



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

Year 2022-23

Training Programme on "Enhancing Soft Skills"

Organized by
Department of English

Course Coordinator
Dr. Ashwini Tatugade

Course Duration

3 Months

6th March, 2023 to 31st May, 2023

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

Department of English

Notice

"Soft Skills Training Programme"

Date: 26/02/2023

All the students of senior college are hereby informed that the college is going to organize "Soft Skills Training Programme" in the academic year 2022-23. This training programme will cover activity based sessions on Soft Skills. The interested students should enrol themselves in the department of English on or before 5th Mar. 2023. For more information feel free to contact Dr. Ashwini Tatugade (7887661414).



Head,
Department of English



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

Rayat Shikshan Sanstha's

Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burl)

Department of English

Enhancing Soft Skills (2022-2023) – Student List

Sr. No.	Name of the student	Class	Fees Paid	GST	Signature
1.	Mali Rutuja Rajendra	B.C.A. I	300.00	54.00	
2.	Sawant Anisha Suresh	B.C.A. I	300.00	54.00	
3.	Kureshi Mahek Masroor	B.C.A. I	300.00	54.00	
4.	Sawant Kartiki Sanjay	B.C.A. I	300.00	54.00	
5.	Joshi Uma	B.C.A. I	300.00	54.00	
6.	Chinchkar Vinayak Vilas	B.C.A. III	-	-	
7.	Jadhav Isha Arun	B.C.A. III	-	-	
8.	Jadhav Samajyoti Sanjay	B.C.A. III	-	-	
9.	Maske Minal Mhalappa	B.C.A. III	-	-	
10.	Ranmale Shriti Suresh	B.C.A. III	-	-	
11.	Salunkhe Vinau Ravindra	B.C.A. III	-	-	
12.	Sawat Varsha Sambhaji	B.C.A. III	-	-	
13.	Sutar Rushikesh Tanaji	B.C.A. III	-	-	

Received
26/12/23

Aty
Course Coordinator
Dr. Tatungade A.P.

Patu
Head,
Dept. of English

Patu
Principal,
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)

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

Department of English
Skill Development Course (30 Hours)

Enhancing Soft Skills

Syllabus (Designed by Dr. Ashwini Tatugade)

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 (Burli)

Department of English

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) 3 Months :

Total No. of Periods	Theory Periods	Practical Periods
30	20	10

3. Qualification: H.S.C.

4. Intake Capacity: Minimum 10 Maximum 30

5. Subjects

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

6. Examination System:

Paper -I (Theory) Paper-II (Practical)

40 Marks Theory + 10 Marks Practical

Practical for passing minimum required are 35%

Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)
Department of English
'A Training Programme on Enhancing Soft Skills'

Time Table 2022-23

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10.00 a.m. to 11.00 a. m.	Dr. Ashwini Tatugade	Dr. Ashwini Tatugade	Dr. Ashwini Tatugade	Dr. Ashwini Tatugade	Dr. Ashwini Tatugade	Dr. Ashwini Tatugade


Coordinator
Dr. Ashwini Tatugade

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

Department of English
Year

2022-2023

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 (Burl)

