

Training Programmes

Index

S.No	Academic Year	Title of the Training	Period	Target
1	2024 - 2025	Career Guidance and Resume Preparation	10.06.2024 (FN Session)	All Third Year Students
2		Group Discussion	10.06.2024 (AN Session)	All Third Year Students
3		Adaptability and Team Work	11.06.2024 (FN Session)	All Third Year Students
4		Attitude and Personality	11.06.2024 (AN Session)	All Third Year Students
5		Problems on Numbers	09.12.2024 to 30.04.2025 (Even Semester)	All Second Year Students
6		Percentage		
7		Average		
8		Active Listening		
9		Non-Verbal and Visual Communication		
10		Time and Work		
11		Time And Distance		
12		Profit and Loss		
13		Non-verbal Reasoning		
14		Oral Communication		
15		Written Communication		
16		Know Thyself		
17		Overcoming the Performance Anxiety		
18		My Career Journey		

Copy of Order (2024 - 2025)

V.S.V.N.POLYTECHNIC COLLEGE (AUTONOMOUS),
VIRUDHUNAGAR.

VVPC/2024/O-466

10-07-2024

ORDER

The following Staff Members are appointed as 'Training Cell Members' for the academic year 2024-2025.

Sl. No.	Staff Name & Designation M/s.	Appointed as
1.	G.ARANGADURAI, Lecturer (SG-I) / Plastic	Coordinator
2.	B.JAIHIND, Lecturer / Maths	Member
3.	C.PRIYA, Lecturer / CIVIL	Member
4.	P.BALAMURUGAN, Lecturer / MECH	Member
5.	A.JEGAN, Lecturer / MECH	Member
6.	S.A.AMUTHA, Lecturer(SS) / EEE	Member
7.	D.SARAVANAKUMAR, Lecturer / EEE	Member
8.	N.SANGARESWARI, Lecturer / ECE	Member
9.	A.VENKATESH BOOPATHY, Lecturer / MOP	Member
10.	R.PRIYANKA, Lecturer / Garment	Member
11.	K.RAMALINGHAM, Lecturer / Computer	Member
12.	B.PADMANABAN, Lecturer / Plastic	Member
13.	G.JANANI, Lecturer / English	Member
14.	R.SANTHOSH KUMAR, Lecturer / Computer	Training Cell Assistant


PRINCIPAL i/c.


CHAIRMAN.

Copy submitted to the Chairman, Governing Council.

Copy to: The Dean-Academic & Vice-Principal,

- " All HODs & Training Cell,
- " The Individuals,
- " O.S & File.

Training Programmes 2024– 2025

Training programs were conducted for third year students from 10.06 2024 to 11.06.2024.

Virudhunagar S.Vellaichamy Nadar Polytechnic College (Autonomous), Virudhunagar-626001. TRAINING CELL CIRCULAR

15.04.2024

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 ECE III Year EEE A (21 Students)	Batch 2 III Year EEE B III Year MOP	Batch 3 III Year Mech A	Batch 4 III Year Mech B	Batch 5 III Year Civil & PT III Year GT III Year All Girls	Batch 6 III Year CSE III Year EEE A (20 Students)
1	10.06.24 Monday FN Session	Career Guidance and Resume Preparation	Career Guidance and Resume Preparation	Career Guidance and Resume Preparation	Career Guidance and Resume Preparation	Career Guidance and Resume Preparation	Career Guidance and Resume Preparation
2	10.06.24 Monday AN Session	Group Discussion	Group Discussion	Group Discussion	Group Discussion	Group Discussion	Group Discussion
3	11.06.24 Tuesday FN Session	Adaptability And Team Work	Adaptability And Team Work	Adaptability And Team Work	Adaptability And Team Work	Adaptability And Team Work	Adaptability And Team Work
4	11.06.24 Tuesday AN Session	Attitude And Personality	Attitude And Personality	Attitude And Personality	Attitude And Personality	Attitude And Personality	Attitude And Personality
		Feedback	Feedback	Feedback	Feedback	Feedback	Feedback
5	Venue & Resource Persons	Board Meeting Hall S.A.Amutha (Lecturer(SS)/EEE) M.Kalidassbabu (Lecturer(SS)/CSE)	Main Building (M104) D.Saravanakumar (Lecturer/EEE) A.Venkatesh Boopathy (Lecturer/MOP)	Main Building (M207) ✓ P.Balamurugan (Lecturer/Mech) R.Priyanka (Lecturer/GT)	Main Building (M208) B.Jaihind (Lecturer/Maths) G.Janani (Lecturer/English)	Main Building (M106) C.Priya (Lecturer(SS)/Civil) ✓ G.Arangadurai (Lecturer(SG-I)/PT)	Main Building (M105) K.Ramalingam (Lecturer/CSE) R.Santhoshkumar (Lecturer/CSE)

Copy to: Chairman, Governing Council

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

PRINCIPAL

CHAIRMAN

Circular

16/4

S.NO.	TOPIC	Period	No of Sessions	Target
1	TEAM WORK	10.06.2024 & 11.06.2024	06	All3 rd Year Students.
2	ADAPTABILITY	10.06.2024 & 11.06.2024	06	All3 rd Year Students.
3	RESUME PREPARATION	10.06.2024 & 11.06.2024	06	All3 rd Year Students.
4	PERSONALITY	10.06.2024 & 11.06.2024	06	All3 rd Year Students.
5	GROUP DISCUSSION	10.06.2024 & 11.06.2024	06	All3 rd Year Students.
6	ATTITUDE	10.06.2024 & 11.06.2024	06	All3 rd Year Students.
7	TEAM WORK	10.06.2024 & 11.06.2024	06	All3 rd Year Students.

SOFT SKILLS TRAINING - BATCH I

TOPIC	TEAM WORK ADAPTABILITY RESUME PREPARATION PERSONALITY	CAREER GUIDANCE GROUP DISCUSSION ATTITUDE FEEDBACK
DATE	10.06.2024	11.06.2024
RESOURCE PERSON	MRS.S.A.AMUTHA, LECTURER(SS)/EEE MR.A.VENKATESH BOOPATHY, LECT/MOP MR.K.RAMALINGAM, LECTURER/CSE MR.D.SARAVANAKUMAR, LECTURER/EEE	MRS.R.PRIYANKA, LECTURER/GT MISS.G.JANANI, LECTURER/ENGLISH MR.P.BALAMURUGAN, LECTURER/MECH MRS.C.PRIYA, LECTURER/CIVIL MRS.N.SANKARESWARI, LECTURER/ECE
VENUE	BOARD MEETING HALL	

SOFT SKILLS TRAINING - BATCH II

TOPIC	RESUME PREPARATION GROUP DISCUSSION ATTITUDE TEAM WORK	ADAPTABILITY PERSONALITY CAREER GUIDANCE FEEDBACK
DATE	10.06.2024	11.06.2024
RESOURCE PERSON	MR.K.RAMALINGAM, LECTURER/CSE MISS.G.JANANI, LECTURER/ENGLISH MR.B.JAIHIND, LECTURER/MATHS MRS.C.PRIYA, LECTURER/CIVIL MRS.S.A.AMUTHA, LECTURER(SS)/EEE	MR.A.VENKATESH BOOPATHY, LECT/MOP MRS.N.SANKARESWARI, LECTURER/ECE MR.A.JEGAN, LECTURER/MECH MR.D.SARAVANAKUMAR, LECTURER/EEE
VENUE	AUDITORIUM	

SOFT SKILLS TRAINING - BATCH III

TOPIC	CAREER GUIDANCE RESUME PREPARATION GROUP DISCUSSION ADAPTABILITY	TEAM WORK ATTITUDE PERSONALITY FEEDBACK
DATE	10.06.2024	11.06.2024
RESOURCE PERSON	MRS.R.PRIYANKA, LECTURER/GT) MR.K.RAMALINGAM, LECTURER/CSE MISS.G.JANANI, LECTURER/ENGLISH MR.B.JAIHIND, LECTURER/MATHS MR.A.VENKATESH BOOPATHY, LECT/MOP	MRS.S.A.AMUTHA, LECTURER(SS)/EEE MR.D.SARAVANAKUMAR, LECTURER/EEE MRS.R.PRIYANKA, LECTURER/GT MR.A.JEGAN, LECTURER/MECH
VENUE	C-101	

SOFT SKILLS TRAINING - BATCH IV

TOPIC	GROUP DISCUSSION ADAPTABILITY TEAM WORK PERSONALITY	ATTITUDE RESUME PREPARATION CAREER GUIDANCE FEEDBACK
DATE	10.06.2024	11.06.2024
RESOURCE PERSON	MISS.G.JANANI, LECTURER/ENGLISH MR.B.JAIHIND, LECTURER/MATHS MR.G.ARANGADURAI, LECTURER(SG-I)/PT MR.M.KALIDASS BABU, LECTURER(SS)/CSE MRS.N.SANKARESWARI, LECTURER/ECE	MRS.C.PRIYA, LECTURER/CIVIL MR.K.RAMALINGAM, LECTURER/CSE MRS.R.PRIYANKA, LECTURER/GT MISS.G.JANANI, LECTURER/ENGLISH MR.P.BALAMURURUGAN, LECTURER/MECH
VENUE	P-104	

SOFT SKILLS TRAINING - BATCH V

TOPIC	ATTITUDE TEAM WORK ADAPTABILITY PERSONALITY	CAREER GUIDANCE RESUME PREPARATION GROUP DISCUSSION FEEDBACK
DATE	10.06.2024	11.06.2024
RESOURCE PERSON	MRS.C.PRIYA, LECTURER/CIVIL MRS.N.SANKARESWARI, LECTURER/ECE MR.A.VENKATESH BOOPATHY, LECT/MOP MR.G.ARANGADURAI, LECTURER(SG-I)/PT	MR.A.JEGAN MR.B.JAIHIND, LECTURER/MATHS MISS.G.JANANI, LECTURER/ENGLISH MR.P.BALAMURURUGAN, LECTURER/MECH
VENUE	M-106	

SOFT SKILLS TRAINING - BATCH VI

TOPIC	PERSONALITY ATTITUDE CAREER GUIDANCE RESUME PREPARATION	GROUP DISCUSSION ADAPTABILITY TEAM WORK FEEDBACK
DATE	10.06.2024	11.06.2024
RESOURCE PERSON	MR.G.ARANGADURAI, LECTURER(SG-I)/PT MR.D.SARAVANAKUMAR, LECTURER/EEE MRS.R.PRIYANKA, LECTURER/GT MR.B.JAIHIND, LECTURER/MATHS	MISS.G.JANANI, LECTURER/ENGLISH MR.P.BALAMURURUGAN, LECTURER/MECH MR.M.KALIDASS BABU, LECTURER(SS)/CSE MR.B.JAIHIND, LECTURER/MATHS MR.K.RAMALINGAM, LECTURER/CSE
VENUE	M-208	

SOFT SKILLS TRAINING ON 10.06.2024 & 11.06.2024



Mrs.S.A.Amutha, Lecturer(SS)/EEE handled the session “Team Work” on 10.06.2024 for Batch I Third year students



Mr.A.Venkatesh Boopathy, Lect/MOP handled the session “Adaptability on 10.06.2024 for Batch I Third year students



Mr.K.Ramalingham, Lecturer/CSE delivered session “Resume Preparation” on 10.06.2024 for Batch II Third year students



Mr.A.Venkatesh Boopathy, Lect/MOP handled the session “Adaptability on 11.06.2024 for Batch II Third year students

SOFT SKILLS TRAINING ON 10.06.2024 & 11.06.2024



**Mrs.R.Priyanka, Lecturer/GT handled the session
“Career Guidance” on 10.06.2024 for Batch III
Third year students**



**Miss.G.Janani, Lecturer/English handled the session
“Group Discussion” on 11.06.2024 for
Batch III Third year students**



**Mr.G.Arangadurai, Lecturer(SG-I)/PT handled the session
“Adaptability” on 10.06.2024 for Batch IV
Third year students**



**Miss.G.Janani, Lecturer/English handled the session
“Group Discussion” on 11.06.2024 for
Batch IV Third year students**

SOFT SKILLS TRAINING ON 10.06.2024 & 11.06.2024



**MRS.C.Priya, Lecturer/CivilT handled the session
“Attitude” on 10.06.2024 for Batch V Third year
students**



**Mr.A.Jegan, Lecturer/Mechanical handled the
session “Career Guidance” on 11.06.2024 for Batch
V Third year students**




**Mr.M.KalidassBabu Lecturer(SS)/CSE handled the
session “Team Work” on 10.06.2024 for Batch VI Third
year students**




**Mr.D.Saravaranakumar, Lecturer/EEE handled the
session “Attitude” on 11.06.2024 for Batch VI Third
year students**

SAMPLE FEEDBACK FORM



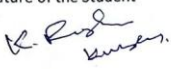
Virudhunagar S.Vellaichamy Nadar Polytechnic College (Autonomous), Virudhunagar-626001.
(Affiliated to Directorate of Technical Education ,Chennai-25)
(ISO 9001:2015 Certified Institution)
TRAINING CELL




FEEDBACK - ODD TERM (10.06.2024 TO 11.06.2024)


Name: K. RAMESH KUNAR Roll No: 323678-

S.NO	TOPICS	Content delivered by the Resource Persons			
		Excellent	Very Good	Good	Average
1	Career Guidance	✓			
2	Resume Preparation	✓			
3	Group Discussion	✓			
4	Adaptability	✓			
5	Team Work	✓			
6	Attitude	✓			
7	Personality	✓			

Signature of the Student




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(ISO 9001:2015 Certified Institution)
TRAINING CELL



FEEDBACK - ODD TERM (10.06.2024 TO 11.06.2024)

Name: _____ Roll No: _____

S.NO	TOPICS	Content delivered by the Resource Persons			
		Excellent	Very Good	Good	Average
1	Career Guidance	220	80	14	6
2	Resume Preparation	162	136	18	4
3	Group Discussion	200	70	38	12
4	Adaptability	180	118	16	6
5	Team Work	250	50	18	2
6	Attitude	200	100	12	8
7	Personality	150	150	13	7

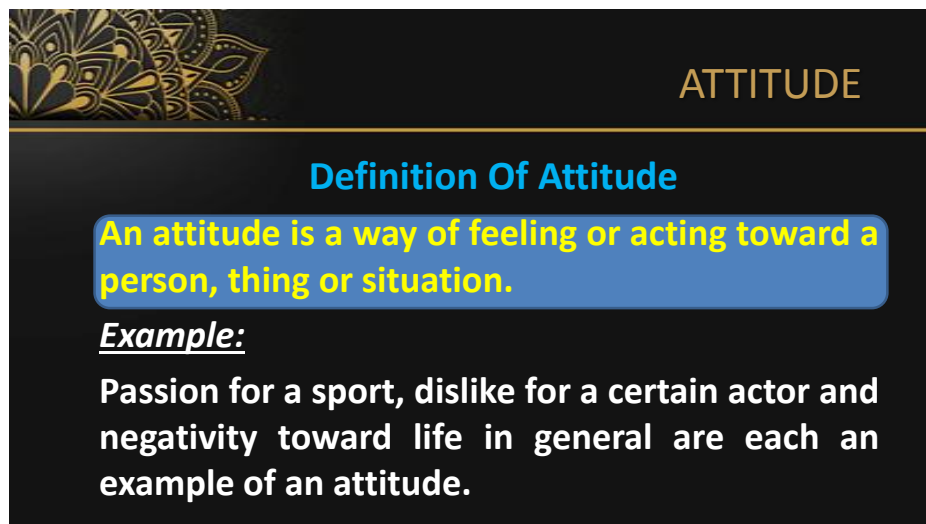
Signature of the Student

SAMPLE MATERIAL

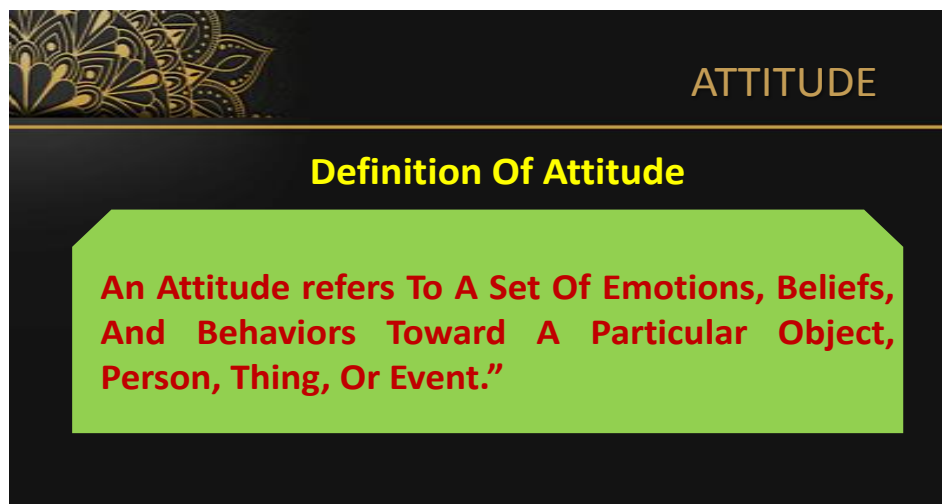
Slide1




Slide2



Slide3




Slide4



ATTITUDE

- It is a psychological tendency that is expressed by evaluating a particular entity with some degree of favour or disfavour.
- The evaluations which people make can range from extremely unfavourable to the extremely favourable, or can be more moderate.


