VISVESVARAYA TECHNOLOGICAL UNIVERSITY
JNANA SANGAMA, BELAGAVI – 590018

Intra Institutional Internship Report on

"Personality Development Activities"

Submitted in partial fulfilment of the requirements for the award of degree of

BACHELOR OF ENGINEERING
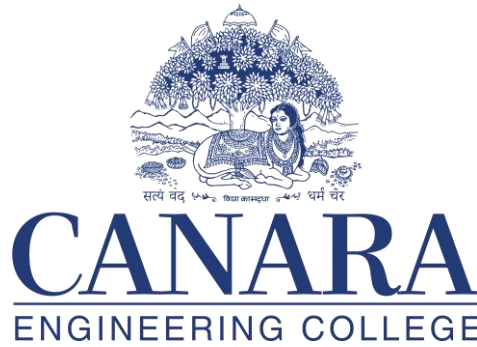## IN
COMPUTER SCIENCE AND DESIGN

by

NAME: Shashank Gowda C
USN: 4CB21CG048

DEPARTMENT OF COMPUTER SCIENCE AND DESIGN
CANARA ENGINEERING COLLEGE
BANTWAL 574 219

2022-23

DEPARTMENT OF COMPUTER SCIENCE AND DESIGN

Certificate

Certified that the Intra Institutional Internship report entitled "**Personality Development Activities**" is a document on series of activities carried out by **Shashank Gowda C (4CB21CG048),** in partial fulfilment of the requirements for the award of the degree of **Bachelor of Engineering (BE) in Computer Science and Design (CS&D) of Visvesvaraya Technological University, Belagavi**, during the year 2022-2023. Further it is certified that all the corrections/suggestions indicated during the Internal Assessment (Internship Dairy Evaluation) have been incorporated in this report. The report has been approved and accepted as it satisfies the academic requirements (partial) in respect of Inter/Intra Institutional Internship (21INT49) prescribed for the aforesaid degree.

_____ _____ _____

Signature of the Guide

Signature of the Coordinator

Signature of the HOD

ABSTRACT

This report presents a summary of activities that I was involved during internship at Canara Engineering College from Oct 11 to Oct 30. This activity that I was involved in includes a 6 day's soft skill training, 2 day's Cultural Activity, 2 day's Self Learning, 2 day's Sports, 2 day's NSS.

During my internship, I learnt how to overcome the fear of losing stage fright and learnt the value of Team work and why co-ordination is important among the members. Another important asset that I learnt is public speaking. Public speaking is the process or act of performing a speech to a live audience. Public speaking is commonly understood as formal, face-to-face, speaking of a single person to a group of listeners. Another thing is about time management. It is all about urgency and Importance. Using 80/20 rule and having a productivity-based time-table one can lead their life.

Cultural activities are the Activities which embody or convey cultural expressions, irrespective of the commercial value they may have. Cultural activities may be an end in themselves or they may contribute to the production of cultural goods and services.
The thing that I did was singing and made a short film with my friends.

Self-Learning activity is the activity that included learning about MS Word, MS Excel, Power Point Presentation, making poster using Canva. Self-learning is the process of gaining information, processing, and retaining it without direction from teachers or a fixed curriculum. When self-learning, the learner ultimately decides what knowledge to hold onto. Self-learners must be able to organize information, think critically, and simplify complexities to make meaning.

Sporting Activities means performing or participating in the Sport or activities in support of such performing or participating in any capacity that includes, but is not limited to, participation in training, competitions, regattas, volunteering, coaching. We had to participate in Volleyball and Badminton and Athletics. It was a new Experience for us.

NSS activity was all about life savings skills that every human in this world should be known. In this session It has like saving skills in disaster situation and how to help the people who are there in trouble, and different types of skills that should be used to save life and other one is about fire extinguisher. It was full of live practical sessions with so many examples.

Table of Contents

INDRODUCTION

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The internship (a form of experiential learning) program helps fresh pass–outs in gaining professional know-how and benefits corporate sectors. The internship also enhances the student's employability skills passing out from Technical Institutions.

The following list provides a brief illustrative overview of the knowledge, skills, work habits, and character traits commonly associated with 21st-century skills and to be acquired by graduates:

(1) Critical thinking, problem-solving, reasoning, analysis, interpretation, synthesizing information.

(2) Scientific literacy and reasoning, the scientific method.

(3) Research skills and practices, interrogative questioning.

(4) Creativity, artistry, curiosity, imagination, innovation, personal expression.

(5) Information and communication technology (ICT) literacy, media and internet literacy, data interpretation, and analysis, computer programming.

(6) Oral and written communication, public speaking and presenting, listening.

(7) Economic and financial literacy, entrepreneurialism.

(8) Global awareness, multicultural literacy, humanitarianism.

(9) Environmental and conservation literacy, ecosystems understanding.

(10) Civic, ethical, and social-justice literacy.

(11) Leadership, teamwork, collaboration, cooperation, facility in using virtual workspaces.

(12) Perseverance, self-direction, planning, self-discipline, adaptability, initiative.

(13) Health and wellness literacy, including nutrition, diet, exercise, and public health and safety.

CHAPTER 1:

1. MODERN TOOLS FOR DOCUMENTS

A document is a form of information that might be useful to a user or set of users. The information can be in digital and nondigital forms. In this modern world there are many tools available in laptops or pc's which helps the users to create their documents.

The mostly used tools by the most of the students, teachers and workers for documents are as below:

- MS WORD
- MS POWERPOINT
- MS EXCEL

1.1 AN INDRODUCTION TO MS WORD

One of the most widely used programs of Microsoft Office suite, MS Word is a word processor developed by Microsoft.

Since MS Word is one of the most used programs of the Office Suite, some basic information regarding its creation and development has been given below:

Charles Simonyi, a developer and Richard Brodie, a software engineer, were the two creators of MS Word. This program was initially named "multi-Tool Word" but later, was renamed as MS Word. It was introduced in 1983.Word for Windows is available standalone or as a part of MS Office suite.MS Word for Mac was introduced by Microsoft as Word 1.0 in 1985.The extension for any word file is ".doc". Used to make professional-quality documents, letters, reports, etc.,

MS Word is a word processor developed by Microsoft. It has advanced features which allow you to format and edit your files and documents in the best possible way.

1.1.1 Features of MS Word

Now let us read more about the features and components of an MS Word doc file in detail.

The Figure (1.1) below shows the different elements and categories which are available in MS Word doc:
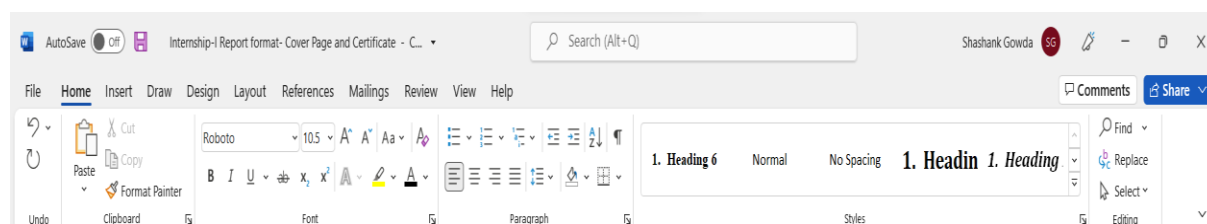

Figure 1.1 Tools of MS Word

- **Home**

This has options like font colour, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the home option.

- **Insert**

Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document. They are included in the "Insert" category.

- **Design**

The template or the design in which you want your document to be created can be selected under the Design tab. Choosing an appropriate tab will enhance the appearance of your document.

- **Page Layout**

Under the Page Layout tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.

- **References**

This tab is the most useful for those who are creating a thesis or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography, etc. can be found under this tab.

- **Review**

Spell check, grammar, Thesaurus, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on MS Word.

Apart from all the above-mentioned features, the page can be set in different views and layouts, which can be added and optimised using the View tab on the Word document. Margins and scales are also available for the benefit of the users.

