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5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following (AY 2023-24)

1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. ICT/computing skills

Name of the capability enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)
Soft Skill Training Session (MCA)	31-08-2023	47	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	21-09-2023	42	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	5-10-2023	55	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	12-10-2023	51	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	19-10-2023	51	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	26-10-2023	41	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	2-11-2023	38	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	23-8-2023	14	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	20-9-2023	6	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	27-09-2023	9	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	4-10-2023	36	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	11-10-2023	18	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	18-10-2023	6	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	4-1-2024	28	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	10-1-2024	40	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	11-1-2024	35	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	28-01-2024	24	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	1-2-2024	30	Grayphon Academy( 7875895160)





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Soft Skill Training Session (MCA)	15-2-2024	29	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	21-03-2024	14	Grayphon Academy( 7875895160)
Soft Skill Training Session (MCA)	22-03-2024	7	Grayphon Academy( 7875895160)
Soft skill Training Program (MBA)	11-01-2024	34	Grayphon Academy( 7875895160)
Soft skill Training Program (MBA)	25-01-2024	25	Grayphon Academy( 7875895160)
Soft skill Training Program (MBA)	15-02-2024	40	Grayphon Academy( 7875895160)
English Communication Session	21-03-2024	13	Grayphon Academy( 7875895160)
IT Skills (AI & DS Students)	23-04-204	18	Mrs Sheetal Arjunwadkar (8411900676)
Life Skill Session (Yoga & Mediation Session for AI -DS Students )	5-04-2024	18	Mr.Atul Gore Sir(9922980399)





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Ref. No: ICEM/MCA/AY 2021 2024 A Service

Date: 08/08/2023

### DEPARTMENT OF MCA

# NOTICE

This is to inform all MCA students that SEM I and SEM III for AY 2023-2024 Soft Skill lectures are commencing from 16<sup>th</sup> August 2023.

Reporting Time: As per Time Table

Venue: MCA Classrooms, 4th Floor, ICEM-MCA

Attendance is compulsory for all the students.

Prof. Tejas Pawar Session Coordinator (MCA), ICEM (MCA), Pune





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# Department of MCA

Syllabus of "Soft Skill"

Day	Topic Theory	Topic Practical	Date
1	Brief Introduction, setting up of the aim of training, listing desirable qualities for increasing employability, meaning of communication, meaning of business communication	Class/PPT	31-Aug-23
2	Internal Communication, external communication, oral comm, written comm, non verbal comm, para verbal comm, Mehrabian's principle, factors affecting comm, obstacles in comm,	Class/PPT	21-Sep-23
3	Psychological obstacles in comm, 7 C's of comm, Flowchart of comm, levels of non verbal comm, non verbal comm by Allan Pease,	Class/PPT	05-Oct-23
4	Body language Allan Pease, blocks of body lang, body lang via appearance, facial expressions, eye contact, facial expressions and interpretations, postures and meanings, gestures ICEM and meanings, handshakes, handshakes activity, permissible area of gaze, listening basics	Class/PPT	12-Oct-23
5	CV building	Class/PPT	13-Oct-23
6	CV building	Class/PPT	19-Oct-23
7	Questioning techniques for better communication, open qustions closed qustions, positive questions, thougth process, emotional intellingence, Three types of peopl, assertive speaking, courageous conversations	Class/PPT	26-Oct-23
8	MOCK Interview	Class/PPT	02-Nov-23

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# Department of MCA

Report on "Soft Skill"

Date: 31/08/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Brief Introduction, setting up of the aim of training, listing desirable qualities for increasing employability, meaning of communication, meaning of business communication

# **Brief Description:**

On August 31, 2023, a dynamic session commenced with a comprehensive introduction, laying the groundwork for the training ahead. The session focused on delineating the aims of the training, clarifying the objectives to be achieved by participants. Students were guided through an exploration of desirable qualities essential for bolstering employability in today's competitive job market.

Moreover, the session delved into the fundamental concepts of communication, elucidating its broader significance and relevance in personal and professional spheres. Special emphasis was placed on elucidating the nuances of business communication, highlighting its distinct purpose and principles in organizational contexts.

This foundational knowledge equipped participants with a solid understanding of the multifaceted aspects of effective communication, laying a strong groundwork for subsequent learning and skill development.

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# Department of MCA Report on

"Soft Skill"

Date: 21/09/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Internal Communication, external communication, oral Communication, written Communication, non verbal Communication, para verbal Communication, Mehrabian's principle, factors affecting Communication, obstacles in Communication

# **Brief Description:**

On September 21, 2023, an enlightening session unfolded, focusing on the diverse dimensions of communication. Participants delved into an exploration of internal and external communication dynamics, discerning their respective roles within organizational frameworks. The session dissected various modes of communication, including oral, written, non-verbal, and paraverbal channels, illuminating their distinct characteristics and applications.

Moreover, attendees delved into Mehrabian's principle, gaining valuable insights into the interplay of verbal and non-verbal cues in communication. Factors influencing communication effectiveness were meticulously examined, shedding light on the complexities shaping interpersonal exchanges. Additionally, the session addressed common obstacles encountered in communication processes, empowering participants with strategies to mitigate challenges and foster clearer, more effective interactions.

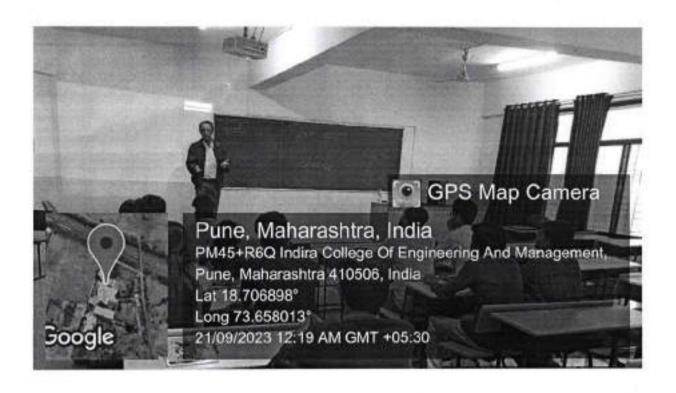
Through this comprehensive exploration, participants gained a deeper understanding of the intricacies of communication dynamics, equipping them with invaluable skills for navigating diverse communication contexts with confidence and proficiency.

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# Department of MCA

Report on "Soft Skill"

Date: 05/10/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Psychological obstacles in comm, 7 C's of comm, Flowchart of comm, levels of non verbal comm, non verbal comm by Allan Pease,

# Brief Description:

On October 5, 2023, participants explored key barriers to effective communication, including psychological hurdles, and learned strategies to overcome them. They also delved into the "7 C's of communication" for crafting clear and compelling messages. Through a visual flowchart, attendees gained insights into the sequential stages of communication, aiding them in navigating interactions with clarity.

Additionally, they examined the nuanced levels of non-verbal communication, drawing from Allan Pease's expertise to understand its impact on relationships and organizational dynamics.

This session equipped participants with essential tools to enhance communication efficacy across various contexts, fostering stronger connections both personally and professionally.

