Activity Report

On

Capacity Building & Skill Enhancement

("Soft skills Development Program")

(21st August to 26th August 2023)

Organized by,

Sandip Foundation's
Sandip Institute of Technology and Research Centre

Department of Information Technology

Activity Report on Capacity Building & Skill Enhancement ("Soft skills Development Program")

Name of Resource Person: Ms. Akshada Bharade, CEO, ATcrews Tech. Pvt. Ltd.

Duration of Course: 30 Hrs.

Date:- 21st to 26th Aug 2023

Event co-ordinator: Prof. Sachin Kolase

Class: TE - I.T.

Venue:- IT Dept., 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: 44

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:

Sr. No.	Student Name	Sr. No.	Student Name
1.	ABAK SAMARTH SANJAY	23.	GAIKWAD HARSHADRAGHUNATH
2.	AHER SRUSHTI NARENDRA	24.	GATKAL VAIBHAV DINKAR
3.	AHIRE PRERNA SHANTILAL	25.	GAUD RISHIKESH JITENDRA
4.	ANDHALE SAURABH VILAS	26.	GAWARE SHWETADNYANESHWER
5.	ARAN SHUBHAM LAXMAN	27.	GAYTREE DEELIP KADAM
6.	ARYAN NAGESH CHAPNE	28.	GHODERAO SHREYA VIVEK
7.	BALSHETE SAMIKSHA S	29.	GHUDE LAUKIK SANTOSH
8.	BHAND PRAJWAL DEEPAK	30.	GHUGE SHUBHAM SHAMRAO
9.	BHOSALE AISHWARYA N	31.	GODSE SHRUTI DILIP
10.	BHUTADA SALONI MANOJ	32.	HASE SAHIL SANTOSH
11.	BORSE JAYDEEP SANJAY	33.	JADHAV DIVYA SUNIL
12.	CHAVHAN MANSI SANJAY	34.	JADHAV GARGI CHANDRAKANT
13.	CHIKNE SHUBHAM VINAYAK	35.	JADHAV NIKHIL SHAMRAO
14.	DARADE DNYANESHWAR S	36.	JADHAV RITESH RAJENDRA
15.	DEORE TINA HIMMAT	37.	JAVARE TEJAS TANAJI
16.	DESHMUKH RUSHIKESH	38.	KALASKAR DIPAKDIGAMBAR
17.	DESHMUKH SUSHMA D	39.	KAMBLE DIPEEKA VIVEK
18.	DESHPANDE HARSHAL L	40.	KATHE ANURADHA VIJAY
19.	DHALE PRUTHVIRAJ D	41.	KESKAR ASHWINI BABURAO
20.	DONDE KOMAL BALU	42.	KHANDBAHALE TEJASWININITIN
21.	GAIKHE HRUSHIKESH S	43.	KHEMNAR ABHISHEKEKNATH
22.	GAIKWAD ABHIJEET K	44.	KOLI KHUSHI DHIRAJ

Event Photographs:

Date: 16/08/2023

To,

Ms. Akshada Bharade,

CEO, ATcrews Tech. Pvt. Ltd

Subject – Invitation Letter for Soft skills Development Program

Greetings from Sandip Foundation's Sandip Institute of Technology & Research Centre, Nashik. We are pleased to invite you as an Expert for the workshop on "Soft skills Development Program" proposed on 21st Aug. 2023 to 26th Aug. 2023. Please accept the invitation and grace the session with your presence.

Thanks, and Regards,

Prof. Abhay Gaidhani

HOD – Information Technology Department

Sandip Institute of Technology and Research Centre,

Mahiravani, Nashik-422 213

Date: 26/08/2023

To,

Ms. Akshada Bharade,

CEO, ATcrews Tech. Pvt. Ltd

Subject: Letter of Appreciation for Soft skills Development Program

Dear Madam,

Thank you very much for delivering on informative and thought provoking lecture as a Guest Speaker on " Soft skills Development Program" held from 21st august to 26th august 2023 at Department of Information Technology, Sandip Institute of Technology and Research Centre, Nashik. It was really a splendid presentation which exposed students to field practices. All students appreciated and got benefited from your views on the subject. Looking forward for your co-operation for the promotion of professional education in future as well.

Thanks, and Regards,

Prof. Abhay Gaidhani

HOD – Information Technology Department

Sandip Institute of Technology and Research Centre,

Mahiravani, Nashik-422 213

Prof. Sachin Kolase

(Event co-ordinator)

Prof. A.R. Gaidhani

(Head, Information Technology)

Dr. M. M. Patil

(Principal, SITRC)