



# MAHA BARATHI ENGINEERING COLLEGE

NH-79, SALEM-CHENNAI HIGHWAY, A.VASUDEVANUR, CHINNASALEM (TK), KALLAKURICHI (DT) 606 201.

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

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## Soft Skills Development:

Soft Skills training gives a comprehensive understanding of the true perspective of application of skills as expected at the present work scenario. Therefore, examples, case studies, and exercises are tailor-made to suit the needs of students of Patricia college have been provided.

## Objectives:

- To develop personality – this training aims at facilitating and teaching Soft Skills
- To provide realistic examples to students. In addition to this, dialogues used in everyday life, exchanges and responses using case studies as examples are given to make a better living at industry and world
- To allow students to place new information and skills development into a larger context

The students can make use of this training to understand the essentials of language skills. Understanding Different Speech Sounds, Learning Pronunciation, Speaking Without Errors, Building Conversations, Understanding Non-verbal Communication, Formal and Informal Communication, the right Etiquette for Public Speaking and Business Presentations, Personality Development and Building Self-Esteem, Team Building and Group Discussion, Facing Different Types of Interviews with Confidence and Preparing for and Delivering Successful Business Presentations are some areas students become familiar with

  
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MBEC/21 - 22/S &C – 01

19/10/2021

## CIRCULAR

It is proposed to conduct the soft skill training and communication skill training for our students from 26/10/2021 to 04/11/2021 as per the following schedule. All the students of II, III and IV Year are asked to attend the program without fail. The schedule and venue will be displayed in the notice board.

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MAHA BARATHI ENGINEERING COLLEGE  
A.VASUDEVANUR (PO.) CHINNASALEM (TK.)  
VILLUPURAM DIST 606 201

Copy To:

All HOD's ( Inform the students through the Mentors )

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MBEC/21 - 22/S &C -02

Date: 15/11/2021

## CIRCULAR

It is proposed to conduct the soft skill training and communication skill training for our students from 16/11/2021 to 18/11/2021 as per the following schedule. All the students of I Year are asked to attend the program without fail. The schedule and venue will be displayed in the notice board.

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## SOFT SKILL TRAINING – SYLLABUS -( 48 HOURS)

### MODULE – I

#### Getting Started

1. **Soft Skills: An Introduction** – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development.
2. **Self – Discovery:** Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue.  
The Concept of success and failure: What is Success? – Hurdles in achieving success – Overcoming hurdles – Factors responsible for success – What is failure – Causes of failure. SWOT analyses.
3. **Positivity and Motivation:** Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels.
4. **Self esteem:** Do's and Don'ts to develop positive self – esteem – Low self esteem – Symptoms – Personality having low self esteem, Lateral thinking.

### MODULE – II

1. **Interpersonal Communication:** Interpersonal relations; communication models, process and barriers; team communication; developing interpersonal relationships through effective communication; listening skills; essential formal writing skills; corporate communication styles – assertion, persuasion, negotiation.
2. **Public Speaking:** Skills, Methods, Strategies and Essential tips for effective public speaking.
3. **Group Discussion:** Importance, Planning, Elements, Skills assessed; Effectively disagreeing , Initiating, Summarizing and Attaining the Objective.
4. **Non – Verbal Communication:** Importance and Elements; Body Language.
5. **Teamwork and Leadership Skills:** Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills.

### MODULE – III

1. **Interview Skills:** Interviewer and Interviewee – in – depth perspectives. Before, During and After the Interview. Tips for Success.
2. **Presentation Skills:** Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness.
3. **Etiquette and Manners** – Social and Business.
4. **Time Management** – Concept, Essentials, Tips.
5. **Personality Development** – Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills.

  
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## MODULE – IV

1. **Decision – Making and Problems – Solving Skills:** Meaning, Types and Models, Group And Ethical Decision –Making, Problems and Dilemmas in application of these skills.
2. **Conflict Management:** Conflict – Definition, Nature, Types and Causes; Methods of Conflict Resolution.
3. **Stress Management:** Stress – Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and 8 Impacts of Stress; Measurement and Management of Stress.
4. **Leadership and Assertiveness Skills:** A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behaviour; Assertiveness Skills.
5. **Emotional Intelligence:** Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence.

**Note:** Each topic in all the above units will be supplemented by practice exercises and classroom activities and projects.

