

Date: 10/12/2012

To,
The Principal,
SITRC, Nashik


Subject: Request to grant permission to take one week workshop on " Soft Skill Training " for SE students.

Respected Sir,

With the reference to above mentioned subject, Second year students are need to aware about soft skills like personality development, communication skills which will help them in their placements where personal interview will be held by the companies. So we need to conduct one week workshop on " Soft Skill Training " from 17/12/2012 – 21/12/2012.

We are kindly request you to give permission for the same

Thanking you


Prof. Mrs. G.M. Phade
Head of Department
E&TC Engineering
SITRC, Nashik



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

NOTICE

Date: 12 / 12 / 2012

All the students of S.E-E&TC are here by informed that, Workshop on "Soft Skill Training" will be arranged from 17/12/2012 - 21/12/2012 at 10:00 am . It is compulsory for all to attain the Session.


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



Class: SE

Date: 17/12/2012 - 21/12/2012

Workshop on Soft Skill Training for SE.

Course Content

Communication skills

- Developing English Language Skills
- Basic Intro, Imp of first name
- Imp of Eng Language
- Verbal & Non - Verbal Communication
- Body language presentation

Teamwork skills

- Importance of teamwork
- Qualities need for teamwork
- Team building exercises
- Interpersonal relationship skills
- Problem-Solving and Decision-Making
- Advertisement act in group

Stress management

- What is stress ?
- When & how person may gets stressed
- How to manage stress
- How to stay healthy, calm, and balanced in any challenging situations.
- Avoiding Stress
- Stress, Nutrition and Diet
- Stress in the Workplace
- Tips for Dealing with Stress
- Relaxation Techniques
- Work-Life Balance

Presentation skills

- What is presentation
- Preparing a Presentation
- Deciding the Presentation Method
- How to deliver your topic effectively
- Self-Presentation in Presentations

Management skills

- Planning
- Organizing
- Coordinating
- The ability to handle conflict
- Effective communication skills
- Good leadership skills
- The ability to strategise
- Excellent time management skills
- Negotiation skills
- The ability to motivate people
- A good work ethic
- Empathy
- Discipline
- The ability to multitask

GD & Debate: Practices on different topics

Schedule

	Session1	Break	Session2	Break	Session3
Day1	Communication skills		GD		Practice
Day2	Teamwork skills		Debate		Practice
Day3	Stress management		GD		Practice
Day4	Presentation skills		Debate		Practice
Day5	Management skills		GD		Practice



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

Date: 21/12/2012

Name of Event: Workshop on " Soft Skill Training " for SE Students.

Date of Event: 17/12/2012 - 21/12/2012

Name of Resource Person : Innovation's Unlimited, Bengaluru, Karnataka

Venue of Event : Sandip Institute of Technology & Research Centre, (Department of Electronics & Telecommunication),Nashik.

Objectives: Training one specifically for existing corporate challenges is a short-term goal. In order to truly empower students, the Placement Cell works on grooming them completely so tomorrow's new challenges can be dealt with effectively. The Cell helps students recognize their skills and shortcomings through a series of tests and workshops. With this information, it provides counseling and aid to facilitate students to work on their respective shortcomings and develop their skills. Furthermore, it conducts general workshops for all students.

This workshop helps students recognize their skills and shortcomings through a series of tests and workshops. With this information, it provides counseling and aid to facilitate students to work on their respective shortcomings and develop their skills. Furthermore, it conducts general workshops for all students so they may develop certain qualities which will aid them in handling personal and career challenges. Leadership skills, problem solving, career management and self management are just some of the focus areas of the Placement Cell. We believe that personality can be shaped and confidence can be built into everyone. It needs expertise and a fine eye to work over the strengths and sensitivity to work over the weaknesses.

Students get improve their professional communication in English for successful business interactions. Each course focuses on a particular area of communication in English: writing emails, speaking at meetings and interviews, giving presentations, and networking online. Whether they want to communicate to potential employers, employees, partners or clients, better English communication can help you achieve your language and professional goals. The session will focus especially on making those important connections to take their career or business to the next level.

