



Kristu Jayanti College

AUTONOMOUS Bengaluru
Reaccredited A++ Grade by NAAC | Affiliated to Bengaluru North University

Annual Strategic Plan

Centre for Soft Skills & Aptitude Training (CSSAT)

Academic Year 2024-2025

- 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 faculty coordinator of each Department 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 Coordinator 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	Ms. Sherly Steffi
Documentation	Dr. Kanimozhi A & Dr. Anindita Chowdhury
You tube channel	Dr. Mariyan Richard & Ms. Divya M

IV. Office Bearers:

Main Staff Coordinator(s):

1. Mr. Somasundaram T, Department of Management.
2. Dr. Neha Kumari, Department of English.

Members:

1. Mr. Manjunath S, Department of Management.
2. Ms. Thanuja K A, Department of Commerce (UG).
3. Ms. Sherly Steffi L, Department of Commerce (UG).
4. Ms. Muthulakshmi D, Department of Computer Science (UG).
5. Ms. Divya M, Department of Computer Science (UG).
6. Ms. Aneesha K Saji, Department of Professional Finance & Accounting.
7. Mr. Vinod Joseph George, Department of Professional Management Studies.
8. Dr. Syed Muen, Department of Social Sciences & Languages.
9. Mr. Abin Mathew, Department of Social Work
10. Dr. Santhosh Kumar L, Department of English.
11. Dr. P. Roopa, Department of Life Science.
12. Dr. Mariyan Richard, Department of Computer Science (PG).
13. Dr. Kanimozhi A, Department of English
14. Dr. Anindita Chowdhury, Department of English.
15. Ms. Pooja D G, Department of Psychology.

V. Review summary of activities planned and executed during the academic year 2023-2024:

S. No	Particulars	Details
1	Category of Programmes: 6	1. Career Orientation program 2. Personality Development program 3. Career Enrichment program 4. Soft Skills Training / Motivation program 5. Workshop 6. Certificate Course – Aptitude Skills
2	Total Number of students benefited:	4171
3	Total Number of Faculty members:	17
4	Number of programmes organized (Orientation, Training session, Workshop, Certificate Course etc.)	57
5	Total number of Resource persons	Total – 37 (Internal – 35 & External - 02)

VI. Strategic plan and targets to be achieved for the Academic Year 2024 – 2025:

- Planned to organize One Day Workshop on ‘Design Thinking’.
- Planned to organize Intra / Inter collegiate Soft Skills Fest.
- 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 with renowned institutes exclusive for Soft Skills Training.
- 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’24	1 st week of March’25	

S. No.	Department / Year	Training Session details	Tentative Date / Month		Faculty In charge
			Odd Sem	Even Sem	
2	BA / II Year	Soft skill / Personality Development / Motivational session	4 th week of Sep'24	3 rd week of Feb'25	Dr. Anindita Chowdhury Dr. Santhosh
3	BA / III Year	Career Guidance Session / Aptitude Training	3 rd week of Sep'24	4 th week of Jan'25	Kumar L Dr. Neha Kumari
4	BBA & BBA PMS / I Year	Career Orientation Session	3 rd week of Oct'24	2 nd week of March'25	Mr. Vinod Joseph George
5	BBA & BBA PMS / II Year	Soft skill / Personality Development / Motivational session	4 th week of Sep'24	2 nd week of Feb'25	
6	BBA & BBA PMS / III Year	Resume Writing / Interview Skills / Aptitude Training	3 rd week of Sep'24	3 rd week of Jan'25	
7	BCA & B.Sc. (CS) / I Year	Career Orientation Session	3 rd week of Oct'24	2 nd week of March'25	Ms. Divya M Ms. Muthulakshmi D
8	BCA & B.Sc. (CS) / II Year	Soft skill / Personality Development / Motivational session	4 th week of Sep'24	2 nd week of Feb'25	
9	BCA & B.Sc. (CS) / III Year	Resume Writing / Interview Skills / Aptitude Training	3 rd week of Sep'24	3 rd week of Jan'25	
10	B.Com / I Year	Career Transition	3 rd week of Oct'24	2 nd week of March'25	Ms. Thanuja K A Ms. Sherly Steffi
11	B.Com / II Year	Soft skill / Personality Development / Motivational session	4 th week of Sep'24	2 nd week of Feb'25	
12	B.Com / III Year	Resume Writing / Interview Skills / Aptitude Training	3 rd week of Sep'24	3 rd week of Jan'25	
13	B.Com PFA / I Year	Business Communication	3 rd week of Oct'24	2 nd week of March'25	Ms. Aneesha K Shaji
14	B.Com PFA / II Year	Career Option / Higher Education	4 th week of Sep'24	2 nd week of Feb'25	
15	B.Com PFA / III Year	Resume Writing / Interview Skills / Aptitude Training	3 rd week of Sep'24	3 rd week of Jan'25	

S. No.	Department / Year	Training Session details	Tentative Date / Month		Faculty In charge
			Odd Sem	Even Sem	
16	B.Sc. & M. Sc. (LS & FS) / I Year	Career Orientation Session	3 rd week of Oct'24	2 nd week of March'25	Dr.P.Roopa
17	B.Sc. & M. Sc. (LS & FS) / II Year	Soft skill / Personality Development / Motivational session	4 th week of Sep'24	2 nd week of Feb'25	
18	B.Sc. & M. Sc. (LS & FS) / III Year	Resume Writing / Interview Skills / Aptitude Training	3 rd week of Sep'24	3 rd week of Jan'25	
19	BA (Psy), MA, MA (JMC) & M.Sc. (Psy) / I Year	Career Guidance Session / Aptitude Training	3 rd week of Oct'24	2 nd week of March'25	Dr. Syed Muen Ms. Pooja D G Dr. Kanimozhi A
20	BA (Psy), MA, MA (JMC) & M.Sc. (Psy) / II Year	Corporate Skills	3 rd week of Sep'24	4 th week of Jan'25	
21	MCA & M.Sc. (CS) / I Year	Career Guidance Session / Aptitude Training	3 rd week of Oct'24	2 nd week of March'25	Dr. Mariyan Richard
22	MCA & M.Sc. (CS) / II Year	Corporate Skills	3 rd week of Sep'24	4 th week of Jan'25	
23	Other PG - M.Com, MSW, / I & II Year	Career Orientation Session / Career Guidance Session / Corporate Skills / Aptitude Training	3 rd week of Sep'24	4 th week of Jan'25	Mr. Abin Mathew

VIII. Resources required:

- Memento's & Sapling for External Resource Person.
- Certificate Copies for Certificate courses.

IX. 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.

Date:

Signatures:

Director of the Centre / Main Staff Coordinator

(Mr. Somasundaram T)

Principal