

## **Soft Skill Development Centre**

With reference to the G.O. Ms No 5, Higher Education Dept., dated 19-01-2013 and from the financial assistance from TANSHE Soft Skill Centre was created in Govt. Arts College, Trichy 22. For the academic year 2013-14, 520 students were given training.



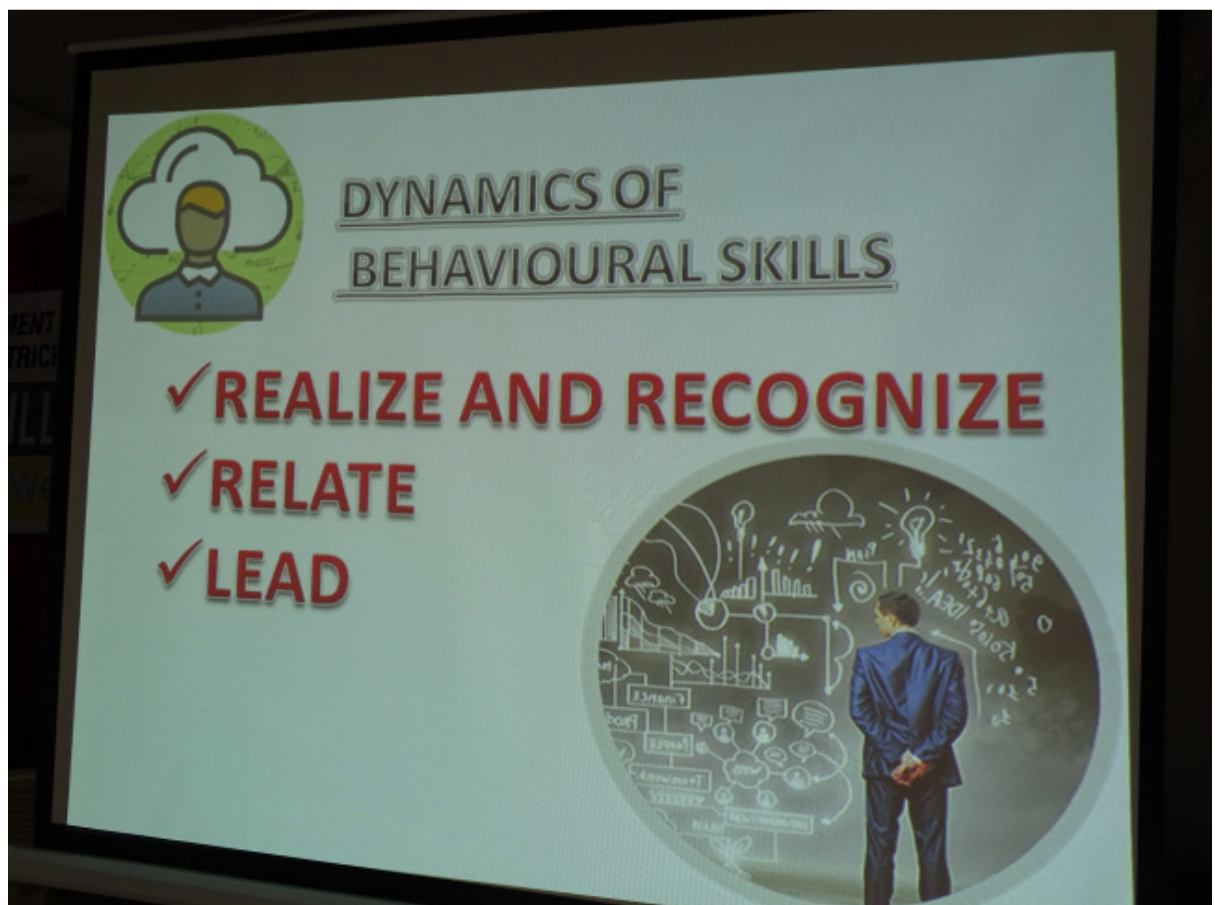
For the academic year 2014-15 nearly 521 Under Graduate students of I year, II year from Arts and Science disciplines were enrolled for soft skill training. 13 trainers and 17 resource persons were involved in the training. The class details are