Topics Covered:

- Communication skills
- Teamwork skills
- Interpersonal relationship skills

Outcome: This session helpful for students:

- ability to communicate effectively with co-workers, employers, clients and customers, friends and family members: relationship enhancement
- improvement of time management, organizational skills & goal setting
- development of leadership skills to improve teamwork, creativity, efficiency & productivity
- development of presentation skills to enhance sales, project explanations, self-confidence, relationship development
- ability to recognize stress symptoms & develop stress deflecting strategies
- effective strategies for transition & change
- brain storming & problem solving strategies to increase creativity and collaborative outcomes

Sandip Foundation's
Sandip Institute of Technology & Research Centre, Nashik
Department of Electronics & Telecommunication
Training & Placement
Attendance

Date: 17 Dec - 21 Dec
2012.

Sr.No.	Name					
1	Pratik Atul Chavan	Pratik	Pratik	Pratik	Pratik	Pratik
2	Pooja Chiraniv Jha	Pooja	Pooja	Pooja	Pooja	Pooja
3	Lokesh Dilip Katariya	Lokesh	Lokesh	Lokesh	Lokesh	Lokesh
4	Rakesh Chandrakant Kulthe	Rakesh	Rakesh	Rakesh	Rakesh	Rakesh
5	Kalpesh Prakash Mahajan	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh
6	Shraddha Shriniwas Tighare	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha
7	Sneha Vijay Ughade	Sneha	Sneha	Sneha	Sneha	Sneha
8	Swapnil Madhukar Agale	Swapnil	Swapnil	Swapnil	Swapnil	Swapnil
9	Mandar Shrikant Agnihotri	Mandar	Mandar	Mandar	Mandar	Mandar
10	Akshay Pralhad Aher	Akshay	Akshay	Akshay	Akshay	Akshay
11	Lochana Vinayak Ahire	Lochana	Lochana	Lochana	Lochana	Lochana
12	Rushali Vilas Aute	Rushali	Rushali	Rushali	Rushali	Rushali
13	Yash Abhay Bafana	Yash	Yash	Yash	Yash	Yash
14	Sandesh Dattatray Bharitkar					
15	Rohit Suresh Bhongale	Rohit	Rohit	Rohit	Rohit	Rohit
16	Asmita Sanjay Bhosale	Asmita	Asmita	Asmita	Asmita	Asmita
17	Atul Madhukar Borade	Atul	Atul	Atul	Atul	Atul
18	Shweta Dhananjay Borase	Shweta	Shweta	Shweta	Shweta	Shweta
19	Sapana M Bramhankar	Sapana	Sapana	Sapana	Sapana	Sapana
20	Bhushan Prakash Chaudhari	Bhushan	Bhushan	Bhushan	Bhushan	Bhushan
21	Deepak Yashwant Chauhan	Deepak	Deepak	Deepak	Deepak	Deepak
22	Harpreetsingh D Chudha	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet
23	Kiran Vilas Daine	Kiran	Kiran	Kiran	Kiran	Kiran
24	Shweta Bhimrao Daware	Shweta	Shweta	Shweta	Shweta	Shweta
25	Radhika Pramod Deoghare	Radhika	Radhika	Radhika	Radhika	Radhika
26	Snehankita Daga Deore					

