



**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY, MANAGEMENT  
& GRAMOTHAN, JAIPUR**

# **A REPORT**

**INTERNATIONAL SHORT TERM  
TRAINING PROGRAMME-2021 (ISTTP-  
2021)**

***FOR STUDENTS***

**ON**

**SOFT SKILLS FOR CAPACITY BUILDING**

**(6<sup>TH</sup> AUGUST-12<sup>TH</sup> AUGUST, 2021)**

**ORGANISED**

**BY**

**DEPARTMENT OF ENGLISH, SKIT**

**Name of Host Institute:** Swami Keshvanand Institute of  
Technology, Management & Gramothan, Jaipur

**Name of Department:** English

**Title of the STTP:** Soft Skills for Capacity Building

**Names of Coordinator(s):** Dr. Neha Purohit,  
Prof. Krishna Sharma &  
Dr. Nidhi Sharma

**Name /Contact No. of host Institute Principal/Director:**  
Prof. (Dr.) Ramesh Kumar Pachar- (09414361980)

**Maximum Number of Participants:** 300

**Date and Duration of the FDP:** 6<sup>TH</sup> AUGUST-12<sup>TH</sup> AUGUST,  
2021

# PROPOSAL

## Introduction:

What images come to mind when you think of the term professional? Do you picture an executive in a fancy suit strutting into a boardroom? Or, perhaps you envision a supervisor walking among cubicles and issuing orders to employees. While it is true that professionalism encompasses how we present ourselves outwardly, the meaning of the term goes far beyond appearances. Professionalism also encompasses inward characteristics and attitudes that affect how others in the workplace perceive us. The professional world can be full of challenging situations, including conflicting personalities, miscommunication, and cultural differences. In this course, you will learn about typical workplace etiquette protocols, communication standards, and cultural awareness strategies in order to navigate these common obstacles as smoothly as possible.

This course will guide you through strategies for establishing and maintaining your professional image in the workplace. Whether you are working on a construction site or in a medical facility, practicing professional etiquette will help ensure that your occupational environment is a positive and productive one. You will focus on integrating internal attitudes with external behaviors so that your personal attributes work together to enhance your professional image.

You will begin this course with an introduction to professional manners and common courtesy. Then, you will learn how to communicate effectively and courteously via common workplace communication modes - verbal communication, nonverbal communication, and virtual communication - paying particular attention to how technology affects these forms of workplace communication. In the last unit of this course, you will investigate the topic of workplace diversity in order to gain an awareness of differences and how to respond to and respect them.

## Objectives of the Workshop:

In accordance to imparting training in the area of skill development as promoted by AICTE, this five-day Short term training programme in the arena of Soft Skills Development entitled “Developing Soft skills for Employability” is mainly aimed at adding value education to any technical qualification which may in turn help the students to acquire competence to secure jobs in any area related to engineering & in other service related industries. This program comprises numerous sessions that form the core areas of Soft Skills training programme. This course would help students to groom their personality, learn the ropes of fine professional etiquette and assimilate industry oriented techniques to face job interviews. The objectives of the Skills Soft Training programme are to give each student a realistic perspective of

work and work expectations, to help formulate problem solving skills, to guide students in making appropriate and responsible decisions, to create a desire to fulfill individual goals, and to educate students about unproductive thinking, self-defeating emotional impulses, and self-defeating behaviors. The programme would also promote active learning by engaging the students in the instructional process by having the students read the material which includes real-life situations. Reflecting through the use of famous quotes and developing analytical skills through small group problem solving activities labeled “Thinking Skills”, the students shall raise platform for individual enrichment.

**Learning Outcomes:** After the completion of the course the students will be able to become industry ready and also will be able to incorporate the basic skills required in the industry.

**Duration of the Course:** Six days

**Registration Fee:** Free for all the students

**Outline of the Course:**

- Career Planning and Placements
- Body Language
- Corporate Dressing
- Professional Grooming
- Leadership Skills
- Team Building
- Assertiveness
- Time & Stress Management
- Employability Skills

# BROCHURE

## WHY SOFT SKILLS ?

Most interactions with other people require some level of soft skills. At a company you might be negotiating to win a new contract, presenting your new idea to colleagues, networking for a new job, and so on. We use soft skills everyday at work and developing these soft skills will help you win more business and accelerate your career progression. On the other hand, a lack of soft skills can limit your potential, or even be the downfall of your business. By developing strong leadership, delegation, teamwork, and communication abilities, you can run projects more smoothly, deliver results that please everyone, and even positively influence your personal life by improving how you interact with others. Outside of the office, soft skills such as communication are used to build friendship groups and meet potential partners. You might be negotiating the price of your new house renovation, or mentoring your neighbours children on the weekend. Soft skills are useful both in our professional and personal lives. The recruiters have found that "Ninety-four percent of recruiting professionals believe an employee with stronger soft skills has a better chance of being promoted to a leadership position than an employee with more years of experience but weaker soft skills".

