



ATHARVA EDUCATIONAL TRUST'S
ATHARVA COLLEGE OF ENGINEERING

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

28 July,2017

A report on

Spoken English & Personality Development

Spoken English & Personality Development certificate course was organized by Humanities and Applied Sciences department during 27 June 2017 to 07 July 2017 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:

Effective communication is the superglue to deepen your relations with others to improve teamwork, decision making, problem solving, analytical skills, subject specific knowledge, research and improved decision making ability, management skills, understanding of other culture, confidence and competence to work in international environment are considered the most essential qualities for engineers. However, at the bottom of these lies an effective communication skill. Effective communication re-enforce s positive impression of the engineer. Lack of serviceable communication skills contributes to the low profile of engineering in general public. Indeed effective communication, presentation skills, public speaking are considered the best career enhancers and cardinal factors determining a student's career success. Hence, the faculty of communication skills have taken initiative to organize and conduct training in Spoken English and Personality Development (SEPD) 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. 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	27/06	Orientation & Evaluation	PPTs
2	28/06	Public Speaking	Ppts & videos
		Group Discussion	Activity
3	29/06	Group Discussion	Activity
4	30/06	Common Errors in English	Ppts & videos
5	03/07	Basic official Correspondence	PPTs & Practice
		Public Speaking	Activity
6	04/07	Interpersonal Skills :Team Building & Leadership	Role plays
		Grammar	ppts
		Personal Grooming and Dressing	
7	05/07	Presentation Skills	Ppts & Videos
		Body Language	Ppts & Videos
8	06/07	Presentation Skills	Activity
		Interviews	Ppts & videos
9	07/07	Basic official Correspondence	PPTs & Practice

Note : Every day vocabulary building session was conducted

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:83 students registered and 35 students were regular and 30 students given certificate for completion of the course successfully2. 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

Dr. Ritu Sharma

Mr. Balaji Shinde

HOD

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Principal

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