

SOFT SKILLS
2016 - 2017

SOFT SKILLS

11.07.2016 - 03.10.2016

No. of Participants - 294



**Fatima College (Autonomous)
Mary Land, Madurai -18**

THE RESEARCH CENTRE OF ENGLISH

I PG – OFF CLASS PROGRAMME

SEMESTER I

SOFT SKILLS

SYLLABUS (2013 - 2019)

No. of Credits – 4

No. of Hours - 40

1. GENERAL OBJECTIVE:

To enable the learners improve their interpersonal skills, skills of language in order to face the challenges in a competitive world

2. SPECIFIC OBJECTIVES:

To enable them learn the different types of Soft Skills

To facilitate acquiring of skills required for interviews, group discussion and public speaking

3. UNITS

UNIT- 1- INTRODUCTION

What are Soft Skills?

Social Soft Skills

Thinking Soft Skills

Practising Soft Skills

UNIT - II - ART OF LISTENING

Kinds of Listening

Factors that hamper Listening

Advantages of active Listening

UNIT – III - ART OF SPEAKING

Channels of Communication

Tips for Effective Communication

Tips for Powerful Presentation

Public Speaking Tips

UNIT– IV – INTERVIEW SKILLS

Types of Interview

Interview Panel

Dress code at Interview

Post Interview Etiquette

UNIT - V - GROUP DISCUSSION

Types of Group Discussion

Initiating a Group Discussion

Behaviour in a Group Discussion

Non Verbal Communication in Group Discussion

4. TEXT BOOK PRESCRIBED

Alex K. *Soft Skills Know yourself and Know the World*. Delhi: S. Chand & Company.Ltd, 2008.

REFERENCE BOOKS :

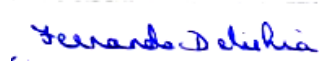
1. Kumar Suresh E, Sreehari P & Savithri J. *Essential English*.Hyderabad: Orient Blackswan Private Limited, 2011

2. Tengse, Ajay R. *Soft Skills*. Hyderabad: Orient Blackswan Private Limited, 2015

5. EVALUATION PATTERN:

INTERNAL ASSESSMENT ONLY

Written Test	-	50
Interview	-	25
Group Discussion	-	25
TOTAL-	100	



Associate Professor
The Research Centre of English
Fatima College, Madurai - 18

**CONCEPTUAL
MARKETING**

14.07.2016

No. of Participants - 108



FATIMA COLLEGE (AUTONOMOUS)

DEPARTMENT OF MANAGEMENT STUDIES

CORDIALLY INVITE YOU TO

SESSION ON

“CONCEPTUAL MARKETING”

DATE: JULY 14, 2016

TIME: 11.00 AM TO 1.00 PM

VENUE: SAN JOSE SEMINAR HALL

RESOURCE PERSON

DR. REV. M. JEGATH GASPAR RAJ

CHAIRMAN & MD

GOODWILL COMMUNICATION LTD , MADURAI

Fatima College (Autonomous)

Mary Land, Madurai -18

Department of M. B.A

“Conceptual Marketing”

Profile of the Resource Person

Name : Dr. Rev. M. Jegath Gaspar Raj

Designation : Coordinator of Sangam -4

Organization : **Chairman & MD, Goodwill communication Ltd.,
Founder & MD, Tamil Maiyam.**

Agenda :

Date : 14.07.2016

Time : 11.00 am – 1.00 pm

Venue : Sanjose Seminar Hall

Highlights

MBA department organized a guest lecture on “Conceptual Marketing” addressed by Dr. Rev. M. Jegath Gaspar Raj, Coordinator of Sangam -4 and his team members on July 14, 2016. Students of I & II MBA attended the programme.

He spoke about the crisis of young war widows and the help needed for their children education. The resource person highlighted about the programme to raise funds and to help the war victims at Thamukkam ground in Madurai on 21st August, 2016. He motivated the students of MBA to market the

programme and formed a team of students for the same to work with Sangam-4.

The students were motivated and felt lively through his inspirational speech and volunteered themselves to join hands for the social cause.



Rev. Fr. Dr. Jegath, co-ordinator of Sangam -4, Madurai delivered a Guest Lecture on "Conceptual Marketing" on July 14,2016

A handwritten signature in black ink, appearing to be 'Jegath', written in a cursive style.