Slide5



ATTITUDE

- Attitudes can be mixed, and with regard to the same object, may vary from time to time.

Slide6




ATTITUDE

Classification of Attitude

Explicit Attitude

- If a person is aware of his attitudes, and they influence his behaviour and beliefs, his attitudes are explicit.
- Explicit attitudes are formed consciously.

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ATTITUDE

Classification of Attitude

Implicit Attitude

- A person may be unaware of his implicit beliefs though these still have some influence on his conduct and behaviour.
- Implicit attitudes are subconscious attitudes.

Slide8




ATTITUDE

Features/Nature of attitude

- Attitude affects efficiency
- Attitude is not inborn
- Attitude has many sources
- Attitude is universal
- Attitude is related with needs

Slide9

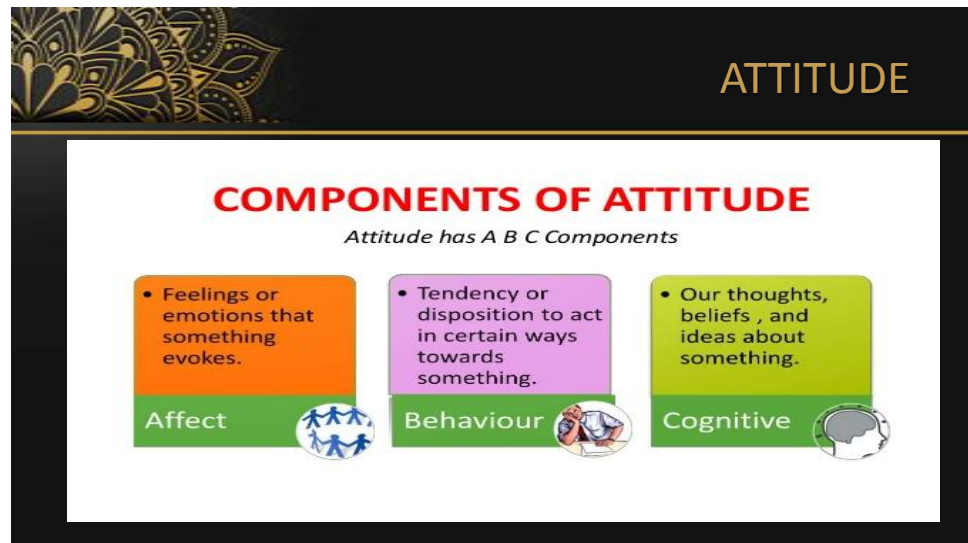


ATTITUDE

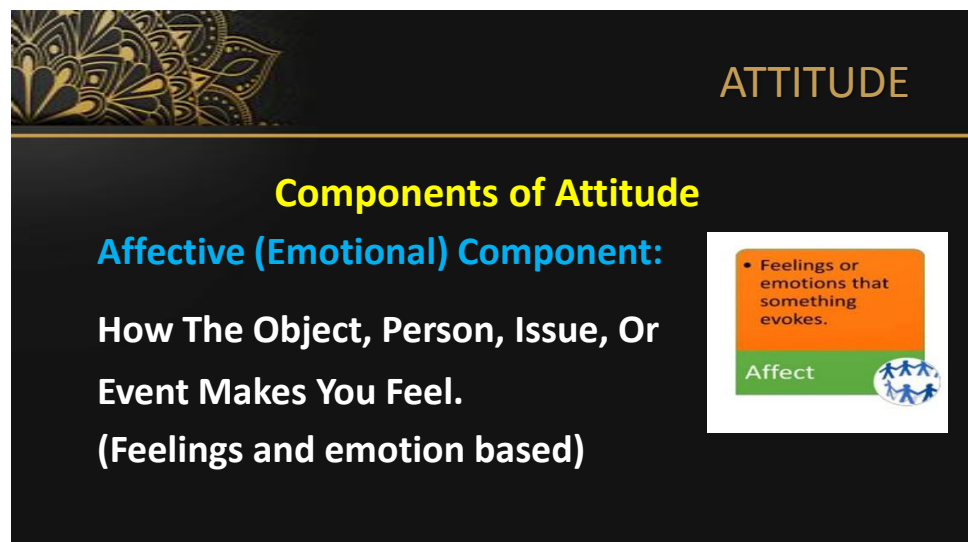
Features/Nature of attitude

- Attitude is different from values
- Attitude is always changing
- Attitude may be positive or negative
- Attitude tends to result in a certain type of behavior .

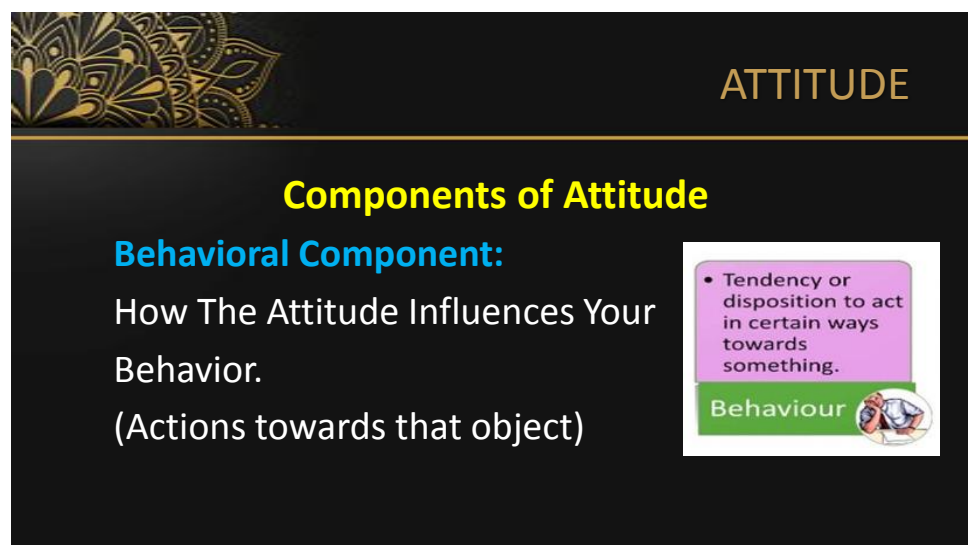
Slide10



Slide11



Slide12



Slide13



ATTITUDE

Components of Attitude


Cognitive Component:
Your Thoughts And Beliefs
About The Subject.
(Perception and beliefs)

- Our thoughts, beliefs, and ideas about something.

Cognitive



Slide14




ATTITUDE

Formation of Attitudes

Culture:

- Culture exerts enormous influence on an individual. Culture in itself includes religion, tradition, customs, prohibitions, rewards and sanctions.
- Socialisation is the process by which culture shapes the attitudes of the

Slide15




ATTITUDE

Formation of Attitudes

Culture:

- Culture teaches individual beliefs, attitudes and behaviour that are acceptable in one's life and society.
- For example: Consuming beef in India is generally considered taboo but in western countries, there is no

Slide16




ATTITUDE

Formation of Attitudes

Family:

- Family is the most important and closest social group for a person. It is the nursery for attitudinal formation.
- Parents are more influential among the family system who structure and mould the attitude of a child.

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ATTITUDE

Formation of Attitudes

Social Groups:

- Several social groups apart from family play an important role in attitude formation which includes **friends, peers, colleagues, etc.**

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ATTITUDE

Formation of Attitudes

Social Groups:

- Several social groups apart from family play an important role in attitude formation which includes **friends, peers, colleagues, etc.**

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ATTITUDE

Formation of Attitudes

Social Groups:

- Consider the voting pattern in India. There are people who do not listen to candidate's speeches, read newspapers or follow debates. They talk with friends, family, etc. and vote for a candidate. Families, friends

Slide20




ATTITUDE

Formation of Attitudes

Institutions:

- A man is never alone. From cradle to grave he is under the influence of one institution or the other.

Slide21




ATTITUDE

Formation of Attitudes

Familiarity:

- Familiarity breeds positive attitude. Man generally has a fear of the unknown, so anything familiar might make him or her feel at peace.
- Familiarity and classical conditioning act on emotions of an individual and therefore shape the affective component

Slide22




ATTITUDE

What are the Techniques to Bring Change in Attitude?

Classical Conditioning:

- In this technique, the person is exposed to a positive and neutral stimulus repeatedly and after some time the response to neutral stimuli becomes the same as response to positive stimuli.

Slide23




ATTITUDE

What are the Techniques to Bring Change in Attitude?

Instrumental Conditioning:

- A process in which a positive behavior when rewarded has more chances of repetition unlike the negative behavior.

Slide24



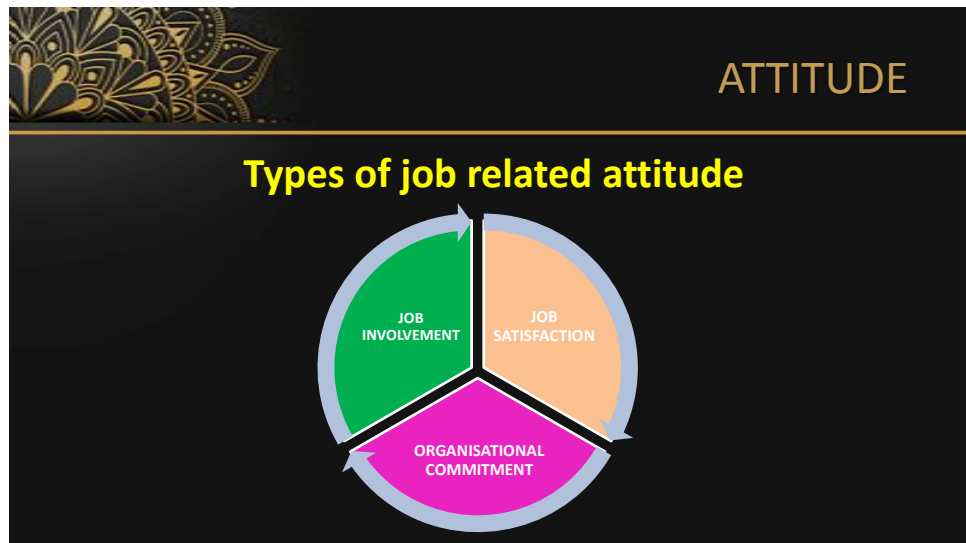
ATTITUDE

What are the Techniques to Bring Change in Attitude?

Social Observation:

- This involves learning from our social environment such as family, school, media and its expression.

Slide25



Slide26

ATTITUDE

How do Attitude Influence Behaviour?

Positive Attitude:

- ❖ A person who has positive attitudes towards work and co-workers (such as contentment, friendliness, etc.) can positively influence those around them.

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ATTITUDE

How do Attitude Influence Behaviour?

Negative Attitudes:

- A person who displays negative attitudes (such as discontentment, boredom, etc.), will behave accordingly.
- Example: People with these types of attitudes towards work may likewise

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ATTITUDE

How do Attitude Influence Behaviour?

Selfish Attitude:

- It will guide an individual's actions in a selfish manner.
- Example: Holding one's self-interest as the standard for decision making.

Slide29




ATTITUDE

How do Attitude Influence Behaviour?

Egoistic Attitude:

- ❖ It will result in a negative attitude and behaviour.
- ❖ Example: Elder individuals control their younger siblings even if they are wrong to satisfy their ego of being elder.

Slide30



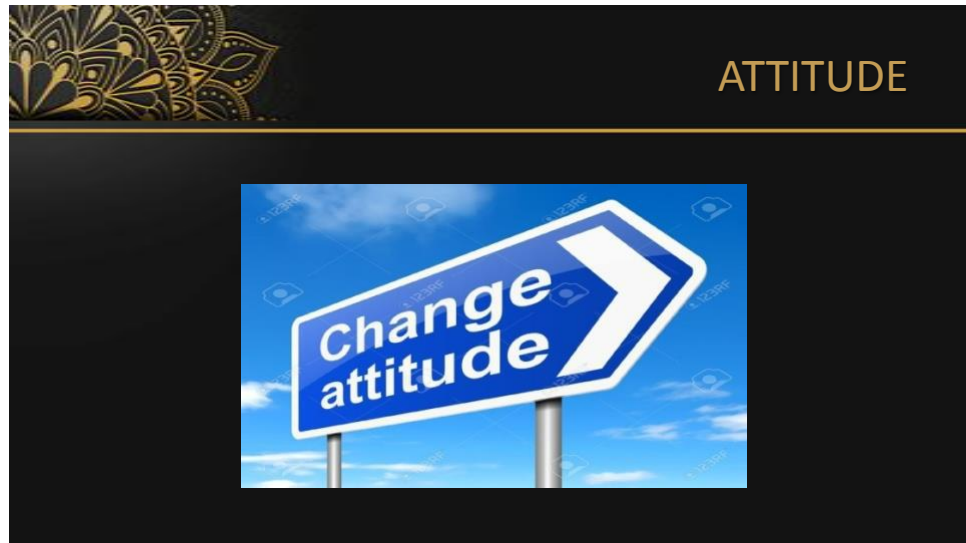
ATTITUDE

How do Attitude Influence Behaviour?

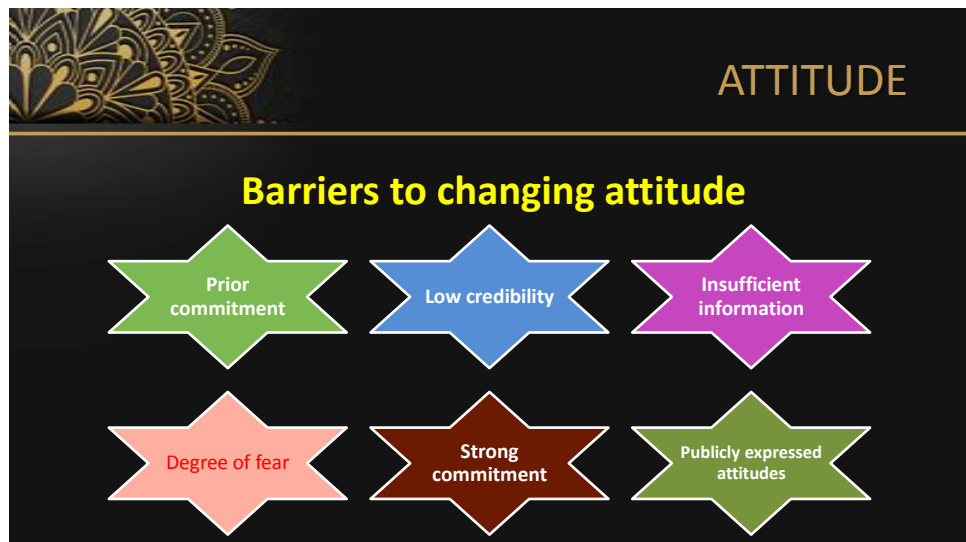
Attitude based on Values and Beliefs:

- ❖ It will act according to the values.
- ❖ Example: In India touching the feet of elders is guided by an attitude of giving respect to them.

Slide31



Slide32




Slide33

The slide features a dark background with a gold-colored decorative mandala in the top-left corner. The word "ATTITUDE" is written in gold capital letters in the top-right corner. Below the title, the text "POSITIVE ATTITUDES AT WORK" is written in yellow and underlined. Below this, there is a list of points under the heading "Project a Positive Image:". The list includes:

- Project a Positive Image:
- A professional image includes:
 - (1) A well-groomed, neat appearance.
 - (2) Confident walk and posture.
 - (3) Varied and pleasing voice.
 - (4) The use of direct eye contact.

Slide34




ATTITUDE

POSITIVE ATTITUDES AT WORK

The Importance of a Positive Attitude:

- A positive attitude encourages the following:
 - (1) The ability to adapt to change
 - (2) An openness to learning
 - (3) Higher productivity
 - (4) The ability to work with all types of people.

