

# *Educatia*

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**Blessed are the Peacemakers for they shall be called the children of God- Mathew 5:9**



**Life here on earth is only temporal..... Yet, some live as if they were going to stay forever, forgetting to be happy. Live your life to the full**

Dear Readers,

### Greetings and prayerful wishes

“The lights of stars that were extinguished ages ago still reach us. So it is with great men who died centuries ago, but still reach us with the radiations of their personalities”. **Kahlil Gibran**

Life is a series of lessons that have to be understood by the staff and students. We are in a position to develop a complete mind to learn, realize and erase non conventional ideas. We can assess our values in quality education by looking at students’ work and their growth. **Create an atmosphere in the campus to attract joy, enthusiasm, peace and contentment in learning and exploration.**

We are continually challenged with a series of great opportunities to mould, equip and train to cherish the memory of learning in our campus so as to make them to become wise. Students are often confronted with insoluble problems which can be easily sought out by our care, love, showing little attention on them and counseling. We have to ignite their imagination along with knowledge by offering different kinds of exposure and field study. **Helping our students to make friends, pursuing the jobs, starting the businesses are not the prime motives rather guiding them to lead a value based disciplined life should be the paramount aim of our Institutions.**

Quality Management centered upon those strategies, structures, techniques and operations enabling the institution to demonstrate that it evaluates its performances of quality insurance and improvement, and its systems of information demonstrate the results of the learning and research processes. **'I worry that whoever thought up the term 'quality control' thought if we didn't control it, it would get out of hand.'** Lily Tomlin Singer. Yes, we are being responsible people ought to take quality management seriously to guide and train many graduates who will be employable and responsible citizens of the nations.

If we claim we are all truly successful people, we are in an urgency to come out from fear, fear of failing, fear of criticism, fear of letting down by others. So we need to pay attention in our dealings with everyone that we help them to face any kind of criticism and come out from all kinds of fears. Often our tendency to say the word impossible but as leaders we should use the word impossible with great caution. **'It is not the biggest, the brightest or the best that will survive, but those who adapt the quickest.'** Charles Darwin.

**Let us be brave in planning, execution and decision making.**

**Let us be a student so long as we still have something to learn and should be life long learning and this will mean all our life.**

**Let us inspire others to do more, discover better and help those around us to achieve.**

**SR. M.K. TERESA. DMI**

### Visits and Programmes

03.02.2012 to 09.02.2012: Srs. Rita Mary, Mary Jahani, Fr. Albert and Dr. Ananth, the collaborator visited South Sudan and did the feasibility study to begin new our ministry.

20.02.2012 to 23.2.2012 Founder Father, Sr. Rita, the Superior General, Srs. Virgin, Teresa, Thaines and Jahani visited Zambia. Founder Father organized a meeting followed by tour to Victoria Falls for the DMI & MMI delegations from Tanzania, Malawi and Zambia.

A Memorandum of Understanding (MoU) has been signed for Adam's hospital, Zambia and Chipata College on 23.02.2012.

### St. Joseph Institute of Information and Technology – Songea

#### Tanzanian Youth catholic students meeting

On 11<sup>th</sup> February 2012, the TYCS meeting was organized and conducted by Rev. Fr. Mwapongo at St. Joseph Institute of Information and Technology. Many students were attended from 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year. Fr. Mwapongo explained about vocations and he told the students that each and everyone have her/his own vocation soon after birth. He recommended the students to join TYCS as one of the prayer group so as to link well with the almighty God. He gave to students more examples to show the mission of TYCS and its importance and he sad even there in major seminary at Peremiho, there is this organization (TYCS) that help the prepared priest to be connected to their vocations. Moreover, Rev. Fr. Mwapongo insisted to join TYCS since it brings people together and helps in bringing harmony and peace in the studying environment. helps in bringing harmony and peace in the studying environment.



