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Institute of Management Studies (YIMS)  
Ezhakkad, Mundur, Palakkad - 678631, Kerala.

ACCREDITED BY NAAC WITH B+ GRADE (1<sup>st</sup> CYCLE)

Affiliated to the University of Calicut & Managed by the Diocese of Palghat

# Faculty Development Program

## Report

## 2020-21



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Institute of Management Studies  
Ezhakkad(PO), Mundur, Palakkad(Dt.)  
Kerala, India, Pin-678 631



# YUVAKSHETRA INSTITUTE OF MANAGEMENT STUDIES

## DEPARTMENT OF ENGLISH

### Report on the Faculty Development Programme on English Grammar and Usage

The PG Department of English at Yuvakshetra Institute of Management Studies conducted a comprehensive Faculty Development Programme (FDP) focusing on **English Grammar and Usage**. The program aimed to enhance the grammatical proficiency and teaching skills of both teaching and non-teaching staff. It spanned over 30 hours, from **July 24, 2020, to February 11, 2021**, and was held online via Google Meet.

#### Objectives

#### Report on

- To refresh and update the participants' understanding of English grammar.
- To improve grammatical application and teaching methodologies.
- To build confidence among faculty in their language skills.

#### Programme Structure

The FDP syllabus was divided into **five modules**, each covering critical aspects of grammar. Each module was carefully structured to facilitate learning in an organized and progressive manner.

The programme was conducted systematically, with one topic addressed per week. The timetable outlined specific dates, topics, and the faculty responsible for conducting the sessions. A total of 30 topics were covered by different faculty members of the Department of English.

The FDP was attended by a mix of teaching and non-teaching staff from various departments.

#### Outcomes

The FDP provided several tangible benefits:

1. **Skill Enhancement:** Participants refreshed their knowledge of English grammar, allowing them to apply it more effectively in teaching and communication.
2. **Professional Development:** Non-teaching staff gained a better understanding of grammatical rules, contributing to improved communication within the institution.
3. **Interactive Learning:** The Google Meet platform facilitated discussions and provided a collaborative environment for sharing ideas and :



  
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## Feedback

Participants expressed overall satisfaction with the Faculty Development Programme. Most found the content comprehensive and well-structured, with interactive delivery by faculty members. The sessions were particularly valued for enhancing grammatical knowledge and practical applications in teaching and administration.

