PUNE INSTITUTE OF COMPUTER TECHNOLOGY
DHANKWADI, PUNE - 411043

ACADEMIC YEAR: 2018 – 2019
LIST OF EXPERIMENTS

DEPARTMENT: COMPUTER ENGINEERING　　　　　　　　**Date: 14 – 06 – 2018**
CLASS: S.E.　　　　　　　　　　　　　　　　　　　　　**SEMESTER: I**
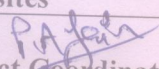**SUBJECT: SOFT SKILLS**

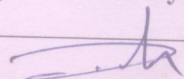| Lab. Expt. No.	Topic for problem statement
1.	**Self – Assessment** Draw a SWOT table showing your Strength , Weakness , Opportunity & Threats Objective: Inculcating habit of objective analysis for finding out strengths & weakness of individual and associated opportunities and threats thereof. 　　　　To get first hand information about the individuals background, technical skills, other skills, achievements, future goals, hobbies. 　　　　To identify the key internal & external factors seen as important to achieving an objective. Pre requisite: The distinguishing personal traits
2.	**Personal & Career Goal setting – Short term & Long term** To set personal & career short – term & long – term goal Objective : To represent objectives, benchmarks & milestones in your career for providing long term vision & short term motivation in focusing the career 　　　　To identify personal & career goal Pre requisite: The distinguishing personal traits
3.	**Public speaking exercise.** To write full text of speech & deliver the same Objective: To develop and nurture the verbal and nonverbal spoken communication skills of students along with stage daring. 　　　　To present the topic in an effective, convincing and time bound manner. Pre requisite: Knowledge of any topic (business / social / technical) from which positive moral is conveyed
4.	**Reading & Listening skills** Listen carefully & understand the audio clip being played 10 minutes & then answer the questions based on the same clip Objective : To learn different types of listening & identify causes of poor listening Pre requisite : verbal skills
5.	**Group Discussion** Participating in group discussions on current affairs / social issues / ethics &

etiquettes

Objective :

- to learn the " Group Discussion skills " & understand the various types of " Group Discussion "
- In formal exchange of knowledge , ideas & perceptions among the participants on any issue , topic or sub – topic among students
- Produce a range of options or solutions , addressing a particular problem or an issue
- Develop their skills in interpersonal communication & in expressing their views

Pre requisite : Knowledge about the social issue / topic of discussion

6.	**Letter / Application writing**

To submit a written business document application / letter

Objective:

- to learn written communication for official / business correspondence
- to learn the " Writing Skills " & understand the various types of " Writing Skill "
- to learn to transmit information with a clear purpose , to a specific audience
- to learn & analyze his or her observations of phenomena or events in the real world in light of theories studied in the course

Prerequisite : Style , Grammar & Vocabulary for effective writing

7.	**Report writing**

Write one report based on visit / project / business proposal, it can be Informal report , Recommendation report with justification , Business plan , Situational report , research report , periodic report etc.

Objective: Students will extend their ability to

- Writing effectively in a variety of situations for a variety of purpose
- To practice different types of reports & data organization skills

Pre–requisite : ability of writing & understanding

8.	**Résumé writing**

To submit the résumé which will be a summary of your qualifications that relate to the position for which you are applying

Objective:

- To learn to generate written evidence of your qualifications & skills
- Examine & define your skills , interests , accomplishments & experiences

Pre–requisite: self–information , vocabulary , knowledge of personal goal or job

9.	**Presentation Skill**

Multimedia based oral presentation of factual information highlighting the importance of

	Objective:
	• To develop & nurture the verbal & non–verbal spoken communication skills of students along with stage daring • To learn & understand the points on making an effective presentation • To present the topic in an effective , convincing & time bound manner Pre–requisite : Knowledge of any topic (business / social / technical) from which positive moral is conveyed
10.	**Team games for team building** To work as part of a team is one of the most important skills for team building Objective: • To discover effective ways to get tasks accomplished through others • To discover how to structure your planning time to produce maximum results • To think out of box Pre–requisite: active participation & self–motivation
11.	Situational games for role playing as leaders
12.	**External session** External session on Corporate Manners & Etiquettes & Effective Leadership , Stress Management & Time Management Objective: To make engineering students aware of the importance, the role & the content of soft skills To understand their roles & responsibilities by empowering problem solving & conflict management organizational skills Pre requisite: Good listener & Active participation
13.	**Mock Interviews** To conduct the different types of interview process for students Objective: Understand what an interview is & its importance in selection process Familiarize yourself with interview process Learn in detail various personality traits that are assessed during interviews Get to know different types of interviews held Learn dos & don'ts for achieving success in interviews Pre–requisite: Good listener , vocabulary
14.	Question and answer session
Students will frame the problem statement to fulfill the objectives of the topic after study of pre requisites	

Subject Coordinator
Smt. Preeti A. Jain

Head Dept. of Comp. Engg.
Prof. Dr. R. B. Ingle

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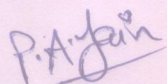## SCHEDULE OF EXPERIMENTS

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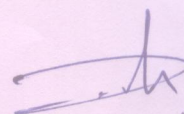
CLASS: S.E.   SEMESTER: I

SUBJECT: SOFT SKILLS

Lab. Expt. No.	Topic for problem statement	Last date of completion
1.	SWOT Analysis	5th week of June 2018
2.	Personal, career Goal setting – Short term & Long term	1st week of July 2018
3.	Public Speech	3rd week of July 2018
4.	Reading & Listening skills	1st week of August 2018
5.	Group discussion	2nd week of August 2018
6.	Letter / Application writing	4th week of August 2018
7.	Report writing	5th week of August 2018
8.	Resume writing	2nd week of September 2018
9.	Presentation skill	4th week of September 2018
10.	Team games for team building	4th week of September 2018
11.	Situational games for role playing as leaders	3rd week of September 2018
12.	External session on Yoga & meditation / Stress management , relaxation exercises & fitness exercises / Time management & personal planning sessions	3rd week of September 2018
13.	Mock Interviews	1st week of October 2018
14.	Discussion with the students at the end of semester.	1st week of October 2018

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