Sl.No	Major	Student Strength	No. Of Classes Conducted
1	I B.Sc Chemistry	29	21
2	II B.Sc Chemistry	40	19
3	I B.Sc Physics	29	26
4	II B.Sc Physics	27	25
5	II B.Sc Maths	28	26

6	I B.A History	70	26
7	I B.A Tamil Lit	38	26
8	II B.A Tamil Lit	24	23
9	I B.Com	49	22
10	II B.Com	52	26
11	II B.A English Lit	39	25
12	I B.B.A	48	21
13	II B.B.A	48	23
	TOTAL	521	309







The classes were handled by eminent professors of GAC

- Mrs.P.Shanthini, Assistant Professor of History
- Mr.M.Govindarajan, Assistant Professor of English
- Dr.J.Dhanasekaran, Assistant Professor of History
- Mrs.P.Jaya Geetha, Assistant Professor of English
- Dr.P.Ramesh, Assistant Professor of Tamil

Classes are handled from December 2014 to end of March 2015. Various topics and session details are as follows.

**Name :Prof. M.GOVINDARAJAN.**

**Design: Assistant Prof , Dept Of English ,GAC TRY - 22.**

SL.NO	DATE	TIME	CLASS	TOPIC
1	22.12.14	2 Hrs	BSC - MATHS -II	Stress Management Skills
2	24.12.14	2 Hrs	MSC - MATHS -I	Train your Brain
3	05.01.15	2 Hrs	BSC - CHE - I	Group discussion
4	07.01.15	2 Hrs	BSC - PHY - I	Etiquette
5	08.01.15	2 Hrs	BBA - I	Reasoning Skills
6	21.01.15	2 Hrs	BSC - CHE - II	Confidence Building
7	22.01.15	2 Hrs	BCOM - II	M.S. Office
8	28.01.15	2 Hrs	BBA - II	Competitive Exam
9	03.02.15.	2 Hrs	B.A ENG - II	Mind your Mind
10	04.02.15	2 Hrs	BA - TAMIL -I	Internet concepts
11	09.02.15	2 Hrs	BCOM - I	CarrierGuidance
12	11.02.15	2 Hrs	BA - TAMIL -II	Art of Delegation
13	16.02.15	2 Hrs	BA - HIST - I	Corporate Communication
14	23.02.15	2 Hrs	MSC - MATHS -I	SWOT Analysis
15	05.03.15	2 Hrs	BSC - CHE - I	Goal Setting
16	09.03.15	2 Hrs	BBA - II	Stress Management Skills
17	10.03.15	2 Hrs	BA - TAMIL -I	Train your Brain
18	11.03.15	2 Hrs	BCOM - II	Group Discussion
19	16.03.15	2 Hrs	BSC - PHY - I	Anger Management Skills
20	17.03.15	2 Hrs	BSC - CHE - II	Body Language
21	19.03.15	2 Hrs	BBA - I	Time Management
22	23.03.15	2 Hrs	BSC - MATHS -II	Internet concepts
23	25.03.15	2 Hrs	BCOM - I	Etiquette

24	26.03.15	2 Hrs	BA - HIST - I	Art of Delegation
25	27.03.15	2 Hrs	BA - TAMIL - I	Defense Mechanism Skills

