



BHARATHIAR UNIVERSITY

COIMBATORE – 641 046



RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN 2.0

**SIX DAYS WORKSHOP**

**On**

**“GROOMING ETIQUETTES FOR EMPLOYABILITY”**

Under the project

**“Skill assessment and global competency certificate for arts and science graduates with sector skill council”**

**04/01/2021 – 09/01/2021**

- Chief Patron:** Prof. Dr. P. Kaliraj, Vice-Chancellor, Bharathiar University, Coimbatore.  
**Patron:** Prof. Dr. K. Murugan, Registrar i/c, Bharathiar University, Coimbatore.  
**Co-Ordinator RUSA:** Prof. Dr. Rupa Gunaseelan, Director, BSMED, Bharathiar University, Coimbatore.  
**Nodal Officer:** Dr. J. Satheeskumar, BEICH, RUSA 2.0, Associate Professor, Department of Computer Applications, Bharathiar University, Coimbatore.  
**Principal Investigator:** Prof. Dr. A. Vimala, RUSA 2.0 Project & Head, Department of Extension and Career Guidance Bharathiar University, Coimbatore.  
**Co-Principal Investigator:** Dr. C. Dhayanand, RUSA 2.0 Project, Assistant Professor, Department of Extension and Career Guidance Bharathiar University, Coimbatore.

**SPEAKERS**

**04.01.2021: 02.00 pm to 05.00 pm**

**“Corporate Etiquette and Dressing Etiquette”**

**Mr. Rajasekaran**, Assistant HR, Soliswara Spinning Mill, Tirupur.

**05.01.2021: 10.30 am to 01.30 pm**

**“Using MS Word and Using MS PowerPoint”**

**Mrs. W. Rose Varuna**, Assistant Professor, Department of IT, Bharathiar University.

**06.01.2021: 10.30 am to 01.30 pm**

**“Using MS Excel”**

**Dr. K. Geetha**, Assistant Professor, Department of Computer Science, Bharathiar University.

**07.01.2021: 10.30 am to 01.30 pm**

**“Career Planning and SWOT Analysis & Team Skills”**

**Dr. C.J.N.Krishnan**, Director, CoIndSyz Software Solutions, Coimbatore.

**08.01.2021: 10.30 am to 01.30 pm**

**“Email Etiquette and Telephone Etiquette”**

**Mr. Rajasekaran**, Assistant HR, Soliswara Spinning Mill, Tirupur.

**09.01.2021: 10.30 am to 01.30 pm**

**“Resume Preparation”**

**Dr. D. Jayanthi**, Associate Professor and Head, Department of Business Administration, Sri Ramakrishna College of Arts and Science for Women, Coimbatore.

**09.01.2021: 01.30 pm to 01.45 pm**

**Feedback and Conclusion**

## **Rashtriya Uchchatar Shiksha Abhiyan 2.0**

Report on

### **Six days workshop on “Grooming Etiquettes for Employability”**

Under the project “Skill assessment and global competency certificate for arts and science graduates with sector skill council”

**Date: 04.01.2021 to 09.01.2021**

Six days workshop on “Grooming Etiquettes for Employability” was conducted to the 44 under graduate students of Bharathiar University under the project “Skill assessment and global competency certificate for arts and science graduates with sector skill council” sanctioned under RUSA2.0. The programme was conducted from 04.01.2021 to 09.01.2021. Being in online mode due to the pandemic situation, the programme was scheduled for six days with each day comprises of 2 sessions each. The programme was framed by giving importance to the topics that was understood to be need of the hour.

Prof. Dr. P. Kaliraj, Vice-Chancellor, Bharathiar University, Coimbatore served as the chief patron of the programme with Prof. Dr. K. Murugan, Registrar i/c, Bharathiar University as patron. Prof. Dr. Rupa Gunaseelan, Co-Ordinator RUSA, Bharathiar University, Nodal Officer Dr. J. Satheeshkumar, BEICH, RUSA 2.0, Principal Investigator Prof. Dr. A. Vimala and Co-Principal Investigator Dr. C. Dhayanand were at the inauguration.

Day 1:


The first day sessions on 04.01.2021 at 02.00 pm to 05.00 pm were handled by Mr. Rajasekaran, Assistant HR, Soliswara Spinning Mill, Tirupur in the topic “Corporate Etiquette and Dressing Etiquette”

Day 2:

The second day sessions on 05.01.2021 at 10.30 am to 01.30pm were handled by Mrs. W. Rose Varuna, Assistant Professor, Department of IT, Bharathiar University in the topic “Using MS Word and Using MS PowerPoint”

Day 3:

The third day sessions on 06.01.2021 at 10.30 am to 01.30pm were handled by Dr. K. Geetha, Assistant Professor, Department of Computer Science, Bharathiar University in the topic “Using MS Excel”

  
**Dr. A. VIMALA MBA, Ph.D**  
Professor & Head  
Dept. of Extension & Career Guidance  
Bharathiar University Coimbatore - 46

Day 4:

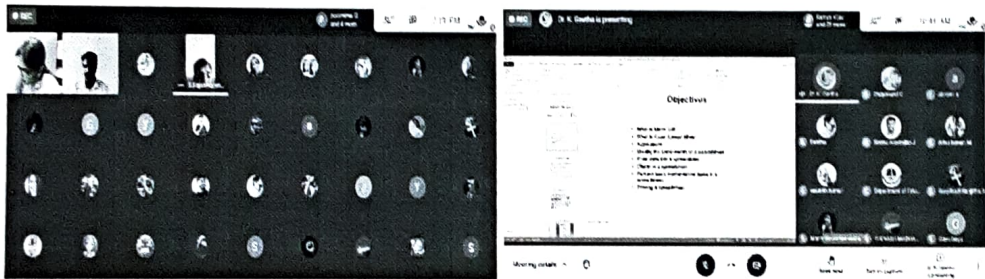
The fourth day sessions on 07.01.2021 at 10.30 am to 01.30pm were handled by Dr. C.J.N.Krishnan, Director, ColIndSyz Software Solutions, Coimbatore in the topic "Career Planning and SWOT Analysis & Team Skills"

Day 5:

The fifth day sessions on 08.01.2021 at 10.30 am to 01.30pm were handled by Mr. Rajasekaran, Assistant HR, Soliswara Spinning Mill, Tirupur in the topic "Email Etiquette and Telephone Etiquette"

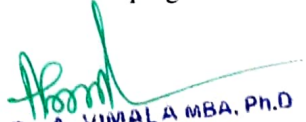
Day 6:

The sixth day sessions on 09.01.2021 at 10.30 am to 01.30pm were handled by Dr. D. Jayanthi, Associate Professor and Head, Department of Business Administration, Sri Ramakrishna College of Arts and Science for Women, Coimbatore in the topic "Resume Preparation"



### Conclusion

The session was ended by getting feedback from the participants on the final day of the programme. The queries raised by the participants were clarified then and there on each day of the programme and the students gave positive feedback on the programme.

  
Dr. A. VIMALA MBA, Ph.D  
Professor & Head  
Dept of Extension & Career Guidance  
Ehrathiar University Coimbatore - 45