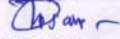
Department of English

Enhancing Soft Skills (2022-2023) – Attendance Record

Sr. No.	Name of the student	6 th Mar. 23	7 th Mar. 23	9 th Mar. 23	10 th Mar. 23	11 th Mar. 23	13 th Mar. 23	14 th Mar. 23	15 th Mar. 23	16 th Mar. 23	17 th Mar. 23
1.	Mali Rutuja Rajendra	@Rmali	@Rmali	@Rmali	@Rmali	@Rmali	@Rmali	@Rmali	@Rmali	@Rmali	@Rmali
2.	Sawant Anisha Suresh	@Anisha	@Anisha	@Anisha	@Anisha	@Anisha	@Anisha	@Anisha	@Anisha	@Anisha	@Anisha
3.	Kureshi Mahek Masroor	@Mahek	@Mahek	@Mahek	@Mahek	@Mahek	@Mahek	@Mahek	@Mahek	@Mahek	@Mahek
4.	Sawant Kartiki Sanjay	@Kartiki	@Kartiki	@Kartiki	@Kartiki	@Kartiki	@Kartiki	@Kartiki	@Kartiki	@Kartiki	@Kartiki
5.	Joshi Uma	@Uma	@Uma	@Uma	@Uma	@Uma	@Uma	@Uma	@Uma	@Uma	@Uma
6.	Chinchkar Vinayak Vilas	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C
7.	Jadhav Isha Arun	@Isha	@Isha	@Isha	@Isha	@Isha	@Isha	@Isha	@Isha	@Isha	@Isha
8.	Jadhav Samajyoti Sanjay	@Samajyoti	@Samajyoti	@Samajyoti	@Samajyoti	@Samajyoti	@Samajyoti	@Samajyoti	@Samajyoti	@Samajyoti	@Samajyoti
9.	Maske Minal Mhalappa	@Minal	@Minal	@Minal	@Minal	@Minal	@Minal	@Minal	@Minal	@Minal	@Minal
10.	Ranmale Shriti Suresh	@Shriti	@Shriti	@Shriti	@Shriti	@Shriti	@Shriti	@Shriti	@Shriti	@Shriti	@Shriti
11.	Salunkhe Vinay Ravindra	@Vinay	@Vinay	@Vinay	@Vinay	@Vinay	@Vinay	@Vinay	@Vinay	@Vinay	@Vinay
12.	Sawat Varsha Sambhaji	@Varsha	@Varsha	@Varsha	@Varsha	@Varsha	@Varsha	@Varsha	@Varsha	@Varsha	@Varsha
13.	Sutar Rushikesh Tanaji	@Rushikesh	@Rushikesh	@Rushikesh	@Rushikesh	@Rushikesh	@Rushikesh	@Rushikesh	@Rushikesh	@Rushikesh	@Rushikesh
14.	Patil Vinayak Raghunath	@Vinayak	@Vinayak	@Vinayak	@Vinayak	@Vinayak	@Vinayak	@Vinayak	@Vinayak	@Vinayak	@Vinayak


Course Coordinator
Dr. Tatugade AP.


Head,
Dept. of English


Principal,
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)



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Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)
 Department of English
Enhancing Soft Skills (2022-2023) – Attendance Record

Sr. No.	Name of the student	12 th may, 23	13 th May, 23	15 th May, 23	16 th May, 23	17 th May, 23	18 th may, 23	19 th May, 23	20 th May, 23	22 nd May, 23	23 rd May, 23
1.	Mali Rutuja Rajendra	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali
2.	Sawant Anisha Suresh	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali
3.	Kureshi Mahek Masroor	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali
4.	Sawant Kartiki Sanjay	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali
5.	Joshi Uma	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali
6.	Chinchkar Vinayak Vilas	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C	V.V.C
7.	Jadhav Isha Arun	Zehe	Zehe	Zehe	Zehe	Zehe	Zehe	Zehe	Zehe	Zehe	Zehe
8.	Jadhav Samajyoti Sanjay	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav
9.	Maske Minal Mhalappa	leinal	leinal	leinal	leinal	leinal	leinal	leinal	leinal	leinal	leinal
10.	Ranmale Shriti Suresh	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP
11.	Salunkhe Vinay Ravindra	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali
12.	Sawat Varsha Sambhaji	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali
13.	Sutar Rushikesh Tanaji	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali
14.	Patil Vinayak Raghunath	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali	PR mali

ASR
 Course Coordinator
 Dr. Tatya A.P.

PR mali
 Head,
 Dept. of English



Taran
 Principal,
 Dr. Patangrao Kadam Mahavidyalaya,
 Ramanandnagar (Burli)

Enhancing Soft Skills

Final Examination

* Indicates required question

1. Name *

2. Class *

3. Mobile No. *

4. Soft Skills are more about behaviours and hard skills are more about your technical abilities. * 2 points

Mark only one oval.

True

False

5. If you are extremely motivated, is that hard skill or soft skill. * 2 points

Mark only one oval.

hard skills

soft skills

17. Set --- goals. *

2 points

Mark only one oval.

- SMART
- SHORT
- SIMPLE
- SIGNIFICANT

18. What is long-form of SWOC ? *

2 points

19. SMART stands for what? *

2 points

20. 'Soft Skills' are also known as ---. *

2 points

Mark only one oval.

