



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

A Unit of Alva's Education Foundation (R)

(Affiliated to Visvesvaraya Technological University, Belagavi.

Approved by AICTE, New Delhi & Recognized by Government of Karnataka)
Shobhavana Campus, Mijar, Moodbidri- 574 225, Mangalore, D.K., Karnataka State.

(Accredited By NAAC with A+ grade)

DEPARTMENT OF INFORMATION SCIENCE AND ENGINEERING

Event: Soft Skills Training

Resource Person: Mr. Chandan Kumar, Mr. Karthik, Mrs. Vinutha, Mrs. Nidhi (Aerodynamics Academy)

Date: 12/12/2023 – 29/02/2024 (16days)

Time: 11:00 AM to 12:40 PM

Total Hours: 32 hrs.

Venue: ISE Classroom 302, Main Block, AIET.

The **Soft Skills Training** program is being conducted by **Aerodynamics Academy** from **12th December 2023 to 29th February 2024**. The program spans **16 days** and focuses on developing key soft skills necessary for professional growth and personal development. The sessions are facilitated by esteemed resource persons:

- **Mr. Chandan Kumar**
- **Mr. Karthik**
- **Mrs. Vinutha**
- **Mrs. Nidhi**

Session Breakdown:

1. "About Self" – 2 Hours

Objective:

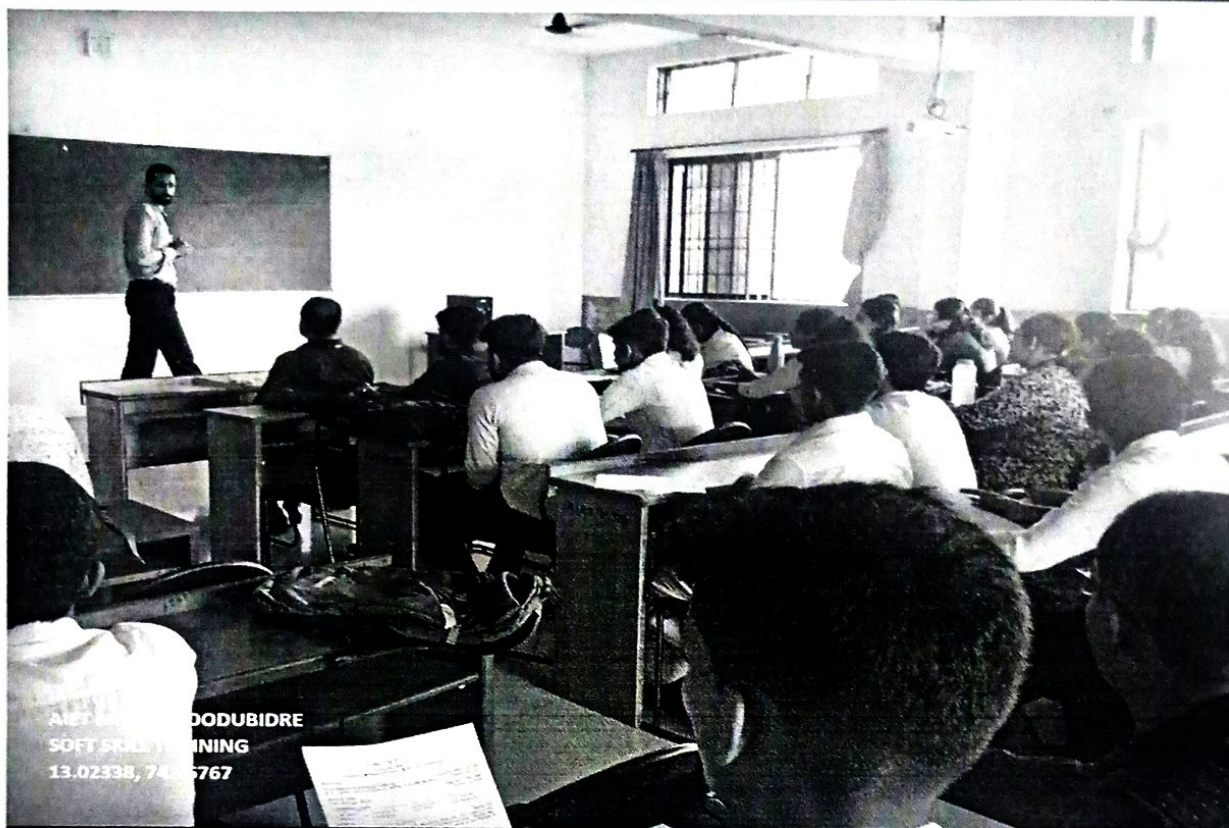
The purpose of this session was to help participants engage in self-reflection, develop self-awareness, and understand how they can improve their personal and professional lives.

