

# *St. Ann's College for Women*

(Autonomous), Affiliated to Osmania University  
Accredited by NAAC with A<sup>+</sup> Grade (3<sup>rd</sup> 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

2021 – 2022

S.No	Name Of the Capability Enhancement Program	Date Of Implementation (DD/MM/YY)	No. Of Students Enrolled	Name Of the Agencies / Consultants
1	Ability Enhancement Compulsory Course (AECC:Finishing school)	12.08.21	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
2	Career Oriented Course – Women Career and Growth	24.08.2021	40	Ms . Shanti Kumar– Freelancing Trainer Ph: 9849171134
3	Masters in Add on courses (MAOC) for MCA : Soft Skills Lab	15.09.21	60	Ms.Revathi, Assistant Professor, Department of English, St. Ann's College for Women. Ph. 9494231772
4	Masters in Add on courses (MAOC)- Communicative English and Soft Skills	24.09.21	103	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

  
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## **Ability Enhancement Compulsory Course (AECC) - Finishing School**

### **Report**

**Date:** 12.08.21

**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: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



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resolution, customer service interactions, and team dynamics. By stepping into different roles, students learned to adapt their communication style to specific situations.

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: 20.08.2021**

**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.**

#### **Details:**

- **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:**

**24.08.2021**

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

**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.

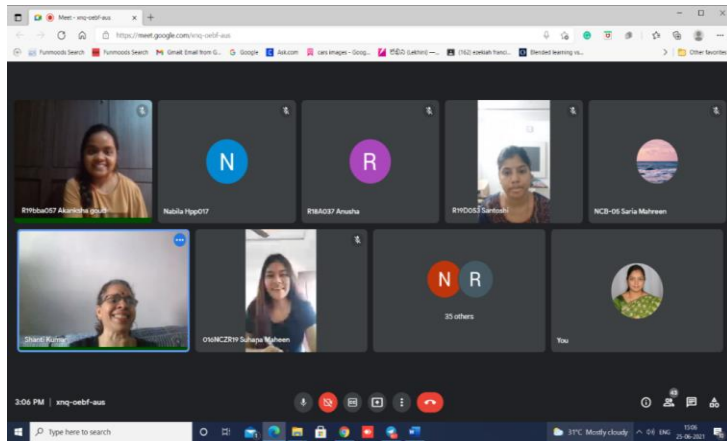
6. **Personal Branding and Self-Presentation:** In a competitive job market, personal branding and self-presentation are vital for career growth. Students were taught how to create a positive personal brand, optimize their online presence, and craft effective resumes and cover letters.



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**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 17.09.2021**



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### **Masters in Add on courses (MAOC) for MCA: Soft Skills Lab**

#### **Report**

**Date:** 15.09.21

**Name of the resource person:** Ms.Revathi, Assistant Professor

**No. of Students:** 60

**Venue:** MCA Lab

#### **Course Objective:**

This course offers post graduate students a guide to understanding the nuances of communication skills, both verbal and nonverbal, enabling them to develop skills and better understand how to improve their communication with others.

#### **Summary:**

This course offers postgraduate students the nuances of verbal and non- verbal communications. Students learnt about conversational skills and enhanced their reading strategies by effectively practicing many online exercises. Time management was focused on is it important in their professional career. Students further had a hands on experience by listening to lectures, talk shows, academic events in YouTube news etc. Through this students enhanced their reading and speaking strategies.

#### **Outcome:**

By the end of the course the students improved their LSRW skills, were able to write articles, blogs. Speak confidently and we're able to present their views.

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

#### **Report**

#### **Date:**

24.09.2021

**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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