When compared with MS PowerPoint, MS Word is more of reading while PPT is more of visual and graphical representation of data.

1.1.2 Uses of MS Word

Given below are the different fields in which MS Word is used and simplifies the work of an individual:

- **In Education:** It is considered as one of the simplest tools which can be used by both teachers and students. Creating notes is easier using MS Word as they can be made more interactive by adding shapes and images. It is also convenient to make assignments on MS Word and submitting them online.

- **In Workplace:** Submitting letters, bills, creating reports, letterheads, sample documents, can all easily be done using MS Word.

- **Creating & Updating Resume:** One of the best tools to create your resumes and is easy to edit and can used to add photo to the resume.

- **For Authors:** Since separate options are available for bibliography, table of contents, etc., it is the best tool which can be used by authors for writing books and adjusting it as per the layout and alignment of your choice.

Also, creating a Doc file and converting it into PDF is a more suitable option, so it is highly recommended.

1.2   AN INTRODUCTION TO MS POWERPOINT

MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

Microsoft PowerPoint is a presentation program, created by Robert Gaskins and Dennis Austin at a software company named Forethought, Inc. It was released on April 20, 1987, initially for Macintosh computers only. Microsoft acquired PowerPoint for about $14 million three months after it appeared. This was Microsoft's first significant acquisition,[1] and Microsoft set up a new business unit for PowerPoint in Silicon Valley where Forethought had been located.

PowerPoint became a component of the Microsoft Office suite, first offered in 1989 for Macintosh and in 1990 for Windows, which bundled several Microsoft apps. Beginning with PowerPoint 4.0 (1994), PowerPoint was integrated into Microsoft Office development, and adopted shared common components and a converged user interface.

- The program was created in a software company named Forethought, Inc. by Robert Gaskins and Dennis Austin.
- It was released on April 20, 1987, and after 3 months of its creation, it was acquired by Microsoft.
- The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990).
- It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting.
- The file extension of a saved PowerPoint presentation is ".ppt".
- A PowerPoint presentation comprising slides and other features is also known as PPT.

Gradually, with each version, the program was more creative and more interactive. Various other features were added in PowerPoint which massively increased the requirement and use of this MS Office program.

1.2.1   Basic of PowerPoint

PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program, that allows you to create professional-looking electronic slide shows. The interface of the PowerPoint is shown in Figure (1.2).
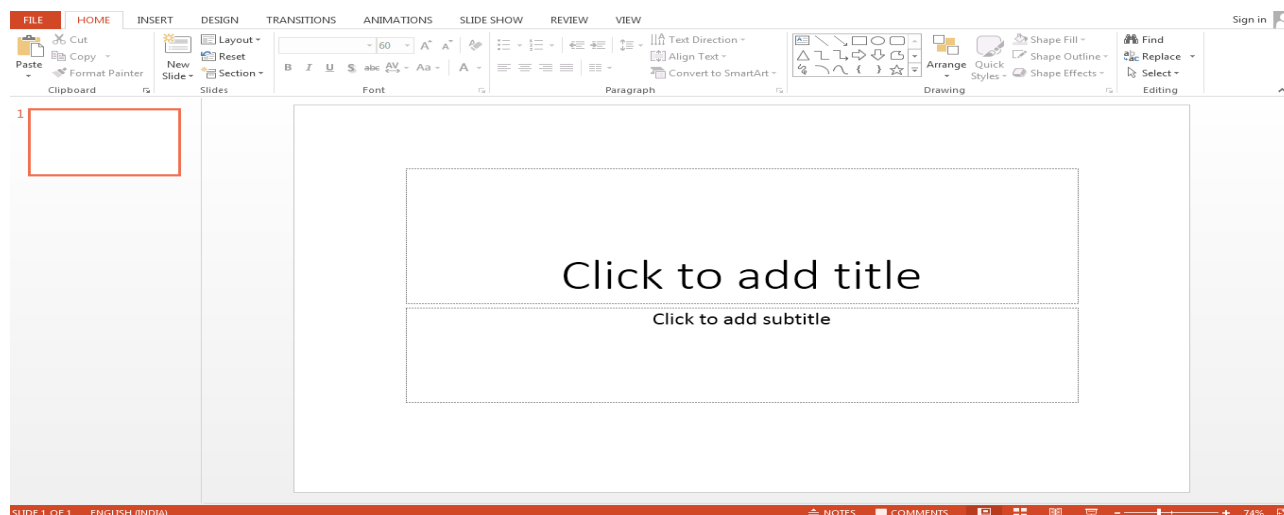
Figure 1.2 Tools and interface of PowerPoint

1.2.2   Features of MS PowerPoint

There are multiple features that are available in MS PowerPoint which can customise and optimise a presentation. The same have been discussed below.

- **Slide Layout**

Multiple options and layouts are available based on which a presentation can be created. This option is available under the "Home" section and one can select from the multiple layout options provided.

- **Insert – Clipart, Video, Audio, etc.**

Under the "Insert" category, multiple options are available where one can choose what feature they want to insert in their presentation. This may include images, audio, video, header, footer, symbols, shapes, etc.

The image below shows the features which can be inserted.

- **Slide Design**

MS PowerPoint has various themes using which background colour and designs or textures can be added to a slide. This makes the presentation more colourful and attracts the attention of the people looking at it.

This feature can be added using the "Design" category mentioned on the homepage of MS PowerPoint. Although there are existing design templates available, in case someone wants to add some new texture or colour, the option to customise the design is also available. Apart from this, slide designs can also be downloaded online/

- **Animations**

During the slide show, the slides appear on the screen one after the other. In case, one wants to add some animations to the way in which a slide presents itself, they can refer to the "Animations" category.

1.2.3 Uses of PowerPoint Presentation

PowerPoint presentations are useful for both personal and professional usage. Given below are a few of the major fields where PPT is extremely useful:

- **Education –** With e-learning and smart classes being chosen as a common mode of education today, PowerPoint presentations can help in making education more interactive and attract students towards the modified version of studying.

- **Marketing –** In the field of marketing, PowerPoint presentations can be extremely important. Using graphs and charts, numbers can be shown more evidently and clearly which may be ignored by the viewer if being read.

- **Business –** To invite investors or to show the increase or decrease in profits, MS PowerPoint can be used.

- **Depicting Growth** – Since both graphics and text can be added in a presentation, depicting the growth of a company, business, student's marks, etc. is easier using PPT.

1.3   AN INTRODUCTION TO MS EXCEL

MS Excel is a commonly used Microsoft Office application. It is a spreadsheet program which is used to save and analyse numerical data.

MS Excel is a spreadsheet program where one can record data in the form of tables. It is easy to analyse data in an Excel spreadsheet. The Figure (1.3) given below represents how an Excel spreadsheet looks like:
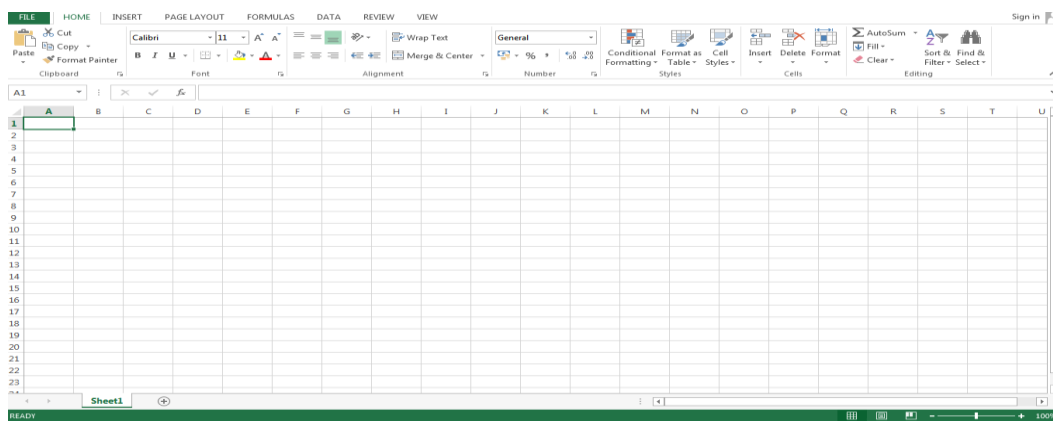

