

## **ABOUT SHADAN WOMEN'S COLLEGE OF ENGINEERING & TECHNOLOGY**

The rise 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 man power 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 within the fields of Software industry, Space science, Biotechnology and Nuclear science.

Shadan Women's College of Engineering and Technology (SWCET) we keep the light of the nation ablaze. The institution, ever since its foundation in 1995 is in 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 abuzz 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**

Arshia Sultana  
Associate Professor

### **CO-ORDINATOR**

S & H Dept.

**NO REGISTRATION  
FEE**

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

**SOFT SKILLS on  
20<sup>th</sup> November 2020  
(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:2020-2021

### 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	AMTUL WARIS	Member	S & H
2	LUBNA BAIG	Member	S & H
3	G.C.SHWETA	Member	S & H
4	ZAINAB UNNISA NAHEED	Member	S & H
5	C.HIMA BINDU	Member	S & H
6	P.GEETA	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

*Z. P. Ravi*

**PRINCIPAL**

**Address:**  
# 6-2-980, Khairatabad,  
Hyderabad - 500 004.

**Ph : 040-23305552,  
23305549,  
23305553**



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E-mail: [swcet15@yahoo.com](mailto:swcet15@yahoo.com)

Date: ..... 17/11/2020 .....

## 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. 2020-21.
- 2) Targeted 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	20/11/2020, 8:00AM-09:00AM, Seminar Hall	How you interact, lead and communicate with other people	Lubna Baig	
2	20/11/2020, 09:10AM-10:00 AM, Seminar Hall	Communication skills	Lubna Baig	
3	20/11/2020, 10:10AM-11:00 A M, Seminar Hall	The ability to speak in plain English	Lubna Baig	
4	20/11/2020, 11:30 AM-12:30 PM, Seminar Hall	Building positive relationships	Lubna Baig	
5	20/11/2020, 12:30PM-01:30 PM, Seminar Hall	Inspiring leadership qualities	Amtul Waris	

### Attendee's details:

S.No	Name of the faculty	Sign
1.	G. C. Sweetha	
2.	Zainabunisa Naheed	
3.	C. Himabindu	
4.	P. Greta	
5.	Lubna Baig	
6.	Amtul Waris	

HOD-S&H  
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Date: ..... 17/11/2020 .....

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 1<sup>st</sup> Year UG and 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.

## **2020-21 Academic Year -Soft Skills program schedule**

S.No	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	20/11/2020, 08:00AM-09:00AM, Seminar Hall	How you interact, lead and communicate with other people	Lubna Baig	Faculty S&H-SWCET
2	20/11/2020, 09:10-10:00 AM, Seminar Hall	Communication skills	Lubna Baig	Faculty S&H-SWCET
3	20/11/2020, 10:10AM - 11:00 A M, Seminar Hall	The ability to speak in plain English	Lubna Baig	Faculty S&H-SWCET
4	20/11/2020, 11:30 AM-12:30 PM, Seminar Hall	Building positive relationships	Lubna Baig	Faculty S&H-SWCET
5	20/11/2020, 12:30PM-01:30 PM, Seminar Hall	Inspiring leadership qualities	Amtul Waris	Faculty S&H-SWCET

  
HOD -S&H  
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E-mail: [swcet15@yahoo.com](mailto:swcet15@yahoo.com)

Date: 18/11/2020

## Circular

This is to inform to all the students of 1<sup>st</sup> YEAR SWCET that a “Soft Skills Training” Program will be organized on 20/11/2020 by the S&H Department. Hence, it is mandatory tofor all the students to attend. This program shows a huge impact on students to achieve placements and their goals. Program details are as to follow.

### **Soft Skills Training Program Schedule for the Academic Year 2020-21**

S.No	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	20/11/2020, 08:00AM-09:00AM, Seminar Hall	How you interact, lead and communicate with other people	Lubna Baig	Faculty S&H-SWCET
2	20/11/2020, 09:10AM-10:00 AM, Seminar Hall	Communication skills	Lubna Baig	Faculty S&H-SWCET
3	20/11/2020, 10:10AM-11:00 A M, Seminar Hall	The ability to speak in plain English	Lubna Baig	Faculty S&H-SWCET
4	20/11/2020, 11:30 AM-12:30 PM, Seminar Hall	Building positive relationships	Lubna Baig	Faculty S&H-SWCET
5	20/11/2020, 12:30PM-01:30 PM, Seminar Hall	Inspiring leadership qualities	Amtul Waris	Faculty S&H-SWCET

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## Soft Skills Course Content

