
	TEMPLATE NO: AMSCE-SSTP-Master-Time_Table_V2.2  <b>AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING</b> <b>MUTHAPUDUPET, AVAD-IAF, CHENNAI-600 055.</b> <b>CENTRE FOR SOFT SKILL TRAINING PROGRAMME</b>  Dated on: 08.05.2023  With Effect From 15.05.2023  <b>Updated - Tentative Master Time Table for SSTP</b>  <b>EVEN SEMESTER 2022-2023</b>	
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Tuesday, 7 <sup>th</sup> &8 <sup>th</sup> Periods	II Sem CSE-B	IV Sem Mech Engg.	II Sem ECE & II Sem EEE	IV Sem Civil Engg.
Week 1	IELTS	S	IELTS	NL
Week 2	S	LSP	AP & Q	LSP
Week 3	IELTS	NL	IELTS	S
Week 4	AP & Q	LSP	S	LSP

Wednesday, 7 <sup>th</sup> &8 <sup>th</sup> Periods	II Sem CSE-A	IV Sem ECE	II Sem MECH, CIVIL	IV Sem CSE-A
Week 1	IELTS	S	IELTS	LSP
Week 2	S	LSP	AP & Q	S
Week 3	IELTS	NL	IELTS	NL
Week 4	AP & Q	LSP	S	LSP

Thursday, 7 <sup>th</sup> &8 <sup>th</sup> Periods	II Sem IT	IV Sem IT	II Sem AI & DS	IV Sem EEE	IV Sem CSE-B
Week 1	IELTS	S	IELTS	NL	S
Week 2	S	LSP	AP & Q	LSP	LSP
Week 3	IELTS	NL	IELTS	S	LSP
Week 4	AP & Q	LSP	S	LSP	NL

**Abbreviations Used:**

IELTS – English Training, S – Seminar, NL – NPTEL, Phase I, LSP – Language for Social Purpose, AP & Q – Aptitude and Quiz.

**Responsibilities of Each Session by the Faculty Members:**

1. Seminar and NPTEL, Phase I Sessions (For II Year Students) will be taken care by respective Core Engineering Department SSTP members.
2. IELTS and LSP Sessions will be taken care by English Faculty Members.
3. Aptitude and Quiz (For I Year Students) will be taken care by Mr. Karthick – Trainer, CPD Cell and Faculty Members of Mathematics.
4. Seminar Sessions (For I Year Students) will be taken care by Faculty Members of Physics and Chemistry.

**Venues and ICT Facilities Required:**

Department Class Rooms/Laboratories can be utilized to conduct all the SSTP Sessions. The Class Room/Laboratory should have ICT Facilities such as LCD Projector, Desktop Computer/Laptop and Audio Speaker. All the required SSTP Documents should be maintained (As per Standard SSTP Template) and they will be submitted to the Head, Centre-SSTP at the end of the Semester.

The Respected Heads of the Departments are requested to kindly coordinate for the smooth conduct of all the SSTP Sessions.

  
Timetable Incharge, SSTP

  
Head, Centre for SSTP

  
PRINCIPAL

Copy to: 1. Principal's Office, 2. HoDs of all Departments and Coordinators.



**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING  
SOFT SKILL TRAINING PROGRAMMME  
EVEN SEMESTER OF ACADEMIC YEAR (2022-2023)**

**Guidelines to be followed for SEMINAR Preparation**

**06.02.2023**

The followings are the guidelines should be followed by the students to choose their seminar topic.

- Every student they should choose their seminar topic based on “how your education is the most powerful tool to make this universe very beautiful? (Beautiful for example implies that all the people will be treated equally, there is no poverty, there is no water scarcity and etc.)
- To achieve this, Find out, **what is your what** based on your heart not based on your mind? (Such as becoming scientist, Wish to go to moon and do research there, To do farming using digital technology, want to become astronaut, to become entrepreneur, to become calligrapher, and etc.
- Strategies to make this universe very beautiful through education and hence you will become master in your interested field with much more different useful skill sets.
- Strategy 1: Find what is your what (your interested field).
  - There are three constraints to find what is your what.
    - Constraint 1: Find out something you love.
    - Constraint 2: Find out that you are good at.
    - Constraint 3: Find out that will be for you.
- Strategy 2: Growing towards the what. (Putting zero effort will yield failure and our dream will not come to true. This is actually without putting any effort into what you love. So dreaming only will not help you to reach your what. As soon as, you find what is your what, then take steps in growing towards your what).
- Strategy 3: Contributing to the society from your what. We will be very happy but we are not fulfilled without any contribution to the society.
  - How are you planning on contributing to the society through your what.

Based on these strategies, you have to choose the topic through which you can plan to make this universe very beautiful.

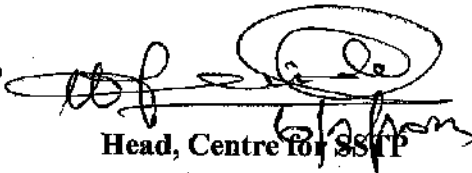
#### **Requirements and Facilities:**

- All the students of a section should present seminar compulsorily on the topic they have opted.
- The absentees during SSTP Seminar Session will be viewed seriously. Discipline gives glory of success in any human being. The primary requirement of seminar is discipline. The indiscipline problem of a student will reflect in their Certificate of Participation in SSTP which plays vital role later in the career part of a student.
- Students should present their seminar topics in English language only.
- Students should present seminar for the minimum of 15 minutes.
- Students should prepare minimum of 10 PPT slides.
- Students should prepare presentation with Power Point Slides, Audio, Video if necessary apart from traditional teaching aids using black board and chalk.
- They should submit the prepared material such as notes, PPT slides and print out to the SSTP faculty team member after their seminar gets over.
- Students will be provided with LCD Projector, Audio Systems for their effective presentation. Seminar should be interactive.
- 4 students per session (7<sup>th</sup> and 8<sup>th</sup> periods) will be considered.
- **The performance of the students in the seminar session will be evaluated in a prescribed format by the panel of members including Head of Department, Senior Member of Department and SSTP Faculty Team Member.**
- The students should be well before informed about the guidelines to be followed for the preparation of seminar session. Students should be given sufficient time (atleast one month) to prepare on the topic what they want to present. Students are advised to utilize this vacation period after their exams for their seminar preparation.
- The students should be informed about this personally getting their acknowledgement (with date) after knowing the guidelines, requirement and facilities. The guidelines, requirements and facilities should be displayed in the department notice board. The guidelines, requirements and facilities can also be sent to the e-mail ids of the students.

**Due Dates to be followed:**

1. Last date of informing students in person/E-mail/Notice Board about guidelines of preparing seminar, requirements and facilities needed for seminar : 06.02.2023 .
2. Last date of submitting acknowledgments of column 1 (According to TEMPLATE NO: AMSCE-SSTP-Seminar\_Ack\_V2.1) : 06.02.2023
3. Last date of submitting the seminar topics (According to TEMPLATE NO: AMSCE-SSTP-Seminar\_Schedule\_V2.1) given by the students: 06.02.2023

  
Incharge, Seminar Session, SSTP

  
Head, Centre for SSTP

  
Principal



**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING  
SOFT SKILL TRAINING PROGRAMMME  
EVEN SEMESTER OF ACADEMIC YEAR (2022-2023)  
SYLLABUS FOR NPTEL PHASE I Session**

**Date:01.02.2023**

**YEAR/SEM: II/IV**

**DEPARTMENT: Civil Engineering**

<b>Session No</b>	<b>Day &amp; Date</b>	<b>Topic Name</b>	<b>Name of the Anna University Subject Covers This Topic</b>	<b>Name of the GATE Subject Covers This Topic</b>	<b>Details of the Resource Person</b>
I	28.02.2023 (Tuesday)	Cement	CE 3403 Concrete Technology	Construction Materials  Concrete Structures	Prof. B. Bhattacharjee IIT-Delhi
II	28.03.2023 (Tuesday)	Aggregates	CE 3403 Concrete Technology  CE 3404 Soil Mechanics	Construction Materials  Concrete Structures  Highway Pavements	Prof. B. Bhattacharjee IIT-Delhi
III	4.04.2023 (Tuesday)	Chemical and mineral admixtures	CE 3403 Concrete Technology	Construction Materials  Concrete Structures	Prof. B. Bhattacharjee IIT-Delhi
IV	2.05.2023 (Tuesday)	Concrete mix design	CE 3403 Concrete Technology	Construction Materials  Concrete Structures	Prof. B. Bhattacharjee IIT-Delhi

- Recorded video of the corresponding topic will be played in the venue allotted.
- The video should be played for first 20 minutes. The faculty member who is in charge of that session should explain those concepts and clear the doubts raised by the students for next 20 minutes. The students are then supposed to take the written test for last 20 minutes. The question paper may be comprising of Multiple-Choice Questions/ Fill in the blank types of questions. The answer scripts should be evaluated and the results should be displayed in the notice board of the department within one week.
- SSTP faculty members are requested to arrange the faculty members those who are expert in that particular topic/subject for this NPTEL Phase I Session. While forming syllabus NPTEL Phase I Sessions, GATE syllabus is recommended. This will help the students to get interest in GATE examination.
- The topic chosen for all the sessions should have continuity with one other. It is recommended that the video of particular topic should be played fully with proper explanations and doubt clearance and also students should have taken test in that.

*Narain*  
1/2/2023  
SSTP Faculty Team Members

*[Signature]*  
1/2/2023  
Head, Centre for SSTP

*[Signature]*  
1/2/2023  
PRINCIPAL

Copy to:

1. All HoDs, 2. Principal's Office

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**SOFT SKILL TRAINING PROGRAMME**  
**EVEN SEMESTER OF ACADEMIC YEAR (2022-2023)**

YEAR/SEM: II/IV

DEPARTMENT: Civil Engineering

Schedule of Seminar Session with List of Topics

Date: 06.02.2023

Session No	Day & Date	Name of the Students	Register Number of the Students.	Topic Given
I	14.02.2023 (Tuesday)	ABIVAKKAS S	110121103001	TOTAL STATION
		FAWAZ AHAMED W	110121103002	GLOBAL POSITIONING SYSTEM
		INSANULLA S	110121103003	TRIANGULATION SURVEY
		IRSHATH AHAMED J	110121103004	WATERBORNE DISEASES
		KHALID R	110121103005	DISINFECTION TYPES AND METHODS
II	14.03.2023 (Tuesday)	MOHAMED ABSAL T	110121103006	DESALINATION PROCESS
		MOHAMED ASHARUDBEN R	110121103007	PLUMBING SYSTEMS
		MOHAMED BASITH M	110121103008	MANUFACTURING OF CEMENT
		MOHAMED FAYAZ A	110121103009	MANUFACTURING OF BRICKS
		MOHAMED HAFEES I	110121103010	TYPES OF FOUNDATIONS
III	18.04.2023 (Tuesday)	MOHAMED JAINUDEEN A	110121103011	EQUIPMENT FOR EARTHWORK EXCAVATION
		MOHIDEEN THAMBY V S S	110121103012	FIRE HAZARDS
		SAMEER AHAMED K	110121103013	MANOMETERS
		SHEIK MOHAMED M	110121103014	BRIHADEEWARA TEMPLE
IV	16.05.2023 (Tuesday)	AKASH S	110121103301	REYNOLDS EXPERIMENTS
		MOHAMED IRSHAD M	110121103302	TYPES OF FRICTION
		MUHAMMAD MAJID ANAS MUBARIS S A M	110121103303	ROLLS ROYCE
		SHAKTHIVELAN S	110121103304	FUNDAMENTAL EQUATIONS OF STATIC PARTICLES

6/2/2023  
SSTP Faculty Team Members

Head, Centre for SSTP

6/2/2023  
Principal

Copy to: 1. All HoDs/All Coordinators 2. Principal's Office





**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**Centre for SOFT SKILL TRAINING PROGRAMME**  
**EVEN SEMESTER OF ACADEMIC YEAR (2021-2022)**  
**EVALUATION PROCEDURE : SSTP Session Name: NPTEL PHASE I**

SEM/YEAR/Sec :	IV/II									
DEPARTMENT :	Civil Engineering									
DATE	4.4.23									
S.No.	Register Number	Name of the Candidate	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	100 Marks
1	110121103001	ABIVAKKASS S	16	16	15	14	14	16	77	
2	110121103002	FAWAZ AHAMED W	16	17	14	15	15	17	79	
3	110121103003	INSANULLA S	14	17	16	15	15	17	79	
4	110121103004	IRSHATH AHAMED J	16	18	15	17	17	16	82	
5	110121103005	KHALID R	14	16	17	15	15	18	80	
6	110121103006	MOHAMED ABSAL T	16	15	15	16	16	16	78	
7	110121103007	MOHAMED ASHARUDEEN R	14	17	14	16	16	17	78	
8	110121103008	MOHAMED BASITH M	16	15	15	14	14	17	77	
9	110121103009	MOHAMED FAYAZ A	14	15	15	16	16	15	75	
10	110121103010	MOHAMED HAREESI I	18	17	17	15	15	18	85	
11	110121103011	MOHAMED JAINUDEEN A	16	16	18	14	14	18	82	
12	110121103012	MOHIDEEN THAMBY V S S	18	18	19	17	17	19	91	
13	110121103013	SAMEER AHAMED K	18	17	18	16	16	17	86	
14	110121103014	SHEIK MOHAMED M	16	16	17	14	14	16	79	
15	110121103301	AKASH S	14	15	14	15	15	15	73	
16	110121103302	MOHAMED IRSHAD M	16	15	15	15	15	16	77	
17	110121103303	MUHAMMAD MAJID ANAS	16	17	17	14	14	17	81	
18	110121103304	SHAKTHIVELAN S	18	16	16	16	14	15	79	

SSTP Faculty Member

HOD

Head, Centre for SSTP

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**ALL INDIA MUHAMMAD SALEGH COLLEGE OF ENGINEERING**  
**Centre for SOFT SKILL TRAINING PROGRAMME**  
**EVEN SEMESTER OF ACADEMIC YEAR (2021-2022)**  
**EVALUATION PROCEDURE : SSTP Session Name: NPTEL PHASE I**

SEM/YEAR/Sec :	IV/II	DEPARTMENT :	Civil Engineering	DATE	28.3.23	S.No.	Register Number	Name of the Candidate	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	100 Marks
				Knowledge in Subject	MAINTAINING DECORUM OF THE CLASS ROOM	COMMUNICATION SKILLS	ANSWERING FOR QUESTIONS	MORAL AND ETHICS	TOTAL					
1	110121103001	ABIYAKKASS S	16	15	15	13	17	76						
2	110121103002	FAWAZ AHAMED W	14	18	15	15	19	81						
3	110121103003	INSANULLA S	16	18	16	15	16	81						
4	110121103004	IRSHATH AHAMED J	16	18	15	15	17	81						
5	110121103005	KHALID R	18	15	17	14	16	80						
6	110121103006	MOHAMED ABSAL T	14	16	15	15	17	77						
7	110121103007	MOHAMED ASHARUDEBN R	14	18	14	15	17	78						
8	110121103008	MOHAMED EASTH M	16	16	15	16	18	81						
9	110121103009	MOHAMED FAYAZ A	16	15	15	17	17	80						
10	110121103010	MOHAMED HAFEES I	16	18	17	14	18	83						
11	110121103011	MOHAMED JAINUDEEN A	18	15	18	16	17	84						
12	110121103012	MOHDEEN THAMBY V S S	18	17	19	15	19	88						
13	110121103013	SAMEER AHAMED K	16	16	18	17	17	84						
14	110121103014	SHEIK MOHAMED M	16	15	17	16	16	80						
15	110121103301	AKASH S	14	17	14	14	16	75						
16	110121103302	MOHAMED IRSHAD M	16	16	15	16	17	80						
17	110121103303	MUHAMMAD MAJID ANAS	18	18	17	15	18	86						
18	110121103304	SHAKTHIVELAN S	16	17	16	15	16	80						

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SSTP Faculty Member

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Head, Centre for SSTP

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**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**Centre for SOFT SKILL TRAINING PROGRAMME**  
**EVEN SEMESTER OF ACADEMIC YEAR (2022-2023)**  
**EVALUATION PROCEDURE : SSTP Session Name: NPTEL PHASE I**

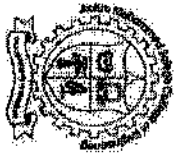
SEM/Year/Sec :	IV/II	DEPARTMENT :		Civil Engineering	DATE	2.05.2023	S.No.	Register Number	Name of the Candidate	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	100 Marks
				Knowledge in Subject	MAINTAINING DECORUM OF THE CLASS ROOM	COMMUNICATION SKILLS	ANSWERING FOR QUESTIONS	MORAL AND ETHICS	TOTAL						
1	110121103001			16	16	15	15	17	79						
2	110121103002			18	15	14	16	19	82						
3	110121103003			16	17	15	17	16	81						
4	110121103004			14	15	16	15	17	77						
5	110121103005			14	16	14	16	16	76						
6	110121103006			16	17	15	15	17	80						
7	110121103007			18	17	14	17	17	83						
8	110121103008			16	15	16	15	18	80						
9	110121103009			18	15	15	18	17	83						
10	110121103010			16	14	17	17	18	82						
11	110121103011			18	15	15	18	17	83						
12	110121103012			18	18	18	18	19	91						
13	110121103013			14	17	17	14	17	79						
14	110121103014			16	16	15	15	16	78						
15	110121103001			16	15	16	16	16	79						
16	110121103302			14	15	14	15	17	75						
17	110121103303			18	17	15	18	18	86						
18	110121103304			16	16	17	15	16	80						

*[Signature]*  
SSTP Faculty Member

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Head, Centre for SSTP

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**AAIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**Centre for SOFT SKILL TRAINING PROGRAMME**  
**EVEN SEMESTER OF ACADEMIC YEAR (2021-2022)**  
**EVALUATION PROCEDURE : SSTP Session Name: NPTEL PHASE I**

TEMPLATE NO: AMSCE-SSTP-Evaluation\_V2.1

SEM/YEAR/Sec :	IV/II	DEPARTMENT :	Civil Engineering	DATE	28.2.23	S.No.	Register Number	Name of the Candidate	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	100 Marks
1	110121103001	ABIVAKKAS S	14	16	15	15	16	76						
2	110121103002	FAWAZ AHAMED W	16	15	14	16	78							
3	110121103003	INSANULLA S	16	17	16	17	83							
4	110121103004	IRSHATH AHAMED J	14	15	15	15	75							
5	110121103005	KHALID R	16	16	17	16	83							
6	110121103006	MOHAMED ABSAL T	16	17	15	15	79							
7	110121103007	MOHAMED ASHARUDEEN R	14	17	14	17	79							
8	110121103008	MOHAMED BASITH M	16	15	15	15	78							
9	110121103009	MOHAMED FAYAZ A	16	15	15	18	79							
10	110121103010	MOHAMED HAFEEES I	14	14	17	17	80							
11	110121103011	MOHAMED JAINUDEEN A	16	15	18	18	85							
12	110121103012	MOHIDEEN THAMBY V S S	18	18	19	18	92							
13	110121103013	SAMEER AHAMED K	16	17	18	14	82							
14	110121103014	SHEIK MOHAMED M	16	16	17	16	80							
15	11012110301	AKASH S	14	15	14	16	74							
16	11012110302	MOHAMED IRSHAD M	16	15	15	15	77							
17	11012110303	MUHAMMAD MAJID ANAS	16	17	17	18	85							
18	11012110304	SHAKTHIVELAN S	14	16	16	15	76							

SSTP Faculty Member

Head, Centre for SSTP

Head, Centre for SSTP

PRINCIPAL



**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**Centre for SOFT SKILL TRAINING PROGRAMME**  
**EVEN SEMESTER OF ACADEMIC YEAR (2021-2022)**  
**EVALUATION PROCEDURE : SSTP Session Name: SEMINAR**

SEM/YEAR/Sec :	IV/II	DEPARTMENT :	Civil Engineering	DATE	16.05.2023	Knowledge in Subject	20 Marks	MAINTAINING DECORUM OF THE CLASS ROOM	20 Marks	COMMUNICATION SKILLS	20 Marks	ANSWERING FOR QUESTIONS	20 Marks	MORAL AND ETHICS	20 Marks	TOTAL	100 Marks
1	110121103001	ABIVAKKAS S	17	16	15	15	16	17	17	16	17	17	17	17	79		
2	110121103002	FAWAZ AHAMED W	17	18	17	16	17	17	16	17	17	17	17	85			
3	110121103003	INSANULLA S	15	18	15	17	17	17	17	17	17	17	17	82			
4	110121103004	IRSHATH AHAMED J	16	18	17	15	16	16	16	16	16	16	16	82			
5	110121103005	KHALID R	17	15	15	16	16	16	16	16	16	16	16	81			
6	110121103006	MOHAMED ABSAL T	15	16	15	16	16	16	16	16	16	16	16	80			
7	110121103007	MOHAMED ASHARUDEEN R	16	18	16	17	17	17	17	17	17	17	17	84			
8	110121103008	MOHAMED BASITH M	17	16	14	15	15	17	17	17	17	17	17	79			
9	110121103009	MOHAMED FAYAZ A	17	15	16	18	18	18	18	18	18	18	18	81			
10	110121103010	MOHAMED HAREESI	18	18	15	17	17	17	17	17	17	17	17	86			
11	110121103011	MOHAMED JAINUDEEN A	17	15	14	18	18	18	18	18	18	18	18	82			
12	110121103012	MOHDEEN THAMBY V S S	19	17	18	18	18	18	18	18	18	18	18	91			
13	110121103013	SAMEER AHAMED K	17	17	16	16	16	16	16	16	16	16	16	83			
14	110121103014	SHEIK MOHAMED M	16	15	14	15	15	15	15	15	15	15	15	76			
15	110121103301	AKASH S	15	17	15	16	16	16	16	16	16	16	16	78			
16	110121103302	MOHAMED IRSHAD M	17	16	15	15	15	15	15	15	15	15	15	79			
17	110121103303	MUHAMMAD MAJID ANAS	16	18	14	18	18	18	18	18	18	18	18	83			
18	110121103304	SHAKTHEIVELAN S	17	17	14	15	15	15	15	15	15	15	15	78			

SSTP Faculty Member

*[Signature]*  
16/5/2023

*[Signature]*  
16/5/23

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Head Centre for SSTP

*[Signature]*  
PRINCIPAL



**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**Centre for SOFT SKILL TRAINING PROGRAMME**  
**EVEN SEMESTER OF ACADEMIC YEAR (2021-2022)**  
**EVALUATION PROCEDURE : STTP Session Name: SEMINAR**

S.No.	Register Number	Name of the Candidate	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	100 Marks
			Knowledge in Subject	MAINTAINING DECORUM OF THE CLASS ROOM	COMMUNICATION SKILLS	ANSWERING FOR QUESTIONS	MORAL AND ETHICS	TOTAL	
1	110121103001	ABIVAKKAS S	17	16	15	13	16	77	
2	110121103002	FAWAZ AHAMED W	16	17	14	15	17	79	
3	110121103003	INSANULLA S	16	17	15	15	17	80	
4	110121103004	IRSHATH AHAMED J	15	18	16	15	16	80	
5	110121103005	KHALID R	17	16	14	14	18	79	
6	110121103006	MOHAMED ABSAL T	15	15	15	15	16	76	
7	110121103007	MOHAMED ASHARUDEEN R	16	17	14	15	17	79	
8	110121103008	MOHAMED BASITH M	16	15	16	16	17	80	
9	110121103009	MOHAMED FAYYAZ A	14	15	15	17	15	76	
10	110121103010	MOHAMED HAFESI	17	17	17	14	18	83	
11	110121103011	MOHAMED JAINUDEEN A	16	16	15	16	18	81	
12	110121103012	MOHIDEEN THAMBY V S S	18	18	18	15	19	88	
13	110121103013	SAMEER AHAMED K	16	17	17	17	17	84	
14	110121103014	SHEIK MOHAMED M	15	16	15	16	16	78	
15	110121103301	AKASH S	14	15	16	14	15	74	
16	110121103302	MOHAMED IRSHAD M	17	15	14	16	16	78	
17	110121103303	MUHAMMAD MAJID ANAS	18	17	15	15	17	82	
18	110121103304	SHAKTHIVELAN S	16	16	17	15	15	79	

SSTP Faculty Member *[Signature]* 18/11/2023

*[Signature]*  
18/11/23

Head, Centre for SSTP *[Signature]*

*[Signature]*  
PRINCIPAL



**AALIM MUHAMMEDI SALEGH COLLEGE OF ENGINEERING**  
**Centre for SOFT SKILL TRAINING PROGRAMME**  
**EVEN SEMESTER OF ACADEMIC YEAR (2021-2022)**  
**EVALUATION PROCEDURE : SSTP Session Name: SEMINAR**

SEM/YEAR/Sec :	IV/II	DEPARTMENT :	Civil Engineering	DATE	14.03.2023	S.No.	Register Number	Name of the Candidate	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	20 Marks	TOTAL
									Knowledge in Subject	MAINTAINING DECORUM OF THE CLASS ROOM	COMMUNICATION SKILLS	ANSWERING FOR QUESTIONS	MORAL AND ETHICS			
1	110121103001	ABIVAKKAS S	16	16	14	14	16	76								
2	110121103002	FAWAZ AHAMED W	17	15	15	15	79									
3	110121103003	INSANULLA S	17	17	16	15	82									
4	110121103004	IRSHATH AHAMED J	16	15	17	17	81									
5	110121103005	KHALID R	18	16	15	15	82									
6	110121103006	MOHAMED ABSAL T	16	17	16	16	81									
7	110121103007	MOHAMED ASHARUDEEN R	17	17	16	16	83									
8	110121103008	MOHAMED BASTHM M	17	15	14	14	77									
9	110121103009	MOHAMED FAYAZ A	15	15	16	16	77									
10	110121103010	MOHAMED HAFEESI I	18	14	15	15	80									
11	110121103011	MOHAMED JAINUDEEN A	18	15	14	14	79									
12	110121103012	MOHIDEEN THAMBY V S S	19	18	17	17	90									
13	110121103013	SAMEER AHAMED K	17	17	16	16	83									
14	110121103014	SHEIK MOHAMED M	16	16	14	14	76									
15	110121103015	AKASH S	15	15	15	15	75									
16	110121103016	MOHAMED IRSHAD M	16	15	15	15	77									
17	110121103017	MUHAMMAD MAJID ANAS	17	17	14	14	79									
18	110121103018	SHAKTHIVELAN S	15	16	14	14	74									

