

5

**Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya , Satara**

**Department of BCA
(2017-2018)**

Date – 03 July 2017, Monday

Notice

All BCA I year students are hereby informed that Soft Skill and Career Planning Short Term Course will Started on 7 July 2017 . All Students should be attend this Short Term Course.


H. O. D.
Department of B. C. A.
HOD


Coordinator


Principal
Savitribai Phule Mahila Mahavidyalaya
SATARA



Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya , Satara

Department of BCA
(2017-2018)
SHORT TERM COURSE
Soft Skill and Career Planning

Time Table

Sr.No	Time	Mon	Tue	Wed	Thus
1	9.00 To 11.00	Lecture (Hall No S 13)	Lecture (Hall No S 13)	Lecture (Hall No S 13)	Lecture (Hall No S 13)


HOD
Department of R. C.


Coordinator


Principal
Savitribai Phule Mahila Mahavidyalaya
SATARA



Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya, Satara
BCA Department
Short Term Course "Soft Skill and Career Planning"
BCA I - (2017-2018)
Report

Co-ordinator Name- Mr. Nikam S.B.

Department - BCA

Introduction-

Soft Skill is a term often associated with a person's "EQ", the cluster of personality traits, social graces , communication , language, personal habits , interpersonal skill, managing people , leadership, etc. that characterized relationship with other people.

Career planning is the continuous process of thinking about your interest, values, skills and preferences exploring the life, work and learning options available to you ensuring that your work fits with your personal circumstances.

Course Statistical Report –

Total Student Participated	Total Student in exam	Total students passed with certificates	No. of Project	Remark
40	38	38	07	

About Projects -

Students have completed projects in different topics related to soft skill and career planning.

Total seven groups are completed theirs project in different topics like soft skill, Effective communication, Self-development, Administrative offices in government and private sector , Interview techniques , Leadership , Preparing effective Bio-data, etc.

Conclusion-

Soft Skill and Career Planning short term course was completed during Sep 2017 to Feb 2018. Total admitted students of this course was 40, in which 38 has attended exam and also provide certificate to all 38 students and with feedback completed.



Cordinator

Mrs. Sawant M.B.



Chairman

Mrs. Varnekar M.V.



Principal

Prin. Dr. Andhale A.D.

Short Term Course in “Soft Skills Development and Career Planning”

- Duration of Course : 3 Months
- Course Co-Ordinator : Dr. Nikam V. B.

Introduction :

Soft skills is a term often associated with a person's "EQ" (Emotional Intelligence Quotient), the cluster of personality traits, social graces, communication, language, personal habits, interpersonal skills, managing people, leadership, etc. that characterize relationships with other people.

Career planning is the continuous process of: thinking about your interests, values, skills and preferences; exploring the life, work and learning options available to you; ensuring that your work fits with your personal circumstances.

Objectives :

1. To make students aware about soft skills.
2. To develop competencies and capabilities among the students.
3. To develop the students personality.
4. To help them in enhancing productivity and performance at the workplace.
5. To guide them in Career Management.

Rayat Shikshan Sansthas

Savitribai Phule Mahila Mahavidyalaya, Satara

Syllabus

Unit - I : INTRODUCTION:

- Meaning of Soft Skills
- Need of soft skill development
- Kind of soft skills.
- Significance of soft skill development
- Personality Development

Unit - II : Soft Skills Development for Effective Communication

Pillars of Effective Communication.

- Effective Listening
- Effective Speaking
- Effective Reading
- Effective Writing
- Body Language
- Barriers in Effective Communication

Unit - III : Leadership

- Roles and Responsibilities
- Vision.
- Decision Making.
- Ethics.
- Social Responsibilities.
- Team Work.

Unit IV : Presentation

1. Call Centers
2. Insurance Companies
3. Banks.
4. Administrative offices in Govt. and Private Sectors.
5. Receptionists in Hotels/ Hospitals/ Private Companies
6. Tourist Agencies

Unit V : Self Development:

- Self Awareness
- Positive Attitude
- Career Planning
- SWOT Analysis
- Time Management
- Stress Management
- Critical Thinking

Unit VI : Preparing Effective Curriculum Vitae/Bio-data:

- Career Summary and Objectives
- Experience and Education
- Personal and Additional Information
- Practical Presentation of self C.V

Unit VII: Interview Techniques:

- Appearance
- Attitude
- Body Language
- Communication
- Confidence
- Presentation

Facing Personal Interview

Unit VIII - Project work.

Teacher - Sumit Patel
 coordinator - 93294558

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Date: _____
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Term Course.
Skill & Career Planning
2017-2018.

BIA-I Teacher Name
Sem-I) Mr. Jyoti Patel

Sr No.	Name of students	2017-2018						2017-2018				
		12/12/2017	12/12/2017	12/12/2017	12/12/2017	12/12/2017	12/12/2017	12/12/2017	12/12/2017	12/12/2017	12/12/2017	
1)	Lawanghare pranali pradipt	P	P	P	P	P	P					
2)	Karuna Narendra More	P	P	P		P	P					
3)	Mona Ashok Bhise	P	P	P	P	P	P					
4)	Jadhav Preena Pradeep	P	P	P	P	P	P					
5)	Salunkhe Shanti vilas	P	P	P	P	P	P					
6)	Khashikar Radhika vasant	P	P	P	P	P	P					
7)	Ghadge Nikita shivaji	P	P	P	P	P	P					
8)	Kadam Aishwarya Mahadev	P		P	P	P	P					
9)	Sawant Pratikscha Ganpat	P				P	P					
10)	Butuja Aoba Nilkam	P	P	P		P	P					
11)	Sabale Aishwarya vijay	P		P	P		P					
12)	Sawant Butuja Bharat	P					P					
13)	Badekar Harshada Pravin	P	P	P	P	P	P					
14)	Shaikh Iqbalshama Mainuddin	P		P	P	P	P					
15)	Jagtap dipti dadaro	P	P	P	P	P	P					
16)	More Pooja Pandurang	P	P	P	P	P	P					
17)	Bhilare swati santosh	P			P		P					
18)	Mane megha Bandu	P	P	P	P	P	P					
19)	Ingarale shradha Kiran	P	P				P					
20)	Bankar sonali santosh	P		P	P	P	P					
21)	Mahite Bhavika Rajendra	P	P	P	P	P	P					
22)	Ranjane yogita shankar	P	P	P	P	P	P					
23)	Kamble priyanka Gajanan	P	P	P	P	P	P					
24)	Kenjale Butuja Sanjay	P	P	P	P	P	P					
25)	lonche Nikita Anil	P	P	P	P	P	P					
26)	Pisal Ankita Dilip	P					P					
27)	Sapkal sayali Ananda	P	P	P	P	P	P					
28)	varnekar Arti Dilip	P		P	P	P	P					
29)	Bhasale kajal Balu	P		P	P	P	P					
30)	Golkwad Amruta Ramesh	P	P	P	P	P	P					

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