#### Examinations

As per the plan, in February the management had conducted various examinations for degree and diploma courses:

**CAT II** examination was conducted for 5<sup>th</sup> semester degree students.

**CAT III** examination was conducted for 7<sup>th</sup> semester degree students.

**End semester practical** examination had been conducted for 1<sup>st</sup> semester degree students.

**End semester theory** examination had been conducted for 3<sup>rd</sup> semester diploma students.

**Model theory** examination for 5<sup>th</sup> diploma students.

**Model practical** for 1<sup>st</sup> semester degree and 5<sup>th</sup> diploma students.

**End supplementary theory** examinations had been conducted for 3<sup>rd</sup> semester degree and diploma students.

**End semester practical** examination had been conducted for 3<sup>rd</sup> semester diploma students.

### **Open University Graduation Day**

On 11<sup>th</sup> February 2012, the Open University College, Songea organized the graduation day. Mr. Aravind Simon, Vice Principal and Mr. Jacob, student Government organization participated in the graduation ceremony. 30 students were graduated and got the degree.

### **Curriculum development meeting**

For the development of curriculum of diploma and degree level computer science program, Mr. Aravind Simon, Vice Principal, SJIIT - Songea attended the meeting with T. X. A. Anand, Director International operation and Mr. Ignatius Herman, Director for education at Dar. On 14<sup>th</sup> and 15<sup>th</sup> February 2012, the committee updated the degree and diploma course syllabus. They added new modules and technologies for strengthening the syllabus and future education programs.

### **Budget planning meeting**

On 16<sup>th</sup> and 17<sup>th</sup> February 2012, Sr. Jacqueline attended the budget planning meeting at Dar es Salaam. Mr. Thirupathi, Director of Finance facilitated the whole meeting. In this meeting all the administrators from various institutes were presented and reviewed their 2011 budget, income and expense details based on the requests. New budget plan for 2012 also produced by the administrators. Then Mr. Thirupathi gave an orientation about the new budget control system.

### **Zambia visit and meeting**

In Zambia, the DMI institutions meeting were organized by Founder Father along with Superior General, DFT Managing Trustee, Sisters, Directors and Collaborators. From St. Joseph Institute of Information and Technology, Sr. Jacqueline had attended the meet-



## ST. JOSEPH COLLEGE OF ENGINEERING AND TECHNOLOGY, Dar es Salaam

### **New admission**

In 2012 Academic year we registered 579 students for Degree programme but unfortunately due to financial problems caused by HESLB, 89 students postponed their course of study and 42 students terminated their studies.

### **Meeting at NACTE**

Mr. Aloy Rajkumar from the Registrar office and Sr. Fatima Mary attended the Joint Admissions Committee (JAC) organized by NACTE regarding diploma admission for the academic year 2012-13. On 9<sup>th</sup> Feb, Mr. Aloy Rajkumar and Sr. Fatima Mary attended the special meeting of the Joint Admissions Committee meeting, organized by TCU regarding the announcement about the new guidelines for Degree admission for the academic year 2012. They have strictly said not to conduct any bridge course for degree students because the degree holders have to get their admissions only through Central Admission System (CAS) of TCU. All direct applicants will apply through the Central Admission System. All indirect applicants will apply through the Central Admission System. All applicants with equivalent qualifications will apply directly through the institutions. There will be no age limit entry examination this year. There will be no Pre-entry programme for admission.

Institutions can have a one year programme for students with deficient points which have to be certified by NACTE/TCU. The Academic Board meeting was held on 11<sup>th</sup> February 2012. The meeting mainly discussed about the low percentage of attendance. On 28<sup>th</sup> January, 2012 our football players played a friendly match with Ardhi University players. Our college team won the match.

### **Friendly Basket Ball Match**

On 10<sup>th</sup> February, 2012 Kiruki university medical students and our students had friendly basket ball match at our college campus. Our basket ball players won the match.



### **HODS' meeting**

On 11<sup>th</sup> February HODS' meeting was conducted and many issues were discussed: Regularity and punctuality in attending classes. Time keeping by student and staff. Movement registers maintenance, Syllabus coverage, attendance, maintenance. Class committee and staff weekly report, Verifying staff weekly report and class committee report was also discussed.

