

ANNAI VELANKANNI COLLEGE, THOLYAVATTAM
Department of Business Administration
Soft Skill - Report for the academic year 2016-2017

Department of BBA provides immense opportunities to its student to build friendship and participate in group activities outside of the tight circle of the regular classroom and develops the habits of time-management and organisational skills.

For developing the soft skill, six clubs are actively functioning in our development, namely

1. BBC – Brilliant BBA Club
2. CCB – Clean Club of BBA
3. BASE – BBA Advance Spoken English Club
4. WCC – Women Care Club
5. DDC – Dynamic Dudes Club
6. CGC – Career Guidance Club

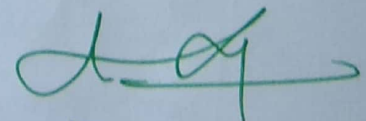
Club Activities: Club activities comprises

- Motivating students to read more books and newspapers in order to improve their general knowledge and encouraging them to participate quiz programmes conducted in and outside the campus.
- Making presentations in classes related to general knowledge and current affairs.
- Women care club concentrate on the enhancement of women students through proper counselling to solve their personal and academic problems arise in and outside the campus by themselves
- Using various techniques to improve English speaking and encourage them to speak in English by some positive reinforcement.
- To make familiar with all management games and develop managerial skills. So that they are ready to organise and perform management events successfully.
- Career Guidance Cell motivates to gather information regarding career and higher studies and provide advisory support to the outgoing student to choose the right career option by themselves.
- Advance Reader Club helps to develop their soft skills.
- Clean Club helps to develop the habit of cleanliness

Time Table:

All the staff members have to conduct MSD-Programmes in their respective classes in every 6th hour of all 5th day order for all students. The activities were coordinated and monitored by HOD.

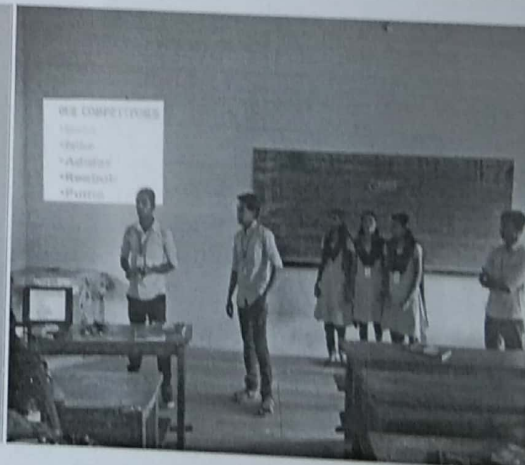
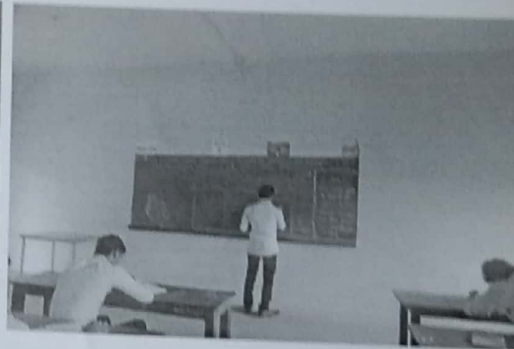

DR. D. ANTO PRAVIN SINGH
HEAD OF THE DEPARTMENT OF BBA
ANNAI VELANKANNI COLLEGE,
THOLYAVATTAM - 629 157.


PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLYAVATTAM - 629 157
KANYAKUMARI DISTRICT

SOFT SKILLS – Managerial Skill Development Programmes

1. Interview Techniques
2. Group Discussion
3. Debate
4. Leadership skill
5. New Product Launch
6. Business Plan
7. Role Play
8. Management Games
9. Poster Making

Totally 83 students were benefited.



Dr. D. Pravin Singh
HEAD OF DEPARTMENT OF BBA
ANNAI VELANKANNI COLLEGE,
THOLAYAVATTAM - 629 157.

PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE, THOLYAVATTAM
Department of Business Administration
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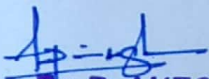
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- Advance Reader Club helps to develop their soft skills.
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Time Schedule:

All the staff members has to conduct MSD-Programmes in their respective classes in every 6th hour of all 5th day order for all students. The activities were coordinated and monitored by HOD.



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9. Poster Making

Totally 66 students were benefited.



Ap Singh
21/4/2015
DR. D. S. ANTONY
HEAD OF THE DEPARTMENT OF BBA
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157

J A
PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE, THOLYAVATTAM
Department of Business Administration
Soft Skill - Report for the academic year 2018-2019

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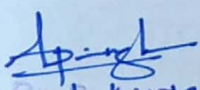
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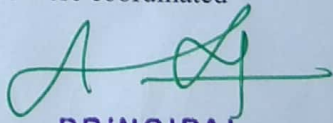
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THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT


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Totally 86 students were benefited.