## Feedback Questions

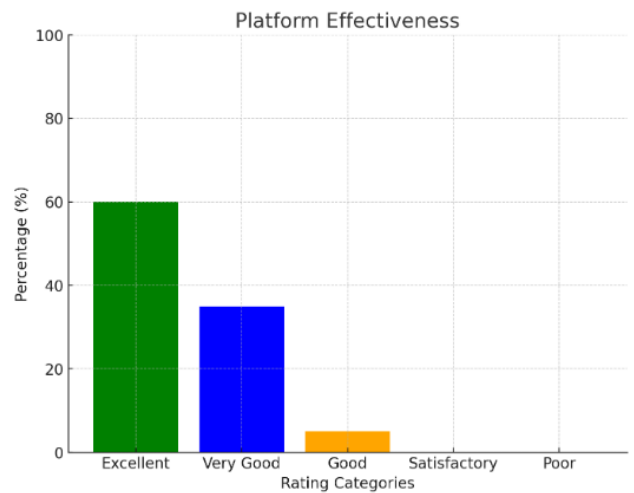
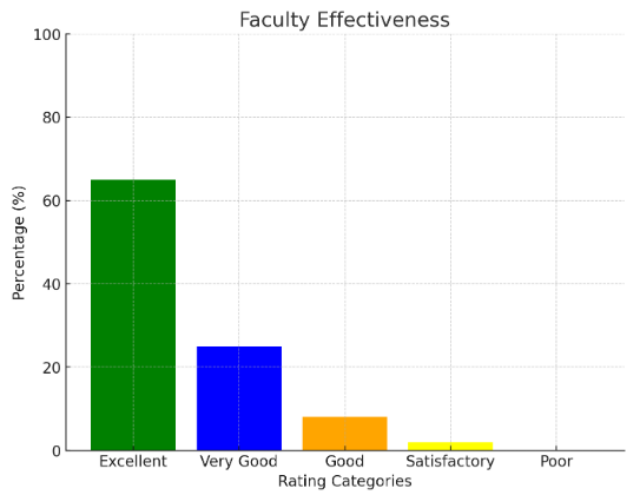
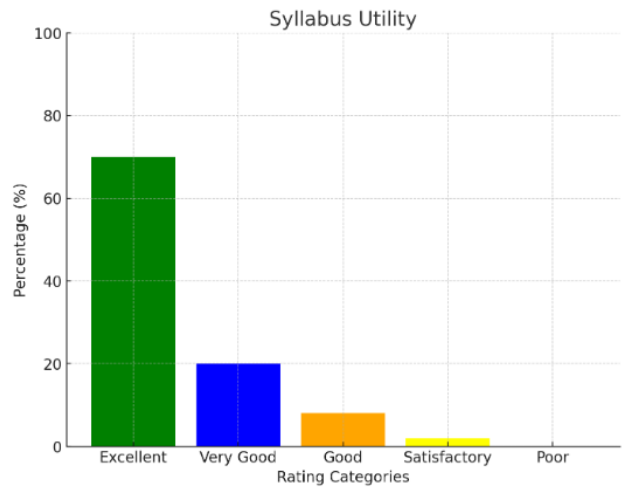
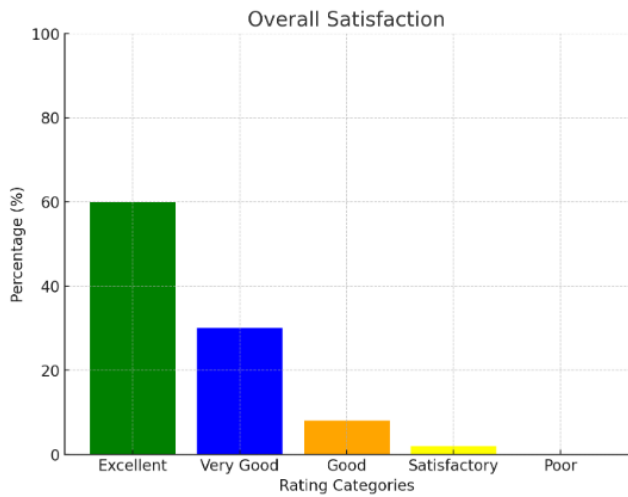
1. How would you rate the overall quality of the Faculty Development Programme?
  - Excellent / Very Good / Good / Satisfactory / Poor
2. How useful was the syllabus in enhancing your understanding of English grammar?
  - Extremely Useful / Very Useful / Moderately Useful / Slightly Useful / Not Useful
3. Was the pace of the sessions appropriate?
  - Too Fast / Appropriate / Too Slow
4. How effective were the faculty members in delivering the content?
  - Excellent / Very Good / Good / Satisfactory / Poor
5. Did the online platform (Google Meet) facilitate effective learning?
  - Strongly Agree / Agree / Neutral / Disagree / Strongly Disagree
6. Were the materials (slides, examples, etc.) provided during the sessions sufficient and helpful?
  - Strongly Agree / Agree / Neutral / Disagree / Strongly Disagree
7. Which topics did you find most beneficial? (Open-ended)
8. Do you have suggestions for improvement in future programmes? (Open-ended)

Here are the graphical representations of the feedback for the Faculty Development Programme:

1. **Overall Satisfaction:** Most participants rated the programme as "Excellent" (60%) and "Very Good" (30%), with minimal lower ratings.
2. **Syllabus Utility:** A majority found the syllabus "Extremely Useful" (70%), while others found it "Very Useful" (20%).
3. **Faculty Effectiveness:** Faculty performance was rated as "Excellent" by 65% and "Very Good" by 25%.
4. **Platform Effectiveness:** The online platform was well-received, with 60% "Strongly Agreeing" and 35% "Agreeing" to its effectiveness.



  
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These insights reflect the success and impact of the programme while highlighting areas for minor improvements.

