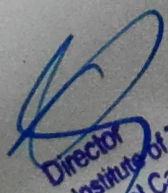
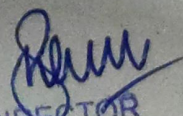


**ADD ON PROGRAMS ON SOFT SKILLS TRAINING PROGRAM  
FACULTY OF MANAGEMENT STUDIES  
SESSION PLAN**

**TOTAL HOURS:30**

SL.NO.	TOPICS TO BE COVERED	HOURS
1	Communication Skills I	
	i Understanding Communication	1
	ii Listening	2
	iii Reading	1
	iv Writing	1
	v Speaking -When and How	2
2	Communication Skills 2	
	i Verbal and Non-verbal	1
	ii The body and the way it communicates	2
	ii Facial Expressions	1
	iv Voice ,Tone,Pitch	1
3	Communication Skills 3	
	i Presentation	2
	ii Group Discussion	2
4	Interpersonal Communication	
	i Emotional Skills	1
	ii Social Skills	1
	iii Motivation	3
	iv Leadership	3
	v Time Management	1
	vi Stress management	1
	vii Work life Balance	1
5	Public Speaking	3

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

  
 DIRECTOR  
 Faculty of Management  
 Shivajirao Kadam Institute of  
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ACROPOLIS TECHNICAL CAMPUS

Faculty of management studies

NOTICE

DATE-25/01/18

Venue – Auditorium

Event – A 30 Hours 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.

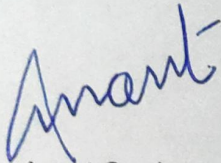
Commencement Date – January 29 , 2018 2:00 pm -3:00 pm (daily)

Program Coordinator – Dr.Suchita Gupta

Speaker – Dr..Deepti Verma

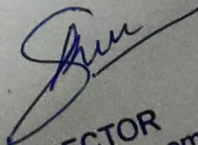
Audience/Participants –All Students

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

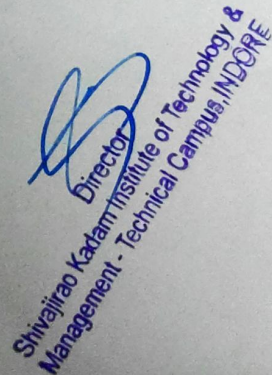


Dr .Anant Gwal

Director



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Faculty of Management  
Shivajirao Kadam Institute of  
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Shivajirao Kadam Institute of Technology &  
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ACROPOLIS TECHNICAL CAMPUS  
FACULTY OF MANAGEMENT STUDIES  
SOFT SKILLS TRAINING PROGRAMME ATTENDANCE SHEET  
BATCH 2017-2018

S.NO	ENROLLMENT NO	NAME OF STUDENT	DATE ↓																
			2018	29/11	30/11	31/11	1/12	02/12	3/12	4/12	5/12	6/12	7/12	08/12	9/12	10/12	11/12	12/12	13/12
1	DC1301958	ADITYA BANDE	Aban	Aban	Aban	Aban	Aban	Aban	Aban	Aban	Aban	Aban	Aban	Aban	Aban	Aban	Aban	Aban	Aban
2	DC1310621	AKANSHA CHOUKSEY	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah
3	DC1303449	AMAN BAHETI	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman
4	DX1709184	ANKIT SINGH SIKARWAR	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu	Ahu
5	DX1709187	ASHWANI SINGHI	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw
6	DX1709192	CHARU AGRAWAL	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch
7	DC1200978	DINESH MANDLOI	Dm	Dm	Dm	Dm	Dm	Dm	Dm	Dm	Dm	Dm	Dm	Dm	Dm	Dm	Dm	Dm	Dm
8	DX1330655	ETI TIWARI	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti
9	DS1311824	HITAL PANWAR	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp
10	DC1418811	HITESHKA JADHAV	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka
11	DC1412246	KARAN YADAV	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan
12	DC1304199	KRATIKA KHANDLWAL	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika	Kratika
13	DX1709204	LAKSHIT PANDYA	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp
14	DX1709207	MOHIT JHAWAR	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit
15	DC1302305	NEERAJ BANSAL	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb
16	DC1323351	NIKHIL NAGORI	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag
17	DC1418474	PARIDHI BAJPAI	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par
18	DX1709214	PRATEEK JHAWAR	Pra	Pra	Pra	Pra	Pra	Pra	Pra	Pra	Pra	Pra	Pra	Pra	Pra	Pra	Pra	Pra	Pra
19	DX1709217	RATNESH KUMAR PATEL	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel	R Patel
20	DC1308414	RISHABH KHANDLWAL	Rish	Rish	Rish	Rish	Rish	Rish	Rish	Rish	Rish	Rish	Rish	Rish	Rish	Rish	Rish	Rish	Rish

