

THENI MELAPETTAI HINDU NADARGAL URAVINMURAI



NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY



Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
ISO 9001 : 2015 Certified Institution
Vadapudupatti, Annanji (po), Theni - 625 531,
Tamilnadu, India.

LANGUAGE AND COMMUNICATION SKILLS

PROGRAMME LIST FOR ACADEMIC YEAR: 2022 - 2023

S. No	Date	Name of the Capability Enhancement Program	No. of Students Enrolled	Name of the Agencies / Consultants Involved with Contact Details
1	16-03-2023	Seminar on Group Discussion	51	Mrs.B.Sowmiya, Assistant Professor, Nadar Saraswathi College of Engineering and Technology, Theni. Mobile No: 9629264297
2	17-02-2023	Motivational Program on Learning Skills	25	Dr.C.Mathalai Sundaram, Principal, Nadar Saraswathi College of Engineering and Technology, Theni. Mobile No: 9842685138
3	11-01-2023	Training on Face to Face Interview	20	Dr.C.Karthikeyan, Training and Placement officer, Nadar Saraswathi College of Engineering and Technology, Theni. Mobile No: 8220723522
4	19-10-2022	Workshop on Leadership Skills	60	Mrs.T.Tamilselvi, Assistant Professor, Nadar Saraswathi College of Engineering and Technology, Theni. Mobile No:8015739129
5	26-09-2022	Training on Resume Writing / Cover Letter	31	Mr.R.C. Richard Britto, Assistant Professor, Nadar Saraswathi College of Engineering and Technology, Theni. Mobile No: 8220109547



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Program Report

NAME OF EVENT	SEMINAR ON GROUP DISCUSSION
DATE	16 th March 2023 / Time: 10.30 am - 12.30 pm
NO OF BENEFICIARY	Internal Students: 51 Nos (II MECH) Venue: Class Room No - 14
GUEST/RESOURCE	Mrs. B.Sowmiya Assistant Professor
PERSON	Nadar Saraswathi College of Engineering and Technology, Theni.

- The motive of the seminar was to conduct a group discussion among the students, to observe their personality and skills, ability to discuss on the given subject and to guide them on how to take part in Group Discussion. The session opened with the 'Self Introduction' of students.
- Continuing with the training, she gave a topic to the students to involve into group discussion. She gave hints on how to enter a GD midway and ideas to silent members on how to enter a GD.
- She also gave importance on the non-verbal communication i.e. body language by which attitudes and feelings are communicated



Man —

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Program Report

NAME OF EVENT	MOTIVATIONA PROGRAM ON LEARNING SKILLS
DATE	17 th February 2023 / Time: 10.30 am - 12.30 pm
NO OF BENEFICIARY	Internal Students: 25 Nos (I MECH) Venue: Class Room No - 19
GUEST/RESOURCE PERSON	Dr.C.Mathalai Sundaram, Principal, Nadar Saraswathi College of Engineering and Technology, Theni.

- Motivational program on learning skills was conducted for students, aimed at fostering a growth mindset, enhancing study habits, and promoting a positive approach to learning. The program was designed to inspire and empower students to take charge of their education journey, instilling in them the belief that learning is a lifelong process filled with exciting opportunities.
- The program emphasized the importance of cultivating a growth mindset, encouraging students to view challenges as opportunities for growth rather than obstacles




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Program Report

NAME OF EVENT	TRAINING ON FACE TO FACE INTERVIEW
DATE	11 th January 2023 / Time: 11.00 am - 01.00 pm
NO OF BENEFICIARY	Internal Students: 20 Nos (III EEE) Venue: Class Room No - 2
GUEST/RESOURCE PERSON	Dr.C.Karthikeyan Training and Placement Officer, Nadar Saraswathi College of Engineering and Technology, Theni.

- The face-to-face interview training conducted for students aimed at equipping them with essential skills and confidence required in professional settings. The class focused on various aspects of the interview process, including effective communication, body language, and the ability to articulate one's thoughts concisely.
- The session Provided practical tips for answering common interview questions, non-verbal communication through body language awareness.

Mari ✓

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Program Report

NAME OF EVENT	WORKSHOP ON LEADERSHIP SKILLS
DATE	19 th October 2022 / Time: 11.30 am - 01.30 pm
NO OF BENEFICIARY	Internal Students : 59 Nos (I ECE) Venue: Class Room No - 22
GUEST/RESOURCE PERSON	Mrs.T.Tamilselvi , Assiatant Professor, Nadar Saraswathi College of Engineering and Technology, Theni.

- The workshop on leadership skills was conducted with the aim of empowering students with essential leadership qualities and nurturing their potential to become effective leaders in their respective fields.
- The workshop commenced with an introduction to the significance of leadership in personal and professional development. Various aspects of leadership, including communication, decision-making, and teamwork, were discussed through interactive sessions, group activities.
- The event fostered a sense of empowerment, encouraging students to embrace their leadership potential and make a positive impact in their academic and professional journeys.

Mani ✓
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PROGRAM REPORT

NAME OF EVENT	TRAINING PROGRAM ON “RESUME WRITING/ COVER LETTER”
DATE	September 29th, 2022/ Time:10.00 am - 12 pm
NO OF BENEFICIARY	Internal Students: 31 Nos(II ECE) Venue: Class Room No- 4
GUEST/RESOURCE PERSON	Mr.R.C.Richard Britto, Assistant Professor, Nadar Saraswathi College of Engineering and Technology, Theni.

- The objective of this program is to provide a good knowledge to the students to write a resume.
Mr. Richard Britto had clearly explained about the difference between resume and curriculum vitae.
- Students learnt what is the purpose of the resume, content, Length of the resume and design and layout of the resume.
- A resume should include personal information, an objective or summary statement, work experience, education, and hard and soft skills.
- He explained about the purpose of cover letter – it compliments your resume by making it easier to the HR.
- Finally, students were instructed to prepare their own resume and they submitted to the placement cell.



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