



Guru Nanak College (Autonomous)

(Affiliated to University of Madras & Re-Accredited At "A" Grade by NAAC)
No. 161, Guru Nanak Salai, Velachery, Chennai - 600042, Tamil Nadu
Website: www.gurunanakcollege.edu.in

5.1.3 Capability Development and Skill Enhancement Activities

Soft Skills - Activity Report

|| 2020-21 ||

	GURU NANAK COLLEGE (AUTONOMOUS) Affiliated to the University of Madras Accredited by NAAC at "A" Grade. ISO Certified (9001 - 2015) Guru Nanak Salai, Velachery, Chennai - 600 042.
CERTIFIED DOCUMENTS	
METRIC NO. : 5.1.3
PAGE NO.	01 TO 11
 PRINCIPAL	

5.1.3 Capability Development and Skill Enhancement Activity

2020-21				
Soft Skills				
S.No.	Name of the Capability Enhancement Program	Date of Implementation (DD-MM-YYYY)	Number of Students Enrolled	Name of the Agencies/Consultants Involved with Contact Details (if any)
1	Effective Time Management	13-05-2020	98	Department of MBA in collaboration with Madras Management Association
2	Personality Development and Interview Skills	02-07-2020	133	Department of Biotechnology, Guru Nanak College
3	Entrepreneurial Competencies	06-07-2020	250	Department of MBA
4	Capacity Building in Communication Skills and Life Skills - E workshop	06-08-2020 to 08-08-2020	388	Be Positive Training Academy
5	Job Interview Skills and Development	18-11-2020	25	Mr. Ramakrishnan, Ex-Banker and Social worker

SOFT SKILLS

1. EFFECTIVE TIME MANAGEMENT

Event Title	Effective Time Management
Category	Webinar
School & Department	Management – Master of Business Administration
Date	13-05-2020
No. of Resource Person	1
No. of Participants	98

Report

Department of MBA in collaboration with Madras Management Association as one of the Academic Partner conducted a webinar on the title ‘Effective Time Management’ on 13th May 2020 where students from the host institution and the other academic partner institutions joined live to listen to Dr. Manu K Vora, Chairman & President, Business Excellence Inc., USA. Dr. Manu K Vora addressed the students on live on the title ‘Effective Time Management’ which was an active presentation which captivated the audience and made them realise the importance of time management and the speaker highlighted the internal and external time wasters that the youngsters face today. He made the audience understand the need for prioritising the work, how to manage time effectively through a video, scheduling, meetings, procrastination, etc. The speaker listed the time management aspects correlating with the English alphabets and made the audience understand the value of time through another video followed by an effective question and answer session.

Effective Time Management

Effective Time Management

Dr. Manu K. Vora, B. Tech. (Honors), Chem. Eng., IIT (BHU), 1968
Chairman and President, Business Excellence, Inc., USA
Fulbright Specialist, U. S. Department of State, USA
Adjunct Professor, Stuart School of Business, Illinois Institute of Technology, USA
Adjunct Faculty, School of Professional Studies, Northwestern University, USA
Visiting Faculty, IIT (BHU), Varanasi, Fulbright Specialist Program, USA
Visiting Faculty, IIT (BHU), Varanasi, GIAN Program - MHRD, Government of India
Visiting Faculty, IIT (BHU), Varanasi, GIAN Program - MHRD, Government of India, India

Virtual Presentation at MMA, Chennai, TN, India
13th May, 2020

Madras Management Association
Live Talk On
"Effective Time Management"
by
Dr Manu K Vora
9 AM, 13th May 2020

13-05-2020

2. PERSONALITY DEVELOPMENT AND INTERVIEW SKILLS

Event Title	Personality Development and Interview Skills
Category	Orientation Programme
School & Department	Sciences - Biotechnology
Date	02-07-2020
No. of Resource Person	1
No. of Participants	133

Report

The speaker of this webinar was Mrs.M.L.Mayalekshmi, Assistant Professor and Head - Department of Marketing Management ,Guru Nanak College and Convener was Dr. Bharathi Ravikrishnan introduced the theme of the webinar. Resource person spoke about the life skills which students must inculcate. The postures ones must develop which can generate positive impact during interview. She also spoke about the general attitudes, attributes one must develop along with education to travel in a right path in their career. She also emphasised upon the dress codes for both boys and girls. She also highlighted the fact of long-time retention in their job, show exhibit their commitment towards their job. The webinar was followed with discussion session. The vote of thanks was delivered by Mr. A. Amala Lourthraj, Assistant Professor, Department of Biotechnology. The webinar was attended by 133 participants.