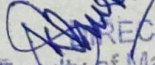
Director  
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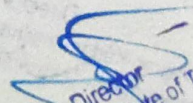
Faculty of Management Studies  
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Technology & Management, Indore



ACROPOLIS TECHNICAL CAMPUS  
FACULTY OF MANAGEMENT STUDIES  
SOFT SKILLS TRAINING PROGRAMME ATTENDANCE SHEET  
BATCH 2017-2018

S.NO	ENROLLMENT NO	NAME OF STUDENT	DATE ↓	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12	26/12	27/12	28/12	29/12	30/12
1	DC1301958	ADITYA BANDE	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya
2	DC1310621	AKANSHA CHOUKSEY	ACL	ACL	ACL	ACL	ACL	ACL	ACL	ACL	ACL	ACL	ACL	ACL	ACL	ACL	ACL
3	DC1303449	AMAN BAHETI	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman
4	DX1709184	ANKIT SINGH SIKARWAR	Ank	Ank	Ank	Ank	Ank	Ank	Ank	Ank	Ank	Ank	Ank	Ank	Ank	Ank	Ank
5	DX1709187	ASHWANI SINGH	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw	Ashw
6	DX1709192	CHARU AGRAWAL	Charu	Charu	Charu	Charu	Charu	Charu	Charu	Charu	Charu	Charu	Charu	Charu	Charu	Charu	Charu
7	DC1200978	DINESH MANDLOI	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd	Dmnd
8	DX1330655	ETI TIWARI	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti	Eti
9	DS1311824	HITAL PANWAR	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp	Hitp
10	DC1418811	HITESHKA JADHAV	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka	Hiteshka
11	DC1412246	KARAN YADAV	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan	Karan
12	DC1304199	KRATIKA KHANDELWAL	Kartika	Kartika	Kartika	Kartika	Kartika	Kartika	Kartika	Kartika	Kartika	Kartika	Kartika	Kartika	Kartika	Kartika	Kartika
13	DX1709204	LAKSHIT PANDYA	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp	Lp
14	DX1709207	MOHIT JHAWAR	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit
15	DC1302305	NEERAJ BANSAL	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb	Nb
16	DC1323351	NIKHIL NAGORI	Nagori	Nagori	Nagori	Nagori	Nagori	Nagori	Nagori	Nagori	Nagori	Nagori	Nagori	Nagori	Nagori	Nagori	Nagori
17	DC1418074	PARIDHI BAJPAI	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi	Paridhi
18	DX1709214	PRATEEK JHAWAR	Prateek	Prateek	Prateek	Prateek	Prateek	Prateek	Prateek	Prateek	Prateek	Prateek	Prateek	Prateek	Prateek	Prateek	Prateek
19	DX1709217	RATNESH KUMAR PATEL	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel	Rpatel
20	DC1308414	RISHAB KHANDELWAL	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab

  
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**Acropolis Technical Campus**  
**Faculty of Management Studies**  
**Report on Soft Skills Training Program**

**Date:08/03/2018**

Acropolis Technical Campus, Indore organized a Training Program on "Soft Skills " on 29.01.2018 to 02.03.2018 to enhance the skills of the students. The speaker of Training Program was Dr. Deepti Verma , Assistant Professor, ATC 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 give advice to attend the courses and get certificate which will be beneficial for the students as well as faculties for career growth. She solved all the queries of participants and support through the QA Section found within the course . All the faculty members and students gave their valuable presence. Dr. Suchita Gupta gave the vote of thanks and concluded the program.



Dr. Suchita Gupta  
Event Coordinator

Dr. Anant Gwal

Director

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

**Director**

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



ACROPOLIS TECHNICAL CAMPUS  
Faculty Of Management Studies  
ASSESTMENT OF SOFT SKILLS TRAINING PROGRAM  
Batch 2017-2018

S.NO	ENROLLMENT NUMBER	STUDENTS NAME	GRADE
1	DC1301958	ADITYA BANDE	B
2	DC1310621	AKANSHA CHOUKSEY	B
3	DC1303449	AMAN BAHETI	C
4	DX1709184	ANKIT SINGH SIKARWAR	B
5	DX1709187	ASHWANI SINGHI	A
6	DX1709192	CHARU AGRAWAL	B
7	DC1200978	DINESH MANDLOI	B
8	DS1311824	HITAL PANWAR	A
9	DC1418811	HITESHKA JADHAV	C
10	DC1412246	KARAN YADAV	B
11	DC1304199	KRATIKA KHANDELWAL	A
12	DX1709204	LAKSHIT PANDYA	C
13	DX1709207	MOHIT JHAWAR	C
14	DC1302305	NEERAJ BANSAL	A
15	DC1323351	NIKHIL NAGORI	B
16	DC1418474	PARIDHI BAJPAI	C
17	DX1709214	PRATEEK JHAWAR	A
18	DX1709217	RATNESH KUMAR PATEL	B
19	DC1308414	RISHABH KHANDELWAL	A
20	DX1330655	ETI TIWARI	C