**Name :Dr. J.DHANASEKARAN**

**Design: Assistant Prof , Dept of History,GAC, TRICHY - 22.**

SL.NO	DATE	TIME	CLASS	TOPIC
1	23.12.2014	2 Hrs	B.COM I	Planning Skills
2	05.01.2015	2 Hrs	B.B.A II	Mind U' r Mind
3	07.01.2015	2 Hrs	B.SC. PHY I	Social Manners
4	23.01.2015	2 Hrs	B.SC. CHE I	Time Management Skills
5	04.02.2015	2 Hrs	B.A. ENG II	M.S. Office – Basic
6	10.02.2015	2 Hrs	B.COM .II	Writing Skills
7	20.02.2015	2 Hrs	B.B.A I	Etiquette
8	26.02.2015	2 Hrs	B.A TAM I	Competitive Exams Preparation Skills
9	04.03.2015	2 Hrs	B.SC. CHE II	Confidence Building
10	06.03.2015	2 Hrs	B.COM I	Leadership Skills
11	10.03.2015	2 Hrs	B.A. TAM II	Group Discussion
12	12.03.2015	2 Hrs	B.SC MATHS I	Know your self
13	17.03.2015	2 Hrs	B.A HIS I	Social Manners
14	23.03.2015	2 Hrs	B.A ENG II	Art of Writing
15	25.03.2015	2 Hrs	B.SC PHY I	Writing Skills
16	28.03.2015	2 Hrs	B.B.A I	Stress Management



## TRAINING FOR SOFT SKILLS

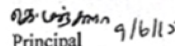
For students belonging to U.G

### Annual Progress Report

Name of the College : Government Arts College, Tiruchirappalli – 620 022  
 Scheme Approved in the year : 2014 – 2015  
 Actual date of implementation : 22.12.2014  
 Total No. of Students benefited : 521

Subject	OC Students	BC Students	DNC/ MBC Students	SC Students	S.T Students	No of class taken	Staff's Engaged	No of Test held	Result of Examinations - No of students appeared / Passes / Failed )
Soft Skills	05	197	90	220	09	309	Trainers : 13 Resource Persons : 17 Total 30	2	Appeared : 504 Passed : 504 Failed : Nil

  
 Co - Ordinator  
 CO-ORDINATOR

  
 Principal  
 PRINCIPAL



For the academic year 2015-16, a three-member committee was formed with the following senior professors of our college

1. Dr.J. Backiya Prabha, Associate Professor of commerce
2. Dr.N. Anandavalli, Associate Professor of English
3. Dr.A. Sivarajan, Assistant Professor of Chemistry

For this academic year 385 Under Graduates from various disciplines were enrolled for training. The students from both arts and science enrolled for training with great interest. For this academic year around 139 Post Graduate students from both arts and science discipline were enrolled for training. With a total of 524 students were enrolled.

The training started with the inaugural session on 11-09-2015. A special lecture on “**PERSONALITY DEVELOPMENT**” was given to the students by Dr. M. Ravichandran, Professor and Head, Department of Environmental Science, Bharathidasan University, Trichy.





## அரசு கலைக் கல்லூரி

( தேசிய தரமதிப்பு II )

திருச்சிராப்பள்ளி - 620 022.

### மென்திறன் பயிற்சி மையம்

2015 - 2016 ஆம் ஆண்டிற்கான மென்திறன் பயிற்சி வகுப்புகள் கீழ்க்கண்ட இளங்கலை மூன்றாம் ஆண்டு மாணவ, மாணவியர்களுக்கு பயிற்சி வகுப்புகள் நடத்தப்படவுள்ளது. துறைத்தலைவர்கள் மற்றும் பேராசிரியர்கள் ஒத்துழைப்பு தருமாறு கேட்டுக்கொள்ளப்படுகிறது.

SL.No	MAJOR	YEAR	NO.OF STUDENTS	SIGNATURE OF H.O.D
1	TAMIL	III Yr	24	
2	ENGLISH	III Yr	39	
3	MATHEMATICS	III Yr	28	
4	CHEMISTRY	III Yr	40	
5	PHYSICS	III Yr	27	
6	COMMERCE	III Yr	52	
7	B.B.A	III Yr	48	
8	HISTORY	III Yr	34	
9	B.C.A	III Yr shift I	37	
10	B.C.A	III Yr shift II	32	
	TOTAL NO OF STUDENTS		361	

CO-ORDINATOR  
SOFT-SKILL CENTRE  
GOVERNMENT ARTS COLLEGE  
TRICHY-620 022.