Figure 1.3 Tools and interface of MS Excel

1.3.1 Features of MS Excel

Various editing and formatting can be done on an Excel spreadsheet. Discussed below are the various features of MS Excel.
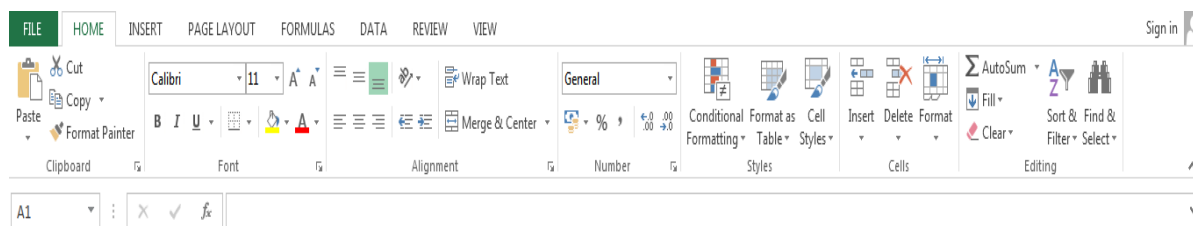
Figure 1.4 Tools of MS Excels

- **Home**

Comprises options like font size, font styles, font colour, background colour, alignment, formatting options and styles, insertion and deletion of cells and editing options.

- **Insert**

Comprises options like table format and style, inserting images and figures, adding graphs, charts and sparklines, header and footer option, equation and symbol.

- **Page Layout**

Themes, orientation and page setup options are available under the page layout option.

- **Formulas**

Since tables with a large amount of data can be created in MS excel, under this feature, you can add formulas to your table and get quicker solutions.

- **Data**

Adding external data (from the web), filtering options and data tools are available under this category.

- **Review**

Proofreading can be done for an excel sheet (like spell check) in the review category and a reader can add comments in this part.

- **View**

Different views in which we want the spreadsheet to be displayed can be edited here. Options to zoom in and out and pane arrangement are available under this category.

1.3.2 Benefits of Using MS Excel

MS Excel is widely used for various purposes because the data is easy to save, and information can be added and removed without any discomfort and less hard work.

Given below are a few important benefits of using MS Excel:

- **Easy To Store Data:** Since there is no limit to the amount of information that can be saved in a spreadsheet, MS Excel is widely used to save data or to analyse data. Filtering information in Excel is easy and convenient.

- **Easy To Recover Data:** If the information is written on a piece of paper, finding it may take longer, however, this is not the case with excel spreadsheets. Finding and recovering data is easy.

- **Application of Mathematical Formulas:** Doing calculations has become easier and less time-taking with the formulas option in MS excel.

- **More Secure:** These spreadsheets can be password secured in a laptop or personal computer and the probability of losing them is way lesser in comparison to data written in registers or piece of paper.
- **Data at One Place:** Earlier, data was to be kept in different files and registers when the paperwork was done. Now, this has become convenient as more than one worksheet can be added in a single MS Excel file.
- **Neater and Clearer Visibility of Information:** When the data is saved in the form of a table, analysing it becomes easier. Thus, information is a spreadsheet that is more readable and understandable.

In this user can create his own worksheet which contains his details and it makes easy to take sum and for any type of calculation, also help to make the chart which helps to identify the details by seeing the graph.
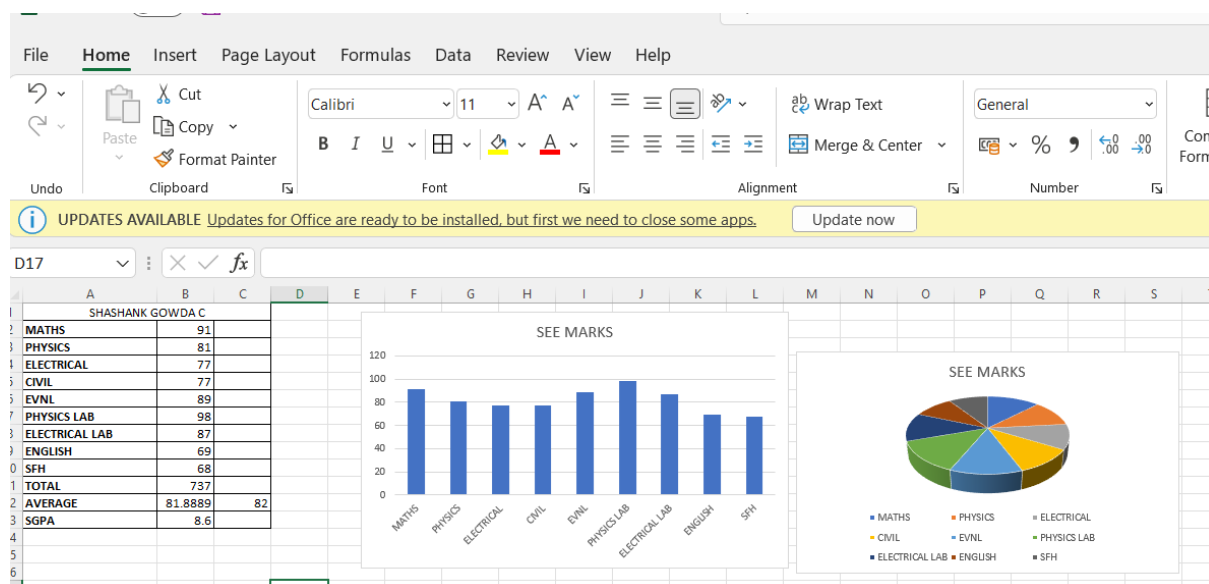

Figure 1.5 Exam Marks Calculation by MS Excel

CHAPTER 2:

2. SOFT SKILLS

2.1 INTRODUCTION TO SOFT SKILLS

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 analytics or programming. Instead, they reflect your communication style, work ethic and work style.

2.1.1 What are soft skills?

Soft skills are personal attributes that influence how well you can work or interact with others. These skills make it easier to form relationships with people, create trust and dependability, and lead teams. 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. In essence, they are essential for your success in the workplace, your company's success and your personal life.

2.1.2 Why soft skills are important?

When seeking a new job or career change, many people focus heavily on hard skills. They work on gaining new technical experience or training, but soft skills are just as important as hard skills.

Whether you are trying to find a new job, change careers, or grow in your field, soft skills can help.

- **Career growth and progression:**

If you and another candidate have the exact same list of hard skills, hiring managers will make a decision based on factors outside of experience and training. In many cases, the deciding factor will be related to soft skills, and the hiring manager will hire the candidate with more soft skills.

- **The future workplace will rely on soft skills**

Automation and artificial intelligence will result in a greater proportion of jobs relying on soft skills. Advances in technology have caused tasks that require hard skills to decline, making soft skills a key differentiator in the workplace. As the cost of robots decreases and the performance of artificial intelligence improves, jobs such as manufacturing line workers, will become automated. Traditional skills like teamwork, communication and critical thinking will be more important than ever.

- **Soft skills are hard to automate**

Following on from the previous point, soft skills such as emotional intelligence are hard to automate and unlikely to become automated anytime soon. This means they're expected to become more desirable in the near future.

- **Soft skills can help you market yourself if you have fewer hard skills**

Job seekers with a short list of hard skills may still be able to get the job by focusing on their soft skills. In LinkedIn's Global Talent Trends 2019, 92% of talent professionals said soft skills matter as much or more than hard skills. Many hiring managers are willing to find great candidates that have a long list of soft skills and train them on the hard skills they need.

