

Date: 03.08.2015

To

**R.Manoj Kumar,M.B.A**

Sr.Soft Skill trainer,

Image Management Organisation

Poonamallee High Rd,

Chennai-29

From

The Principal

PERI Institute of Technology,

Mannivakkam-48

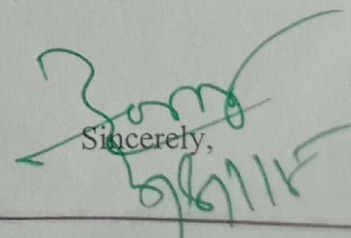
**Subject: Proposal for Soft skill Program-Reg.,**

**Dear Madam,**

I would like to conduct four days program organize four days Soft skill Program in "Essential and vocational skills" from 17.08.2015 to 20.08.2015. for our students studying(ECE) in our Institution. I strongly believe that this soft skills are enhance the ability in essential needs to sustain in carrier and communication skills hardwired to an individual's personality, and also they characterize how they interact with other people in the workplace.. So I invite you to share your experience and to enable our student to develop their soft skill for their better future.

Thank you for your consideration. Waiting to hear from you,

Sincerely,





PERI INSTITUTE OF TECHNOLOGY

Mannivakkam-48

Department of Electronics and Communication Engineering



Cir -PIT /2015-2016/0DD/120/03

Dates: 11.08.2015.

CIRCULAR

All the Students are hereby informed that Our college is going to organize four days Soft skill Program in "Essential and vocational skills" "The intension of this program is that our students should enhance the ability in essential needs to sustain in carrier and communication skills hardwired to an individual's personality. So all students from final year ECE are invited to attend this Soft skill program.

Resource Person : Mr.R.Manoj Kumar,M.B.A  
Sr.Soft Skill trainer,  
Image Management Organisation.

Date : 17.08.2015  
18.08.2015  
19.08.2015  
20.08.2015

Venue : Conference Hall

Time : 9.00 a.m to 4.30 p.m

R. K. Jeyaraj  
11/8/15  
HOD/ECE

Principal  
11/8/15

CC : Vice-Principal/HOD/ECE/EEE/CSE/MECH/CIVIL

26.08.2015

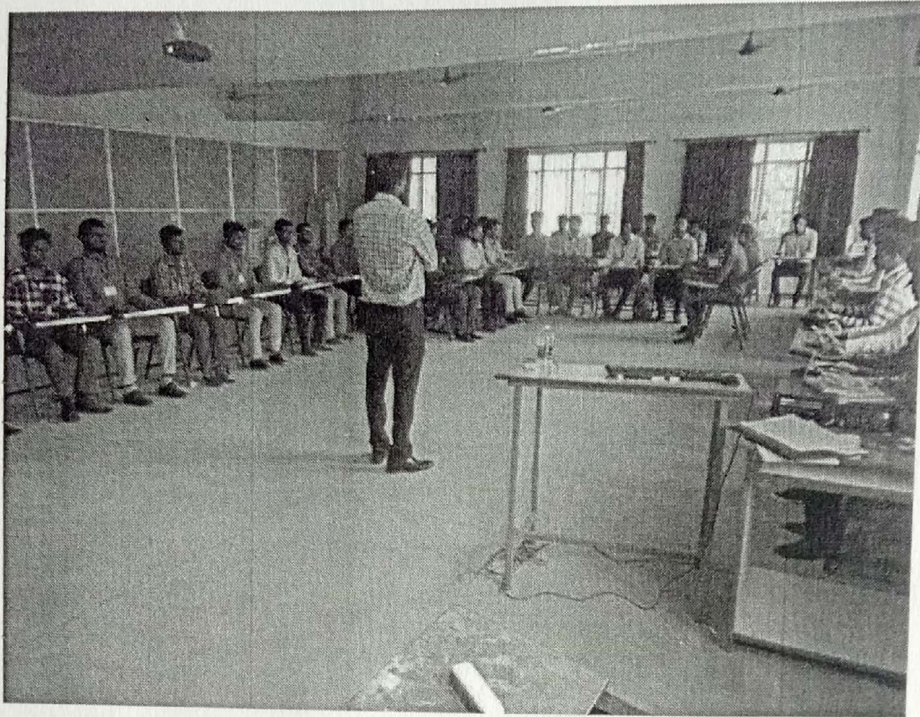
“Essential and vocational skills”

R.Manoj Kumar,M.B.A,Sr Soft Skill trainer, Image Management Organisation,Chennai-29

Soft skill program was conducted in Peri Institute of Technology from 17.08.2015 to 20.08.2015. R.Manoj Kumar, Sr.Soft Skill trainer, Image Management Organisation was the speakers for four days program.

