

Ref. No: ICEM/CIVIL /2021-22/

Date: - 10th Jan. 2022

Notice

Department of Civil Engineering

Indira College of Engineering and Management offering training program for the TE and BE students on "Aptitude & Soft Skill". The sessions will be conducted in online mode 2 Hrs. per week. Session time will be reflected in Academic Time Table.

Attendance is compulsory is compulsory for all the students. The training session will commence from 11 Jan 2022 onward. Students must take at most benefit of the session.



Prof. Vijay Wairagade

Head of Department



**Academic Year 2021-22 (Sem-II)****Report on Soft Skill Training Session**

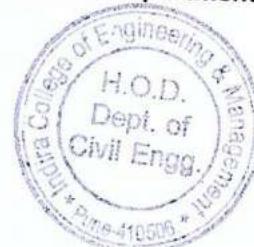
The main aim of soft skill training session was to develop confidence in students and improve their communication skills & also instill the art of speaking and boost up the confidence among students so that the improvement in their personality took place. This session was taken for students to make them understand the importance of Presentation. They were given important key points to remember while presenting. Following Syllabus are included in soft skill training Session.

Sr. No.	Topics
1	Stress management & Time Management
2	Formal & Informal letter writing
3	CV formation with a Cover Letter
4	Interview technique online & face to face
5	Introduction & Debate
7	Writing Skill & Speaking Skill
8	Etiquette, Leadership & Management

Students gave their feedback of the session very positively. The session was very informative and it helped student in knowing how to tackle interviews.

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INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT

Approved By AICTE New Delhi, DTE (MS) and Affiliated to Pune University (Id-No. PU/PN/Engg/282/2007)

**Academic Year 2021-22 (Sem-I)****Report on Aptitude Session**

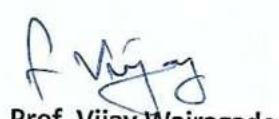
The main aim of soft skill training session was to motivate student for Training and placement activity and to avail knowledge for students to crack the aptitude examinations for Placement Activity.

In live Aptitude session they have discussed Guidance about the aptitude test. What is a career guidance aptitude test?

These are psychometric assessment tests that help an individual to decide the best career to opt. These tests assess people on logic, reasoning, problem solving, management, communication, judgment, interest, thinking, physical and senses. An aptitude test is a systematic means of testing a job candidate's abilities to perform specific tasks and react to a range of different situations. The tests each have a standardized method of administration and scoring, with the results quantified and compared with all other test takers. No prior knowledge is assumed, as the tests seek to determine innate ability at a particular competency.

Following Syllabus are included in Aptitude training Session.

- Basic Aptitude (Percentage & Average)
- Ratio & Proportion or Function
- Profit & loss
- Time rate & work
- Coding & Decoding
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