

5.1.3 Capacity building and skill enhancement policy

In today's extremely tough competitive world there various difficulties that children are facing but gradually students are realizing that they want to pursue a career in which they are passionate about. But in reality, most of the students unable to identify this passion and for that the most reliable way to find out their career passion, is Career counselling & skill enhancement that holds huge significance in the student's life which can simply turn around the scenario upside down for them.

- 1.. Through different career counselling sessions students can develop a problem-solving attitude which can be helpful in resolving their career queries.
2. According to various reports it is said that a student can learn a lot more through Communication skills therefore the student can enhance his communication skills.
3. Student can research on himself with the help of a counselor to explore new opportunities according to the latest trends.
4. Career counsellor always helps the concerned student about having patience and also help them to learn about listening skills.

Following activities are indentified under capacity building and skill enhancement Policy

1. Soft Skill

- **Verbal communication**
- **STP**
- **Soft Skill**

2. Languages

- **GTT Training**
- **Rubicon Training**
- **TCS Training**

3. Life skill

- **Yoga Day**
- **No vehicle Day**
- **World Mental Health Day**
- **Blood donation camp**

4. ICT/computing skill

- **Ms Excel & Internet of things and its application**



Syllabus

Generic Courses (Electives) – Institute Level – Semester I & II

Semester I 113 - Verbal Communication Lab
2 Credits LTP: 0:3:1 Generic Elective – Institute Level

Course Outcomes: On successful completion of the course the learner will be able to

CO# COGNITIVE ABILITIES COURSE OUTCOMES

CO113.1 REMEMBERING RECOGNIZE the various elements of communication, channels of Communication and barriers to effective communication.

CO113.2 UNDERSTANDING EXPRESS themselves effectively in routine and special real world business Interactions.

CO113.3 APPLYING DEMONSTRATE appropriate use of body language.

CO113.4 ANALYSING TAKE PART IN professional meetings, group discussions, telephonic calls, Elementary interviews and public speaking activities.

CO113.5 EVALUATING APPRAISE the pros and cons of sample recorded verbal communications in a Business context.

CO113.6 CREATING CREATE and DELIVER effective business presentations, using appropriate Technology tools, for common business situations.

1. Basics of Communication: Communication elements and process , Need of Communication Skills for Managers, Channels ,forms and dimensions of communication , Verbal and non-verbal communication, Principles of nonverbal communication - through clothes and body language ,

Persuasive communication: the process of persuasion, formal and informal persuasion, Barriers to communication and how to overcome the barriers, Principles of effective communication. (5)

2. Speaking : Characteristics of effective speech, voice quality, rate of speaking, clear articulation, eye contact, use of expressions, and gestures and posture; Types of managerial speeches: speech of introduction, speech of vote of thanks, occasional speech, theme speech, formal speeches during meetings. (5)

3. Soft skills: How communication skills and soft skills are inter-related, Body language-posture, eye-contact, handling hand movements, gait - Voice and tone, Meeting and Boardroom Protocol - Guidelines for planning a meeting, Before the meeting, On the day of the Meeting, Guidelines for Attending the meeting, For the Chairperson, For attendees, For Presenters, Telephone Etiquette, Cell phone etiquette, Telephone etiquette guidelines, Mastering the telephone courtesy, Active listening, Putting callers on hold, Transferring a call, Screening calls, Taking a message, Voice Mail, Closing the call, When Making calls, Closing the call, Handling rude or impatient clients, Cross-cultural communication, cultural sensitivity, Cross-cultural issues which affect Communication across different Cultures, Culture and non-verbal communication, Effective intercultural communication, Business and social etiquette. (7)



4. Presentation skills: Principles of Effective Presentations, Planning, Structure and Delivery, Principles governing the use of audiovisual media, Time management - Slide design and transition: representation of textual information into visuals for effectiveness of communication - Style and persuasiveness of the message - Adherence to the number of slides, Dynamics of group presentation and individual presentation. (5)

5. Interviews: Essentials of placement interviews, web /video conferencing, tele-meeting. Impression Formation, Tactics, The Self-presentational Motive, The Compass Qualities; First and Lasting Impressions; Magic Pills; Toxic Traits; The Social Context: Norms and Roles, The Target's Values, Physical Appearance; Communication Style; Content of Communication; Actions; The Environment; Success; Changing from the Outside-in, Current Social Image, The Private Self, Worrying about Impressions. (5)

Suggested Text Books:

1. Business Communication Today, Bovee C L et. al., Pearson Education
SPPU - MBA Revised Curriculum 2019 CBCGS & OBE Pattern
Page 58 of 273
2. Business Communication, P.D. Chaturvedi, Pearson Education
3. Business Communication, T N Chhabra, Bhanu Ranjan, Sun India
4. Verbal and Non-Verbal Reasoning, Prakash, P, Macmillan India Ltd., New Delhi
5. Objective English, Thorpe, E, and Thorpe, S, Pearson Education, New Delhi

Suggested Reference Books:

1. Communication Skills for Effective Management, Hargie et. al., Palgrave
2. Communication for Business, Tayler Shinley, Pearson Education
3. Technical Communication, Anderson, P.V, Thomson Wadsworth, New Delhi
4. The Oxford Guide to Writing and Speaking, John Seely, Oxford University Press, New Delhi
5. Dictionary of Common Errors, Turton, N.D and Heaton, J.B, Addison Wesley Longman Ltd



Sinhgad Technical Education Society's
Sinhgad Institute of Management and Computer Application, (SIMCA), Pune
MCA I Sem II

SOFT SKILLS

SYLLABUS

Course Objectives

- To equip the students with the skills to effectively communicate in English
- To motivate the students to develop confidence
- To enhance the students' interpersonal skills
- To inculcate positive attitude in students

Course Content

Personality and the Self

- Positive and negative self image
- Problems of maladjustment
- Building self-esteem and confidence

Projecting a Positive Social Image

- Grooming
- Body language
- Eye contact
- Social etiquette
- Manners in conversations

Attitude and Motivation

- Importance of possessing the right attitude
- Factors affecting attitudes
- Positive and negative attitudes
- Internal and external motives
- Importance of self-motivation
- Factors leading to de-motivation
- Goal setting and prioritization
- Effective planning
- Time management
- Discipline in problem solving

Communication

- Inter-personal communication
- Relationships
- Leadership
- Team building



For approval of Respected Rashna Madam.