### LANGUAGE AND COMMUNICATION SKILL TRAINING ( 24 HOURS)

S.NO	MODULE	TOPIC	
1.	MODULE I	<ul style="list-style-type: none"> <li>• Word connect</li> <li>• Build your Dictionary</li> <li>• Word hunt</li> <li>• Word Puzzles</li> <li>• Swipe Word</li> <li>• Riddle Words</li> <li>• Word structuring activities and exercises.</li> <li>• Phonetics</li> <li>• Spoken English</li> </ul>	To make the students to have knowledge in a rich and plenty collection of English words by this means building them to speak and write more effectively.
2.	MODULE II	<ul style="list-style-type: none"> <li>• Self – Introduction</li> <li>• Body Language</li> <li>• Tone Change</li> <li>• Statistical speech</li> <li>• Use of visual aids</li> <li>• Motivational Speech</li> </ul>	To enrich the spoken skills of the students and there by charging their spirits and making them into unconquerable speakers.
3.	MODULE III	<ul style="list-style-type: none"> <li>• Technical presentation (Group &amp; Individual) Justify your point.</li> <li>• Group Discussion</li> <li>• Resume writing</li> </ul>	
4.	MODULE IV	<ul style="list-style-type: none"> <li>• Public speaking</li> <li>• Interview skills</li> <li>• How to face the interview</li> </ul>	

### SCHEDULE FOR SOFT SKILL TRAINING AND COMMUNICATION SKILL TRAINING FIRST YEAR

S.NO	YEAR	BATCH	DATE &	TIME	PROGRAM	VENUE
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			SESSION			
1.	I	A	16/11/2021 - FN	9.30AM – 12.30PM	MODULE I – SOFT SKILL - INTRODUCTION	I YEAR LH1
2.	I	B	16/11/2021 - FN	9.30AM – 12.30PM	MODULE I – SOFT SKILL – INTRODUCTION	I YEAR LH2
3.	I	C	16/11/2021 - FN	9.30AM – 12.30PM	MODULE I – COMMUNICATION SKILL – WORD CONNECT	I YEAR SEMINAR HALL
4.	I	A	16/11/2021 - AN	1.30PM – 4.30 PM	MODULE I – SOFT SKILL– SELF DISCOVERY	I YEAR LH1
5.	I	B	16/11/2021 - AN	1.30PM – 4.30 PM	MODULE I – SOFT SKILL- SELF DISCOVERY	I YEAR LH2
6.	I	C	16/11/2021 - AN	1.30PM – 4.30 PM	MODULE I – COMMUNICATION SKILL – BUILD YOUR DICTIONARY	I YEAR SEMINAR HALL
7.	I	A	17/11/2021 - FN	9.30AM – 12.30PM	MODULE I – SOFT SKILL – POSITIVITY AND MOTIVATION	I YEAR LH1
8.	I	B	17/11/2021 - FN	9.30AM – 12.30PM	MODULE I – COMMUNICATION SKILL – WORD HUNT	I YEAR SEMINAR HALL
9.	I	C	17/11/2021 - FN	9.30AM – 12.30PM	MODULE I - SOFT SKILL - POSITIVITY AND MOTIVATION	I YEAR LH2
10.	I	A	17/11/2021 - AN	1.30PM – 4.30 PM	MODULE I – SOFT SKILL –SELF ESTEEM	I YEAR LH1
11.	I	B	17/11/2021 - AN	1.30PM – 4.30 PM	MODULE I – COMMUNICATION SKILL – WORD PUZZLES	I YEAR SEMINAR HALL
12.	I	C	17/11/2021- AN	1.30PM – 4.30 PM	MODULE I – SOFT SKILL - SELF ESTEEM	I YEAR LH2
13.	I	A	18/11/2021 - FN	9.30AM – 12.30PM	MODULE I – COMMUNICATION SKILL – SWIPE WORD	I YEAR SEMINAR HALL
14.	I	B	18/11/2021 - FN	9.30AM – 12.30PM	MODULE I – SOFT SKILL - INTRODUCTION	I YEAR LH1
15.	I	C	18/11/2021- FN	9.30AM – 12.30PM	MODULE I – SOFT SKILL - INTRODUCTION	I YEAR LH2
16.	I	A	18/11/2021- AN	1.30PM – 4.30 PM	MODULE I – COMMUNICATION SKILL – RIDDLE WORDS	I YEAR SEMINAR HALL
17.	I	B	18/11/2021 - AN	1.30PM – 4.30 PM	MODULE I – SOFT SKILL - SELF DISCOVERY	I YEAR LH1
18.	I	C	18/11/2021 - AN	1.30PM – 4.30 PM	MODULE I – SOFT SKILL - SELF DISCOVERY	I YEAR LH2

  
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## SCHEDULE FOR SOFT SKILL TRAINING AND COMMUNICATION SKILL TRAINING SECOND YEAR