*Thibon*  
COORDINATOR

*Thibon*  
HOD

*[Signature]*  
VICE PRINCIPAL

*[Signature]*  
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# FACULTY DEVELOPMENT PROGRAMME ON ENGLISH GRAMMAR AND USAGE

## SYLLABUS

### MODULE I

#### 1. PARTS OF SPEECH

Noun, Adjective, Pronoun, Verb, Adverb, Preposition, Conjunction, Interjection, Determiners

#### 2. VERBS AND VERB TENSES

Regular Verbs, Irregular Verbs, Transitive verbs, Intransitive Verbs, Present Tense, Past Tense, Future Tense.

#### 3. CONCORD

#### 4. GERUNDS

### MODULE II

#### 1. INFINITIVES

Perfect Infinitive, Continuous Infinitive, Perfect Continuous Infinitive, Passive Infinitive.

#### 2. PARTICIPLE

Present Participle, Past Participle, Participle Adjectives, Participle Noun

#### 3. AUXILIARIES

#### 4. ARTICLES

### MODULE III

#### 1. QUESTION TAGS

#### 2. PHRASES

Adjective Phrases, Adverb Phrases, Noun Phrases,

#### 3. CLAUSES

Adjective Clauses, Adverb Clauses, Noun Clauses. "If" Clause

#### 4. PHRASAL VERBS

### MODULE IV

#### 1. SENTENCE TYPES

Declarative Sentences, Interrogative Sentences, Imperative Sentences, Exclamatory Sentences.



## **2. SUBJECT-VERB AGREEMENT**

## **3. DEGREES OF COMPARISON**

Comparatives, Superlatives

## **4. VOICE**

Active Voice, Passive Voice, Forms of Be+ Past Participle

## **MODULE V**

### **1. TRANSFORMATION OF SENTENCES**

Simple, Compound, Complex, compound- complex sentences

### **2. REPORTED SPEECH**

Direct Speech, Indirect Speech

### **3. IDIOMS**



  
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**Timetable:**

SL. NO.	DATE	TOPIC	FACULTY
1	24/07/2020	Nouns	Ms. Thulasi
2	31/07/2020	Pronouns	Ms. Aiswarya
3	07/08/2020	Verb:regular and irregular verb	Ms. V. Lakshmi
4	14/08/2020	Adjective	Ms. Shilpa
5	20/08/2020	Adverb	Ms. Ashima
6	27/08/2020	Prepositions	Ms. Jincy Jose
7	03/09/2020	Conjunctions	Ms. Swethal
8	11/09/2020	Interjection, determiners	Ms. Vineetha
9	18/09/2020	Transitive verb,intransitive verb	Ms. Grace
10	25/09/2020	Present tense	Mr. Jibin
11	02/10/2020	Past tense,future tense	Ms. Thulasi
12	09/10/2020	Concord, subject verb agreement	Ms. Aiswarya
13	16/10/2020	Gerunds	Ms. V. Lakshmi
14	23/10/2020	Infinitives: perfect, present continuous, perfect continuous passive	Ms. Shilpa
15	29/10/2020	Participle: present,past, adjective & noun	Ms. Ashima
16	06/11/2020	Auxiliaries	Ms. Jincy Jose
17	13/11/2020	Articles	Ms. Grace
18	19/11/2020	Question tags	Ms. Vineetha
19	27/11/2020	Phrases:adjective, adverb& noun	Ms. Swethal
20	04/12/2020	Clauses:adjective,adverb, noun & if clause	Mr. Jibin
21	11/12/2020	Phrasal verbs, idioms	Ms. Thulasi
22	18/12/2020	Sentence types: declarative and interrogative, imperative and exclamatory	Ms. Aiswarya
23	24/12/2020	Degrees of comparision: comparitives,superlatives	Ms. V. Lakshmi
24	31/12/2020	Active voice, forms of be + past participle &passive voice	Ms. Shilpa
25	08/01/2021	Transformation of sentences: simple,compound	Ms. Ashima
26	15/01/2021	Transformation of sentences: complex,compound - complex	Ms. Jincy Jose
27	22/01/2021	Reported speech: direct	Ms. Grace
28	29/01/2021	Reported speech: indirect	Ms. Vineetha
29	05/02/2021	Idioms	Ms. Swethal
30	11/02/2021	Course summary	Mr. Jibin



