



**Sandip Foundation's
Sandip Institute of Technology & Research Centre, Nashik
Department of Electronics & Telecommunication**

Date: 18/07/2018

Name of Event: Soft Skill Session

Name of resource person: Mr.Sumeet Udaygiri

Name and Address of Company: Sandip Institute of Technology & Research Centre, (Department of Electronics & Telecommunication),Nashik.

Soft skills are a combination of people skills, social skills, communication skills, character traits, attitudes, career attribute

Objectives: B.E. Students should get the awareness of the group discussion process , Do's & Don't in the G.D Importance of Resume.

Following is a "top ten" list of soft skills compiled by [Eastern Kentucky University](#) from executive listings.

- 1. Communication – oral speaking capability, written, presenting, listening.**
- 2. Courtesy – manners, etiquette, business etiquette, gracious, says please and thank you, respectful.**
- 3. Flexibility – adaptability, willing to change, lifelong learner, accepts new things, adjusts, teachable.**
- 4. Integrity – honest, ethical, high morals, has personal values, does what's right.**
- 5. Interpersonal skills – nice, personable, sense of humor, friendly, nurturing, empathetic, has self-control, patient, sociability, warmth, social skills.**
- 6. Positive attitude – optimistic, enthusiastic, encouraging, happy, confident.**
- 7. Professionalism – businesslike, well-dressed, appearance, poised.**
- 8. Responsibility – accountable, reliable, gets the job done, resourceful, self-disciplined, wants to do well, conscientious, common sense.**
- 9. Teamwork – cooperative, gets along with others, agreeable, supportive, helpful, collaborative.**
- 10. Work ethic – hard working, willing to work, loyal, initiative, self-motivated, on time, good attendance**

Outcome: Students understood the process of group discussion carried out during interviews. 20 students enrolled for the program,.

**Prof.M.D.Nikose
T&P Cordinator**

**Prof.Dr.G.M.Phade
H.O.D.**

Photos:





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Training & Placement Cell

NOTICE

Date: 18/07/ 2018

All the students of B.E-E&TC are here by informed that, Soft Skill Interactive session will be arranged on 18th July , 2018 at 12:45 am in Classroom No.-10. It is compulsory for all to attain the Session.

Prof.M.D. Nikose
T&P Cordinator

Prof.Dr.G.M.Phade
H.O.D.