



St. Mary's College, (Autonomous)

Re - accredited with A+ grade by NAAC (4th Cycle)

Thoothukudi, Tamil Nadu

Department of Business Administration

in Collaboration with

Edify Solutions

“EDUCATE for change”

Offers

Value Added Course

“Connect”- Effective Communication Skills Programme

Soft Skills Training Brochure

Training Module

Duration: 2 hours / week

Course Code – 21CSBA51

Total: 30 Hours

S.No	Sessions
1.	Self realization
2.	Goal Setting
3.	Effective Public Speaking
4.	Speech Craft
5.	Business Body language
6.	Business Etiquettes
7.	Power Dressing
8.	Creating a Winning Resume
9.	Interview Skills
10.	Group Discussion
11.	Presentation Skills
12.	Spontaneous Speech
13.	Voice Toning & Feedback
14.	Self- introduction
15.	Communication Skills
16.	Writing Skills

Learning Outcome

Upon the completion of the course, the students will be able to

1.	Articulate self-motivation to set and achieve goals
2.	Integrate impressive ways of self-introduction, body language, gestures and voice tones.
3.	Distinguish themselves to be appealing in the professional work climate.
4.	Apply practical tools & techniques to effectively manage time and completion of tasks.
5.	Structure a presentation with the effective usage of MS Power Point techniques.
6.	Illustrate how to make an effective presentation & grab audience's attention.
7.	Assert themselves in a Group Discussion by leading the talk and collaborate with the team members in mutual cohesion
8.	Appraise the manner of praise, appreciation & gratitude in their relationship with the society.
9.	Exemplify themselves in writing professional e-mails, letters and passages.
10.	Score well in placement tests with the proper understanding of vocabulary & grammar

Training Methodology

Learning Approach- “Tell me and I forget, teach me and I may remember, involve me and I learn”

- Facilitator led presentations
- Syndicate/ group work
- Individual action plans
- Games and Exercises
- Role plays
- Videos & Audio clips

. 3.2. Take away of the Course

- ✓ Soft copy of the PPT (only in PDF format) will be shared with the students.
- ✓ Worksheets & personal evaluation sheets used in the training are given to the students.

Infrastructural Support

- ✓ A classroom with projector and white screen.
- ✓ Whiteboard, markers and dusters.
- ✓ Stationary as needed for the individual workshop, as per the plan shared by the trainer.
- ✓ Audio system need to be in place (as video clips will be played during the session)

Thank you!



ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

DEPARTMENT OF BUSINESS ADMINISTRATION

CERTIFICATE COURSE

III BBA

Course Schedule

Course Title: Connect – Effective Communication Programme

Year: 2021 – 2022

Instructor: Ms. Abila

S.No	Date	Day
1	2.8.2022	Tuesday
2	3.8.2022	Wednesday
3	8.8.2022	Monday
4	10.8.2022	Wednesday
5	16.8.2022	Tuesday
6	17.8.2022	Wednesday
7	29.8.2022	Monday
8	5.9.2022	Monday
9	6.9.2022	Tuesday
10	7.9.2022	Wednesday
11	13.9.2022	Tuesday
12	14.9.2022	Wednesday
13	19.9.2022	Monday
14	28.9.2022	Wednesday
15	29.9.2022	Thursday

Report for the Certificate Course 2021 – 2022

Connect – Effective Communication Programme was offered as Certificate course by the Department of Business Administration from August 2022 – September 2022 to the III BBA Students. Ms. Abila was the instructor and the course was held after the regular college hours from 2 pm to 4 pm. They were made to appear for an oral/written test at the end of the programme and were issued certificates with Grade levels according to their percentage of attendance and based upon their performance in the test. 25 students benefitted out of this programme. This laid helping hands to the students to enrich their soft skills.

Course Title: **Soft Skills For Career**
 Course Instructor: **Ms. B. Vinodini Sampasaitta Asifa**
 Course Incharge: **Ms. Aruna Jose Praveena**
18 B.B.A. - 2021 - 2022

S.No.	Name	Reg.No.	Mark	Grade
1	AMISHA KUMARI SINGH	19SUBA01	79	D
2	ANITHA ROBINI	19SUBA02	73	A+
3	AROCKIYA ANUSHA	19SUBA03	75	D
4	BALASANGAVI	19SUBA04	71	A+
5	DIVYA MUTHULAKSHMI	19SUBA05	73	A+
6	EMIMA	19SUBA06	69	A
7	EPSICA	19SUBA07	65	A
8	ESSAKIAMMAL DEVI	19SUBA08	72	A+
9	JAIWIN BETCY	19SUBA09	79	D
10	JAYA SURYA	19SUBA10	78	D
11	JENCY	19SUBA11	68	A
12	JENIFER	19SUBA12	70	A+
13	JEYAMALAR	19SUBA13	74	D
14	KARTHIKA	19SUBA14	69	A
15	KAVIYA ESWARI	19SUBA15	78	D
16	MAMTHAKAYATHRI	19SUBA16	69	A
17	MARIA JOSPHINE INFANTA	19SUBA18	79	D
18	MARIA LOURTU JEMISTA	19SUBA19	71	A+
19	MEGALA	19SUBA21	78	D
20	MINU RACHEL	19SUBA22	77	D
21	MUTHU	19SUBA23	69	A
22	NANDHINI DEVI	19SUBA24	68	A
23	RUBIYA	19SUBA25	55	B
24	SANGEETHA	19SUBA26	65	A
25	SINTHIA	19SUBA27	71	A+
26	SNOWPHIYA	19SUBA28	74	A+
27	SUMATHI	19SUBA29	55	D
28	THANGASHALINI	19SUBA30	74	A+

