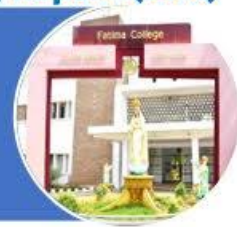




**Criterion** : V – Student Support and Progression

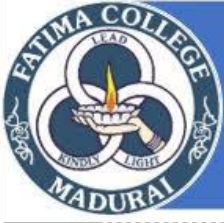
**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

**Year** : 2015 - 2016



# **SOFT SKILLS**

## **2015 - 2016**



**Criterion** : V – Student Support and Progression

**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

**Year** : 2015 - 2016



# **Personality Development**

**17.07.2015**

**No. of Participants - 52**



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

**GUEST LECTURE: SOFT SKILLS DEVELOPMENT - PERSONALITY DEVELOPMENT**

**DATE:** 17.7.2015

**RESOURCE PERSON:** Mr. Suresh, Rock Spark Info Media, Madurai

**PARTICIPANTS:** 52

Guest lecture was delivered by Mr. Suresh, Rock Spark Info Media, Madurai for III BCA students in the topic “SOFT SKILLS DEVELOPMENT - PERSONALITY DEVELOPMENT”. Personality Development, Career Guidance and facing interview with good communication skills were detailed. Mock interviews was conducted among students to showcase their talents and to overcome fearlessness while facing interview.

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Mrs. S. Selvarani  
Head and Assistant Professor  
Department of Computer Application (UG)  
Fatima College (Autonomous)  
Madurai



**Criterion** : V – Student Support and Progression

**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

**Year** : 2015 - 2016



# **Emotional Intelligence 17.07.2015**

**No. of Participants - 165**





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

# **Invitation**

**Department of Information  
Technology**

We cordially invite you all for the Guest Lecture  
Programme

**ON**

**EMOTIONAL  
INTELLIGENCE**

**BY**

Mr. Suresh Wadhwani, Rock Spark  
Info Media

On 17.07.2015

**Venue:- SJ5**

**Time:- 10 AM to 12 PM**

# Photo



Mrs. V. Maheshwari  
Head and Assitant Professor  
Department of Information Technology  
Fatima College (Autonomous)  
Madurai



**Criterion** : V – Student Support and Progression

**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

**Year** : 2015 - 2016



# **Personality Development**

## **31.07.2015**

**No. of Participants - 83**



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

**GUEST LECTURE - II**

Name : MRS. BHUVANESWARI THIRUPPATHI

Designation : Assistant Manager Corporate Sales, Chennai

Phone No. : 9600950041

Topic : PERSONALITY DEVELOPMENT

Date : 31.07.2015

Time : 3.00 p.m - 5.00 p.m

Venue : Seminar Hall

Content :

The session was about the importance of communication and how to develop communication skills by reading newspapers and books, watching English movies and Dramas. She gave suggestions on improving our personality by developing communication skills.

Feedback :

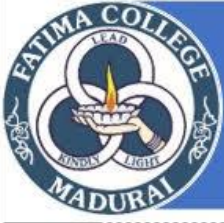
We were able to understand that personality development is a lifelong process. It's a way for people to assess their skills and qualities, consider their aims in life and set goals in order to realize and maximize their potential. She also helps us to identify the skills we need to set life goals which can enhance our employability prospects, raise our confidence and lead to a more fulfilling, higher quality life.



PERSONALITY DEVELOPMENT, JULY 31, 2015, BHUVANESWARI  
THIRUPPATHI, ASSISTANT MANAGER CORPORATE SALES, LB ROAD,  
ADAYAR, CHENNAI

B. Ch — P  
(B. CHANDIRIKA)

Mrs. B. Chandirika  
Head of Computer Application PG  
Fatima College (Autonomous)  
Madurai



**Criterion** : V – Student Support and Progression

**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

**Year** : 2015 - 2016



# **Workshop on Quality**

## **Circle**

**02.08.2015**

**No. of Participants - 158**



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

**QUALITY CIRCLE**

**2015-2016**

**VARIOUS PROBLEMS CHOSEN**

The students found out various enhancements that can be made in the college campus to provide a better environment. They took up the issues like saving drinking water, saving electricity, proper disposal of waste, reducing traffic and facilitate parking facility, enhancing the emotional stability and general awareness concepts among the students, enriching the habit of speaking in English.

