# Training Programmes 2023 – 2024

Various training programmes were conducted for Third year students during **June 2023 - December 2023.**

1. The following training programmes were conducted through Offline mode by our staff members from **17-06-2023 to 07-12-2023.**

| Copy of Schedule |
|---|

**Virudhunagar S.Vellaichamy Nadar Polytechnic College (Autonomous), Virudhunagar-626001.**

**TRAINING CELL**

**CIRCULAR**                                                                                     12.06.2023

The ODD TERM **TRAINING** schedule for **III YEAR STUDENTS** is given below with effect from 12.06.2023.

| S.No | DATE | Session | BATCH-I (HALL NO: M 106) TOPIC & RESOURCE PERSON | BATCH-II (HALL NO: E 104) TOPIC & RESOURCE PERSON | BATCH-III (HALL NO: P 101) TOPIC & RESOURCE PERSON |
|---|---|---|---|---|---|
| 1. | 17.06.23 (Saturday) | FN (9.00 AM To 12.20 PM) | Soft Skills for Workplace Success<br><br>APTITUDE<br><br>(Mr.B.Jaihind, Lecturer/Maths)<br>(Mrs.R.Priyanka, Lecturer/GT)<br>(Mrs.S.A.Amutha, Lecturer(SS)/EEE)<br>(Mr.K.Ramalingam, Lecturer/CSE) | Soft Skills for Workplace Success<br><br>COMMUNICATION SKILLS<br><br>(Mr.M.Kalidass babu, Lecturer(SS)/CSE)<br>(Miss.G.Janani, Lecturer/English)<br>(Mr.S.Balamururugan, Lecturer/Mech)<br>(Mr.S.Yuvaraj, Lecturer/Mech) | Soft Skills for Workplace Success<br><br>ENTHUSIASM AND ATTITUDE, TEAM WORK AND NETWORKING<br><br>(Mrs.C.Priya, Lecturer/Civil)<br>(Mr.D.Saravanakumar, Lecturer/EEE)<br>(Mr.A.VenkateshBoopathy, Lect/MOP)<br>(Mr.G.Arangadurai, Lecturer(SG-I)/PT) |
| 2. | 24.06.23 (Saturday) | FN (9.00 AM To 12.20 PM) | Soft Skills for Workplace Success<br><br>COMMUNICATION SKILLS<br><br>(Mr.M.Kalidass babu, Lecturer(SS)/CSE)<br>(Miss.G.Janani, Lecturer/English)<br>(Mr.S.Balamururugan, Lecturer/Mech)<br>(Mr.S.Yuvaraj, Lecturer/Mech) | Soft Skills for Workplace Success<br><br>ENTHUSIASM AND ATTITUDE, TEAM WORK AND NETWORKING<br><br>(Mrs.C.Priya, Lecturer/Civil)<br>(Mr.D.Saravanakumar, Lecturer/EEE)<br>(Mr.A.VenkateshBoopathy, Lect/MOP)<br>(Mr.G.Arangadurai, Lecturer(SG-I)/PT) | Soft Skills for Workplace Success<br><br>APTITUDE<br><br>(Mr.B.Jaihind, Lecturer/Maths)<br>(Mrs.R.Priyanka, Lecturer/GT)<br>(Mrs.S.A.Amutha, Lecturer(SS)/EEE)<br>(Mr.K.Ramalingam, Lecturer/CSE) |
| 3. | 01.07.23 (Saturday) | FN (9.00 AM To 12.20 PM) | Soft Skills for Workplace Success<br><br>ENTHUSIASM AND ATTITUDE, TEAM WORK AND NETWORKING<br><br>(Mrs.C.Priya, Lecturer/Civil)<br>(Mr.D.Saravanakumar, Lecturer/EEE)<br>(Mr.A.VenkateshBoopathy, Lect/MOP)<br>(Mr.G.Arangadurai, Lecturer(SG-I)/PT) | Soft Skills for Workplace Success<br><br>APTITUDE<br><br>(Mr.B.Jaihind, Lecturer/Maths)<br>(Mrs.R.Priyanka, Lecturer/GT)<br>(Mrs.S.A.Amutha, Lecturer(SS)/EEE)<br>(Mr.K.Ramalingam, Lecturer/CSE) | Soft Skills for Workplace Success<br><br>COMMUNICATION SKILLS<br><br>(Mr.M.Kalidass babu, Lecturer(SS)/CSE)<br>(Miss.G.Janani, Lecturer/English)<br>(Mr.S.Balamururugan, Lecturer/Mech)<br>(Mr.S.Yuvaraj, Lecturer/Mech) |

