

Date: 20/12/2016

**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 26/12/2016 - 30/12/2016.

We are kindly request you to give permission for the same

Thanking you



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



Class: SE

Date: 26/12/2016 - 30/12/2016

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: 22 / 12 / 2016

All the students of S.E-E&TC are here by informed that, Workshop on "Soft Skill Training" will be arranged from 26/12/2016 - 30/12/2016 at 10:00 am . It is compulsory for all to attain the Session.

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



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

---

**Date: 30/12/2016**

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

**Date:** 26/12/2016 - 30/12/2016

**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

SE-16-17

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

**Attendance Sheet**      Date: 26/12/2016 to 30/12/2016.

| Sr.No. | Name of Students      | Day 1                     | Day 2        | Day 3        | Day 4        | Day 5        |
|--------|-----------------------|---------------------------|--------------|--------------|--------------|--------------|
| 1      | chakar punam S.       | <del>Prave</del><br>Prave | Prave        | Prave        | Prave        | Prave        |
| 2      | Ahire punam B.        | Prave                     | Prave        | Prave        | Prave        | Prave        |
| 3      | shinde Tyoti B.       | shinde                    | shinde       | shinde       | shinde       | shinde       |
| 4      | Priyanka P. Chaudhari | P. Chaudhari              | P. Chaudhari | P. Chaudhari | P. Chaudhari | P. Chaudhari |
| 5      | Pallavi R. Badgajar   | P. Badgajar               | P. Badgajar  | P. Badgajar  | P. Badgajar  | P. Badgajar  |
| 6      | Dabhade Komal M.      | Dabhade                   | Dabhade      | Dabhade      | Dabhade      | Dabhade      |
| 7      | Borade Swapnesh S.    | Borade                    | Borade       | Borade       | Borade       | Borade       |
| 8      | Ahire Preena S.       | Prave                     | Prave        | Prave        | Prave        | Prave        |
| 9      | Tadhe Roshani R.      | R. Tadhe                  | R. Tadhe     | R. Tadhe     | R. Tadhe     | R. Tadhe     |
| 10     | Karale Kranti M.      | K. Karale                 | K. Karale    | K. Karale    | K. Karale    | K. Karale    |
| 11     | Kulambe Ruchali D.    | R. Kulambe                | R. Kulambe   | R. Kulambe   | R. Kulambe   | R. Kulambe   |
| 12     | Savaji Bhandare.      | S. Bhandare               | S. Bhandare  | S. Bhandare  | S. Bhandare  | S. Bhandare  |
| 13     | Urbhila Chandrika.    | U. Chandrika              | U. Chandrika | U. Chandrika | U. Chandrika | U. Chandrika |
| 14     | Sneh Jain             | S. Jain                   | S. Jain      | S. Jain      | S. Jain      | S. Jain      |
| 15     | Himashri Baria        | H. Baria                  | H. Baria     | H. Baria     | H. Baria     | H. Baria     |
| 16     | Rashani chaudhary     | R. Chaudhary              | R. Chaudhary | R. Chaudhary | R. Chaudhary | R. Chaudhary |
| 17     | Gauze R. Kale         | R. Kale                   | R. Kale      | R. Kale      | R. Kale      | R. Kale      |
| 18     | Dev Tejay sanjay      | D. Tejay                  | D. Tejay     | D. Tejay     | D. Tejay     | D. Tejay     |
| 19     | Pooja Gose            | P. Gose                   | P. Gose      | P. Gose      | P. Gose      | P. Gose      |
| 20     | Nikita Kolhe          | N. Kolhe                  | N. Kolhe     | N. Kolhe     | N. Kolhe     | N. Kolhe     |

