



5.1.2 LIST OF CAPACITY DEVELOPMENT AND SKILL ENHANCEMENT ACTIVITIES FOR LANGUAGE AND COMMUNICATION SKILLS

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2021-2022

Capacity Building and Skills Enhancement

Language and Communication Skills



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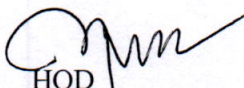
Report on two days seminar on "COMMUNICATION SKILLS AND SELF MOTIVATION"

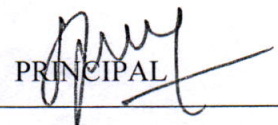
Resource Person:	Veena, Assistant professor, Tagore Engineering College, Chennai		
Date of conduct from :	24/8/2021	To:	25/8/2021
Organized Department :	Computer Science and Engineering		
Semester:	ODD	No. of Students participated :	358
Google meet link:	http://meet.google.com/gsd-bswe-gre		

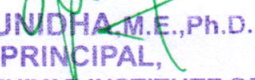
OUTCOME

Upon successful completion of two days seminar on "COMMUNICATION SKILLS AND SELF MOTIVATION", All 1st and 2nd students came to know about

- Personality development—is the improvement of behavioral characters such as communication skills, interpersonal relationships, attitude towards life and restoring our morals
- Self-motivation is having the initiative to do a task or activity without being supervised or being told to do it.
- Motivation drives our behaviors. There are many types of motivation. The two main types of motivation are external and internal.
- To be Self-confident and self-efficacy.
- Positive thinking and positive thinking about the future.
- To focus and to have strong goals.
- To adopt motivating environment.


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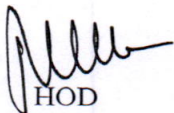
Report on two days seminar on "NON VERBAL AND VISUAL COMMUNICATION"

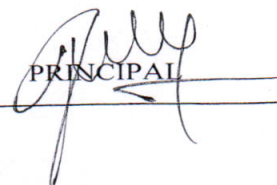
Resource Person:	DHIVYA J. ASSISTANT SYSTEM ENGINEER, TCS, CHENNAI.	JOLLY, EXL SERVICE PVT.LTD, BANGALORE.
Date of conduct from :	15/3/2022	To: 16/3/2022
Organized Department :	Computer Science and Engineering	
Semester:	EVEN	No. of Students participated : 331
Venue:	Seminar hall & EG hall	

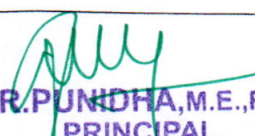
Outcome

Upon successful completion of two day seminar on "NON VERBAL AND VISUAL COMMUNICATION", All 3rd and 4th year students came to know about

