## Shivajirao Kadam Institute Of Technology And Management Faculty of management studies

#### Notice

DATE-11/03/21

Venue - Auditorium

Event – A 30 Hours online Training Program on SOFT SKILLS was conducted in faculty of management studies The Topics to be covered are Public Speaking, Group Discussion, Facial Expressions, Stress management, Presentation.

Commencement Date - March 18, 2021 1:00 pm -4:00 pm (daily)

Program Coordinator - Prof. Molly Kundu

Speaker - Prof. Molly Kundu

Audience/Participants - I Year Students

All the faculty members not having lectures/any other engagements are requested to attend the Program

Dr .Sumeet Khurana

Director

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#### FACULTY OF MANAGEMENT STUDIES

#### SOFT SKILLS TRAINING PROGRAM ATTENDANCE SHEET

BATCH 2020-2021

		DATE			10	1		BATCH 2020-2021	1 10	1	1				-	1 . 2
NO ENROLLMENT N	NO NAME OF STUDENT	18/00/	18631	Mode	19/03h	2/3/2	20/3/2	201031	22/03	22/3/2	22/3/2/	23/3/21	12/2/21	ग्भेडीप	24/38	24/31
1 DC1703998	AMAN TIWARI	1 2 200	A	P	P	P	P	P	P	P	P	P	P	P	A	A
2 DX2011432	ARTI FARAND	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
3 DC1013703	AVINASH SONI	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A
4 DX1705037	ISHA SHARMA	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P
5 DS1702834	KANHAIYA SONGARA	P	P	A	A	Р	Р	P	P	P	P	Р	P	P	A	A
6 DC1608085	NILESH	A	A	P	P	P	P	P	P	P	P	P	Р	Р	Р	P
7 DX2011486	SACHIN VERMA	P	P	A	A	P	Р	P	P	Р	P	P	Р	P	Р	Р
8 DC1624089	SHARDA PAHADIAY	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P
9 DC1326412	SURAJ KHANUJA	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
DX2011510	VUAY BANKEY	A	A	Р	P	Р	Р	Р	P	P	Р	Р	Р	Р	Р	P
DX2011512	VIVEK TIWARI	P	P	P	P	P	P	P	P	P	Р	Р	Р	Р	A	A
DX2011497	SHUBHAM TRIVEDI	A	A	P	P	Р.	P	P	P	P	P	P	Р	Р	Р	P
DC1700469	RAJA	A	A	Р	Р	Р	P	P	P	Р	P	P	P	P	P	P
DX2011474	PRATIBHA PAL	,	P	P	P	P	P	P	P	P	P	P	P	P	A	A
	NANDKISHORE CHACHRIYA P	,	p	Ρ.,	P	P	P	P	P	P	P	Р	P	p	A	A
DC1559108	KIRTI KATARIA P	F	,	4	A	Р	P	P	P	P	Р	Р	P	P	A	A
DX2011443 F	TRDAUS KHAN A	A	F	,	Р	Р	Р	Р	P	P	P	P	P	P	P	P
X2011470 P.	AWAN KUMAR P	P	A		A	P	P	P	P	P	P	P	P	P	P	P
	URUSHOTTAM UMAWAT P	P	A		4	P	P	P	Р	P	P	P	P	P	P	P
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Director
Shivajirao Kadam Institute of Technology &
Management - Technical Campus, INDORE

