

Assignment No. 2

Q.1. Write 5 major components of project report.

→ A project report is collection of all the components of project. It contains many components which completely make a successful project Report. These major components are as follows -

1] Acknowledgement

Acknowledgement is included in research project also to recognize and thank everyone involved in the research. With Acknowledgement , you can express gratitude to the people or institutions whose contributions were valuable to the project's success. The meaning of acknowledgement in project report is vote of thanks to all the peoples who were involved in the project directly or indirectly which shows appreciation to everyone who has helped in the project.

2] Abstract

Abstract must include sufficient information for reviewers to judge the nature and significance of the topic, the adequacy of the investigative strategy, the nature of the results, and the conclusions. The abstract should summarize the result An abstract represents brief summary of your project . It should have an introduction, body and conclusion. It is a well developed paragraph.

Date :-

which is exact in wording and must be understandable to a wide audience. Abstracts should be no more than 250 words.

Abstract highlights major points of your project and explains why your work is important; what your purpose was; how you went about your project; what you learned; etc.

3] Introduction

A project introduction is a paragraph or paragraphs explaining what a project is about. It should include key details about the project that give the reader enough information to understand the purpose and scope of the project.

While writing the project introduction we can use many points such as purpose of our project, our contribution in that project. What was the previous drawbacks and how we deal with is all about the project. The path that we followed to complete the project, challenges that you faced during the project making. Any background information about the project all can include in Introduction.

4] Conclusion

The conclusion appear at the end of almost every form of writing. A good concluding paragraph can change a readers mind at the end of your work.

A conclusion is the last element of a research paper, that summarizes all of the work. The concluding paragraph should rephrase your project, summarizes

the main supporting ideas you have discussed throughout the work. It should offer your final impression of the central idea. This final summons should also include morality of your project.

5] Main Body

The main Body of your report is a detailed discussion of your work for those readers who want to know in some depth and completeness what was done.

The body of the report shows what was done, how you implemented, what the results were, what conclusions and recommendations can be drawn. The main body of the project includes all the main work of the project. It includes all the details of project.

Q.2.

Prepare a Title page of your Report with Layout.

Date :-

LOGO

Shivajirao S. Jondhale College of Engineering
Dombivali (E)

A Project Report On

"ZOO MANAGEMENT SYSTEM"

A Report is submitted in the partial fulfillment
of Mumbai University

Report By - 1. Dange Pooja Ashok (A-24)
2. Ghuge Pranali Annasaheb (A-30)
3. Shelke Gauri Sharad (B-92)

Under the guidance of
Prof. Shilpa Kapure

Subject: Professional Communication Ethics

Department of Computer Engineering
Academic Year 2022-23

Page No.

Q.3 Write a Short summary of your Project Report.

→ My Project Topic is "Zoo Management System". The project was developed by putting the aim of wildlife preservation. The flow of our project report is Cover page, Title page, Abstract, Acknowledgement, Table of contents, Introduction, Main Body, Conclusion, References. In the cover page of the project we included only the name of the project title, with an attractive image to grab the attention of viewers. In the title page, we have included college name, colleg logo, group member details, project title, Mentor of the project, etc. In the Abstract of the project we included a short summary of our project. In the acknowledgement we thank all those guides who has helped us in making the project.

In the Introduction of the project we included all the initial details of our project. Now the main body of our project contains Literature survey, Literature Review, Problem statement and objectives, Proposed system, Architecture and framework, Algorithm and design, Details of Hardware and software, Expected Result.

In the Literature survey we studied five papers analyzed its limitation, According to that we have designed our problem statement. In the objectives of project we have mentioned the need of our system.

In the Architecture of proposed system we included use case diagram of our system which determines all the use cases in the system. Then we have included the algorithm of our system. In the process design we included a class diagram which determines relationship between Entities & attributes. In the expected result we attached the images of our system which replicates how the system will look at the end of development. In the end we concluded our project with a paragraph and we added all those reference papers and websites from which we took help for our project.

Q.4.

Date :-

What is meant by Presentation ? write its essential skills , discuss it in detail.



