



AUXILIUM COLLEGE (AUTONOMOUS)
(Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)
Gandhi Nagar, Vellore – 632 006.

Career Guidance & Placement Cell

Organizes

Soft Skill Training Program

By

PAGO ACHIEVERS

Trainers

Mr. Paul E
Mr. Aravind
Mr. Thivakaran
Ms. Lakshmi
Ms. Joyce Esther

Date: 28th August to 1st September 2023

Time : Shift I- 2:00 pm - 4:00 pm;

Shift II – 11:00 am to 1:00 pm

Patron

Dr. (Sr.) Mary Josephine Rani A
Secretary

Convener

Dr. (Sr.) Jaya Santhi R
Principal

Co-Conveners

Dr. (Sr.) Amala Valarmathy A
Sr. Juliana Agnes Victor
Vice-Principals of Shift I & II

Coordinators

Dr. Auxilia Antony S, Head
Dept. of Commerce - Shift I
Ms. Kalaivani K, Head i/c
Dept. of Commerce - Shift II

Organizing Committee

Shift - I

Ms. Dhanapackiam K – Dept. of History
Ms. Amalarathinam A – Dept. of Mathematics
Ms. Sripriya Sa – Dept. of BBA
Dr. Lakshmi N. V – Dept. of Physics

Shift - II

Ms. Mahalakshmi A – Dept. of Commerce
Ms. Yasmine S.K.A – Dept. of Computer Science
Ms. Dhivya Bharathi D – Dept. of BBA
Dr. B. Lavanya – Dept. of Biochemistry
Dr. Nabila M. I – Dept. of Microbiology

The Career Guidance and Placement Cell, Auxilium College (Autonomous) in association with Pago Achievers, Chennai organized a five days soft skill training from 28th August 2023 to 1st September 2023.

Day 1: 28.08.2023 (Monday)

The soft skill training program began with a prayer service followed by the Welcome address by Ms. Srelekha, final year student, from the Department of Commerce. of the resource persons- Mr. Paul E, Mr. Aravind, Mr. Thivakaran, Ms. Lakshmi and Ms. Joyce Esther. The team was from PAGO Achievers, Chennai. The resource team was honored by the coordinators Dr. Auxilia Antony and Ms. Kalavani. Dr. (Sr.) Jaya Santhi R addressed the gathering and insisted on the importance of soft skill training program to the students and encouraged them to eagerly participate in the training program. The memorandum of understanding (MOU) was signed with PAGO Achievers, Chennai for strengthening the collaboration and to offer soft skill training program to the final year students every year. The inaugural ceremony ended with the vote of thanks by Ms. Shuruthi Ibro, final year student from the department of Commerce.



The students were divided into five groups and on the first day. They were taught about the eight parameters a candidate should be aware of before attending an interview. The parameters include knowledge, communication, technical skills, interpersonal skills, creativity, passion, flexibility and capability.



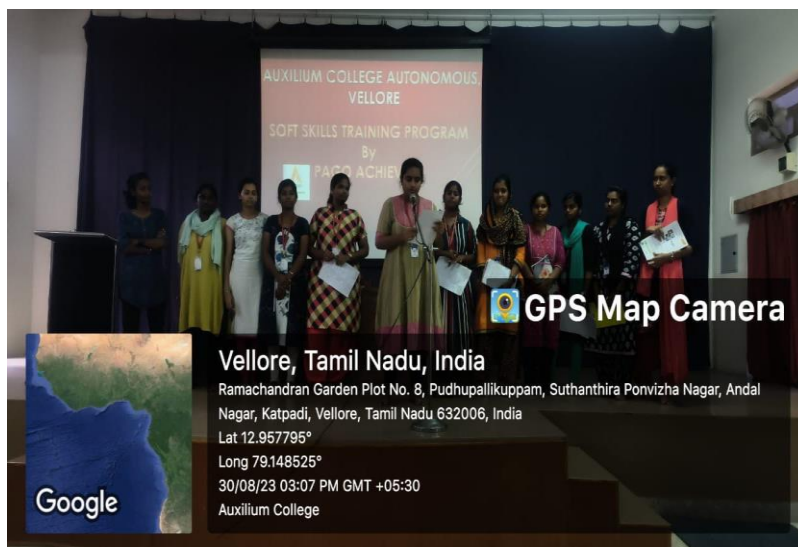
Day 2: 29.08.2023 (Tuesday)

The students learned about time management. The activities were conducted by dividing the students into small groups. Then they were asked to write down their routines and the time spent for each work. The students were asked to add five minutes in their daily routine for their career purpose. The students also got to know about the fundamental communication skills and correct pronunciation of words. Apart from that, a home activity was also given to the students and were asked to write about any one sector of their choice and 14 questions were given to answer related to that sector.



Day 3 - 30.08.2023 (Wednesday)

Preparation of resume was the day's topic. The format for preparing resume was taught and students were asked to draft their resume. Students were taught how to face an interview, how to answer common questions in an interview. They were also guided to open the LinkedIn account.



Day 4 – 31.08.2023 (Thursday)

The students were taught about Group Discussion (GD), Do's and Don'ts of the same. Small groups were formed among the students and the GD was conducted by giving on the spot topics and students had a discussion of around 20 minutes. The students also learned about Goal setting.



Day 5 – 01.09.2023 (Friday)

Mock interview was conducted for interested students and some of the students attended the mock interview. Nearly, 450 students from shift I and 272 students from Shift II benefited from this training program.



The valedictory function began at 3 pm in the seminar hall, computer block. Sr. Principal addressed the gathering and asked for the feedback. Many students gave their feedback about the five days training programme and thanked for the opportunity given to the. Ms. Sailakshmi, student secretary of Career Guidance and Placement Cell gave the Vote of Thanks. The five day soft skill training program came to an end benefiting the students in a fruitful manner.