S.NO	YEAR	BATCH	DATE & SESSION	TIME	PROGRAM	VENUE
1.	II	A	02/11/2021 - FN	9.30AM to 12.30PM	MODULE II –SOFT SKILL – INTERPERSONAL COMMUNICATION	MECH LH1
2.	II	B	02/11/2021- FN	9.30AM to 12.30PM	MODULE II –SOFT SKILL - INTERPERSONAL COMMUNICATION	MECH LH2
3.	II	C	02/11/2021- FN	9.30AM to 12.30PM	MODULE II – COMMUNICATION SKILL - SELF - INTRODUCTION	MECH SEMINAR HALL
4.	II	A	02/11/2021- AN	1.30PM to 4.30PM	MODULE II – SOFT SKILL – PUBLIC SPEAKING	MECH LH1
5.	II	B	02/11/2021- AN	1.30PM to 4.30PM	MODULE II – SOFT SKILL– PUBLIC SPEAKING	MECH LH2
6.	II	C	02/11/2021- AN	1.30PM to 4.30PM	MODULE II – COMMUNICATION SKILL – BODY LANGUAGE	MECH SEMINAR HALL
7.	II	A	03/11/2021- FN	9.30AM to 12.30PM	MODULE II – SOFT SKILL– GROUP DISCUSSION	MECH LH1
8.	II	B	03/11/2021- FN	9.30AM to 12.30PM	MODULE II – COMMUNICATION SKILL – TONE CHANGE	MECH SEMINAR HALL
9.	II	C	03/11/2021 - FN	9.30AM to 12.30PM	MODULE II - SOFT SKILL- GROUP DISCUSSION	MECH LH2
10.	II	A	03/11/2021– AN	1.30PM to 4.30PM	MODULE II SOFT SKILL- NON- VERBAL COMMUNICATION	MECH LH1
11.	II	B	03/11/2021– AN	1.30PM to 4.30PM	MODULE II – COMMUNICATION SKILL – STATISTICAL SPEECH	MECH SEMINAR HALL
12.	II	C	03/11/2021- AN	1.30PM to 4.30PM	MODULE II– SOFT SKILL– NON – VERBAL COMMUNICATION	MECH LH2
13.	II	A	04/11/2021- FN	9.30AM to 12.30PM	MODULE II – COMMUNICATION SKILL– USE OF VISUAL AIDS	MECH SEMINAR HALL
14.	II	B	04/11/2021- FN	9.30AM to 12.30PM	MODULE II - SOFT SKILL - TEAMWORK AND LEADERSHIP SKILLS	MECH LH1
15.	II	C	04/11/2021- FN	9.30AM to 12.30PM	MODULE II - SOFT SKILL - TEAMWORK AND	MECH LH2

  
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					LEADERSHIP SKILLS	
16.	II	A	04/11/2021- AN	1.30PM to 4.30PM	<b>MODULE II – COMMUNICATION SKILL – MOTIVATIONAL SPEECH</b>	MECH SEMINAR HALL
17.	II	B	04/11/2021- AN	1.30PM to 4.30PM	<b>MODULE II – SOFT SKILL– INTERPERSONAL COMMUNICATION</b>	MECH LH1
18.	II	C	04/11/2021- AN	1.30PM to 4.30PM	<b>MODULE II – SOFT SKILL - INTERPERSONAL COMMUNICATION</b>	MECH LH2

