

J.J. College of Arts and Science (Autonomous)
J.J. Nagar, Sivapuram Post, Pudukkottai

6 - Day Faculty Development Programme
On
"Professional Development"

Day 1 Monday - 13.09.2021

Inaugurating the FDP, **Dr.Kavitha Subramanian**, Trustee, Karpaga Vinayaga Educational Trust, stressed the need for confidence to be a leader. She enlivened her talk by narrating the story of a lion, the king of the forest. Though not the biggest, nor the fastest animal, the lion becomes the king of animals because of its confidence. Welcoming the gathering **Dr.J.Parasuraman**, Principal, pointed out that training is a continuous process. Quoting a Chinese Proverb, he said that one had to sow the seed if the plan was for one year, one had to plant a sapling if the plan was for 10 years but one had to develop the individual if the plan was for a life time. He emphasized that leaders are neither born, nor made but they grow.

Prof.M.Selvam, Formerly Dean of Management and Professor and Head, International Business and Commerce, Alagappa University, Karaikudi delivered a scholarly lecture on **"Effective Teaching Learning and Evaluation in HEI's**. He explained Various concepts of teaching methodology in HEI's, and highlighted the importance and objectives of organizing faculty development programmes to help teachers to update themselves. Further he explained the mutual sync between teaching learning and evaluation. In the night of the evaluation process and its results one can modify the curriculum courses and teaching methods.

Day 2 Tuesday - 14.09.2021

Dr.A.Ganesan, Additional Professor, Department of English, H.H. The Rajah's College, Pudukkottai was the Resource Person. He spoke on the topic **"A Holistic approach to quality in HEI's"**. He Stressed the faculty development programmes should enhance their skills of teaching by being life long learners. He pointed out how FDP's help to improve the performance of faculty in teaching by exposing them to good models, latest technology and expertise. FDPs also help to unleash the inner potential of teachers and enable holistic development, instill pride and passion towards their profession and encourage innovative teaching thereby empowering teachers so that they become catalysts of change. In fact teacher quality is the basis of good quality in higher education. This is because it's the teachers who take the infrastructure to the students. They are role models in scholarship manners and ethics naturally FDPs should address all these aspects of



teacherliness. They are also essential for updation of domain knowledge and knowledge management skills.

Day 3 Wednesday – 15.09.2021

Dr.E.Ramganes, Professor and Head, Dept. of Education Technology and The Director, CDC, Bharathidasan University, was the resource person for this program on “**Teacher and Cognition**”.

He highlighted that teacher cognition is the unobservable cognitive dimension of teaching – what teachers know, believe, and think. He emphasized that teacher cognition is the pre-orin-service teachers' self-reflections; beliefs and knowledge about teaching, students, and content; and awareness of problem-solving strategies endemic to classroom teaching. In the last 25 years, mainstream educational research has recognized the impact of teacher cognition on teachers' professional lives, and this has generated a substantial body of research.

He said that teachers are active, thinking decision-makers who make instructional choices by drawing on complex, practically-oriented, personalized, and context-sensitive networks of knowledge, thoughts, and beliefs.

Key questions addressed in teacher cognition research include the following:

- What do teachers have cognitions about?
- How do these cognitions develop?
- How do they interact with teacher learning?
- How do they interact with classroom practice?

There is ample evidence that teachers' experiences as learners can inform cognitions about teaching and learning which continue to exert an influence on teachers throughout their careers.

Dr.E.Ramganes briefed the participants of the program that there is also evidence to suggest that although professional preparation does shape trainees' cognitions, programs that ignore trainee teachers' prior beliefs may be less effective at influencing these and research has also shown that teacher cognitions and practices are mutually informing, with contextual factors playing an important role in determining the extent to which teachers are able to implement instruction congruent with their cognitions.

Day 4 Thursday - 16.9.2021

Mr.S.Sivanandan, Soft Skill trainer, Trichy, was the resource person for this program on “**The Why? Of teaching**”.

