



## C.P.& Berar E. S. College, Tulshibagh, Mahal Nagpur

### Department of Commerce

Session 2023-24

**Name of Activity: Soft Skills Development Workshop**

#### **BRIEF REPORT**

Soft skills are non-technical skills that describe how you work and interact with others. Unlike hard skills, they're not necessarily something you'll learn in a course, like data analytic or programming skills. Instead, they're something you often build through experience.

Soft skills include interpersonal (people) skills, communication skills, listening skills, time management, and empathy, among others. They are among the top skills employers seek in the candidates they hire, because soft skills are important for just about every job.

Understanding the importance of learning and acquiring Soft skills, that every passing out student should have it for fetching a job, workshop on soft skills was organised by Commerce Department of C.P. & Berar College.

The resource person for the program was Dr. Ashish Linge, Head of department, MBA,

Dr. Milind Barhate, Principal , C.P & Berar, College & Professor S. D. Bhave, SoftSkills Trainer.

Dr. Linge explained soft skills and its importance to students. He shared some tips with students that they should stay positive, have goals in life, identify potential, stay away from negativity and start a day with positivity. He said this automatically

inculcates the good values leading to good acts that are very important to gain soft skills.

Prof. S. D Bhave, renowned Soft skills trainer, told students that they should learn English language, master the skill of answering to the point, participate in various competitions, keep on learning new skills etc. While doing so one should stay polite and confident. Once you have mastered in the soft skills it acts as promoting agent for your success.

Dr. Millind Barhate, praised Speakers for partnering in soft skills program. He appealed students to get benefited from such sessions apply the learn set of skills in practical life.

## Permission Letter

To,

The Principal

C.P. & Berar E. S. College

Nagpur.

Subject : Permission to Conduct Programm on Soft Skills Development.

Respected Sir,

we wish to conduct Programm on Soft Skills Development On 5<sup>th</sup> October 2023 .

Program Schedule of the same is as follows

- 1) Communication Skills and Resume Writing - Dr. Ashish Linge
- 2) Interview methods and Expectations of Employer - Shri Sharad Bhave

The arrangements will be made as per the protocol that college follows.

Kindly Permit & Oblige

Permi Hted  
04/10

Yours Truly  
Dr. Medha Kanetkar  
Coordinator

# Notice



## C.P. & Berar E. S. College,

Tulshibagh, Mahal, Nagpur

Department of Commerce

### NOTICE

Program on Soft Skills Development is on 5<sup>th</sup> October 2023 .

Program Schedule of the same is as follows

3) Communication Skills and Resume Writing - Dr. Ashish Linge

4) Interview methods and Expectations of Employer - Shri Sharad Bhave

Students are here by appealed to attend these program's in maximum numbers to make this initiative a Success.

Students can register their names for the course to coordinator Dr. Medha Kanetkar at Department of Commerce.

Principal

# Brochure



## SOFTSKILL DEVELOPMENT **WORKSHOP**

On 5th October 2023 at CP & Berar ES  
College, Tulshibagh Mahal at 10am

### GUEST SPEAKERS



- Dr. Ashish Linge to speak on  
Communication Skills and  
Resume Writing



- Sharad Bhawe to speak on  
Interview Methods and  
Expectations of employer

Chief Guest  
Dr. Milind Barhate, Principal

Co-ordinator  
Dr. Medha Kanetkar  
Commerce Department



# Attendance Sheet

SR. no.	Roll no.	Name of the Students	Signature
1		Shweta P. Mastani B. Com 1 year	<u>Shweta</u>
2		chanda s. Hedau B. Com 1 year	<u>chanda</u>
3		Ratishka M. Mohadikar B. Com 2 year	<u>Ratishka</u>
4		Isha .R. Chawate B. Com. 1 year	<u>Ishawate.</u>
5		Kasak. C. Nigave B. Com, 1 year	KASAK
6		Dipali Rujesh G. M. Com II <sup>nd</sup> y.	D. R. Gokhale
7		Rushabh G. Karale B. Com I	<u>Rushabh</u>
8		Chetan G. Bisane B. Com I year	C. G. Bisane
9		Vijaykumar Jharviya B. Com 1st year	<u>Vijay</u>
10		Harshal Lanjewar B. Com 1st year	H. Lanjewar
11		Akash P. Dharmik B. Com 1st year	<u>AKASH</u>
12		Rahul G. Umredkar B. Com	<u>Rahul</u>
13		Ashaj .M. Khan B. Com. 1st year	<u>Ashaj</u>
14		Ashlesha S. Lingayat B. Com	<u>Ashlesha</u>
15		Tanishka . P. Dongre BA 1st year	<u>Tanishka</u>