### **Admission campaign**

To increase Admission and student strength strategies are being worked out. In this regard the Marketing Manager and his team are doing their best. Admission process is going on. The Registrar office works are related to preparation of their budget and admission. Sales of applications for Diploma, preparation of News paper advertisement for Diploma programme, alignment and edition of school address (around 6000 schools) were carried out.

### **Finance Committee Meeting**

A Finance committee meeting was organized by the Finance Director and it was a two days programme. The meeting discussed the budget for the year 2011. All the budget proposals have to be prepared for the academic year 2012 and handed over to Mr.Tiripati.

### **Admission Committee Meeting**

The Directors organized an admission committee meeting to focus on the diploma candidates. And decisions were taken to attract the students. Top three performers in form four, from each region who seeks Diploma admission will get full scholarship for their tuition fee. Free accommodation in hostel for all girl students. Intensive advertising campaign in media and radio is to be started from next week.

### **University status**

We discussed and reviewed on things to be carried out and to be implemented for our new University (SJUIT). The Director Dr.T.X.A.Ananth had discussions with key persons. He explained the strategies. St.Joseph University in Tanzania (SJUIT) will function from Block A in our campus .St.Joseph College of Engineering and Technology (SJCET) and St.Joseph Institute of Information Technology (SJIIT) will function as constituent colleges of SJUIT. SJIIT will be renamed as St.Joseph College of Information Technology (SJCIT). All students currently studying in our colleges will be transferred from NACTE to TCU after getting individual acceptance letters from the students. All the current students will be provided their Cumulative score sheets, Provisional Certificates and Degree certificates with the seal of SJUIT.

### **Agricultural College**

A new agricultural college (SJCAST) at Songea and a Commerce College (SJCMC) at Makambako will be started in the coming academic year. There will be no Registrar post, our current registrar Dr. H.Syed Othuman will be the Deputy Vice Chancellor.

### Examinations

First year and second year Degree and Diploma students are writing their final exams. Seventh and fifth semester students are in the class and other semester students are writing their examinations.

### Annual Retreat

The College and the Catholic community is organizing for annual retreat for the students and the public. The Priest for this retreat is coming from Uganda and it is to be conducted from 29th February to 4th March.2012.

The Catholic community students and staff members participated devotedly in the Ash Wednesday Mass with two fathers Fr. Leo from Arusha and Fr.Isengoma from Dar es Salaam



### New canteen

The new canteen work had been completed and handed over to the contractor. It will start functioning in a short period of time.



## TAIFA FOUNDATION SECONDARY SCHOOL

### Monthly Test

Education is not the filling of a pail, but the lighting of a fire-**Heraclitus**  
Forms-I, II, III & IV wrote their monthly test from 27<sup>th</sup> to 29<sup>th</sup> February.



### Foot Ball Match

Students had their friendly match among Form-I and Form-III, it helps them to improve their extracurricular activity apart from the subjects.

DEBATE COMPETITION: Motion of the competition is” UTANDAWAZI NI



### Quiz Competition

Form I and II had their quiz competition from their subject “Civics”





## DMI-St. John the Baptist University-Malawi

### **Commencement of second semester**

We are happy to inform you that DMI-St. John the University had successfully finished its first semester with great protests and supports from the people and it was reopened for its second semester on 11<sup>th</sup> January with great zeal and enthusiasm to enlighten the minds of the students. 246 students have joined out of 300 students. 220 students (both boys and girls) are staying in the hostel and 26 students are coming as day scholars. Classes were commenced with the God's blessings.

### **Parents meet**

Almost 30 parents met the Assistant Registrar Academics regarding their wards' performance and the behaviors of the students in the first semester. This helped us to interact with the parents directly regarding their wards' discipline and academic performance. And the parents also were happy about this session of meeting.

### **Orientation**

Staffs and students are once again reminded about the rules and regulations of the University by Sr. Mary and Registrar.

### **Announcement of Result**

We have published the end semester exam result. From the first batch, out of 187 only 48 students passed and from second batch out of 114 students 82 passed.

### **Prayer club**

We are happy because our prayer clubs are functioning well with great efforts. There was a prayer meeting organized on Sunday 29-01-2012 from 4.00pm to 6.00pm. More than 100 students participated in it.

