

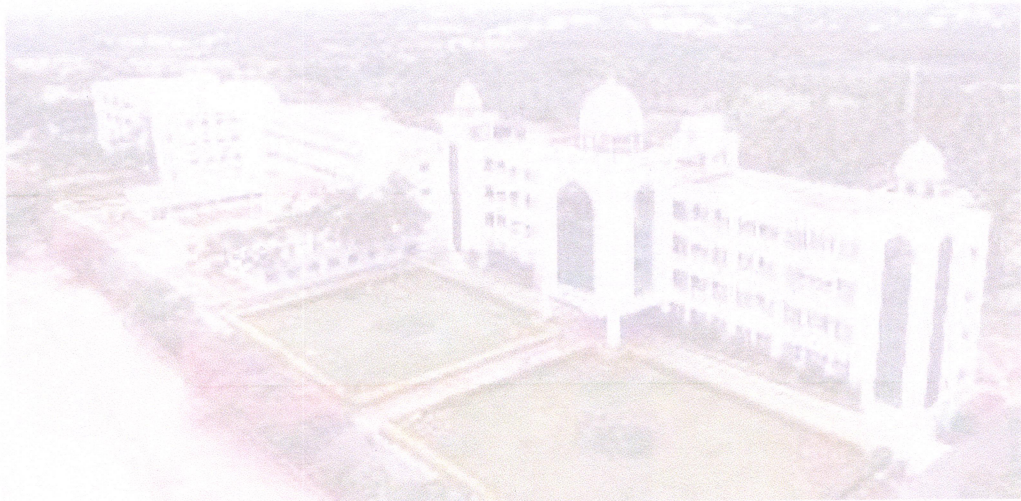


**UNITED INSTITUTE OF TECHNOLOGY**  
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Periyanaikanpalayam, Coimbatore – 641020  
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# **CONDUCTING LIFE SKILLS AND SOFT SKILLS**

## **POLICY DOCUMENT**





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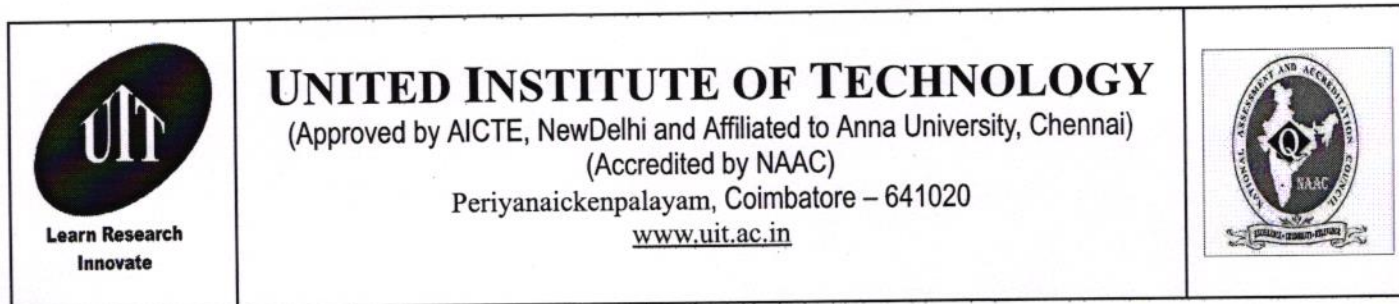
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<b>Name of the policy</b>	Conducting Life Skills and Soft Skills	<b>Policy Number</b>	U201702
<b>Prepared by</b>	Mrs.P.Vidya	<b>Date of Submission</b>	25.06.2017
<b>Reviewed by</b>	Dr.Amirthagadeswaran, Principal, UIT	<b>Revised Date (if any)</b>	Nil
<b>Approved by</b>	Mr.S.Shanmugam, Chairman,UIT Educational Trust	<b>Date of Approval</b>	26.06.2017
<b>To whom the policy is applicable</b>	Students and Staffs of UIT	<b>Version Number</b>	1

S.No.	Name of the Authority	Designation	Signature
1	Mrs.P.Vidya	AP/ECE	
2	Dr.Amirthagadeswaran	Principal, UIT	
3	Thiru.S.Shanmugam	Chairman,UIT Educational Trust	



## **POLICY DOCUMENTS FOR CONDUCTING LIFE SKILLS AND SOFT SKILLS**

Capacity Enhancement Programs include the various activities organized for the overall development of the student community. The management decided to conduct various such programs for the benefit of students through internal faculty and external agencies. These programs help the students develop skills in all aspects for a rewarding placement opportunity or illustrious entrepreneurial career. The programs provide a better learning experience and new platform for the students.

Below mentioned programs are conducted by other training institutions.

- Soft Skills programs
- Programs for Effective usage of ICT Tools
- Communication Programs
- Life Skills programs

### **Soft Skills**

- Soft skill programs are offered to the pre-final year and final year students to improve interpersonal skills of students and enable them to communicate effectively in a team.
- Soft skill programs include problem solving, team building ,creativity ,developing Leadership aspects
- Department of Training & Placement organizes the soft skills program by internal or external faculty.



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### Language and Communication Skills

- Language proficiency and Communication Skills are essential for students to communicate effectively within the class/campus and in a team.
- Training and placement team organizes special sessions for improving the language skills by the internal faculty and external agencies.

### Life Skills

- In an age of a highly dynamic and competitive world, human is exposed to health and emotions as well. It can effect cognitive functions impairs concentration, attention, mental, or emotional factor that causes bodily or mental tension.
- To overcome these type of stress the institution organizes personal counseling, YOGA and meditations sessions for the students
- Life Skills programs are arranged either by the NSS unit of the college or Physical education Department of the college

### ICT Tools

**Training and Placement Cell** organizes seminars/workshops on effective usage of modern ICT tools for the benefit of students.

### Choosing the Training Agencies

- Based on the positive feedback which is obtained from other institutions
- The Students feedback based on their previous learning experience
- Based on the terms and conditions of the both institution and the agency.



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### Guidelines for Financial Aspects

- Students pay the fees for the programs by themselves
- Some students may get the fees waiver which will be offered by the college or by the training agencies based on their policies
- Programs which is conducted by the United Educational Institutions (other than UIT) offer the programs with free of cost.
- Institution may receive the funds through the Government and NGO.

Principal

Principal  
United Institute of Technology  
Coimbatore - 641 020.

Chairman

S. SHANMUGAM, B.E., M.S., MISTE.,  
CHAIRMAN  
UNITED INSTITUTE OF TECHNOLOGY  
COIMBATORE - 641 020