



Wavoo Wajeeha Women's College of Arts and Science Kayalpatnam

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Run by Wavoo SAR Educational Trust

(Minority Institution)

CRITERIA V

Student Support

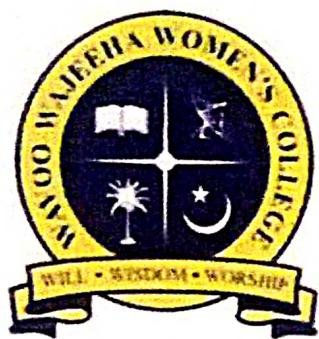
5.1.2 Capacity building and skills enhancement activities are organized for improving students capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene, self employment and entrepreneurial skills)

Supporting Documents

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)



WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS & SCIENCE - KAYALPATNAM

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
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5.1.2 Capacity building and skills enhancement activities are organized for improving students capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene, self employment and entrepreneurial skills)

Year	Capacity building and skills enhancement activities	Name of the capacity enhancement activities	Date	Number of students enrolled
2019-2020	Soft skills	a) Soft skill course	01.07.2019 To 14.10.2019 16.12.2019 To 16.03.2020	99
		b) Vibrant and viable role of Decision Making	10.09.2019	58
	Language and communication skills	a) Spoken Hindi	01.07.2019 To	232
		b) Spoken English	14.10.2019	420
		c) Quran Reading	16.12.2019 To 16.03.2020	105
	Life skills	a) Yoga	01.07.2019 To	113
		b) Nutrition	14.10.2019	60
		c) Beautician	16.12.2019 To	43
		d) Driving	16.03.2020	25
		e) Aari work		112
		f) Jewel Making		50
			Total	1317

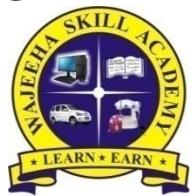
R. C. Vasuki
PRINCIPAL
WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE
Tiruchendur Road, Kayalpatnam - 628 204.
Thoothukudi Dist., Tamil Nadu.

WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS & SCIENCE

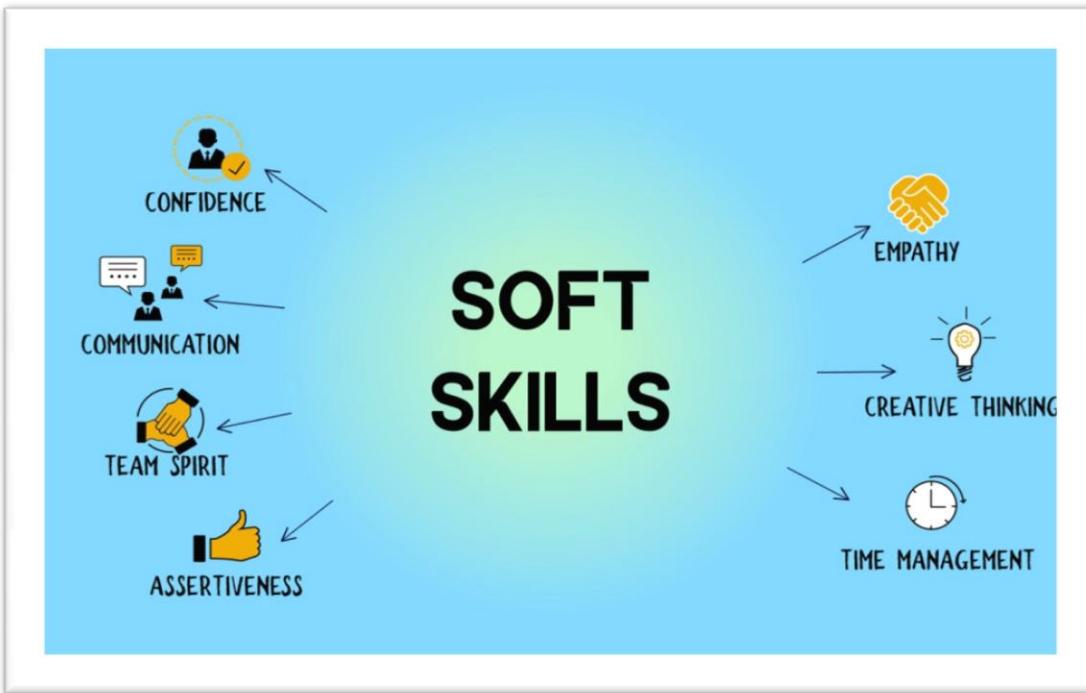


KAYALPATNAM

WAJEEHA SKILL ACADEMY



SKILL BASED COURSE ACTIVITIES 2012 ONWARDS



This course has been dealt with by our staff in collaboration with Max Jones Academy in 3 different groups teaching soft skills to the interested students. With exercises, practical training and slide shows the study is made attractive.

Circular

Wajeeha Skill Academy is going to conduct skill based courses for 60 hours from 01.07.2019. The students can enroll their names to Mrs. S.A.K. Muthu Mohudoom Fathima, Director-Wajeeha Skill Academy.

Details of courses offered in Wajeeha Skill Academy

S. No	YEAR	COURSES
1	I YEAR	Spoken Hindi Quran Reading Spoken English Basic Computer
2	II YEAR	Aari work Jewel making Hand Work Tailoring Hand Embroidery
3	III YEAR	TNPSC Beautician Driving Nutrition Soft Skills Tally DTP Yoga

3 / 6

Director

Date: 25.06.2019

R. C. Vasuki
Principal
NAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE
Trichendur Road, Kayalpatnam - 628 207

Circular

Wajeeha Skill Academy is going to conduct skill based courses for 60 hours from 17.12.2019. The students can enroll their names to Mrs. S.A.K.Muthu Mohudoom Fathima, Director- Wajeeha Skill Academy.

Details of courses offered in Wajeeha Skill Academy

S. No	YEAR	COURSES
1	I YEAR	Spoken Hindi Quran Reading Spoken English Basic Computer R-Programming
2	II YEAR	Aari work Jewel making Hand Work Tailoring Hand Embroidery
3	III YEAR	TNPSC Beautician Driving Nutrition Soft Skills Tally DTP Yoga

Director

Date: 09.12.2019

R.C.M
Princ. 4 / 6
AVOO WAJEEHA WOMEN
OF ARTS AND SCIENCE
Chinchendur Road, Kavalpatnam - 628 204



**WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE, KAYALPATNAM**
(Affiliated to Manonmaniam Sundaranar University)



**WAJEEHA SKILL ACADEMY
SKILL BASED COURSE –SOFT SKILLS
SYLLABUS (2017 ONWARDS)**

UNIT 1: Introduction

Importance of soft skills – Selling your soft skills – Exhibiting your soft skills – Identifying your soft skills – Soft Skills training – Train yourself – Importance of knowing yourself – Process of knowing yourself

UNIT 2: Career Planning

Benefits of career planning – Guidelines for choosing a career – Myths about choosing a career – Tips for successful career planning – Developing career goals

UNIT 3: Body Language

Body talk – Parts of body language – Reasons to study body language – Improving your body language – Shaking hands with women – Developing confidence with correct body language.

UNIT 4: Professional Etiquette

Workplace etiquette - Table manners – Professionalism - Communication etiquette - Meetings etiquette.

UNIT 5: Preparing CV / Resume

Introduction – Difference among Bio-data, CV and Resume – Types of Resumes – Interesting facts about resume – the do's and don'ts

J. & Coom

PRINCIPAL
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OF ARTS AND SCIENCE
Tiruchendur Road, Kayalpatnam - 628 204,
Thoothukudi Dist., Tamil Nadu.

