



Lokmanya Tilak Jankalyan Shikshan Sanstha's

PRIYADARSHINI COLLEGE OF ENGINEERING

(Recognised by A.I.C.T.E., New Delhi & Govt. of Maharashtra, Affiliated to R.T.M.Nagpur University)

Near CRPF Campus, Hingna Road, Nagpur-440 019, Maharashtra (India)

Phone : 07104 – 236381, 237307, Fax : 07104 – 237681,

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5.1.3 Capacity building and skills enhancement initiatives taken by the

Institution include the following

1. Soft Skills Sample Documents

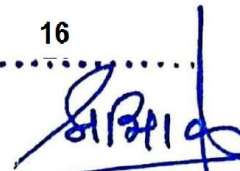
INDEX

Particular	PageNo.
Soft skill development:-	
Skill Development Training for Students	
Campus to corporate workshop	
Employability Enhancement Training	
Lakshya Training Workshop	
	02-16



PRIYADARSHINI COLLEGE
OF ENGG. NAGPUR
CERTIFIED DOCUMENT

Page 2 to 16


Principal



Lokmanya Tilak Jankalyan Shikshan Sanstha's
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Priyadarshini Centre of Excellence **Soft Skills Department 2020-21** **Skill Development Training for Students**

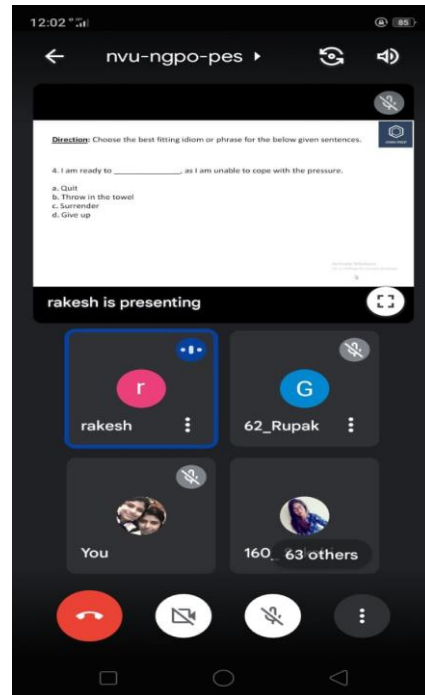
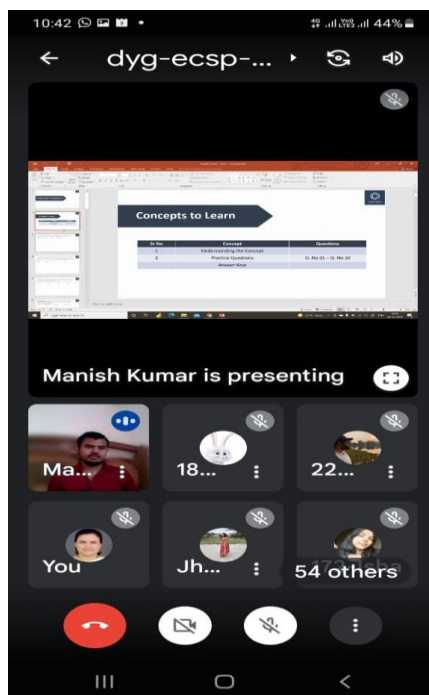
Objective: The workshop aims at polishing employability skills and getting students ready for interview. **369** students of all sections of all branches participated.

Duration: 23rd to 27th August 2021 – 5 days for each department from 10.30 AM to 4.30 PM.

Topics covered: Quantitative Ability, Reasoning Ability & English speaking.

Assessment: After competition of this course Students were assessed on the parameters of his score in each section.

