



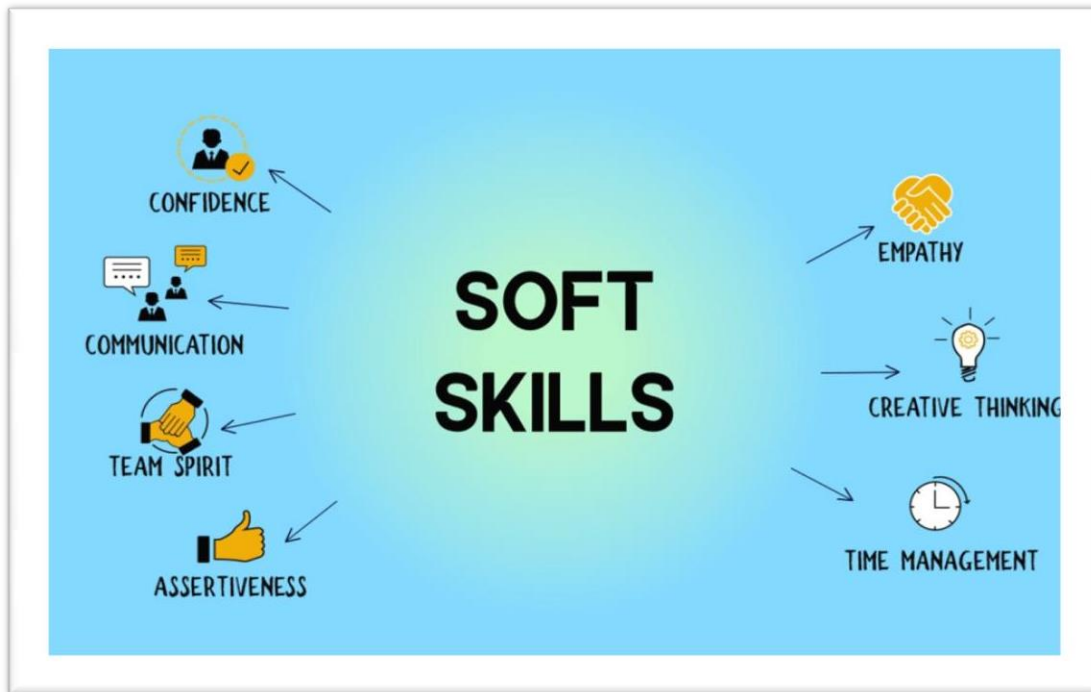
**WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS & SCIENCE**

**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.



**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 - 623 204,  
Thoothukudi Dist., Tamil Nadu.

Wavoo Wajeeha Women's College of Arts and Science, Kayalpatnam					
Wajeeha Skill Academy 2022-2023					
Aug 2022 to Nov 2022					
Skill Based Course Activities - Soft Skill				No.of.Students:59	
Sec- A			Sec- B		
S.No	Class	Name	S.No	Class	Name
1	III BBA	NABILA BENAZIR M	1	III Maths	SAKTHI @ THIRUKALAIARASI K
2		PETCHI ARASI M	2		SAKTHI M
3		FARHETH JUMMANA H	3		MARYAM S.M
4	III Eco	SATHYA K	4	III IT	SAMRIN BARGA S
5		ESAKKIAMMAL E	5		BINISTA
6		MUTHU KANI	6		KANSUL NOWTIYA RAJAB M
7	III B.Com	ANGELINE SUKILA KERITH E	7		RAMA LAKSHMI S
8		AYSHA NAJLA H M	8	GAYATHRI K	
9		PONMAHESWARI M	9	AISHWARIYA V	
10		JEYA SHREE MARI S	10	IRUTHIAYA ANUSHA A	
11		HABIB FATHIMA M I 2003	11	ASIYA MARIYAM M N	
12	III Eng	SYED ALI FATHIMA MUTISHA M H	12	III B.Com	PUVILA K
13		SHERLIE BHARATHI K	13		MOHAMED MUSFIRA S
14		STEYINA	14		VASUMA @ BAMINA A
15		AARIYA T	15	FATHIMA ASWARA	
16		PULAMADASUNDARI M	16	III CS	AYSHA NOWFEELA M A K
17	KUROSHINI P	17	AYISHA JASRA M R		
18	FATHIMA AFRA	18	AYSHA N M		
19	III Tamil	RASHIMA R	19		UMER MEERA AFRAH S M S
20		NASEEBA M S	20		FATHIMA HAJARA M Y
21		RATHI MEENA S	21		SEYED ZUHAINA M L
22	III Tamil	HARSHA VARTHINI S	22		MAHFOOLA REEMA M
23		AGNES ROSHIBA J	23		BHARATHI A
24		MALINI M	24		ANNA SWETHA R
25	III Tamil	THOUFICA BEEVI M S	25		FATHIMA AFROSE A K
26		ALAGUSUNDARI G	26		FATHIMA SHAMA
27		SANTHIYA G	27		HATHUN THOUHIDA J S
28	III CS	THOUFEEKA S M I	28		RADHWA M A C
29		AYSHA HILMIYA K M S	III Eng		SARASWATHI Y
30		SAMU FATHIMA M T			