*M. S. P.*  
SSTP Faculty Member  
19/3/2023

*M. S. P.*  
HOD SSTP  
10/3/23

*M. S. P.*  
Head, Centre for SSTP

*M. S. P.*  
PRINCIPAL



**ALLIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**Centre for SOFT SKILL TRAINING PROGRAMME**  
**EVEN SEMESTER OF ACADEMIC YEAR (2021-2022)**  
**EVALUATION PROCEDURE : SSTP Session Name: SEMINAR**

SEM/YEAR/Sec :	IV/II	DEPARTMENT :	Civil Engineering	DATE	14.02.2023	S.No.	Register Number	Name of the Candidate	20 Marks	Knowledge in Subject	20 Marks	MAINTAINING DECORUM OF THE CLASS ROOM	20 Marks	COMMUNICATION SKILLS	20 Marks	ANSWERING FOR QUESTIONS	20 Marks	MORAL AND ETHICS	20 Marks	TOTAL	100 Marks
1	110121103001	ABIVAKKAS S	16	16	15	15	16	78													
2	110121103002	FAWAZ AHAMED W	17	15	14	16	79														
3	110121103003	INSANULLA S	17	17	16	17	84														
4	110121103004	IRSHATH AHAMED J	16	15	15	15	77														
5	110121103005	KHALID R	18	16	17	16	85														
6	110121103006	MOHAMED ABSAL T	16	17	15	15	79														
7	110121103007	MOHAMED ASHARUDEEN R	17	17	14	17	82														
8	110121103008	MOHAMED BASITH M	17	15	15	15	79														
9	110121103009	MOHAMED FAYAZ A	15	15	15	18	78														
10	110121103010	MOHAMED HAFEESI I	18	14	17	17	84														
11	110121103011	MOHAMED JAINUDEEN A	18	15	18	18	87														
12	110121103012	MOHIDEEN THAMBY V S S	19	18	19	18	93														
13	110121103013	SAMEER AHAMED K	17	17	18	14	83														
14	110121103014	SHEIK MOHAMED M	16	16	17	15	80														
15	11012110301	AKASH S	15	15	14	16	75														
16	110121103302	MOHAMED IRSHAD M	16	15	15	15	77														
17	110121103303	MUHAMMAD MAJID ANAS	17	17	17	18	86														
18	110121103304	SHAKTHIVELAN S	15	16	16	15	77														

SSTP Faculty Member  
*(Signature)*  
 14/11/2023

HOD/Centre  
*(Signature)*  
 Head, Centre for SSTP

PRINCIPAL  
*(Signature)*





**AALIM MUHAMMAD SALEGH COLLEGE OF ENGINEERING**  
 Avdi IAF, Mathurapudupet, Chennai - 600 055  
**CENTRE FOR SOFT SKILL TRAINING PROGRAMME**  
 Even Semester of Academic Year 2022-2023  
 Attendance for SSTP Sessions

TEMPLATE NO: AMSCCE-SSTP-Attendance\_V21

Year/Sem: II/IV

Department: Civil Engineering

SL.N o.	Register Number	Student Name	NPTEL PHASE I							SEMINAR							ELTS/ISP							Percentage of Attendance
			WEEK Number	1	2	3	4	1	2	3	4	1	2	3	4	5	6	7						
1	110121103001	ABIVA/KKAS S	28.2.23	P	P	A	P	P	P	14.2.23	14.3.23	18.4.23	16.5.23	7.2.23	21.2.23	7.3.23	21.3.23	11.4.23	25.4.23	9.5.23	73			
2	110121103002	FAWAZ AHAMED W		A	P	P	P	P	P												87			
3	110121103003	INSANULLA S		P	A	P	P	A	P												73			
4	110121103004	IRSHATH AHAMED J		P	A	P	P	P	A												80			
5	110121103005	KHALID R		P	A	P	P	P	A												80			
6	110121103006	MOHAMED ABSAL T		P	P	P	P	P	P												87			
7	110121103007	MOHAMED ASHARUDEEN R		P	P	P	P	A	P												80			
8	110121103008	MOHAMED BASITH M		P	P	A	P	P	P												93			
9	110121103009	MOHAMED FAYAZ A		P	A	P	P	P	P												80			
10	110121103010	MOHAMED HAFEES I		P	P	P	P	P	A												73			
11	110121103011	MOHAMED JAINUDEEN A		P	P	P	P	P	P												87			
12	110121103012	MOHDEEN THAMBY V S S		P	P	P	P	P	P												93			
13	110121103013	SAMBER AHAMED K		P	P	A	P	P	A												80			
14	110121103014	SHEIK MOHAMED M		P	A	P	P	P	P												73			
15	110121103301	AKASH S		P	P	P	P	P	A												93			
16	110121103302	MOHAMMAD IRSHAD M		P	A	P	P	A	P												73			
17	110121103303	MUHAMMAD MALID ANAS MUBARIS S A M		A	P	A	P	P	A												67			
18	110121103304	SHAKTHIVELAN S		P	P	P	P	P	P												87			

No of Present	16	12	14	15	13	14	16	16	16	11	15	13	16	16	16
No of Absent	2	6	4	3	5	3	2	2	1	6	2	5	2	2	3
SSTP Faculty Member Name	M.F.Nazeer Ahamed							K. Nishanth							
SSTP Faculty Member Signature															
HOD Signature															

HOD, Centre for SSTP

M.F.Nazeer Ahamed

K. Nishanth

PRINCIPAL



**AALIM MUHAMMAD SALEGH COLLEGE OF ENGINEERING**  
Centre for Soft Skill Training Programme  
EVALUATION of SSTP Sessions - Even Semester of 2022-2023  
DEPARTMENT: Civil Engineering      YEAR/SEM: II/IV

TEMPLATE NO. ANSCS-SSTP-Evaluation-Final\_V21

S.No.	Register Number	Name of the Candidate	SEM INAR	IELTS/SP	NPTTEL	TOTAL MARK	PERCENT	ATTENDANCE	RANK (A+B)/2	GRADE (100 Marks)
			100 MARKS	100 MARKS	100 MARKS	300 MARKS	AGE (A)	PERCENTAGE (B)		(A+B)/2
1	110121103001	ABIVAKKAS S	78	74	77	229	76	73	16	75
2	110121103002	FAWAZ AHAMED W	81	78	80	239	80	87	5	83
3	110121103003	INSANULLA S	82	70	81	233	78	73	14	76
4	110121103004	IRSHATH AHAMED J	80	82	79	241	80	80	9	80
5	110121103005	KHALID R	82	77	80	239	80	80	10	80
6	110121103006	MOHAMED ABSAL T	79	81	79	239	80	87	5	83
7	110121103007	MOHAMED ASHARUDEEN R	82	72	80	234	78	80	11	79
8	110121103008	MOHAMED BASITH M	79	76	79	234	78	93	2	86
9	110121103009	MOHAMED FAYAZ A	78	74	79	231	77	80	12	79
10	110121103010	MOHAMED HAFEES I	83	75	83	241	80	73	13	77
11	110121103011	MOHAMED JAINUDEEN A	82	86	84	252	84	87	3	85
12	110121103012	MOHDEEN THAMBY V S S	91	89	91	270	90	93	1	92
13	110121103013	SAMEER AHAMED K	83	81	83	247	82	80	7	81
14	110121103014	SHEIK MOHAMED M	78	76	79	233	78	73	15	75
15	110121103015	AKASH S	76	70	75	221	74	93	4	83
16	110121103016	MOHAMED IRSHAD M	78	72	77	227	76	73	17	75
17	110121103017	MUHAMMAD MAJID ANAS MUBARIS S A M	83	70	85	237	79	67	18	73
18	110121103018	SHAKTHIVELAN S	77	71	79	227	76	87	8	81

**GRADE DETAILS :**

DIAMOND = 90 to 100      PLATINUM = 75 to 89      GOLD = 61 to 74      SILVER = 50 to 60      BRONZE = 0 to 49

SSTP FACULTY  
MEMBER

HOD

Head, Centre for SSTP

PRINCIPAL

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**MUTHAPUDUPET, IAF- AVADI, CHENNAI – 600055**  
**NATIONAL SERVICE SCHEME**  
**INTERNATIONAL YOGA DAY**  
**ACADEMIC YEAR (2022-23)**

Aalim Muhammed Salegh College of Engineering celebrated the International Yoga Day on 21st June 2023 at the college auditorium. 50 students participated in the programme to bring peace, harmony, happiness, and success to every soul in the world. This was a great opportunity to imbibe the value of discipline. Yoga is a mental, physical and spiritual practice that needs to be carried every day, students got the chance to know how yoga embodies unity of mind and body. The Students along with the Teachers performed yoga with different postures such as Sithilikaranavyayma, Suryanamaskar, Vrikshasana, Parivrttatrikonasana, Virabhadrasana, Paschimotanasana, Navasana, finally ended with Pranayama and Meditation. **Principal Prof. Dr. S. Sathish, NSS Programme Officer Dr.K.Suresh kumar and other Faculty members have participated in the programme.**



**Figure 1: Student performing Yoga**



**Figure 2: Students performing Yoga**



**Figure3: Students performing Yoga**

# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

## NAAC – CRITERION 5

### 5.1.3 – Language Lab Globarena Software

**Globarena**  
(An ISO 9001 : 2000 Company)

To  
The Principal

Sir / Madam,

Sub: Enhance student employability skills and improve career opportunities

Greetings from Globarena!

The demand for human resource requirement for the industry is growing and this is the best phase where students have exciting employment opportunities and can choose a job of their choice rather chase for one.

Besides academic performance, understanding and acquiring the career skills sought by the industry will help the students enhance their chances of selection during the recruitment process. Apart from enhancing employability and career prospects of students, career (soft) skills are essential in their day-to-day lives.

Globarena, an ISO 9001:2000 company has been doing pioneering work in bridging the gap between the skills taught in the curriculum and the skills sought by the industry.

Our **career development programs** are delivered through **self-learnable digital courses** ( English Lab, Career Lab, Aptitude Labs, IT Lab, etc. ) and **Instructor led workshops** that have been meticulously designed after exhaustive research to empower students to enhance employability.

**Anna University, Chennai** and **Visvesvaraya Technological University, Belgaum** have made Globarena's self-learnable digital career development programs mandatory for all their affiliated engineering colleges. We have over **600 installations** of English Lab **all over India**. This stands testimony to the effectiveness of the digital courses.

We are offering our **services to many universities** viz., Anna University, Visvesvaraya Technological University, APSCHE, PGRRCDE-OU, Acharya Nagarjuna University, Bangalore University, Nirma University, Rajiv Gandhi technological University, etc. to name a few and **over 150 colleges**.

Our endeavor has been to work with colleges to impart crucial skills required to the students and help them succeed in the recruitment process.

In this regard, we would like to seek your appointment to meet you in person to understand your specific requirements and discuss regarding enhancing student placements.

Looking forward to hear from you

Thanking you,

With regards

*[Signature]*

VSN Raju  
General Manager  
93805 53981

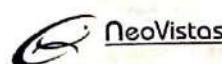
*Reputed versions from  
status universities are available -  
we may go in for such quality.*  
*Prof. D. Indermohan / HoD / English 11/7/07*  
*Hmudh 18/12/09 9/17/07*  
*Prof. Indermohan*

#### Contact details

Andhra Pradesh: 98485 31838 Tamilnadu: 9840544688 Karnataka: 98456 59625 Maharashtra: 9823069823  
Gujarat: 9825604477 Delhi: 9811606704 Madhya Pradesh / Chandigarh / Punjab: 011 - 22756816



Globarena Technologies Private Limited F-28, Madhura Nagar, Yousufguda, Hyderabad – 500 038.  
Ph: +91 40 23750190/91/92/93 Fax: +91 040-23750194 E-mail: support@globarena.com www.globarena.com  
B.O.: Bangalore Chennai Delhi Pune.



**Brief overview of our products and services:**

**A. SELF-LEARNABLE DIGITAL (e-learning) COURSES**

All the programs are designed to impart career skills to **enhance students employability** and **ensure success**. The courses are self-learnable, interactive and engaging. Concepts are authored in an easy and learner friendly one-on-one style. Rich visuals and animations make the courses interesting and help students understand concepts better. Assessments are integrated to evaluate student performance.

For detail **product list** and **e-brochures**, please visit [http://www.globarena.com/pro\\_edu\\_career\\_lab.htm](http://www.globarena.com/pro_edu_career_lab.htm)

**English Lab™**

Designed to impart Communication skills, Listening skills, enhance vocabulary, correct pronunciation (eliminate MTI), etc. Students are trained to face the real life challenges with confidence and have an edge in the fierce competition. Ensures that the students are job ready.

Provides flexibility for the faculty to add their own lessons, create customized TOC for students, etc., if required, to make teaching more effective.

**Anna University (AU)** and **Visvesvaraya Technological University (VTU)** have made the English Lab mandatory for all their affiliated Engineering colleges. **Over 600 installations across India.**

**Teacher Console**

Designed to provide flexibility to the faculty conducting the program with regards to adding new content, monitor, review & help students, design customized TOC, author & administer assessments, broadcast audio/video files to all the participant computers, student interactivity through voice chat, etc. All this is possible from faculty computer.

A powerful tool for the faculty to enhance the learning experience and teaching effectiveness.

**Career Lab**

Designed to impart the skills required to succeed in GD and face interviews confidently. Video recordings of sample presentations, GDs and interviews along with detailed analysis help students in picking up these skills fast.

Makes the student a confident person and moulds into a complete person with pleasing personality.

**Anna University** and **Visvesvaraya Technological University** have made the Career Lab mandatory for all their affiliated Engineering colleges. **Over 600 installations across India.**

**Aptitude Lab**

Designed to train students in crucial concepts of quantitative, reasoning & verbal aptitude and help them clear the first round of the corporate recruitment process successfully and move to next round of GD / Interviews.

Test strategies, practice tests, and mock tests in the company formats help students to answer questions fast (in less than 40 seconds), thus prepare students to manage the time better in the exam.

**VTU** has made the Aptitude Lab mandatory for all its affiliated Engineering colleges.



### Accent Mentor

Trains students in understanding and speaking different accents. Detailed listening and pronunciation practice followed by exercises ensures students are trained to confidently discuss with overseas clients and thus makes them ready to take up overseas assignments. Helps students preparing for TOEFL/IELTS immensely.

### Mentor for GRE® Test

Comprehensive GRE prep tool with solutions to the Big Book, section tests, unlimited CATs, writing assessment, university selection, resumes, cover letters, college essays, vocabulary, and more. Ensures that students secure high score and get admissions in best of the universities.

### IT Lab

Designed to provide practical exposure to the students in Computer basics, application programming, database, and web programming

Strengthens IT skills of the students with practical real life approach. IT lab helps students hone their IT skills and prepares them to face the technical test / interview during campus recruitments with confidence.

### B. WORKSHOPS

Workshops are delivered full of action with videos, audios and fun filled experiences. Topics covered are Psychometric profiling, spoken English, communication skills, soft skills, analytical aptitude, group discussions, interview skills, etc.

Progressively the students move from the first to the final year developing skills needed to excel in their career of choice. The training programs are customized to suit specific requirements of the college

Student progress is regularly reviewed through pre-training and post-training assessments. These assessments are well researched and scientifically developed instruments to mirror students capabilities, thus enabling students to consolidate their strengths and acquire critical competencies.

### Methodology

- Experiential Learning
- Behavioral Tests
- Pre & Post-Test in all areas
- Mock Sessions
- Video analysis and Feedback

#### Phase I

Develop language skills & Gain confidence

**Language and communication skills**

#### Phase II

Self-awareness and Social skills growth

**Soft skills (inter personal skills, proactive, etc.)**

#### Phase III

Prepare for Corporate Recruitment Tests

**Aptitude**  
(Quant, reasoning and verbal)

#### Phase IV

Ready for campus recruitments

**GDs, and Interview skills**

**Note:** GRE is a registered trademark of Educational Testing Service (ETS). This product is not endorsed or approved by ETS.



**Globarena Technologies Private Limited** F-28, Madhura Nagar, Yousufguda, Hyderabad – 500 038.

Ph: +91 40 23750190/91/92/93 Fax: +91 040-23750194 E-mail: support@globarena.com www.globarena.com

# Language Lab

## Requisition Letter

From

Date: 6/9/2011

The Head of the Department  
Department of English  
Aalim Muhammed Salegh College of Engineering  
Avadi, IAF, Chennai – 55

To

The Principal  
Aalim Muhammed Salegh College of Engineering  
Avadi, IAF, Chennai – 55

Sir

Subject: Requisition for an Exclusive Communication Skills Lab with 66 Systems – Regarding

With regard to the Communication Skills Lab for the III year B.E and B.Tech students, we require 66 systems to work with GLOBARENA Software that is prescribed by Anna University, Chennai for III year students for their Communication Skills. The practice in the Globarena software will help students to perform better in university online exams and perform better in interviews. So we request you to provide us the required systems as early as possible.

The lab for III year students starts in the month of July.

Thanking you,

Date: 6.5.11

Place: Chennai

Yours sincerely,

we will

Recommended & Forwarded to The General Manager, AMS trust  
for information & necessary approval.

Hmmurdeem  
6/5/11



# Language Lab Quotation

**Globarena**  
Learning Unlimited  
(An ISO 9001 : 2000 Company)

QUOTATION					
Customer Name: AALIM MUHAMMED SALEEM College of Engineering ANANDI, CHENNAI			Quote No. : REF/CH/0101 Date : 2/11/06 Your Enquiry No. : CHE-79 Date : 3/11/06		
S.No.	Description of Goods	Quantity	Rate per Unit (Rs.)	Amount	
1	EDUCATIONAL SOFTWARE	30 users			
	Consisting of:				
	- Teacher Console		50000	50000	
	- English Lab		130000	130000	
	- Career Lab		70000	70000	
	Plus Sales Tax @ 10 %			25000	
	<b>TOTAL</b>			<b>275000</b>	

Less 7% on invoice  
**(Rupees Two Lac Seventy five Thousand only)**

### TERMS AND CONDITIONS:

- Payment : 50% advance by DD/Cheque, in favour of GLOBARENA TECHNOLOGIES PVT LTD payable at HYDERABAD, along with your Purchase Order.
- Delivery : With in 4 - 6 days.
- Sales Tax : Extra as applicable.
- Validity of the License : 2 (TWO) Years
- Upgrades if any : Any upgrades from our side, will be provided FREE OF COST for 2 years
- Onsite Installation & Training : ~~AT COST~~ FREE
- Renewal Charges after 2 Years : 20% of the Actual Purchase Price.

We hope you will find our offer very attractive. Looking forward to your Final Purchase Order at the earliest,

For Globarena Technologies Pvt. Limited

*[Signature]*  
Authorized Signatory

Release 50% of  
invoice value.

*[Signature]*  
02/11/06



Globarena Technologies Private Limited F-28, Madhura Nagar, Yousufguda, Hyderabad - 500 038.  
Ph: +91 40 23750190/91/92/93 Fax: +91 040-23750194 E-mail: support@globarena.com www.globarena.com  
B.O.: Bangalore: +91 9844182468/+91 80 30949773, Chennai: +91 8380553061/+91 44 30961811, Pune: +91 9850888776/+91 20 30935377



Language Lab  
Advance towards Invoice Value



**AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

Affiliated to Anna University - Chennai  
Approved by All India Council for Technical Education, New Delhi



AMST/NEC/EC/ADM/2006

Date 06.11.2006

M/s.Globarena Technologies Private Ltd.,  
No.77/10, J.K.Towers,  
Next to G.R.T.School,  
VII TH Avenue,  
Ashoknagar,  
Chennai- 600 083.

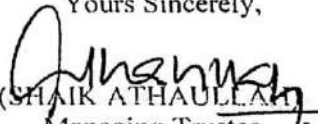
Attn:Mr.T.Kalasagar, Area Sales Manager.

Sir,

With reference to your quotation No.REF / CH / 0101 dated 02.11.06 , we are pleased to place a Purchase Order for Educational Software (English Language) for 60 users in respect of our Engineering College. Enclosed please find a D/D. No.893796 dated 06.11.2006 for an amount of Rs.115000/-(Rupees One Lakh fifteen thousand only) an advance towards invoice value. Please expedite the supply.

You are requested to issue a Official Receipt.

Yours Sincerely,

  
(SHAIK ATHAULLAH)  
Managing Trustee.

Encl:PNB D.D.No.893796-Rs.115000/- dt.06.11.2006

"NIZARA EDUCATIONAL CAMPUS" MUTHAPUDUPET, AVADI - IAF, CHENNAI - 600 055.

Phone:044 - 26842086, 26842627 Fax:91- 44 - 26842456  
College E-mail: aalimec@vsnl.net, nizara@md4.vsnl.net.in www:amsengcol.ac.in

Invoice value - Rs. 2,50,000/-

less : 7%

17,500/-

Rs. 2,32,500

Add : Sales tax @ 10%

Rs. 23,250

Total

Rs. 2,55,750

Issue cheque for Rs. 1,15,000/-

IN FAVOR OF Globarena Technologies Pvt. Ltd., - towards

50% advance on the Invoice value.

115000

Add:

DD commission

34.5

715345

Dr  
J. Manish  
03/11/16

255750

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Bal 140750

DD Com

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पंजाब नैशनल बैंक  
punjab national bank  
92, Anna Salai, चेन्नई  
92, Anna Salai, CHENNAI - 600002

गोबरेन टेक्नोलॉजिज प्राइवेट लिमिटेड  
GLOBAREN TECHNOLOGIES PVT. LTD.  
रुपये RUPEES

दिनांक  
D.No. 0306

दिनांक  
Date 20-12-2006  
या उनके आदेश पर OR ORDER

₹ One Lakh Forty Thousand Seven Hundred Fifty only

SWZ 279157

शाखा क्रमांक - Branch Serial No.  
0363/2006

प्राप्त मूल्य के बदे अदा करें  
FOR VALUE RECEIVED

पंजाब नैशनल बैंक  
punjab national bank  
D.No. 284  
RCC HYDERABAD - FINACLE -

₹. Rs. ₹1,40,750.00

PNB ANNA SALAI (308)  
(NOT OVER Rs.140750/-)  
प्राधिकृत हस्ताक्षरकर्ता जी.बी.पी.ए.सं.  
AUTHORISED SIGNATORY WITH GBPA No.  
प्राधिकृत हस्ताक्षरकर्ता जी.बी.पी.ए.सं.  
AUTHORISED SIGNATORY WITH GBPA No.

॥ 279157 ॥ 0000240001

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X

PAY YOUR SELVES D/D

Globarena Learning Unlimited.  
Ant. Reg. Ch/10/101  
दिनांक DATE 20/12/06

रुपये RUPEES ONE LAC FORTY ONE THOUSAND ONE  
या धारक को OR BEARER

₹. Rs. 141176

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# Language Lab Software License Certificate

**Globarena**  
At ISO 9001:2008 Company

## Software License Certificate

Program Name: English Language Lab Software

End User Name : AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING  
Address: Nizara Educational Campus  
Muthapudupet  
Avadi - IAF  
Chennai  
India

Certificate ID : 181

Purchase order Reference no.: AMST/NFC/EC/ADM/2006 dt06.11.06

Date : November 6, 2006

### Description of License

Component Description	Quantity	User License
English Lab Career Lab Aptitude Lab Teacher Console	1	60

### License.

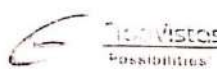
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## LANGUAGE LAB

### Communication Skills Lab

Communication Skills Laboratory is a Language Laboratory with highly equipped Globorena Software of 60 users, 80 Headphones and 60 Personal Computers to develop students communicative competence in English for listening, Speaking, Reading ,Writing practices which will be help students prepare for their interviews. This lab is used for II and III Year B.E./ B.Tech Students for their Interpersonal Skills(Listening & Speaking), Advanced Reading and Writing & Professional Communication Skills lab. this lab is also used for I years for listening practices.

