



ATHARVA EDUCATIONAL TRUST'S
ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra
& Affiliated to University of Mumbai - Estd. 1999 - 2000)

15 July,2016

A report on
Spoken English & Personality Development

Spoken English & Personality Development certificate course was organized by Humanities and Applied Sciences department during 15 June 2016 to 05 July 2016 at third floor in presentation hall at 9.30 am to 1.30 pm on all working days with prior permission of the authority.

Course objectives

1. To improve the communication skills
2. Training in employability skills
3. To be competent in basic official correspondence
4. Building Vocabulary
5. Training in interpersonal Skills

About the Training:

The course was focused on the activity based interactive sessions so that students participated and became comfortable to handle the public fear and exhibited their latent in interpersonal skills. It has been observed that some of the students were very active during the course. They were taken into consideration for their regular feedback and encouraged to suggestions and feedback for the every sessions for the better delivery. The online feedback is taken for the certificate course. The students those who were regular were given certificates. The details of day wise activity is as given below.

Day wise Activity

Sr. No.	Date	Topic	Activity
1	15/06	Orientation & Evaluation	
2	16/06	Public Speaking	Ppts & videos
3	17/06	Group Discussion	Activity
4	20/06	Common Errors in English	Ppts & videos
5	21/06	Public Speaking	Activity
6	22/06	Vocabulary & Grammar	ppts
7	23/06	Presentation Skills	Ppts & Videos
8	24/06	Presentation Skills	Activity
9	27/06	Basic official Correspondence	PPTs & Practice
10	28/06	Group Discussion	Activity
11	29/06	Interpersonal Skills :Team Building & Leadership	Ppts & Videos
12	30/06	Interpersonal Skills :Team Building & Leadership	Role plays
13	01/07	Interviews	Ppts & videos
14	04/07	Interviews	Mock Interview
15	05/07	Phonetics * Certificate distribution	Language lab

SWOT Analysis

01	Strengths	<ol style="list-style-type: none">1. It helped students to be competent and comfortable in spoken English2. Learnt personality traits to be a better professional3. Unlimited time for the students from resource person
02	Weakness	<ol style="list-style-type: none">1. Attendance:120 students registered and 40 students were regular and 35 students given certificate for completion of the course with 90% attendance2. It can be organized in a better way
03	Opportunity	<ol style="list-style-type: none">1. Most of the students need training on regular basis to do well during placement2. They should attend training and certificate courses in future to hone their communication skills
04	Threat	<ol style="list-style-type: none">1. Attendance and time duration as per students convenience

Course coordinator & Trainer

HOD

Principal

Dr. Ritu Sharma

Prof. Poonam Deshpande

Dr. Shrikant Kallurkar

Mr. Balaji Shinde