



!! Sa Vidya Ya Vimuktaye!!

Sahakar Maharshi Shankarrao Mohite-Patil Pratishthan, Dhavalnagar Akluj, Sanchalit

## **Pratapsinh Mohite-Patil Mahavidyalaya, Karmala**

### **Report of Three Days Workshop on “Soft Skill Development”**

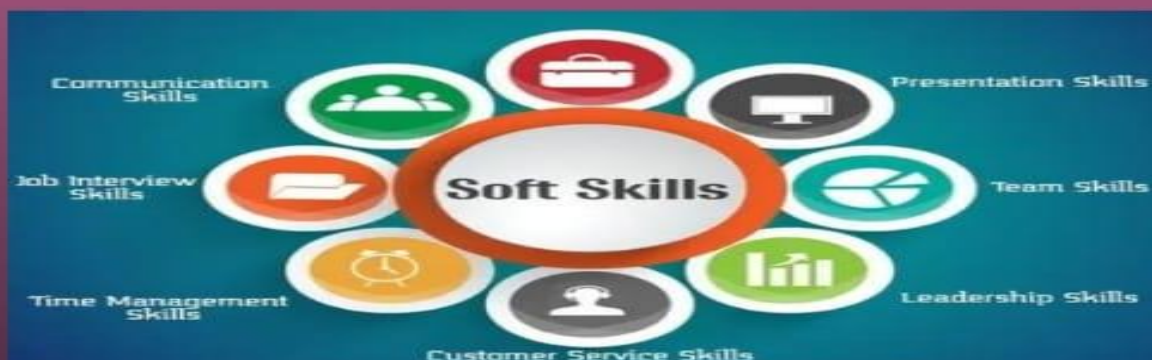
**Introduction:** Soft Skills is a very popular term nowadays, used to indicate personal transversal competences such as social aptitudes, language and communication capability, friendliness and ability of working in team and other personality traits that characterize relationships between people. Soft Skills are traditionally considered complementary of Hard Skills, which are the abilities to perform a certain type of task or activity. Soft Skills are strategic to be successful in personal and professional life then is essential for the students when they try to obtain any kind of job. Enterprises generally hire new employees, in particular recent graduates, taking more in consideration their Soft Skills than their Hard Skills. This happens also for technical professions, because the company, in order to be competitive, needs to create good and effective teams and a collaborative working atmosphere.

To Enhance the skill and knowledge of the students, three days' workshop on Soft Skill Development is organised by Internal Quality Assurance Cell (IQAC) of Pratapsinh Mohite-Patil Mahavidyalaya during 25<sup>th</sup> - 27<sup>th</sup> April 2023. The workshop is conducted by offline mode and special expert Mr. Ibrahim Mujavar from Sunrise Academy Karmala was invited as guest speaker. Program aimed at inculcating and building upon the basic soft skills that are required by every student while appearing for the recruitment process of any company soft skills are identified as the most critical skills in the fastmoving era of technology. These skills include personal interviews, SWOT (strength, weakness, opportunity threat) analysis, writing and communication skills, Resume writing, Group Discussions, Report writing and presentation skills. soft skills tell us how to apply our hard skills in a social environment. The focus of the workshop is to develop a wide variety of soft skills starting from communication, to working in different environments, developing emotional sensitivity, learning creative and critical decision making, developing awareness of how to work with and negotiate with people and to resolve stress and conflict in ourselves and others.



