

## **LIST OF ASSIGNMENT**

### **1. Cover letter and Resume**

**Question:** You have seen an advertisement in The Hindu for the post of software engineer in Infotech Pvt Ltd, Shivaji nagar, Near Bank of Maharashtra, Pune – 410014. Apply for the job with Resume.

### **2. Short Proposal**

**Question:** Hindustan Transport Communication Ltd., Aurangabad has decided to establish a computer centre to train its employees in using modern means of recording, storing, retrieving and transmitting information. You have recently been employed by the company to set up this centre and then to train its employees in using computer facilities for day-to-day operations. Write a Technical proposal, containing a comprehensive plan for setting up this centre and training the employees. The proposal is to be submitted to the Vice-President(Engineering).

### **3. Meeting Documentation**

**Question:** (a) Imagine that you are the Secretary of the staff association of your organisation. Write a notice, giving the agenda of the first business meeting of the General Body, convened to elect the office-bearers. The notice should contain the dates of nominations and withdrawals, the time and date of election and the place where it will be held.

(b) Write the minutes of the above meeting.

### **4. Writing and Analysing Technical Paper**

**Question:** (a) Analyze any one Technical paper of your branch from IEEE Technical Journal.

(b) Write Technical paper as per your area of interest(of your Branch).

### **5. Writing a SOP**

**Question:** (a) Write SOP for Higher Education purpose.

(b) Write SOP for Job purpose.

### **6. IPR**

**Question:** (a) What is IPR? Explain scope of IPR.

(b) Write short notes on: (i) Copyright (ii) Patent (iii) Trademark (iv) Geographical Indication (v) Industrial design

### **7. Interpersonal Skills**

**Question: Attempt any two**

(a) What is Team building? Explain the process of Team Building.

(b) Explain why emotional intelligence, conflict resolution and assertiveness are important in cooperative world.

(c) Write Short notes:

(i) Time Management

(ii) Negotiation skills

(iii) Leadership and motivation

(iv) Decision making

### **8. Aptitude Test**

## **9. Group Discussion(GD)**

**SAMPLES :** <https://drive.google.com/drive/u/0/folders/1xjAH0eNcyvOTMvACMUkmftSlRik4l6Gw>