Resource persons: Ashish Diwan, Nayan Jaiswal, Pramod Dubey & Swati Naidu Trainers.
Respective departmental coordinators also worked for the success of the workshop



Conclusion: The change were observed in students in terms of confidence in solving capicity within the given time which will help them in campus recruitment process

SYLLABUS

Quantitative Ability			
Sr No	Chapter	No of Lectures	Time
1	Speed Maths	2	4
2	Problems on Ages	1	2
3	Ratio and Proportion	1	2
4	Averages	1	2
5	Percentages	1	2
6	Profit and Loss	1	2
7	Simple and Compound Interest	1	2
8	Speed Time Distance	1	2
9	Trains and Boats	1	2
10	Time and Work, Pipes and Cistern	1	2
11	Number Series	1	2
12	Data Interpretation	1	2
Total		13	26

Reasoning Ability			
Sr No	Chapter	No of Lectures	Time
1	Blood Relations	1	2
2	Clocks and Calendars	2	3
3	Coding Decoding	1	1.5
4	Direction Sense Test	1	1.5
5	Ordering and Ranking Test	1	1
6	Series	1	2
7	Syllogism	2	3
8	Puzzles and Seating Arrangement	2	3
Total		11	17

English			
Sr No	Chapter	No of Lectures	Time
1	Vocabulary Test	2	2
2	Sentence Completion	1	1
3	Fill in the Blanks	1	1
4	Error Detection and Correction	1	1
5	Cloze Test	1	1
6	Reading Comprehension	1	1
7	Theme Detection and Deriving Conclusion	1	1
8	Rearrangements	1	1
9	Verbal Analogies	1	1
Total		10	10





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TIME TABLE

Day & Date		Section A	Section B	Section C	Section D	Section E
Monday (23 August 2021)	Time	10:30am-12:30pm	10:30am-12:30pm	10:30am-12:30pm	10:30am-12:30pm	10:30am-12:30pm
	Topic	Speed Maths	Speed Maths	Blood Relations	Speed Maths	ANS Series
	Time	1pm-4:30pm	1pm-2pm	1pm-2pm	1pm-2pm	1pm-4:30pm
	Topic	Blood Relations	Blood relation	Vocabulary Test 1	Vocabulary Test 1	Speed Maths
	Time	2:15pm-3:15pm	2:15pm-3:15pm	2:15pm-4:30pm	2:15pm-4:30pm	2:15pm-3:15pm
	Topic	Vocabulary Test 1	Direction Test	Speed Maths	ANS Series	Vocabulary Test 1
	Time		3:30pm-4:30pm			
Tuesday (24 August 2021)	Time	10:30am-12:30pm	10:30am-12:30pm	10:30am-12:30pm	10:30am-12:30pm	10:30am-12:30pm
	Topic	Ratio and Proportion	Speed Maths	Blood Relations	Speed Maths	Problems on Ages
	Time	1pm-4:30pm	1pm-2pm	1pm-2pm	1pm-2pm	1pm-4:30pm
	Topic	Blood Relations	Blood relation	Vocabulary Test 2	Vocabulary Test 2	Speed Maths
	Time	2:15pm-3:15pm	2:15pm-3:15pm	2:15pm-4:30pm	2:15pm-4:30pm	2:15pm-3:15pm
	Topic	Vocabulary Test 2	Direction Test	Ratio and Proportion	Problems on Ages	Vocabulary Test 2
	Time		3:30pm-4:30pm			
Wednesday (25 August 2021)	Time	10am - 12pm	10:30am to 12pm	10:15am-11:15am	11:30am to 12:30pm	10am to 11:30am
	Topic	Averages	Alpha Numeric Series	Fill in the Blanks	Fill in the Blanks	Directions Test,
	Time	12:30pm - 2pm	12:45pm to 2:45pm	12pm to 2pm	12:45pm to 2:15pm	1pm to 2 pm
	Topic	Alpha Numeric Series	Averages	Problems on Ages	Blood Relations	Fill in the Blanks
	Time	2:15pm - 3:15pm	3:30pm to 4:30pm	2:30pm to 4pm	2:30pm-4:30pm	2:30pm to 4:30pm
	Topic	Fill in the Blanks	Fill in the Blanks	Alpha Numeric Series	Number Series	Averages
Thursday (26 August 2021)	Time	10am - 12pm	10:30am to 12pm	10:15am-11:15am	11:30am to 12:30pm	10am to 11:45am
	Topic	Problems on Ages	Syllogism 1	Idioms and Phrases	Idioms and Phrases	Number Series
	Time	12:30pm - 2pm	12:45pm to 2:45pm	12pm to 2pm	12:45pm to 2:15pm	1pm to 2 pm
	Topic	Syllogism 1	Problems on Ages	Number Series	Syllogism 1	Idioms and Phrases
	Time	2:15pm - 3:15pm	3:30pm to 4:30pm	2:30pm to 4pm	2:30pm-4:30pm	2:30pm to 4:15pm
	Topic	Idioms and Phrases	Idioms and Phrases	Syllogism 1	Percentages	Blood Relations
Friday (27 August 2021)	Time	10am - 12pm	10:30am to 12pm	10:15am-11:15am	11:30am to 12:30pm	10am to 12pm
	Topic	Number Series	Syllogism 2	Sentence Arrangements	Sentence Arrangements	Percentages
	Time	12:30pm - 2pm	12:45pm to 2:45pm	12:15pm to 2:15pm	12:45pm to 2:15pm	1pm to 2 pm
	Topic	Syllogism 2	Ratio and Proportion	Percentages	Syllogism 2	Sentence Arrangements
	Time	2:15pm - 3:15pm	3:30pm to 4:30pm	2:30pm to 4pm	2:30pm-4:30pm	2:30pm to 4pm
	Topic	Sentence Arrangements	Sentence Arrangements	Syllogism 2	Percentages	Syllogism 1