### **New admission**

Application forms were distributed to the different centers like Lilongwe, Blantyre, Mzuzu and Zomba for the next intake. Advertisements were also given to the publications such as Daily Times and Nation for the next intake. We are getting good number of enquiries in email and phone calls, approximately 45 applications were sold in all the centers. We have also recruited a lady for the Lilongwe center as a marketing manager.

### **Foot Ball tournament**

We conducted two foot ball inter tournament matches for the students to improve their skills physically, and appreciated the students who won the matches. Our students won the match, which was conducted to our students and Radio Maria volunteers. And this victory may inspire our students to bring many more victories to our University.



### **Pension Scheme**

A meeting was organized for the local supportive staff to explain the terms and conditions in the appointment order by a person from the labor office. And we invited an officer from life insurance company to explain about the pension scheme to our local teaching, Non-teaching and supportive staffs. This program helped our staffs to be aware of the pension scheme.

### **Conference**

Our sisters Sr.Molly, Sr.Mary, Sr.Antony, Sr.Julie and Priests Fr.Joseph, Fr.Rex went to Zambia to participate in the meeting which is going to be conducted by our Founder and Superior Generals.

### **DMI- St. Eugene University**

“Success in the good fortune that comes from aspiration, desperation, perspiration and inspiration”.

### **Holy Mass Celebration**

On 11<sup>th</sup> of February, we celebrated the Holy Mass for all our staff members which was celebrated by Rev. Fr. M. Arockia Doss, MMI.

### **Orientation Programme**



On 15<sup>th</sup> of February, we conducted the Orientation programme for our Pre university students Batch 2012. More than 100 students participated in the Orientation Programme. Sr.A.Ramona V.P greeted all and held the Prayer followed by her Welcome speech. Then Dr. Samuel Wilson, Registrar spoke on students' Personal, Professional and National growth through DMI-St. Eugene University. Then the various Department Programme Directors detailed the content and the benefits of their courses. Totally 127 stu-

### Sports Activities

The Department of Physical Education organized a friendly match on 11.02.2012, Saturday at UNZA grounds, DMI Soccer team played against Windhoek sports club team, Lusaka. The DMI Soccer team won the match with the score of 2-1.

### Staff Meeting

On 11<sup>th</sup> of February we conducted the staff meeting and discussed the various academic activities for this academic year.



### Guest Lecture Programme

On 16<sup>th</sup> of February the School of CS & IT conducted Guest lecture programme on Compilers by Mr.David Zulu, M.Sc, HOD in department of Computer Science, University of Zambia.

On 14<sup>th</sup> of February the Placement cell in coalition with all the departments organized a seminar on “**Mechanics of writing project proposal**” for the final year students. The



### Visit by Hon'ble Deputy Minister for Student Counseling Session

On 23<sup>rd</sup> of February, we conducted counseling session for the students of Pre University by Dr. Nevelyn Gillies Willombe, Hon'ble Deputy Minister of Education, Republic of Zambia to be our Chief Guest to address the students regarding the importance of Discipline for their personal growth and National Development.

### R&D Department

On 18<sup>th</sup> of February, we conducted the Research & Development Department Meeting and held the induction and investiture ceremony of newly elected Chairperson, Secretary and new members with doctoral degrees and Programme Directors. We sorted out the following programmes; 1.To encourage Research among staff 2.To prepare Research Projects for Funding Agencies 3.To encourage Research articles for publication, and articles and contribution to Newsletters by staff and students.4.To revive the Survey project of Compounds.5.To regularize the Project Proposals of the final year students time bound.

### New Website

All students, staff and parents are proud of our new website. [www.dmisteugene.org](http://www.dmisteugene.org) through which profitable access be made for the growth and success of institutional planning.

### CAT-1

CAT-1 was conducted well without any complaints regarding the questions or syllabus. Test papers were evaluated in time and analysis will be done soon.

### New P.G.Programme

New P.G.Programme in M.B.A will commence during this academic year. Well qualified staffs are recruited.