  
(S.A.K.Muthu Mohudoom Fathima)

**CO-ORDINATOR**  
**WAJEEHA SKILL ACADEMY**  
Wavoo Wajeeha Women's College of Arts & Science  
Tiruchendur Road,  
Kayalpatnam - 628 204.

  
(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 2022-2023					
Dec 2022 to April 2023					
Skill Based Course Activities - Soft Skill				No.of.Students:63	
Sec- A			Sec- B		
S.No	Class	Name	S.No	Class	Name
1	Tamil	E.Zeenath Nisha	1	B.com	N.Nowrin Fathima
2	Eng	J.Abisha Mariaqueen	2		K.Fathima Rila
3		N.Aruna	3		J.Lydistia
4		Z.Fathima Ashma	4		P.Muthu Abarna
5		S.Jeyanthi	5		R.Priya Lakshmi
6		V.Sundari	6		M.I.Habeeb Fathima
7		S.Gopika	7	IT	S.Soundari
8	K.Ananthi	8	K.Asmeen Farhana		
9	S.Bavani	9	S.Subaharani		
10	BBA	S.Reeshma Begam	10	Maths	V.Sindhu
11		U.Risika	11		L.Vellaiyammal
12		B.Nanthini	12		K.Muthu Saranya
13		M.Sudha	13	R.Deepika Devi	
14		A.Sri Kottai Rani	14	M.Srikala	
15		M.Indumathi	15	M.Priya	
16		A.Subarna	16	V.Fathima Serin	
17		K.Snowqueen	17	Physics	S.Sithu Safrin Begam
18		M.S.Kathirathul Raziya	18		A.Ummu Shihana
19	M.Subbu Lakshmi	19	B.Ai Fathima Sameera		
20	B.com	M.A.K.Faheema	20	CS	P.Muthu Revathi
21		J.R.Zubairtha Rashitha	21		A.Rafitha
22		M.S.Thuwaiba	22		K.Gomathi
23		J.Reshma	23	K.Karthika	
24		C.Revathy	24	T.Pooja	
25		Y.Rishatha	25	S.Prema	
26		V.Vanmathi	26	S.Fathima Alfiya	
27		K.S.Jannath Nisma	27	S.Sujitha	
28		S.M.Fathima Farhana	28	T.Snowlin	
29		S.A.Sehu Sajeela	29	M.Muthu Malathi	
30		M.M.Fathima Rifka	30	B.Zainab	
31		S.A.N.Samu Nuwairah	31	A.Ahamed Yameena	
		32	M.S.Salma Nahla		

  
(S.A.K. Muthu Mohudoom Fathima)

**CO-ORDINATOR**  
**WAJEEHA SKILL ACADEMY**  
Wavoo Wajeeha Women's College of Arts & Science  
Tiruchendur Road,  
Kayalpatnam - 628 204.