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# Department of MCA

Report on 
"Soft Skill"

Date: 12/10/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Body language ...Allan Pease, blocks of body lang, body lang via appearance, facial expressions, eye contact, facial expressions and interpretations, postures and meanings, gestures ICEM and meanings, handshakes, handshakes activity, permissible area of gaze, listening basics

## **Brief Description:**

On October 12, 2023, participants engaged in an illuminating session focused on decoding the intricacies of body language, guided by the expertise of Allan Pease. Attendees explored the various blocks of body language, including its manifestation through appearance, facial expressions, and eye contact. Through a detailed examination, participants gained insights into the subtle nuances of facial expressions and their interpretations, as well as the meanings conveyed through postures and gestures, including the renowned ICEM method.

Moreover, the session delved into the significance of handshakes, with participants actively engaging in a handshake activity to understand its implications in interpersonal communication. Attendees also explored the permissible areas of gaze and the fundamentals of active listening, rounding out their understanding of effective communication beyond verbal exchanges.

This comprehensive exploration of body language equipped participants with invaluable skills to decipher non-verbal cues, fostering stronger connections and enhancing communication proficiency in diverse social and professional settings.

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# Department of MCA

Report on

# "Soft Skill"

Date: 13/10/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: CV building

# **Brief Description:**

On October 13, 2023, participants delved into the crucial art of crafting compelling curriculum vitae (CVs) during an insightful session. With a focus on enhancing employability and making a strong first impression, attendees learned the essential components and formatting guidelines for effective CV building. Through practical examples and hands-on exercises, participants gained valuable insights into tailoring CVs to highlight their skills, experiences, and achievements in alignment with industry standards and job requirements.

Moreover, the session provided guidance on structuring CVs to effectively showcase qualifications, professional background, and key accomplishments. Attendees also learned strategies for optimizing CV content to capture recruiters' attention and stand out in competitive job markets. By the end of the session, participants were equipped with the knowledge and tools necessary to create impactful CVs that enhance their prospects and open doors to new career opportunities.

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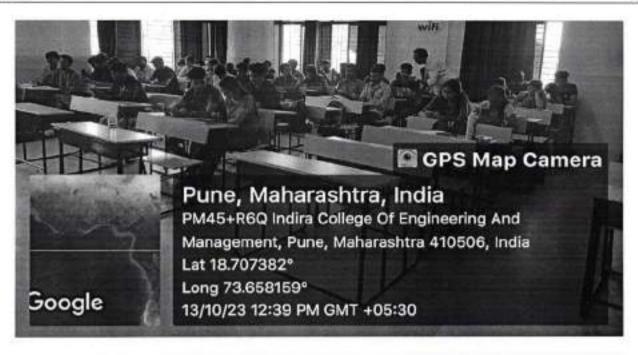
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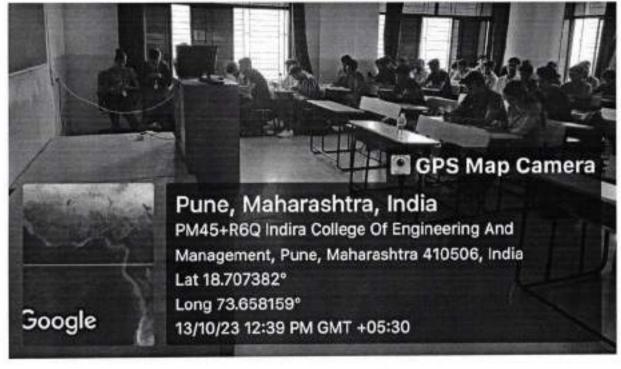
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# Department of MCA

Report on

"Soft Skill"

Date: 19/10/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: CV Building

# **Brief Description:**

On October 13, 2023, participants delved into the crucial art of crafting compelling curriculum vitae (CVs) during an insightful session. With a focus on enhancing employability and making a strong first impression, attendees learned the essential components and formatting guidelines for effective CV building. Through practical examples and hands-on exercises, participants gained valuable insights into tailoring CVs to highlight their skills, experiences, and achievements in alignment with industry standards and job requirements.

Moreover, the session provided guidance on structuring CVs to effectively showcase qualifications, professional background, and key accomplishments. Attendees also learned strategies for optimizing CV content to capture recruiters' attention and stand out in competitive job markets.

By the end of the session, participants were equipped with the knowledge and tools necessary to create impactful CVs that enhance their prospects and open doors to new career opportunities.

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# Department of MCA

Report on "Soft Skill"

Date: 26/10/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Questioning techniques for better communication, open qustions closed qustions, positive questions, thought process, emotional intellingence, Three types of peopl, assertive speaking, courageous conversations

# **Brief Description:**

On October 26, 2023, participants engaged in a dynamic session focusing on questioning techniques to enhance communication efficacy. Through an exploration of open and closed questions, attendees learned how to craft inquiries that foster deeper understanding and engagement. The session emphasized the importance of positive questioning, encouraging participants to frame queries constructively to elicit productive responses.

Moreover, participants delved into the intricacies of thought processes and emotional intelligence, gaining insights into how these factors influence communication dynamics. The session also explored the three types of people in communication scenarios, empowering attendees to adapt their communication styles accordingly. Additionally, participants learned strategies for assertive speaking and navigating courageous conversations with confidence and diplomacy.

By the end of the session, participants were equipped with a comprehensive toolkit of questioning techniques and communication strategies to foster clearer, more effective interactions in both personal and professional contexts.

Mr. Tejas Pawar

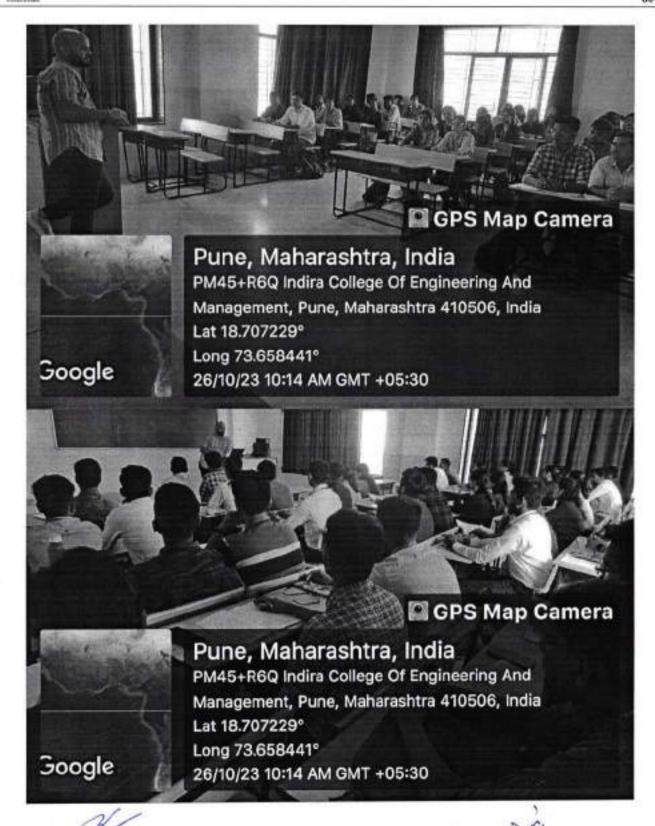
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Report on 
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Date: 02/11/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: MOCK Interview

### **Brief Description:**

On November 2, 2023, participants engaged in a valuable mock interview session aimed at honing their interview skills and boosting their confidence in professional settings. Through simulated interview scenarios, attendees had the opportunity to practice articulating their qualifications, experiences, and career goals in a structured and compelling manner.

