

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

## **REPORT OF THE COMMUNICATION & SOFT SKILLS PROGRAMME**

**Academic year 2019-20**

The Skill Based Courses is categorized under the Part –IV component of the Undergraduate scheme. It is currently offered to the students during their III year. The students take up Communication Skills, during Semester V and Soft Skills during semester VI.

The service provider for the three years between 2017-18 and 2019-2020 was M/s. Source Management Infotech, Coimbatore.

### **COURSE MODULE:**

The specially designed syllabi were followed for both the programme. The service providers were advised to strictly follow the syllabus and the same was monitored and ensured by the Committee.

### **COMMUNICATION SKILLS**

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

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

In addition to the above, Four special modules – *English in Mind (3 versions) & Learn to Speak English* were included for the Hands on training in Cambridge English ESOL software facilitated through Hi- Class classroom management software version 4.2, conducted in the Communication Skills Centre.

### **SOFT SKILLS**

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

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

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

**TRAINEES:**

The number of final year undergraduate students trained during the current academic year 2019-20 was **1356**.

**COURSE DURATION:**

The duration of the Skill Based Courses (both programme) was 24 hours (2 hours of instruction per week). The students were trained in batches of 50 on an average and there were 27 batches in all.

**ASSESSMENTS:**

The students were assessed at the beginning of each semester as a Pre-assessment to the training and there were continuous assessments during the activity based sessions, followed by a post assessment at the end of the training. The students were assessed for a total of 100 marks and the remarks were entered in the e-Campus to be reflected in the semester mark sheets.

**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 students expressed the following:

1. Learnt the skills through games, activities and interesting exercises.
2. The courses enabled improvement of verbal as well as written Communication along with the fun and enjoyment involved in it.
3. It promoted teamwork and proved that communication skills activities are more effective when performed in a group
4. We found improvement in spoken English.
5. It Created awareness about self placing in career building and goal setting
6. We were 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.