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Priyadarshini Centre of Excellence

Soft Skills Department 2018-19

Campus to Corporate Training for 5th Semester

Objective: The workshop aims at polishing employability skills and getting students industry ready. 542 students of all sections of all branches participated.

Duration: 5 days 30 hours sessions 10.30 AM to 5.30 PM.

21st August to 25th August 2018 – 5 days for each department.

Topics covered: Grooming, Body language, writing skills, types of interview, KYC, GD, Public speaking.

Assessment: Students were assessed on the parameters like communication, English language proficiency, Grooming & CV.

Resource persons: Dr. Rozina Rana HOD. PCOE .Mr. Anniruddha Pathak & Mr. Alok Joshi, Trainers. Respective departmental coordinators also worked for the success of the workshop

Students Feedback on this workshop:

Mr. Ashish Pal of ETC says “Workshop was useful as it provides every student chance to come on the stage. It builds confidence in each single student. Its my first workshop in my life, due to this workshop I started believing in myself.”

Conclusion: Early signs of transformation were observed in students in terms of confidence ,public speaking which will help them in campus recruitment process


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**Priyadarshini College of Engineering
Priyadarshini Centre of Excellence
Soft Skills Training Department**

NOTICE

Campus to Corporate (C2C) Workshop

on 21st & 26th August, 2018

Time : 10:30 AM to 5:30 PM

Venue : C. Tech. Seminar Hall, 3rd Floor, IT Complex

This is to inform all the students of 5th semester that Soft Skills Department is going to conduct a 5 day workshop on 16th to 26th July, 2018 for all the students of respective semester on the practical aspects of Employability Skills, which is becoming crucial day by day from the employment point of view.

The workshop will be helpful not just for the jobs / employment but overall personality development and preparing oneself for confidently dealing with different life situations.

Therefore, it mandatory is for all the students to be present on the above mentioned dates at the aforesaid venue.

For additional information, please feel free to contact the following faculty members : 1. T&P Coordinator of the department 2. Mr. Aniruddha Pathak - +91 90494 68682 3. Mr. Alok Joshi - +91 97654 06144

