
	Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering & Research Ravet, Pune	
Academic Year: 2021-22	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 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. The cell also focuses on critical thinking and decision making.

Functions of the cell:

To help students overcome the fear of Communication and grow into confident individuals.

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. Basics of English language
2. A strong willingness to tackle Communication challenges through awareness.
3. Ability to bring in positive changes and attitude in the approach to Communication Skills

Plan for the Academic year 2021-22

General Plan for all students

1. Introduce students to the knowledge of the English Language and verbal aptitude through the knowledge of general English, practice to enhance language skills through the Language Lab and Pearson test of English, Duolingo, IELTS and others.
2. A CEFR level test for all the students and faculty and staff to be conducted online
3. With the onset of internships abroad and opportunities for higher education and jobs there has been a keen interest in students to know how to draft their Statement of Purpose. Teaching students to draft an effective **Statement of purpose** for Internships and higher studies and jobs
4. Introduce students to **Skills.com** by AICTE for free learning career lab soft skills for a month, introduce students to Capability application by Cambridge.
5. Help the students gain proficiency in English Language and Business Communication through certified courses offered by Cambridge University, WordsMaya, Pearson Mepro, Cambridge Communication App.
6. 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.
7. Include a general English certification through Cambridge Upskill, Cambridge Capability assessment, practice for IELTS.
8. Collaboration and installation of applications to grow the English language such as Enguru, ELSA and other applications that emphasize on the four skills of language learning and Business Communication.

BE students

1. **Drafting** an Effective Statement of Purpose
2. Arranging **Online sessions on Interview skills and Online Interviews** to address fears of Effective Communication online and grow confident.
3. **Preparing** students in verbal aptitude, Essay writing, Paragraph writing for Placement exams
4. Preparing students to speak confidently through Mock Interviews, Group discussions, Business Meetings and Extempore.
5. **Preparing students with** Resume' and Statement of Purpose, Recommendation and Cover letters for Internship and Placements
6. Preparing students with writing skills like Paragraph writing and Essay writing for Placements
7. Cambridge Communication Application and online resources of PTE, Prepnista, the-muse etc for Interview skills and Business Communication are introduced for free learning.
8. Practice of the English Language based on Pearson Test of English, IELTS, Duolingo, TOEFL
9. The students were given mock group discussion practice in batches of 12 students to give an awareness about good communication skills during placements.

TE Students

1. Workshop on Resume' Making in **March-April 2022**
2. **Drafting** an Effective Statement of Purpose
3. A period wholly entitled for Language and Communication every week to grow proficient in Language and Communication.
4. Connecting students to the skills of Listening, speaking, Reading and Writing for TOEFL, PTE, Duolingo, IELTS with an emphasis on higher studies and placements

5. Applications such as **Enguru, CambridgeCapability, WordsMaya and Cambridge Communication App , ELSA for** American pronunciation enhance communication skills.
6. The students were introduced to self learning using **WordsMaya ELSA and Cambridge Communication Apps and the BETA App.**
5. Introduction to negotiation, agreeing and disagreeing, small talk and others.

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. **Drafting** an Effective Statement of Purpose
3. Extra sessions on Dictionary skills, Pronunciation, Writing skills, Speaking and Listening skills via Google Meet
4. Expert sessions on Stress Management are included under the aegis of the college counselor and Dr Pooja Joshi.
5. Humanities and Social Sciences for growing awareness of the society and its needs and values that make the education a fruitful one. Debates, discussions, moviemaking and presentations related to culture traditions contribute to holistic personality.

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

3. Critical thinking activities based on advertisements, products and social awareness are introduced to understand problem solving.
4. summarizing and paraphrasing is introduced to grow abstract writing.

Enclosed:

1. FE syllabus for the academic year
2. Promethean, the Literary Club Activities Term I/II
3. Reports of online sessions and Youtube live

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