2.1.3 *How to develop soft skills?*

Unlike hard skills that are learned, soft skills are similar to emotions or insights that allow people to "read" others. These are much harder to learn, at least in a traditional classroom. They are also much harder to measure and evaluate. That said, some job training programs do cover soft skills. They may discuss soft skills so job seekers know what they are and the importance of highlighting them on their resumes. There are also free online courses that can help you improve your soft skills.

If you've been working for a while, chances are you've already developed some soft skills. For example, if you've worked in retail, you've worked in a team environment. If you've helped unhappy customers find a resolution, you've used conflict resolution and problem-solving skills. If you're new to work, think of other activities you've done, either through school or on a volunteer basis. Chances are you've had to communicate, adapt to changes, and solve problems. You can also reflect on soft skills you need to develop. For example, instead of just discussing problems with your manager, suggest solutions to those problems. If you see a colleague struggling, offer to pitch in. If there's a process that could improve your workplace, suggest it.

2.2 TYPES OF SOFT SKILLS

The seven soft skills that are commonly requested by employers are: Listening, Creative Thinking, communication, adaptability, critical thinking, Compromise, Public speaking and other skills are shown in figure below, we explore these in detail.

Figure 2.1 Types of Soft Skills

7 essential soft skills in demand:

When it comes to soft skills in the workplace, certain qualities, attributes and traits are valued above others. While there are countless examples of soft skills, such as conflict resolution, strong communication skills, and strong work ethic, based on our conversations with employers we know that the following seven important soft skills are the skills that employers want. These are the soft skills employers want in their workplace, so upskill in these areas if required and prove your soft skills to a potential employer in an interview.

2.2.1   Teamwork skill

Teamwork is a skill that you can develop through regular practice. It refers to your ability to work well with others to achieve a common goal. A team player will always prioritise the goals of their team over individual interests. This soft skill allows

Figure 2.2 Team Work discussion

you to work as a team during conversations, professional collaborations and meetings. In fact, teamwork is one of the most sought-after skills for almost every profession. That is why employers often look for keywords like "team player" or "teamwork" on a candidate's resume.

Teamwork skills are a combination of soft skills that employees use to work together and achieve a common goal. Here are some important teamwork skills employers look for in a candidate:

The ability to communicate and express ideas clearly and concisely is a vital teamwork skill. Regardless of whether you communicate in person, via email, phone and instant messages, good communications skills help you share relevant ideas, thoughts and key information with other team members. Effective communication relies on factors such as listening actively, asking questions when required, showing respect, being friendly and maintaining good body language.

A critical teamwork skill is the ability to mediate conflicts between team members. Employers prefer candidates with strong conflict management skills because such employees can handle conflicts with efficiency and fairness. When resolving conflicts, an efficient team player will try to reduce workplace tension and foster communication between the conflicting team members to improve the team's productivity.

Active listening skills help team members to trust and understand each other. The ability to listen to your team members can help you understand what they are trying to communicate. When you focus intently on someone as they share their ideas, thoughts or feelings, it shows them that you care about their viewpoint.

Within the dynamic of teamwork, it is important that the parties involved both understand the work they are responsible for and make the effort to complete said tasks on time and up to the expected standard. With the entire team functioning properly by taking responsibility for their own work, they can work together towards a common goal.

Being honest and transparent is a critical teamwork skill because it requires you to share difficult updates, such as the inability to complete a certain task on time. Employers prefer candidates who can admit their mistakes and fulfil their commitments because it helps a team function properly. Without transparency, it can be difficult for a team to develop trust and therefore work together efficiently.

For a team to work together, every team member should complete whatever role they are assigned. Adapting to the work environment and working outside your comfort zone is a desirable teamwork skill. For instance, you may feel comfortable working on a social media platform. However, if your manager delegates your task to someone else because they require your help with a new email platform, you should accept your new role gracefully and work on the newly assigned task instead of complaining about the change.

2.2.2 Communication skill

Being able to communicate effectively is one of the most important life skills to learn. Communication itself is defined as transferring information to produce greater understanding.

It can be done vocally (through verbal exchanges), through written media (books, websites, and magazines), visually (using graphs, charts, and maps), or non-verbally (body language, gestures, pitch of voice, and tone). All of these means of communication skills are essential Soft Skills that are vital for a successful Career.

The Importance of Communication Skills

Having strong communication skills aids in all aspects of life – from professional life to personal life and everything that falls in between. From a business standpoint, all transactions result from communication. Good communication skills are essential to allow others and yourself to understand information more accurately and quickly.

In contrast, poor communication skills lead to frequent misunderstandings and frustration. In a 2016 LinkedIn survey conducted in the United States, communication topped the list of the most sought-after soft skills among employers.

How to Improve Communication Skills?

Here are some points to improve your ability to effectively communicate with others:

- **Listening**

To become a good communicator, it is important to be a good listener. It is important to practice active listening – pay close attention to what others are saying and clarify ambiguities by rephrasing their questions for greater understanding.

- **Conciseness**

Convey your message in as few words as possible. Do not use filler words and get straight to the point. Rambling will cause the listener to tune out or be unsure of what you are talking about. Avoid speaking excessively and do not use words that may confuse the audience.

- **Body language**

It is important to practice good body language, use eye contact, utilize hand gestures, and watch the tone of the voice when communicating with others. A relaxed body stance with a friendly tone will aid in making you look approachable to others.

Eye contact is important in communication – look the person in the eye to indicate that you are focused on the conversation. But make sure to not stare at the person as it can make him or her uncomfortable.

- **Confidence**

Be confident in what you say and in your communication interactions with others. Being confident can be as easy as maintaining eye contact, maintaining a relaxed body stance, and talking with concision. Try not to make statements sound like questions and avoid trying to sound aggressive or demeaning.

- **Open-mindedness**

In situations where you disagree with what someone else has to say, whether it be with an employer, a co-worker, or a friend, it is important to sympathize with their point of view

rather than simply try to get your message across. Respect the opinion of others and never resort to demeaning those who do not agree with you.

- **Respect**

Respecting what others have to say and acknowledging them is an important aspect of communication. Being respectful can be as simple as paying attention to what they have to say, using the person's name, and not being distracted. By respecting others, the other person will feel appreciated, which will lead to a more honest and productive conversation.

- **Using the correct medium**

There are several different forms of communication to use – it is important to choose the right one. For example, communicating in person about serious matters (layoffs, salary changes, etc.) is more appropriate than sending an email regarding the matter.

2.2.3 Problem solving skill

Problem-solving skills are the ability to identify problems, brainstorm and analyse answers, and implement the best solutions. An employee with good problem-solving skills is both a self-starter and a collaborative teammate; they are proactive in understanding the root of a problem and work with others to consider a wide range of solutions before deciding how to move forward.

Examples of using problem-solving skills in the workplace include:

- Researching patterns to understand why revenue decreased last quarter.
- Experimenting with a new marketing channel to increase website sign-ups.
- Brainstorming content types to share with potential customers.
- Testing calls to action to see which ones drive the most product sales.
- Implementing a new workflow to automate a team process and increase productivity.

Why Problem-Solving Skills Important?

Problem-solving skills are the most sought-after soft skill of 2022. In fact, 86% of employers look for problem-solving skills on student resumes, according to the National Association of Colleges and Employers Job Outlook 2022 survey.

It's unsurprising why employers are looking for this skill: companies will always need people to help them find solutions to their problems. Someone proactive and successful at problem-solving is valuable to any team.

"Employers are looking for employees who can make decisions independently, especially with the prevalence of remote/hybrid work and the need to communicate asynchronously," Eric Mohacs, senior HR consultant at Red Clover, says. "Employers want to see individuals who can make well-informed decisions that mitigate risk, and they can do so without suffering from analysis paralysis."

Problem-solving includes three main parts: identifying the problem, analysing possible solutions, and deciding on the best course of action.

