

Date: 22/12/2015

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 29/12/2015 - 02/01/2016.

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



Class: SE

Date: 29/12/2015 - 02/01/2016

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

NOTICE

Date: 23 / 12 / 2015

All the students of S.E-E&TC are here by informed that, Workshop on "Soft Skill Training" will be arranged from 29/12/2015 - 02/01/2016 at 10:00 am . It is compulsory for all to attain the Session.


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



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

Date: 02/01/2016

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

Date: 29/12/2015 - 02/01/2016

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

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

Attendance Sheet Date: 09/12/15 to 02/11/15

Sr.No.	Name of Students	Day 1	Day 2	Day 3	Day 4	Day 5
1.	Shaikh Danish P.	Shaikh	Shaikh	Shaikh	Shaikh	Shaikh
2.	Sawant Gayatri V.	Sawant	Sawant	Sawant	Sawant	Sawant
3.	Gambe Priyanka S.	Tripurthi	Tripurthi	Tripurthi	Tripurthi	Tripurthi
4.	Gaikwad Krutika P.	Pratikha	Pratikha	Pratikha	Pratikha	Pratikha
5.	Khon Anam M.	Khon	Khon	Khon	Khon	Khon
6.	Gaikwad Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi
7.	Borse Swapnil	Borse	Borse	Borse	Borse	Borse
8.	Jadhav Kunal	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav
9.	Tiwari Prasad	Tiwari	Tiwari	Tiwari	Tiwari	Tiwari
10.	Shiledar Aniket	Shiledar	Shiledar	Shiledar	Shiledar	Shiledar
17.	Shinde Rudra	Shinde	Shinde	Shinde	Shinde	Shinde
12.	Dente Darshan	Dente	Dente	Dente	Dente	Dente
13.	Pathan Aqsa	Pathan	Pathan	Pathan	Pathan	Pathan
14.	Aishwarya C. Badke	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya
15.	Garje Rohit	Garje	Garje	Garje	Garje	Garje
16.	Garje Aniket	Garje	Garje	Garje	Garje	Garje
17.	Shingji R. Pahi.	Shingji	Shingji	Shingji	Shingji	Shingji
18.	Harshad G. Chavhan	Harshad	Harshad	Harshad	Harshad	Harshad
19.	Nikhil S. Patil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil

Sr.No.	Name of Students	Day 1	Day 2	Day 3	Day 4	Day 5
20	Prashant Ahir					
21	Shital Shelke					
22	Dipali Patil	Dipali Prasad	Rohit Prasad	Dipali Prasad	Rohit Prasad	Dipali Prasad
23	Prasad Belekav					
24	Rahul Ahir	Rahul	Rahul	Rahul	Rahul	Rahul
25	Umesh Geysbhaye					
26	Nikhil Kapadnis	Umesh	Umesh	Umesh	Umesh	Umesh
27	Janardhan Khillar	Prashant	Prashant	Prashant	Prashant	Prashant
28	Vaibhav Jadhav	Skhilar	Skhilar	Skhilar	Skhilar	Skhilar
29	Sruadip Bedase	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav
30	Pavan Pangavhane	Sruadip	Sruadip	Sruadip	Sruadip	Sruadip
31	Ganesh Patil	Pavan	Pavan	Pavan	Pavan	Pavan
32	Priyanshi Kale	Prasad	Prasad	Prasad	Prasad	Prasad
33	Rajshree Khairnar	Rohan	Rohan	Rohan	Rohan	Rohan
34	Vikas Shinde	Vikas	Vikas	Vikas	Vikas	Vikas
35	Rohit Mahajan	Nehal	Nehal	Nehal	Nehal	Nehal
36	Anam Khan	Anam	Anam	Anam	Anam	Anam
37	Aniket Patil	Rohit	Rohit	Rohit	Rohit	Rohit
38	Prati Kalkale	Prati	Prati	Prati	Prati	Prati
39	Vaibhav Gujrahi	Prati	Prati	Prati	Prati	Prati
40	Achhi Takur	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav
41	Prushali Nehate	Achhi	Achhi	Achhi	Achhi	Achhi
42	Prasad Patil	Nehate	Nehate	Nehate	Nehate	Nehate
43	Nachiket Sawale	Prasad	Prasad	Prasad	Prasad	Prasad
44	Akshay Shabane	Sawale	Sawale	Sawale	Sawale	Sawale
		Akshay	Akshay	Akshay	Akshay	Akshay

