

	<b>Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering &amp; Research Ravet, Pune</b>	
<b>Academic Year: 2018-19</b>	<b>Outline and Details Soft Skills and Communication Cell</b>	<b>Term - I/II</b>

### **Soft Skills Report for Semester 1 (2018-2019) June 18 to September 28, 2018**

The session began for the second year Computer Engineering with the syllabus designed by Pune University on the 18th of June 2018. Classes were allotted with a definite schedule for SE Computer Engineering and for the students of FE

#### **SE Computer Dept -**

Batches S1, S2, S3 -1230pm to 02.30 pm Mondays, Tuesdays and Thursdays

The syllabus covered so far includes

1. SWOT Analysis: with hard skills, soft skills, Attitudes, positivity in thought and action,
2. SWOT Analysis: Strengths Weaknesses, Goal setting, short term, long term, and self-esteem, problem-solving, SWOT Analysis: Personality Development based on the Freudian concept and the 5 levels - Physical, energy, intellectual, mental and blissful self
3. Oral Communication rules and tips, practice session of Extempore and Group discussion
4. Nonverbal Communication and Body language
5. Introduction to writing, email writing and cover letter, Practice writing
6. Presentation Skills, tips for using Powerpoint and Prezi software in preparing a presentation and presenting it as a team.
7. Making a profile a, and a self-introduction within 30 seconds
8. Making a Resume on C V Maker, emphasizing hard skills
9. Public speaking and Debating Skills and an introduction to Model United Nations
10. Writing Essays for placements in the given time
11. Time Management tips and discussion, activities to be covered in the given time period

## **FE Students**

Language and Communication emphasizing on language as designed by AICTE with one class per section. 5 sections. A syllabus has been designed based on the new AICTE syllabus for the first year with the intention to improve the ability to understand and express language. The session included

1. Vocabulary enrichment through an English song, Beatles
2. Vocabulary through Phrasal verbs and pronunciation, Cambridge Dictionary and skills
3. Vocabulary using Collocations with exercises
4. Grammar: Subject Verb Agreement, forms of nouns, collective and singular nouns
5. Grammar: Articles, definite and indefinite, exercises
6. Prepositions: of time, place and location, Exercises
7. Conjunctions: Conjunctions and types, coordinate and correlative Conjunction

## **BE Computer Engineering**

1. Conducted the HR round in Mock interviews
2. An introductory session on communication skills was conducted to emphasize the tips to communicate confidently through confidence in the body language and speech.
3. Office hours show many students reaching out during free time for counselling, verbal aptitude and interview tips.
4. An email writing session for TCS screen test, tips for essay writing for Capgemini and others
5. Tips for interview skills and mock interviews for BE Computer Engineering students
6. Interview Skills and Mock Interviews BE Mechanical and E NTC Students
7. Recommendation letters for students who plan to go abroad

## **Faculty Training**

**A session for third year Electronics and Telecommunication students on interview skills.**

**Mock interviews for third-year Computer Engineering students.**