



Sinhgad Institutes

Sinhgad Technical Educational Society's

SINHGAD INSTITUTE OF MANAGEMENT

(Affiliated to Savitribai Phule Pune University, Approved by AICTE & Accredited by National Board of Accreditation, New Delhi)

S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax : (020) 24356592 E-mail : director_siom@sinhgad.edu Website : www.sinhgad.edu

STUDENT SKILLS TRAINING AND TRANSFORMATION PROGRAM
(STTP) FOR SINHGAD MANAGEMENT INSTITUTES
(2022-2023)

MBA I: SEMESTER I

The Student Skills Training and Transformation Program focuses on the practical orientation of the students towards 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:

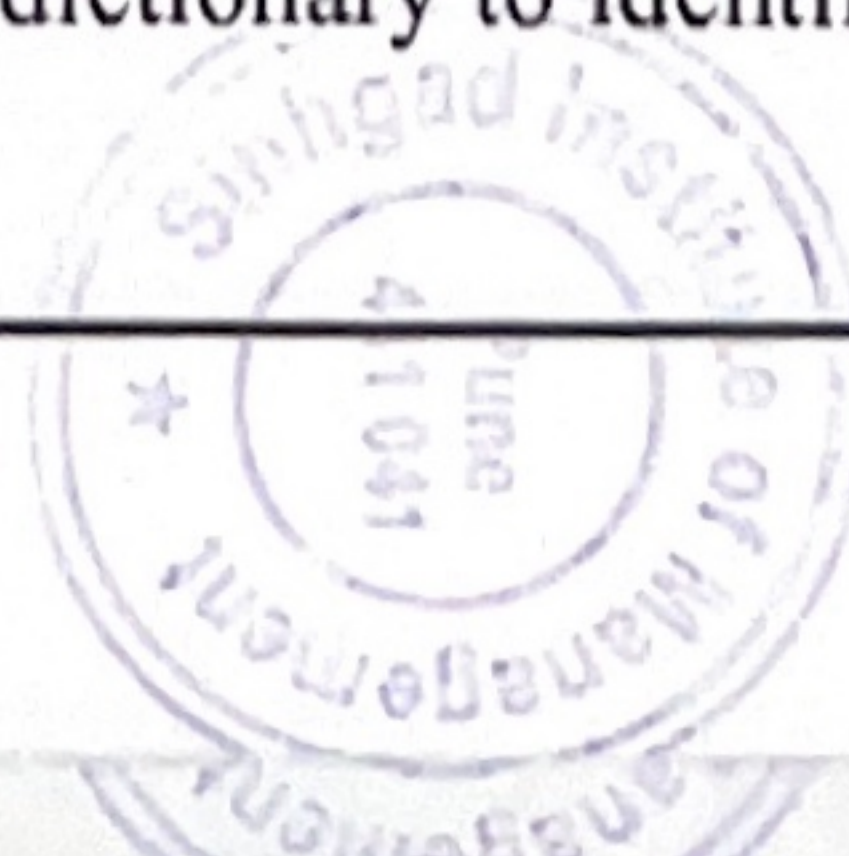
<u>CO#</u>	<u>COGNITIVE ABILITIES</u>	<u>COURSE OUTCOMES</u>
1	Remembering	Exhibit memory of learned material by recalling basic concepts.
2	Understanding	Demonstrate understanding of basic concepts by organizing, comparing, and interpreting given descriptions & stating main ideas.
3	Applying	Able to 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. Listening Skills

(6 Lectures + 1 Test)

- a. Importance, Finding Errors, Summarising what you heard, Pick out the main ideas, listen and spell (use a dictionary to identify the meaning), key details, and inferred meanings from short.





Sinhgad Institutes

Sinhgad Technical Educational Society's

SINHGAD INSTITUTE OF MANAGEMENT

(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by National Board of Accreditation, New Delhi)

S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041

Telefax : (020) 24356592 E-mail : director_siom@sinhgad.edu Website : www.sinhgad.edu

(Involvement of only listening skills).

