	<b>MADANAPALLE INSTITUTE OF TECHNOLOGY &amp; SCIENCE</b>		
	<b>SOP FOR COMMUNICATION SKILL ENHANCEMENT</b>		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/59
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**Objective:** To elaborate the procedure for enhancing the oral, written and presentation skills of students


**Responsibility:**

- Mentors
- Heads of the respective Departments
- Communication Expert

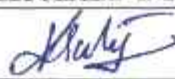
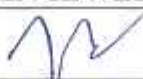

**Procedure:**

Sl.	Activities	Responsibility	Target dates/days
1.	Grouping of students based on their written, oral & presentation skills	Training cell Mentors & HoDs	End of 1 <sup>st</sup> week after Orientation Programme in the First Year/Second Year (Lateral Entry Students)
2.	Grouping of students with average / poor written, oral & presentation skills: <ul style="list-style-type: none"> <li>• English Medium students not ready to showcase their written, oral &amp; presentation skills</li> <li>• English medium students not able to enhance their written, oral &amp; presentation skills</li> <li>• Telugu medium students</li> </ul>	Training cell Mentors & HoDs	End of 2 <sup>nd</sup> week after Orientation Programme in the First Year / Second Year (Lateral Entry Students)
3.	Continuous & exclusive training for all the three different need based groups	Training cell / Mentors	3 hours / week / Saturday

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EOMS Team member	EOMS Team Leader	PRINCIPAL

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4.	Monthly Assessment & Submission of Report to HODs	Mentors to HoDs.	4 <sup>th</sup> Friday of the month
5.	Semester Assessment & Submission of Report to HODs	Mentors	Final working day of the semester.
6.	Segregation of students based on their performance in Final Assessment	Mentor & HoDs	1 <sup>st</sup> week after the commencement of the 5 <sup>th</sup> semester
7.	Continuous training for the students, who are still not able to give their best in written, oral & presentation skills	Training cell	Till the end of 6 <sup>th</sup> Semester
8.	Encouraging students with good written, oral & presentation skills to participate in national & international level programmes / competitions	Mentor / HoDs IIC	Continuously in the 3 <sup>rd</sup> & 4 <sup>th</sup> years of study
9.	Conducting soft skills training for the students can overcome their hesitation, anxiety and also enhance their confidence and industry ready skills.	Soft skills expert	Till the end of 6 <sup>th</sup> semesters of B.Tech programme.
10.	Conducting corporate level activities that enable them to avail the tasks for evaluating their personality and skills to imbibe world class knowledge in their domains.	Expert/ Trainor	Till the end of 6 <sup>th</sup> semesters of B.Tech programme.

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