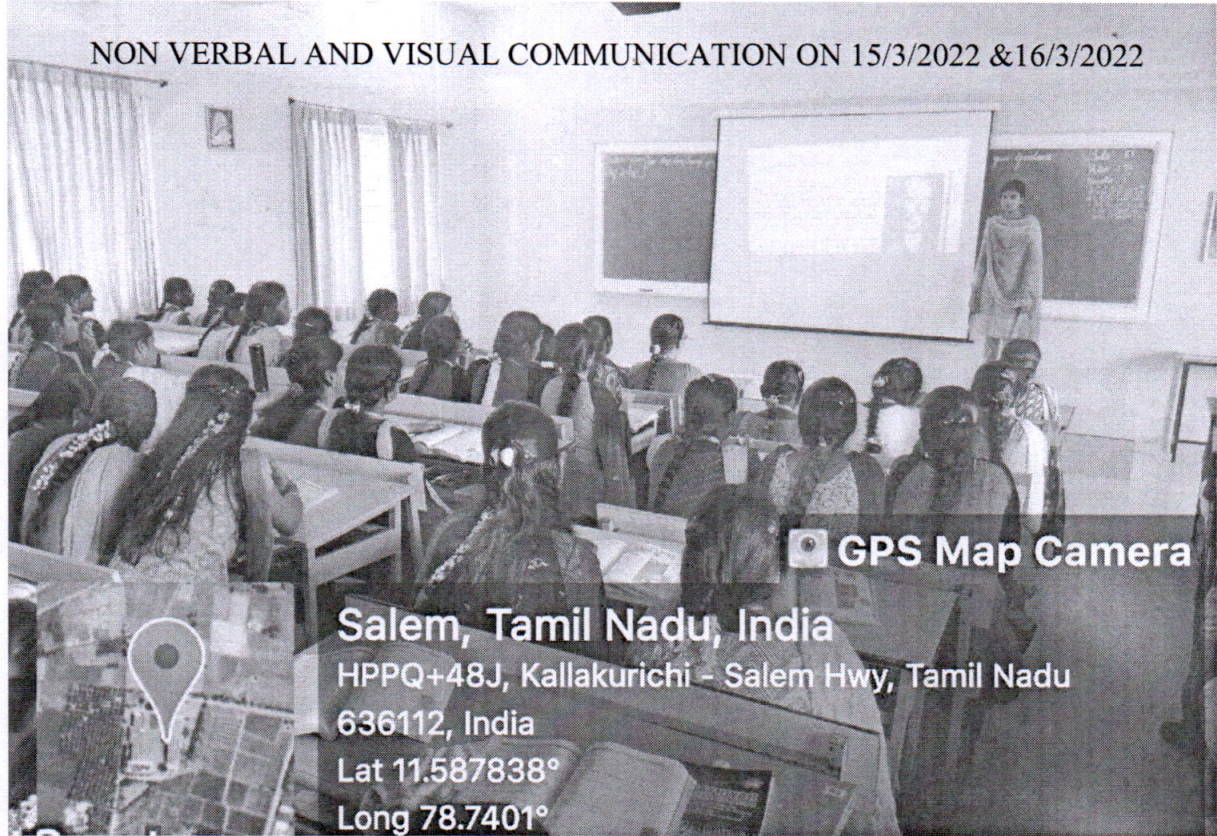
- Verbal communication is about language, both written and spoken.
- In general, verbal communication refers to our use of words while nonverbal communication refers to communication that occurs through means other than words, such as body language, gestures, and silence.
- Advising others regarding an appropriate course of action.
- Assertiveness.
- Conveying feedback in a constructive manner emphasizing specific, changeable behaviors.
- Disciplining employees in a direct and respectful manner.
- Giving credit to others.
- Recognizing and countering objections.


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NON VERBAL AND VISUAL COMMUNICATION ON 15/3/2022 & 16/3/2022



GPS Map Camera

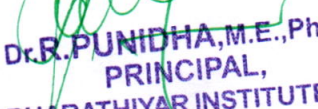
Salem, Tamil Nadu, India

HPPQ+48J, Kallakurichi - Salem Hwy, Tamil Nadu

636112, India

Lat 11.587838°

Long 78.7401°


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2020-2021

Capacity Building and Skills Enhancement

Language and Communication Skills



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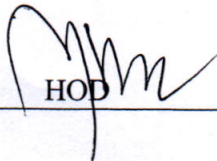
Report on two days seminar on "COMMUNICATING WITH CONFIDENCE"

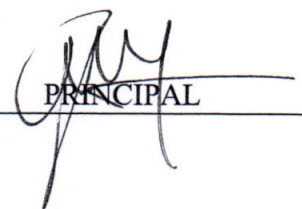
Resource Person:	BIEW ALUMINI Alahari Rajeswari, Software analyst, Infosys.		
Date of conduct from :	16/9/2020	To:	17/9/2020
Organized Department :	Computer Science and Engineering		
Semester:	ODD	No. of Students Participated :	290
Google Meet link:	http://meet.google.com/fgh-uyte-jeg		

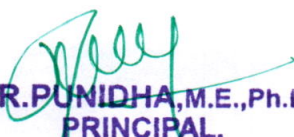
Outcome

Upon successful completion of two day seminar on "COMMUNICATING WITH CONFIDENCE", All 1st and 2nd year students came to know about

- How to listen more than they talk.
- How don't always interject their experiences.
- To admit what they don't know.
- Confidence allows you to speak concisely and with clarity.
- Professionals who communicate with confidence can convey what they want to their clients and co-workers in a clear and efficient manner.
- Effective communication is critically important for career advancement.


