

# FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)

Affiliated to University of Kerala



## 7.1.1 IT Mission Programme Document

**IQAC** INTERNAL QUALITY ASSURANCE CELL

Fatima Mata National College (Autonomous) ,Kollam

**SKILL ENHANCEMENT**

**WOMEN EMPOWERMENT PROGRAMME**

**2013-2014 & 2014-2015**

**120 hours training on**

- 1. Computer operational skills**
- 2. Communication Skills**
- 3. Behavioral And Interpersonal Skills**
- 4. Personality Development**

**Fatima Mata National College (Autonomous) ,Kollam**  
**SKILL ENHANCEMENT WOMEN EMPOWERMENT PROGRAMME**  
**2013-2014 & 2014-2015**

• (Director, Kerala State I . T Mission (KSITM) ,Government of Kerala)

**120 hours training on**

- 1. Computer operational skills**
- 2. Communication Skills**
- 3. Behavioral And Interpersonal Skills**
- 4. Personality Development**

**Details of Students**

Sl.No.	Year	Number of students	
		Enrolled	Certificates issued
1.	2013-2014	109	48
2.	2014-2015	183	61

**Details of Resource persons**

Sl. No.	Resource persons	Designation	Topic
1.	<b>Dr Ivy Philip (Convener)</b>	Asso. Prof. of Commerce	Behavioral And Interpersonal Skills
2.	Ms Grata Ildaphonse	Asso. Prof. of Statistics	Behavioral And Interpersonal Skills
3.	Ms Sheena Mary	Assi. Prof. in Physics	Behavioral And Interpersonal Skills
4.	Dr Manoj	Assi. Prof. in English	Communication Skills & Personality Development
5.	Mr Sony S	Assi. Prof. in English	Communication Skills & Personality Development
6.	Ms Kiranya	Guest Faculty	Computer operational skills

## STUDENT'S PRE-TEST

Please rate YOUR AGREEMENT with each statement on a scale of 1 to 5.

### Inventive Thinking

YES      NO      NOT  
SURE

1. I feel confident in my ability to organize my time.
2. I often am not sure how to begin when I am faced with a large or complex problem.
3. I am confident in my ability to achieve my goals.
4. I get excited about what I am learning.
5. I enjoy trying to figure out the answers to a question.
6. I am a creative learner.
7. I like to create new ideas or projects.
8. I don't generally like to have to come up with new ideas.
9. I feel uncomfortable when I am asked to tackle a problem without an obvious solution.
10. I feel confident in my ability to solve problems in a variety of subjects.

1. I know how to prioritize tasks to make sure I can get a project done.
2. I am comfortable using technology to help me accomplish a goal.
3. I am often not sure how to select the technology tool to help me accomplish a task.
4. I am not sure how to choose among the various technology tools available.
5. I know how to summarize information so that other people can understand what I have done.
6. I am not very good at putting together reports or products to show what I have learned.

### **Critical Thinking**

## POST-TEST

THE FACILITATOR SHOULD OBSERVE AND GRADE THE STUDENTS ON A DAILY BASES

Suggestions:-Grading can be done on the following:

BEHAVIOUR

PUNCTUALITY

DRESS

MANNERS

TONE USED WHILE SPEAKING

TEAMWORK

PARTICIPATION IN CLASS

THESE GRADES SHOULD BE TOTALED AND USED AS THE POST TEST

PLEASE USE A, B, C FOR THE FINAL GRADE (POSTTEST)

### USEFUL BOOKS

### AUTHOR

THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

STEPHEN R. COVEY

THE PERSONALITY CODE

TRAVIS BRABERNY

LIVING WITH HONOUR

SHIV KHERA

## Useful links for behavioral and interpersonal skills

[www.google.co.in](http://www.google.co.in)

[www.gartnersinformation.com](http://www.gartnersinformation.com)

[www.Amazon.com](http://www.Amazon.com)

<http://interpersonal-skills.net>

[www.ibm.com/personality](http://www.ibm.com/personality)

[www.bbc.co.uk/world/personality](http://www.bbc.co.uk/world/personality)

## WISDOM QUOTES

Ralph Waldo Emerson:

*The man who can make hard things easy is the educator.*

Ralph Waldo Emerson:

*Life is a succession of lessons, which must be lived to be understood.*

Richard Bach:

*Learning is finding out what we already know. Doing is demonstrating that you know it. Teaching is reminding others that they know just as well as you. You are all learners, doers and teachers.*

Patricia Neal:

*A master can tell you what he expects of you. A teacher though awakens your own expectations.*

Nelson Mandela:

*Education is the most powerful weapon which you can use to change the world.*