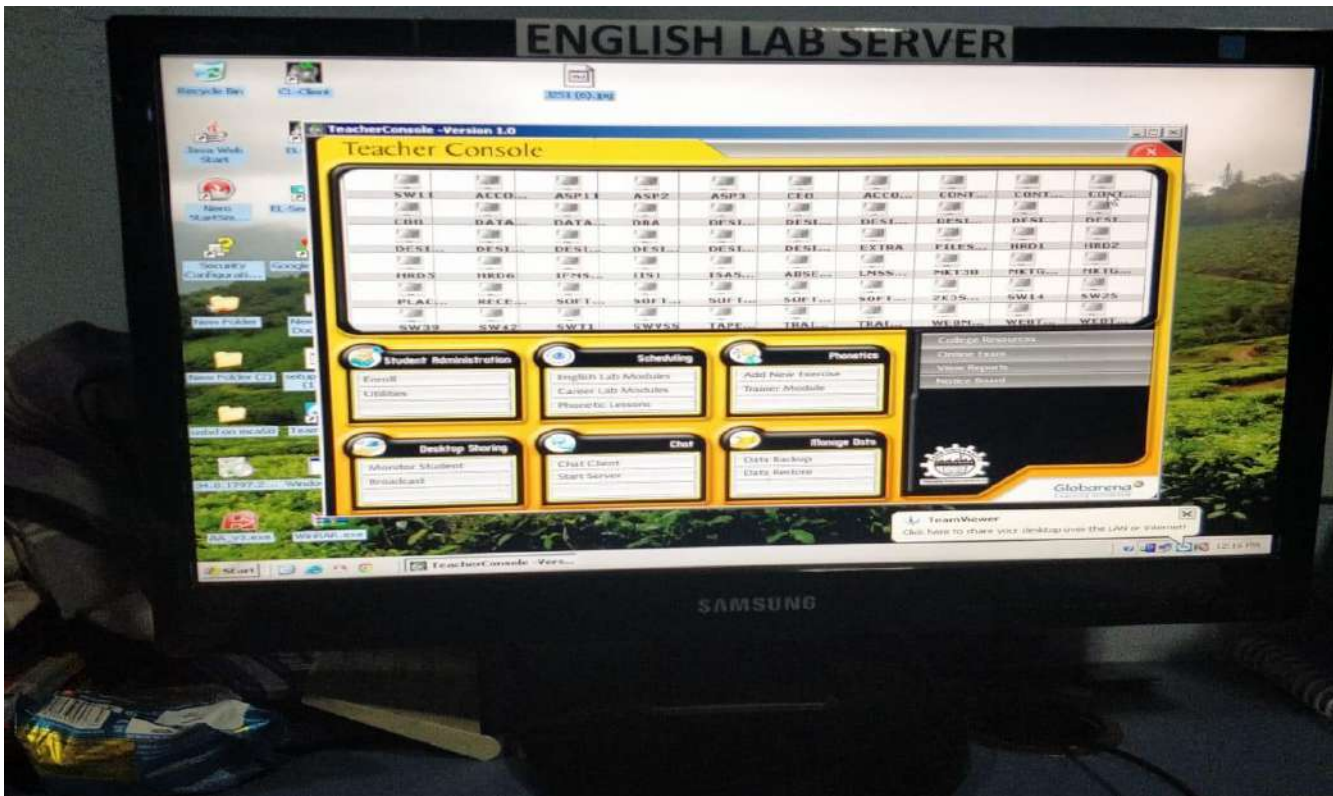
#### Language Laboratory Photos:



Globorena Software:



English Lab Server :



## Presentations done by students using Projector





## Creative writing practices





# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Muthapudupet, I.A.F Avadi  
Chennai - 600 055



Department of Science and Humanities

Academic Year: 2022-2023

Regulation: 17

Year/Sem/Branch: III B.Tech

Class/Sec: AVILA

Subject Code & : HS 115 5551

Course Instructor

Subject Name Professional Communication

Name & Designation:

Nishant K

Asst. Prof

## COURSE FILE CONTENTS - LABORATORY

S.No	Name of the Item	Available / Not Available	Remarks
1	Vision, Mission of Institute and Department	/	
2	PEOs, PSOs and POs	/	
3	Syllabus	/	
4	CO-PO-PSO MAPPING	/	
5	Students Name List	/	
6	List of Experiments	/	
7	Content Beyond Syllabus / Additional Experiments	/	
8	Individual Time Table	/	
9	Course Plan with Dates	/	
10	Model Practical Exam - Question Paper, Sample Answer Sheets (3 Nos.)	NA	
11	Sample Observation Note Book	NA	
12	Sample Record Note Book	/	
13	Lab Manual	/	
14	Course Exit Survey		
15	CO-PO-PSO Attainment Sheet		
16	Log Book <u>Lab schedule for Exam</u>	/	

Prepared By  
Course Instructor

Verified By  
HOD

Approved By  
Principal

## LECTURE PLAN

Subject: **PROFESSIONAL COMMUNICATION**

Code: HSS581

Branch: B.E. CIVIL

Semester: VI

Faculty Member: Asst. Prof. Nishanth K.

Page 01 of  
08

### REGULATIONS - 2021 SYLLABUS

#### **OBJECTIVES:**

- To enable learners to develop their communicative competence.
- To facilitate them to hone their soft skills.
- To equip them with employ- ability skills to enhance their prospect of placements.

#### **UNIT I**

##### **LISTENING AND SPEAKING SKILLS**

Conversational skills (formal and informal) – group discussion and interview skills – making presentation. Listening to lectures, discussion, talk shows, news programmes, dialogues from TV/radio/Ted talk / Podcast- Watching videos on interesting events on you tube.

#### **UNIT II**

##### **READING AND WRITING SKILLS**

Reading different genres of texts ranging from newspapers to philosophical treatises- reading strategies such as graphic organizers, summarizing and interpretation. Writing job application – cover letter- resume – emails- letters- memos- reports- blogs- writing for publications.

#### **UNIT III**

##### **ENGLISH FOR NATIONAL AND INTERNATIONAL EXAMINATION AND PLACEMENTS**

International English Language Testing System (IELTS)- Test of English as a Foreign Language ( TOEFL)- Graduate Record Examination (GRE)- Civil (Language related)- Verbal ability.

#### **UNIT IV**

##### **SOFT SKILLS (1)**

Motivation- self image – goal setting- managing changes- time management- stress management- leadership traits- team work- career and life planning.

#### **UNIT V**

##### **SOFT SKILLS**

Multiple intelligence- emotional intelligence- spiritual quotient (ethics)- intercultural communication- creative and critical thinking- learning styles and strategies.

## **TOTAL: 30 PERIODS**

### **TEACHING METHODS:**

1. To be totally learner- centric with minimum teacher intervention as the course revolves around practice.
2. Suitable audio/ video samples from Podcast/ You Tube to be used for illustrative purposes.
3. Portfolio approach for writing to be followed. Learners are to be encouraged to blog, tweet, text and email employing appropriate language.
4. GD/Interview/ Role Play / Debate could be conducted off the laboratory (in a regular classroom) but learners are to be exposed to telephonic interview and video conferencing
5. Learners are to be assigned to read / write/ listen/ view materials outside the classroom as well for gaining proficiency and better participation in the class.

### **OUTCOMES:**

At the end of the course learners will be able to :

- Make effective presentations
- Participate confidently in Group Discussion.
- Attend job interviews and be successful in them.
- Develop adequate Soft Skills required for the workplace
- Recommended Software 1. Globearna 2. Win English

### **REFERENCES:**

1. Butterfield. Jeff Soft Skills for Everyone. Cengage. Learning: New Delhi, 2015.
2. E. Suresh Kumar et al. Communication for Professional Success. Orient Blackswan: Hyderabad, 2015.
3. Interact English Lab Manual for Undergraduate Students. Orient Blackswan: Hyderabad, 2016.
4. Raman, Meenakshi and Sangeeta Sharma. Professional Communication. Oxford University Press: Oxford, 2014.
5. S. Hariharanetal. Soft Skills. MJP Publishers: Chennai, 2010.
6. Dhanavel, S.P, English and Communication Skills for Students of science and Engineering, Orient Blackswan, 2009.

**Total No. of hours as per syllabus : 30**

**Total No of hours available as per : 30**

## Academic calendar

Units	1	2	3	4	5	Revision
Hours (Cumulative)	6	6	6	6	6	

### EVALUATION:

#### INTERNAL: 20 MARKS

Record maintenance: Students should write a report on a regular basis on the activities conducted, focusing on the details such as the description of the activity, ideas emerged, learning outcomes and so on. At the end of the semester records can be evaluated out of 20 marks.

#### EXTERNAL: 80 MARKS

Online Test – 35 marks

Interview- 15 marks

Presentation- 15 marks

Group Discussion – 15 marks



7/12/23

**FACULTY MEMBER**



7/12/23

**HEAD**



19/12/23

**PRINCIPAL**

# LECTURE PLAN

Subject: **PROFESSIONAL COMMUNICATION**

Code: HSS581

Branch: B.E. CIVIL

Semester : VI

Faculty Member: Asst. Prof. Nishanth K.

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08

## UNIT I

### INTRODUCTION TECHNICAL ENGLISH

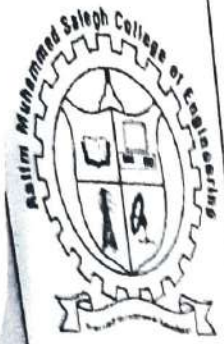
Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
1	Soft Skills	R-2	49	PPT/VIDEO
2	Hard Skills	R-2	32	PPT/VIDEO
3	Employability Skills	R-2	211	PPT/VIDEO
4	Career Skills	R-2	83	PPT/VIDEO

TOTAL PERIODS : 06  
DATE OF COMMENCEMENT : 10/2/23  
DATE OF COMPLETION : 24/2/23  
DEVIATIONS (IF ANY) :  
CORRECTIVE MEASURES : -

  
24/2/23  
FACULTY MEMBER

  
HEAD

  
19/2/23  
PRINCIPAL



### LECTURE PLAN

Subject: **PROFESSIONAL COMMUNICATION**

Code: HS8581

Branch: B.E.-CIVIL

Semester : VI

Faculty Member: Asst. Prof. Nishanth K.

Page 05 of 08

### UNIT II READING AND STUDY SKILLS

Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
5	Interview Skills	R-4	43	Lecture & video
6	Presentation Skills	R-4	25	Video
7	Reading Strategies	R-4	86	video
8	Job application	R-4	59	Activity

TOTAL PERIODS : 06  
DATE OF COMMENCEMENT : 3/3/23  
DATE OF COMPLETION : 17/3/23  
DEVIATIONS (IF ANY) : -  
CORRECTIVE MEASURES : -

  
17/3/23  
FACULTY MEMBER

  
17/3/23  
HEAD

  
19/3/23  
PRINCIPAL

# LECTURE PLAN

Page 06 of  
08



Subject: **PROFESSIONAL COMMUNICATION**  
Code: HS8581  
Branch: B.E.-CIVIL  
Semester : VI  
Faculty Member: Asst. Prof. Nishanth K.

## UNIT III MAKING PRESENTATION SKILLS

Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
9	Emails, blogs	R-4	94	PPT
10	Proficiency tests	R-4	109	video
11	Time management	R-4	156	Activity
12	Stress management	R-4	147	Activity

TOTAL PERIODS : 06  
DATE OF COMMENCEMENT : 24/3/23  
DATE OF COMPLETION : 7/4/23  
DEVIATIONS (IF ANY) : -  
CORECTIVE MEASURES : -

  
7/4/23  
FACULTY MEMBER

  
7/4/23  
HEAD

  
7/4/23  
PRINCIPAL





## LECTURE PLAN

Subject: **PROFESSIONAL COMMUNICATION**

Code: HS8581

Branch: B.E.-CIVIL

Semester : VI

Faculty Member: Asst. Prof. Nishanth K.

Page 07 of  
08

### UNIT IV LEADERSHIP & CAREER SKILLS


Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
13	Leadership Skills	R-2	94	PPT/VIDEO
14	Career and life planning	R-2	131	PPT/VIDEO
15	Multiple intelligence	R-2	160	PPT/VIDEO
16	Emotional intelligence	R-2	172	PPT/VIDEO

TOTAL PERIODS : 06  
DATE OF COMMENCEMENT : 14/4/23  
DATE OF COMPLETION : 21/4/23  
DEVIATIONS (IF ANY) : -  
CORRECTIVE MEASURES : -

  
21/4/23  
**FACULTY MEMBER**

  
21/4/23  
**HEAD**

  
19/5/23  
**PRINCIPAL**

	<b>LECTURE PLAN</b>	Page No. 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.-CIVIL Semester : VI Faculty Member: Asst. Prof. Nishanth K.	

**UNIT V  
INTERCULTURAL COMMUNICATION**

Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
25	Ethics- spiritual quotient	R-2	172	PPT/ VIDEO
26	Intercultural communication	R-2	128	PPT/ VIDEO
27	Creative/ critical thinking	R-2	143	PPT/ VIDEO
28	Learning styles and strategies	R-2	180	PPT/ VIDEO

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : ~~5/5/23~~  
 DATE OF COMPLETION : 19/5/23  
 DEVIATIONS (IF ANY) :  
 CORRECTIVE MEASURES : -

  
 19/5/23  
**FACULTY MEMBER**

  
 19/5/23  
**HEAD**

  
 19/5/23  
**PRINCIPAL**



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING



AVADI - IAF, CHENNAI-55

**Subject Code and Name: HS8581- PROFESSIONAL COMMUNICATION  
FOR CIVIL ENGINEERING STUDENTS**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1										3		1	1	1
CO2										3		1	1	1
CO3										3		1	1	0
CO4										3		1	1	1
AVG										3		1	1	0.75

At the end of the course learners will be able to :

CORRELATION		CO1	Make effective presentations
0	NA	CO2	Participate confidently in Group Discussion.
1	LOW	CO3	Attend job interviews and be successful in them.
2	MEDIUM	CO4	Develop adequate Soft Skills required for the workplace
3	HIGH		

PSO1	Demonstrate in-depth knowledge of Civil Engineering discipline, with an ability to evaluate, analyse and synthesize existing and new knowledge.
PSO2	Critically analyze complex Civil Engineering problems, apply independent judgement for synthesizing information and make innovative advances in a theoretical, practical and policy context.

  
Course Instructor  
2/5/22

  
Head/S&H  
2/5/22

  
Principal  
23/8/2023

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**DEPARTMENT OF CIVIL ENGINEERING**

YEAR/SEM/BRANCH: II/ VI/ CIVIL

S.NO.	REG.NO.	NAME
1	110120103001	Abdul Nazar
2	110120103002	Farook Roslan
3	110120103003	Irfan Musthafa
4	110120103004	Maazin uwais
5	110120103005	Mohamed Hanif
6	110120103006	Mohamed Yusuf Khan
7	110120103007	Mohammed Sariya Waqar
8	110120103008	Nasir Mugthar
9	110120103301	Ajai. S
10	110120103302	Faheem Asquar
11	110120103303	Fahim Abdulla
12	110120103304	Mohamed Alfar
13	110120103305	Mohammed Moosa
14	110120103306	Ranjith
15	110120103307	Syed Mohamed Buhari
16	110120103308	Seeni Mohammad afsath ali
17	110120103309	Yugendran

HOD/S&H  19/12/23

  
19/12/23  
PRINCIPAL

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING  
DEPARTMENT OF ENGLISH  
PROFESSIONAL COMMUNICATION - HS8581  
ACADEMIC YEAR 2022-2023  
CONTENT BEYOND THE SYLLABUS

TRANSITIONAL WORDS

Transitional words are like bridges between parts of your essay. They are cues that help the reader interpret your ideas. Transitional words or phrases help carry your thoughts forward from one sentence to another and one paragraph to another. Finally, transitional words link sentences and paragraphs together smoothly so that there are no abrupt jumps or breaks between ideas.

**List of Common Transitional Words:**

**To Add:**

and, again, and then, besides, equally important, finally, further, furthermore, nor, too, next, lastly, what's more, moreover, in addition, first (second, etc.)

**To Compare:**

whereas, but, yet, on the other hand, however, nevertheless, on the contrary, by comparison, where, compared to, up against, balanced against, vis a vis, but, although, conversely, meanwhile, after all, in contrast, although this may be true

**To Prove:**

because, for, since, for the same reason, obviously, evidently, furthermore, moreover, besides, indeed, in fact, in addition, in any case, that is

**To Show Exception:**

yet, still, however, nevertheless, in spite of, despite, of course, once in a while, sometimes

**To Show Time:**

immediately, thereafter, soon, after a few hours, finally, then, later, previously, formerly, first (second, etc.), next, and then

**To Repeat:**

in brief, as I have said, as I have noted, as has been noted

**To Emphasize:**

definitely, extremely, obviously, in fact, indeed, in any case, absolutely, positively, naturally, surprisingly, always, forever, perennially, eternally, never, emphatically, unquestionably, without a doubt, certainly, undeniably, without reservation

**To Show Sequence:**  
first, second, third, and so forth, next, then, following this, at this time, now, at this point, after, afterward, subsequently, finally, consequently, previously, before this, simultaneously, concurrently, thus, therefore, hence, next, and then, soon

**To Give an Example:**

for example, for instance, in this case, in another case, on this occasion, in this situation, take the case of, to demonstrate, to illustrate, as an illustration

**To Summarize or Conclude:**

in brief, on the whole, summing up, to conclude, in conclusion, as I have shown, as I have said, hence, therefore, accordingly, thus, as a result, consequently

**Linguistic Fillers**

When speaking, even native speakers sometimes struggle with finding a proper way to express themselves and the less proficient the speaker is, the more communicational problems he or she will face. This happens when there is a mismatch between the linguistic ability and the communicative intention. . To compensate for this mismatch, we use different communication strategies and one of these strategies is using linguistic fillers. These are words and vocalizations such as, but not limited to: um, erm, er, like and you know. These words and vocalizations can be split into two subcategories: lexical and non-lexical fillers. Being lexical means that they are actual words; for example, in this case the lexical fillers would be the two latter ones like and you know. The other ones, um, erm and er are called non-lexical, and these are simply sounds, often also referred to as filled pauses.

**FOUR ASPECTS THROUGH WHICH COMMUNICATION HAPPENS**

**(1) Sense**

'We speak to say something and when we listen we expect something to be said. We use words to direct our hearers' attention upon some state of affairs, to present to them some items for consideration and to excite in them some thoughts about these items'. In short, what we speak to convey to our listeners for their consideration can be called 'sense'. This is the most important thing in all scientific utterances where verification is possible.

**(2) Feeling**

The attitude towards what we convey is known as 'feeling'. In other words, we have bias or accentuation of interest towards what we say. We use language to express these feelings. Similarly, we have these feelings even when we receive. This happens even if

the speaker is conscious of it or not. In exceptional cases, say in mathematics, no feeling enters. The speaker's attitude to the subject is known as 'feeling'.

### **(3) Tone**

The speaker has an attitude to his listener. 'He chooses or arranges his words differently as his audience varies, in automatic or deliberate recognition of his relation to them. The tone of his utterance reflects his awareness of this relation, his sense of how he stands towards those he is addressing. Thus 'tone' refers to the attitude to the listener.

### **(4) Intention**

Apart from what the speaker says (sense), his attitude to what he is talking about (feeling), and his attitude to his listener (tone), there is the speaker's intention, his aim (conscious or unconscious) - the effect he is endeavouring to promote. The speaker's purpose modifies his speech. Frequently, the speaker's intention operates through and satisfies itself in a combination of other functions. 'It may govern the stress laid upon points in an argument. It controls the 'plot' in the larger sense of the word. It has special importance in dramatic and semi-dramatic literature. Thus the influence of his intention upon the language he uses is additional to the other three influences.

## **ROLE PLAYING**

Role play exercises give students the opportunity to assume the role of a person or act out a given situation. These roles can be performed by individual students, in pairs, or in groups which can play out a more complex scenario. Role plays engage students in real-life situations or scenarios that can be "stressful, unfamiliar, complex, or controversial" which requires them to examine personal feelings toward others and their circumstances

### **Benefits of Role Playing**

Role playing can be effectively used in the classroom to:

- Motivate and engage students
- Enhance current teaching strategies
- Provide real-world scenarios to help students learn
- Learn skills used in real-world situations (negotiation, debate, teamwork, cooperation, persuasion)

• Provide opportunities for critical observation of peers

role plays can help students gain knowledge and skills from a variety of learning situations.

Role plays provide students with the opportunity to take part in activities which mirror career-related scenarios.

- **Interview practice**—In preparation for career interviews, one can assume the role of the interviewer and/or the interviewee.
- **Marketing**—In preparation for a class presentation, one can assume the position of a sales representative and sell a product.
- **Retailing**—To help prepare for a guest speaker in merchandising course, one can play the role of sales manager and sales representative to gain better insight on the responsibilities of these positions.
- **Counseling**—In preparing for clinical practice, one can role play a family therapist whose client has revealed she has committed a criminal act.
- **Teaching**—In preparation for a job fair, one can role play the teacher and the student, or the administrator and the student, or the teacher and a parent.
- **Debates**—As a spontaneous exercise, one can prepare arguments for and arguments against positions on any topic.
- 

### VISUME

A video resume allows you to speak directly to your potential employer about what makes you uniquely qualified for the role. It can be a strong addition to your application and help you better distinguish yourself from other applicants, through your personality and creativity. In this article, we discuss what a video resume is and explore how to create one that is effective and engaging.

#### **You may consider including a video resume in the following situations:**

It's required by the employer. Some companies may ask you to submit a video resume to provide an "elevator pitch" for why you are a strong candidate for a role. This method also helps to demonstrate your personality that they may not otherwise get from other elements of your application.

You have an extensive resume. If you have a lot of relevant experience, you may consider including a video resume to briefly summarize your top qualities and help the hiring manager understand what specifically makes you a uniquely qualified candidate. After seeing your video resume, they may keep those top highlights in mind while reviewing your traditional resume, cover letter and other materials.

You want to personalize your application. Though other companies may not require it, including a video resume can personalize your application, helping it stand out from other candidates. Seeing your face, hearing you speak and watching you demonstrate your skills may leave a lasting impression on hiring managers.



## **How to make a video resume?**

Making a video resume is a different process from designing a resume or writing a cover letter. It requires stage preparation and technical skills, such as visual storytelling and editing. Here are the steps to making a video resume:

### **1. Write a script**

In this first step, make a plan for what you want the video to look like. Consider whether you want to just sit in front of the camera and speak or if you'd like to add action shots of you demonstrating skills. If you incorporate action, write out each step of the video so you understand its chronology. In addition to what the video looks like, you should also outline what you want to say. If you want to sound more conversational rather than rehearsed, consider writing bullet points of the specific skills, experiences and qualifications you want to highlight. If you'd prefer to sound rehearsed and be a bit more polished, write out exactly what you want to say. When writing your speech, consider using strong action verbs you might include in your traditional resume to increase the impact of your words.

### **2. Prepare a filming space**

If you have shots of you sitting and speaking directly to the camera, set up a space with a neutral background and attractive lighting. You can include props that seem natural to the environment and do not distract the viewer from you. If you plan to include action shots, be sure the necessary props and equipment populate the space. You may also consider limiting the number of people in the background or those that appear with you in frame.

### **3. Set up a recording device**

Choose a recording device—either a smartphone, tablet, computer or camera—that can capture high-quality images and audio to ensure your face and other images, as well as your speech, are clear. Set the recording device high enough to capture your face and shoulders and far away enough that your whole profile is in the frame. If you are incorporating action shots into your video, be sure that the device captures you fully.

### **4. Record several takes**

Using your script or outline, record each segment of your video resume. Record your video several times using different expressions and vocal tones to ensure you appear comfortable, engaged and polished throughout. If you are stationary while speaking, consider splitting your speech in shorter segments so you can easily restart or try something new. This step can help you select the best takes and may streamline your editing process. If you are recording action, you can record a longer segment of repeated actions without having to stop and restart. This step allows you to select a single area of

your action footage to include, and it may also make the action seem more natural rather than rehearsed.

### **5. Collect additional visuals**

Depending on the content of your video resume, you may consider including elements such as informational slides, infographics, photographs or clippings. Before or early in your editing process, consider collecting all of the materials you may want to include in addition to the footage you shot. These elements can provide additional information in a dynamic and engaging way.

### **6. Edit the video**

Review all of the footage you've captured, and select the best takes. Using your script or outline, you can begin cutting and assembling footage to fit the story you created. You can also add in the additional visuals, such as references to achievements or awards, under the audio of you speaking to visually demonstrate what you're discussing. To compile the video, you can use editing software or an application that allows you to cut, organize and save videos. Some computers, tablets and smartphones come equipped with video editing capabilities as well.

### **7. Get feedback**

Review your final cut a few times to ensure the video is clear and organized. You can also ask a friend, coworker, colleague or mentor to review your video resume as well. They can provide you constructive feedback to improve the video and make a stronger impression.



**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**DEPARTMENT OF SCIENCE AND HUMANITIES**  
**B.E / B.TECH INDIVIDUAL TIME TABLE**  
**ACADEMIC YEAR 2022-2023**



**SUBJ. NAME: HS3151/GE3172/HS8581- PROFESSIONAL ENGLISH I/ ENGLISH LABORATORY/ PROFESSIONAL COMMUNICATION**  
**FACULTY NAME: MR. NISHANTH K/ A.P./ ENGLISH**

DAY/PERIOD	09.00 A.M TO 09.50 A.M	09.50 A.M TO 10.40 A.M	10.40 A.M TO 10.50 A.M	10.50 A.M TO 11.40 A.M	11.40 A.M TO 12.30 P.M	12.30 P.M TO 1.10 P.M	01.10 P.M TO 1.50 P.M	1.50 P.M TO 2.30 P.M	2.30 P.M TO 3.10 P.M	
MONDAY	PE I ECE I YR	ENG B. Arch	I N T E R V A L			L U N C H	PC III YR MECH			
TUESDAY		ENG B. Arch			PC III YR MECH					
WEDNESDAY		ENG B. Arch		PE I ECE I YR					PE I ECE I YR	
THURSDAY		ENG B. Arch								PE I ECE I YR
FRIDAY	PC III YR CIV			ENG LAB ECE I YR						

HOD/S & H

PRINCIPAL

**DEPT. TIME TABLE CO ORDINATOR**

**1101- AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING - PROFESSIONAL COMMUNICATION PRACTICAL EXAMINATION MAY - JUNE 2023**  
**ANNA UNIVERSITY PRACTICAL EXAMINATION MAY-JUNE 2023**  
**DEPARTMENT OF ENGLISH.**

DATE	SESSION	DEPT.	STRENGTH	REG. NO.	VENUE	INTERNAL EXAMINER	EXTERNAL EXAMINER
31.05.2023 (WEDNESDAY)	FN(09.30am - 12.30pm)	ECE	28	110120106001-6313	ECE LAB	ABHINAYA C.	Ms. Jenifer
	AN (1.00pm - 4.00pm)	CIVIL	18	110120103001-3701	CADD/CAM LAB	NISHANTH K.	Ms. Jenifer
01.06.2023 (THURSDAY)	FN (09.30am - 12.30pm)	IT	20	110120205001-20	NET LAB	GOPIKHA S.	Asst. Prof. Amutha
	AN (1.00pm - 4.00pm)	IT	18	110120205021-5701	NET LAB	ABHINAYA C.	Asst. Prof. Amutha
02.06.2023 (FRIDAY)	FN (09.30am - 12.30pm)	MECH	27	110120114001- 22 110120114302-4308	CADD/CAM LAB	NISHANTH K.	Asst. Prof. Vanishree
	AN (2.00pm - 5.00pm)	MECH	26	110120114309-4337	CADD/CAM LAB	Nishanth K.	Asst. Prof. Vanishree
	FN (09.00am - 12.00pm)	CSE	30	110120104001- 31	CSE LAB	ABHINAYA C.	Asst. Prof. Vanishree
03.06.2023 (SATURDAY)	AN (1.00pm - 4.00pm)	CSE	16	110120104032-63	CSE LAB 1	Nishanth K.	Asst. Prof. Poornima
		CSE		110120104064- 4701	CSE LAB 2	NISHANTH K.	Asst. Prof. Vanishree

*Sathya*  
**PRINCIPAL**

*Ms. Sathya*  
**HOD/s&H**

*Sathya*  
**Subj. Coordinator**

# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Affiliated to Anna University, Chennai - 600 025.