| | | | Soft Skills for Workplace Success | Soft Skills for Workplace Success | Soft Skills for Workplace Success |
|---|---|---|---|---|---|
| 4. | 15.07.23 (Saturday) | FN (9.00 AM To 12.20 PM) | **APTITUDE**<br><br>(Mr.B.Jaihind, Lecturer/Maths)<br>(Mrs.R.Priyanka, Lecturer/GT)<br>(Mrs.S.A.Amutha, Lecturer(SS)/EEE)<br>(Mr.K.Ramalingam, Lecturer/CSE) | **COMMUNICATION SKILLS**<br><br>(Mr.M.Kalidass babu, Lecturer(SS)/CSE)<br>(Miss.G.Janani, Lecturer/English)<br>(Mr.S.Balamururugan, Lecturer/Mech)<br>(Mr.S.Yuvaraj, Lecturer/Mech) | **PROBLEM SOLVING AND CRITICAL THINKING, ADAPTABILITY AND PROFESSONALISM**<br><br>(Mrs.C.Priya, Lecturer/Civil)<br>(Mr.D.Saravanakumar, Lecturer/EEE)<br>(Mr.A.VenkateshBoopathy, Lect/MOP)<br>(Mr.G.Arangadurai, Lecturer(SG-I)/PT |
| 5. | 05.08.23 (Saturday) | FN (9.00 AM To 12.20 PM) | **COMMUNICATION SKILLS**<br><br>(Mr.M.Kalidass babu, Lecturer(SS)/CSE)<br>(Miss.G.Janani, Lecturer/English)<br>(Mr.S.Balamururugan, Lecturer/Mech)<br>(Mr.S.Yuvaraj, Lecturer/Mech) | **PROBLEM SOLVING AND CRITICAL THINKING, ADAPTABILITY AND PROFESSONALISM**<br><br>(Mrs.C.Priya, Lecturer/Civil)<br>(Mr.D.Saravanakumar, Lecturer/EEE)<br>(Mr.A.VenkateshBoopathy, Lect/MOP)<br>(Mr.G.Arangadurai, Lecturer(SG-I)/PT | **APTITUDE**<br><br>(Mr.B.Jaihind, Lecturer/Maths)<br>(Mrs.R.Priyanka, Lecturer/GT)<br>(Mrs.S.A.Amutha, Lecturer(SS)/EEE)<br>(Mr.K.Ramalingam, Lecturer/CSE) |
| 6. | 19.08.23 (Saturday) | FN (9.00 AM To 12.20 PM) | **PROBLEM SOLVING AND CRITICAL THINKING, ADAPTABILITY AND PROFESSONALISM**<br><br>(Mrs.C.Priya, Lecturer/Civil)<br>(Mr.D.Saravanakumar, Lecturer/EEE)<br>(Mr.A.VenkateshBoopathy, Lect/MOP)<br>(Mr.G.Arangadurai, Lecturer(SG-I)/PT | **APTITUDE**<br><br>(Mr.B.Jaihind, Lecturer/Maths)<br>(Mrs.R.Priyanka, Lecturer/GT)<br>(Mrs.S.A.Amutha, Lecturer(SS)/EEE)<br>(Mr.K.Ramalingam, Lecturer/CSE) | **COMMUNICATION SKILLS**<br><br>(Mr.M.Kalidass babu, Lecturer(SS)/CSE)<br>(Miss.G.Janani, Lecturer/English)<br>(Mr.S.Balamururugan, Lecturer/Mech)<br>(Mr.S.Yuvaraj, Lecturer/Mech) |

Note: Mr.R.Santhoshkumar, Lecturer/CSE will be the In-Charge for VISION 2025 training program for Second Year students

PRINCIPAL                    CHAIRMAN

Copy to: Chairman, Governing Council
Copy to: VP,  All HODs, Training Coordinator, Individuals & file

| S.No | Topics | Period | No. of Sessions | Target |
|---|---|---|---|---|
| 1 | Soft Skills for Workplace Success - Aptitude | 17.06.2023 to 19.08.2023 | 06 | **Third Year** Students (148 Students) |
| 2 | Soft Skills for Workplace Success - Communication Skills | 17.06.2023 to 19.08.2023 | 06 | **Third Year** Students (148 Students) |
| 3 | Soft Skills for Workplace Success - Enthusiasm and Attitude, Team Work and Networking. | 17.06.2023 to 19.08.2023 | 03 | **Third Year** Students (148 Students) |
| 4 | Soft Skills for Workplace Success - Problem Solving and Critical Thinking, Adaptability and Professionalism | 17.06.2023 to 19.08.2023 | 03 | **Third Year** Students (148 Students) |

**Soft  Skills Training for Workplace Success Inaugurated by our Principal**

**Dr.S.Jawahar,M.E.,Ph.D on  17.06.2023**



**Soft  Skills Training for Workplace Success -**

Aptitude Training

(**17-06-2023 to 07-12-2023)**

**Soft  Skills Training for Workplace Success -**

Enthusiasm and Attitude, Team Work and Networking.

(**17-06-2023 to 07-12-2023)**



**Soft  Skills Training for Workplace Success -**

Problem Solving and Critical Thinking, Adaptability and Professionalism

(**17-06-2023 to 07-12-2023)**

# Sample of Feed back Form

**Virudhunagar S.Vellaichamy Nadar Polytechnic College (Autonomous), Virudhunagar-626001.**
**(Affiliated to Directorate of Technical Education ,Chennai-25)**
**(ISO 9001:2015 Certified Institution )**
**TRAINING CELL**

**FEEDBACK – ODD TERM (12.06.2023 TO 09.09.2023)**

Name: T.JAI SURYA                    Roll No: 421143

| S.NO | TOPICS | Content delivered by the Resource Persons | | | |
|------|--------|-----------|-----------|------|---------|
|      |        | Excellent | Very Good | Good | Average |
| 1 | APTITUDE TRAINING | ✓ | | | |
| 2 | COMMUNICATION SKILLS | ✓ | | | |
| 3 | ENTHUSIASM AND ATTITUDE | | ✓ | | |
| 4 | TEAM WORK AND NETWORKING | | ✓ | | |
| 5 | PROBLEM SOLVING AND CRITICAL THINKING | ✓ | | | |
| 6 | ADAPTABILITY AND PROFESSIONALISM | ✓ | | | |

Signature of the Student

T. Jai Surya

## 1. PROBLEMS ON NUMBERS

1. A man has some hens & cows. If the number of heads be 48 and the number of feet equals 140. Then find the number of hens?