Mr.Sivanandan attributed the reasons for choosing teaching as a career shaping method. He emphasized that teachers get to inspire and educate young people. Each day a teacher gets to work with inquisitive young minds, eager to learn and share their ideas with you. Teachers become influential in students' lives, inspiring and motivating them to achieve their potential. The impression you make on the individual in the classroom continues onto the next generation. The skills that an individual learns in a teaching degree go beyond the classroom. Teachers are excellent communicators, collaborators, problem solvers, and organizers. They have empathy and are good at building relationships with team members and managing stakeholders.

He reasoned why people choose teaching as a career. As a teacher, one is entering a long-standing profession that values tradition and innovation. Teachers are experts in using their own



knowledge and the knowledge of their peers to inspire the learners' .They also manage data, research emerging trends, stay on top of current best practices, and promote students' well-being.

The classroom, lessons, and the atmosphere provided in the classroom help guide the learning of young people as they advance and achieve their potential. Beyond the individual, teachers help shape the future of the globe by participating in ground-breaking projects with students and providing feedback on the curriculum.

Day 5 Friday -17.09.2021

On Day 5, the Resource person was **Dr.S.Ganesan**, Head, Education initiatives, Logistics sector, Skill Council, Chennai. He delivered a highly useful lecture on the topic on "**Imperative of skill-embedded Degree Programmes** "

He stressed the need to supplement bookish learning with skill oriented training. Students should fit in to professional roles after gaining their degrees. For this skill embedded degree programmes are the only way- out. Through them students will become truly employable in specific jobs. They Will be really asserts to the employees. He also presented a blur print of the components of skill oriented course logistics management.

Day 06 - 18.09.2021

On Day 6, **Dr.D.Lourdu Immaculate**, Assistant Professor, Department of Mathematics, American College, Madurai began her lecture defining the **concept of education as improved teaching and learning.**

She quoted Francis (1975) who defined faculty development programme as "classroom-based training an attempt that trice to change the skills, attitudes, and behavior of faculty to promote greater capability and efficiency in matching students' expectations, their own needs, and the requirements of the institution."

She highlighted the importance of learning- cognitive, affective, psychomotor and interactive. The teacher is but a catalyst to learning. She emphasized the importance of communication skills in teaching. The ability to attract attention and retain it is also equally imperative.

Finally she encouraged faculty by saying "As professional educators, we all want to be the best we can be and we should try new approaches and not just giving lip service to the subject.


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J.J. COLLEGE OF ARTS AND SCIENCE (Autonomous)
(Re-Accredited by NAAC with 'A' Grade – Third Cycle)
Sivapuram Post, Pudukkottai-622 422.

07 Days Orientation Programme for Supporting Staff

On

“Professional Requisites”

A REPORT

A Seven Day Orientation Programme on “PROFESSIONAL REQUISITES” was conducted for the supporting staff of our college from **13.12.2021 to 20.12.2021** in order to enhance their Professional skills.

Day 01 – 13.12.2021 – Monday

Ms. S. Selvi, Assistant Professor and Head, PG and Research Department of English, J.J. College of Arts and Science (Autonomous), Pudukkottai was the **Resource Person**.

She spoke on the topic “**English for Interaction**”. She said Spoken language contains many features. She talked about **Adjacency Pairs** -These are commonly-paired statements or phrases often used in two-way conversation. In adjacency pairs, one statement naturally and almost always follows the other. Example: the greeting, "How are you?" and the natural response, "Fine, how are you?",

Backchannels -These are given by a listener to show attention or understanding using minimal responses. These are sometimes also meant to give continuity to a conversation or to keep a conversation moving. Examples: words or utterances such as "uh-huh" or "I see..."

Deixis - These involve the use of words that can't be understood without context. Words that fall within this feature (deictic words) usually center around context related to things like the following: A person (for example, "he") ,A place (such as "here"), A specific time (like "then"),Other examples include: "this," "there," or "that".

Discourse Markers - These are words or phrases used to help a listener organize and give meaning to what is being said. These can also help the speaker and/or listener put information into categories or segments. Examples: "first...," "on the other hand," and "furthermore"



Elision-These involve the combining of words to form meaningful non-words. Linguistically, the omission of certain sounds often results in the slurring together of others. Examples: "they'd" for "they would/should/could" or "wanna" for "want to" .

Hedge-These are words or phrases used for softening the force of what's being said. These can be used in writing to show restraint of emotion or opinion. Examples: "perhaps," "possibly," and "sort of".