Wavoo Wajeeha Women's College of Arts and Science, Kayalpatnam		
Wajeeha Skill Academy 2019-2020		
July 2019 to October 2019		
Skill Based Course Activities - Soft Skill No.of.Students:59		
Sec- A		Sec- B
S.No	Class	Name
1	III Phy	S. Mary Thirisha
2		P. Muthu Anitha
3		J. Nirmala Veni
4		E. Nivethitha
5		M. Prema
6		J. Priyadarshini
7		E. Revathi
8		K. Saranya
9		P. Sathya
10		A. Selva Renuka
11		J. Selva Sangeetha
12		T. Sneka Krishna
13		R. Sibi
14		R. Sivanthi
15		S. Sunmuga Kala
16		N. Sweetlin
17		J. Yasmine Shafana
18		P. Jothi
19		R. Hema
20		M. Kebina
21		S. Sridevi
22		K. Linga Bharathi
23	III BBA	B. Fathima Bertenita Estafany
24		S. Kanthammal
25		V. Karthika
26		G. Krishna Veni
27		S. Krishna Veni
28		S. Sathiya
1	III Phy	M. Abinaya
2		N. Afrina Barvin
3		R. Alagubharathi
4		H. Ambiga Nigila
5		S. Amirtha Lingeswari
6		P.D. Anbu Punitha
7		P. Anushiya
8		V. Blessy
9		C. Devamathruby
10		M. Divyabharathi
11		K. Girija
12		G. Mariammal
13	III Eng	A.N. Amina Fahjath
14		M. Arockiyashalini
15		B. Divya Maheswari
16		C. Jothi
17		S. Loga Sankari
18		S.A.A. Nafeezathul Misriya
19		S. Santhiya
20		M. Sweetline Jeba
21		K. Thanalakshmi
22		V. Anu Sri Nithi
23		M. Subashini
24		J. Fathima Afrin
25		M. Eyamuna
26		M. Janani
27		P. Princeley
28		S. Deepika
29		V. Vanitha
30		N. Vigneshwari
31		J. Aseela


(S.A.K.Muthu Mohudoom Fathima)

Director
WAJEEHA SKILL ACADEMY
Run by: Wavoo SAR Educational Trust
Tiruchendur Road,
Kayalpatnam - 628 204.

R.C.Vasuki
(Dr. R.C.Vasuki)
PRINCIPAL

WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE
Tiruchendur Road, Kayalpatnam - 628 204.
Thoothukudi Dist., Tamil Nadu.

Wavoo Wajeeha Women's College of Arts and Science, Kayalpatnam			
Wajeeha Skill Academy 2019-2020			
Dec 2019 to Mar 2020			
Skill Based Course Activities - Soft Skill		No.of.Students:40	
S.No	Class	Sec- A	Sec- B
1	III B.COM	AYSHA NILOFER V.M.T	1 RAJESWARLS
2		AYSHA RASHINA H.M	2 SABEENA.S
3		AYSHA SAHEERA M.M	3 SEYED AJEEBA A.S
4		HAJAR MUTHU S.A	4 SURYA JOTHIL.P
5		HALIMA NASRIN A.R	5 SYED NAJEEBA S.A.K
6		KITHURU FATHIMA J.A	6 THASLIMA.S
7		NASEEMA.S	7 ZAHEERA M.A
8		NOWREEN S	8 PRIYADHARSHIN.L.P
9	III BBA	BHARATHI.S	9 SUGANTHLA
10		HI MIYA A.S	10 MUTHAR MUTHUSELV.L.G
11		IRUTHIYA PANIMAYAM.G	11 MUTHUKANLM
12		JAFREENA BEEVIL.B	12 MUTHUMALALM
13		JOSHUA A	13 MUTHURANLK
14		KALISHWARLM	14 PRIYA THARSHINLD
15		MUHAMED AFSINA.A	15 RIGANA.S
16		AYSHA AMEERA M.I	16 S.M MOHAMED ALFATHIMA
17	III CS	AYSHA RIZMIYA S.M	
18		FATHIMA NACHI RUSHDAS.I	
19		FATHIMA NIHARA K.S	
20		FATHIMA ZUVAIRIYA M.F	
21		SEYED ALI FATHIMA ZULFA.P	
22		FASLEENA NATHARSHA.K	
23		NANTHINI.G	
24		PADMA.C	


(S.A.K.Muthu Mohudoon Fathima)
Director
WAJEEHA SKILL ACADEMY
Run by: Wavoo SAR Educational Trust
Tiruchendur Road,
Kayalpatnam - 628 204.