2. 100 students at a farewell party shake hands with each and every other student. How many hands shake will be there ?

3. Two numbers are such that the ratio between them is 3 : 5.  If each number is increased by 10, then the ratio becomes 5 : 7.  Find the numbers?

4. $4/5^{th}$ of a certain number is 64. Find half of that number?

5. What least value must be in the place of  * so that the number 84705*2 is divisible by 9 ?

## 2. PERCENTAGE

6. A student was asked to find 4/5 of a number. By mistake, he divided the number by 4/5 and got an answer, which exceeded the correct answer by 9/20. What is the number?

7. In an examination, it is required to get 36% of maximum marks to pass. A student got 113 marks and declared failed by 85 marks. Find the maximum marks?

8. In a college election, a candidate secured 62% of the votes and is elected by a majority of 144 votes. Find the total number of votes polled?

9. A student who secures 20% marks in an examination fails by 30 marks. Another student who secures 32% marks gets 42 marks more than those required to pass. Find the pass percentage?

10. I spend 30% of my salary on food and 20% of the remaining on transport. If I save Rs. 700 per month, which is half of the balance after spending on food & transport. What is my Monthly Salary?

## 3. AVERAGE

11. The average height of 30 girls out of a class of 40 is 160 cm and that of the remaining girls is 156 cm.  Find the average height of whole class?

12. The average of 50 numbers is 38. If two numbers, namely 45 and 55 are discarded, then find the average of the remaining numbers ?

13. In an examination, a student scores 4 marks for every correct answer and loses 1 mark for every wrong answer. A student attempts all the 100 questions and scores 210 marks. Find the number of questions he answered correctly?

14. The average of 10 numbers is calculated as 15. It is discovered later, while calculating the average one number, namely 36 was wrongly read as 26. Find the correct average ?

15. The average of 11 results is 60. If the average of first five results is 58 & the average of last five is 56 then find the sixth result?

## 4. TIME & WORK

16. Pipes A and B can fill a tank in 10 hours and 15 hours respectively. If the pipes are opened simultaneously then the tank will be filled in:

17. A and B can do a piece of work in 6 days and A alone can do it in 9 days. The time taken by B alone to do the work in:

18. A and B can do a piece of work in 18 days; B and C in 24 days; C and A in 36 days. In what time can they do it all working together?

19. A temporary worker engaged on a contract basis is paid Rs 10 per day, he attends work & Rs 5 is deducted from his salary, as a fine, every day he remains absent. If in a month of 30 working days he earned Rs. 240. For how many days he was absent?

20. A ship 55 Kms from the shore springs a leak, which admits 2 tonnes of water in 6 minutes; 80 tonnes would suffer to sink her, but the pumps can throw out 12 tonnes an hour. Find the average rate of sailing that she may just reach the shore as she begins to sink

## 5. TIME & DISTANCE

21. A car completes a certain journey in 8 hours. It covers half the distance at 40 km/hr and the rest at 60 km/hr. Find the length of the journey?

22. A monkey ascends a greased pole 12 metres high. He ascends 2 metres in first and slips down 1m in the alternate minute. In which minute, he reaches the top?

23. The driver of a Maruti car driving at the speed of 68 km/hr locates a bus 40 metres ahead of him. After 10 seconds, the bus is 60 metres behind. Find the speed of the bus?

24. A thief running at 8 Km/h is caught by a policeman whose speed is 10 Km/h. If the thief is 100m ahead of the policeman, then the time required for the policeman to catch the thief will be?

25. If 5 poles are erected at equal distance between two points 20 mts apart, what is the distance between any two poles?

## 6. PROFIT AND LOSS

26. By selling an article for Rs. 100, one gains Rs.10. then, what is the gain percent?

27. By selling a watch for Rs. 1140, a man loses 5 %. In order to gain 5 % the watch must be sold for

28. A man buys 10 articles for Rs.8 and sells them at the rate of Rs.1.25 per article. Find his gain percent?

29. A bottle of jam costs Rs. 2 including the bottle which is returnable. The jam costs Re.1 more than the bottle. How much does the bottle cost?

30. A horse and a cow were sold for Rs.12000 each. The horse was sold at a loss of 20% and the cow at a gain of 20%. The entire transaction resulted is :

# Exercise – 1 (Objective Type Questions)

1. The number which when added to 10 times itself gives 264. Find the number?
     a) 26.4      **b) 24**      c) 25      d) 25.5

2. $4/5^{th}$ of a certain number is 80. Find $1/4^{th}$ of that number?
     **a) 25**      b) 80      c) 120      d) 60

3. $1/4^{th}$ of $1/3^{rd}$ of $2/5^{th}$ of a number is 15. What will be 40% of that number?
     **a) 180**      b) 120      c) 450      d) 270

4. What is the face value of 6 in the numerical 4682 ?
     **a) 6**      b) 60      c) 600      d) 46

5. $4/5^{th}$ of number exceeds its $1/4^{th}$ by 11. What is the number?
     **a) 20**      b) 50      c) 100      d) 25

6. The sum of two numbers is twice their difference. If one of the number is 10, then what will be the other number?
     a) 30      b) 10/3      **c) 30 or 10/3**      d) – 30

7. If one fourth of one third of one half of a number is 15. What is 10% of that number?
     a) 360      b) 210      c) 72      **d) 36**

8. A girl was asked to find 4/5 of a number. By mistake, she divides the number by 4/5 and got an answer, which exceeded the correct answer by 9/20. What is the number?
     a) 2      c) 20      **c) 1**      d) 10

9. Two fifth of two third of one fourth of a number is 24. What is 200% of that number?
     **a) 720**      b) 360      c) 180      d) 90

10. The sum of three consecutive even numbers is 72 then what is the first number?
     a) 19      b) 20      c) 24      **d) 22**

# Exercise – 2 (Objective Type Questions)

1. In an examination 93 % of students passed and 259 failed. Find the total number of students?
   **a) 3700** b) 500        c) 3950 d) None of these.