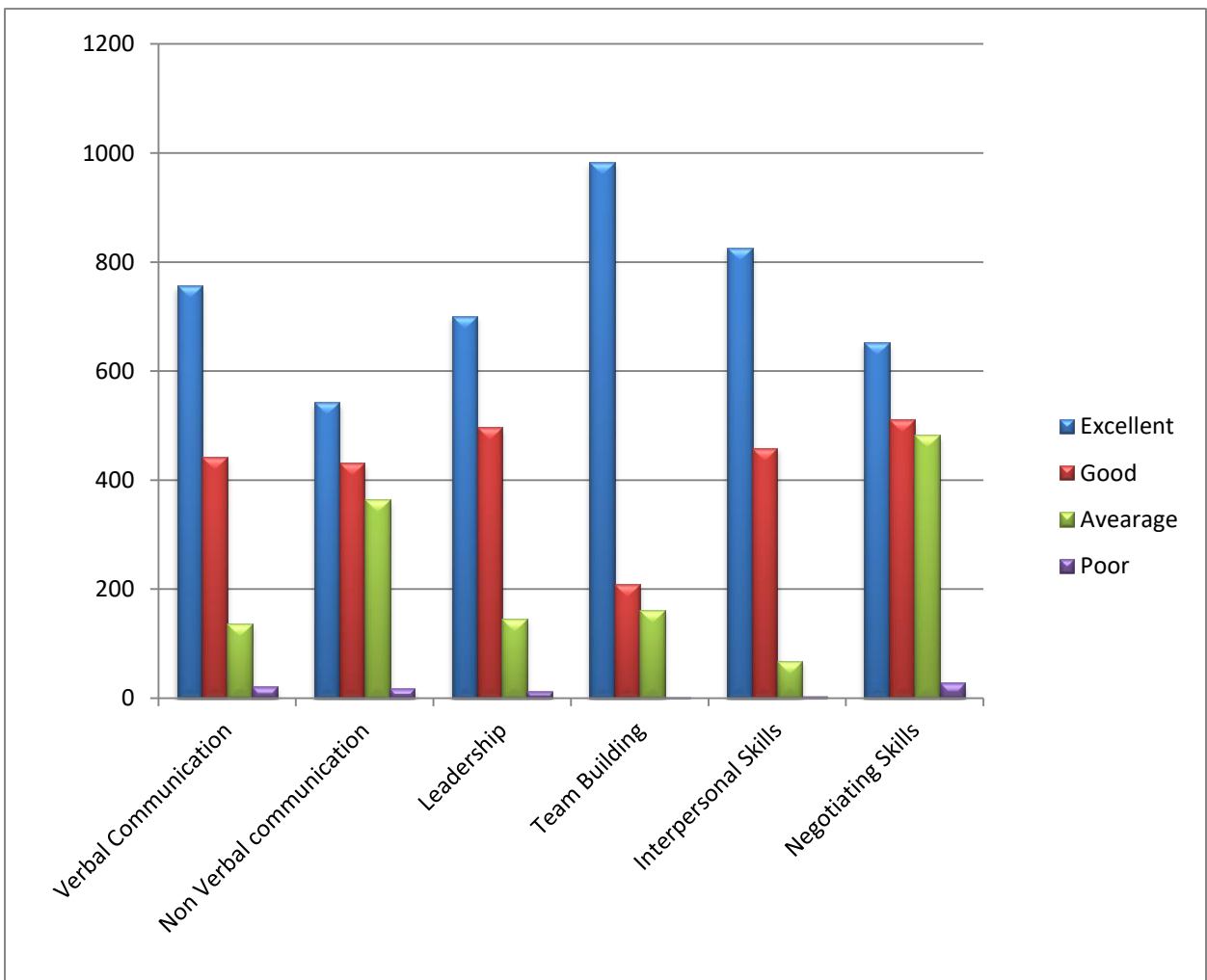
**SUGGESTIONS:**

- 1. We need more speaking activities.
- 2. Few outbound games and activities will be good.

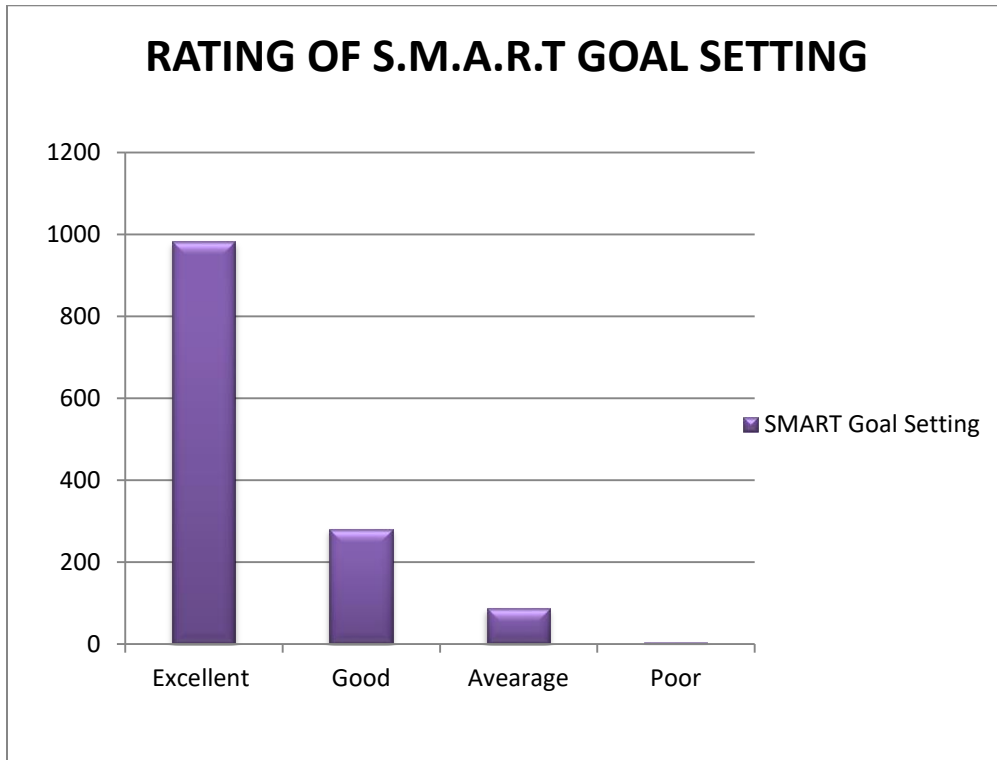
The consolidated feedback of the students on Communication/ Soft Skills is as follows:

**QUESTION:** How the programme helped you in your individual skill development?

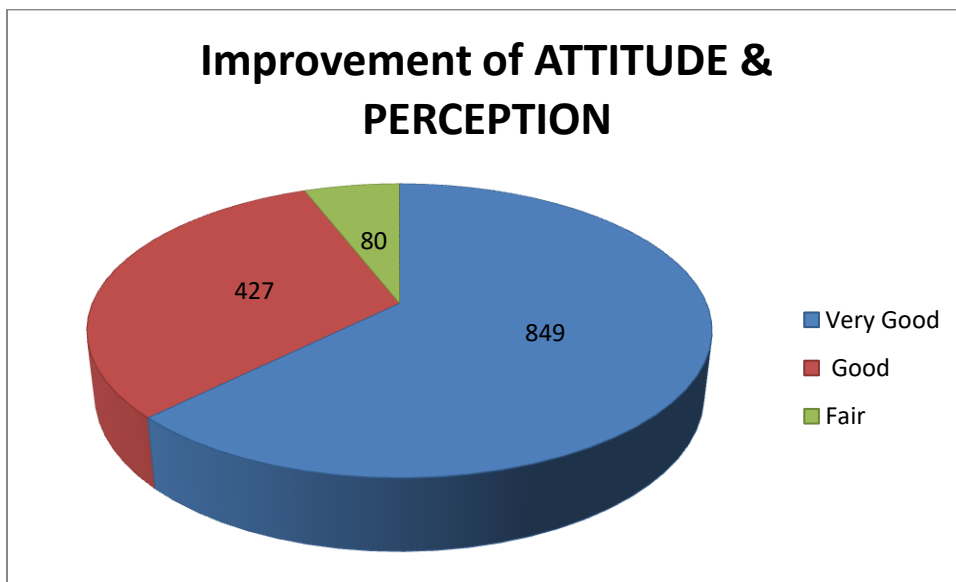
**RATING OF INDIVIDUAL SKILL DEVELOPMENT**



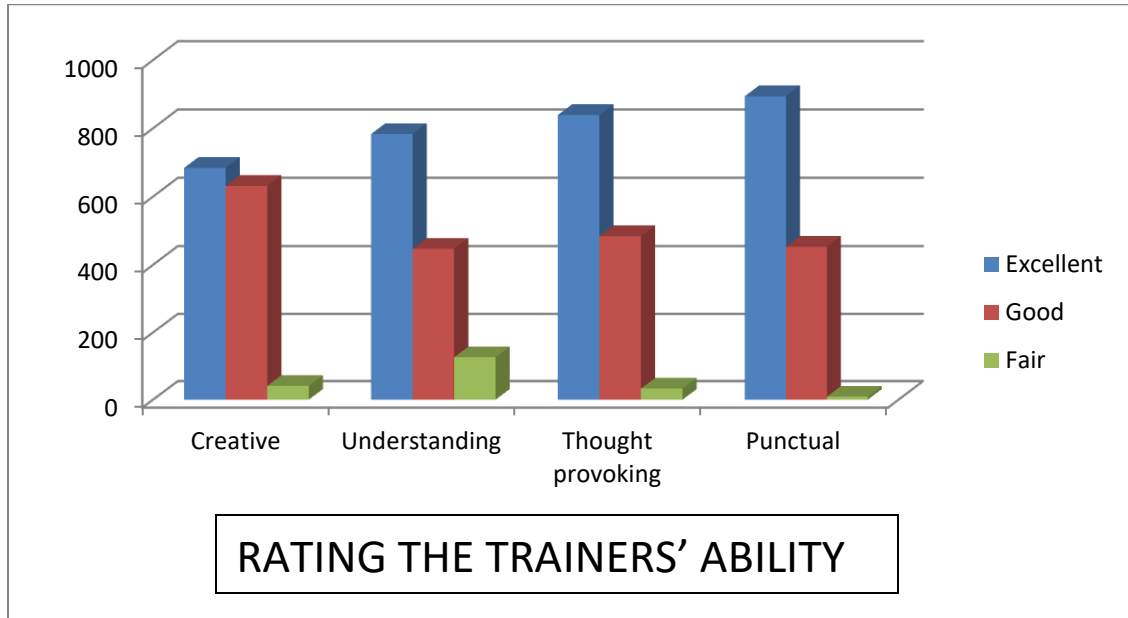
**QUESTION:** How the courses help you to set SMART (Specific, Measurable, Achievable, Realistic, Timely) goals for life?



**QUESTION:** Has the courses helped you improve your Attitude & Perception?

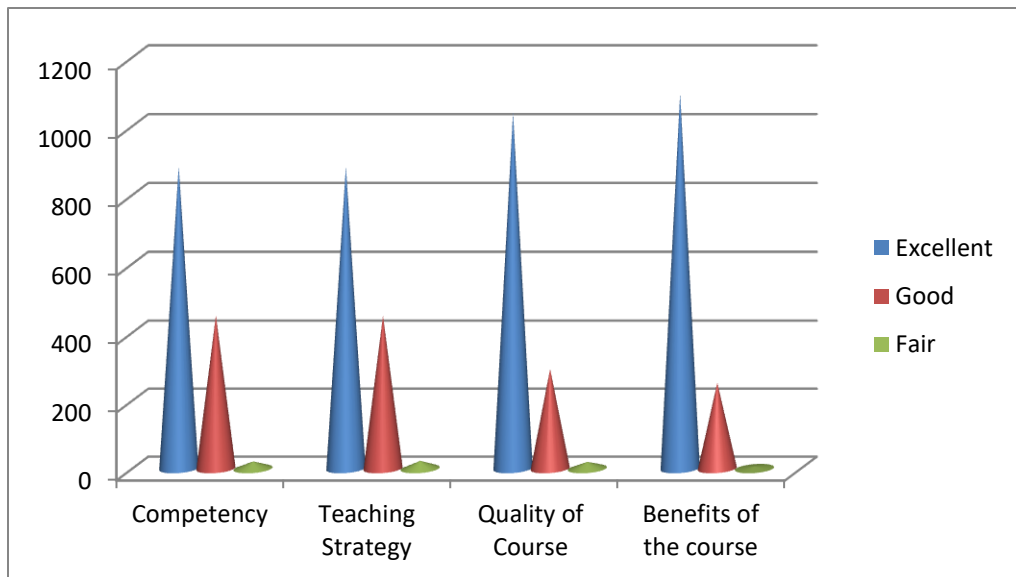


**QUESTION:** How would you rate the ability of the trainers in the attributes- Creative, Understanding, thought provoking and punctual?



**QUESTION:** Rate the quality of the training programme based on Competency, Teaching Strategy, quality of course and benefits of the course.

**QUALITY OF THE TRAINING PROGRAMME**



**Question:** Describe your overall experience about the Course.

