

भारतीय गैर न्यायिक

बीस रुपये

रु.20



Rs.20

TWENTY  
RUPEES

INDIA NON JUDICIAL

தமிழ்நாடு தமிழ்நாடு TAMIL NADU

தமிழ்நாடு

நாள் : 19/12/2019

இனம் : 2

Lokwanthi

Thiruvananthapuram

71AB 748665

S. இராசாசிராமன்  
முத்திரைக்காரர் விற்பனையாளர்  
உரிமம் எண். 15/1933 நாள்: 1-11-93  
நெயர்கோவில்-629 001

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as MOU) is made and executed on 11<sup>th</sup> day of December 2019.

## BY AND BETWEEN

**LEXETA English and Soft Skills Academy**, having its office at YMCA Building, College Road, Nagercoil - 629 001 represented by its Director **Mr. Marjadasan**, (hereinafter referred to as the 1<sup>st</sup> Party) which term shall mean and include the successors, executors, representatives and assigns on the one part and the **Department of Commerce, Holy Cross College (Autonomous), Nagercoil, Tamilnadu** represented by the Head of the Department and the Principal (hereinafter

referred to as the 2<sup>nd</sup> party), which term shall mean and include the successors, executors, representatives and assigns, on the other part.

WHEREAS, the 1<sup>st</sup> Party herein is engaged in conducting training in **English and Soft Skills** to the students of schools and colleges. The 1<sup>st</sup> Party having necessary experience and knowledge in this field, conducts the programs by appointing competent professionals.

WHEREAS, the 2<sup>nd</sup> party, an Institution running government recognized courses, is in need of competent organization/institution to train their students in Business Communication as part of the curriculum and has entrusted the task to the 1<sup>st</sup> party on the following terms and conditions.

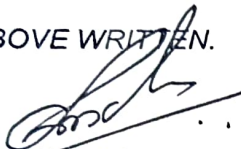
**NOW THIS MOU WITNESSETH**

That, both the 1<sup>st</sup> and 2<sup>nd</sup> parties have hereby agreed the following terms and conditions.

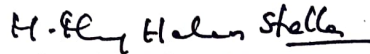
- a) The project is conducted by the 1<sup>st</sup> party in the 2<sup>nd</sup> party's **Holy Cross College (Autonomous), Nagercoil, Tamilnadu** shall be exclusively for the Commerce Students on an academic year basis and shall not extend for more than one semester in a particular academic year from 2019-20 onwards.
- b) The project initially is for a period of three academic years and can be renewed on need basis.
- c) The process of the program can be changed due to the reasons determined by the 1<sup>st</sup> party and with the consent of the 2<sup>nd</sup> party.
- d) The number of classes for an academic year shall be for a period of 30 hours spread over a period of 6 days of 5 hours a day each. It is agreed to complete the program during the Christmas Vacation, failing which it could be completed during some other holidays. This is applicable to all the three streams of the Department.
- e) The 2<sup>nd</sup> party after mutual discussion has agreed to make the payment/consideration to conduct the program at Rs. 500/- (Rupees five hundred only) per hour i.e., Rs.15,000/- (30 hrs. x Rs.500/-) for each stream.


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- f) That the 2<sup>nd</sup> party shall extend all the support and co-operation to maintain and observe discipline and regular attendance of the students and shall also fix the timing of the classes to suit the convenience of the 1<sup>st</sup> party.
  - g) If issues are not properly reported to the 1<sup>st</sup> party, they will presume that their program is going on smoothly. LEXETA will not be responsible for the consequences of any underlying issues that remain unreported.
  - h) Any change in the said MOU can be done by mutual consent of both the parties. The second party has agreed to the first party to give its fullest co-operation during the program in the campus.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE SET AND  
SUBSCRIBED THEIR RESPECTIVE HANDS, THE DAY AND YEAR FIRST HEREIN  
ABOVE WRITTEN.

  
Signed and delivered by  
the within named **LEXETA**  
represented by its Director,  
**Mr. A. Mariadasan**



  
Signed & delivered by  
the within named  
Commerce Department of  
Holy Cross College, Nagercoil,  
represented by the HOD  
**Dr. M. MARY HELEN STELLA**  
ASSOCIATE PROFESSOR  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMMERCE  
HOLY CROSS COLLEGE (AUTONOMOUS)  
NAGERCOIL - 629 004.

  
Signed & delivered by  
the within named  
Holy Cross College, Nagercoil,  
represented by its Principal.

**PRINCIPAL**  
**Holy Cross College**  
**(AUTONOMOUS)**  
**Nagercoil - 629 004.**

# LEXETA English and Soft Skills Academy

Nagercoil

## SYLLABUS FOR EFFECTIVE COMMUNICATION TRAINING

The course is designed to enable the students to enhance their ability to comprehend spoken and written English required for effective communication. Students will practice their skills in verbal and written English during the course. The total duration of the course is 30 Hrs. The syllabus is as follows.

1. Speak and write grammatically correct English. The contents include
  - a. Review of grammar
  - b. Remedial study of grammar
  - c. Building vocabulary
  - d. Phonetics
  - e. Public speaking
  - f. Conversations
2. Develop the ability to read, understand and express meaningfully. The contents include
  - a. Reading,
  - b. Comprehension
  - c. Short answers
  - d. Paragraph writing
3. Develop writing skills. The contents include
  - a. Letter writing
  - b. Resume preparation
  - c. Note making etc.
4. Develop skill in spoken English. The contents include
  - a. Telephonic conversation
  - b. Debating
  - c. Discussions
  - d. Answering interview questions etc.