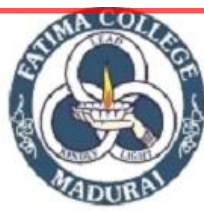
Head of the Department

DEPARTMENT OF MANAGEMENT STUDIES
FATIMA COLLEGE (AUTONOMOUS)
MADURAI-625 018

**PERSONALITY
DEVELOPMENT & SELF
CONFIDENCE BUILDING**

27.07.2016

No. of Participants - 112



**Fatima College (Autonomous)
Mary Land, Madurai -18**

PERSONALITY DEVELOPMENT

Name : MR.A. Jeyaseelan
Designation : Asst & HR Manager, Coimbatore
Phone No. : 7868076714
Date : 27.07.2016
Time : 2.00 p.m - 4.00 p.m
Venue : Seminar Hall

Key Points Highlighted:

- ✓ **Developing one's Personality**
- ✓ **Facing Interviews**
- ✓ **Improvements in Body Language**
- ✓ **Improve Communication Skills**

The session was on developing the personality comprises of, reading more often, developing new interests, being a good listener. Personality development helps in facing interviews confidently. Making a Great Entrance shows our impression while facing interviews. The gathering gave new ideas for using hand gestures while speaking and be active while attending interviews, also the art of departing helps in getting more gain. Then there was a discussion about the body languages and the positive improvements that can be made to enhance the personality. Next there was a talk on communication skills which is the most important one which correlates all the above concepts.

OUTCOME:

- ✓ *Good personality is constructive in nature which constructs the future forever.*
- ✓ *It will always help you to recreate a better version of oneself.*

- ✓ *Interpersonal interaction is a key indicator of personality, but interpersonal skills are good only when intra-personal skills are good.*



MR. A. Jeyaseelan, Asst. Manager gave group activity during the session 27.07.2016

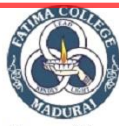
L. H. H.

PG DEPARTMENT OF COMPUTER APPLICATIONS
FATIMA COLLEGE (AUTONOMOUS)
MADURAI-625 022

**INTELLIGENT
APPROACHES IN
PROBLEM SOLVING**

18.08.2016

No. of Participants - 60



Fatima College (Autonomous)
Mary Land, Madurai -18

PG DEPARTMENT OF COMPUTER APPLICATION
INTELLIGENT APPROACHES IN PROBLEM SOLVING

NAME : Dr.S.Naganandini Sujatha

DESIGNATION : Asst.Professor, Dept. of Computer Science, Govt. Arts

College for Women, Nilakottai

PHONE NO : 94437 95552

DATE : 18.08.2016

TIME : 2pm to 4pm

VENUE : Seminar Hall

Key Points Highlighted:

- **Problem Solving**
- **Artificial Intelligence Techniques**
- **Soft Computing Technologies**

The session was on Problem Solving. This session is held to enhance our knowledge about the Artificial Intelligence techniques and Soft Computing Technologies. Many lifetime instances make us to realize how far these techniques were used in our society. This session also gave us an idea about the Robotics, Speech recognition and Expert Systems which were implemented by Artificial Intelligence techniques. This session help us to know the applications of Genetic Algorithms, Neural system and fuzzy set.

OUTCOME:

- Got idea about how to solve problems using Artificial Intelligence Techniques and Algorithms
- The vast usage of Soft Computing Technologies.



Problem Solving session was handled by Naganandhini Sujatha, Asst. Professor, Govt. College, Nilakkottai 18.08.2016

L. Sujatha
PG DEPARTMENT OF COMPUTER APPLICATIONS
FATIMA COLLEGE (AUTONOMOUS)
- MADURAI-625 008

**WORKSHOP ON
ENTREPRENEURIAL
SKILLS**

19.10.2016

No. of Participants - 163

FATIMA COLLEGE (Autonomous)

(College with Potential for Excellence)
(Re-Accredited with 'A' Grade by NAAC)
Madurai – 625 018



Faculty Members and Students of THE RESEARCH CENTRE OF ECONOMICS

**Cordially invite you to the
WORKSHOP ON
“ENTREPRENEURIAL SKILLS”**

BY

ER. MAHENDRAN - RUDSET INSTITUTE, MADURAI

19.10.2016

Venue: SANJOSE, Fatima College

WORKSHOP ON ENTREPRENEURS GUIDANCE AND SKILL (19.10.2016)

The Research Centre of Economics conducted one day Workshop on **Entrepreneurs guidance and skill** was conducted on **19.10.2016 Er. Mahendran – RUDSET Institute, Madurai**. He shared his views on entrepreneurship guidance. he motivated the students to take up self employment. He has focused the government schemes which assist young entrepreneurs to start their enterprises. He has explained how to avail financial assistance given by financial institution and Banks. He motivated the students to enjoy the prestigious position in the society. He has highlighted the avoidance of risk and uncertainty in Business. He has highlighted the importance of communicative skill for the success of Business. Students are highly benefited by this workshop.