2. A man receives 10% increase in his salary. His salary is Rs. 5060. What is his original salary?
   a) 4554 b) 4400 **c) 4600** d) 4560

3. Gun powder contains 75% nitrate, 10% of sulphur and the rest is charcoal. The quantity of charcoal in 24 Kg of gunpowder is:
   **a) 3.6 Kg**      b) 2.4 Kg        c) 18 Kg d) None of these.

4. The market price is 10% higher than the cost price. A discount of 10% is given on the marked price. In this kind of sale, the seller
   a) Bears no loss, no gain b) gains 1%      c) loses 10%    **d) loses 1%**

5. A man's wages were decreased by 50%. Again the reduced wages were increased by 50%. Find the percentage of loss?
   a) 0%            b) 2.5% c) 0.25%        **d) 25%**

6. A sweet seller declares that he sells sweets at the cost price. However, he uses a weight of 450 gm instead of 500 gm. What was his profit percentage?
   a) 10%          **b) 11 1/9%**      c) 12%          d) 12 2/9%

7. The price of an article has been reduced by 25%. In order to restore the original price, the new price must be increased by
   **a) 33 1/3%**      b) 25%          c) 9 1/11%      d) 66 2/3%

8. The price of cooking oil has increased by 25%. The percentage of reduction that a family should effect in the use of cooking oil so as not to increase the expenditure on this account is
   a) 15%          b) 25%          **c) 20%**          d) 30%

9. When the price of the fans was reduced by 20%, the number of fans sold increased by 40%. What was the effect on the revenue received by the shopkeeper?
   a) 12% decrease **b) 12% increase**      c) 40% increase d) 30% increase

10. Two numbers are less than a third number by 30% and 37% respectively. How much percent is the second number less than the first?
    a) 7%          **b) 10%**          c) 4%            d) 3%

## Exercise – 3 (Objective Type Questions)

1. Out of three numbers, the first is twice the second and is half of the third. If the average of the three numbers is 56, then find three numbers?
    a) 48,96,24    **b) 48,24,96**    c) 96,24,48    d) 96,48,24

2. Of the three numbers, second is twice the first and is also thrice the third. If the average of the three numbers is 44, find the largest number?
    a) 24    b) 36    **c) 72**    d) 108

3. The average age of an adult class is 40 years. 12 new students with average age of 32 years join the class, thereby decreasing the average the class by 4 years. Find the original strength of the class?
    a) 10    b) 11    **c) 12**    d) 15

4. A ship sails out to a mark at the rate of 15 Km/hr and sails back at the rate of 10 km/hr. Find the rate of sailing?
    a) 12.5  Km/hr  **b) 12 Km/hr**    c) 25 Km/hr    d) 5 Km/hr

5. The average consumption of petrol for a car for seven months is 110 litres and for next five months it is 86 litres. Find the average monthly consumption?
    a) 98 litres    **b) 100 litres**    c) 102 litres    d) 96 litres

6. The average weight of A, B & C is 45 Kg. If the average of A and B be 40 Kg and that of average of B and C be 43 Kg, then find the weight of B ?
    a) 17 Kg b) 20 Kg    c) 26 Kg **d) 31 Kg**

7. The average of the daily income of A, B and C is Rs. 60. If B earns Rs. 20 more than C and A earns double of what C earns, then find the daily income of C ?
    **a) Rs. 40**    b) Rs. 60    c) Rs. 75    d) none of these.

8. A batsman has a certain average runs for 11 innings. In the 12$^{th}$ innings he made his score of 90 runs and thereby decreases his average by 5. Find his average after 12$^{th}$ inning?
    a) 135    b) 140    **c) 145**    d) 150

9. A cricketer scored 180 runs in the first test and 258 runs in the second. How many runs should he score in the third test so that his average score in the three tests would be 230 runs?
    a) 219    b) 242    c) 334    **d) none of these**.

**10. The average weight of 8 men is increased by 2.5kg when one of them whose weight is 56 kg** is replaced by a new man. Find the weight of the new man ?
    **a) 76**    b) 74    c) 72    d) 70

# Exercise – 4 (Objective Type Questions)

1. A can do a piece of work in 12 days and B alone can do it in 12 days. How much time both will take to finish the work?

     a) 12         b) 9         c) 10         **d) 6**

2. A and B together can do a piece of work in 12 days, B alone can finish it in 30 days. In how many days can A alone finish the work?

     a) 25         **b) 20**         c) 18         d) None of these.

3. A can do a piece of work in 25 days and B can finish it in 20 days. They work together for 5 days and then A goes away. In how many days will B finish the work?

     a) 20         b) 21         c) 16         **d) 11**

4. A can do a piece of work in 12 days while B alone can do it 15 days. With the help of C they finish it in 5 days. In how many days will C alone finish the work?

