



FATIMA COLLEGE

(Autonomous)

Affiliated to Madurai Kamaraj University
Re-Accredited with 'A++' (CGPA 3.61) by NAAC (Cycle - IV)
Mary Land, Madurai - 625018, Tamil Nadu

The Research Centre of English

Title : Ten – Day Skill Development Programme on *Communication Skills*

Date : September 21 to October 04, 2021

Resource Person/s : Staff Members of the Research Centre of English and Dept of English (SF)

No. of Participants : 20+24

Focus on : **Skill Development**

Outcome : The participants gained the knowledge of Communication skills

REPORT

Internal Quality Assurance Cell (IQAC) and English Language Teaching and Training Centre (ELTTC), The Research Centre of English, Fatima College organised a **Ten – Day Skill Development Programme on *Communication Skills*** for the Non-Teaching Staff of Fatima College from September 21 to October 04, 2021 in the afternoon (2 – 4 pm). The programme was organised

to acquaint the non-teaching staff with the nuances of English language and to induce the spirit of learning English language as per the demand of the day. Dr. A. Roselin Mary, Associate Professor and Head was the Coordinator. Dr. S. Aarthi and Dr. R. Saktheswari were the convenors of the Training programme. 43 non-teaching staff participated in the programme. The Resource Persons were from the Research Centre of English and the Department of English (SF).

The inauguration of the Ten-Day Skill Training Programme was held on 21.09.2021 by 2 pm. Dr. A. Roselin Mary, Associate Professor and Head, the Research Centre of English



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felicitated the gathering and enumerated the objective of organising the programme. An Entry Test was conducted after the Inaugural function. All the participants were enthusiastic in attending the training programme.

SECTION- A

On 22 September 2021, Dr. A. Roselin Mary was the Resource Person. She handled a session on Soft Skills. In the session the Resource Person talked about the importance of soft skills and the ways to acquire confidence and develop relationship through soft skills. There were different activities that created interest among the participants.

On 23 September 2021, Dr. S. Saira Banu was the Resource Person. She took a session on Soft Skills. The session focused on non-verbal communication skills. Various activities involving efficient communication skills were given.

On 24 September 2021, Dr. P.V. Christi Shanthi was the Resource Person. The Resource Person trained the participants in presenting self-introduction in an official manner. The practical exercise was well performed by the participants.

On 27 September 2021, Dr. S. Aarthi was the Resource Person. The session focused on writing skills. The procedure to write leave and permission letters was taught with useful tips. The importance of making To-do list based on priority was emphasized.

On 28 September 2021, Dr. S J Kala was the Resource Person. The Resource Person emphasized the need to use language effectively while conversing on Telephone. Etiquettes necessary for administrative work and for handling people were discussed.

On 29 September 2021, Dr. Mary Magdalene was the Resource Person. The Resource Person oriented the participants on Common errors in pronunciation and Indianism. The common errors that are committed during speaking are efficiently handled by the Resource Person. Also she stressed the importance of avoiding Indianism while speaking.

On 30 September 2021, Ms. P. Sumedha was the Resource Person. The session trained the participants in Speaking Skills. The significance of using right expression is underscored. Various Vocabulary building activities were given to the participants.



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On 01 October 2021, Dr. G. Priya was the Resource Person. The activities of the day centred on Speaking Skills. Usage of language effectively during Everyday conversation was dealt with by giving practice. The Resource Person also trained the participants in informal self-introduction. Expressions used for expressing requests, enquiries, greetings, appreciations and apologies were discussed.

On 04 October 2021, Ms. Eunice was the Resource Person. The Resource person talked on the various ways of handling everyday conversation in a formal atmosphere. The participants were enthusiastic in presenting some model conversations.

SECTION- B

On 22 September 2021, Dr. Mary Magdalene was the Resource Person. The Resource Person oriented the participants on the usage of Idioms & Phrases, Common errors in pronunciation and Indianism. The common errors that are committed during speaking are efficiently handled by the Resource Person. Also she stressed the importance of avoiding Indianism while speaking.