A presentation is a means of communication that can be adapted to various speaking situations such as talking to a group , addressing a meeting or briefing a team.

A presentation can also be used as a broad term that encompasses other 'speaking engagements' such as making a speech ~~at a wedding~~. To be effective step - by - step preparation , method and means of presenting the information should be considered. A presentation requires you to get a message across to the listeners.

Essential skills For Presentation:-

1] Enthusiasm & Honesty

For the successful presentation , you have to be effective , you need to get audience excited . It is necessary to maintain a connect with the audience . To do this presentor have to show enthusiasm about the topic and people are more likely to engaged . Along with being enthusiastic , you need to be honest . Even a distracted audience can tell . A great presenter is honest and transparent with the audience , while simultaneously showing enthusiasm about everything . If you are not honest , the credibility of presentation will be lost .

2] Focused on the Audience

Effective presenters build and deliver presentation centered around the audience. Focus on what the audience can get out of your presentation. The key to any great presentation is engaging and appealing to your audience. Each audience has their own point of views so presenter needs to be very precise to gain their attention if the topic is relevant.

3] Ability to keep things simple.

Great presenters know how to make complex topics simple. If you are giving presentation to the audience who does not have any idea about the topic and if you use complex language then you will confuse your audience. You are teaching your audience about the topic, thus presenter need to ensure that everyone can understand everything for that simplification of topic is required not to make the topic complex.

4] Being Personable

Being Personable is a great quality for every aspect of business. People will listen more intensely if they like you and see you as relatable. Some good ways to be personable are by making eye contact with your audience and smiling. These simple actions can increase the chances of the audience feeling like they can connect with you.

5] Great Body Language.

Your body language says more than you think. More than three-quarters of communication is non-verbal. Though your speaking holds the audience body language could determine whether an audience listen to you.

Great Presenters stand up straight & confidently. They don't cross their arms in front of their chest. They also avoid pacing or holding their hands behind their backs because it makes them seem nervous. Keep your body language open so that you will see you as more credible.

Date :-

Assignment No. 3

I] The Executive Committee of Bhiwani Industrial Corporation, Bhiwandi held it's 5th meeting on 18 Oct. 2022 at BIC Headquarters, Bhiwandi
The agenda as follows:-

- 5.01. Minutes of the last meeting.
- 5.02. Addition of the two rooms to the building one for general store & other for office
- 5.03. Opening a Tea stall
- 5.04. Appointment of two peons and one Treasure.
- 5.05. Setting up a paper mill at Bhiwandi
- 5.06. D.A. to the Employee
- 5.07. Any other matter.

As the Secretary of executive committee, write the minutes of the meeting



Minutes :-

The Executive Committee of Bhiwani Industrial Corporation, Bhiwandi

Date:- 18th October, 2022

Time:- 3 PM

Meeting commenced : 3.05 PM
meeting adjourned : 4.10 PM

Location of meeting:- Amphitheatre.

Date :-

Members Present

1). Urvi Pandit	Head of committee
2). Janvi Khatri	Chief executive head
3). Ishika Devare	Managing Director
4). Meetali Patil	Assistant Director
5). Samiksha Nelose	Member
6). Amogh Pujari	Member
7). Shayna Mehra	Member

Members Apologies:-

- 1) Upendra Falak Member

Minutes

5.01. Minutes of the last meeting

The notice has been passed for the agenda of last meeting.

5.02. Appointment of two peons and one treasure
Initiative taken by Member Amogh Pujari.
Going to appoint two peons and one treasure.

5.03. Opening a Tea stall
No conclusion

5.04. Addition of two rooms - one for general store
one for workers.

Assistant Director Meetali Patil will take over the task of Addition of rooms.

Date :-

5.05. Setting up a paper mill at Bhiwandi.
No decision made.

5.06. D.A. to the Employee

D.A. will be provided to the employees.

No other topic is discussed in the meeting.

Adjournment :- 18th October 2021 - 3.4.10 P.M.

Next meeting:- 21st November 2021

sincerely,

Devansh Karia

Devansh

Secretary signature
Bhiwani Industrial
Corporation.

