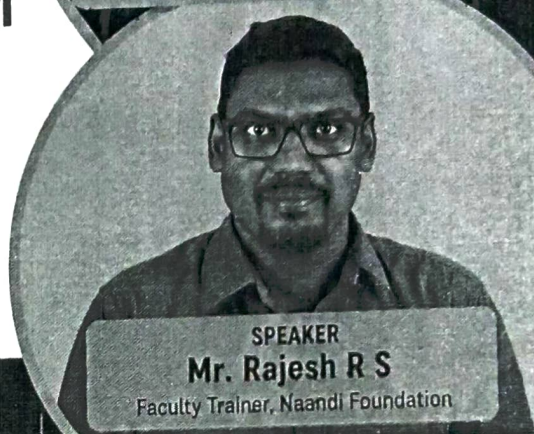
Naandi
Foundation

A Mahindra Group CSR Initiative



SPEAKER

Mr. Aswin Chandran C
Faculty Trainer, Naandi Foundation



SPEAKER

Mr. Rajesh R S
Faculty Trainer, Naandi Foundation



ENHANCE EMPLOYABILITY

Build skills that
employers value.



CAREER READINESS

Gain confidence and
industry readiness.



PRACTICAL LEARNING

Hands-on training
and real-life
applications.



CERTIFIED TRAINING

Recognized
participation
certificate.



STAFF COORDINATOR
Ms. Sruthi P J



HEAD OF THE DEPARTMENT
Ms. Ramya John



STUDENT COORDINATORS
Ms. Indra A P | Ms. Angel

PROGRAM HIGHLIGHTS

- ✓ Communication Skills
- ✓ Interpersonal Skills
- ✓ Resume Writing & Interview Preparation
- ✓ Workplace Etiquette
- ✓ Teamwork & Leadership
- ✓ Digital & Financial Literacy
- ✓ Industry Interaction & Mentoring



DATE
15th June to 20th June 2026



VENUE
JPB



**EMPOWERING YOUNG MINDS.
BUILDING BRIGHTER FUTURES.**

**Skill today,
Succeed tomorrow.**

AN **IQAC** INITIATIVE. **CAPS**

DARE & HOPE



Employability Skill Development Program Report

Institution	Mercy College, Palakkad
Department	PG Department of Commerce
IQAC Initiative	Career Awareness Programs (CAPS)
Title of the Activity	Employability Skill Development Program
Date	15-06-2026 to 20-06-2026
Time	9.30 am to 3.30 pm
Venue	JPB Class Room No. 30 & 43, Mercy College, Palakkad
Mode of Activity	Offline
Funding Agency	Self-funded
Amount	Nil
Focus of the Activity	To enhance students' employability and workplace readiness.
Objectives	- To develop effective communication and interpersonal skills. - To strengthen resume writing and interview preparation techniques. - To build teamwork, leadership, and professional etiquette.
Methodology	Interactive sessions using practical exercises, group discussions, role plays, case studies, and real-life workplace scenarios.
Outcome	- Participants gained confidence in attending interviews and group discussions. - Students learned to prepare professional resumes and understand recruitment processes. - Participants developed greater awareness of workplace ethics and professional behaviour.
Resource Persons	Mr. Aswin Chandran C and Mr. Rajesh R. S., Faculty Trainers, Naandi Foundation
Number of Participants	120
Coordinators	Head of the Department: Ms. Ramya John Staff Coordinator: Ms. Sruthi P J Student Coordinators: Ms. Indra A P & Ms. Angel



Head of the Department: *Sruthi P J*

Principal: *N.M. Lewis*

Student Coordinator: *Indra A.P.*

IQAC Coordinator:



Mercy College, Palakkad

PG Department of Commerce

Employability Skill Development Program Report

Introduction

The PG Department of Commerce, Mercy College, Palakkad, in association with the Naandi Foundation, successfully organized a six-day **Employability Skills Development Program** from **15 June 2026 to 20 June 2026**. The programme aimed at equipping students with essential employability skills, industry-relevant competencies, and professional attitudes required to excel in today's competitive job market. A total of **120 students from III Year BCom CA and BCom Finance** actively participated in the programme. **Mr. Aswin Chandran C** and **Mr. Rajesh R. S.** were the Faculty Trainers of the session. The resource persons conducted interactive sessions using practical exercises, group discussions, role plays, case studies, and real-life workplace scenarios to understand employer expectations and develop confidence. The six-day training covered various employability competencies, such as, Communication Skills, Interpersonal Skills, Resume Writing and Interview Preparation, Workplace Etiquette, Teamwork and Leadership, Industry Interaction and Mentoring.