(Approved by All India Council for Technical Education, New Delhi)  
(ISO 9001 : 2008 Certified Institution & NBA Accreditation Institute)



"Nizara Educational Campus"

Muthapudupet, Avadi I IAF, Chennai - 600 055.

ISO 9001:2008

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## RECORD OF ATTENDANCE AND ASSESSMENT FOR THEORY

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Name of the Faculty: ..... *Nishanth K* .....

Department : ..... *Civil Engineering* .....

Semester : ..... *VI* .....

Subject : ..... *Professional Communication* .....

# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

## RECORD OF ATTENDANCE AND ASSESSMENT FOR PRACTICALS

Branch : *Civil Engineering* Semester : *VI*

Date of Commencement : *06/02/23* Date of Closure : *19/5/23*

Subject Code : *HS8581*

Subject Name : *Professional Communication*

Name and Designation of Faculties : 1. *NISHANTHAK / Assistant Professor*  
2.

	End of 1 <sup>st</sup> Month	End of 2 <sup>nd</sup> Month	End of 3 <sup>rd</sup> Month	End of Semester
Signature of Staff	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Signature of HOD	<i>[Signature]</i> 19/5/23	<i>[Signature]</i> 19/5/23	<i>[Signature]</i> 19/5/23	<i>[Signature]</i> 19/5/23
Signature of Principal	<i>[Signature]</i> 19/5/23	<i>[Signature]</i> 19/5/23	<i>[Signature]</i> 19/5/23	<i>[Signature]</i> 17/5/23

# LIST OF EXPERIMENTS

## FIRST CYCLE

## SECOND CYCLE

- |    |                             |    |
|----|-----------------------------|----|
| 01 | Self Introduction           | 01 |
| 02 | Group Discussion            | 02 |
| 03 | Essay - Non Technical Topic | 03 |
| 04 | Presentation                | 04 |
| 05 | Resume & Cover letter       | 05 |
| 06 | Interview Etiquette         | 06 |
| 07 | Interview session           | 07 |

08 08

09 09

10 10

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19/10/25







5/5/23 12/5/20

Sl. No.	Roll No Registe No.
1.	11012010 3001
2.	3002
3.	3003
4.	3004
5.	3005
6.	3006
7.	3007
8.	3008
9.	3301
10.	3302
11.	3303
12.	3304
13.	3305
14.	3306
15.	3307
16.	3308
17.	3309
18.	3701
19.	
20.	

Name	Date & Hour				Date & Hour			
	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
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	P	-	-	-	A	-	-	-
	A	-	-	-	A	-	-	-
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P/A : Present / Absent : Ex.No. : Experiment No.

19/5/23

Date & Hour				Date & Hour				Date & Hour				Date & Hour				Model of Exam Date of Marka	% of Attendance	Internal Assessment	Remarks
P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R				
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CNC Complete / Incomplete R : Record Submitted



# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Muthapudupet, I.A.F Avadi  
Chennai - 600 055



Department of Science and Humanities

Academic Year: 2022-23

Regulation: 17

Year/Sem/Branch: III / VI / CSE

Class/Sec: CSE A

Subject Code & : HS8581

Course Instructor

Subject Name

Professional Communication

Name & Designation:

Abhinaya C.  
Asst. Prof.

## COURSE FILE CONTENTS - LABORATORY

S.No	Name of the Item	Available / Not Available	Remarks
1	Vision, Mission of Institute and Department	✓	
2	PEOs, PSOs and POs	✓	
3	Syllabus	✓	
4	CO-PO-PSO MAPPING	✓	
5	Students Name List	✓	
6	List of Experiments	✓	
7	Content Beyond Syllabus / Additional Experiments	✓	
8	Individual Time Table	✓	
9	Course Plan with Dates	✓	
10	Model Practical Exam - Question Paper, Sample Answer Sheets (3 Nos.)	N/A	
11	Sample Observation Note Book	N/A	
12	Sample Record Note Book	✓	
13	Lab Manual	✓	
14	Course Exit Survey		
15	CO-PO-PSO Attainment Sheet		
16	Log Book, Lab Schedule for Exam	✓	

Prepared By  
Course Instructor

Verified By  
HOD

Approved By  
Principal



**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**



AVADI - IAF, CHENNAI-55

**Subject Code and Name: HS8581- PROFESSIONAL COMMUNICATION  
FOR CSE STUDENTS**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1										3		1	2	1
CO2										3		1	1	1
CO3										3		1	1	1
CO4										3		1	1	1
AVG										3		1	1	1
										3		1	1.2	1

At the end of the course learners will be able to :

CORRELATION		CO1	CO2	CO3	CO4
0	NA	Make effective presentations	Participate confidently in Group Discussion.	Attend job interviews and be successful in them.	Develop adequate Soft Skills required for the workplace
1	LOW				
2	MEDIUM				
3	HIGH				

<b>PSO1</b>	To analyse, design and develop solutions by applying foundational concepts of computer and communication engineering.
<b>PSO2</b>	To apply design principles and best practices for developing quality products for scientific and business applications.
<b>PSO3</b>	To adapt to emerging information and communication technologies (ICT) to innovate ideas and solutions to existing/novel problems.

*[Signature]*  
Course Instructor 18/12/23

*[Signature]*  
Head/S&H

*[Signature]*  
Principal 23/12/2023



**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEER**



(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Nizara Educational Campus, Muthapudupet, Avadi-IAF, Chennai-600055.

### HS8581- PROFESSIONAL COMMUNICATION


#### List of Experiments:

S. No.	CONTENTS
1	Self Introduction
2	Group Discussion
3	Essay Writing – Non-Technical Topic
4	5-Minute Presentation
5	Writing Resume and Cover Letter
6	Interview Etiquette
7	Interview Session

  
Prepared by

  
Verified by

  
Approved by

	<b>LECTURE PLAN</b>	Page 01 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.-CSE A Semester : VI Faculty Member: Asst. Prof. Abhinaya C.	

**REGULATIONS – 2021**  
**SYLLABUS**

**OBJECTIVES:**

- To enable learners to develop their communicative competence.
- To facilitate them to hone their soft skills.
- To equip them with employ- ability skills to enhance their prospect of placements.

**UNIT I**

**LISTENING AND SPEAKING SKILLS**

Conversational skills (formal and informal) – group discussion and interview skills – making presentation. Listening to lectures, discussion, talk shows, news programmers’, dialogues from TV/radio/Ted talk / Podcast- Watching videos on interesting events on you tube.

**UNIT II**

**READING AND WRITING SKILLS**

Reading different genres of texts ranging from newspapers to philosophical treatises- reading strategies such as graphic organizers, summarizing and interpretation. Writing job application – cover letter- resume – emails- letters- memos- reports- blogs- writing for publications.

**UNIT III**

**ENGLISH FOR NATIONAL AND INTERNATIONAL EXAMINATION AND PLACEMENTS**

International English Language Testing System (IELTS)- Test of English as a Foreign Language ( TOEFL)- Graduate Record Examination (GRE)- Civil (Language related)- Verbal ability.

**UNIT IV**

**SOFT SKILLS (1)**

Motivation- self image – goal setting- managing changes- time management- stress management- leadership traits- team work- career and life planning.

**UNIT V**

**SOFT SKILLS**

Multiple intelligence- emotional intelligence- spiritual quotient (ethics)- intercultural communication- creative and critical thinking- learning styles and strategies.

## **TOTAL: 30 PERIODS**

### **TEACHING METHODS:**

1. To be totally learner- centric with minimum teacher intervention as the course revolves around practice.
2. Suitable audio/ video samples from Podcast/ You Tube to be used for illustrative purposes.
3. Portfolio approach for writing to be followed. Learners are to be encouraged to blog, tweet, text and email employing appropriate language.
4. GD/Interview/ Role Play / Debate could be conducted off the laboratory (in a regular classroom) but learners are to be exposed to telephonic interview and video conferencing
5. Learners are to be assigned to read / write/ listen/ view materials outside the classroom as well for gaining proficiency and better participation in the class.

### **OUTCOMES:**

At the end of the course learners will be able to :

- Make effective presentations
- Participate confidently in Group Discussion.
- Attend job interviews and be successful in them.
- Develop adequate Soft Skills required for the workplace
- Recommended Software 1. Globearena 2. Win English

### **REFERENCES:**

1. Butterfield. Jeff Soft Skills for Everyone. Cengage. Learning: New Delhi, 2015.
2. E. Suresh Kumar et al. Communication for Professional Success. Orient Blackswan: Hyderabad, 2015.
3. Interact English Lab Manual for Undergraduate Students. Orient Blackswan: Hyderabad, 2016.
4. Raman, Meenakshi and Sangeeta Sharma. Professional Communication. Oxford University Press: Oxford, 2014.
5. S. Hariharanetal. Soft Skills. MJP Publishers: Chennai, 2010.
6. Dhanavel, S.P, English and Communication Skills for Students of science and Engineering, Orient Blackswan, 2009.

**Total No. of hours as per syllabus : 30**

**Total No of hours available as per : 30**

## Academic calendar

Units	1	2	3	4	5	Revision
Hours (Cumulative)	6	6	6	6	6	

### EVALUATION:

#### INTERNAL: 20 MARKS

Record maintenance: Students should write a report on a regular basis on the activities conducted, focusing on the details such as the description of the activity, ideas emerged, learning outcomes and so on. At the end of the semester records can be evaluated out of 20 marks.

#### EXTERNAL: 80 MARKS

Online Test – 35 marks

Interview- 15 marks

Presentation- 15 marks

Group Discussion – 15 marks

*[Signature]*  
06/2/23

FACULTY MEMBER


*[Signature]*  
6/2/23

HEAD

*[Signature]*  
8/5/2023

PRINCIPAL



	<b>LECTURE PLAN</b>	Page 04 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.-CSE A Semester : VI Faculty Member: Asst. Prof. Abhinaya C.	

UNIT I  
INTRODUCTION TECHNICAL ENGLISH


Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
1	Soft Skills	R-2	49	PPT/VIDEO
2	Hard Skills	R-2	32	PPT/VIDEO
3	Employability Skills	R-2	211	PPT/VIDEO
4	Career Skills	R-2	83	PPT/VIDEO

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : 6/2/23  
 DATE OF COMPLETION : 20/2/23  
 DEVIATIONS (IF ANY) : -  
 CORECTIVE MEASURES : -

  
 FACULTY MEMBER

  
 HEAD

  
 PRINCIPAL

	<b>LECTURE PLAN</b>	Page 05 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.-CSE A Semester : VI Faculty Member: Asst. Prof. Abhinaya C.	

**UNIT II**  
**READING AND STUDY SKILLS**


Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
5	Interview Skills	R-4	43	Lecture & video
6	Presentation Skills	R-4	25	Video
7	Reading Strategies	R-4	86	video
8	Job application	R-4	59	Activity

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : 27/2/23  
 DATE OF COMPLETION : 13/3/23  
 DEVIATIONS (IF ANY) :  
 CORECTIVE MEASURES : -

  
 FACULTY MEMBER

  
 HEAD

  
 PRINCIPAL

	<b>LECTURE PLAN</b>	Page 06 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.-CSE A Semester : VI Faculty Member: Asst. Prof. Abhinaya C.	

**UNIT III  
MAKING PRESENTATION SKILLS**


Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
9	Emails, blogs	R-4	94	PPT
10	Proficiency tests	R-4	109	video
11	Time management	R-4	156	Activity
12	Stress management	R-4	147	Activity

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : 20/3/23  
 DATE OF COMPLETION : 31/4/23  
 DEVIATIONS (IF ANY) : —  
 CORRECTIVE MEASURES : —

  
**FACULTY MEMBER**

  
**HEAD**

  
**PRINCIPAL**

	<b>LECTURE PLAN</b>	Page 07 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.-CSE A Semester : VI Faculty Member: Asst. Prof. Abhinaya C.	

**UNIT IV  
LEADERSHIP & CAREER SKILLS**


Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
13	Leadership Skills	R-2	94	PPT/VIDEO
14	Career and life planning	R-2	131	PPT/VIDEO
15	Multiple intelligence	R-2	160	PPT/VIDEO
16	Emotional intelligence	R-2	172	PPT/VIDEO

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : 20/2/23  
 DATE OF COMPLETION : 23/4/23  
 DEVIATIONS (IF ANY) :  
 CORECTIVE MEASURES : -

  
 FACULTY MEMBER

  
 HEAD

  
 PRINCIPAL

	<b>LECTURE PLAN</b>	Page 08 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.-CSE A Semester : VI Faculty Member: Asst. Prof. Abhinaya C.	

**UNIT V  
INTERCULTURAL COMMUNICATION**

Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
25	Ethics- spiritual quotient	R-2	172	PPT/ VIDEO
26	Intercultural communication	R-2	128	PPT/ VIDEO
27	Creative/ critical thinking	R-2	143	PPT/ VIDEO
28	Learning styles and strategies	R-2	180	PPT/ VIDEO

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : 10/5/23  
 DATE OF COMPLETION : 01/5/23  
 DEVIATIONS (IF ANY) : =  
 CORECTIVE MEASURES : =

  
**FACULTY MEMBER**

  
**HEAD**

  
**PRINCIPAL**

1101- AAUM MUHAMMED SALEGH COLLEGE OF ENGINEERING - PROFESSIONAL COMMUNICATION PRACTICAL EXAMINATION MAY - JUNE 2023  
 ANNA UNIVERSITY PRACTICAL EXAMINATION MAY-JUNE 2023  
 DEPARTMENT OF ENGLISH.

DATE	SESSION	DEPT.	STRENGTH	REG. NO.	VENUE	INTERNAL EXAMINER	EXTERNAL EXAMINER
31.05.2023 (WEDNESDAY)	FN (09.30am - 12.30pm)	ECE	28	110120106001-6313	ECE LAB	ABHINAYA C.	Ms. Jenifer
	AN (1.00pm - 4.00pm)	CIVIL	18	110120103001-3701	CADD/CAM LAB	NISHANTH K.	Ms. Jenifer
01.06.2023 (THURSDAY)	FN (09.30am - 12.30pm)	IT	20	110120205001-20	NET LAB	GOPIKHA S.	Asst. Prof. Amutha
	AN (1.00pm - 4.00pm)	IT	18	110120205021-5701	NET LAB	ABHINAYA C.	Asst. Prof. Amutha
02.06.2023 (FRIDAY)	FN (09.30am - 12.30pm)	MECH	27	110120114001- 22 110120114302-4308	CADD/CAM LAB	NISHANTH K.	Asst. Prof. Vanishree
	AN (2.00pm - 5.00pm)	MECH	26	110120114309-4337	CADD/CAM LAB	Nishanth K.	Asst. Prof. Vanishree
03.06.2023 (SATURDAY)	FN (09.00am - 12.00pm)	CSE	30	110120104001- 31	CSE LAB	ABHINAYA C.	Asst. Prof. Vanishree
	AN (1.00pm - 4.00pm)	CSE	30	110120104032-63	CSE LAB 1	NISHANTH K.	Asst. Prof. Pournima
		CSE	16	110120104064- 4701	CSE LAB 2	NISHANTH K.	Asst. Prof. Vanishree

Subj. Coordinator  
 21/5/23

HOD/S&H  
 21/5/23

PRINCIPAL

# PROFESSIONAL COMMUNICATION

HS8581

**PRESENTATION**



## ENGLISH-GLOBAL LANGUAGE

### INTRODUCTION

Each and every properly educated man or woman knows that English is the global language for the all the purposes of communications. But if you ask people how it has come to be called global language and how it has achieved this status and why it is being called Lingua-Franca then people may find it difficult to explain these developments in holistic manner.

### ENGLISH-ATTAINMENT OF GLOBAL STATUS:

Latin, Greek, Sanskrit etc. are considered as divine languages because no other language can match with these languages in all the finest qualities to be qualified divine languages. But English is the language which has leap-frogged all these divine languages to have achieved the status of global language. A language achieves a genuinely global status when it develops a special role that is recognised in every country for all the purposes of communication like government machinery, business interactions law, literature and educational system etc.

### The growth of English from borrowed language into international language:

The single factor which utmost helped English to climb to the top of the order is British Colonization of almost all the continents encircling America, Australia, Africa and Asia is the primary reason for this development. When British Government started colonizing the wealthy nations for appropriating the wealth, they built schools and colleges to primarily teach English to the native people to effectively administer the governmental transactions. Because of this administrative purpose, native people of all the colonized nations were taught English as well as their culture by inculcating their western values through their literature.

When our world was globalized, privatized, liberalized with consumerism as its Mantra, the movement of people from one place to other places and state to states and even country to countries has been the primary activity for searching better jobs to better their lives as well as their lifestyle. This change can be considered as the second watershed moment next to colonization in the emergence of English as the language for global communication.

### **English link language**

multi-lingual countries, like India, need a common language to make the government transactions and its messages to common people best understood so that people can always be in touch with the function of the government English was made the official language of India to be used as a medium foe communication in such domain as government proceedings, court room activity electronic as well as print media, educational institutions, business and banking

sector. English is often described as a second language because it is seen as a complement to a person's mother tongue, or first language. So it is essential on the part of all of us to master the alien language to be competitive enough to succeed in all our endeavours.

### **Library and scientific language**

Most of the inventions creations and its methods as well as formulas were written in English or translated in to English so that the benefits can reach all of us multi-lingual and multi –cultural countries cannot use a particular language as a medium of teaching in a class consisting students with various mother tongues a common language becomes necessary for making faculty members as well as students to properly communicate with each other in a qualitative manner. B-schools law colleges and medical colleges as well as engineering colleges have also constrains using the medium of the choice because concepts and terms which were primarily written and explained in English cannot successfully be translated into other languages.

### **Conclusion**

The mysterious question about the survival of English at the top of the pyramid may persist with each and everyone's mind. Since English is not comparable with Latin, Greek ,Sanskrit etc. in terms of quality mandarin is the language which is being spoken by large no of people than any other language but English still stays on the top of the ladder as it absorbs new terms strengthening its tally in rapid pace but other languages are not able to match with the pace of English in terms of absorbing power.

# ***GROUP DISCUSSION***

## *Is Corruption-free Society Possible*

**Hari:** Good morning everyone. It's nice to meet you all once again. Today we are here to discuss on a never ending topic on Indian corruption. It is a major issue and it hits our economy so badly. It is a fact that 62% of Indians pay bribes to get their works done in public offices few years before and in the Corruption Perception Index, India ranks 76<sup>th</sup> among other nations of the world in 2015.

**Ram:** Yes it so pity that is seen mostly among the Government officials. In order to get anything done from the Government officers, a person has to bribe from the bottom line till the chain ends. It's being flowed through the hierarchy from lower to higher.

**Archana:** You are right Ram. The main reasons are the low salaries and high cost of living. Because of these, people think to make easy money, than to try making money via proper means. It takes time and effort to go through other alternatives which are not a part of corruption. They are mostly unaccountable so it makes them easy to go in hands of bribery.

image:pixabay

**Santhosh:** But Archana, it is not only about a small chunk of money. There are trillions of dollars having been stashed in Swiss banks. Even though these were the allegations made by Indian media, they are mainly owned by corrupt politicians and industrialists.

**Karthik:** Hundred percent right Santhosh. Actually they play a huge role in almost all of these scams. They mislead the public with incorrect information and with the help of media they play politics against their opponents. So its corruption everywhere we turn.

**Kavya:** I agree with everyone. Actually the main reason for corruption in our country has many portfolios. More Government departments with Non-Transparent bureaucratic power, Complicated licensing and Tax systems, Enormous regulations and Government controlled institutions playing huge monopoly on certain services and goods delivery. And it doesn't stop as it continues.

**Ram:** It's a pathetic situation where we are in. I have certain factual information that proves really shocking. It's under India's FIR reports, 120/524 members of parliament were accused of crimes in 2009. Can we even think of safety and security in these people's hands?

**Hari:** Yes Ram. Adding to it there are big scandals in India having involved higher government officials. The worst part is even chief ministers and cabinet ministers are part of it. 2g spectrum involved corruption of nearly 1.7 lakh crores. While Commonwealth Games 2010 involved 70000 crores. Apart from that Coal Mining scam included 1.86 lakh crores which are beyond our thinking. There are also few more scandals as Adarsh scam, Karnataka Mining scam and cash for vote scam.

**Santhosh:** They are very bold as they are in elite group. Those people always find loop holes and they are away from being punished severely. Media plays a major role here. They create a shield over these elite people by making some sensational news to blindfold the public.

**Archana:** Exactly Santhosh. The thing that we need to understand is that, though are several bodies to have an eye over this, they are also being headed by these elite people in all sectors. Be it Police, lawyers, doctors, politicians, everyone is the same. The elite group of people rules and the little one gets caught in bribery and that too in minimum figures, when compared to the big shots.

**Karthik:** The exact question that comes out here is whether we can be out of this evil? Is there any real solution to get rid of this? And obviously it can be done to some extent if a proper system is followed in India and everyone adheres to it.

**Kavya:** Perfect Karthik. That's where I am heading towards to. All the processes being computerized could be one of the solutions. Even Public sector privatization, stringent punishments against people who are a part of corruption. It should be done without considering the power and designation of the person who was proven guilty.

**Hari:** Yes guys. At least we should have a hope that the coming generations may not need to suffer as we do. For that, everything should start from the basic. Proper education to the future generation will prove to be the main key. So, by the way everything that follows the basic should be right.

### **Conclusion**

Though it is not possible to eliminate corruption in a single night, it could be eradicated gradually through certain measures. The RTI gives us all the expected information about the Government officials, offices etc. Under this act, we have the right to question the Government on any problem we face. We need to depend much on Central Vigilance Commission as it was setup by the GoI to guide and advise the Government agencies in vigilance areas. Any sort of corruption could be reported to CVC. Special courts establishment for instant and speedy justice could be a great positive aspect as well as following string laws that make sure no one could escape out of the law using loop holes.

## **Facts from the topic**

- 1 It is a fact that 62% of Indians pay bribes to get their works done in public offices few years before and in the Corruption Perception Index, India ranks 76th among other nations of the world in 2015.
- 2 There are trillions of dollars having been stashed in Swiss banks as black money.
- 3 Under India's FIR reports, there is a record that 120 out of 524 members of parliament were accused of crimes in 2009.
- 4 2g spectrum involved corruption of nearly 1.7 lakh crore. While Commonwealth Games 2010 involved 70000 crore. Apart from that Coal Mining scam included 1.86 lakh crore.

# INTERVIEW SKILLS

## INTERVIEW AND TECHNIQUES

When interviewing for a job, it is imperative to be knowledgeable about the company, as well as about the industry in which the company operates.

This could mean:

- Fully exploring the company's website - a few clicks won't cut it.
- Utilizing powerful corporate research tools to learn about the company and their business
- Doing a Google search to find recent articles or press releases about the employer
- If possible, researching your interviewer (through LinkedIn) and the role the interviewer plays in the company
- It is appropriate to request the names and titles of your interviewers during the interview scheduling process, especially if your interview is scheduling by a centralized Human Resources department or administrative support personnel.

Many employers will ask you specific questions about their company or generally ask you to share what you know about the organization. To really impress, review some of the current industry resources available and be familiar enough with the material to be able to discuss the latest industry issues or trends with your interviewer.

Several useful tools for company and industry research are below. These should be used in conjunction with major-specific resources available through the Hagerty Career Library.

- **Hoover's Academic Database**  
Hoover's Online is a great starting place for researching companies. Its comprehensive and timely company profiles contain company overviews and histories, including limited coverage of private companies and subsidiaries. Use this database to compile lists of company competitors, brand/product names, some industry information, and officer names and salaries.
- **PrivCo**  
*Researching a private company? PrivCo is your best tool. The database includes in-depth reports on non-publicly head companies, including financial data and revenue. You'll also find private M&A deals and deal multiples, private firm valuations, VC funding, private equity deal history; and private and family ownership data. To use this database, you must create a PrivCo login using your Drexel email address. Each user may download 250 records per month.*  
*Step up your Research and Show Your Interest - Follow/like the company on Facebook, Twitter, and other forms of social media. This gives you a current view of what's happening for the employer, and also shows you're interested (yes, many employers check!)*

Prepare responses



Prepare responses to frequently asked interview questions and practice those responses. Steinbright offers interview workshops on a regular basis, and you can also schedule a valuable mock interview with a Steinbright staff member. In addition, it is highly recommended that you practice with a friend, family member, or mirror! The more you practice, the more articulate and convincing your responses will be during the interview. Being well-prepared will also alleviate some of the uneasiness you may feel going into an interview.

Familiarize yourself with the job description; know what specific skills the employer is looking for. Prepare responses which illustrate that you possess these required skills. In other words, match your skills to the employer's needs, thus convincing him or her that you are the perfect fit for the job. When practicing, remember to smile and allow your personality into the interview. Don't forget to prepare some questions for the employer at the end of the interview.