Slide35




ATTITUDE

POSITIVE ATTITUDES AT WORK

The Importance of a Positive Attitude:

- (5) The ability to learn and grow on the job.
- (6) Creativity in solving problems and seeing solutions
- (7) The ability to cope with stress.

Slide36




ATTITUDE

POSITIVE ATTITUDES AT WORK

External factors:

- (1) A new and varied job
- (2) Learning new job skills
- (3) Working in a pleasant environment
- (4) Being part of a team
- (5) Having flexibility and freedom to make decisions
- (6) Doing worthwhile work

Slide37




ATTITUDE

POSITIVE ATTITUDES AT WORK

Internal factors:

- (1) Feeling good about yourself (high self-esteem)
- (2) Feeling confident and Empowered
- (3) Sensing achievement and recognition
- (5) Feeling rewarded
- (6) Doing worthwhile work

Slide38




ATTITUDE

Summary

- 1. A person's efficiency is affected by attitude.
- 2. Attitudes are frequently used in describing events, people, objects and people's behaviour.
- 3. Attitude is acquired or learned, attitude is not inborn.
- 4. Attitude exists in everybody not only in a

Slide39




ATTITUDE

Summary

- 5. A person can have positive or negative attitude.
- 6. Attitudes are one's personal experiences. If an individual has negative attitude towards someone, it does not mean that he has a negative attitude towards all the other

Slide40



ATTITUDE

If


ABCDEFGHIJKLMNOPQRSTUVWXYZ

is equal to

1234567891011121314151617181920212223242526

Then the following is true:-

Slide41



ATTITUDE

Hard Work

H+A+R+D+W+O+R+K


$8+1+18+4+23+15+18+11 = 98\%$

Knowledge

K+N+O+W+L+E+D+G+E

$11+14+15+23+12+5+4+7+5 = 96\%$

Slide42



ATTITUDE

Love

L+O+V+E

$12+15+22+5 = 54\%$


Luck

L+U+C+K

$12+21+3+11 = 47\%$

(don't most of us think this is the most important ???)


Slide43



ATTITUDE

What gives us maximum (100%)
Altitude ?
Is it Money ? ... NO !!!
M+O+N+E+Y
 $13+15+14+5+25 = 72\%$
Leadership ? ... NO !!!
L+E+A+D+E+R+S+H+I+P
 $12+5+1+4+5+18+19+9+16 = 89\%$

Slide44



ATTITUDE

ATTITUDE

A+T+T+I+T+U+D+E
 $1+20+20+9+20+21+4+5 = 100\%$
It is OUR ATTITUDE towards Life and
Work that makes us soar
(and not sore!)

Slide45



ATTITUDE

ATTITUDE IS EVERYTHING

Change Your Attitude ...
And You Change Your Life !!!

Slide46



ATTITUDE

All birds find shelter during a rain. But Eagle avoids rain by flying above the clouds. Problems are common, but Attitude makes the difference.


-A P J Abdul Kalam







Slide47



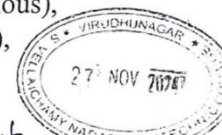
THANK YOU

Training Programmes 2024– 2025

Training programs were conducted for Second year students from 27.11. 2024 onwards

Virudhunagar S.Vellaichamy Nadar Polytechnic College (Autonomous),
(Affiliated to Directorate of Technical Education, Chennai - 25),
Virudhunagar - 626001.

TRAINING CELL



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Date: 27.11.2024

The Even Semester Special Interest Group (Placement Training) activities for all Second Year Students is given below.

Week / Batch	Batch 1 (Civil & PT) Venue:PT101	Batch 2 (Mech "A") Venue:M205	Batch 3 (Mech "B" & GT) Venue:M206	Batch 4 (EEE "A") Venue:M102	Batch 5 (EEE "B") Venue:M103	Batch 6 (ECE) Venue:E104	Batch 7 (Computer) Venue:M106
Week 1 Wednesday (7 & 8 Hours)	Orientation G.Arangadurai Lecturer(SG-I)/PT Venue:Auditorium						
Week 2 Wednesday (7 & 8 Hours)	Problems on Numbers C.Priya Lecturer (SS)/Civil	Problems on Numbers A.Venkatesh Boopathy Lecturer/MOP B.Padmanaban Lecturer/PT	Problems on Numbers R.Priyanka Lecturer/GT N.Sankareswari Lecturer/ECE	Problems on Numbers S.A.Amutha Lecturer(SS)/EEE	Problems on Numbers D.Saravanakumar Lecturer/EEE	Problems on Numbers B.Jaihind Lecturer/Maths	Oral Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech

Week 3 Wednesday (7 & 8 Hours)	Percentage C.Priya Lecturer (SS)/Civil	Percentage A.Venkatesh Boopathy Lecturer/MOP B.Padmanaban Lecturer/PT	Active Listening G.Arangadurai Lecturer(SG-I)/PT	Percentage S.A.Amutha Lecturer(SS)/EEE	Percentage D.Saravanakumar Lecturer/EEE	Percentage B.Jaihind Lecturer/Maths	Written Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech
Week 4 Wednesday (7 & 8 Hours)	Average C.Priya Lecturer (SS)/Civil	Active Listening G.Arangadurai Lecturer(SG-I)/PT	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech	Average S.A.Amutha Lecturer(SS)/EEE	Average D.Saravanakumar Lecturer/EEE	Oral Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Problems on Numbers K.Ramalingam Lecturer/Computer R.Santhoshkumar Lecturer/Computer
Week 5 Wednesday (7 & 8 Hours)	Active Listening G.Arangadurai Lecturer(SG-I)/PT	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech	Percentage R.Priyanka Lecturer/GT N.Sankareswari Lecturer/ECE	Ratio and Proportion S.A.Amutha Lecturer(SS)/EEE	Ratio and Proportion D.Saravanakumar Lecturer/EEE	Written Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Percentage K.Ramalingam Lecturer/Computer R.Santhoshkumar Lecturer/Computer
Week 6 Wednesday (7 & 8 Hours)	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech	Average A.Venkatesh Boopathy Lecturer/MOP B.Padmanaban Lecturer/PT	Average R.Priyanka Lecturer/GT N.Sankareswari Lecturer/ECE	Active Listening G.Arangadurai Lecturer(SG-I)/PT	Oral Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Average B.Jaihind Lecturer/Maths	Average K.Ramalingam Lecturer/Computer R.Santhoshkumar Lecturer/Computer

Week 7 Wednesday (7 & 8 Hours)	Ratio and Proportion C.Priya Lecturer (SS)/Civil	Ratio and Proportion A.Venkatesh Boopathy Lecturer/MOP B.Padmanaban Lecturer/PT	Ratio and Proportion R.Priyanka Lecturer/GT N.Sankareswari Lecturer/ECE	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech	Written Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Active Listening G.Arangadurai Lecturer(SG-I)/PT	Ratio and Proportion K.Ramalingam Lecturer/Computer R.Santhoshkumar Lecturer/Computer
Week 8 Wednesday (7 & 8 Hours)	Time and Work C.Priya Lecturer (SS)/Civil	Time and Work A.Venkatesh Boopathy Lecturer/MOP B.Padmanaban Lecturer/PT	Time and Work R.Priyanka Lecturer/GT N.Sankareswari Lecturer/ECE	Oral Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Time and Work D.Saravanakumar Lecturer/EEE	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech	Active Listening G.Arangadurai Lecturer(SG-I)/PT
Week 9 Wednesday (7 & 8 Hours)	Time and Distance C.Priya Lecturer (SS)/Civil	Time and Distance A.Venkatesh Boopathy Lecturer/MOP B.Padmanaban Lecturer/PT	Time and Distance R.Priyanka Lecturer/GT N.Sankareswari Lecturer/ECE	Written Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Active Listening G.Arangadurai Lecturer(SG-I)/PT	Ratio and Proportion B.Jaihind Lecturer/Maths	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech
Week 10 Wednesday (7 & 8 Hours)	Profit and Loss C.Priya Lecturer (SS)/Civil	Profit and Loss A.Venkatesh Boopathy Lecturer/MOP B.Padmanaban Lecturer/PT	Oral Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Time and Work S.A.Amutha Lecturer(SS)/EEE	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech	Time and Work B.Jaihind Lecturer/Maths	Time and Work K.Ramalingam Lecturer/Computer R.Santhoshkumar Lecturer/Computer

Week 11 Wednesday (7 & 8 Hours)	Non-Verbal Reasoning C.Priya Lecturer (SS)/Civil	Non-Verbal Reasoning A.Venkatesh Boopathy Lecturer/MOP B.Padmanaban Lecturer/PT	Written Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Time and Distance S.A.Amutha Lecturer(SS)/EEE	Time and Distance D.Saravanakumar Lecturer/EEE	Time and Distance B.Jaihind Lecturer/Maths	Time and Distance K.Ramalingam Lecturer/Computer R.Santhoshkumar Lecturer/Computer
Week 12 Wednesday (7 & 8 Hours)	Oral Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Oral Communication A.Jegan Lecturer/Mech	Profit and Loss R.Priyanka Lecturer/GT N.Sankareswari Lecturer/ECE	Profit and Loss S.A.Amutha Lecturer(SS)/EEE	Profit and Loss D.Saravanakumar Lecturer/EEE	Profit and Loss B.Jaihind Lecturer/Maths	Profit and Loss K.Ramalingam Lecturer/Computer R.Santhoshkumar Lecturer/Computer
Week 13 Wednesday (7 & 8 Hours)	Written Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Written Communication A.Jegan Lecturer/Mech	Non-Verbal Reasoning R.Priyanka Lecturer/GT N.Sankareswari Lecturer/ECE	Non-Verbal Reasoning S.A.Amutha Lecturer(SS)/EEE	Non-Verbal Reasoning D.Saravanakumar Lecturer/EEE	Non-Verbal Reasoning B.Jaihind Lecturer/Maths	Non-Verbal Reasoning K.Ramalingam Lecturer/Computer R.Santhoshkumar Lecturer/Computer
Week 14 Wednesday (7 & 8 Hours)	Test/Feedback	Test/Feedback	Test/Feedback	Test/Feedback	Test/Feedback	Test/Feedback	Test/Feedback

PRINCIPAL

CHAIRMAN

Copy to: The Chairman, Governing Council,
Copy to: The Dean-Academic, Vice-Principal, All HODs, O.S, Training Cell, File

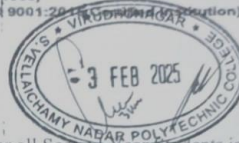
27/11/24



**VIRUDHUNAGAR S. VELLAICHAMY NADAR POLYTECHNIC COLLEGE
(AUTONOMOUS),**

(Government Aided Institution, Estd. - 1958)
(Affiliated to Directorate of Technical Education, Chennai-25, ISO 9001:2015 Certified Institution)
VIRUDHUNAGAR.

TRAINING CELL



Date: 03.02.2025

The REVISED Even Semester Special Interest Group (Placement Training) activities for all Second Year Students is given below.

Week / Batch	Batch 1 (Civil & PT) Venue: PT101	Batch 2 (Mech "A") Venue: M205	Batch 3 (Mech "B" & GT) Venue: M206	Batch 4 (EEE "A") Venue: M102	Batch 5 (EEE "B") Venue: M103	Batch 6 (ECE) Venue: E001	Batch 7 (Computer) Venue: M-06
Week 1 Wednesday (7 & 8 Hours)	Orientation G. Arangadurai Lecturer(SG-I)/PT Venue: Auditorium						
Week 2 Wednesday (7 & 8 Hours)	Problems on Numbers C. Priya Lecturer (SS)/Civil	Problems on Numbers A. Venkatesh Boopathy Lecturer/MOP B. Padmanaban Lecturer/PT	Problems on Numbers R. Priyanka Lecturer/GT N. Sankareswari Lecturer/ECE	Problems on Numbers S. A. Amutha Lecturer(SS)/EEE	Problems on Numbers D. Saravanakumar Lecturer/EEE	Problems on Numbers B. Jaihind Lecturer/Maths	Oral Communication G. Janani Lecturer/English P. Balamurugan Lecturer/Mech

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Week 3 Wednesday (7 & 8 Hours)	Percentage C. Priya Lecturer (SS)/Civil	Percentage A. Venkatesh Boopathy Lecturer/MOP B. Padmanaban Lecturer/PT	Active Listening G. Arangadurai Lecturer(SG-I)/PT	Percentage S. A. Amutha Lecturer(SS)/EEE	Percentage D. Saravanakumar Lecturer/EEE	Percentage B. Jaihind Lecturer/Maths	Written Communication G. Janani Lecturer/English P. Balamurugan Lecturer/Mech
Week 4 Wednesday (7 & 8 Hours)	Average C. Priya Lecturer (SS)/Civil	Active Listening G. Arangadurai Lecturer(SG-I)/PT	Non-Verbal and Visual Communication A. Jegan Lecturer/Mech	Average S. A. Amutha Lecturer(SS)/EEE	Average D. Saravanakumar Lecturer/EEE	Oral Communication G. Janani Lecturer/English P. Balamurugan Lecturer/Mech	Problems on Numbers K. Ramalingam Lecturer/Computer R. Santhoshkumar Lecturer/Computer
Week 5 Wednesday (7 & 8 Hours)	Active Listening G. Arangadurai Lecturer(SG-I)/PT	Non-Verbal and Visual Communication A. Jegan Lecturer/Mech	Percentage R. Priyanka Lecturer/GT N. Sankareswari Lecturer/ECE	Ratio and Proportion S. A. Amutha Lecturer(SS)/EEE	Ratio and Proportion D. Saravanakumar Lecturer/EEE	Written Communication G. Janani Lecturer/English P. Balamurugan Lecturer/Mech	Percentage K. Ramalingam Lecturer/Computer R. Santhoshkumar Lecturer/Computer
Week 6 Wednesday (7 & 8 Hours)	Non-Verbal and Visual Communication A. Jegan Lecturer/Mech	Average, Ratio and Proportion A. Venkatesh Boopathy Lecturer/MOP	Average, Ratio and Proportion R. Priyanka Lecturer/GT	Active Listening N. Sankareswari Lecturer/ECE	Oral Communication G. Janani Lecturer/English P. Balamurugan Lecturer/Mech	Average, Ratio and Proportion B. Jaihind Lecturer/Maths	Average, Ratio and Proportion R. Santhoshkumar Lecturer/Computer

Week 7 Wednesday (7 & 8 Hours)	Ratio and Proportion, Time and Work B.Padmanaban Lecturer/PT	Time and Work, Time and Distance A.Venkatesh Boopathy Lecturer/MOP	Time and Work, Time and Distance N.Sankareswari Lecturer/ECE	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech	Written Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Active Listening G.Arangadurai Lecturer(SG-I)/PT	Time and Work, Time and Distance K.Ramalingam Lecturer/Computer
Week 8 Wednesday (7 & 8 Hours)	Time and Distance, Profit and Loss B.Padmanaban Lecturer/PT	Profit and Loss, Non-Verbal Reasoning R.Santhoshkumar Lecturer/Computer	Profit and Loss R.Priyanka Lecturer/GT	Oral Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Time and Work, Time and Distance D.Saravanakumar Lecturer/EEE	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech	Active Listening G.Arangadurai Lecturer(SG-I)/PT
Week 9 Wednesday (7 & 8 Hours)	Know Thyself C.Priya Lecturer (SS)/Civil	Overcoming the Performance Anxiety B.Padmanaban Lecturer/PT	My Career Journey G.Arangadurai Lecturer(SG-I)/PT	Written Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Active Listening N.Sankareswari Lecturer/ECE	Time and Work, Time and Distance B.Jaihind Lecturer/Maths	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech
Week 10 Wednesday (7 & 8 Hours)	Overcoming the Performance Anxiety C.Priya Lecturer (SS)/Civil	My Career Journey A.Venkatesh Boopathy Lecturer/MOP	Oral Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Time and Work, Time and Distance B.Padmanaban Lecturer/PT	Non-Verbal and Visual Communication A.Jegan Lecturer/Mech	Profit and Loss B.Jaihind Lecturer/Maths	Profit and Loss K.Ramalingam Lecturer/Computer

