



Annual Strategic Plan for Centre for Soft Skills & Aptitude Training (CSSAT) AY 2023-2024

I. Name of the Committee / Centre / Association / Club: Centre for Soft Skills & Aptitude Training (CSSAT)

II. Goals & Objectives:

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

III. Policy & Guidelines:

- The initial gathering has been arranged to recognize faculty members hailing from diverse departments.
- The faculty members must implement the plan for the entire year and outline the events intended to be conducted.
- The Department Head allocates dates based on student availability, organized by semesters, and creates a strategic plan of action.
- Teachers will be designated to oversee specific events based on departments and will communicate with the head of the soft skills committee.
- The designated faculty member will notify the resource person, who will then inform the management accordingly. Formal invitations are sent via email to the Principal, management, and the institution.
- The digital poster is created and then posted on the college website, digital forums, and social media platforms to publicize the event.
- Students will receive information regarding the event's mode of occurrence, and the respective department will take the lead with the assistance of committee members.
- The resource person takes the forum and addresses the target students and makes an interactive session. The feedback is given by students which help to understand their opinion about the session.

- The resource person assumes control of the forum, addressing the intended students and conducting an interactive session. Subsequently, students provide feedback, offering insights into their perspectives on the session.
- The attendance is marked and report is prepared for document purpose.
- The committee members plan the next events based on the feedback received.

Overall Responsibilities	Teacher In Charge
Minutes Book	Dr.Soya Mathew
Documentation	Dr. Anindita Chowdhury & Dr.Cynthia Winnie
You tube channel	Dr.Nidhi Raj Gupta

IV. Office Bearers:

Main Staff Coordinator(s):

1. Mr. Somasundaram T, Department of Management.
2. Dr. Cynthia Winnie, Department of Humanities.

Members:

1. Dr. Anindita Chowdhury, Department of Humanities.
2. Dr. Neha Kumari, Department of Humanities.
3. Dr. Nibedita Pradhan, Department of Life Science.
4. Dr. Nidhi Raj Gupta, Department of Professional Finance & Accounting.
5. Dr. P. Roopa, Department of Life Science.
6. Dr. Santhosh Kumar L, Department of Humanities.
7. Dr. Sheeja Krishnakumar, School of Management.
8. Dr. Soya Mathew, Department of Physical Sciences.
9. Ms. Aneesha K Saji, Department of Professional Finance & Accounting.
10. Mr. Manjunath S, Department of Management.
11. Dr. Mohan Kumar R. Department of Commerce (PG).
12. Dr. P. Radha, Department of Professional Management Studies.
13. Dr. Nirmala Devi, Department of Computer Science (PG).
14. Mr. Tomin Joseph, Department of Computer Science (PG).
15. Ms. Sini M George, Department of Management.

Student Coordinator(s):

1. Mr. Rohan Kumar Bhardwaj, 21MBGE45 - V B.Sc. (MBGE).
2. Ms. Sruthika Rajeev, 21BBNA48, V BBA BA A.

V. Review summary of activities planned and executed during the academic year 2022-2023:

S. No	Particulars	Details
1	Category of Programmes: 5	1. Career Orientation program 2. Personality Development program 3. Career Enrichment program 4. Soft Skills Training / Motivation program 5. Webinar / Seminar
2	Total Number of students benefited:	5059
3	Total Number of Faculty members:	09
4	Number of programmes organized (Webinar, Training, etc.)	17
5	Total number of Resource persons	Total – 09 (Internal – 08 & External - 01)

VI. Strategic plan and targets to be achieved for the Academic Year 2023 – 2024:

- Planned to allot One hour of Club Activity for the Soft Skills session.
- Planned to conduct a 30 hours Certificate Course on Aptitude training- to lend credibility and enhance student's profile.
- Planned to collaborate and MoU to be signed with renowned institutes exclusive for Soft Skills Training and Placement - JASS (Joseph Academy of Soft Skills), Trichy, TN & Higher ED, Bangalore.
- Planned to conduct Career Guidance Program related to Resume Preparation, Interview skills & Techniques and Aptitude training in association with CECR for the final year students of all denary.
- Planned to conduct Personality development, Motivational session and soft skills training session for the second year students of all denary.
- Planned to conduct Career Orientation program, Soft skills training session for the first year students of all denary.