- **Research**

Research is the first step of problem-solving because it helps you understand the context of a problem. Researching a problem enables you to learn why the problem is happening. For example, is revenue down because of a new sales tactic? Or because of seasonality? Is there a problem with who the sales team is reaching out to?

Research broadens your scope to all possible reasons why the problem could be happening. Then once you figure it out, it helps you narrow your scope to start solving it.

- **Analysis**

Analysis is the next step of problem-solving. Now that you've identified the problem, analytical skills help you look at what potential solutions there might be.

"The goal of analysis isn't to solve a problem, actually — it's to better understand it because that's where the real solution will be found," Gretchen Skalko, owner of Career Insights Consulting, says. "Looking at a problem through the lens of impartiality is the only way to get a true understanding of it from all angles."

- **Decision-Making**

Once you've figured out where the problem is coming from and what solutions are, it's time to decide on the best way to go forth. Decision-making skills help you determine what resources are available, what a feasible action plan entails, and what solution is likely to lead to success.

How to Improve Problem-Solving Skills

Problem-solving doesn't just require finding solutions to problems that are already there. It's also about being proactive when something isn't working as you hoped it would. Practice questioning and getting curious about processes and activities in your everyday life.

- **Think Digitally**

"Employers in the modern workplace value digital problem-solving skills, like being able to find a technology solution to a traditional issue," Case says. "For example, when I first started working as a marketing writer, my department didn't have the budget to hire a professional voice actor for marketing video voiceovers. But I found a perfect solution to the problem with an AI voiceover service that cost a fraction of the price of an actor."

Being comfortable with new technology — even ones you haven't used before — is a valuable skill in an increasingly hybrid and remote world. Don't be afraid to research new and innovative technologies to help automate processes or find a more efficient technological solution.

- **Collaborate**

Problem-solving isn't done in a silo, and it shouldn't be. Use your collaboration skills to gather multiple perspectives, help eliminate bias, and listen to alternative solutions. Ask others where they think the problem is coming from and what solutions would help them with your workflow. From there, try to compromise on a solution that can benefit everyone.

- **Adapt**

If we've learned anything from the past few years, it's that the world of work is constantly changing — which means it's crucial to know how to adapt. Be comfortable narrowing down a solution, then changing your direction when a colleague provides a new piece of information. Challenge yourself to get out of your comfort zone, whether with your personal routine or trying a new system at work.

- **Put Yourself in the Middle of Tough Moments**

Just like adapting requires you to challenge your routine and tradition, good problem-solving requires you to put yourself in challenging situations — especially ones where you don't have relevant experience or expertise to find a solution. Because you won't know how to tackle the problem, you'll learn new problem-solving skills and how to navigate new challenges. Ask your manager or a peer if you can help them work on a complicated problem, and be proactive about asking them questions along the way.

- **Problem-Solving: The Bottom Line**

Companies always need people to help them find solutions — especially proactive employees who have practical analytical skills and can collaborate to decide the best way to move forward. Whether or not you have experience solving problems in a professional workplace, illustrate your problem-solving skills by describing your research, analysis, and decision-making process — and make it clear that you're the solution to the employer's current problems.

2.2.4 Leadership skills

Leadership skills are the strengths and abilities individuals demonstrate that help to oversee processes, guide initiatives and steer their employees toward the achievement of goals.

Leadership skills are the strengths and abilities individuals demonstrate that help to oversee processes, guide initiatives and steer their employees toward the achievement of goals.

Leadership skills are an essential component in positioning executives to make thoughtful decisions about their organization's mission and goals, and properly allocate resources to achieve those directives. Valuable leadership skills include the ability to delegate, inspire and communicate effectively. Other leadership traits include honesty, confidence, commitment and creativity.

In IT, executives are often required to be jacks-of-all-trades. In addition to being able to plan strategically, their leadership skills must also be directed toward risk management, disaster recovery, compliance and other aspects of data governance.

Top 15 leadership skills that make a good leader

To be an effective leader, a person should possess certain skills that can steer and motivate the team members toward success.

The following list examines 15 important leadership skills:

1. **Open communication:** A good leader keeps an open line of communication with team members and can succinctly explain organizational goals and tasks using

different types of communication channels, such as one-on-one sessions, email, video, chat, phone calls and social media. An effective leader also shares clear messages and makes complex ideas easy to understand for everyone.

2. **Empathy:** Empathetic leadership focuses on identifying with others and understanding their perspective. Leaders who show empathy are successful because they can better understand how the employees feel about their work environment. This enables the leaders to bring positive changes to the workforce.

3. **Strategic thinking:** Leaders need strategic and critical thinking skills, as they are tasked with challenging decision-making. A strong leader makes well-researched and objectively scrutinized decisions that can lead an organization toward achieving its goals.

4. **Creativity:** A creative leader can brainstorm new ideas and inspire others toward creativity and innovation. For example, a successful leader will always recognize and reward employees for their creative input.

5. **Mentorship:** Great leaders are always ready to mentor and teach to bring out the best in their employees. They put in a lot of effort to make the team successful by using positive reinforcement, clarity, motivation and by rewarding achievements.

6. **Recognizing potential:** Great leaders have a keen eye for recognizing potential talent and competencies in the workplace. They also don't shy away from acknowledging the abilities and achievements of their employees.

7. **Responsibility:** The success and failure of a team ride on the shoulders of a leader. Therefore, leaders should be accountable for their actions and willing to take the blame when mishaps happen. Great leaders take responsibility and devise strategies for improvement instead of pointing fingers and blaming others.

8. **Feedback:** Effective leaders never miss an opportunity to provide constructive feedback to team members regarding their performance. Without feedback, employees can't gauge where they stand and which areas they need to improve on.

2.2.5 Interpersonal skill

Interpersonal skills involve the ability to communicate and build relationships with others. Often called 'people skills', they tend to incorporate both your innate personality traits and how you have learned to handle certain social situations. Effective interpersonal skills can help you during the job interview process and can have a positive impact on your career advancement.

What Are Interpersonal Skills?

Interpersonal skills are traits you rely on when you interact and communicate with others. They cover a variety of scenarios where communication and cooperation are essential.

Some examples of interpersonal skills include:

- Active listening
- Teamwork

- Responsibility
- Dependability
- Leadership
- Motivation
- Flexibility
- Patience
- Empathy

In a work environment, strong interpersonal skills are an asset that can help you navigate complexity, change and day-to-day tasks.

Why Interpersonal Skills Important?

Strong interpersonal skills can help you during the job interview process as interviewers look for applicants who can work well with others. They will also help you succeed in almost any job by helping you understand other people and adjusting your approach to work together effectively. For example, while a software engineer may spend the majority of her time working on code independently, she may need to collaborate with other programmers to effectively bring a product to market.

This is especially true as more companies implement collaborative agile frameworks to get work done. Employers will be looking for workers who can both perform technical tasks with excellence and communicate well with colleagues.

How To Improve Interpersonal Skills?

While interpersonal skills can seem easy to practice as you interact with others on a daily basis, making a deliberate plan can help you quickly improve. Consider the following ways to improve your interpersonal skills.

1. **Attend workshops or online classes:** There are several workshops, online classes and videos on ways you can practice building interpersonal skills. While many are free, some are available at a cost.

2. **Seek opportunities to build relationships:** If you work from home or do not otherwise have many opportunities to build interpersonal skills, you might consider joining a group. This could be related to your work—networking or industry-specific groups—or simply a group that shares a similar interest or hobby.

3. **Be thoughtful about ways your interactions could improve:** Take time to review the interactions you have had and consider ways you could have interacted more effectively. This might be certain words you said, ways you reacted or body language you used.

4. **Ask trusted friends or colleagues for constructive criticism:** It is helpful to get a third-party perspective about your skill level and specific ways you can improve. Ask friends or trusted colleagues to provide constructive criticism regarding your interpersonal skills.

5. **Observe other positive interpersonal interactions:** It can also be helpful to learn by observing others use their interpersonal skills. Observe positive interactions of those around you and apply the qualities you admire to your own relationships.