| Sr.No. | Name of Students        | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|--------|-------------------------|-------|-------|-------|-------|-------|
| 1      | Dhanbire Kulkarni       | Prani | Prani | Prani | Prani | Prani |
| 22     | Harsha Patil            | Prani | Prani | Prani | Prani | Prani |
| 09     | Ashwini Pawar           | Prani | Prani | Prani | Prani | Prani |
| 81     | Pooja Ingole            | Prani | Prani | Prani | Prani | Prani |
| 05     | Rashmi Attarde          | Prani | Prani | Prani | Prani | Prani |
| 33     | Sayali Gargone          | Prani | Prani | Prani | Prani | Prani |
| 54     | Khandsabale Swarna      | Prani | Prani | Prani | Prani | Prani |
| 47     | Prajakta Kadam          | Prani | Prani | Prani | Prani | Prani |
| 23     | Patil Anjali            | Prani | Prani | Prani | Prani | Prani |
| 34     | Pallavi Pawar           | Prani | Prani | Prani | Prani | Prani |
| 30     | Shorayu Patil           | Prani | Prani | Prani | Prani | Prani |
| 21     | Manik U. Pandit         | Prani | Prani | Prani | Prani | Prani |
| 28     | Pranifa I. Patil        | Prani | Prani | Prani | Prani | Prani |
| 27     | Neha Patil              | Prani | Prani | Prani | Prani | Prani |
| 09     | Puja Patil              | Prani | Prani | Prani | Prani | Prani |
| 32     | Jayshree Pawar          | Prani | Prani | Prani | Prani | Prani |
| 33     | Mayuri Pawar            | Prani | Prani | Prani | Prani | Prani |
| 26     | Ishwan Patil            | Prani | Prani | Prani | Prani | Prani |
| 24     | Chetan Patil            | Prani | Prani | Prani | Prani | Prani |
| 40     | Roham Rhekwal           | Prani | Prani | Prani | Prani | Prani |
| 39     | Nishidh Kanc            | Prani | Prani | Prani | Prani | Prani |
| 25     | Gunjan Patil            | Prani | Prani | Prani | Prani | Prani |
| 38     | Ryendee Reine           | Prani | Prani | Prani | Prani | Prani |
| 35     | Pratibha Gayatri Potdar | Prani | Prani | Prani | Prani | Prani |
| 22     | Keeshmida Patil         | Prani | Prani | Prani | Prani | Prani |
| 36     | Jayashri B Patil        | Prani | Prani | Prani | Prani | Prani |



| Sr.No. | Name of Students       | Day 1                | Day 2                | Day 3                | Day 4                | Day 5                |
|--------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 21     | Kunal B. Jadhav        | <del>KB</del> Jadhav | <del>KB</del> Jadhav | <del>KB</del> Jadhav | <del>KB</del> Jadhav | <del>KB</del> Jadhav |
| 22     | Juchit Patil           | Spanti               | Spanti               | Spanti               | Spanti               | Spanti               |
| 23     | Jagtap Govinda B       | Genada               | Genada               | Genada               | Genada               | Genada               |
| 24     | Walmik Pawade          | Chalank              | Chalank              | Chalank              | Chalank              | Chalank              |
| 25     | Rupesh Chaudhari       | Dudhi                | Dudhi                | Dudhi                | Dudhi                | Dudhi                |
| 26     | Kashmira Suryawanshi   | Ka                   | Ka                   | Ka                   | Ka                   | Ka                   |
| 74     | Yadav Prachant         | Jadan                | Jadan                | Jadan                | Jadan                | Jadan                |
| 65     | mayum Tete             | Stille               | Stille               | Stille               | Stille               | Stille               |
| 69     | Megha S. Chaudhari     | <del>Stille</del>    | <del>Stille</del>    | <del>Stille</del>    | <del>Stille</del>    | <del>Stille</del>    |
| 67     | Dhawal P. Tilwari      | <del>Stille</del>    | <del>Stille</del>    | <del>Stille</del>    | <del>Stille</del>    | <del>Stille</del>    |
| 62     | Gaurav Suryawanshi     | Stille               | Stille               | Stille               | Stille               | Stille               |
| 72     | Kunal Wagh             | Stille               | Stille               | Stille               | Stille               | Stille               |
| 18     | Ankita Nimal           | Stille               | Stille               | Stille               | Stille               | Stille               |
| 15     | Neha Nail              | Stille               | Stille               | Stille               | Stille               | Stille               |
| 5      | Poonam Deore           | Stille               | Stille               | Stille               | Stille               | Stille               |
| 14     | Roshani Muley          | Stille               | Stille               | Stille               | Stille               | Stille               |
| 17     | Gauri Nikam            | Stille               | Stille               | Stille               | Stille               | Stille               |
| 19     | Nikita Nanne           | Stille               | Stille               | Stille               | Stille               | Stille               |
| 03     | Pratik Bhatnagar       | Stille               | Stille               | Stille               | Stille               | Stille               |
| 20     | Abhishek Pandit        | Stille               | Stille               | Stille               | Stille               | Stille               |
| 02     | Bhambare Pramod A.     | Stille               | Stille               | Stille               | Stille               | Stille               |
| 12     | Sifan Malek            | Stille               | Stille               | Stille               | Stille               | Stille               |
| 07     | Vishal V. Mayuri Pawar | Stille               | Stille               | Stille               | Stille               | Stille               |
| 07     | Yashaswini Kulakarni   | Stille               | Stille               | Stille               | Stille               | Stille               |
| 45     | Shivaji Sangale        | Stille               | Stille               | Stille               | Stille               | Stille               |