PRINCIPAL  
GOVERNMENT ARTS COLLEGE  
TRICHY-620 022.





## அரசு கலைக் கல்லூரி

( தேசிய தரநிலை B )

திருச்சிராப்பள்ளி - 620 022.

### மென்மீறன் பயிற்சி மையம்


2013 - 2016 ஆம் ஆண்டிற்கான மென்மீறன் பயிற்சி வகுப்புகள் கீழ்க்காணும் முதுகலை இரண்டாம் ஆண்டு மானவ மானவியர்களுக்கு பயிற்சி வகுப்புகள் நடத்தப்பட்டது.

SL.No	MAJOR	YEAR	NO.OF STUDENTS
01	ENGLISH ( M.A )	II Yr	36
02	MATHEMATICS (M.Sc)	II Yr	26
03	CHEMISTRY ( M.Sc)	II Yr	21
04	COMMERCE (M.Com)	II Yr	30
05	HISTORY (M.A)	II Yr	17
06	VISUAL COMMUNICATION(M.Sc)	II Yr	09
TOTAL NO OF STUDENTS			139

Total U.G Students - 385

Total P.G Students - 139

Total 524

  
CO-ORDINATOR  
SOFT SKILL CENTRE  
GOVERNMENT ARTS COLLEGE  
TRICHY-620 022.

Training classes started from 29 September 2015 and the sessions were handled by the trainers as detailed below.

**GOVERNMENT ARS COLLEGE****TIRUCHIRAPPALLI -22****SOFT SKILL CENTRE****MONTHLY REPORT, SEPTEMBER - 2015**

Scheme Approved in the year : 2015 - 2016

Actual date of Inauguration : 11.09.2015

Total No. of Students benefited : 114

Sl. No	Date	Subject	Number of Students enrolled	Number of Students attended
	September 2015			
1	11.09.2015	Inaugural Session	500	495
2	29.09.2015 (1 Hour)	Difference between Hard skill and Soft skill	III B.A Eng - 39	37
3	29.09.2015 (1 Hour)	Life Skill Development	III B.B.A - 48	45
4	29.09.2015 (1 Hour)	Art of Speaking	III B.A History - 34	32
	October 2015	Classes Nil	Nil	Nil
<b>Total</b>			<b>121</b>	<b>114</b>

  
**CO-ORDINATOR**  
SOFT SKILL CENTRE  
GOVERNMENT ARS COLLEGE  
TIRUCHY-620 022.

  
**PRINCIPAL**  
GOVERNMENT ARS COLLEGE  
TIRUCHY-620 022.

TANSHE identified Naandi Foundations Mahindra Pride School (MPS) as the Corporate Partner to conduct the soft skill training in GAC from October 2015 till end of March 2016. MPS is a CSR wing of Tech Mahindra for the socially disadvantaged sections of the society in companies like TCS, Wipro, Tec Mahindra and so on.

From the 500 students, based on the assessment scores and 90% of attendance, 10% of the students will be given training in Aptitude and Interview Skills and they are prepared for placement.