Date: 20/11/2020

### Soft Skills Training Program for the Academic Year 2020-21

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	20/11/2020, 08:00AM-09:00AM, Seminar Hall	How you interact, lead and communicate with other people	Lubna Baig	Faculty S&H-SWCET
2	20/11/2020, 09:10AM-10:00 AM, Seminar Hall	Communication skills	Lubna Baig	Faculty S&H-SWCET
3	20/11/2020, 10:10AM-11:00 A M, Seminar Hall	The ability to speak in plain English	Lubna Baig	Faculty S&H-SWCET
4	20/11/2020, 11:30 AM-12:30 PM, Seminar Hall	Building positive relationships	Lubna Baig	Faculty S&H-SWCET
5	20/11/2020, 12:30PM-01:30 PM, Seminar Hall	Inspiring leadership qualities	Amtul Waris	Faculty S&H-SWCET

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Fax: 040-23305553

### Soft Skills Training Feedback Analysis for the A.Y. 2020-21

S.NO	Content/Topic	Resource Person	Feedback analysis						
			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	Overall Grade allocated
1	how you interact, lead and communicate with other people	Lubna Baig	96	40	25	25	06	-	Excellent
2	communication skills	Lubna Baig	96	25	40	15	16	-	Very Good.
3	the ability to speak in plain English	Lubna Baig	96	30	10	46	10	-	Good.
4	building positive relationships	Lubna Baig	96	25	46	20	05	-	Very Good.
5	inspiring leadership qualities	Amtul Waris	96	56	20	10	10	-	Excellent

Evaluator

Name and Designation

Dr. N.V. Reddy  
Prof. H&S

Scrutinizer

Name and Designation

G. Shankar Rao  
Prof. (H&S) Dept

HOD-H&S



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### Soft Skills Training Feedback form for the A.Y. 2020-21

#### 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 20/11/2020. 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	Address of resource person				
1	20/11/2020, 08:00AM-09:00AM, Seminar Hall	How you interact, lead and communicate with other people	Lubna Baig	Excellent <input type="checkbox"/>	Very Good <input checked="" type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
2	20/11/2020, 09:10AM-10:00 AM, Seminar Hall	Communication skills	Lubna Baig	Excellent <input checked="" type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
3	20/11/2020, 10:10AM-11:00 A M, Seminar Hall	The ability to speak in plain English	Lubna Baig	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input checked="" type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
4	20/11/2020, 11:30 AM-12:30 PM, Seminar Hall	Building positive relationships	Lubna Baig	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input checked="" type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
5	20/11/2020, 12:3PM-01:30 PM, Seminar Hall	Inspiring leadership qualities	Amtul Waris	Excellent <input type="checkbox"/>	Very Good <input checked="" type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>





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### 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 20/11/2020 at Seminar Hall, for the Academic Year 2020-21. This program was conducted to the all 1<sup>st</sup> year students (fresher's) of the Academic Year 2020-21. The Program was started 08:00 AM in the morning with the wonderful topic of "How you interact, lead and communicate with other people" 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 "inspiring leadership qualities" by the speaker "Amtul Waris" Faculty of S&H-SWCET at 1:30 PM. A beautiful program was organized to 1<sup>st</sup> year students of the Campus, **Total -122** 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.

#### **2020-21 Academic Year Soft Skills program schedule**

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	20/11/2020,08:00AM-09:00AM, Seminar Hall	How you interact, lead and communicate with other people	Lubna Baig	Faculty S&H-SWCET
2	20/11/2020, 09:10AM-10:00 AM, Seminar Hall	Communication skills	Lubna Baig	Faculty S&H-SWCET
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Glance of Soft Skills training Program for the A.Y. 2020-21:



Geo tagged photo indicating speakers of the program



Explaining the importance of soft skills & Participants showing attention towards the program





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Fax: 040-23305553

## "SOFT SKILLS" Program for all the 1st and 2nd YEAR students of UG and PG STUDENTS ATTENDANCE SHEET FOR A.Y. 2020--2021