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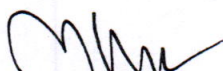
Report on two days seminar on "HOW TO BE A GREAT CONVERSATIONALIST"

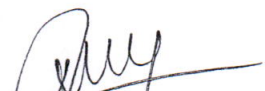
Resource Person:	ABINAYA J. Assistant System Engineer, TCS, Chennai.		
Date of conduct from :	8/1/2021	To:	9/1/2021
Organized Department :	Computer Science and Engineering		
Semester:	EVEN	No. of Students Participated :	421
Google meet link:	http://meet.google.com/ews-sdfaw-hav		

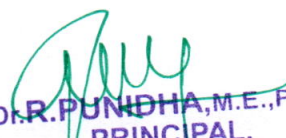
Outcome

Upon successful completion of two day seminar on "HOW TO BE A GREAT CONVERSATIONALIST", All 3rd and 4th year students came to know about

- How be genuinely interested in the person.
- To Focus on The Positive.
- Converse, not debate (or argue).
- Respect; don't impose, criticize, judge.
- Put the person in his/her Best Light.
- To Embrace Differences while building in commonalities.
- Be True to yourself.


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2019-2020

Capacity Building and Skills Enhancement

Language and Communication Skills



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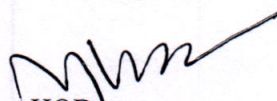
Report on two days seminar on "BARRIERS TO EFFECTIVE COMMUNICATION"


Resource Person:	Reena Devi, Technology Analyst, Infosys.	Sasi Hansi, Project Engineer, TCS.
Date of conduct from :	24/9/2019	To: 25/9/2019
Organized Department :	Computer Science and Engineering	
Semester:	ODD	No. of StudentsRegistered : 357
Venue:	Seminar hall & EG hall	

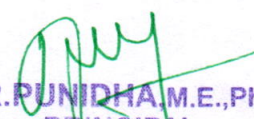
Outcome

Upon successful completion of two day seminar on "BARRIERS TO EFFECTIVE COMMUNICATION", All 1st and 2nd year students came to know about

- Linguistic Barriers.
- Psychological Barriers.
- Emotional Barriers.
- Physical Barriers.
- Cultural Barriers.
- Organizational Structure Barriers.
- Attitude Barriers.
- Perception Barriers.
- Communication barriers are any factor; individual, situational or environmental that prevents the receiver from receiving and understanding the message accurately.

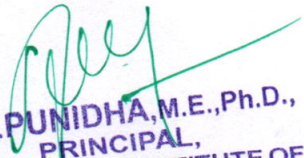

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BARRIERS TO EFFECTIVE COMMUNICATION ON 24/9/2019 & 25/9/2019




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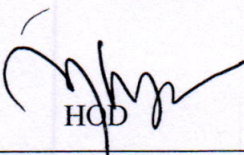
Report on two days seminar on "VERBAL AND NON VERBAL COMMUNICATION"

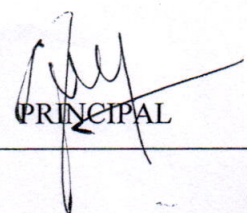
Resource Person:	Sonia Gandhi, Project Engineer, Regitect calibration private limited.	Bavadharani, Software developer, HCL Technology.	
Date of conduct from :	17/2/2020	To:	18/2/2020
Organized Department :	Computer Science and Engineering		
Semester:	EVEN	No. of Students Participated :	455
Venue:	Seminar hall & EG hall		