## SCHEDULE

### Day 1

10:30 AM - 11:00 AM INAUGURAL CEREMONY  
11:00 AM - 12:30 PM MR. KARTIK SAJORIA  
12:30 PM - 02:00 PM DR. SHEPRA MALIK

### Day 2

10:00 AM - 11:30 AM DR. RITU PAREEK  
12:00 PM - 01:30 PM DR. PULAK AVINASHI

### Day 3

10:00 AM - 11:30 AM DR. CHANDRASEKHARAN PRAVEEN

### Day 4

10:00 AM - 11:30 AM DR. PREETI BHATT  
12:00 PM - 01:30 PM DR. RANJEET KAUR

### Day 5

10:00 AM - 11:30 AM DR. NIRAJA SARASWAT  
12:00 PM - 01:30 PM MS. JYOTI KATHJU

### Day 6

10:00 AM - 11:30 AM DR. GK CHITHRA  
12:00 PM - 01:30 PM DR. ALPANA AKOLKAR

### Day 7

10:00 AM - 11:30 AM DR. ADITI DEV  
12:00 PM - 01:30 PM VALEDICTORY CEREMONY  
MS. MANIKA SINGH

Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur

DEPARTMENT OF ENGLISH organizes

INTERNATIONAL SHORT TERM TRAINING PROGRAMME (FOR STUDENTS)

2021

on

SOFT SKILLS FOR CAPACITY BUILDING

6<sup>th</sup> - 12<sup>th</sup> August, 2021

SKIT, Ramnagar, Jagatpura, Jaipur, Rajasthan  
+91 141 5160400  
www.skit.ac.in

## ABOUT SKIT

Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the learnings of Swami Keshvanand, was established in the year 2000 by Technocrats and Managers Society for Advanced Learning. Today the institute is recognized as one of the centers of academic excellence in Northern India. The Institute is affiliated to Rajasthan Technical University, Kota for offering Postgraduate and Graduate Courses in Engineering and Management. Our sister institution Swami Keshvanand Institute of Pharmacy (SKIP) is affiliated to Rajasthan University of Health Sciences for offering Graduate Course in Pharmacy.

## INTRODUCTION

What images come to mind when you think of the term professional? Do you picture an executive in a fancy suit strutting into a boardroom? Or, perhaps you envision a supervisor walking among cubicles and issuing orders to employees. While it is true that professionalism encompasses how we present ourselves outwardly, the meaning of the term goes far beyond appearances. Professionalism also encompasses inward characteristics and attitudes that affect how others in the workplace perceive us. The professional world can be full of challenging situations, including conflicting personalities, miscommunication, and cultural differences. In this course, you will learn about typical workplace etiquette protocols, communication standards, and cultural awareness strategies in order to navigate these common obstacles as smoothly as possible. This course will guide the participants through strategies for establishing and maintaining their professional image in the workplace. Whether you are working on a construction site or in a medical facility, practicing professional etiquette

will help ensure that your occupational environment is a positive and productive one. You will focus on integrating internal attitudes with external behaviors so that your personal attributes work together to enhance your professional image. You will begin this course with an introduction to professional manners and common courtesy. Then, you will learn how to communicate effectively and courteously via common workplace communication modes - verbal communication, nonverbal communication, and virtual communication - paying particular attention to how technology affects these forms of workplace communication. In the last session of this programme, the participants will be able to investigate the topic of workplace diversity in order to gain an awareness of differences and how to respond to and respect them.

## LEARNING OUTCOMES

After the completion of the course the students will be able to become industry ready and also will be able to incorporate the basic skills required in the industry.

## OUTLINE OF THE COURSE

### SOFT SKILLS MANAGEMENT

- Career Planning and Placements
- Body Language
- Interview Skills
- Creative Thinking
- Netiquette
- Professional Grooming
- Leadership Skills
- Team Building
- Assertiveness
- Time & Stress Management

Duration : Seven days

Registration Fee : Free for all the students

Registration Link :

<https://forms.gle/PB1MoZ3BgEpJe2vVA>

## PATRONS

Sh. Rajaram Meel, Patron  
Sh. Surjaram Meel, Chairman

## ADVISORY COMMITTEE

Sh. Jaipal Meel, Director  
Prof. St. Surana, Director Academics  
Ms. Rachna Meel, Registrar  
Prof. Ramesh Pachar, Principal  
Ms. Abba Meel, Advisor  
Prof. Anil Choudhary, HOD, IT Department  
Prof. Mukesh Gupta, HOD, CS Department  
Prof. Mukesh Arora, HOD, EC Department  
Dr. Dhanraj Chitara, HOD, Electrical Dept.  
Dr. Dheeraj Joshi, HOD, Mechanical Dept.  
Prof. Rohit Mukherjee, Incharge B.Tech I Year  
Prof. Amber Srivastav, HOD, Maths Department  
Dr. Sharda Soni, HOD, Chemistry Department  
Dr. Brajraj Sharma, HOD, Physics Department  
Dr. Neha Purohit, HOD, English Department

## COORDINATORS

Dr. Neha Purohit, Professor & Head,  
Department of English  
Contact No : 9549077755  
Dr. Krishna Sharma, Professor,  
Department of English  
Contact No : 9414320800  
Dr. Nidhi Sharma, Associate Professor,  
Department of English  
Contact No : 9928592296