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Aditya Bande

ACROPOLIS TECHNICAL CAMPUS  
FACULTY OF MANAGEMENT STUDIES

Soft Skill QUIZ

2017-2018

1. When conducting appraisals or counselling sessions it's best to sit at your desk with the other person facing you on the other side, so as to reinforce your authority

- A. True  
B. Untrue  
C. Maybe  
D. Mostly untrue  
E. Mostly true

2. When planning the running order for a meeting is it generally best to put the big important items

- A. First  
B. Last  
C. In the middle  
D. Second to last  
E. After minute things

3. Which one of these is a form of verbal communication?

- A. Shaking hands  
B. Talking Professionally  
C. Nodding head  
D. Tapping fingers

4. What should you be doing when listening to someone?

- A. Day dreaming  
B. Talking  
C. Paying attention, asking questions, and giving verbal cues  
D. Walking

5. Select one method of relaying verbal messages:

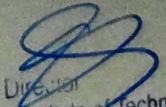
- A. Talking over the phone  
B. Sleeping  
C. Giving a presentation  
D. Email

6. Which of the following is not a form of verbal communication?

- A. Facial expressions  
B. Face-to-face communication  
C. Talking over the phone  
D. Reading

  
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Ankit Singh Sikarwar

ACROPOLIS TECHNICAL CAMPUS  
FACULTY OF MANAGEMENT STUDIES

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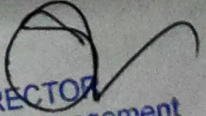
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Akancha Chouksey

ACROPOLIS TECHNICAL CAMPUS  
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ACROPOLIS TECHNICAL CAMPUS  
FACULTY OF MANAGEMENT STUDIES

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Ashwani Singh

ACROPOLIS TECHNICAL CAMPUS  
FACULTY OF MANAGEMENT STUDIES

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# ACROPOLIS TECHNICAL CAMPUS, INDORE

## FACULTY OF MANAGEMENT STUDIES

*Certificate of Participation*  
*Awarded to*

**Mr./Ms. Aditya Bande**  
**Of MBA**

For successful completion of **Softskills Training Program** Organized by **Faculty of Management Studies, Acropolis Technical Campus, Indore** held on and from 29 Jan 2018 to 02 March 2018.

Dr. Suchita Gupta  
Program Coordinator  
Softskills Training Program

Dr. Anant Gwal  
Director  
Faculty of Management Studies

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





# ACROPOLIS TECHNICAL CAMPUS, INDORE

## FACULTY OF MANAGEMENT STUDIES

### *Certificate of Participation* *Awarded to*

**Mr./Ms. Ankit Singh Sikarwar**  
**Of MBA**

For successful completion of **Softskills Training Program** Organized by **Faculty of Management Studies, Acropolis Technical Campus, Indore** held on and from 29 Jan 2018 to 02 March 2018.

Dr. Suchita Gupta  
Program Coordinator  
Softskills Training Program

Dr. Anant Gwal  
Director  
Faculty of Management Studies

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





# ACROPOLIS TECHNICAL CAMPUS, INDORE

FACULTY OF MANAGEMENT STUDIES

*Certificate of Participation*  
*Awarded to*

**Mr./Ms. Akansha Chouksey**  
**Of MBA**

For successful completion of **Softskills Training Program** Organized by **Faculty of Management Studies, Acropolis Technical Campus, Indore** held on and from 29 Jan 2018 to 02 March 2018.

Dr. Suchita Gupta  
Program Coordinator  
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Dr. Anant Gwal  
Director  
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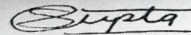
# ACROPOLIS TECHNICAL CAMPUS, INDORE

**FACULTY OF MANAGEMENT STUDIES**

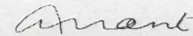
*Certificate of Participation*  
*Awarded to*

**Mr./Ms. Aman Baheti**  
**Of MBA**

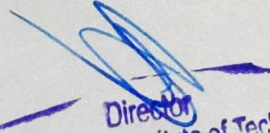
For successful completion of **Softskills Training Program** Organized by **Faculty of Management Studies, Acropolis Technical Campus, Indore** held on and from 29 Jan 2018 to 02 March 2018.



Dr. Suchita Gupta  
Program Coordinator  
Softskills Training Program



Dr. Anant Gwal  
Director  
Faculty of Management Studies



Director  
Shivajirao Kadam Institute of Technology &  
Management





# ACROPOLIS TECHNICAL CAMPUS, INDORE

FACULTY OF MANAGEMENT STUDIES

*Certificate of Participation  
Awarded to*

**Mr./Ms. Ashwini Singhi  
Of MBA**

For successful completion of **Softskills Training Program** Organized by **Faculty of Management Studies, Acropolis Technical Campus, Indore** held on and from 29 Jan 2018 to 02 March 2018.

Dr. Suchita Gupta  
Program Coordinator  
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