

## Certificate Course in Academic Event Management

2017-18

### Objective:

Make students competent enough to formally organize academic events and festivals, and give them technical proficiency in the field. The course is designed to provide them theoretical and practical knowledge in comparing, hosting, organizing and documenting academic events like seminars, conferences and festivals.



Course Code : **AEM**  
Course Period : **04 November 2017 to 10 April 2018**  
Duration : **32 Hours**  
**Theory: 12 Hours; Practical 20 Hours**  
Course Coordinator : **Dr. Afsal PC**  
Total Students : **30**



16/08/2016

A Certificate course in Public Speaking was put forth in the department level meeting and the module has been approved.

~~Notes~~ A Certificate course in Academic Event Management was put forth in the department meeting and the syllabus has been approved.

1. Roy. P.P. 
2. Lt. Abdul Rasheed.P. Rasheed
3. Absidha.K.P. Absidha
4. Safana Parveen 
5. Divya.C. Divya
6. Dr. Abdul Rasack.P. Rasack
7. Shabeeba.P.V. Shabeeba

ROY.P.P.  
Assistant Professor & Head  
Post Graduate Dept. of English  
EMEA College of Arts & Science  
Kandotty, Malappuram, Dt-673 638



# Syllabus

## **MODULE I: SOFT SKILLS**

Leadership Skills –Team work - Communication Skills - Problem Solving Skills-Work Ethic-Flexibility/Adaptability-Interpersonal Skills - Group Development - Managing meetings – Documentation (4 Hrs)

## **MODULE II: EVENT MARKETING AND ADVERTISING**

Nature of Marketing - Process of marketing – Sponsorship - Advertising Publicity - Public relations (4 Hrs)

## **MODULE III: EVENT PLANNING & TEAM MANAGEMENT**

Aim of event - Develop a mission - Establish Objectives - Preparing event proposal - Use of planning tools – Protocols - Dress codes - staging – staffing

(4 Hrs)

**PRACTICALS: 20 Hrs**



FORM No. 4  
**ADMISSION**

Admission No.	NAME & AADHAR No.	Name of parent or Guardian and the relationship of the pupil to the guardian	Occupation of parent or guardian and his residence	School previously attended and the periods spend in each Standard (dates to be specified)	Date of Admission
	MUBASHIRA K	HAMZA K			
	RUSAINA A	SALMAN PK			
	NASHATH SP	SALMAN M			
	MUBASSIRA C 436037243481	AMEER ALI T			
	SHALI BANA K 692121685463	ABDUL RASHEED			
	NAINA MUHAMMED M 837633174297	MUHAMMED M			
	HAJARA SHIMLY KP	MUHAMMED KUTTY			
	SAFA BASHEER P 322136338945	BASHEER PULLAT			
	HASNATH MP	IBRAHIM MP			

[See Rule VI-2(1)]  
**REGISTER** CERTIFICATE COURSE IN  
ACADEMIC EVENT MANAGEMENT 2017-18

Date of Birth			Religion	Does the pupil belong to Scheduled Castes or Scheduled Tribes or other backward communities or is he/she a member of a Scheduled Caste or Scheduled Tribes	Standard on Admission	Standard on Leaving	Date of Leaving	No. & date of TC produced on admission	No. & date of TC granted on leaving	Reason for leaving	Date of Vaccination	Remarks
Day	Month	Year										
2	3	2000										
29	10	1998										
4	3	2000										
20	4	1997										
19	12	1997										
11	2	1999										
17	9	1999										
31	7	1998										
20	6	1999										



FORM No. 4  
ADMISSION

Admission No.	NAME & AADHAR No.	Name of parent or guardian and the relationship of the pupil to the guardian	Occupation of parent or guardian and his residence	School previously attended and the periods spend in each Standard (dates to be specified)	Date of Admission
AEM 1819	NISHANA NECHIKKANDAN	SUDHEER N			
AEM 1820	SHAHNA K 469088792246	SAIDALAVI K			
AEM 1821	MIRFATH AK	ABDUL MATEED			
AEM 1822	NAHLA CK	MUHAMMED BASHEER CK			
AEM 1823	NIHAALA ALIKKAL	ABDUL RASHEED			
AEM 1824	HANEEN ABOOBACKER	ABOOBACKER			
AEM 1825	FATHIMA JUMANATH PP	MOHAMMED MUSTHAPA PP			
AEM 1826	MUBASHIRA A 753295975157	MOIDEEN KOYA			
AEM 1827	LIYANA KM	ABDUL KAREEM			