## TEAM MEMBERS

Mr. IB Abrol, Associate Professor  
Dr. Lalit Gehlot, Associate Professor  
Dr. Anupriya Singh, Assistant Professor  
Dr. Shikha Agrawal, Assistant Professor  
Dr. Sheeba Anjum, Assistant Professor  
Dr. Geetika Patni, Assistant Professor  
Ms. Deepika Jain, Assistant Professor  
Ms. Deepi Arora, Assistant Professor  
Ms. Rashmi Dadheech, Assistant Professor  
Ms. Tanu Gupta, Senior Technical Assistant

# POSTER



**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,  
MANAGEMENT & GRAMOTHAN,  
JAIPUR**



**INTERNATIONAL  
SHORT TERM TRAINING PROGRAMME  
(FOR STUDENTS)**

on

**SOFT SKILLS FOR  
CAPACITY BUILDING**

*Inaugural Ceremony*

**6<sup>th</sup> August, 2021 (10:30 AM - 11:00 AM)**



**Shri Surja Ram Meel**  
Chairman  
SKIT, Jaipur



**Shri Jaipal Meel**  
Director  
SKIT, Jaipur



**Prof (Dr.) S. L. Surana**  
Director (Academics)  
SKIT, Jaipur



**Prof (Dr.) Ramesh Kumar Pachar**  
Principal  
SKIT, Jaipur



**Ms. Rachna Meel**  
Registrar  
SKIT, Jaipur



**Ms. Abba Meel**  
Advisor  
SKIT, Jaipur

**Chief Guest**



**Mr. Kartik Bajoria,**  
Writer, Columnist,  
Literary Moderator

**Guest of Honour**



**Dr. Shipra Malik,**  
Assistant Professor, Dept.  
of English & Foreign  
Languages, Albaha  
University, Saudi Arabia

Organised by  
**DEPARTMENT OF ENGLISH**

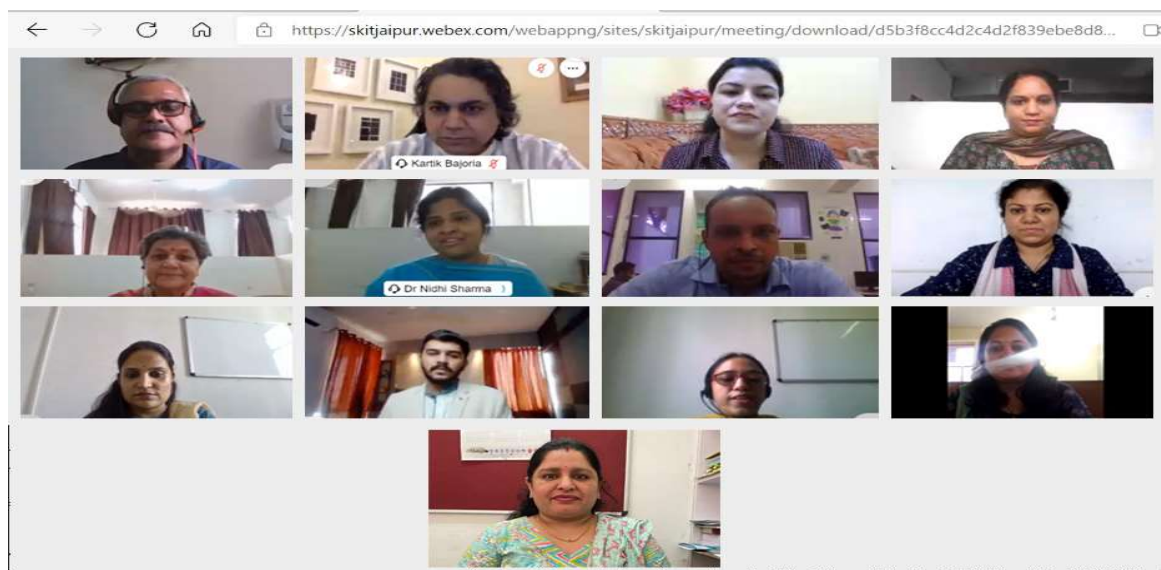
# SCHEDULE OF THE FDP

<b>DAY 1</b> <b>6<sup>th</sup> Aug. 2021</b>	10.30 am – 11.00 am	<b>Inaugural Ceremony</b>
		<b>Chief Guest:</b> Mr. Kartik Bajoria, Writer, Columnist and Literary moderator. <b>Guest of Honor:</b> Dr. Shipra Malik from Al Baha University, Saudi Arabia
	<b>First Session</b> 11.00 – 12.30 pm <b>Second Session</b> 1.00 pm – 2.00 pm	Mr. Kartik Bajoria  Dr. Shipra Malik
<b>DAY 2</b> <b>7<sup>th</sup> Aug. 2021</b>	<b>First Session</b> 10.00 – 11.30 am	Dr. Ritu Pareek, Assistant Professor, BIT, Jaipur Campus.
	<b>Second Session</b> 1.00 pm – 2.00 pm	Dr. Pulak Avinashi, Assistant Professor, Amity University, Noida.
<b>DAY 3</b> <b>8<sup>th</sup> Aug. 2021</b>	<b>Session</b> 10.00 – 11.30 am	Prof. Chandrasekharan Praveen, Former Principal, Institute of Advanced Study, Thrissur, Kerala.
<b>DAY 4</b> <b>9<sup>th</sup> Aug. 2021</b>	<b>First Session</b> 10.00 – 11.30 am	Dr. Preeti Bhatt, Associate Professor Department of HSS, MNIT Jaipur.