Objectives

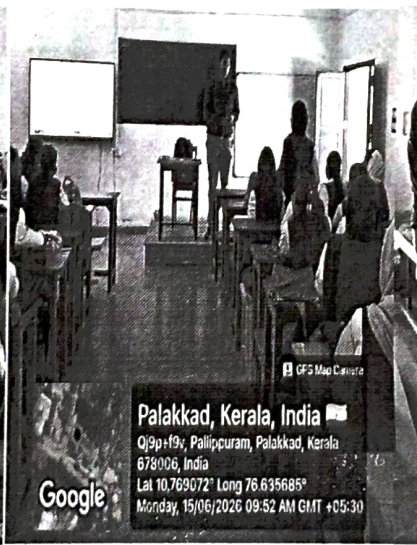
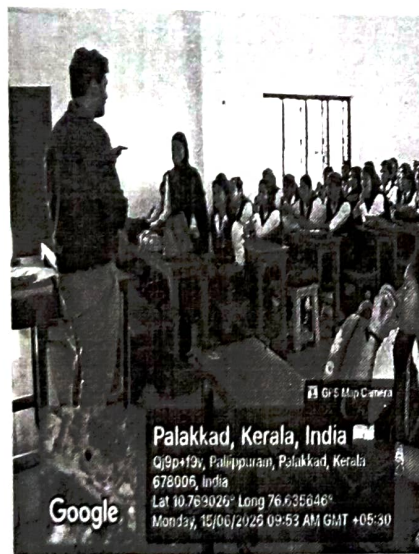
- To enhance students' employability and workplace readiness.
- To develop effective communication and interpersonal skills.
- To strengthen resume writing and interview preparation techniques.
- To build teamwork, leadership, and professional etiquette.
- To provide industry exposure through expert mentoring and practical learning.

Outcome

- Participants gained confidence in attending interviews and group discussions.
- Students learned to prepare professional resumes and understand recruitment processes.
- Participants developed greater awareness of workplace ethics and professional behaviour.



The Employability Skills Development Program proved highly beneficial in preparing students for successful careers. The enthusiastic participation of **120 students** reflected the programme's relevance and success, making it a valuable contribution toward enhancing graduate employability and career readiness.



Student Coordinators

Ms. Indra A P

Ms. Angel

Staff Coordinators

Ms. Sruthi P J

Principal

Dr. Sr. N M Louly

Head of the Department

Ms. Ramya John

PRINCIPAL
Mercy College, Palakkad-06

RAMYA JOHN
Assistant Professor & Head
Department of Commerce
Mercy College, Palakkad-678006



1

COMPUTER: A MACHINE



Hello friends! I am Ava.
I will help you understand
what a computer is. A
computer is a machine.
Are machines natural
things? No! Machines are
human made things.

Let's Learn About

- Natural and Human Made Things
- What is a Machine?
- Computer: A Smart Machine
- Types of Computers

NATURAL AND HUMAN MADE THINGS

The things found on our planet Earth can be classified as either **natural** or **human made** things.

Things like air, tree, water, human beings, and animals are called **natural** things. Things like chairs, books, houses, and roads are called **human made** things.

Ava's Practice Time



Critical Thinking

Write **N** for natural things and **H** for human made things.



N



H



N

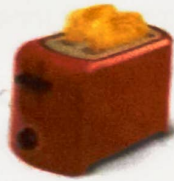


H

WHAT IS A MACHINE?

Machines are human made things. We use machines to make our work easier. Each machine does a different kind of work.

Some machines run on electricity.



Some machines run on fuel.



Some machines run on batteries.



Some machines need human power to work.





Let's Review



Match these machines with their correct uses. *One is done for you.*



Washes dirty clothes

Used for cool air

Helps in ironing clothes

Used for cooking

Teacher's Notes: Once the student completes the activity, colour the stars based on their response.

COMPUTER: A SMART MACHINE

A computer is a machine. It runs on electricity. A computer is called a smart machine because it can be used to play games, store information, and do calculations.

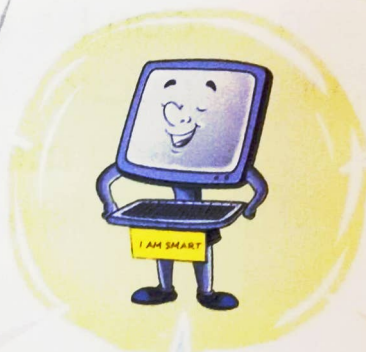
A computer never makes mistakes.