Dr. Mrs. Rozina Rana



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HOD, PCOE

CC to

1. HOD, IT Deptt.
2. T&P Coordinator
3. Respective Class Incharge


Campus to Corporate Training Syllabus
Workshop for 5th Semester students 2018-19

Topic code	Name of the Topic code	Duration
1	Cracking the Cocoon (Ice breaking) Knowing oneself, understanding the selection process, Interview's mind set, student psychology Deciding factors (Inside out), Emotional quotient	3 hr
2	Grooming, Body Language & Communication Making First impression, Casual conversation & formal communication Etiquette, Mannerism, Expression & Gesture	3 hr
3	Self Introduction What to include, what not to include Talking about strengths and weaknesses Making an impression Practice by students	3 hr
4	E-Mail Writing Format, sample E-Mails, Common mistakes, Assignment	2 hr
5	Personal Interview Frequently Asked Questions (FAQs) Student interviewing student	3 hr
6	Stress Interview and Group Interview Role reversal (Student interviewing trainer) Handling stress interview and casual interview Group interviews - Making your presence felt Dos and Don'ts	3 hr
7	Resume Points to include, Unique points, unique formats, common errors Assignment	3 hr
8	KYC - (Know your company) Core companies, IT companies, dealing with the questions	3 hr
9	Public Speaking and confidence building Structure, Check Points, Extempore	2 hr
10	Paragraph Writing Format, Outline, samples, sentence formation Assignments	1 hr
11	Group Discussions Outline, difference between GD and debate Changing topics with changing times Practice by students - 2 rounds	2 hr
12	Concluding Experience sharing, Take homes, General assessment, Assignments, Way forward, Feedback	2 hr


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2018-19
Feedback Analysis

1. Students found C2C workshop very useful for campus placement orientation.
2. Students found the content of the workshop relevant and beneficial.
3. Students reported increased sense of confidence.
4. Students have requested for more such sessions to be conducted for them.
5. Trainers were very accommodative and motivating.
6. Workshop helped participants deal with stage fear and improve their level of communication skills.


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Priyadarshini Centre of Excellence Employability Enhancement Training (EET) for 4th Semester

Objectives:

1. Enhance knowledge, skills and attitude of students to become acceptable to the industry.
2. To develop core competencies required for industry.
3. To develop interpersonal communication, generate ideas & provide solutions.
4. To Develop students become professional in terms of body language, grooming & approach.

Duration: 30 hours sessions, on all sections of 4th semester, 2 hours per week. Period : 24th December 2018 to 14th March 2019.

Total Students : 855

Topics covered : SWOT Analysis, effective self introduction, GD team building KYC, Resume writing, interview techniques Faq's, Mock interview, Verbal ability.

Assessment : The students were assessed on parameters by various activities conducted in classroom like self-introduction, Mock GD, Vocab activities, interviews etc.

Resource Persons : Vivek Shirkhedkar

Urmi Chakravorty


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PRIYADARSHINI COLLEGE OF ENGINEERING, NAGPUR

Session 2018-19

Time Table

Day	10:30 to 11:30	11:30 to 12:30	12:30 to 1:30	2:00 TO 3:00	3:00 to 4:00	4:00 to 5:00pm
Monday		ET-A	ME-2-D			CE
			EE-A	ME-B		
				ET-A		
Tuesday		ET-B	CT-B		ET-C	
			EE-B	ET-B	ME-D	
Wednesday	IT(EC)		CT-A		AE	IT
		ME1-B		CT-B		AE
Thursday			ME-C			EE-A
		ME1-A		ME-A		EE-B
Friday	EN (VS)				ME-C	CT-A
		EN	EY-A			
Saturday						


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Priyadarshini Centre of Excellence
Employability Enhancement Training
2018-19
Feedback Analysis

1. Students found EET classes very useful for personality development.
2. Students found the content of the EET syllabus relevant and beneficial.
3. 80% students reported that the EET classes helped them to have a better understanding of self and increased sense of confidence.
4. The EET classes helped participants deal with stage fear and improve their level of communication skills.
5. Students found the classes to be helpful for practice of English language and public speaking.
6. Students have requested for more such classes to be conducted for them.
7. The students found the trainers very accommodative and motivating.


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Priyadarshini Centre of Excellence

Soft Skills Department 2018-19

Lakshya Training Workshop for 7th Semester

Objective: The workshop was for creating a platform for eligible and interested students where they can experience actual recruitment process.

Duration: 4 days 40 hours sessions. Timings 8.00AM to 6.00PM daily.

Batch:1=06th to 10th Sep 2018 (220 students.) Batch:2=11th to 14th Sep 2018 (232students.)

Eligibility criteria: Students having 60% and above marks in aggregate.

Topics Covered: GD, PI, KYC, Self-introduction and Resume building.

