

ABOUT SHADAN WOMEN'S COLLEGE OF ENGINEERING & TECHNOLOGY

Shadan The dawn of globalization, liberalization and privatization in India gave impetus not just to the much needed economy but also to technical education. India can now boast of having the third largest pool of scientific and technical manpower in the world. The network of technical institutions which now span the country came into being in the 1990's. At present India is a leading force to reckon with in the fields of Software industry, Space science, Biotechnology, Nuclear science.

Women's College of Engineering and Technology (SWCET) we keep that light of the nation ablaze. The institution, ever since its foundation in 1995 is in the constant pursuit of keeping high the self imposed standards of excellence. Quality, Modernity and High Degree of Scientific Temperament pervade every facet of the institution, be it technical education, laboratories or infrastructure facilities. The campus is the abode of discipline, harmony and intellectual pursuit and a buzz with intense academic activity.

Highly qualified fraternity, sprawling campus, state-of-the-art laboratories, well equipped library, spacious playground and above all ever enthusiastic management make Shadan Women's College of Engineering and Technology (SWCET)

ABOUT THE SCIENCE & HUMANITIES DEPARTMENT

The department has been rated very high in academic circles. The graduates from this department include many renowned technocrats, researchers and academicians working all over the world. The department provides a platform for the faculty and students of engineering colleges in the country to pursue their interest in basic and applied research. The department conducts various conferences, seminars and workshops on frontier areas of research in technical institution in India

CHIEF PATRON

Mr. Mohd. Shah Alam Rasool
Khan, Chairman-Shadan
Educational Society

PATRON

Dr. K. Palani
Principal

CO-PATRONS

Prof. Rahman Shareef
Director

CONVENER

Dr. P.HimaBindu
VicePrincipal

CO-ORDINATOR

S & H Dept.

**NO REGISTRATION
FEE**

**ONE DAY
PROGRAM FOR THE UG & PG
STUDENTS OF ENGINEERING ON**

**SOFT SKILLS on
18th November 2019
(08:00AM to 01:00PM)**



**Organized by
Department of
Science & Humanities**

**Shadan Women's College of Engineering &
Technology**

An ISO 9000-2015 certified Institution
(Affiliated to JNTUH & Approved by AICTE, New Delhi)
Raj Bhavan Rd, Taj Enclave, Hyderabad- 004,
Telangana, India.
<http://www.swcet.in>



Shadan Women's College of Engineering & Technology

Approved by A.I.C.T.E. & Permitted by the Govt. of Telangana.
Affiliated to JNTU, Hyderabad.

Established by SHADAN EDUCATIONAL SOCIETY
(A Minority Institution)

Website: www.swcet.in

E-mail: swcet15@yahoo.com

Date:

CONVENING ORDER

ACADEMIC YEAR:2019-2020

SOFT SKILLS TRAINING PROGRAM

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Soft skills training program is constituted with the following members.

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT
1	LUBNA BAIG	Member	S & H
2	SYEDA IRFANA	Member	S & H
3	SHOEB IRFAN	Member	S & H
4	AFREEN BEGUM	Member	S & H

Frequency of Meeting: Once in a year, as and when required.

Functions & Responsibilities:

- Soft skills referred to both character, traits & interpersonal skills that will influence how well a person can work or interact with others.
- Soft skills are essential for your success in the work place, your company success and your personal life.
- Soft skills play an important role in resume writing, interviewing & finding success in communicating with people at work and in other areas of your life

PRINCIPAL



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Date: 14/11/2019

Minutes of the meeting

Agenda: Soft Skills Training Program.

Points to be discussed:

- 1) Action plan-to conduct the Soft Skills Training program for the A.Y. 2019-20.
- 2) Target Audience of the Soft Skills Training program.
- 3) Arrangements required for the Soft Skills Training program.
- 4) Principal approval and Circular preparation.
- 5) Approval for the following schedule:

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Sign of the Faculty
1	18/11/2019, 08:00AM-09:00AM, Seminar Hall	how you interact, lead and communicate with other people	Lubna Baig	
2	18/11/2019, 09:10AM-10:00 AM, Seminar Hall	communication skills	Lubna Baig	
3	18/11/2019, 10:10AM-11:00 A M, Seminar Hall	the ability to speak in plain English	Lubna Baig	
4	18/11/2019, 11:30 AM-12:30 PM, Seminar Hall	building positive relationships	Lubna Baig	
5	18/11/2019,12:30PM-01:30 PM, Seminar Hall	inspiring leadership qualities	Amtul Waris	