**GOVERNMENT ARTS COLLEGE  
SOFT SKILL CENTRE  
TRICHY - 22**

**RECUITMENT SOFT SKILL TRAINING APRIL - 2016**

Trainer : A.Alpha Anita  
Batch : I

S.NO	NAME	MOBILE NO	E.MAIL
1	V.Maheshwari	9942934303	Evergreenmaha303@gmail.com
2	P.Kamatchi	9688814995	Kamatchimabed2016@gmail.com
3	S.Suganthi	9629525630	Smable27@gmail.com
4	P.Sivaranjani	9524831199	ammanranjaniammanranjani@gmail.com
5	S.Ponni	9842039635	ponnisoundar@gmail.com
6	I.Amala Arokiyaraj	8344891190	Bees.dina2@gmail.com
7	S.Lingaraj	9597268870	S.lingamd.ted@gmail.com
8	V.Gayathri	8122479859	gayabarathi@gmail.com
9	M.Pramisha	9790057921	Pramisha.jan1997@gmail.com
10	T.Keerthiga	8012045110	Keerthukeerthi736@gmail.com
11	N.Vignesh	9585621892	Nandu keats i@gmail.com
12	P.Balaji	8438966330	balajiappu@gmail.com
13	G.Elakkiya	9159935746	-
14	K.Alagumani	9789571040	Selvarasu4407@gmail.com
15	R.Kanimozhi	7871433514	Kani-r-1994@gmail.com
16	N.Vidhya	9976615183	Nvidhya888@gmail.com
17	P.Mohandass	9715349273	Mohanponnan03@gmail.com
18	N.Selvam	7373372371	Selv23.07.93@gmail.com
19	J.Jayasri	7845257482	Jjsri1993@gmail.com
20	A.Jenith	7200212301	Jeni.a 1992@gmail.com
21	M.Clara	9003975899	mclaratry@gmail.com
22	Rajesh	9087635913	-
23	V.Muthuraman	9865443971	muthuramanvb@gmail.com
24	G.Franklin	9095454524	Jenifrank69@gmail.com
25	E.Esthar	9781225017	-

**GOVERNMENT ARTS COLLEGE  
SOFT SKILL CENTRE  
TRICHY - 22**

**RECUITMENT SOFT SKILL TRANING APRIL - 2016**

**Trainer : V.Madhumathi  
Batch : II**

S.NO	NAME	MOBILE NO	E.MAIL
1	R.Pavithra	8098138596	Pavithrarajandhiran28@gmail.com
2	P.Ishwarya	9942271475	Iswaryapanneerselvam@gmail.com
3	C.Manjula	9788353676	chandrasekarmanju@gmail.com
4	V.Bavithra	9698795912	Vpbavi11@gmail.com
5	V.Ananthi	9943802016	aanuss@8694@gmail.com
6	R.Mohanasundari	8883414185	Mohanapandiyan85@gmail.com
7	R.Nithyadevi	8056624519	Nithyadevi r 11@gmail.com
8	M.Leo josmi	9787662853	Renileo27@gmail.com
9	G.Priya	8883945856	Jiivi1993@gmail.com
10	S.Sakthi	9965940590	Smartsakthi vst@gmail.com
11	M.Jeevanantham	9597526242	Jeevanantham 0212@gmail.com
12	N.Siva Subramaniyan	7708775516	Shivansn007@gmail.com
13	N.Praveen	9894411275	Praveentrichy1@gmail.com
14	R.Suba	9566438805	Subaravichandran25@gmail.com
15	P.Nalini	9952898692	Nalinitri96@gmail.com
16	R.Durgadevi	8760409739	Durgadevir95@gmail.com
17	Logeshwari	9791906539	-
18	B.Balaji	9597369387	sahabalaji@gmail.com
19	C.Kalaiselvan	7639513154	Kalaiselvan.c95@gmail.com
20	S.Premkumar	8870302858	csprem Kumar@gmail.com
21	M.Gayathri	8754806756	-
22	G.Gowsaliya	9941861813	-
23	N.Ranjitha	9965750273	Ranjithan254csprem Kumar@gmail.com
24	A.Muthulakshmi	9345110238	Muthulakshmip1275csprem Kumar@gmail.com
25	R.Gayathri	6575140696	-



## TRAINING FOR SOFT SKILLS

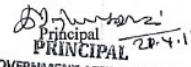
For students belonging to U.G & P.G

### Annual Progress Report

Name of the College : Government Arts College, Tiruchirappalli – 620 022.  
 Scheme Approved in the year : 2015 – 2016  
 Actual date of implementation : 11.09.2015  
 Total No. of Students benefited : 524

Subject	OC Students	BC Students	SC(A) Students	DNC/MBC Students	SC Students	S.T Students	FC Students	BCM Students	Total No of Students	Staff's Engaged
Soft Skills	01	212	09	92	197	06	03	04	524	Trainers : 03 Resource Persons : 03 Total 06

  
 Co-ordinator  
**CO-ORDINATOR**  
 SOFT SKILL CENTRE  
 GOVERNMENT ARTS COLLEGE  
 TRICHY-620 022

  
 Principal  
**PRINCIPAL**  
 GOVERNMENT ARTS COLLEGE  
 TRICHY-620 022.