  
(Dr.V.Rama)

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



**Wajeeha Skill Academy 2022 - 2023**

**soft skill**

Staff Name: Mrs. B. Kavitha

Venue : ৯০।

118 201

[illegible]

[illegible]

**CO-ORDINATOR**  
**WAJEEHA SKILL ACADEMY**  
Wavoo Wajeeha Women's College of Arts & Science  
Tiruchendur Road,  
Kayalpatnam - 628 204.

WAVOO WAJEEHA WOMEN'S COLLEGE  
OF ARTS AND SCIENCE  
Tiruchendur Road, Koyyalpattam - 623 204  
Thoothukudi Dist., Tamil Nadu.



## Wajeeda Skill Academy 2022 - 2023

### Soft Skill

**Venue :**

308

[illegible]





# 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 Patchi Anasi M.

of III BBA in the year 2022 - 2023 has successfully completed

Soft Skills with A Grade, conducted by

Wajeeha Skill Academy.



Principal



Co-ordinator



Director



**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 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	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. Sneka 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. Langa 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. Eyamuna
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)

**CO-ORDINATOR**  
**WAJEEHA SKILL ACADEMY**  
Wavoo Wajeeha Women's College of Arts & Science  
Tiruchendur Road,  
Kayalpatnam - 628 204.

  
(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	
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	PRIYADHARSHINI 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 BEEVL B	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 RUSHA S I			
19		FATHIMA NIHARA K S			
20		FATHIMA ZUVAIRIYA M F			
21		SEYED ALI FATHIMA ZULFA P			
22	III ECO	FASLEENA NATHARSHA K			
23		NANTHINI G			
24		PADMA C			

  
 (S.A.K.Muthu Mohudoom Fathima)

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



## Wajeeda Skill Academy 2019-20

### Soft Skill

### Soft Skill

[illegible]





### Soft Skill

210

S.No	Class	Name	DD/MM/YY
1	III B Com	AYSHA NIOUVER V M T	16/12/19
2		AYSHARASHIHA H M I	17/12/19
3		AYSHASAHITHRAM M	19/12/19
4		HAFAR MU THUS A	20/12/19
5		HAFIMANASRIN A R	21/12/20
6		KITHUR FATHIMA J A	21/12/20
7		NASEEMAN	21/12/20
8		NOORFATNS	21/12/20
9	III BBA	BHARATHIN	21/12/20
10		HILMIYAAS	21/12/20
11		IRUTHAYAPANIMAYAM G	21/12/20
12		JARTENA BEETB	21/12/20
13		ROSHIVA A	21/12/20
14		KALISHWARI M	21/12/20
15		MUHAMMAD AISINA A	21/12/20
16		AYSHA AMUTRAM I	21/12/20
17	AYSHA RIZMIYAS M	21/12/20	



18	III CS	FATHIMA NACHI RUSHDHA S I	X	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
----	--------	---------------------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**R. C. Vasuki**  
**PRINCIPAL**  
**WAVOO WAJEEHA WOMEN'S COLLEGE**  
**OF ARTS & SCIENCE**  
Tiruchendur Road, Kayalpattinam-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)



**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. & A. Ram*

**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 2018-2019		
July 2018 to October 2018		
Skill Based Course Activities - Soft Skills		No. of Students: 30
Sec- A		
S.No	Class	Name
1	III IT	Afrin S
2		Habisha A
3		Divya J
4		Fathima Jafri H
5		Ramasta R
6		Rosika R
7		Nathya Hanna M
8		Gnanasoundarya A
9		Munishadevi @ Abirami S
10		Nanthini Devi A
11		Chithara Bharathi A
12	III CS	Sownderya Devi M R
13		Hamalakshmi R
14		Yasmine Shifana B A
15		Uma Lakshmi J
16		Mariammal S
17		Subantha Afrin E
18		Vasuki J
19		Muthulakshmi M
20		Muthulakshmi S
21		Fathima Mufitha S
22		Vishaka Devi S
23		Sudalathangam M
24		Devika V
25		Kanagalakshmi B
26		Anitha R
27		Narmatha D
28	III Phy	Siva Anantha Rathi N
29	III CS	S. Mathumathi Vinodha
30		T. Logeswari

  
 (S.A.K. Muthu Mohudoom Fathima)

**CO-ORDINATOR**  
**WAJEEHA SKILL ACADEMY**  
 Wavoo Wajeetha Women's College of Arts & Science  
 Tiruchendur Road,  
 Kayalpatnam - 628 204.

