

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

2022 - 2023

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)	27.06.2022	1216	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	Masters in Add on courses (MAOC) for MCA : Soft Skills Lab	12.09.2022	60	Ms. Revathi, Assistant Professor, Department of English, St. Ann's College for Women. Ph. 9494231772
3	Masters in Add on courses (MAOC) - Communicative English and Soft Skills	15.09.2022	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
4	Session on Soft Skills through software skills – English Lab	07.01.2023	240	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	Session on Campus to Corporate	17.03.2023	220	Ms. Suchita Narla, Business HR at Tech Mahindra Ph: 9618964977


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Ability Enhancement Compulsory Course (AECC) - Finishing School Report

Date: 27.06.2022

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: 1216

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,



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

Report

Date: 12. 09. 2022
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: 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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Session on Soft Skills through software skills – English Lab

Date:

07.01.2023

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

Number of Students: 240

Venue: English Lab

Objective: To develop students Soft Skills using Author Plus

Summary:

The Department offers Soft Skills as part of the regular curriculum of General English, in its seminars and guest lectures. As a part of the Career Oriented Course, as well as for the Ability Enhancement Compulsory Course for students for II year and III year who opt for advanced inputs. Through writing emails, resume writing and conducting group discussions and mock interviews.

Outcome:

At the end of the year, the students were able to write official emails, prepared resumes. Also gained confidence to participate in group discussions and attend interviews.



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Session on Campus to Corporate **Circular**

Date: 15.03.2023

To: All Second year Students

The Department of English is excited to announce a Session on Campus to Corporate by Ms. Suchita Narla, Business HR at Tech Mahindra

Date: 17.03.2023

Time: 10:00 AM

Venue: AV Room

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: 17.03.2023

Name of the resource person: Ms. Suchita Narla, Business HR at Tech Mahindra

No. of Students: 220

Venue: A.V Room

Target Group: Final Year Students of B.A, B.com, B.Sc

Objective: To make the final year students corporate ready and to train them for successful interviews.

Summary: Ms.SuchitaNarla, Business HR at Tech Mahindra motivated the students with her various insights and on hands experience in interviews. MsSuchita suggested thatAcademic input is a major component in determining a student's success, but by no means is it the only factor. There is a bouquet of personality facets which guide a student towards achieving their dreams and aspirations. Guidance and grooming provided at the right time and in appropriate manner can be critical in ensuring that students are able to grab opportunities coming their way, easily. Most students have potential - it is the lack of the right motivation, training and mentoring which makes their journey towards realizing this potential difficult.

Outcome: By the end of the session the final year students were confident to face the interviews and step further into the corporate world.

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Session on Campus to Corporate by Ms. Suchita Narla, Business HR at Tech Mahindra. Dated on 17.03.2023

feedback : https://drive.google.com/drive/folders/1jvXeMnUbBJtgj7zhHOXsqL1QBL3ck_M4


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