Assessment: It has been carried out on parameters like communication, English language proficiency, Grooming & CV. Students were given certificate of participation.

Resource persons: Dr. Rozina Rana, HOD, PCOE. Mr. Amin Virani & Mr. Ram Kumar, Trainers. Students of 5th semester worked as volunteers for the workshop and helped to make program a grand success.

Students Feedback on this workshop: Mr. Rahul kumar of ETC says Yes, before the seminar I was not prepare for GD,PI and introduction with confidence & not in proper manner. I will overcome my nervousness and increase knowledge about KYC & GD. Yes, I have observed that every student have not good vocabulary so in starting time of the seminar please ask to 10 new words randomly to students and their meanings. Workshop was a great experience of my life.” Ms. Riya of EN says "The workshop helped me to improve my confidence, reduce stage fear

Conclusion:-Students got first-hand experience of corporate recruitment process which will help them to face placement drives confidently in time to come.

Glimpses of the event



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Priyadarshini Centre of Excellence

Soft Skills Training Department

All Departments

NOTICE

Lakshya Workshop

on 6th to 14th September, 2018

Time : 10:30 AM to 5:30 PM

Venue : C. Tech. Seminar Hall, 3rd Floor, IT Complex


This is to inform all the students of engineering branches that Soft Skills Department is going to conduct a 4 day workshop on **06th to 10th September, 2018** and **11th Sep to 14th Sep 2018** for all the students of respective semester on the practical aspects of Employability Skills, which is becoming crucial day by day from the employment point of view.

The workshop will be helpful not just for the jobs / employment but overall personality development and preparing oneself for confidently dealing with different life situations.

Therefore, it mandatory is for all the students to be present on the above mentioned dates at the aforesaid venue.

For additional information, please feel free to contact the following faculty members:

1. T&P Coordinator of the department
2. Mr. Amin Virani- +91 90494 686824.
- Mr. Ram Kumar- +91 97654 06144


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CC to

1. ALL HOD
2. T&P Coordinator
3. Respective Class In charge

Lakshya Training Syllabus
Workshop for 7th Semester students 2018-19

Topic code	Name of the Topic	Duration
1	Cracking the Cocoon (Ice breaking) Knowing oneself, understanding the selection process, Interview's mind set, student psychology Deciding factors (Inside out), Emotional quotient	30 mnt
2	Grooming, Body Language & Communication Making First impression, Casual conversation & formal communication Etiquette, Mannerism, Expression & Gesture	2 hr
3	Self Introduction What to include, what not to include Talking about strengths and weaknesses Making an impression Practice by students	2 hr x 4
4	E-Mail Writing Format, sample E-Mails, Common mistakes, Assignment	2 hr x 4
5	Personal Interview Frequently Asked Questions (FAQs) Student interviewing student	2 hr x 4
6	Stress Interview and Group Interview Role reversal (Student interviewing trainer) Handling stress interview and casual interview Group interviews - Making your presence felt Dos and Don'ts	2 hr x 4
7	Resume Points to include, Unique points, unique formats, common errors Assignment	2 hr x 4
8	KYC - (Know your company) Core companies, IT companies, dealing with the questions	2 hr x 4
9	Public Speaking and confidence building Structure, Check Points, Extempore	2 hr x 4
10	Paragraph Writing Format, Outline, samples, sentence formation Assignments	2 hr x 4
11	Group Discussions Outline, difference between GD and debate Changing topics with changing times Practice by students - 2 rounds	2 hr x 4
12	Concluding Experience sharing, Take homes, General assessment, Assignments, Way forward, Feedback	1 hr


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Lakshya 2018-19

Feedback Analysis

1. 70% of the students have reported increase in their level of confidence.
2. 91% students have found the content of the workshop adequate.
3. Students have found trainers very helpful and encouraging.
4. Participants found that, workshop has prepared them for the campus placement as it rigorously focused on practice of communication in group and in public.
5. Students have requested for such sessions to be conducted in earlier semesters.
6. Students appreciated the efforts of the volunteers.
7. They found workshop so benefiting that they would recommend it to juniors as well.
8. Participants shared that the workshop was well organized, the sessions started and ended on time and discipline was followed.