(Dr. R.C.Vasuki)

Wavoo Wajeeha Women's College of Arts and Science, Kayalpatnam
Wajeeha Sultanpet, Hyderabad - 500003

Wajeeha Skill Academy- 2019-20

July to October

Soft Skill

Staff Name: S. A. RAHMATH AMEENA BEGUM

R. C. Vanchi
PRINCIPAL
WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS & SCIENCE
Tiruchendur Road, Kanyakumari-629 204

Wavoo Wajeeha Women's College of Arts and Science

Kayalpatuam

Wajeeha Skill Academy 2019-2020

December to March

Soft Skill

Staff Name: Ms. V. Amali Theresa

18	III CS	FATHIMA NACHI RUSHDHA S I	16/12/19	17/12/19	19/12/19	20/12/19	21/12/2020	31/12/2020	41/1/2020	6/1/2020	7/1/2020	9/1/2020	20/1/2020	21/1/2020	22/1/2020	23/1/2020	24/1/2020	25/1/2020	26/1/2020	27/1/2020											
19		FATHIMA NIHARA K S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
20		FATHIMA ZUVAIRIYAM F	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
21		SEYED ALI FATHIMA ZULFA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
22	III Eco	FASLEENA NATHARSHA K	X	a	a	a	a	a	X	X	X	X	X	X	X	X	X	X	a	X											
23		NANTHINI G	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X											
24		PADMA C	X	X	X	a	a	X	X	X	a	X	X	X	X	X	X	X	X	X											
		NO. OF PRESENTS	23	15	19	18	15	20	16	21	19	19	16	21	22	23	23	21	20	23	21	30	22	19	22	23	23	23	23		
		NO. OF ABSENTS	1	9	5	6	9	4	8	3	5	5	8	3	2	1	1	1	3	4	1	3	4	2	5	2	2	1	1	1	1
		STAFF SIGNATURE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

R. C. Vasuthi
PRINCIPAL
 WAVOO WAJEEHA WOMEN'S COLLEGE
 OF ARTS & SCIENCE
 Tiruchendur Road, Kayalpalnam - 628 204.

WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS AND SCIENCE



Timichendur Road, KAYALPATNAM - 628 204,

RUN BY : WAVOO SAR EDUCATIONAL TRUST

CERTIFICATE OF MERIT

This is to certify that G. Krishna Veni

of III BBA in the year 2019 - 2020 has successfully completed

Soft skill with A Grade, conducted by

Wajeeha Skill Academy.



R.C. Vasuhi
Principal



Co-ordinator



Director



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Report

Title of the event : Guest Lecture on "Vibrant & Viable Role of DecisionMaking".

Date : 10.09.2019

Time : 10.30 am

Venue : Room No. 308

No. of Participants : 58 Participants

Brief Report :

On September 10, 2019, the Busy Bee Association organized another guest lecture titled "Vibrant & Viable Role of Decision Making" by Mrs. N. Lavanya, Head and Assistant Professor of the Department of Business Administration at Sri Sarada College for Women, Tirunelveli.