     **a) 20**         b) 21         c) 16         d) 11

5. A can do a piece of work in 20 days, while B alone can do it in 25 days. B worked for 10 days and left. In how many days, A will now finish the remaining work?

     a) 10         **b) 12**         c) 14         d) 16

6. A can do a piece of work in 24 days, while B alone can do it in 16 days. With the help of C they finish the work in 8 days. Find in how many days C alone can do the work?

     a) 40         **b) 48**         c) 36         d) 24

7. A and B can together finish a job in 12 days while A, B and C can finish it in 8 days. C alone will finish the job in :

     a) 20         b) 14         **c) 24**         d) 16

8. A can complete a job in 9 days, B in 10 days and C in 15 days. B and C start the work and are forced to leave after 2 days. Find time taken to complete the remaining work?

     a) 13         b) 10         c) 9         **d) 6**

9. Ramesh can finish a job in 20 days. He worked for 10 days alone and completed the remaining job working with Dinesh, in 2 days. How many days would Dinesh and Remesh together take to complete the entire job?

     **a) 4**         b) 5         c) 10         d) 12

10. If 12 men can build a wall 45m long in 10 days. How many men can build a wall 75m long in 8 days?

     **a) 25**         b) 20         c) 21         d) None of these.
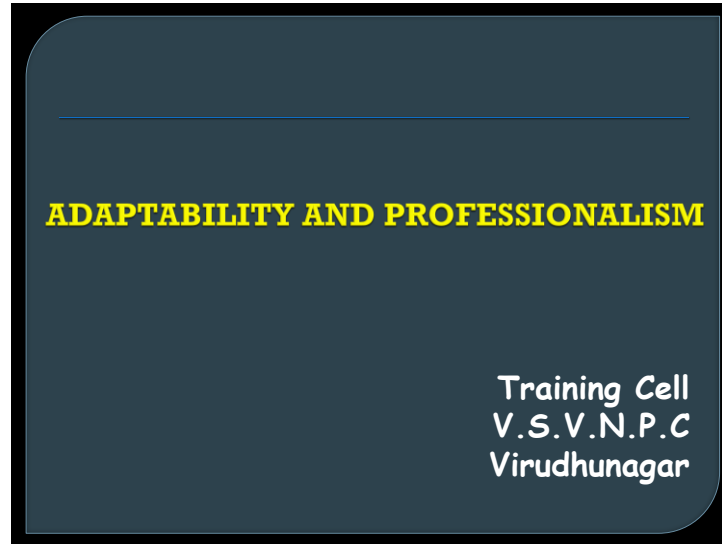
# Exercise – 5 (Objective Type Questions)

1. A speed of 6 m/sec is same as :
   a) 15.4 km/hr    b) 16.5 km/hr    **c) 21.6 km/hr**    d) 22.5 km/hr.

2. Ajit takes 4 hours to cover a distance of 9 km. Find the time taken by him to travel 24 km?
   a) 10hrs 50mts    **b) 10hrs 40mts**    c) 10hrs 30mts    d) 9hrs 40mts

3. A man goes to place at the rate of 4 km/hr and he comes back on a bicycle at 16 km/hr. Find his average speed for the entire journey?
   a) 5 km/hr    **b) 6.4 km/hr**    c) 8.5 km/hr    d) 10 km/hr.

4. A man covers a certain distance in 2 hours 45 min, when he walks at the rate of 4 km/hr. How much time will he take to cover the same distance if he runs at a speed of 16.5 km/hr?
   **a) 40 min**    b) 41 min    c) 45 min    c) 100 min

5. A train goes from a station A to another station B at a speed of 64 km/hr but returns to A at a slower speed. If its average speed for the trip is 56 km/hr, then find the return speed of the train approximately?
   a) 48 km/hr    **b) 50 km/hr**    c) 52 km/hr    d) 47.4 km/hr.

6. A car covers four successive three km stretches at speeds of 10 km/hr, 20 km/hr, 40 km/hr and 60 km/hr respectively. Find its average speed over this distance?
   a) 10 km/hr    **b) 20 km/hr**    c) 30 km/hr    d) 25 km/hr.

7. By walking at 3/4$^{th}$ of his usual speed, a man reaches his office 20 minutes late than usual Find his usual time?
   a) 30 minutes    **B) 60 minutes**    C) 75 minutes    d) 90 minutes.

8. Ram travels at the rate of 3 km/hr and he reaches 15 minutes late. If he travels at the rate of 4 km/hr, he reaches 15 minutes earlier. Find the distance Ram has to travel?
   a) 1 km    **b) 6 km**    c) 7 km    d) 12 km

9. The ratio between the rates of walking of A and B is 3 : 4. If the time taken by B to cover a distance is 24 minutes, find the time taken by A to cover that much distance?
   a) 18 min.    **b) 32 min**.    c) 10 min.    c) 13 min.

