

# 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

Priscipal
Savitribai Phule Mahila Mahavidyalaya
SATARA



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

# Department of BCA

(2017-2018)
SHORT TERM COURCE
Soft Skill and Career Planning

Time Table

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

HÖBT OF R. C.

Coordinator

Principai Savitribai Phule Mahita 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.



1000	Attendance sheet		5hort 50ft	SICH	2017	By C	010 1266.		Plane	nine	5		BLA	/ 2644	)	, .	coor	cher dinah	Commercial	18 Person See
		212/12	23 8 17	24/2/17	13/1/14	113/19	29/11/2	3/2	19	32	2012	21 01	13/05	2012	4	200	2			
er No			P	P	P	P	P	2017 P	P	P	P	P	·P	P	P	P			-	
- 12	Lawanghare pranali pradip	-	P	P	P	P.	P	P	p	P	P	P	P	P	P	P		-	-	-
		P	p	P	P	P	p	P	P	p	P	P	P			-	1	+	-	
	Mana Meaba Banau	P	P	P	P	P	FI	P	P	P	P	P		P	P		+	-	-	
	Dhilave Swatt Same	P	P	P	P	P	p	P	P	P	P	P	P	P	P	P	+	+	-	
-7	Calumbha Shruti VIIas	P	P	P	P	P	P	P	P	P	P	P	P	P	p	P	+	-	_	
7	bradam Vaishali Hingharau	P	P	P	P	P	P	P			P	P	P	P	-	P	+	-		
- 77	Badelor Harshada peuville	P	P	P	P	P	P	P		P	-	P	1	P	P	+	1	1		
	Care Hart: LaLasanen	P	P	P	P	ρ			P	P		-	-	100	12	p				
	to the Horti William	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	1			
' 10)	Awaghade Aishwarya kiran	p	P	P	P	P	P	P	P	P	P	P	P	0	+	1				
- 111	Madivini Hnii Shinge	P	P	P	P	P	P	P	P	P	P	P	P	P	-	1				
12)	Icharshikar Badhiko Vasant	1	P	P	P	P	-	P	P	P	-	P	P	P	+					
127	Ingavale shraddha kiran	P		P	P	P	P	P	r	P	-	P	1	-						
- 14)	Bhosale lagiol Balu	p	P	P	P	P	P	P	-	p	+	-								
15)	Sawant Autuja Bharat	P.	P	P	P	P	P	P	P	P	-	P	P							
1.7	Sawant Protiksha Ganpat	P		P	1	P	-	-	P	r	-	-	1							
17)	Pisal Ankito Dilip	P	P	P			-	-	+		+	-								
18)	Sabale Aishaaya vijay	P	P	P	P	P		-	10	-	+	-	-							
107	Gailwad Rrodnya Jaywant	P		P	P	P	P		P	4-	1	0	0	P	P	P	P			-
- 20)	Shind Aishwarya sanjay	P	P	P	P	P	P	P	P		-	-	_	P	0	P	P		-	
1, 2)	More Pooja Pandurang	P	P	1	P	P	P	P			1	-	_	P	P	P	P	1	-	
-02	lade komel Itshok	P	P	P	P	P	P	P	P	1	+	+							1	-
23)	Gailawad Amruto Romesh	P	1				1	_	+	+	+	+							-	-
247	Jadhav Premo Pradeep		P				3	1	+	10	-	0 1	0		P		P		1	-
7.57	leamble Privantea Gajanon	P	-	P	P		P	P	P	P		-		P		P				-
20) (	Bankor senali Satish	P.	P	-	1				-	-	-	-	P							-
227 1	arnelas Ponia Haba	P	-		1				P	1	P	-	-	P		P				
20) /	andhe Nilaito Anil		-	P	-	P		1	df in		-	-	-	-				-		
202 0	dore brorung Narenore	R	-	1	+	1	17				1	-	P		P					
31) 5	hilah Janishma Majuddia	p	-	+-	-	12		1	F	2	1	_	-		-	1			184	