CIRCULAR

BUSY BEE ASSOCIATION

04-03-2019

Busy Bee Association is going to organize a Guest Lecture

Chief Guest: Mr. R. Aswath Subramanian

Topic : Business Start-ups

Time : 10.30 a.m

Venue: III BBA Class

D. J. J. T. 19

Association vice-president

R. C. Vaank
Principal

Date: 01-03-2019



WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS & SCIENCE, KAYALPATNAM



BUZY BEE ASSOCIATION GUEST LECTURE

ORGANIZED BY

DEPARTMENT OF BUSINESS ADMINISTRATION

Date: 10.09.2019

Time: 10:30 AM

Venue: Hall No. 308

1. Qirath	:	M.I.Asiya Nazla, I BBA
2. In the Presence of	:	Alhaj Wavoo S. Seyed Abdur Rahman Founder – President
		Alhaj Wavoo M.M. Mohuthazeem B.A., (CS) Secretary
		Alhaj Hafiz Wavoo S.A.R. Ahmed Ishaque Aalim, M.A., Azhari(Egypt) Assistant Secretary
		Dr. Mrs. Mercy Henry, M.A., Ph.D. Director
		Dr. V.Rama, M.Sc., M.Phil., Ph.D., Principal
3. Welcome Address &Introducing the Chief Guest	:	V.Sumathi, III BBA
4. Chief guest Address	:	Mrs.N.LAVANYA, Head & Assistant Professor, Department of Business Adminstration, Sri Sarada College for Women, Tirunelveli.
5. Vote of Thanks	:	J.Anifa, II BBA
6. Duah	:	K.Sharmila, III BBA

Fig 2 : Program Sheet

GUEST LECTURE – ATTENDANCE SHEET

S.NO	STUDENT NAME	YEAR
BATCH (2017-2020)		
1	AHAMED AYSHA M M	BBA-III
2	APARNA S	BBA-III
3	BHARATHI S	BBA-III
4	ELIZA S	BBA-III
5	FASEEHA A R	BBA-III
6	FATHIMA BERTEN ITA ESTAFANY B	BBA-III
7	FATHIMA FAHEEMA S	BBA-III
8	FATHIMA FARHANA Y S A K	BBA-III
9	FATHIMA MOUFICA KANAM Y	BBA-III
10	FATHIMA MUALLIFA Z M	BBA-III
11	FATHIMA MUNAWWARA S H	BBA-III
12	FATHIMA NAFIYA N	BBA-III
13	FATHIMA SULTHANA S S	BBA-III
14	HILMIYA A S	BBA-III
15	INDHUMATHI M	BBA-III
16	IRUTHAYA PANIMAYAM G	BBA-III
17	JAREENA BEEVI B	BBA-III
18	JEYALAKSHMI A	BBA-III
19	JEYALAKSHMI R	BBA-III
20	JOSHUVA A	BBA-III
21	KADER SAMEERA T S I	BBA-III
22	KALISHWARI M	BBA-III
23	KANTHAMMAL S	BBA-III
24	KARTHIKA V	BBA-III
25	KRISHANA VENI G	BBA-III
26	KRISHNAVENI S	BBA-III
27	MATHUMITHA M	BBA-III
28	MEHRIN FAJEELA A	BBA-III
29	MOHAMED FATHIMA K M	BBA-III
30	MOHANNED RIYASA V M S	BBA-III
31	MOHANASANTHIYA M	BBA-III
32	MOHDOOM RUKSHANA W Z	BBA-III
33	MUHAMED AFSINA A	BBA-III
34	MUTHAR@MUTHUSELVI G	BBA-III
35	MUTHUKANI M	BBA-III
36	MUTHUMALAI M	BBA-III
37	MUTHURANI K	BBA-III
38	NAJIMU NISHA S	BBA-III
39	NAYEEMA BALKEES S A	BBA-III
40	PAVITHRA P	BBA-III
41	PAVITHRA S	BBA-III

42	PRIYANKA S	BBA-III
43	PRIYATHARSHINI D	BBA-III
44	RAMEESA BARVIN A	BBA-III
45	RIGANA S	BBA-III
46	SAHAYA ATSHAYA J	BBA-III
47	SAHAYA ROSLIN PUJONA R	BBA-III
48	SAHETHA BANU A	BBA-III
49	SANJITHA M	BBA-III
50	SARA SAKIRA A M	BBA-III
51	SATHIYA S	BBA-III
52	SETHURATHUL NAFIYA M A K	BBA-III
53	SEYED AFSANA FATHIMA A	BBA-III
54	SHALMA JUSTIN J	BBA-III
55	SHARMILA K	BBA-III
56	SITHI MAFAZA A N	BBA-III
57	SUBA S	BBA-III
58	SULAIHA FARHA M	BBA-III