Key Activities and Learning:

- **Self-Assessment:** Participants engaged in activities like SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis, identifying their strengths and areas for improvement.
- **Self-Reflection:** Exercises helped participants explore their values, beliefs, and motivations.
- **Goal Setting:** The session emphasized the importance of setting personal and professional goals.

Outcome:

By the end of the session, participants had a clearer understanding of their personality, strengths, and areas they need to work on to enhance their confidence and performance.



2. "Confidence Building" – 4 Hours

Objective:

This session was aimed at enhancing participants' self-confidence, teaching them techniques to overcome self-doubt, and providing tools to present themselves effectively.

Key Activities and Learning:

- **Techniques to Build Confidence:** Participants learned methods such as positive self-talk, visualization, and power poses to boost self-esteem.
- **Overcoming Fear and Anxiety:** Practical tips on managing nervousness and maintaining composure in challenging situations.
- **Public Speaking Exercises:** Participants were given short public speaking tasks to practice presenting with confidence.

Outcome:

Participants reported feeling more confident in their abilities and were better equipped to handle challenging situations that require self-assurance.

3. "Grooming" – 4 Hours

Objective:

This session focused on the importance of personal grooming and its impact on professional success.

Key Activities and Learning:



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- **Personal Hygiene and Dress Code:** Discussions on appropriate attire for different professional settings, along with the importance of maintaining good hygiene.
- **Body Language:** How posture, eye contact, and gestures can influence how others perceive you.
- **Professional Etiquette:** Tips on dining etiquette, handshakes, and the importance of non-verbal communication in professional settings.

Outcome:

Participants learned to enhance their professional image by paying attention to grooming, which significantly boosts confidence and creates a positive first impression.

4. "Impromptu Speech" – 4 Hours

Objective:

The impromptu speech session helped participants overcome their fear of speaking spontaneously and encouraged them to think quickly and articulate their ideas effectively.

Key Activities and Learning:

- **Techniques for Impromptu Speaking:** The trainers introduced strategies for organizing thoughts quickly, such as using the "PREP" method (Point, Reason, Example, Point).
- **Speech Practice:** Participants practiced giving impromptu speeches on various topics with limited preparation time.
- **Feedback:** Each participant received constructive feedback from trainers and peers to improve their speaking skills.

Outcome:

By the end of the session, participants felt more comfortable and confident speaking on the spot, an important skill in both personal and professional scenarios.

5. "Team Building" – 2 Hours

Objective:

This session aimed at teaching participants the importance of teamwork and how to collaborate effectively with others to achieve shared goals.

Key Activities and Learning:

- **Team Building Exercises:** Participants engaged in activities like group problem-solving, trust-building exercises, and teamwork challenges.
- **Role of Communication:** Focus was placed on the importance of clear and open communication in effective teamwork.
- **Conflict Resolution:** Strategies for resolving conflicts and maintaining harmony within a team were discussed.

Outcome:

Participants gained valuable skills to work effectively in teams, improving their collaboration and interpersonal communication in group settings.



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6. "Group Discussion" (GD) – 4 Hours

Objective:

The GD session helped participants understand the dynamics of group discussions and how to express their views effectively while also listening to others.