### Annual Progress Report

Name of the College : Government Arts College, Trichirappalli – 620 022.  
 Scheme Approved in the year : 2015 – 2016  
 Actual date of implementation : 07.10.2016  
 Total No. of Students Benefited : 510

Subject	UG Students	PG Students	Total No. of Students	Staffs Engaged
Soft Skill	394	114	510	Trainers : 13 Resource Persons : 02 Total : 15

- ✓ Tests Conducted
- ✓ Mock Interview Conducted

  
 Co-ordinator  
**CO-ORDINATOR**  
 GOVERNMENT ARTS COLLEGE  
 TRICHY-620 022.

  
 Principal  
**PRINCIPAL**  
 GOVERNMENT ARTS COLLEGE  
 TRICHY-620 022.

For the academic year 2016-17, around 394 Under Graduate students from various disciplines and 116 Post Graduate students were enrolled for soft skill training. Training classes were conducted as per the TANSHE schedule. TANSHE allotted 15 sessions (30

hours) of teaching the English component of the Soft Skills Curriculum. The syllabus consists of

- Ice Breaking
- Rising to the Occasion Role Play & Taking Initiative to represent
- Description of Objects and Processes
- Negotiation and Polite Conversation
- Group Discussion and Interview
- Public Speaking
- C.V Letter Writing and emails
- Writing Tasks in the Workplace
- Presentation Skills
- Drafting an Advertisement

All the content/materials are prepared by TANSHE and sent by mail to the college for the benefit of the teachers. These classes are handled by the college staff members.

The teaching of the Computer Skills and Personality Development were outsourced to the corporate trainers. They have to handle 2 sessions (4 hours) out of the 40 hours should be spent on computer skills and the following topics are covered for the students.

- Introduction to MS Office
- Latest Version of MS required for professional leaflets
- Short Cut keys
- Introduction to Photoshop
- Introduction to Page Maker
- Introduction to Corel Draw
- Introduction to Web Designing
- PDF to Word Conversion and vice-versa
- Basics of Video editing

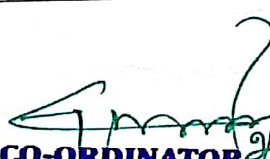
Train the Trainer ToT and Interface with the corporate trainers are organized in the middle of November.

TANSHE insist that only the teachers trained for Soft Skills need to handle the classes.

**Tamil Nadu State Council for Higher Education, Chennai – 600 005.  
Soft Skill Centre – Total Students beneficiary list for the year 2016-17**

College name : Government Arts College, Trichy-22  
 Name of the Co-ordinator : Dr.G.K.Mani,  
 Designation : Assistant Professor  
 Department : History  
 Co-Ordinator Mobile Number : 94431 51234  
 College Landline Number : 0431 2520805  
 College E-mail ID : gactrichy22@gmail.com  
 Total Number of Faculty : 13  
 Total No. of classes conducted : 300 hours & 2 Special Lectures Conducted.