6. **Seek mentorship:** Asking someone you trust, admire and respect to counsel you on improving interpersonal skills and advancing in your career can be an extremely effective way to learn.

CHAPTER 3:

3. SPORTS AND GAMES

Sports and games help a person in keeping fit and fine. It increases the flow of blood throughout the body, making the heart stronger. The immunity of one's body increases when they play outdoor games or sports.

Figure 3.1 Classification of sports

In sports and games there are different types of games that can be played inside as well as outside. Some if the games played inside as are as follows: Ludo, chess, Badminton, Table tennis, Volleyball etc….

And some outdoor games and also played in national and international level are as follows: Athletics (High jump, long jump, Middle and Long Races, Shotput, Triple jump etc..).

3.1 BADMINTON

3.1.1 Introduction

The game of Badminton was in existence since ancient days but got much popularity recently. This game is not only played for competition rather it is played for maintaining health and also to derive recreation. It gives happiness and generate interest in all sections of people. The game requires less space, minimum equipment's and individuals of all age groups can play.

3.1.2 History

In 1873, the Duke of Beautiful held a 'Lawn party' in his palace at Gloucester Piri, England. A recreational game was arranged for the guests who arrived at the party. This game came to known as "badminton' because it was played at 'Badminton house' of Duke. In 1870's British Army officers initiated the game in India and it was called by the name "Poona". 'England Badminton Federation'(EBF) was established in 1893. 'All England Championship' had been organized since 1899. This championship is considered top most at international level. Badminton was included in Olympics in 1922 at Barcelona.

3.1.3 Introduction of the Court

Singles, doubles, mixed doubles matches are played in Badminton. In singles, the inside side lines are considered (doubles side lines) in double and mixed doubles. Shuttle dropping in the rear box in doubles is considered foul, but such a serve is legal in singles match. A center line divides the court into left and right half (service line to end line). The court includes the right service zone, left service zone, service line, short service line, short service area, side lines, end lines, long service area are systematically depicted in the figure. There are 4 boxes in each corner of the court and shuttles dropping in these boxes during service are considered foul in both singles and doubles. Shuttle dropping in these boxes during rally in singles is considered foul but it is legal in doubles. The Figure (3.2) shows how the Badminton court looks like and its dimensions.
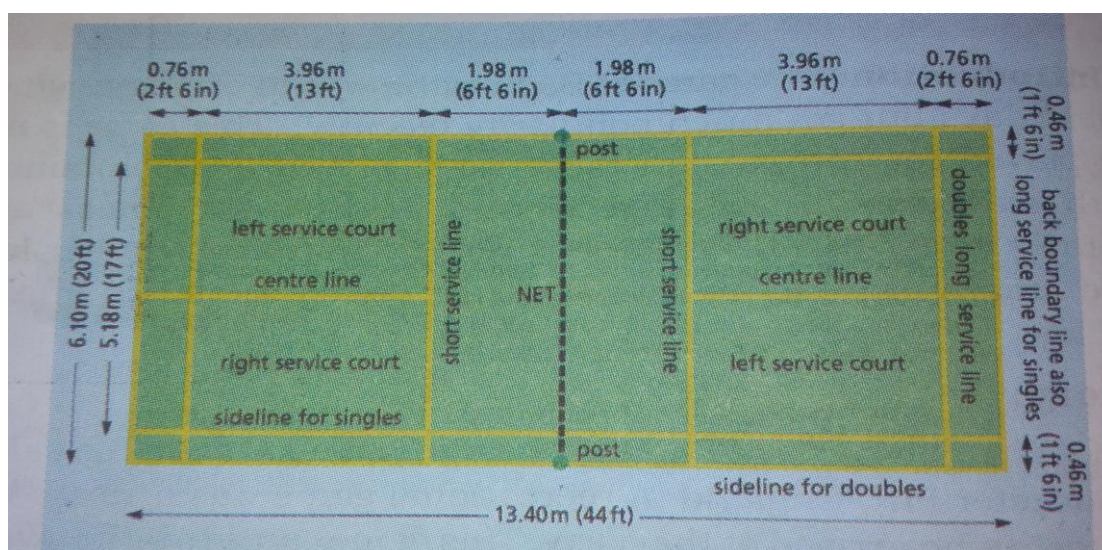

Figure 3.2 Badminton court

Dimensions of the court

Since singles and doubles matches are played in same court it is necessary to note the difference in measurements.

Singles   : Breadth 5.18-meter (17 feet)

                Length 13.40-meter (44 feet)

Doubles   : Breadth 6.10-meter (20 feet)

                Length 13.40 meter (44 feet)

Rules in Badminton

➢ A player must wait until his opponent is ready before serving.

➢ The feet of both players must remain in a stationary position until the serve is made.

➢ It is not a fault if you miss the shuttle while serving.

➢ The shuttle cannot be caught and slung with the racket.

➢ The shuttle should not be hit over the net.

Fouls in Badminton

➢ If the shuttle is not hot in single stroke during rally or service.

➢ If the shuttle lands outside the boundaries of the court.

➢ If the shuttle lands in the short service area.

➢ If the shuttle does not land in diagonal court during a service.

3.2   MIDDLE- AND LONG-DISTANCE RACES

3.2.1   Introduction

Middle- and long-distance races are prominent among athletic events. Participating in such events requires huge level endurance. The Figure (3.2) shows the field of long and short races court and its dimensions.

1. Middle distance running events: 800 meters, 1000 meters, 1500 meters, 3000 meters, races are considered middle distance events.

2. Long distance running events: 5000 meters,10000 meters, Cross country races, Half Marathon (21.098 km), Marathon (42.195 km) races are considered long distance events.
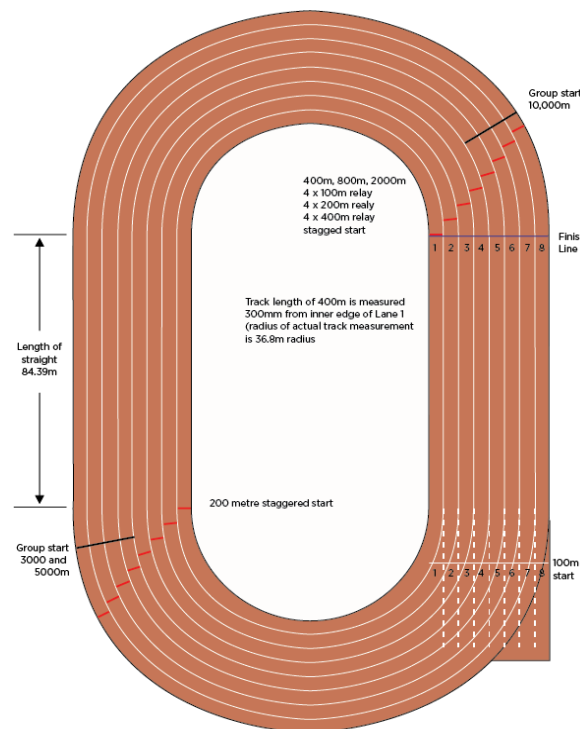

Figure 3.3 Race court

3.2.2   Rules of the Competition

1. All the events are run in groups.

2. Heats are made if there are large numbers of participants in the track events. Specific number of selected athletes from each heat takes part in the final race.

3. If the competitors are more than twelve, two groups can be made and the race can be started simultaneously with split start.

3.2.3 Start of the race

All the events in Middle- and Long-Distance running are usually started in a group. Because the number of Participants in such events is higher than the number of lanes and the rule does not insist on running in respective lanes. Starts of such events require a curve marked in the track. It is also called diagonal excess. Straight lines are marked in all other situations.

The starter starts the event with the command 'On your mark' in track events covering distance more than 400 meters. This command will be followed by firing of gun or command by the starter. There is no 'set' command in these races. Competitors are not allowed to touch or cross the starting line or any space beyond the starting line by hand to by leg 'On your mark' command.