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Sahakar Maharshi Shankarrao Mohite-Patil Pratishthan Dhavalnagar, Akulj Sanchalit  
**Pratapsinh Mohite-Patil Mahavidyalaya, Karmala**  
Tal-Karmala, Dist- Solapur

**Internal Quality Assurance Cell (IQAC) Organises**  
**Three Days Workshop on Soft Skills**  
**Date: 25 to 27, April 2023**  
**Time: 12.00 to onwards**



Resourse Person



**Prof. Mujawar I.U**  
M.A.B.Ed. English  
British Council Trained  
Founder, Sunrise Academy

**Who can Participate-**  
**Students ,Teaching and non teaching staff**

**Venue: Seminar Hall,**  
**Pratapsinh Mohite-Patil Mahavidyalaya,**  
**Pune Road, Karmala, Dist-Solapur.**

### Schedule of workshop:

Sr. No.	Date	Time	Session	Topic
1.	25/04/2023	12.00-1.00	Session-I	Communication Skill
2.		1.00-2.00	Session- II	Personality development
3.	26/04/2023	12.00-1.00	Session-III	Interview Skill
4.		1.00-2.00	Session- IV	Presentation Skill
5.	27/04/2023	12.00-1.00	Session-V	Time Management
6.		1.00-2.00	Session- VI	Professional Skill



## 1] Inauguration of Workshop:

Inaugural function of workshop on Soft Skill development was started at 11.30 a.m. of 25<sup>th</sup> April 2023 with warm welcome of the all participants by IQAC co-ordinator Mr. D.G. Bhosale. He further introduced the guest speaker of program to all participants. Program was inaugurated by principal Dr. P.V. Deshmukh and guest speaker Mr. Ibrahim Mujavar by offering the flowers to photo of Our inspiration, Hon. Sahakar Maharshi Shankarrao Mohite-Patil and college founder president Hon. Pratapsinh Mohite-Patil. Principal of the College Dr. P.V. Deshmukh inaugurated the webinar series with his inspiring words and express the aim of organizing this webinar series. In his inaugural speech he aware the students regarding current era of competition so that they should take one step forward by gaining early some soft skills for future employability competitions. Finally, he wished grand success of webinar series and requested all participants to take benefit of this webinar series at outmost. After the inaugural session the actual webinar session started. Total 65 students and 12 teaching and non-teaching staff of the college has attended the session.





## 2) Session I Communication Skill:

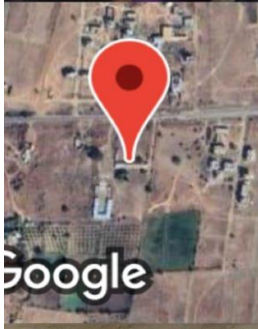
After the inauguration the 1<sup>st</sup> session of workshop on English language and communication skill was initiated by guest speaker Prof. I.U. Mujavar. He initially aware the student being able to communicate effectively is one of the most important life skills to learn. Communication itself is defined as transferring information to produce greater understanding. further in his talk he added good communication skills can aid in helping students in interview and pass the selection process. To do job effectively, students have to discuss problems, request information, interact with others, and have good human relations skills these are all part of having good communication skills. He interacted with students on many issues of communication and finally by answering some queries of students he ended the session. Total 65 students and 12 teaching and non-teaching staff of the college has attended the session







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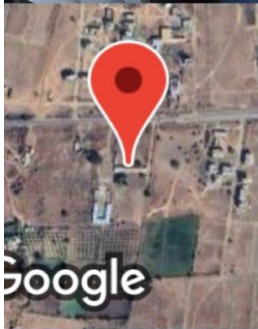
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### 3) Session-II Personality Development:

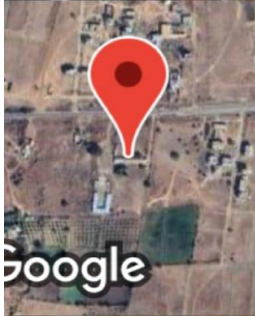
The session on personality development was started by guest speaker with a famous quote “Personality is that pattern of characteristic thoughts, feelings, and behaviours that distinguishes one person from another and that persists over time” He mentioned different aspects of personality and how participants would be benefitted from this kind of programme. Further in his talk he involved the students with some activities and asking questions. The session was very interactive and students enjoyed it more. Total 65 students and 12 teaching and non-teaching staff of the college has attended the session