10. A certain distance is covered at a certain speed. If half this distance is covered in double the time, find ratio of the two speeds?
    **a) 4 : 1**    b) 1 : 4    c) 2 : 1    d) 1 : 2

# Exercise – 6 (Objective Type Questions)

1   A loss of 5 % was suffered by selling a plot for Rs. 4085. Find the cost price of the plot?
        a) Rs. 4350        b) Rs. 4200      **c) Rs. 4300**      d) Rs. 4250

2   On selling an article for Rs. 240 a trader loss 4 %. In order to gain 10 % he must sell  that article for :
        a) Rs. 264        b) Rs. 273      **c) Rs. 275**      d) Rs. 280

3   A man purchased a watch for Rs. 400 and sold it at a gain of 20 % of the selling price. Find the selling price of the watch?
        a) Rs. 300        b) Rs. 320      c) Rs. 440      **d) Rs. 500**

4   By selling a table for Rs. 30 instead of Rs. 40, 5 % more is lost. Find the cost of the table?
        a) Rs. 250        b) Rs. 210      **c) Rs. 200**      d) Rs. 225

5   If 5 % more is gained by selling an article for Rs. 350 than by selling it for Rs. 340. Find the cost of the article?
        a) Rs. 50        b) Rs. 160      **c) Rs. 200**      d) Rs. 250

6   By selling a book for Rs. 10, the publisher losses (1/11) of what it costs him. Find the cost of a book?
        a) Rs. 12        **b) Rs. 11**      c) Rs. 10      d) Rs. 9

7   The cost price of an article, which on being sold at a gain of 12 % yields Rs. 6 more than when it is sold at a loss of 12 % is :
        a) Rs. 30        **b) Rs. 25**      c) Rs. 20      d) Rs. 24

8   When the price of pressure cooker was increased by 15 %, it sale fell down by 15 %. Find the effect on the money receipt?
        a) No effect      b) 15 % decrease      **c) 2.25 % decrease**      d) 7.5 % increase

9   A man sells two houses at the rate of Rs. 1.995 lakh each. On one he gains 5 % and on the other he losses 5 %. Find his gain or loss percent in the whole transaction?
        a) No effect      **b) 0.25 % loss**      c) 0.25 % gain      d) 2.5 % gain

10  A fruit seller buys lemons at 2 for a rupee and sells them at 5 for three rupees. Find the gain percent?
        a) 10 % b) 15 % **c) 20 %** d) 7.5 %
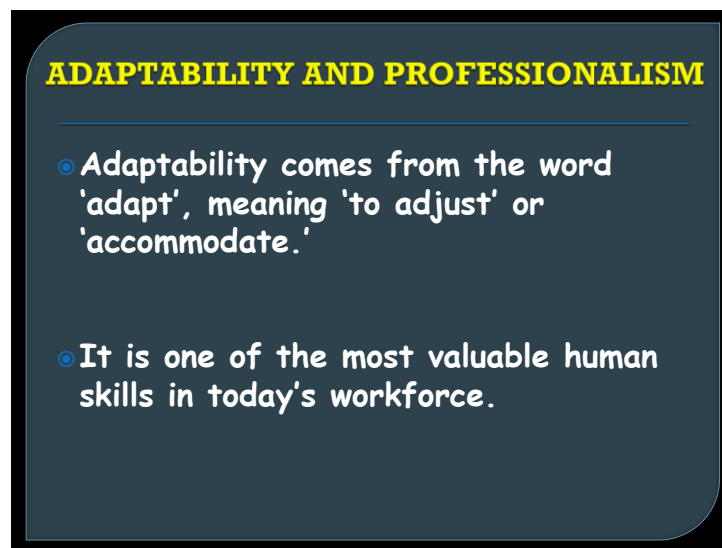
Slide 1

ADAPTABILITY AND PROFESSIONALISM

Training Cell
V.S.V.N.P.C
Virudhunagar

Slide 2

ADAPTABILITY AND PROFESSIONALISM

- Adaptability comes from the word 'adapt', meaning 'to adjust' or 'accommodate.'

- It is one of the most valuable human skills in today's workforce.

Slide 3

## ADAPTABILITY AND PROFESSIONALISM

- Adaptability means that you are ready to respond to a change.

- It could be an innovation, destabilization, market shifts, etc.

Slide 4

## ADAPTABILITY AND PROFESSIONALISM

**Adaptability Skills?**

- Adaptability skills are the qualities one possesses that allow one to adjust to the changes occurring around them.

Slide 5

## ADAPTABILITY AND PROFESSIONALISM

**Adaptability Skills for the workplace…**
- **Communication Skills**
- **Ability to Learn Quickly**
- **Problem-Solving**
- **Decision-Making**
- **Leadership Skills** (Confidence, Honesty, Giving and Receiving Feedback etc)
- **Organizational Skills** (Time Management, Delegation, Motivation etc)

Slide 6

## ADAPTABILITY AND PROFESSIONALISM

**How to improve your Adaptability Skills.**
- **Willingness to fit the culture.**
- **Acquiring new skills and diversifying knowledge.**
- **Modifying behavior when required.**
- **Shifting priorities in response to the demands of a situation.**
- **Looking forward to new challenges and opportunities.**

Slide 7

## ADAPTABILITY AND PROFESSIONALISM

### What is Professionalism in the workplace?

- Professionalism is a combination of traits, skills, behaviors, and good judgment expected from an individual well-trained and well-adjusted to their career.

- Professionalism also involves adhering to a set of standards that is commonly practiced among colleagues in the same workplace.

Slide 8

## ADAPTABILITY AND PROFESSIONALISM

### CHARACTERISTICS OF A PROFESSIONAL

- Respect
- Competence
- Confidence
- Accountability
- Integrity

Slide 9

**ADAPTABILITY AND PROFESSIONALISM**

### HOW TO IMPROVE PROFESSIONALISM IN THE WORKPLACE…

- Know your workplace culture and expectations
- Be an effective communicator
- Be an active listener
- Be productive

Slide 10

**ADAPTABILITY AND PROFESSIONALISM**

### HOW TO IMPROVE PROFESSIONALISM IN THE WORKPLACE…

- Be alert
- Be mentally healthy
- Be clean
- Develop your transferable skills
- Learn to deal with a boss
- Learn to deal with coworkers
- Find a mentor

Slide 11

**ADAPTABILITY AND PROFESSIONALISM**

### WHY IS PROFESSIONALISM IMPORTANT IN THE WORKPLACE ?

- Professionalism is important because it creates a more productive and satisfying workplace.