Shi Shi alirao Kadam Institute of Technology & Management, Indore

### SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT FACULTY OF MANAGEMENT STUDIES

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ENROLLMENT NO	NAME OF STUDENT	25/03/21	2/103/21	24/2/21	20/03/	26/03/21	26/2/21	26/3/21	22/3/21	243/2	nelka	27/3/21	3031	36/3/31	30/3/21	30/3
DC1703998	AMAN TIWARI	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P
DX2011432	ARTI FARAND	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
DC1013703	AVINASH SONI	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A
DX1705037	ISHA SHARMA	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P
5 DS1702834	KANHAIYA SONGARA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
6 DC1608085	NILESH	A	A	P	P	P	Р	Р	P	P	Р	Р	P	P	P	P
7 DX2011486	SACHIN VERMA	P	P	P	A	A	P	P	Р	P	Р	Р	P	P	P	P
8 DC1624089	SHARDA PAHADIAY	A	A	P	P	P	P	P	Р	P	Р	P	P	P	P	P
9 DC1326412	SURAJ KHANUJA	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
0 DX2011510	VIJAY BANKEY	A	A	P	P	P	P	P	Р	Р	Р	Р	P	P	Р	Р
DX2011512	VIVEK TIWARI	P	Р -	P	Р	Р	Р	P	P	P	Р	Р	P	P	A	A
2 DX2011497	SHUBHAM TRIVEDI	A	A	P	P	Р	Р	P	P	P	Р	Р	Р	p	p	P
3 DC1700469	RAJA	A	A	P	P	P	Р	P	Р	Р	Р	P	P	p	p	P
4 DX2011474	PRATIBHA PAL	P	P	P	Р	P	Р	P	P	Р	Р	Р	Р	P	A	A
5 DX1504411	NANDKISHORE CHACHRIYA	Р	P	P	P	P	Р	Р	Р	Р	Р	P	P	P	A	A
DC1559108	KIRTI KATARIA	Р	P	A	A	P	P	Р	Р	Р	Р	Р	Р	P	A	A
DX2011443	FIRDAUS KHAN	A	A	P	P	P	Р	Р	P	Р	Р	Р	P	P	P	P
DX2011470	PAWAN KUMAR	Р	Р	A	A	P	P	P	Р	Р	P	Р	Р	P	P	Р
DX2011478	PURUSHOTTAM KUMAWAT	P	P	A	A	P	P	P	P	Р	P	P	P	P	p	P
DC1704569	RINKU VANI	A	A	P	P	P	P	P	P	Р	Р	P	PA	P	FCTOR	P

Shivajirab Kad- of Technology & Mahagement - Burnical Campus, INDORE

DIRECTOR

Faculty of Management

Shivajirao Kadam Institute of

Technology & Management, Indore

### Shivajirao Kadam Institute Of Technology And Management

#### **Faculty of Management Studies**

#### Report on Soft Skills Training Program

Date: 05/04/2021

Program on "Soft Skills" on 18.03.2021 to 30.03.2021 to enhance the skills of the students. The speaker of Training Program was Prof.Molly Kundu, Assistant Professor, SKITM Indore(M.P.), gives information about Public Speaking, Group Discussion, Facial Expressions, Stress management., Soft skills characterize how a person interacts in his or her relationships with others and also give advice to attend the courses and get certificate which will be beneficial for the students as well as faculties for career growth. She also solved the queries of participants and support through the QA Section found within the course. All the faculty members and students gave their valuable presence. Prof. Molly Kundu gave the vote of thanks and concluded the program.

Prof. Molly Kundu

Event Coordinator

Dr.Sumeet Khurana

Director

DIRECTOR ement of DIRECTOR Management Indores Shivajirao & Management Indores Technology & Management Indores

Director
Shivajirao Kadam Institute of Technology &
Menagement - Technical Campus INDORE

### Shivajirao Kadam Institute of Technology And Management Faculty Of Management Studies ASSESTMENT OF SOFT SKILLS TRAINING PROGRAM

Batch 2020-2021

S.NO EN	ROLLMENT NUMBER	STUDENTS NAME	GRADE
1 D	C1703998	AMAN TIWARI	В
2 D	X2011432	ARTI FARAND	A
3 D	C1013703	AVINASH SONI	c
4 D	X1705037	ISHA SHARMA	A
5 D	S1702834	KANHAIYA SONGARA	В
6 D	C1608085	NILESH	С
7 D	X2011486	SACHIN VERMA	A
8 D	C1624089	SHARDA PAHADIAY	В
9 D	C13264   2	SURAJ KHANUJA	Α
10 D	X2011510	VIJAY BANKEY	С
11 D	X2011512	VIVEK TIWARI	B <del>.</del> ÷
12 D	X2011497	SHUBHAM TRIVEDI	A
13 D	C1700469	RAJA	c
14 D	X2011474	PRATIBHA PAL	A
15 D	X1504411	NANDKISHORE CHACHRIYA	В
16 DO	C1559108	KIRTI KATARIA	C
17 D	X2011443	FIRDAUS KHAN	В
18 D	X2011470	PAWAN KUMAR	A
19 D	K2011478	PURUSHOTTAM KUMAWAT	C
20 DC	C1704569	RINKU VANI	В

Shivajirao Kadam Institute of Technology & ' tanagement - Technical Campus, INDORE

Faculty of Management Shivajirao Kadam Institute of Technology & Management, Indore