S.No.	Department	Course	Year of Studying	No. of Students Benefitted	Total
1	Tamil	III B.A.	2016-17	38	
2	English	III B.A.	2016-17	40	
3	English	II B.A.	2016-17	40	
4	History	III B.A.	2016-17	36	
5	Mathematics	III B.Sc.	2016-17	28	
6	Physics	III B.Sc.	2016-17	29	
7	Chemistry	III B.Sc.	2016-17	46	
8	Commerce	III Shift I	2016-17	50	
9	Commerce	III Shift II	2016-17	39	
10	Business Administration	III B.B.A.	2016-17	48	
<b>Total</b>				<b>394</b>	<b>394</b>
<b>PG</b>					
1	English	M.A.	2016-17	36	
2	Commerce	M.Com.	2016-17	34	
3	Mathematics	M.Sc.	2016-17	33	
4	Visual Communication	M.Sc.	2016-17	13	
<b>Total</b>				<b>116</b>	<b>116</b>
<b>Grand Total</b>					<b>510</b>

  
**CO-ORDINATOR**  
 SOFT SKILL CENTRE  
 GOVERNMENT ARTS COLLEGE  
 TRICHY-620 022.

  
**PRINCIPAL**  
 GOVERNMENT ARTS COLLEGE  
 TRICHY-620 022.

From the trained students 28 chemistry students applied through the college for the post of Chemical Graduate in GB Engineering Enterprises Pvt. Ltd, Trichy 620015 on February 2017.

The following students were selected as Non Engineering Non Technical (NEEM) Apprentices for a training program of one year in Bharat Heavy Electricals Limited, Electronics Division, Bangalore 560026 with a stipend of Rs.7538/- per month.

1. Mohini Shree from B. Com
2. Dharani R from B.Sc.

For the academic year 2017-18, the inauguration of the Training Classes was on 08-01-2018. The inaugural function was held in the auditorium with the welcome address by Dr. G. K. Mani, Co-ordinator, Soft Skill Centre and the inaugural address was by the Principal of GAC, Dr. A. Ambethkar. The inaugural session was presided over by Dr. J. Packiya Prabha, HOD of Commerce. Dr. N. Prasanna, Co-ordinator, Placement and Training Cell from Bharathidasan University delivered a special lecture on “**EMPLOYABILITY SKILLS**”.

For the implementation of soft skill training program TANSHE had MoU with ICT Academy of Tamil Nadu to conduct the soft skill training for selected teachers and Students.

The second phase of the training for the second and third component of soft skill program began on December 2017. Train the Trainer (ToT) and Interface with Corporate Trainers was held in the middle of November 2017.

The students those who completed 40 hours of Soft Skill and Industry Awareness Training Program are awarded Certificates by ICT Academy.





Tamil Nadu State Council for  
Higher Education



Department of Higher Education



ICT Academy of Tamil Nadu

**Tamil Nadu State Council for Higher Education (TANSCHHE)**  
(Government of Tamil Nadu)

**ICT Academy of Tamil Nadu**  
(An Initiative of Government of India, Government of Tamil Nadu and Industry)

# CERTIFICATE OF COMPLETION

C.No G-2018-20775

This is to certify that

**VEERAMANI T**

has successfully completed 40 hours of

**Soft Skill and Industry Awareness Training Program**

held at Government Arts College, Tiruchirappalli

during the year 2017 - 2018 conducted by

Tamil Nadu State Council for Higher Education (TANSCHHE) & ICT Academy of Tamil Nadu

Member Secretary  
Tamil Nadu State Council for Higher Education

Chief Executive Officer  
ICT Academy of Tamil Nadu



**Tamil Nadu State Council for Higher Education (TANSCHE)**  
(Government of Tamil Nadu)

**ICT Academy of Tamil Nadu**  
(An Initiative of Government of India, Government of Tamil Nadu and Industry)

# CERTIFICATE OF COMPLETION

C.No 0-2018-2027

This is to certify that

**BALAMURUGAN A**

has successfully completed 40 hours of

**Soft Skill and Industry Awareness Training Program**

held at Government Arts College, Tiruchirappalli

during the year 2017 - 2018 conducted by

Tamil Nadu State Council for Higher Education (TANSCHE) & ICT Academy of Tamil Nadu

  
Member Secretary  
Tamil Nadu State Council for Higher Education

  
Joint Director  
ICT Academy of Tamil Nadu