



# Kristu Jayanti College

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

## **CENTRE FOR SOFT SKILLS & APTITUDE TRAINING (CSSAT)**

### **POLICY DOCUMENT AY 2022 - 2023**

#### **1. PREAMBLE:**

The Centre for Soft Skills & Aptitude Training (CSSAT) has been initiated by Kristu Jayanti College, Bengaluru and provides various soft skills training for all our Undergraduate and Postgraduate students of Kristu Jayanti College so that the students are able to enrich their skills in their respective domain and are able to face the challenges and adapt to day-to-day demands of the corporate world.

#### **2. OBJECTIVES:**

The Centre functions with the following specific objectives:

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

#### **3. ADVISORY COMMITTEE:**

- i. Rev.Dr. Augustine George, Principal
- ii. Fr. Lijo P Thomas, Vice Principal
- iii. Deans (From all Deanery)
- iv. Head of the Departments
- v. Programme Co-ordinators
- vi. Staff Coordinators (From all Deanery)

#### 4. MEMBERS OF THE COMMITTEE:

SL. NO.	NAME	DEPARTMENT
1.	<b>Mr.T.Somasundaram</b> , Staff Coordinator	Department of Management
2.	<b>Dr.Sheeja Krishnakumar</b> , Member	School of Management
3.	<b>Ms.K.Opika</b> , Member	Department of Management
4.	<b>Dr.Soya Mathew</b> , Member	Department of Computer Science (UG)
5.	<b>Ms.Aneesha K Shaji</b> , Member	Department of Professional Accounting
6.	<b>Dr.P.Roopa</b> , Member	Department of Life Science
7.	<b>Dr.Nidhi Raj Gupta</b> , Member	Department of Professional Accounting
8.	<b>Ms.Deepa Iyer</b> , Member	Department of Management
9.	<b>Dr.Cynthia Winnie</b> , Member	Department of Humanities

#### Students Coordinators:

1	<b>Mr.Jepin James</b> – 20CS5H1030, V Sem B.Sc. (PMCS)	Department of Computer Science (UG)
2	<b>Ms.Riyana E</b> – 20MG1A2053, V Sem BBA B	Department of Management

## **5. MODE OF OPERATION:**

- At the beginning of the committee assigned by the management. First meeting is scheduled to identify the faculty members from various departments.
- The members assembled to execute the entire year's plan and blueprint the events to be organized.
- The Head of department assigns the dates availability according to students – semester wise and establish a plan of action.
- Teachers will be assigned to coordinate the particular event – department wise and inform the head of the soft skills committee.
- Resource person shall be informed by the specific faculty and inform the management about the same. Emails to Principal, management and institution is sent for formal invite.
- The digital poster is made and updated at the college website, digital forums and social media to promote the occasion.
- Students shall be informed the mode of event happening and respective department takes the lead with committee members.
- On the occasion, a formal welcome to the principal, management, deans, HODs' and faculty members is mandatory.
- The resource person takes the forum and addresses the target students and make an interactive session. The feedback is given by students which helps to understand their opinion about the session.
- The attendance is marked and report is prepared for document purpose.
- The committee plans the next event based on the feedback shared.

## **6. ROLES AND RESPONSIBILITIES:**

**The following are the responsibilities of teacher in charge -**

- Should be liaison with the Department and CECR in order to plan and organize the training session for the students as per their requirements.
- Prepare content for Poster with small write up of the session and forward it to [review@kristujayanti.com](mailto:review@kristujayanti.com) and get approval for designing the poster well in advance (probably one week before).

- Design the poster and ensure that the final approved poster reached Website, KJC App, Social Media and Digital Poster one day before and also forward to ([softskills@kristujayanti.com](mailto:softskills@kristujayanti.com)) to send the poster along with the greetings mail to Principal, Deans, HOD's & Class animators.
- Select the student coordinator from the respective department for MC, Profile reading, Welcome address / Vote of thanks and be prepared with the agenda.
- Prepare the feedback form and circulate the same at the end of the session and collect it back from the students.
- Send a reminder to the respective department HODs / Programme coordinator / Class Animator above the session and venue details to the students and make everyone to participate in the session.
- Take Geotagged photos of the training sessions and prepare a report about the session (Brief write up, Audience & No. of beneficiaries, Learning outcome, Feedback report, geotagged photos) and send it to me [softskills@kristujayanti.com](mailto:softskills@kristujayanti.com) within two days for the uploading in the website.
- Teacher coordinator should be available for the session arranged for your respective department and make yourself ready for the session. If any discrepancies or held up any other emergency work or taking leave, should inform well in advance in order to make an alternative arrangement.
- If any teachers are associated with Alumni's from your department or any external resource person, kindly provide details about the person to invite them as a resource person for the session.

<b>Overall Responsibilities</b>	<b>Teacher In Charge</b>
Minutes Book	Dr.Soya Mathew
Documentation	Dr.Cynthia Winnie & Ms.Deepa Iyer
You tube channel	Dr.Nidhi Raj Gupta

## **7. BENCH MARKS:**

- Pre-planning is one of our strengths in the committee which helps us to execute with the unforeseen changes.

- The schedule is prepared denary wise to avoid any kind of confusion.
- The soft skills covered the area of aspects for a student to be prepared intellectually.
- The committee includes faculties from all the deaneries which make an efficient committee to delivers the training required.
- Preparation of the minutes of meetings helps us to identify the tasks accomplished and arrange for upcoming trainings.
- The documentation is updated on the daily basis and reports are made according to the prerequisite format.

#### **8. SCHEDULE:**

The committee gathers to meet once in a week to plan and schedule the upcoming events. The different deaneries share their availability of students' semester wise and requirement specific program according to the need. The committee inform the principal and take his recommendations to execute the series of upcoming events.