



Rayat Shikshan Sanstha's  
**Dr. Patangrao Kadam Mahavidyalaya Ramanandnagar (Burli)**

Year 2023-24

**Training Programme on "Enhancing Soft Skills"**

Organized by  
**Department of BCA**

Course Coordinator  
**Dr. Ashwini Tatugade**

Course Duration

**10 Days**

**1<sup>st</sup> Nov. 2023 to 11<sup>th</sup> Nov. 2023**

**Rayat Shikshan Sanstha's**  
**Dr. Patangrao Kadam Mahavidyalaya Ramanandnagar (Burli)**  
**Department of BCA**

**Training Programme on "Enhancing Soft Skills"**

**Action Report**

**2023-2024**

The department of **BCA** had organized 10 days training programme on Soft Skills from 1<sup>st</sup> November, 2023 to 11<sup>th</sup> November, 2023. The notification of the course was circulated to the students on 30<sup>th</sup> October, 2023. Total 54 students from B.C.A. Part II had participated in the training programme. This training programme had the objective to develop overall personality of the students.

The inauguration ceremony was conducted on 1<sup>st</sup> November, 2023. Prof. Dr. B. D. Waghmare from Kundal was the Chief Guest for the ceremony. I/C Principal Dr. U. V. Patil was the President. Dr. Ashwini Tatugade worked as a coordinator and introduced the function. Mrs. Nanda Borade proposed vote of thanks. Prof. Shubhangi Lavate compered the function. All students took active participation in wallpaper presentation activity.

During 10 Days training programme many activities were conducted. Activities life Role Playing, Review Writing, Script Writing, Mock Interviews helped a lot to boost confidence, positivity, team skills and stage daring skills among the students. The Valedictory function was held on 11<sup>th</sup> November, 2023. I/C Principal Prof. Dr. U. V. Patil, Vice Principals Dr. K.B. Bhosale, Dr. Gouri Patil, IQAC Coordinator Prof. D.A. Sasane, Prof. Nanda Borade, faculty of B.C.A. and faculty of English department were present for the ceremony.

**Outcomes**

1. Enhanced creativity, critical thinking ability and confidence
2. Helped to boost stage daring, positive attitude and team skills
3. Developed overall personality.

**Beneficiaries**

**54**





Latitude: 17.07899  
Longitude: 74.42007  
Elevation: 589.0719 m  
Accuracy: 18.4 m  
Time: 04-11-2023 11:19  
Note: Wallpaper Presentation



Latitude: 17.078706  
Longitude: 74.420195  
Elevation: 589.0715 m  
Accuracy: 47.5 m  
Time: 04-11-2023 11:51  
Note: Session on Interview



Latitude: 17.07872  
Longitude: 74.42009  
Elevation: 589.0746 m  
Accuracy: 27.5 m  
Time: 04-11-2023 11:43  
Note: Role Playing



Latitude: 17.07873  
Longitude: 74.420071  
Elevation: 589.0719 m  
Accuracy: 595.8 m  
Time: 04-11-2023 11:34  
Note: Role Playing



Latitude: 17.07871  
Longitude: 74.42007  
Elevation: 589.0719 m  
Accuracy: 20.0 m  
Time: 04-11-2023 11:23  
Note: Group Discussion Activity



Latitude: 17.078773  
Longitude: 74.420095  
Elevation: 589.0713 m  
Accuracy: 66.8 m  
Time: 04-11-2023 11:05  
Note: Mock Interview

Course Coordinator

*Borunub*  
Head of Dept.  
HOD  
Department of BCA  
Dr. Patangrao Kadam Mahavidyalaya,  
Ramanandnagar (Burlil)

*Peto*  
Principal,  
Dr. Patangrao Kadam Mahavidyalaya,  
Ramanandnagar (Burlil)  
Tal. Palus, Dist. Sangli.