On 23 September 2021, Dr. A. Roselin Mary was the Resource Person. She handled a session on Soft Skills. In the session the Resource Person talked about the importance of soft skills and the ways to acquire confidence and develop relationship through soft skills. She gave activities that created interest among the participants.

On 24 September 2021, Dr. S. Saira Banu was the Resource Person. She took a session on Soft Skills. The session focused on verbal and non-verbal communication skills. Various activities involving efficient communication skills were given. The significance of communication skills was highlighted.

On 27 September 2021, Dr. P.V. Christi Shanthi was the Resource Person. The Resource Person trained the participants in everyday conversation that takes place in an official atmosphere. She also imparted the necessity of speaking politely to the colleagues and visitors. Certain polite expressions used in certain situations were focused on.



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On 28 September 2021, Dr. S. Aarthi was the Resource Person. The session focused on writing skills. The procedure to write a letter/ content for email was taught with useful tips. Template for writing official letters was given and the participants were trained to write official letter based on need.

On 29 September 2021, Dr. S J Kala was the Resource Person. The Resource Person emphasized the need to use language effectively while conversing on Telephone. Etiquettes necessary for administrative work and for handling people were discussed.

On 30 September 2021, Dr. G. Priya was the Resource Person. The session trained the participants in Speaking Skills. The significance of using right expression is underscored. Various Vocabulary building activities were done by the participants enthusiastically.

On 01 October 2021, Dr. S. Parvathi was the Resource Person. The Resource Person focussed on training the participants in writing skills. Subject-verb agreement was discussed in order to give focus on using language effectively. Common errors that are committed during writing are explained with examples. The importance of making To do list based on priority was emphasized.

On 04 October 2021, Dr. R. Saktheswari was the Resource Person. The session focused on reading and writing skills. Training regarding reading and understanding the communications from UGC, MHRS, JDCE and other Government offices was given to the participants. Tips for making notes were also given.

At the end of the session, the Exit-test was conducted for both sections. All the participants who took part in the training sessions attended the test.

On 05 and 06 October 2021, the External Evaluators Dr. A I Auxilia Felicitas, Associate Professor of Commerce and Dr. S. Raju, Director of Management Studies evaluated the performance of the participants based on the sessions they had attended. The Evaluators appreciated the overall performance of the participants.



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PHOTOS





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ATTENDANCE

Fatima College (Autonomous), Madurai - 625 018

A TEN-DAY SKILL DEVELOPMENT PROGRAMME
FOR THE NON-TEACHING STAFF ON COMMUNICATION SKILLS
 JOINTLY ORGANIZES
 INTERNAL QUALITY ASSURANCE CELL (IQAC)
 &
 ENGLISH LANGUAGE TEACHING & TRAINING CENTRE (ELTTC) OF
 THE RESEARCH CENTRE OF ENGLISH
SEPT. 21, 2021 - OCT. 4, 2021