	<b>Second Session</b> 1.00 pm – 2.00 pm	Dr. Ranjeet Kaur, Assistant Professor, St. Xaviers College, Jaipur.
<b>DAY 5</b> <b>10<sup>th</sup> Aug. 2021</b>	<b>First Session</b> 10.00 – 11.30 am	Dr Niraja Saraswat, Assistant Professor, MNIT, Jaipur.
	<b>Second Session</b> 1.00 pm – 2.00 pm	Ms. Jyoti Kathju, Life coach, Trainer soft skills from Jodhpur .
<b>DAY 6</b> <b>11<sup>th</sup> Aug. 2021</b>	<b>First Session</b> 10.00 – 11.30 am	Dr. Chithra G.K, Vellore Institute of Technology, Chennai.
	<b>Second Session</b> 1.00 pm – 2.00 pm	Dr. Alpana, Christ University, Lavasa
<b>DAY 7</b> <b>12<sup>th</sup> Aug. 2021</b>	<b>First Session</b> 10.00 – 11.30 am	Dr. Aditi Dev, Assistant Professor, Amity University, Jaipur.
	<b>Second Session</b> 1.00 pm – 2.00 pm	Ms. Manika Singh, Director, Outshine.

# DAY-WISE REPORT OF THE FDP

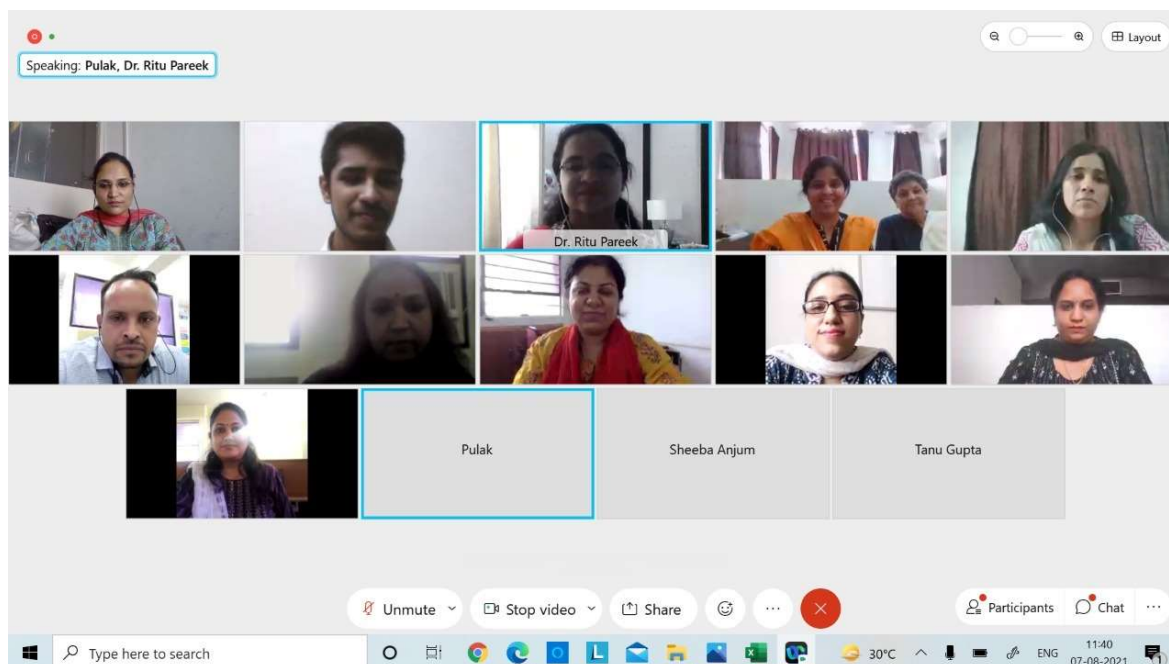
During the last decade in India, major employers of graduates have observed in their recruitment drives that while thousands of students graduated with an engineering, medical or any degree, only about 20% or less, were really “employable” directly. An analysis has revealed that the root cause of this lack of low employability ratio is the paucity of ‘soft skills’ among the students. Soft skills not only help in grooming their overall personality but also enhances their potential capacity. Our Prime Minister has also emphasized the need to enhance skills. Consequently, major companies like Infosys, WIPRO Technologies has initiated well-designed programs for skills enhancement and personality development in India. Infosys Ltd has actively participated in the Indo-US Collaboration for Engineering Education (IUCEE) program. However, more soft skills and capacity building programs and training in India is a huge task that requires multiple efforts across diverse disciplines. The quality and frequency of such trainings is the need of the hour. To meet the global standards, the present STTP, we all may agree, will truly help in unleashing the fundamental strategies and techniques to be incorporated by teachers as wells as students to make them future-ready as job-seekers or job-givers across the academic and professional spectrum.