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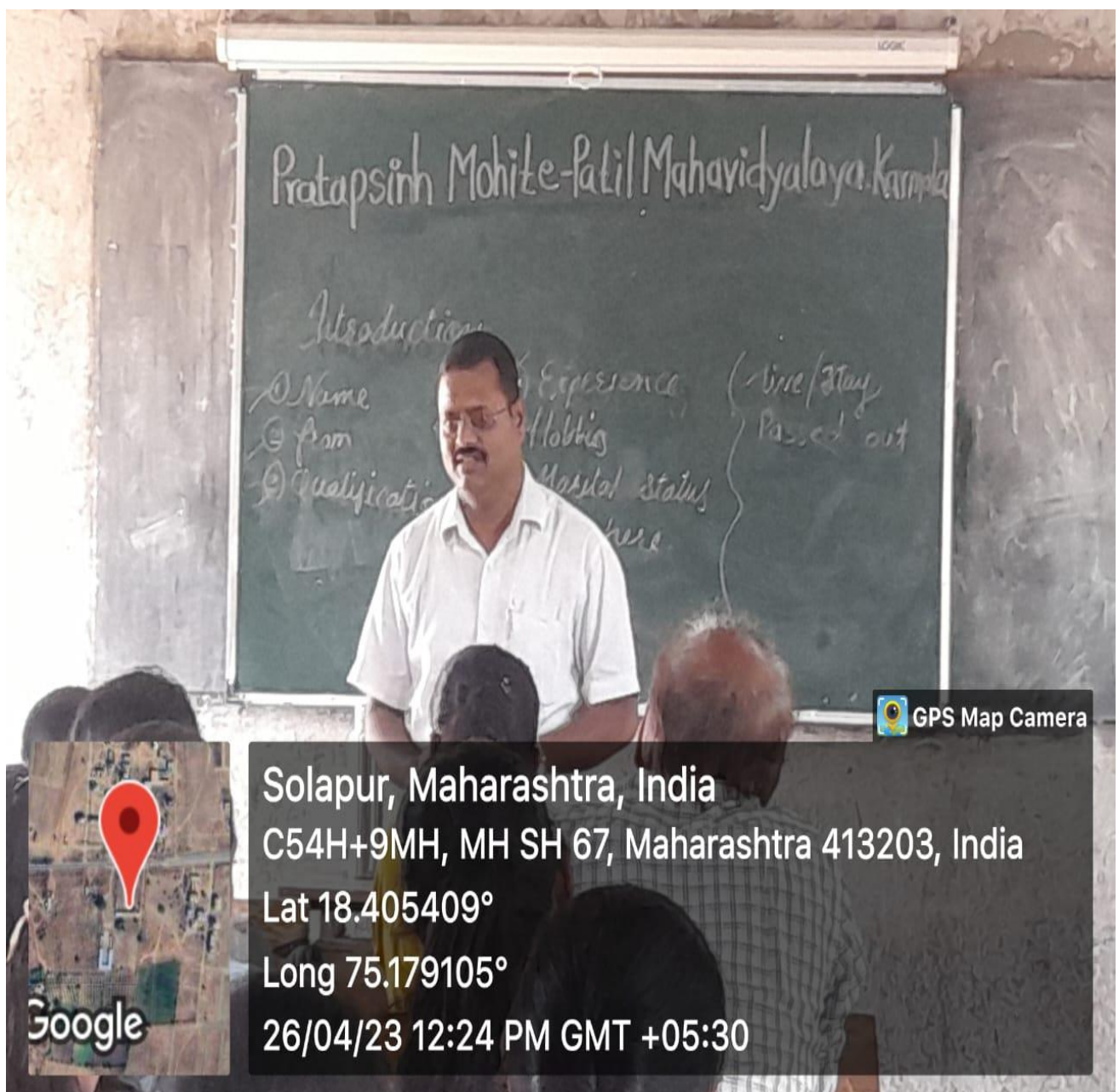