27	Pooja Ravindra Deore	<u>Deore</u>	<u>Deore</u>	<u>Deore</u>	<u>Deore</u>	<u>Deore</u>
28	Roshani Ashok Deshmukh					
29	Divyank Sunil Deshpande	<u>Deshpande</u>	<u>Deshpande</u>	<u>Deshpande</u>	<u>Deshpande</u>	<u>Deshpande</u>
30	Amol Suresh Dhatrak	<u>A..</u>	<u>A.</u>	<u>A..</u>	<u>A.</u>	<u>A.</u>
31	Alriya Albert Dsouza	<u>Dsouza</u>	<u>Dsouza</u>	<u>Dsouza</u>	<u>Dsouza</u>	<u>Dsouza</u>
32	Jeshmi Dhirajlal Dudhat	<u>Dudhat</u>	<u>Dudhat</u>	<u>Dudhat</u>	<u>Dudhat</u>	<u>Dudhat</u>
33	Madhuri Govind Gadakari	<u>Madhuri</u>	<u>Madhuri</u>	<u>Madhuri</u>	<u>Madhuri</u>	<u>Madhuri</u>
34	Sagar Pandharinath Gharte	<u>Gharte..</u>	<u>Gharte..</u>	<u>Gharte..</u>	<u>Gharte..</u>	<u>Gharte..</u>
35	Pramod Satish Gite	<u>Gite</u>	<u>Gite</u>	<u>Gite</u>	<u>Gite</u>	<u>Gite</u>
36	Bhagwan Bajirao Kakade	<u>Kakade</u>	<u>Kakade</u>	<u>Kakade</u>	<u>Kakade</u>	<u>Kakade</u>
37	Pratiksha Purushottam Kela	<u>Kela</u>	<u>Kela</u>	<u>Kela</u>	<u>Kela</u>	<u>Kela</u>
38	Jayesh Santosh Khichi	<u>Jayesh.</u>	<u>Jayesh.</u>	<u>Jayesh</u>	<u>Jayesh.</u>	<u>Jayesh</u>
39	Pallavi Sanjay Kothawade					
40	Pooja priyanka Kshatriya	<u>Rooja</u>	<u>Rooja</u>	<u>Rooja</u>	<u>Rooja</u>	<u>Rooja</u>
41	Avinash Sambhaji Kshirsagar	<u>Asagar</u>	<u>Asagar</u>	<u>Asagar</u>	<u>Asagar</u>	<u>Asagar</u>
42	Ajinkya Digambar Kulkarni					
43	Bhakti Nitin Lahoti	<u>Bhakti</u>	<u>Bhakti</u>	<u>Bhakti</u>	<u>Bhakti</u>	<u>Bhakti</u>
44	Pranav Bhanudas Lute	<u>Lute</u>	<u>Lute</u>	<u>Lute</u>	<u>Lute</u>	<u>Lute</u>
45	Vishakha Rajendra Mahajan	<u>Mahajan</u>	<u>Mahajan</u>	<u>Mahajan</u>	<u>Mahajan</u>	<u>Mahajan</u>
46	Akshay Hemant Malik	<u>Malik</u>	<u>Malik</u>	<u>Malik</u>	<u>Malik</u>	<u>Malik</u>
47	Kalyani Ramesh Malpure	<u>Kalpure</u>	<u>Kalpure</u>	<u>Kalpure</u>	<u>Kalpure</u>	<u>Kalpure</u>
48	Hiren Deepak Panjwani	<u>HPanjwani</u>	<u>HPanjwani</u>	<u>HPanjwani</u>	<u>HPanjwani</u>	<u>HPanjwani</u>
49	Shreyas Dileep Pathak	<u>Pathak</u>	<u>Pathak</u>	<u>Pathak</u>	<u>Pathak</u>	<u>Pathak</u>
50	Shital Ravindra Patil	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>
51	Sneha Rajendra Patil	<u>Sneha</u>	<u>Sneha</u>	<u>Sneha</u>	<u>Sneha</u>	<u>Sneha</u>
52	Ankush Sanjay Pawar	<u>Pawar</u>	<u>Pawar..</u>	<u>Pawar</u>	<u>Pawar..</u>	<u>Pawar..</u>
53	Priya Santosh Pawar	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>
54	Rahul Raju Rajput	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>
55	Rushabh Hasmukh Rambhia	<u>RR</u>	<u>RR</u>	<u>RR</u>	<u>RR</u>	<u>RR</u>
56	Sayali Prafulla Rane	<u>SRane..</u>	<u>SRane..</u>	<u>SRane..</u>	<u>SRane..</u>	<u>SRane..</u>
57	Manisha Mahendar Ranwa	<u>Ranisha</u>	<u>Ranisha</u>	<u>Ranisha</u>	<u>Ranisha</u>	<u>Ranisha</u>