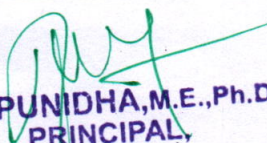
Outcome

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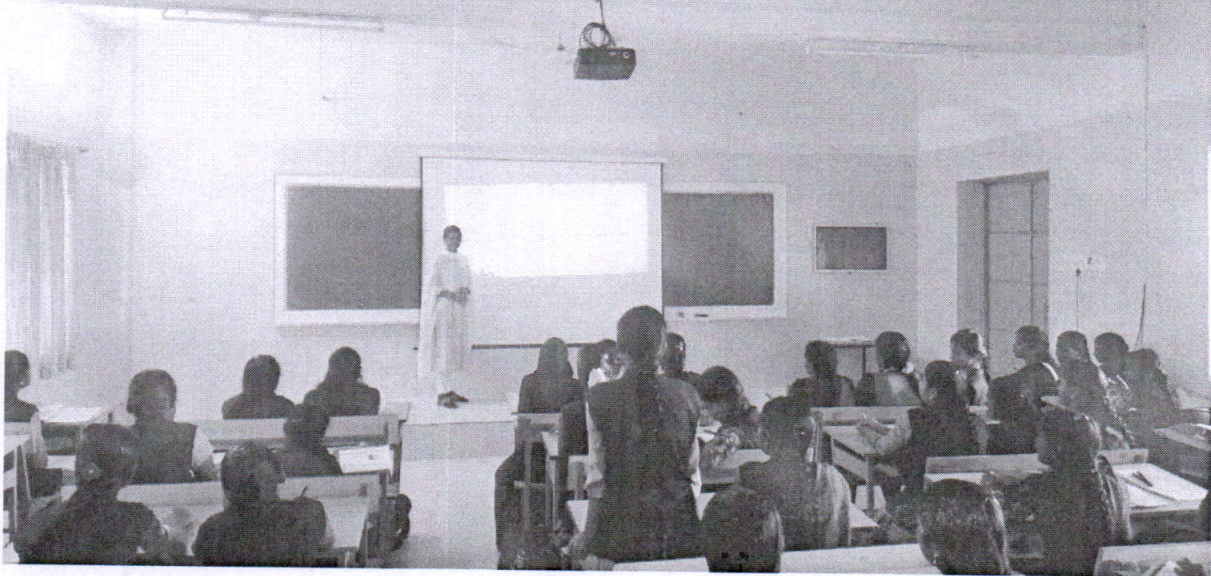
- Verbal communication to express our views, information, and ideas in the form of sound and words.
- The spoken part usually involves face-to-face communication.
- Communication through radio, television, or mobile phones is also called verbal communication.
- The series of words and grammar rules define the language.
- Two or more persons can quickly communicate if they are aware of their languages. It might be difficult for people to communicate without a common known language.
- For effective communication, there must be a common language, which everyone present can understand. • Effective verbal communication encompasses good relations at the workspace and home.

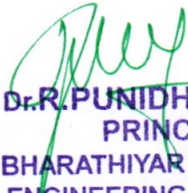

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VERBAL AND NON VERBAL COMMUNICATION ON 17/2/2020 & 18/2/2020




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2018-2019

Capacity Building and Skills Enhancement

**Language and
Communication Skills**

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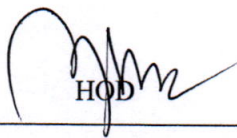
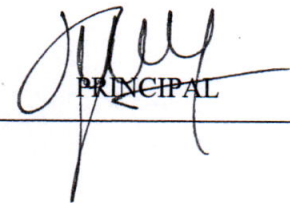

Report on two days seminar on "Formal and informal communication"

Resource Person:	BIEW ALUMINI VEENA.N ASSISTANT PROFESSOR, TAGORE ENGINEERING COLLEGE, CHENNAI.	BIEW ALUMINI ASHMA.R LECTURER, CALICUT UNIVERSITY, KERALA.	
Date of conduct from :	10/9/2018	To:	11/9/2018
Organized Department :	Computer Science and Engineering		
Semester:	ODD	No. of Students Participated	507
Venue:	Seminar hall & EG hall		