A computer works very fast.

A computer never gets tired.

A computer can store information.

A computer follows our instructions.



TYPES OF COMPUTERS

Computers are found in different sizes. Some of the common types of computers are:

Desktop

A desktop computer is big in size. It is kept on a table.



Laptop

A laptop is smaller than a desktop. You can carry it anywhere.



Tablet

A tablet is smaller than a laptop. It has a touchscreen to type, draw, calculate, or play games.



Smartphone

It is smaller than a tablet. It can be easily carried in your pocket. You can make calls, send messages, play games, and listen to music on it.





EXERCISES

A. Tick (✓) the correct answers.

1. This type of computer can be carried in a pocket.

a.



b. ✓



c.



2. This type of computer cannot be carried around easily.

a. ✓



b.



c.

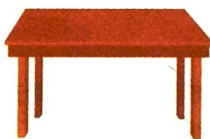


3. Which of the following is a machine?

a.



b.



c. ✓



B. Fill in the blanks.

tablet

information

Machines

smartphone

1. A tablet has a touchscreen and is bigger than a smartphone.

2. Machines are human made things that make our work easier and quicker.

3. A computer can store a lot of information.

4. A smartphone is smaller than a tablet computer.

C. Write T for True and F for False.

1. Machines are natural things. *F*
2. A computer is a smart machine. *T*
3. A pair of scissors runs with human power. *T*
4. A desktop computer can be carried anywhere in a bag. *F*

F
T
T
F

D. Rearrange the letters to form the names of machines.

1. OERTAST

2. ATWHC

3. ALPOPT

4. ROIN



AVA'S ACTIVITY ZONE



Critical Thinking,
Subject Enrichment

NEP

A. Write the names of any five machines that you see in your classroom.

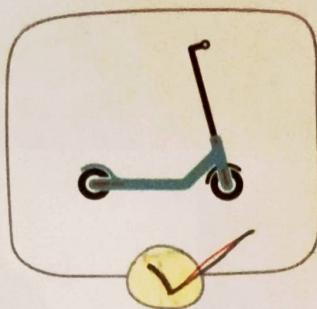
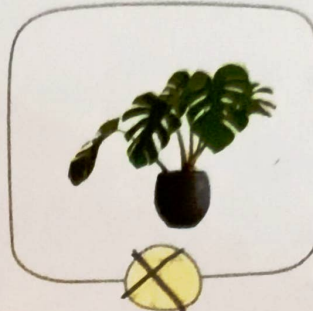
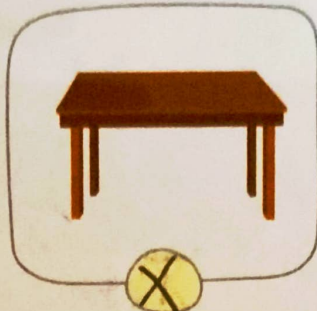
1. *fan*
2. *tube light*
3. *smart board*
4. *Camera*
5. *Watch*



AVA'S ACTIVITY ZONE



B. Tick (✓) the objects which are machines and cross (X) the ones which are not.



Group Discussion



Communication and
Collaboration

NEP

Discuss how machines can be useful.

Self-Reflection

Tick (✓) in the appropriate column.

Terms	😊 I got it!	😞 I need help!
Machines		
Computer		
Types of Computers		

2

PARTS OF A COMPUTER



Friends, you are aware of your body parts and their functions. A computer also has many parts that do different things.

Let's Learn About

- Main Parts of a Computer
- Other Parts of a Computer

There are four most important parts of a computer. Let us learn about them.

MAIN PARTS OF A COMPUTER

A computer has four main parts—monitor, CPU, keyboard, and mouse.

Monitor

A **monitor** looks like a television. You can see images, words, and moving pictures on the screen.



Monitor

Screen

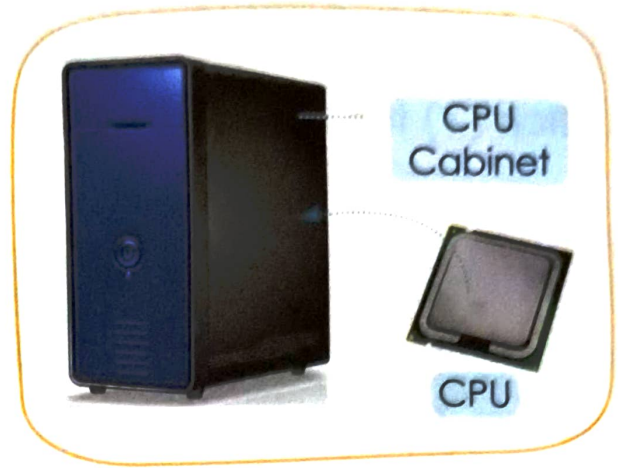
Info Box



Screen is the viewing area on a monitor where the work and its results are shown.

