



**“Six days Employability skills training program through offline”  
In association with Mahindra and Mahindra Groups through its Nandi  
Foundation, a Public Charitable Trust, Hyderabad**

**Venue:** Conference Hall

**Date:** 8<sup>th</sup> to 13<sup>th</sup> March, 2021

**REPORT**

**Resource Person:** Ranjith Kumar, State Head - Tamil Nadu, Mahindra Pride Classroom

**Organized by:** Dr. R. Velu Raj, Placement Officer, TGACS

**Introduction:** In an effort to enhance the employability of final-year students, a comprehensive "6 Days Employability Skills Training Program" was conducted offline from 8th to 13th March 2021. The program was organized in collaboration with Mahindra and Mahindra Group through its Nandi Foundation, a Public Charitable Trust located in Hyderabad. The initiative aimed to equip students with essential skills in Personal Outlook, Communication Enhancement, and Placement Preparedness.

**Program Overview:**

- **Duration:** The program spanned six days, from Monday to Saturday, providing an immersive learning experience for the participants.
- **Venue:** The training sessions were conducted offline at the college premises, ensuring easy accessibility for the final year students.
- **Collaboration:** The program was made possible through the generous support and collaboration of Mahindra and Mahindra Group, facilitated by their philanthropic arm, Nandi Foundation.

**Objectives:**

1. **Personal Outlook:** Focused on enhancing personal development and fostering a positive mindset among the students.
2. **Communication Enhancement:** Aimed at improving verbal and written communication skills, including interpersonal communication and professional etiquette.

3. **Placement Preparedness:** Geared towards providing insights into the corporate world, honing interview skills, and developing an understanding of the recruitment process.

### Six days' framework for Offline Training

Framework			
Day	S. no	Session name	Skills
1	1	This is Me + I am Unique	Induction
	2	Greetings and General Conversations	Soft Skills + Communication Skills
	3	Body Language, Grooming & Hygiene + Social Manners	Soft Skills
2	4	Goal Setting	Life Skills
	5	Skit Preparation	Soft Skills
	6	Point of View	Communication Skills + Life Skills
3	7	Time Management	Soft Skills
	8	Explaining a Process	Communication Skills
	9	Interview Preparation	Interview Skills
4	10	I am Limitless	Life Skills
	11	Extempore Speech (basic + Intermediate)	Communication Skills
	12	Skit Presentation	Soft Skills
5	13	Money Management	Communication Skills
	14	Team Work	Life Skills
	15	Group Discussion	Interview Skills
6	16	Mock Interviews	Interview Skills
	17	Mock Interviews	Interview Skills
	18	Mock Interviews	Interview Skills

### Program Highlights:

1. **Interactive Sessions:** Engaging and interactive sessions were conducted to ensure active participation and a better understanding of the topics.
2. **Expert Trainers:** Industry experts and seasoned professionals were engaged as trainers to provide valuable insights and practical knowledge.
3. **Case Studies and Role Plays:** The program incorporated case studies and role plays to simulate real-world scenarios, allowing students to apply theoretical knowledge in a practical context.
4. **Mock Interviews:** Participants had the opportunity to undergo mock interviews, receiving constructive feedback to improve their performance in actual job interviews.

5. **Networking Opportunities:** Students were encouraged to network with industry professionals, fostering connections that could prove beneficial in their future careers.

**Outcomes:**

1. **Improved Confidence:** Participants reported increased confidence in their personal and professional interactions.
2. **Enhanced Communication Skills:** A noticeable improvement in verbal and written communication skills was observed among the participants.
3. **Job Readiness:** Students became better equipped to navigate the job market, with a clear understanding of the recruitment process and professional expectations.





**PLACEMENT TRAINING PROGRAMME**  
**In association with M/s HR Academy, Cuddalore**

**Venue:** Conference hall, TGASC

**Date:** 12<sup>th</sup>, 13<sup>th</sup> & 14<sup>th</sup> February, 2018

**REPORT**

**Resource Person:** Mrs. Heera, Founder & Proprietor, HR Academy, and her associate.

**Coordinated by:** Dr. R. Velu Raj, Placement Officer, TGACS

**Introduction:**

In adherence to the initiative spearheaded by the Puducherry State Higher Education Council (PSHEC), a comprehensive "Three-Day Placement Training Programme" was conducted for 40 final year students of Tagore Government Arts and Science College. This program, organized in collaboration with M/s HR Akademi, Cuddalore, aimed to equip students with essential skills for a successful transition from academia to the professional world. The training took place from 12th to 14th February 2018.

**Objective:**

The primary objective of the placement training program was to provide students with a holistic approach to enhance their personal outlook, communication skills, and overall preparedness for the placement process.

**Program Highlights:**

**1. Personal Outlook:**

- The first day of the program focused on personal development and self-awareness.
- Sessions were conducted to help students understand their strengths, weaknesses, and areas for improvement.