Non-Fluency Features-These are simply false starts and are also known as self-correction. In these, the speaker begins to talk then stops mid-speech and repeats or rephrases the statement. These are more than just a pause or hesitation, since words or ideas are cut off before completion. Example: "I need to decide on—I'll just talk to you later."

The participants actively participated in the lecture session and also in the training session. The participants raised various queries for which the resource Person answered.

Day 02 – 14.12.2021 – Tuesday

Dr. S.Rathnadevi, Assistant Professor, Department of Computer Science, J.J. College of Arts and Science (Autonomous), Pudukkottai was the Resource Person.

She spoke on “**Need for IT Skills**”. She said, the benefits of having tech skills go far beyond the information technology industry. Strong technical skills in IT are essential in today’s changing world and if we proactively and consistently enhance our IT skills, we will improve both our personal and professional life. It Increases confidence and productivity.

Time is precious and valuable to everyone. If we want to work smarter rather than harder, constantly improving your IT skills is a no brainer. Developing these skills will allow us to feel more confident in using emerging technology and you will become faster in finishing tasks.

For example, having IT skills will allow us to save money and time as we will be able to solve a technical issue independently. No need to hire an IT expert at a high hourly rate. Not only will our confidence increase but our productivity will skyrocket when we equip yourself with technical skills - whether you learn about keyboard shortcuts, debug programs or increase traffic to our website.

We will free up your time, allowing us to focus our attention on important projects and jobs. Prevents future tech problems and allows for more collaboration. If we understand how, IT processes work, technology becomes less frustrating and reduces error.

If we know a few technical skills in IT, this will enable us to maintain and upgrade our devices and software, and therefore prevent issues occurring in the future.



Up skilling will also help us to become a more effective collaborator and therefore a better leader for your team. No matter what industry we work in, every industry and career is becoming more technology-focused and software-reliant.

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Day 03 – 15.12.2021 – Wednesday

Dr.S.J.Sathish Aaron Joseph Head, Department of Computer Applications, J.J. College of Arts and Science (Autonomous), Pudukkottai was the Resource Person.

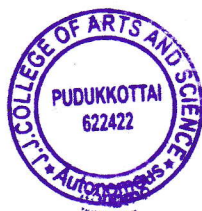
He spoke on the topic “**Enhancing Interpersonal Relationship**”. He said Interpersonal skills form an integral part of our professional toolbox. From collaborating on a project with a colleague to liaising with an important external stakeholder, we need the confidence, empathy and communication skills to make the most of every interaction.

Strong interpersonal skills will help us gain allies and simultaneously demonstrate to our supervisor that we’re capable of bringing out the best in others. And that’s a key aspect of career advancement. He said to Follow these tips to improve our interpersonal skills in the workplace: **Cultivate a positive outlook.** Teach yourself to be positive by reminding yourself every day of the good things about our life and our job.

Control your emotions. Work isn’t the place to be overly emotional. Whether we’re extremely irritated, severely depressed or ecstatically happy, take a deep breath and tone our emotions down. Always express yourself in a calm, patient manner. **Acknowledge others’ expertise.** One of the best ways to build trust at work is to let your co-workers know you appreciate their expertise. Ask for their help on projects and give credit where credit is due.

Show a real interest in your colleagues. You work side-by-side with your colleagues for eight hours every day; it’s only logical that you’ll learn something about their lives. Make a point of getting to know what’s important to our co-workers. It will help solidify our relationships with them. **Find one good trait in every co-worker.** Not all of us like every single person we work with but we can’t let personal preference get in the way of peak performance.

Practice active listening. Be assertive. Practice empathy. Gain a well-rounded view of things by putting yourself in other people’s shoes. **Maintain your relationships.** Connect with college friends and former colleagues on social media or through email; try to set up face-to-face meetings now and then.



The participants actively participated in the lecture session and also in the training session. The participants raised various queries for which the resource Person answered.

Day 04 – 16.12.2021 – Thursday

Dr.R.Manimaran, Head, Department of Information Technology, J.J. college of Arts and Science (Autonomous), Pudukkottai was the Resource Person.

He spoke on the topic “**The How’s of E-Mailing**”. He said Why E-mail is important in the workplace.