  
 (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 2018-2019					
Dec 2018 to April 2019					
Skill Based Course Activities - Soft Skill No.of.Students:123					
Sec- A					
S.No	Class	Name	S.No	Class	Name
1	III CS	Anitha R	21	III CS	Nandhini V
2		Baby Subhalakshmi E	22		Narmatha D
3		Devika V	23		Nivethitha M
4		Durga R	24		Sangeetha S
5		Fathima Mufitha S	25	III CS	Selina A
6		Fathima Nashima S	26		Selvakumari N
7		Indhumathi A	27		Sowmya Keertthi J
8		Jamuna Gomathi M	28		Sownderya Devi M R
9		Kanagalakshmi B	29		Subaitha Afrin E
10		Karthika M	30		Sudalaithangam M
11		Krishnaveni V	31		Thanalakshmi R
12		Logeshwari T	32		Uma Lakshmi J
13		Madhumathi Vinotha S	33		Vasuki J
14		Malathi M	34		Vishaka Devi S
15		Mariammal S	35		Yasmine Shifana B A
16		Mary Robin Litvini R	36	III BBA	Numairah M.I
17		Muthulakshmi M	37		Helena Leon C
18		Muthulakshmi S	38		Aysha Shifana
19		Muthusilamarasi R	39		Sulthana Nathira S
20		Nandhini P	40		Nachi Afrin Z H
			41		Sithi Fathima Muallifa M.A.C

  
 (S.A.K.Muthu Mohudoom Fathima)

**CO-ORDINATOR**  
**WAJEEHA SKILL ACADEMY**  
 Wavoo Wajeeha Women's College of Arts & Science  
 Tiruchendur Road,  
 Kayalpatnam - 628 204.

  
 (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 2018-2019						
Dec 2018 to April 2019						
Skill Based Course Activities - Soft skill No.of.Students:123						
Sec- B						
S.No	Class	Name		S.No	Class	Name
1	III IT	Afrin S		21	III IT	Munishadevi @ Abirami S
2		Ahamed Ashiya S M B		22		Nanthini Devi A
3		Aysha A A		23		Pirathiba S
4		Babisha A		24		Praveena N
5		Bama Muthulakshmi A		25	III IT	Princy Selva Matha A
6		Chithara Bharathi A		26		Punitha T
7		Divya J		27		Pushparathinam A
8		Essaki Sagunthala M		28		Rahmath Zulfa K M S
9		Fathima Aysha Rasmeeen N		29		Ramasta R
10		Fathima Jafrin H		30		Rosika R
11		Gayathri N 15/02/1999		31		Rubadishoni V
12		Geetha P		32		Safran Habeeba S A
13		Gnanasoundarya A		33		Sathya Bama M
14		Habeeba Muaffikka K		34		Shenbaga Devi N
15		Hajara M I		35		Sivayadevi G
16		Indhumathi V		36		Swathi G
17		Jeba Jeepratha A		37		Ummu Habeeba M S
18		Mariselvi M		38		Vanatheeswary C
19		Mohanapreetha K		39		Yoga Amutha P
20		Muballiha M M		40		R. Malini
			41	III Phy	Sivaanandha Rathi	

  
(S.A.K.Muthu Mohudoom Fathima)

**CO-ORDINATOR**  
**WAJEEHA SKILL ACADEMY**  
Wavoo Wajeeha Women's College of Arts & Science  
Tiruchendur Road,  
Kayalpatnam - 628 204.

