



# 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



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## The Research Centre of English

Title	: A Five-day Faculty Development Programme for Teaching Staff on Advanced English Language and Presentation Skills
Date	: Oct. 5 – 9, 2021
Resource Person/s	: 1. Dr. A. Roselin Mary, Associate Professor & Head, the Research centre of English 2. Dr. S. Saira Banu, Associate Professor 3. Dr. Mary Magdalene, Associate Professor 4. Dr. S. J. Kala, Associate Professor 5. Dr. S. Parvathi, Assistant Professor
No. of Participants	: 59
Focus on	: <b>Skill Development</b>
Outcome	: The participants were trained in LSRW and Presentation Skills

Internal Quality Assurance Cell (IQAC) and English Language Teaching and Training Centre (ELTTC), The Research Centre of English, Fatima College organised a Five – Day Faculty Development Programme on Advanced English Language and Presentation Skills for the Teaching Staff of Fatima College from October 5 to 9, 2021 in the afternoon (2 – 4 pm). The programme aimed at enhancing the communication and presentation skills of the staff 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 FDP. 54 staff from various department participated in the programme. The Resource Persons



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were from the Research Centre of English:

1. Dr. A. Roselin Mary, Associate Professor and Head
2. Dr. S. Saira Banu, Associate Professor
3. Dr. Mary Magdalene, Associate Professor
4. Dr. S. J. Kala, Associate Professor &
5. Dr. S. Parvathi, Assistant Professor

The Five-Day programme started with the inauguration on 05 October 2021 followed by the session on **Speaking Skills - I** handled by Dr. Mary Magdalene. Dr. Magdalene trained the participants in vocabulary building, idioms and phrases, Common errors in pronunciation and Indianism. The session instilled confidence and love for learning English in the participants. Vocabulary exercises were given. Idioms and phrases that are used in day-to-day activities are focussed on. 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 06 October, Dr. S. Saira Banu handled **Speaking Skills - II** in Session II. The Resource Person focussed on exercises dealing with speaking skills necessary for administrative work. Etiquettes of telephone



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conversation were dealt with. Also ethical responsibility in handling language in public forum and offices is emphasized.

On 07 October, Dr. S. Parvathi handled effective Writing Skills – I in Session III. 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 skills necessary for writing for online media were highlighted. Etiquettes necessary while writing Email message and other messages were underscored.

On 08 October, Dr. S. J. Kala handled effective Writing Skills – II in Session IV. The Resource Person dealt with skills necessary for formal writing. Academic writing skills were discussed with suitable exercises. Templates for official letters and other forms of communications were given to the participants. Report writing practice was given. Guidance and useful tips for writing project proposals encouraged the participants to enhance their writing style.

On 09 October, Dr. A. Roselin Mary handled effective Presentation Skills in Session V. The Resource Person highlighted the importance of Body language and confident presentation using PowerPoint. The participants were informed about the meanings of different gestures and body language. Tips for refining the gesture, body language and language skill while presenting were given to the participants.

Valedictory function was organised at the end of the session. The participants gave positive feedback about the programme. They said that the programme had helped them to enhance their language & Communication skills.



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S. No.	Date	Day	Topic	Content & Suggested Activities	Name of Resource Person
1.	05.10.2021	Mon	Inauguration & Speaking Skills - I	<ul style="list-style-type: none"><li>Vocabulary building</li><li>Idioms and Phrases</li><li>Common Errors in Pronunciation</li><li>Indianism</li></ul>	Dr. Mary Magdalene
2.	06.10.2021	Tue	Speaking Skills - II	<ul style="list-style-type: none"><li>Telephone Conversation &amp; Etiquette</li><li>Public Speaking –Official Speeches</li></ul>	Dr. S. Saira Banu
3.	07.10.2021	Wed	Effective Writing Skills - I	<ul style="list-style-type: none"><li>Grammar –Subject Verb Agreement</li><li>Common Errors in Writing</li><li>Writing Skills for Online Media</li><li>Email &amp; Text messages - Etiquettes</li></ul>	Dr. S. Parvathi
4.	08.10.2021	Thu	Effective Writing Skills -II	<ul style="list-style-type: none"><li>Academic Writing Skills</li><li>Template for Official Letters</li><li>Reports</li><li>Project Proposals</li></ul>	Dr. S. J. Kala
5.	09.10.2021	Fri	Presentation Skills	<ul style="list-style-type: none"><li>Oral Presentations using PowerPoint Slides</li></ul>	Dr. A. Roselin Mary
			&Valediction	<ul style="list-style-type: none"><li>Body Language</li></ul>	



