

St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A⁺ Grade (3rd cycle), CPE by UGC
Mehdipatnam, Hyderabad.



CRITERION V

STUDENT SUPPORT AND PROGRESSION

5.1.3

Capacity development and Skills enhancement activities
Soft Skills, Language & Communication Skills and
Life Skills



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Soft Skills

2020 - 2021

S.No.	Name of the Capability Enhancement Program	Date of Implementation (DD/MM/YY)	No. of Students Enrolled	Name of the Agencies / Consultants
1	Webinar on Improving Focus & Setting Goals	23.8.2020	92	Ms. PratimaJaidev, Media Professional Ph.9440885479,
2	Ability Enhancement Compulsory Course (AECC:Finishing school)	12.09.20	1136	Dr. Prathyusha 8978955543 Ms. Saritha samuel 9866094540 Dr. Revathi 9494231772 Ms. Rashmi 9676692418,Ms. Sreevani 9000087470, Dr.Kanaka 9440885479 Department of English, St. Ann's College for Women
3	Career Oriented Course – Women Career and Growth	14.09.2020	40	Ms . Shanti Kumar– Freelancing Trainer
4	Masters in Add on courses (MAOC)- Communicative English and Soft Skills	11.10.2020	267	Dr. Prathyusha 8978955543 Ms. Saritha samuel 9866094540 Dr. Revathi 9494231772 Ms. Rashmi 9676692418,Dr.Kanaka 9440885479, Department of English, St. Ann's College for Women
5	Orientation on Her Leadership Alliance Fellowship by Dept of Social Welfare, Govt TS	15.06.2021	39	Ms. Sheeba Roy and Ms. P. Shanglai, Senior Academic Fellow in Higher Education. Ph: 990806197



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Webinar on Improving Focus & Setting Goals

Circular

Date: 21.08.2021

To: B.Sc. year students

Subject: Webinar on Improving Focus & Setting Goal

The Department of English is excited to announce Webinar on Improving Focus & Setting Goals

Pratima Jaider Media Professional

Date: 23.8.2008

Time: 11:00 AM

Venue: A.V Room

The objective of this webinar is to inspire and empower you to cultivate better focus and goals to excel in your academic journey and beyond.

This lecture is open to all students interested in improving their communication skills.

For more information and registration, please contact the Department of English.


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Report

Date: 23.8.2020

No. of students/ No. of Faculty: 92 Students/ 7 faculty

Name of the resource person: Ms. PratimaJaidev, Media Professional

Venue: Zoom

Target group: BA, B.Com,B. Sc I, II, III

Objective: Motivated students to focus and set goals for themselves

Summary:

“Improving Focus & Setting Goals” was conducted on 23rd August, 2020 in association with HydRAW (Hyderabad Readers and Writers) through meet.google.com.

Outcome: Students participated with enthusiasm



Webinar on Improving Focus & Setting Goals by Ms. PratimaJaidev, Media Professional,Dated on 23.8.2020


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Ability Enhancement Compulsory Course (AECC) - Finishing School

Report

Date: 12.09.20

Name of the resource person: Ms. Saritha, Ms. Rashmi, Ms. Sreevani, Dr.Kanaka, Dr.Prathyusha and Dr. Revathi

Venue: Department of English, St. Ann's College for Women

No. of Students: 1136

Objectives:

1. EC - To equip women students with essential training on all aspects of Communication
2. CR – To equip the students with a basic awareness of essential skills requirements in a professional environment.

Summary: The Finishing School Course aims to equip women students with essential training on all aspects of communication and soft skills to make them industry-ready. This report highlights the various activities conducted during the course to enhance the students' communication and soft skills. The hands-on experience provided to the students included group discussions, debates, and mock interviews, along with other activities focused on developing their interpersonal abilities and professional acumen.

1. Group Discussions: Group discussions were organized regularly to encourage students to share their ideas, thoughts, and opinions on various topics. These discussions fostered effective communication, active listening, and the ability to present well-structured arguments. The topics ranged from current affairs to industry-specific issues, providing the students with a well-rounded exposure.

2. Debates: Debate sessions were conducted to enhance the students' critical thinking and persuasive communication skills. By engaging in debates on relevant topics, the participants learned to articulate their viewpoints effectively, consider counterarguments, and develop skills to think on their feet.