58	Pranav Jayant Sarode	<u>P.Sarode</u>	<u>P.Sarode</u>	<u>P.Sarode</u>	<u>P.Sarode</u>	<u>P.Sarode</u>
59	Ajay Devendra Shah	<u>Ashah</u>	<u>Ashah</u>	<u>Ashah</u>	<u>Ashah</u>	<u>Ashah</u>
60	Irfan Bhikan Shaikh					
61	Fazal Tufailahemad Shaikh	<u>F.Shaiikh</u>	<u>F.Shaiikh</u>	<u>F.Shaiikh</u>	<u>F.Shaiikh</u>	<u>F.Shaiikh</u>
62	Pranami B Sharma	<u>B.Sharma</u>	<u>B.Sharma</u>	<u>B.Sharma</u>	<u>B.Sharma</u>	<u>B.Sharma</u>
63	Pooja Vasant Shinde	<u>P.Shinde</u>	<u>P.Shinde</u>	<u>P.Shinde</u>	<u>P.Shinde</u>	<u>P.Shinde</u>
64	Mansi Pradeep Shrimali	<u>M.Shrimali</u>	<u>M.Shrimali</u>	<u>M.Shrimali</u>	<u>M.Shrimali</u>	<u>M.Shrimali</u>
65	Mahendra Randhir Singh	<u>M.Singh</u>	<u>M.Singh</u>	<u>M.Singh</u>	<u>M.Singh</u>	<u>M.Singh</u>
66	Gauri Sanjay Sonawane	<u>G.Sonawane</u>	<u>G.Sonawane</u>	<u>G.Sonawane</u>	<u>G.Sonawane</u>	<u>G.Sonawane</u>
67	Geetanjali Ssuryawanshi	<u>G.S</u>	<u>G.S</u>	<u>G.S</u>	<u>G.S</u>	<u>G.S</u>
68	Vrushali Pandurang Thakare					
69	Pallavi Jasubhai Vaishnav	<u>P.Vaishnav</u>	<u>P.Vaishnav</u>	<u>P.Vaishnav</u>	<u>P.Vaishnav</u>	<u>P.Vaishnav</u>
70	Mayur Sunil Wagh	<u>M.Wagh</u>	<u>M.Wagh</u>	<u>M.Wagh</u>	<u>M.Wagh</u>	<u>M.Wagh</u>
71	Neha Umesh Zavar	<u>N.Zavar</u>	<u>N.Zavar</u>	<u>N.Zavar</u>	<u>N.Zavar</u>	<u>N.Zavar</u>
72	Priyanka Nimba Aher					
73	Dipika Balu Ahire	<u>D.Ahire</u>	<u>D.Ahire</u>	<u>D.Ahire</u>	<u>D.Ahire</u>	<u>D.Ahire</u>
74	Tanuja Ramesh Alai	<u>T.Alai</u>	<u>T.Alai</u>	<u>T.Alai</u>	<u>T.Alai</u>	<u>T.Alai</u>
75	Swapnil Jagdish Aswale	<u>S.Aswale</u>	<u>S.Aswale</u>	<u>S.Aswale</u>	<u>S.Aswale</u>	<u>S.Aswale</u>
76	Tanmoy Tapan Bakshi					
77	Varsha Kisan Barkand					
78	Sanket Arun Bhalsing	<u>S.Bhalsing</u>	<u>S.Bhalsing</u>	<u>S.Bhalsing</u>	<u>S.Bhalsing</u>	<u>S.Bhalsing</u>
79	Siddharth S Bhansali					
80	Kalyani Rajendra Borse	<u>K.Borse</u>	<u>K.Borse</u>	<u>K.Borse</u>	<u>K.Borse</u>	<u>K.Borse</u>
81	Balsubbarmani S Caddur					
82	Priyanka H Chaudhari					
83	Ankita Rajendra Chaudhari	<u>A.Chaudhari</u>	<u>A.Chaudhari</u>	<u>A.Chaudhari</u>	<u>A.Chaudhari</u>	<u>A.Chaudhari</u>
84	Ganesh Ramdas Chavan	<u>G.Chavan</u>	<u>G.Chavan</u>	<u>G.Chavan</u>	<u>G.Chavan</u>	<u>G.Chavan</u>
85	Apurva Anand Deshmukh	<u>A.Deshmukh</u>	<u>A.Deshmukh</u>	<u>A.Deshmukh</u>	<u>A.Deshmukh</u>	<u>A.Deshmukh</u>
86	Sagar Chandrakant Dighe	<u>S.Dighe</u>	<u>S.Dighe</u>	<u>S.Dighe</u>	<u>S.Dighe</u>	<u>S.Dighe</u>
87	Shradha Dinkar Dighe					
88	Sagar Laxman Faragade					