- Expert trainers from M/s HR Academy facilitated activities and discussions to instill a positive mindset and foster self-confidence.

## **2. Communication Enhancement:**

- The second day emphasized the importance of effective communication in professional settings.
- Practical exercises, role-plays, and interactive sessions were conducted to improve verbal and non-verbal communication skills.
- The training aimed to enhance students' ability to express themselves clearly and confidently.

## **3. Placement Preparedness:**

- The final day was dedicated to preparing students for the recruitment process.
- Mock interviews, resume building workshops, and group discussions were organized to simulate real-world job interview scenarios.
- Tips and strategies for handling various stages of placement were shared to boost students' confidence and readiness.

### **Collaboration with M/s HR Academy:**

M/s HR Academy, a reputed organization specializing in human resources and training, played a pivotal role in delivering high-quality content and expertise throughout the program. Their experienced trainers provided valuable insights and guidance to the students.

### **Support from PSHEC:**

The program was conducted in alignment with the guidelines outlined in the Instructional Design Note issued by the Member Secretary of the Puducherry State Higher Education Council (PSHEC). This collaboration underscored the commitment of both the college and PSHEC to enhancing the employability of graduating students.

### **Conclusion:**

The "Three-Day Placement Training Programme" proved to be a resounding success, providing participating students with invaluable skills and knowledge essential for their future professional endeavors. The collaboration with M/s HR Academy and the support of PSHEC underscored the commitment of all stakeholders to the holistic development of students and their successful integration into the workforce. Such initiatives contribute significantly to bridging the gap between academic learning and practical application, ensuring a smooth transition for students from college to their chosen careers.





**Conducted “Workshop on Preparation of Resume / CV” for the final year students to build their own Resume / CV for easy access and download anywhere in the platform of Edson Pvt. Ltd., Puducherry**

Venue: Conference Hall Date: 06.02.2020

**REPORT**

**Resource person:** Ganesh Kumar .M, Manager, Edson Pvt Ltd.,  
 9, ECR Road, Near KandamThirumanaNilayam, Lawspet, Puducherry - 08.  
 Mob : +91 9489264241 | Web : [www.edsonindia.in](http://www.edsonindia.in)

**Organized by:** Dr. R. Velu Raj, Placement Officer, TGACS

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Facilitated for **“Off Campus Recruitment Drive”** for the final year Mathematics, and Computer Science students to participate in Infosys Campus Recruitment Program at ManakulaVinayakar Institute of Technology, Puducherry on 15-02-2020.

Finally, placed 1 student in Infosys (G. Leelavathi – Computer Science).

Dr. SasiKanta Dash distributed the Placement Order to the candidate and congratulated the Placement Officer Dr. R. Velu Raj for rendering the wonderful job in the presence of Computer Science HoD and Faculty.



## SOFT SKILLS

12-2-2018 to 14-2-2018

### Three Day Placement Training Programme Conducted in Association with M/S HR AKADEMI, Cuddalore, Tamil Nadu



<b>Topic:</b>	Three Day Placement Training Programme, conducted as per the I.D Note issued by the Member Secretary, Puducherry State Higher Education Council (PSHEC), Puducherry.
<b>Conducted by</b>	Career Guidance and Placement Cell, TGASC.
<b>Date:</b>	12 <sup>th</sup> to 14 <sup>th</sup> February, 2018
<b>Time:</b>	
<b>Venue:</b>	Bharathiar Conference Hall, TGASC.
<b>Resource Person:</b>	M/s HR Akademi, Cuddalore, Tamil Nadu
<b>Participants:</b>	Final year Students
<b>No. of Participants:</b>	40

  
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29-1-2019

**A Workshop on Women Empowerment and Personality Development-Creating the Right First Impression in Interviews and Teaching the Importance of Confidence and Grooming.**



<b>Topic:</b>	A Workshop on Women Empowerment and Personality Development-Creating the Right First Impression in Interviews and Teaching the Importance of Confidence and Grooming.
<b>Conducted by</b>	Career Guidance and Placement Cell, TGASC
<b>Date:</b>	29 <sup>th</sup> January, 2019
<b>Duration:</b>	3 Hours
<b>Venue:</b>	Bharathiar Conference Hall, TGASC
<b>Resource person:</b>	Rizwana, HR, Rexona Confidence Academy- Hindustan Unilever Limited
<b>No. of Participants:</b>	120

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## CAREER GUIDANCE & PLACEMENT CELL

In the era of globalization, reaching out the Universities abroad is no longer just a dream.... but easily possible with awareness, guidance & proper selection of universities.

Awareness programme on "**Study in Abroad**" in association with Divey Foundation, New Delhi & KC Overseas is held on 01.12.2023

Mrs.Monica Anoop, Director, KC Overseas was the Chief Guest & Resource Person. Target group was 75 students.



  
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