Am

Baha

Course Title:

Soft Skills For Career

Course Instructs. B.Vinobini Samprasitta Abila

Course Int Ms. Amala Joe Praveena

III B.B.A. - 2021 - 2022

S.No.	Name	Reg.No.	12.07.2021	13.07.2021	14.07.2021	15.07.2021	16.07.2021	19.07.2021
			11am-12pm	11am-12pm	11am-12pm	11am-12pm	11am-12pm	11am-12pm
1	AMISHA KUMARI SINGH	19SUBA01	x	x	x	Ab	x	x
2	ANITHA ROSHINI	19SUBA02	x	x	x	x	x	x
3	AROCKIYA ANUSHA	19SUBA03	Ab	Ab	Ab	Ab	x	x
4	BALASANGAVI	19SUBA04	x	Ab	x	x	x	x
5	DIVYA MUTHULAKSHMI	19SUBA05	Ab	x	x	x	x	Ab
6	EMIMA	19SUBA06	x	Ab	Ab	Ab	x	x
7	EPSICA	19SUBA07	Ab	Ab	Ab	x	Ab	x
8	ESSAKIAMMAL DEVI	19SUBA08	Ab	Ab	Ab	Ab	x	x
9	JAIWIN BETCY	19SUBA09	x	x	Ab	x	x	x
10	JAYA SURYA	19SUBA10	x	x	x	Ab	x	x
11	JENCY	19SUBA11	x	x	x	x	x	Ab
12	JENIFER	19SUBA12	x	x	x	x	x	x
13	JEYAMALAR	19SUBA13	Ab	Ab	Ab	Ab	x	x
14	KARTHIKA	19SUBA14	x	Ab	x	Ab	x	x
15	KAVIYA ESWARI	19SUBA15	x	x	Ab	x	x	x
16	MAMTHAKAYATHRI	19SUBA16	x	Ab	x	x	Ab	x
17	MARIA JOSPHINE INFANTA	19SUBA18	x	x	Ab	x	x	x
18	MARIA LOURTU JEMISTA	19SUBA19	x	x	x	x	Ab	x
19	MEGALA	19SUBA21	x	x	x	x	x	Ab
20	MINU RACHEL	19SUBA22	Ab	x	x	x	x	x
21	MUTHU	19SUBA23	x	x	x	Ab	x	x
22	NANDHINI DEVI	19SUBA24	x	Ab	x	x	x	x
23	RUBIYA	19SUBA25	x	x	x	Ab	x	x
24	SANGEETHA	19SUBA26	x	Ab	Ab	Ab	x	x
25	SINTHIA	19SUBA27	x	Ab	Ab	Ab	x	Ab
26	SNOWPHIYA	19SUBA28	x	Ab	Ab	x	x	x
27	SUMATHI	19SUBA29	x	Ab	Ab	x	x	x
28	THANGASHALINI	19SUBA30	x	x	x	x	x	x

Course Title:

Soft Skills For Career

Course Instructr. B.Vinobini Samprasitta Abila

Course Inr Ms. Amala Joe Praveena
III B.B.A. - 2021 - 2022

S.No.	Name	Reg.No.	20.07.2021 11am-12pm	22.07.2021 11 am-12pm	23.07.2021 11am-12pm	26.07.2021 11am-12pm	27.07.2021 11am-12pm	28.07.2021 11am-12pm
1	AMISHA KUMARI SINGH	19SUBA01	Ab	x	x	Ab	Ab	x
2	ANITHA ROSHINI	19SUBA02	x	x	x	x	x	x
3	AROCKIYA ANUSHA	19SUBA03	x	Ab	Ab	x	x	x
4	BALASANGAVI	19SUBA04	Ab	x	x	x	x	x
5	DIVYA MUTHULAKSHMI	19SUBA05	x	x	x	x	x	x
6	EMIMA	19SUBA06	x	x	x	x	x	x
7	EPSICA	19SUBA07	Ab	Ab	Ab	Ab	Ab	x
8	ESSAKIAMMAL DEVI	19SUBA08	Ab	Ab	x	x	x	x
9	JARWIN BETCY	19SUBA09	x	x	x	x	x	x
10	JAYA SURYA	19SUBA10	x	x	x	x	x	x
11	JENCY	19SUBA11	x	Ab	Ab	x	x	x
12	JENIFER	19SUBA12	x	Ab	x	x	x	x
13	JEYAMALAR	19SUBA13	Ab	x	x	x	x	x
14	KARTHIKA	19SUBA14	x	Ab	x	x	x	x
15	KAVIYA ESWARI	19SUBA15	x	x	x	x	x	x
16	MAMTHAKAYATHRI	19SUBA16	Ab	Ab	Ab	x	x	x
17	MARIA JOSPHINE INFANTA	19SUBA18	x	x	x	x	x	x
18	MARIA LOURTU JEMISTA	19SUBA19	Ab	x	Ab	x	x	x
19	MEGALA	19SUBA21	x	x	x	x	x	x
20	MINDO RACHEL	19SUBA22	x	x	x	x	x	x
21	MUTHU	19SUBA23	x	x	x	x	x	x
22	NANDHINI DEVI	19SUBA24	x	x	x	x	x	x
23	RUBIYA	19SUBA25	x	x	x	Ab	x	x
24	SANGEETHA	19SUBA26	x	x	x	x	x	x
25	SINTHIA	19SUBA27	x	x	x	x	x	x
26	SNOWPHIYA	19SUBA28	x	x	x	x	x	x
27	SUMATHI	19SUBA29	x	Ab	x	x	x	x
28	THANGASHALINI	19SUBA30	x	x	x	x	x	x

Course Title:

Soft Skills For Career

Course Instructor: B.Vinobini Samprasitta Abila

Course In: Ms. Amala Joe Praveena
III B.B.A. - 2021 - 2022

S.No.	Name	Reg.No.	29.07.2021 11am-12pm	30.07.2021 11am-12pm	2.08.2021 11am-12pm	3.08.2021 11am-12pm	4.08.2021 11am-12pm	6.08.2021 11 am-12pm
1	AMISHA KUMARI SINGH	19SUBA01	x	x	x	x	x	x
2	ANITHA ROSHINI	19SUBA02	x	x	x	x	x	x
3	AROCKIYA ANUSHA	19SUBA03	x	x	x	x	Ab	Ab
4	BALASANGAVI	19SUBA04	x	x	x	x	x	x
5	DIVYA MUTHULAKSHMI	19SUBA05	x	x	x	x	x	Ab
6	EMIMA	19SUBA06	z	x	x	x	x	ab
7	EPSICA	19SUBA07	Ab	Ab	x	x	x	x
8	ESSAKIAMMAL DEVI	19SUBA08	x	x	x	x	x	x
9	JAIWIN BETCY	19SUBA09	x	x	x	x	Ab	x
10	JAYA SURYA	19SUBA10	x	x	x	Ab	x	x
11	JENCY	19SUBA11	x	x	x	x	x	x
12	JENIFER	19SUBA12	z	x	x	x	x	x
13	JEYAMALAR	19SUBA13	z	x	x	x	x	x
14	KARTHIKA	19SUBA14	z	x	x	x	x	x
15	KAVIYA ESWARI	19SUBA15	x	x	x	x	x	x
16	MAMTHAKAYATHRI	19SUBA16	Ab	x	x	x	x	x
17	MARIA JOSPHINE INFANTA	19SUBA18	x	x	x	Ab	x	x
18	MARIA LOURTU JEMISTA	19SUBA19	x	x	x	x	x	x
19	MEGALA	19SUBA21	x	x	x	x	x	x
20	MINU RACREL	19SUBA22	x	x	x	x	x	x
21	MUTHU	19SUBA23	x	x	x	x	Ab	x
22	NANDHINI DEVI	19SUBA24	x	Ab	Ab	Ab	x	Ab
23	RUBIYA	19SUBA25	x	Ab	x	x	x	x
24	SANGEETHA	19SUBA26	x	x	x	x	x	x
25	SINTHA	19SUBA27	x	x	x	x	Ab	x
26	SNOWPHIYA	19SUBA28	x	Ab	Ab	x	x	x
27	SUMATHI	19SUBA29	x	x	x	x	x	x
28	SUNITHA	19SUBA30	x	x	x	x	x	x

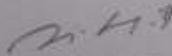
ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI
(Re-accredited with 'A+' Grade by NAAC)

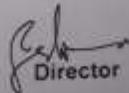


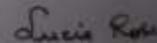
CAREER ORIENTED PROGRAMME

CERTIFICATE

This is to certify that Ms. ANITHA ROSHINI of III - BBA
has actively participated and successfully completed a course on CONNECT - Effective
Communication Skills Programme conducted during the academic year
20 21 - 20 22 with 'D+' Grade.


Instructor


Director


Principal