Each group named them uniquely like phoenix, Ulavarapanikuzhu, Enrichers etc and has taken different strategies to solve the respective problems they chose. The students are actively engaged in all their work and have produced good results

The 'Phoenix' took up the activity of reducing the wastage of drinking water. They pasted slogans and pictures that would make the students realize the importance of water. The wastage of water has also been considerably reduced.

The 'Ulavarapanikuzhu' took up the task of enhancing the motivation and confidence quotient in students by displaying the quotes of famous writers that would enable the students to grow up rationally.

The 'Enrichers' group handled the task of increasing the usage of English at the campus. They did the task of writing new words and phrases once in a week in all the black boards at all classrooms. Through this, the vocabulary of the students has increased.

The 'Thunders' took up the responsibility of reducing the wastage of electricity campaigned the students to switch off the fans and lights when not in use and also instructed the students to make it a practice. Now the students have got used to the habit of switching off the electrical appliances at classrooms when not in use.

**Action Plan**

Major: Tamil

Name: Uzhavarapanikuzhu

Problem : Increasing the General Knowledge & motivation in the students

As a part of fulfilling the problem of creating awareness about general knowledge among students the black boards that are in the campus are used. The short term goal of this group is to create the interest in General Knowledge among students and also to motivate them. The group has written quotes of various great persons like Swammi Vivekananda, Lenin and so on the 4 black boards in the campus. They have changed it twice in the month of October. They are planning to write General Knowledge questions on the boards in the upcoming month.

As per the action plan created by the group, the long term goals include conducting competitions for the students based on the quotes and from the questions that are written on the board in the previous months. The qc will also extend their work by writing the questions in every blackboard in the classrooms.





Major:English

Name: English Enrichers

Problem : making the students communicate in English

The English Enrichers group has targeted to achieve the goal of making the students communicate in English and make the campus an English speaking campus. As the initial step of their program they have displayed charts implying the importance of speaking English language and the reasons to speak in English. As the net step of their short term goal they are planning to read new English words in the intercom during prayer.

Their long term goal consists of plans like writing the vocabularies, expressions and phrases that can be used in the daily conversation on all the black boards in the classrooms. The long term goal also includes creating English hub in one corner of the campus for the students who have interest in speaking English to come together and meet and speak.

Major: Commerce

Name: Royal Commerce

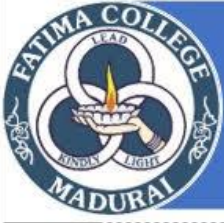
Problem :Reducing the wastage of drinking water

The Royal Commerce group has taken the measures to reduce the wastage of water. They have taken the first step of pasting the slogans saying no to waste water and instructing to close the taps carefully. The students of this group have separated among themselves and take care of particular taps and water points in different places in the campus. They stand there at the time of break and at 1.00 to check and tell the students not to waste water.

As a part of their long term plan they have planned to paste pictures indicating the importance of water on all the water points. They have also decided to replace the damaged taps. This group has also planned to assess the, level of wasting water before and after taking these kinds of measures.







**Criterion** : V – Student Support and Progression

**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

**Year** : 2015 - 2016



# **Soft Skills 2015-2016**

## **No. of Participants - 260**

**THE RESEARCH CENTRE OF ENGLISH**

**I PG – OFF CLASS PROGRAMME**

**SEMESTER I**

**SOFT SKILLS**

**SYLLABUS ( 2014 onwards)**

No. of Credits – 4

No. of Hours - 40

**1. GENERAL OBJECTIVES:**

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 :**

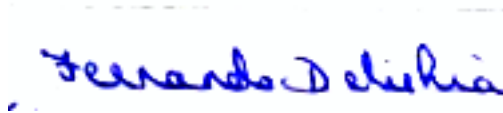
1. Kumar Suresh E, Sreehari P & Savithri J. *Essential English*. Hyderabad: Orient Blackswan Private Limited, 2011

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

A handwritten signature in blue ink, reading "Fernando Delicia".