2. **Reading / Speaking Skills** (8 Lectures + 1 Test)
 - a. Reading Comprehension, pronunciation, Essential English Vocabulary, Elevator pitch, Self-Introduction, Basics of GD, Speech, Voice Modulation, Answer framing to basic interview questions,

3. **Basics of Communication (Speaking & Writing)** (6 Lectures + 1 Test)
 - a. **Verbal:** Fundamentals of effective speaking, Jargon, short talks, impromptu speaking, introducing others.
 - b. **Written:** Introduction to different Written Communication skills, Greetings, sentence framing, forbidden words, Presentation Skills, and Book/Movie Review.

4. **Soft Skills/ Basic Etiquettes & Manners** (10 Lectures + 1 Test)
 - a. Email and messaging etiquettes, Proxemics, Haptics, Body language, Confidence Building, imagining worst-case scenarios, Leadership skills, Dressing, Resume & CV Writing.

5. **Computer-Aided Personal Productivity Enhancing Tools** (10 Lectures + 1 Test)
 - a. Computer Functionality, Keyboard shortcuts, and commands, Microsoft Word, Microsoft Powerpoint, Current Trends.

Total: 40 Lectures + 5 Tests

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 *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*.



Dr. Daniel Penkar
DIRECTOR, SIOM



Sinhgad Institutes

Sinhgad Technical Educational Society's

SINHGAD INSTITUTE OF MANAGEMENT

(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by National Board of Accreditation, New Delhi)

S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax : (020) 24356592 E-mail : director_siom@sinhgad.edu Website : www.sinhgad.edu

**STUDENT SKILLS TRAINING AND TRANSFORMATION PROGRAM
(STTP) FOR SINHGAD MANAGEMENT INSTITUTES
(2022-2023)**

MBA I: SEMESTER II

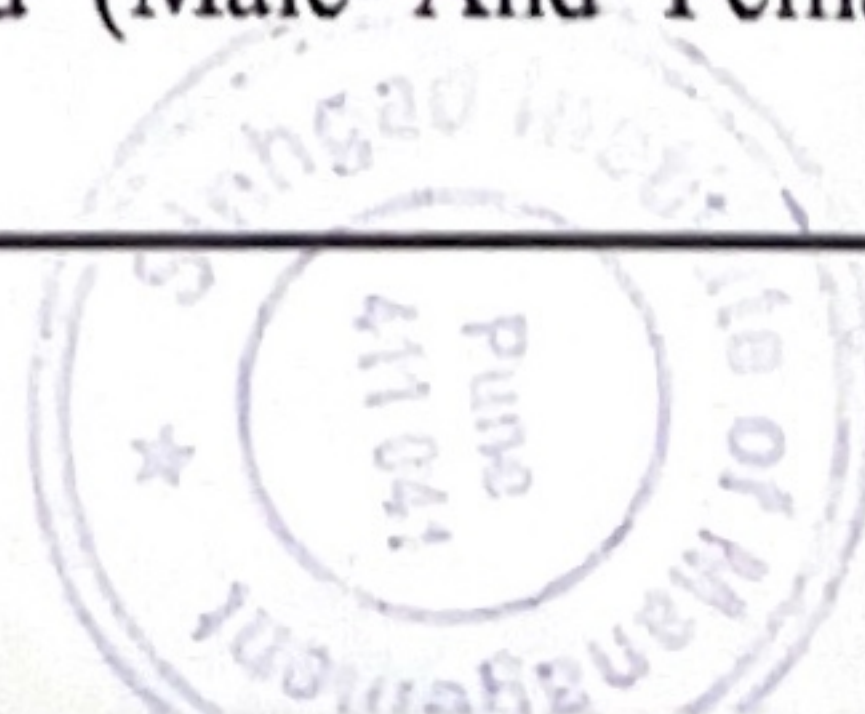
The Student Training Program focuses on the practical orientation of the students towards enhancing their communication skills. It will also focus on the necessary skills/etiquette expected from an MBA student to get through the interview and sustain in the corporate environment.