Week 11 Wednesday (7 & 8 Hours)	My Career Journey C.Priya Lecturer (SS)/Civil	Know Thyself N.Sankareswari Lecturer/ECE	Written Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Profit and Loss, Non-Verbal Reasoning S.A. Amutha Lecturer(SS)/EEE	Profit and Loss, Non-Verbal Reasoning R.Santhoshkumar Lecturer/Computer	Non-Verbal Reasoning B.Jaihind Lecturer/Maths	Non-Verbal Reasoning K.Ramalingam Lecturer/Computer
Week 12 Wednesday (7 & 8 Hours)	Oral Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Oral Communication A.Jegan Lecturer/Mech	Know Thyself N.Sankareswari Lecturer/ECE	Know Thyself S.A. Amutha Lecturer(SS)/EEE	Know Thyself D.Saravanakumar Lecturer/EEE	Know Thyself A.Venkatesh Boopathy Lecturer/MOP	Know Thyself G.Arangadurai Lecturer(SG-I)/PT
Week 13 Wednesday (7 & 8 Hours)	Written Communication G.Janani Lecturer/English P.Balamurugan Lecturer/Mech	Written Communication A.Jegan Lecturer/Mech	Overcoming the Performance Anxiety B.Padmanaban Lecturer/PT	Overcoming the Performance Anxiety N.Sankareswari Lecturer/ECE	Overcoming the Performance Anxiety R.Santhoshkumar Lecturer/Computer	Overcoming the Performance Anxiety G.Arangadurai Lecturer(SG-I)/PT	Overcoming the Performance Anxiety K.Ramalingam Lecturer/Computer
Week 14 Wednesday (7 & 8 Hours)	Non-Verbal Reasoning B.Padmanaban Lecturer/PT	Non-Verbal Reasoning A.Venkatesh Boopathy Lecturer/MOP	Non-Verbal Reasoning R.Priyanka Lecturer/GT	My Career Journey S.A. Amutha Lecturer(SS)/EEE	My Career Journey D.Saravanakumar Lecturer/EEE	My Career Journey A.Jegan Lecturer/Mech	My Career Journey K.Ramalingam Lecturer/Computer

PRINCIPAL

CHAIRMAN

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SPECIAL INTEREST GROUP-REPORT
(Placement Training)

Date:11.12.2024(Wednesday)

S.No	BatchDetails		StaffIn-charge/s
1	Batch1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch3	IV Semester Mechanical Engineering (B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch4	IV Semester Electrical and Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch5	IV Semester Electrical and Electronics Engineering(B)	Mr.D.Saravanakumar
6	Batch6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

S.No	Date / Day/ Hours	Batch	Topic	Session Handled by
1	11.12.2024 Wednesday 7 th &8 th Hrs	Batch 1 (Civil&PT)	1. Introduction 2. Goal Setting 3. Career developments 4. Higher Studies 5. Employability skills	G.Arangadurai Lecturer(SG-I)/PT
2	11.12.2024 Wednesday 7 th &8 th Hrs	Batch 2 (Mech(A))		
3	11.12.2024 Wednesday 7 th &8 th Hrs	Batch3 (Mech(B) & GT)		
4	11.12.2024 Wednesday 7 th &8 th Hrs	Batch 4 (EEE(A))		
5	11.12.2024 Wednesday 7 th &8 th Hrs	Batch 5 (EEE(B))		
6	11.12.2024 Wednesday 7 th &8 th Hrs	Batch6 (ECE)		
7	11.12.2024 Wednesday 7 th &8 th Hrs	Batch 7 (Computer)		

SPECIAL INTEREST GROUP REPORT ON 11.12.2024



Dr.M.Pream Anand.M.E.,Ph.D., Principal (i/c) Inaugurated the session “Orientation of Special Interest Group” on 11.12.2024 all Second year students



Mr.G.Arangadurai, Lecturer(SG-I)/PT handled the session “Orientation of Special Interest Group” on 11.12.2024 all Second year students

SPECIALINTERESTGROUP-REPORT

(Placement Training)

Date:21.12.2024(Saturday)

S.No	BatchDetails		StaffIn-charge/s
1	Batch1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch3	IV Semester Mechanical Engineering (B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch4	IV Semester Electrical and Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch5	IV Semester Electrical and Electronics Engineering(B)	Mr.D.Saravanakumar
6	Batch6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 21.12.2024



Mrs.C.Priya, Lecturer/Civil handled the session “Problems on Numbers” on 21.12.2024 for Batch I Second year students



Mr.A.Venkatesh Boopathy, Lect/MOP handled the session “Problems on Numbers” on 21.12.2024 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 21.12.2024



Mrs.R.Priyanka, Lecturer/GT handled the session “Problems on Numbers” on 21.12.2024 for Batch III Second year students



Mrs.S.A.Amutha, Lecturer(SS)/EEE handled the session “Problems on Numbers” on 21.12.2024 for Batch IV Second year students

SPECIAL INTEREST GROUP REPORT ON 21.12.2024



Mr.D.Saravaranakumar, Lecturer/EEE handled the session “Problems on Numbers” on 21.12.2024 for Batch V Second year students



Mr.B.Jaihind Lecturer/Maths handled the session “Problems on Numbers” on 21.12.2024 for Batch VI Second year students

SPECIAL INTEREST GROUP REPORT ON 21.12.2024



Miss.G.Janani, Lecturer/English handled the session “Oral Communication” on 21.12.2024 for Batch VII Second year students



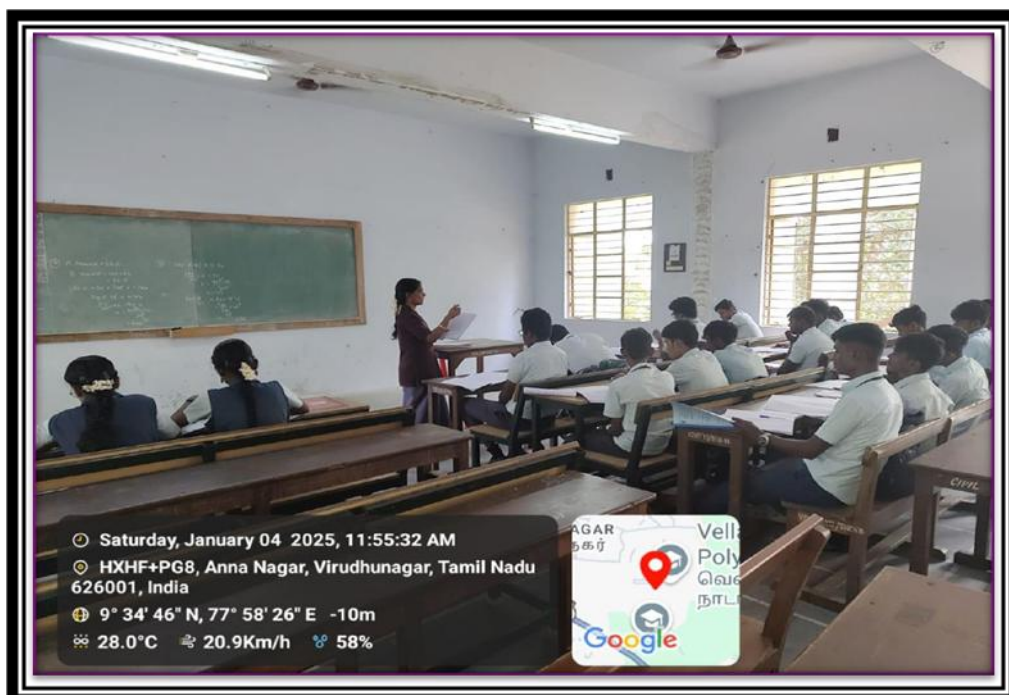
SPECIALINTERESTGROUP-REPORT

(Placement Training)

Date:04.01.2025(Saturday)

S.No	BatchDetails		StaffIn-charge/s
1	Batch1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch3	IV Semester Mechanical Engineering(B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch4	IV Semester Electrical and Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch5	IV Semester Electrical and Electronics Engineering(B)	Mr.D.Saravanakumar
6	Batch6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 04.01.2025



Mrs.C.Priya, Lecturer/Civil handled the session “Percentage” on 04.01.2025 for Batch I Second year students



Mr.B.Padmanaban, Lecturer/PT handled the session “Percentage” on 04.01.2025 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 04.01.2025

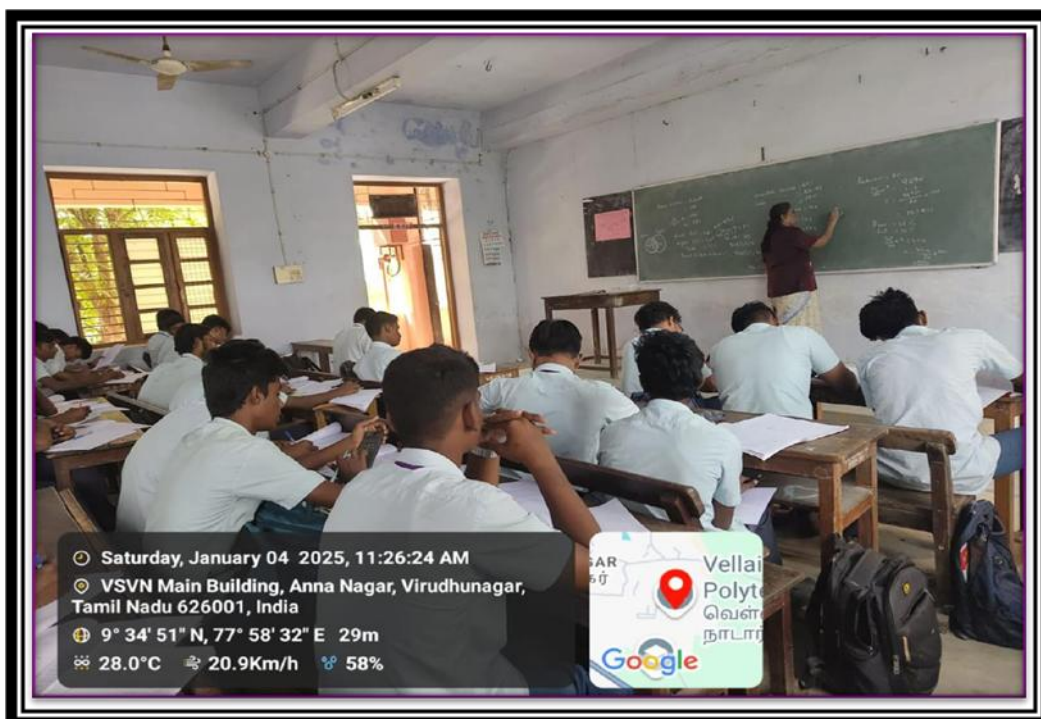


Mr.A.Venkatesh Boopathy, Lect/MOP handled the session “Percentage” on 04.01.2025 for Batch II Second year students

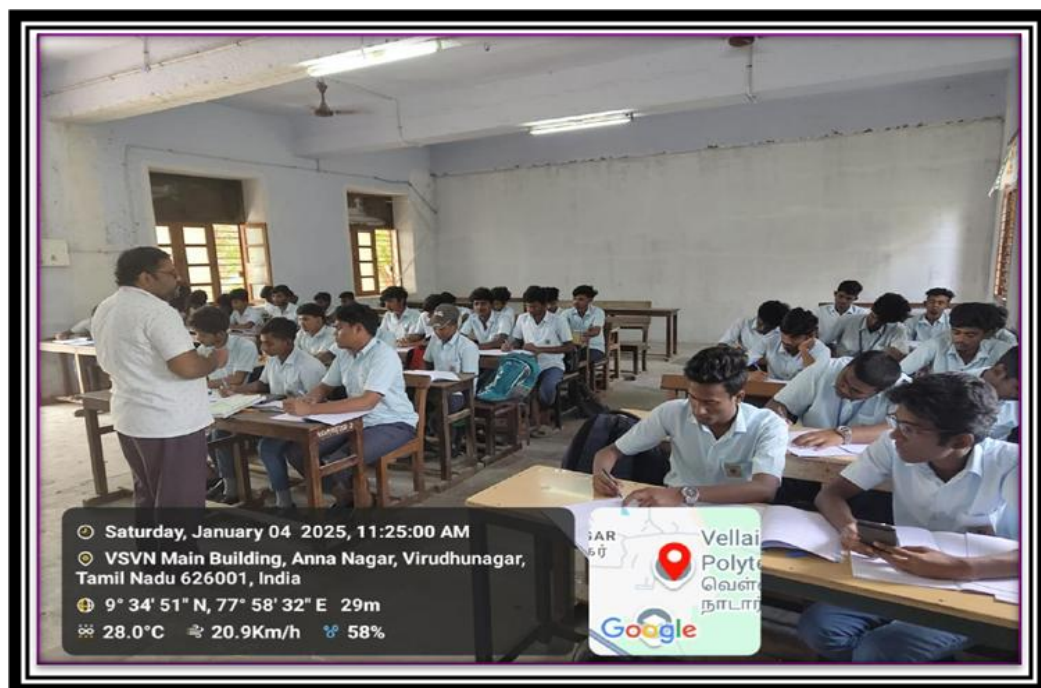


Mr.G.Arangadurai, Lecturer(SG-I)/PT handled the session “Active Listening” on 04.01.2025 for Batch III Second year students

SPECIAL INTEREST GROUP REPORT ON 04.01.2025

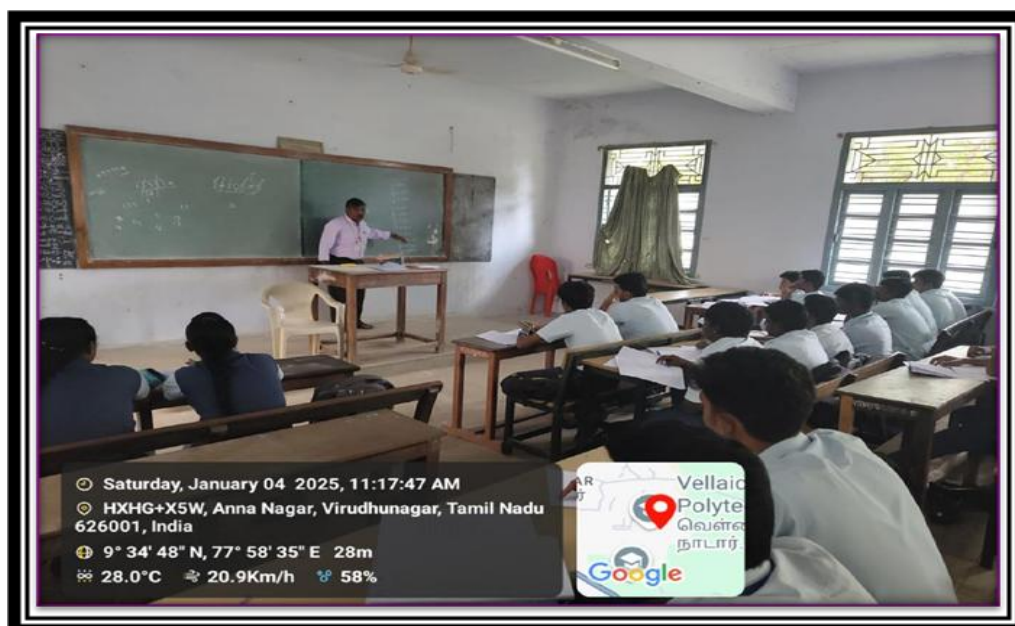


Mrs.S.A.Amutha, Lecturer(SS)/EEE handled the session “Percentage” on 04.01.2025 for Batch IV Second year students



Mr.D.Saravaranakumar, Lecturer/EEE handled the session “Percentage” on 04.01.2025 for Batch V Second year students

SPECIAL INTEREST GROUP REPORT ON 04.01.2025



Mr.B.Jaihind Lecturer/Maths handled the session “Percentage” on 04.01.2025 for Batch VI Second year students



Miss.G.Janani, Lecturer/English handled the session “Written Communication” on 04.01.2025 for Batch VII Second year students

SPECIALINTERESTGROUP-REPORT

(Placement Training)

Date:08.01.2025 (Wednesday)

S.No	Batch Details		Staff In-charge/s
1	Batch1	IV Semester CivilEngineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch3	IV Semester Mechanical Engineering(B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch4	IV Semester Electrical and Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch5	IV Semester Electricaland Electronics Engineering(B)	Mr.D.Saravanakumar
6	Batch6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 08.01.2025



Mr.G.Arangadurai, Lecturer(SG-I)/PT handled the session “Average” on 08.01.2025 for Batch I Second year students



Mrs.N.Sankareswari Lecturer/ECE handled the session “Active Listening” on 08.01.2025 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 08.01.2025



Mr.A.Jegan Lecturer/Mech handled the session “Non-Verbal and Visual Communication” on 08.01.2025 for Batch III Second year students



Mrs.S.A.Amutha Lecturer(SS)/EEE handled the session “Average” on 08.01.2025 for Batch IV Second year students

SPECIAL INTEREST GROUP REPORT ON 08.01.2025



Mr.D.Saravanakumar Lecturer/EEE handled the session “Average” on 08.01.2025 for Batch V Second year students



Mr.P.Balamurugan Lecturer/Mech handled the session “Oral Communication” on 08.01.2025 for Batch VI Second year students