### DRESS CODE

If you want to convince the employer that you are a mature and responsible professional, then you must look the part. Your clothing should be neat, clean and conservative. In most cases, a dark-colored suit is preferred for both men and women. If you do not own a suit, there are other acceptable alternatives. Men can wear a sport jacket, tie, and neatly pressed slacks. Women can wear a skirt or neatly pressed slacks with a blazer, sweater or blouse, but should avoid choosing anything clingy or revealing.

For work environments that are less corporate, it is important to reflect in your attire that you have some understanding of the workplace culture of the employer. Look for workplace photos on the company's website. What are people wearing? Find ways to incorporate that aesthetic into your interview clothing, but always keep it neat and professional. It is also effective and acceptable to ask a non-corporate employer when setting up your interview, "What is appropriate attire in your office/for this meeting?"

Both men and women should stay away from excessive jewelry, cologne/perfume, or make-up. If you are unsure about interview attire for your specific major/industry, talk to a Steinbright staff member.

### What to bring:

Remember that everything you bring makes an impression - carrying these items in a briefcase or a portfolio is much more professional than a backpack. For women, bringing a purse is generally acceptable, provided that it is conservative and plain. A briefcase can be a good choice to carry your resume and other documents, and most can fit personal items as well, negating the need to carry a separate purse. If you choose to bring a cell phone or any other electronic devices with you, be sure that they are turned off and stored in your briefcase or purse for the duration of the interview.

### Reach the venue early;

If you have any questions about where the interview site is located, request a map or written set of directions from the company. Always bring printed directions, in case your phone/GPS fails you. Leave for your interview earlier than you think you need to, and be sure to have the company's telephone number on hand in case you need to reach them. Arrive 15 minutes before your interview; if you arrive too early the employer may feel pressured to begin the interview before he or she is ready. On the other hand, arriving late (even by a few minutes) will make you appear unreliable and irresponsible.

### Facing the Panel.

Relax and remain confident and professional. Remember to smile and be friendly, even if you are nervous. You may be interviewed by several company employees, so be prepared.

- Shake hands and thank the interviewer(s) for the opportunity that they are providing.
- Get the names of all of your interviewers and refer to them during the interview by name.
- Express 100% interest in the position for which you are applying. Employers want to hire candidates who are enthusiastic about the position and company, so be sure to convey that you are eager to be a member of their team.

### Body language;

The way you present yourself physically in an interview can convey a lot about you. One goal of interviewing is to convey confidence, and maintaining appropriate body language can help you accomplish that goal.

- Maintain eye contact with members of the interviewing team. Eye contact conveys honesty and confidence so be careful not to stare into your lap or around the room. This gets easier with practice and experience!
- Sit straight in the chair with your hands on your lap or in another comfortable position.
- Relax and avoid nervous behaviors (finger tapping, leg shaking, fidgeting, excessive hand gestures, etc.).

### Responding to the questions;

- If you are not sure you heard the question properly or you are not sure of the question's intent, ask for further explanation and clarification.
- Before answering a question, organize your thoughts and formulate your response in sequential order. A few seconds of deliberate thought is much better than 10 minutes of rambling.
- Choose your words carefully and use proper grammar. Avoid "um," "ya know," "well," "like," and other words that indicate nervousness, uncertainty, and a lack of professionalism.

- Always support your claims with concrete examples from your experience. For instance, to convey that you are a team player, prove it by sharing an anecdote about a specific time when you demonstrated your ability to work well with others.
- Practicing speaking your answers to frequently asked interview questions prior to your interview will help you to successfully answer questions and make a great impression.

### **Be optimistic;**

Always speak positively about your previous experiences. Complaining about prior jobs, employers, classmates, professors, etc. can make you appear to have a bad attitude. If you talk excessively about negative experiences, the employer will begin to wonder how much you contributed to these problems and whether you will create similar issues in their workplace. Occasionally, employers will ask you questions deliberately designed to elicit a negative response ("Tell me about a time when you had a conflict with someone," "Describe your worst job," "What is your greatest weakness"). In these situations you must be honest and answer the question, but do not harp on the negative. Instead, briefly describe the issue or problem, then focus on how you resolved the situation. This will enable you to showcase your problem solving skills and your ability to resolve conflict -- skills which any employer will find desirable. Remember to choose your words carefully and use neutral language. Stating that a group project was "challenging" is better than saying it was "horrible."

### **Ending the interview;**

When the interview is complete:

- Thank your interviewers and express your appreciation for their time.
- Let them know that you will be looking forward to hearing from them. It is appropriate to inquire about their recruitment timeline and when they plan to notify candidates of their final selections.
- Ask for a business card from each interviewer so that you have the correct contact information.
- Within the next 24 hours, follow up with thank you notes to each of your interviewers.

### **Thank you notes;**

After your interview, always remember to send a thank you letter to each person who interviewed you. Collect the business cards of each person with whom you met so that you can be sure to follow up with them as well as ensuring that you spell their name correctly and include their title.

A thank-you note should convey your appreciation for the interviewer's time, reiterate your interest in the position, and highlight some of your qualifications again for the employer. You can either mail or email your thank-you letters. While many candidates prefer to email, you might consider standard mail for a personal touch. Regardless of format, most importantly just be sure that they are professionally written and sent within 24 hours of the interview.

Your letter should be short, polite, and highlight some of your qualifications again for the employer. Try to mention something that you spoke about during the interview. This will help the interviewer remember you and it will make the note more personal. In this way, you are creating a very polished and professional image of yourself as a potential candidate.

You can think of thank you letter as the cover letter written backwards. The format of a thank you letter should follow the guidelines in the Thank You Note Worksheet. The thank you letter is usually made up of four paragraphs:

- **Paragraph 1** - Thank them for their time and reiterate your interest in the position.
- **Paragraph 2** - A chance to address any unresolved issues:
  - Is there a question that you wish you had answered better?
  - Is there more information on a point that you forgot to bring up?
  - Did the employer request more information on anything?
- **Paragraph 3** - Reiterate your skills as they match the employer needs. Clarify this based on additional information you learned at the interview.
- **Paragraph 4** - Thank the employer again and let them know how and when you plan to follow up.

#### Enquiring about hiring decision;

It's been three weeks since you went on a job interview and you still haven't heard from the employer. Before you jump to conclusions and assume you didn't get the job, consider that there could be many other reasons why the employer hasn't contacted you yet. Some common explanations for delayed contact include:

- Approval to hire the candidate got held up in Human Resources. Most companies have to take this step before notifying candidates of the decision.
- The employer had additional candidates to interview before making a final decision.
- The hiring manager who has the final say on the candidate selection is out of town and hiring is halted until they return.

Regardless, waiting around to find out if you got the job can be stressful. What can you do about it? When handled properly, it's considered professional to send a follow up email to an employer to inquire on the status of the recruitment process. Think this is a waste of your time? Think again. A survey from global staffing agency Robert Half International found that after sending a job application, 81% of 1,000 hiring managers want to receive a follow-up message within two weeks. Following up after the interview with an inquiry on a hiring decision may be an equally crucial step for the job seeker.

The email should be short and to the point, polite and not pushy. If you sent a thank you email right after your interview, this was your chance to restate your qualifications and your interest in the position. You do not need to repeat this again. Concise and simple is your best chance at getting a response from the employer. Below is an example email of a candidate who inquired about the recruitment timeline before ending the interview (See "Ending the Interview" section above). This is advisable and will help you gauge your timeline and know when you should expect to be contacted.

*"Mr. Jacobs, thank you again for your time during our interview on May 4<sup>th</sup>. During the interview you mentioned that you would be contacting candidates within a week to notify of your final decision. As it has now been a few weeks since our interview, I wanted to follow up and kindly request any update you are able to provide. I would greatly appreciate any information you can share on your next steps for the position."*

If you did not get details about their recruitment timeline during the interview, a general rule of thumb is if you haven't been contacted within two weeks after your interview, you can send a follow up inquiry. The sample email above can be easily adapted to fit your circumstance.

## **QUESTIONS FOR THE INTERVIEWER**

Most interviewers will conclude by asking "Do you have any questions for me?" The interviewer will expect you to have questions prepared and will use these questions to gauge your interest in and understanding of the job. Asking thoughtful and specific questions about the job and company will demonstrate to the interviewer that you are serious about the position. Conversely, if you do not ask questions you appear uninterested.

Also keep in mind that the interview is your opportunity to learn more about the position in order to determine if it is a good fit for you. Be sure to ask questions that will enable you to fully understand the scope of the job, so that you can make an informed decision about working for the company.

The following list contains topics for candidates to discuss in the initial job interview and ones to avoid. This list is by no means exhaustive; you should develop your own questions during the course of your research on the company.

### **Suggested Topics**

- Company-specific information, including products/specific department structure and organization and workflow
- Job-specific information, including specific duties/responsibilities, projects, timelines, information in the job description
- Training and onboarding process
- Leadership and developmental opportunities, including committees, groups, activities, conferences, presentations, events, etc.

- Mentorship/supervision
- Structure of performance evaluations/grading
- Company mission statement and how it relates to daily work culture
- Advancement opportunities within the company or organization
- Learning more about interviewer's growth and advancement within the company

#### Sample Questions

- What type of training programs do you have? How long is the training period? What does the training consist of?
- How and when will my performance be evaluated?
- What can I do between now and the start of the position so that I am prepared to hit the ground running?
- What is unique about your company? Can you describe the company's basic management philosophy? What is the organizational structure above and below this position?
- Do you hire co-op students from cycle to cycle? What percentage of your co-ops become full-time employees upon graduation?
- In your opinion, why is this a good place to work?
- What has your career progression been within this company?
- If I excel in this job, would I have the opportunity to increase my job duties and responsibilities?
- What would make an employee stand out as "exceptional" in this job?
- Ask specific questions based on your research of the company: growth plans, competitors, new products and research, etc.

#### Topics to Avoid

- Salary
- Benefits
- Vacation or time off
- Details that you should already know based on available information or are already sufficiently explained in the job description
- Publicly available information via online research

### INTERVIEW QUESTIONS

Your goal during an interview is to convince the employer that you are the best candidate for the job. In order to accomplish this, you must be able to clearly and articulately convey that you have the specific skills and strengths for which the employer is looking. The best way to increase your likelihood of effectively responding to interview questions is through advanced

preparation. Before an interview, you should prepare your responses to standard interview questions and practice speaking them out loud. If you can, do a mock interview with a Steinbright staff member or with family or friends. Below are some frequently asked interview questions that you can refer to while preparing for interviews.

## **SAMPLE INTERVIEW QUESTIONS**

### **Questions about You**

- Tell me about yourself.
- What are your long-range career goals? Short-range goals?
- What specific goals, other than those related to your career, have you established for yourself?
- What do you really want to do in life?
- Do you prefer working with others or by yourself?
- Would you prefer a large or a small company? Why?
- What do you consider to be your greatest strengths and weaknesses?
- How do you spend your spare time?
- In what kind of a work environment are you most comfortable (structured, unstructured, etc.)?
- Why did you select Drexel University?
- Why did you choose your major field of study?
- What courses do you like the best? The least? Why?
- Do you think your grades are an accurate indication of your academic achievement?
- Do you have a geographical preference? Why?
- Will you relocate?
- Do you have plans for continued study and obtaining an advanced degree?

### **Questions about Your Skills and Motivation**

- What are the most important rewards you expect in your career?
- Why did you choose the career for which you are preparing?
- How is college preparing you for your career?
- What qualifications do you have that make you think you will be successful in your career?
- Why should I hire you?
- What do you hope to learn on this job?
- What three things are most important to you in your job?
- What criteria are you using to evaluate the company for which you hope to work?
- What have you learned in your other jobs that you think will help you to do this job well?

- Why did you apply for this job?
- What do you know about our company?
- Why are you interested in working for our company?
- After reading the job description, what do you think will be the most challenging aspects of the job for you?
- How do you think you can add to the company?
- What motivates you to put forth your greatest effort?

### **Questions about Your Experience**

- What have you learned from participation in co-curricular activities?
- What two or three accomplishments have given you the most satisfaction? Why?
- Describe your most rewarding college experience.
- Describe your most recent group effort.
- Tell me about the time you met the most opposition when proposing a plan of action.
- Describe a situation that best demonstrates your ability to get things done through others.
- Describe a time when you were faced with problems or stresses at work that tested your coping skills. What did you do?
- Describe the most significant written document, report, or presentation that you've completed. Do you have an example of oral communication skills?
- Describe a time when you were confronted by a difficult task-related problem and how you solved it. Did you ever have to go above and beyond the call of duty in order to get a job done?
- Give an example of a time when you did not have enough information to do your job. What steps did you take?
- Tell me about a specific occasion when you conformed to a policy even though you did not agree with it.
- Give an example of when you were able to build motivation in your co-workers or subordinates.
- Have you ever had a confrontation with someone? How did you handle the situation?
- Describe the most creative work-related project you have completed.
- Give an example of a time when you had to be relatively quick in coming to a decision.

### **Questions About Hypothetical Situations / Theoretical Questions**

- How would you describe the ideal job for you?
- What have you learned from your mistakes?
- Have you ever been in a leadership role? Please explain the situation.
- Are you involved in any extracurricular activities?
- How do you work under pressure?



- What types of people seem to "rub you the wrong way"?
- Describe the relationship that should exist between a supervisor and subordinates.
- What type of supervisor would you like to have?
- Give an example of an important goal you had to set and your process in meeting that goal.
- If a friend or professor were asked to describe you, what would he/she say?
- How do you define "success"?

## COPING WITH INTERVIEW STRESS

The goal of an interview is to effectively convey that you are the one for a job. However, interviews are often seen as "high stakes" environments that cause many to experience nerves and anxiety before or during their interviews. Sweaty palms, elevated heart rate, racing thoughts, and the inability to focus are common symptoms of interview stress and anxiety. For those who have limited or no interviewing experience, preparing for an interview may be a nerve-racking experience. Even seasoned professionals with years of interview practice can feel anxious or overwhelmed while preparing for or during an interview. Below are strategies for reducing your interviewing nerves and anxiety so you can increase your chances of a successful outcome.

## SIGNS OF INTERVIEW STRESS AND ANXIETY

Feeling nervous before the big interview? Below is a short list of common symptoms of interview stress. Remember, stress affects each person differently, and the list below is by no means exhaustive. You may experience one, several, or none of these symptoms. What is most important is to know how interview stress impacts you and how to proactively respond through routine practice and preparation.

- Racing heartbeat
- Nausea
- Sweating
- Blushing
- Fear that the anxiety will spiral out of control
- Breathing difficulty
- Dizziness
- Lacking voice
- Racing thoughts
- Irrational thoughts

## Frequently Asked Interview Questions

1. **Tell me about yourself.**

**Ans: 1** I am \_\_\_\_\_ . I stay in \_\_\_\_\_ . I completed my 10+2 from \_\_\_\_\_ and I have completed my \_\_\_\_\_ from \_\_\_\_\_ University. My simplicity and punctuality is my great strength I am friendly in nature. My weakness is I quickly believe in any to any other person. Short term goal of my life is work with reputed company like yours and my long term goal is to be a respectable position in that organization. Now coming to my family, There are seven members in my family my father is retired and my mother is housewife. My elder brother is a self employed person. My hobbies are watching movies and listening to music. As a fresher, I have no work experience, but I will prove myself when opportunities come. Thank you.

**Ans: 2** Firstly, I would like to thank you for giving me this opportunity to introduce myself, I am \_\_\_\_\_ from \_\_\_\_\_. I have completed my Master of Engineering in the field of Communication Systems at Adhiyamaan College of Engineering at Hosur and did my BE in the domain of ECE at Periyar Maniammai University, Thanjavur. My schooling was from \_\_\_\_\_ and I did my higher Secondary from \_\_\_\_\_.

My strength is easy adaptability, quick learner, good leadership quality for your kind reference I was a senior under officer in NCC and medal as a best senior under officer. Being an NCC cadet I ll be punctual and I m having the quality of guiding a team. Thank you.

2. **Why should I hire you?**

Sir, as a fresher I have no experience but if you give an opportunity I assure that I will be work hard which was help in growth of company to 100% output as you satisfied with my work dedication can make as possible to growth organisation.

3. **What are your strengths and weaknesses?**

My strength is I am hard working, sincere and self motivating person. I eager to learn new things. I am adaptable in any kind of environment and my positive attitude towards any \_\_\_\_\_ situations.

My weakness is when I involve in any work I try to finish it as soon as possible and I do not care about my time. If anyone asks me to help, I never negate them.

4. **Why do you want to work at our company?**

As a fresher I need a platform to start my career. I have gone through your companies profile and learnt that your company encourages fresh talent and provides good work culture. By joining your company I get a good chance to work with skilled people which will help me to improve my practical knowledge.

5. **What is the difference between hard work and smart work?**

Hard work is putting your maximum into your job, while smart work is doing your job in most efficient manner.

6. **Can you work under pressure?**

Yes Sir, I can work under pressure and I feel its the peak time when I can show my skills, dedication and hard work.

7. **What are your goals?**

My short term goal is to be a part of your organization and my long term goal is the add to the success of your organization.

My short term goal is to be placed in a reputed organization like yours and long term goal is to become a respectable position in that organization.

8. **What motivates you to do good job?**

Will power and optimistic thought will motivate a person to do any job the best. Self motivation is very important.

9. **Where do you see yourself five years from now?**

In five years from now I want to see myself at responsible position where my company see me as valuable assets and at the same time to grow with the company.

10. **Tell me about your college days.**

I did my \_\_\_\_\_ from \_\_\_\_\_.  
I was one of the toppers in my college; I was very regular to my class. I represented my class for 2 years. I also involved in co-curricular activities, charity events, fund raising events, youth festivals, job fairs, educational fairs etc., I was good at sports and cultural activities. After classes, I used to play cricket with my classmates at our college ground. I have participated in many competitions in district level and state level from our college and won prizes in paper presentations, quiz competitions, chess, carom, I put finger in every aspect. I enjoyed my college days a lot. It was one of the golden periods of my life, Very nice days with lots of dreams, ambitions, and aspirations, all mixed together with a good span of freedom. Lots of fun, silly fights, cracking jokes, and in between some seriousness at the time of exams. So, I believe college life was great. I sure do miss college... the glory days. College taught me lifelessons I could never read in a book or

learn elsewhere. Thank you for giving me this opportunity to remind my college days.

**11. What will you do if you are not selected today?**

**Ans:1** I will give my best to get this job, unfortunately, if I am not selected for this job, I will recall my performance and analyze the weak parts. I will try to overcome those mistakes in possible ways and I will get ready for another interview.

**Ans:2** Success and failure are both important parts of our life. If I get rejected, I take it in a positive way but I would like to know where I lack & what mistakes are so, that I can rectify myself as soon as possible & get ready for next interview.

**Ans:3** I am proud of most of my work. I am a simple working class guy. Being a self learner, I will find my mistakes which caused me failure...and take them as an experience. I will try for better tomorrow in the next interview.

**12. How much salary you are expecting?**

**Ans:1** "I'd appreciate it if you could make me an offer a maximum based on your company norms whatever you have budgeted for this position and we can go from there."

**Ans:2** As a fresher, I cannot expect much, But I would appreciate if you offer me a maximum based on your company norms.

**Ans:3** I am interested in finding a job that is a good fit for me. I'm sure whatever salary you're paying is consistent with the rest of the market." In other words, I respect myself and I want to think I can respect this company.

**13. Who is your role model, and why?**

My role model is Dr. A. P. J. Abdul Kalam. He came from a very poor family. He was widely known as the MISSILE MAN OF INDIA because of his development on space rocket technology and ballistic missiles. He served as the 11th President of INDIA in 2002 to 2007. He played a organizational, political, technical role in POKHRAN-II nuclear test in 1998. He was the man of vision who was completely aimed at the development of our nation. Kalam quoted that "You have to dream before your dreams come true".

**14. Explain how would be an asset to this organization?**

If given an opportunity, I will work to make this organization grow by my work, I have good customer handling skills and negotiation skills that I think would be assets to this organization.

**15. What are your outside interests?**

Well my outside interests are going picnic with my friends, shopping, listening to music and spend time with my family.

# ON-LINE PRACTICE TEST

## Answer Script of Online Assessment

Date of Exam: 3/2/2022

[Print](#)

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Student Name: Dhamodharan      Registration No: 110319105002  
Subject Name: **Communication Skills**      Test Name: **Communication Skills Laboratory**  
**Exam Summary**      Total Questions : 32      Max Marks: 35  
Correct Answers: 12      Wrong Answers: 20      Marks Obtained: 14.5  
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### Section I : Listening Comprehension

#### Part 1: Gap filling (This part carries 5 Marks)

Instruction: Listen to the passage and type the correct word in the blanks.  
Click play button to listen the Audio.

Q 1. Reading and writing involve mental  . The mind then hungers for relief. Reading also involve physical strain. The physique then needs extra fuel. Regular  in outdoor cases makes the body fit and at the same time gives the relief required.

'Sound mind in a sound body' is an  necessity for all, particularly for a school-going boy or girl.

The present  for games and sports in most of the schools and colleges is most unsat completely optional for the students to participate in games and sports and as a  -of take part in school or college games. The training for different branches of games and sport given in a scientific way under a good coach and the  to any particular branch of spc should be  on the ability and interest of the student.

of games in the curriculum of studies is, therefore, very important in modern times no play makes Jack a dull boy'. We want Jack to become a bright young man. So, we must and sports not  but compulsory in education at all levels, so that approach to it may not casual.

Correct Answer :

strain~participation~unavoidable~arrangement~matter~suitability~determined  
~Inclusion~optional~sincere

Your Answer :

strain~participation~invoiced~arrangement~matter~suitability~termed~import  
ant~optional~sinsior Status : **Wrong** Marks : **3**

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**Section I - Listening Comprehension: Multiple Choice (This part carries 5 Marks)**

Instruction: Listen to the passage and answer the question/s by clicking on the appropriate option.

NOTE: Audio can be replayed twice.  
Click play button to listen the Audio.

Q 2. The primary purpose of the passage is to

- demonstrate the nineteenth-century preference for realistic novels rather than romantic ones.
- Explain why Jane Austen's novels were not included in any academic curriculum in the early nineteenth century
- Urge a reassessment of Jane Austen's novels by twentieth-century literary critics
- Describe some of the responses of nineteenth – century critics to Jane Austen's novels as well as to fiction in general

Correct Answer : **4** Your Answer : **3** Status : **Wrong** Marks : **0**

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Q 3. The passage supplies information for answering which of the following questions?

- Was Whitely aware of Scott's remarks about Jane Austen's novels?
- Who is an example of a twentieth-century Marxist critic?
- Who is an example of twentieth-century critic who admired Jane Austen's novels?
- What is the author's judgment of Dickens?

Correct Answer : **1** Your Answer : **1** Status : **Correct** Marks : **0.5**

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Q 4. The author mentions that English literature "was not part of any academic curriculum" in the early nineteenth century in order to

- emphasize the need for Jane Austen to increase ordinary, everyday character in her

novels.

- give support to those religious and political groups that had attacked fiction
- give one reason why Jane Austen's novels received little critical attention in the early nineteenth century.
- Suggest the superiority of an informal and unsystematized approach to the study of literature

Correct Answer : 3 Your Answer : 3 Status : **Correct** Marks : **0.5**

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Q 5. The passage supplies information to suggest that the religious and political groups mentioned and Whitely might have agreed that a novel

- has little practical use
- has the ability to influence the moral values of its readers
- is of most interest to readers when representing ordinary human characters.
- should not be read by young readers.

Correct Answer : 2 Your Answer : 3 Status : **Wrong** Marks : 0

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Q 6. The author quotes Coleridge in order to

- refute the literary opinions of certain religious and political groups
- make a case for the inferiority of novels to poetry
- give an example of a writer who was not a literary reactionary
- indicate how widespread was the attack on novels in the early nineteenth century

Correct Answer : 4 Your Answer : 4 Status : **Correct** Marks : **0.5**

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Q 7. The passage suggests that twentieth century Marxists would have admired Jane Austen's novels more if the novels, as the Marxists understood them, had

- described the values of upper-middle class society
- avoided moral instruction and sermonizing
- depicted ordinary society in a more flattering light portrayed characters from more



than one class of society

- portrayed characters from more than one class of society

Correct Answer : 4 Your Answer : 3 Status : **Wrong** Marks : 0

---

Q 8. It can be inferred from the passage that Whitely found Dickens character to be

- especially interest to young readers
- ordinary persons in recognizably human situations
- less liable than Jane Austen's characters to have a realistic mixture of moral qualities
- more often villainous and weak than virtuous and good

Correct Answer : 3 Your Answer : 4 Status : **Wrong** Marks : 0

---

Q 9. According to the passage, the lack of critical attention paid to Jane Austen can be explained by all of the following nineteenth-century attitudes towards the novel EXCEPT the

- assurance felt by many people that novels weakened the mind
- certainly shared by many political commentators that the range of novels was too narrow
- lack of interest shown by some critics in novels that were published anonymously
- fear exhibited by some religious and political groups that novels had the power to portray immoral characters attractively

Correct Answer : 2 Your Answer : 4 Status : **Wrong** Marks : 0

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Q 10. The author would most likely agree that which of the following as the best measure of a writer's literary success?

- Inclusion of the writer's work in an academic curriculum
- Publication of the writer's work in the writer's own name
- Existence of debate among critics about the writer's work
- Praise of the writers work by religious and political groups

Correct Answer : 3 Your Answer : 1 Status : **Wrong** Marks : 0

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Q 11. Choose the synonym for the word 'anonymously'

- Incognito
- Clear
- Distinguished
- friendly

Correct Answer : 1 Your Answer : 4 Status : **Wrong** Marks : 0

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**Sequencing of Jumbled Sentences (This part carries 5 Marks)**

Instruction: Arrange the following sentences in correct sequence (This question carries 5 mark)

**Q 12.**

So there is hardly anything that the government can do about it now.