Guided by experienced facilitators, participants received constructive feedback and personalized tips to enhance their interview performance. The session covered various aspects of the interview process, including body language, communication style, and responding to common interview questions.

By actively participating in mock interviews, attendees gained practical experience and invaluable insights into refining their interview techniques, ultimately increasing their readiness for real-world job interviews and improving their prospects in the competitive job market.

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Indira College of Engineering and Management

Department of MCA FYMCA Sem I Batch 23-25 AY 23-24 Subject: Soft Skills

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# Syllabus of "Soft Skill"

Day	Topic Theory	Topic Practical	Date
1	Setting up of aim, Personal Effectiveness, introduction, key skills of personal effectiveness	Class/PPT	16-Aug-23
2	Personal Effectiveness, key skills of personal effectiveness, PurposeTony Robbins, Charles Haanel	Class/PPT	23-Aug-23
3	Charles Haanel method of achievement	Class/PPT	20-Sep-23
4	Daily timetable formation, power of saying no, Energy and time budgeting for top performance, Abraham Hicks method for thought shift,	Class/PPT	27-Sep-23
5	Abraham Hicks method for thought shift, Pomodoro technique for working stamina, Charles Haanel method of achievement, Maslow Pyramid, 7 aspects of life, fixing up Purpose of life	Class/PPT	04-Oct-23
6	fixing up Purpose of life, SMART purpose, Peer pressure, rat race, be a better version of yourself daily, 1 % improvement daily, 21 days rule of habit forming, 6Months rule of lifestyle change	Class/PPT	11 Oct 2023
7	Brief Recap of communication skills, overcoming fear of rejection, use of AI, redirecting Energies towards your Ikigai.	Class/PPT	18-Oct-23

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Report on 
"Soft Skill"

Date: 16/08/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Setting up of aim, Personal Effectiveness, introduction, key skills of personal effectiveness

# **Brief Description:**

On August 16, 2023, participants embarked on a journey towards personal effectiveness, commencing with the establishment of clear aims and objectives for self-improvement. The session began with a comprehensive introduction, setting the stage for exploration and growth in personal development.

Attendees delved into the essence of personal effectiveness, gaining insights into key skills essential for maximizing their potential and achieving success in various aspects of life. Through interactive discussions and activities, participants identified and honed skills such as time management, goal setting, communication, adaptability, and resilience.

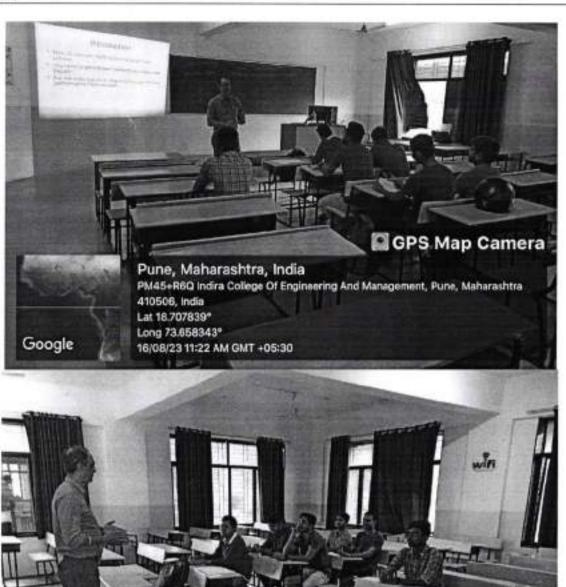
By the end of the session, participants were equipped with a solid understanding of personal effectiveness and armed with practical strategies to enhance their skills, enabling them to navigate challenges and seize opportunities with confidence and competence.

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Long 73.658343\*
16/08/23 11:22 AM GMT +05:30



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Report on "Soft Skill"

Date: 23/08/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Personal Effectiveness, key skills of personal effectiveness, Purpose..Tony

Robbins, Charles Haanel

### **Brief Description:**

On August 23, 2023, participants delved deeper into the realm of personal effectiveness, focusing on essential skills crucial for self-mastery and success. The session began with an exploration of purpose, drawing inspiration from renowned figures such as Tony Robbins and Charles Haanel. Attendees gained insights into the significance of clarifying their purpose and aligning their actions with their long-term goals and aspirations.

Moreover, participants further honed their understanding of key skills essential for personal effectiveness, including time management, emotional intelligence, decision-making, and resilience. Through interactive discussions and practical exercises, attendees developed actionable strategies to cultivate these skills and optimize their personal and professional growth.

By integrating insights from inspirational leaders and practical techniques for skill development, participants left the session empowered to embark on their journey towards personal effectiveness with clarity, purpose, and determination.

Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune







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# Department of MCA

Report on 
"Soft Skill"

Date: 20/09/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Charles Haanel Method Of Achievement

### **Brief Description:**

On September 20, 2023, participants delved into the transformative Charles Haanel Method of Achievement, a profound approach to personal and professional success. This session centered on exploring Haanel's principles and methodologies, which emphasize the power of the subconscious mind and the importance of aligning thoughts, beliefs, and actions with desired outcomes.

Attendees gained insights into the intricacies of Haanel's method, which advocates for visualization, affirmation, and deliberate focus as tools for manifesting goals and aspirations. Through engaging discussions and practical exercises, participants learned how to harness the subconscious mind's immense potential to overcome obstacles, cultivate resilience, and achieve their highest aspirations.

By immersing themselves in the teachings of Charles Haanel, participants left the session equipped with practical tools and a renewed sense of purpose, ready to embark on their journey towards personal and professional fulfillment with clarity, confidence, and intentionality.

Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune





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# Department of MCA Report on

"Soft Skill"

Date: 27/09/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Daily timetable formation, power of saying no, Energy and time budgeting for top performance, Abraham Hicks method for thought shift

# **Brief Description:**

On September 27, 2023, participants engaged in a transformative session focused on optimizing daily productivity and well-being. The session commenced with the creation of effective daily timetables, empowering attendees to prioritize tasks and allocate time efficiently to achieve their goals.

Moreover, participants explored the power of setting boundaries and saying no, recognizing its significance in preserving energy and maintaining focus on high-priority activities. Through practical exercises, attendees learned strategies for assertive communication and boundary-setting, enhancing their ability to safeguard their time and resources.

Additionally, the session delved into energy and time budgeting for peak performance, guiding participants in aligning their activities with their personal and professional aspirations. Drawing inspiration from the Abraham Hicks method, attendees learned techniques for shifting thought patterns and cultivating a positive mindset conducive to success and fulfillment.

By integrating practical time-management strategies with insights into energy optimization and mindset shifts, participants left the session equipped with the tools and mindset necessary to enhance their productivity, well-being, and overall performance in both personal and professional domains.