Sr.No.	Name of Students	Day 1	Day 2	Day 3	Day 4	Day 5
45.	Jayant Patil.	Patil	patil	patil	patil	patil
46.	Aayush Tajne.	Tajne	Tajne	Tajne	Tajne	Tajne
47.	Sunil Khute.	Khute	khute	khute	khute	khute
48.	Bachhav Uash	bachhav	bachhav	bachhav	bachhav	bachhav
49.	Bhine Deepika	Bhine	Bhine	Bhine	Bhine	Bhine
50	Bhavare Rutuja	Bhavare	Bhavare	Bhavare	Bhavare	Bhavare
51	Birani Harshada	Birani	Birani	Birani	Birani	Birani
52	Gajare Sonali	Gajare	Gajare	Gajare	Gajare	Gajare
53	Gaaxli Roshni	Gaaxli	Gaaxli	Gaaxli	Gaaxli	Gaaxli
54)	Zindekar Akshay	Zindekar	Zindekar	Zindekar	Zindekar	Zindekar
55)	Joshi shivani	Joshi	Joshi	Joshi	Joshi	Joshi
56)	Joshi chinmay	Joshi	Joshi	Joshi	Joshi	Joshi
57	more sachin	more	more	more	more	more
58	mishra Amit	mishra	mishra	mishra	mishra	mishra
59	salaria Narendra.	salaria	salaria	salaria	salaria	salaria
60	Neetu Kumari	Neetu	Neetu	Neetu	Neetu	Neetu
61)	Adke Subham Shivam	Adke	Adke	Adke	Adke	Adke
62	Oturkar Himanshu	Oturkar	Oturkar	Oturkar	Oturkar	Oturkar
63	Patilwal Mayank	Patilwal	Patilwal	Patilwal	Patilwal	Patilwal
64	Patil kalyani	Patil	Patil	Patil	Patil	Patil
65	palestiweta.	palestiweta	palestiweta	palestiweta	palestiweta	palestiweta
66	Pankaj Gaurkar	Pankaj	Pankaj	Pankaj	Pankaj	Pankaj
67	Sadgite Jayshree	Sadgite	Sadgite	Sadgite	Sadgite	Sadgite
68	Sawant Ashi	Sawant	Sawant	Sawant	Sawant	Sawant
69	Bangale Sonal	Bangale	Bangale	Bangale	Bangale	Bangale