Email serves as an effective way to send one-way messages or engage in two-way interaction that doesn't have time urgency. When employees send emails to colleagues or customers, the recipients can access and respond to the email when they have a chance. Sending emails when a fast response is needed isn't a good move.

Email is an important method of business communication that is fast, cheap, accessible and easily replicated. Using e-mail, we can greatly benefit businesses as it provides efficient and effective ways to transmit all kinds of electronic data.

The average office worker receives around 80 emails each day. With that volume of mail, individual messages can easily get overlooked.

He said to follow these simple rules to get our emails noticed and acted upon.

Don't over communicate by e-mail,

Make good use of subject lines,

Keep messages clear and brief,

Be polite,

Check your tone,

Proof read.

The participants actively participated in the lecture session and also in the training session. The participants raised various queries for which the resource Person answered.



Day 05 – 17.12.2021 – Friday

Dr. S.Adaekalavan, Assistant Professor and Head i/c, Department of Commerce with CA, J.J. College of Arts and Science (Autonomous), Pudukkottai was the Resource Person.

He spoke on the topic “**Computerized Record Keeping**”. He said What is Computerized Record Keeping. He said it is structured data held in a computer.

Most modern legal systems now make special provision to allow such records to be given in evidence. The records themselves may be the subject of legal regulation under DATA PROTECTION legislation,

Its advantages are Data standardization and accuracy, improved analytical capabilities, cost savings by increasing employee productivity, decreasing manpower etc., Ready availability of data and ready reproduction (printed copy) of the stored data.

Good records will help you monitor the progress of your business, prepare your financial statements, identify sources of income, keep track of deductible expenses, keep track of our basis in property, prepare your tax returns, and support items reported on your tax returns.

He also stated about the disadvantages of Computerized Record Keeping system, **System Crash**. One of the biggest problems with any computerized system is the potential for a system crash.

A corrupt hard drive, power outages and other technical issues can result in the loss of needed data. At the least, businesses are interrupted when they are unable to access data they need.

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Day 06 – 18.12.2021 – Saturday

Ms. S.Jayakumari, Assistant Professor, Department of English, J.J. College of Arts and Science (Autonomous), Pudukkottai was the Resource Person.

She spoke on the topic “**Telephone Etiquettes**”. She gave tips such as the following:
DO – Smile when you talk to people. Although they might not be able to see you, a smile can be heard in your voice and the caller will be much more relaxed in their conversation with you. People love talking to happy people.



DON'T – Be distracted. Although the caller may not be able to see what you're doing, if they don't have your full attention it will be heard in your tone and responses. Distractions can be anything from responding to an email, replying to a text, scrolling through online shopping, reading a news article, or nibbling on that doughnut that has been sitting next to you calling your name.

DO – When you answer the phone, greet the caller warmly and advise who they are talking to. Always answer the phone with your name at the end of your greeting. Personal calls received should also be formalized. Some ways you can answer the phone are “Hello this is (say name)” and business calls can be answered with “Good Morning/Afternoon, (say business name), this is (say name)”.

DON'T – Shout or whisper. Try and speak in a calm tone that will be easy to hear and understand. **DO** – Speak clearly. Speak as clearly as possible to avoid this.

DON'T – Leave the caller on hold for too long. No one likes sitting on hold. If you leave your caller on hold for too long they may think they have been forgotten and may hang up. If this is a business call this could result in a lost sale or an unhappy customer.

DO – Make the caller feel welcome. Although it is a phone call, if your answers are short or you don't sound interested, the caller may leave the call feeling unwelcome and that their query hasn't been answered or problem resolved.

The participants actively participated in the lecture session and also in the training session. The participants raised various queries for which the resource Person answered.

Day 07 – 20.12.2021 – Monday

Dr .P.Jeevan, Head, Department of Microbiology was the Resource Person.

He spoke on the topic “**Knowing Online Learning Platforms**”. He started by giving the abbreviation of MOOCs, purpose of online learning platforms, discussed the procedure for registering in the portal, searching for various MOOCs course, how to access the portal and enrolling for the final examination. He also mentioned that n-number of courses are available in the MOOCs platform in which the participants may enroll to improve their knowledge and their educational qualifications.