**STUDENT TRAINING PROGRAM (STP) FOR SINHGAD
MANAGEMENT INSTITUTES
(2021-2022)**

MBA I: SEMESTER I

The Student Training Program focuses on the practical orientation of the students towards enhancing their communication skills. It will also focus on the necessary skills/etiquettes expected from an MBA student to get through the interview and sustain in the corporate environment.

Course Outcomes: On successful Completion of the course the learner will be able to:

<u>CO#</u>	<u>COGNITIVE ABILITIES</u>	<u>COURSE OUTCOMES</u>
1	Remembering	Exhibit memory of learned material by recalling basic concepts.
2	Understanding	Demonstrate understanding of basic concepts by organizing, comparing, interpreting given descriptions & stating main ideas.
3	Applying	Able to solve problems by applying acquired knowledge.
4	Analysing	Examine acquired knowledge/concepts to draw inferences and evidence.
5	Evaluating	Successfully present and defend opinions by making judgments about information validity of ideas.
6	Creating	Compile information together in a different way by combining concepts in a new pattern or proposing alternative solutions.

Signature



SYLLABUS (SEMESTER I)

1. Listening Skills

(6 Lectures + 1 Test)

- a. Importance, Finding Errors, Summarising what you heard, Pick out the main ideas, listen and spell (use a dictionary to identify the meaning), key details, and inferred meanings from short.

(Involvement of only listening skills)

2. Reading / Speaking Skills

(8 Lectures + 1 Test)

- a. Reading Comprehension, pronunciation, Essential English Vocabulary, Elevator pitch, Self Introduction, Basics of GD, Speech, Voice Modulations, Answer framing to basic interview questions,

3. Basics of Communication (Speaking &

Writing)

(6 Lectures + 1

Test)

- a. **Verbal:** Fundamentals of effective speaking, Jargon, short talks, impromptu speaking, introducing others.
- b. **Written:** Introduction to different Written Communication skills, Greetings, sentence framing, forbidden words, Presentation Skills, Book/Movie Review.

4. Soft Skills/ Basic Etiquettes & Manners

(10 Lectures + 1 Test)

- a. Email & Messaging etiquettes, Proxemics, Haptics, Body language, Confidence Building, imagine worst case scenarios, Leadership skills, Dressing, Resume & CV Writing.



5. Computer Aided Personal Productivity

Enhancing Tools


(10 Lectures + 1

Test)

- a. Computer Functionality, Keyboard shortcuts, and commands.
Microsoft Word, Microsoft Powerpoint, Current Trends.

Total: 40 Lectures + 5 Tests

OUTCOMES OF THIS COURSE (SEMESTER I):

1. To provide students with *Effective Communication Skills* to improve their confidence.
 2. To enhance the *Listening Skills* of the students.
 3. Improve *Problem Solving Skills* of the students.
 4. To induce students with basic *Social Etiquettes and Ethics*.
 5. To inculcate students with *Leadership skills and Teamwork*.
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**STUDENT TRAINING PROGRAM (STP) FOR SINHGAD
MANAGEMENT INSTITUTES
(2021-2022)**

MBA I: SEMESTER II

The Student Training Program focuses on the practical orientation of the students towards enhancing their communication skills. It will also focus on the necessary skills/etiquettes expected from an MBA student to get through the interview and sustain in the corporate environment.

Course Outcomes: On successful Completion of the course the learner will be able to:

<u>CO#</u>	<u>COGNITIVE ABILITIES</u>	<u>COURSE OUTCOMES</u>
1	Remembering	Exhibit memory of learned material by recalling basic concepts.
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5	Evaluating	Successfully present and defend opinions by making judgments about information validity of ideas.
6	Creating	Compile information together in a different way by combining concepts in a new pattern or proposing alternative solutions.



SYLLABUS (SEMESTER II)

1. Interview & Group Discussion Skills (10 Lectures + 1 Test)¹

- a. Abstract topics, Current Affairs, Debate, Discussion Groups, Important Interview Questions, Mock Interviews, and Current Market Trends.
- b. General Awareness (Test Based): India & Other Countries, Sports, Awards, Books, Important Days, First in India/World (Male And Female), Eminent organizations and their headquarters.

2. Analytical & Creative Skills (6 Lectures + 1 Test)

- a. Situational & Problem-based questions,
- b. Caselets/Cases: General & Specialisation based

3. General & Advanced Aptitude (6 Lectures + 4 Test)

- a. Coding-Decoding, missing number series, What will come next?, Floor Puzzle, Sitting arrangement.
- b. Percentage, Profit & Loss, Simple & Compound Interest, Time Speed & Distance, Data Interpretation,

4. Domain Knowledge (Test Based) (2 Lectures + 2 Tests)²

- a. In-depth Knowledge about their respective specialization

¹ (Number of Lectures + Test)

² For each specialization

SYLLABUS (SEMESTER II)

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Test)¹

- a. Abstract topics, Current Affairs, Debate, Discussion Groups, Important Interview Questions, Mock Interviews, and Current Market Trends.
- b. General Awareness (Test Based): India & Other Countries, Sports, Awards, Books, Important Days, First in India/World (Male And Female), Eminent organizations and their headquarters.

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- a. Situational & Problem-based questions,
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4. Domain Knowledge (Test Based) (2 Lectures + 2

Tests)²

- a. In-depth Knowledge about their respective specialization

¹ (Number of Lectures + Test)

² For each specialization



- b. Marketing, Human Resources, Finance, Operations & Business Analytics.

5. Computer Aided Personal Productivity

Enhancing Tool

(11 Lectures + 2

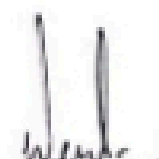
Tests)

- a. Advanced Excel, Power BI³.

Total: 35 Lectures + 10 Tests

OUTCOMES OF THIS COURSE (SEMESTER II):

1. To provide students with the *Communication Skills* required for *Group Discussion & Personal Interviews*.
2. To provide students with *Domain Knowledge* to improve their level of confidence during *Corporate Interviews*.
3. To provide and enhance the *Analytical Skills* of the students.
4. Improve the *Aptitude Skills* of the students.
5. To make students familiar with *Computer and Presentation Skills*.