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## Brochure:



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INTERNAL QUALITY  
ASSURANCE CELL (IQAC)

**FACULTY DEVELOPMENT PROGRAMME ON**  
**ENGLISH GRAMMAR AND USAGE**

**Resource Persons:** Faculties, Department of English, YIMS

30 Hours Course  
Classes commenced on: 24/07/2020  
Platform: Google Meet  
Schedule: Every Friday, From 3:30 PM to 4:30 PM

Organised by Department of English in association with IQAC, YIMS

**Organising Committee**

Rev. Dr. Mathew George Vazhavil  
Director, YIMS

Dr. Tomy Antony  
Principal, YIMS

Rev. Dr. Lalu Olikkal  
Vice Principal, YIMS

Mr. Jibin Jose P  
Head, Dept. of English, YIMS

**Programme Co-ordinator**

Ms. Thulasi V. V.  
Asst. Prof., Dept. of English, YIMS

## List of Participants:

Sl. No.	Name of the participant	Designation
1	Mr. Jibin Jose	Assistant Professor
2	Ms. Jincy Jose	Assistant Professor
3	Ms. Shilpa Sreekumar	Assistant Professor
4	Ms. Swethal Ramachandran	Assistant Professor
5	Ms. Ashima Bharathan	Assistant Professor
6	Ms. Grace Aganice	Assistant Professor
7	Ms. Vineetha Thomas	Assistant Professor
8	Ms. Thulasi V V	Assistant Professor
9	Ms. Aiswarya Sethumadhavan	Assistant Professor
10	Ms. V Lakshmi	Assistant Professor
11	Ms. Sneha K	Assistant Professor
12	Ms. Asha Mary Abraham	Assistant Professor
13	Ms. Elizabeth Baby	Assistant Professor
14	Ms. B Dheepthi	Assistant Professor
15	Sr. Elsy Kallungal	Assistant Professor
16	Ms. Divya N K	Assistant Professor

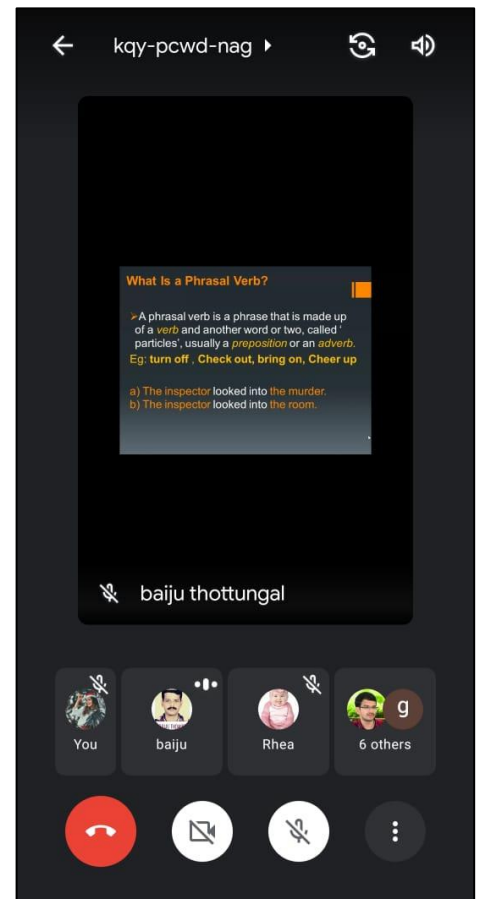
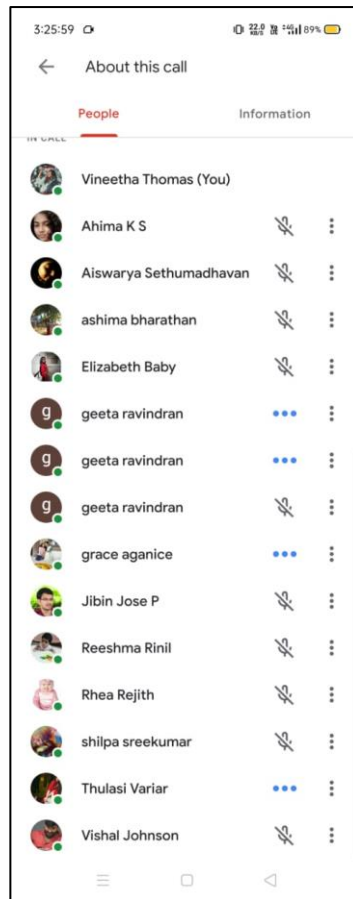
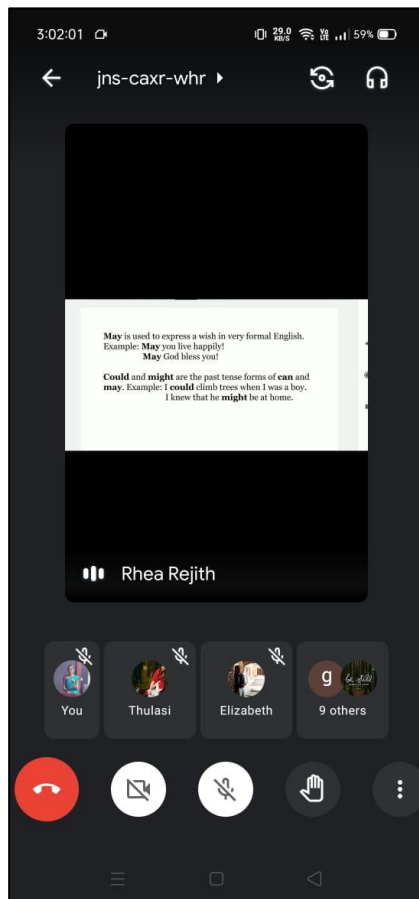


