



Hirwal Education Trust's
College of Computer Science and Information Technology,
Mahad-Raigad
(Affiliated to Mumbai University)

Report of Enhancing Employability Skill Development by Placement Cell

Motto: To develop skill and make students employable.

Objective:

- To build self-esteem.
- To enable students to gain confidence in stating their opinions in English.
- Providing an opportunity for students to think 'out of the box', open up and express their thoughts and views.
- To assess students confidence, communication & presentation skills in groups.
- To create awareness among the students towards financial literacy.
- To prepare students for a formal group discussion during the interview process.
- To give students the Basic tips on interview skills & to generate resume.
- To prepare students for grooming and hygiene.
- To prepare the students for social manners and corporate etiquettes.
- To develop presentation skill with body language.
- To specially make students sensitive to women.
- To help students realize the value of time and the importance of time management.
- To remind students of positive values that they have learnt to inculcate respect for humankind.
- To enhance students' listening skills and to motivate them by listening to success stories.
- To help students learn how to write effective E-mails and guide them about the e-mail etiquettes.
- To awaken students to the importance and joy of being compassionate.
- To help students learn how to prepare a good PPT and to present it effectively & to use Google efficiently.

Report:-

- Employability Enhancement schedule was organized at college building by Mahindra Pride Classroom and Naandi Foundation for twenty days. Every day there was a 2Hrs Session.
- Mr. Manik Mestry and Mr. Abhijeet Negi were the two resource persons from Mahindra Pride Classroom and Naandi Foundation.
- On First day 16/07/2018 from 11.00 am the session started and was regarding **“Identification of Yourself also Uniqueness”**. Following points were discussed :
 - How to introduce yourself?
 - How to present yourself?
 - How should be our body language on respected dais?
 - How to give any positive complement to someone, like beautiful, friendly, clever?
 - Why we think about our mistake? Why we don't think about our achievement?
 - Always think positive.
 - How to identify ourselves as unique?
- On 17/07/2018 at 09:00 am session started regarding **“Body Language, Social Manners”**. The following points were covered:
 - Always give some greeting when you meet to someone or friend or respected person.
 - Always give positive complement from your bottom of heart.
 - How shake hands with proper manners to peoples?
 - When you present yourself in some techniques should be consider - Presentation eye contact
-Your body posture, gesture, volume, tone of voice, intonation, cloth & smile.
 - Some video regarding comparison between two countries.
- On 18/07/2018 at 09:00 am session started and was regarding **“Building Confidence in Students”**. Following points were included:
 - Social Manners –
-How you react when guest come our home?
-How you take care about your relationship or family members?
-How you act on public places such as bus stop, offices, and colleges?
-Our responsibility about social awareness.
 - Keep yourself gentleman or decent look.
 - How to maintain personal hygiene as well as public places hygiene?
- On 19/07/2018 at 09:00 am session started regarding **“Guided small talks in English”**. Discussion was on the following points:
 - Choose your favourite topic and share your thought and memories.
 - Courage is most important part in our life.
 - Student choose topic related to memories, school life, college life, first day of college, and social ethics for speech in English.
 - Students learn tone and intonation to express emotions.
 - Students learn to state an opinion; they also learnt how to agree or disagree.
- After that trainers gave feedback to students about their body language.

- On 20/07/2018 at 09:00 am session started regarding **“Values and Behaviour”**. Following points were handled:



- Lecture regarding Values and Behaviour.
 - Students were made to realize that they can imbibe values from their parents, teachers and elders.
 - Humans are same but our behaviour and values are distinguished with each other.
 - Values and behaviour are dependent with each other.
 - Students become aware that we are all equal and need to respect other human beings, whatever their race or colour.
- On 21/07/2018 at 09:00 am session started regarding **“Gender Sensitization”**. The following points were discussed:
 - Students should become aware of good feelings & unpleasant feelings in the context of others behaviour.
 - How to respect women?
 - How to treat others especially women?
 - On 23/07/2018 at 09:00 am session started regarding **“Time Management”**. The points covered were:
 - Students must realize that time is precious and that they should make the most effective use of it, not waste it.
 - Students learnt how to prioritise their time.
 - They were taught a time management method called **“THE PROMODORO METHOD”**. Which is used in Italy.
 - On 24/07/2018 at 09:00 am session started regarding **“Yes, We Can!”**. The following points were stressed upon:



- To clear concept of failures in life.
 - How to face failure? With some successful stories by giving examples such as Bill Gate , Dr. A.P.J. Abdul Kalam , Ex. President of USA Obama, Mr.Sundar Pichhai, Mr. Narayan Murthy etc.
 - Boost them means, WE CAN Do! Attitude.
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- On 25/07/2018 at 09:00 am session started regarding “**Point of View**”. The points covered were:
 - Don’t judge anyone.
 - Don’t misguide to other.
 - Don’t viral negative thoughts through social media or any other media.
 - Don’t give any wrong judgement to anyone.They were shown one to four pictures and asked point of view from all students and taken opinion.
 - On 26/07/2018 at 09:00 am session started regarding “**Point of View**”. The following points were discussed:



- Always face for every situation because, if there is no mistake then there is no experience.
 - What is your views?
e.g If this is '6' , it can be a '9' from opposite side.
 - Control your anger.
 - Formula's for control our anger.
- On 27/07/2018 at 09:00 am session started regarding **“Process of Presentation”**. The discussion was on the following points:
 - Opening.
 - Self-Introduction.
 - Topic Introduction
 - Main Lesson.
 - Closing
 - On 28/07/2018 at 09:00 am session started regarding **“Video Learning”**. The following points were handled:
 - First Video - You can also learn from Advertisement.
 - Second Video – Joy of Sharing.
 - Third Video – Skit Preparation.
 - Fourth Video – Women Respect.
 - Fifth Video – Our body Language.
 - On 30/07/2018 at 09:00 am session started regarding **“Financial Literacy”**. The session included:
 - Basic knowledge about bank.
 - How to work Bank?
 - Services Provided by Bank.
 - How to create account in a bank? Types of banks.
 - Types of Cheques. How Cheque bounce? Which is a secured Cheque?
 - Basic information about ATM.
 - How to utilize our payment or priorities
 - On 31/07/2018 at 09:00 am session started regarding **“SWOT Analysis”**. The points discussed included:

- Always learn from people, meet different people, prove yourself.
 - Break your comfort zone.
 - Find happiness from learning & searching new things.
 - You are like sugarcane, develop your attitude like sugarcane juice.
 - Always be multitasking.
 - Present yourself with confidence, don't lose your confidence.
 - Change is good, some students changed their gesture & body language.
- On 01/08/2018 at 09:00 am session started regarding “**Group Discussion**”. The points of discussion were:



- A Debate on “Vanshacha **Divya ki Panti**”.
 - Made pair of students they presented topic.
 - Ethics used in GD.
 - Feedback given to students.
- On 02/08/2018 at 09:00 am session started regarding “**Interview & Resume Writing**”. The students were introduced to:
 - How to write resume.
 - How to present yourself in interview.
 - What questions are important in interview?
 - What do you want to job at company?
 - On 03/08/2018 at 09:00 am session started regarding “**How to create Presentation**”. The following points were discussed:
 - Tips to create PPT.
 - PPT should have 15-20 enough slides.
 - Add as much images in ppt.
 - Add custom animation to each slide.
 - Remember your colour skin should be correct.
 - On 04/08/2018 at 09:00 am session started regarding “**Email Process**”. The students learnt:

- How to create Email-Id?
 - What are the parts in E-Mail?
 - How to write subject?
 - How to Draft Mail?
 - What is CC, BCC?
- On 06/08/2018 at 09:00 am session started regarding “**Interview**”. Then following points were included in the session:
 - How to find interview schedule?
 - How to apply for Interview?
 - How to prepare for interview?
 - On 07/08/2018 at 09:00 am session started regarding “**Mock Interviews**”. The following things were taught:
 - Simulation of an actual job interview.
 - Receive feedback and tips on improving your interviewing skills.
 - Collect Information of company profiles.

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I/c Principal



Certified By

