



Maharogi Sewa Samiti, Warora's

ANAND NIKETAN COLLEGE

Science , Arts and Commerce

Anandwan, Warora - 442914



Anand Niketan College, Anandwan-Warora

(Reaccredited with B⁺⁺ Grade by NAAC)

IQAC and Department of English

In collaboration with

Datta Meghe Institute of Management Studies, Nagpur

Organise

Value Added Course

Soft Skills Development

From 21st June 2021 to 30th June 2021

Time: 3pm daily (throughout Course duration)

-:Modules to be covered:-

Time Management	Getting Ready for Career
Personality Development	Goal Setting for better Future
Self Analysis and Management	Competitive Examination
Techniques for Self Motivation	Communication Skills
Problem Solving Techniques	GD/Assignments

Dr. M. C. Kale
Principal
Anand Niketan College, Warora

Course Coordinators:

Dr. Avinash L. Pandhare
Asst. Professor, Dept of English

Dr. Nilesh Ugemuge
IQAC Co-Coordinator & Asst Professor, Dept of Physics

Contact no.: 7057810500

Registration Link:

https://docs.google.com/forms/d/1scj42PxSwr4lu_PkH43m0yxOpL8nkD4HM6HnsbAtne4/edit?usp=drivesdk

Note: Lecture Sessions will be conducted online through Google Meet/Webex.



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ANAND NIKETAN COLLEGE
Science , Arts and Commerce
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Value Added Course

SOFT SKILLS DEVELOPMENT

21st June 2021 to 30th June 2021

About the Programme:

- ✚ A transitioning from student life to a professional life needs to be well-prepared. So that students become ready for taken into jobs easily as well as to adapt to new things and changes in order to prosper in the professional world.
- ✚ 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. They also play an instrumental role while presenting yourself for a new job.
- ✚ Soft skills are necessary requirement while establishing effective and successful interactions. While discharging your duties at your work place you might be trying to settle a new contract, presenting our new idea to colleagues, and so on, you need to use soft skills. We use them every day at work. Developing these soft skills will help us win more business and accelerate our career progression.
- ✚ Keeping this in view this programme has been designed.
- ✚ This course is for graduates to foster the process of development/enhancement of Soft Skills to make them future ready.
- ✚ This programme is designed for the UG and PG students.
- ✚ Main objective of this programme is to develop skills that will help them to enter into various jobs and to perform their duties effectively.
- ✚ One of the biggest challenges every student goes through is the transition from college to corporate life. Through this programme, required skill set for the corporate world will be imbibed.
- ✚ This programme is designed to empower aspiring students and train them to make them

equipped with skills required in the professional world.

Modules Covered

+ Time Management

- o Prioritization
- o Dealing with Difficult Tasks
- o Getting Organized
- o How to get away from Distractions
- o Work-Life Balance

+ Personality Development

- o Tips and Strategies for Personality development
- o Increase Public Speaking Skills
- o Reach your Personal and Professional Goals

Campus to Corporate

- o Preparatory Strategies for corporate jobs
- o Equipping yourself with skills
- o Becoming ready for future

+ Self Motivation

- o Decrease your nervousness
- o Deal with Conflicts Effectively
- o Developing Positive Attitude

+ Self Analysis and Management

- o Evaluate yourself
- o Self analysis tools
- o Strengthening your Self-Esteem

+ Problem Solving

- o Identifying and analysing problems
- o Improving analytical skills
- o Coming up with comprehensive solutions
- o Evaluating the solutions implemented

+ Communication Skills

- o Verbal
- o Non-Verbal
- o Listening Skills

- o Writing Skills
- o Questioning Skills

Goal Setting

- o Establishing SMART Goals
- o Importance of Mission Statement
- o Formulation of Goals
- o Procrastination
- o Visualization of Goals

Competitive Examination











- o Roadmap to Civil services and other competitive examinations

Who Should Attend

This program is targeted to college students who want to develop/enhance soft skills required to withstand the competition and come up successfully while securing jobs.