VII. Details of activities planned and person(s) in-charge:

S. No.	Department / Year	Training Session details	Tentative Date / Month		Faculty In charge
			Odd Sem	Even Sem	
1	BA / I Year	Career Orientation Session	2 nd Week of Sep'23	1 st week of March'24	Dr. Anindita Chowdhury
2	BA / II Year	Soft skill / Personality Development / Motivational session	4 th week of Sep'23	3 rd week of Feb'24	Dr. Santhosh Kumar L

S. No.	Department / Year	Training Session details	Tentative Date / Month		Faculty In charge
			Odd Sem	Even Sem	
3	BA / III Year	Career Guidance Session / Aptitude Training	3 rd week of Sep'23	4 th week of Jan'24	
4	BBA & BBA PMS / I Year	Career Orientation Session	3 rd week of Oct'23	2 nd week of March'24	Ms. Sini M George Dr. P. Radha Mr. Manjunath S
5	BBA & BBA PMS / II Year	Soft skill / Personality Development / Motivational session	4 th week of Sep'23	2 nd week of Feb'24	
6	BBA & BBA PMS / III Year	Resume Writing / Interview Skills / Aptitude Training	3 rd week of Sep'23	3 rd week of Jan'24	
7	BCA & B.Sc. (CS) / I Year	Career Orientation Session	3 rd week of Oct'23	2 nd week of March'24	Mr. Tomin Joseph Dr.Soya Mathew
8	BCA & B.Sc. (CS) / II Year	Soft skill / Personality Development / Motivational session	4 th week of Sep'23	2 nd week of Feb'24	
9	BCA & B.Sc. (CS) / III Year	Resume Writing / Interview Skills / Aptitude Training	3 rd week of Sep'23	3 rd week of Jan'24	
10	B.Com / I Year	Career Transition	3 rd week of Oct'23	2 nd week of March'24	Ms. Aneesha K Shaji
11	B.Com / II Year	Soft skill / Personality Development / Motivational session	4 th week of Sep'23	2 nd week of Feb'24	
12	B.Com / III Year	Resume Writing / Interview Skills / Aptitude Training	3 rd week of Sep'23	3 rd week of Jan'24	
13	B.Com PFA / I Year	Business Communication	3 rd week of Oct'23	2 nd week of March'24	Dr.Nidhi Raj Gupta
14	B.Com PFA / II Year	Career Option / Higher Education	4 th week of Sep'23	2 nd week of Feb'24	
15	B.Com PFA / III Year	Resume Writing / Interview Skills / Aptitude Training	3 rd week of Sep'23	3 rd week of Jan'24	
16	B.Sc. (LS & FS) / I Year	Career Orientation Session	3 rd week of Oct'23	2 nd week of March'24	Dr. Nibedita Pradhan
17	B.Sc. (LS & FS) / II Year	Soft skill / Personality Development / Motivational session	4 th week of Sep'23	2 nd week of Feb'24	

S. No.	Department / Year	Training Session details	Tentative Date / Month		Faculty In charge
			Odd Sem	Even Sem	
18	B.Sc. (LS & FS) / III Year	Resume Writing / Interview Skills / Aptitude Training	3 rd week of Sep'23	3 rd week of Jan'24	
19	M.Sc. (LS & FS) / I Year	Career Orientation Session	3 rd week of Oct'23	2 nd week of March'24	Dr.P.Roopa
20	M.Sc. (LS) / II Year	Corporate Skills	3 rd week of Sep'23	4 th week of Jan'24	
21	MA & M.Sc. (Psy) / I Year	Career Guidance Session / Aptitude Training	3 rd week of Oct'23	2 nd week of March'24	Dr. Neha Kumari
22	MA & M.Sc. (Psy) / II Year	Corporate Skills	3 rd week of Sep'23	4 th week of Jan'24	
23	MCA & M.Sc. (CS) / I Year	Career Guidance Session / Aptitude Training	3 rd week of Oct'23	2 nd week of March'24	Dr. Nirmala Devi
24	MCA & M.Sc. (CS) / II Year	Corporate Skills	3 rd week of Sep'23	4 th week of Jan'24	
25	Other PG - M.Com, MSW, MA (JMC) / I & II Year	Career Orientation Session / Career Guidance Session / Corporate Skills / Aptitude Training	3 rd week of Sep'23	4 th week of Jan'24	Dr. Mohan Kumar R

VIII. Strategies for documentation and quality assurance of processes:

- Teacher coordinators of the training session will be instructed to prepare a reports as per the IQAC format.
- All the reports will be sent to review committee and reviewed report will be sent to IQAC and also to college website after incorporating the suggestion given by the review committee.
- All the reports and documents will be maintained by the committee members on a regular basis.
- Testimonials will be collected for every training program to measure the outcome of each training session in order to ensure the quality assurance of training activities organized by the committee.

Signatures:

Director of the Centre / Main Staff Coordinator

Principal