



PIMPRI CHINCHWAD EDUCATION TRUST'S
Pimpri Chinchwad college of engineering & Research, Ravet, Pune

Academic Year: 2020-21

Soft Skills and Communication Cell

Term - I/II

Soft Skills and Communication Cell: The Soft Skills committee at PCCOE&R strengthens Language and Communication Skills of the students with a special emphasis on People skills, Business Communication and skills related to language. While there is great emphasis on pronunciation, grammar, sentence formation and public speaking, decision making, adaptability, team spirit and cognitive approach to problem solving is also encouraged to grow into holistic personalities. Good behaviour, right values, an understanding about the Society and attitudes are tackled in helping the students grow into ethically strong human beings.

Functions of the cell

1. To help students overcome the fear of Communication and grow into confident individuals.
2. To develop a positive attitude and build high self esteem

Objectives of the Cell

1. To enhance Language and Communication skills
2. To help in Effective Communication strategies in any situation
3. Grow students into better communicators
4. To help students become better listeners

Requirements in students

1. A strong willingness to tackle Communication challenges through awareness.
2. Ability to bring in positive changes and attitude in the approach to Communication Skills

Plan for the Academic year 2020-21

General Plan for all students

1. Introduce students to the knowledge of the English Language and verbal aptitude through practice tests of Pearson, Duolingo, IELTS and others. A CEFR level test for all the students and faculty and staff to be conducted online.
2. Help the students gain proficiency in English Language and Business Communication through certified courses offered by Cambridge University, WordsMaya, Pearson Mepro, Cambridge Communication App.
3. Provide a Platform for activities like Debates, Group Discussions, Extempore and Model United Nations, Poetry Writing, Essay Writing under the Aegis of Promethean, the Literary Club at PCCOER. These activities will bring students closer through interpersonal skills and develop confidence.
4. Talks initiated for the UPSKILL assessment, collaboration of Enguru Application with Cambridge that emphasises on the four skills of language learning

BE students

1. Arranging **Online sessions on Interview skills and Online Interviews** to address fears of Effective Communication online and grow confident.
2. **Preparing** students in verbal aptitude, Essay writing, Paragraph writing for Placement exams
3. Preparing students to speak confidently through Mock Interviews, Group discussions, Business Meetings and Extempore.
4. **Preparing students with** Resume' and Statement of Purpose, Recommendation and Cover letters for Internship and Placements

5. Preparing students with writing skills like Paragraph writing and Essay writing for Placements
6. Cambridge Communication Application and WordsMaya Application for Interview skills and Business Communication were introduced as a free learning App for a given period of time.
7. Practice of the English Language based on Pearson Test of English, IELTS, Duolingo, TOEFL

TE Students

1. A period wholly entitled for Language and Communication every week to grow proficient in Language and Communication.
2. Connecting students to the skills of Listening, speaking, Reading and Writing for TOEFL, PTE, Duolingo, IELTS with an emphasis on higher studies and placements
3. **MEPRO by Pearson, WordsMaya and Cambridge Communication App**

Keeping in view the busy schedule, the students have been introduced to an online course named MEPRO, Making Professionals in English Language. The six months course has been prolonged to eight months keeping in mind the time and reliability of the schedule. **A technical error made us discontinue Mepro.**

4. The students were introduced to self learning using **WordsMaya NHRD and Cambridge Communication App**
5. Introduction to negotiation, agreeing and disagreeing, small talk and others.
6. Group Discussion and HR interview questions for the TE Computer Engineering students for three days

SE Students

1. The University syllabus to grow fluent in Language and Communication Skills negotiating
 - Business communication skills
 - Speaking Skills
 - Presentation Skills
 - Nonverbal Communication skills

- Listening and empathizing
 - Persuasion
 - Public Speaking
 - Storytelling
 - Written Communication
 - Communication skills as Leadership, Work Ethic, Creative Problem Solving, Time management, Team player
2. Extra sessions on Dictionary skills, Pronunciation, Writing skills, Speaking and Listening skills via Google Meet

FE students

1. The importance of speaking and writing correctly through a syllabus designed to address basic Grammar, Vocabulary and Introductory sentences to grow well versed in English Language.
2. Sessions on Vocabulary building were arranged as 2 hour interactive sessions

Enclosed:

1. FE syllabus for the academic year
2. Promethean, the Literary Club Activities Term 1/11
3. Reports on Lockdown and online activities

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