**Day 1:** Keeping the above mentioned challenging perspectives in mind, the Department of English, SKIT, hosted the inaugural ceremony of a Seven-Day International Short Term Training Programme (ISTTP) on 6 August 2021. The Coordinators of the ISTTP were Dr. Neha Purohit, Head, Department of English, Dr. Krishna Sharma and Dr. Nidhi Sharma. The Chief Guest and the keynote speaker of the programme was Mr. Kartik Bajoria, a writer, columnist and literary moderator. The Guest of Honour and the second speaker was Dr. Shipra Malik from Al Baha University, Saudi Arabia. Mr. Bajoria in his address on ‘Surviving Atrocities through Soft Skills’ delineated the value of soft skills from his own life and musings. He maintained that no matter what phase we are into our lives, we can always count on the power of soft skills for creating better versions of ourselves. Dr. Shipra Malik in her talk on ‘Importance of Metacognition and Non-Verbal Communication in 21<sup>st</sup> Century Professional Success and Job Employment Scenario’ wittily brought to the fore some interesting facets of nonverbal communication. She also sketched the boundaries for the do’s and don’ts of body language acceptable at the global crossroads. Prof. Ramesh Pachar, Principal, SKIT welcomed the guests and introduced SKIT to the audience by highlighting the culture of the institute. Dr. Neha Purohit and Dr. Nidhi Sharma outlined the efforts of the department of English at SKIT and projected level of participation from presenters across the nation. They invited the audience to be a part of the upcoming sessions by renowned experts from all across the nation. The Director of the institute, Mr. Jaipal Meel encouraged the students to be a part of such programmes. The programme was moderated by Sanidhya Bharadwaj and technically coordinated by Ms. Rashmi Dadheech, Ms. Deepika Jain, Ms. Deepti Arela and Tanu Gupta. The event concluded with a vote of thanks by Prof. Krishna Sharma.

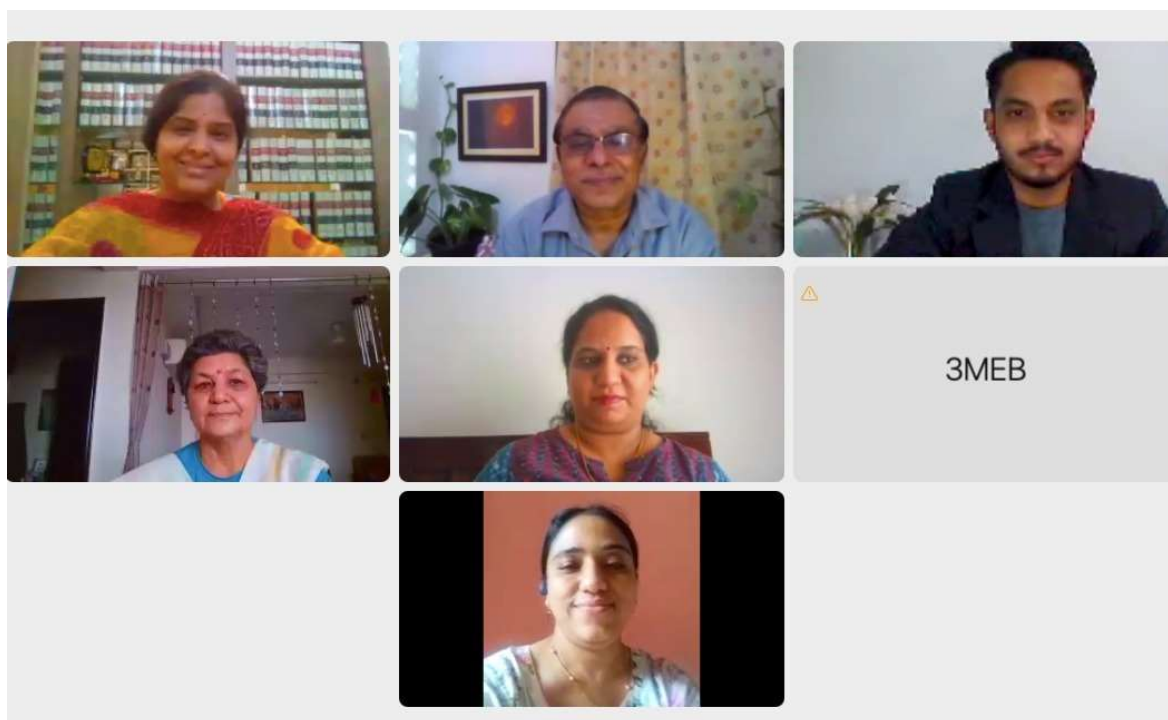


**Day two:** of the ISTTP began with an impressive and informative session on ‘Enhancing Listening Skills for Capacity Building’ by Dr. Ritu Pareek, Assistant Professor, BIT, Jaipur Campus. She, in her session threw light on the necessity of improving listening skills for students and to become effective and active listeners by using certain techniques. She emphasized on the fact that listening is one of the most important skills one can have and has a major impact on job effectiveness, and on the quality of our relationships with others. The session was interesting and received a thumping response from the students.