3. Mock Interviews: Mock interview sessions were organized to simulate real-life job interviews. Students received constructive feedback on their communication style, body language, and overall presentation. The goal was to improve their self-confidence and interview performance, preparing them for success in their future job search.

4. Role-Playing Exercises: Role-playing exercises were conducted to help students develop empathy and understanding of different perspectives. These activities included scenarios such as conflict resolution, customer service interactions, and team dynamics. By stepping into different roles, students learned to adapt their communication style to specific situations.



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5. **Public Speaking Workshops:** To build the students' public speaking skills, workshops were held that focused on techniques for delivering impactful presentations. Students learned to structure their speeches, control nervousness, and engage their audience effectively.
6. **Written Communication Practice:** Written communication is equally crucial in the professional world. Students were encouraged to participate in writing workshops, where they learned how to compose professional emails, reports, and other business documents. This activity honed their writing skills and attention to detail.
7. **Emotional Intelligence Training:** Understanding and managing emotions is vital for success in any workplace. Emotional intelligence training sessions were organized to help students recognize and regulate their emotions, empathize with others, and develop better interpersonal relationships.
8. **Team Building Activities:** Team building exercises were conducted to foster collaboration and teamwork. Students learned to work effectively in groups, resolve conflicts, and appreciate the diversity of perspectives within a team setting.

Outcome: The Finishing School Course provided comprehensive training on all aspects of communication and soft skills essential for the students' professional growth. Through hands-on experiences such as group discussions, debates, and mock interviews, as well as various other activities focused on soft skills development, the students have become better equipped to enter the industry with confidence and competence. These activities have not only enhanced their communication skills but have also improved their overall personality, making them well-rounded individuals ready to contribute effectively to the workforce.


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Career Oriented Course – Women Career and Growth

Circular

Dated: 01.07.2020

To: All Second year Students

Subject: Career Oriented Course – Women Career and Growth

The Department of English is excited to announce a Career oriented course – Women Career and Growth.

Resource Person: Ms. Shanti Kumar, Freelancing Trainer

Venue: Room no. 302

Objective:

- 1. To equip women students with essential skills required in personal life.**
- 2. To equip women students with professional skills relating to communication skills and workplace ethics**

This course promises to be enriching and beneficial for students interested. For enrollment and further details, please contact the English Department.


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Report

Date:

14.09.2020

Name of the resource person: Ms. Shanti Kumar– Freelancing Trainer

Venue: Room no. 302

No. of Students: 40

Objectives:

- To equip women students with essential skills required in personal life.
- To equip women students with professional skills relating to communication skills and workplace ethics

Summary: The Women – Career & Growth program, introduced in the academic year 2020-21 for second-year students of all streams, is designed to equip women students with essential skills required for both personal and professional life. This program has been instrumental in boosting the students' confidence and preparing them to overcome challenges they may encounter on various fronts. The program includes a variety of activities aimed at fostering goal setting, time management, office etiquette, and other critical skills essential for their growth and success.

1. **Goal Setting Workshops:** Goal setting workshops were conducted to help students identify and define their short-term and long-term goals. Through guided exercises and individual mentoring, students learned to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals, enabling them to create actionable plans for their personal and professional development.

2. **Time Management Training:** Time management is crucial for balancing academic commitments, personal life, and future career aspirations. The program offered time management training sessions, where students learned techniques to prioritize tasks, manage their schedules effectively, and avoid procrastination.

3. **Office Etiquette and Professionalism:** To prepare students for the corporate environment, sessions on office etiquette and professionalism were organized. Students were educated on appropriate behavior, communication, dress code, and workplace norms, ensuring they enter the professional world with confidence and respect for the workplace culture.

4. **Leadership and Teamwork Activities:** Leadership and teamwork skills are essential for success in any field. The program conducted activities and workshops to help students develop leadership qualities and foster teamwork abilities. Participants engaged in team-based projects, where they learned to delegate tasks, communicate effectively, and collaborate with their peers.

5. **Stress Management and Well-being:** The program recognized the importance of mental and physical well-being in achieving personal and professional success. Workshops on stress management techniques, mindfulness practices, and maintaining a healthy work-life balance were conducted to support the students' overall well-being.



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6. Personal Branding and Self-Presentation: In a competitive job market, personal branding and self-presentation are vital for career growth. Students were taught how to create a positive personal brand, optimize their online presence, and craft effective resumes and cover letters.