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## PHOTOS



**Dr. Mary Magdalene handling a session on Speaking Skills**





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## ATTENDANCE



**Fatima College (Autonomous), Madurai**



A Five-day Faculty Development Programme  
on  
Advanced English Language and presentation Skills  
Organized by  
English Language Teaching & Training Centre (ELTTC)  
&  
Internal Quality Assurance Cell (IQAC)

October 05 to 09, 2021

Venue: M2

Time 02.00 p.m. to 04.00 p.m.

S. No.	Name of the Staff	Department	Signature				
			Oct. 05	Oct. 06	Oct. 07	Oct. 08	Oct. 09
			Tue.	Wed.	Thur.	Fri.	Sat.
1.	Dr. M. Nageswari	History	M.N	M.N	M.N	M.N	M.N
2.	Mrs. A. Greycy Rani	Economics	GR	GR	GR	GR	GR
3.	Dr. K. Selvalalshmi		S	S	S	S	S
4.	Dr. R. Suji Karthiktha		S	S	S	S	S
5.	Dr. K. Praveena		PK	PK	PK	PK	PK
6.	Dr. P. Jacintha	Sociology & Social work	J	J	J	J	J
7.	Josephine Julie		J	J	J	J	J
8.	Dr. T. Geetha	The Research Centre of Tamil	TG	TG	TG	TG	TG
9.	Dr. K. Latha		-	-	-	-	-
10.	Dr. S. Arul Micheal Selvi		AS	AS	AS	AS	AS
11.	Dr. R. Dayana Christy		-	-	-	-	-
12.	Dr. G. Revathi		GR	GR	GR	GR	ABSENT