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

<u>CO#</u>	<u>COGNITIVE ABILITIES</u>	<u>COURSE OUTCOMES</u>
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	Analysing	Examine acquired knowledge/concepts to draw inferences and evidence.
5	Evaluating	Successfully present and defend opinions by making judgments about 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. Interview & Group Discussion Skills** (10 Lectures + 1 Test)
- Abstract topics, Current Affairs, Debate, Discussion Groups, Important Interview Questions, Mock Interviews, and Current Market Trends.
 - General Awareness (Test Based): India & Other Countries, Sports, Awards, Books, Important Days, First in India/World (Male And Female), Eminent organizations and their headquarters.





Sinhgad Institutes

Sinhgad Technical Educational Society's

SINHGAD INSTITUTE OF MANAGEMENT

(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by National Board of Accreditation, New Delhi)

S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041

Telefax : (020) 24356592 E-mail : director_siom@sinhgad.edu Website : www.sinhgad.edu

2. **Analytical & Creative Skills** (6 Lectures + 1 Test)
 - a. Situational and problem-based questions,
 - b. Caselets/Cases: General & Specialisation based

3. **General & Advanced Aptitude** (6 Lectures + 4 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,

4. **Domain Knowledge (Test Based)** (2 Lectures + 2 Tests)
 - a. In-depth Knowledge about their respective specialization
 - b. Marketing, Human Resources, Finance, Operations & Business Analytics.

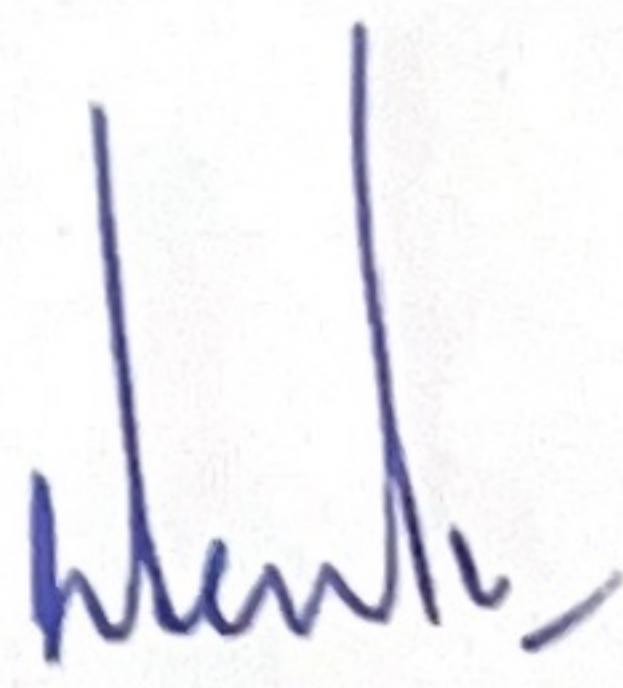
5. **Computer Aided Personal Productivity**
Enhancing Tool (11 Lectures + 2 Tests)
 - a. Advanced Excel, Power BI.

Total: 35 Lectures + 10 Tests

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 level of confidence 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 Institutes

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
Telefax : (020) 24356592 E-mail : director_siom@sinhgad.edu Website : www.sinhgad.edu

Date: 12/01/2023

TOPIC PRESENTATION

In this activity students will be asked collect information on their favorite topic through news or internet articles. Later they have to come in front and present the topic they have prepared on for about 5 minutes.