Invitation

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Biospectra- Department of Biotechnology Association
Cordially invites you all for
Webinar on
"Personality Development & Interview Skills"

Resource Person



Mrs. M. L. Mayalekshmi Pillai
Assistant Professor and Head,
Department of B. Com. (MM),
Head -Placement, Guru Nanak College


On
2.7.2020
Time: 5.30 p.m. to 6.30 p.m.

Registration Link: <https://forms.gle/FFcjLwZokftKBL8>
Google meet Link: <meet.google.com/mgx-ypxj-mdm>


Dr. M. G. Rangunathan
Principal

Mr. Manjit Singh Nayar
General Secretary and Correspondent

Certificate




Guru Nanak College (Autonomous)
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Guru Nanak Salai, Velachery, Chennai-600042.




Certificate of Participation


This is to certify **Afreen Taj P.N.** of Home Science-interior design and décor, Sri Kanyaka Parameswari for women has actively participated in webinar on **"Personality development and interview skills"** delivered by Mrs.M.L Mayalekshmi, Assistant Professor and Head, Department of B.Com. (Marketing Management), Guru Nanak College, held on 2.7.2020; organised by Department of Biotechnology, Guru Nanak College.



Dr. M.G.Raghunathan
Principal



Mr. Manjit Singh Nayar
General Secretary and Correspondent



Leadership Camp - 2018


3. ENTREPRENEURIAL COMPETENCIES

Event Title	Entrepreneurial Competencies
Category	Webinar
School & Department	Management – Master of Business Administration
Date	06-07-2020
No. of Resource Person	1
No. of Participants	250

Report

The Department of MBA conducted a webinar on ‘Entrepreneurial Competencies’ as part of the webinar series on Transfiguration in Management and Commerce organised by School of Management and the School of Commerce of Guru Nanak College from 6th July 2020 to 16th July 2020. The resource person was Dr. M.K. Shakila, Dean-School of Management, Guru Nanak College (Autonomous), Velachery, Chennai. She explained the concept of Entrepreneurship by quoting examples of personalities across the world like bill gates, steve jobs, Anil Ambani, Mukesh Ambani, K. Iran Mazumdar, Ratan Tata, Kiran Bedi, CK Ranganathan etc., by identifying their unique qualities that shows them as true Entrepreneurs. It was an interactive session where students and faculty members enthusiastically answered all the questions of the resource person and made the session very lively. She also quoted example of personalities like Abdul Kalam who is known for his humility which is very important for entrepreneurs.

Invitation



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School of Management & School of Commerce
Webinar Series on
“Transfiguration in Management and Commerce”
DATE: 6th July 2020 – 16th July 2020
DEPARTMENT OF MBA
Cordially Invites you to
A Webinar on “Entrepreneurial Competencies”
6th July 2020
Resource Person
Dr. Shakila. M. K
Dean – School of Management
Timing: 3:00 p.m. to 4:00 p.m.
Google Meet Link: <https://meet.google.com/yhj-xnky-wsh>
Registration is free and E – Certificate will be provided to all participants.

Dr. M. G. Rangunathan
Principal

Mr. Manjit Singh Nayar
General Secretary & Correspondent

Competencies 06.07.2020

REC

Entrepreneurial Competencies

Dr. Shakila M K
Guru Nanak College (Autonomous)

(250) 12

- HOD MBA Vel Tech, Chen... >
- Ikbal Ikbal >
- Ilaya Bharathy >
- J. pavithra >
- Jagan >

4. CAPACITY BUILDING IN COMMUNICATION SKILLS AND LIFE SKILLS - E WORKSHOP

Event Title	"Capacity Building in Communication Skills and Life Skills"	
Category	E-Workshop	
School & Department	Languages – English (Shift I)	
Date	From: 06-08-2020	To :08-08-2020
No. of Resource Person	3	
No. of Participants	388	

Report

The Department of English (Shift I) under the auspices of School of Languages organized a Three-Day E-Workshop for students on "Capacity Building in Communication Skills and Life Skills" from 06.08.2020 to 08.08.2020. The First Day E-Workshop was on 06.08.2020 on the topic "Error-Free Communication". Mr. B. Kumaran, Associate Professor and Head, Department of English (Shift I) welcomed the participants. Dr. Swati Paliwal, Assistant Professor and Head, Department of Hindi and Dean, School of Languages congratulated and felicitated the organizers. Dr. M. Aneez, Assistant Professor, Department of English (Shift I) introduced the Resource Person.

The Resource Person enlightened the participants with her clear explanation of the errors that are committed and the ways to overcome such errors through her power point presentation. The participants took active participation by interacting with the Resource Person. 128 participants were present in the E-Workshop.