Mr. Tejas Pawar

Session - Coordinator (MCA),

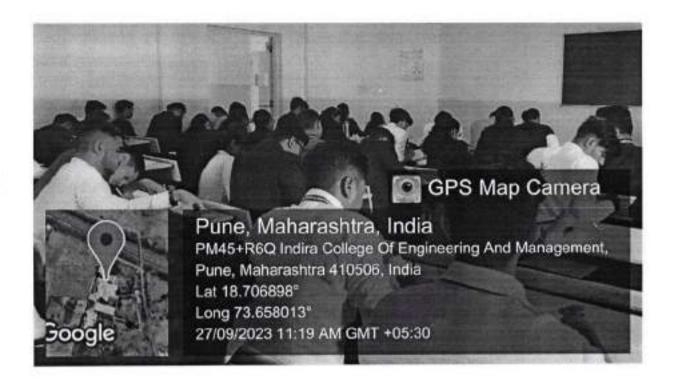
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Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune



# Department of MCA

Report on "Soft Skill"

Date: 04/10/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Abraham Hicks method for thought shift, Pomodoro technique for working stamina, Charles Haanel method of achievement, Maslow Pyramid, 7 aspects of life, fixing up Purpose of life

### Brief Description:

On October 4, 2023, participants immersed themselves in a comprehensive session aimed at enhancing personal growth and fulfillment. The session commenced with an exploration of the transformative Abraham Hicks method for thought shift, empowering attendees to harness the power of positive thinking and alignment with their desires.

Participants then delved into practical techniques such as the Pomodoro technique, designed to bolster working stamina and productivity through structured time management. By incorporating this method, attendees learned to maximize focus and efficiency in their daily tasks.

Moreover, the session introduced the profound Charles Haanel method of achievement, emphasizing the importance of aligning thoughts and actions with one's goals to manifest success. Attendees gained insights into leveraging the principles of the Haanel method to cultivate resilience and achieve their aspirations. Participants explored the Maslow Pyramid and the seven aspects of life, providing a holistic framework for personal development and selfactualization. Through introspective exercises, attendees identified areas for growth and devised strategies for attaining balance and fulfillment across various domains.

The session concluded with a reflection on fixing up the purpose of life, guiding participants in clarifying their values, passions, and long-term objectives. By integrating these diverse teachings and practices, participants left the session equipped with a comprehensive toolkit for personal growth, empowerment, and purposeful living.

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# Department of MCA Report on

"Soft Skill"

Date: 11/10/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Fixing Up Purpose Of Life, SMART Purpose, Peer Pressure, Rat Race, Be A Better Version Of Yourself Daily, 1 % Improvement Daily, 21 Days Rule Of Habit Forming, 6Months Rule Of Lifestyle Change

# **Brief Description:**

On October 11, 2023, participants embarked on a profound exploration of life's purpose and personal development. The session began with a focus on fixing up one's purpose in life, emphasizing the importance of aligning goals with values and passions.

Attendees then delved into the concept of setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) purposes, providing a structured framework for goal setting and attainment. The discussion extended to navigating peer pressure and transcending the confines of the rat race, empowering individuals to prioritize personal growth over external validation.

Moreover, participants were introduced to strategies for continuous self-improvement, including the pursuit of becoming a better version of oneself daily and embracing the philosophy of 1% improvement daily. They also explored the 21-day rule of habit formation and the sixmonth rule of lifestyle change, gaining insights into effective strategies for cultivating positive habits and sustaining long-term transformation.

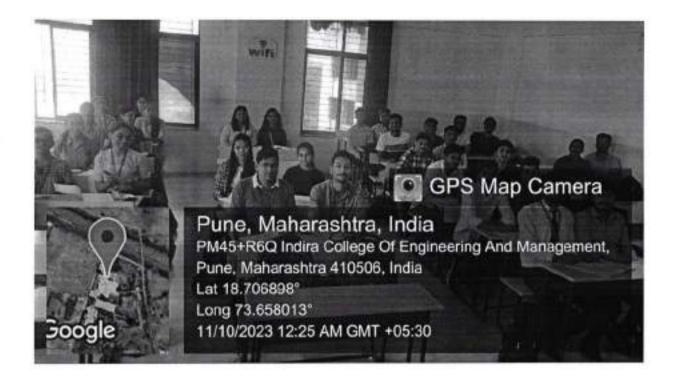
By integrating these principles and practices, participants left the session equipped with actionable tools and a renewed sense of purpose, ready to embark on a journey of personal growth, resilience, and fulfillment.

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#### Department of MCA

Report on "Soft Skill"

Date: 18/10/2023

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Brief Recap Of Communication Skills, Overcoming Fear Of Rejection, Use Of Al, Redirecting Energies Towards Your Ikigai.

#### **Brief Description:**

On October 18, 2023, participants engaged in a comprehensive session focusing on various aspects of personal and professional development. The session commenced with a brief recap of communication skills, reinforcing the importance of effective communication in fostering meaningful connections and achieving success in diverse contexts.

Attendees then delved into strategies for overcoming the fear of rejection, recognizing its impact on personal growth and resilience. Through insightful discussions and practical exercises, participants learned techniques to reframe their mindset and embrace rejection as an opportunity for learning and growth.

Moreover, the session explored the use of artificial intelligence (AI) in modern society, highlighting its potential to streamline processes, enhance productivity, and create new opportunities for innovation and advancement. Participants redirected their energies towards their Ikigai, a Japanese concept representing one's reason for being or sense of purpose. By aligning their passions, talents, and values, attendees gained clarity and inspiration to pursue meaningful goals and lead fulfilling lives.

Through this enriching session, participants left with valuable insights and practical tools to navigate challenges, embrace opportunities, and cultivate a sense of purpose and fulfillment in both personal and professional endeavors.

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Indira College of Engineering and Management
Department of MCA
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And Tegus Pawar Session Coordinator (MCA) ICEM (MCA), Rune

Dr. Darshama Desai HOD TCEM (MCA), Rune.

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#### INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT

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#### Department of MCA

Syllabus of "Soft Skill"

Lectu	re Duration: 2hrs each		
Day	Topic Theory	Topic Practical	Date
1	Communication skills recap, Value addition to the world, cause and effects, precise methodolg	Class/PPT	04-01-2024
2	Correct thinking pattern,swot analysis	Class/PPT	10-01-2024
3	Correct thinking pattern,swot analysis	Class/PPT	11-01-2024
4	Recap of SWOT, KAIZEN, Abraham Hicks Method of thought tranformation, Pomodoro technique for increasing work stamina	Class/PPT	25-01-2024
5	Pomodoro technique for increasing work stamina	Class/PPT	01-02-2024
6	English Language	Class/PPT	15-02-2024
7	English Sentence structures 1,2,3 with practice	Class/PPT	21-03-2024
8	English Sentence structures 4,5,6,7,8,10 with practice	Class/PPT	22-03-2024

Mr. Tejas Pawar Session-Coordinator (MCA), ICEM(MCA), Pune





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#### Department of MCA

Report on

"Soft Skill"

Date: 25/01/2024

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Recap of SWOT, KAIZEN, Abraham Hicks Method of thought

tranformation, Pomodoro technique for increasing work stamina

#### **Brief Description:**

On January 25, 2024, participants engaged in a comprehensive session focused on reinforcing key concepts such as SWOT analysis, KAIZEN, the Abraham Hicks Method of thought transformation, and the Pomodoro technique for increasing work stamina. The session began with a recap of SWOT analysis, highlighting its role in strategic planning by identifying strengths, weaknesses, opportunities, and threats. Participants revisited the importance of leveraging strengths and opportunities while addressing weaknesses and threats to achieve their objectives effectively.

Attendees then explored KAIZEN, the Japanese philosophy of continuous improvement, emphasizing the incremental approach to personal and professional development. Through practical examples and discussions, participants learned how small, consistent changes can lead to significant progress over time. Next, participants delved into the Abraham Hicks Method, which focuses on shifting thought patterns to align with desired outcomes. Through guided exercises, attendees learned techniques for cultivating positive thinking and manifesting their goals with clarity and intention.