6	Attendance sheet	Proper Seil) A									5 0	se.	er plandin		BIA- Sem-		Teacher Name	
		11)11	12/12	13/12	119/12	21/12	- 58/W	2018	22		017-2018. 27/2 PIZ 9/2 18 2018 2018				-		Pre D	
58. No.	Name 2 students	2017	2017	2017	2017	2017	2017	2118	102	572	7/2	- P/2	9/2			1		
.)	Lawanghare pranali pradip	2 1	P	P	P	P	P	P	4018	21/4		-	2018	-	-			
	karuna Narendra More	8	P	P		P	P		1	1	-	P		_	-			
2)	Mona Ashok Bhise	P	P	P			P	D	K	P	P	0	P	-	-	-		
3)	Jadhar Prezno Pradeep	P	P	p	P	P	p		1	P	P	P	0	-	-	-		
• • • • • • • • • • • • • • • • • • • •	Salunkhe Sharti vilas	9	P	P	P	P	-	P	1	P	-	P	8	-	+	-		
	khaishikar Radhilaa vasant	P	P	p	P	P	ľ	P	2	P	P	-		-	-	-		
	Ghadge Nikito Shivaji	P	P	p	P	p		P	1	p		P		-	4-	+		
(20)	kadam Aishwarya Mahadey	-	-	P	P	p	p	P	4	P		P	P	-	-	-		
( 2)	Sawant Pratiksha Ganpat	p					P	P	1	1	P	P	P	+	+	+		
3)	Dulus Ocho Alles	,	P	P		P			-	1	-	0	/	-	+	-		
(0)	Autuja Aaba Nilaam Sabale Aishwarya vijay	Þ	-	P		P		P	P.	1	P	P	P	- 3	1	+		
10	Sabale Hishwarya Vijay	1	- 1	-		-			-	P		P	P	-	-	+		
12)	Swant Rutuja Bhazat		P	Þ	P	P	P	P	1	P	-0	/	P	+	-	-		
	Badekar Harshada Pravin	P	-	P	P	p	P	1	5	P	1		/	+	+	-		
	Shaikh karishma Mainddin	P	P	P	P	P	8	P	0	-	P	P	P	-	-	+		
15)	Jagtap dipti dadaso	P	P	P	P	p	P	1	P	P	p	P	P	+	+-	+	-	
(a) 1	More Poojo Pandurang		P	-	-	P			1	D	ľ	P	P	+	+	1	-	
	Bhilare swati santosh	6	P	P	P	-	P		-	P		P	0	+	+	+		
(8)	Mane megha Bandu	P	-	<i>F</i> .	-	-	-	-	-1	1	-	P	P	+	+	+	+	
(9)	Ingavale shraddha kiran	q	P	P	0	P	0	Δ.	-1	P	P	1	0	+	-	+		
	lankar sonali santosh	P		-	P		P	P	1	P		P	V	+	-	+	-	
	Sahite Bhavilaa Rajendra	F	,	P	P	P	P	ρ	P	.P	P	10	10	+	+	+	-	
22) 1	Ranjane yogita shanker	ľ	1	P					P	P	-	P	B	-	-	+	-	
29) k	amble priyanko Gajanan	P		P		p	P		· P	P	P	P	P	+	-	+		
24) 10	cenjale Autuja Sanjay	P		P	P	P		P	P	P		P		-	-	+	-	
25) 1	ondhe Nikito Anil	9	P	P	P	P	P	1	. 1	P		P		-	-	+-		
	isal Ankita Dilip	P							11	P		P	1	-	-	+		
	apkal sayali Ananda	P	P	P	P	P	P		P	P	P		P	-	-	-	-	
28) 40	ornelsor Arti Dilie	0	_		P	P	P	P	P	p						-		
	hosale hojal Balu		1	-	PI	0	P	0	P	P	P		P					
30) (	politional Amounta Ramech	b.	P	P	P	P	P	P	P	P			12	-	1	1		
30) (		20 1			10	14	20	25	35	21	30	18	18					