




# Guru Nanak College (Autonomous)

(Affiliated to University of Madras & Re-Accredited At "A" Grade by NAAC)  
No. 161, Guru Nanak Salai, Velachery, Chennai - 600042, Tamil Nadu  
Website: [www.gurunanakcollege.edu.in](http://www.gurunanakcollege.edu.in)

5.1.3 Capability Development and Skill Enhancement Activities

Soft Skills - Activity Report

|| 2019-20 ||

	<b>GURU NANAK COLLEGE (AUTONOMOUS)</b> Affiliated to the University of Madras Accredited by NAAC at "A" Grade. ISO Certified (9001 - 2015) Guru Nanak Salai, Velachery, Chennai - 600 042.
<b>CERTIFIED DOCUMENTS</b>	
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	 PRINCIPAL

### 5.1.3 Capability Development and Skill Enhancement Activity

2019-20				
Soft Skills				
S.No.	Name of the Capability Enhancement Program	Date of Implementation (DD-MM-YYYY)	Number of Students Enrolled	Name of the Agencies/Consultants Involved with Contact Details (if any)
1	Corporate Communication - Seminar	19-07-2019	240	B. Com. Bank Management
2	Intensive Interview Skills	05-08-2019	135	I2I Skills with B.Com. Information System Management
3	Skill Development	19-09-2019 to 20-09-2019	150	Business Administration
4	Leadership Training Programme	20-09-2019 to 21-09-2019	140	Nani Palkhivala Arbitration Centre, Chennai with B.Com. Honours
5	Inspire to be Leaders	11-05-2020	185	Edicca Overseas Education & Excel Technologies and solutions with B.Com. Marketing Management

## SOFT SKILLS

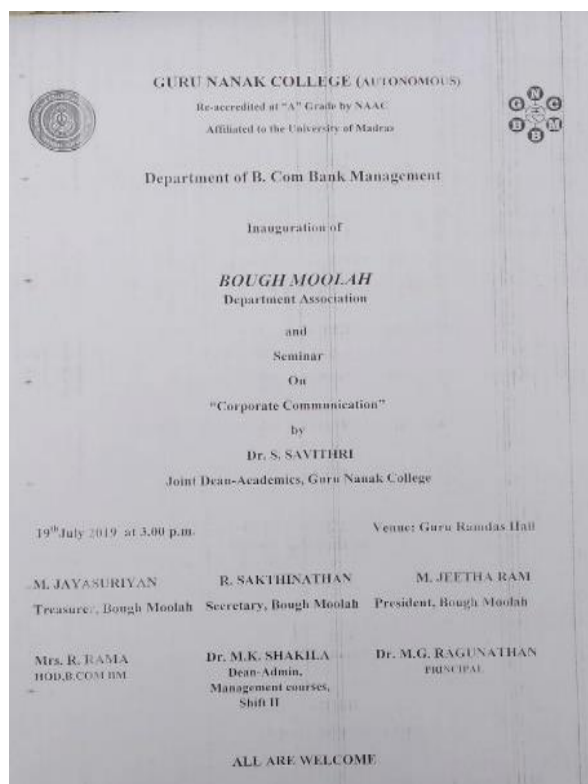
### 1. CORPORATE COMMUNICATION - SEMINAR

<b>Event Title</b>	Corporate Communication
<b>Category</b>	Seminar
<b>School &amp; Department</b>	Management – B.Com. Bank Management
<b>Date</b>	19-07-2019
<b>No. of Chief Guest</b>	1
<b>No. of Participants</b>	240

#### Report

Department of B. Com (Bank Management) organized a seminar on “Corporate Communication” by Dr. S. SAVITHRI, Joint Dean-Academics, Guru Nanak College on 19<sup>th</sup> of July 2019 at Guru Ramdas Hall. Discussion about verbal and non-verbal communication, official letter writing, types of communication, structure of business letter, stages of writing etc. was carried out during the programme. The seminar was very interesting and lively, followed by Question and Answer session at the end. The bank management students of all the three years were highly benefitted.

#### Invitation





Bough Moolah and seminar on corporate communication



Bough Moolah and seminar on corporate communication



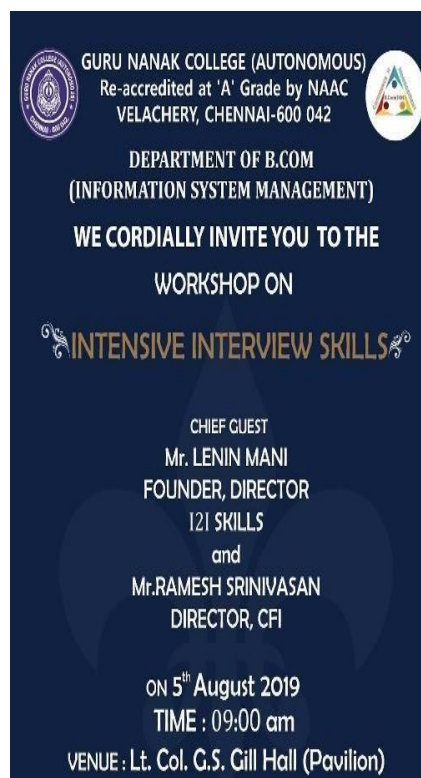
## 2. INTENSIVE INTERVIEW SKILLS

<b>Event Title</b>	Intensive Interview Skills
<b>Category</b>	Workshop
<b>School &amp; Department</b>	Information Technology – B.Com. Information System Management
<b>Date</b>	05-08-2019
<b>No. of Resource Person</b>	1
<b>No of Participants</b>	135

