



Dattakala Shikshan Sanstha's

DATTAKALA GROUP OF INSTITUTIONS

| NAAC Accredited & ISO Certified |

Approved by AICTE - New Delhi, DTE - Mumbai, Recognized by Govt. of Maharashtra

Affiliated to Savitribai Phule Pune University, Pune and M.S.B.T.E., Mumbai

| DTE Code: 6628 | MSBTE Code: 1712 | AICTE ID: 1-5986711 | AISHE Code: C-44576 |

Date:15/09/2023

Notice

All the Students and Staff are hereby informed that a Dattakala Group Of Institutions Faculty Of Engineering is Organising the “Soft Skill” On 20/09/2023

All the Students and Staff are requested to be present at 9.00. a.m At Seminar Hall.

Resource Person: Pradeep Paithane

Venue: 1st floor Seminar Hall

Principal



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Date: 21/09/2023

A Report On "Soft Skill"

Dattakala Group Of Institute Faculty Of Engineering is Organising the event Soft Skill on date 20/09/2023 From 9.00 AM onwards.

Name of the Program: Soft Skill

Name of Speaker: Pradeep Paithane

Date: of Conduction: 20/09/2023

Objectives:

How Soft Skill Transform an Individual into a Professional.

Targeted Audience: All students SE to BE.

Venue: DGOIFOE Swami-Chincholi, Seminar Hall.

Time: 9.30 AM onwards.

No. of Participants: 62

1 How Soft Skills Transform an Individual into a Professional

Earlier soft skills were barely given importance over hard and tangible skills. Soft skills are a set of skills that improves and develops our behaviour and personality. It was categorised under stressbuster and motivational sessions. With the passage of time, most of the corporate houses and educational institutions understood the contribution of these skills in an individual's life and society.

According to a renowned job portal site, the most searched key skills by an organisation are innovativeness, social skills, critical thinking and interpersonal communication. The most important reason why soft skills are introduced in any organisation is that they improve interpersonal skills among employees. Interpersonal skills mean the ability to communicate and interact with other employees in the organisation.



Let's read in detail how soft skills can transform an employee into a professional.

- **Grooming:** It means taking care of our appearance and it is considered the most important part of soft skills because how well you take care of yourself determines a lot about your personality. During an interview even before we get a chance to showcase our skills, we have already been judged on the basis of our appearance and clothing. For example, clean, well-ironed clothes with proper shoes during an interview expresses a student interest to work in the organisation. Whereas if the student is not in proper formal attire then they are often considered careless and irresponsible.



- **Anger Management:** Anger is normal human emotional behaviour. Anger management refers to being able to understand our anger and learning the methods to control it rather than shouting and howling, ending up creating a scene. There are different ways in which we can control our anger:

1. To understand if the reason behind the anger is really serious and important. For example, to know the cause of the irritation leading to anger.
2. To learn methods to control anger. For example – breathing techniques, talking to someone, staying busy at work etc.
3. Think before you speak. For example – In anger, we often say something which we regret later, so it is advisable to think before we speak.

- **Mental flexibility** can also be termed adaptability or the way to adjust in any situation. This shows an individual's personality on how confidently they can accept changes.

For example – XYZ hospital introduced new software for the billing process. The billing executives must be open-minded or mentally flexible to learn the new methods quickly and apply them confidently.



- **Resolving Conflict:** It is a way of understanding the problem from its beginning without judging. Resolving problems is very important in soft skill as it helps to maintain peace and decorum in the organisation. It also involves actively listening to everybody's opinion and view before jumping to a conclusion.
For example – A front hospital billing hospital made an error in the final bill of the patient. When the patient came to know he started shouting at the executive for the mistake. At that time the executive handled the situation by calming down the patient by apologizing for the error on behalf of the team and rectified the mistake.
- **Teamwork** – An organisation does not grow alone it needs the contribution of all the employees beginning from planning till execution. The success of any organisation is highly determined by strong teamwork among employees.
For example – An operation of a patient is always carried out with a team of doctors, nurses and with assistants. When everyone performs their task properly the work is smoothly carried out.
- **Leadership** – It refers to taking initiative for taking responsibility and respecting every team member's opinion and ideas. A leader always has clarity of thought on how to move ahead in work and helps to bring out the full potential in the employees without being bossy or underestimating team member's capability or skill.
For example – A director of the hospital taking care of different departments by listening to their employee's concerns and suggestions.