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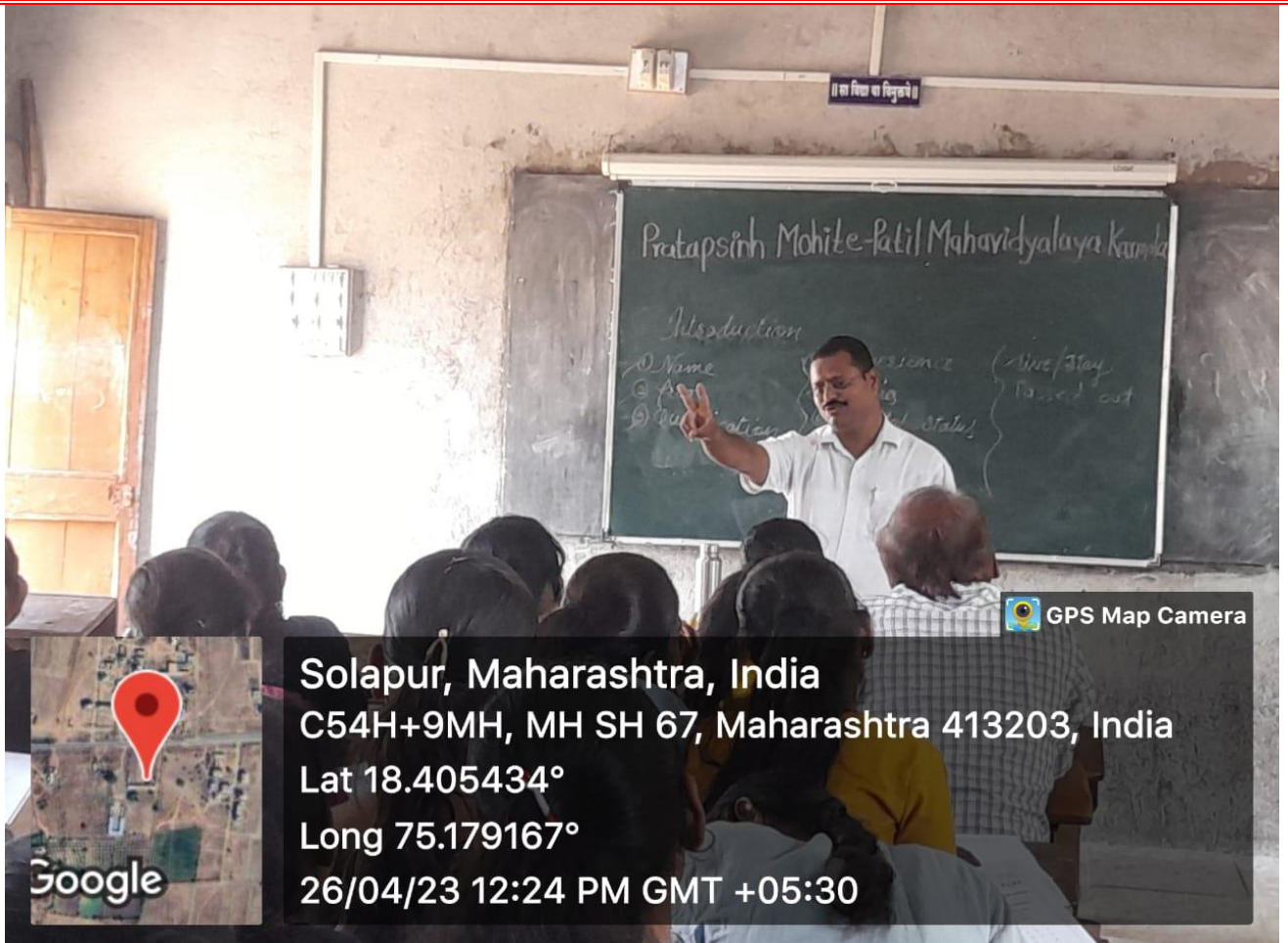


