Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF MANAGEMENT
((Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC)
S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041

Sinhgad Institutes

STUDENT SKILLS TRAINING AND TRANSFORMATION PROGRAM (STP) FOR SINHGAD MANAGEMENT INSTITUTES (2021-2022)

MBA I: SEMESTER I

The STP focuses on the practical orientation of the students toward enhancing their communication skills. It will also focus on the necessary skills/etiquette expected from an MBA student to get through the interview and sustain in the corporate environment.

Course Outcomes: On successful Completion of the course the learner will be able to:

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	Remembering	Exhibit memory of learned material by recalling basic concepts.
2	Understanding	Demonstrate understanding of basic concepts by organizing, comparing, and interpreting given descriptions & stating main ideas.
3	Applying	Able to solve problems by applying acquired knowledge.
4	Analyzing	Examine acquired knowledge/concepts to draw inferences and evidence.
5	Evaluating	Successfully present and defend opinions by making judgments about the information validity of ideas.
6	Creating	Compile information together in a different way

		by combining concepts in a new pattern or proposing alternative solutions.

SYLLABUS (SEMESTER I)

1. **Reading Skills**   (6 Lectures + 1 Test)

     a. Reading Comprehension, Pronunciation, and Essential English Vocabulary,

2. **Speaking Skills**   (8 Lectures + 1 Test)

     a. An elevator pitch, Self Introduction, Basics of GD, Speech, Voice Modulation, and Answer framing to basic interview questions.

     b. Fundamentals of effective speaking, Jargon, short talks, impromptu speaking, and introducing others.

3. **Writing Skills**   (6 Lectures + 1 Test)

     a. Introduction to different Written Communication skills, Greetings, sentence framing, forbidden words, Presentation Skills, and Book/Movie Review.

4. **General Awareness**   (10 Lectures + 1 Test)

     a. General Awareness (Test Based): India & Other Countries, Sports, Awards, Books, Important Days, First in India/World (Male And Female), Eminent organizations and their headquarters.

5. **General Aptitude**   (10 Lectures + 1 Test)

     a. Coding-Decoding, missing number series, What will come next?, Floor Puzzle, Sitting arrangement.

     b. Percentage, Profit & Loss, Simple & Compound Interest, Time Speed & Distance, Data Interpretation,

OUTCOMES OF THIS COURSE (SEMESTER I):

1. To provide students with *Effective Communication Skills* to improve their confidence.

2. To enhance the *Listening Skills* of the students.

3. Improve the *Problem-Solving Skills* of the students.

4. To induce students with basic *Social Etiquette and Ethics.*

5. To inculcate students' with *Leadership skills and Teamwork.*

STUDENT SKILLS TRAINING AND TRANSFORMATION PROGRAM (STP) FOR SINHGAD MANAGEMENT INSTITUTES

(2021-2021)

MBA I: SEMESTER II

The STP focuses on the practical orientation of the students toward enhancing their communication skills. It will also focus on the necessary skills/etiquette expected from an MBA student to get through the interview and sustain in the corporate environment.

Course Outcomes: On successful Completion of the course the learner will be able to:

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	Remembering	Exhibit memory of learned material by recalling basic concepts.
2	Understanding	Demonstrate understanding of basic concepts by organizing, comparing, interpreting given descriptions & stating main ideas.
3	Applying	Able to solve problems by applying acquired knowledge.
4	Analyzing	Examine acquired knowledge/concepts to draw inferences and evidence.
5	Evaluating	Successfully present and defend opinions by making judgments about the information validity of ideas.
6	Creating	Compile information together in a different way by combining concepts in a new pattern or proposing alternative solutions.

SYLLABUS (SEMESTER II)

1. **Computer Awareness** (10 Lectures + 1 Test)[1]

   a. Computer Functionality, Keyboard shortcuts, and commands, Microsoft Word, Microsoft Powerpoint, Current Trends.

2. **Group Discussion & Personal Interview** (6 Lectures + 1 Test)

   a. Abstract topics, Current Affairs, Debate, Discussion Groups, Important Interview Questions, Mock Interviews, and Current Market Trends.

   b. Situational & Problem-based questions,

3. **Domain Knowledge (Test Based)** (2 Lectures + 3 Tests[2])

   a. In-depth Knowledge about their respective specialization

   b. Marketing, Human Resources, Finance, Operations & Business Analytics.