The Second Day E-Workshop was on 07.08.2020 on the topic " Enhancing Emotional Intelligence: A Key to Students' Success." The Resource Person of the E-Workshop was Mr. R. Arun, Assistant Professor, Department of English (Shift II), Guru Nanak College (Autonomous), Guru Nanak Salai, Velachery, Chennai – 600 042. The Resource Person through his power point presentation explained the ways to enhance our emotional intelligence which would help the students to get success in their life. The participants took active participation by interacting with the Resource Person. 128 participants were benefited by attending this E-Workshop.

The Third Day E-Workshop was on 08.08.2020 on the topic "Seven Skills of Ultra Legends." The Resource Person of the E-Workshop was Mr. Vimal Thiyagarajan, Soft Skills Trainer, Be Positive Training Academy, Anna Nagar, Chennai. Dr. L.R.S. Kalanithi, Associate Professor of English, Vice Principal (SA) and Research Supervisor (Shift I) welcomed the participants. Mrs. R. Radhika, Assistant Professor and Head, Department of English (Shift II) introduced the Resource Person. The Resource Person through his power point presentation explained the ways through which we can improve our Life Skills. His E-Workshop helped the participants to get positive

energy. The participants took active participation by interacting with the Resource Person. 110 participants were benefited by attending this E-Workshop.

The Concluding Remarks of the Three-Day E-Workshop was given by Mr. B. Kumaran, Associate Professor and Head, Department of English (Shift I). Mr. S. Vignesh, II Year B.Sc., Advanced Zoology and Biotechnology proposed the vote of thanks.

Invitation



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SCHOOL OF LANGUAGES
DEPARTMENT OF ENGLISH (SHIFT - I)
ORGANISES

A THREE - DAY E - WORKSHOP FOR STUDENTS ON
"CAPACITY BUILDING IN COMMUNICATION SKILLS AND LIFE SKILLS"

RESOURCE PERSONS

DAY 1: 6.08.2020 (THURSDAY)
TIME : 3.30 p.m.,
Dr. L.R.S. Kalanithi,
Associate Professor of English and Vice-Principal (Students' Affairs) (Shift I)
TOPIC: **"ERROR - FREE COMMUNICATION"**

DAY 2: 7.08.2020 (FRIDAY)
TIME : 3.30 p.m.,
Mr. R. Arun,
Assistant Professor of English (Shift II)
TOPIC: **ENHANCING EMOTIONAL INTELLIGENCE :
A KEY TO STUDENTS' SUCCESS**

DAY 3: 8.08.2020 (SATURDAY)
TIME : 3.30 p.m.,
Mr. Vimal Thiyagarajan,
Soft Skills Trainer, Be Positive Training Academy
TOPIC: **SEVEN SKILLS OF ULTRA LEGENDS**

GOOGLE MEET LINK : <https://meet.google.com/kxs-sxoo-mse>

E - CERTIFICATES WILL BE PROVIDED TO ALL PARTICIPANTS

Dr. M.G. RAGUNATHAN
PRINCIPAL

Mr. MANJITH SINGH NAYAR
GENERAL SECRETARY AND CORRESPONDENT

Certificate



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SCHOOL OF LANGUAGES
DEPARTMENT OF ENGLISH (SHIFT I)
CERTIFICATE OF APPRECIATION