SR no.	Roll no.	Name of the students	Signature
1	7210	Jyotsna H. Chhapanghore	<u>Jyotsna</u>
2	7255	Nilishi N. Nimje	<u>Nilishi</u>
3	7205	Neha Kushwaha	<u>Neha</u>
4	7236	Isha Kumbhare	<u>Isha</u>
5	7209	Mahi Shindekar	<u>Mahi</u>
6)		Ashwini D. Sunghare	<u>Ashwini</u>
7)	7235	Aniket R. Datar	<u>Aniket</u>
8)	-	Kam V. Umrekar	<u>Kam</u>
9)	-	Nisha H. Dongare	<u>Nisha</u>
10)	-	Shrutika S. Ingle	<u>Shrutika</u>
11)	-	Deekha L. Morathe	<u>Deekha</u>
12)	-	Namdevi R. Pannikar	<u>Namdevi</u>
13)	-	Nisha A. Bawane	<u>Nisha</u>
14)	-	Sai R. Borikar	<u>Sai</u>
15)	-	Khoshboo K. Rathod	<u>Khoshboo</u>
16)	-	Mahi V. Kumbde	<u>Mahi</u>
17)	-	Komal M. Yadav	<u>Komal</u>
18)	-	Vday T. Jaisiy	<u>Vday</u>
19)	-	Purnav S. Shindekar	<u>Purnav</u>
		पुनव स. शिंदेकर	<u>पुनव</u>



SR NO.	Roll NO	Name of students	Signature
1.		Shrutika Anil Randive	<u>Shrutika</u>
2.		Jitendra Vijay Hedao	<u>Jitendra</u>
3		Saksham D. Mahalle	<u>Saksham</u>
4		Ritesh C. Mule	<u>Ritesh</u>
5		Bhushan S. Raut	<u>Bhushan</u>
6	7206	Tralyani B Neware	<u>Tralyani</u>
7	7223	Reshma H Parate	<u>Reshma</u>
8		Yashvi D. Bajina	<u>Yashvi</u>
9		Disha 'N' Sen	<u>Disha</u>
10		Imamuddin Sheikh	<u>Imam</u>
11		Lokesh Shapayle	<u>Lokesh</u>
12		Yash Hedao	<u>Yash</u>
13		Nayan Sakul	<u>Nayan</u>
14		Rohan Dhokane	<u>Rohan</u>
15		Kaustik Mundekar	<u>Kaustik</u>
16		Sakshi Ranjore	<u>Sakshi</u>
17		Shital Tatkade	<u>Shital</u>
18		Singhasha Kaleshwar	<u>Singhasha</u>
19		Trishna Matyase	<u>Trishna</u>
20		Umesh Kousar	<u>Umesh</u>
21		Shital Ingole	<u>Shital</u>
22		Gaurav Shelke	<u>Gaurav</u>
23		Pratik Mowalekar	<u>Pratik</u>
24		Prakash Kalamkar	<u>Prakash</u>
25		Pranay Phabale	<u>Pranay</u>
01		Dushanti Khatiwade	<u>Dushanti</u>



# Photographs



# Certificate



**C.P.& Berar E. S. College, Nagpur**  
Commerce Department  
**Tulsibag, Mahal, Nagpur**

## Certificate of Participation

This is to certify that \_\_\_\_\_ Student Name  
has attended the Online Soft skills development workshop on  
'Communication and body language' held on 5th October 2023.

  
**Dr. Milind Barhate**  
Principal  
C.P.& Berar E. S. College, Nagpur

  
**Dr. Medha Kanetkar**  
Organizing Secretary  
C.P.& Berar E. S. College, Nagpur

## सीपी अॅण्ड बेरार महाविद्यालयात कार्यशाळा

नागपूर : सीपी अॅण्ड बेरार महाविद्यालयात 'सॉफ्ट स्किल्स डेव्हलपमेंट'वर



नुकतीच कार्यशाळा आयोजित करण्यात आली. या कार्यशाळेत संभाषण कौशल्य, मुलाखत तंत्र आणि व्यक्तिमत्त्व विकास यावर प्रात्यक्षिक देऊन प्रशिक्षण देण्यात आले.