You Will Learn

After completing this course, participants will have the skills and knowledge to:

-  Learn to focus on and achieve personal goals
-  Develop inner power and strength
-  Make the first impression
-  Greater confidence to interact with people from all walks of life
-  Achieve results in communicating with others
-  Improve the effectiveness of your email communication
-  Manage the stress at work place
-  Enhance your active listening skills to anticipate and avoid common misunderstandings
-  Deal with the conflicts arising at the work place
-  Eliminate the roadblocks that undermine your ability to communicate effectively

Training Aids

You'll find it lively and fun as we use of interactive techniques, role plays, games, assessment tools and discussions to maximize your learning potential. And we will always provide you with a highly supportive learning environment. Adding value to these workshops are Individual Assessments, Home-Assignments, Tests, Reference Material and Extensive Feedback after each session.

Course Duration

The duration of this course will be for 30 Hrs (21st June 2021 to 30th June 2021) through Offline and Online modes.

Limited Seats: 30.

Fees:

No fees for ANC Students.

Registration Details

Registration: For registration, please fill Google form:

https://docs.google.com/forms/d/1scj42PxSwr4lu_PkH43m0yxOpL8nkD4HM6HnsbAtne4/edit?usp=drivesdk

WhatsApp Group link is available in the Registration Form

Program Certificate

Certificate will be issued to Participants after completion of programme successfully.

Course Coordinators:

Dr. Avinash L. Pandhare

Assistant Professor
Department of English, ANC, Warora.
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Mr. Hemant Parchake

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Department of Zoology, ANC, Warora.
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Dr. Nilesh Ugemuge

Assistant Professor
Department of Physics, ANC, Warora.
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Mr. Tilak Dhoble

Assistant Professor
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Maharogi Sewa Samiti, Warora's

Anand Niketan College, Anandwan-WARORA

IQAC and Department of English

Value Added Course on


Soft Skills Development

Notice

All the students of senior college (UG and PG) are informed that IQAC and Department of English is going to conduct a 30 hours value added course on **Soft Skills Development** from 21st June to 30th June 2021. The course will be conducted through online mode (Google Meet/Cisco Webex) at 3pm daily throughout the course duration. The course includes modules on Time Management, Self Motivation, Self Analysis, Personality Development, Problem Solving, Communication Skills, Goal Setting, Getting Ready for Corporate Jobs and Competitive Examinations. The registration of this course will be done through online Google form. The registration link will be shared in whatsapp groups of your classes. You are requested to register for this course.

Date: 10.06.2021

Place: Anandwan


Principal
Anand Niketan College,
Warora



Value Added Course

Soft Skills Development

21st June 2021 to 30th June 2021

Course Schedule

S. No.	Date	Name of the topic	Speaker	Time
1	21-06-2021	Inaugural Address by Hon'ble Director, Datta Meghe Institute of Management Studies (DMIMS) Nagpur	Dr. Shiney Chib, Nagpur	3.00pm
		Address by Hon'ble Principal, Anand Niketan College, Anandwan-Warora	Dr. M. C. Kale, Warora	
		Self Motivation	Dr. Rucha Lohi, Asst. Professor, Datta Meghe Institute of Management Studies (DMIMS), Nagpur	
2	22-06-2021	Shape up Your Personality	Dr. Hetal Gaglani, Asst. Professor, DMIMS, Nagpur	3.00pm
3	23-06-2021	Self Analysis and Management	Dr. Vinod Waikar, Asst. Professor, DMIMS, Nagpur	3.00pm
4	24-06-2021	Time Management	Dr. Susheel Gadekar, Asst. Professor, DMIMS, Nagpur	3.00pm



5	25-06-2021	Problem Solving	Dr. Subramaniam, Asso. Professor & CoE, DMIMS, Nagpur	3.00pm
6	26-06-2021	From Campus to Corporate: Getting Ready for Future	Dr. Nilesh Ugemuge, Asst. Professor, ANC, Warora	3.00pm
7	27-06-2021	Communication Skills	Dr. Avinash Pandhare, Asst. Professor, ANC, Warora	3.00pm
8	28-06-2021	Getting Prepared for Competitive Examinations	Mr. Hemant Parchake, Asst. Professor, ANC, Warora	3.00pm
9	29-06-2021	Setting Your Goal for Better Future	Mr. Tilak Dhoble, Asst. Professor, ANC, Warora	3.00pm
10	30-06-2021	Address by Guest Speaker	Mr. Moreshwar Kudkilwar, Dy. Director, National Fire Service College, Nagpur	3.00pm
		Valedictory/Concluding Remarks & Feedback	Coordinator & Convener	

Note: There may be minor changes in time slot and trainer.
Programme will be conducted through Cisco Webex.