Rayat Shikshan Sanstha's  
**Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)**

**Department of English and Department of B.C.A.**  
jointly organizes

**A Training Programme on "Soft Skills"**

TABLE PROGRAMME

Date: 01/11/2023

Time: 10.00am

**Floral Tribute** : At the Auspicious hands of dignitaries

**Introduction** : **Dr. Ashwini Tatugade**

**FELICITATION**

**Chief Guest's Address:** **Prof. Dr. B. D. Waghmare**  
Krantiagrani G. D. Babu Lad Mahavidyalaya,  
Kundal

**Presidential Remarks:** **Prof. Dr. U. V. Patil**  
I/C Principal,  
Dr. Patangrao Kadam Mahavidyalaya,  
Ramanandnagar (Burli)

**Vote of Thanks** : **Mrs. N. S. Borade**  
Head, Dept. Of B.C.A.

**Compering** : **Mrs. Shubhangi Lavate**



Dept. of English & Dept. of BEA jointly organise

A Training Programme on Life Skills.

30/10/2023.

Work Distribution.

#.	Details	Name	Sign.
1	To draft notice & circulate among the students (BCA-II & B.A. II, III Eng.)	Prof. Lavate S. N.	
2	To send letters to the guest speakers	Prof. Kamble S. D.	
3	Wallpaper Responsibility	Ms. Sandhya Jadhav	
4	Rangoli and garlands - <del>stage</del>	Ms. Smita Nalawade	
5	to prepare attendance record	Ms. Apita Kadam	
6	MOU Activity - Photos, Reports	Prof. Kamble S. D.	
7	One Day workshop - photos, report	Prof. Shinde S. L.	
8	A training prog on life skills - photo Reports	Dr. Tatugade A. P.	
9	To conduct training programme	Dr. Tatugade A. P.	

The Principal  
Dr. Patangrao Kadam, Mahavidyalaya  
R. Nagar (Bhusli)

Rayat Shikshan Sanstha's  
**Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar**  
Department of BCA

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**Rayat Shikshan Sanstha's**  
**Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)**  
**Department of English**  
**2023-2024**

**Notice**

30/10/2023

It is informed to all the students of B.A.II, B.A.III, and BCA II that on Wednesday, 01/11/2023, Department of English and Department of Bachelor Computer Application has jointly organized **“A training Programme on Life Skills” at 10.00 am in Audio-Visual Hall.** It will be helpful to enhance your life skills and personality development. So be present on that day. It is compulsory to all of you to attend the workshop. So kindly take note of it.



*Betu*

**Principal**

Dr. Patangrao Kadam Mahavidyalaya  
Ramanandnagar (Burli)  
Tal. Palus, Dist. Sangli.



Rayat Shikshan Sanstha's

**Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)**

**Department of BCA**

**Training Programme on "Enhancing Soft Skills"**

**1. Aims and Objectives:**

- a) To develop basic manners and etiquette among the students.
- b) To enhance confidence and decision making power.
- c) To develop overall personality of the students.

**2. Duration:**

- a) 10 days :

<b>Total No. of Periods</b>	<b>Theory Periods</b>	<b>Practical Periods</b>
30	20	10

**3. Qualification: H.S.C.**

**4. Intake Capacity: Minimum 25- Maximum 50**

**5. Subjects**

1. Self-Discovery
2. Time Management
3. Developing Listening Skill
4. Stress Management
5. Soft Skills

**6. Examination System:**

**Practical Examination: 50 Marks**

**Practical for passing minimum required are 35%**



Rayat Shikshan Sanstha's  
**Dr.Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)**  
**Training Programme on "Enhancing Soft Skills"**

**Department of BCA**

**Year**

**2023-2024**

**Program Outcomes**

1. The course helped the students to enhance their overall personality.
2. It has polished their awareness about positive attitude, stress management skills, and time management skills.
3. It improved their ability to communicate in an influencing way.
4. It supported to follow basic manners in their daily life and avoid conflicts.

**Coordinator**

**A Training Course on  
"Enhancing Soft Skills"**

Rayat Shikshan Sanstha's  
**Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar**

**Department of English**  
Skill Development Course (30 Hours)

## **Enhancing Soft Skills**

### **Syllabus**

esigned by Dr. Ashwini Tatugade)

#### **Objectives:**

- To understand the scope of personality and its development.
- To develop core skills for development of self.
- To cultivate interpersonal skills for successful life.

