

REPORT ON SOFT SKILLS PROGRAM 2021-22

TITLE OF THE PROGRAM: SOFT SKILLS

ABOUT THE PROGRAM:

Soft skills is an essential part of the training for any campus placement. In a situation where majority of the students are aiming to get jobs to begin their career it is imperative that they develop their social skills and also their behaviour is in tune with the mannerisms expected in corporates. With this in mind we run a Soft Skills Program as part of the Pre-Placement Training (PPT) Program. The Soft Skills Program is conducted in the 6th semester every year. This comprises of group discussion, corporate etiquettes and dressing and mock interviews.

NO. OF PARTICIPANTS:

TRAINER : Ms. Indrani Roy

DURATION : 40 hrs

THRUST OF THE PROGRAM:

1. Module 1 - Personality Development, Corporate Etiquettes, Dressing
2. Module 2 – Email Writing
3. Module 3 – Powerpoint Presentation
4. Module 4 – Group Discussion
5. Module 5 – Personal Interview

OUTCOME OF THE PROGRAM:

This program will help students to brush up the acquired corporate etiquette, grooming and bridging the gap between Academic Career & Professional Career. The students will be able to write official emails and their CVs. They should be able to make presentations so that they can do public speaking. This will also enable students to appear for group discussions with assertiveness. This program will also enable students to face Personal Interview rounds confidently.

SYLLABUS FOR SOFT SKILLS PROGRAM

Module-1: Personality Development

| Sl No | Content | Activity | Objective | No Of Hrs(6Hrs) |
|-------|--|--|--|------------------|
| 1. | Self Introduction | Introduction will be given by the facilitator, Format of formal/informal introduction will be discussed then every student will be asked to come to the front and give their introduction. | Students are able to give their introduction confidently in any given situation. | 1 Hr |
| 2. | Greeting/wishes | Different phrases of greeting will be discussed in the class and students will be asked to follow the same. Observation will be checked regularly, and feedback will be given respectively for better improvement. | Students will learn the different types of greetings and how to respond to greetings. | 1 Hr |
| 3. | Saying and responding to sorry and Thank you . | Different phrases of conveying sorry and thank you will be discussed in the class .Different scenario will be given ...eg: You are late to a party thrown by your boss ...how would you say sorry ...and so on . | To enable students to say and respond to sorry and thank you respectively in different situation . | 1 Hr |
| 4. | Identifying Hobbies/ Interest, Difference between hobbies & interest | A short lecture will be given by the facilitator about the difference between hobbies and interest & how to identify it .some time will be given to all the students to identify their hobby and interest .then each students will be asked to come to the front and tell about their hobbies and interest respectively. | Understanding the difference between hobbies and interests is important. Hence students understanding the same is required | 1 Hr |
| 5. | Identifying Strength & Weakness | Brief discussion will be there in the class regarding what is strength and weakness and how to project weakness to the | How to answer to this question in the interview and | 1 Hr |

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| | | interviewer .Each students will be asked to come to the front and tell their strength and weakness. | identifying their own strength and weakness. | |
| 6. | Dressing Sense, Walking Style & Body Language | A PPT will be shown to all the students to understand the dressing sense, walking style and correct body language, the accurate posture and frequent observation will be made and feedback would be given for better improvement on this . | Overall Grooming to look professional and sound professional. | 1 Hr |

Module-2 Email Writing

| SL NO | CONTENT | ACTIVITY | OBJECTIVE | NO. of Hrs (4Hrs) |
|-------|----------------------------|---|---|--------------------|
| 1. | Letter Writing/Application | Format of Official letter and personal letter will be taught in the class and students will be given task to write letters and submit for correction. | Students should learn how to write official letters and application. Do's and Don'ts. | 2Hr |
| 3. | E-Mail & CV | Students will be asked to write e-mail in different scenario like Requesting boss for approval, replying to a mail, scaling a mail by cc, bcc to the respective authorities. The students will be taught to write a CV. | Enabling students to write & respond to E-Mail also to enable making as per requirements. | 2Hr |

Module-3 Power Point Presentation

| Sl No | Content | Activity | Objective | No Of Hrs(10) |
|-------|---------------------------------|--|---|---------------|
| 1 | Introduction to PPT | Students will be asked to make a ppt on a topic of their own choice and present it to the class. | Confident in presenting before the audience. | 5Hrs |
| 2 | Importance of PPT, types of PPT | Students will be asked to make PPT on different topics given by the Instructor and present it in the class | Dos and dont's of PPT Students are checked on their overall verbal and non verbal skills. | 5 Hrs |