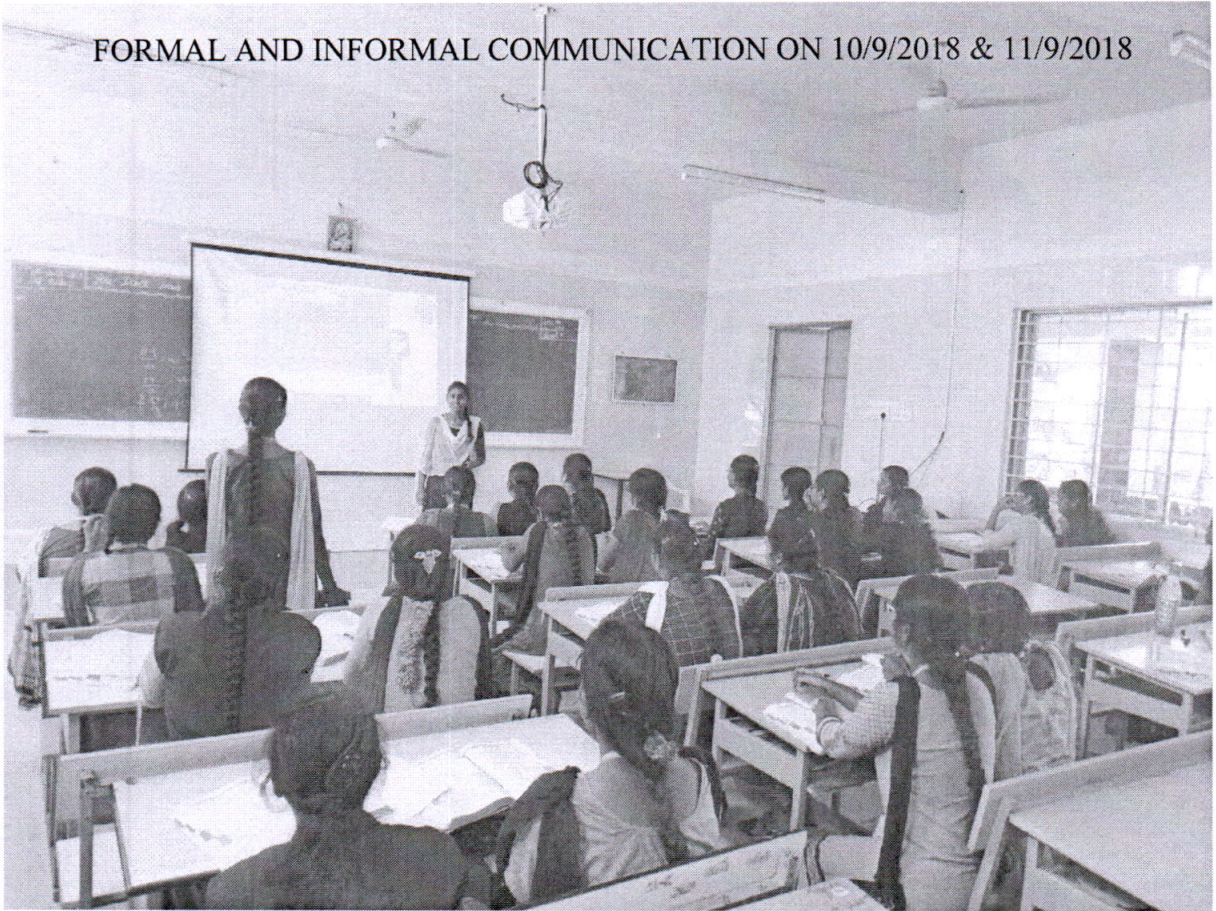
Outcome

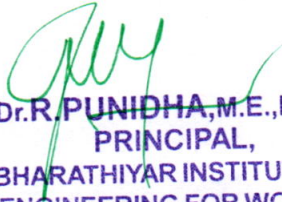
Upon successful completion of two days seminar on "Formal and informal communication", All 1st and 2nd year students came to know about

- Communication plays an essential role in our lives.
- Communication skills in order to excel in any field.
- On an organizational level, communication is of utmost importance. People exchange their ideas, opinions, perceptions with one another through communication. Communication can be oral/ verbal, or written.
- Oral communication includes speaking out, talking to each other regarding different things, while written communication includes writing down or penning a letter in order to communicate with the person
- Several types of formal and informal communication.
- Knows about types of formal and informal communication.


