



# **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

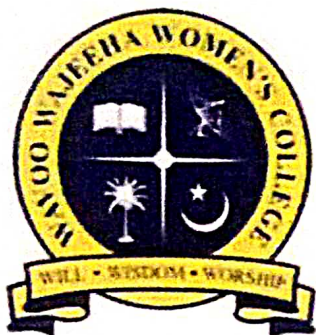
2.Language and communication skills

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)  
Run by Wavoo SAR Educational Trust  
(Minority Institution)

## 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.



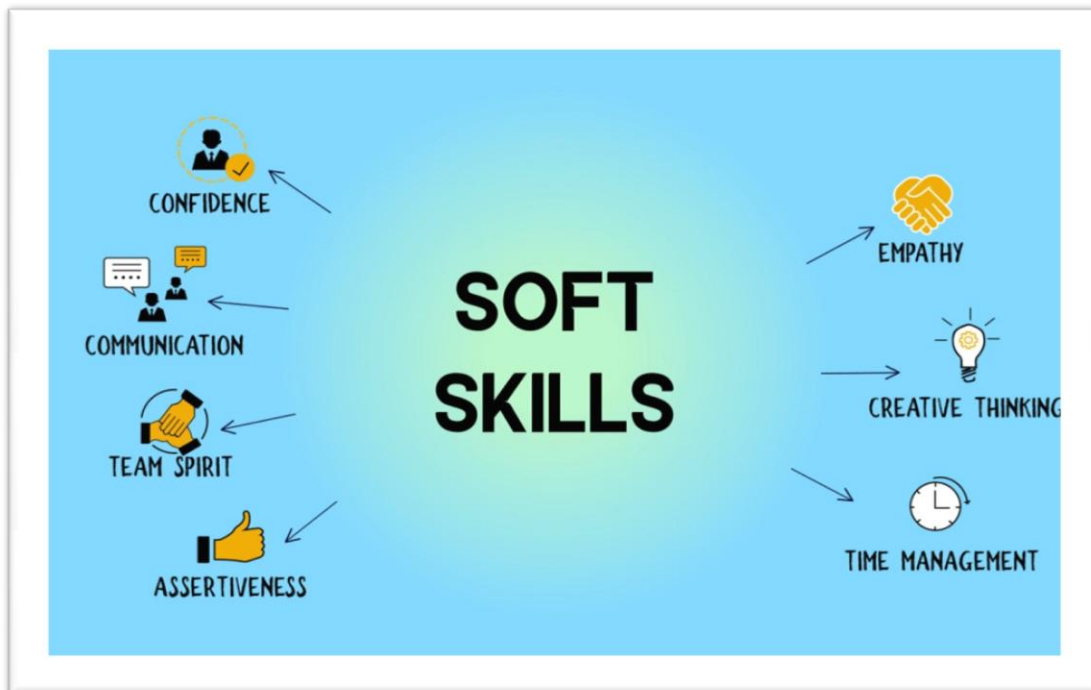
**WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS & SCIENCE**

**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

Wajeeda 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-Wajeeda Skill Academy.

#### Details of courses offered in Wajeeda 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  
WAVEO WAJEEHA WOMEN'S COLLEGE  
OF ARTS AND SCIENCE  
Truchendur Road, Kayalpattanam - 628 204

### Circular

Wajeeda 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- Wajeeda Skill Academy.

Details of courses offered in Wajeeda 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. 4/6  
Princ.  
AVOO WAJEEHA WOMEN  
OF ARTS AND SCIENCE  
Trichendur Road, Kavalpalnam - 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