विद्यार्थ्यांसाठी संभाषण कौशल्य ही आजच्या जगात एक अत्यावश्यक बाब झाली आहे असे प्रतिपादन महाविद्यालयाचे प्राचार्य डॉ. मिलिंद बारहाते यांनी केले. डॉ. आशिष लिंगे आणि शरद भावे यांनी या कार्यशाळेत त्यांचे अनुभव कथन केले. डॉ. भावे यांनी विद्यार्थ्यांची प्रत्यक्ष मुलाखत घेऊन मुलाखत तंत्र शिकविले, तर डॉ. आशिष लिंगे यांनी संभाषण कौशल्य कसे असावे आणि नोकरीसाठी अर्ज करताना स्वतःची वैयक्तिक माहिती कशाप्रकारे लिहावी याचे मार्गदर्शन केले. या कार्यशाळेचे आयोजन वाणिज्य विभागाद्वारे डॉ. मेधा कानेटकर यांनी केले. या कार्यशाळेसाठी डॉ. दीक्षित, डॉ. सोनटक्के व डॉ. लांबट यांनी परिश्रम घेतले. कार्यशाळेचे समापन उपप्राचार्य डॉ. जितेंद्र महाजन यांच्या हस्ते करण्यात आले.



# सॉफ्ट स्किल्स डेव्हलपमेंटवर बेरार विद्यालयात कार्यशाळा



नागपूर. सीपी अँड बेरार महाविद्यालयात 'सॉफ्ट स्किल्स डेव्हलपमेंट' वर नुकतीच कार्यशाळा आयोजित करण्यात आली. या कार्यशाळेत संभाषण कौशल्य, मुलाखत तंत्र आणि व्यक्तिमत्व विकास यावर प्रात्यक्षिक देऊन प्रशिक्षण देण्यात आले. विद्यार्थ्यांसाठी संभाषण कौशल्य ही आजच्या जगात एक अत्यावश्यक बाब झाली आहे असे प्रतिपादन महाविद्यालयाचे प्राचार्य डॉ. मिलिंद बारहाते यांनी केले. डॉ. आशिष लिंगे आणि शरद भावे यांनी या कार्यशाळेत त्यांचे अनुभव कथन केले आणि आजच्या जागतिक स्पर्धेच्या युगात रोजगार देणाऱ्या कंपन्यांना कशा प्रकारचे कर्मचारी अपेक्षित

आहे यावर सविस्तर मार्गदर्शन केले. डॉ. भावे यांनी विद्यार्थ्यांची प्रत्यक्ष मुलाखत घेऊन मुलाखत तंत्र शिकविले तर डॉ. आशिष लिंगे यांनी संभाषण कौशल्य कसे असावे आणि नोकरीसाठी अर्ज करताना स्वतःची वैयक्तिक माहिती कशाप्रकारे लिहावी याचे उत्कृष्ट मार्गदर्शन केले. या कार्यशाळेचे आयोजन वाणिज्य विभागाद्वारे डॉ. मेधा कानेटकर यांनी केले. या कार्यशाळेसाठी डॉ. दीक्षित, डॉ. सोनटक्के व डॉ. लांबट यांनी परिश्रम घेतले. विद्यार्थ्यांचा अतिशय चांगला प्रतिसाद प्राप्त झाला. या कार्यशाळेचे समापन उपप्राचार्य डॉ. जितेंद्र महाजन यांच्या हस्ते करण्यात आले.

# Sample of Student Feedback Form

**C. P. & Berar Education Society's College, Nagpur**

Department of Commerce

**Soft Skills Development Workshop**

**Feedback Form**

**Thank You for Attending Workshop!**

Name of Students: -----

Class: ----- Mobile No.: -----

Email Address: -----

Please tick (✓) the appropriate box 1 being poor, 5 being the best

Seminar	Poor	Fair	Good	Very Good	Excellent
Schedule of Seminar					
Topic of Seminar					
Provided Information					
Presentation of Resource Persons					
Overall Evaluation of Seminar					

What topic would interested you in future seminar?

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Any Other Comment?

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## Outcomes

The analysis of Students feedback shows it was taken well by students and that it was very much satisfactory.

1. Students could understand the importance of soft skills in professional world.
2. Students got to understand the effective techniques of resume writing
3. Students took part in interview techniques very sportingly.
4. Interview techniques were well demonstrated.

**Objective Achieved** – As it can be seen from the feedback. The objective to impart soft skills in attendee students for overall readiness for job, was achieved to a great extent.

----ENDS ----