Conducted by the S&H Department, Dated: 20-11-2020

S. NO	HALLTICKET NUMBER	NAME OF THE STUDENT	SIGNATURE
1	20L51A0503	AFRAH ALI	<i>Afraah Ali</i>
2	20L51A0504	AFRAH INAS FATIMA	<i>Afraah</i>
3	20L51A0505	AFRAH KHATOON	<i>Afraah</i>
4	20L51A0506	AISHA FATIMA	<i>Aisha</i>
5	20L51A0507	AISHA SIDRA	<i>aisha sidra</i>
6	20L51A0508	AMENA KOUSAR	<i>Amena</i>
7	20L51A0509	AMREEN FATIMA	<i>Amreen Fatima</i>
8	20L51A0510	AMREEN ZEENATH	<i>amreen zeenath</i>
9	20L51A0511	AMTUL NOOR AFZA	<i>Noor Afza</i>
10	20L51A0512	ANEES FATIMA	<i>Anees</i>
11	20L51A0513	ANNAM RUCHITHA	<i>A. Ruchitha</i>
12	20L51A0514	ARSHIKA FARHEEN	<i>Arshika</i>
13	20L51A0515	ASIYA FARHATH	<i>Asiya</i>
14	20L51A0516	ASMA NOOREEN	<i>Asma</i>
15	20L51A0517	AYESHA SIDDIQUA	<i>Ayesha</i>
16	20L51A0518	AYESHA SIDDIQUA d/o MD WAHED ALI JEELANI	<i>Ayesha Sid</i>
17	20L51A0519	AYESHA SULTANA	<i>AYESHA S</i>
18	20L51A0520	AYMAN JAVID HUSSAIN	<i>Ayman</i>
19	20L51A0521	BIŞMAH TEHREEM AHSEN	<i>Tahreem Ahsen</i>



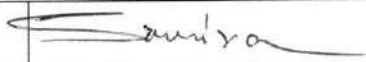
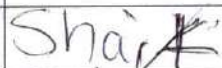
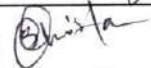
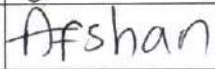
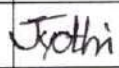
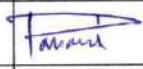
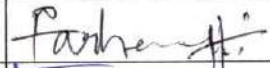
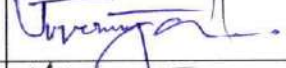
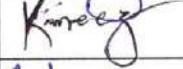
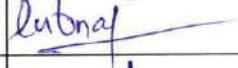

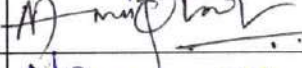
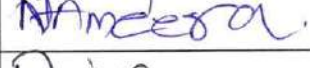
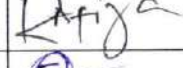
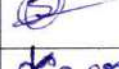
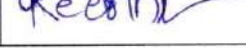
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21	20L51A0523	DEVAGUPTAPU BHOOMIKA SRI	D. Broomika
22	20L51A0524	DOMMATA ANJALI	D. Anjali
23	20L51A0525	DUGURI NAGA LAKSHMI	Lakshmi
24	20L51A0526	C EILEEN	Eileen.
25	20L51A0527	ERUM	Erum
26	20L51A0528	FARHA BEGUM	Farha
27	20L51A0529	FARHAT BEGUM	Farhat
28	20L51A0530	FATIMA ZUBAIR	Fatima
29	20L51A0531	FOUZIA JABEEN	Fouzia
30	20L51A0557	KURMA VARA LAXMI	Kurma
31	20L51A0558	LUBNA SHIREEN	Lubna Shireen
32	20L51A0559	MADIHA MAHVEEN	Madiha
33	20L51A0560	MALIHA IQBAL	Maliha
34	20L51A0561	MALIHA FATIMA	Absent
35	20L51A0562	MALIHA SANIYA	Absent
36	20L51A0563	MARIYA FATIMA	Absent
37	20L51A0564	MARIYATUL QUBTIYA FATIMA	Absent
38	20L51A0565	MASHAEIL SHAIK	Mashael
39	20L51A0566	MEHAK KHAN	Absent
40	20L51A0567	MEHDIYA BANU	Absent
41	20L51A0568	MOHAMMAD FAREENA BEGUM	Mohammad Fareena
42	20L51A0404	MASROOR RASHID	Absent
43	20L51A0405	MD TABASSUM	Absent
44	20L51A0406	NAUSHEEN FATIMA	Nausheen Fatima
45	20L51A0407	S SUMAN JEET KAUR	Absent
46	20L51A0408	THALAKOLA AISHWARYA	Thalakola
47	20L51A0409	HIBA ABDUL QADEER	Hiba
48	20L51A0410	MEHERUNNISA BEGUM	Meherunnisa