Associate Professor  
The Research Centre of English  
Fatima College  
Madurai



**Criterion** : V – Student Support and Progression

**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

**Year** : 2015 - 2016



# **Workshop on Drama - Dialoge Delivery and Presentation 31.08.2015**

**No. of Participants - 223**

**FATIMA COLLEGE (AUTONOMOUS), MADURAI 18**

**DEPARTMENT OF TAMIL - 2015-2016**

**Title** : 'நாடகம் மொழிதலும் வெளிப்பாடும்'  
Guest lecture on "Drama – Dialogue delivery and presentation"

**Date** : 31st August 2015

**Resource Person** : Dr. Francis Xavier, Assistant Professor

**No. of Participants** : 223

**Focus on** : **Entrepreneurship & Skill Development**

**Outcome** : **The students were trained in the nuances of Drama, dialogue delivery and presentation**



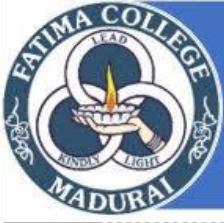
**Report:**

The Department of Tamil organized a guest lecture on the topic“Drama – Dialogue delivery and presentation” on 31.08.2015. They acquired knowledge about the nuances of dialogue delivery and presentation in Drama.

31.08.2015 அன்று ‘நாடகம் மொழிதலும் வெளிப்பாடும்’ என்ற தலைப்பில் பயிற்சிப்பட்டறை நடைபெற்றது. தமிழ்த்துறை மாணவிகள் பங்கேற்றனர்.

**NadagamMozhithalumVelippadum**

*K. Latha*  
**Dr. K. LATHA**  
HEAD & ASSOCIATE PROFESSOR  
RESEARCH CENTRE OF TAMIL  
FATIMA COLLEGE  
MADURAI-625 018



**Criterion** : V – Student Support and Progression

**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

**Year** : 2015 - 2016



# **Workshop on Journalism 14.09.2015**

## **No. of Participants - 3**





Fatima College (Autonomous)  
Mary Land, Madurai -18

### Department of Journalism and Mass Communication

- A Workshop on Journalism was organized in collaboration with **Madurai Messenger Quarterly** Magazine sponsored by Hope for Raise **Trust**, Madurai on 14.09.2015. The Objective of the workshop was to understand how to write feature articles and to contribute articles to the magazine.



I BA JMC students M. Ponshruthi,  
M. Karthigai Selvi and J. Shafina Banu were selected to be given real time interviewing experience.

## Outcome

The participants were

- Introduced to the real time magazine atmosphere
- Understood the ethics of a journalist
- Got their writing skills honed through Feature writing exercises
- Acquired interview skills through first hand experiencing of interviewing

**Students who participated were:**

S. No.	Reg. No.	Name
1.	2015JM09	KARTHIGAI SELVI M
2.	2015JM17	PON SHRUTHI M
3.	2015JM22	SHAFINA BANU J

*81. Ramabhar*  
**Head**  
Department of Journalism  
& Mass Communication  
Fatima College (Autonomous)  
Madurai - 625 018.



**Criterion** : V – Student Support and Progression

**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

**Year** : 2015 - 2016



# **Quantitative Aptitude**

## **28.01.2016**

### **No. of Participants - 102**



Fatima College (Autonomous)  
Mary Land, Madurai -18

Name : MS. R.G. PRIYA  
Designation : TRAINER, NATIONAL INSTITUTE OF BANKING, MADURAI  
Phone no : 9677882038  
Topic : QUANTITATIVE APTITUDE  
Date : 28.01.2016  
Time : 2.00pm - 4.00pm  
Venue : SJ8

Content:

The session was Quantitative Aptitude which is a very essential paper in competitive exams. Competitive exams are setting with time binding. She covered various topics such as number series, Percentage, Profit and Loss, Time and work, etc., For all the topics she gave short tricks. She advised us to practice before writing the test.