Q.2. At a meeting of Executing committee of the staff association of Government Engineering college of Devgiri, Held at 4 pm, on Friday, 21 Oct. 2022 in room no. H 39. the following Business was transacted.

Appointment of auditors for the annual accounts, construction of swimming pool for staff, Minutes of last meeting, Establishment of libraries, and extra classes for students.

- I] Draft a notice to send each member
- II] write minutes of the meeting.

Date :-

Notice

10th October 2022

Notice:- Meeting of the committee of the staff association of Government Engineering college

NOTICE:- is hereby given to inform you that the meeting of the committee of staff association of Government Engineering college is scheduled to be held at the company headquarters Room No. H39 on ~~Tuesday~~^{friday}, 21 October 2022 at 4 P.M. to discuss the agenda

Agenda

- 2.01. Appointment of auditors for the annual accounts
- 2.02. Construction of swimming pool for staff
- 2.03. Minutes of the last meeting
- 2.04. Establishment of libraries.
- 2.05. Extra classes of students

Minutes.

The Committee of staff of association of Engineering college, Devgiri.

Date :- 21 October 2022

Time :- 4 pm

Meeting Commenced : ~~3.00~~ 4.05 PM
meeting adjourned :- 5.35 PM

Location of meeting :- Room No. H39

Members Present

1] Urvi Pandit	Head of committee
2] Janvi khatri	President
3] Devansh karia	Secretary
4] Meetali Patil	Assistant secretary
5] Samiksha Nelose	Member
6] Amogh Pujari	Member
7] Shayna Mehra	Member

Members Apologies :-

1] Upendra Falak	Member
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Minutes :-

2.01 Appointment of auditors for annual accounts
Initiative taken by member Amogh Pujari doing
Appoint auditors for annual accounts.

Date :-

You are requested to confirm whether you will be attending meeting physically or through electronic mode (through VC) & the confirmation of the same should be conveyed through email at abc@superstudy.com or on cell phone number of the chairman 1234562324 on or before close working hours.

You are requested to make it convenient to attend the same.

Thanking You,

Sincerely,
Devansh Karia

Secretary signature
committee of staff
association of Engineering
college.

Date :-

2.02. Construction of swimming pool for staff
All members gave their vote for this agenda.
Accordingly, the decision of construction of swimming pool was cancelled.

2.03. Minutes of last meeting
No discussion occurred.

2.04. Establishment of libraries
Committee members are positive about establishment of libraries. They will establish as soon as possible.

2.05 Extra classes for students
Committee is going to take extra classes for students from the month of December. All the regular classes will be also managed properly.

No other topic is discussed in meeting

Adjournment : 21 October 2022 - 5.35 PM

Next meeting :- 3 December 2022

Sincerely
Devansh Kariya
Devansh

secretary signature
Committee of association of
Engineering college.

Assignment No. 4

Q 1

Prepare a job application letter with resume for the position of the sales Manager at Amazon, Hyderabad in response to their advertisement in The Times of India on 4th Oct 2022.

Richa Shah

54, Vishnu Nagar

S.V. Road

Mumbai - 400050

October 6, 2022

The General manager,

Amazon

Hyderabad

Sub: Application for the post of sales manager.

Dear Sir,

I am writing this letter in response to your advertisement in 'Times of India' dated on 4th October 2022. I saw that there is an empty post for the sales Manager. I would like to offer my service as an sales manager in your respected firm.

I have enclosed a copy of my resume with this application letter. I have pursued my master's in commerce from the University of Mumbai. I have done a special course in sales and marketing which adds additional point in my resume.

I have worked for five years as the sales manager in "Accenture" Mumbai. Previously I have also worked in Norton Industries as the Head of sales and marketing. I think, I am well-aquainted with sales department and personally known to many bigwigs in this field.

I give an assurance to you that I shall contribute with the best of my abilities for the growth of your organization. I will be greatful being a part of your firm. I am looking forward for your response.

Thanking You,
Yours faithfully
Richa Shah

Enclosures!

