

2021-22



# DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

Date: 25<sup>th</sup> June 2021

## INTERNAL QUALITY ASSURANCE CELL Academic Year 2021-22 CERTIFICATE COURSE NOTICE

Dear Friends

The academic year 2021-2011 will begin on 1<sup>st</sup> July 2021. The IQAC will be organizing two Certificate Courses for the 3<sup>rd</sup> and 5<sup>th</sup> semester students respectively. The initiative has been taken with an objective to upgrade and enhance the student community for their all-round development and to benefit them in the future. The class teachers will assist the students by taking attendance before and after the session in the Google Classroom.

### Certificate Course details

Semester	Duration	Course Name	Resources Person
3 <sup>rd</sup> Sem	1 <sup>st</sup> July- 17 <sup>th</sup> July 15 days - 30 hours 10 am to 12:30pm	Applied Ethics	Fr Jerry SDB Bangalore
5 <sup>th</sup> Sem	1 <sup>st</sup> July- 17 <sup>th</sup> July 15 days - 30 hours 10 am to 12:30pm	<u>Soft Skills</u> Personal Skill Employability Skills Social Skills	Fr Andrews SDB Chennai

### Staff In charge

Department	3 <sup>rd</sup> Semester	5 <sup>th</sup> Semester
English	Dr. Toshimenla	Dr. Adenuo Shirat Luikham
History	Ms. Tsutshowe-ii Sekhamo	Dr. Lanukumla Ao
Political Science	Mr. N Zupenthung Shitiri	Dr. Tovika Swu
Sociology	Mrs. Viphreseno Yhokha	Mr. Sanihe Ariijii
Education	Dr. Imtinaro Longkumer	Ms. Sentuile

Looking forward for your co-operation.

Sd/  
Mrs. Jarani Mao  
Coordinator, IQAC  
Don Bosco College Kohima

Sd/  
Fr. Dr. P Suresh  
Principal  
Don Bosco College Kohima



Date: 30<sup>th</sup> June 2021

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### SOP FOR CERTIFICATE COURSE

1. Pay the Certificate course fee on or before 5<sup>th</sup> July 2021.
2. Join Certificate course through Google Classroom and Whatsapp group
3. Change your name in the Google Meet by completing the following steps.
  - a. Open Google Mail/ Gmail of your account.
  - b. Click your profile on the top right side.
  - c. Click Manage Google Account.
  - d. Click Personal Info.
  - e. Rename your name below with your admission no\_ Name (Eg. 180001\_ Margaret)
4. Daily attendance will be taken before and after the class, so login in to Google class room at 9.30 am to give your attendance and stay thirty minutes after class to give your attendance.
5. Your Certificate grade will depend on your performance in the assignment and quiz given by the resource person.
6. The Schedule and Time Table for the Certificate Course is given in the Google Classroom and Whatsapp group.

Sd/-

Mrs. Jarani Mao  
Coordinator  
Don Bosco College Kohima

Sd/-

Dr. Fr. P. Suresh  
Principal  
Don Bosco College Kohima



# DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

Date: 30<sup>th</sup> June 2021

**INTERNAL QUALITY ASSURANCE CELL**  
**Academic Year 2021-22**  
**Certificate Course in Soft Skills**  
**CLASS TIME TABLE**

**Resources Person: Fr Andrews SDB**  
**DON BOSCO VAZHKAATTI, CHENNAI**

DON BOSCO VAZHKAATTI, CHENNAI			
BEST PROGRAM 2021			
DATE	DAY	Time: (10.00-11.00 AM)	Time: (11.15-12.15 PM)
		TOPIC: Personal Skills, Social Skills & Employability Skills	
1-Jul-21	Thursday	Introduction, Self-Motivation & Employability Skills (Fr Andrew, Mr. Mark Anthony & Mr Arulraj)	
2-Jul-21	Friday	Self-Exploration Skills (Mr Joseph)	Goal Setting (Mr Einstein)
3-Jul-21	Saturday	Team Work & Collaboration (Mr Einstein)	Leadership Skills (Ms Jenifer Chris)
5-Jul-21	Monday	Decision Making & Problem Solving (Mr Leo Levin)	Handling Emotions & Stress (Mr Einstein)
6-Jul-21	Tuesday	Time Management (Mr George)	Communication Skills (Ms Jenifer Chris)
7-Jul-21	Wednesday	Creative Thinking (Mr Nirmal)	Observation Skills (Mr Lintu)
8-Jul-21	Thursday	Media Awareness: Role of Social Media in Career Building (Mr Arulraj)	Job Portals, LinkedIn (Mr Jayaseelan)
9-Jul-21	Friday	Career Motivation (Mr Jayaseelan)	Career Decision Making & What after Graduation? (Mr Nirmal)
10-Jul-21	Saturday	Introduction to Profile Creation: What is Resume/CV? (Ms Jenifer)	Profile Building: Preparing Resume (Mr Prinson)
12-Jul-21	Monday	Interview Skills (Ms. Jenifer)	People Management Skills (Ms Sindhu)
13-Jul-21	Tuesday	Personal Grooming (Mr Samy)	Workplace Etiquette & Work-Life Balance (Mr Joseph)
14-Jul-21	Wednesday	Group Discussion (Mr Jayaseelan)	Group Discussion Techniques (Mr Prinson)
15-Jul-21	Thursday	Mock Interview (All Trainers)	
16-Jul-21	Friday	Employability Challenges (Mr Rabbi)	HR Interaction on the impact of Newage Skills in the Post- Covid Job Market
17-Jul-21	Saturday	Assessment & E-Certificate (Prem, Nirmal & Jayaseelan)	

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 Don Bosco College Kohima

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 Principal  
 Don Bosco College Kohima



CERTIFICATE COURSE  
DON BOSCO COLLEGE KOHIMA

SOFT SKILLS

1<sup>st</sup>-17<sup>th</sup> July 2021

10:00 am-12:15 pm

Inaugural Session

1. Bible Reading and Prayer

Ms. Kezhangu-ü Carmila (5<sup>th</sup> Sem)

2. Welcome Address

Ms. Zevisanuo Khate  
Asst. Coordinator, IQAC

3. Introductory Note

Fr. Andrew SDB  
Director,  
Don Bosco Vazhikaati,  
Chennai, Tamil Nadu

Note:- Please join the session by 09:30am