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ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM

ANNAI VELANKANNI COLLEGE, THOLYAVATTAM
Department of Business Administration
Soft Skill - Report for the academic year 2019-2020

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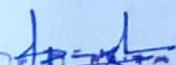
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7. ARC – Advance Readers Club
8. HVDC – Human Value Development Club.

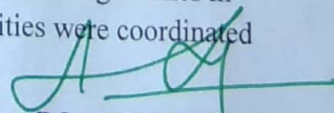
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Time Schedule:

The staff members who handle 2nd & 3rd year classes has to conduct MSD-Programmes in their respective classes in every 6th hour of all 5th day order. The activities were coordinated and monitored by HOD.

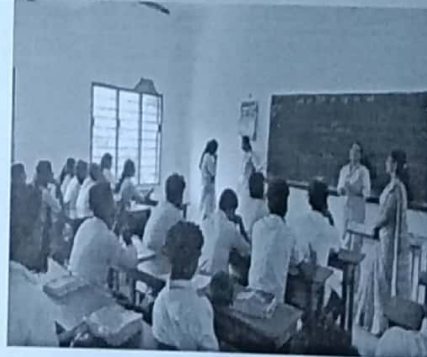
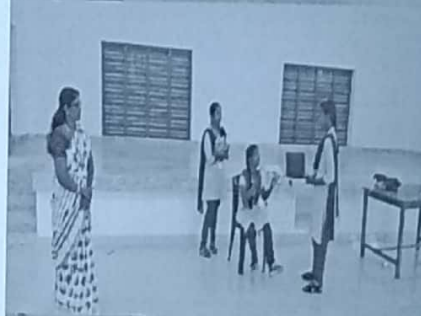

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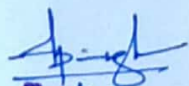

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THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

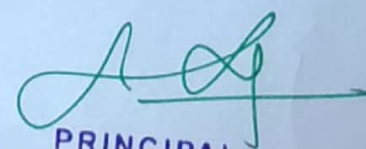
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Totally 101 students were benefited.




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KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE, THOLYAVATTAM
Department of Business Administration
Soft Skill - Report for the academic year 2020-2021

Department of BBA provides immense opportunities to its student to build friendship and participate in group activities to develops the habits of time-management and organisational skills. Due to Covid-19 pandemic , our department did some modification in its activities without affecting its core objective considering safety of our students.

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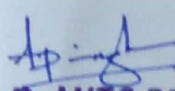
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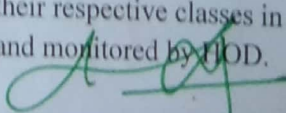
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Time Schedule:

Whenever the class function in offline we follow as per the schedule. The staff members who handle 2nd & 3rd year classes has to conduct MSD-Programmes in their respective classes in every 6th hour of all 5th day order. The activities were coordinated and monitored by HOD.


Dr. D. ANAND SINGH
HEAD OF THE DEPARTMENT OF BBA
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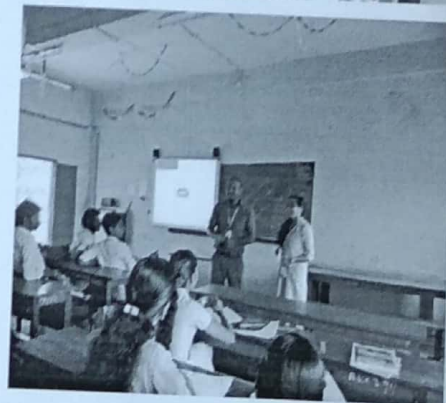

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Totally 96 students were benefited.



Ap Singh

Dr. P. ANTO PRAVIN SINGH
HEAD OF THE DEPARTMENT OF BBA
ANNAI VELANKANNI COLLEGE,
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PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

2018-2019

ANNAI VELANKANNI COLLEGE, THOLYAVATTAM

SOFT SKILLS

SYALLBUS

UNIT-I

Human Values - Leadership

UNIT-II

Emotional Intelligence - Goal Setting

Unit-III

Time Management - Self Management

Unit -IV

Team Building - Social Ethics

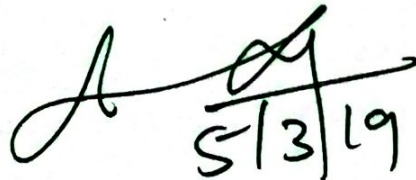
Unit -V

Procastination - Facing Failures

ANNAI VELANKKANNI COLLEGE, THOLAYAVATTAM
SOFT SKILLS
ACADEMIC YEAR 2018-2019
TOTAL NO.OF CLASSES HANDLED BY THE STAFF

Sl. No	Name	Total Hours	Total Remuneration (Rs)
1	Dr. S. Mary Helen	3	525
2	Dr. G. Dominic Babu	3	525
3	Dr. A. Darlin Mary	3	525
4	Dr. S. Kala VethaKumari	3	525
5	Mr. S. Kingsley Antony Jeyaraj	3	525
6	Dr. G. Jerin Rose	3	525
7	Mr. S. Alex Jacob	3	525
8	Dr. S. Stalin Sathiya	3	525
9	Mr. Berlin Raja Singh	3	525
10	Dr. D. Joen Joselin	3	525