Dr. Daniel Penkar
DIRECTOR, SIOM

³ Subject to the resources available.

Module	Sub-Module
Introduction Preparedness	Introduction Ice Breaking exercises
Goal Settings	1. Why is it important? 2. WIIFM 3. Goals need to be- a. Specific b. Attainable c. Measurable d. Relevant e. Time-Bound
Quick Intro to 1 Year Mentoring program	Say : Now that you have understood Goal Setting, GTT is here to help you in achieving your long term goals - end goals through a 1 year Mentoring program. Why the 1 year Mentoring (Show Slides shared as a part of Orientation mail - LMS Link)
Assessment	Ask Participants : Have you set goals? What is your understanding on SWOT analysis?
	Make your goals SMART Topics : Plan a trip/job in my dream organisation Ask : Is your goal SMART?
Building an Image Virtually/Online	LinkedIn (Profile Management)
Connect through Telegram App	Telegram App for Connecting with GTT Step by Step Download Process Setting up the App Joining the GTT groups

SWOT Analysis	<p>Importance of SWOT analysis Projecting your positive attributes</p>
Assessment	<p>Ask participants: How would you use SWOT Analysis</p> <ol style="list-style-type: none"> 1.What would they do to overcome the Threats (major focus on communication) 2.Why is clear communication important
Communication Skills	<ol style="list-style-type: none"> 1.Introduction 2.Ask participants: How much time does it take to create an impression? 3.Verbal v/s Non verbal 4.Communication model 5.Mehrabian's principle 6.Written communication 7.Grammar, sentence structure, punctuation 8.Barriers to communication
	<p>Transition: Win as much as you can with the right communication Ask : What did you learn? What are your observations? Can we say miscommunication leads to conflict? Let's talk about it.</p>
Conflict Resolution	<ol style="list-style-type: none"> 1.What is conflict resolution? 2.Why should you resolve conflict? 3.When should you resolve conflict? 4.How should you resolve conflict? <p>Transition: Shirley and Abdul conflict Ask : What are your takeaways? Can collaborating with each other help in this case? Think about it.</p>
Collaboration	<p>The 3 important skills for teamwork and collaboration-</p> <ol style="list-style-type: none"> 1.Trust 2.Tolerance 3.Self awareness
	<p>Transition: After the activity, brainstorming on : How collaboration leads to</p>

Accommodating	<ol style="list-style-type: none"> 1.Points to keep in mind while accommodating 2.Try to keep them flexible and simple 3.Be sure to appoint a responsible person/s
	Transition: After the case study, discuss if we cannot accommodate then con
Compromising	<ol style="list-style-type: none"> 1.When should you compromise? 2.Why is it important? 3.Win-win for both
	Transition: Basis on the case study, discussing when and how much should y required
Quick Intro to 1 Year Mentoring program	<p>Say : Before we move onto People Skills, GTT is here to help you in honing all skills including People Skills through a 1 year Mentoring program.</p> <p>Why the 1 year Mentoring (Show Slides shared as a part of Orientation mail - LMS Link)</p>
People Skills	<ol style="list-style-type: none"> 1.People skills for self: 2.Verbal / Non verbal communication 3.Positive attitude 4.Listening skills 5.Openness to feedback 6.Reliability
	Transition : Discussion on how changes can help in improving people skills. Team?
	<p>People skills for team:</p> <ol style="list-style-type: none"> 1.Leadership 2.Open-mindedness 3.Integrity 4.Teamwork 5.Fairness
	<p>Transition : Role-plays can be planned by dividing the participants into grou members are working towards the people skills for the team. Checking is tha to better decision making.</p> <p>People skills for problem solving:</p> <ol style="list-style-type: none"> 1.Identify and define the problem 2.Come up with possible solutions 3.Evaluate the options 4.Choose the best solution 5.Implement the solution 6.Evaluate the outcome

	<p>Transition: Ask them what did they learn? Will they adapt to this concept? What is adaptability?</p>
Adaptability	<ol style="list-style-type: none"> 1. Best ways to implement adaptability 2. Change of thought process 3. Learning new skills 4. Changing ways to work, if necessary
	<p>Checking participants learning from the story (WMMC) Transition: Also brain storming on Work ethics. Ask : Does the story also ta</p>
Work Ethics	<ol style="list-style-type: none"> 1. Following company's policies 2. Effective communication 3. Taking responsibility 4. Accountability 5. Professionalism 6. Trust and mutual respect for colleagues at work
	<p>Transition: Ask : Does trust help you feel psychologically safe? Does it mak Move onto a small discussion about emotional well being</p>
Resilience	<ol style="list-style-type: none"> 1. How to build resilience at work? 2. Pay attention to your health 3. Focus on your physical well-being 4. Practice relaxation techniques 5. Practice reframing threats as challenges 6. Mind your mind-set 7. Get connected 8. Practice self-awareness 9. Watch your stress levels
	<ol style="list-style-type: none"> 1. About inner drive/inner focus 2. Its about who you really are 3. Your vision, focus 4. Your purpose, goals, motivations
	<ol style="list-style-type: none"> 1. What would you do for physical health at work? 2. Promote healthy lifestyle 3. Encourage fitter food habits 4. Subside the use of digital equipment
	<p>Things to do during non equipment challenge Transition: How to manage time with or without digital equipment</p>
Time Management	<p>Principles of time management:</p> <ol style="list-style-type: none"> 1. Planning, organizing & prioritizing 2. The 80/20 rule 3. Do one thing at a time 4. Avoid distractions 5. Learn to say No
	<p>What was the learning taken? Transition: Does this help you manage your stress at work?</p>