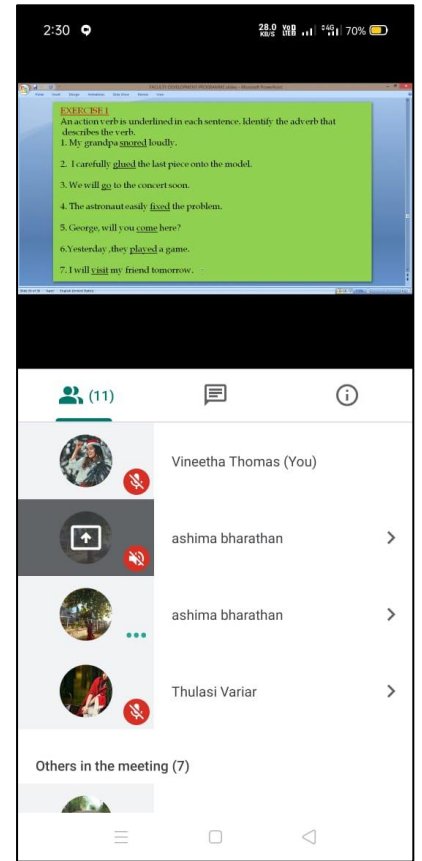
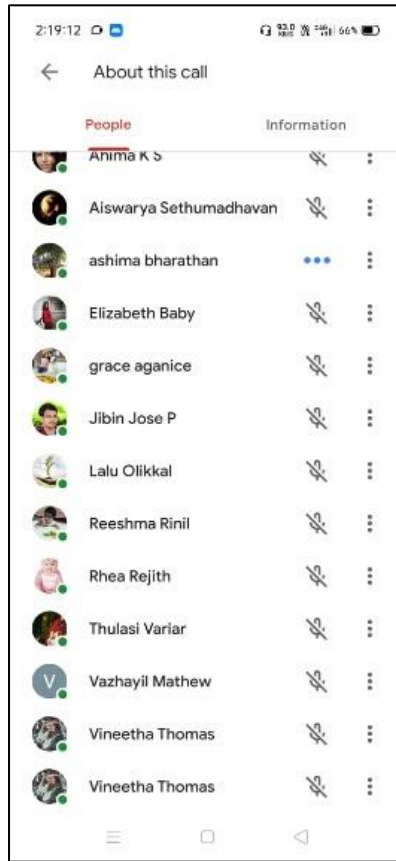
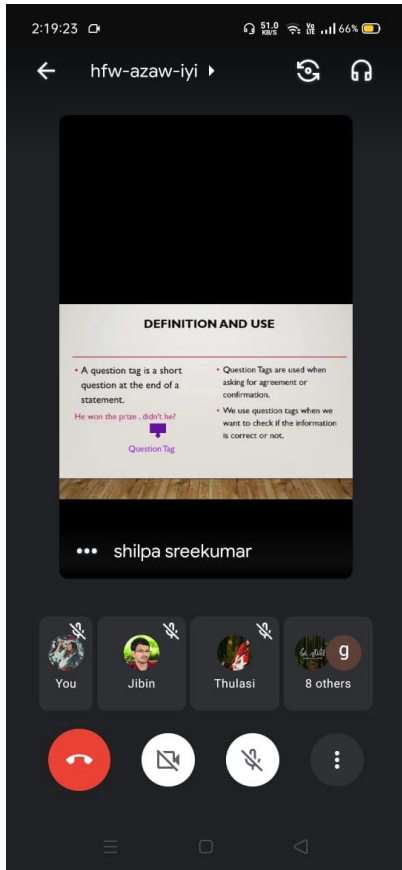
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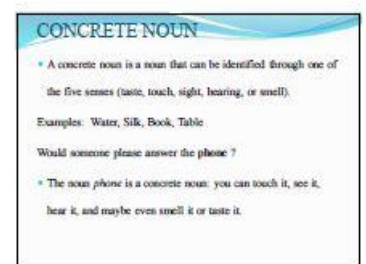
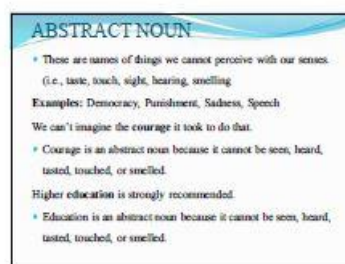
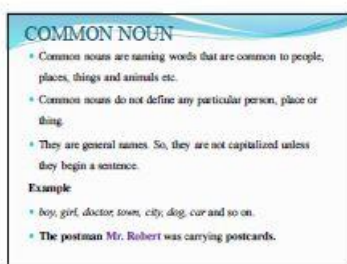
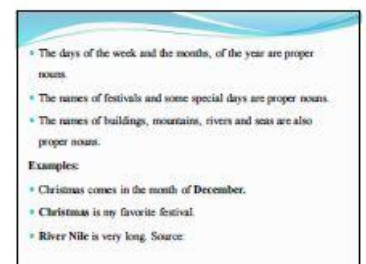
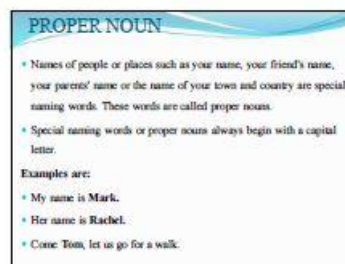
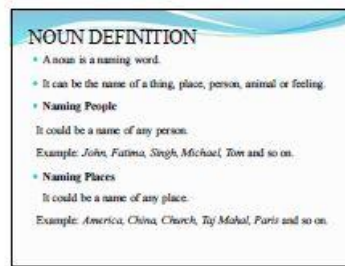
17	Mr. Midhun M	Assistant Professor
18	Mr. Vishal Johnson	Assistant Professor
19	Mr. Sreekumar K	Assistant Professor
20	Mr. Josen P Jose	Superintendent
21	Mr. P. Unnikrishnan	Accountant
22	Ms. Sayumol Jacob	Grade I Asst.
23	Mr. Praveen B	F. O. M
24	Mr. P. V. Sujith	System Admin
25	Mr. Gireesh T	Hardware Assistant
26	Mr. Sujith O P	Grade II Asst.
27	Ms. Lissy Vinod	Office Assistant
28	Ms. Naina Chandrasekhar	Medical Officer
29	Ms. Jasna A J	Ad. Counsellor
30	Ms. Jisha M K	Store In charge