4. **Test-Based Learning** (6 Lectures + 4 Tests)

   a. Computer Based MCQ Tests to evaluate students' Reading & Writing Skills, Aptitude, Computer, and General Awareness levels.

5. **Mock Test / Interview** (11 Lectures + 2 Tests)

   a. Surprise mock tests and in-class group discussions to evaluate the preparation levels of the students.

Total: 35 Lectures + 10 Tests

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[1] (Number of Lectures + Test)
[2] For each specialization

OUTCOMES OF THIS COURSE (SEMESTER II):

1. To provide students with the *Communication Skills* required for *Group Discussion & Personal Interviews*.
2. To provide students with *Domain Knowledge* to improve their confidence level during *Corporate Interviews*.
3. To provide and enhance the *Analytical Skills* of the students.
4. Improve the *Aptitude Skills* of the students.
5. To make students familiar with *Computer and Presentation Skills*.

Dr. Daniel Penkar
DIRECTOR, SIOM

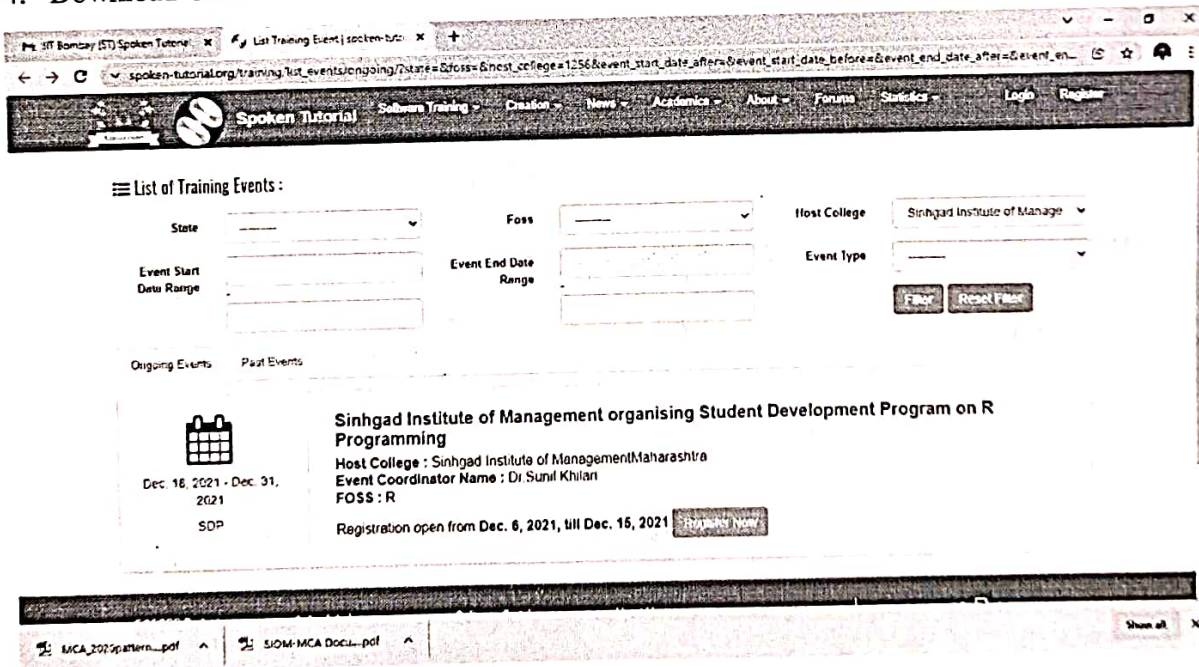**Sinhgad Technical Education Society's**

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7.2: Best Practices

1. SPOKEN TUTORAL –IIT Mumbai –R-Programming(MCA):

Spoken Tutorial is an initiative of MHRD, Govt. of India and a part of National Mission on Education through Information and Communication Technology (NMEICT), developed at IIT-Bombay. It is world's one of the Best MOOCs awarded by Google (Google Award Link: Google award **for being the best interactive MOOCs Feb. 2015)**

This is a platform where students can learn and master on various programming languages and software including C, C++, JAVA. JBA, Python, R-Programming etc. (approx. 45 programming languages and software's are available to learn) without needing any expert teacher.