3.2.4 Lap Scorers

The referees nominate enough number laap scores for events covering more than 1500 meters. They are provided with lap scoring sheets. A maximum of 4 participants are allotted to each lap scores as per their availability. They record the laps completed by each participant allotted to them.

3.2.5 Finishing of the race

The result of the competition is declared by the judges at the finish. Judges at the finish operate from finishing stand which is placed inside the track in line win the finish line 5 meters away from the first lane. All the judges operate from the same place and decide upon the order of finish. The place is allotted to the participants in the order in which their torso or chest crossed the inner edge of finishing line.

Figure 3.4 Racing

CHAPTER 4:

4. ARTS, CULTURE AND CREATIVITY

4.1 ARTS

Art is a diverse range of human activity, and resulting product, that involves creative or imaginative talent expressive of technical proficiency, beauty, emotional power, or conceptual ideas.

The nature of art and related concepts, such as creativity and interpretation, are explored in a branch of philosophy known as aesthetics. The resulting artworks are studied in the professional fields of art criticism and the history of art.

The creative arts are often divided into more specific categories, typically along perceptually distinguishable categories such as media, genre, styles, and form. Art form refers to the elements of art that are independent of its interpretation or significance. It covers the methods adopted by the artist and the physical composition of the artwork, primarily non-semantic aspects of the work such as colour, dimension, medium, melody, space, texture and include visual design principles such as arrangement, balance, contrast, emphasis, harmony, proportion, proximity and rhythm.

There is an understanding that is reached with the material as a result of handling it, which facilitates one's thought processes. A common view is that the epithet art, particular in its elevated sense, requires a certain level of creative expertise by the artist, whether this be a demonstration of technical ability, an originality in stylistic approach, or a combination of these two. Traditionally skill of execution was viewed as a quality inseparable from art and thus necessary for its success; for Leonardo da Vinci, art, neither more nor less than his other endeavours, was a manifestation of skill. Rembrandt's work, now praised for its ephemeral virtues, was most admired by his contemporaries for its virtuosity. At the turn of the 20th century, the adroit performances of John Singer Sargent were alternately admired and viewed with scepticism for their manual fluency, yet at nearly the same time the artist who would become the era's most recognized and peripatetic iconoclast, Pablo Picasso, was completing a traditional academic training at which he excelled.

On the day of internship, I had a task to draw a drawing of representing the India in different way. In this I can use colour, pencils, pencil colour and paint for the drawing. I drawing was like, one hand is sharing the Ashoka chakra and another hand is taking it and hands were given the colours of Indian flag. Like this we had the arts and to see how creative we are. The drawing that I drew is shown in Figure (4.1).

Figure 4.1 Drawing by me

4.2 CULTURE

The word "culture" derives from a French term, which in turn derives from the Latin "colure," which means to tend to the earth and grow, or cultivation and nurture" (Cristina De Rossi). In this sense culture is the man-made environment and the people living in a society actually grow their way of life over time.

Culture is the invisible bond which ties people together. It refers to the pattern of human activity. The art, literature, language, and religion of a community represent its culture. Our cultural values and beliefs manifest themselves through our lifestyle. Our moral values represent our culture. The importance of culture lies in its close association with the ways of thinking and living. Differences in cultures have led to a diversity in the people from different parts of the work.

Culture is related to the development of our attitude. Our cultural values influence how we approach living. Culture is the ultimate system of social control where people monitor their own standards and behaviour. Our cultural values serve as the founding principles of our life. They shape our thinking, behaviour, and personality.

Importance of Culture

Culture has great importance. Culture is the identity of the nation; without culture the society is impossible. An author says about the importance of culture that "culture is the set of transmitted and learned behaviour patterns, beliefs, institutions and all other products of human work and thought that characterize the functioning of particular population, profession, organization or community", so the only representative of the particular community or population is the culture. Culture is the basic root of any community which gives them the ways of life. The culture provides solution to the critical problem that is faced

to community. Culture teaches us to think for the whole nation not individually, it provides the concept of family, nation etc.

The cultural values of a community give it an identity of its own. A community gains a character and a personality of its own, because of the culture of its people. Culture is shared by the members of a community. It is learned and passed from the older generations to the newer ones. For an effective transfer of culture from one generation to another, it has to be translated into symbols. Language, art, and religion serve as the symbolic means of transfer of cultural values between generations.

Culture is a bond that ties the people of a region or community together. It is that one common bond, which brings the people of a community together. The customs and traditions that the people of a community follow, the festivals they celebrate, the kind of clothing they wear, the food they eat, and most importantly, the cultural values they adhere to, bind them together. The cultural values help develop a sense of belonging, and a feeling of unity in the minds of the people of that particular culture. People of a culture share their traditions and to a certain extent, their ideologies. They have a similar way of thinking and living. If they belong to the same religion, their belief system is the same, which further leads to a feeling of oneness among them.

Culture is seen as a system of social control, wherein people shape their standards and behaviour. The cultural values form the founding principles of one's life. They influence one's principles and philosophy of living. They impact our way of living and thus affect our social life.

The cultural heritage of a society includes the way it is socially and politically organized. It also involves the mythological and philosophical concepts of that society and its science and literature. When the term is used in its adjective form as 'cultured', it is used to mean the degree of sophistication in the manners and education of the people who belong to that culture.

4.3 CREATIVITY

Creativity is the ability to make or otherwise bring into existence something new, whether a new solution to a problem, a new method or device, or a new artistic object or form.

Why is Creativity Important What Does It Contribute?

- Creativity engages the mind.
- Creativity frees the mind in a way that enables a person to absorb knowledge more easily. It makes processing learning more efficient
- Creativity enables alternative ways of thinking.
- It unblocks old patterns or habits of thinking. It allows for non-linear thinking.
- Creativity enables empathy.
- Creativity connects us to ourselves.
- It opens our hearts and doors to our mind. It brings us to hidden parts of ourselves. It allows recognition of uniqueness and identity. It can help draw out what is already

there within – hidden talents and inner capacities can emerge. It connects us with our passions.

- Creative participation nurtures a sense of togetherness.
- It brings people together and can nurture skills in teamwork and cooperation.
- Creativity builds intercultural connections.
- Creativity builds confidence. When they are confident, young people are less easily influenced by others
- It can help capture ideas, thoughts and visions about the world. Young people can advocate for themselves and for others.
- When engaging with creativity, young people are not passively listening/absorbing, but are exploring, discovering and communicating. It can support young people to be more active and present as members of society.
- Creative methods enable engagement through a variety of learning styles. Everyone learns and engages differently.
- Creativity nurtures ideas.
- A society that has lost touch with its creative side is an imprisoned society, in that generations of people may be closed minded. It broadens our perspectives and can help us overcome prejudices.

CHAPTER 5:

5. ENVIRONMENT ETHICS AND SAFETY

5.1 ENVIRONMENT ETHICS

Environmental ethics is a branch of ethics that studies the relationship between human beings and the environment and how ethics plays a role in this. Environmental ethics believes that humans are a part of society as well as other living creatures, which include plants and animals. These items are a very important part of the world and are considered to be a functional part of human life. Therefore, it is essential that every human being respect and honour this and use morals and ethics when dealing with these creatures.

Global warming, global climate change, deforestation, pollution, resource degradation, and the threat of extinction are a few of the issues from which our planet is suffering. Environmental ethics is a key feature of environmental studies that establishes the relationship between humans and the earth. With environmental ethics, you can ensure that you are doing your part to keep the environment safe and protected.

Every time a tree is cut down to make a home or other resources are used; we are using natural resources that are becoming more and more sparse to find. It is essential that you do your part to keep the environment protected and free from danger. It is not as difficult to do as you may think, so long as you're willing to make a few simple and easy changes.

With the rapid increase in the world's population, the consumption of natural resources has increased several times. This has degraded our planet's ability to provide the services we humans need. The consumption of resources is going at a faster rate than they can naturally replenish. Environmental ethics builds on scientific understanding by bringing human values, moral principles, and improved decision-making into conversation with science. It was Earth Day in 1970 that helped to develop environmental ethics in the US, and soon thereafter, the same ethics were developed in other countries, including Canada and North America. This is important because the ethics of the environment are of major concern these days.