Finally, the session introduced the Pomodoro technique, a time management method designed to enhance work stamina and productivity through structured intervals of focused work and rest. Participants learned how to apply this technique to maintain concentration, manage distractions, and optimize productivity in their daily tasks.

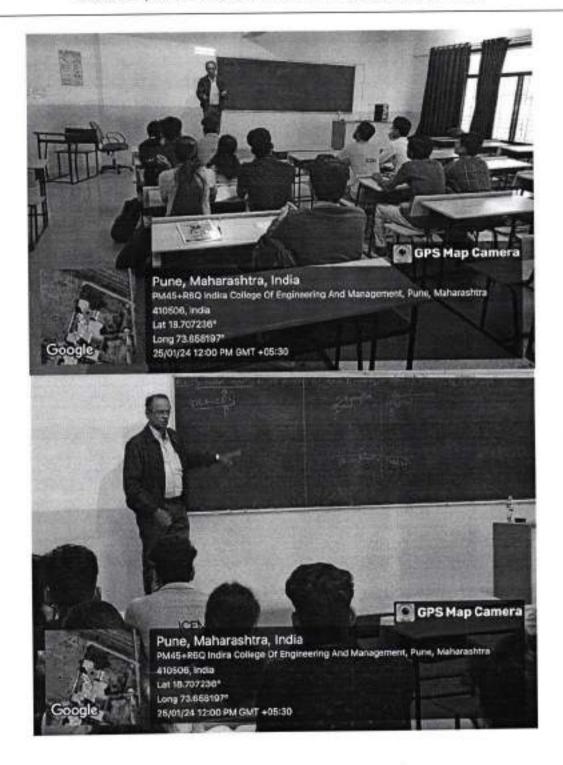
By integrating these powerful techniques, participants left the session equipped with practical tools and strategies to enhance their personal effectiveness, achieve their goals, and maximize their potential for success.

Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune





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#### Department of MCA Report on

"Soft Skill"

Date: 22/03/2024

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: English Sentence structures 4,5,6,7,8,10 with practice

#### **Brief Description:**

On March 22, 2024, participants delved deeper into English sentence structures, expanding their knowledge beyond the basics. The session focused on more advanced sentence constructions, covering structures 4 through 8, as well as 10, with ample opportunities for practice.

Attendees explored complex sentence structures such as compound-complex sentences, passive voice constructions, and conditional sentences. Through interactive exercises and guided practice, participants honed their ability to construct sentences with precision and clarity.

Moreover, the session provided practice activities tailored to each structure, allowing participants to reinforce their understanding and application of the concepts covered. Attendees engaged in hands-on exercises designed to challenge their comprehension and foster mastery of advanced sentence structures.

By the conclusion of the session, participants emerged with enhanced proficiency in constructing complex and varied sentences in English. Equipped with a deeper understanding of advanced sentence structures and ample practice opportunities, they were well-prepared to apply their newfound skills in both written and spoken communication contexts.

Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune





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Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune



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#### Department of MCA

Report on "Soft Skill"

Date: 21/03/2024

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: English Sentence structures 1,2,3 with practice

#### **Brief Description:**

On March 21, 2024, participants embarked on a focused session dedicated to English sentence structures. The session provided a comprehensive overview of the fundamental components of English grammar, catering to learners at different proficiency levels.

Attendees were guided through the exploration of three basic sentence structures: simple, compound, and complex sentences. Through interactive exercises and practical examples, participants gained a deeper understanding of how to construct sentences using these structures effectively.

Moreover, the session included dedicated practice sessions aimed at reinforcing comprehension and application of the learned concepts. Participants engaged in hands-on activities and exercises designed to enhance their ability to identify and create sentences using various structures.

By the end of the session, participants emerged with improved proficiency in English sentence construction, equipped with the knowledge and skills to create clear, coherent, and grammatically correct sentences in their written and spoken communication.

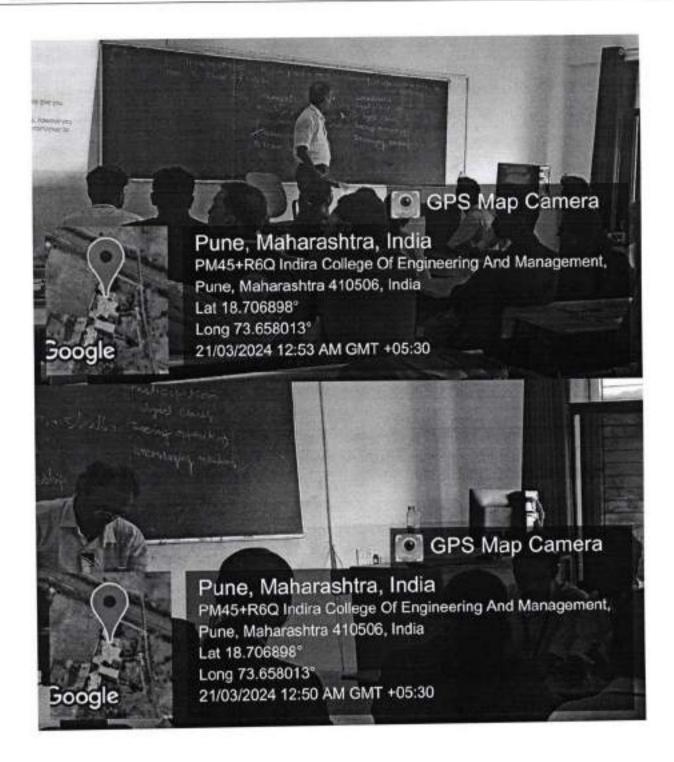
Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune





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# Department of MCA Report on "Soft Skill"

Date: 15/02/2024

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: English Language

#### **Brief Description:**

On February 15, 2024, participants delved into an enriching session focused on English language proficiency. The session encompassed various facets of the English language, catering to both verbal and written communication skills.

Attendees embarked on a journey to enhance their grasp of English grammar, syntax, and vocabulary, laying a solid foundation for effective verbal expression and comprehension. Through interactive exercises and engaging discussions, participants honed their listening and speaking abilities, refining pronunciation and fluency.

Moreover, the session emphasized the importance of written communication, guiding participants in crafting clear, coherent, and compelling written messages. Attendees learned strategies for structuring sentences, paragraphs, and essays, empowering them to convey their ideas with precision and impact.

Additionally, participants explored the nuances of English language usage in diverse contexts, including formal and informal settings, business communication, and academic writing. Through practical examples and real-world scenarios, attendees gained insights into navigating language barriers and adapting their communication style to suit various audiences and purposes.