Steps for Study:

1. Registration.
2. Account Creation
3. Online Exam.
4. Download Certificate.

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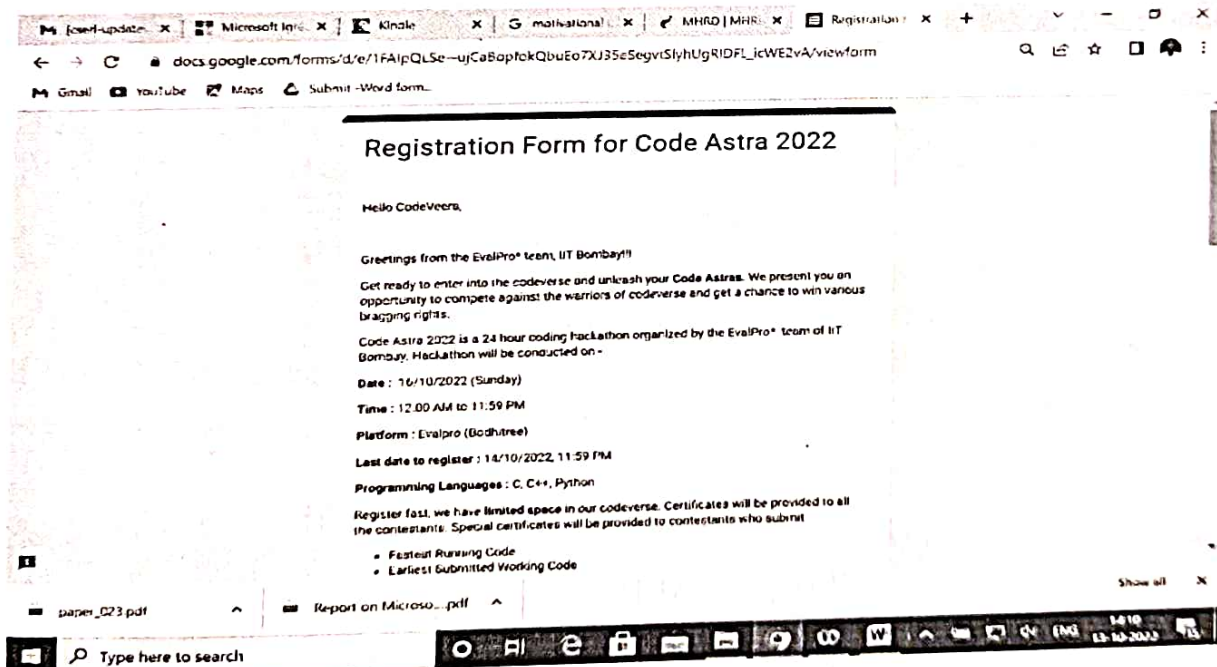
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7.2: Best Practices

2. BodhiTree, an open source platform developed at IIT Bombay

This initiative we have implemented at Sinhgad Institute of Management, Pune. Faculty members and students are suggested to register and use the platform. This has been migrated on www.sinhgad.edu sub domain Bodhi tree

BodhiTree combines the power of MOOCs with a Learning Management System (LMS). Teachers can assemble multimedia books made of chapters which in turn are composed of sections which include interactive videos (interactivity is achieved via periodic pop-up quizzes embedded within the video); auto-graded practice problems; auto-graded/grading-assisted lab exercises; reference material; slides etc. They can source content for this book from different sources, including adding their own content to create a customized book for their students.

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7.2: Best Practices

3. Institution Innovation Council(IIC):

Ministry of Education (MoE), Govt. of India has established 'MoE's Innovation Cell (MIC)' to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are informative years.

MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs)' across selected HEIs. A network of these IICs will be established to promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campuses. Under this initiative sinhgad institute of management has got 3-star rating.

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7.2: Best Practices

4. Ariia Atal Ranking of Institutions on Innovation Achievements:

Atal Ranking of Institutions on Innovation Achievements (ARIIA) is an initiative of Ministry of Education (MoE), Govt. of India to systematically rank all major higher educational institutions and universities in India on indicators related to "Innovation and Entrepreneurship Development" amongst students and faculties.

Innovation could be defined as converting ideas into new or improved products, processes and services. Undoubtedly, Innovation is about taking inventions to marketplace by translating scientific knowledge into products, services and offerings for economic growth and social development. Even, Hon'ble Prime Minister of India has declared decade 2010-20 as the 'Decade of Innovation', to unleash the creative potential of every Indian.