

**Avinashilingam Institute for Home Science and Higher Education for Women,
Coimbatore- 641043.**

**ANNUAL REPORT OF THE COMMUNICATION & SOFT SKILLS
FOR THE ACADEMIC YEAR 2015-16**

INTRODUCTION:

The Skill Based Courses (Communication/Soft Skills) is being conducted for all the UG students during their IV & V semesters. The Skill Based Courses is categorized under the Part –IV component of the Undergraduate scheme. The students who score below 55% on calculation of their average score in English upto semester III were offered Communication Skills, whereas as those who scored above 55% were offered Soft Skills.

Communication Skills Training was outsourced to M/s. Silver Tongue Pvt. Ltd, Coimbatore and Soft Skills training to M/s. Launchpad LLC Pvt. Ltd. Chennai.

COURSE MODULE:

COMMUNICATION SKILLS

The various modules of the Communication Skills Training programme that focuses on oral fluency and aural competency development include:

- Creative thinking
- Comprehensive skills
- Oral practice
- Vocabulary enrichment
- Dramatization

In addition to the above, two special modules (one for each semester) is designed for the Hands on training in Cambridge English ESOL software facilitated through Hi- Class classroom management software version 4.2, to be held in the Communication Skills Centre.

SOFT SKILLS

The modules of the Soft Skill training programme that focuses on all round development of the students include:

- Verbal & Non-verbal communication
- Leadership & Team-building
- Negotiation Skills
- Emotional Intelligence Skills
- Etiquette

Besides, special attention is given to the Interview skills of the students in order to facilitate placements.

TRAINEES:

The students who were trained during 2015-16 were all the UG students of the **2013 batch** pursuing their III yr-5th semester.

The no. of students who completed the Skill Based Programme are:

Communication Skills: **295**

Soft Skills : **1070**

COURSE DURATION:

The duration of the Skill Based Courses was 24 hours (2 hours of instruction per week). The students were trained in batches. There were **8 batches** in Communication Skills and **18 batches** in Soft Skills, each batch with 40-50 students on an average.

COURSE OUTCOME:

The students who underwent the Skill Based Training (both Communication & Soft Skills) have expressed their views on the various benefits of the programmes through their feedback.

In a nut shell, there has been significant improvement in relevant aspects of the students such as verbal communication, attitude, leadership qualities, time management etc.

The consolidated feedback of the students on Communication/ Soft Skills is as follows:

1. Learnt the skills through games, activities and interesting exercises.
2. Enabled to improve the verbal as well as written Communication along with the fun and enjoyment involved in it.
3. Promoted teamwork and expressed that communication skills activities are more effective when performed in a group
4. Found improvement in spoken English.
5. Created awareness about self placing in career building and goal setting
6. Trained well in Group discussions and Interviews.
7. The trainers were more interactive and made the sessions informative.
8. The programme was highly motivating.
9. The trainers established a good rapport with the students.
10. The trainers are punctual too.

SUGGESTIONS:

1. We need the same trainer for all sessions.
2. We want the classes within regular hours.