### Snaps from Google meet:





**Materials specimen:**



## COLLECTIVE NOUN

- Collective nouns are used to name a group of persons, places, animals or things.
  - A collective noun represents a complete whole.
- Examples:
- A library of books, a team of players
- Some collective nouns are used to name a group of animals and birds.
- Examples:
- A flock of sheep, A herd of cattle.

Some collective nouns define a group of people.

- Examples:
- A crew of sailors.
  - An army of soldiers.
  - A band of musicians.
- There are some collective nouns that stand for a group of things.
- Examples:
- A bunch of keys.
  - A pile of clothes.
  - A collection of books.

## POSSESSIVE NOUN

- A possessive noun is a word that names who or what has or owns something.
  - We add an apostrophe and s (') to form the possessive of most singular nouns.
- Examples:
- This is Bob's skateboard. (Means - The skateboard belongs to Bob)
  - This is Ian's Coat. (Means - The coat belongs to Ian)
  - Dad bought a new frame for grandpa's spectacles.

- Sometimes we need to show possession for plural nouns or where the owners are more than one.
  - In such cases we add an apostrophe at the end.
- Example:
- A girls' school is located near my house.
  - We should not harm the birds' nests.

## NUMBER NOUN

- Number nouns denote one or many. There are two kinds of number nouns.
  - Singular number noun** - It stands for one person, animal, thing or place.
  - Plural number noun** - It stands for more than one person, animal, thing or place.
  - There are different rules we follow to change a singular noun to a plural noun.
- Rule 1
- When a singular noun ends with a 'y' after a consonant, we remove the 'y' and add 'ies'.
- Examples:
- City - Cities, Lady - Ladies

### Rule 2

- If there is vowel before 'y' just add a 's' to form its plural.
- Examples:
- Boy - Boys, Trolley - Trolleys, Toy - Toys
- Rule 3
- When a singular noun ends with 'o' after a vowel, add 's' to make it a plural noun.
- Examples:
- Bamboo - Bamboos, Radio - Radios
- Rule 4
- When a singular noun ends with 'o' after a consonant, we add 'es' to make it a plural noun.
- Examples:
- Tomato - Tomatoes, Volcano - Volcanoes

- It is also possible that for few nouns ending with 'y' preceded by a consonant, we add the letter 's' to form their plurals.
- Examples:
- Piano - Pianos, Photo - Photos
- Rule 5
- If a singular noun ends with a sound like 's' such as 'ss', 'sh', 'ch', 'x', 'z', 'sh', we add 'es' to make it plural.
- Examples:
- Box - Boxes, Watch - Watches
- Rule 6
- If a singular noun ends with 't' or 'th', change the 't' into 's' and add 'es' to make it plural.
- Examples:
- Life - Lives, Calf - Calves

## Irregular Plural

- Plurals of some nouns remains the same.
- Examples:
- Fish - Fish, Deer - Deer, Cattle - Cattle, Sheep - Sheep
- Plural of some nouns are totally different from their singular form.
- Examples:
- Moose - Moose, Ox - Oxen, Cactus - Cacti, Child - Children
- Some nouns are always plural
- Examples:
- Pants, Jeans, Shorts, Tongs, Scissors, Hair and Sunglasses.

## COMPOUND NOUN

- Compound nouns are formed by joining two nouns together.
  - There are three different ways to form compound nouns:
  - The closed form
  - The hyphenated form
  - The open form
- Examples: notebook, firefly and keyboard.
- Examples: x-ray, co-pilot and mother-in-law.
- Examples: post office, history book, mineral water
- Just after the breakfast, I went to post office.
  - The doctor suggested me to take an X-ray.

## COUNTABLE NOUN

- Nouns that can be counted are called countable nouns.
  - Most of the nouns come in the category of countable nouns rather than uncountable nouns because they refer to things, people or animals that can be counted.
- Examples:
- I saw two owls sitting on the tree.
  - There are four milk bottles in the fridge.
- We use 'the' for some singular nouns which are unique (one of their kind).
- Examples: The Earth, The Sun, The Moon etc.

## UNCOUNTABLE NOUN

- Nouns that cannot be counted are called uncountable nouns.
- Uncountable nouns also known as 'mass noun'.
- We cannot count certain things in numbers such as milk, rain, sugar, water, jam.
- We have to use words like - a glass of milk, a jar of sugar, a jug of water or a bottle of jam.
- We can use terms like - a little, plenty or a bowl of with uncountable nouns.
- Though these nouns can be measured, they cannot be counted.
- Such nouns do not have a singular or plural form.