- Both employees and organizations benefit from professionalism.

Slide 12

**ADAPTABILITY AND PROFESSIONALISM**

# THANK YOU …

**2.** The following training programme was conducted through Offline mode by our staff members on **07-12-2023.**

| Copy of Schedule |
|---|

**Virudhunagar S.Vellaichamy Nadar Polytechnic College (Autonomous), Virudhunagar-626001.**

**TRAINING CELL**

**CIRCULAR**

23.11.2023

The Training schedule for All **III YEAR STUDENTS** is given below. The concerned department coordinators are instructed to inform the same to all **III YEAR STUDENTS** without fail.

| S.No | Date & Time | Batch 1 III Year Civil III Year EEE A III Year EEE B | Batch 2 III Year ECE III Year CSE | Batch 3 III Year Mech B III Year MOP III Year PT | Batch 4 III Year Mech A III Year GT |
|---|---|---|---|---|---|
| 1 | 07.12.2023 Thursday 9.00 AM To 12.20 PM | Topic: CAREER GUIDANCE AND RESUME PREPARATION<br><br>Resource Persons: S.A.AMUTHA (Lecturer(SS)/EEE) C.PRIYA (Lecturer(SS)/Civil) D.SARAVANAKUMAR (Lecturer/EEE)<br><br>Venue: PT Department (P101) | Topic: CAREER GUIDANCE AND RESUME PREPARATION<br><br>Resource Persons: M.KALIDASS BABU (Lecturer(SS)/CSE) K.RAMALINGAM (Lecturer/CSE) R.SANTHOSHKUMAR (Lecturer/CSE)<br><br>Venue: PT Department (P102) | Topic: CAREER GUIDANCE AND RESUME PREPARATION<br><br>Resource Persons: P.BALAMURUGAN (Lecturer/Mech) S.YUVARAJ (Lecturer/Mech) G.ARANGADURAI (Lecturer(SG-I)/PT) B.JAIHIND (Lecturer/Maths)<br><br>Venue: PT Department (P103) | Topic: CAREER GUIDANCE AND RESUME PREPARATION<br><br>Resource Persons: A.VENKATESH BOOPATHY (Lecturer/MOP) R.PRIYANKA (Lecturer/GT) G.JANANI (Lecturer/English)<br><br>Venue: PT Department (P104) |

PRINCIPAL
R7 23/11/23

CHAIRMAN
23/11/2

Copy to: Chairman, Governing Council
Copy to: Dean-Academic, VP, All HODs, Training Coordinator, Individuals & file.

| S.No | Topics | Period | No. of Sessions | Target |
|------|--------|--------|-----------------|--------|
| 5 | Career Guidance and Resume Preparation | 07.12.2023 | 04 | All Third Year Students |

**Career Guidance and Resume Preparation (07-12-2023)**



**Career Guidance and Resume Preparation (07-12-2023)**

Slide 1

**VSVN POLYTECHNIC COLLEGE**

(Autonomous),
VIRUDHUNAGAR – 626001.

Résumé Writing

Goals, Tips, and Justifications

**TRAINING CELL**

Slide 2

Change your résumé for each job application

- Tie every piece of information you give them to something they need

- Looking for leadership? Give them leadership experience

Slide 3

## Résumés do the following

- Save the HR person time
- Serve as a record in your file
- **Get you an interview**

Slide 4

## Most Résumés Contain

- Personal contact information
- Photo
- Objective
- Education
- Experience or Internship(Fresher's)
- Awards
- Activities
- Skills
- References sentence or phrase
- Declaration

Slide 5

## Writing Tips

- Give yourself time to write a résumé
- Think like a human resources professional
- Make your information easy to read.
  - ▫ Avoid long paragraphs
  - ▫ Choose an appropriate font and size
  - ▫ Give your contact information early

Slide 6

## Impress them.

- Take the time to find out this information

  -Name (with proper spelling)
  -Title
  -Procedure
  -Needs
  -Something about the company

Slide 7

## Show, don't tell.

- Never just tell the employer what you're like—show them with examples, and let them describe you

Slide 8

## Show, don't tell

- Example
  - I am a responsible student

Slide 9

## Show, don't tell

- Example
  - I am a responsible student

  - In my two semesters at Board Exam, I have maintained 95% of marks.

Slide 10

## You may have noticed:

- That the previous examples use numbers

- Numbers jump out on a page of text—use them to your advantage

Slide 11

## Use Action Verbs

| Designed | Supervised | Created | Staffed |
|----------|-----------|---------|---------|
| Tested | Studied | Earned | Saved |
| Gained | Programmed | Sold | Used |

Slide 12

## A Hint

- Search and destroy all "Was responsible for" phrase. These usually hide active impressive verbs

- Ex: Was responsible for the supervision of 12 video clerks

- Better: Supervised 12 video clerks

Slide 13

## Use Parallelism

- Parallelism is a writing technique that places equally important parts in equal grammatical form

- You want to use parallelism in lists—especially lists that begin with bullets

Slide 14

## A Very Common Mistake in Parallelism

Today's presentation will take the following format:

-Examine the current dress code
-Reasons for a change in the dress code
-New dress code explanation
-Summary

## Same example, with Parallelism

In today's presentation, we will:

-Examine the current dress code
-Give reasons for a change in the dress code
-Explain the new dress code
-Summarize the main points

## Where should I look for parallelism mistakes in résumés?

- Look carefully at the first word in each entry, especially under job experience or training.