  
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S.NO	YEAR	BATCH	DATE & TIME	TIME	PROGRAM	VENUE
1.	III	A	29/10/2021 - FN	9.30 AM - 12.30PM	MODULE III – SOFT SKILL–INTERVIEW SKILLS	ECE LH1
2.	III	B	29/10/2021 - FN	9.30 AM - 12.30PM	MODULE III – SOFT SKILL- INTERVIEW SKILLS	ECE LH2
3.	III	C	29/10/2021 - FN	9.30 AM - 12.30PM	MODULE III – COMMUNICATION SKILL – TECHNICAL PRESENTATION	ECE SEMINAR HALL
4.	III	A	29/10/2021– AN	1.30PM – 4.30PM	MODULE III – SOFT SKILL – PRESENTATION SKILLS	ECE LH1
5.	III	B	29/10/2021 - AN	1.30PM – 4.30PM	MODULE III - SOFT SKILL - PRESENTATION SKILLS	ECE LH2
6.	III	C	29/10/2021- AN	1.30PM – 4.30PM	MODULE III – COMMUNICATION SKILL – GROUP DISCUSSION	ECE SEMINAR HALL
7.	III	A	30/10/2021 - FN	9.30 AM - 12.30PM	MODULE III - SOFT SKILL – ETIQUETTE AND MANNERS & TIME MANAGEMENT	ECE LH1
8.	III	B	30/10/2021 - FN	9.30 AM - 12.30PM	MODULE III – COMMUNICATION SKILL – RESUME WRITING	ECE SEMINAR HALL
9.	III	C	30/10/2021- FN	9.30 AM - 12.30PM	MODULE III– SOFT SKILL – ETIQUETTE AND MANNERS & TIME MANAGEMENT	ECE LH2
10.	III	A	30/10/2021– AN	1.30PM – 4.30PM	MODULE III – SOFT SKILL– PERSONALITY DEVELOPMENT	ECE LH1
11.	III	B	30/10/2021 – AN	1.30PM – 4.30PM	MODULE III – COMMUNICATION SKILL- TECHNICAL PRESENTATION	ECE SEMINAR HALL
12.	III	C	30/10/2021 - AN	1.30PM – 4.30PM	MODULE III – SOFT SKILL - PERSONALITY DEVELOPMENT	ECE LH2
13.	III	A	31/10/2021 - FN	9.30 AM - 12.30PM	MODULE III– COMMUNICATION SKILL – GROUP DISCUSSION	ECE SEMINAR HALL
14.	III	B	31/10/2021 - FN	9.30 AM - 12.30PM	MODULE III – SOFT SKILL - INTERVIEW SKILLS	ECE LH1
15.	III	C	31/10/2021- FN	9.30 AM - 12.30PM	MODULE III – SOFT SKILL - INTERVIEW SKILLS	ECE LH2
16.	III	A	31/10/2021- AN	1.30PM – 4.30PM	MODULE III – COMMUNICATION SKILL – RESUME WRITING	ECE SEMINAR HALL
17.	III	B	31/10/2021- AN	1.30PM – 4.30PM	MODULE III – SOFT SKILL – PRESENTATION SKILLS	ECE LH1
18.	III	C	31/10/2021 -AN	1.30PM – 4.30PM	MODULE III – SOFT SKILL - PRESENTATION SKILLS	ECE LH2

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S.NO	YEAR	BATCH	DATE & TIME	TIME	PROGRAM	VENUE
1.	IV	A	26/10/2021- FN	9.30 AM to 12.30 PM	<b>MODULE IV – SOFT SKILL- DECISION MAKING AND PROBLEM SOLVING SKILLS</b>	CSE LH1
2.	IV	B	26/10/2021- FN	9.30 AM to 12.30 PM	<b>MODULE IV – SOFT SKILL- DECISION MAKING AND PROBLEM SOLVING SKILLS</b>	CSE LH2
3.	IV	C	26/10/2021- FN	9.30 AM to 12.30 PM	<b>MODULE IV - COMMUNICATION SKILL – PUBLIC SPEAKING</b>	CSE SEMINAR HALL
4.	IV	A	26/10/2021- AN	1.30 PM to 4.30 PM	<b>MODULE IV – SOFT SKILL –CONFLICT MANAGEMENT</b>	CSE LH1
5.	IV	B	26/10/2021- AN	1.30 PM to 4.30 PM	<b>MODULE IV – SOFT SKILL - CONFLICT MANAGEMENT</b>	CSELH2
6.	IV	C	26/10/2021- AN	1.30 PM to 4.30 PM	<b>MODULE IV – COMMUNICATION SKILL – INTERVIEW SKILLS</b>	CSE SEMINAR HALL
7.	IV	A	27/10/2021 - FN	9.30 AM to 12.30 PM	<b>MODULE IV – SOFT SKILL –STRESS MANAGEMENT</b>	CSE LH1
8.	IV	B	27/10/2021- FN	9.30 AM to 12.30 PM	<b>MODULE IV – COMMUNICATION SKILL – HOW TO FACE THE INTERVIEW</b>	CSE SEMINAR HALL
9.	IV	C	27/10/2021- FN	9.30 AM to 12.30 PM	<b>MODULE IV– SOFT SKILL – STRESS MANAGEMENT</b>	CSE LH2
10.	IV	A	27/10/2021- AN	1.30 PM to 4.30 PM	<b>MODULE IV – SOFT SKILL –LEADERSHIP AND ASSERTIVENESS SKILLS</b>	CSE LH1
11.	IV	B	27/10/2021- AN	1.30 PM to 4.30 PM	<b>MODULE IV – COMMUNICATION SKILL – PUBLIC SPEAKING</b>	CSE SEMINAR HALL
12.	IV	C	27/10/2021- AN	1.30 PM to 4.30 PM	<b>MODULE IV – SOFT SKILL –LEADERSHIP AND ASSERTIVENESS SKILLS</b>	CSE LH2
13.	IV	A	28/10/2021 - FN	9.30 AM to 12.30 PM	<b>MODULE IV – COMMUNICATION SKILL – INTERVIEW SKILLS</b>	CSE SEMINAR HALL
14.	IV	B	28/10/2021- FN	9.30 AM to 12.30 PM	<b>MODULE IV – SOFT SKILL</b>	CSE LH1