It is regrettable that there is widespread corruption in the country at all levels and there are graft and other malpractices too.

The impression that corruption is universal phenomenon persists and the people not cooperate in checking this evil.

Recently several offenders were brought to book, but they were not given deterrent punishment.

This is indeed a tragedy of great magnitude.

Correct Answer : 4~1~3~2~5 Your Answer : 5~2~3~1~4 Status : **Wrong** Marks : 1

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**Section II Reading Comprehension: Multiple Choice (This part carries 10 Marks)**

Instruction: Read the Passage Carefully and Answer the Questions

Few areas of neuron behavioral research seemed more promising in the early sixties than that investigating the relationship between protein synthesis and learning. The conceptual framework for the research was derived directly from molecular biology, which had shown that genetic information is stored in nucleic acids and expressed in proteins why not acquired information as well.

The first step towards establishing a connection between protein synthesis and learning seemed to be to block memory (cause amnesia) by interrupting the production of proteins. We were fortunate in finding a non-lethal dosage of puromycin that could, if first applied, thoroughly inhibit brain protein synthesis as well as reliably produce amnesia.

Before the actual connection between protein synthesis and learning could be established however we began to have doubts about whether inhibition of protein synthesis was in fact the method by which puromycin produced amnesia. First, other drugs, glutavimides themselves potent protein synthesis inhibitors either failed to cause amnesia in some situations where it could easily be induced by puromycin or produced an amnesia with a different time course from that of puromycin. Second, puromycin was found to inhibit protein synthesis by breaking certain amino acid chain, and the resulting fragments were suspected of being the actual cause of amnesia in some cases. Third, puromycin was reported to cause abnormalities in the brain, including seizures. Thus, not only were decreased protein synthesis and amnesia dissociated, but alternative mechanism for the amnesic action of puromycin were readily suggested.

So, puromycin turned out to be a disappointment. It came to be regarded as a poor agent for amnesia studies, although, of course, it was poor only in the context of our original paradigm of protein synthesis inhibition. In our frustration, our initial response was simply to change drugs rather than our conceptual orientation. After many such disappointments, however, it now appears unlikely, that we will make a firm connection between protein synthesis and learning merely by pursuing the approaches of the past our experience with drugs has shown that all the amnesic agents, often interfere with memory in ways that seem unrelated to their inhibition of protein synthesis. More importantly, the notion that the interruption or intensification of protein production in the brain can be related in cause and affect fashion to learning non seems simplistic and unproductive. Remove the battery from a car and the car will not go Drive the car a long distance at high speed and the battery will become more highly charged. Neither of these facts proves that the battery power the car, only knowledge of the overall automotive system will reveal its mechanism of locomotion and the role of the battery within the system.

- Q 13. The primary purpose of the passage is to show that extensive experimentation has
- Not supported the hypothesis that learning is directly dependent on protein synthesis
  - Cast doubt on the value of puromycin in the newer behavioral study of learning
  - Revealed the importance of amnesia in the neuron behavioral study of learning
  - Demonstrated the importance of amino acid fragmentation in the induction of amnesia.

Correct Answer : 1 Your Answer : 1 Status : **Correct** Marks : 1

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Q 14. According to the passage, neuron behaviorists initially based their belief that protein synthesis was related to learning on which of the following?

- Specific research into learning
- Traditional theories about learning

- Historic experiments on the effects of puromycin
- Previous discoveries in molecular biology.

Correct Answer : 4 Your Answer : 4 Status : **Correct** Marks : 1

---

Q 15. This passage was most likely extracted from

- A book review in a leading journal devoted to genetic research.
- A diary kept by a practicing neuron behavioral research
- An article summarizing a series of scientific investigations in neuron behavioral research.
- A newspaper article on recent advances in the biochemistry of learning

Correct Answer : 3 Your Answer : 3 Status : **Correct** Marks : 1

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Q 16. It can be inferred from the passage that after puromycin was perceived to be a disappointment, researchers did which of the following?

- They continued to experiment with puromycin until a neuron anatomical framework was developed.
- They continued to experiment with puromycin, but also tried other protein synthesis inhibitors
- They ceased to experiment with puromycin and shifted to other promising protein synthesis inhibitors.
- They ceased to experiment with puromycin and reexamined through experiments the relationship between genetic information and acquired information.

Correct Answer : 3 Your Answer : 1 Status : **Wrong** Marks : 0

---

Q 17. In the example of the car the battery is meant to represent which of the following elements in the neuron behavioral research program?

- glutarimides
- acquired information
- puromycin

protein synthesis

Correct Answer : 4 Your Answer : 2 Status : **Wrong** Marks : 0

Instruction: Read the Passage Carefully and Answer the Questions

The existence of mammals on the earth can be traced back to at least the Triassic time. The rate of development was retarded, till evolutionary change suddenly accelerated in the oldest Paleocene. This resulted in an increase in average size, larger mental capacity, and special adaptations for different modes of life, during the Eocene time. Further improvement was seen during the Oligocene Epoch, with the appearance of some new lines and extinction of others. The Miocene and Pliocene times are especially significant as they mark the culmination of various groups and a continued approach toward modern characters. It is in the Miocene time that the mammals reached their peak with reference to variety and size.

The ability of the mammals to adapt to various modes of life finds a parallel in the reptiles of the Mesozoic time, and apart from their greater intelligence, the mammals apparently have not done much better than the corresponding reptilian forms. Undoubtedly the bat is a better flying animal than the pterosaur, but at the same time the dolphin and whale are hardly more fish like than the ichthyosaur. Quite a few of the swift-running mammals inhabiting the plains, like the horse and the antelope, must excel any of the dinosaurs. Although the tyrannosaurus was a more weighty and robust carnivore than perhaps any carnivorous mammal, the lion and the tiger, by virtue of their superior brain are far more efficient and dangerous beasts of prey. It is significant to note that various species of mammals gradually adapted themselves to various kinds of lifestyles, some took to grazing on the plains and were able to run swiftly (horse, deer, bison), others started living in rivers and swamps (hippopotamus, beaver), inhabiting trees (sloth, monkey), burrowing underground (rodent, mole), feeding on flesh (tiger, wolf), swimming in the water (dolphin, whale, seal), and flying in the air (bat). Human beings on account of their superior brain have been able to harness mechanical methods to conquer the physical world and adapt to any set of conditions.

Such adaptation to different conditions leads to a gradual change in form and structure. This is a biological characteristic of the youthful, plastic stage of a group. It is seen that early in its evolutionary cycle animals possess the capacity for change, but as the animal progresses in its cycle becoming old and fixed, this capacity for change disappears. The generalized types of organisms retain longest the ability to make adjustments when required, and it is from them that new, fecund stocks take origin—certainly not from any specialized end products. With reference to mammals, we see their birth, plastic spread in many directions, increased specialization, and in some cases, extinction; this is a characteristic of the evolution of life, which can be seen in the geologic record of life.

Q 18. From the following, choose the most appropriate title for the above passage?

- From Dinosaur to Man
- Adaptation and Extinction

- The Superior Mammals
- The Geologic Life Span

Correct Answer : 2 Your Answer : 4 Status : **Wrong** Marks : 0

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Q 19. According to the passage the chronological order of the geologic periods is:

- Paleocene, Miocene, Triassic, Mesozoic
- Paleocene, Triassic, Mesozoic, Miocene
- Miocene, Paleocene, Triassic, Mesozoic
- Mesozoic, Paleocene, Eocene, Miocene

Correct Answer : 2 Your Answer : 4 Status : **Wrong** Marks : 0

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Q 20. From the above passage, we can infer that, the pterosaur

- resembled the bat
- was a Mesozoic mammal
- was a flying reptile
- inhabited the seas

Correct Answer : 3 Your Answer : 1 Status : **Wrong** Marks : 0

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Q 21. As inferred from the passage, the largest number of mammals were found in which of the following periods?

- Triassic period
- Eocene period
- Oligocene epoch
- Miocene period

Correct Answer : 4 Your Answer : 1 Status : **Wrong** Marks : 0

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# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Affiliated to Anna University, Chennai - 600 025.

(Approved by All India Council for Technical Education, New Delhi)  
(ISO 9001 : 2008 Certified Institution & NBA Accreditation Institute)



**"Nizara Educational Campus"**

**Muthapudupet, Avadi I IAF, Chennai - 600 055. ISO 9001:2008**

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## RECORD OF ATTENDANCE AND ASSESSMENT FOR THEORY

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Name of the Faculty: Ms. Abhinaya C.

Department : CSE A

Semester : VI [III Year]

Subject : Professional Communication HS8581

# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

## RECORD OF ATTENDANCE AND ASSESSMENT FOR PRACTICALS

Branch : CSE *not submitted for* Semester : VI

Date of Commencement : 06/02/23 Date of Closure : 8.5.23

Subject Code : HS8581

Subject Name : Professional Communication

Name and Designation of Faculties : 1. Abhinaya C. / Asst. Prof.  
2. *Principles of Communication*

	End of 1 <sup>st</sup> Month	End of 2 <sup>nd</sup> Month	End of 3 <sup>rd</sup> Month	End of Semester
Signature of Staff	<i>Abhy</i> 20/2/23	<i>Abhy</i> 13/3/23	<i>Abhy</i> 3/4/23	<i>Abhy</i> 8/5/23
Signature of HOD	<i>Abhy</i> 20/2/23	<i>Abhy</i> 13/3/23	<i>Abhy</i> 3/4/23	<i>Abhy</i> 8/5/23
Signature of Principal	<i>Sathya</i> 3/4/23	<i>Sathya</i> 3/4/23	<i>Sathya</i> 3/4/23	<i>Sathya</i> 9/5/23



# LIST OF EXPERIMENTS

## FIRST CYCLE

## SECOND CYCLE

01 Self Introduction 01

02 Group Discussion 02

03 Essay - Non Technical topic 03

04 Presentation [5 Minutes] 04

05 Resume and Cover letter 05

06 Interview Etiquette 06

07 Interview session 07

08 08

09  09

10  10

# TIME TABLE

Period Day	1	2	3	4	5	6	7	8
I							III CSE A	III CSE A
II								
III								
IV								
V								

6/2/23  
Mon 7:8

13/2/23  
Mon 7:8

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	G/INC	R	P/A	Ex.No.	G/INC	R
1.	1101200 4001	Asim Ahmed N.	A	1	h	-	P	1	C	7
2.	4002	Abdul Hafeel H.A.	P	1	C	7	P	1	C	7
3.	4003	Abdul Halik H.	P	1	C	7	P	1	C	7
4.	4004	Abdul Qayyum H-k	P	1	C	7	P	1	C	7
5.	4005	Abdul Wadood M.	A	1	h	-	P	1	C	8
6.	4006	Aejaz Ahmed G.	P	1	C	8	P	1	C	8
7.	4007	Afifa Thahseen S.H.	P	1	C	7	P	1	C	7
8.	4009	Aiman Rabiya U.	P	1	C	8	P	1	C	8
9.	4010	Akash A.	A	1	h	-	P	1	C	7
10.	4011	Ali Jameel H.F.	P	1	C	7	P	1	C	7
11.	4012	Arshad G.	P	1	C	7	P	1	C	7
12.	4013	Athiya Zainab	P	1	C	7	P	1	C	7
13.	4014	Balaji S.	P	1	C	7	P	1	C	7
14.	4015	Benoga A.C.	P	1	C	7	P	1	C	7
15.	4016	Farnaz Sulthana A.	P	1	C	7	P	1	C	7
16.	4017	Harikiran S.	P	1	C	7	P	1	C	7
17.	4018	Hazeem Ahmad N.	P	1	C	7	P	1	C	7
18.	4019	Hemanth S.	P	1	C	7	A	1	h	-
19.	4020	Mohamed Fahim S.	P	1	C	7	P	1	C	7
20.	4021	Meeran Nasif K.N.	P	1	C	7	P	1	C	7

P/A. Present / Absent : Ex.No. : Experiment No.

20/2/23 Mon: 7, 8      21/2/23      6/3/23      13/3/23

Date & Hour				Date & Hour				Date & Hour				Date & Hour				Model of Exam Date of Marks
P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	
P	2	C	9	A	2	In	-	P	3	C	7	P	3	C	7	
P	2	C	9	P	2	C	9	P	3	C	7	P	3	C	7	
P	2	C	9	P	2	C	9	P	3	C	6 $\frac{1}{2}$	P	3	C	6 $\frac{1}{2}$	
P	2	C	8 $\frac{1}{2}$	P	2	C	8 $\frac{1}{2}$	P	3	C	7	P	3	C	7	
P	2	C	9	A	2	In	-	P	3	C	6	P	3	C	6	
P	2	C	8	P	2	C	8	P	3	C	7	P	3	C	7	
P	2	C	8	P	2	C	8	P	3	C	7	P	3	C	7	
P	2	C	8 $\frac{1}{2}$	P	2	C	8 $\frac{1}{2}$	P	3	C	7	P	3	C	7	
P	2	C	8 $\frac{1}{2}$	A	2	In	-	P	3	C	6 $\frac{1}{2}$	P	3	C	6 $\frac{1}{2}$	
P	2	C	9	P	2	C	9	P	3	C	6 $\frac{1}{2}$	P	3	C	6 $\frac{1}{2}$	
P	2	C	9	P	2	C	9	P	3	C	6	P	3	C	6	
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P	2	C	8	P	2	C	8	P	3	C	6	P	3	C	6	
P	2	C	9	P	2	C	9	P	3	C	7	P	3	C	7	
P	2	C	9	A	2	In	-	P	3	C	6	P	3	C	6	
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P	2	C	9	A	2	In	-	P	3	C	6	P	3	C	6	
P	2	C	9	P	2	C	9	P	3	C	6	P	3	C	6	
P	2	C	9	P	2	C	9	P	3	C	7	P	3	C	7	

Internal Assessment	Remarks

CNC Complete / Incomplete    R : Record Submitted

20/3/23 27/3/23

Sl. No.	Roll No. Register No.	Date & Hour				Date & Hour			
		P/A	Ex.No.	C/NC	R	P/A	Ex.No.	C/NC	R
1.	110120	P	4	C	7	P	4	C	7
2.	400	P	4	C	7	P	4	C	7
3.	400	P	4	C	7	P	4	C	7
4.	400	P	4	C	7	P	4	C	7
5.	400	P	4	C	8	P	4	C	8
6.	400	P	4	C	7	P	4	C	7
7.	400	P	4	C	7	P	4	C	7
8.	400	P	4	C	7	P	4	C	7
9.	400	A	A	A	7	P	4	C	7
10.	401	P	4	C	8	P	4	C	8
11.	401	P	4	C	7	P	4	C	7
12.	401	P	4	C	7	P	4	C	7
13.	401	P	4	C	6	P	4	C	6
14.	401	P	4	C	6	P	4	C	6
15.	401	P	4	C	6	P	4	C	6
16.	401	P	4	C	7	A	A	A	-
17.	401	P	4	C	7	P	4	C	7
18.	401	P	4	C	7	P	4	C	7
19.	401	P	4	C	7	P	4	C	7
20.	401	P	4	C	7	P	4	C	7

P/A : Present / Absent : Ex.No. : Experiment No.

3/4/23 10/4/23 17/4/23 24/4/23

Sl. No.	Roll No. Register No.	Date & Hour				Date & Hour				Date & Hour				Date & Hour				Month of Exam 1st 2nd 3rd 4th	Internal Assessment	Remarks
		P/A	Ex.No.	C/NC	R	P/A	Ex.No.	C/NC	R	P/A	Ex.No.	C/NC	R	P/A	Ex.No.	C/NC	R			
		P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8			
		P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8			
		P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8			
		P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8			
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		P	5	C	8	P	5	C	8	P	6	C	9	A	7	A	-			
		P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8			
		P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8			
		P	5	C	8	P	5	C	8	A	6	A	-	P	7	C	7			
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		P	5	C	8	P	5	C	8	P	6	C	9	A	7	A	-			
		P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8			
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		P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8			
		P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8			

CNC Complete / Incomplete R : Record Submitted

5/5/23  
5/5/23

Sl. No.	Roll No. / Registe No.	Date & Hour				Date & Hour			
		P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
1.	110120 4001	A	-	-	-	A	-	-	-
2.	4002	A	-	-	-	A	-	-	-
3.	4003	P	-	-	-	A	-	-	-
4.	4004	A	-	-	-	A	-	-	-
5.	4005	A	-	-	-	A	-	-	-
6.	4006	A	-	-	-	P	-	-	-
7.	4007	P	-	-	-	P	-	-	-
8.	4008	A	-	-	-	A	-	-	-
9.	4009	A	-	-	-	A	-	-	-
10.	4010	P	-	-	-	A	-	-	-
11.	4011	A	-	-	-	P	-	-	-
12.	4012	P	-	-	-	P	-	-	-
13.	4013	P	-	-	-	P	-	-	-
14.	4014	A	-	-	-	A	-	-	-
15.	4015	A	-	-	-	A	-	-	-
16.	4016	A	-	-	-	P	-	-	-
17.	4017	A	-	-	-	P	-	-	-
18.	4018	A	-	-	-	P	-	-	-
19.	4019	A	-	-	-	A	-	-	-
20.	4020	P	-	-	-	A	-	-	-

P/A : Present / Absent : Ex.No. : Experiment No.

8/8/23

Date & Hour				Date & Hour				Date & Hour				Date & Hour				Model of Exam Date of Marks	% of Attendance	Internal Assessment	Remarks
P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R				
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CNC Complete / Incomplete R : Record Submitted

6/2  
Mon 7/8  
13/2  
Mon 7/8

20/2/23  
Mon: 7/8  
27/2/23  
6/3  
13/3

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
21.	4022	Moghoom Khan Sahib M.H.	P	1	C	8	P	1	C	8
22.	4023	Mohamed Aazain H.	P	1	C	7	P	1	C	7
23.	4024	Mohamed Basith Ali A.	A	1	In	-	P	1	C	7
24.	4025	Mohamed Tahir A.	P	1	C	7	P	1	C	7
25.	4026	Mohamed Mahfouz S.	P	1	C	7	P	1	C	7
26.	4027	Mohamed Mohaideen M.	A	1	In	-	A	1	In	-
27.	4028	Mohamed Mubeen A.S.	P	1	C	7	P	1	C	7
28.	4029	Mohamed Nafees F.	P	1	C	7	P	1	C	7
29.	4030	Mohamed Raseen S.	P	1	C	8	P	1	C	8
30.	4031	Md. Zaccariya Abubakar H.I.	P	1	C	7	P	1	C	7
31.	4032	Mohamed Zafar F.	P	1	C	7	P	1	C	7
32.	4033	Mohamed Zaid Alkhalaf	P	1	C	7	P	1	C	7
33.	4034	Mohamed Asrif S.	A	1	In	-	P	1	C	7
34.	4035	Mohammed Irfan K.	P	1	C	7	P	1	C	7
35.	4036	Mohd. Moydin Abdul Kader	P	1	C	7	P	1	C	7
36.	4037	Mohd. Muzammil	P	1	C	8	P	1	C	8
37.	4038	Mohammed Rigasath KMO	P	1	C	7	P	1	C	7
38.	4039	Mohd Saddam Kasali	A	1	In	-	P	1	C	8
39.	4040	Taufiq N.	P	1	C	7	P	1	C	7
40.	4040	Mohammed Taufiq	P	1	C	7	P	1	C	7

P/A: Present / Absent : Ex.No. : Experiment No.

Date & Hour				Date & Hour				Date & Hour				Date & Hour				Mode of Exam Date of Marks	Attendance	Internal Assessment	Remarks
P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R				
P	2	C	9	P	2	C	9	P	3	C	7	P	3	C	7				
P	2	C	9	P	2	C	9	P	3	C	7	P	3	C	7				
P	2	C	9	A	2	In	-	P	3	C	7	P	3	C	7				
P	2	C	8	P	2	C	8	P	3	C	6	P	3	C	6				
A	2	In	-	A	2	In	-	P	3	C	7	P	3	C	7				
P	2	C	8	A	2	In	-	P	3	C	6	P	3	C	6				
P	2	C	8	P	2	C	8	P	3	C	6	P	3	C	6				
P	2	C	8	P	2	C	8	P	3	C	7	P	3	C	7				
P	2	C	8	A	2	In	+	A	3	In	-	P	3	C	7				
P	2	C	8	P	2	C	8	P	3	C	7	P	3	C	7				
P	2	C	8	P	2	C	8	P	3	C	7	P	3	C	7				
P	2	C	8	P	2	C	8	P	3	C	7	P	3	C	7				
P	2	C	9	A	2	In	-	P	3	C	7	A	3	In	-				
A	2	In	+	A	2	In	+	P	3	C	7	P	3	C	7				
P	2	C	8	P	2	C	8	P	3	C	6	P	3	C	6				
P	2	C	8	P	2	C	8	P	3	C	6	P	3	C	6				
P	2	C	9	P	2	C	9	P	3	C	6	P	3	C	6				
P	2	C	9	A	2	In	-	P	3	C	6	A	3	In	-				
P	2	C	9	A	2	In	+	P	3	C	7	P	3	C	7				
P	2	C	9	A	2	In	-	P	3	C	7	P	3	C	7				

CNC Complete / Incomplete R: Record Submitted

20/3 27/3  
Mon 7/8 Mon 7/8

Sl. No.	Roll No. / Register No.	Date & Hour				Date & Hour			
		P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
21.	4022	P	4	C	8	P	4	C	8
22.	4023	P	4	C	7	P	4	C	7
23.	4024	P	4	C	7	P	4	C	7
24.	4025	P	4	C	8	P	4	C	8
25.	4026	P	4	C	8	P	4	C	8
26.	4027	A	A	A	-	P	4	C	8
27.	4028	P	4	C	7	P	4	C	7
28.	4029	P	4	C	7	P	4	C	7
29.	4030	P	4	C	7 1/2	P	4	C	7 1/2
30.	4031	P	4	C	8 1/2	P	4	C	8 1/2
31.	4032	P	4	C	7	P	4	C	7
32.	4033	P	4	C	7 1/2	P	4	C	7 1/2
33.	4034	P	4	C	8	P	4	C	8
34.	4035	P	4	C	7	P	4	C	7
35.	4036	P	4	C	7	P	4	C	7
36.	4037	P	4	C	7	P	4	C	7
37.	4038	P	4	C	7	P	4	C	7
38.	4039	A	A	A	-	P	4	C	7 1/2
39.	4040	P	4	C	8	P	4	C	8
40.	4040	P	4	C	8	P	4	C	8

P/A : Present / Absent : Ex.No. : Experiment No.

3/4 10/4 17/4 24/4

Date & Hour				Date & Hour				Date & Hour				Date & Hour				Model of Exam Date of Marks	% of Attendance	Internal Assessment	Remarks
P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	7 1/2				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	7 1/2				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8				
P	5	C	8	P	5	C	8	P	6	C	9	A	7	A	-				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8				
P	5	C	8	P	5	C	8	A	6	A	-	P	7	C	8				
P	5	C	8	A	5	A	-	P	6	C	9	P	7	C	8				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	7 1/2				
P	5	C	8	P	5	C	8	P	6	C	9	A	7	A	-				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	7				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	7				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	8				
P	5	C	8	P	5	C	8	A	6	A	-	P	7	C	8				
P	5	C	8	P	5	C	8	P	6	C	9	P	7	C	7 1/2				
P	5	C	8	P	5	C	8	P	6	C	9	A	7	A	-				
P	5	C	8	P	5	C	8	P	6	C	9	A	7	A	-				

CNC Complete / Incomplete R : Record Submitted



4/5/23 5/5/20

Sl. No.	Roll No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
41.			P	-	-	-	P	-	-	-
42.			A	-	-	-	P	-	-	-
43.			P	-	-	-	P	-	-	-
44.			P	-	-	-	P	-	-	-
45.			A	-	-	-	P	-	-	-
46.			A	-	-	-	P	-	-	-
47.			A	-	-	-	P	-	-	-
48.			A	-	-	-	P	-	-	-
49.			A	-	-	-	P	-	-	-
50.			A	-	-	-	P	-	-	-
51.			A	-	-	-	P	-	-	-
52.			P	-	-	-	P	-	-	-
53.			P	-	-	-	P	-	-	-
54.			A	-	-	-	P	-	-	-
55.			P	-	-	-	P	-	-	-
56.			A	-	-	-	P	-	-	-
57.			P	-	-	-	P	-	-	-
58.			A	-	-	-	P	-	-	-
59.			A	-	-	-	P	-	-	-
60.			-	-	-	-	P	-	-	-

P/A: Present / Absent : Ex.No. : Experiment No.