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FORMAL AND INFORMAL COMMUNICATION ON 10/9/2018 & 11/9/2018




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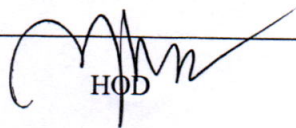
Report on two days seminar on "INTERPERSONAL COMMUNICATION STRATEGIES/SKILLS"

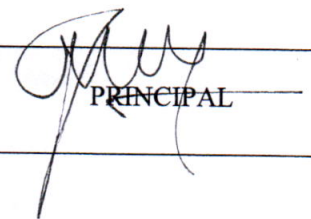
Resource Person:	BIEW ALUMINI ANJU MP SITE ENGINEER, DISTRICT NIRMITHI KENDRA, WAYANAD.	BIEW ALUMINI JJI P LOCAL SELF DEPARTMENT, ENGINEERING WING, GOVERNMENT OF KERALA, KERALA.
Date of conduct from :	4/2/2019	To: 5/2/2019
Organized Department :	Computer Science and Engineering	
Semester:	EVEN	No. of Students Participated: 527
Venue:	Seminar hall & EG hall	

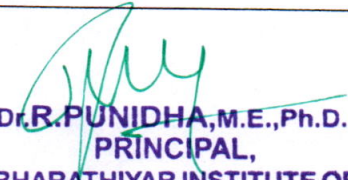
Outcome

Upon successful completion of two days seminar on " INTERPERSONAL COMMUNICATION STRATEGIES/SKILLS ", All 3rd and 4th year students came to know about

- **Be open to and ask for feedback.** The point of a conversation is an exchange of ideas between two people, not a one-way street.
- **Never talk over people.** This not only shows a lack of listening skills, but it also shows you don't value what the speaker has to say.
- **Don't finish other people's sentences.** You may think you're sending the message that you "get" what they're saying before they finish saying it; however, you're telling them that whatever they're saying isn't worth listening to.
- **Listen actively.** Have you ever been involved in a conversation where you can tell the other person is thinking about something else or isn't even hearing what you're saying? Don't be that person.
- **Maintain eye contact.** Part of active listening is maintaining good eye contact.
- **Be aware of your body language.** Without saying a word, you can speak volumes with your body language.
- **Be respectful of other people's thoughts and opinions.** While you may disagree with what the other party is saying, remember that (as difficult as it may be) they have a right to their own opinion.


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INTERPERSONAL COMMUNICATION STRATEGIES/SKILLS ON 4/2/2019 & 5/2/2019



[Handwritten Signature]
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2017-2018

Capacity Building and Skills Enhancement

Language and Communication Skills



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Report on two days seminar on "Effective Communication Skills"

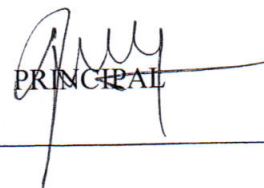
Resource Person:	N.SUBHASHINI, CEO, JP ELECTRICAL, CHENNAI.	VEENA, ASSISTANT PROFESSOR, CHENNAI.	
Date of conduct from :	7/8/2017	To:	8/8/2017
Organized Department :	Computer Science and Engineering		
Semester:	ODD	No. of Students Participated:	518
Venue:	Seminar hall & EG hall		

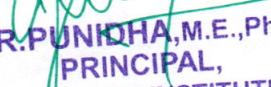
Outcome

Upon successful completion of two days seminar on "Effective communication skills", All 1st and 2nd year students came to know about

- Communication as the ability to convey or share ideas and feelings effectively.
- Conveying messages without misinterpretation or misleading others.
- The formal types of communication, informal types of communication, oral communication (face-to-face), oral communication, written communication, non-verbal type of communication.
- Effectively communicating ensures that you not only convey your message to someone but also let them know about your feelings and emotions.
- Being able to communicate tactfully and effectively at work can help increase overall productivity.
- Communication is essential to maintain healthy relationships between the students, faculty, and parents



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EFFECTIVE COMMUNICATION SKILLS ON 7/8/2017 & 8/8/2017




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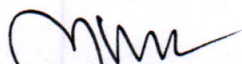
Report on two days seminar on "CONTEXTUAL COMMUNICATION"

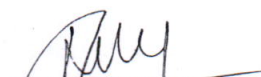
Resource Person:	JOLLY, EXL SERVICE PVT.LTD, BANGALORE.	SASI HANSI, PROJECT ENGINEER, TCS.	
Date of conduct from :	12/2/2018	To:	13/2/2018
Organized Department :	Computer Science and Engineering		
Semester:	even	No. of Students participated :	527
Venue:	Seminar hall & EG hall		