Encl.1:- Copy of Resume

Encl.2:- previous working Experiences.
recommendation letters

Q.2. Write the types of Job Application letter and explain it.

→ Employment application or application Letter are the letter written for getting a job. The job or employment application is the official form that employers ask all applicants for a position to fill out. It is the primary means of introducing the job seeker with the employer.

Types of Job application Letter

- 1] Solicited Application
- 2] Un-solicited Application

1] solicited Application

When job application is written in response to the advertisement given by the employer , it is called as solicited application. That is, this application is submitted in response to the invitation from the employer. When one sends a letter knowing that an opening exists in a company , this is called a solicited letter of application.

In this situation , the applicant knows the required qualifications . solicited application generally includes the name of the position applied for , reference and date of the source etc.

2] Un-solicited application

Unsolicited job application is written for unannounced vacancies. It is also called as prospecting application. In this situation, the job seeker assumes that any job vacancy may be created in the organization in near future. Quible and others defined, "when one sends a letter not knowing whether an opening exists in a company, the letter is called as an unsolicited application.

This type of job application helps the job seeker to tap into the hidden job market. In some cases, the companies create positions to hire a well-qualified person who is on the market. Thus, in an unsolicited application, the applicant tries to create employer's attention & interest.

Q.3.

write the types of Resume and distinguish it with example.



Different types of resumes can call attention to different aspects of your experience, so depending on what your strengths are, you may find more success.

1] Chronological Resume

Chronological resumes emphasize your work history, with your most recent position appearing at the top. Chronological resumes are the most common way to format a resume. This type of resume is effective if you have a consistent work history with no employment gaps.

The chronological resume is the most common type of resume, and is considered the standard for most industries.

A chronological resume is ideal if you have no major gaps between your previous jobs, consistent progression throughout the career.

2] Functional Resume

A functional resume is a type of resume designed to focus on your relevant professional skills rather than your chronological work history.

The defining feature of a functional resume is its expanded "Relevant Skills" section, which takes up the majority of your resume and replaces a detailed work experience section.

A functional resume will likely suit you if you're

1. changing industries.

2. someone with sizable gap in their work history.

3. Combination Resume

A combination resume mixes the most useful elements of the chronological and functional resume formats.

It focuses on your skills, as a functional resume does but also provides ample space for you to detail your work history - usually in chronological order.

A combination resume is good for someone who has following skills:-

1. Technical skills, that you have developed over a long, specialized career.

2. Transferable skills, with full details of your work history.

Q. 3)

Explain some types and modes of Interview.



There are different types of interviews as follows:-

1] Structured Interviews

In this type of interview, the interview is designed and detailed in advance. A structured interview is preplanned, accurate and consistent in hiring the candidates.

2] Unstructured Interviews

This type of interview is an unplanned one, where the interview questionnaire is not prepared. Here the effectiveness of the interview is very less and there is tremendous waste of time & effort of both the interviewer & interviewee.

3] Panel Interview

In this type of interview, there are multiple interviewers who assess the candidate. All types of questions from expertise to future aspirations may be covered in these interview. These may include different professionals from the team who assesses the candidate on different grounds.

4] Case Interview

Here, the interviewer gives you a situation and the associated problem. This may be an imaginary or a real-life problem. Then They ask for a solution to the problem. The aim is to find how good you are in problem solving.

5] Stress interview

These are challenging in nature since the interview assesses your response to stressful situations.

Interviewers want to ensure that your response will be constructive for the company. These type of interview is for high stress job profiles.

6] off-site Interview

These are informal interviews where candidate & interviewer meet at a place other than the office. The interviewer may invite the candidate over lunch.

• Modes of Interviews

1] Telephonic Interview

This usually takes place with either the HR or recruitment to assess the candidate in general. This may include asking interview questions based on the resume, roles and responsibilities of the job profile. In most cases, telephonic interview is the first and last stage of interview.

2] face - to - face Interview

Once the candidate's basic profile is screened and shortlisted, it is processed further. The candidate & interviewer meet in person to discuss your profile. This may include the employer, someone from human resources or a recruitment consultant. Based on the interview round, you will either be assessed in general or on technical grounds.