Key Activities and Learning:

- **GD Simulation:** Participants engaged in mock group discussions on various topics, focusing on structured communication and time management.
- **Effective Participation:** Tips on how to contribute meaningfully to group discussions, including how to introduce ideas, build upon others' thoughts, and handle disagreements.
- **Evaluating GD Performance:** Trainers provided feedback on each participant's performance in the discussion, focusing on their communication style, leadership, and teamwork.

Outcome:

By the end of the session, participants improved their ability to communicate effectively in group settings and were better equipped to participate confidently in professional discussions.

7. "Resume Building" – 2 Hours

Objective:

This session was designed to help participants create impactful resumes that effectively showcase their skills, experience, and qualifications.

Key Activities and Learning:

- **Resume Formatting:** Participants learned the best practices for structuring a resume, including sections on education, skills, work experience, and achievements.
- **Tailoring Resumes:** The importance of customizing resumes to suit specific job profiles and industries.
- **Highlighting Key Skills:** Focus was placed on identifying transferable skills and ensuring that key accomplishments were clearly highlighted.

Outcome:

Participants left the session with a polished, professional resume that better showcased their strengths and aligned with industry standards.

8. "Mock Interview" – 6 Hours

Objective:

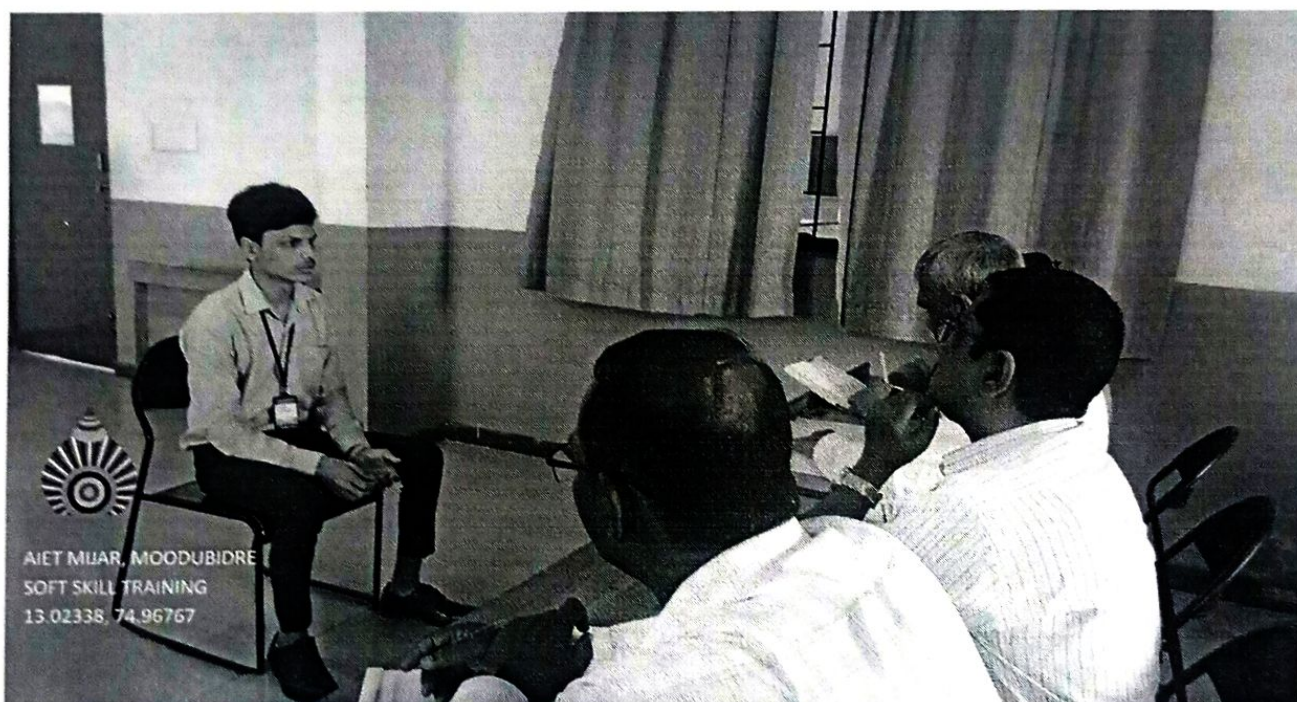
The mock interview session was designed to prepare participants for real-life job interviews by simulating the interview process and providing personalized feedback.

