

Vivekanand Education Society's Institute of Technology

Hashu Advani Memorial Complex, Collector's Colony, Chembur, Mumbai-400074



2022-2023

NAME : YASH SARANG

CLASS : D11AD

ROLL NO : 47

GROUP No. : 47

Department of Artificial Intelligence & Data Science.

Subject : Professional Communication and Ethics -2 (2022-2023)

Subject teacher: Dr. Geeta Ajit

Vivekanand Education Society's Institute of Technology

Hashu Advani Memorial Complex, Collector's Colony, Chembur, Mumbai-400074



Certificate

Certified that Mr. / ~~Ms.~~ Yash Sarang of
D11AD, Roll no. 47 from the Department of AI & DS has satisfactorily completed
the necessary assignments and projects in the course Professional Communication
and Ethics - 2 under my supervision in for the year 2022 - 23.

Dr. Geeta Ajit

Subject Teacher

Head of the Department

College Seal

Principal

Vivekanand Education Society's Institute of Technology

Hashu Advani Memorial Complex, Collector's Colony, Chembur, Mumbai-400074



Department of Artificial Intelligence & Data Science.

Name of Course: Professional Communication and Ethics - 2

Course objectives :

1. To discern and develop an effective style of writing important technical/business documents.
2. To investigate possible resources and plan a successful job campaign.
3. To understand the dynamics of professional communication in the form of group discussions, meetings, etc. required for career enhancement.
4. To develop creative and impactful presentation skills.
5. To analyze personal traits, interests, values, aptitudes and skills.
6. To understand the importance of integrity and develop a personal code of ethics.

Course outcomes : After successful completion of the course student will be able to :

1. Plan and prepare effective business/ technical documents which will in turn provide solid foundation for their future managerial roles.
- 2.
3. Strategize their personal and professional skills to build a professional image and meet the demands of the industry.
4. Emerge successful in group discussions, meetings and result oriented agreeable solutions in group communication situations.
5. Deliver persuasive and professional presentations.
6. Develop creative thinking and interpersonal skills required for effective professional communication.
7. Apply codes of ethical conduct, personal integrity, and norms of organizational behaviour.

Vivekanand Education Society's Institute of Technology

Hashu Advani Memorial Complex, Collector's Colony, Chembur, Mumbai-400074



MAPPING OF COURSE OUTCOMES (CO) AND PROGRAM OUTCOMES (PO)

CO	PROGRAM OUTCOMES (PO)											
	1	2	3	4	5	6	7	8	9	10	11	12
1	1	1	1	1	3	3	3	3	3	3	3	3
2	1	1	1	1	3	3	3	3	3	3	3	3
3	1	1	1	1	3	3	3	3	3	3	3	3
4	1	1	1	1	3	3	3	3	3	3	3	3
5	1	1	1	1	3	3	3	3	3	3	3	3
6	1	1	1	1	3	3	3	3	3	3	3	3

Level of Attainment of POs by COs

1-Slight (Low)

2-Moderate (Medium)

3-Substantial (High)

Vivekanand Education Society's Institute of Technology

Hashu Advani Memorial Complex, Collector's Colony, Chembur, Mumbai-400074



Name: Yash Sarang

Year : 2022-2023

Roll No. : 47 Group No. : 7

Class / Div : D11AD

Department of Artificial Intelligence & Data Science

INDEX

Sr No.	Title	CO	PO	Page no.	Sign
1	Assignment 1: Cover letter and Resume	1,2,3,4,5	3 to 12		
2	Assignment 2: Project Proposal	1,2,3,4,5	3 to 12		
3	Assignment 3: Meeting and Documentation	1,2,3,4,5	3 to 12		
4	Assignment 4: Paraphrasing a Technical Paper	1,2,3,4,5	3 to 12		
5	Assignment 5: Writing a SOP	1,2,3,4,5	3 to 12		
6	Assignment 6: Summary of Mini presentation and PPTs	1,2,3,4,5	3 to 12		
7	Assignment 6: Interpersonal Skills.	1,2,3,4,5	3 to 12		

Signature of the Subject Teacher

Dr. Geeta Ajit

Vivekanand Education Society's Institute of Technology

Subject: Professional Communication and Ethics - 2

Semester V (2022-2023)



Assignment No :

Department: Artificial Intelligence & Data Science.

Class & Div: D11AD

Subject Teacher: Dr Geeta Ajit

Name of the Student: Yash Sarang	Roll No: 47
Title:	Assignment no.:
Date of Submission:	
SIGNATURE : Dr Geeta Ajit	GRADE:

Assignment 1