## Aman Tiwari FACULTY OF MANAGEMENT STUDIES

Soft Skill QUIZ

2020-2021

	2020-2021	
	1. You find out that the CEO of the hospital has just bee be your patient. Since you have worked with him before authoritative and does not mingle much with others. Who cues would he expect that you observe?  A. Use of gestures  C. Extended eye contact  D. Closed posture	nich of the following nonverbal
	2. Which of the following are consistent with open posture.  A. Smile and direct eye contact  C. The slight shift of body position towards individual  D. Using the word "Sir" or "Mom" even when the patient tells you	ou not to.
	3. The most effective way to discuss pain is expressed to cue?  A. Eye contact  C. Sound  B. Gestures  D. Posture	through which nonverbal
	<ul> <li>4. Which of the following statements are true about vertex communication? Select all that apply.</li> <li>A. When they are not consistent or incongruent, the nonverbal one received.</li> <li>B. When they are not consistent or incongruent, the verbal metreceived.</li> <li>C. Nonverbal communication is as powerful as verbal communication is not as powerful as verbal communication.</li> </ul>	message will most likely be the ssage will most likely be the one nication.
	5. At 2:55 pm, five minutes before the end of her shift, to only to find out that an ambulatory patient wanted her to so that he could watch an ongoing football game. The performance of the pour look for it yourself?" And the nurse responds back, have a meeting after work, and I would not want them call this style of communication?  A. Authoritative communication  B. Aggressive of C. Assertive communication  D. Delegating of	nurse replies: "I will call the eatient answers, "Why don't "I would if I could, but I do to wait for me." What do you
/	6. A frequent cause of misunderstanding  A. Incongruence  C. Assertiveness  B. Loquaciousn  D. Silence	ess
	7. Which of the following statements is not true about to communication?  A. Culture, age, sex, duration, and intensity of contact will affe B. It is always good to give a patient a back rub regardless of C. When you are comfortable with physical contact with a paticonveying warmth.	ect the interpretation of touch. gender or age difference. ent, touch has great potential for
	conveying warmth.  D. A small child who is scared by the hospital environment will than to a verbal explanation of what is taking place.  Director  Technology	Faculty of Management Indore
	Shivalirao Kadam Institute of Technology &	of a management, indone

Management - Technical Campus, INDORE

# Anti faxand FACULTY OF MANAGEMENT STUDIES

Soft Skill QUIZ

	2020-2021
	You find out that the CEO of the hospital has just been admitted and happens to be your patient. Since you have worked with him before, you know that he is very authoritative and does not mingle much with others. Which of the following nonverbacues would he expect that you observe?      A. Use of gestures     B. Open posture     D. Closed posture
	2. Which of the following are consistent with open posturing?  A. Smile and direct eye contact  C. The slight shift of body position towards individual  D. Using the word "Sir" or "Mom" even when the patient tells you not to.
	3. The most effective way to discuss pain is expressed through which nonverbal cue?
	A. Eye contact  C. Sound  B. Gestures  D. Posture
	<ul> <li>4. Which of the following statements are true about verbal and nonverbal communication? Select all that apply.</li> <li>A. When they are not consistent or incongruent, the nonverbal message will most likely be the one received.</li> <li>B. When they are not consistent or incongruent, the verbal message will most likely be the one received.</li> <li>C. Nonverbal communication is as powerful as verbal communication.</li> <li>D. Nonverbal communication is not as powerful as verbal communication.</li> </ul>
	5. At 2:55 pm, five minutes before the end of her shift, the nurse answered a call light only to find out that an ambulatory patient wanted her to look for the remote control so that he could watch an ongoing football game. The nurse replies: "I will call the PCT right now so that you can watch the game." The patient answers, "Why don't you look for it yourself?" And the nurse responds back, "I would if I could, but I do have a meeting after work, and I would not want them to wait for me." What do you call this style of communication?  A. Authoritative communication  B. Aggressive communication  C. Assertive communication  D. Delegating communication
	6. A frequent cause of misunderstanding A. Incongruence C. Assertiveness D. Silence
	7. Which of the following statements is not true about touch as a nonverbal means of communication?  A. Culture, age, sex, duration, and intensity of contact will affect the interpretation of touch.  B. It is always good to give a patient a back rub regardless of gender or age difference.  C. When you are comfortable with physical contact with a patient, touch has great potential for conveying warmth.  D. A small child who is scared by the hospital environment will respond better to pain g cuddled
-	than to a verbal explanation of what is taking place.  Director  Shivajirao Kadam Institute of Technology & Management Indore  Management - Technical Campus INDORE  Technology & Management, Indore

# Avinash

## SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT FACULTY OF MANAGEMENT STUDIES

Soft Skill QUIZ

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be your patient. Since you have worked with him before, you know that he is very
authoritative and does not mingle much with others. Which of the following nonverbal
cues would he expect that you observe?