SPECIAL INTEREST GROUP REPORT ON 08.01.2025



Mr.K.Ramalingam Lecturer/Computer handled the session “Problems on Numbers” on 08.01.2025 for Batch VII Second year students



SPECIALINTERESTGROUP-REPORT

(Placement Training)

Date:22.01.2025(Wednesday)

S.No	Batch Details		Staff In-charge/s
1	Batch1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch3	IV Semester Mechanical Engineering(B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch4	IV Semester Electrical and Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch5	IV Semester Electrical and Electronics Engineering (B)	Mr.D.Saravanakumar
6	Batch6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 22.01.2025



Mr.G.Arangadurai, Lecturer(SG-I)/PT handled the session “Active Listening” on 22.01.2025 for Batch I Second year students



Mr.A.Jegan Lecturer/Mech handled the session “Non-Verbal and Visual Communication” on 22.01.2025 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 22.01.2025



Mrs.R.Priyanka Lecturer/GT handled the session “Percentage” on 22.01.2025 for Batch III Second year students



Mrs.S.A.Amutha Lecturer(SS)/EEE handled the session “Ratio and Proportion” on 22.01.2025 for Batch IV Second year students

SPECIAL INTEREST GROUP REPORT ON 22.01.2025



Mr.D.Saravanakumar Lecturer/EEE handled the session “Ratio and Proportion” on 22.01.2025 for Batch V Second year students



Mr.P.Balamurugan Lecturer/Mech and Miss.G.Janani,Lecturer/English handled the session “Written Communication” on 22.01.2025 for Batch VI Second year students

SPECIAL INTEREST GROUP REPORT ON 22.01.2025



Mr.K.Ramalingam Lecturer/Computer handled the session “Percentage” on 22.01.2025 for Batch VII Second year students



SPECIALINTERESTGROUP-REPORT

(Placement Training)

Date:05.02.2025(Wednesday)

S.No	Batch Details		Staff In-charge/s
1	Batch1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch3	IV Semester Mechanical Engineering(B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch4	IV Semester Electricaland Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch5	IV Semester Electrical and Electronics Engineering(B)	Mr.D.Saravanakumar
6	Batch6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 05.02.2025



Mr.A.Jegan Lecturer/Mech handled the session “Non-Verbal and Visual Communication” on 05.02.2025 for Batch I Second year students



Mr.A.Venkatesh Boopathy, Lect/MOP handled the session “Average, Ratio and Proportion” on 05.02.2025 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 05.02.2025



Mrs.R.Priyanka Lecturer/GT handled the session “Average, Ratio and Proportion” on 05.02.2025 for Batch III Second year students

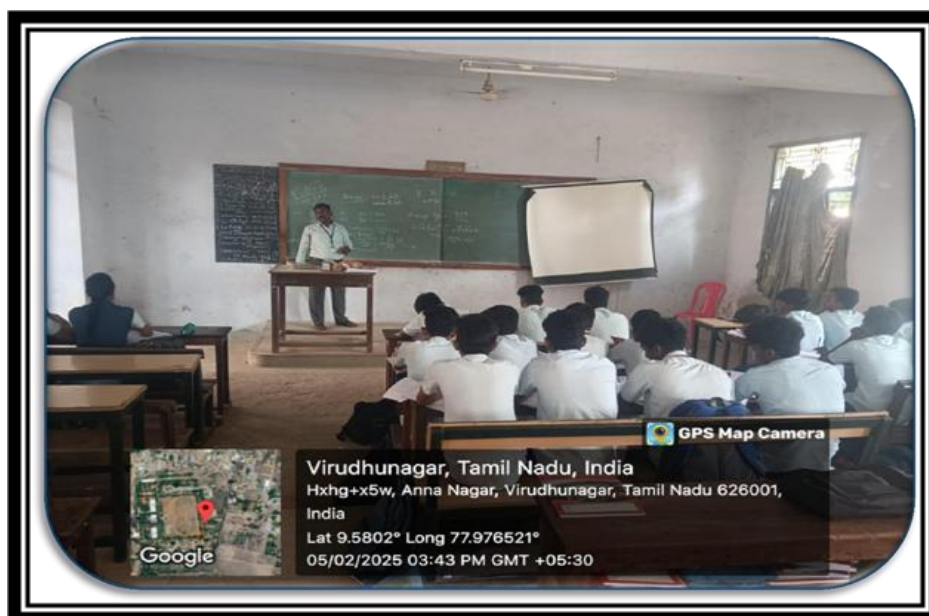


Mrs.N.Sankareswari Lecturer/ECE handled the session “Active Listening” on 05.02.2025 for Batch IV Second year students

SPECIAL INTEREST GROUP REPORT ON 05.02.2025



Mr.P.Balamurugan Lecturer/Mech and Miss.G.Janani,Lecturer/English handled the session “Oral Communication” on 05.02.2025 for Batch V Second year students



Mr.B.Jaihind Lecturer/Maths handled the session “Average, Ratio and Proportion” on 05.02.2025 for Batch VI Second year students

SPECIAL INTEREST GROUP REPORT ON 05.02.2025



Mr.R.Santhoshkumar, Lecturer/Computer handled the session “Average, Ratio and Proportion” on 05.02.2025 for Batch VII Second year students



SPECIALINTERESTGROUP-REPORT

(Placement Training)

Date:12.02.2025(Wednesday)

S.No	Batch Details		Staff In-charge/s
1	Batch1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch3	IV Semester Mechanical Engineering(B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch4	IV Semester Electrical and Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch5	IV Semester Electrical and Electronics Engineering(B)	Mr.D.Saravanakumar
6	Batch6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 12.02.2025



Mr.B.Padmanaban, Lecturer/PT handled the session “Ratio and Proportion Time and Work” on 12.02.2025 for Batch I Second year students

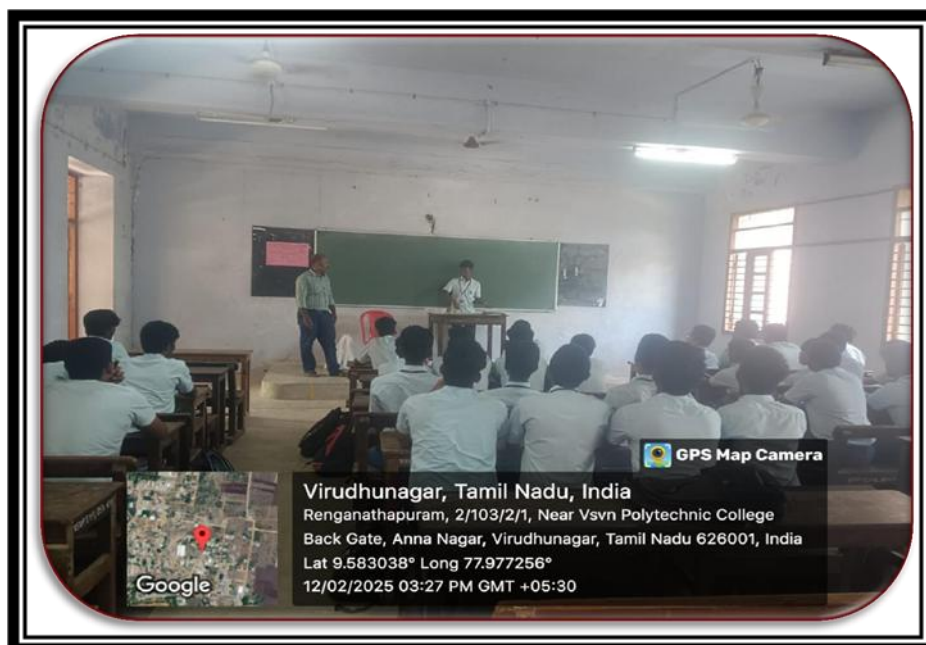


Mr.A.Venkatesh Boopathy, Lect/MOP handled the session “Time and Work, Time and Distance” on 12.02.2025 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 12.02.2025



Mrs.N.Sankareswari, Lecturer/ECE handled the session “Time and Work, Time and Distance” on 12.02.2025 for Batch III Second year students



Mr.A.Jegan, Lecturer/Mech handled the session “Non-Verbal and VisualCommunication” on 12.02.2025 for Batch IV Second year students

SPECIAL INTEREST GROUP REPORT ON 12.02.2025



Mr.P.Balamurugan Lecturer/Mech, handled the session “Written Communication” on 12.02.2025 for Batch V Second year students



Mr.G.Arangadurai Lecturer(SG-I)/PT handled the session “Active Listening” on 12.02.2025 for Batch VI Second year students

SPECIAL INTEREST GROUP REPORT ON 12.02.2025



Mr.K.Ramalingam, Lecturer/Computer handled the session “Time and Work Time and Distance” on 12.02.2025 for Batch VII Second year students



SPECIAL INTEREST GROUP - REPORT
(Placement Training)

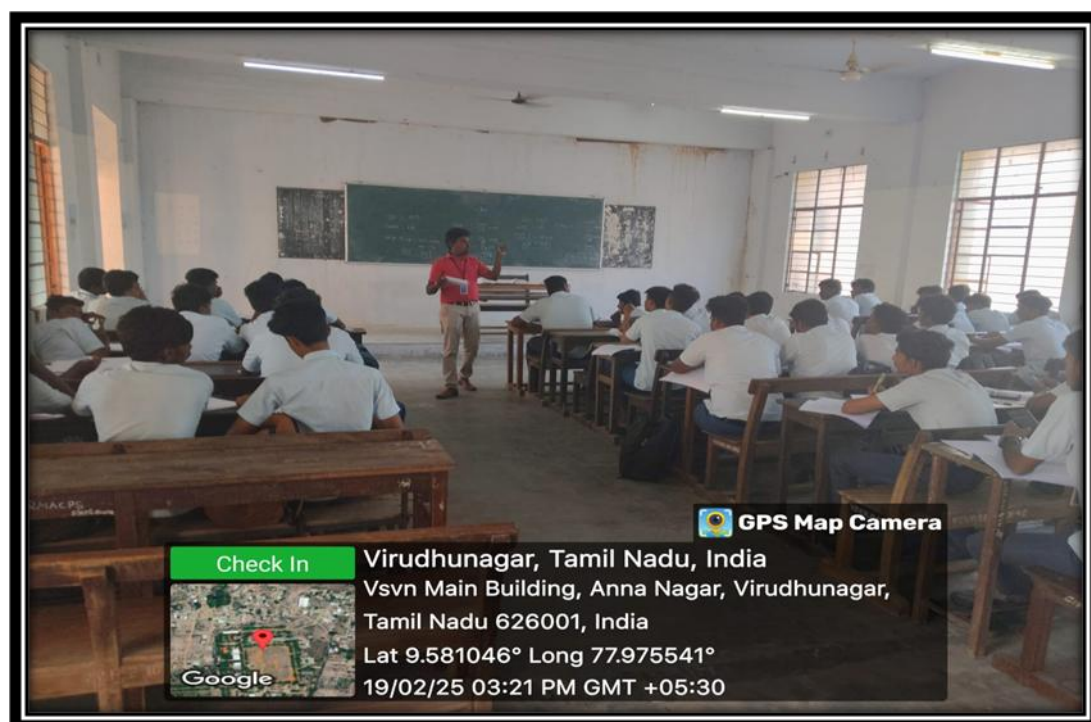
Date: 19.02.2025 (Wednesday)

S.No	Batch Details		Staff In-charge/s
1	Batch 1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch 2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch 3	IV Semester Mechanical Engineering (B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch 4	IV Semester Electrical and Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch 5	IV Semester Electrical and Electronics Engineering (B)	Mr.D.Saravanakumar
6	Batch 6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch 7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 19.02.2025



Mr.B.Padmanaban, Lecturer/PT handled the session “Time and Distance Profit and Loss” on 19.02.2025 for Batch I Second year students

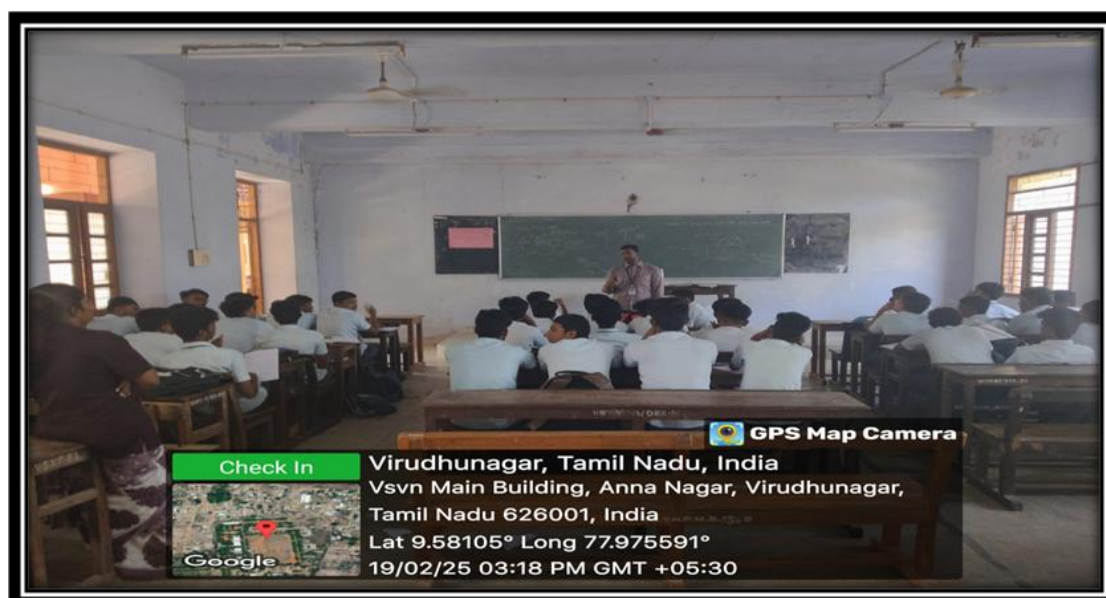


Mr.R.Santhoshkumar, Lect/Computer handled the session “Profit and Loss” on 19.02.2025 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 19.02.2025



Mrs.R.Priyanka, Lecturer/GT handled the session “Profit and Loss” on 19.02.2025 for Batch III Second year students



Miss.G.Janani, Lecturer/English , Mr.P.Balamurugan, Lecturer/Mech handled the session “Oral Communication” on 19.02.2025 for Batch IV Second year students

SPECIAL INTEREST GROUP REPORT ON 19.02.2025



Mr.D.Saravanakumar Lecturer/EEE, handled the session “Time and Work & Time and Distance” on 19.02.2025 for Batch V Second year students



Mr.A.Jegan Lecturer/Mech handled the session “Non-Verbal and Visual Communication” on 19.02.2025 for Batch VI Second year students

SPECIAL INTEREST GROUP REPORT ON 19.02.2025



Mr.G.Arangadurai, Lecturer(SG-I)/PT handled the session “Active Listening” on 19.02.2025 for Batch VII Second year students



SPECIAL INTEREST GROUP - REPORT
(Placement Training)

Date: 26.02.2025 (Wednesday)

S.No	Batch Details		Staff In-charge/s
1	Batch 1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch 2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch 3	IV Semester Mechanical Engineering (B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch 4	IV Semester Electrical and Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch 5	IV Semester Electrical and Electronics Engineering (B)	Mr.D.Saravanakumar
6	Batch 6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch 7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 26.02.2025



Mrs.C.Priya, Lecturer(SS)/Civil handled the session “Know Thyself” on 26.02.2025 for Batch I Second year students



Mr.B.Padmanaban, Lecturer/PT handled the session “Overcoming the Performance Anxiety” on 26.02.2025 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 26.02.2025



Mr.G.Arangadurai, Lecturer(SG-I)/PT handled the session “Know Thyself” on 26.02.2025 for Batch III Second year students



Miss.G.Janani, Lecturer/English , Mr.P.Balamurugan, Lecturer/Mech handled the session “Written Communication” on 26.02.2025 for Batch IV Second year students

SPECIAL INTEREST GROUP REPORT ON 26.02.2025



Mrs.N.Sankareswari, Lecturer/ECE, handled the session “Active Listening” on 26.02.2025 for Batch V Second year students



Mr.B.Jaihind, Lecturer/Maths handled the session “Time and Work Time and Distance” on 26.02.2025 for Batch VI Second year students

SPECIAL INTEREST GROUP REPORT ON 26.02.2025



Mr.A.Jegan, Lecturer/Mech handled the session “Non-Verbal and Visual Communication” on 26.02.2025 for Batch VII Second year students

