



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act. 1956.

From

R.PRADAP,
Placement Coordinator,
RAAK Arts and Science College,
Perambai.

To

The Principal,
RAAK Arts and Science College,
Perambai.

Respected Sir,

Subject: Request for Conducting Impactful Soft Skills and Placement Training Program

I hope this letter finds you in good health and high spirits. I am writing on behalf to propose a collaborative initiative aimed at enhancing the employability skills of your students. We would like to partner with RAAK Arts and Science College to conduct a comprehensive Soft Skills and Placement Training Program, in collaboration with INSPIRE Academy., Pondicherry. 23rd January to 10th February 2023

Thanking You

Yours faithfully



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VILLIANUR POST-605 110
PERAMBAL.



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RASC/PRINCIPAL/CIR/FEB 2023

Date: 20/1/2023

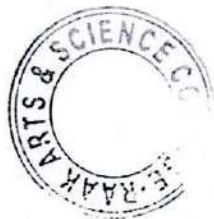
CIRCULAR

I am pleased to announce that the Placement cell of our college is organizing on "Placement Drive: Impact Soft Skill Training Program". INSPIRE Academy This event is scheduled to take place on 23rd January to 10th February 2023 in the SEMINAR HALL 1 from 10.00 am to 01.30 pm. We look forward to active participation from all the students of our college.

For further details or queries please contact
Placement cell,
RAAK Arts and Science College,
Perambai.



Principal



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- Copy to
1. Principal
 2. Office
 3. Placement cell



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Activity Report

Event: Communication Development Program

Conducted by: INSPIRE Academy

Date: 23rd January to 10th February 2023

Venue: RAAK Arts and Science College Campus

Introduction

RAAK Arts and Science College, in collaboration with INSPIRE Academy, organized a comprehensive Communication Development Program on campus. This program was held from 23rd January to 10th February 2023 and was designed to enhance the communication skills of all students, preparing them for future academic and professional challenges.

Program Overview

The Communication Development Program aimed at improving various aspects of students' communication abilities, including verbal and non-verbal communication, public speaking, interpersonal communication, and language proficiency. The program was divided into multiple sessions, each focusing on different skills essential for effective communication.

Key Objectives

- To enhance students' verbal and written communication skills.
- To build confidence in public speaking and presentation skills.
- To improve students' proficiency in English, focusing on grammar, vocabulary, and pronunciation.



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- To develop students' ability to communicate effectively in professional and academic settings.

Program Structure

The program was conducted over three weeks, with daily sessions designed to address different components of communication. The structure was as follows:

1. **Introductory Session:**

- An overview of the program, its objectives, and the importance of communication skills in personal and professional development.

2. **Verbal Communication:**

- Training sessions focused on improving spoken English, including pronunciation, fluency, and clarity.
- Activities included role-plays, debates, and group discussions to encourage active participation.

3. **Non-Verbal Communication:**

- Sessions on body language, eye contact, and other non-verbal cues that enhance the effectiveness of communication.
- Practical exercises to demonstrate the impact of non-verbal communication.

4. **Public Speaking:**

- Workshops aimed at building confidence in public speaking, with a focus on speech delivery, tone modulation, and audience engagement.
- Students were given opportunities to present in front of peers, followed by constructive feedback.

5. **Interpersonal Communication:**

- Training on effective listening, empathy, and interpersonal communication skills in both academic and professional contexts.




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- Activities included role-playing scenarios to practice these skills.
6. **Written Communication:**
- Sessions on improving written communication skills, including email writing, report writing, and essay composition.
 - Emphasis was placed on clarity, conciseness, and proper grammar.
7. **Closing Session:**
- A wrap-up session where students showcased what they had learned through presentations and group activities.
 - Certificates of participation were awarded to all students who completed the program.

Participation and Engagement

- **Participants:** All students from various departments across the college actively participated in the program.
- **Facilitators:** Experienced trainers from INSPIRE Academy led the sessions, providing expert guidance and personalized feedback to the students.

Outcome of the Program

- **Skill Enhancement:** Students reported significant improvements in their communication skills, with increased confidence in both speaking and writing.
- **Practical Application:** The hands-on approach of the program allowed students to apply the skills learned in real-world scenarios, preparing them for future challenges.
- **Feedback:** The program received positive feedback from both students and faculty, highlighting the effectiveness of the training and the professionalism of the trainers.




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Conclusion

The Communication Development Program conducted by INSPIRE Academy was a resounding success, achieving its objectives of enhancing the communication skills of RAAK Arts and Science College students. The college is grateful to INSPIRE Academy for their valuable contribution to the students' development and looks forward to future collaborations.



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List of Participants

S.NO	NAME	DEPARTMENT /YEAR	SIGNATURE
1	ARUNKUMAR V	B.COM /III -YEAR	Arunkumar
2	DHANUSH R	B.COM /III -YEAR	Dhanush
3	DHANUSHKUMAR S	B.COM CA /III YEAR	Dhanush
4	DHINESH R	B.COM CA /III YEAR	Dhinesh
5	GAYATHRI K	B.COM CS /III YEAR	Gayathri
6	GOWRISHANKAR S	B.COM CS /III YEAR	Gowrishankar
7	GOWTHAM S	BBA /III Year	Gowtham
8	HARISH R	BBA /III Year	Harish
9	HARISHKUMAR V	BCA III YEAR	Harishkumar
10	IBRAHIM S	BCA III YEAR	Ibrahim
11	KARTHICKRAJ P	BSC CHEMISTRY /III YEAR	Karthickraj
12	MANIKANDAN U	BSC CHEMISTRY /III YEAR	Manikandan
13	MOHAMED YASAR H	BA ENGLISH /III YEAR	Mohamed
14	MOHAMEDYUNUS M	BA ENGLISH /III YEAR	Mohamed
15	MUTHUKUMARAN B	BA TAMIL /III YEAR	Muthukumar
16	NANTHA P	BA TAMIL /III YEAR	Nantha
17	NIVETHA S	M.COM /II YEAR	Nivetha
18	PAVITHRA M	M.COM /II YEAR	Pavithra
19	PAVITHRA M	M.SC MATHS /II YEAR	Pavithra
20	PREMKUMAR AC	M.SC MATHS /II YEAR	Premkumar
21	PREMKUMAR AV	B.COM /II -YEAR	Premkumar
22	PUGAZENTHI S	B.COM /II -YEAR	Pugazenthi
23	RAGUL GANDHI S	B.COM CA /II YEAR	Ragul
24	SALAUUDIN B	B.COM CA /II YEAR	Salauudin
25	SANJAY S	B.COM CS /II YEAR	Sanjay
26	SARANRAJ S	B.COM CS /II YEAR	Saranraj
27	SIVAABARNA T	BBA /II Year	Sivaabarna
28	THAMIMUL ANSARI MF	BBA /II Year	Thamimul
29	THIRISHA S	BCA II YEAR	Thirisha
30	VETRIVEL S	BCA II YEAR	Vetrivel



Jm.
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