Stress Management	<ol style="list-style-type: none"> 1.How do you manage it? 2.Avoid morning Stress 3.Stay organized 4.Be comfortable 5.Forget multitasking 6.Control perfectionism
	Transition: Did meditation help? Meditation helps us become calmer and thus, opens us to being more flexible.
Flexibility	<ol style="list-style-type: none"> 1.What is flexibility at work? 2.Why is it important? 3.How does it help?
	Transition: Did flexibility help? Were there any challenges? Will you be able to meet timelines better if you are flexible? Try to innovate a solution.
Innovation & Initiative	<ol style="list-style-type: none"> 1.Why is it vital to innovate? 2.What difference would it make? 3.Would you take the initiative to try something new?
	Transition: Did innovation work? Analyse the process
Analysis	<ol style="list-style-type: none"> 1.Importance of analysis at workplace 2.How does it help you?
	Transition: Were you able to analyse? Did you involve your team in the process? Let's talk about it.
Team work	<ol style="list-style-type: none"> 1.Why is it important? 2.What is the significance?
	<ol style="list-style-type: none"> 1.What did you learn? 2.Is your team reliable? 3.Did you analyse your role? does it need change? Transition: Will this help you with your employability cycle?
	<ol style="list-style-type: none"> 1.Job Seeking-First step towards job seeking? 2.How to write a résumé? 3.What points to highlight? 4.If the résumé needs any changes, how to go about it?
	<ol style="list-style-type: none"> 1.Résumé writing-was the résumé well written? 2.Can the participant explain it as well? 3.Is he/she prepared for the next step (aptitude test)?

<p>Employability Cycle</p>	<p>LinkedIn - practical check</p> <hr/> <p>Aptitude test- how to prepare for aptitude test?</p> <hr/> <p>1. Presenting yourself during a GD 2. Roles played on GD - Observer etc. 3. How to proceed with the next round of interview</p> <hr/> <p>1. Interview FAQ's 2. Objection handling</p> <hr/> <p>The Art of Receiving Feedback</p>
<p>Mentoring</p>	<p>Say : Now that we are ending the program and you have learnt many skills, GTT is here to help you in honing all skills and applying them effectively through a 1 year Mentoring program.</p> <p>Why the 1 year Mentoring (Show Slides shared as a part of Orientation mail - LMS Link)</p>
<p>Quick Intro to 1 Year Mentoring program</p>	

OB READINESS WORKSHOP - Barclays Life Skills - 24 hour Program

Activity	Duration (in minutes)	Execution
Birth month game or Sing your name	20	Interacting with each other
Scenario based activity on short term, long term and immediate goals	20	Live setting goals strategies
Explain the importance of the 1 year Mentoring Program Say : Link- of the mentoring Whatsapp group will be shared with all of you - Circulate the sheet to register the interest of students interested in Mentoring sessions. - Take the help of Class Representatives or VPs to get students to register using the Mentoring sheet	10	Making them understand why they should join the group and how it will help them in career growth
Discussion	10	Discussion Question & Answer round
Brainstorming/Q&A	15	Journey from short term goals to long term goals - Strategies
1.Train the candidates on how to create LinkedIn profile 2.Explain the significance of LinkedIn 3.Show sample profiles of other freshers/final year students for better understanding 4.Explain the important parts of a profile that need to be created	30	1.Creation of own profile 2.Search about your dream company and groups on LinkedIn and connect with them- Home work
1. Guide candidates to download and use the Telegram App	10	Explore Telegram - Home Work

Case study on self- analysis	30	Brain storming on SWOT analysis
Tell me something about yourself- strengths & weaknesses	20	Use of SWOT analysis in overcoming your weaknesses using your strengths- strategies & examples
Game- Chinese whisper	15	
Extempore Role plays Mock telephonic interviews	60	Division of participants into groups/teams to check on Communication skills.
Word scavenger game	30	Question about the learning from the activity
Case Study + Discussion	25	Discuss strategy to resolve conflicts using the case study. Other examples should also be used to ensure effective grasping by the participants
	20	
Divide them in groups. One group being the client & the other being the delivery partner. Get the groups to collaborate with each other in this scenario and focus on collaboration skills	40	Discuss 3 important skills for teamwork & collaboration- 1.Trust- What would you gain? 2.Tolerance- Why is it necessary? 3.Self-awareness- How would this benefit them?
accomodation?	10	

Case study	20	Discussion + Case study
promise	10	
Case study	30	Discussion + Case study
you compromise and what are the people skills	15	
<p>Explain the importance of the 1 year Mentoring Program</p> <p>Say : Link- of the mentoring Whatsapp group will be shared with all of you</p> <p>- Circulate the sheet to register the interest of students interested in Mentoring sessions.</p> <p>- Take the help of Class Representatives or VPs to get students to register using the Mentoring sheet</p>	10	Making them understand why they should join the group and how it will help them in career growth
Role play	50	Activity based learning
What needs to be done for people skills with	20	
Role play / videos on team work and integrity	40	Activity based learning
ps and thereafter, checking as a team if all the t helping towards problem solving and leading	15	
Questions & discussions, win-win solutions, and implementation	20	Discussion

	20	
Story (WMMC- Who Moved My Cheese)	20	Video based learning
Ask about work ethics?	15	
Scenario based activity and videos on accountability at work place	30	Scenario and video based learning
How do you feel emotionally better?	5	
Scenario based activity + Role plays	30	Learning with examples and role plays
Discussion	25	Talking to oneself keeping inner focus, goals, purpose, motivation, self-confidence in mind.
12 hour non-digital equipment challenge	10	Activity on investing time on doing things that don't involve digital equipment and keep a track of it
	15	Share success stories, if any, of the 12 hour No-internet/mobile/laptop challenge
The Mayo Jar activity	20	Activity based learning
	10	

Meditation, laugh out loud activity	20	Activity based learning
	10	
Case-study (Case study about an employee who is a dad too and needs more time to spend with his toddler) + Role play	30	Discussion based on case study
Elicit responses from the participants	10	
Discussion on real-life situations	20	Give the same task to all and ask them to come up with innovative ways to complete it.
	10	Research on online platforms which platforms support innovations and give sponsorships-Home work
Discussion on real-life situations	20	Continuity of the previous activity by helping them analyse it
	15	
Blindfold activity / open your knots activity	50	Group activity where a person will be blind folded and other team members are going to guide or lead him
Discussion on : Will this help you with your employability cycle?	15	Hierarchy of team
Get them to write a résumé and then evaluate it, introduce yourself	75	1.The to-do list 2.Résumé writing 3.Points to highlight
	40	Dos and don'ts of résumé writing