### New Prospectus

Editing and shaping the new prospectus with important landmark photos, Staff group photo, new campus photos are finalized for approval.

## A GLANCE ON SOFT SKILL

There are different skills which are used in the management, technology, company, office, home etc.... But this software skill is very much important for the life. It will bring the effective and Valuable output in your life. Soft skills are the ability to communicate effectively, promote teamwork within you and with organization.

**SKILLS IN – HUMAN:** - **Hard skills, Soft skills.** **Hard skills:** - Hard skills are specific, can be (generally) easily taught, and include things like being able to read a book or read a cardiac monitor. Hard skills are the minimum skills necessary to do a job. Most people with the same level of education and experience should have roughly the same level of hard skills.

### Soft Skills

Soft skills are the ability to communicate effectively, promote teamwork, present ideas, manage projects and people, solve problems, and provide excellent friendly care. Soft skills also include strategic thinking, managing processes and technologies, promoting the support center within your organization, and building upon customer relationships.

### Soft skill for successful career

Soft skill is the ability required and expected from persons for finding a suitable job, its maintenance and promotion.

### Importance of soft skill

To handle interpersonal relations, to take appropriate decisions to communicate effectively and To have good impression and impact to gain professional development.

### The Soft Skills Include

Leadership, Creativity, Ambition, Accountability, Ability to teach, Interpersonal abilities and Reliability.

### The of Soft Skills

Soft skills refer to the cluster of personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees.

### Some Examples of Soft Skills

Responsibility, Self-esteem, Sociability, Self-management and Integrity/honesty.

### Most Important Soft Skills

Have a "winner" attitude, Be a team player, **Communicate** effectively, Exude (radiate) confidence.

**Hone** (sharpen) your creative skills, Accept & learn from criticism, **Motivate** yourself & lead others, Multi-task & prioritize your to-do list, **See the big picture, Have a "winner" Attitude:** - We've all heard that it's better to see the glass half full instead of half empty.

An overall positive outlook leads to an overall positive attitude, and that can be a valuable asset in work environments.

The key to having a winning attitude is in how you tackle obstacles and challenges that come your way. **For example:** Instead of complaining about a stressful workload, think about it as an opportunity to show off your abilities by getting through it productively and efficiently.

**Be a Team Player:** - Employers love an employee who displays the ability to work well in groups and teams. Being a team player means not only being cooperative, but also displaying strong leadership ability when it's appropriate. The next time a conflict arises within your team, take the initiative to mediate.

When you find your team getting stuck in a project, take the lead to move things forward. Try to be more collaborative in the work you do and build professional relationships with your co-workers.

**Communicate Effectively:-** Good communication skills are essential to someone's job performance. Communication is what allows you to build bridges with co-workers, persuade others to adopt your ideas and express your needs.

#### **Communication with others**

Make good eye contact, Avoid fight or Flight attitude. Avoid body movements that cut you off from others, like folding your arms.

Don't talk for the sake of talking; always have points. Enunciate your words properly. Hone your grammar skills with a good reference or style manual.

**Communication skill as soft skill: -** Communication skills form the corner stone of soft skill. Every human being has to essentially & effectively communicate with others. Effective communication is the hallmark of one's education. The ability to speak fluently using the right word in the right order is a good communication. Message using appropriate vocabulary and syntax form effective communication.

#### **Body language: - Non verbal language**

Face is the index of the mind and it clearly displays the persons interest. Body language presents to the audience what we feel & think about the particular matter. Ex: Nodding one's head.

Body language (e.g., arms crossed, standing, sitting, relaxed). Emotion of the sender & receiver (e.g., speaking clearly, enthusiastic)

#### **Written communication Skill**

Writing evaluates a person's proficiency indications, spelling grammar etc...

Errors committed while writing circulars, reports & agenda considerably spoil the image of the writer.

Good visual presentation using graphics, color, and balanced design layout- adds so much to written communication.

Keep handouts and other written materials for your presentation.