49	20L51A0411	HEENA FIRDOUS	<u>heena</u>
50	20L51A0412	TAHOORA ANAM	<u>Tahoor</u>
51	20L51A0415	SAMREEN BEGUM	<u>Samreen</u>
52	20L51A0417	RAYABARAPU SHALINI	Absent
53	20L51A0419	SYEDA SAMEEHA ZUBAIR	Absent
54	20L51A0421	MARIYA BEGUM	<u>Mariya</u>
55	20L51A0422	SAHEBJADHEK AR GOUTHAMI	Absent
56	20L51A0423	ZEBARASHAD	<u>Zeba</u>
57	20L51A0425	RUQHIYA TARRANUM	<u>Ruqiyah</u>
58	20L51A0426	SYEDA AMTUL HADI	<u>Amtul</u>
59	20L51A0427	RUBINA	<u>Rubina</u>
60	20L51A0431	NABEELA SADAF	<u>Sadaf</u>
61	20L51A0432	TASLEEM	<u>Tasleem</u>
62	20L51A0433	IRTIJA AMANULLAH	<u>Irtija</u>
63	20L51A0434	UZMA BEGUM	Absent
64	20L51A0435	HUDA BEGUM	<u>Huda</u>
65	20L51A0201	ZOHARA BAIG	Absent
66	20L51A0202	NOUSHEEN BEGUM	<u>Nousheen</u>
67	20L51A0203	ASMA TABASSUM	<u>Asma</u>
68	20L51A0204	SAMREEN BEGUM	<u>Samreen</u>
69	20L51A0205	MOTAHARE JOWKAR	Absent
70	20L51A0206	NEHA TAZEEN	<u>Neha</u>
71	20L51A0207	SHAMA SULTANA	Absent
72	20L51A0208	SAFOORA FATIMA	<u>Safoura</u>
73	20L51A0209	SHEIK ZAHEDA BEGUM	<u>Zahed</u>
74	20L51A0210	URUSA TAMKIN	<u>Urusa</u>
75	20L51A0211	KAUNAIN ANSARY	<u>Kaunain</u>
76	20L51A0212	KATROTH ARCHANA	Absent
77	20L51A0213	HAJERA SALEEM	<u>Hajera</u>



78	20L51A0214	AFREEN BEGUM	<u>Afreen</u>
79	20L51A0215	KAYENAATH ANSARY	<u>Absent</u>
80	20L51A1201	AFEefa SHADAAN	<u>Shadan</u>
81	20L51A1202	AMTUL QUDAIJA	<u>Amtul</u>
82	20L51A1203	AYESHA AHMED	<u>Ahmed</u>
83	20L51A1204	AYESHA FIRDOUS	<u>Firdous</u>
84	20L51A1205	AYESHA MAHMOOD	<u>Absent</u>
85	20L51A1206	AYESHA MAQSOOD	<u>Maqsood</u>
86	20L51A1207	BUSHRA NAAZ	<u>Absent</u>
87	20L51A1208	FAIZA FATIMA	<u>Faiza Fatima</u>
88	20L51A1209	FATIMA BEGUM	<u>Fatima</u>
89	20L51A1210	FAZALA ANEES KHAN	<u>Anees</u>
90	20L51A1211	HABEEBA FATHIMA	<u>Absent</u>
91	20L51A1212	HAFSA AIMAN MIRZA	<u>Hafsa</u>
92	20L51A1213	HALEEMA SADIYA	<u>Haleema Begum</u>
93	20L51A1214	HANEEFA BEGUM	<u>Absent</u>
94	20L51A1215	IMRA TASLEEM	<u>Imra</u>
95	20L51A1216	VURADI INDUMATHI	<u>Indumathi</u>
96	20L51A1217	JUVERIAH AHMED	<u>Absent</u>
97	20L51A1218	JUVERIYA MOHAMMED FAROOQUI	<u>Absent</u>
98	20L51A1219	JUWERIA ANUM	<u>Anum</u>
99	20L51A1220	KATE SAVITHA	<u>K. Savitha</u>
100	20L51A1221	KHANSA KHALEEL FAZAL	<u>Absent</u>
101	20L51A1222	MADIHA FARNAAZ	<u>Farnaaz</u>
102	20L51A1223	NAILA SAMER FAIZA	<u>Naif</u>
103	20L51A1224	NOORIYA AMEENA	<u>Ameena</u>
104	20L51A1225	R RAVEENA	<u>Raveena</u>
105	20L51A1226	SADIYA BEGUM	<u>Absent</u>
106	20L51A1227	SAHER FATIMA	<u>Saher</u>



107	20L51A1228	SAMIRA KHANAM	
108	20L51A1229	SHAIK YOUSUFIA	
109	20L51A1230	SHAISTA ERAM	
110	20L51E0001	AFSHAN SULTANA	
111	20L51E0002	CHAPALA JYOTHI	
112	20L51E0003	DONTHULA PAVANI	
113	20L51E0004	FARHEEN BEGUM	
114	20L51E0005	JUVERIYA FATIMA	
115	20L51E0006	KANEEZ FATIMA	
116	20L51E0007	LUBNA NAZREEN	
117	20L51E0008	MADHUNALA SIREESHA	
118	20L51E0009	MARIYAM MOHAMMED MUQTAR	
119	20L51E0010	NAMEERA TABASSUM	
120	20L51E0011	RAFIYA YOUNUS	
121	20L51E0012	SHAIK SHEERIN	
122	20L51E0013	VAINALA RAMYA KEERTHI	

**TOTAL:** 122      **PRESENT:** 96      **ABSENT:** 26