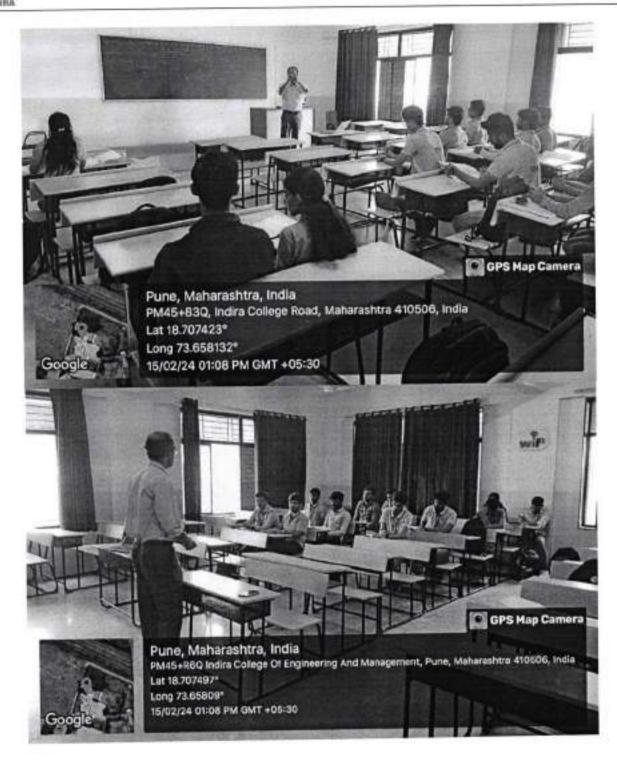
By the end of the session, participants emerged with newfound confidence and competence in the English language, equipped with essential skills to excel in both personal and professional communication endeavors.

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# Department of MCA Report on "Soft Skill"

Date: 11/01/2024

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Correct thinking pattern, swot analysis

#### **Brief Description:**

On January 11, 2024, participants embarked on a transformative session focused on cultivating correct thinking patterns and conducting SWOT analysis for personal and professional growth. The session began with an exploration of the power of positive thinking and the importance of nurturing constructive thought patterns to overcome challenges and achieve success.

Attendees then delved into the SWOT analysis framework, a strategic tool used to assess strengths, weaknesses, opportunities, and threats in various contexts. Through interactive exercises and guided discussions, participants learned how to conduct a thorough analysis of internal and external factors impacting their goals and decision-making processes.

Moreover, the session emphasized the importance of leveraging strengths and opportunities while mitigating weaknesses and threats to maximize personal and professional effectiveness. Participants gained practical insights into how SWOT analysis can inform strategic planning, goal setting, and decision-making in both personal and professional endeavors.

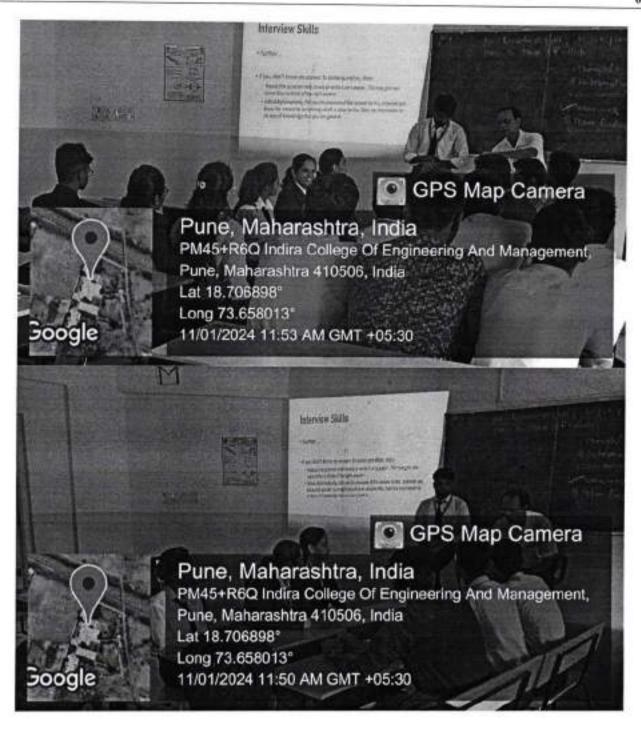
By integrating correct thinking patterns with strategic analysis techniques like SWOT analysis, attendees left the session equipped with valuable tools and a renewed sense of clarity and purpose, ready to navigate challenges and capitalize on opportunities for growth and success.

Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune



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#### Department of MCA

Report on

"Soft Skill"

Date: 10/01/2024

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Correct thinking pattern, swot analysis

#### **Brief Description:**

On January 10, 2024, participants embarked on a transformative session focused on cultivating correct thinking patterns and conducting SWOT analysis for personal and professional growth. The session began with an exploration of the power of positive thinking and the importance of nurturing constructive thought patterns to overcome challenges and achieve success.

Attendees then delved into the SWOT analysis framework, a strategic tool used to assess strengths, weaknesses, opportunities, and threats in various contexts. Through interactive exercises and guided discussions, participants learned how to conduct a thorough analysis of internal and external factors impacting their goals and decision-making processes.

Moreover, the session emphasized the importance of leveraging strengths and opportunities while mitigating weaknesses and threats to maximize personal and professional effectiveness. Participants gained practical insights into how SWOT analysis can inform strategic planning, goal setting, and decision-making in both personal and professional endeavors.

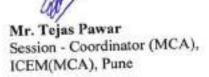
By integrating correct thinking patterns with strategic analysis techniques like SWOT analysis, attendees left the session equipped with valuable tools and a renewed sense of clarity and purpose, ready to navigate challenges and capitalize on opportunities for growth and success.

Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune Dept.D/MCA



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#### Department of MCA

Report on

#### "Soft Skill"

Date: 04/01/2024

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Communication skills recap, Value addition to the world, cause and effects, precise methodolg

#### **Brief Description:**

On January 4, 2024, participants engaged in a reflective session aimed at reinforcing communication skills and exploring avenues for value addition to the world. The session began with a comprehensive recap of essential communication skills, emphasizing the importance of clarity, empathy, and active listening in fostering effective interpersonal connections.

Attendees then delved into the concept of value addition, examining how individuals can contribute meaningfully to the world around them. Through thoughtful discussions on cause and effect relationships, participants gained insights into the ripple effects of their actions and choices, highlighting the potential for positive impact on others and society as a whole.

Moreover, the session introduced a precise methodology for identifying opportunities for value addition and implementing impactful initiatives. Participants learned practical strategies for assessing needs, setting clear objectives, and executing plans with efficiency and precision.

By integrating communication skills with a focus on value creation, attendees left the session empowered to leverage their strengths and talents to make meaningful contributions to the world, driving positive change and leaving a lasting legacy of impact and significance.

Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune Captoraca Est



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Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune



# Department of MCA Report on "Soft Skill"

Date: 01/02/2024

Time: 11:30 am - 1:30 pm Venue: Department of MCA

Topics Covered: Pomodoro technique for increasing work stamina

#### Brief Description:

On February 1, 2024, participants delved into an immersive session focused on the Pomodoro technique, a renowned method for increasing work stamina and productivity. The session commenced with an in-depth exploration of the principles behind the Pomodoro technique, emphasizing its effectiveness in managing time and optimizing focus during work sessions.

Attendees learned how to implement the Pomodoro technique by breaking their work into intervals, typically 25 minutes in duration, followed by short breaks. Through practical demonstrations and guided exercises, participants gained insights into maintaining sustained focus and motivation while minimizing distractions.

Moreover, the session provided tips and strategies for adapting the Pomodoro technique to individual preferences and work styles, empowering participants to tailor the method to suit their specific needs and goals. Attendees also learned how to utilize tools and apps designed to facilitate Pomodoro sessions, further enhancing their productivity and efficiency.

By the end of the session, participants emerged with a deep understanding of the Pomodoro technique and its potential to boost work stamina, improve concentration, and achieve greater productivity in their professional and personal endeavors. Armed with practical skills and insights, they were prepared to implement this powerful time management tool to enhance their daily work routines.

Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune





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Mr. Tejas Pawar Session - Coordinator (MCA), ICEM(MCA), Pune





Approved By ALCTE New Dehl, DTE (MS) and Affiliated to Pune University (16-No. PUNPN/Engg/282/2007) FYMCA - Sem 1 AY 23-24 Batch 23-25

Soft Skills

Subject Class





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# Soft Skills

		MBA I(SEM II) Batch 23-25			Branch
		P			Class
21/3/24	15-02-2024	25.01.24	18.01.24	11.01.24	Date
ವೆ	40	25		34	Count
English Communication	Facial Expressions, Listening Ability	Communication Skills, Eye contact	Session cancelled	Overview of Banking sector	Topic Covered
9.45 to 11.30	9.45 to 11.30	9.45 to 11.30		9.45 to 11.30	Time





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#### One Page Report

#### Soft Skills

VENUE: INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT

DATE: 21" March 2024

Speaker: Abhijit Chandra

The soft skills session was conducted on "English Language"

The session on English language was conducted. Enhancing English Communication Skills: Strategies for Improvement was the title.

Following points were covered during the session.

#### Introduction:

English is a global language widely used for communication in various contexts, including business, education, and social interactions. This report explores the importance of English communication skills and provides strategies for individuals to enhance their proficiency in this area.

Importance of English Communication Skills:

Global Communication: English is the most widely spoken language in the world, facilitating communication across cultures and borders.

Career Advancement: Proficiency in English is often a requirement for many jobs and can enhance career opportunities and advancement.

Academic Success: English proficiency is crucial for academic success, especially in fields where English is the medium of instruction or research.

Cultural Exchange: English proficiency enables individuals to engage in cultural exchange and better understand diverse perspectives.

Strategies for Improving English Communication Skills:

Practice Regularly: Engage in regular practice through conversations, reading, writing, and listening to English media.

Expand Vocabulary: Learn new words and phrases regularly to improve vocabulary and express ideas more effectively.

Focus on Pronunciation: Pay attention to pronunciation and practice speaking clearly to enhance communication clarity. INA LUI .

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Improve Grammar: Brush up on grammar rules and seek feedback to improve grammatical accuracy in speech and writing.

Engage in Conversations: Participate in conversations with native speakers or other English learners to improve fluency and confidence.

Use Language Learning Apps: Utilize language learning apps and online resources to practice and improve English skills.

Challenges and Solutions:

Fear of Making Mistakes: Overcome the fear of making mistakes by focusing on improvement rather than perfection.

Limited Exposure: Increase exposure to English through movies, music, and other media to improve language skills.

Lack of Confidence: Build confidence through regular practice and by setting achievable goals.

#### Conclusion:

Enhancing English communication skills is beneficial for personal, academic, and professional growth. By implementing the strategies outlined in this report and overcoming common challenges, individuals can improve their proficiency in English communication and enhance their overall communication effectiveness. A total 40 students were present for the session.

Following were the Highlights of the Event given by Sir.

Submitted by:

Prof:Aditee Huparikar

**Training Coordinator** 

Photos:

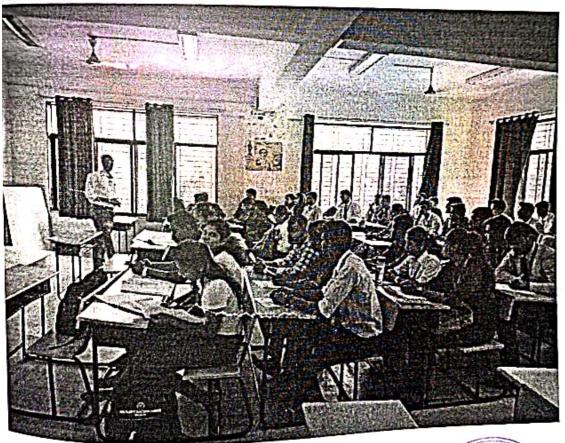
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Dr. Archana Salve,

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#### INDUCA COLLEGE OF ENGINEERING & MANAGEMENT.

#### DEPAREMENT OF MRA ATTENDACHT (AX 2025-25), SEM-1, First Year) Soft Shifts

Season Name: 15mr #30 to 5pm - 1/e/2 4

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Ref. No: ICEM/AI and D5 /2023-2024 Sem IV 人31

Date: 01/04/2024

# Department of Artificial Intelligence and Data Science

#### NOTICE

All the students of SE (AI and DS) are hereby informed that, a guest for Audit Course- "Stress Relief: Yoga and Meditation" is arranged on 5th April 2024 Friday at 3:30pm. Attendance is mandatory.

Note: - Audit lourse marks will be evaluated on buses of guest lecture and Daily roga & meditation activity.

Prof. Pallavi Chavan

Subject Coordinator

Dr. Manjusha Tatiya

HoD



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# Department of Artificial Intelligence and Data Science

Date: 5th April 2024

"Guest Lecture on Yoga and Meditation"

Date: 5th April 2024

Venue: Al and DS Hall

Time: 3:30 pm to 5:00 pm



#### Introduction:

The second-year engineering students of AI and DS had the privilege of attending a guest lecture on yoga and meditation as part of their audit course curriculum. The guest lecturer, Mr. Autl Gore Physical Director, an esteemed authority in the fields of mindfulness and holistic well-being, shared his knowledge with the students. The session aimed to introduce students to the principles and practices of yoga and meditation and explore their relevance in the context of audit procedures and personal wellbeing.

#### Purpose:

The primary purpose of the guest lecture was to deepen students' understanding of the synergies between yoga, meditation practices. By exploring the principles and techniques of these practices, students were expected to gain insights into how mindfulness can optimize their performance as auditors.

#### Objectives:

- Introduce students to the fundamental principles of yoga and meditation.
- Engage students in experiential exercises to cultivate mindfulness and self-awareness.
- Foster dialogue and reflection on the integration of mindfulness practices into academic and professional life.

#### Activity Description:

- Mr. Autl Gore provided an overview of the historical origins and philosophical foundations of yoga and meditation. He emphasized their relevance in promoting mental clarity, emotional resilience, and overall well-being.
- Students participated in guided mindfulness exercises, including breath awareness, body scans, and seated meditation. Mr. Gore demonstrated how these techniques can enhance concentration, reduce stress, and improve decision-making.
- The guest lecture was conducted using a combination of lecture-style presentation, experiential exercises, and interactive discussions. Mr. Autl Gore utilized storytelling, visual aids, and guided practices to engage students and facilitate learning. Students were encouraged to actively



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participate, fostering a collaborative and inclusive learning environment.

 The lecture concluded with a question-and-answer session, allowing students to seek clarification on concepts discussed and explore practical strategies for incorporating mindfulness into their daily routines.

#### Outcome:

- Increased awareness and understanding of the principles and benefits of yoga and meditation among students.
- Recognition of the practical applications of mindfulness techniques in audit practices, leading to enhanced focus, decision-making, and stress management.
- Development of mindfulness skills and strategies that students can integrate into their academic
  and professional lives to promote well-being and performance.
- Enhanced appreciation for the importance of self-care and mental resilience in the demanding field of auditing, laying the foundation for a balanced and sustainable approach to personal and professional development.