#### **Unit 1. Personality Development (10 Hours)**

- 1.1 Introduction to Personality
- 1.2 Self-esteem and Self-confidence
- 1.3 Thinking Creatively
- 1.4 Problem Solving Skills
- 1.5 Time and Stress Management
- 1.6 Positive Attitude

#### **Unit 2. Behavioral Skills (10 Hours)**

- 2.1 Personal Grooming
- 2.2 Body Language
- 2.3 Professional Etiquette
- 2.4 Netiquette
- 2.5 Goal Setting
- 2.6 SWOC Analysis

#### **Unit 3. Interpersonal Skills (10 Hours)**

- 3.1 Hard Skills and Soft Skills
- 3.2 Effective Communication
- 3.3 Interview Skills
- 3.4 Group Discussion
- 3.5 Leadership
- 3.6 Public Speaking

Rayat Shikshan Sanstha's  
Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar  
Department of English

**'A Training Programme on Enhancing Soft Skills'**

**Time Table 2023-24**

**1<sup>st</sup> November to 11<sup>th</sup> November, 2023**

Date	Time	Topic
1/11/2023	10.00am to 01.00pm	Inauguration
2/11/2023	10.00am to 01.00pm	Guest Speaker: Prof. Dr. B. D. Waghmare Introduction to Personality Self-esteem and Self-confidence Thinking Creatively
3/11/2023	10.00am to 01.00pm	Problem Solving Skills Time and Stress Management Positive Attitude
4/11/2023	10.00am to 01.00pm	Personal Grooming Body Language Professional Etiquette
6/11/2023	10.00am to 01.00pm	Netiquette Goal Setting SWOC Analysis
7/11/2023	10.00am to 01.00pm	Hard Skills and Soft Skills Effective Communication
8/11/2023	10.00am to 01.00pm	Interview Skills Group Discussion
9/11/2023	10.00am to 01.00pm	Leadership Public Speaking
10/11/2023	10.00am to 01.00pm	<b>Examination</b>
11/11/2023	10.00am to 01.00pm	<b>Valedictory: Certificate Distribution</b>

  
Coordinator

Dr. Ashwini Tatugade

  
Head,

Department of English



Dr. Patangrao kadam Mahavidyalaya Ramanandnagar(Burli)

Department of BCA

A Training Programme


"On Life Skills"

BCA-II

Wallpaper Presentation

Date 1/11/2023

Group No	Student Name	Subject	Sign
1.	Sakshi Vinayak Inamdar	ETIQUETTE &	S/Inamdar
	Pooja Arvind Jadhav	MANNERS	Jadhav
	Utkarsh sukhdev Hawaldar		
2	Nikita Dattatray chavan	Personality	chavan
	Uma Ambarish Joshi	Development	Joshi
	Rutuja Rajendra mali		Rmali
	Anisha Suresh sawant		Sawant
3.	Kartiki sanjay sawant	Positive	sawant
	Vaishnavi vijay Nalawade	Attitude.	Nalawade
	Tanuja sunil Patil		Patil
	Rutuja sunil Patil <sup>Ab</sup>		Patil
4.	Radav Vaishavi Arun	Confidence	Arun
	Rajput Pratiksha Ramsing	Building	P.R.Rajput
	Pawar Sayli Arjun		Pawar
	Patil Diksha Dattatraya		Patil
5	Harshada Hommat Arbune	professional	Arbune
	Shrutika Jaysing Arbune	ethics	Arbune
	samiksha kundlik pawar		
	Anuradha patil		

  
Dr. Tatygade A.P.