  
(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 2018-2019							
Dec 2018 to April 2019							
Skill Based Course Activities - Soft skill No.of.Students:123							
Sec- C							
S.No	Class	Name		S.No	Class	Name	
1	III B.Sc	Aysa Sithika A K		22	III B.Sc Maths	Jeba S	
2		Fathima Faseela H R		23		Noorasma A R	
3		Fathima Mubeena S		24		Rasathi M	
4		Fathima Nafila K		25		Sarika S	
5		Fathima Zulfa S A K		26	III B.Com	Abisha A	
6		Halima Sumaiya S A K		27		Abisha J	
7		Irfana S H		28		Afrin M	
8		Jennath Marsooka J		29		Ameena Mussarafa M A	
9		Kavimalar S		30		Arfa Sharmila M	
10		Mohamed Sajitha Barvin N		31		Archana M	
11		Namirah R S		32		Aysa Sithicka S	
12		Parvathi B		33		Fathima Humaira K M N	
13		Sahaya Shamini Princiba J		34		Hairun Nisha A	
14		Sathya M		35		Jannath Mahathiya P M	
15		Sindhiya S		36		Nehemiya R	
16		Subsankari C		37		Nilofer Ramlan A A	
17		Zubaidha Nasecha N H		38		Nishanthi T	
18		Katheeja Beevi B		39		Rabiyathul Basiriya H	
19	III B.Sc Maths	Dhusveeranbanu R		40		Shanmuga Nayaki M	
20		Fathima Fahmitha M F		41		III Physics	Sibhi Chequvera T
21		Jamela Banu S					

  
 (S.A.K.Muthu Mohudoom Fathima)

**CO-ORDINATOR**  
**WAJEEHA SKILL ACADEMY**  
 Wavoo Wajeetha Women's College of Arts & Science  
 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 2018-2019**

**July to October**

**Soft Skill**

**Staff Name : Mrs. S.A. Rahmath Ameena Begum**

Exam Name : MRS. S.A. Kalimuth Ameenah Begum			DD/MM/YY		01/07/18	02/07/18	03/07/18	04/07/18	05/07/18	06/07/18	07/07/18	08/07/18	09/07/18	10/07/18	11/07/18	12/07/18	13/07/18	14/07/18	15/07/18	16/07/18	17/07/18	18/07/18	19/07/18	20/07/18	21/07/18	22/07/18	23/07/18	24/07/18	25/07/18	26/07/18	27/07/18	28/07/18	29/07/18	30/07/18
S.No	Class	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
1	III IT	Afrin S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2		Babisha A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3		Divya J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4		Fathima Jafrin H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5		Ramasta R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6		Rosika R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7		Sathya Bama M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8		Gnanasoundarya A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9		Munishadevi @ Abirami S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10		Nanthini Devi A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11		Chithara Bharathi A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	III CS	Sownderya Devi M R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13		Thanalakshmi R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14		Yasmine Shifana B A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15		Uma Lakshmi J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16		Mariammal S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17		Subaitha Afrin E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18		Vasuki J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19		Muthulakshmi M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20		Muthulakshmi S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21		Fathima Mufitha S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22		Vishaka Devi S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23		Sudalaithangam M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24		Devika V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25		Kanagalakshmi B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26		Anitha R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27		Narmatha D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	III Phv or CS	Siva Anantha Rathi N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29		S. Mathumathi Vinotha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30		T. Logeswari	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
		NO. OF PRESENTS	29	29	29	29	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
		NO. OF ABSENTS	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		STAFF SIGNATURE																																

**PRINCIPAL**  
WAVEETHA WOMEN'S COLLEGE OF ARTS AND SCIENCE  
KAYALPATNAM - 623 001





[illegible]

R.C. Vambh  
PRINCIPAL

# 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 Vasuki g.  
of III CEs in the year 2018 - 2019 has successfully completed  
Soft skills with B Grade, conducted by  
Wajeeha Skill Academy.

R.C.Vasuki  
Principal

  
Co-ordinator

  
Director