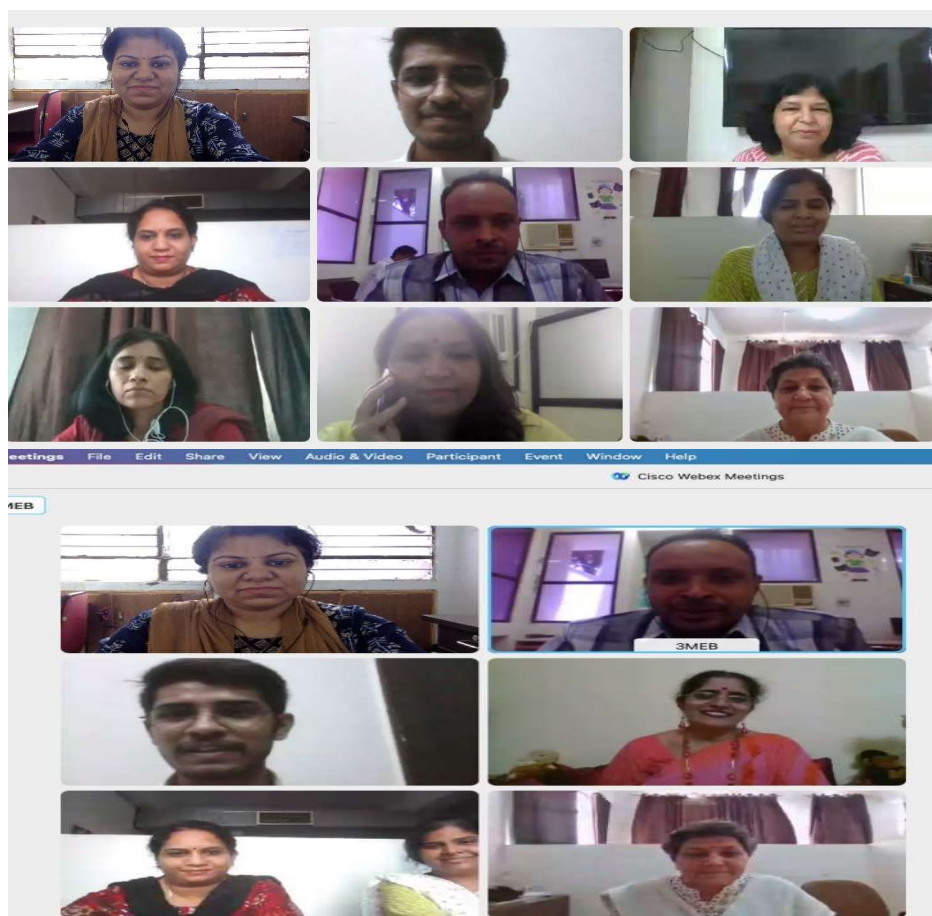
The second session of the day was on a very new topic ‘Netiquette and Media Literacy’ taken by Dr. Pulak Avinashi, Assistant Professor, Amity University, Noida. She gave a comprehensive presentation explaining how digital etiquette can help students improve their soft skills, prevent miscommunications, can also assist students to understand better what is socially acceptable when working and collaborating online in different environments. Students found her session enlightening and interesting.