| Sr.No. | Name of Students     | Day 1            | Day 2            | Day 3            | Day 4            | Day 5            |
|--------|----------------------|------------------|------------------|------------------|------------------|------------------|
| 1      | Abhijit Shinde       | Abhijit Shinde   | Abhijit Shinde   | Abhijit Shinde   | Abhijit Shinde   | Abhijit Shinde   |
| 2      | Narasingh Shinde     | Narasingh Shinde | Narasingh Shinde | Narasingh Shinde | Narasingh Shinde | Narasingh Shinde |
| 3      | Bharati v. Satputley | Satputley        | Satputley        | Satputley        | Satputley        | Satputley        |
| 4      | Aparna Saindane      | Saindane         | Saindane         | Saindane         | Saindane         | Saindane         |
| 5      | Rupali Shewale       | Shewale          | Shewale          | Shewale          | Shewale          | Shewale          |
| 6      | Kirti M. Shinde      | Shinde           | Shinde           | Shinde           | Shinde           | Shinde           |
| 7      | Akib Shaikh          | Shaikh           | Shaikh           | Shaikh           | Shaikh           | Shaikh           |
| 8      | Nikhil. Soni         | Soni             | Soni             | Soni             | Soni             | Soni             |
| 9      | Nijesh Shedge.s      | Shedge           | Shedge           | Shedge           | Shedge           | Shedge           |
| 10     | Rishikesh .s.sinha   | Sinha            | Sinha            | Sinha            | Sinha            | Sinha            |
| 11     | Komay Sable          | Komay Sable      | Komay Sable      | Komay Sable      | Komay Sable      | Komay Sable      |
| 12     | Vrushali Shelan      | Shelan           | Shelan           | Shelan           | Shelan           | Shelan           |
| 13     | Akanksha. Shevale    | Shevale          | Shevale          | Shevale          | Shevale          | Shevale          |
| 14     | Priyo Sinha .        | Sinha            | Sinha            | Sinha            | Sinha            | Sinha            |
| 15     | Digvijay Prajapati   | Prajapati        | Prajapati        | Prajapati        | Prajapati        | Prajapati        |
| 16     | Suchit Patel         | Patel            | Patel            | Patel            | Patel            | Patel            |
| 17     | Dipak S Patil        | Patil            | Patil            | Patil            | Patil            | Patil            |
| 18     | Meghni N. Ugale      | Ugale            | Ugale            | Ugale            | Ugale            | Ugale            |
| 19     | Shivam Gupta         | Gupta            | Gupta            | Gupta            | Gupta            | Gupta            |
| 20     | Shivam Khathe        | Khathe           | Khathe           | Khathe           | Khathe           | Khathe           |
| 21     | Sagar Aher           | Aher             | Aher             | Aher             | Aher             | Aher             |
| 22     | Mandar Fulkarni      | Fulkarni         | Fulkarni         | Fulkarni         | Fulkarni         | Fulkarni         |
| 23     | Prakash Ahi.ee       | Ahi.ee           | Ahi.ee           | Ahi.ee           | Ahi.ee           | Ahi.ee           |
| 24     | Rahul Bagul          | Bagul            | Bagul            | Bagul            | Bagul            | Bagul            |
| 25     | Rudhitesh chavan     | Chavan           | Chavan           | Chavan           | Chavan           | Chavan           |



## FEED BACK ANALYSIS OF PARTICIPANTS

Event Name : Workshop On Soft-Skill Training for SE.

Programme Location: E&TC Department, SITRC, Nashik.

Date : ~~108~~ 26/12/2016 - 30/12/2016.

No of Participants: 108

---

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