

Shiegoan, Kumbharpada, VirantE), Taluka-Vasai-400305, Phone no:77700003544 Website: www.xiva-technology.org



Date: 02/02/2023

COMPUTER ENGINEERING DEPARTMENT CSI VIVA-TECH

NOTICE

Ref No. VIT/COMP/CSI-10

We hereby inform you that, CSI VIVA-Tech, Computer Engineering Department along with Master of Computer Applications (MCA) is organizing a webinar on "Soft Skills" for the students of Computer Engineering Department and MCA. The venue, date and time for the same will be:

Venue: Seminar Hall (4th Floor)

Date: 03/02/2023

Time: 10:30 am onwards

Pranav Telangade

CSI Chairman

Prof. Akshata Raut CSI In-charge

Prof. Sunita Naik In-charge HOD,



VIVA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, DTE, Govt. of Maharashtra and Affiliated to the University of Mumbai) Shirgoan, Kumbharpada, Virar(E), Taluka-Vasai-401305, Phone no:7770002544 Website: www.viva-technology.org



COMPUTER ENGINEERING DEPARTMENT CSI VIVA-TECH

Report on Event(Monthly Event-I)-2022-23

Date: 3rd FEBRUARY 2023

Time: 10:30 PM to 12:00 PM

Venue: Viva Institute of Technology

Event: Webinar: Soft Skills

The CSI-VIVA Tech successfully organized a webinar on "Soft Skills" at the Computer Engineering Department, VIVA Institute of Technology. The webinar was conducted by Ms. Swati Ranjith. She started her journey in 2006 as a Technical service representative further within just a year she became an IT analyst at Dell providing support to AXA UK and US customers. Further in 2015 she was the social media coordinator at little pearls based in Abu Dhabi in 2017 she also gained experience as a Service delivery manager in LMNTRIX In 2020 she was the senior project manager and she paved her way through, to become head of operations at Not So Secure in 2021

The webinar was conducted for the students to get knowledge about soft skills and encourage students to improve their confidence and interpersonal skills.

She covered all the points from the very basics, starting by explaining to the students about types of soft skills and implementing them. Also Students from SE,TE and B.E and MCA asked their queries on the same. There was a large participation from department sZtaff and students of S.E, T.E and B.E Computer Engineering and MCA.

Overall it was a fun, insightful and enriching seminar.

Thank You

Pranav Telangade

CSI Chairman



Prof. Sunita Naik In-charge HOD,







COMPUTER ENGINEERING DEPARTMENT CSI VIVA-TECH





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VIVA Institute of Technology

Approved by AICTE, New Delhi, DTE, Government of Maharashtra, Affiliated to University of Mumbai At- Shirgaon, Post-Virar (E.), Tal-Vasai, Dist-Palghar - 401 305. Tel.: 777 000 2544 · Website : www.viva-technology.org

E-mail: contact@viva-technology.org / principalvit@vivacollege.org

Ref. No.VIVA VIT /1091/A/2022-2023

Date: 09 / 02 /2023

NOTICE

The IQAC cell of VIVA Institute of Technology in association with ICT Academy has organised 100 Hours (Core Skills-75 Hrs. and Soft Skill -25 Hrs.) of intensive activity-based training on " Data Analytics and Soft Skills ". The Certificate Program is fully sponsored by Lenovo supported by ICT Academy and offered free of cost to the Youth students.

The enrolment form is given to all departments.

Data Analytics: 13/02/2023 to 24/02/2023 9.00 am to 5.00pm

Soft Skills: 01/03/2023 to 03/03/2023 9.00 am to 5.00pm

At: Shirgaor Post: Virar, Tal.: Vasai, Dist. Palghar

Dr. Arun Kumar Principal

Ce to- All HODs - (FE / Comp / Civil /EXTC / Electrical / Mechanical/ MCA)

IQAC coordinator

Office

Notice Board



Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Technology, Virar

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Nivedith Shah.



VIVA Institute of Technology

Approved by AICTE, New Delhi, DTE, Government of Maharashtra And Affiliated to University of Mumbai

Internal Quality Assurance Cell (IQAC)

Topic Name: Data Analytics and Soft Skills

Name of the Guest Speaker: Miss. Nivedita Shah

Designation: Trainer

Organization/Institution: Lenovo CSR activity through ICT academy

Date: Data Analytics: 13/02/2023 to 24/02/2023

Soft Skills: 01/03/2023 to 03/03/2023

Time: 9.00 am to 5.00pm

Programme Summary/Details:

As part of Youth Empowerment – An initiative of Lenovo implemented by ICT Academy had organized Volunteering Sessions on topic "Data Analytics and Soft skills". The 100 Hours (Core Skills- 70 Hrs. and Soft Skill - 25 Hrs.) of intensive activity-based training. The Certificate Program was fully sponsored by Lenovo supported by ICT Academy and offered free of cost to the Youth students.

The opportunity was given to 50 students from EXTC, Computer, Electrical and Mechanical engineering branch on First cum First Serve basis. As many students were interested preference were given to fast learners based on their curriculum performance.