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			Tue.	Wed.	Thur.	Fri.	Sat.
12.	Dr. R. Angel		<i>R. Angel</i>	<i>R. Angel</i>	<i>R. Angel</i>	<i>R. Angel</i>	<i>R. Angel</i>
13.	Dr. M. Pappa		<i>Pappa</i>	<i>Pappa</i>	<i>Pappa</i>	<i>Pappa</i>	<i>Pappa</i>
14.	Dr. P. Loyola Juliet Mary		<i>P. Loyola</i>	<i>P. Loyola</i>	<i>ABSENT</i>	<i>P. Loyola</i>	<i>P. Loyola</i>
15.	Dr. C. Sornamala		<i>ABSENT</i>	<i>Sornamala</i>	<i>Sornamala</i>	<i>Sornamala</i>	<i>Sornamala</i>
16.	Dr. S. A. Suja		<i>ABSENT</i>	<i>Suja</i>	<i>Suja</i>	<i>Suja</i>	<i>Suja</i>
17.	Dr. N. Renuga		-	-	-	-	-
18.	Dr. S. Anburani		<i>S. Anburani</i>	<i>S. Anburani</i>	<i>S. Anburani</i>	<i>S. Anburani</i>	<i>S. Anburani</i>
19.	Dr. A. Mercy Angela		<i>A. Mercy</i>	<i>A. Mercy</i>	<i>A. Mercy</i>	<i>A. Mercy</i>	<i>A. Mercy</i>
20.	Dr. J. Susai Jesintha Mercy		<i>J. Susai</i>	<i>J. Susai</i>	<i>J. Susai</i>	<i>J. Susai</i>	<i>J. Susai</i>
21.	Mrs. D. Annie Mariya Jancy		<i>D. Annie</i>	<i>D. Annie</i>	<i>ABSENT</i>	<i>D. Annie</i>	<i>D. Annie</i>
22.	Dr. J. Sahaya Bowlin		<i>J. Sahaya</i>	<i>J. Sahaya</i>	<i>J. Sahaya</i>	<i>J. Sahaya</i>	<i>J. Sahaya</i>
23.	Dr. M.V. Sethu Meenalshi	Mathematics	<i>M. V. Sethu</i>	<i>M. V. Sethu</i>	<i>M. V. Sethu</i>	<i>M. V. Sethu</i>	<i>M. V. Sethu</i>
24.	Ms. I. Janet Sherly	The Research	<i>I. Janet</i>	<i>I. Janet</i>	<i>I. Janet</i>	<i>I. Janet</i>	<i>I. Janet</i>
25.	Ms. J. R. Sofia	Centre of Physics	<i>J. R. Sofia</i>	<i>J. R. Sofia</i>	<i>J. R. Sofia</i>	<i>J. R. Sofia</i>	<i>J. R. Sofia</i>
26.	Dr. P. Silviya Reeta	Chemistry	<i>P. Silviya</i>	<i>P. Silviya</i>	<i>P. Silviya</i>	<i>P. Silviya</i>	<i>P. Silviya</i>
27.	Ms. C. Helen	The Research Centre of Home Science	<i>C. Helen</i>	<i>C. Helen</i>	<i>C. Helen</i>	<i>C. Helen</i>	<i>C. Helen</i>
28.	Dr. T. Vasantha	Computer Science	<i>T. Vasantha</i>	<i>T. Vasantha</i>	<i>T. Vasantha</i>	<i>T. Vasantha</i>	<i>T. Vasantha</i>



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29.	Ms. G. Rajathilagam						
30.	Dr. Ruby Leela. P	The Research Centre of Commerce			ABSENT		
31.	Ms. Gnana Deepa F.				ABSENT		
32.	Mrs. Kalaiselvi. P				ABSENT		ABSENT
33.	Dr. Lucia Vanitha. C				ABSENT		ABSENT
34.	F. Dhiya	Tamil (Sf)					
35.	Ms. E. Anni Selva Iniba	English (Sf)					
36.	Ms. S. Jeni Mary	Journalism and					
37.	Ms. D. Guna Graciyal	Mass Communication					
38.	Ms. L. Madhumitha						
39.	P. Muthumeena	Mathematics (SF)					ABSENT
40.	K. Amutha						
41.	J. Joseline Charisma				ABSENT	ABSENT	
42.	K. Mano						
43.	F. Dhyanapriya	Statistics					
44.	K. Bhuvaneswari						
45.	M. Mano Prabha						
46.	Ms. M. Priya						
47.	Ms. R. Aninaga	Business Administration					
48.	Mrs. V. Mageshwari	Information					





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			Oct. 05	Oct. 06	Oct. 07	Oct. 08	Oct. 09
			Tue.	Wed.	Thur.	Fri.	Sat.
49.	Mrs. T. Leena Prema Kumari	Technology	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
50.	Mrs. T. Charanya Nagammal		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
51.	Mrs. N. Kalachelvi		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
52.	I. Razul beevi		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
53.	Ms. A. Punitha Rosline	Computer Applications	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT
54.	Dr. M. Latha	Commerce With CA	<i>[Signature]</i>	ABSENT	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT
55.	Mrs. J. Shifa Fathima		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
56.	Ms. A. Mable Jasmine Shobha		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
57.	Dr. T. K. Lutha Mageswari		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
58.	Mrs. Fanny .M		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT
59.	Ms. M. Priya		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

*Roselin Mary*  
Signature of the HOD with Seal  
Dr. A. Roselin Mary,  
Associate Professor & Head,  
Research Centre of English,  
Fatima college,  
Madurai 625 018.