One Day Workshop on “Entrepreneurial Skills and Guidance”—Er.Mahendran, RUDSET - 19.10.2016



A. Aravindan

Department of Economics
Fatima College
Madurai - 18

**CONSUMER RIGHTS
AND
RESPONSIBILITIES**

05.12.2016

No. of Participants - 67

FATIMA COLLEGE (AUTONOMOUS), MADURAI
(College with Potential for Excellence)
(Re-Accredited with 'A' Grade by NAAC)
Mary Land, Madurai - 18.

Research Centre of Commerce
(M.Com with CA)

MCOMCA.COM



Members of MCOMCA.COM Association cordially invite you

For

Guest Lecture

on

Consumer Rights and Responsibilities

Chief Guest : *Mr. M. Ashok Kannan, Consumer*
Protection Regional Coordinator Madurai Region.

Date : 5.12.2016

Time : 11.00 a.m. to 1 p.m.

Venue : Smart Room



Fatima College (Autonomous)
Mary Land, Madurai -18

Guest lecture on

“Consumer Rights and Responsibilities”

Date: 5.12.2016

Place: Smart room

Number of Participants: 67

Resource Person: Mr. M. Ashok Kannan, Consumer ,Protection Regional

Coordinator Madurai Region.

The Department of M.com CA has organized a Guest Lecturer on the title “Consumer Rights and Responsibilities” on 5th December, 2016 held in Smart Room at Fatima College Premises. The programme was started with a prayer song. Ms. Abinaya of II M.com CA welcomed and introduced the guest of honour to the students. Mr.Ashok Kannan gave the guest lecture on Consumer Rights and Responsibilities. He explained various Act related to consumer rights and also responsibilities of customers.



Resource Person: Mr. M. Ashok Kannan, Consumer Protection Regional Coordinator Madurai Region.



Interaction with Resource Person - 05.12 2016

Deepthi Liji Rajagobalan
Head of the Department

**AWARENESS PROGRAMME
ON ILLEGAL
REPRESENTATION
OF
ADVERTISEMENTS**

-

08.12.2016

No. of Participants - 158

FATIMA COLLEGE (Autonomous), MADURAI – 18

CONSUMER CLUB of FATIMA COLLEGE

AWARENESS ON ILLEGAL REPRESENTATION OF ADVERTISEMENT

DATE: 8.12.2016

TIME : 12.30PM- 1.30PM

VENUE : JUBILEE HALL

On 8.12.2016, the Session started with illegal representation of advertisements such as false representation that the goods or services are of a particular standard, quality, grade, style or model, representing any re-built, second-hand, reconditioned or old goods as new goods. There was a discussion among consumer forum students relating to deceptive and misleading advertisements.

OUTCOME

The students, after gained knowledge on illegal representation of advertisements such as false representation that the goods or services are of a particular standard, quality, grade, style or model.


Dr. Mrs. S. Fatima Rosaline Mary
Associate Professor,
Research Centre of Commerce
Fatima College (Autonomous)
Madurai

**STRESS
MANAGEMENT
12.01.2017**

No. of Participants - 112

PG DEPARTMENT OF COMPUTER APPLICATION



Fatima College (Autonomous)
Mary Land, Madurai -18

STRESS MANAGEMENT

Name : Mrs. D. Thenmozhi

Designation : Centre Head, IndiaCan Education Pvt. Ltd., Madurai

Phone No. : 9976933251

Date : 12.01.2017

Time : 02.00 p.m -04.00p.m

Venue : SJ8

KEYPOINTS HIGHLIGHTED:

- * Managing stress in various issues.
- * Improving our attitude towards problems.
- * Health issues regarding the stress.
- * Balancing our work and be stress free.

CONCOURSE:

The session about the stress management took place on 12.01.2017. Resource person started the discussion about the circumstances in which the people get stressed, gave ideas about how to manage the stress, how to balance our work and make ourselves stress free. This session also play vital role in our life values. We get to know about what are all adverse effects we are suffering from the stress and how it create the impact on the people around us. We also get to know about the health issues that occur due to the stress. So we learnt how to manage it and make as cool in critical situations. Resource person finally completed the session that hurry and stress always makes our work failure.

BENEDICTION:

- What are all the adverse effects created by stress on us?
- How to overcome such stress creating situations.
- How to manage them and create a positive attitude to reduce the stress.