### Report

The Department of B. Com. Information System Management organized a Workshop on Intensive Interview Skills on 5<sup>th</sup> August, 2019 at Lt. Col. G.S. Gill Hall (Pavilion) at GNC. The resource persons were M. Lenin Mani, Founder and Director, I2I Skills and Mr. Ramesh Srinivasan, Director, CFI. The seminar was organized for the students of B. Com. (ISM). The session highlighted the importance of communication skills, leadership qualities and personality development. The resource person provided Career Counselling to the students to equip themselves for the present industry trends. The session ended with question – answer session which was well received by the resource person and the students.

### Invitation







### 3. SKILL DEVELOPMENT

<b>Event Title</b>	Skill Development	
<b>Category</b>	Seminar	
<b>School &amp; Department</b>	Management – Business Administration	
<b>Date</b>	From: 19-09-2019	To: 20-09-2019
<b>No. of Resource Person</b>	3	
<b>No. of Participants</b>	150	

#### Report

Department of BBA had organized a two-day seminar for the final year students on 19<sup>th</sup> & 20<sup>th</sup> Sep 2019. The seminar was conducted on Skill Development for Resume writing, Group discussion and interview. The following faculty members were the resource speakers:

1. Dr. V. Senthil Kumaran – Effective resume writing
2. Dr. R. Bharathi – Interview skills
3. Ms. Aanchanaa Karam Chandra Mohan – GD Skills

The Students of both sections had participated enthusiastically on both days. Students were dressed in professional attires which are mandatory for facing GD & Interview.

Faculty shared their valuable inputs and guidance to the students. At the start the students were divided into groups. Each faculty had one to one interaction with each member of the group. Mock interviews and GD were conducted for every group. Performances of students were assessed and feedback on their strengths and weakness were given on personal basis. The students were immensely benefitted by the two days seminar. The seminar provided the necessary awareness to the students to equip themselves for the upcoming interviews.



## 4. LEADERSHIP TRAINING PROGRAMME

<b>Event Title</b>	Leadership Training Programme	
<b>Category</b>	Workshop	
<b>School &amp; Department</b>	Commerce – B.Com. Honours	
<b>Date</b>	From: 20-09-2019	To: 21-09-2019
<b>No of Participants</b>	140	

### Report

The Department of B. Com. (Honours) Organized a Two Days Workshop on “Leadership Training Programme” from 20-09-2019 to 21-09-2020 between 2.30 PM to 4.30 PM. The Department of B. Com (Honours) conducted along with the Nani Palkhivala Arbitration Centre, Chennai, a two-day training program aimed at improving the leadership quality in students and imbibing them with a sense of responsibility to become the young leaders that the nation needs. The guides for this program, Mr. Sachin Kamath and Mr. Vivek Patki, led the students present into two groups. Each guide had a unique way of communicating the various skills that are required to become a successful leader in the form of crisp lectures and elaborate activities.





Leadership Training Programme



## 5. INSPIRE TO BE LEADERS

<b>Event Title</b>	Inspire to be Leaders
<b>Category</b>	Workshop
<b>School &amp; Department</b>	Management – B.Com. Marketing Management
<b>Date</b>	11-05-2020
<b>No. of Participants</b>	185
<b>No. of Resource Persons</b>	2

### Report

Department of Marketing Management organized One day “Inspire to be Leaders” from 11<sup>th</sup> May 2020. “A Leadership Workshop for Students” - Dr. C. J. Sagaya Thanga Rani, Director, Edicca Overseas Education and Mr. Joshua Gerard, Managing Director, Excel Technologies and solutions were the resource persons. Both the resource persons explained the students about “How to mould your leadership qualities “and “How to become an influencing leader in Future”.

### Invitation Copy

**GURU NANAK COLLEGE (AUTONOMOUS)**  
GURU NANAK SALAI, VELACHERY, CHENNAI - 600 042

Department of Marketing Management

Eddicatatti & Eduwisa  
presents

**11 MAY**  
**11 AM**

**WEBINAR ON**

**Inspire To Be A Leader**  
A LEADERSHIP WORKSHOP FOR STUDENTS

**OUR  
SPEAKERS**

**Dr. C.J. Sagaya Thanga Rani**  
(M.A, M.Phil, Ph.D, DCED, DCA)  
A born leader and efficient entrepreneur with a Doctorate in Literature and multiple international awards including the prestigious "Peace Educator" from AUGP - USA.

**Mr. Joshua Gerard** (B.E, PGDBA, PGDHRM, MSW)  
A Managing Director of Excel Technologies and Solutions(ETS) and Chief Operating Officer of Tamilnadu Advanced Technical Training Institute. He has trained more than one lakh students in various domains across various colleges in South India. He has received "Abdul Kalam Award For Young Entrepreneurship".

