

Shivprasad Sadanand Jaiswal College, Arjuni Morgaon
Department of English
Report on Certificate Course on Soft Skills

The Certificate Course in Soft Skills was commenced on 1st February 2023 and concluded on 30th April 2023 at Shivprasad Sadanand Jaiswal College. The course aimed to equip students with essential soft skills, such as communication, leadership, time management, and interpersonal abilities, to enhance their personal and professional development. The course was approved by the governing body of the college. The course and resources have generated at the college level. The expertise of the teacher has been used to make our students more dynamic. The course was absolutely free for the learners.


Through the guidelines of the IQAC, the Department of English has taken initiatives to commence the certificate course for the students of BA, B.Com., and B.Sc. A total of 26 students were admitted to the Certificate Course in Soft Skills. The selection process ensured that the students came from diverse backgrounds, representing various disciplines and areas of interest. The course spanned a period of three months, comprising both theoretical sessions and practical workshops. Each week included a combination of lectures, group discussions, role-playing exercises, and hands-on activities to provide a well-rounded learning experience.

• **Key Topics Covered:**

1. **Effective Communication:** Students were taught the fundamentals of verbal and non-verbal communication, public speaking, and active listening techniques.
2. **Leadership Skills:** The course emphasized leadership principles, conflict resolution, and decision-making strategies to develop strong leadership qualities.
3. **Time Management:** Techniques for managing time efficiently, setting goals, and prioritizing tasks were explored to enhance productivity.
4. **Teamwork and Collaboration:** Students learned the art of effective collaboration, team building, and how to work harmoniously in diverse groups.
5. **Emotional Intelligence:** The importance of emotional intelligence in personal and professional life was emphasized, with exercises to improve self-awareness and empathy.
6. **Presentation Skills:** Practical sessions on creating impactful presentations and delivering them with confidence were conducted.

- **Faculty and Resources:** The college appointed experienced and qualified instructors with expertise in soft skills training. They utilized modern teaching methodologies and interactive tools to ensure student engagement and participation. Additionally, the college provided access to a well-equipped library and online resources to supplement the course materials.
- **Assessment and Evaluation:** Regular assessments were conducted to gauge students' progress and understanding of the course content. These assessments included quizzes, group projects, presentations, and individual assignments. The evaluation process aimed to identify areas of improvement and provide constructive feedback to students.

The Certificate Course in Soft Skills at Shivprasad Sadanand Jaiswal College proved to be a valuable learning experience for the 26 enrolled students. It equipped them with essential soft skills that will undoubtedly contribute to their personal growth and professional success. The college's commitment to providing quality education and skilled faculty ensured the course's effectiveness and overall success. The soft copies of the certificates have been emailed to all the enrolled students.



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