Group No	Student Name	Subject	Sign
	Vaishnavi Vitthal Patil.	Time management.	<u>Patil</u>
	Sanika Rajesh Nene		<del>Patil</del>
	Bhagyashri Anil Jadhav		<del>Jadhav</del>
	Sanika Jay Dandekar		<del>Dandekar</del>
6.	Rutuja Pradip Mane	Active Listening	<u>Mane</u>
	Shweta Vijaykumar Salunkhe		<u>Shweta</u>
	shrutika Dipak channe.		<u>Schanneg</u>
	Manisha Shivaji Jagadhane.		<u>Mk Jagadhane</u>
7	Jadhav Sanika Anil	Communication skills	<u>Jadhav</u>
	Patil Sanika Bhimrao		<u>Patil</u>
	Maske Namrata Ravaji		<u>Maske</u>
	Ingale Teju Sunit		<u>Ingale</u>
8]	Suryawanshi Sakshi	Critical Thinking	<u>Suryawanshi</u>
	Patil Sakshi Suresh		<u>Patil</u>
	Lohar Gayatri Dipak		<u>Lohar</u>
	Pandhara Hemolata		<u>Pandhara</u>
9]	Shivraj Jedge	Goal Setting	<u>Jedge</u>
	Sagar Mali		<u>Mali</u>
	Parag Patil Jaid Pathan		<u>Patil</u>
	Nikhil Mete		<u>Mete</u>
10]	Vighnesh Lad	Self-awareness	<u>Lad</u>
	Sahil Mujawar •		<u>Sahil</u>
	Prajwal Kamble •		<u>Kamble</u>
	Alfaz Nadaf •		<u>alfaz</u>
"	Sudhanshu Khatal	stress Management	<u>Khatal</u>
	Audhut Kamble		<u>Audhut</u>
	Harshad Kamble •		<u>HRKamble</u>
	Jivan Ugar Shivraj Jedge		<u>Jedge</u>

Dr. T. T. Wade A.P.

Rayat Shikshan sansthas  
Dr. Patangrao Kadam Mahavidyalay Ramanandnagar(Burli)  
Department of BCA

**A Training Programme on Soft Skills**  
Role Playing  
Students List

Sr. No	Name	Skit Name
1	Jadhav Sanika Anil Patil Vaishnavi Vitthal Patil Dikha Dattarya Patil Sakshi Suresh Mali Rutuja Rajendra	Save Girl Child
2	Ingle Tejaswini Sunil Yadav Vaishnavi Arun Chavan Nikita Dattatrya Nene Sanika Rajesh Pandhare Hemlata Hanmant Rajput Pratiksha Ramsing Pathan Muhammdjaid Abdulmujib Methe Nikhil Jotiram	Problems of Youth
3	Sawant Anisha Suresh Salunkhe Shweta Vijaykumar Patil Tanuja Sunil Patil Sanika Bhimrao Nalwade Vaishnavi Vijay Patil Anuradha Sambhaji Ugar Jivan Subhash	Blind faith
4	Mali Sarang Dadaso Havaladar Utkarsha Sukhdev Arbune Harshada Hanmant Mane Rutuja Pradip Arbune Shrutika Jaysing	Social media
5	Maske Namrata Ravaji Pawar Samiksha Kundalik Pawar Sayali Arjun Inamdar Sakshi Vinayak Joshi Uma Ambarish	Literacy
6	Suryawanshi Sakshi Dilip Lohar Gayatri Dipak Sawant Kartiki Sanjay Dandekar Sanika Jay Jadhav Bhagyashri Anil Channe Shrutika Deepak Jadhav Pooja Arvind Patil Parag Tufan	One incident in life

