Feedback:

- We came to know about various short tricks
- We also practiced to solve the problems within short span of time



QUANTITATIVE APTITUDE, JAN. 28, 2016, R.G. PRIYA, TRAINER,  
NATIONAL INSTITUTE OF BANKING, MADURAI

*L. Myln*

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



**Criterion** : V – Student Support and Progression

**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

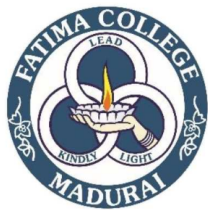
**Year** : 2015 - 2016



# **Creative Writing Workshop**

**19.02.2016 - 21.02.2016**

**No. of Participants - 6**



**FATIMA COLLEGE (AUTONOMOUS), MADURAI**

**AICUF REPORT**

**PARTICIPATION IN CREATIVE WRITING WORKSHOP**

- Date : From 19<sup>th</sup> February 2016 to 21<sup>st</sup> February 2016
- Time : 9.00A.M–4.00 P.M
- Venue : Loyola Technical Institute Campus
- Name of the Organizers : AICUF coordinator and AICUF Staff
- Participants : AICUF Students
- Title / Topic of the Activity : **Participation In creative writing workshop**

**ACTIVITY DESCRIPTION:**

From **19<sup>th</sup> February 2016 to 21<sup>st</sup> February 2016** six of the AICUFers participated in creative writing workshop at LENS(Loyola Technical Institute Campus).The following AICUF students of Fatima college participated in the Workshop

1. P.Premi-I B.Sc Maths
2. J.Anusiya-I B.Sc Chemistry
- 3.M.Sangeetha-I B.Sc Chemistry,
- 4.V.Femina Christy-II B.Sc Maths,
- 5.C.ArulCinciya-II B.Sc Physics
- 6.S.Shaluja-IIB.Sc Maths.

***THE AICUFers PARTICIAPTED IN A CREATIVE WRITING WORKSHOP***  
***FEB. 19-21, 2016***



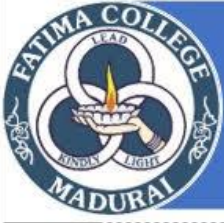
**OUTCOME:**

Through this Work shop the AICUF Students develop their writing skills in effectively and innovatively.

*Rangal*

Dean of Cultural Affairs  
Fatima College,  
Madurai-18





**Criterion** : V – Student Support and Progression

**Metric** : 5.1.3 – Capacity Enhancement & Skill Development

**Year** : 2015 - 2016



# **Interview Skills**

**23.03.2016**

**No. of Participants - 83**



Fatima College (Autonomous)  
Mary Land, Madurai -18

Name : R.BALASUNDER  
Designation : DIRECTOR, IMS,GATE ACADEMY,MADURAI  
Phone no : 9364444662  
Topic : INTERVIEW SKILLS  
Date : 23.03.2016  
Time : 2.00pm - 4.00pm  
Venue : SJ8

Content:

The Session taught us how to answer appropriately for the questions being asked in the interviews, the expected qualifications, attitudes, knowledge needed for the posts and also about the gestures, posters etc. The resource person gave us a brief idea on preparing a best resume and clarified our doubts about the points to be added in the resume. He also differentiated resume with curriculum vitae and bio-data. He instructed us how to prepare for interviews and the manner in which we have to answer. He explained about how to use English sentences in right way. He said about the stress interviews conducted before as examples. He said us not to tell or write our weakness explicitly.

Feedback:

- We were able to gain knowledge about the interviews conducted in the companies.
- The session was very informative to us and helped us to improve ourselves for facing the interviews.



INTERVIEW SKILLS, MAR. 23, 2016, R.BALASUNDER, DIRECTOR,  
IMS, GATE ACADEMY, MADURAI

B. Chandra  
(B.CHANDIRIKA)

PG Department of Computer Application  
Fatima College,  
Madurai - 18