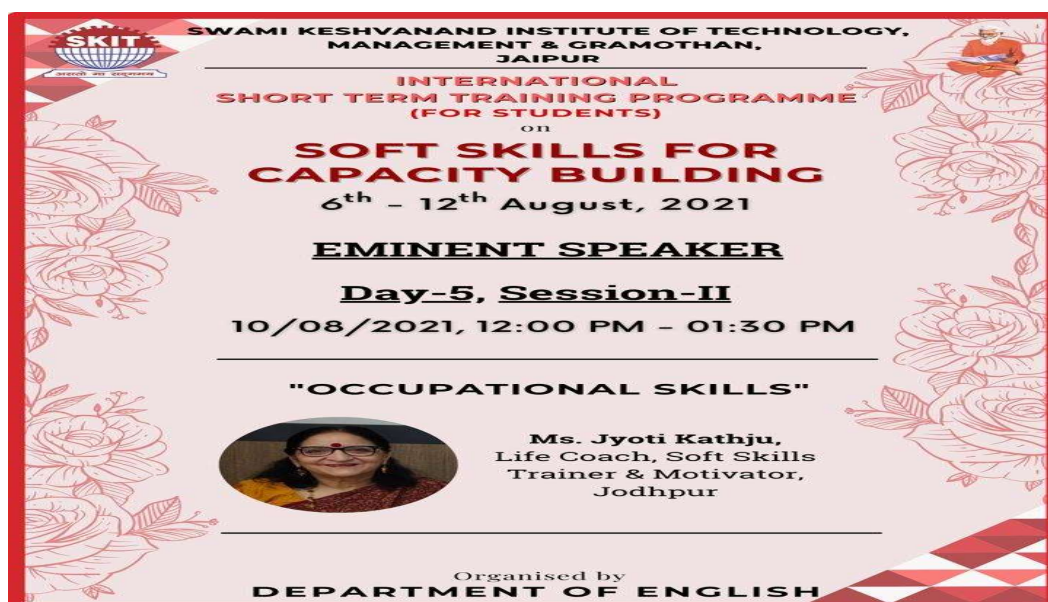
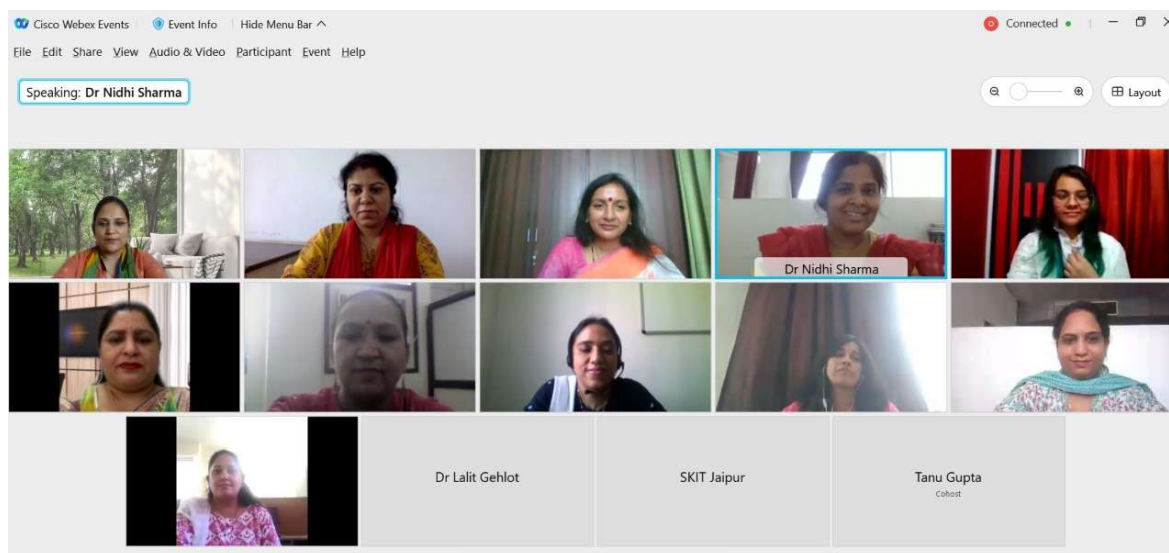
**Day-3:** With the same enthusiasm, the first session of the third day on “How Creative Are We All?” was delivered by Prof. Chandrasekharan Praveen, Former Principal, Institute of Advanced Study, Thrissur, Kerala. He engaged the students with his lively examples both from literature and science and depicted the importance of creativity and originality in this Google dominated era of the cut-copy-paste culture. His session was aptly aided with relevant audio-video sessions highlighting on the concept of creative thinking. He also had a lively question-answer session with the students and motivated them to use the basic concepts of science and technology to recreate things of their own. His basic agenda to was to let them believe that by just twisting and twirling the popular nursery rhymes, one can come up with things something really exciting. Students interacted with full enthusiasm and the discussion culminated with a benchmark quote by Einstein “Create your problems rationally and solve them creatively”



**Day 4:** The participants experienced another spell of Soft-skills' training sessions on the 4<sup>th</sup> day of the ISTTP. Two eminent speakers Dr. Preeti Bhatt, Associate Professor Department of HSS, MNIT Jaipur and Dr. Ranjeet Kaur, Assistant Professor, St. Xaviers College, Jaipur delivered their presentation on, 'Empowering through Communication Skills' and 'Self-Confidence' respectively. In the session on Communication Skills, the use of tools and softwares to learn English language using internet was emphasized. Websites like Hello English, Times Speak English (by TOI), Bolo App, and Duolingo were recommended by Dr. Bhatt. Focus on building the vocabulary with the thought that learning a new word is adding a new experience in life was really thought provoking. Moreover, Dr. Bhatt advised the students to opt for MOOC courses to learn native English for the global job perspectives. Focusing on building self-confidence, Dr. Ranjeet Kaur gave insightful thoughts like, 'Confidence comes with the first-hand knowledge' and '3 types of energy system: Body, Mind and Soul'. Dr. Kaur also talked about the different levels of confidence: Low, Optimal, & Over-confidence. She also talked about the Bandura's Self-Efficacy theory and told a very catchy story about a bankrupt man whose confidence was boosted up by a lunatic from asylum. Ultimately, Dr. Kaur motivated everyone to find the matchless qualities in the 'self' which we have but fail to acknowledge.