<p>1.On day 2, check the LinkedIn profiles of the students</p> <p>2.Encourage the students to like the GTT page and follow GTT, Avani B and other important profiles of GTT. This serves as a check that the LinkedIn profiles have been created.</p>	40	<p>1.Checking all important parts of the profile section</p> <p>2.Checking the relevance of content on the LinkedIn Profile</p> <p>3.Additional elements like tagging and hashtags.For example, Importance of hashtags and how to select hashtags and why?</p>
<p>1.Brainstorming</p> <p>2.Q&A</p>	120	<p>1.What is aptitude?</p> <p>2.Which websites to visit for learning aptitude?</p>
Mock sessions	80	<p>Dos and Don'ts of GD</p> <p>GD to be conducted on topics relevant to current trends</p>
Mock interviews	40	<p>Mock interviews to be done with a few students.</p> <p>Other students to observe and share their observations</p>
<p>Emphasis on Constructive Feedback</p> <p>a. During interviews</p> <p>b. At workplace</p> <p>Openness to Receiving Feedback</p>	40	<p>Role Plays - Understanding how constructive feedback fits into the workplace</p>
<p>Explain the importance of the 1 year Mentoring Program</p> <p>Say : Link- of the mentoring Whatsapp group will be shared with all of you</p> <p>- Circulate the sheet to register the interest of students interested in Mentoring sessions.</p> <p>- Take the help of Class Representatives or VPs to get students to register using the Mentoring sheet</p>	10	<p>Making them understand why they should join the group and how it will help them in career growth</p>

Session Objective	Facilitator Notes
Knowing each other helps with a better connection throughout the session	
1.Helping them with methods of setting goals 2.Understand the importance of it and how to achieve it	
Continuous improvement and goal setting	https://www.mindtools.com/pages/article/smart-goals.htm
Understanding the relation between SMART Goal and SWOT Analysis	
To gain knowledge on LinkedIn account management and tips to enhance a profile	

<p>Helping them understand their strengths and working on their weaknesses</p>	<p>https://www.mindtools.com/pages/article/newTMC_05.htm#:~:text=SWOT%20stands%20for%20Strengths%2C%20Weakness http://faculty.haas.berkeley.edu/robinson/Papers%20DOR/Three%20Cs.pdf</p>
<p>Understanding the importance of Communication skills & Listening skills</p>	
<p>Ensure participants have impactful communication skills</p>	
<p>Understanding of how listening skill plays vital a role while communicating</p>	
<p>Enlighten participants about the types of conflicts faced in the corporate world and their outlook on resolution</p>	<p>https://online.champlain.edu/blog/top-conflict-resolution-strategies</p>
<p>Helping them understand how collaboration helps get work done in a better and faster manner</p>	<p>https://www.pmi.org/learning/library/conflict-collaboration-beyond-project-success-1899 https://www.mediate.com/articles/eilermanD8.cfm</p>

Drive the importance of putting th concerns of others first and giving in only to get something in exchange	
Understanding the importance of compromising for relationship building	
Continuous improvement and goal setting	
Drive the importance of effective communication skills	
	https://www.forbes.com/sites/jacquelynsmith/2013/11/15/the-20-people-skills-you-need-to-succeed-at-work/
Ensuring the trainees learn teamwork, openmindness, integrity, leadership	https://www.mindtools.com/blog/offers/wp-content/uploads/sites/5/2019/08/People-Skills-Toolkit.pdf
Assist in identifying problem solving techniques for different situations	

Helpful for every individual in understanding other's thought process	
Driving the importance of adapting to change	https://www.indeed.com/career-advice/career-development/adaptability-skills#:~:text=Adaptability%20skills%20are%20qualities%20that,trends%2C%20strategies%20and%20other%20processes.
	https://www.cleverism.com/skills-and-tools/adaptability-skills/
Driving the importance of following the company's work ethics	https://www.gptc.edu/compliance-notices/work-ethics/
	https://blog.vantagecircle.com/work-ethics/
Enable students understanding healthy physical, mental and emotional balance at work place	https://students.unimelb.edu.au/careers/get-career-ready/building-career-resilience#:~:text=Career%20resilience%20is%20a%20lifelong,you%20embark%20on%20your%20career.
	https://www.northeastern.edu/graduate/blog/how-to-build-career-resilience/
	https://www.forbes.com/sites/carolinecastrillon/2019/10/13/why-resilience-can-make-or-break-your-career/
Analysing how managing time helps in meeting deadlines, organizing and prioritizing tasks	https://www.mindtools.com/pages/article/newHTE_00.htm#:~:text=Time%20management%20is%20the%20process,manage%20their%20time%20exceptionally%20well.

Understanding the importance of stress-free work life	https://www.sutterhealth.org/health/mind-body/10-simple-ways-to-cope-with-stress
Devising how flexibility helps at work	https://www.thebalancecareers.com/workplace-flexibility-definition-with-examples-2059699#:~:text=Benefits%20of%20Workplace%20Flexibility
Understanding of meeting deadlines at the workplace	
Understanding how innovation works	https://www.fastcompany.com/3037092/9-ways-to-take-more-initiative-at-work
Identifying how analysing works	
Understanding team work and how effective it is at work	https://monday.com/blog/teamwork/team-management/ https://www.mindtools.com/pages/article/newTMM_92.htm
Understanding the importance of team in the workplace	
Understanding the importance of résumé writing and the instructions to be followed	https://www.jobbank.gc.ca/findajob/resources/write-good-resume

To gain knowledge on LinkedIn account management and tips to enhance a profile	
Understanding of aptitude to enable them to clear the entrance exams involving Aptitude test.	https://www.assessmentday.co.uk/#:~:text=An%20aptitude%20test%20is%20an,bias%20through%20its%20standardised%20administration.
To ensure participants have a clear understanding of GD	
To ensure participants know techniques to appear for interviews	
Summarizing the significance of giving and receiving feedback	https://www.valamis.com/hub/constructive-feedback#:~:text=Constructive%20feedback%20is%20the%20type,weaknesses%2C%20or%20providing%20new%20perspectives.
Continuous improvement and goal setting	



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REPORT ON
International Yoga Day 2020
Sinhgad Institute of Management and Computer Application Narhe PUNE

Date: - 21st June 2020, Sunday from
First Half: 09:00 AM to 11:00 AM
Second Half: 11:30 AM to 01:00 PM

Venue: - Venue College Premises & SEMINAR HALL
Participants: - MBA and MCA Students

First Half:

Program Chief GUEST:

On dated 21st June 2020 the International Yoga Day was celebrated at SIMCA NARHE. We have all faculty members and students of MBA & MCA gathered on 09 am at College Premises. In the early morning we all MBA & MCA students gathered with full white dresses suitable for Yoga Performances. It was almost 134 Boys and 79 girls were present for Celebrating Yoga DAY. It was Students and faculty Leaders who initiates Yoga Performances following them to all. They professionals in Yoga activities and certified with various yoga programs. They were taught following Yoga Activities and Yogasana's for all.