The day started with the welcome address by Mrs.Jasmine jeni Professor in the department of Electronics and Communication Engineering. The Kuthuvizhaku was enlightened by the Principal,Dr.R.Palson Kennedy, the chief guests, Mr. R.Manoj Kumar Dr.P.R.Jasmine Jeni, Head of the Department,ECE and.Dr.R.Palson Kennedy delivered the Presidential Address.

It was an occasion for the women of PERI Institute of Technology to pause for a moment and reflect on ourselves, to appreciate how much has been done and what more needs to be done in the field of education and personal growth. Moreover, it was the day to acknowledge all the men and women in the world for making this world a better place for everyone to live in. Mr. R.Manoj Kumar with his speech, inspired the students taking her life example and made the students understand that if you put your heart and soul into something that you do, you will be recognised and will reach heights.



The engineering industry nowadays not only looks for technical skills but also the overall personality of its recruits. To bridge the gap between requirements of the industry and the skills of the students, Soft Skills Development Program - " Essential and vocational skills " is being organized for BE second year students by Career Development & Guidance Centre.

These skills include Personal Interviews, Strength Weakness Opportunity Threat Analysis, Writing & Communication skills, Resume Writing, Group Discussions, Report writing and Presentation Skills. This concept received an overwhelming response as the students registered in numbers as high as 60.



## TOPIC DISCUSSED

Day 1: Managing time & Managing stress

Day 2: Resilience

Day 3: Work-life balance

Day 4: Applying soft-skills to workplace

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The students were inspired and gave their positive feedback. The vote of thanks was delivered by Mr.Murali Babu, Assistant Professor in the Department of ECE.The programme was a great success and plant saplings were given by the Principal Dr.R.Palson Kennedy to the chief guests.

*R. Keerthi*  
COORDINATOR

*R. Palson Kennedy*  
PRINCIPAL  
20/08/17

PERI INSTITUTE OF TECHNOLOGY  
Mannivakkam-48

Department of Electronics and Communication Engineering

**EVENT: SOFT SKILL "Essential and vocational skills"**  
STUDENTS NAME LIST

SL. NO	REG NO.	NAME OF THE STUDENT	YEAR/ SEM	17.08.2015		18.08.2015		19.08.2015		20.08.2015	
				FN	AN	FN	AN	FN	AN	FN	AN
1	411512106001	ABHINAYA R	IV/VII	R.A.S	R.A.S	R.A.S	R.A.S	R.A.S	R.A.S	R.A.S	R.A.S
2	411512106002	AJITH PRAVEEN KUMAR M	IV/VII	M.A	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S
3	411512106003	ALUGUPALLI SUMA	IV/VII	A.S	A.S	A.S	A.S	A.S	A.S	A.S	A.S
4	411512106004	AMMUKUTTI M	IV/VII	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S
5	411512106005	ARUN KUMAR S	IV/VII	S.A.S	S.A.S	S.A.S	S.A.S	S.A.S	S.A.S	S.A.S	S.A.S
6	411512106006	ARUNMOZHI S	IV/VII	S.A	S.A	S.A	S.A	S.A	S.A	S.A	S.A
7	411512106007	ASHADEVI M	IV/VII	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S	M.A.S
8	411512106008	ASHOK S	IV/VII	S.A	S.A	S.A	S.A	S.A	S.A	S.A	S.A
9	411512106009	ASWIN KUMAR R	IV/VII	R.A.S	R.A.S	R.A.S	R.A.S	R.A.S	R.A.S	R.A.S	R.A.S
10	411512106010	AZARUDDIN A	IV/VII	A.S	A.S	A.S	A.S	A.S	A.S	A.S	A.S
11	411512106012	BALAJI R	IV/VII	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S
12	411512106014	BHUVANESWARI R	IV/VII	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S