20/5/23 8/5/20

Sl. No.	Roll No.	Name	Date & Hour				Date & Hour				Date & Hour				Date & Hour				Marks of Exam Date of Mark	
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R		
			P	-	-	-														
			P	-	-	-														
			A	-	-	-														
			A	-	-	-														
			P	-	-	-														
			P	-	-	-														
			A	-	-	-														
			P	-	-	-														
			A	-	-	-														
			P	-	-	-														
			P	-	-	-														
			P	-	-	-														
			P	-	-	-														
			P	-	-	-														
			P	-	-	-														
			P	-	-	-														
			P	-	-	-														

CNC Complete / Incomplete R : Record Submitted

Date of Assignment	Date of Submission
20/02/23 Prepare an essay (Non-technical topic)	06/3/23

### TIME TABLE

Period / Day	1	2	3	4	5	6	7
MON						III CSE A	III CSE A
TUE							
WED							
THU							
FRI							



**AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

Muthapudupet, I.A.F Avadi  
Chennai - 600 055



Department of Science & Humanities

Academic Year: 2022-23

Regulation: 2017

Year/Sem/Branch: III/V/EEE

Class/Sec: EEE

Subject Code & : 1488551

Course Instructor

Subject Name Professional Communication

Name & Designation:

YASMIN  
Asst. Prof


**COURSE FILE CONTENTS - LABORATORY**

S.No	Name of the Item	Available / Not Available	Remarks
1	Vision, Mission of Institute and Department	/	
2	PEOs, PSOs and POs	/	
3	Syllabus	/	
4	CO-PO-PSO MAPPING	/	
5	Students Name List	/	
6	List of Experiments	/	
7	Content Beyond Syllabus / Additional Experiments	/	
8	Individual Time Table	/	
9	Course Plan with Dates	/	
10	Model Practical Exam - Question Paper, Sample Answer Sheets (3 Nos.)	N/A	
11	Sample Observation Note Book	N/A	
12	Sample Record Note Book	/	
13	Lab Manual	/	
14	Course Exit Survey		
15	CO-PO-PSO Attainment Sheet		
16	Log Book <u>Lab schedule for 2022</u>	/	

Yasmin  
25/11/22  
**Prepared By**  
Course Instructor

Yasmin  
25/11/22  
**Verified By**  
HOD

Sathya  
28/11/2022  
**Approved By**  
Principal

	<b>LECTURE PLAN</b>	Date : 2022
	Subject : PROFESSIONAL COMMUNICATION Code : HS8581 Branch : B.E. EEE Semester : V Faculty Member : <b>M. YASMIN</b>	Page 01 of 07

**REGULATION – 2021**

**SYLLABUS**

**HS8581 - PROFESSIONAL COMMUNICATION**

**OBJECTIVES:**

The course aims to:

- Enhance the Employability and Career Skills of students
- Orient the students towards grooming as a professional
- Make them Employable Graduates
- Develop their confidence and help them attend interviews successfully.

**UNIT I**

Introduction to Soft Skills– Hard skills & soft skills – employability and career Skills—Grooming as a professional with values—Time Management—General awareness of Current Affairs

**UNIT II**

Self-Introduction-organizing the material – Introducing oneself to the audience – introducing the topic – answering questions – individual presentation practice— presenting the visuals effectively – 5 minute presentations

**UNIT III**

Introduction to Group Discussion— Participating in group discussions – understanding group dynamics – brainstorming the topic – questioning and clarifying –GD strategies- activities to improve GD skills

**UNIT IV**

Interview etiquette – dress code – body language – attending job interviews– telephone/skype interview - one to one interview & panel interview – FAQs related to job interviews

**UNIT V**

Recognizing differences between groups and teams- managing time-managing stress- networking professionally- respecting social protocols-understanding career management-developing a long-term career plan-making career changes

**TOTAL : 30 PERIODS**

## OUTCOMES:

At the end of the course Learners will be able to:

- Make effective presentations
- Participate confidently in Group Discussions.
- Attend job interviews and be successful in them.
- Develop adequate Soft Skills required for the workplace

Recommended Software

1. Globearena
2. Win English

## REFERENCES:

1. Butterfield, Jeff Soft Skills for Everyone. Cengage Learning: New Delhi, 2015
2. E. Suresh Kumar et al. Communication for Professional Success. Orient Blackswan: Hyderabad, 2015
3. Interact English Lab Manual for Undergraduate Students,. OrientBalckSwan: Hyderabad, 2016.
4. Raman, Meenakshi and Sangeeta Sharma. Professional Communication. Oxford University Press: Oxford, 2014
5. S. Hariharanetal. Soft Skills. MJP Publishers: Chennai, 2010.
6. E. Suresh Kumar et al. Communication and Soft Skills: An integrated Approach. Pearson: Hyderabad, 2011

Total No. of hours as per syllabus : 30

Total No of hours available as per academic calendar : 30


Units	1	2	3	4	5	Revision
Hours (Cumulative)	6	6	6	6	6	—

  
22/8/22  
Faculty Member

  
22/8/22  
Course Coordinator

  
22/8/22  
Head/S&H

  
24/8/2022  
Principal

	<b>LECTURE PLAN</b>		Page 03 of 07
	Subject	: PROFESSIONAL COMMUNICATION	
Code	: HS8581		
Branch	: B.E. EEE		
Semester	: V		
Faculty Member	: M.YASMIN		

**UNIT I**

(6 hours)

S.NO	Topics to be covered	Text/ Reference Book No.	Page No.	Mode of Teaching
1	Introduction to Soft skills	T1	8	PPT
2	Hard skills & soft skills	T1	9	PPT & Video
3	Employability and career skills	T1	108	PPT
4	Professional Grooming	T1	114	PPT
5	Time management	T6	122	Activity & Lecture
6	Current affairs	T1	143	Activity


TOTAL PERIODS : 6  
 DATE OF COMMENCEMENT : 12/8/22  
 DATE OF COMPLETION : 2/09/22  
 DEVIATIONS (IF ANY) :  
 CORECTIVE MEASURES : -

*M. Yasmin*  
 2/9/22  
 Faculty Member

*Shreyas*  
 2/9/22  
 Course Coordinator

*Shreyas*  
 22/10/22  
 Head/S&H

*Shreyas*  
 22/10/22  
 Principal

	<b>LECTURE PLAN</b>		Page 04 of 07
	Subject	: PROFESSIONAL COMMUNICATION	
	Code	: IIS8581	
	Branch	: B.E. EEE	
	Semester	: V	
	Faculty Member	: M. YASMIN	

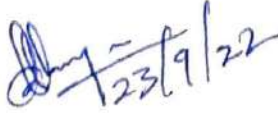
## UNIT II

(6 hours)

S.NO	Topics to be covered	Text/ Reference Book No.	Page No.	Mode of Teaching
1	Self-Introduction	T6	71	Worksheets
2	Introducing the topic	T6	179	PPT
3	Answering questions	T3	81	PPT
4	Presentation practice	T6	182	Activity
5	Presenting the visuals effectively	T6	183	PPT
6	5 minute presentations	T6	186	Activity

TOTAL PERIODS : 6  
 DATE OF COMMENCEMENT : 9/09/22  
 DATE OF COMPLETION : 23/09/22  
 DEVIATIONS (IF ANY) :  
 CORECTIVE MEASURES : -

  
 23/9/22  
 Faculty Member

  
 23/9/22  
 Course Coordinator

  
 23/9/22  
 Head of Department

  
 22/10/2022  
 Principal



## LECTURE PLAN

Subject : PROFESSIONAL COMMUNICATION  
Code : HS8581  
Branch : B.E. EEE  
Semester : V  
Faculty Member : M. YASMIN

Page 05 of 07

### UNIT III

(6 hours)

S.NO	Topics to be covered	Text/ Reference Book No.	Page No.	Mode of Teaching
1	Introduction to Group Discussion	T6	108	PPT
2	Understanding group dynamics	T6	110	PPT
3	Brainstorming the topic	T6	113	Activity
4	Questioning and clarifying	T6	114	PPT
5	GD strategies	T6	117	PPT
6	Activities to improve GD skills	T6	119	Lecture and Activity

TOTAL PERIODS : 6  
DATE OF COMMENCEMENT : 30/9/22  
DATE OF COMPLETION : 14/10/22  
DEVIATIONS (IF ANY) :  
CORECTIVE MEASURES : -


  
14/10/22  
Faculty Member

  
14/10/22  
Course Coordinator

  
Head/S&H

  
22/10/2022  
Principal



	<b>LECTURE PLAN</b>	
	Subject : PROFESSIONAL COMMUNICATION Code : HS8581 Branch : B.E. EEE Semester : V Faculty Member : <b>M. YASMIN</b>	Page 06 of 07


**UNIT IV**

(6 hours)

S.NO	Topics to be covered	Text/ Reference Book No.	Page No.	Mode of Teaching
1	Interview etiquette	T6	182	PPT
2	Dress code	T6	185	PPT
3	Body language	T6	186	PPT & Video
4	Telephone/Skype interview	T6	190	PPT & Video
5	One to one interview & panel	T5	93	PPT & Video
6	FAQs related to job interviews	T6	198	PPT


TOTAL PERIODS : 6  
 DATE OF COMMENCEMENT : 21/10/22  
 DATE OF COMPLETION : 28.11.22  
 DEVIATIONS (IF ANY) :  
 CORECTIVE MEASURES :  
 :

  
 Faculty Member

  
 Course Coordinator

  
 Head/S&H

  
 Principal

	<b>LECTURE PLAN</b>		Page 07 of 07
	Subject	: PROFESSIONAL COMMUNICATION	
Code	: HS8581		
Branch	: B.E. EEE		
Semester	: V		
Faculty Member	: M. YASMIN		

### UNIT V

(6 hours)

S.NO	Topics to be covered	Text/ Reference Book No.	Page No.	Mode of Teaching
1	Differences between groups and teams	T6	99	PPT
2	Managing time	T6	137	Activity
3	Managing stress	T6	83	Activity
4	Networking professionally	T6	139	Activity
5	Respecting social protocols	T6	153	PPT
6	Career management, career plan, career changes	T6	23	PPT

TOTAL PERIODS : 6  
 DATE OF COMMENCEMENT : 18.11.22  
 DATE OF COMPLETION : 25.11.22  
 DEVIATIONS (IF ANY) :  
 CORRECTIVE MEASURES :

  
 Faculty Member

  
 Course Coordinator

  
 Head/S&H

  
 Principal



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING



AVADI - IAF, CHENNAI-55

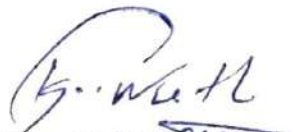
**Subject Code and Name: HS8581- PROFESSIONAL COMMUNICATION  
FOR EEE STUDENTS**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1										3		1	1	1
CO2										3		1	1	1
CO3										3		1	1	1
CO4										3		1	1	1
AVG										3		1	1	1

At the end of the course learners will be able to :

CORRELATION		CO1	Make effective presentations
0	NA	CO2	Participate confidently in Group Discussion.
1	LOW	CO3	Attend job interviews and be successful in them.
2	MEDIUM	CO4	Develop adequate Soft Skills required for the workplace
3	HIGH		

PSO1	Ability to comprehend the structure of Electrical Domains, specialization and its sustainability
PSO2	Ability to develop and contribute smart grid, electric vehicle, green energy to meet the increasing demand of the society and to create successful entrepreneurs

  
Course Instructor

  
Head/S&H

  
Principal



AALIM MUHAMMED SALEGH COLLEGE OF  
AVADI - IAF, CHENNAI-55  
ACADEMIC YEAR (2020-21)



DEPARTMENT OF SCIENCE AND HUMANITIES  
BATCH : 2020-2024 Year / Semester / Sec : I/ I/ EEE  
NAME LIST

S.NO.	REG. NO	NAME OF THE STUDENT
1	110120105001	Abdulbasith B
2	110120105002	Ahamed Mydeen S
3	110120105003	Ahamed Zifri A
4	110120105004	Asadullah T
5	110120105005	Karthik S
6	110120105006	Kishore P
7	110120105007	Mohamed Akram N
8	110120105008	Mohamed Jasim A
9	110120105009	Mohamed Khalith Ibrahim S
10	110120105010	Mohamed Towfiq A
11	110120105011	Mohammed Rilwan L
12	110120105012	Mohammed Saleem T
13	110120105013	Syed Makdum SJ
14	110120105301	Ahamed Aazeem S.
15	110120105302	Akbar Basha S.
16	110120105303	Alfareedh K.
17	110120105304	Babu K.
18	110120105305	Guru Raja S.
19	110120105306	Mohamed Seiyavul Irphan
20	110120105307	Mohamed Mussamil A.
21	110120105309	Mohamed Shajith Kabeer N.
22	110120105310	Mohammed Abid M. A.
23	110120105311	Mohammed Autiff K.
24	110120105312	Mohammed Mujeeb M.
25	110120105313	Mohammed Rasheed
26	110120105314	Mohammed Suhail Asadullah
27	110120105315	Yogeshwari R.

HOD/S&H

PRINCIPAL



**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**



(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Nizara Educational Campus, Muthapudupet, Avadi-IAF, Chennai-600055.

### HS8581- PROFESSIONAL COMMUNICATION

#### List of Experiments:

S. No.	CONTENTS
1	Self Introduction
2	Group Discussion
3	Essay Writing – Non-Technical Topic
4	5-Minute Presentation
5	Writing Resume and Cover Letter
6	Interview Etiquette
7	Interview Session

  
Prepared by

  
Verified by

  
Approved by

# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING



Affiliated to Anna University, Chennai - 600 025.  
(Approved by All India Council for Technical Education, New Delhi)  
(ISO 9001 : 2008 Certified Institution & NBA Accreditation Institute)



**"Nizara Educational Campus"**  
Muthapudupet, Avadi I IAF, Chennai - 600 055.

ISO 9001:2008

## RECORD OF ATTENDANCE AND ASSESSMENT FOR THEORY

Name of the Faculty: ..... YASMIN M. ....

Department : ..... English [S & H] .....

Semester : ..... V [III EEE] .....

Subject : ..... HS8581, Professional Communication .....

# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

## RECORD OF ATTENDANCE AND ASSESSMENT FOR PRACTICALS

Branch : B.E. EEE Semester : V

Date of Commencement : 12.8.22 Date of Closure :


Subject Code : HS8581

Subject Name : Professional Communication

Name and Designation of Faculties : 1. M. YASMIN, Assistant Professor

2. [Faint handwritten text]

[Faint handwritten text]

	End of 1 <sup>st</sup> Month	End of 2 <sup>nd</sup> Month	End of 3 <sup>rd</sup> Month	End of Semester
Signature of Staff	 20/9/22	 25/10/22	 25/11/22	 25/11/22
Signature of HOD	 22/10/22	 25/11/22	 25/11/22	 25/11/22
Signature of Principal	 22/10/22	 25/11/22	 25/11/22	 25/11/22

# LIST OF EXPERIMENTS

## FIRST CYCLE

## SECOND CYCLE

01 Self Introduction 01

02 Group discussion 02

03 Presentation 03

04 Interview skills  
Activity 04

05 Time management  
Activity 05

06 Interview Questions 06

07 5 Minute Presentation 07

08 08

09 09

10 ✓ *[Signature]* 22/10/22

*Rathel*  
22/10/22

*Rathel*  
25/11/22



7-8  
12/8/22 26/8/22

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
1.	11012010 5001	Abdulbasith. B	A	1	IN	O	P	2	C	10
2.	5002	Ahamed Mydeen. S	A	1	IN	O	P	2	C	10
3.	5003	Ahamed Zifri. A	A	1	IN	O	P	2	C	10
4.	5004	Asadullah. T	A	1	IN	O	P	2	C	10
5.	5005	Karbhik. S	A	1	IN	O	P	2	C	10
6.	5006	Kishore. P	P	1	C	10	P	2	C	10
7.	5007	Mohamed Akram. N	A	1	IN	O	P	2	C	10
8.	5008	Mohamed Jasim. A	A	1	IN	O	P	2	C	10
9.	5009	Mohamed Khalith Ibrahim <sup>S</sup>	A	1	IN	O	A	2	IN	O
10.	5010	Mohamed Thawfiq. A	P	1	C	9	P	2	C	10
11.	5011	Mohamed Rilwan. L	A	1	IN	O	P	2	C	10
12.	5012	Mohammed Salom. T	A	1	IN	O	P	2	C	10
13.	5013	Syed Maklum. S. J.	A	1	IN	O	P	2	C	10
14.	5301	Ahamed Aazeem. S	A	1	IN	O	P	2	C	10
15.	5302	Akbar Basha. S	P	1	C	10	P	2	C	10
16.	5303	Alfarooq. K	A	1	IN	O	P	2	C	10
17.	5305	Babu. K	A	1	IN	O	P	2	C	10
18.	5306	Gurus Raja. S	A	1	IN	O	A	2	W	O
19.	5308	Mohamed Seiyasul	A	1	IN	O	P	2	C	10
20.	5307	Mohamed Mussamir. A	A	1	IN	O	P	2	C	10

P/A : Present / Absent : Ex.No. : Experiment No.

Friday 7-8  
2/9/22

Friday 7-8  
9/9/22

Friday 7-8  
16/9/22

Friday 7-8  
23/9/22

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour				Date & Hour				Date & Hour				Modal of Exam Date of Marks	Internal Assessment	Remarks
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R			
1.	11012010 5001	Abdulbasith. B	A	3	IN	O	P	4	C	9	P	5	-	-	P	5	C	8			
2.	5002	Ahamed Mydeen. S	P	3	C	9	P	4	C	8	P	-	-	-	P	5	C	8			
3.	5003	Ahamed Zifri. A	P	3	C	9	P	4	C	9	P	-	-	-	P	5	C	8			
4.	5004	Asadullah. T	P	3	C	8	A	4	IN	O	P	-	-	-	P	5	C	9			
5.	5005	Karbhik. S	P	3	C	8	P	4	C	8	P	-	-	-	P	5	C	8			
6.	5006	Kishore. P	P	3	C	10	P	4	C	10	P	-	-	-	P	5	C	10			
7.	5007	Mohamed Akram. N	P	3	C	8	P	4	C	9	P	-	-	-	P	5	C	7			
8.	5008	Mohamed Jasim. A	P	3	C	8	P	4	C	8	P	-	-	-	P	5	C	7			
9.	5009	Mohamed Khalith Ibrahim <sup>S</sup>	A	3	IN	O	A	4	IN	O	P	-	-	-	P	5	C	8			
10.	5010	Mohamed Thawfiq. A	P	3	C	9	P	4	C	9	P	-	-	-	A	5	IN	O			
11.	5011	Mohamed Rilwan. L	P	3	C	8	A	4	IN	O	A	-	-	-	P	5	C	8			
12.	5012	Mohammed Salom. T	A	3	IN	O	P	4	C	8	P	-	-	-	P	5	C	8			
13.	5013	Syed Maklum. S. J.	P	3	C	8	A	4	IN	O	P	-	-	-	P	5	C	8			
14.	5301	Ahamed Aazeem. S	P	3	C	8	P	4	C	9	P	-	-	-	P	5	C	7			
15.	5302	Akbar Basha. S	P	3	C	8	P	4	C	9	P	-	-	-	P	5	C	8			
16.	5303	Alfarooq. K	P	3	C	8	P	4	C	9	P	-	-	-	P	5	C	8			
17.	5305	Babu. K	A	3	IN	O	P	4	C	9	A	-	-	-	P	5	C	8			
18.	5306	Gurus Raja. S	A	3	IN	O	P	4	C	9	P	-	-	-	P	5	C	9			
19.	5308	Mohamed Seiyasul	P	3	C	8	P	4	C	9	P	-	-	-	P	5	C	8			
20.	5307	Mohamed Mussamir. A	P	3	C	8	P	4	C	9	P	-	-	-	P	5	C	8			

CNC Complete / Incomplete R : Record Submitted



18/11/22

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
1.	110120105001	1. Abdul basith - B	a	-	-	-	a	-	-	-
2.	5002	2. Ahamed wyden S	a	-	-	-	a	-	-	-
3.	5003	3. Ahamed zifsi A	a	-	-	-	a	-	-	-
4.	5004	4. Abadullah T	a	-	-	-	a	-	-	-
5.	5005	5. Karthik S	a	-	-	-	a	-	-	-
6.	5006	6. Kishore P	1	-	-	-	a	-	-	-
7.	5007	7. Mohamed Atsam N	a	-	-	-	a	-	-	-
8.	5008	8. Mohamed Jassim A	1	-	-	-	1	-	-	-
9.	5000	9. Mohamed Khalid Ibrahim S	a	-	-	-	1	-	-	-
10.	5010	10. Mohamed Thourfiq A	1	-	-	-	a	-	-	-
11.	5011	11. Mohamed Rilwan I	a	-	-	-	1	-	-	-
12.	5012	12. Mohamed Saleem T	1	-	-	-	1	-	-	-
13.	5013	13. Syed Hatim S-J	a	-	-	-	1	-	-	-
14.	5301 <sup>5301</sup>	14. Ahamed Azeem S	a	-	-	-	1	-	-	-
15.	5302 <sup>5302</sup>	15. Akbar Rasha S	1	-	-	-	a	-	-	-
16.	5303 <sup>5303</sup>	16. Alfauzdh K	1	-	-	-	1	-	-	-
17.	5305 <sup>5305</sup>	17. Babu K	1	-	-	-	1	-	-	-
18.	5306 <sup>5306</sup>	18. Gurus Raja S	-	-	-	-	1	-	-	-
19.	5308 <sup>5308</sup>	19. Mohamed Sayarun Infan	a	-	-	-	1	-	-	-
20.	5307 <sup>5307</sup>	20. Mohamed YusBamil A	A	-	-	-	1	-	-	-

P/A: Present / Absent : Ex.No. : Experiment No.

25/11/22

Date & Hour				Date & Hour				Date & Hour				Date & Hour				Marks of Exam Date of Marks	% of Attendance	Internal Assessment	Remarks
P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R				
1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
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1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

CNC Complete / Incomplete R: Record Submitted

Friday 7-8  
21/8/22

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
21.	5309	Mohamed shajith Kabeer.N	A	1	IN	0	P	2	C	10
22.	5310	Mohammed Abid.M.A.	A	1	IN	0	P	2	C	10
23.	5311	Mohamed Autiff.K	P	1	C	10	P	2	C	10
24.	5312	Mohammed Mujeeb.M	A	1	IN	0	P	2	C	10
25.	5313	Mohammed Rashood	P	1	C	9	P	2	C	10
26.	5314	Mohammed Suhail Asad -ullah	A	1	IN	0	A	2	IN	0
27.	5315	Vogeswari-R	A	1	IN	0	A	2	IN	0
28.										
29.										
30.										
31.										
32.										
33.										
34.										
35.										
36.										
37.										
38.										
39.										
40.										

P/A : Present / Absent : Ex.No. : Experiment No.

Friday 7-8  
21/9/22

Friday 7-8  
9/9/22

Friday 7-8  
16/9/22

Friday 7-8  
23/9/22

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour				Date & Hour				Date & Hour				Marks of Expt - 40 if full	Remarks
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R		
			A	3	IN	0	P	4	C	8	P	-	-	-	P	5	C	8		
			P	3	C	8	A	4	IN	0	P	-	-	-	P	5	C	8		
			A	3	IN	0	A	4	IN	0	P	-	-	-	P	5	C	8		
			P	3	C	10	A	4	IN	0	P	-	-	-	A	5	IN	0		
			P	3	C	10	A	4	IN	0	P	-	-	-	A	5	IN	0		
			P	3	C	9	P	4	C	9	P	-	-	-	P	5	C	8		
			P	3	C	10	P	4	C	10	P	-	-	-	P	5	C	10		

CNC Complete / Incomplete R : Record Submitted

Sl. No.	Roll No. Register No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
21.	5309	309. 'shajith kabeer	A	-	-	-	P	-	-	-
22.	5310	310. Abid	P	-	-	-	A	-	-	-
23.	5311	311. 'Auliff	P	-	-	-	A	-	-	-
24.	5312	312. Majeed	P	-	-	-	P	-	-	-
25.	5313	313. Rashad	A	-	-	-	P	-	-	-
26.	5314	314. Sehal	A	-	-	-	A	-	-	-
27.	5315	315. Yogeswari	A	-	-	-	-	-	-	-
28.										
29.										
30.										
31.										
32.										
33.										
34.										
35.										
36.										
37.										
38.										
39.										
40.										

P/A : Present / Absent : Ex.No. : Experiment No.

Friday 6-7 14/10/22				Friday 6-7 21/10/22				Friday 6-7 28-10-22				Friday 6-7 14-11-2022				Model of Exam Data of Absent	% of Attendance	Internal Assessment	Remarks
Date & Hour				Date & Hour				Date & Hour				Date & Hour							
P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R				
P	-	-	-	A	-	-	-	A	-	-	-	P	-	-	-				
P	-	-	-	P	-	-	-	ob	-	-	-	A	-	-	-				
P	-	-	-	P	-	-	-	P	-	-	-	P	-	-	-				
P	-	-	-	P	-	-	-	P	-	-	-	P	-	-	-				
P	-	-	-	P	-	-	-	A	-	-	-	P	-	-	-				
P	-	-	-	P	-	-	-	P	-	-	-	A	-	-	-				
P	-	-	-	P	-	-	-	P	-	-	-	A	-	-	-				
								P	-	-	-	A	-	-	-				

CNC Complete / Incomplete R : Record Submitted

18.11.22

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
41.	5309	Mohammed Shajith Kabeer - N	a	-	-	-	1	-	-	-
42.	5310	Mohammed Abid M-A	1	-	-	-	1	-	-	-
43.	5311	Mohammed Attiff X	1	-	-	-	1	-	-	-
44.	5312	Mohammed Mujeeb M	a	-	-	-	a	-	-	-
45.	5313	Mohammed Rasheed	a	-	-	-	1	-	-	-
46.	5314	Mohammed Suhail Asadullah	a	-	-	-	1	-	-	-
47.	5315	Yogeswari R	1	-	-	-	1	-	-	-
48.										
49.										
50.										
51.										
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53.										
54.										
55.										
56.										
57.										
58.										
59.										
60.										

P/A: Present / Absent : Ex.No. : Experiment No.