CPU

CPU stands for **Central Processing Unit**. It is present inside the CPU cabinet or box. It controls the other parts of a computer. It is known as the **brain of a computer**.



Keyboard

A **keyboard** is used to type on a computer. The buttons on the keyboard are called **keys**. Each key has a letter, a number, or a symbol on it.



Info Box



Pressing the keys on the keyboard to write text is called **typing**.

Mouse

A **mouse** has two buttons and a scroll wheel. It is used to draw, point, select, and open files on the screen. It is also called a **pointing device**.

Generally, a monitor, mouse, and keyboard are attached to the CPU with wires.





Let's Review



Tick (✓) the images that are a part of a computer.



Teacher's Notes: Once the student completes the activity, colour the stars based on their response.

OTHER PARTS OF A COMPUTER

Printer

Whatever you type or draw on a computer can also be printed on a sheet of paper using a **printer**.



Speakers

A **speaker** plays the sounds saved on a computer. Generally, a pair of speakers is attached to a computer.

Microphone

A **microphone** helps you record your voice or anything you speak into it.





EXERCISES

A. Tick (✓) the correct answers.

1. Which of the following helps to print on a sheet of paper?

a. ✓



b.



c.



2. Which part of the computer lets you type?

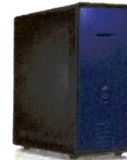
a.



b. ✓

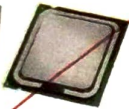


c.



3. Which part is called the brain of the computer?

a. ✓



b.



c.



B. Fill in the blanks.

speaker

microphone

CPU

mouse

1. A CPU is present inside the CPU cabinet.

2. A Mouse is used to select things on the monitor.

3. You can record your voice using a microphone

4. A Speaker plays the sounds stored on a computer.

C. Write T for True and F for False.

1. CPU stands for Control Parts Unit.

2. A printer is called a pointing device.

f
f

3. Pressing the keys on the keyboard is called typing.
4. A monitor has a scroll wheel.

9. Match the following.

1. Keyboard

2. Printer

3. Mouse

4. Monitor



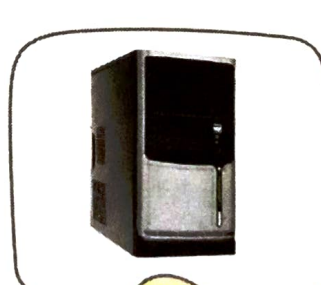
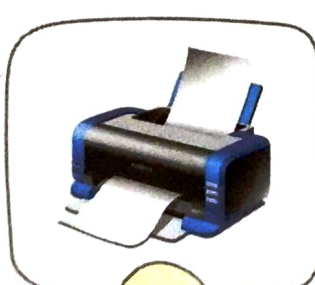
AVA'S ACTIVITY ZONE



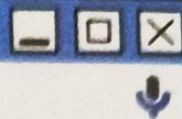
Problem-Solving, Logical Thinking, Subject Integration

NEP

- A. Vaani wants to record a song in her voice into the computer. But she does not know which device to use to record her voice. Help her to identify the correct device. Tick (✓) the correct option.



AVA'S ACTIVITY ZONE



B. Fill in the missing letters using the vowels.

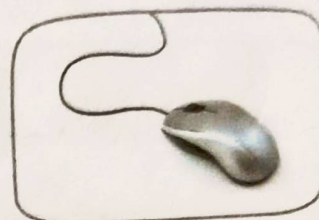
1. I am used to type on a computer.

K e Y B o a R D



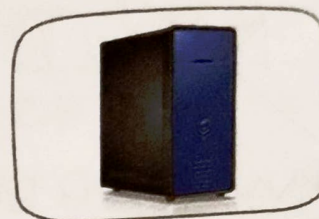
2. I help you to draw and point.