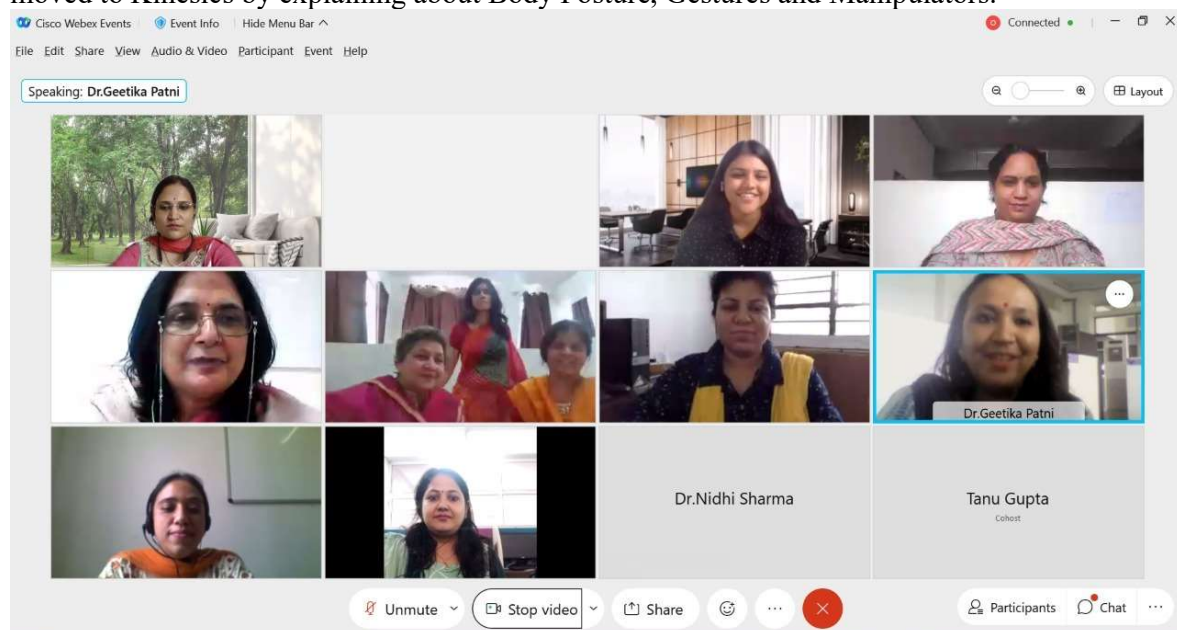
**Day 5:** started with an informative session on 'Interview Skills' by Dr Niraja Saraswat, Assistant Professor, MNIT, Jaipur. She gave insights about how to prepare oneself for an interview. She gave a checklist of do's and don'ts of answers to various questions likely to be asked during a personal interview. Dr Niraja also emphasized that discussing about salary should be avoided as it creates bad impression on the interviewer. It was followed by a second session on **Occupational Skills** by Ms. Jyoti Kathju, Life coach, Trainer soft skills from Jodhpur. She threw light on various aspects of occupational skills like- Decision Making, Active Disengagement, Active Engagement, Right Attitude, Technical Skills, Human Skills, Conceptual Skills, Intentional Mindset Behaviour etc. Dr Kathju stressed on the need to break the shackles of the past and to learn a new way of doing the work.



**Day 6:** witnessed an interactive session by Dr. Chithra G.K, Vellore Institute of Technology, Chennai, on ‘Interpersonal Skills’ she emphasized the need of interpersonal skills, to understand others perspective, adapt in diverse teams or organizations while working with others. She elaborated on emotional intelligence, communication, verbal & non-verbal communication, reliability and dependability, leadership, positivity and negotiation. She pointed out that interpersonal skills can help people to perform better and to be in good tuning with them. She added that listening actively by paying heed to other’s words helps in creating a connection or a bonding with people. While listening your body language also plays an important role. Dr. Chitra said that self-awareness is a vital element in developing relationship with others, positive self-development allows us to see every situation from their point of view. She also guided the audience with a self-relaxation technique of ‘self-hypnotism’ during the session. She concluded that being communicative is one of the most

important skill as it will form the basis of everything to improve one's confidence as an independent learner.

In the next session Dr. Alpana, Christ University, Lavasa, gave a powerful presentation on body language, stressing that 'what you say is not important, rather how you say it is important.' She stressed that Mirroring helps us to build our own personality and that body language, especially Gestures, vary from culture to culture. She opined that Asians are the most expressive people on the Earth. She further added that we as Asians can use 1000 distinct facial expressions. Delineating eyes as the windows to the soul, she added that they reflect the feelings and thoughts of a person in a vibrant manner. Dr. Alpana stressed that the success of an interview lies in the positive signs of friendship and understanding. Enumerating the nuances of paralanguage she concluded that appropriate tone, speed, pitch, volume and the length of pauses/ silence play a great role in interpersonal relations and then moved to Kinesics by explaining about Body Posture, Gestures and Manipulators.



**Day 7:** The first session of day seven witnessed the presence of Dr. Aditi Dev, Assistant Professor, Amity University, Jaipur. Dr. Dev enlightened the audience about the nuances of employability skills through her topic: ***Employability Skills for Students of Technology***. Dr. Dev highlighted multiple facets of soft skills including teamwork, leadership, body language, communication etc. Dr. Dev also took into consideration various books and articles of experts and discussed the visions and philosophies about the topic of concern. The session ended with an interesting question and answer round from students. The event was moderated by Rishit Rastogi. The question-and-answer session followed a formal vote of thanks by Dr. Shikha Agarwal.

The last session on day 7 was marked as the valedictory ceremony of the International Short Term Training Programme- 2021 on 'Soft Skills for Capacity Building'. The Chief Guest of the

ceremony was Ms. Manika Singh, Director, Outshine. Ms. Singh chose to answer all the possible questions received from students in a very pragmatic manner. The students had queries related to meaning and significance of soft skills, interview skills, questions being asked during interviews, various professional skills and many more. The event was graced by Director, Mr. Jaipal Meel and the members of the department. Mr. Meel welcomed the guest and the audience and expressed his elation on organization of such activities. The event ended with a video on the events of the last six days, and a vote of thanks by Dr. Neha Purohit, Professor and Head, Department of English.