Venue: M2 Time: 2.00 p.m. - 4.00 p.m. Duration: 20 hours

SEC - A

S. No.	Name of the Staff	Signature											
		Sep. 21 Tue	Sep. 22 Wed	Sep. 23 Thu	Sep. 24 Fri	Sep. 27 Mon	Sep. 28 Tue	Sep. 29 Wed	Sep. 30 Thu	Oct. 01 Fri	Oct. 04 Mon		
1.	Mrs. M. Magdaline Manonmani	<i>M. Magdaline</i>	<i>M. Magdaline</i>	<i>M. Magdaline</i>	<i>M. Magdaline</i>	<i>M. Magdaline</i>	<i>M. Magdaline</i>	<i>M. Magdaline</i>	<i>M. Magdaline</i>	<i>M. Magdaline</i>	<i>M. Magdaline</i>	<i>M. Magdaline</i>	
2.	Mrs. P. Kala devi	<i>P. Kala devi</i>	<i>P. Kala devi</i>	<i>P. Kala devi</i>	<i>P. Kala devi</i>	<i>P. Kala devi</i>	<i>P. Kala devi</i>	<i>P. Kala devi</i>	<i>P. Kala devi</i>	<i>P. Kala devi</i>	<i>P. Kala devi</i>	<i>P. Kala devi</i>	
3.	Mrs. S. Mahil Praba	<i>S. Mahil Praba</i>	<i>S. Mahil Praba</i>	<i>S. Mahil Praba</i>	<i>S. Mahil Praba</i>	<i>S. Mahil Praba</i>	<i>S. Mahil Praba</i>	<i>S. Mahil Praba</i>	<i>S. Mahil Praba</i>	<i>S. Mahil Praba</i>	<i>S. Mahil Praba</i>	<i>S. Mahil Praba</i>	
4.	Mrs. P. Senthil Vadiu	<i>P. Senthil Vadiu</i>	<i>P. Senthil Vadiu</i>	<i>P. Senthil Vadiu</i>	<i>P. Senthil Vadiu</i>	<i>P. Senthil Vadiu</i>	<i>P. Senthil Vadiu</i>	<i>P. Senthil Vadiu</i>	<i>P. Senthil Vadiu</i>	<i>P. Senthil Vadiu</i>	<i>P. Senthil Vadiu</i>	<i>P. Senthil Vadiu</i>	
5.	Mrs. A. Maria Pushpam	<i>A. Maria Pushpam</i>	<i>A. Maria Pushpam</i>	<i>A. Maria Pushpam</i>	<i>A. Maria Pushpam</i>	<i>A. Maria Pushpam</i>	<i>A. Maria Pushpam</i>	<i>A. Maria Pushpam</i>	<i>A. Maria Pushpam</i>	<i>A. Maria Pushpam</i>	<i>A. Maria Pushpam</i>	<i>A. Maria Pushpam</i>	
6.	Mrs. A. Kamali Ruby Rajakumari	<i>A. Kamali Ruby Rajakumari</i>	<i>A. Kamali Ruby Rajakumari</i>	<i>A. Kamali Ruby Rajakumari</i>	<i>A. Kamali Ruby Rajakumari</i>	<i>A. Kamali Ruby Rajakumari</i>	<i>A. Kamali Ruby Rajakumari</i>	<i>A. Kamali Ruby Rajakumari</i>	<i>A. Kamali Ruby Rajakumari</i>	<i>A. Kamali Ruby Rajakumari</i>	<i>A. Kamali Ruby Rajakumari</i>	<i>A. Kamali Ruby Rajakumari</i>	



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7.	Mrs. A. Sahaya Josphine	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
8.	Mrs. R. Selva Ambika	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
9.	Mrs. V. Chandra	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
10.	Mrs. D. Sahaya Hilda Mary	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
11.	Mrs. G. Sangeetha	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
12.	Mrs. V. Niuretha	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
13.	Mrs. R. Sakthi Velammal	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
14.	Mrs. V. Ebenezer Vimala Rani	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
15.	Ms. R. Suriya	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
16.	Ms. R. Bauithra	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
17.	Mrs. P. Jansi Rani	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
18.	Mrs. M. Deepitha	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
19.	Mrs. V. Menaka	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
20.	Mrs. P. Vanaja	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent

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		Sep. 21 Tue	Sep. 22 Wed	Sep. 23 Thu	Sep. 24 Fri	Sep. 27 Mon	Sep. 28 Tue	Sep. 29 Wed	Sep. 30 Thu	Oct. 01 Fri	Oct. 04 Mon
1.	Mrs. R. Sundari	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
2.	Mrs. M. Ahila	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
3.	Mrs. K. Jeyabataji	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
4.	Mrs. L. Shanthi	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
5.	Mr. M. Jeyakumar	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
6.	Mrs. R. Leema Mary	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
7.	Mrs. P. Nirmala	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent

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8.	Mrs. P. Shanthi Reha	P. Shanthi Reha	P. Shanthi Reha	P. Shanthi Reha	P. Shanthi Reha	P. Shanthi Reha	P. Shanthi Reha	P. Shanthi Reha	P. Shanthi Reha	P. Shanthi Reha	P. Shanthi Reha
9.	Mrs. V. Saratha	V. Saratha	V. Saratha	V. Saratha	V. Saratha	V. Saratha	V. Saratha	V. Saratha	V. Saratha	V. Saratha	V. Saratha
10.	Mrs. S. Muthumeenal	S. Muthumeenal	S. Muthumeenal	S. Muthumeenal	S. Muthumeenal	S. Muthumeenal	S. Muthumeenal	S. Muthumeenal	S. Muthumeenal	S. Muthumeenal	S. Muthumeenal
11.	Mrs. S. Sathya Kala	S. Sathya Kala	S. Sathya Kala	S. Sathya Kala	S. Sathya Kala	S. Sathya Kala	S. Sathya Kala	S. Sathya Kala	S. Sathya Kala	S. Sathya Kala	S. Sathya Kala
12.	Mrs. S. Meenakumari	S. Meena	S. Meena	S. Meena	S. Meena	S. Meena	ABSENT	S. Meena	S. Meena	S. Meena	S. Meena
13.	Mrs. S. Florence Sylva	S. Sylva	S. Sylva	S. Sylva	S. Sylva	S. Sylva	S. Sylva	S. Sylva	S. Sylva	S. Sylva	S. Sylva
14.	Mrs. J. Sylva Vaiz	J. Sylva Vaiz	J. Sylva Vaiz	J. Sylva Vaiz	J. Sylva Vaiz	J. Sylva Vaiz	J. Sylva Vaiz	J. Sylva Vaiz	J. Sylva Vaiz	J. Sylva Vaiz	J. Sylva Vaiz
15.	Mrs. C. Mahalakshmi	C. Mahalakshmi	C. Mahalakshmi	C. Mahalakshmi	C. Mahalakshmi	C. Mahalakshmi	C. Mahalakshmi	C. Mahalakshmi	C. Mahalakshmi	C. Mahalakshmi	C. Mahalakshmi
16.	Mrs. S. Alice Mary	S. Alice Mary	S. Alice Mary	S. Alice Mary	ABSENT	S. Alice Mary	S. Alice Mary	S. Alice Mary	S. Alice Mary	S. Alice Mary	S. Alice Mary
17.	Mrs. M. Kavitha	M. Kavitha	M. Kavitha	M. Kavitha	M. Kavitha	M. Kavitha	M. Kavitha	M. Kavitha	M. Kavitha	M. Kavitha	M. Kavitha
18.	Mrs. Mu. Abiraami	Mu. Abiraami	Mu. Abiraami	Mu. Abiraami	Mu. Abiraami	Mu. Abiraami	Mu. Abiraami	Mu. Abiraami	Mu. Abiraami	Mu. Abiraami	Mu. Abiraami
19.	Mrs. K. Kalyani	K. Kalyani	K. Kalyani	K. Kalyani	K. Kalyani	K. Kalyani	K. Kalyani	K. Kalyani	K. Kalyani	K. Kalyani	K. Kalyani
20.	Mrs. R. Maria Chitra	R. Maria Chitra	R. Maria Chitra	R. Maria Chitra	R. Maria Chitra	R. Maria Chitra	R. Maria Chitra	R. Maria Chitra	R. Maria Chitra	R. Maria Chitra	R. Maria Chitra
21.	Mrs. M. Suguna	ABSENT	M. Suguna	M. Suguna	M. Suguna	M. Suguna	M. Suguna	M. Suguna	M. Suguna	M. Suguna	M. Suguna
22.	Mrs. A. Jayalakshmi	A. Jayalakshmi	A. Jayalakshmi	A. Jayalakshmi	ABSENT	A. Jayalakshmi	A. Jayalakshmi	A. Jayalakshmi	A. Jayalakshmi	A. Jayalakshmi	A. Jayalakshmi
23.	Mrs. P. Kavitha	P. Kavitha	P. Kavitha	P. Kavitha	P. Kavitha	P. Kavitha	P. Kavitha	ABSENT	P. Kavitha	P. Kavitha	P. Kavitha
24.	Mrs. D. Minsala Barveen	Minsala Barveen	Minsala Barveen	Minsala Barveen	Minsala Barveen	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT

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CERTIFICATE



Signature of the HOD with Seal

Roselin Mary
Dr A. Roselin Mary,
Associate Professor & Head,
Research Centre of English,
Fatima college,
Madurai 625 018.