Outcome

Upon successful completion of two days seminar on "contextual communication", All 3rd and 4th year students came to know about

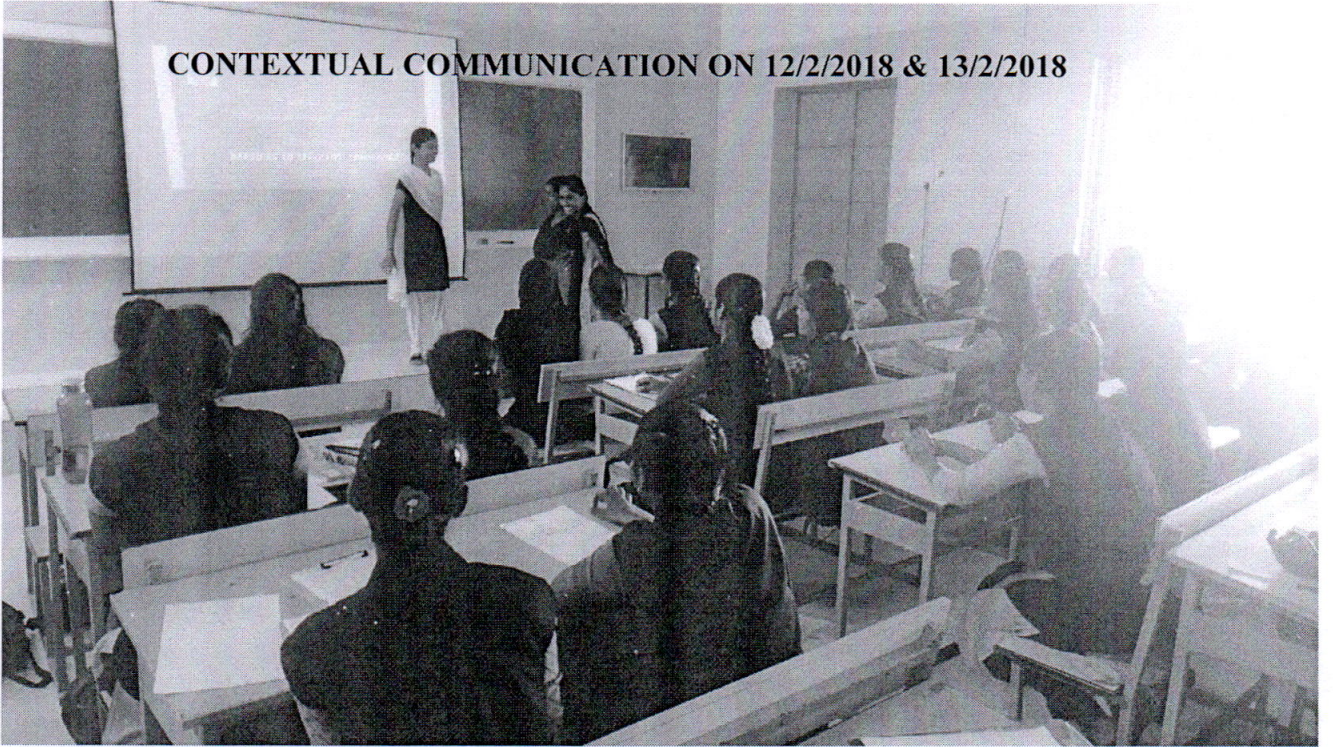
- Effective Communication method.
- How to be Friendliness.
- Facing problem with Confidence.
- Sharing feedback for improvisation.
- Able to communicate with clear voice and clarity.
- Knowledge about the 7 Cs of Communication.
- Decision-making skills involve the ability to solve problems quickly and efficiently

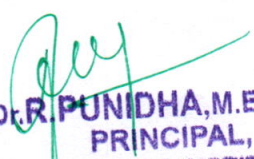

HOD


PRINCIPAL


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CONTEXTUAL COMMUNICATION ON 12/2/2018 & 13/2/2018




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