#### 4) Session-III Interview Skill:

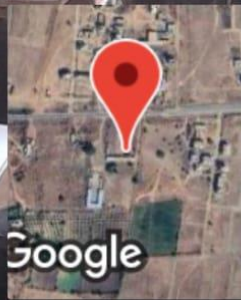
At 2<sup>nd</sup> day of workshop on soft skill development guest speaker Prof. Ibrahim Mujavar delivered his talk on interview Skill, initially he asked students some basic questions which they face at the time of interview. He added the overall goal of an interview is to convince the recruiter that you're the best person for the job. In order to this, the interviewee must sell his or her skills, knowledge, and experience in a professional manner to the employer. Furthermore, he gave some tips to students like Prior to walking into the building the interviewee should make everything is neat and orderly. When entering the building it is polite to greet and introduce yourself to the receptionist and the interviewer, make sure to make eye contact and show confidence. During the interview it is best to stay calm and take your time answering the question. Total 65 students and 12 teaching and non-teaching staff of the college has attended the session.







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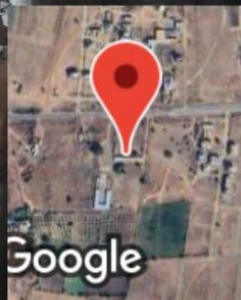


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### **5) Session- IV Presentation Skill:**

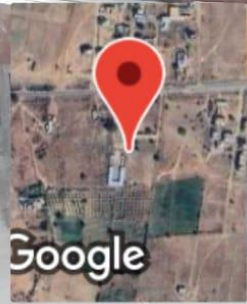
The fourth session of workshop was on presentation skill which is one of the essential skill sets for students in institutions of higher learning. To help them improve their presentation skills, students are encouraged to use systematic methods to facilitate their presentations in the classroom. The main purpose of emphasising presentation skills in higher education is to help develop professionalism in the learning environment. In this era of technological advancement, students can enhance their presentation skills using high-tech equipment, thus improving their ability to present information in a professional manner. Guest of the session Prof. Ibrahim Mujavar shares some ideas regarding the preparation of effective presentation. At last, he concluded the session with some tips in order to prevent mistakes and technical errors, students must prepare well for a presentation with a proper outline and structure, as well as a good vocabulary and practising pronunciation and intonation. Total 65 students and 12 teaching and non-teaching staff of the college has attended the session







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## **6) Session-V Time Management:**

Practicing good time management is one the most important soft skills that you can have in the workplace. It ensures increased productivity, high-quality work, improved confidence in one's ability to do the job efficiently, and on-time delivery of time-sensitive assignments. At 3<sup>rd</sup> day of the workshop was on soft skill development guest speaker Prof. Ibrahim Mujavar delivered his speech on topic time management. He expressed the importance of time management in workplace as well as during the study time. Furthermore, he added time management involves both managing your own time and the time of the others. time management means working efficiently, and employers in every industry look for staff that can make optimal use of the time available to them on the job. Saving time saves the organization money and increases revenue. With some time management tips, he interacted ends his session by answering questions from students. Total 65 students and 12 teaching and non-teaching staff of the college has attended the session