13	411512106015	CHANDHINI J	IV/VIII	J.C	J.C	J.C	J.C	J.C	J.C	J.C	J.C	J.C	J.C
14	411512106016	CHITRA T H	IV/VIII	Chk	Chin	Chin	Chin	Chin	Chin	Chin	Chin	Chin	Chin
15	411512106017	DEEPIKA D	IV/VIII	DP	DP	DP	DP	DP	DP	DP	DP	DP	DP
16	411512106025	ELAMPUVI KALAIARASI S	IV/VIII	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
17	411512106026	ESWARAN K	IV/VIII	KE	KE	KE	KE	KE	KE	KE	KE	KE	KE
18	411512106027	GNANESH M	IV/VIII	M.Dan	M.Dan	M.Dan	M.Dan	M.Dan	M.Dan	M.Dan	M.Dan	M.Dan	M.Dan
19	411512106028	GOVARDHAN K	IV/VIII	K.Dan	K.Dan	K.Dan	K.Dan	K.Dan	K.Dan	K.Dan	K.Dan	K.Dan	K.Dan
20	411512106029	INDUMATHY R	IV/VIII	R.Sud	R.Sud	R.Sud	R.	P.Tim	R.Sa	R.Sni	R.Sud	K.Dan	K.Dan
21	411512106031	JAGAN P	IV/VIII	P.J	P.J	P.J	P.J	P.J	P.J	P.J	P.J	P.J	P.J
22	411512106039	KARTHICK R	IV/VIII	Ka	R.Kan	K.Ka	K.Ka	K.Ka	K.Ka	K.Ka	K.Ka	K.Ka	K.Ka
23	411512106040	KARTHIKEYAN S	IV/VIII	S.K	J.K	J.K	J.K	S.Lc	S.Lc	S.Lc	S.Lc	S.Lc	S.Lc
24	411512106041	KARTHIK SUPRYA S	IV/VIII	Karthi	Karthi	Karthi	Karthi	Karthi	Karthi	Karthi	Karthi	Karthi	Karthi
25	411512106042	KEERTHANA A	IV/VII	AK	A.Ka	AK	AK	A.Ka	A.Ka	A.Ka	A.Ka	A.Ka	A.Ka
26	411512106043	KHATHI JATHUL SAHANA M	IV/VII	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu
27	411512106044	LAVANYA S	IV/VII	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh
28	411512106045	LOURDU ANGELO FERNANDO S	IV/VII	S.L.A	S.L.A	S.L.A	S.L.A	S.L.A	S.L.A	S.L.A	S.L.A	S.L.A	S.L.A
29	411512106046	MAHESH KUMAR D	IV/VII	D.M	D.M	D.M	D.M	D.M	D.M	D.M	D.M	D.M	D.M
30	411512106047	MANOJ KUMAR M	IV/VII	M.Mu	M.Mu	M.Mu	DM	DM	DM	DM	DM	DM	DM
31	411512106048	MONICA K	IV/VII	K.M	K.M	K.M	K.M	K.M	K.M	K.M	K.M	K.M	K.M
32	411512106049	MOUNIKA S	IV/VII	S.M	S.M	S.M	S.M	S.M	S.M	S.M	S.M	S.M	S.M
33	411512106061	PRIYA DHARSHINI S	IV/VII	S.Priya	S.Priya	S.Priya	S.Priya	S.Priya	S.Priya	S.Priya	S.Priya	S.Priya	S.Priya





55	411512106302	DIVYA M	IVNIII	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya
56	411512106303	RAVI TEJA M	IVNIII	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi
57	411512106304	SANKARKUMAR K	IVNIII	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar	Sankar
58	411512106305	SARATHI RAJAN M	IVNIII	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi	Sarathi
59	411512106306	SHARMILLA T	IVNIII	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila	Sharmila
60	411512106307	SUMATHI R	IVNIII	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi	Sumathi

R. Kalyan  
HOD/ETCE



PERI INSTITUTE OF TECHNOLOGY

Mannivakkam-48

Department of Electronics and Communication Engineering



FEEDBACK FORM

Name of the Participant	:	S. LAVANYA				
Name of the Event	:	Use tick mark	<input type="checkbox"/> Workshop	<input type="checkbox"/> Seminar	<input type="checkbox"/> Conference	
Event Participant	:	<input checked="" type="checkbox"/> Internal	<input type="checkbox"/> External	Name of the college	:	Peri Institute of Technology

Your feedback is valuable to ensure we are meeting your educational needs. We would appreciate if you could take a few minutes to share your opinions with us so we can serve you better.