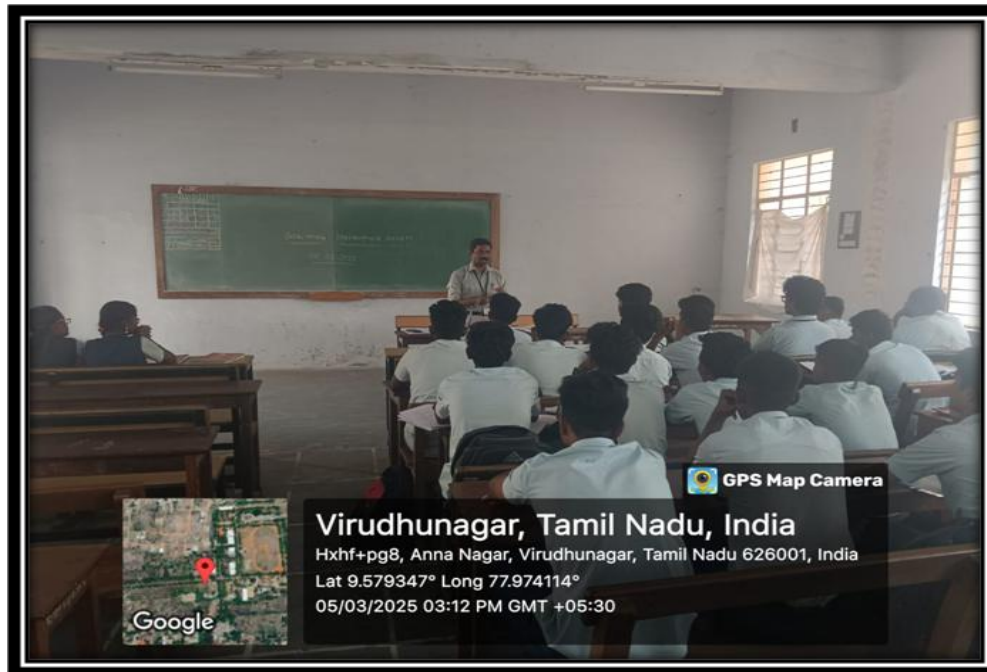


SPECIAL INTEREST GROUP - REPORT
(Placement Training)

Date: 05.03.2025 (Wednesday)

S.No	Batch Details		Staff In-charge/s
1	Batch 1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch 2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch 3	IV Semester Mechanical Engineering (B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch 4	IV Semester Electrical and Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch 5	IV Semester Electrical and Electronics Engineering (B)	Mr.D.Saravanakumar
6	Batch 6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch 7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 05.03.2025



Mr.G.Arangadurai, Lecturer(SG-I)/PT handled the session “Overcoming the Performance Anxiety” on 05.03.2025 for Batch I Second year students



Mr.A.Venkatesh Boopathy, Lecturer/MOP handled the session “My Career Journey” on 05.03.2025 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 05.03.2025



Miss.G.Janani, Lecturer/English, Mr.P.Balamurugan, Lecturer/Mech handled the session “Oral Communication” on 05.03.2025 for Batch III Second year students



Mr.B.Padmanaban, Lecturer/PT handled the session “Time and Work Time and Distance” on 05.03.2025 for Batch IV Second year students

SPECIAL INTEREST GROUP REPORT ON 05.03.2025



Mr.A.Jegan, Lecturer/Mech, handled the session “Non-Verbal and Visual Communication” on 05.03.2025 for Batch V Second year students



Mr.B.Jaihind, Lecturer/Maths handled the session “Profit and Loss” on 05.03.2025 for Batch VI Second year students

SPECIAL INTEREST GROUP REPORT ON 05.03.2025



Mr.K.Ramalingam, Lecturer/Computer handled the session “Profit and Loss” on 05.03.2025 for Batch VII Second year students



SPECIAL INTEREST GROUP - REPORT
(Placement Training)

Date: 12.03.2025 (Wednesday)

S.No	Batch Details		Staff In-charge/s
1	Batch 1	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch 2	IV Semester Mechanical Engineering (B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
3	Batch 3	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
4	Batch 4	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 12.03.2025



Mr.K.Ramalingam, Lecturer/Computer handled the session “Oral Communication and Written Communication” on 12.03.2025 for Batch I Second year students



Mr.A.Venkatesh Boopathy, Lecturer/MOP handled the session “Non-Verbal Reasoning and My Career Journey” on 12.03.2025 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 12.03.2025



**Mr.B.Jaihind, Lecturer/Maths handled the session “Non-Verbal Reasoning”
on 12.03.2025 for Batch III Second year students**



**Mr.B.Padmanaban, Lecturer/PT handled the session “Non-Verbal Reasoning”
on 12.03.2025 for Batch IV Second year students**

SPECIAL INTEREST GROUP - REPORT
(Placement Training)

Date: 19.03.2025 (Wednesday)

S.No	Batch Details		Staff In-charge/s
1	Batch 1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
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5	Batch 5	IV Semester Electrical and Electronics Engineering (B)	Mr.D.Saravanakumar
6	Batch 6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch 7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 19.03.2025



Mrs.N.Sankareswari, Lecturer/ECE handled the session “Know Thyself” on 19.03.2025 for Batch II Second year students



Mrs.R.Priyanka, Lecturer/GT handled the session “Overcoming the Performance Anxiety” on 19.03.2025 for Batch III Second year students

SPECIAL INTEREST GROUP REPORT ON 19.03.2025



Mrs.S.A.Amutha,Lecturer(SS)/EEE the session “Profit and Loss, Non-Verbal Reasoning” on 19.03.2025 for Batch IV Second year students



Mr.D.Saravanakumar, Lecturer/EEE handled the session “Profit and Loss, Non-Verbal Reasoning” on 19.03.2025 for Batch V Second year students

SPECIAL INTEREST GROUP REPORT ON 19.03.2025



Mr.A.Jegan, Lecturer/Mech, handled the session “Know Thyself” on 19.03.2025 for Batch VI Second year students



Mr.K.Ramalingam, Lecturer/Computer handled the session “Know Thyself” on 19.03.2025 for Batch VII Second year students

SPECIAL INTEREST GROUP - REPORT
(Placement Training)

Date: 26.03.2025 (Wednesday)

S.No	Batch Details		Staff In-charge/s
1	Batch 1	IV Semester Civil Engineering	Mrs.C.Priya
		IV Semester Plastic Technology	Mr.B.Padmanaban Mr.G.Arangadurai
2	Batch 2	IV Semester Mechanical Engineering (A)	Mr.A.Jegan
3	Batch 3	IV Semester Mechanical Engineering (B)	Mr.P.Balamurugan
		IV Semester Garment Technology	Mrs,R.Priyanka
4	Batch 4	IV Semester Electrical and Electronics Engineering (A)	Mrs.S.A.Amutha
5	Batch 5	IV Semester Electrical and Electronics Engineering (B)	Mr.D.Saravanakumar
6	Batch 6	IV Semester Electronics and Communication Engineering	Mrs.N.Sankareswari
7	Batch 7	IV Semester Computer Engineering	Mr.K.Ramalingam Mr.R.Santhoshkumar

SPECIAL INTEREST GROUP REPORT ON 26.03.2025



Mrs.C.Priya, Lecturer(SS)/Civil handled the session “Non-Verbal Reasoning and My Career Journey” on 26.03.2025 for Batch I Second year students



Mr.A.Venkatesh Boopathy, Lecturer/MOP handled the session “Non-Verbal Reasoning” on 26.03.2025 for Batch II Second year students

SPECIAL INTEREST GROUP REPORT ON 26.03.2025



Mr.P.Balamurugan, Lecturer/Mech handled the session “Written Communication” on 26.03.2025 for Batch III Second year students



Mrs.S.A.Amutha, Lecturer(SS)/EEE the session “Know Thyself, Overcoming the Performance Anxiety and My career Journey” on 26.03.2025 for Batch IV Second year students

SPECIAL INTEREST GROUP REPORT ON 26.03.2025



Mr.D.Saravanakumar, Lecturer/EEE, handled the session “Know Thyself, Overcoming the Performance Anxiety and My career Journey” on 26.03.2025 for Batch V Second year students



Mr.A.Jegan, Lecturer/Mech handled the session “Overcoming the Performance Anxiety and My career Journey” on 26.03.2025 for Batch VI Second year students

SPECIAL INTEREST GROUP REPORT ON 26.03.2025



Mr.K.Ramalingam, Lecturer/Computer handled the session “Overcoming the Performance Anxiety and My career Journey” on 26.03.2025 for Batch VII Second year students



SAMPLE MATERIAL

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

TRAINING CELL

SPECIAL INTEREST GROUPS (PLACEMENT TRAINING)

Course category	Audit Course
Course Type	Integrated Learning Experience
Name of the student	
Register number	
Semester	
Department	
Academic Year	2024-2025

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

Course category	Audit Course
Course Type	Integrated Learning Experience
Course Code	
Course Tittle	Special Interest Groups (Placement Training)
Scheme	R23
Name of the student	
Register number	
Semester	
Department	
Academic Year	2024-2025

INDEX

Sl.No	Date	Contents	Remarks

Activity No.		PROBLEMS ON NUMBERS
Date		

1. The difference of two numbers is 5 and the difference of their squares is 135. What is the sum of the numbers?
2. The difference between the squares of two consecutive numbers is 35. Find the numbers?
3. Three fourth of one-fifth of a number is 60. Find 200% of that number?
4. If one-fifth of a number decreased by 5 is 5, then the number is:
5. $\frac{4}{5}^{\text{th}}$ of a certain number is 64. Find half of that number?
6. The Product of two numbers is 1600 and their H.C.F. is 5. Find the L.C.M. of the numbers?
7. The sum of three consecutive odd numbers is 57. Find the third one?
8. What is the sum of all prime numbers between 100 and 110 ?
9. Two numbers are such that the ratio between them is 3 : 5. If each number is increased by 10, then the ratio between them becomes 5 : 7, find the numbers?
10. What least value must be in the place of * so that the number 84705*2 is divisible by 9 ?

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. $\frac{4}{5}$ th of a certain number is 80. Find $\frac{1}{4}$ th of that number?
a) 25 b) 80 c) 120 d) 60
3. $\frac{1}{4}$ th of $\frac{1}{3}$ rd of $\frac{2}{5}$ 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. $\frac{4}{5}$ th of number exceeds its $\frac{1}{4}$ 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) $\frac{10}{3}$ c) 30 or $\frac{10}{3}$ 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 $\frac{4}{5}$ of a number. By mistake, she divides the number by $\frac{4}{5}$ and got an answer, which exceeded the correct answer by $\frac{9}{20}$. 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

Activity No.		PERCENTAGE
Date		

1. If 31% of a number is 46.5, then find the number?
2. After spending 40% in machinery, 25% in building, 15% of material and 5 % on furniture, Harilal had a balance of Rs.1305. Find the money with him?
3. After deducting a commission of 5% a T.V. set costs Rs.9595. What is the gross value?
4. In an examination, 65% of the total examinees passed. If the number of failures is 420, find the total number of examinees?
5. 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?
6. In an examination, 42% students failed in Hindi and 52% failed in English. If 17% failed in both the subjects, the percentage of those who passed in both the subject is:
7. 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?
8. What will be 80 per cent of a number whose 200 per cent are 90?
9. 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?
10. The boys and girls in a college are in ratio 3:2. If 20% of boys & 25% of girls are fail, then what is the passed percentage?

Exercise – 2 (Objective Type Questions)

1. 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%
2. 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
3. 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%
4. The value of the machinery depreciates 10% annually. What will be its value 2 years hence if the present value is Rs. 4000 ?
a) Rs. 3200 b) Rs. 3240 c) Rs. 3260 d) Rs. 3280
5. The population of a town is 8000. It increases by 10% during first year and 20% during second year. What will be the population after 2 years?
a) 10400 b) 10560 c) 10620 d) None of these.
6. At an election, a candidate secures 40% of the votes but is defeated by the other candidate by a majority of 298 votes. What was the total number of votes recorded?
a) 1360 b) 1490 c) 1520 d) 1602
7. If the side of the square is increased by 25%, then how much percent does its area get increased?
a) 56.25 b) 50 c) 125 d) 156.25
8. The length and breadth of a square are increased by 30% and 20% respectively. The area of the rectangle so formed exceeds the area of the square by :
a) 20% b) 36% c) 50% d) 56%
9. If the edges of a cube are doubled, its volume is increased by
a) 300 % b) 400 % c) 700 % d) 800 %
10. A mixture of 40 litres of milk and water contains 10% water. How much water should be added to this so that water may be 20% in the new mixture?
a) 5 litres b) 4 litres c) 6.5 litres d) 7.5 litres

Activity No.		AVERAGE
Date		

1. The average of 30 results is 20 and the average of 20 results is 30. What is the average of all the results ?
2. Find the average of odd numbers upto 100?
3. The average age of three boys is 15 years. If their ages are in the ratio 3 : 5 : 7 then find the age of the youngest boy ?
4. 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 of whole class ?
5. The average of 8 numbers is 21. If each of the numbers is multiplied by 8, then find the average of new set of numbers ?
6. The average of 50 numbers is 38. If two numbers, namely 45 and 55 are discarded, then find the average of the remaining numbers ?
7. A man goes to a place at the rate of 4 km/ph . He comes back on a bicycle at 16 km/ph. Find his average speed for the whole journey?
8. The average age of 24 students in a class is 10. If the teacher's age is included, the average increases by one then find the age of the teacher ?
9. In a 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?
10. The average age of boys in the class is twice the number of girls in the class. If the ratio of boys and girls in the class of 36 be 5 : 1. What is the total of the ages of the boys in the class?

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 12th innings he made his score of 90 runs and thereby decreases his average by 5. Find his average after 12th 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

Activity No.		RATIO AND PROPORTION
Date		

1. If $A : B = 2 : 3$ and $B : C = 4 : 5$, then $C : A$ is equal to
2. If $A : B = 2 : 3$, $B : C = 4 : 5$ and $C : D = 6 : 7$ then $A : D$ is equal to
3. A bag contains 25 paise, 10 paise and 5 paise coins in the ratio $1 : 2 : 3$. If their total value is Rs.30. Find the number of 5 paise coins ?
4. The monthly salary of A, B, C is in proportion of $2 : 3 : 5$. If C's monthly salary is Rs.1200 more than that of A then what is B's annual salary ?
5. Three friends divide Rs.624 among themselves in the ratio $\frac{1}{2} : \frac{1}{3} : \frac{1}{4}$ Find A's share ?
6. In a class, the number of boys is more than the number girls by 12% of the total strength. Find the ratio of boys to girls ?
7. The ratio of money with Ram and Gopal is $7 : 17$ and that with Gopal and Krishan is $7 : 17$. If Ram has Rs.490, Krishan has :
8. The speeds of three cars are in the ratio $3 : 4 : 5$. Find the ratio between times taken by them to travel the same distance?
9. $\frac{3}{4}$ th of a water tank is full of water. If 5 lit are added to it then $\frac{4}{5}$ th of the tank becomes full. What is the capacity of the tank?
10. Ravi has 1500 pencils. He gave $\frac{2}{3}$ rd of them to his friend Sankar. Sankar returns $\frac{1}{4}$ th of what he receives to Ravi. What is the difference in the number of pencils they have?