89	Yusha Shahid Farooqui					
90	Deepali Anil Gaik	<u>Dipika</u>	Dipika	<u>Dipika</u>	Dipika	<u>Dipika</u>
91	Monali Ravindra Gaikwad	Monali	Monali	Monali	Monali	Monali
92	Jagannath R Gangthade	<u>JagRG</u>	<u>JagRG</u>	<u>JagRG</u>	<u>JagRG</u>	<u>JagRG</u>
93	Snehal Bhagirath Handore	<u>SBH</u>	<u>SBH</u>	<u>SBH</u>	<u>SBH</u>	<u>SBH</u>
94	Mayuri Sunil Hingmire	<u>Mhingmire</u>	<u>Mhingmire</u>	<u>Mhingmire</u>	<u>Mhingmire</u>	<u>Mhingmire</u>
95	Vaishnavi Daulatrao Hire	<u>VDH</u>	<u>VDH</u>	<u>VDH</u>	<u>VDH</u>	<u>VDH</u>
96	Ajay Nathu Hyalij	<u>Ajayli</u>	<u>Ajayli</u>	<u>Ajayli</u>	<u>Ajayli</u>	<u>Ajayli</u>
97	Prasad Rajendra Jadhav					
98	Tejal Machhindra Jagadale	<u>TJagadale</u>	<u>TJagadale</u>	<u>TJagadale</u>	<u>TJagadale</u>	<u>TJagadale</u>
99	Kundan Sunil Joshi	<u>Kus</u>	<u>Kus</u>	<u>Kus</u>	<u>Kus</u>	<u>Kus</u>
100	Yamini Keshavrao Kapadnis					
101	Arun Vasant Kapadnis	<u>AKapadnis</u>	<u>AKapadnis</u>	<u>AKapadnis</u>	<u>AKapadnis</u>	<u>AKapadnis</u>
102	Nachiket Sudhir Kapse	Nachiket	Nachiket	Nachiket	Nachiket	Nachiket
103	Ashwini Suryabhan Khaire					
104	Pooja Sahebrao Khalkar					
105	Sudhir Navnath Khalkar	<u>S.Khalkar</u>	<u>S.Khalkar</u>	<u>S.Khalkar</u>	<u>S.Khalkar</u>	<u>S.Khalkar</u>
106	Monika N Kirodiwal					
107	Manoj Tumba Koli	<u>Mkoli</u>	<u>Mkoli</u>	<u>Mkoli</u>	<u>Mkoli</u>	<u>Mkoli</u>
108	Mandar Shrinivas Kulkarni					
109	Rasika Sunil Kulkarni	<u>R.kulkarni</u>	<u>R.kulkarni</u>	<u>R.kulkarni</u>	<u>R.kulkarni</u>	<u>R.kulkarni</u>
110	Payal Jaysukhbhai Metaliya					
111	Pramila Ashok Mhaske	<u>PMhaske</u>	<u>PMhaske</u>	<u>PMhaske</u>	<u>PMhaske</u>	<u>PMhaske</u>
112	Kaustubh D Mohadkar					
113	Kalyani Dilip More	<u>Kmore</u>	<u>Kmore</u>	<u>Kmore</u>	<u>Kmore</u>	<u>Kmore</u>
114	Komal Rajendra Nagare	<u>KNagare</u>	<u>KNagare</u>	<u>KNagare</u>	<u>KNagare</u>	<u>KNagare</u>
115	Ashwini Ashokrao Nathe					
116	Pooja Sudhakar Nikam	<u>P.Nikam</u>	<u>P.Nikam</u>	<u>P.Nikam</u>	<u>P.Nikam</u>	<u>P.Nikam</u>
117	Dnyati Pratp Nikam	<u>DNikam</u>	<u>DNikam</u>	<u>DNikam</u>	<u>DNikam</u>	<u>DNikam</u>
118	Prachiti Chandrakant Patil					
119	Priyanka Ishwar Patil					