5/3/2019
CONVENER


5/3/19

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM

Accredited with B++ by NAAC
Soft Skill Time Table 2018-2019

The following staff members are asked to conduct soft skills for the UG first year during 6th hour in all IV day order (from coming cycle). The schedule is given below

Name	Topic	Department
Dr. S. Mary Helen	Human Values	Tamil, English, B.B.A, B.Com, Maths, Physics, Chemistry, Comp.Sci, Bio.Tech., Zoology
Dr. G. Dominic Babu	Leadership	English, B.B.A, B.Com, Maths, Physics, Chemistry, Comp.Sci, Bio.Tech., Zoology, Tamil
Dr. A. Darlin Mary	Emotional Intelligence	B.B.A, B.Com, Maths, Physics, Chemistry, Comp.Sci, Bio.Tech., Zoology, Tamil, English
Dr. S. Kala VethaKumari	Goal Setting	B.Com, Maths, Physics, Chemistry, Comp.Sci, Bio.Tech., Zoology, Tamil, English, B.B.A
Mr. S. Kingsley Antony Jeyaraj	Time Management	Maths, Physics, Chemistry, Comp.Sci, Bio.Tech., Zoology, Tamil, English, B.B.A, B.Com
Dr. G. Jerin Rose	Self Management	Physics, Chemistry, Comp.Sci, Bio.Tech., Zoology, Tamil, English, B.B.A, B.Com, Maths
Mr. S. Alex Jacob	Team Building	Chemistry, Comp.Sci, Bio.Tech., Zoology, Tamil, English, B.B.A, B.Com, Maths, Physics
Dr. S. Stalin Sathiya	Social Ethics	Comp.Sci, Bio.Tech., Zoology, Tamil, English, B.B.A, B.Com, Maths, Physics, Chemistry
Mr. Berlin Raja Singh	Procastination (Not doing at right time)	Bio.Tech., Zoology Tamil, English, B.B.A, B.Com, Maths, Physics, Chemistry, Comp.sci
Dr. D. Joen Joselin	Facing Failures	Zoology, Tamil, English, B.B.A, B.Com, Maths, Physics, Chemistry, Comp.Sci, Bio.Tech

Note:

- The staff members are asked to submit one copy of note to the Convenor.
- Staff members are asked to collect 5 feedbacks from each department students.


29/11/19
Principal


11/12/19

2019-2020

ANNAI VELANKANNI COLLEGE, THOLYAVATTAM

SOFT SKILLS

SYALLBUS 2019-2020

UNIT-I

Human Values - Leadership

UNIT-II

Emotional Intelligence - Goal Setting

Unit-III

Time Management - Self Management

Unit -IV

Team Building - Social Ethics

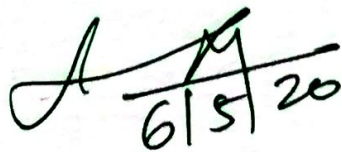
Unit -V

Procastination - Facing Failures

ANNAI VELANKKANNI COLLEGE, THOLAYAVATTAM
SOFT SKILLS
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CONVENER


6/5/20

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM

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Dr. A. Darlin Mary	Emotional Intelligence	B.B.A, B.Com, Maths, Physics, Chemistry, Comp.Sci, Bio.Tech., Zoology, Tamil, English
Dr. S. Kala VethaKumari	Goal Setting	B.Com, Maths, Physics, Chemistry, Comp.Sci, Bio.Tech., Zoology, Tamil, English, B.B.A
Mr. S. Kingsley Antony Jeyaraj	Time Management	Maths, Physics, Chemistry, Comp.Sci, Bio.Tech., Zoology, Tamil, English, B.B.A, B.Com
Dr. G. Jerin Rose	Self Management	Physics, Chemistry, Comp.Sci, Bio.Tech., Zoology, Tamil, English, B.B.A, B.Com, Maths
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Dr. D. Joen Joselin	Facing Failures	Zoology, Tamil, English, B.B.A, B.Com, Maths, Physics, Chemistry, Comp.Sci, Bio.Tech

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24/6/20

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24/6/20
Principal