A. Use of gestures

B. Open posture

C. Extended eye contact

D. Closed posture

2. Which of the following are consistent with open posturing?

A. Smile and direct eye contact Sitting down near the bedside

C. The slight shift of body position towards individual

D. Using the word "Sir" or "Mom" even when the patient tells you not to.

3. The most effective way to discuss pain is expressed through which nonverbal cue?

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4. Which of the following statements are true about verbal and nonverbal communication? Select all that apply.

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6. A frequent cause of misunderstanding

A. Incongruence

B. Loquaciousness

2. Assertiveness

D. Silence

7. Which of the following statements is not true about touch as a nonverbal means of communication?

A. Culture, age, sex, duration, and intensity of contact will affect the interpretation of touch.

B. It is always good to live a patient a back rub regardless of gender or age difference.

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> Shivajirao Kadam Institute of Technology & Management - Technical Campus, INDORE

DIRECTOR Faculty of Management Shivajirao Kadam Institute of Technology & Management Indore

# SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT Tha Sharma FACULTY OF MANAGEMENT STUDIES

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Shivajirao Kadam Institute of Technology & Management, Indore

Director
Shivalirao Kadam Institute of Technology & danagement - Technical Campus, INDORE

Kanhanya Songara

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Shivajirao Kadam Institute of Technology & Technology & Management, Indore



#### **FACULTY OF MANAGEMENT STUDIES**

Certificate of Participation
Awarded to

Mr./Ms. AMAN TIWARI
of MBA

For successful completion of **Softskills Training Program** Organized by **Faculty of Management Studies**, **Shivajirao Kadam Institute of Technology and Management**, **Indore** held on and from **18 March 2021 to 30 March 2021**.

M. Bishas

Prof. Molly Kundu Program Coordinator Softskills Training Program Dr. Sumeet Khurana Director

Faculty of Management Studies

Director
Shivajirao Kadam Institute of Technology &
Management - Technical Campus, INDORE



#### **FACULTY OF MANAGEMENT STUDIES**

Certificate of Participation Awarded to

Mr./Ms. ARTI FARAND
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M. Bisuas

**Prof. Molly Kundu** Program Coordinator Softskills Training Program

Dr. Sumeet Khurana

Director

Faculty of Management Studies

Shivajirao Kadam Institute of Technology & Management - Technical Campus, INDORE



#### FACULTY OF MANAGEMENT STUDIES

Certificate of Participation
Awarded to

Mr./Ms. - AVINASH SONE of - MBA

For successful completion of Softskills Training Program Organized by Faculty of Management Studies, Shivajirao Kadam Institute of Technology and Management, Indore held on and from 18 March 2021 to 30 March 2021.

M-Bishas

Prof. Molly Kundu Program Coordinator Softskills Training Program

Dr. Sumeet Khurana

Director

Faculty of Management Studies

Shivajirao Kadam Institute of Technology & Management - Technical Campus, INDORE



#### **FACULTY OF MANAGEMENT STUDIES**

Certificate of Participation Awarded to

Mr./Ms.	TSHA SHARMA
	ofMBA

For successful completion of **Softskills Training Program** Organized by **Faculty of Management Studies**, **Shivajirao Kadam Institute of Technology and Management**, **Indore** held on and from 18 March 2021 to 30 March 2021.

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Prof. Molly Kundu Program Coordinator Softskills Training Program

Dr. Sumeet Khurana

Director

Faculty of Management Studies

Director
Shivajirao Kadam Institute of Technology & Management - Technical Campus, INDORE



#### **FACULTY OF MANAGEMENT STUDIES**

Certificate of Participation Awarded to

Mr./Ms. KANAHIYA SONGARA

of MBA

For successful completion of Softskills Training Program Organized by Faculty of Management Studies, Shivajirao Kadam Institute of Technology and Management, Indore held on and from 18 March 2021 to 30 March 2021.

M-Bishas

Prof. Molly Kundu Program Coordinator Softskills Training Program Dr. Sumeet Khurana

Director

Faculty of Management Studies

Director
Shivajirao Kadam Institute of Technology &
Management - Technical Campus, INDORE