Prepared by:

Prof.Pallavi Chavan

Coordinator

Submitted to

Dr. Manjusha Tatiya

HOD AI And DS





# Indira College of Engineering and Management, Pune.

A.Y .: 2023 - 24

Dept: AJ& DS

Date: 5/4/2024

Event Name: Stress Relief: Yoga & Medilation (Guest tet) Time: 3:30 - 5:00
Event Coordinator Name: Pallavi Chavan

Subject/Agenda: Audit lourset -

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Event Coordinator / Meeting Head



HOD /Principal



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#### Department of Artifical Intelligence and Data Science

#### Invitation Letter

Prof. Atul Gore, Director of Physical Education

Subject: Invitation as a Speaker/ Guest lecturer for the "Audit Course- Stress Relief: Yoga and Meditation" on 5th April 2024.

Dear Sir,

Greetings for the day!

Indira College of Engineering and Management was established in the year 2007 under onary leadership of Dr. Tarita Shankar with the aim of achieving academic excellence by providing professional education to develop competent Engineers & Entrepreneurs to the corporate. We are happy to be able to invite you to the yoga session event organized by Department of Artificial Intelligence and Data Science.

As we all know that health is the greatest wealth, therefore the main intention of our program is to make each and everyone aware of the importance of good health. We are hosting this event on our Hall of AI & DS on 5th April 2024 Friday at 3:30pm.

We sincerely request you to accept our Invitation and share your valuable experience and guidance to our SE studentss. We look forward to a positive confirmation and it would be honor for us.

Anticipating your kind consent.

Regards,

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Prof. Pallavi Chavan Subject Coordinator

Alived Resolution



Dr. Manjusha Tatiya HOD



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# Department of Artifical Intelligence and Data Science

Thanking Letter

Prof. Atul Gore, Director of Physical Education

Greetings for the day!

Institute and Department is grateful for the time & efforts taken by Prof. Atul Gore to share your prominence as a guest lecture for audit course "Stress Relief: Yoga and Meditation " on 5th April

Your expertise and passion for yoga and meditation shone through during the session, and your guidance left a lasting impression on all. Your ability to create a screne and nurturing environment allowed participants to deepen their practice and connect with their inner selves in profound ways.

The feedback we received from our attendees has been overwhelmingly positive, with many expressing gratitude for the transformative experience you facilitated. Your wisdom, compassion, and dedication to holistic well-being have left an indelible mark on our community, inspiring individuals to continue their journey towards health and self-discovery. Your contribution has been invaluable, and we are immensely grateful for the time and effort you invested in making it a meaningful and enriching experience for all.

Once again, thank you for sharing your knowledge, expertise, and positive energy with us. Your presence brought light and inspiration to our session, and we are deeply appreciative of the impact you had on our community.

With warm regards.

Prof. Pallavi Chavan Subject Coordinator

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Dr. Manjusha Tatiya



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#### Department of Artificial Intelligence and Data Science

#### Notice

All Students of Second Year are hereby informed that, an expert session for all Second Year Students is arranged for Internet of Dings. The details are as follows:

Topic: "Expert Session on IOT"

Date: 23rd April 2024

Time: 9:30 am - 12:00 p.m.

Venue: CKP Hall at computer department

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Prof. Pallavi Chavan

Course in charge

Dr.Manjusha Tatiya







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Department of Artificial Intelligence and Data Science

Date: 23rd April 2024

"Expert Session on IoT by Industrial Expert"

Date: 23rd April 2024

Venue: CKP Hall

Time: 10:00 am to 12:15 pm

#### Introduction:

The expert session on the Internet of Things (IoT) conducted by an industrial expert aimed to provide practical insights and real-world perspectives on IoT implementation in industrial settings. IoT technology has transformed industrial operations by enabling the connectivity of machines, sensors, and devices, leading to improved efficiency, productivity, and decision-making. The session by the industrial expert delved into the challenges, opportunities, and best practices for implementing IoT solutions in industrial environments.

#### Purpose:

The purpose of the expert session was to bridge the gap between theoretical understanding and practical implementation of IoT in industrial settings. It aimed to equip participants with the knowledge and tools necessary to leverage IoT technology to optimize processes, monitor equipment health, and enhance overall operational performance. The session also aimed to foster collaboration and knowledge sharing among participants from various industries interested in adopting IoT solutions.

#### Objectives:

- · To provide insights into the role of IoT in industrial automation and digital transformation.
- · To discuss the key components and technologies involved in implementing IoT solutions in industrial environments.
- · To explore real-world case studies and success stories of IoT implementation in industrial settings.
- · To address common challenges and barriers faced during the deployment of IoT solutions in industries.
- To empower participants with practical strategies and best practices for designing, deploying, and managing IoT projects in industrial contexts.





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#### Activity Description:

The expert session on IoT by the industrial expert was structured to offer a blend of theoretical concepts, practical insights, and industry-specific examples. The session began with an overview of the importance of IoT in driving industrial automation and enabling the Industry 4.0 revolution. The industrial expert shared real-world case studies highlighting successful IoT implementations in manufacturing, energy, logistics, and other industrial sectors.

Participants engaged in interactive discussions and knowledge-sharing sessions, where they had the opportunity to ask questions, share their experiences, and learn from each other's challenges and successes. The industrial expert provided practical guidance on selecting suitable IoT technologies, integrating legacy systems, ensuring data security, and scaling IoT deployments for maximum impact. Additionally, the session covered topics such as predictive maintenance, asset tracking, and supply chain optimization through IoT-enabled solutions.

#### Outcome:

The expert session on IoT by the industrial expert resulted in several key outcomes for participants:

- Enhanced understanding of the practical applications and benefits of lo1' in industrial settings.
- · Insights into the challenges and considerations involved in implementing IoT solutions in industrial environments.
- Practical strategies and best practices for designing, deploying, and managing IoT projects in industries.
- · Inspiration to explore innovative use cases and opportunities for leveraging IoT to drive operational excellence and business transformation.
- · Strengthened connections and networking opportunities among participants interested in adopting IoT solutions in their respective industries.

Prepared by:

Prof.Pallavi Chavan

Coordinator

Submitted to

Dr. Manjusha Tatiya HOD Al and DS



#### Indira College of Engineering and Management , Pune.

A. V. 1 2023-24

Dept. ALSD:

Event Name Crylest Lecture

Exent Coordinator Name.

Subject Agenda Internet of things.

Date: 23/4/29. Time: 16:004m/10

12.00 pm.

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Event Coordinator / Meeting Head

HOD /Principal



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# Department of Artificial Intelligence and Data Science

Date: 23th April 2024

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### Feedback & Action Taken Report

Half day expert session was organized for Second Year students on "IoT Perspective in Industry 5.0" The session was conducted by Ms. Sheetal Arjunwadkar Co-Founder and Director Techpanacea Private

The Feedback is taken from all participants at the end of the day. In hybrid mode feedback was collected and analyzed. We have received from all the participants are as mention below:

- The content provided valuable insights and practical applications.
- The facilitator was knowledgeable and engaging
- Use of real life examples

#### Suggestions received from all the participants are

Some topics could have been covered in more depth. Participants requested more follow-up sessions or resources to deepen understanding.

#### Suggestion received from Expert:

Process Optimization: Experts identified areas in operational processes that could be streamlined.

#### Action Taken:

Scheduling follow-up sessions and providing additional resources for continued learning. Creating a forum or platform for ongoing discussion and networking.

Prof. Pallavi Chavan

Coordinator