Exercise – 4 (Objective Type Questions)

1. The ratio between two numbers is 3 : 4 and their L.C.M. is 180. Find the first number?
a) 15 b) 45 c) 30 d) 60
2. In a mixture of 60 litres, the ratio of milk and water is 2 : 1, what amount of water must be added to make the ratio 1 : 2 ?
a) 20 b) 40 c) 60 d) 80
3. The ratio of zinc and copper in a brass piece is 13 : 7. How much zinc will be there in 100 kg of such a piece?
a) 65 b) 55 c) 35 d) 45
4. The ratio of father's age to son's age is 4 : 1. The product of their ages is 196. Find the ratio of their ages after 5 years ?
a) 28 : 7 b) 30 : 9 c) 32 : 8 d) 11 : 4
5. In the ratio which is equal to 7 : 8, if the antecedent is 105, what is the consequent?
a) 120 b) 110 c) 100 d) 90
6. The ratio between two numbers is 2 : 3. If each number is increased by 4, the ratio between them becomes 5 : 7. What are the numbers?
a) 4, 6 b) 8, 12 c) 16, 24 d) 18, 24
7. What must be added to each term of the ratio 7 : 13 so that the ratio becomes 2 : 3?
a) 5 b) 7 c) 9 d) 11
8. In a mixture of 35 litres, the ratio of milk and water is 4 : 1. Another 7 litres of water is added to the mixture. Find the ratio of milk and water in the resulting mixture?
a) 3 : 1 b) 2 : 1 c) 1 : 2 d) 1 : 3
9. 20 litres of a mixture contains milk and water in the ratio 3 : 1. How much milk must be added to this mixture to have a mixture containing milk and water in the ratio 4 : 1?
a) 5 b) 4 c) 6 d) None of these
10. Rs.385 has been divided A, B and C in such a way that A receives $\frac{2}{9}$ th of what B and C together receive. Find A's share?
a) Rs.77 b) Rs.70 c) Rs.82.50 d) Rs.85

Activity No.		TIME & WORK
Date		

1. A can do a piece of work in 30 days while B can do it in 40 days. In how many days can A and B working together does it?
2. A and B can together do a piece of work in 15 days. B alone can do it in 20 days. In how many days can A alone do it?
3. A and B can do a piece of work 18 days; B and C in 24 days; C and A in 36 days. In what time can they do it all working together?
4. A, B and C together earn Rs.150 per day while A and C together Rs. 94 and B and C together earn Rs.76. Find the daily earning of C?
5. A alone can finish a work in 10 days and B alone can do it in 15 days. If they work together and finish it, then out of a total wages of Rs.7000 A will get :
6. A sum of money is sufficient to pay A's wages for 21 days or B's wages for 28 days. Find the money is sufficient to pay the wages of both?
7. 12 men or 18 women can reap a field in 14 days. The number of days that 8 men and 16 women will take to reap it, is :
8. A can do $\frac{3}{4}$ th of the work in 12 days. In how many days can he finish $\frac{1}{8}$ th of the work?
9. X can copy 80 pages in 20 hours, X and Y can copy 135 pages in 27 hours. In what time can Y copy 20 pages?
10. 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?

Exercise – 5 (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 Ramesh 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.

Activity No.		TIME & DISTANCE
Date		

Formulae :

- (i) Total Distance Covered = Speed x Total Time taken
- (ii) To convert a speed in Km/hr to metre per second, we multiply it by $\frac{5}{18}$
- (iii) To convert a speed in metre per second to Km/hr, we multiply it by $\frac{18}{5}$
- (iv) If the speed of a body is changed in the ratio $a : b$, then the ratio of the time taken changes as $b : a$
- (v) Stoppage time per hour = Difference in speed / Faster speed.

1. If a man covers 10.2 km in 3 hours, the distance covered by him in 5 hours is :
2. A train is moving with a speed of 92.4 km/hr. How many meters will it cover in 10 minutes?
3. If a man takes 4 hours to cover a distance of 15 km. how much time will be needed to cover 63 km at the same speed :
4. Two cyclists A and B start from the same place at the same time, one going towards north at 18 km/hr and other going towards south at 20 km/hr. What time will they take to be 95 km apart?
5. A man performs $\frac{2}{15}$ th of the total journey by train, $\frac{9}{20}$ by bus and the remaining 10 km on foot. Find his total journey?
6. Suresh traveled 1200 km by air, which formed $\frac{2}{5}$ of his trip. One third of the whole trip, he travelled by car and the rest of the journey he performed by train. Find the distance travelled by train?
7. 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?
8. A thief steals a car at 1.30 p.m. and drives it at 40 km an hour. The theft is discovered at 2 p.m. and the owner sets off in another car at 50 km an hour. He will catch the thief at :

9. The ratio between the rates of walking of A and B is 2 : 3. If the time taken by B to cover a certain distance is 36 minutes, the time taken by A to cover that much distance is :
10. Two men starting from the same place walk at the rate of 4 Km/hr and 4.5 km/hr respectively. What time will they take to be 17 km apart if they walk in opposite direction and they walk in the same direction?

Exercise – 6 (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 d) 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 $\frac{3}{4}$ 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. d) 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

Activity No.		PROFIT AND LOSS
Date		

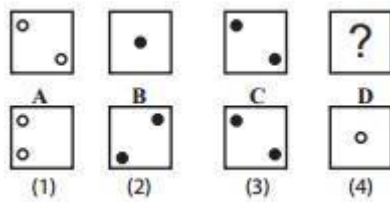
1. By selling an article for Rs. 100, one gains Rs.10. Then, what is the gain percent ?
2. By selling an article for Rs.100, one loses Rs. 10. What is the loss percent ?
3. A man buys 10 articles for Rs.8 and sells them at the rate of Rs. 1.25 per article. Find his gain percent ?
4. By selling a watch for Rs. 1140, a men loses 5 % . In order to gain 5 % the watch must be sold for :
5. If the selling price of 40 articles is equal to the cost price of 50 articles, then find loss or gain percent ?
6. A dishonest dealer professing to sell at cost price, uses a 900gms weight for a kilogram. What is his gain percent ?
7. A dealer sold two T.V. sets for Rs. 3700 each. On one he gained 10% and on the other he lost 10% . The dealer's loss or gain percent is :
8. The cost of 2 T.V. sets and a radio is Rs.7000, while 2 radios and one T.V. set together cost Rs. 4250. Find the cost of a T.V. set ?
9. An umbrella marked at Rs. 80 is sold for Rs.68. Find the rate of discount ?
10. Profit after selling a commodity for Rs.425 is same as loss after selling it for Rs.355. The cost of the commodity is:

Exercise – 7 (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 %

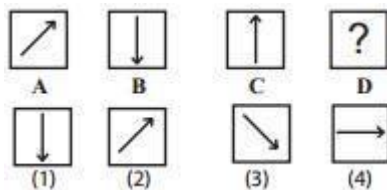
Activity No.		NON VERBAL REASONING
Date		

- 1) There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.



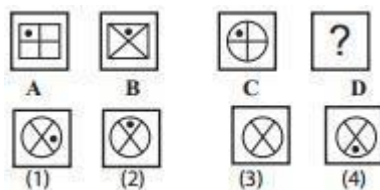
A) 1 B) 2 C) 3 D) 4

- 2) There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.



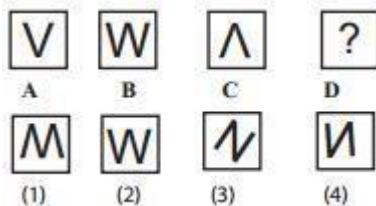
A) 1 B) 2 C) 3 D) 4

- 3) There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.



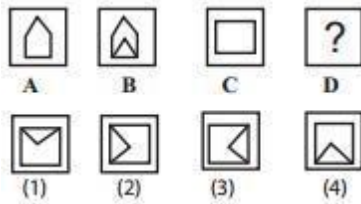
A) 1 B) 2 C) 3 D) 4

- 4) There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.



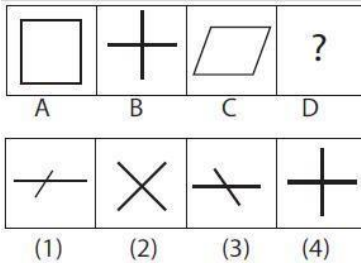
A) 1 B) 2 C) 3 D) 4

- 5) There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.



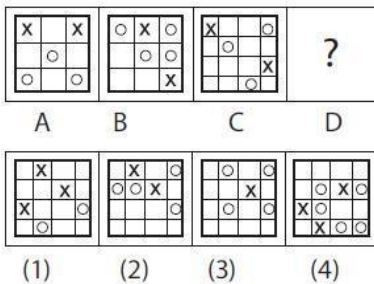
A) 1 B) 2 C) 3 D) 4

- 6) There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.



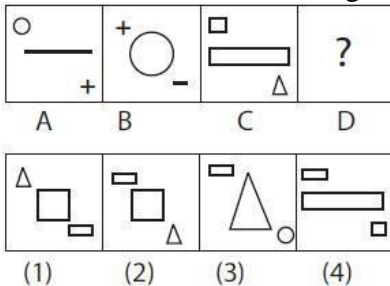
A) 1 B) 2 C) 3 D) 4

- 7) There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.



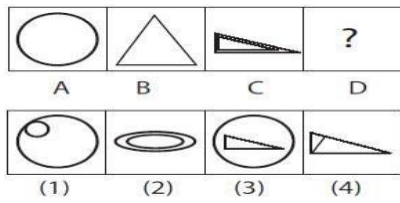
A) 1 B) 2 C) 3 D) 4

- 8) There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.



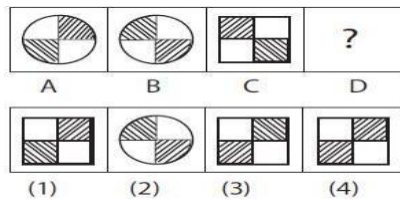
A) 1 B) 2 C) 3 D) 4

- 9) There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.



- A) 1 B) 2 C) 3 D) 4

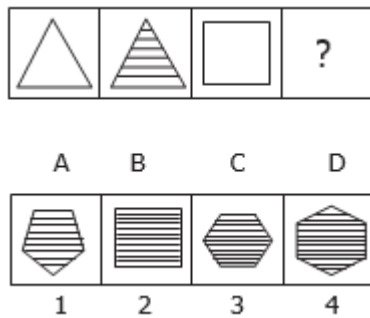
- 10) There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.



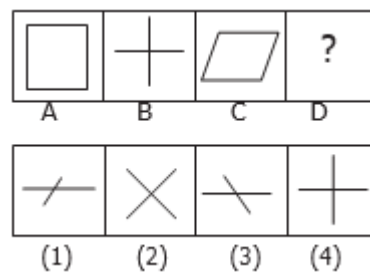
- A) 1 B) 2 C) 3 D) 4

Exercise – 8

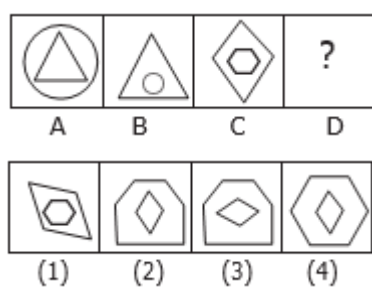
1)



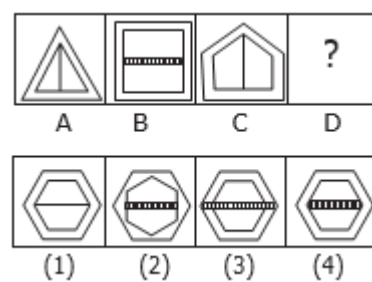
2)



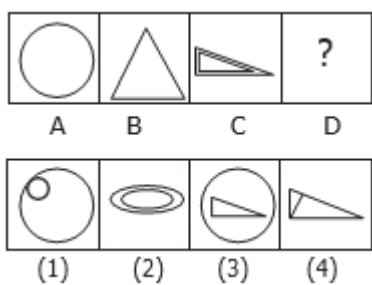
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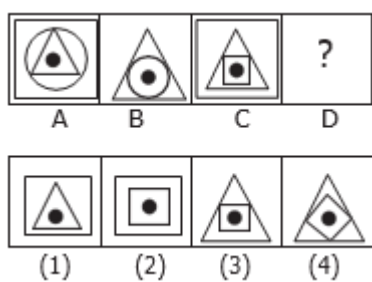
4)



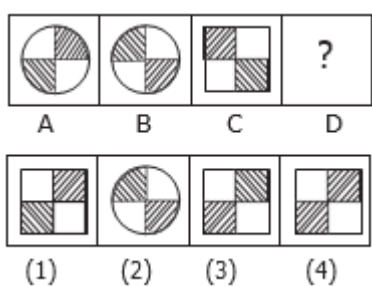
5)



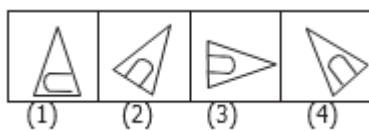
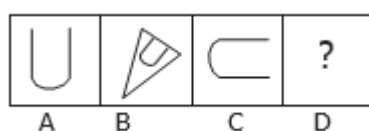
6)



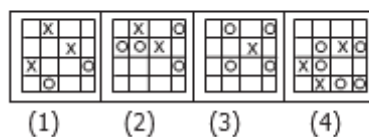
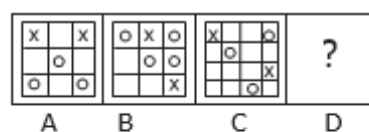
7)



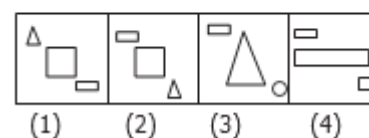
8)



9)



10)



Activity No.		ACTIVE LISTENING
Date		

Active listening is a communication skill that involves going beyond simply hearing the words that another person speaks. It's about actively processing and seeking to understand the meaning and intent behind them. It requires being a mindful and focused participant in the communication process.

Types of active listening:

There are four different types of listening:

1. **Empathic listening** is when you listen to understand. Think of listening when someone shares a personal story. In this type of listening, you're focused on the other person, instead of yourself.
2. **Appreciative listening** is when you listen to enjoy yourself. Think of listening to music, a motivational speaker, or attending a religious ceremony.
3. **Comprehensive listening** is when you listen to learn something new. This type of listening happens when you listen to a podcast, the news, or an educational lecture, like a class.
4. **Critical listening** is when you listen to form an opinion of what someone else says. This type of listening happens when you're debating with someone or when you're listening to a sales person.

Benefits of active listening:

Active listening is one of the best ways to build your interpersonal relationships and establish closer connections, especially with team members. This soft skill is a key part of conflict resolution, problem solving, and constructive criticism. When you practice active listening, you:

- Improve communication
- Boost collaboration
- Truly understand what the other person is saying
- Connect on a deeper level
- Demonstrate empathy
- Resolve conflict
- Build trust
- Establish rapport

Active listening techniques include:

- Being fully present in the conversation
- Showing interest by practicing good eye contact
- Noticing (and using) non-verbal cues
- Asking open-ended questions to encourage further responses
- Paraphrasing and reflecting back what has been said
- Listening to understand rather than to respond
- Withholding judgment and advice

Be Fully Present

Active listening requires being fully present in the conversation. This enables you to concentrate on what is being said. Being present involves listening with all your senses (sight, sound, etc.) and giving your full attention to the speaker.

Pay Attention to Non-Verbal Cues

Paying attention to these nonverbal cues can tell you a lot about the person and what they are trying to say. If they talk fast, for instance, this could be a sign that they are nervous or anxious. If they talk slowly, they may be tired or trying to carefully choose their words.

During active listening, your non-verbal behaviors are just as important. To show the person you're truly tuned in, use open, non-threatening bodylanguage. This involves not folding your arms, smiling while listening, leaning in, and nodding at key junctures.

Keep Good Eye Contact

When engaged in active listening, making eye contact is especially important. This tells the other person that you are present and listening to what they say. It also shows that you aren't distracted by anything else around you.

Ask Open-Ended Questions

Asking "yes or no" questions often produce dead-end answers. This isn't helpful during active listening as it keeps the conversation from flowing. It also makes it difficult to truly listen to the other person because there isn't much you can gain from a short, non-descriptive response.

Instead, ask open-ended questions to show that you are interested in the conversation and the other person. Examples of open-ended questions you may use when active listening include:

- Can you tell me a bit more about that?
- What did you think about that?
- What do you think is the best path moving forward?
- How do you think you could have responded differently?

Reflect What You Hear

After the person has spoken, tell them what you heard. This active listening technique ensures that you've captured their thoughts, ideas, or emotions accurately. It also helps the other person feel validated and understood while keeping any potential miscommunications to a minimum.

Be Patient

Patience is an important active listening technique because it allows the other person to speak without interruption. It also gives them the time to say what they are thinking without having to try to finish their sentences for them.

Withhold Judgment

Remaining neutral and non-judgmental in your responses enables the other person to feel comfortable with sharing their thoughts. It makes the conversation to a safe zone where they can trust that they won't be shamed, criticized, blamed, or otherwise negatively received.

Activity No.		NONVERBAL AND VISUAL COMMUNICATION
Date		

Nonverbal communication is the transmission of messages or signals.

Nonverbal Communication Types:

While these signals can be so subtle that we are not consciously aware of them, research has identified nine types of nonverbal communication.

These nonverbal communication types are:

- Facial expressions
- Gestures
- Para linguistics (such as loudness or tone of voice)
- Body language
- Proxemics or personal space
- Eye gaze, haptics (touch)
- Appearance
- Artifacts (objects and images)

How to interpret Body Language?

Everyone uses different body language for communication. However, there are some common cues to interpreting what someone is saying. Even though it is challenging to read body language, it is an important skill to advance in your career. When communicating, it is useful to listen to what someone says verbally and non-verbally. Some key steps to understanding non-verbal statements include:

- Pay attention to the eyes.
- Observe posture clues.
- Look at arm position.
- Read the position of legs and feet.
- Examine facial expressions.

How can you improve your Body Language?