Outcome: The Women – Career & Growth program has been instrumental in empowering second-year students with essential skills required for personal and professional life. Through activities focused on goal setting, time management, office etiquette, and various other critical areas, the students have gained confidence to handle challenges and embrace opportunities on both personal and professional fronts. This holistic approach to their development ensures that they are well-prepared to succeed in their future endeavors and make a positive impact in their chosen careers.



Session on Women – Career & Growth program by Ms. Shanti Kumar– Freelancing Trainer. Dated on 17.09.2022


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Masters in Add on courses (MAOC)-Communicative English and Soft Skills

Report

Date: 11.10.2020

Name of the resource person: Ms. Saritha, Ms. Rashmi, Dr.Kanaka , Dr. Revathi and Dr.Prathyusha

Venue: Department of English, St. Ann's College for Women

No. of Students: 267

Objectives:

- To develop the communication skills and soft skills of the students.
- To enhance LSRW Skills.
- To equip the students with essential skills required in a professional environment.

Summary:

The Communicative English and soft skills course focuses on developing communication. And special and individual attention is given to enhance the LSRW skills of students Further, the course equips the students with essential skills which are necessary to work in the competitive world.

Outcome:

At the end of the course, the students articulated with perfect pronunciation and were able to participate in group discussions and debates confidently.


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Orientation on Her Leadership Alliance Fellowship

Circular

Date: 14.06.2021

To: B.Sc. I year students

Subject: Ociesistion on Her Leadership Alliance

The Department of English is excited in announce a Guest Lecture on 'Orientation on Her Leadership Alliance' by Sheeba Roy & Peiraipen Shanghai Senior Academic Fellows in Higher Education

Date: 15.06.2021

Time: 11:00 AM

Venue: A.V Room

The objective of this session is to provide students with valuable insights into professional growth and career success. Senior Academic Fellows in Telangana State Social Welfare Higher Education Ma. Sheeba Rey and Ms. Shangla Will guide the students and share details of the programme for studying abroad.

This lecture is open to all students interested in improving their communication skills.

For more information and registration, please contact the Department of English.


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Report

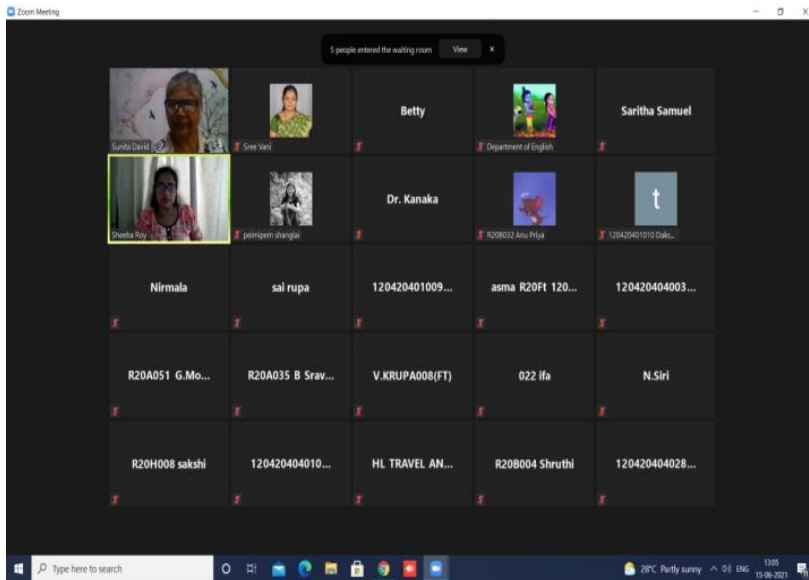
Date: 15.06.2021

Name of the Event: Name of the Resource Persons: Sheeba Roy & PeimipemShanglai
Senior Academic Fellows in Higher Education

No. of Students: 39

Target Audience: B.Sc.I and II year students

Telangana State Social Welfare reaches St. Ann's with an orientation on *Her Leadership Alliance Fellowship* programme. Senior Academic Fellows in Higher Education Ms. Sheeba Roy and Ms. Shanglai shared details of the programme for guidance in studying abroad.



Orientation on Her Leadership Alliance Fellowship by Ms. Sheeba Roy & PeimipemShanglai, Dated on 15.06.2021


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