25.11.22

Date & Hour				Date & Hour				Date & Hour				Date & Hour				Model of Exam Date of Marks
P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	
1	-	-	-													
1	-	-	-													
1	-	-	-													
1	-	-	-													
1	-	-	-													
1	-	-	-													
1	-	-	-													

CNC Complete / Incomplete R : Record Submitted



# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Muthapudupet, I.A.F Avadi  
Chennai - 600 055



Department of Science and Humanities

Academic Year: 2022-23

Regulation: 17

Year/Sem/Branch: VII/IT

Class/Sec: IT

Subject Code & : HS8581  
Subject Name: Professional Communication

Course Instructor Name & Designation: S Sajedha Begum  
Asst. Prof


## COURSE FILE CONTENTS - LABORATORY

S.No	Name of the Item	Available / Not Available	Remarks
1	Vision, Mission of Institute and Department	/	
2	PEOs, PSOs and POs	/	
3	Syllabus	/	
4	CO-PO-PSO MAPPING	/	
5	Students Name List	/	
6	List of Experiments	/	
7	Content Beyond Syllabus / Additional Experiments	/	
8	Individual Time Table	/	
9	Course Plan with Dates	/	
10	Model Practical Exam - Question Paper, Sample Answer Sheets (3 Nos.)	N/A	
11	Sample Observation Note Book	N/A	
12	Sample Record Note Book	/	
13	Lab Manual	/	
14	Course Exit Survey		
15	CO-PO-PSO Attainment Sheet		
16	Log Book	/	

Sajedha Begum  
19/5/22  
Prepared By  
Course Instructor

Sajedha Begum  
19.5.2022  
Verified By  
HOD

Sajedha Begum  
19/5/2022  
Approved By  
Principal

	<b>LECTURE PLAN</b>	Page 01 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.- <b>IT</b> Semester : VI Faculty Member: Asst. Prof. <b>SARJIDHA</b>	

**REGULATIONS – 2021**  
**SYLLABUS**

**OBJECTIVES:**

- To enable learners to develop their communicative competence.
- To facilitate them to hone their soft skills.
- To equip them with employ- ability skills to enhance their prospect of placements.

**UNIT I**

**LISTENING AND SPEAKING SKILLS**

Conversational skills (formal and informal) – group discussion and interview skills – making presentation. Listening to lectures, discussion, talk shows, news programmers', dialogues from TV/radio/Ted talk / Podcast- Watching videos on interesting events on you tube.

**UNIT II**

**READING AND WRITING SKILLS**

Reading different genres of texts ranging from newspapers to philosophical treatises- reading strategies such as graphic organizers, summarizing and interpretation. Writing job application – cover letter- resume – emails- letters- memos- reports- blogs- writing for publications.

**UNIT III**

**ENGLISH FOR NATIONAL AND INTERNATIONAL EXAMINATION AND PLACEMENTS**

International English Language Testing System (IELTS)- Test of English as a Foreign Language ( TOEFL)- Graduate Record Examination (GRE)- Civil (Language related)- Verbal ability.

**UNIT IV**

**SOFT SKILLS (1)**

Motivation- self image – goal setting- managing changes- time management- stress management- leadership traits- team work- career and life planning.

**UNIT V**

**SOFT SKILLS**

Multiple intelligence- emotional intelligence- spiritual quotient (ethics)- intercultural communication- creative and critical thinking- learning styles and strategies.



## **TOTAL: 30 PERIODS**

### **TEACHING METHODS:**

1. To be totally learner- centric with minimum teacher intervention as the course revolves around practice.
2. Suitable audio/ video samples from Podcast/ You Tube to be used for illustrative purposes.
3. Portfolio approach for writing to be followed. Learners are to be encouraged to blog, tweet, text and email employing appropriate language.
4. GD/Interview/ Role Play / Debate could be conducted off the laboratory (in a regular classroom) but learners are to be exposed to telephonic interview and video conferencing
5. Learners are to be assigned to read / write/ listen/ view materials outside the classroom as well for gaining proficiency and better participation in the class.

### **OUTCOMES:**

At the end of the course learners will be able to :

- Make effective presentations
- Participate confidently in Group Discussion.
- Attend job interviews and be successful in them.
- Develop adequate Soft Skills required for the workplace
- Recommended Software 1. Globearena 2. Win English

### **REFERENCES:**

1. Butterfield. Jeff Soft Skills for Everyone. Cengage. Learning: New Delhi, 2015.
2. E. Suresh Kumar et al. Communication for Professional Success. Orient Blackswan: Hyderabad, 2015.
3. Interact English Lab Manual for Undergraduate Students. Orient Blackswan: Hyderabad, 2016.
4. Raman, Meenakshi and Sangeeta Sharma. Professional Communication. Oxford University Press: Oxford, 2014.
5. S. Hariharanetal. Soft Skills. MJP Publishers: Chennai, 2010.
6. Dhanavel, S.P, English and Communication Skills for Students of science and Engineering, Orient Blackswan, 2009.

**Total No. of hours as per syllabus : 30**

**Total No of hours available as per : 30**

## Academic calendar

Units	1	2	3	4	5	Revision
Hours (Cumulative)	6	6	6	6	6	

### EVALUATION:

#### INTERNAL: 20 MARKS

Record maintenance: Students should write a report on a regular basis on the activities conducted, focusing on the details such as the description of the activity, ideas emerged, learning outcomes and so on. At the end of the semester records can be evaluated out of 20 marks.

#### EXTERNAL: 80 MARKS

Online Test – 35 marks

Interview- 15 marks

Presentation- 15 marks

Group Discussion – 15 marks




**FACULTY MEMBER**



**HEAD**

  
1A/5/2023

**PRINCIPAL**

	<b>LECTURE PLAN</b>	Page 04 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.- <i>IT</i> Semester : VI Faculty Member: Asst. Prof. <i>SAZIDHA</i>	

UNIT I  
INTRODUCTION TECHNICAL ENGLISH


Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
1	Soft Skills	R-2	49	PPT/VIDEO
2	Hard Skills	R-2	32	PPT/VIDEO
3	Employability Skills	R-2	211	PPT/VIDEO
4	Career Skills	R-2	83	PPT/VIDEO

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : *10/2/23*  
 DATE OF COMPLETION : *24/2/23*  
 DEVIATIONS (IF ANY) :  
 CORECTIVE MEASURES :

  
 FACULTY MEMBER

  
 HEAD

  
 PRINCIPAL


LECTURE PLAN		Page 05 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.- <i>C</i> <b>IT</b> Semester : VI Faculty Member: Asst. Prof. <b>SAJIDHA</b>	

**UNIT II**  
**READING AND STUDY SKILLS**


Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
5	Interview Skills	R-4	43	Lecture & video
6	Presentation Skills	R-4	25	Video
7	Reading Strategies	R-4	86	video
8	Job application	R-4	59	Activity

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : 31/3/23  
 DATE OF COMPLETION : 17/3/23  
 DEVIATIONS (IF ANY) :  
 CORECTIVE MEASURES :

  
**FACULTY MEMBER**

  
**HEAD**

  
**PRINCIPAL**

LECTURE PLAN		Page 06 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.-' <b>IT</b> Semester : VI Faculty Member: Asst. Prof. <b>SADIDHA</b>	

**UNIT III  
MAKING PRESENTATION SKILLS**


Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
9	Emails, blogs	R-4	94	PPT
10	Proficiency tests	R-4	109	video
11	Time management	R-4	156	Activity
12	Stress management	R-4	147	Activity

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : 24/3/23  
 DATE OF COMPLETION : 7/4/23  
 DEVIATIONS (IF ANY) :  
 CORECTIVE MEASURES :

  
**FACULTY MEMBER**

  
**HEAD**

  
**PRINCIPAL**

	<b>LECTURE PLAN</b>	Page 07 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.- <i>IT</i> Semester : VI Faculty Member: Asst. Prof. <i>SAJIDHA</i>	

**UNIT IV  
LEADERSHIP & CAREER SKILLS**


Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
13	Leadership Skills	R-2	94	PPT/VIDEO
14	Career and life planning	R-2	131	PPT/VIDEO
15	Multiple intelligence	R-2	160	PPT/VIDEO
16	Emotional intelligence	R-2	172	PPT/VIDEO

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : *14/4/23*  
 DATE OF COMPLETION : *28/4/23*  
 DEVIATIONS (IF ANY) :  
 CORECTIVE MEASURES :

  
**FACULTY MEMBER**

  
**HEAD**


  
**PRINCIPAL**

LECTURE PLAN		Page 08 of 08
	Subject: <b>PROFESSIONAL COMMUNICATION</b> Code: HS8581 Branch: B.E.- <b>IT</b> Semester : VI Faculty Member: Asst. Prof. / <b>S A J I D H A</b>	

**UNIT V**  
**INTERCULTURAL COMMUNICATION**

Lecture Series No.	Topics to be covered	Text / Reference Book No.	Page No.	Mode of Teaching
25	Ethics- spiritual quotient	R-2	172	PPT/ VIDEO
26	Intercultural communication	R-2	128	PPT/ VIDEO
27	Creative/ critical thinking	R-2	143	PPT/ VIDEO
28	Learning styles and strategies	R-2	180	PPT/ VIDEO

TOTAL PERIODS : 06  
 DATE OF COMMENCEMENT : 31/5/23  
 DATE OF COMPLETION : 19/5/23  
 DEVIATIONS (IF ANY) :  
 CORECTIVE MEASURES :

  
**FACULTY MEMBER**

  
**HEAD**

  
**PRINCIPAL**



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING



AVADI - IAF, CHENNAI-55

**Subject Code and Name: HS8581- PROFESSIONAL COMMUNICATION  
FOR IT STUDENTS**

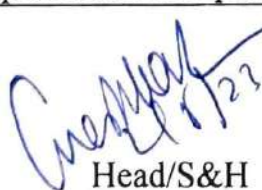
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1										3		1	2	1
CO2										3		1	1	2
CO3										3		1	1	1
CO4										3		1	1	1
AVG										3		1	1.2	1.2

At the end of the course learners will be able to :

CORRELATION		CO1	Make effective presentations
0	NA	CO2	Participate confidently in Group Discussion.
1	LOW	CO3	Attend job interviews and be successful in them.
2	MEDIUM	CO4	Develop adequate Soft Skills required for the workplace
3	HIGH		

PSO1	To create, select, and apply appropriate techniques, resources, modern engineering and IT tools including prediction and modelling to complex engineering activities with an understanding of the limitations.
PSO2	To manage complex IT projects with consideration of the human, financial, ethical and environmental factors and an understanding of risk management processes, and operational and policy implications

  
Course Instructor

  
Head/S&H

  
Principal





**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**DEPARTMENT OF SCIENCE AND HUMANITIES**  
**B.E / B.TECH INDIVIDUAL TIME TABLE**  
**ACADEMIC YEAR 2022-2023**



**SUBJ. CODE/ SUBJ. NAME: HS3151/GE3172/HS8581- PROFESSIONAL ENGLISH I/ ENGLISH LABORATORY/ PROFESSIONAL COMMUNICATION**  
**YEAR/ SEM/ DEPT./ SEC: I / I / CSE & IT/ B & F**  
**FACULTY NAME: Ms. SAJIDHA BEGUM S/ A.P./ ENGLISH**

DAY/PERIOD	09.00 A.M TO 09.50 A.M	09.50 A.M TO 10.40 A.M	10.40 A.M TO 10.50 A.M	10.50 A.M TO 11.40 A.M	11.40 A.M TO 12.30 P.M	12.30 P.M TO 1.10 P.M	01.10 P.M TO 1.50 P.M	1.50 P.M TO 2.30 P.M	2.30 P.M TO 3.10 P.M	3.10 P.M TO 3.50 P.M
MONDAY	CSE 'B'		<b>I N T E R V A L</b>			IT 'F'		CSE 'B'		
TUESDAY					CSE 'B'		IT 'F' LAB		IT 'F' LAB	
WEDNESDAY	IT 'F'					PC LAB III YR IT				
THURSDAY		IT 'F'								CSE 'B'
FRIDAY							CSE 'B' LAB		CSE 'B' LAB	CSE 'B'

*C. S. S. S.*  
HOD/ S & H

*M. S. S.*  
HOD/ S & H

*S. S. S.*  
PRINCIPAL

**DEPT. TIME TABLE CO ORDINATOR**



# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Affiliated to Anna University, Chennai - 600 025.

(Approved by All India Council for Technical Education, New Delhi)  
(ISO 9001 : 2008 Certified Institution & NBA Accreditation Institute)

"Nizara Educational Campus"

Muthapudupet, Avadi I IAF, Chennai - 600 055.



ISO 9001 : 2008

## RECORD OF ATTENDANCE AND ASSESSMENT FOR THEORY

Name of the Faculty : Sajidha Begum S.  
Department : B.Tech IT (III Year)  
Semester : VI  
Subject : Professional Communication  
HS8581

# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

## RECORD OF ATTENDANCE AND ASSESSMENT FOR PRACTICALS

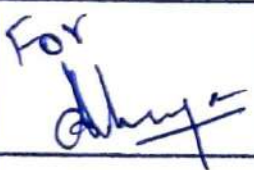

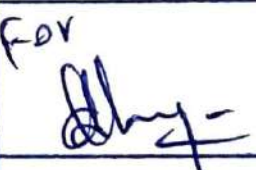









Branch : B.Tech IT Semester : VI

Date of Commencement : 17/2/23 Date of Closure :

Subject Code : HS8581

Subject Name : Professional Communication

Name and Designation of Faculties : 1. Sajidha Begum S./AP  
2. -

	End of 1 <sup>st</sup> Month	End of 2 <sup>nd</sup> Month	End of 3 <sup>rd</sup> Month	End of Semester
Signature of Staff	For 	For 	For 	For 
Signature of HOD	 31/1/23	 31/1/23	 31/1/23	 31/1/23
Signature of Principal	 21/1/23	 31/1/23	 31/1/23	 31/1/23

# LIST OF EXPERIMENTS

## FIRST CYCLE

## SECOND CYCLE

- |    |  |    |
|----|--|----|
| 01 | Self Introduction                      | 01 |
| 02 | Group Discussion                       | 02 |
| 03 | Preparing resume                       | 03 |
| 04 | Interview skills, <sup>etiquette</sup> | 04 |
| 05 | Presentation [5 Minutes]               | 05 |
| 06 | Essay - Non technical                  | 06 |
| 07 | Interview session                      | 07 |
| 08 |  | 08 |
| 09 |  | 09 |
| 10 |  |    |

*Sathy*  
8/5/20

10/2/23 Fri: 3,4 11/2 Fri: 3,4

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
1.	11012020 5001	Aamir Dawood	1	1	C	8	1	1	C	8
2.	5002	Abdul Azees	1	1	h		1	1	C	
3.	5003	Abdul Hameed Nasser A.	1	1	C	8 $\frac{1}{2}$	1	1	C	8 $\frac{1}{2}$
4.	5004	Abdul Haseef S.	1	1	C	6	1	1	C	6
5.	5005	Abul Kalam	a	1	-	-	1	1	C	7
6.	5006	Akila Sherin A.	a	1	-	-	1	1	C	7
7.	5007	Anitha R.	1	1	C	8	1	1	C	8
8.	5008	Feroz Khan	a	1	-	-	1	1	C	
9.	5009	Hanfan Hussain	1	1	C	8	1	1	C	8
10.	5010	Imam Hussain S. H.	a	1	-	-	a	1	-	-
11.	5011	Mohamed Abdul Hameed H.	1	1	C	8	a	1	-	-
12.	5012	Mohamed Al Shahil	1	1	C	7 $\frac{1}{2}$	1	1	C	7 $\frac{1}{2}$
13.	5013	Mohamed Ajumal M.	1	1	C	8	1	1	C	8
14.	5014	Mohamed Armas	1	1	C	8	1	1	C	8
15.	5015	Mohamed Athif Hussain S.	1	1	C	8	1	1	C	8
16.	5016	Mohamed Fardoen Khan J.	1	1	C	7	1	1	C	7
17.	5017	Mohamed Kasim M.	1	1	C	7	a	1	-	-
18.	5018	Mohammed Affan N.	a	1	-	-	a	1	-	-
19.	5019	Mohammed Akif Zaid S.J.	a	1	-	-	a	1	-	-
20.	5020	Mohammed Sabel S.	a	1	-	-	a	1	-	-

P/A : Present / Absent : Ex.No. : Experiment No.

24/2/23 Fri: 3,4 25/2 Fri: 3,4 26/2 Fri: 3,4 27/2 Fri: 3,4

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour				Date & Hour				Date & Hour				Model of Exam Date of Marks Units of Marks	Attendance	Internal Assessment	Remarks
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R				
1	2	h	-	1	2	C	9	1	3	C	8	1	3	C	8							
1	2	h	-	1	2	C	10	1	3	C	10	1	3	C	10							
1	2	h	-	1	2	C	9	1	3	C	8	1	3	C	8							
1	2	h	-	1	2	C	9	1	3	C	8	1	3	C	8							
1	2	h	-	1	2	C	10	a	3	-	10	1	3	C	10							
1	2	h	-	1	2	C	10	a	3	-	10	1	3	C	10							
1	2	h	-	1	2	C	9	a	3	-	9	1	3	C	9							
1	2	h	-	a	2	C	10	a	3	-	10	1	3	C	10							
1	2	h	-	1	2	C	9	a	3	-	8	1	3	C	8							
1	2	h	-	1	2	C	10	a	3	-	10	1	3	C	10							
1	2	h	-	1	2	C	9	a	3	-	8	1	3	C	8							
1	2	h	-	1	2	C	9	1	3	C	9	1	3	C	9							
1	2	h	-	1	2	C	9	1	3	C	7 $\frac{1}{2}$	1	3	C	7 $\frac{1}{2}$							
1	2	h	-	1	2	C	9	a	3	-	8	1	3	C	8							
1	2	h	-	1	2	C	9	1	3	C	8	1	3	C	8							
1	2	h	-	1	2	C	9	a	3	-	-	1	3	C	8							
1	2	h	-	1	2	C	9	a	3	-	-	1	3	C	8							
1	2	h	-	1	2	C	9	a	3	-	-	1	3	C	8							
a	2	-	-	a	2	-	-	a	3	-	-	1	3	C	8							
1	2	h	-	a	2	-	-	a	3	-	-	a	3	-	-							

CNC Complete / Incomplete R : Record Submitted



5/5/23 12/5/23  
 S/S 12/5

19/5/23

Sl. No.	Roll Reg N
1	1101
2	50
3	50
4	50
5	50
6	50
7	50
8	50
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11	50
12	50
13	50
14	50
15	50
16	50
17	50
18	50
19	50
20	50

Name	Date & Hour				Date & Hour			
	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
	1	-	-	-	1	-	-	-
	1	-	-	-	1	-	-	-
	1	-	-	-	1	-	-	-
	1	-	-	-	1	-	-	-
	1	-	-	-	1	-	-	-
	1	-	-	-	1	-	-	-
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	1	-	-	-	1	-	-	-
	1	-	-	-	1	-	-	-
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	1	-	-	-	1	-	-	-
	1	-	-	-	1	-	-	-

Date & Hour				Date & Hour				Date & Hour				Date & Hour				Model of Exam Date of Mianca	% of Attendance	Internal Assessment	Remarks
P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R				
1	-	-	-																
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P/A : Present / Absent : Ex.No. : Experiment No.

CNC Complete / Incomplete R : Record Submitted

10/12

11/12

24/12

3/3

10/3

Fri 3/11

17/3

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
21.	11012020 5021	Priyadharshini R.	a	1	-	-	1	1	C	8
22.	5022	Rizwan S.	a	1	-	-	a	1	-	-
23.	5024	Shaik Ali Jabrooth WH	a	1	-	-	a	1	-	-
24.	5025	Shakeel Ahamed k	1	1	C	8	1	1	C	8
25.	5026	Sharma	1	1	C	8	a	1	-	-
26.	5027	Sheik Hasene S.	1	1	C	8	1	1	C	8
27.	5028	Tawfiq Sirdjudeen	1	1	C	8	1	1	C	7
28.	5301	Abdul Kalam A.	a	1	-	-	a	1	-	-
29.	5302	Anand Babu M.	a	1	-	-	a	1	-	-
30.	5305	Mohamed Fazardeen M.	1	1	C	9	1	1	C	9
31.	5306	Mohamed Imran G.	a	1	-	-	a	1	-	-
32.	5307	Mujahithul Islam G.	a	1	-	-	a	1	-	-
33.	5308	Mushraf Ali T.	1	1	C	9	a	1	-	-
34.	5309	Swetha M.	a	1	-	-	a	1	-	-
35.	5310	Syed Nijamuddeen S.	a	1	-	-	a	1	-	-
36.	5311	Syed Rashool S.	a	1	-	-	a	1	-	-
37.	5312	Visak S.	1	1	C	8	1	1	C	8
38.	5701	Jagalakshmi M.	1	1	C	8	1	1	C	8
39.										
40.										

P/A : Present / Absent : Ex.No. : Experiment No.

Date & Hour	Date & Hour	Date & Hour	Date & Hour	Modal of Exam	Date of Marks	% of Attendance	Internal Assessment	Remarks			
									P/A	Ex.No.	C/INC
12/1h	12/1h	12/1h	12/1h	a3	-	1	2	C	8		
a2	-	12/1h	12/1h	13	C	8	1	3	C	8	
a2	-	a2	2	-	a3	-	1	3	C	9	
12/1h	-	12/1h	12/1h	a3	-	a3	-	-	-		
12/1h	-	a2	-	a3	-	1	3	C	9		
12/1h	-	12/1h	12/1h	a3	-	1	3	C	10		
12/1h	-	12/1h	12/1h	a3	-	1	3	C	10		
a2	-	a2	-	a3	-	1	3	C	9		
a2	-	a2	-	a3	-	a3	-	-	-		
a2	-	12/1h	12/1h	a3	-	1	3	C	10		
12/1h	-	a2	-	a3	-	1	3	C	8		
a2	-	a2	-	a3	-	1	3	C	8		
a2	-	12/1h	12/1h	a3	-	1	3	C	8		
a2	-	a2	-	a3	-	1	3	C	8		
a2	-	a2	-	a3	-	1	3	C	9		
a2	-	a2	-	a3	-	a3	-	-	-		
12/1h	-	12/1h	12/1h	a3	-	1	3	C	8		
a2	-	a2	2	10	a3	-	1	3	C	10	

CNC Complete / Incomplete R : Record Submitted



Sl. No.	Roll No. / Register No.	Name	24/3				31/3			
			Date & Hour				Date & Hour			
			P/A	Ex.No.	C/NC	R	P/A	Ex.No.	C/NC	R
21.	11012020 5021		1	4	C	6	1	4	C	-
22.	5022		1	4	C	7	1	4	C	-
23.	5023		2	4	-	1	4	C	7	
24.	5025		1	4	C	7	1	4	C	-
25.	5026		1	4	C	7	1	4	C	-
26.	5027		1	4	C	7	1	4	C	-
27.	5028		1	4	C	6	1	4	C	-
28.	5301		2	4	-	-	1	4	C	-
29.	5302		2	4	-	-	1	4	C	-
30.	5305		1	4	C	7	1	4	C	-
31.	5306		2	4	-	-	1	4	C	-
32.	5307		2	4	-	-	1	4	C	-
33.	5308		1	4	C	6	1	4	C	-
34.	5309		2	4	-	-	1	4	C	-
35.	5310		2	4	-	-	1	4	C	-
36.	5311		2	4	-	-	1	4	C	-
37.	5312		1	4	C	6	1	4	C	-
38.	5701		1	4	C	7	1	4	C	-
39.										
40.										

P/A : Present / Absent : Ex.No. : Experiment No.

Sl. No.	Roll No. / Register No.	Name	7/4				14/4				21/4				28/4				Model of Exam Date of Marks	% of Attendance	Internal Assessment	Remarks
			Date & Hour				Date & Hour				Date & Hour				Date & Hour							
			P/A	Ex.No.	C/NC	R	P/A	Ex.No.	C/NC	R	P/A	Ex.No.	C/NC	R	P/A	Ex.No.	C/NC	R				
			1	5	C	8	1	6	C	7	1	7	C	-	1	-	-					
			2	5	-	-	2	6	-	-	1	7	C	-	1	-	-					
			1	5	C	8	1	6	C	7	1	7	C	-	1	-	-					
			1	5	C	8	1	6	C	7	1	7	C	-	1	-	-					
			1	5	C	8	2	6	-	-	1	7	C	-	1	-	-					
			1	5	C	9	1	6	C	6	1	7	C	-	1	-	-					
			1	5	C	8	1	6	C	6	1	7	C	-	1	-	-					
			1	5	C	9	2	6	-	-	2	7	C	-	1	-	-					
			1	5	C	9	2	6	-	-	2	7	C	-	1	-	-					
			1	5	C	9	2	6	-	-	2	7	C	-	1	-	-					
			1	5	C	9	2	6	-	-	2	7	C	-	1	-	-					
			1	5	C	8	1	6	C	7	1	7	C	-	1	-	-					
			1	5	C	8	1	6	C	7	1	7	C	-	1	-	-					
			1	5	C	8	2	6	-	-	2	7	C	-	1	-	-					
			1	5	C	8	2	6	-	-	1	7	C	-	1	-	-					
			1	5	C	7	2	6	-	-	1	7	C	-	1	-	-					
			1	5	C	8	1	6	C	7	1	7	C	-	1	-	-					
			1	5	C	7	1	6	C	7	1	7	C	-	1	-	-					

CNC Complete / Incomplete R : Record Submitted

3/5 12/5

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour			
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R
			41.	5021		1	-	-	-	1
42.			1	-	-	-	1	-	-	-
43.			1	-	-	-	0	-	-	-
44.			1	-	-	-	1	-	-	-
45.			1	-	-	-	1	-	-	-
46.			0	-	-	-	1	-	-	-
47.			0	-	-	-	1	-	-	-
48.			1	-	-	-	1	-	-	-
49.			1	-	-	-	1	-	-	-
50.			1	-	-	-	1	-	-	-
51.			1	-	-	-	1	-	-	-
52.			1	-	-	-	1	-	-	-
53.			1	-	-	-	1	-	-	-
54.			0	-	-	-	1	-	-	-
55.			1	-	-	-	1	-	-	-
56.			1	-	-	-	0	-	-	-
57.			1	-	-	-	1	-	-	-
58.			1	-	-	-	1	-	-	-
59.										
60.										

P/A: Present / Absent : Ex.No. : Experiment No.

19/5

Sl. No.	Roll No. / Register No.	Name	Date & Hour				Date & Hour				Date & Hour				Date & Hour				Marks of Exam Date of Marks
			P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	P/A	Ex.No.	C/INC	R	
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CNC Complete / Incomplete R : Record Submitted