



Kristu Jayanti College

A U T O N O M O U S Bengaluru

Reaccredited 'A' Grade by NAAC | Affiliated to Bengaluru North University

CENTRE FOR SOFT SKILLS & APTITUDE TRAINING (CSSAT)

POLICY DOCUMENT

1. PREAMBLE:

The Centre for Soft Skills & Aptitude Training (CSSAT) has been initiated by Kristu Jayanti College, Bengaluru, and provides various soft skills training for all Undergraduate and Postgraduate students of Kristu Jayanti College so that the students can enrich their skills in their respective domain and can face the challenges and adapt to day- to-day demands of the corporate world.

2. OBJECTIVES:

The Centre functions with the following specific objectives:

1. To provide motivational training to all undergraduate and postgraduate students of Kristu Jayanti College.
2. To facilitate capacity-building training on Soft skills concerning their domain.
3. To offer the benefit of soft skills training to the student community to bring a transformation in their life as well as their career.

3. ADVISORY COMMITTEE:

- i. Rev.Dr. Augustine George, Principal
- ii. Fr. Lijo P Thomas
- iii. Deans (From all Deanery)
- iv. Head of the Departments
- v. Programme Co-ordinators
- vi. Staff Coordinators (From all Deanery)

4. MEMBERS OF THE COMMITTEE:

SL. NO.	NAME	ROLE
1.	Mr.T.Somasundaram , Staff Coordinator	Department of Management
2.	Dr.R.Velmurugam , Member	Department of Computer Science (PG)
3.	Dr.Kalyani V , Member	Department of Commerce
4.	Dr.Soya Mathew , Member	Department of Computer Science (UG)
5.	Ms.K.Opika , Member	Department of Management
6.	Dr.Akhila Variyar , Member	Department of English
7.	Ms.Deepika Premlal , Member	Department of Psychology
8.	Dr.P.Roopa , Member	Department of Life Science
9.	Dr.Shayani Ghosh , Member	Department of Life Science
10.	Ms.Nirmala M.M. , Member	Department of Professional & Financial Accounting

Student Coordinators:

1	Mr.Thomas Sabu Kuriackal – 19CS7A1007, V Sem B.Sc. (MSE)	Department of Computer Science (UG)
2	Ms.Shreekeerthana N – 19MG1A3194, V Sem BBA D	Department of Management

5. MODE OF OPERATION:

- At the beginning of the committee, the first meeting is scheduled to identify the faculty members from various departments.
- The members further are to assemble for executing the entire year's plan and blueprint of the events to be organized.
- The Head of the Department assigns the dates available according to their respective batch students – semester wise and establish a plan of action.
- Teachers will be assigned to coordinate the particular event – department wise and provide information to the head of the soft skills committee.
- Resource person shall be informed by the programme incharge faculty and information to be conveyed to the management about the same. Emails to the Principal, management and Institution members are sent for a formal invite.
- The digital poster is made and updated at the college website, digital forums and social media to promote the occasion.
- Students shall be informed of the mode of an event happening and the respective department takes the lead with committee members.
- On the occasion, a formal welcome to the principal, management, deans, HODs' and faculty members is mandatory.
- The resource person takes the forum and addresses the target students for an interactive session. The feedback is given by students which help in understanding their opinions about the session.
- The attendance is marked and the report is prepared for documentation purposes.
- The committee plans the next event based on the feedback shared.

6. ROLES AND RESPONSIBILITIES:

The following are the responsibilities of a faculty in charge -

- He / She should prepare content for the Poster with a small write up of the session and forward it to Mr. Andrew (andrew@kristujayanti.com), PG Computer Lab – 1, 2nd Floor, PG Block well in advance (before 3 – 4 days of the program)
- He / She should ensure that the Final Poster reached Website, KJC App, Social Media, and Digital Poster one day before and also forward to the mail

(somasundaram@kristujayanti.com) for sending the poster message to Principal, Deans, HOD's & Class animators.

- He / She should select the student coordinator from the respective department/semester (for MC, Profile reading, Welcome address / Vote of thanks) and be prepared with the agenda.
- He / She should prepare the feedback link in Google form and share the link at the end of the session and collect the feedback about the session from the students.
- He / She should remind the respective department HODs / Programme coordinator / Class Animator to forward the session details to the students and make everyone participate in the session.
- He / She should take a screenshot of the sessions and prepare a report about the session (Brief write-up, Audience & No. of beneficiaries, Learning outcome, Feedback report, Screenshots) and send it to to the mail somasundaram@kristujayanti.com within one or two days for the website.
- He / She should get the recorded video of each session and students' attendance list (Zoom attendance report) from Mr.Aamir or Mr.Ajith, Lab Technician.
- He / She should be available for the session arranged for your respective department. If any discrepancies or held up any other emergency work or on leave, information should be conveyed to the coordinator well in advance to carry forth alternative arrangements.

Overall Responsibilities	Teacher In Charge
Minutes Book	Dr.Soya Mathew
Documentation	Mr.T.Somasundaram & Prof.Deepika Premlal
Youtube channel	Mr.T.Somasundaram

7. BENCH MARKS:

- Pre-planning is one of the strengths of the committee which helps to execute with unforeseen changes.
- The schedule is prepared denary-wise to avoid confusion.
- The soft skills cover the area of aspects for a student to be prepared intellectually.

- The committee includes faculties from all the deaneries which makes it an efficient body to deliver the training required.
- Preparation of the minutes of meetings helps to identify the tasks accomplished and arrange for upcoming training.
- The documentation is updated on daily basis and reports are made according to the prerequisite format.

8. SCHEDULE:

The committee gathers to meet once a week to plan and schedule the upcoming events. The different deaneries share their availability of students' semester-wise and the requirements for the specific programmes according to the need. The committee informs the principal and management for obtaining recommendations and to execute the series of upcoming events.