You can follow the steps below to improve your non-verbal communication:

- Take time to smile.
- Be energetic.
- Test your body language.
- Understand how your feelings affect you physically.
- Act intentionally.

What is visual communication?

Visual communication is the use of visual elements to convey ideas and information. This style of communication relies on the way one's brain perceives the outside images.

Put simply, visual communication is the process of conveying meaning – be it ideas, instructions, data or other kinds of information – through graphics rather than text or audio. For many, this is a more efficient and accessible way of sharing knowledge and adding context than written communication.

Visual communication can be achieved in a variety of different ways. Examples of visual communication include:

- Videos and photos
- Graphs, charts, infographics, and other types of data visualization
- Typography
- Maps (such as mind maps and content maps)
- Illustrations and graphic design
- Slide decks and presentations
- GIFs
- Screen capture and recordings

These types of visual assets are commonly used in social media and content marketing, to communicate ideas and information where more text-heavy formats fail to make an impact.

Why is visual communication important?

According to research, 50% of people are visual learners, and prefer visual content to learn information more effectively. This means that visual communication doesn't just matter in the workplace—it's beneficial for wider society as well.

Presenting information visually allows you to convey your message with more impact than text can achieve. A visual communication strategy should be an essential part of your business activities—especially your content marketing.

Visual elements are crucial in the content creation process. On certain social media platforms like Instagram and Tik Tok, text content simply doesn't have the same impact as images and videos.

According to research, our collective attention span is narrowing and the always-on nature of digital life presents all kinds of distractions. Visual communication helps you cut through the noise and get your message across through high-quality, memorable content.

These aren't the only reasons why visual communication is important. This form of communication:

- Attracts attention and boosts engagement
- Evokes stronger emotions from your target audience
- Improves information recall
- Saves time, as information is relayed faster and more efficiently
- Solidifies brand identity, ensuring a shared experience and a unified message

Activity No.		ORAL COMMUNICATION
Date		

Oral communication is the process that uses spoken words. It is a process that involves face to face conversation, telephonic conversation, speech, radio, television, voice over the internet. This form of communication is more immediate than written communication.

Medium of Oral Communication:

- Face to face communication
- With the use of the devices

Principles of Oral Communication

Clear Pronunciation:

In oral communication pronunciation of the words should be clear and correct. If the pronunciations are not correct the message will lack clarity and the receiver will get the distorted message, not the same as intended by the sender.

Proper Preparation:

Before starting the oral communication the sender should be clear about the message to be transmitted. Also it is the responsibility of the sender to ensure that conducive environment is present for the effective speaking as well as effective listening. The sender should also ensure that the receiver is fully prepared and ready to listen.

Precision:

Oral communication will be effective if it's precise with clear meaning of the message.

Natural Voice:

The sender should not fluctuate while communicating orally and should use natural voice rather than artificial voice to avoid any distortion in the message.

Planning:

The sender should plan beforehand for communicating effectively.

Simplicity:

The sender should use simple, easy and understandable words while sending the messages.

Avoiding emotions:

In oral communication the sender might get over influenced by the emotions that might affect the communication process so a sender should control the emotions.

Efficiency:

Efficiency means maximum meaning in minimum words. Speaker's efficiency and skills play an important role in effective oral communication.

Vocabulary:

In oral communication, a speaker should use most familiar words to communicate because different people understand different meanings of the same words in different situations.

Types of Oral Communication**Intrapersonal Communication**

It is a type of communication where a person holds conversation with oneself. It mainly arises when a person needs to make a decision in a certain situation or when the person is introspecting about one's act or decisions. It involves critical analysis of the situation by the person himself or herself and instils self-awareness and mindfulness.

Interpersonal Communication

In this communication type two or more people are involved. Interpersonal communication can be both in formal as well as informal setting. It is undertaken to take decisions, ponder over situations, finding solutions or simply talking informally.

Small Group Communication

This type of communication takes place in a group of 5-10 people. In a formal situation small group communication is used for brainstorming, discussions related to official matters, jointly finding solutions to various problems, resolving conflicts etc. In informal situations this form of communication fulfils the emotional needs like companionship, family bonding and affection or support. In learning institutions, students often form small groups that regularly meet for study discussions or to work collaboratively on projects. Small group communication can also take place at public places or with strangers for specific purposes.

Public Communication

Public communication, also known as public speaking, involves communication between a speaker and an audience. Speaker should try to inform or to persuade the audience to act, buy, or think in a certain way. A politician may make speeches on how he will be dealing with certain issues to win their votes. Public communication is a very important type of communication when a message has to be conveyed to a large number of people in one instance or when a large number of people have to be influenced.

Mass Communication

Communication that is sent out from a source to many receivers over a large geographical area, possibly all over the world is mass communication. It uses medialike films, radio, videos and television.

Styles of Oral Communication

There are three styles of oral communication:

Passive Communication style:

This type of style is adopted when one is unable to stand for one's rights. While expressing his feelings the person is cautious and apologetic. In the case of conflict the person with this style will not be able to protect his rights and will be taken for granted due to not having the ability or willingness to take a stand. People with Passive communication style give out a message that they do not think that their views are also important.

Aggressive Communication Style:

In this style the person standup aggressively for their rights and are likely to violate other people's rights. Assertivecommunication style may make one believe that one can get what one wants by being aggressive. But such communication style is not sustainable as this reduces mutual trust and respect.

Assertive Communication Style:

This style is the balancing position between the above two styles- it is an empathetic way of communicating with people. People adopting assertive communication style stand up for their rights without violating the rights of other people. In this style person expresses viewpointopenly, honestly and politely but firmly.

Advantages of Oral Communication:

- Least cost
- Speed is fast
- Easier decision-making
- Reduces misunderstanding
- It is effective if the sender is able operator.

Disadvantages of Oral Communication:

- If the sender does not express the information well, it leads to confusion.
- Limited sized messages can be transmitted orally.
- It distance is far then it is not efficient to use this type of communication.

Activity No.		WRITTEN COMMUNICATION
Date		

Written Communication means passing the information by written words. It may be in the form of letters or office memo, circulars, bulletins, board notices, policy and procedural manuals, employee hand-books and performance appraisal.

To start improving your writing, you have to look at the three elements that constitute a text:

- **The content:** what is written.
- **The style:** the way it is written.
- **The structure:** the way the content is explained and how clear it is.

Types of Written Communication

Although we can write about literally anything, there are only four types of written communication in the workplace: informational, instructional, transactional, and persuasive.

Informational:

This type of writing is about giving information on a specific topic. It is generally for educational and practical purposes.

Instructional:

This type of writing provides the reader with specific information and direction to perform a task. The task is generally broken down into parts that are easy to understand and replicate for the reader.

Transactional:

It is especially relevant in business writing, where people exchange information to conduct a transaction: exchange of goods or services, maintenance of business relations, a trade proposition, etc.

Persuasive:

Persuasive writing aims at convincing people of something or to take a specific action: whether to buy a product, donate money, convince them that a product is better, etc.

Written Communication Examples

People use different kinds of communication channels

- Letters
- Email
- Books
- Instant messaging
- Social media

Advantages of Written communication:

- Distance is immaterial in case of written communication.
- It can be preserved as record for future.
- It is an easy reference and is always readily available.
- It can be read and understood clearly.
- They are cost effective.
- Improves the decision making.

Disadvantages of Written communication:

- Costly for small organizations.
- Difficulty in interpreting the tough and high language.
- Secrecy is reduced.
- Difficult to amend once it is issued.
- Lead to confusion and misunderstanding.

KnowThyself

Introduction

- **Lesson:** What Does "KnowThyself" Mean?
 - **Content:**
 - Self-awareness is understanding who you are, including your personality, strengths, weaknesses, emotions, and values.
 - Knowing oneself helps in making better decisions, building stronger relationships, and achieving personal growth.
 - Famous quote by Socrates: "To know thyself is the beginning of wisdom."
 - **Activity:** Icebreaker
 - **Instructions:**
 - Each student shares one unique thing about themselves with the class.
 - Encourage students to think about something that makes them who they are.
 - Example: "Hi, I'm [Name] and I love playing the guitar."

Session 1: Personal Strengths

- **Lesson:** Identifying Strengths
 - **Content:**
 - Personal strengths are the qualities or skills that you excel at.
 - Understanding your strengths can help you in school, hobbies, and future careers.
 - Examples of strengths: creativity, problem-solving, communication, empathy.
 - **Activity:** Strengths List
 - **Instructions:**

- Studentstake5minutestowritedownthreethingstheyaregoodat.
- Examples:"Iamgoodatdrawing,""Icansolvemathproblems quickly."
- Pairupstudentstosharetheirlistsanddiscusshowthesestrengthshelpthemin daily life.

Session2:Self-Reflection

- **Lesson:**Understanding Yourself Through Reflection
 - **Content:**
 - Self-reflectionistheprocessofexaminingyourthoughts,feelings,and actions.
 - It helpsyouunderstandyourmotivations,behaviors,andhowyoucanimprove.
 - Techniquesforself-reflection:journaling,meditation,andaskingyourself questions.
- **Activity:**ReflectionExercise
 - **Instructions:**
 - Providestudentswithalistofreflectivequestions(e.g.,"Whatmakesyou happy?", "What are you proud of?", "What are your challenges?").
 - Studentstake5minutestowritedowntheiranswers.
 - Pairupstudentstoshareanddiscusstheirreflections.

Session3:ValuesandBeliefs

- **Lesson:**Identifying Personal Values and Beliefs
 - **Content:**
 - Valuesaretheprinciplesandstandards thatguideyourbehavior.
 - Beliefsaretheconvictionsoracceptance thatsomethingistrueor real.
 - Understandingyourvaluesandbeliefshelpsyou make decisionsandunderstand your motivations.
 - Examplesofvalues:honesty,kindness,respect,responsibility.
- **Activity:**ValuesandBeliefs List
 - **Instructions:**
 - Providestudentswithalistofcommonvaluesand beliefs.
 - Studentscirclethevaluesandbeliefsthataremostimportanttothem.
 - Discusshowthesevaluesandbeliefsinfluencetheirdecisionsand actions.

ListofValues

- | | | |
|------------------|----------------|-------------------|
| • Honesty | • Loyalty | • Trustworthiness |
| • Integrity | • Fairness | • Open-mindedness |
| • Kindness | • Courage | • Patience |
| • Respect | • Gratitude | • Tolerance |
| • Responsibility | • Perseverance | • Commitment |
| • Empathy | • Humility | • Creativity |
| • Compassion | • Generosity | |

ListofBeliefs

- Belief in oneself
- Belief in hard work and determination
- Belief in equality and justice
- Belief in the power of education
- Belief in the importance of family
- Belief in the value of friendship
- Belief in respecting others' opinions
- Belief in personal growth and self-improvement
- Belief in maintaining a healthy lifestyle
- Belief in the importance of helping others
- Belief in environmental sustainability
- Belief in cultural diversity and inclusion
- Belief in the power of positivity
- Belief in the importance of mental health
- Belief in setting and achieving goals
- Belief in the value of honesty and transparency
- Belief in spiritual or religious principles
- Belief in the significance of community involvement
- Belief in the importance of time management
- Belief in lifelong learning

Session 4: Setting Goals

Lesson: Why Set Goals?

- **Content:**
 - Goals give you direction and purpose in life.
 - They help you stay focused and motivated.
 - There are short-term goals (what you want to achieve soon) and long-term goals (what you want to achieve in the future).
 - SMART goals: Specific, Measurable, Achievable, Relevant, Time-bound.
- **Activity: Goal Setting**
 - **Instructions:**
 - Provide students with a goal-setting worksheet.
 - Students set one short-term goal (e.g., for the week) and one long-term goal (e.g., for the year).
 - Examples: "I want to finish reading a book by the end of the week," "I want to improve my math grades by the end of the year."
 - Students share their goals with the class and discuss ways to achieve them.

Overcoming Performance Anxiety

Introduction

- **Lesson:** What is Performance Anxiety?
 - **Content:**
 - Performance anxiety is the feeling of nervousness or fear before or during a performance.
 - It can occur in various situations, such as exams, public speaking, sports, or artistic performances.
 - Understanding that performance anxiety is a common and normal experience.
- **Activity:** Icebreaker
 - **Instructions:**
 - Each student shares a time when they felt nervous about performing.
 - Encourage students to think about how they felt and how they coped with it.

Session 1: Identifying Symptoms

- **Lesson:** Recognizing the Signs of Performance Anxiety
 - **Content:**
 - Physical symptoms: sweating, shaking, rapid heart beat, dry mouth.
 - Emotional symptoms: fear, worry, self-doubt.
 - Cognitive symptoms: negative thoughts, difficulty concentrating.
- **Activity:** Symptom Diary
 - **Instructions:**
 - Provide students with a diary template.
 - Students write down any symptoms they have experienced in past performances.
 - Share and discuss symptoms in pairs or small groups.

Session 2: Techniques to Manage Anxiety

- **Lesson:** Coping Strategies for Performance Anxiety
 - **Content:**
 - Breathing exercises: deep breathing to calm the mind and body.
 - Visualization: imagining a successful performance.
 - Positive self-talk: replacing negative thoughts with positive affirmations.
 - Mindfulness: staying present and focused.
- **Activity:** Breathing and Visualization Exercise
 - **Instructions:**
 - Guide students through a simple deep-breathing exercise.
 - Have students close their eyes and visualize a successful performance.
 - Discuss how these techniques made them feel.

Session 3: Building Confidence

- **Lesson:** Boosting Self-Confidence
 - **Content:**
 - Preparation: practicing and rehearsing to build confidence.
 - Focus on strengths: recognizing and utilizing personal strengths.

- Positive feedback: seeking and accepting constructive feedback.
- **Activity:** Confidence Building
 - **Instructions:**
 - Students write down three things they do well in their performances.
 - Pair up students to share their strengths and provide positive feedback to each other.

Session 4: Practicing Under Pressure

- **Lesson:** Simulating Performance Scenarios
 - **Content:**
 - Practicing in a safe and supportive environment.
 - Gradually increasing exposure to performance situations.
 - Learning to stay calm and focused under pressure.
- **Activity:** Mock Performance
 - **Instructions:**
 - Create a mock performance scenario (e.g., giving a short speech, solving a math problem on the board).
 - Students take turns performing while the class provides positive and constructive feedback.
 - Discuss how practicing in a safe environment helps reduce anxiety.

My Career Journey

Introduction

- **Lesson:** Importance of Career Planning
 - **Content:**
 - Understanding the importance of career planning and exploration
 - The role of self-awareness in choosing a career path
 - Overview of the course and what students will learn
- **Activity:** Icebreaker
 - **Instructions:**
 - Each student shares what career they currently aspire to and why.
 - Encourage students to think about their interests and inspirations.

Session 1: Self-Assessment

- **Lesson:** Identifying Strengths and Interests
 - **Content:**
 - How to identify personal strengths, skills, and interests
 - The role of self-assessment in career planning
 - Examples of different career paths based on strengths and interests
- **Activity:** Strengths and Interests Inventory
 - **Instructions:**
 - Provide students with a worksheet to list their strengths, skills, and interests.
 - Students pair up to discuss their inventories and explore possible career options.

Session 2: Career Exploration

- **Lesson:** Exploring Different Career Paths
 - **Content:**
 - Introduction to various career options and industries
 - How to research and gather information about different careers
 - The importance of job shadowing, internships, and informational interviews
- **Activity:** Career Research Project
 - **Instructions:**
 - Assign each student a different career to research.
 - Students create a presentation on their assigned career, including job responsibilities, required skills, education, and potential career growth.
 - Students present their findings to the class.

Session 3: Setting Career Goals

- **Lesson:** Setting SMART Career Goals
 - **Content:**
 - The importance of setting specific, measurable, achievable, relevant, and time-bound (SMART) career goals
 - How to create a roadmap for achieving career goals
 - Examples of short-term and long-term career goals
- **Activity:** Goal Setting Exercise

- **Instructions:**
 - Provide students with a goal-setting worksheet.
 - Students set one short-term career goal (e.g., attending a career workshop) and one long-term career goal (e.g., becoming a software engineer).
 - Pair up students to share their goals and discuss strategies for achieving them.

Session 4: Building a Career Plan

- **Lesson:** Creating a Personal Career Plan
 - **Content:**
 - How to develop a personalized career plan
 - Steps to include in a career plan: self-assessment, research, goal setting, skill development, and action steps
 - Importance of flexibility and continuous learning in career planning
- **Activity:** Career Plan Workshop
 - **Instructions:**
 - Provide students with a career plan template.
 - Students create their personalized career plans, outlining their strengths, career interests, goals, and action steps.
 - Students share their career plans in small groups and receive feedback from peers.