



MAHENDRA ARTS & SCIENCE COLLEGE

(Autonomous)

Affiliated to Periyar University, Salem.

Accredited by NAAC with 'A' Grade & Recognized u/s 2(f) and 12(B) of the UGC Act 1956

Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability (8)

2. Language and communication skills

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2. Language and communication skills.			
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)
2020-2021			
Communication Development Programme for fresher's - 15 days	09.11.2020 - 26.11.2020	669	Faculty Members of English Department, Mahendra Arts & Science College
Communication Training programme for final students - 1 Hour daily (Odd Semesters)	04.08.2021	925	Placement Trainer - Mahendra Arts & Science College
2019-2020			
Communication Development Programme for fresher's - 15 days	02.07.2019 - 22.07.2019	709	Faculty Members of English Department, Mahendra Arts & Science College
Communication Training programme for pre final students - 1 Hour daily (Even Semesters)	09.12.2019	937	Placement Trainer - Mahendra Arts & Science College
Communication Training programme for final year students - 1 Hour daily (Odd Semester)	20.06.2019	1012	Placement Trainer - Mahendra Arts & Science College
2018-2019			
Communication Development Programme for fresher's - 15 days	27.08.2018 - 18.07.2018	935	Faculty Members of English Department, Mahendra Arts & Science College
Communication Training programme for pre final students - 1 Hour daily (Even Semesters)	05.12.2018	1012	Placement Trainer - Mahendra Arts & Science College
Communication Training programme for final year students - 1 Hour daily (Odd Semester)	11.06.2018	742	Placement Trainer - Mahendra Arts & Science College
2017-2018			
Communication Development Programme for fresher's - 15 days	30.6.2017- 21.07.2017	1012	Faculty Members of English Department, Mahendra Arts & Science College
2016-2017			
Communication Development Programme for fresher's - 15 days	01.07.2016 - 22.07.2016	742	Faculty Members of English Department, Mahendra Arts & Science College


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REQUISITION LETTER

From

Head of the Department,
Department of English,
Mahendra Arts & Science College (Autonomous),
Kalippatti.

To

The Principal,
Mahendra Arts & Science College (Autonomous),
Kalippatti.


Respected Sir,

Sub: Requesting for conducting Communication Development Programme for Freshers from 09.11.2020 to 26.11.2020–reg.

Our English Department has planned to Communication Development Programme for Freshers for the duration of 15 days from 09.11.2020 to 26.11.2020. So we request you to grant permission to conduct program in a successful manner.

Thanking you,

Yours truly,


HOD
4/11/2020

Date: 04.11.2020

Place: Kalippatti


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CIRCULAR

Dear Sir/Madam,

Warm Greetings, It gives me immense pleasure to inform you that, our Department of English will organize Communication Development Programme for Freshers for the duration of 15 days from 09.11.2020 to 26.11.2020 for students


4/11/2020
Head of the Department

Date: 4.11.2020

Place: Kalippatti


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DEPARTMENT OF ENGLISH

Communication Development Programme for Fresher's

09-11-2020 to 26-11-2020



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Report of the Event

Name of the Event	Communication Development Programme for Fresher's
Date & Time	09-11-2020 to 26-11-2020 & 1 hour per day
Resource Person	Department of English faculty members
Organizer	Department of English
Total No. of Students Participation	669
Programme Summary	This Communication Development Programme was Very Useful to Develop the Students Communications Skills and also Writing Skills.


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30.07.2021

From

Placement Coordinator,

Mahendra Arts & Science college (Autonomous),

Kalipatti.

To

The Principal

Mahendra Arts & science college (Autonomous),

Kalipatti.

Respected sir,

Sub: Requesting-permission to organize the communication training programme for final year students Reg.

I hereby inform you to give permission the communication training programme for final year students. It is highly useful to the final year students. Hence, I request you sir, to grant permission to conduct the communication training programme on 04.08.2021 onwards

Thanking you,

place :Kalipatti

Date :30.07.2021

Yours faithfully,

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31.07.2021

PLACEMENT CIRCULAR

It is informed that placement cell of our college is going to organize Communication Training programme for the final year students at 04.08.2021 onwards. We inform the students to utilize this chance for the final year students. The Concerned HOD's are request to monitor our department students.

Placement officer

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PLACEMENT CELL

Communication Training programme for the final year students



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Report of the Event

Name of the Event	Communication Training programme for Final year students
Date & Time	04.08.2021
Resource Person	Mr. V. Joseph Emmanuvel, Placement Co-ordinator Mahendra Arts & Science College (A)
Organizer	Placement Cell
Total No. of Students Participation	925
Programme Summary	This communication training programme is highly useful for the final year students to get placement in placement drives.

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