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

Wavoo Wajeetha Women's College of Arts and Science, Kayalpatnam					
Wajeetha 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	S.No	Class	Name
1	III Phy	S. Mary Thirisha	1	III Phy	M. Abinaya
2		P. Muthu Anitha	2		N. Afrina Barvin
3		J. Nirmala Veni	3		R. Alagubharathi
4		E. Nivethitha	4		H. Ambiga Nigila
5		M. Prema	5		S. Amirtha Lingeswari
6		J. Priyadharshini	6		P.D. Anbu Punitha
7		E. Revathi	7		P. Anushiya
8		K. Saranya	8		V. Blessy
9		P. Sathya	9		C. Devamathrubu
10		A. Selva Renuga	10		M. Divyabharathi
11		J. Selva Sangeetha	11		K. Girija
12		T. Sneha Krishna	12		G. Mariammal
13		R. Sibi	13	III Eng	A.N. Amina Fahjath
14		R. Sivanthi	14		M. Arockiyashalini
15		S. Sunmuga Kala	15		B. Divya Maheswari
16		N. Sweetlin	16		C. Jothi
17		J. Yasmine Shafana	17		S. Loga Sankari
18		P. Jothi	18		S.A.A. Nafeezathul Misriya
19		R. Hema	19		S. Santhiya
20		M. Kebina	20		M. Sweetline Jeba
21		S. Sridevi	21		K. Thanalakshmi
22		K. Linga Bharathi	22		V. Anu Sri Nithi
23	III BBA	B. Fathima Bertenita Estafany	23		M. Subashini
24		S. Kanthammal	24		J. Fathima Afrin
25		V. Karthika	25		M. Eyammuna
26		G. Krishna Veni	26		M. Janani
27		S. Krishna Veni	27		P. Princely
28		S. Sathiya	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 Wajeetha Women's College of Arts and Science, Kayalpatnam					
Wajeetha Skill Academy 2019-2020					
Dec 2019 to Mar 2020					
Skill Based Course Activities - Soft Skill				No.of.Students:40	
Sec- A			Sec- B		
S.No	Class	Name	S.No	Class	Name
1	III B.COM	AYSHA NILOFER V.M.T	1	III B.COM	RAJESWARL.S
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 JOTHI 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	III IT	PRİYADHARSHINI.P
9	BHARATHI.S	9	SUGANTHI.A		
10	III BBA	III MIYA A.S	10	III BBA	MUTHAR MUTHUSELVIG
11		IRUTHIAYA PANIMAYAM.G	11		MUTHUKANIL.M
12		JAFREENA BEEVLB	12		MUTHUMALAL.M
13		JOSHUVA.A	13		MUTHURANIL.K
14		KALISHWARIL.M	14		PRIYA THARSHINI.D
15		MUHAMED AFSINA.A	15		RIGANA.S
16	III CS	AYSHA AMEERA M.I	16	III ENG	S.M MOHAMED AL FATHIMA
17		AYSHA RIZMIYA S.M			
18		FATHIMA NACHI RUSIDA S.I			
19		FATHIMA NIHARA K.S			
20		FATHIMA ZUVAIRIYA M.F			
21		SEYED ALI FATHIMA ZULFA.P			
22	III ECO	EASLEENA NATHARSHA.K			
23		NANTHINI.G			
24		PADMA.C			

  
 (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)



## Wajeeda Skill Academy 2019-20

### Soft Skill

### Soft Skill

[illegible]





### Soft Skill

210

[illegible]

[illegible]

WAVOO WAJEEHA WOMEN'S COLLEGE  
OF ARTS & SCIENCE  
Tiruchengur Road, Kayalpattanam-626 204.



# WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS AND SCIENCE

Tiruchendur Road, KAYALPATNAM - 628 204.

RUN BY : WAVOO SAR EDUCATIONAL TRUST



## CERTIFICATE OF MERIT

This is to certify that Gr. 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. Vasanthi

Principal



Co-ordinator



Director



# **WAVOO WAJEEHA WOMEN'S COLLEGE**

**OF ARTS AND SCIENCE, KAYALPATNAM**

**(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)**

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**(Minority Institution)**



## **Report**

**Title of the event** : Guest Lecture on “**Vibrant & Viable Role of Decision Making**”.

**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

A handwritten signature in blue ink, appearing to be 'D. S. S.', with the date '11/3/19' written below it.

Association vice-president

A handwritten signature in green ink, appearing to be 'R. C. Vasanth', with the word 'Principal' written below it.  
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,**  
Assistant Secretary **M.A., Azhari(Egypt)**  
**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**

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**Fig 2 : Program Sheet**



### GUEST LECTURE – ATTENDANCE SHEET

S.NO	STUDENT NAME	YEAR
<b>BATCH (2017-2020)</b>		
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