*[Signature]*  
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					– EMOTIONAL INTELLIGENCE	
15.	IV	C	28/10/2021- FN	9.30 AM to 12.30 PM	<b>MODULE IV – SOFT SKILL - EMOTIONAL INTELLIGENCE</b>	CSE LH2
16.	IV	A	28/10/2021 - AN	1.30 PM to 4.30 PM	<b>MODULE IV – COMMUNICATION SKILL – HOW TO FACE THE INTERVIEW</b>	CSE SEMINAR HALL
17.	IV	B	28/10/2021- AN	1.30 PM to 4.30 PM	<b>MODULE IV – SOFT SKILL – DECISION MAKING AND PROBLEM SOLVING SKILLS</b>	CSE LH1
18.	IV	C	28/10/2021- AN	1.30 PM to 4.30 PM	<b>MODULE IV– SOFT SKILL - DECISION MAKING AND PROBLEM SOLVING SKILLS</b>	CSE LH2

  
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## *A Report On Soft Skill & Communication Skill Training Program*

Vivekananda Institution of Academy Conducted Soft Skill & Communication Skill training dated between 26/10/2021 to 04/11/2021 in our College Campus for all departments II, III, IV Year Students then 16/11/2021 to 18/11/2021 for all I Year Students. 02/11/2021 to 04/11/2021 for all II Year students. 29/10/2021 to 31/10/2021 for all III Year students. 26/10/2021 to 28/10/2021 for all IV Year students. Mr. K .Babu ,Mr.Kumar and Mr.Lawrance were the Soft Skill & Communication Skill Trainers for our Students.

On first day training, they gave brief introduction on the intention of this training & then they Conducted Teamwork, Time Management, Critical thinking. On Second day, they taught about Positive Attitude, Self motivation & Leadership Qualities for our students.

On Third day of training they Conducted Mock Interview & explained about topics of Interview techniques, Adaptability & Work ethics. Then they made to form many teams & each team has 5 members in that session. Then they instructed Students to choose any topic whether it is a Technical or Non – Technical and also present (or) Conducted Mini Presentation. And also they explained about Corporate & how to face problems in our Professional life.

The above training programs were properly Scheduled ( Both FN & AN Sessions ) & Split into three different Batches A, B & C of all year department Students. Also conducted in different Venues CSE LH1, CSE Seminar Hall, ECE Seminar Hall, Conference Hall. Nearly 400 students benefitted in that above Training Program. At the end of the program, Students were requested to provide their Feedback above the training program. Our Students were actively participated & more satisfied in that Program. The Soft Skills Training Program was completed by Consultants as per the expectations of the College. At the end of the training program Students have informed that they have achieved their top expectations from the program- “Confidence Stage-daring & “English Communication”. Hence it can be concluded that the Training Program was Successful in delivering the desired results.

  
CO-ORDINATOR

  
CONVENER

  
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## A Report on Yoga Training Program

**Date: 15/09/2021**

Yoga Training program was conducted on **14/09/2021** in our College Campus for all the departments. **I and II Year Students attended on Fore Noon session, III and IV students attended on After Noon session.** Mr.S.Manikandan, Mrs.P.Malathi was the Yoga Trainers for our Students.

The above training programs were properly Scheduled (Both FN & AN Sessions) and also conducted in different Venues.

I and II year students from all the departments attended on fore noon yoga training program (14/09/2021,FN). In the first half of the session warm up activities was done. In another half of the session spring yoga activities was performed. After above session, competition conducted by the trainers to our students.

On After noon session III and IV year students from all the departments attended on the yoga training program (14/09/2021, AN). In the first half of the session warm up activities was done. In second half of the session spring yoga activities were performed. After above session, competition conducted by the trainers to II Batch students.

Nearly **550 students benefitted** in that above Training Program.

Our Students were actively participated & more satisfied in that Program. Yoga training program was completed by the trainers as per the expectations of the student.



**CO-ORDINATOR**

**PRINCIPAL**