Module: 4 Group Discussion

| Sl No | Content | Activity | Objective | No of Hrs(10) |
|-------|------------------|--|---|---------------|
| 1 | Group Discussion | The GD sessions are conducted by segregating students into groups. Each group comprising of 8 students. Various kinds of topics are given like controversial, current , abstract etc. are given. Time duration for each group is 15mins. After the completion the students are given feedback on their performance. Dos and Dont's of GD are discussed. Personal feedback is also given. | To improve their communication skills and etiquette during any professional discussion and clearing GD rounds in the recruitment process. | 10 hrs |

Module-5: Personal Interview

| Sl No | Content | Activity | Objective | No of Hrs(10) |
|-------|--|--|--|---------------|
| 1. | Types of interview(telephonic, panel, stress, virtual, structured, unstructured) | Mock Round Each student will be sent to interview hall and attend the panel interview as well PI round. | The students are able to face different types of interviews confidently with proper etiquette. They are able to handle the different stressful situations with ease. Answering PI and TI questions in a systematic manner. | 2 Hrs |
| 2. | Emphasis on different job roles in Industry & self suitability | A PPT and videos will be shown regarding the multiple roles in corporate | | 2Hrs |

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| | | industry along with self sustainability. | |
| 3. | Do's & Dont's of Interview | A PPT and videos will be shown regarding the do's & don'ts of interview. | 2Hrs |
| 4. | Opening Formalities | Each student will be sent to interview hall and attend the panel interview as well PI round. | 2Hrs |
| 5. | Closing Formalities | Each student will be sent to interview hall and attend the panel interview as well PI round. | 1 Hr |
| 6. | Negotiation skill | Each student will be sent to interview hall and attend the panel interview as well PI round. | 1 Hr. |

REPORT ON LANGUAGE & COMMUNICATION SKILLS PROGRAM 2021-22

TITLE OF THE PROGRAM: Communication & Confidence Program

ABOUT THE PROGRAM:

The development of language and communication skills for our students is run under a program known as “Communication & Confidence”. This program is run for the 1st year (2nd sem) & 2nd year (3rd sem) students. The aim of this program is to help students who have come from different vernacular mediums to be able to speak in English correctly and properly. These classes help students to open up and build their confidence in terms of public speaking.

NO. OF PARTICIPANTS:

TRAINER : Ms. Aishwarya Patra

DURATION : 30 hrs (2nd sem)

30 hrs (3rd sem)

THRUST OF THE PROGRAM:

In the 2nd sem the students will be exposed to the English Lab where emphasis will be given on improving their speaking, listening and writing skills.

In the 3rd sem different exercises will be run.

OUTCOME OF THE PROGRAM:

This program will help students to communicate properly and effectively. It will also help students to build up their confidence and help them in the next year when they sit for campus placements.

SYLLABUS OF COMMUNICATION & CONFIDENCE (3RD SEM)

| Sl. No. | Topic | No. of hrs |
|----------------|---|-------------------|
| 1 | Vocabulary Building Introduction, Paragraph writing | 2 |
| 2 | Memory Test + Vocabs | 1 |
| 3 | Book Reading + Vocabs | 4 |
| 4 | Favourite food (Recipe writing) + Vocabs | 2 |
| 5 | Giving Direction + Vocabs | 1 |
| 6 | Likes & Dislikes + Vocabs | 1 |
| 7 | Guess the emotion + Vocabs | 1 |
| 8 | Favourite Place & Why + Vocabs | 2 |
| 9 | Book Reading + Vocabs | 1 |
| 10 | Pictorial Story Writing + Vocabs | 2 |
| 11 | JAM (Writing one word within 1 minute) + Vocabs | 2 |
| 12 | Newspaper Reading + Vocabs | 1 |
| 13 | Who is your Inspiration + Vocabs | 2 |
| 14 | Book Reading + Vocabs | 1 |
| 15 | "If I were...." (10 lines) + Vocabs | 1 |
| 16 | Situational conversations + Vocabs | 1 |
| 17 | Truth & Lie + Vocabs | 1 |
| 18 | Know your partner + Vocabs | 1 |
| 19 | Blinfold (Direction) + Vocabs | 1 |
| 20 | Newspaper Reading + Vocabs | 2 |