Sr.No.	Name of Students	Day 1	Day 2	Day 3	Day 4	Day 5
70	sarade priyanka	Prachi	Prachi	Prachi	Prachi	Prachi
71	chavan suraj	Prachi	Prachi	Prachi	Prachi	Prachi
72	Varun sharma	Prachi	Prachi	Prachi	Prachi	Prachi
73	sinha priyanka	Prachi	Prachi	Prachi	Prachi	Prachi
74	Sonawane Tejshree	Sonatejas	Sonatejas	Sonatejas	Sonatejas	Sonatejas
75	sonawane Vaibhavi	Sonatejas	Sonatejas	Sonatejas	Sonatejas	Sonatejas
76	Subhedra Chaitanya	Prachi	Prachi	Prachi	Prachi	Prachi
77	suryajoshi Roshni	Prachi	Prachi	Prachi	Prachi	Prachi
78	suryawanshi Namrata	Prachi	Prachi	Prachi	Prachi	Prachi
79	suryawanshi Srujali	Prachi	Prachi	Prachi	Prachi	Prachi
80	tate mayuri	Prachi	Prachi	Prachi	Prachi	Prachi
81	Totta Kapil	Prachi	Prachi	Prachi	Prachi	Prachi
82	Varkhede Apeksha	Prachi	Prachi	Prachi	Prachi	Prachi
83	Varkhede meha	Prachi	Prachi	Prachi	Prachi	Prachi
84	Yadav Akash	Prachi	Prachi	Prachi	Prachi	Prachi
85	Zate Prachi	Prachi	Prachi	Prachi	Prachi	Prachi
86	chandratore abhishek	Prachi	Prachi	Prachi	Prachi	Prachi
87	Nikumbh Trupti	Prachi	Prachi	Prachi	Prachi	Prachi
88	Deshmukh manish	Prachi	Prachi	Prachi	Prachi	Prachi
89	Ahmed urvashi	Prachi	Prachi	Prachi	Prachi	Prachi
90	Bhagwat Gayatri	Prachi	Prachi	Prachi	Prachi	Prachi
91	Masathe Darshna	Prachi	Prachi	Prachi	Prachi	Prachi
92	BYRAME SHUBHAM	Prachi	Prachi	Prachi	Prachi	Prachi
93	Baxhi priyam	Prachi	Prachi	Prachi	Prachi	Prachi

Sr.No.	Name of Students	Day 1	Day 2	Day 3	Day 4	Day 5
93	Date vishal	Date	Date	Date	Date	Date
94	Deore poornam	Deore	Deore	Deore	Deore	Deore
95	Deole manisha	Manisha	Manisha	Manisha	Manisha	Manisha
96	Dokhale Harshada	Dokhale	Dokhale	Dokhale	Dokhale	Dokhale
97	Gaikewad Ujjawale	Gaikewad	Gaikewad	Gaikewad	Gaikewad	Gaikewad
98	Gahtol Akshay	Akshay	Akshay	Akshay	Akshay	Akshay
99	Ghumare Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini
100	Nagden Kiran	Kiran	Kiran	Kiran	Kiran	Kiran
101	Katkarade mansi	Katkarade	Katkarade	Katkarade	Katkarade	Katkarade
102	Khute sunil	Sunil	Sunil	Sunil	Sunil	Sunil
103	Kothwal Archan	KA	KA	KA	KA	KA
104	Kulkarni Anurag	Anurag	Anurag	Anurag	Anurag	Anurag
105	Mandale Purnam	Purnam	Purnam	Purnam	Purnam	Purnam
106	Tushar Preeti					
107	Paavari Swapnil	Swapnil	Swapnil	Swapnil	Swapnil	Swapnil
108	Pingale Mohanish	Pingale	Pingale	Pingale	Pingale	Pingale
109	Sanap Pooja	Sanap	Sanap	Sanap	Sanap	Sanap
110	Sansare Sushil	Sushil	Sushil	Sushil	Sushil	Sushil
111	Snehal Sankar	Snehal	Snehal	Snehal	Snehal	Snehal
112	Sonawane Manjali	Manjali	Manjali	Manjali	Manjali	Manjali
113	Yeole Surabhi	Yeole	Yeole	Yeole	Yeole	Yeole
114	Solunke Yash	Yash	Yash	Yash	Yash	Yash
115	Pethi Hitesh	Hitesh	Hitesh	Hitesh	Hitesh	Hitesh
116	Patil Parshant	Parshant	Parshant	Parshant	Parshant	Parshant
117	Dawale Siddhanshu	Sudha	Sudha	Sudha	Sudha	Sudha

118) Gaadhve Rutumbare Rutumbare Gaikewad Gaikewad Gaikewad Gaikewad Gaikewad

119) Gaikewad Krutika Gaikewad Gaikewad Gaikewad Gaikewad Gaikewad

FEED BACK ANALYSIS OF PARTICIPANTS

Event Name : Workshop on "Soft Skill Training"

Programme Location: E&TC Dept, SITRC

Date : 29/12/2015 to 2/1/2016.

No of Participants: 120

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): Mail

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