Course Coordinator: Prof. Karishma Raut

Photos:







Course Code	Course Name	Contact	Credits		nination Sc		
		Hours	Assigned	Term Work	Practical	Oral	
MCAL22	Soft Skills Development Lab	02	01	50	\$1.00°		50

Pre-requisite: Decent working knowledge of the English language (including Grammar) is a must, keeping in mind that most business/management transactions in India and internationally are conducted in the English language

Lab Course Objectives: Course aim to

Sr. No.	Course Objective
1	Inculcate the essential skills that professionals need to distinguish themselves and make a positive impact on their work and social lives
2	Provide better understanding of corporate culture and to improve their etiquettes, interpersonal skills and professional image
3	Develop holistically and ensure comprehensive learning.

Lab Course Outcomes:

Sr. No.	Outcomes:	Bloom Leve
CO1	Develop interpersonal skills that help in communication, teamwork, leadership and decision making.	Applying
CO 2	Methodically study, formulate and interpret different facets of organizational behavior.	Evaluating
CO 3	Develop holistic leaders and technocrats helping in individual and organizational growth.	Creating

Description:

Description Module No	Detailed Contents	Hrs
1	Soft Skills Introduction: Soft-Skills Introduction What is Soft Skills? Significance of Soft-Skills – Soft-Skills Vs. Hard Skills - Selling Soft-Skills – Components of Soft Skills – Identifying and Exhibiting Soft-Skills SelfLearning Topics: Types of Soft, Hard Skills	02
2	Communication: Concept and meaning of communication, methods of communication, verbal and non-verbal communication, techniques to improve communication. Communication in a business organization: Internal (Upward, Downward, Horizontal, Grapevine). External Communication, 7 C's of communication. Active Listening, Differences between Listening and Hearing, Critical Listening, Barriers to Active Listening, Improving Listening, Intercultural sensitivities, Business etiquette when dealing with people from different nationalities Practical (Role plays, case studies)	03



	Self LearningTopics: Problems/Barriers in communication	
3	Written/Business Communication: Written Communication: Principles of Correspondence, language and style in official letter (full block format, modified block format). Business letters (enquiry to complaints and redressal), Application letter, CV writing, , Email etiquette, Documentation of Meetings, Notice, Agenda, Minutes of Meetings. Practical (Practice on CV, Business Letters, Applications, Notice, Agenda,	
	Minutes of Meetings) Self Learning Topics: Impact of modern Technology on Business Communication the paperless office, use of modern devices	
1	Presentation Skills: Presentation techniques, Planning the presentation, Structure of presentation, Preparation, Evidence and Research, Delivering the presentation, handling questions, Time management, Visual aids. Practical - Presentation by students in groups of maximum 3 on Organizational Behavior topics allocated by faculty. Topics have to cover — 1. Personality: Meaning, Personality Determinants, Traits, Personality types and its, impact on career growth, 2. Individual / Organizational Decision Making. 3. Attitude: Meaning, Components of Attitude, changing attitude and its impact on career growth 4. Perception and Values. 5. Motivation and Leadership: Concept, Importance. 6. Goal setting: SMART (Specific, Measurable, Attainable, Realistic, Timely) Goals, personal and professional goals 7. Time and Self-Management. 8. Learning in a group, Understanding Work Teams, Dynamics of Group Behavior, Techniques for effective participation 9. Etiquette- General & Business Etiquette, Body language 10. Emotional intelligence of self and SWOC 11. Threats v/s Challenges 12. Dos and Donts of a presentation/ meetings Online & offline.(presenter & members) Self LearningTopics: Voice modulation,	
5	Tone, Pitch, Knowledge and self confidence Effective Public Speaking: Public Speaking, Selecting the topic for public speaking, Understanding the audience, Organizing the main ideas. Language and Style choice in the	03
	speech, Delivering the speech and Delivery techniques Self Learning Topics: P	
6	Group Discussions: Group Discussion Skills, Evaluation components, Do's and Don'ts.	03

	Practical (Group Discussions) SelfLearningTopics:	03
7	Interview Techniques: Interview Techniques, Pre-Interview Preparation, Conduct during interview, Verbal and non-verbal communication, common mistakes. Preparation of CV. Practical (Role plays, mock interviews, Telephonic Interviews, Body Language, Facial Expression) SelfLearningTopics: Sample communications and exercises, audio-visual presentations	

Reference Books:

Reference No	Reference Name
1	Business Communication (Revised Edition), Rai&Rai, Himalaya Publishing
	House
2	Soft skills: an integrated approach to maximise Personality,
	Chauban & Sharma Wiley India publications.
3	Business Communication: A practice oriented approach, Kalia and
	Chailia Agamyal
4	Business Communication – Meenakshi Raman, Prakash Singh, Oxford
	D I Unition
5	Stanban Robbins & Judge Timothy: Organization Behavior, Pearson Education
6	K. Aswathappa – Organizational Behavior: Text, cases & games, Himalaya
O	Publishing House
7	Pareek, Udai, Understanding Organizational Behaviour, Oxford University
/	Press, New Delhi.
0	Taylor & Chandra, "Communication for Business: A Practical Approach,"
8	
	Pearson Communication "Shoth Publishers
9	Doctor & Doctor, "Business Communication," Sheth Publishers.

Sugested list of experiments

Practical No	Problem Statement
1	Role Plays
2	Management Activities/Games
3	Case Studies
4	Presentations
5	Extempore Public Speaking
6	Group Discussions
7	Mock Interviews

Assessment:

Term Work: Will be based on Continuous Assessment

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1. Laboratory work will be based on the syllabus with minimum 10 experiments.

Experiments 40 marks

2. Practical will be evaluated by

and documented according to a rubric



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