



**Sandip Foundation's
Sandip Institute of Technology and Research Centre, Nashik
Department of Computer Engineering**

Activity Report

On

“Soft skills Development Program ”

(2nd – 7th January 2014)

Organized by,

**Sandip Foundation's
Sandip Institute of Technology and Research Centre
Department of Computer Engineering**



**Sandip Foundation's
Sandip Institute of Technology & Research Centre, Nashik
Department of Computer Engineering**

Activity Report on “Soft skills Development Program”

Name of Resource Person: Prof. Ashoo Gupta, SITRC.

Duration of Course: 30 Hrs.

Date:- 2nd to 7th Jan 2014

Class: SE Computer

Venue:- Computer Seminar Hall, SITRC.

Aim: The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality

Objectives:

1. This program is mainly aimed at value add to any technical qualification, which help the students to acquire competence to secure jobs in any area related to IT & ITES & in other service industries.
2. In this program modules like Soft Skills comprising of Personality Development, Interview facing techniques etc. along with Communicative English is included.
3. This VAP would help students to groom their personality, improve upon spoken English, and techniques to face for job.

Outcome:

After the completion of VAP, the students will be able to Improve their soft skills and English Speaking ability.

Total No. of Participants: 151

Course Structure:

Sr. No.	Content	Duration (in Hrs.)
1	SWOT analysis	02 hrs
2	Brief introduction to: Spoken variety of English, the two chief spoken varieties-British and American; Indian English and idea of a neutral accent.	01 hrs
3	Consonant sounds, Vowel sounds in English: Pure vowels (Long vowels and short vowels) Phonetic Symbols,	01 hrs
4	Refresher classes on English Grammar and Vocabulary	01 hrs
5	Connected Speech: Word stress and sentence stress	01 hrs
6	Reading from texts, computer aided teaching and learning exercises	01 hrs
7	Entry behavior evaluation, Introductory Module on Personality	01 hrs
8	Presentation and speech giving techniques	01 hrs
9	Module on Office Etiquette	01 hrs
10	Module on Customer Care	01 hrs
11	Telephone handling Techniques	01 hrs
12	Module on Active Listening	01 hrs
13	Module on Product features and benefits	01 hrs
14	Module on call structure	01 hrs
15	Module on objection handling and questioning Techniques	01 hrs
16	Module on Telemarketing and Prospecting	02 hrs
17	Module on Complain handling and handling of difficult people	02 hrs
18	Group Discussion	04 hrs
19	Lesson on 'How to Face Interview', Body Language,	02 hrs
20	Debating Competition	02 hrs
21	Interactive sessions	02 hrs

Total No. of Participants:

101	SANAP PRAJAKTA VIKAS
102	SANAP SUVARNA LAXMAN
103	SANAP VAIBHAV DINKAR
104	SATBHAI MRUNAL MUKESH
105	SHEWALE ASHWINI SOMNATH
106	SHEWALE GIRISH RAJKUMAR
107	SINGH ASHISHKUMAR HARIKESHBAHADUR
108	SONAR HARSHAL SANJAY
109	SRIMALI ASLAM YUNUSBHAI
110	TAMBE ROHINI SHIVAJI
111	TAUNK MADHURI ASHOK
112	THORAT TEJASWINI KAILAS
113	VIDHATE MANISHA MADHAV
114	WAGHMARE NAYAN BHARAT
115	GOIL EKTA VINOD
116	KALYANI NITIN PATIL
117	RASIKA SUNIL JOSHI
118	VELANTINA RAJENDRA KAPALE
119	RAMESH PRAKASH VIG
120	AKANKSHA BHAUSAHEB KALE
121	SHRADDHA RAJENDRA CHAVAN
122	PRACHI BALVANT KAPADNIS
123	KAVITA PRAKASH AVHAD
124	CHAITALI RAVINDRA SONAWANE
125	RUTUJA VAMANRAO NAWALE
126	JAGDISH GOVINDA BAGUL
127	ABHIJEET DEVIDAS KOTHAWADE
128	KIRAN DATTATREY HIRE
129	SHEETAL NAMDEO KANASKAR
130	SHAHEJAD NAJMUDDIN KHAN
131	OMPRAKASH HARISHCHANDRA GAUTAM
132	RAHUL AVINASH JADHAV
133	TEJAS RAMCHANDRA GORHE
134	ANUJA RAJENDRA SONAWANE
135	MINAL VINAYAK DESHMUKH
136	PANKAJ ARUN MALI
137	SNEHAL NANDKISHOR KAPSE
138	AJAY DATTRAO SHINGARE
139	DARSHAN DEVIDAS JADIYE
140	ASHWINI DNAYNESHWAR KOTHULE
141	PRAJAKTA RAVINDRA CHAUDHARI
142	KAJAL SANJAY MAHALE
143	NIJI SREENIVASAN PILLAI
144	SNEHAL SANJAY KULKARNI
145	POOJA CHANDRAKANT GANGURDE
146	VISHAKHA RAJESH KOTHVADE
147	TEJAS AVINASH UPASANI
148	PARTH HARISHCHANDRA GUNJAL
149	PARIKSHIT RAVINDRA DESHPANDE
150	PRASHANT VINOD PATIL
151	MADHURI BHAUSAHEB DESALE

Photographs:



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Coordinator

Prof. Rajesh D. Kadu
HOD