- Generally, you'll want to start each entry with an action verb—make sure they're parallel

## Use Visual Hierarchy

- <u>Visual Hierarchy:</u> organizing output visually using formatting

- You can use any visual hierarchy you choose— but be sure to user-test it to ensure others understand

## Examples of Visual Hierarchy

- In the following examples, which information is more important:

- **V.S.V.N.POLYTECHNIC COLLEGE, Virudhunagar, Tamilnadu.**
  Diploma in Computer Science and Engineering.

- **Diploma in Computer Science and Engineering.**
  V.S.V.N.POLYTECHNIC COLLEGE, Virudhunagar, Tamilnadu.

Slide 19

Looking professional in the printing process.

- Choose a proper color
  - White
  - Off-white
  - Gray

- Choose a proper paper
  - Résumé paper
  - Cotton content
  - Be 20- or 24-lb.

Slide 20

Looking professional in the printing process.

- Whatever printer you use—

CHECK THE PRINTOUT!

- Smudges, feathered lines, or faint ink do not make you look professional
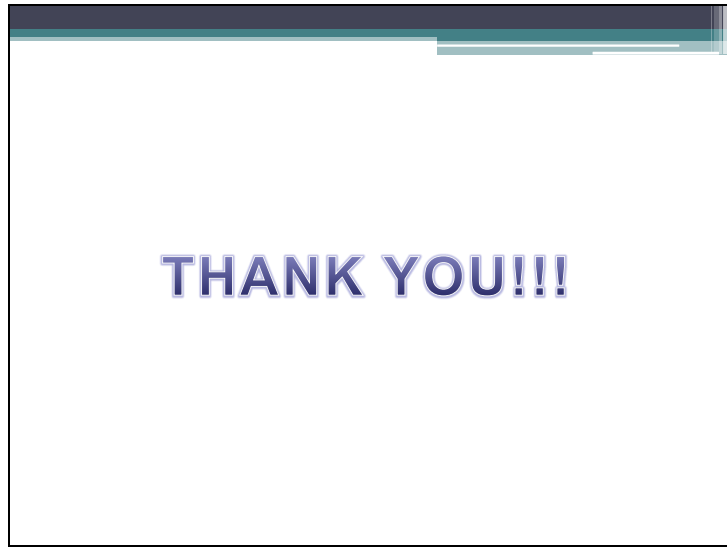
Slide 21

## The Résumé Writing Process

- Take notes on your achievements and keep them in a file
- Think about your achievements
  - Chronologically
  - By amount of effort
  - By what you enjoyed most
  - By what took the most time

Slide 22

## Use the resources at your disposal

- Have at least one other person look it over

- Take it to the Writing Center, take it to your parents, show it to your roommate.

- Realize not all advice will agree.

# THANK YOU!!!

**3.** The following training programme is going on through offline mode organized by VSVN training cell and Sponsored by VSVN alumni from June 2023.

| Copy of Schedule |
|---|

**VIRUDHUNAGAR S.VELLAICHAMY NADAR POLYTECHNIC COLLEGE (AUTONOMOUS)**
(Affiliated to Directorate of Technical Education, Chennai - 25)
**VIRUDHUNAGAR - 626 001.**

Date : 27/11/2023

**ACADEMIC ACTIVITIES 2023-2024 (EVEN TERM)**

| Week | Activity |
|---|---|
| Week 4<br>(January 02 to January 06) | Schedule to conduct Class Test – 1<br>Department Level Mini Project Competition – 03.01.2024<br>Institute Level Mini Project Competition – 05.01.2024 |
| Week 5<br>(January 08 to January 12) | Science & Technology Expo – 11.01.2024 & 12.01.2024 |
| Week 6<br>(January 18 to January 20) | Schedule to conduct Class Test – 2 and submission of Assignment I |
| Week 9<br>(February 05 to February 09) | Schedule to conduct Class Test – 3<br>Final Year Students Group Photo – 05.02.2024 to 09.02.2024. |
| Week11<br>(February 19 to February 24) | Schedule to conduct Class Test – 4 and Submission of Assignment –<br>Founders Day -23.02.2024. Hostel Day – 24.02.2024. |
| Week 14<br>(March 11 to March 13) | Schedule to conduct Class Test – 5, Submission of Assignment – III<br>Last Working Day 13.03.2024 |
| | Placement Day – 16.03.2024. |

**VISION 2025**
23.12.2023, 20.01.2024, 17.02.2024, 09.03.2024.

**Mentor Hour**

| | | |
|---|---|---|
| After I Periodical Test | – | 1 |
| After II Periodical Test | – | 1 |
| Before Last working day | – | 1 |

Thiruvalluvar Day Celebration – During the Month of Jan.2024.

Blood Donation Camp

PRINCIPAL
27/11/23

| SNo | TOPIC | Period | No Of Sessions | Target |
|-----|-------|--------|----------------|--------|
| 1 | VISION 2025 | 17.06.2023 to 23.12.2023 | 01 | Second Year Students (67 Students) |

| Vision 2025 (23.12.2023) |
|---|
|   |

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