120	Prajakta Dileep Patil	<u>PPatil</u>	<u>PPatil</u>	<u>PPatil</u>	<u>PPatil</u>	<u>PPatil</u>
121	Vaibhav Dagadu Patil	<u>VPatil</u>	<u>VPatil</u>	<u>VPatil</u>	<u>VPatil</u>	<u>VPatil</u>
122	Nikita Abasaheb Pawar	<u>NAP</u>	<u>NAP</u>	<u>NAP</u>	<u>NAP</u>	<u>NAP</u>
123	Nilam Pankajbhai Rasdiya	<u>Nilam</u>	<u>Nilam</u>	<u>Nilam</u>	<u>Nilam</u>	<u>Nilam</u>
124	Kundan Suresh Salunkhe	<u>Kundan</u>	<u>Kundan</u>	<u>Kundan</u>	<u>Kundan</u>	<u>Kundan</u>
125	Samir Sayaji Satpute	<u>SSS</u>	<u>SSS</u>	<u>SSS</u>	<u>SSS</u>	<u>SSS</u>
126	Jitendra Pravin Savadekar	<u>JPS</u>	<u>JPS</u>	<u>JPS</u>	<u>JPS</u>	<u>JPS</u>
127	Manas Ashok Sawant					
128	Hardik Devendra Shah	<u>HdShah</u>	<u>HdShah</u>	<u>HdShah</u>	<u>HdShah</u>	<u>HdShah</u>
129	Adnan Anis Shaikh	<u>Sadnan</u>	<u>Sadnan</u>	<u>Sadnan</u>	<u>Sadnan</u>	<u>Sadnan</u>
130	Shanurrehman M Shaikh					
131	Kaleemfatema A Shaikh					
132	Apurva Prasad Shastri	<u>SPA</u>	<u>SPA</u>	<u>SPA</u>	<u>SPA</u>	<u>SPA</u>
133	Sarala Balu Shelke					
134	Ankita Ramrao Shinde	<u>Ankita</u>	<u>Ankita</u>	<u>Ankita</u>	<u>Ankita</u>	<u>Ankita</u>
135	Pallavi Sandeep Shinde					
136	Jagdish Dileep Shinde	<u>Dileep</u>	<u>Dileep</u>	<u>Dileep</u>	<u>Dileep</u>	<u>Dileep</u>
137	Madhura Vijay Sonawane					
138	Pranav Pramod Thakare					
139	Ashwini Karbhari Thoke	<u>AKT</u>	<u>AKT</u>	<u>AKT</u>	<u>AKT</u>	<u>AKT</u>
140	Sonali Raosaheb Vargude					
141	Sharad Prakash Wani	<u>SPW</u>	<u>SPW</u>	<u>SPW</u>	<u>SPW</u>	<u>SPW</u>
142	Nayana Bhaskar Wankhede					

FEED BACK ANALYSIS OF PARTICIPANTS

Event Name : Workshop on " Soft skill Training " for SE .

Programme Location: E&TC Dept, SITRA, Nashik

Date : 17-12-12 to 21-12-12

No of Participants: 95

Q.1) From where you got the information about this Programme?

- a) Pamphlet/Brochure
- b) Newspaper Advertisement
- c) Posters/Hand Bills
- d) Other(Please Specify): College Notice Board

Q.2) What is your opinion about the duration of Programme?

- a) Short :
- b) Adequate:
- c) Long :

Q.3) Did you find the Programme useful?

- a) Very much:
- b) To some extent:
- c) No

Q.4) Did it fulfill your expectations?

- a) Yes:
- b) To some extent:
- c) No

Q.5) Planning of the Programme

- a) Excellent:
- b) Very good:
- c) Good
- d) Satisfactory
- e) Poor