Attendee's details:

S.No	Name of the faculty	Sign
1.	Ms. Syeda Irfana	
2.	Shoeb Irfan	
3.	Afreen Begum	
4.	Lubna Baig	

HOD-S&H

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6-2-980, Khairatabad,
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Date: 15/11/2019

CIRCULAR

This is to inform to all the students of 3rd YEAR & 2nd year PG SWCET that a “Soft Skills Training” Program will be organized on 18/11/2019 by the S&H Department. Hence, it is mandatory for all the students to attend. This program shows a huge impact on students to Achieve placements and their goals. Program details are as follows

2019-20 Academic Year- Soft Skills program schedule

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	18/11/2019, 08:00AM-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
2	18/11/2019, 09:10AM-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	Faculty S&H-SWCET
3	18/11/2019, 10:10AM-11:00 A M, Seminar Hall	How can you improve in soft skills?	Lubna Baig	Faculty S&H-SWCET
4	18/11/2019, 11:30 AM-12:30 PM, Seminar Hall	How can you highlight your soft skills in a job search?	Lubna Baig	Faculty S&H-SWCET
5	18/11/2019, 12:30PM-01:30 PM, Seminar Hall	Some examples of soft skills	Amtul Waris	Faculty S&H-SWCET

HOD-S&H
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Date: 16/11/2019

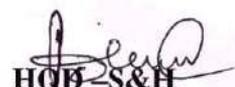
The Principal
SWCET, Hyderabad.

Sub: Approval of Soft Skills Training Reg.

This is to bring to your kind notice that S&H Department, SWCET has planned to conduct the Soft Skills Training Program to the 3rd Year UG and 2nd year PG courses of SWCET. This shows a huge impact on students to achieve placements and their goals. Hence, it is requested to give the approval of this program.

2019-20 Academic Year- Soft Skills Program schedule

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	18/11/2019, 08:00AM-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
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5	18/11/2019, 12:30PM-01:30 PM, Seminar Hall	Some examples of soft skills	Amtul Waris	Faculty S&H-SWCET


HOB-S&H
SWCET

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Soft Skills Training Program Course Content

Date: 18/11/2019

Soft Skills Training Program for the Academic Year 2019-20

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	18/11/2019, 08:00AM-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
2	18/11/2019, 09:10AM-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	Faculty S&H-SWCET
3	18/11/2019, 10:10AM-11:00 A M, Seminar Hall	How can you improve in soft skills?	Lubna Baig	Faculty S&H-SWCET
4	18/11/2019, 11:30 AM-12:30 PM, Seminar Hall	How can you highlight your soft skills in a job search?	Lubna Baig	Faculty S&H-SWCET
5	18/11/2019, 12:30PM-01:30 PM, Seminar Hall	Some examples of soft skills	Amtul Waris	Faculty S&H-SWCET

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Soft Skills Training Feedback Analysis for the A.Y. 2019-20

S.NO	Content/Topic	Resource Person	Feedback analysis					Overall Grade allocated comment	
			No of feedbacks collected	No of excellent feedbacks	No of Very Good feedbacks	No of Good feedbacks	No of Average feedbacks		No of Poor feedbacks
1	What are soft skills?	Lubna Baig	90	20	25	30	15	-	Good
2	Why are soft skills important?	Lubna Baig	90	35	20	25	10	-	Excellent
3	How can you improve in soft skills?	Lubna Baig	90	25	45	10	10	-	Very good.
4	How can you highlight your soft skills in a job search	Lubna Baig	90	45	25	10	10	-	Excellent
5	Some examples of soft skills	Amtul Waris	90	35	45	5	5	-	Very good

Evaluator

Name and Designation

Ms. Anshia Sultana
Assoc prof.

Scrutinizer

Name and Designation

G. Shankar Reddy
Professor (HOD)

HOD-H&S



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Soft Skills Training Feedback form for the A.Y. 2019-20

Dear Student

Your feedback is valuable and helpful for corrective measures. Here by requesting your valuable feedback on the program "Soft Skills Training" conducted by SWCET on 18/11/2019. The feedback will be kept confidential and it will not review to any other members. It is collecting for internal measurement and help to prepare further action plan.