[See Rule VI-2(1)]  
REGISTER

Date of Birth			Religion	Does the pupil belong to Scheduled Tribes or Scheduled Tribes or other backward classes or he a convert from scheduled Caste or Scheduled Tribes	Standard on Admission	Standard on Leaving	Date of Leaving	No. & date of TC produced on admission	No. & date of TC granted on leaving	Reason for leaving	Date of Vacation	Remarks
Day	Month	Year										
1	2	2000										
12	3	2000										
8	4	1999										
25	1	2000										
24	4	1999										
16	3	1999										
11	9	1999										
17	1	2000										
13	4	2000										



FORM No. 4  
ADMISSION

Admission No.	NAME & AADHAR No.	Name of parent or Guardian and the relationship of the pupil to the guardian	Occupation of parent or guardian and his residence	School previously attended and the periods spent in each Standard (dates to be specified)	Date of Admission
AEM1828	RAHEEMA P	ABDULLA P			
AEM1829	BASHILA P	KHADEEJA			
AEM1830	ASWATHI M	MANDKANDAN			

[See Rule VI-2(1)]  
REGISTER

Date of Birth			Religion	Standard on Admission	Standard on Leaving	Date of Leaving	No. & date of TC produced on admission	No. & date of TC granted on leaving	Reason for leaving	Date of Vaccination	Remarks
Day	Month	Year									
21	8	1999									
4	11	1997									
3	3	2000									



**List of Students Enrolled for the  
Certificate Course in Academic Event Management  
2017-18**

Sl. No	Register Number	Name of the Student
1	AEM1801	Mubashira K
2	AEM1802	Rusaina A
3	AEM1803	Nashath SP
4	AEM1804	Mubassira. C
5	AEM1805	Shalibana K
6	AEM1806	Naina Muhammed M
7	AEM1807	Hajara Shimly. KP
8	AEM1808	Safa Basheer P
9	AEM1809	Hasnath MP
10	AEM1810	Rashida Malik. K
11	AEM1811	Mohammed Shahul KC
12	AEM1812	Syama M
13	AEM1813	Shahana P
14	AEM1814	Reshma P
15	AEM1815	Mini Mumthaz AP
16	AEM1816	Anjana K
17	AEM1817	Sreeshma T
18	AEM1818	Mufeeda Shareen. PA
19	AEM1819	Nishana Nechikkandan
20	AEM1820	Shahna K
21	AEM1821	Mirfath AK
22	AEM1822	Nahla CK
23	AEM1823	Nihala Allikkal
24	AEM1824	Haneen Aboobacker PP
25	AEM1825	Fathima Jumanath PP
26	AEM1826	Mubashira A
27	AEM1827	Liyana KM
28	AEM1828	Raheema P
29	AEM1829	Aswathi M
30	AEM1830	Lubna KP



# EMEA

## COLLEGE OF ARTS & SCIENCE

AIDED BY GOVT. OF KERALA  
AFFILIATED TO THE UNIVERSITY OF CALICUT  
RE-ACCREDITED WITH A BY NAAC

### PG DEPARTMENT OF ENGLISH

### CERTIFICATE

This is to certify that Mr./Ms. MUBASHIRA. K (AEM 1801)  
of IV SEM. BA ENG has successfully completed the Certificate Course in Academic  
Event Management (Course Duration 32 Hours) conducted by PG Department of  
English during the academic year 2017-18.

Course Co-Ordinator



Principal

PRINCIPAL  
EMEA COLLEGE OF ARTS  
& SCIENCE  
MALAYALAM DEPARTMENT 638

Date of Issue: 12/04/17



Applause 2018

09 April 2018





**Certificate Course in Academic Event Management  
Registration Form  
2017-2019**

<b>Name</b> (In capital letter)	MUBASHIRA-K
<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input checked="" type="checkbox"/>
<b>Postal address with pin code</b>	PALLIYALIYIL (H) PULIYAM PARAMBA P.O - KARIPPUR PIN : 673638
<b>Adhar Number:</b>	<b>Date of Birth</b> : 02-03-2000
<b>Name of parent:</b> HAMZA-K	<b>Mobile Number:</b> 9562448105
	<b>Mail id:</b> mubashirakhamza@gmail.com



*Mr. Afsal Pe  
Course Coordinator*

*Shamsh*

Principal  
EMEA COLLEGE OF ARTS AND SCIENCE  
KUMMINIPARAMBA - PO, KONDOTTY  
MALAPPURAM Dt. - 673638