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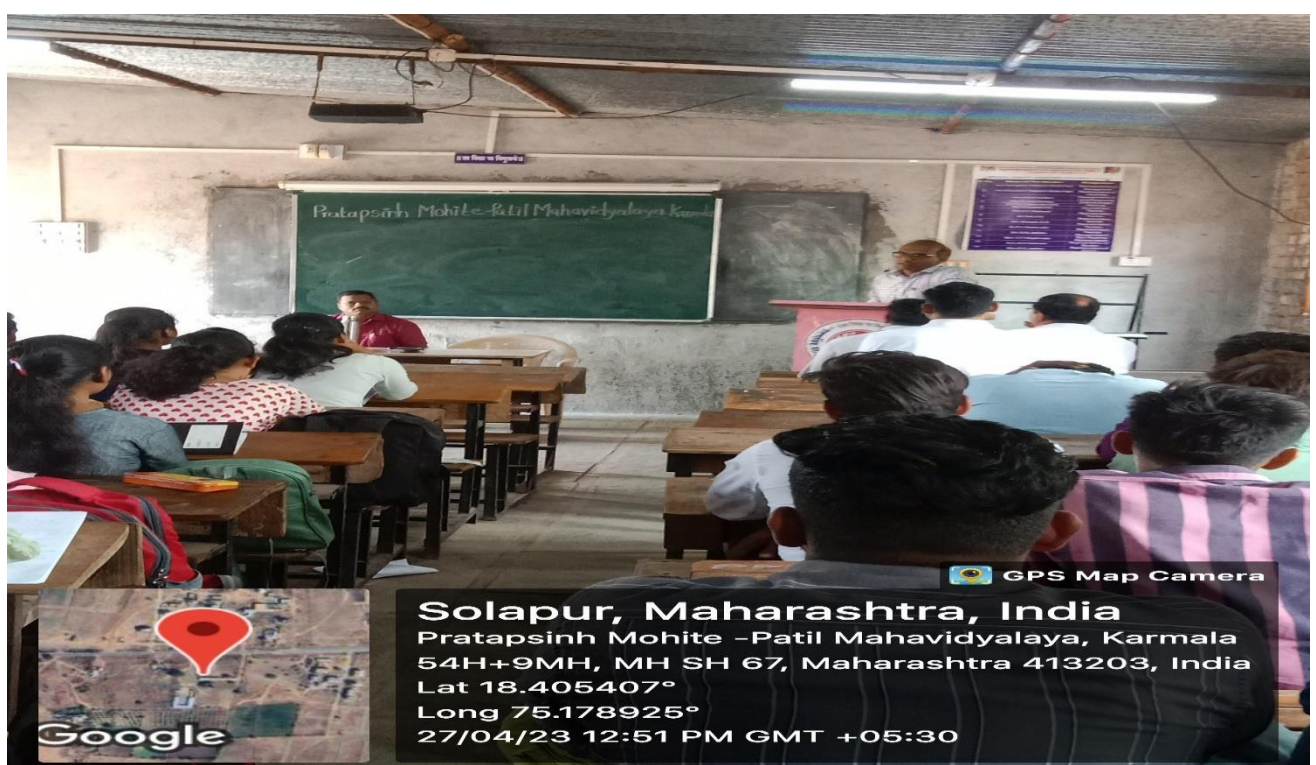
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## 7) Session-VI Professional Skill:

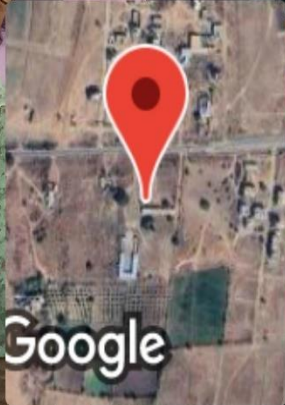
The last session of workshop on soft skill development was on the topic Professional skill development. Employers look for these skills while hiring professionals to determine if they can match the company culture and work requirements. Professional skills are soft skills that can help professionals become better leaders, solve problems at work, resolve conflicts and enable the team and personal growth. Prof. Ibrahim Mujavar in his speech gave more emphasis on how the peoples of professional services behaves. If students want to grow as a professional, learning about the various skills required can help to develop them. Furthermore, he added professional skill support students in their everyday life at work, helping them to build stronger relationships with colleagues. At last students expressed their view on the workshop and with vote of thanks and concluding remark of principal the workshop is ended. Total 65 students and 12 teaching and non-teaching staff of the college has attended the session.







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