Activities Performed:-

- Padmasana
- Suryanamaskar
- Yogasana's
- Shavasana
- Relaxations

It was outstanding performances by students of Yoga's and Yogasanas they knows. Almost 15-20 students was very well in Yogasanas & they were experts and daily performers of YOGA. Some of students were with Yoga Posters with their own messages to society on YOGA DAY. Institute Heads and Faculties really appreciates their efforts in celebrating yoga day.

SECOND HALF:

At in the second half of program our respected Director Dr. Anamika Singh have welcomed us all in seminar hall and delivered their Inaugural Address to MBA & MCA students on International Yoga Day Celebrations.



It was a privilege of Sinhgad Institute, our Founder Secretary STES Dr. Mrs. Sunanda M Navale and Ms. Rachana Navale Ashtekar (Voice President Admin) STES to celebrate and facilitate International Yoga Day at our Institute.

It was students representatives also shared their views on Yoga Day and their own experiences of Yoga Performances they do on regular basis.

Program Photographs :





Sinhgad Technical Education Society's

Sinhgad Institute of Management & Computer Application

Affiliated to SPPU, Approved by AICTE & Accredited by 'NAAC' with Grade 'A'

Celebrates

"International Yoga Day"

21 JUNE 2020



TRAINER

Ms. Shivani Dhar
Yoga Trainer
Ace Fitness Pune



CONVENER

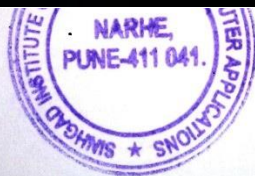
Dr. Anamika Singh
Director -SIMCA

PROGRAM HIGHLIGHTS

- Meaning of Yoga.
- Importance of breathing exercises in Yoga.
- Importance of SuryaNamaskar
- Warm up exercises.
- Om Alankar (Natural Vibrations with Hand Yoga)
- Nadi Shodhan Pranayam Bhramari Pranayam.
- Yoga for a beautiful rejuvenating face.
- Yoga for eyes

TIME - 11.30 AM

LET THE LIGHT IN YOU SHINE - JOIN US!



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SINHGAD INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION

NARHE, Pune 41

Date: 24th June 2022

To : Dr. Anamika Singh, Director SIMCA.

From : CSR, SIMCA.

Dear Mam,

**Subject: CSR club "Blood donation and Free Eye
checkup" on 24th June 2022**

Blood donation is one of the most significant contributions that a person can make towards the society. It is not harmful for an adult person to donate blood. The body of the donor can regenerate the blood within few days. It poses no threat to the metabolism of the body, but gives a new life to the one who is in need of .With this Nobel thought in mind a blood donation Camp for the students and the faculties was arranged with the help of Kashibai Navale medical college

Eyes are the integral part of our body. It's one of the 5 important senses so it becomes imperative on part of all of us to take better care of them thus a regular checkup is very essential as we the generation of today are exposed to the screens nearly 60% of our time. If are eyesight becomes week we will fail to make an assessment of the world around us. Thus to have those healthy eyes we need to check them at regular with this we have also made the arrangements of eyes checkup along with blood donation.



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Blood Donation: Kashibai Navale Medical College

Free eye Checkup: Lawrence & Mayo

Objective of the activity:-

1. To sensitize the need of donating blood to the needy in time
2. To instill the feeling of helping others to breathe life with their precious donation
3. To motivate all students to take a pledge to donate blood at least once in a year
4. To impart to them the value of blood donation
5. To aware of the scientific information about the blood group
6. Enhanced and clearer visibility to read, write etc.
7. Increased opportunity to continue or resume an respective occupation etc.
8. Improvement in quality of life
9. Increased ability to avoid injury

Sincerely,

Prof. Rajeshwari. Shinde

Blood Donation and Free eye checkup Co-ordinatore

Encl.: Event Report



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CSR Activity

Report on "Blood Donation and Free Eye checkup Camp" activity as a part of CSR club 2022

S.N.	ACTIVITY	REMARKS
1.	Duration	Full day Activity
2.	Coordinating Faculties	Dr. Rajeshwari. Shinde Prof. Navnath Chowdhary Dr. Seema Choure Prof Aishwarya Pallavi Kurjekar
3.	Invitations	<ul style="list-style-type: none">In house Faculties, staff and Students of MBA, MCA of SIMCA and other collages in Narhe STES campus.
4.	Activity details	<ul style="list-style-type: none">Blood was donationFree eye check was done with highly equipped staff and with the help of



		latest machinery.
5.	Objectives	<ul style="list-style-type: none"> • To sensitize the need of donating blood to the needy in time • To instill the feeling of helping others to breathe life with their precious donation • To motivate all students to take a pledge to donate blood at least once in a year • Enhanced and clearer visibility to read, write etc. • Increased opportunity to continue or resume an respective occupation etc.
6.	Theme Coverage	Save the life of an unknown with the precious thing you won't repent losing it. Eye examinations check for the visual function for proximal vision as well as distance vision or any other problem
7.	Corporate/Academic Resources	<ul style="list-style-type: none"> • CSR team • Student community, Narhe campus faculties and Staff from Kashibai Navale medical college
8.	Awards	<ul style="list-style-type: none"> • N.A
9.	Outcome	<ul style="list-style-type: none"> • Social wellbeing • 74 donors donated blood in just 4 hours

Expenditure for the event.

Sr.N	Particulars	<u>Actual Spending</u>
1.	N.A	N.A

For your consideration.