## THE NOUN: GENDER

- Noun words can be divided into masculine and feminine.
- Masculine Nouns
- Masculine nouns represent males: Boys, men and male animals.
- Examples: Prince, man, king, boy, cock, lion etc.
- Feminine Nouns
- Feminine nouns represent females: Girls, women and female animals.
- Examples: Princess, woman, queen, girl, hen, lioness, etc.
- But there are some nouns that represent both males and females.
- Examples: Children, artist, principals, teachers, singers, lawyers, etc.

## EXERCISES

- Find the proper and common nouns from the following:
- Asoka was a wise king.
  - Rahul is taking his dog for a walk.
  - Mr. Sharma was arrested for theft.
  - The soldiers marched into the valley.
- Answers:
- Asoka was a wise king.
  - Rahul is taking his dog for a walk.
  - Mr. Sharma was arrested for theft.
  - The soldiers marched into the valley.

Find the concrete and abstract nouns from the following:

- Honesty is the best policy.
  - I felt pain when dentist took my tooth out.
  - He is loyal friend.
  - She is potting plants in the garden.
- Answers:
- Honesty is the best policy.
  - I felt pain when dentist took my tooth out.
  - He is loyal friend.
  - She is potting plants in the garden.

Find the countable and uncountable nouns from the following:

- The children are playing in the garden.
  - I don't like milk.
  - I prefer tea.
  - Scientists say that the environment is threatened by pollution.
- Answers:
- children - Countable
  - milk - Uncountable
  - tea - Uncountable
  - Scientists - Countable

Find the collective nouns from the following:

- A large crowd gathered in the street.
  - The hungry fox saw a bunch of grapes hanging from the vine.
  - We were attacked by a swarm of bees.
  - My friend has a fine collection of old stamps.
- Answers:
- A large crowd gathered in the street.
  - The hungry fox saw a bunch of grapes hanging from the vine.
  - We were attacked by a swarm of bees.
  - My friend has a fine collection of old stamps.

Find the Possessive nouns from the following:

- The dogs / dog's collar is blue.
  - Aaron's / Aaron's friend is named Adan.
  - I really like my grandmothers / grandmother's cookies.
  - If you want to go to the movies / movie's, we should go by car.
- Answers:
- Dog's
  - Aaron's
  - Grandmother's
  - Movies

Reverse the following sentences with the opposite gender of the underlined word.

- They have brought a new lion to the zoo.
  - The crowd rushed to greet the actor.
  - I received a letter from my uncle yesterday.
  - The man sat watching TV.
- Answers:
- They have brought a new lioness to the zoo.
  - The crowd rushed to greet the actress.
  - I received a letter from my aunt yesterday.
  - The woman sat watching TV.



Find the compound nouns from the following.

- I want to put a child seat in the car as they say it really makes toddlers safer while driving.
- Red-orange is one of this year's most popular colors.
- Toothpaste now comes in many flavors.
- Many mythologies feature an underworld.

Answers:

- child seat
- Red-orange
- Toothpaste
- underworld.

Write the plural forms of the singular nouns.

How many \_\_\_\_\_ have you visited? Country  
I saw two \_\_\_\_\_ on the way here. Wolf  
Where are my \_\_\_\_\_? Key  
There are twenty-five short \_\_\_\_\_ in this book. Story  
Those are really nasty \_\_\_\_\_ Fly

Answers:

- countries
- wolves
- keys
- stories
- flies

## Certificates:

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**CERTIFICATE  
OF PARTICIPATION**

This is to certify that Mr. Jibin Jose, Assistant Professor  
has participated in the 30 hours Virtual FDP on "English Grammar and Usage", organised by Department of English along with IQAC, held from 24/07/2020 to 11/02/2021.

*Jibin Jose*  
Mr. Jibin Jose  
HOD, Dept. of English

*Tomy Antony*  
Dr. Tomy Antony  
Principal, YIMS

*Mathew George Vazhayil*  
Rev. Dr. Mathew George Vazhayil  
Director, YIMS



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Principal  
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