STEPS:

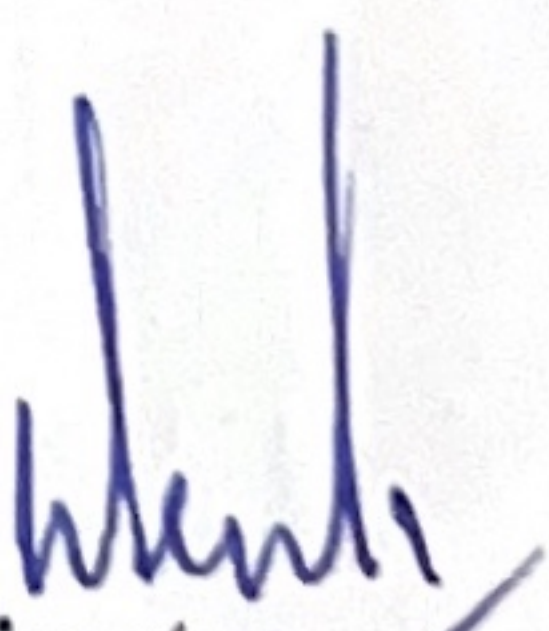
1. It is an individual activity.
2. Student have to collect the information about their favorite topic through news articles, internet or magazines.
3. They will be preparing the topic and present it in front of the class for at least 5 minutes.
4. Faculties will evaluate the student and give feedback. (The feedback will be based on the comparison between their previous participation & the presentation they gave during this session)
5. Please make sure to appreciate the efforts the student has put to come in front and present.

Please Note: Each student should be encouraged to come forward and participate.

SKILLS FOCUSED:

1. Vocabulary Building
2. Confidence Building
3. Importance of Domain Knowledge
4. Comprehension Skills
5. Presentation Skills
6. Creative Skills




Director
Dr. Daniel Penkar

Date: 11/01/2023

GENERAL READING

In this activity students will be given a story or a newspaper/ magazine article and they have to read it aloud and interpret the meaning of it to the class in their own words.

STEPS:


1. It is an individual activity.
2. One student at a time will be asked to come in front of the class read aloud the article given to him/her
3. After reading they have to explain the meaning of it to the entire class.

Please Note: Each student should be encouraged to come forward and participate.

SKILLS FOCUSED:

1. Vocabulary Building
2. Confidence Building
3. Comprehension Skills
4. Presentation Skills
5. Recall Ability




Director
Dr. Daniel Penkar

Date: 11/02/2023

EXTEMPORE

In this activity students will be asked to come in front and speak on their favorite topic for about 2 minutes/10 lines.

STEPS:


1. It is an individual activity
2. One student at a time will be asked to come in front of the class and speak on the topic of his/her liking.
3. He/She should speak for at least 2 minutes or 10 lines on that topic.
4. Faculties will evaluate the student and give feedback. (Please make sure to appreciate the efforts the student has put to come in front and speak)

Please Note: Each student should be encouraged to come forward and participate.

(Ask students to prepare a topic of their liking for the next class to present in the same manner. The topic can be different or same used for the above activity)

SKILLS FOCUSED:

1. Confidence Building
2. Comprehension Skills
3. Vocabulary Building
4. Recall Ability
5. Creative Skills



Director
Dr. Daniel Penkar



Sinhgad Institutes

Sinhgad Technical Education Society's

SINHGAD INSTITUTE OF MANAGEMENT

(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by National Assessment and Accreditation Council (NAAC))

S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041

Telefax : (020) 24356592 E-mail : director_siom@sinhgad.edu Website : www.sinhgad.edu

7.2: Best Practices:

1. Educational ERP: BitSmith Classroom App

BitSmith classroom App providing Educational ERP Facility like student tracking and progress monitoring feature, available within our all-in-one platform. With this powerful tool, colleges can efficiently track student records and monitor their progress in real-time, empowering educators to provide personalized support and enhance student success.

BitSmith Classroom App orientation program for all students. According to following modules are being implemented in phase-wise

- Attendance
- Assignments
- Materials
- Results
- Leave Management
- Notices
- Staff Feedback
- Student & Staff Profiler
- Reporting & Documentation

A committee is formed for monitoring the application, which is being led by Dr. Chandrani Singh Ma'am, Director, SIOM-MCA.

Educational ERP- BitSmith Classroom App: Training Session for Students:



Training Session: Students MCA-I