Q.5.

which are the interpersonal skills?



Interpersonal skills are the set of skills we use to interact and communicate with others. Some interpersonal skills are as follows:-

1] Emotional Intelligence

Employees with strong emotional intelligence are able to relate to others and maintain a level head in the face of emotionally charged situations. They are adept at managing social dynamics and ensuring that those around them feel, heard, seen and understood.

2] Communication

Communication is an essential interpersonal skill to demonstrate to employers. Any job that involves team-based collaborations or deals directly with customers or clients requires effective communication skills. Communication involves three basic qualities those are verbal communication, Active listening, Digital communication. If you are able to verbally communicate with others is a key interpersonal skill. Active listening is a crucial skill in any position that requires you to work with other people. Today, Digital communication is becoming a primary mode of communication in the work place.

3] Reliability

Reliability encapsulates your work ethics and the ability to see things through to the end. Although reliability is beneficial interpersonal skill for any job, it has added value for tradespeople in industries.

4] Leadership

Leadership is an interpersonal skill that sets candidates apart from their peers. Employers are always looking for motivated and capable employees who can inspire others and take charge when work needs to be finished. Leadership involves delegating and strategizing.

5] Positivity

Positivity is especially important for positions that involve customer service or managing client relations, because positivity can be easily influence your ability to make sale. candidates and employees who demonstrates positivity are much more likely to find success in a position and be well-liked at the company.

6] Openness to feedback

Company requires employees who are open minded and receptive to the feedback of client. Being open to feedback is specially useful in entry-level positions, when you lack professional experience and are learning valuable industry-specific skills.

Q.6.

write a case study on Business / corporate Ethics

→

"A Case Study on Business Ethics"

Pathik B. Vaziya

pvariya@gmail.com

An MBBS - named - Dr. Mehra - was with a very reputed hospital of Trichi for last seven years. His performance feedback was exceptional and he had received many promotions during this tenure. Prior to joining this hospital, he was the student of medicine in a reputed University and his behaviour and performance as student were also quite laudable. The hospital he was serving was also a name to reckon with in the society. It had set high standards of employee ethical behaviour and it was known to follow its ethical code of conduct "in toto". In the past, the chief medical officer of the company.

The company did not care "who" violated the code of conduct and it followed the law of the land to deal with any deviation in behaviour of any employee strictly as per the ethical code of conduct of the hospital. It was recipient of many awards like "Best Hospital to work for". The hospital was known to get many rich business man who of the world as its patients. It also received donations from many quarters of the world, including from Europe, USA etc.

Date :-

Q. 7

You are Raj Sharma, an Engineering graduate student from Mumbai University. You are seeking a suitable job. You came across news from your friend, and inviting you as young and dynamic fresh graduate as a junior engineer in his company write an application letter with resume.

Raj Sharma:

32, V-Sector

P. Y. Road

Mumbai - 400050

November 5, 2021

The General Manager,
Infosys
Mumbai

Sub:- Application for the post of Junior
Engineer

Dear Sir,

I am writing this letter to apply for the post junior Engineer in your prestigious company 'Infosys'. One of my friend is working in your company who gave me the suggestion. I would like to offer my service as a junior Engineer in your respected firm.

Date :-

I have enclosed my resume with this application letter. Along with that I have enclosed certificate of Python full stack course completion. I have pursued my B.E. in Computer Engineering from University of Mumbai. I have done full stack python course with two industry level projects. I have done my internship in 'Capgemini' of 6 months. I have experience of project development and teamwork. I have also enclosed letter of recommendation from 'Capgemini' branch Mumbai.

I give an assurance to you that I shall contribute with the best of my abilities for the growth of your organization. I will greatfull being a part of your firm. I am looking forward for your response.

Thanking You,
Yours faithfully,
Raj Sharma
Rajsharma@gmail.com

Enclosures:

Encl. 1 : Resume

Encl. 2 : Certificate of course

Encl. 3 : Letter of Recomendation

Assignment No. 5

① Read the given passage and answer the following questions. Each of the passages given below is followed by some questions. Each question comprises three statements (A) (B) (C). In the context of the ~~pre~~ passage, decide which one, two, three or none of the statements / are true.

