

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

**TOTAL HOURS:30**

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

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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

*Anant*  
Dr .Anant Gwal

Director

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

		DATE ↓																					
S. NO.	ENROLLMENT NO.	NAME OF STUDENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1	DC1301958	ADITYA BANDE	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
2	DC1310621	AKANSHA CHOUKSEY	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
3	DC1303449	AMAN BAHETI	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
4	DX1709184	ANKIT SINGH SIKARWAR	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
5	DX1709187	ASHWANI SINGHI	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
6	DX1709192	CHARU AGRAWAL	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
7	DC1200978	DINESH MANDLOI	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
8	DX1330655	ETI TIWARI	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
9	DS1311824	HITAL PANWAR	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
10	DC1418811	HITESHKA JADHAV	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
11	DC1412246	KARAN YADAV	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
12	DC1304199	KRATIKA KHANDLWAL	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
13	DX1709204	LAKSHIT PANDYA	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
14	DX1709207	MOHIT JHAWAR	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
15	DC1302305	NEERAJ BANSAL	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
16	DC1323351	NIKIL NAGORI	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
17	DC1118474	PARIDI BAJPAI	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
18	DX1709214	PRATEEK JHAWAR	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
19	DX1709217	RATNESH KUMAR PATEL	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs
20	DC1308414	RISHABH KHANDLWAL	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs	abs

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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

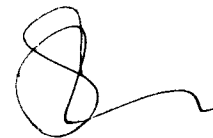
Director

Director

Shiva Karna Director of Technology

ACAP POLIS TECHNICAL CAMPUS  
Faculty Of Management Studies  
ASSESSMENT OF SOFT SKILLS TRAINING PROGRAM  
Batch 2017-2018

S.NO	ENROLLMENT NUMBER	STUDENT'S NAME	GRADE
1	DC1301958	ANUSHA BANDE	B
2	DC1310621	JAYANSHU CHOUKSEY	B
3	DC1303449	ANUSHA BANDE	C
4	DX1709184	ANUSHA BANDE SHARWAR	B
5	DX1709187	ANUSHA BANDE	A
6	DX1709192	ANUSHA BANDE	B
7	DC1200978	ANUSHA BANDE	B
8	DS1311824	ANUSHA BANDE	A
9	DC1418811	ANUSHA BANDE	C
10	DC1412246	ANUSHA BANDE	B
11	DC1304199	ANUSHA BANDE	A
12	DX1709204	ANUSHA BANDE	C
13	DX1709207	ANUSHA BANDE	C
14	DC1302305	ANUSHA BANDE	A
15	DC1323351	ANUSHA BANDE	B
16	DC1418474	ANUSHA BANDE	C
17	DX1709214	ANUSHA BANDE	A
18	DX1709217	ANUSHA BANDE	B
19	DC1308414	ANUSHA BANDE	A
20	DX1330655	ANUSHA BANDE	C



Akanksha Choudhary

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 planning 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 the following 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?

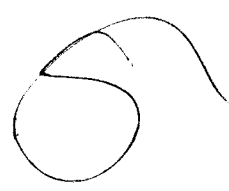
- A. Day dreaming
- B. Talking
- C. Paying attention, asking questions and giving verbal cues
- D. Walking

5. Select one method of conveying 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



Anket Singh Sikarwar

ACROPOLIS TECHNICAL CAMPUS  
FACULTY OF MANAGEMENT STUDIES

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2017-2018

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**ACROPOLIS**  
Enlightening wisdom

# 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  
Softskills Training Program

Dr. Anant Gwal  
Director  
Faculty of Management Studies

# 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  
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Dr. Anant Gwal  
Director  
Faculty of Management Studies