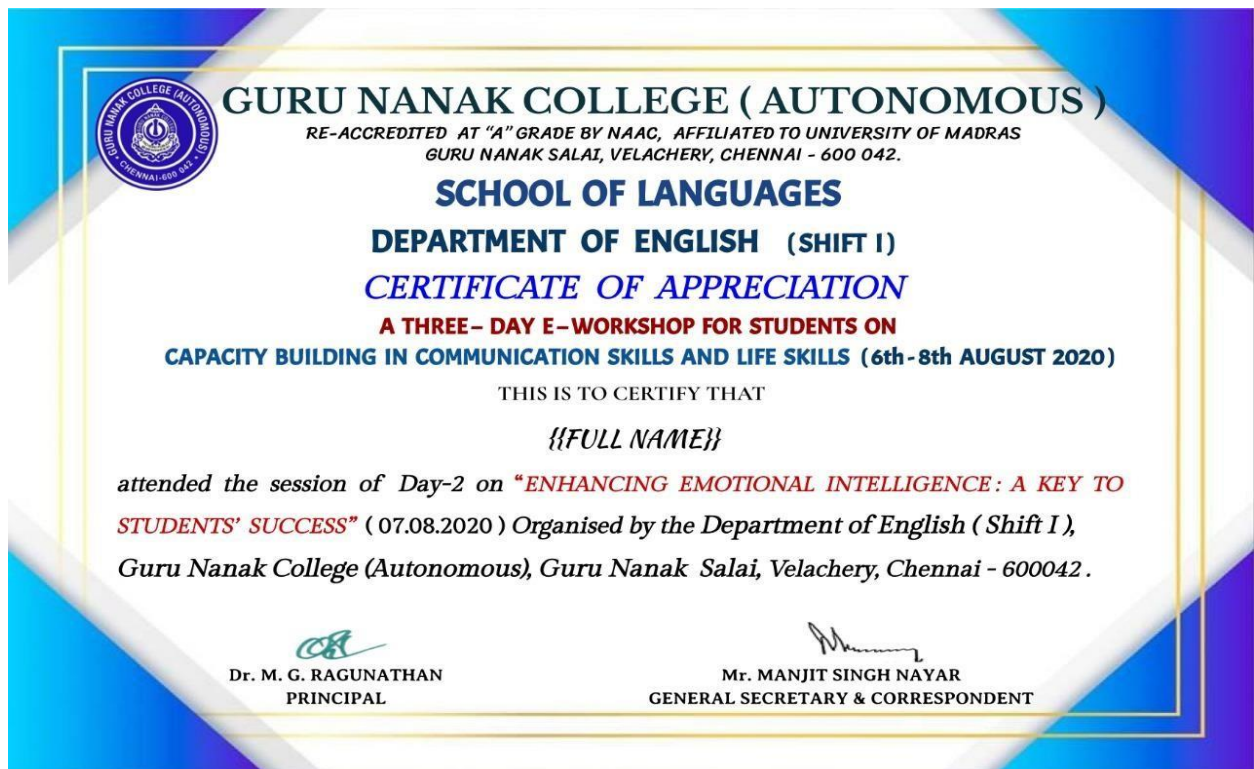
A THREE- DAY E-WORKSHOP FOR STUDENTS ON
CAPACITY BUILDING IN COMMUNICATION SKILLS AND LIFE SKILLS (6th-8th AUGUST 2020)


THIS IS TO CERTIFY THAT
{{FULL NAME}}

attended the session of Day-1 on **"ERROR - FREE COMMUNICATION"** (6.08.2020)
Organised by the Department of English (Shift I), Guru Nanak College (Autonomous),
Guru Nanak Salai, Velachery, Chennai - 600042.


Dr. M. G. RAGUNATHAN
PRINCIPAL


Mr. MANJIT SINGH NAYAR
GENERAL SECRETARY & CORRESPONDENT




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SCHOOL OF LANGUAGES
DEPARTMENT OF ENGLISH (SHIFT I)
CERTIFICATE OF APPRECIATION

A THREE- DAY E-WORKSHOP FOR STUDENTS ON
CAPACITY BUILDING IN COMMUNICATION SKILLS AND LIFE SKILLS (6th-8th AUGUST 2020)

THIS IS TO CERTIFY THAT
{{FULL NAME}}

attended the session of Day-2 on **"ENHANCING EMOTIONAL INTELLIGENCE: A KEY TO STUDENTS' SUCCESS"** (07.08.2020) Organised by the Department of English (Shift I),
Guru Nanak College (Autonomous), Guru Nanak Salai, Velachery, Chennai - 600042 .


Dr. M. G. RAGUNATHAN
PRINCIPAL


Mr. MANJIT SINGH NAYAR
GENERAL SECRETARY & CORRESPONDENT

5. JOB INTERVIEW SKILLS AND DEVELOPMENT

Event Title	Job Interview Skills and Development
Category	Students
School & Department	Management – B.Com. Bank Management
Date	18-11-2020
No. of Resource Person	1
No. of Participants	25

Report

The Department of B.Com. Bank Management, Guru Nanak college, Chennai organises done day workshop by Mr. Ramakrishnan, Ex-banker and social worker on “Job Interview Skills and Development” from 19th November 2020 for the students of B.Com. Bank Management of Guru Nanak College. The resource person briefed about the professionalism expected in an interview, stressing the need for presentation, punctuality and preparation. He detailed the Do’s and Dont’s for an interview with real life instances and self-experience which was well received by the students. Strengths and weaknesses to be kept in mind during the preparation of interview was explained clearly which applies even after job placement. The structure of the resume was discussed at length and the contents of the resume was brought out through a power point presentation. The sessions were interactive and beneficial for the students which was evident from the active question answer session and a mock interview session with all the participants.

Invitation