Key Activities and Learning:

- **Interview Simulation:** Each participant underwent mock interviews where they were asked common interview questions, including situational, behavioral, and technical questions.
- **Feedback and Improvement:** After each mock interview, trainers provided constructive feedback on areas such as body language, communication skills, and answering techniques.
- **Interview Etiquette:** Participants learned how to prepare for interviews, including researching companies, dressing appropriately, and following up after interviews.

Outcome:

By the end of the session, participants were more confident and better prepared for job interviews, with a clear understanding of what to expect and how to present themselves effectively.



Conclusion:

The **Soft Skills Training Program** conducted by **Aerodynamics Academy** has provided a comprehensive framework for enhancing both personal and professional skills. With a combination of practical exercises, personalized feedback, and insightful training sessions, participants have gained essential skills in self-awareness, confidence, grooming, communication, teamwork, resume writing, and job interviews. These skills will undoubtedly help them excel in their careers and contribute positively to their workplaces.



Dept. Training Coordinator

Mr. Pradeep Nayak



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Shobhavana Campus, Mijar, Moodbidri, D.K – 574225

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TIME TABLE

w.e.f: 7/12/2023

DEPARTMENT: Information Science and Engineering

Academic Year		Scheme	Semester		Section		Class Coordinator		Room No
2023-24		2021	V		-		Ms. Lolakshi P K		302
TIME DAY	9.00 To 9.50	9.50 To 10.40	10.40 To 11.00	11.00 To 11.50	11.50 To 12.40	12.40 To 1.40	1.40 To 2.30	2.30 To 3.20	3.30 To 5.00
MON	ATC	RMIP	T E A B R E A K	CN	DBMS	L U N C H B R E A K	AIML	ATC	APT
TUE	ATC	AIML		Soft Skills Training			DBMS	CN	EVS
WED	AIML	ATC		DBMS	CN		CN Lab		
THU	CN	AIML		Soft Skills Training			DBMS Lab		
FRI	RMIP	CN		DBMS	APT		AJS Lab		
SAT	ATC	AIML		ATC	DBMS				

Allocation of Courses

Course Code	Course Initial	Couse Title	Name of the Faculty	Faculty Initial
21CS51	ATC	Automata Theory and Compiler Design	Dr. Sudheer Shetty	SS
21CS52	CN	Computer Networks	Mr. Pradeep Nayak / Mr. Mounesh K Arkachari (Lab)	PN / MKA
21CS53	DBMS	Database Management Systems	Prof. Jayantkumar A Rathod	JAR
21CS54	AIML	Artificial Intelligence and Machine Learning	Mr. Naveen G	NG
21CSL55	DBMS Lab	Database Management Systems Laboratory with Mini Project	Prof. Jayantkumar A Rathod / Mr. Mounesh K Arkachari	JAR / MKA
21XX56	RMIP	Research Methodology & Intellectual Property Rights	Dr. Rahul Pathak	RP
21CIV57	EVS	Environmental Studies	Dr. H G Umeshchandra	HGU
21CSL581	AJS Lab	Angular JS	Ms. Lolakshi P K / Dr. Sudheer Shetty	LPK / SS
	APT	Aptitude	Mr. Pradeep Nayak	PN
	SST	Soft Skills Training	Aerodynamiks	

Timetable Coordinator

HOD
H.O.D.

Dean Academics

Principal
PRINCIPAL

Dept. Of Information Science & Engineering
Alva's Institute of Engg. & Technology

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DEPARTMENT OF INFORMATION SCIENCE & ENGINEERING**

Pre-Placement Training

Academic Year 2023-24

Event : Soft Skills

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TRAINING COORDINATOR

HOD
H. O. D.

Dept. Of Information Science & Engineering
Alva's Institute of Professional Studies
Mumbai, MCOD Branch, Powai, Mumbai-400 072