→ I "In the Pandit's complaint, he asks why entries could not be made in the savings bank pass book on the strength of the counterfoil of the pay in slip. This would save the customer from waiting until the actual voucher passed through various desks. The use of the voucher is, infact the correct procedure. The delay experienced by Mr. Pandit on that day could have been avoided. On our instructions the branch manager concerned has made the complaint and explained the matter. He has also emphasized the great risk to the customer and the bank, if entries are made on the basis of the counterfoils.

1. (A) The writer is another dissatisfied customer.
- (B) The paragraph emphasizes that counterfoils should not be used instead of vouchers.
- (C) Use of counterfoils alone may not lead to any risk

ans:- (b) only B

2. (A) Mr. Pandit complains about a delay in some transaction at his bank.
 (B) Mr. Pandit's want bank to make book entries on the basis of counterfoils.
 (C) Entries made on the basis of vouchers do not involve any risk.

ans:- (d) A, B, and C.

- 3] (A) In following the current procedure, unreasonable delays are always inevitable.
 (B) Mr. Pandit's complaint was based on full knowledge of banking procedure.
 (C) Mr. Pandit's suggestion was appreciated by the bank authorities.

ans:- (d) A and B

- 4] (A). The delay experienced by Mr. Pandit was caused by some temporary problem.
 (B) The entries relating to Mr. Pandit's case were not done according to proper procedure.
 (C) Mr. Pandit was aware about proper procedure

ans :- (c) only C

- 5].(A) Using counterfoils instead of vouchers is risky not only to the customers but also to the bank.
 (B) The bank authorities were not intensive to Mr. Pandit's Complaint
 (C) The branch manager paid no heed to instructions

ans;- (d) A and B

There are two ways of avoiding fear: one is by persuading ourselves that we are immune from disaster, and the other is by the practice of sheer courage. The latter is difficult, and to everybody becomes impossible at a certain point. The former has, therefore always been more popular. Primitive magic has the purpose of securing safety, either by injuring enemies, or protecting oneself by talismans or incantations without any essential change, belief in such ways of avoiding danger survive throughout many centuries of Babylonian civilization spread from Babylon throughout the example of Alexander, and was acquired by the Romans in the course of their absorption of Hellenistic culture. From the Romans, it descended to Medieval and Islam. Science has now lessened the belief in magic, many people place more faith in mascots than they are willing to avow, and sorcery while condemned by the church, is still officially a possible sin.

1. (A) Superstitious belief can help man avoid fear.
- (B) The medical civilization was also characterized by superstitious beliefs
- (C) Avoiding fear is Difficult for a common man.

Ans:- (b) Only B

2. (A) The ancient method of avoiding fear has survived the test of time.
(B) Belief in charms and amulets was a silent feature of ancient civilization.
(C) science has eradicated man's belief in magic all together.

ans:- (a) A and B

3. In each of the following questions, pick up the choice which is most opposite in meaning of the word italicized bold in sentence.

1. The chairman rebuked the accounts officer for not supervising the work of his coordinates.

ans. a. Praised

2. The incident cemented their relations.

ans. D. disintegrated

3. He was the most eccentric and difficult person patron.

ans. A. normal

4. There are four chapters that are extraneous to the structure of the book.

ans. B. integral.

2. In each of the following questions, pickup the choice which best expresses the meaning of the word italicized bold in the sentence.

a] He had the nerve to suggest that I was cheating.
b] Audacity.

2] Your dispicable remarks call for no reply
ans. b] Contemptuous.

3] The collection of poems in a slim volume, is gleaned from several anthologies of ancient Indian poetry.

ans- a] Gathered

4] He venerated the old teacher
c] Respected.

3. Following questions, choose proper option.

1. To examine one's own thoughts & feelings
ans. D] Introspection

2. List of headings of the business to be transacted at a meeting

ans. b] Agenda