#### **Presentation Skills**

- ✦ Presentation skills include planning, preparation & delivery of the message.
- ✦ Making a formal speech is one form of presentation.
- ✦ Presentation skills can be broadly categorized into physical oral, & electronic.
- ✦ Success in life depends on presenting ideas in an appropriate manners.
- ✦ Look at the eyes of audience & speak in a natural, conversational voice.
- ✦ Appropriate voice will make the presentation effective and interesting.
- ✦ Ask for feed back from your audience about your presentation & change accordingly.
- ✦ In presentation especially, stop occasionally to ask the audience understand what you have said.

#### **Exude Confidence**

Make sure you have the knowledge and skills to back up your confidence. If you act confident in some of your job responsibilities -- like your written communication, project management skills or leadership abilities -- make sure that it's based on genuine, positive reinforcement.

### **Hone (sharpen) Your Creative Skills**

Creativity and imaginative thinking are valued in any job. Even the most technical positions require the ability to think outside the box. So never underestimate the power of innovative problem solving.

The next time you're handed a tedious task, try to tackle it in a way that allows you to complete it more efficiently.

When a problem comes along that others are reluctant to take on, jump at the opportunity to find a creative solution. If it doesn't work, then at least you'll have tried.

### **Accept and Learn From Criticism**

This is one of the most challenging soft skills, which is why it's typically one of the most impressive to employers.

Your ability to handle criticism says a lot about your willingness to improve. And being able to criticize the work of others constructively is just as important.

Be aware of how defensive you get in reaction to negative feedback. Never reject a piece of constructive criticism completely without acknowledging that at least part of it is helpful.

And when you dish out criticism, make sure it's done diplomatically. Try to anticipate how the person you're criticizing will react based on his personality, and shape the way you criticize him accordingly.

### **Motivate Yourself and Lead Others**

It's important for an employer to know that you're a self-starter who takes initiative.

This means constantly seeking out new ways to keep your job interesting and motivational, even if it at the surface it seems repetitive and mundane. Creativity plays a big role in this, but there's more to motivation than just that.

Have the courage to pursue those ideas you've had stuck in the back of your mind, and have the dedication to follow through with them and be successful.

Pilot others in the same direction to work towards a common goal. Remember that a good leader leads by example.

### **Multitask and Prioritize Your TO-Do List**

In today's workplace, a good employee is expected to be able to shuffle several different assignments and projects at once.

✦ Concentrate on tracking the progress of different projects. Learn to prioritize what's most important.

✦ Don't be afraid to take on new tasks. Show off your multitasking skills by taking on projects that fall all over the spectrum.

Branch out beyond your direct responsibilities, and be sure to report on the progress of projects regularly.

### See the Big Picture

Looking at the larger picture in your work means being able to see the determining factors of success. It also means recognizing a risk that's worth taking, and knowing when to take it.

To see the big picture, you should recognize that the goal is not just to sell soap, but also to satisfy the client and provide him with a quality service.

Additionally, you make yourself more valuable to your company by showing the unique creativity only you can bring to such a project.

### Team Work

People of either gender, different age groups, qualification, status & skills work as a team with a common objective of accomplishing the task

The success of any organization largely depends on in the coordinated efforts of its employees

It mainly refers to the agreeableness & co-operation among the team members

### Interpersonal Skills

Man is a social animal & his success in life largely depends on his relationship & interaction with others

We must respect the views & sentiments of others.

When we want to differ their views, we must very politely give hints to them without wondering their feelings

### Time & Stress Management

Prioritize the work & schedule your time accordingly. Impotent work should be allotted more time & taken up first.

Listening to classical music & practicing Yoga will considerably reduce the physical, emotional & mental stress of an individual

### Leadership communication skills

✦ Leaders, executives & managers need to be very clear about what they expect from others

✦ Trust your self, Keep smiling , Share & stay together,  
Always learn new things. Accept responsibility for your self & your actions. Look at problems & challenges, be grateful always, and Love your self.

### Conclusion

Development of soft skills adds balance and interpersonal skills savvy (know-how) to technical talents. Certification of soft skills proves experience, so dedication to customers, and quality communication skills. So be a software skilled person.

*“We learn more by looking for the answer to a question and not finding it than we do from learning the answer itself.” Lord Alexander*