

## **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**

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  
24<sup>th</sup> January 2022  
(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: swcet5@yahoo.com

Date: .....

## CONVENING ORDER

ACADEMIC YEAR:2021-2022

### 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	SARTAZ	Member	S & H
3	SAFURA UNNISSA	Member	S & H
4	J. SARITA	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

*J. Praveen*

**PRINCIPAL**



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Website: www.swcet.in

E-mail: swcet15@yahoo.com

Date: 20/1/22

## 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. 2021-22.
- 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	24/01/2022, 08:00-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	
2	24/01/2022, 09:10-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	
3	24/01/2022, 10:10-11:00 A M, Seminar Hall	How can you improve in soft skills	Lubna Baig	
4	24/01/2022, 11:30 AM-12:30 PM, Seminar Hall	How can you highlight your soft skills in a job search?	Lubna Baig	
5	24/01/2022, 12:30-01:30 PM, Seminar Hall	Some examples of soft skills	Lubna Baig	

### Attendee's details:

S.No

Name of the faculty

Sign

1.

Sartaz

2.

J. Saritha

3.

Safraounisa

4.

Lubna Baig

HOD -S&H  
SWCET

**Address:**  
# 6-2-980, Khairatabad,  
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Date: ..... 21/01/2022

## CIRCULAR

This is to inform to all the students of 3<sup>rd</sup> YEAR & 2<sup>nd</sup> year PG SWCET that a “Soft Skills Training” Program will be organized on 24/01/2022 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

### 2021-22 Academic Year- Soft Skills program schedule

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	24/01/2022, 08:00AM-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
2	24/01/2022, 09:10AM-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	Faculty S&H-SWCET
3	24/01/2022, 10:10AM-11:00 A M, Seminar Hall	How can you improve in soft skills?	Lubna Baig	Faculty S&H-SWCET
4	24/01/2022, 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	24/01/2022, 12:30PM-01:30 PM, Seminar Hall	Some examples of soft skills	Amtul Waris	Faculty S&H-SWCET

HOD -S&H  
SWCET

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

Date: ..... 22/01/2022

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 2<sup>nd</sup> 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.

### **2021-22 Academic Year- Soft Skills Program schedule**

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	24/01/2022, 08:00AM-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
2	24/01/2022, 09:10AM-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	Faculty S&H-SWCET
3	24/01/2022, 10:10-11:00 A M, Seminar Hall	How can you improve in soft skills?	Lubna Baig	Faculty S&H-SWCET
4	24/01/2022, 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	24/01/2022, 12:30PM-01:30 PM, Seminar Hall	Some examples of soft skills	Amtul Waris	Faculty S&H-SWCET

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Date: 24/01/22

## Soft Skills Training Program Course Content

Soft Skills Training Program for the Academic Year 2021-22

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	24/01/2022, 08:00-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
2	24/01/2022, 09:10-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	Faculty S&H-SWCET
3	24/01/2022, 10:10-11:00 A M, Seminar Hall	How can you improve in soft skills?	Lubna Baig	Faculty S&H-SWCET
4	24/01/2022, 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	24/01/2022, 12:30-01:30 PM, Seminar Hall	Some examples of soft skills	Amtal Waris	Faculty S&H-SWCET

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Fax: 040-23305553

### Soft Skills Training Feedback Analysis for the A.Y. 2021-22

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 Comment
1	What are soft skills?	Lubna Baig	130	45	40	35	10	-	Excellent
2	Why are soft skills important?	Lubna Baig	130	40	45	10	35	-	Very good
3	How can you improve in soft skills?	Lubna Baig	130	35	10	40	45	-	Average
4	How can you highlight your soft skills in a job search?	Lubna Baig	130	55	45	15	15	-	Excellent
5	Some examples of soft skills	Amtul Waris	130	45	55	20	10	-	Very good

Evaluator

Name and Designation

Ms. Aishia Sultana  
Assoc. prof.

Scrutinizer

Name and Designation

Prof. G. Shankar Rao  
(H&S) dept. in-charge

HOD-H&S



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### Soft Skills Training Feedback form for the A.Y. 2021-22

#### 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 24/01/2022. 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 ✓ mark on selected box)				
				Excellent	Very Good	Good	Average	Poor
1	24/01/2022, 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	24/01/2022, 09:10AM-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	24/01/2022, 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	24/01/2022, 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	24/01/2022, 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: 27/01/22

## 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 24/01/2022 at Seminar Hall, for the Academic Year 2021-22. This program was conducted to the all 3<sup>rd</sup> year students of the Academic Year 2021-22. 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 11:30 AM of the day and the After Noon session was started from 11:30 AM and session was closed with the topic of "Best examples of soft skills" 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** -144 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.

### **2021-22 Academic Year Soft Skills program schedule**

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	24/01/2022, 08:00-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
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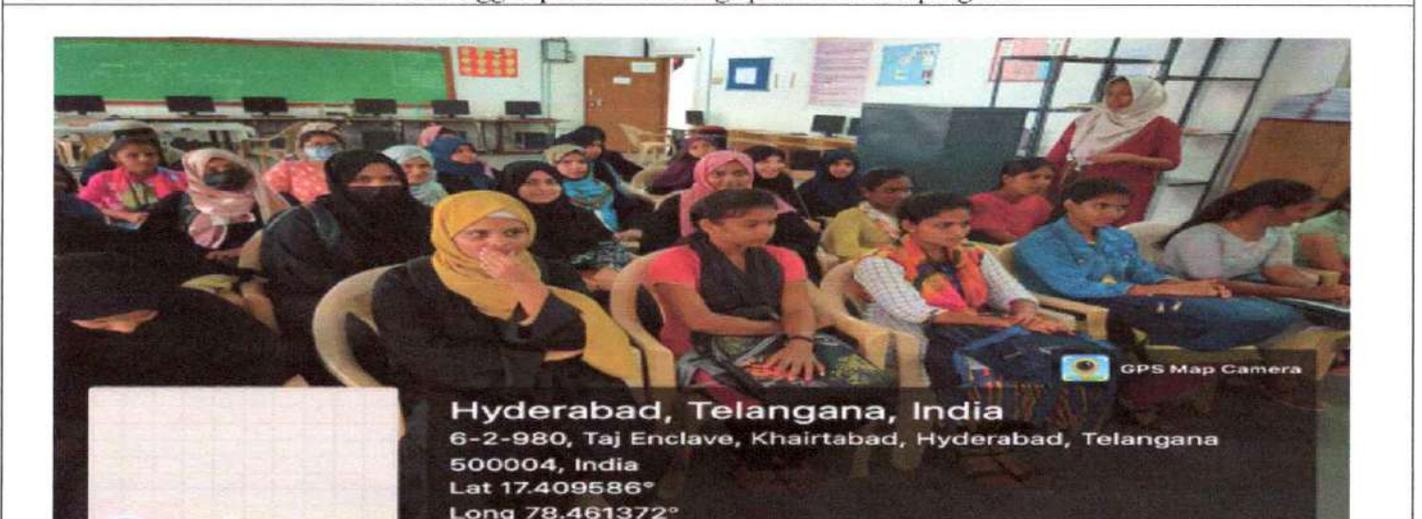
E-mail: [swcet15@yahoo.com](mailto:swcet15@yahoo.com)

Date: 24/01/22

Glance of Soft Skills training Program for the A.Y. 2021-22:



Geo tagged photo indicating speakers of the program



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

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