Regards,

Prof. Rajeshwari. Shinde

Dr. Anamika Singh



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Blood Donation and Free eye checkup Co-ordinatore

Director-SIMCA



Sinhgad Technical Education Society

SINHGAD INSTITUTE OF Management and Computer Application

Narhe, Pune 41

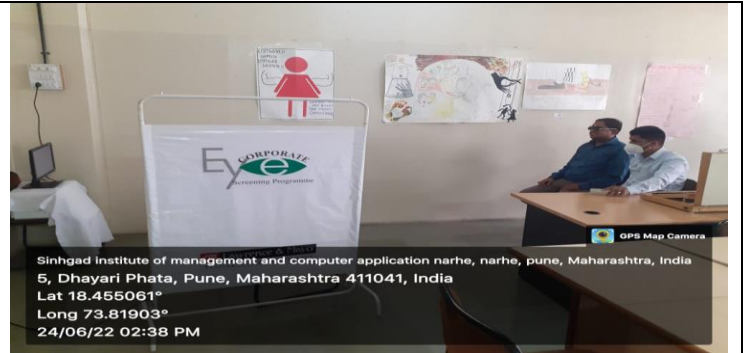


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Glimpses of the event



Students Canvassing for the event in Narhe campus



Students and Faculties Availing the facility of Free Eye checkup



Students and Faculties donating the blood in huge numbers



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STES's
SINHGAD INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION
NARHE, PUNE 41

A Report on

“Woman Empowerment aids Family and Global Mental Health to promote Innovations” under IIC on the Occasion of Navratri and World Mental Health Day”

Title : Woman Empowerment aids family and global Mental health to promote Innovations” under IIC on the Occasion of Navratri and World Mental Health Day.

Date : 14th October 2021

Time : 5:00 pm to 7:00 pm

Faculty Coordinator: Dr. Poonam Sawant, Prof. Yogesh Sharma

Venue : Virtual Sesion on Microsoft Teams

Attendees: Students of MBA & MCA, Teaching & Non-Teaching staff members SIMCA

Objectives of the activity:

- To discuss relationship between women empowerment, family and mental health.

Table Plan

Sr No	Activity/Guest/Speaker	Time
1	Welcome Song By Vaishnavi Joshi, Student SIMCA	5:00 pm -5:05 pm
2	Introduction of Dr. Anamika Singh, Hon. Director SIMCA by Dr. Poonam Sawant	5:05 pm – 5.10 pm
3	Welcome Speech By Dr. Anamika Singh, Hon. Director SIMCA	5:10 pm – 5:15 pm
4	Introduction of Dr. Shradhha Saglani , Consultant Physician Infection Control Practitioner, COVID Educator(WHO) by Dr. Poonam Sawant	5.15 pm – 5.20 pm
5	A motivational talk by Dr. Shradhha Saglani	5: 20 pm – 6:00 pm
6	Dance Performance by Priyanka Sonavane, Student SIMCA	6.00 pm -6.10 pm



✖

7	Women Empowerment Speech by Rugved Khangampattiwari, Student, SIMCA	6: 10 pm – 6:20pm
8	Oratorical speech on workplace harassment problems of women in India and how to deal with them.by Pranav Prmji, Student , SIMCA	6: 20 pm – 6:30pm
9	Vote of Thanks by Prof. Manisha Shinde	6.40 pm – 6.50 pm

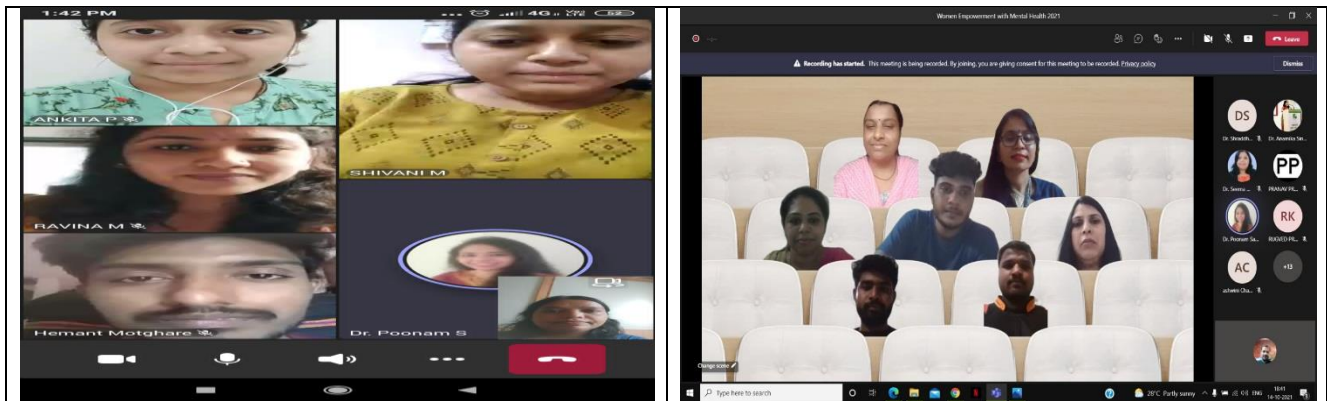
Event Description

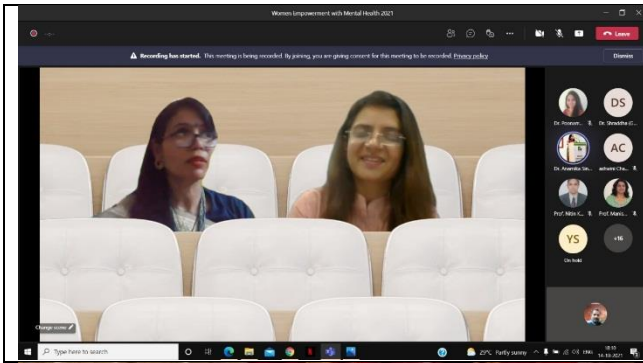
SIMCA had organized the motivational speech on ‘Women Empowerment aids family and global mental health to promote Innovations on 14/10/2021 on the occasion of Navratri and World Mental Health Day under IIC. The students of MCA and MBA had attended the session along with faculties. The session gave enough knowledge to the students to balance mental health and work.

Welcome speech was given by Dr. Anamika Singh, Director SIMCA. Dr. Poonam Sawant had given the brief introduction of the guest Dr. Shraddha Sagalani , Consultant Physician Infection Control Practitioner, COVID Educator(WHO). She had given mantras about mental health balancing during personal and professional life. On this occasion “Poster Making” and “Rangoli” Competitions were organized for students.