- People Skills
- Life Skills
- none of these
- both of these

Rayat Shikshan Sanstha's

Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burla)

Department of English

Enhancing Soft Skills (2022-2023)

Result

Sr. No.	Score	Name	Class	Mobile No.
1	20 / 40	Shruti Suresh Ranmale	BCA 3	7498790336
2	12 / 40	Vinayak raghunath Patil	BCA -3	9359944977
3	22 / 40	Vinay Salunkhe	Bca 3	9403293538
4	20 / 40	Maske Minal Mhalappa	BCA -III	8459214510
5	22 / 40	Isha Arun Jadhav	BCA-III	9096553181
6	10 / 40	Vinayak Vilas chinchkar	BCA 3	9309790822
7	28 / 40	Rushikesh Tanaji Sutar	Bca 3	8484931184
8	20 / 40	Samajyoti sanjay jadhav	BCA -3	8805514944
9	24 / 40	Varsha Sambhaji Sawat	BCA-III	8999891816
10	18 / 40	Uma Ambarish Joshi	BCA - I	93732 46795
11	18 / 40	Rutuja Rajendra Mali	BCA-I	7219468606
12	18 / 40	Anisha Suresh Sawant	BCA I	7798712132
13	32 / 40	Mahek kureshi	B.C.A.I	9552716476

Course Coordinator

ASU
Dr. Tatayade A.P.

Peter
**Head,
Dept. of English**

Enhancing Soft Skills (2022-2023)

Department of English

Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burla)

Rayat Shikshan Sanstha's

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

A Training Programme on Enhancing Soft Skills

Report

2022-2023

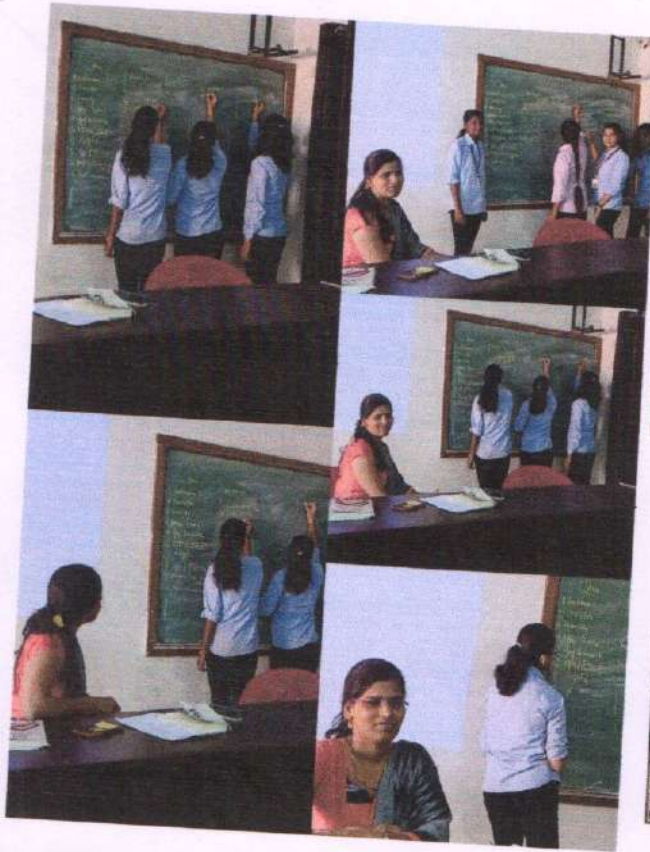
The department of English has been conducting a skill development course on Enhancing Soft Skills. In the academic year 2022-23, total 13 students took active participation for this course. The course has the objectives to develop soft skills and to make the students confident. The course duration was of 3 months. Throughout this course, we develop time management, stress management, conflict management, positive attitude, confidence, interpersonal communication and communication skills. Addition to this, we provided practical training sessions for the students. Many activities like role playing, group discussion, vocabulary vitamins, time wheel, etc. were conducted. These activities helped to develop leadership qualities, interview skills, public speaking skills, presentation skills and group discussion skills. To achieve the target the faculty has used language resource center and ICT tools. The faculty also worked on students' body language and attitude through organizing various tasks in group. Dr. Ashwini Tatugade has worked as the trainer of the course. To assess student learning outcomes the online examination was conducted and the result was declared.

Outcomes

1. Enhanced Soft Skills.
2. Developed interpersonal skills, communication skills and stage daring, confidence, public speaking etc .

Beneficiaries

13



ASV
Course Coordinator
 Dr. Tatyagade A.P.

Peta
Head
 Department of English

Peta
Principal