5.1.1 Causes of Environmental pollution

The acts of humans lead to environmental pollution. The stronger demand for resources is also a factor that contributes to the problem, as we all need food and shelter. When these things are so desired and needed, the natural balance of the environment is disturbed. Engineering developments are resulting in resource depletion and environmental destruction.

There are several environmental issues that have created havoc on our environment and human life. If ignored today, these ill effects are sure to curb human existence in the near future.

The major environmental issues include pollution; overpopulation; industrial and household waste; acid rain; climate change; ozone layer depletion; urban sprawl; genetic engineering; deforestation; and global warming. These environmental issues have taken a toll on our environment and we've already started seeing some disastrous effects in the form of the effect of health on humans; a rise in sea level; depletion of non-renewable resources; melting of glaciers; extinction of species; polluted landfills; toxic dust; decreasing soil fertility; a rise in air and water pollution; and many more.

5.1.2 Importance of Environment Ethics

Environmental ethics is quite important because it serves as the moral ground to protect our planet's environment and continuously fix the environmental degradation that we have caused over the years.

Through environmental ethics, we are being reminded of our environmental responsibilities and our ecological consciousness is being awakened. Without environmental ethics, people would continue to degrade and destroy our planet and live life as if they are not dependent on nature.

But with the ecological consciousness provided by environmental ethics, we can lead towards a sustainable future, an ecological balance, and the enrichment of our environment's diversity.

While humans are the most dominant and superior beings in nature, we are also expected to be the most responsible for keeping our environment, or planet, habitable and clean. That is where the importance of environmental ethics comes in.

With environmental ethics, humans are being humbled and reminded of their main responsibilities to nature. With the capacity of humans, the misbalances that are occurring in the environment can be fixed by some minor or major actions.

Through environmental ethics, humans are considerate of not only themselves but also plants, animals, and every object in nature.

With the moral grounds and values that environmental ethics provides, humans are responsibly using nature and not in a way that results in resource degradation and destruction.

Every object in nature has its own purpose and use, neglecting its uses for humans. With that being said, it is just right to be a responsible consumer as humans do not have the right to destroy nature's richness and diversity. To sum it up, environmental ethics is a safeguard against cruelty to all creatures. It helps maintain ecological balance and provides a peaceful and beautiful living environment. Instead of polluting our environment, degrading our resources, and destroying our planet, environmental ethics leads humans to act accordingly for the welfare of all in our environment and nature.

5.1.3 Problems and safety measures

For every problem there will be a solution. As same as there are some safety measures that every human in world is responsible to do when there is emergency. The skills that re used in when disaster is happened are known as 'Life Saving Skills'.

There are Different types of Life Saving Skill for different situation which are caused by Environment. Some of the situations are:

- o Fire caught in an area
- o Landslide
- o Flood etc…

➢ When there is a fire emergency, in that situation a person should be confident and should not get panic. The first thing a person in that situation is do call the Fire fighters and your location. And taking some safety measures should help the people who need help. Here are some safety measures given below:

- When there is a small flame of fire one should use water or sand to make the fire go or also if available can use fire extinguisher.

- There are different types like class A, class B, class C these classes are made to identify the type of fire caught. Class A fire represents Fire caught on wood, paper etc. Class B represents Fire caught on Liquid type material. Class c represents Fire caught on flammable gases like LPG gases etc. For these types there are different methods to stop the fire, using those techniques a person can stop the situation and take to the control.

- Below Figure show the Fire extinguisher which is used to extinguish different type of fire:
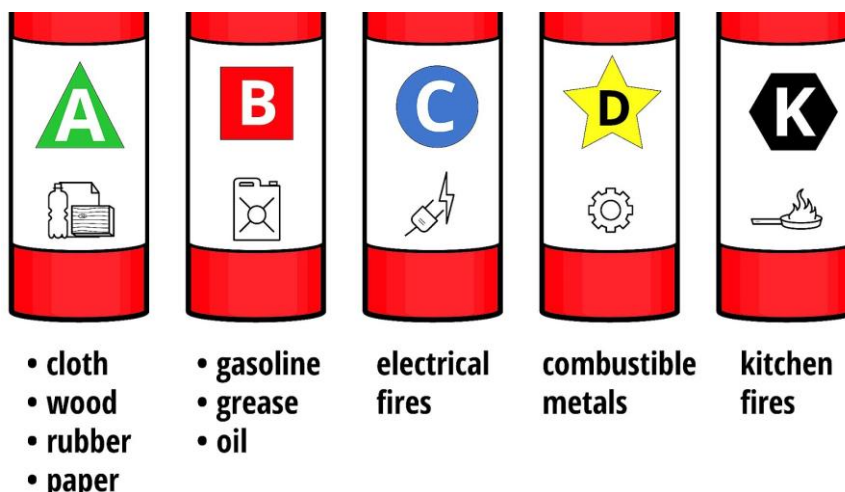

Figure 5.1 Types of Fire Extinguisher

➢ In situation like Flood and landslide, the people of that local area should be aware of the nearby land sliding ground so that they can be away from that danger places and if the condition become worst, they should contact the local helpline and should leave the place immediately. Like this one can be safe from the danger zone and can save their lives.

➢ In flood areas every person should help each other to escape from the place where the flood is more. Below are some points to how to save each other from flood:

- You can use ropes to get out of that situation by typing to each other with tightly. There are different types of knots which are used in different situations. By this one no one will pull by water and with great bond between rope knots everyone one saves lives of their own.

- If the ropes are not present and when there is flow of water everyone one can make a circle without giving gap to pass the water, by this they can travel from one place to another.

- Figure below shows the related images from the above statement:
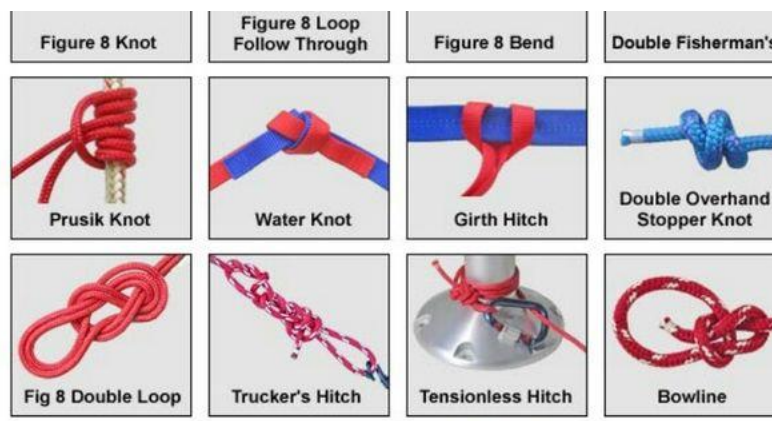

Figure 5.2 Life Saving

Figure 5.3 Types of ropes knot

CONCLUSION

It was the best experience I had. It was my first-time internship that I had in my life. I honestly say that it was a wonderful experience and had an opportunity to gain the skills and development my personality. In these 14 days of the internship, I got the chance to see some of the professional from sides of India. From this I gained some of the skills that I can develop in my life and in professional life.

The activities that are conducted in college helped in learning more and more about the modern tools that are used for work and presentation. I gained some skills in word and PowerPoint so the work can be done fast and easily. I also learnt to how to keep my body healthily and importance of sports and games. I also gained some knowledge about lifesaving skills and that are taught and I understood some of the skills by seeing the live practical sessions that were shown. There were the culture and arts related sessions which used to show our talent by doing drawing, short film making and singing. The soft skill training was so amazing that I learnt skills that were usually need in our professional life as well as in daily life, by this session I can overcome stage fear and earned how to be a good communicator and more about soft skills and other type of skills that are usually required in our life.