Title of the Event	:	Soft Skill "Essential & Vocational Skills"
Date	:	17.08.2015 to 20.8.2015
Name of the Instructor/Organization	:	R. Manoj Kumar, Image Management Organisation

Please response to the following statements by using the 4-point rating scale to indicate the extent to which you agree or disagree with each statement. Please circle the number that applies.

S. No	Evaluation Statements	Strongly Agree	Agree	Disagree	Strongly Disagree
1.	The content was already described as in publicity materials	4	3	2	1
2.	The program was well paced within allotted time	4	3	2	1
3.	The material was presented in an organized manner	4	3	2	1
4.	The instructors' knowledge on the topic was good.	4	3	2	1
5.	The instructors explained the material well and provided real-world examples.	4	3	2	1
6.	The balance between lectures and hands-on sessions was optimal.	4	3	2	1
7.	I will recommended this seminar /workshop /conference to other conservators	4	3	2	1
8.	I would be interested in attending a follow up, more advance seminar/workshop/conference on the same subject.	4	3	2	1
9.	The tutorial options accommodated the differing interests of participants.	4	3	2	1
10.	Overall, the event met my expectations.	4	3	2	1

GENERAL SUGGESTIONS:

I. Given the topic, was this Workshop/Seminar/Conference?  Too short  Right length  Too long

II. In your opinion, was this Workshop/Seminar/Conference?  Introductory

Intermediate

Advanced

III. Please rate the following:

Comments	Excellent	Very good	Good	Fair	Poor
Visuals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acoustic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handouts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event overall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER COMMENTS:

1. Any suggestions do you have for improving the events?

No, Everything was good.

2. What suggestions do you have for similar events? What is the best way to advertise new workshops?

No suggestions; We can advertise through social media's as people are more connected to it.

3. What topics were most valuable / least valuable to you? What topics do you think should be covered in future events?

Work-life balance topic was most valuable to me.

  
Signature

Please return this form to the instructor or organizer at the end of the event.

\*\*\*\*\* THANK YOU! \*\*\*\*\*

FEEDBACK FORM

Name of the Participant	:	S. Anus Kumar				
Name of the Event	:	Use tick mark	<input type="checkbox"/> Workshop	<input type="checkbox"/> Seminar	<input type="checkbox"/> Conference	
Event Participant	:	<input checked="" type="checkbox"/> Internal	<input type="checkbox"/> External	Name of the college	:	Peri Institute of Technology

Your feedback is valuable to ensure we are meeting your educational needs. We would appreciate if you could take a few minutes to share your opinions with us so we can serve you better.

Title of the Event	:	Essential and Vocational Skills .
Date	:	17.08.2015 to 20.08.2015
Name of the Instructor/Organization	:	Mr. R. Manoj Kumar, Image Management Organization

Please response to the following statements by using the 4-point rating scale to indicate the extent to which you agree or disagree with each statement. Please circle the number that applies.

S. No	Evaluation Statements	Strongly Agree	Agree	Disagree	Strongly Disagree
1.	The content was already described as in publicity materials	4	3	2	1
2.	The program was well paced within allotted time	4	3	2	1
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5.	The instructors explained the material well and provided real-world examples.	4	3	2	1
6.	The balance between lectures and hands-on sessions was optimal.	4	3	2	1
7.	I will recommended this seminar /workshop /conference to other conservators	4	3	2	1
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9.	The tutorial options accommodated the differing interests of participants.	4	3	2	1
10.	Overall, the event met my expectations.	4	3	2	1

GENERAL SUGGESTIONS:

I. Given the topic, was this Workshop/Seminar/Conference?  Too short  Right length  Too long

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Advanced

III. Please rate the following:

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Visuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acoustic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting space	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event overall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER COMMENTS:

1. Any suggestions do you have for improving the events?

No.

2. What suggestions do you have for similar events? What is the best way to advertise new workshops?

No, Everything was good, the best way to advertise is to share it through friends & staff group.

3. What topics were most valuable / least valuable to you? What topics do you think should be covered in future events?

Applying soft skills to workplace was most valuable according to me.

Signature  
S. Arun Kumar

Please return this form to the instructor or organizer at the end of the event.

\*\*\*\*\* THANK YOU! \*\*\*\*\*