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Feedback Measures (Please Put the V mark on selected box)				
				Excellent	Very Good	Good	Average	Poor
1	18/11/2019, 8:00AM-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	18/11/2019, 9:10AM-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	18/11/2019, 10:10AM-11:00 A M, Seminar Hall	How can you improve in soft skills?	Lubna Baig	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	18/11/2019, 11:30 AM-12:30 PM, Seminar Hall	How can you highlight your soft skills in a job search?	Lubna Baig	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	18/11/2019, 12:30PM-01:30 PM, Seminar Hall	Some examples of soft skills	Amtul Waris	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Date: 20/11/2019

Event Report on the Soft Skills Training Program

The Soft Skills Training Program has successfully conducted at Shadan Women's College of Engineering and Technology, Hyderabad. A one day program was conducted on 18/11/2019 at Seminar Hall, for the Academic Year 2019-20. This program was conducted to the all 3rd year students of the Academic Year 2019-20. The Program was started 08:00 AM in the morning with the wonderful topic of "Introduction to soft skills" by the speaker "Lubna Baig" Faculty S&H; Tea Break was given between 11:00 to 11:30AM of the day and the After Noon session was started from 11:30 AM and session was closed with the topic of "Best examples for soft skills" by the speaker "Amtul Waris" Faculty of S&H-SWCET at 1:30 PM. A beautiful program was organized to 1st year students of the Campus, **Total -112** students were attended the program and feedback collected from the students. It shown a high impact on day to day life of students and helped to crack the fruitful tips. I thank to all faculty and students of SWCET for successful conduction of the program and special thanks to the speakers of the program, delivered an excellent way. Finally, I thank to technical staff and volunteers to their support. The detailed Program schedule and some photos are attached here with.

2019-20 Academic Year Soft Skills program schedule

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	18/11/2019,08:00-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
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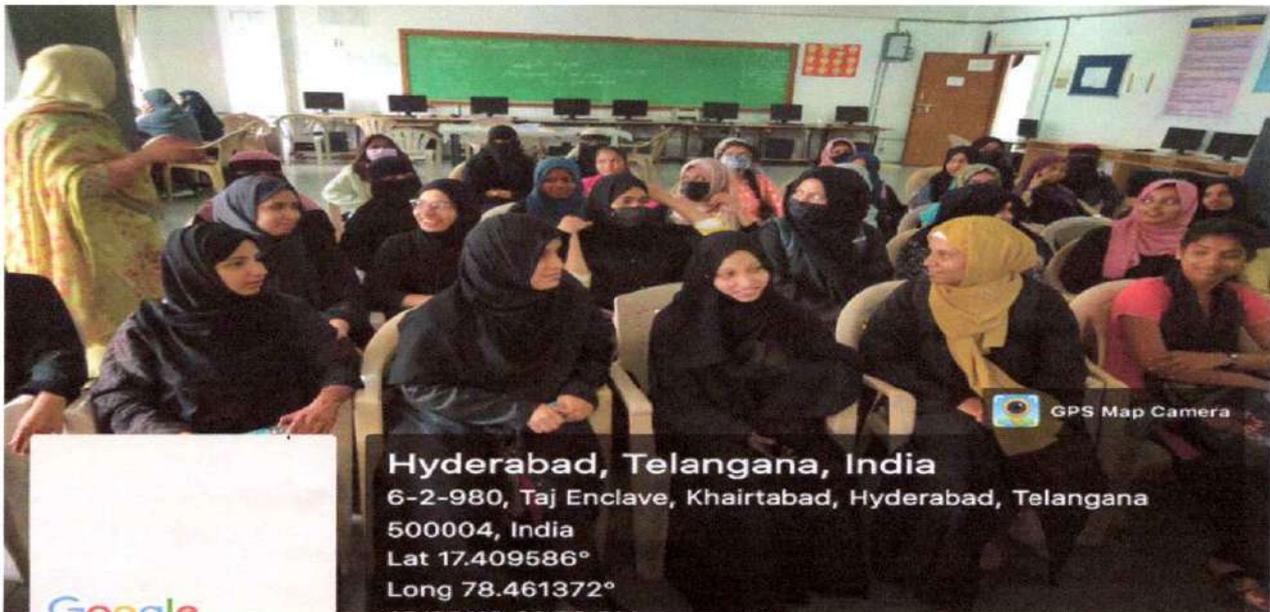
E-mail: swcet15@yahoo.com

Date: 18/11/2019

Glance of Soft Skills training Program for the A.Y. 2019-20:



Geo tagged photo indicating speakers of the program



Explaining the importance of soft skills

Participants showing attention towards the program

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