Rayat Shikshan Sanstha's



# Dr. Patangrao Kadam Mahavidyalaya Ramanandnagar(Burli)

## Skill Development - I (2023-2024)

### Internal Evaluation Marksheets

Sr. No	Name Of Student	Mock Interview	Role Play	Group Discussion Wallpaper	Assignment	Listening Activity	Signature
1.	Arbune Harshda Hanmant	09	08	066	08	08	Arbune
2.	Arbune Shrutika Jaysing	09	08	066	08	08	Arbune
3.	Channe Shrutika Deepak	09	08	087	08	07	Shanne
4.	Chavan Nikita Dattatarya	10	09	09	08	10	Chavan
5.	Chougule Ketaki Mahavir	09	08	07	08	08	Chougule
6.	Dandekar Sanika Jay	09	08	07	08	10	Dandekar
7.	Diwan Dipali Prabhakar	09	08	07	08	09	Diwan
8.	Hawaladar Utkarsha Sukhdev	10	08	07	08	10	Hawaladar
9.	Inamdar Sakshi Vinayak (Rupali)	10	08	07	08	10	Inamdar
10.	Ingale Tejaswini Sunil	10	10	10	10	10	Ingale
11.	Jadhav Bhagyashri Anil	10	09	07	10	10	Jadhav
12.	Jadhav Pooja Arvind	09	08	07	09	10	Jadhav
13.	Jadhav Sanika Anil	09	08	10	09	10	Jadhav
14.	Jagadhane Manisha Shivaji	07	-	07	07	07	Jagadhane
15.	Jedage Shivraj Mahalappa			08		08	Jedage







38.	Patil Anuradha Sambhaji	09	08	07	09	07	09	07	07	Patil	41
39.	Patil Diksha Dattatray	09	06	10	09	10	09	07	07	Patil	41
40.	Patil Parag Tufan	09	09	06	08	06	08	08	08	Patil	43
41.	Patil Rutaja Sunil	09	09	08	09	08	09	08	08	Patil	43
42.	Patil Sanika Bhimrao	09	07	10	07	10	07	07	09	Patil	40
43.	Patil Tanuja Sunil	09	07	08	07	08	08	08	08	Patil	40
44.	Pawar Samiksha Kundalik	10	08	06	07	06	07	09	09	Pawar	40
45.	Pawar Sayali Arjun	09	07	10	07	10	08	08	08	Pawar	39
46.	Rajput Pratiksha Ramsing	10	10	10	10	10	10	10	09	P.R. Rajput	49
47.	Sagare Sourabh Anil										
48.	Salunkhe Shweta Vijaykumar	10	09	07	10	07	10	10	10	Salunkhe	46
49.	Sawant Anisha Suresh	09	08	10	09	10	09	10	10	Sawant	45
50.	Sawant Kartiki Sanjay	09	09	08	10	08	10	10	10	Sawant	45
51.	Suryawanshi Sakshi Dilip	09	10	08	07	08	07	09	09	Suryawanshi	43
52.	Sutar Om Sandip										
53.	Ugar Jivan Subhash			08		08		09			
54.	Yadav Vaishnavi Arun	10	10	10	10	10	10	10	10	Yadav	50

*(Signature)*

Head,

Department of B.C.A

*(Signature)*

Subject Teacher

Dr. Ashwini Tatugade



Application No. 16

Rajyat Shikshan Sanstha's

Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burla)  
Department of English

ENHANCING SOFT SKILLS



### ADMISSION FORM

Name of the Applicant:

Class: BCA-II (SEM-III)

Roll No: 2258

Address: A/P- Hawaldarnagar (Shiragon)

City: Shiragon

Dist: Sangli

Phone No: 8262037225

whatsapp No: 8262037225

Email Id: utkarshahavaldar@gmail.com

Date of Birth: 26-1-2005

Cast/ Category: open

Religion: Hindhu

Gender: female

Hobbies: written

Parents Educational Qualification: 12<sup>th</sup>

#### Undertaking:

1. I am aware that fees once paid will not be refunded.
2. I will attend all training sessions without fail.
3. I will complete pre-session and post-session tasks rigorously.

Signature



Application No. 16

Rajot Shikshan Sanstha's

Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burla)  
Department of English

ENHANCING SOFT SKILLS



### ADMISSION FORM

Name of the Applicant: Pahil Anuradha Sambhaji

Class: BCA - II

Roll No: 2488

Address:

City: Nagthane

Dist: Sangli

Phone No: 9322103395

Whatsapp No: 9322103395

Email Id: Pahilanuradha76797@gmail.com

Date of Birth: 13/06/2003

Cast/ Category: Maratha

Religion: Hindu

Gender: Female

Hobbies: Writing, Karate

Parents Educational Qualification: 10<sup>th</sup>

Undertaking:

1. I am aware that fees once paid will not be refunded.
2. I will attend all training sessions without fail.
3. I will complete pre-session and post-session tasks rigorously.

Pahil  
Signature