		Value Added Courses-SSD-REGISTRATION			
1	06/10/2021 19:44	dikshadadmal2020@gmail.com	7387889410	Diksha raju dadmal	
2	06/10/2021 19:44	jiwtode842@gmail.com	9823289338	Pallavi Eknath Jiwtode	
3	06/10/2021 19:44	ishwarmundle@gmail.com	9545316014	Ishwar yadao mundle	
4	06/10/2021 19:45	ritugujarkar11@gmail.com	8805480078	Ritu suresh gujarkar	
5	06/10/2021 19:45	trushalichaudhari336@gmail.com	9552957647	trushali ragho chaudhari	
6	06/10/2021 19:47	nandinikharkar13@gmail.com	7420817501	NANDINI MADHUKAR KHARKAR	
7	06/10/2021 19:49	achalpende@gmail.com	906774129	Achal pende	
8	06/10/2021 19:51	sangharshanarad2020@gmail.com	9767799867	Sangharsha gajanan narad	
9	06/10/2021 19:54	tusharlohambare1998@gmail.com	9021740165	Tushar Gajanan Lohambare	
10	06/10/2021 19:54	radhikadhole12051998@gmail.com	9527932815	Radhika prabhakar dhole	
11	06/10/2021 19:55	sonalbhiogade1@gmail.com	8459277611	Sonal Narayanji Bhiogade	
12	06/10/2021 19:56	anilshrotriya@rediffmail.com	9414300524	Dr. Anil Kumar Shrotriya	
13	06/10/2021 19:56	ndhande68@gmail.com	8010318201	Nilima Gajanan Dhande	
14	06/10/2021 19:56	prachimanusmare02841@gmail.com	9067415540	Prachi santosh manusmare	
15	06/10/2021 19:58	rautchhaya52@gmail.com	8698325033	Chhayabai hetram raut	
16	06/10/2021 19:58	nishakushwahv234@gmail.com	7264063192	Nisha Rupsingh Kushwah	
17	06/10/2021 19:59	prachidhande35@gmail.com	9112796531	Prachi	
18	06/10/2021 19:59	gedamroshan612@gmail.com	9022442718	Roshan ganpat gedam	

246	6/21/2021 15:10:24	rajeshreedakhore@gmail.com	9637212437	Rajshri Shriram Dakhore		
247	6/21/2021 16:04:11	diwyadeshmukh93@gmail.com	7507389286	Jayashree Pandhari Raut		
248	6/21/2021 16:04:31	varshashastrakar40@gmail.com	8605467935	Varsha Vasanta Shastrakar		
249	6/21/2021 19:08:37	date1921630aditya@gmail.com	8459902311	Aditya Sanjay Date		
250	6/21/2021 21:05:07	aishwaryagothe64@gmail.com	9359985967	Aishwarya khushal gothe		
251	6/22/2021 8:20:08	nikhitabachate2001@gmail.com	9022680249	Nikhita dilip bachate		
252	6/22/2021 11:44:28	amishadafare23@gmail.com	8605101347	Amisha dafare		
253	6/22/2021 21:15:37	amishag667@gmail.com	7020101560	Amisha Vijay Gupta		
254	6/22/2021 21:22:02	vaishnaviburande3011@gmail.com	7498824634	Vaishnavi satish burande		
255	6/23/2021 11:32:36	MOHDJUNAIDRJ@GMAIL.COM	8459524345	MOHD JUNAID A RAZZAQUE MANYAR		
256	6/23/2021 15:09:21	manishakatre2115@gmail.com	7385445198	Manisha katre		
257	6/23/2021 22:54:06	rupaligawande414@gmail.com	9823855750	Rupali Arunrao Hiwase		


Principal
Anand Niketan College,
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