A productive environment in an organisation reflects effective communication channels or medium used among employees which refers to effective speaking. By effective communication, we understand adapting a set of skills in order to create better understanding and by answering all the W's and H questions (what, when, why, whom and how).



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Date: -20/09/2023

ATTENDANCE SHEET

Event Topic :- “Soft Skill”

Speaker Name :- Pradeep Paithane

Sr. No	Name of Student
1	AKADE RUTUJA SANJAY
2	BHISE KAJAL RAJENDRA
3	BHUMKAR VISHAL DNYANDEV
4	BORULE SHRIDHAR DATTATRYA
5	CHAVAN SHRUTI SANTOSH
6	CHAWEL NIKITA SANTOSH
7	CHENDAKE DATTATRAY LIMBANNA
8	CHHALLARE OM SACHIN
9	CHINTOLE VISHAKHA GANGADHAR
10	DESHMUKH GAURI VINOD
11	DHAGE DIGAMBAR DARYAPPA
12	DUDHAL HARSH RAVINDRA
13	GADE ROHIT RAMA
14	GADHE PRIYANKA SHANKAR
15	GAIKWAD ATISH ANIL
16	GAIKWAD YOGESH SHANKAR
17	GAWADE PRAPTI KAILAS
18	GHORPADE VAIBHAVI DHANAJI
19	HADAWALE DATTATRAY TUKARAM
20	HARNAWAL SAKSHI ADINATH
21	HULGE RESHMA KASHINATH
22	JADHAV RAJSHREE MARUTI
23	JADHAV SANDESH TARACHAND



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24	JADHAV SURAJ TATYABA
25	CHAITANYA RAJESH BHOSALE
26	CHOPADE PRANALI BALKRISNA
27	CHORMALE NIKITA BABAN
28	EDHATE POONAM NITIN
29	GHOLAP RUSHIKESH BHAUSAHEB
30	GONDE NEHA SIDDHAREDDI
31	HOLE MANOJ CHANGDEV
32	ITAHPE ADITYA YUVRAJ
33	JADHAV GANESH MOTIRAM
34	
35	JAGTAP RADHIKA SURYAKANT
36	KALE PRATHMESH PRAKASH
37	KALE SHUBHAM RAHUL
38	KHEDKAR VISHWJEET ADINATH
39	LOHKARE DHANASHRI SAKHARAM
40	LONDHE PRAGATI SURESH
41	MANE RAHUL SUBHASH
42	MHASKE PRAGATI SAMBHAJI
43	SALUNKE SHRUTIKA NILKANTH
44	SATAV DIVYA TANAJI
45	SAWANT DIPALI BHAGWAT
46	SHAIKH ALI IMRAN
47	SHINDE PRATIKSHA PRATAP
48	SHITOLE SWAPNIL EKNATH
49	JADHAV OMKAR NARSINGRAO
50	KADAM JAYDUTT AMARNATH
51	KALANGE PRADNYA BABAN
52	KHAN AMAN SHERJADA
53	KOMAL LAXMAN SINGH
54	MAVALE SUYASH AJIT



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55	MORE ANKITA KISHOR
56	MANDHAVE SUYOG SUDHAKAR
57	NIKAM LOKESH SUBHASH
58	OMKAR SHIRISH JOSHI
59	PATIL PRIYANKA MANOHAR
60	PHALLE SUPRIYA HIRACHAND
61	POPALBHAT AMOL LAXMAN
62	PRANAV RAMESH DHANDAR