TIPS TO MANAGE STRESS - 12.01.2017




L. Mylra

PG DEPARTMENT OF COMPUTER APPLICATIONS
FATIMA COLLEGE (AUTONOMOUS)
MADRAS 605 006

**EMPLOYABILITY
SKILL
DEVELOPMENT**

24.01.2017

No. of Participants - 20



**PG Department of Information
Technology**

We cordially invite you all for the Guest
Lecture on

**EMPLOYABILITY SKILL
DEVELOPMENT**

By

*Mr. Santhosh Kumar, Synergy,
School of Business skills, Madurai*

On

24-01-2017

Venue: SJ Seminar Hall



FATIMA COLLEGE(AUTONOMOUS), MADURAI
PG DEPARTMENT OF INFORMATION TECHNOLOGY

Employability skill development

PG Department of Information Technology organised a guest lecture on “**Employability skill development**” was delivered by **Mr. Santhosh Kumar, Synergy, School of business skills, Madurai** on Jan.24, 2017.

OUTCOME: Guest lecture on this topic made our students to realize various job opportunities in IT field.

PHOTOS :



EMPLOYABILITY SKILLS SHARPENED - 24.01.2017

**LEADER WITHIN
YOU**

09.03.2017

No. of Participants - 228



**Fatima College (Autonomous)
Mary Land, Madurai -18**

Department of B.Com CA

Conducted A Workshop on “**LEADER WITHIN YOU**” on **9-3-2017**
at Jubilee Hall. Guest interacted with the students on various leadership style
and puzzle round was conducted to check presence of mind and alertness.
Students actively participated.

Chief Guest

Dr. Karuppasamy Ramanathan

Director,

Department of Management Studies,

Nehru Institute of Management,

Coimbatore.



LEADER WITHIN YOU

M. Arasammal

Dr. M. Arasammal, HOD

**Head of the Department
Commerce with Computer Applications
Fatima College (Autonomous),
Madurai-18.**

**TRAINING
PROGRAM ON SELF
CONFIDENCE**

16.03.2017

No. of Participants - 305

FATIMA COLLEGE (Autonomous), MADURAI-18.

ROTARACT Club of Fatima College

Training Programme on Self Confidence

DATE : 16/03/2017

Venue : SJ Seminar Hall

A Strong Positive Self-image is the best possible preparation for success in life.

Self-confidence is extremely important in almost every aspect of our lives, yet so many of us struggle to find it. People who lack self-confidence can find it difficult to become successful. To insist the importance of self-confidence we conducted a speaker meeting on 16th March 2017. Not everyone is born with an inbuilt sense of self-confidence. Sometimes it can be hard to develop confidence, either because of personal experiences that have caused us to lose confidence, or if we suffer from low self-esteem. There are a couple of handy things we can do to build our confidence. Some of them are just little changes to our frame of mind, and others are things we have to work on for a bit longer to make them familiar habits.

Dr. S. R. Poongodi, quoted the following examples:

- 1) **Helen Keller** - *Although the world is full of suffering, it is also full of the overcoming of it.*
- 2) **Edmond Hillary** - *I will come again & conquer you because as a mountain you can't grow, but as a human, I can. With practice and focus, you can extend yourself far more than you ever believed possible.*
- 3) **Chanda Kochhar** - the managing director (MD) (ICICI Bank)
- 4) **Mamata Banerjee** -Chief Minister of West Bengal
- 5) **Pratibha Patil** -Former President of India
- 6) **Sonia Gandhi** - President of the Indian National Congress
- 7) **Sushma Swaraj** -Minister of External Affairs of India
- 8) **Sheila Dikshit** - Former Member of Delhi Legislative Assembly
- 9) **Malala Yousafzai** – Activist

- 10) **Blade Runner** - Oscar Leonard Carl Pistorius is a South African sprint runner. Both of Pistorius' legs were amputated below the knee when he was 11 months old. He was the tenth athlete to compete at both the Paralympic Games and Olympic Games, competing in sprint events for below-knee amputees in Paralympic events, and in non-disabled sprint events.
- 11) **A weaver bird** is an excellent construction engineer. Who build their beautiful nests which is very strong, water proof, storm proof, with sufficient light inside the nest. No rain or heat or storm can damage the nest.

The following are the few points from her speech. How we can improve our self-confidence:

1. Look at what you've already achieved
2. Think of things you're good at
3. Set some goals
4. Talk yourself up
5. Get a hobby

Outcome: our students understood why we need self-confidence. Even though weaver birds first efforts fall apart but they keep learning and trying until they eventually create a nest. That kind of confidence every human being should have.

PHOTO



Rotaract Club of Fatima College – Dr. S. Poongodi, Assistant Professor of Tamil, Fatima College addressed the gathering on Self Confidence



Dr. S. R. Poongodi addressing the gathering

V. Jans Varamani Sulella
Signature of the Coordinator
Rotract Club
Fatima College, Madurai-18