M O u S e



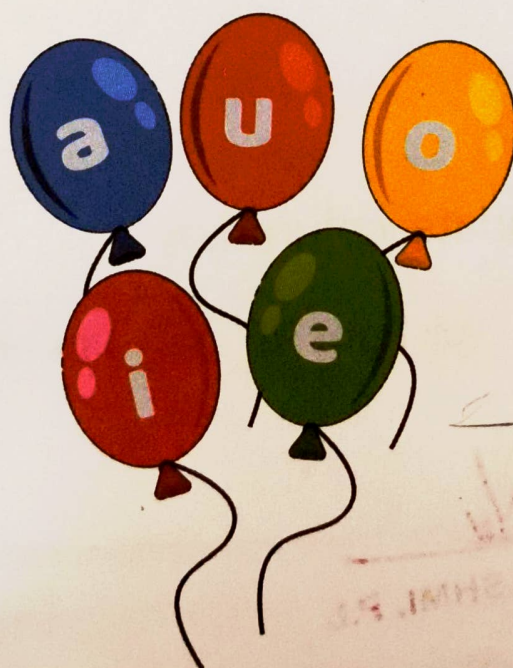
3. I am called the brain of a computer.

C P u

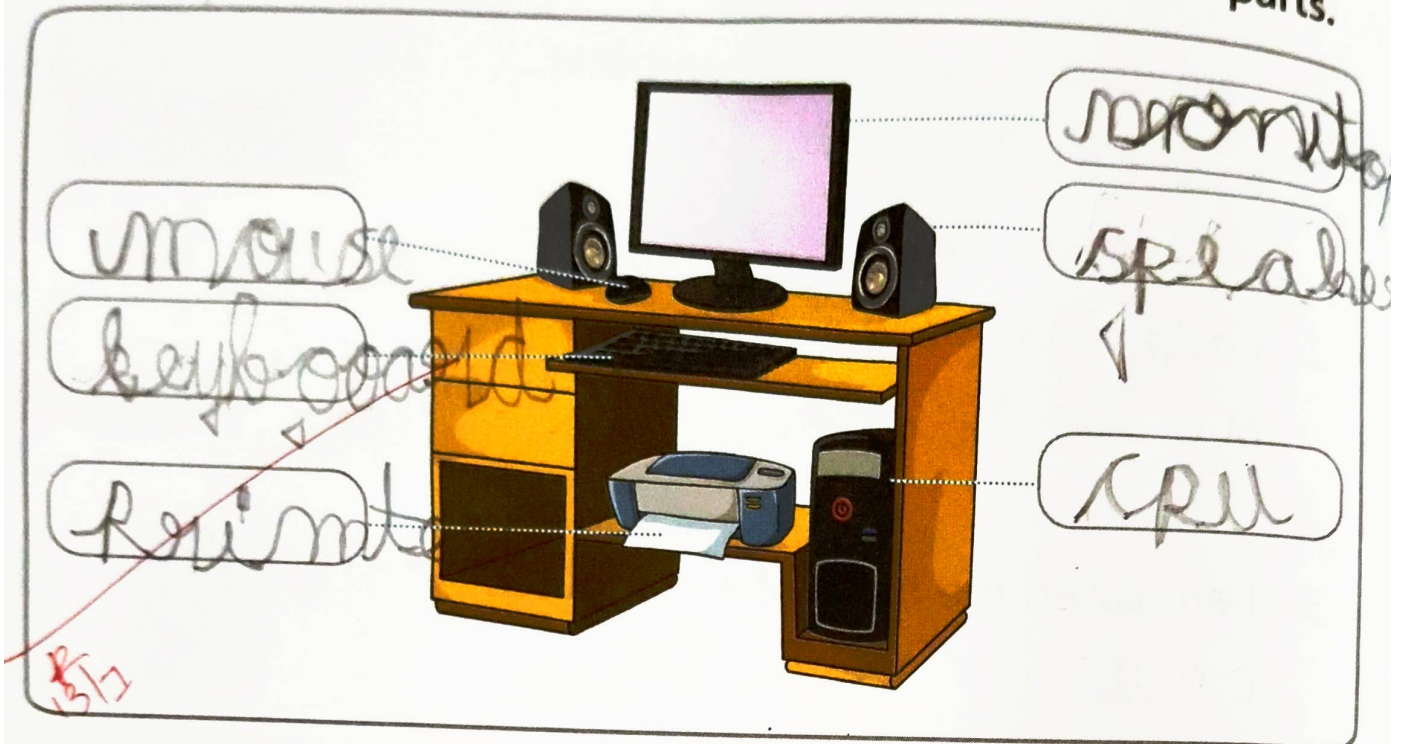


4. I look like a television.

M o N i T o R



C. Rehan has a desktop computer. Help him label its parts.



Group Discussion



Arrange yourselves in pairs and discuss two features of each part of a computer.

Self-Reflection

Tick (✓) in the appropriate column.

Terms	 I got it!	 I need help!
Parts of a computer		
Uses of different parts		

LAKSHMI. P.L



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