Total 80 plus participants had attended this session. Vote of thanks was given by Prof. Manisha Shinde.

Glimpses of the Event





Dr. Poonam Sawant
Prof. Manisha Shinde
Prof. Yogesh Sharma
Event Coordinators

Dr. Anamika Singh
Director, SIMCA



X → 7K

Date : 10/10/2022

To,
The Campus Director,
STES, Technical Campus, Narhe

Subject : Information of Covid Center at Technical Campus, Narhe.

1) Number of Patients

a) First Lock Down

Number of patients 1384 from July 2020 to December 2020

b) Second Lock Down

Number of patients 415 (Male 269, Female 137 and child 09) from April 2021 to July 2021

Total Patients 1799

2) Swab Center Number of Patients

a) Number of patients checking 9836

b) Number of covid positive 2725

c) Number of covid negative 7110

3) Vaccination Center

a) 1st Dose 12607

b) 2nd Dose 11924

c) Booster 1081

Total 25612

This is for your information please.

Thanking you,

Yours faithfully



Sinhgad Technical Education Society's
Sinhgad Institute of Management and Computer Application, (SIMCA), Pune
MCA I Sem II OPEN SUBJECT 4

INTERNET OF THINGS & ITS APPLICATIONS

SYLLABUS

OBJECTIVES:

- i) To study the fundamentals about IoT
- ii) To study about IoT Access technologies
- iii) To study the design methodology and different IoT hardware platforms.
- iv) To study the basics of IoT Data Analytics and supporting services.
- v) To study about various IoT case studies and industrial applications.

UNIT I: FUNDAMENTALS OF IoT- Evolution of Internet of Things, Enabling Technologies, M2M Communication, IoT World Forum (IoTWF) standardized architecture, Simplified IoT Architecture, Core IoT Functional Stack, Fog, Edge and Cloud in IoT, Functional blocks of an IoT ecosystem, Sensors, Actuators, Smart Objects and Connecting Smart Objects.

UNIT II: IoT PROTOCOLS- IoT Access Technologies: Physical and MAC layers, topology and Security of IEEE 802.15.4, 802.11ah and Lora WAN, Network Layer: IP versions, Constrained Nodes and Constrained Networks, 6LoWPAN, Application Transport Methods: SCADA, Application Layer Protocols: CoAP and MQTT.

UNIT III: DESIGN AND DEVELOPMENT- Design Methodology, Embedded computing logic, Microcontroller, System on Chips, IoT system building blocks
IoT Platform overview: Overview of IoT supported Hardware platforms such as: Raspberry pi, Arduino Board details

UNIT IV: DATA ANALYTICS AND SUPPORTING SERVICES:

Data Analytics: Introduction, Structured Versus Unstructured Data, Data in Motion versus Data at Rest, IoT Data Analytics Challenges, Data Acquiring, Organizing in IoT/M2M,

Supporting Services: Computing Using a Cloud Platform for IoT/M2M Applications/Services, Everything as a service and Cloud Service Models.

UNIT V: CASE STUDIES/INDUSTRIAL APPLICATIONS: IoT applications in home, infrastructures, buildings, security, Industries, Home appliances, other IoT electronic equipments, Industry 4.0 concepts.



Text Books:

1. IoT Fundamentals: Networking Technologies, Protocols and Use Cases for Internet of Things, David Hanes, Gonzalo Salgueiro, Patrick Grossetete, Rob Barton and Jerome Henry, Cisco Press, 2017
2. Internet of Things – A hands-on approach, Arshdeep Bahga, Vijay Madiseti, Universities Press, 2015
3. Internet of Things: Architecture, Design Principles And Applications, Rajkamal, McGraw Hill Higher Education

Reference Books:

1. The Internet of Things – Key applications and Protocols, Olivier Hersent, David Boswarthick, Omar Elloumi and Wiley, 2012 (for Unit2).
2. “From Machine-to-Machine to the Internet of Things – Introduction to a New Age of Intelligence”, Jan Höller, Vlasios Tsiatsis, Catherine Mulligan, Stamatis, Karnouskos, Stefan Avesand. David Boyle and Elsevier, 2014.
3. Architecting the Internet of Things, Dieter Uckelmann, Mark Harrison, Michahelles and Florian (Eds), Springer, 2011.
4. Recipes to Begin, Expand, and Enhance Your Projects, 2nd Edition, Michael Margolis, Arduino Cookbook and O’Reilly Media, 2011.

Course Outcomes:

At the end of this course, students will be able to

- Understand the basics of IoT.
- Implement the state of the Architecture of an IoT.
- Understand design methodology and hardware platforms involved in IoT.
- Understand how to analyze and organize the data.
- Compare IOT Applications in Industrial & realworld.





Ministry of Education
Government of India



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Kharagpur



National
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CERTIFICATE OF REGISTRATION



This is to certify that “**Sinhgad Institute of Management and Computer Application**” is registered as a NDLI Club under the National Digital Library of India.

Registration No.: INMHNC4OQPJ4HGS

Date of Registration: 31/03/2021

Validity Extended Upto: 31/03/2023

पार्थप्रतिम दास

Dr. Partha Pratim Das

Joint Principal Investigator
National Digital Library of India Project
Indian Institute of Technology
Kharagpur

NDLI CLUB PARTNER



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***Sinhgad Technical education society's
Sinhgad Institute of Management and Computer Application***

In association with

National Digital library of India

Invites all Faculty and students for

***A webinar on "USER AWARENESS PROGRAMME ON
NATIONAL DIGITAL LIBRARY OF INDIA (NDLI)***

Date :- 04/02/2022 Time 11.00am to 12 .00 pm

Speaker - Mr. Tamhane Kantilal
Librarian Sanjay Ghodawat University, Kolhapur

Google Meet link - <https://meet.google.com/drs-jhpw-omb>



Dr. Anamika Singh

Director -SIMCA

Patron-NDLI club

Dr. Shilpa Bhingardive

Asst professor MBA

President - NDLI club

Mrs. Chhaya Takawane

Librarian -SIMCA

Secretary –NDLI-Club

Mr. Akshay Dhoot

Student

Executive Member