



**SANT GADGE BABA AMRAVATI UNIVERSITY**  
**STUDENTS' DEVELOPMENT DEPARTMENT**

**Soft Skill Development Scheme**

Whereas, under the provision of power and duty in Section 5(47) (j) in Maharashtra University Act 2016 to achieve the objectives of university include if possible to organize for the improvement of cultural, economic and social any etc program, service or project.

And

Whereas, university education is not only limited to provide education, teaching and research, but to create a cultural citizen for social use is one of the objectives of university.

And

Whereas, overall development of student's personality shall not be with only bookish or intellectual education. Albeit the real improvement of personality has been on the balance of body, mind, intellectual and soul. After discussing all these things students taking higher education shall develop soft skill with conversation, interview skills, group discussion, introduction, letter writing, presentation, time management, goal setting, motivation, character, ethics and moral etc with these objectives by starting Soft Skill Development Scheme shall help the students directly.

And

Whereas, if such scheme introduced by university, it shall use for the available opportunities of employability to students of university and affiliated colleges of university as well as living as a competent citizen in the society

And

Whereas, student development department meeting under the provision in Section 56(1) (d) in Maharashtra University Act 2016 dated on 16.07.2019 has permitted to prepare the format of scheme. The sub-committee under this provision has prepared following format rules

1.	The proposal for organizing Soft Skill Development Scheme from affiliated colleges will call by Students Development Department every year after the commencement of academic year.	
2.	It shall inform about the organization of Soft Skill Development Scheme to related colleges after the sanctioned of received proposal for organization by Hon. Vice-Chancellor	
3.	Name of Scheme	The name of the Scheme shall be Soft Skill Development Scheme
4.	Scope	Workplace shall be all affiliated colleges of University.
5.	Students	Participant Students shall be of learning in final year in this scheme.
6.	Number of participants	Total number of participant students in this scheme shall be 40 to 50 only. In an exceptional case total 25 students shall be participated

7.	Total Sessions & Duration of organization	The programmes under this scheme shall be of (4) four days. There shall be 10 Sessions. Every session shall be of 1 hour and 30 Minutes.
8.	Trainer	Teachers trained under the training of HRDC, (Train the Trainer) SGBAU, Amravati shall be trainer of these workshop.
9.	Expenses of Workshop	The expenses of these organized workshops shall be in budget of Students Development Departments under the Title iv) Students Council Activities Fund, of subtitle c) Soft Skill, in subtitle i) soft Skill/ training programme. The university shall bear the expenses of only honorarium of trainers and certificates.
10.	honorarium of trainers	Trainers shall be given per session Rs. 500/- (Rs. Five Hundred only) for total 10 sessions Rs. 5000/- (Rs. Five Thousand) as an honorarium.
11.	Certificate	The University shall provide the printed certificate to participant's students in the workshop.
12.	Timetable	The following 10 sessions timetable and syllabus of workshop
13.	Feedback	It is compulsory to fill the feedback format provided by university from all the participants students about the workshop organization.
14.	Report	The college/Institute shall submit report and photos about the organization of workshop in the format provided by university as well as brief report of Feedback format by all participant students provided by university.
15.	Clearing of Expenses	It is compulsory to submit total payable expenses of workshop to the office of Director, Student Development Sant Gadge Baba Amravati University, Amravati after organization of workshop along with report. The clearing shall be by university only after related colleges submitted Payable expenses.

### Syllabus for Soft Skill Development Workshop

Sessions	Time	Subject
<b>Session – 1</b>		<b>Motivation</b>
	15 Min.	A) Importance of Motivation
	30 Min.	B) Internal & External Motivation
	20 Min.	C) Self Talk
	25 Min.	D) Growth Mindset
<b>Session – 2</b>		<b>Goal Setting</b>
	15 Min.	A) Dreams of Goals
	15 Min.	B) Setting Goals
	30 Min.	C) Types of Goals ( Short term, Long term, Life time )

	30 Min.	D) Case Study
<b>Session – 3</b>		<b>Verbal Communication</b>
	10 Min.	A) Listening, Watching, Speaking
	10 Min.	B) Win – Win – Win situation
	15 Min.	C) Emphatic Communication
	25 Min.	D) Preparation of Speech
	15 Min.	E) Public Speaking
	15 Min.	F) Current affairs in speech
<b>Session – 4</b>		<b>Non Verbal Communication</b>
	30 Min.	A) Science of body Language
	15 Min.	B) First Impression
	15 Min.	C) Reading Face & Eyes
<b>Session – 5</b>	30 Min.	D) Cross cultural body Language
		<b>Presentation Skills</b>
	10 Min.	A) Grooming as a speaker
	15 Min.	B) Classify of words, thoughts & ideas
	15 Min.	C) Manners
	20 Min.	D) Speed, Audibility & Voice modulation
<b>Session – 6</b>	15 Min.	E) Audience Handling
	15 Min.	F) Grooming as a speaker
		<b>Time Management</b>
	15 Min.	A) Time as a Resource
<b>Session – 7</b>	30 Min.	B) Identification of Time wasting
	15 Min.	C) Providing work to be done
	30 Min.	D) To do list & check list
		<b>Group Discussion</b>
	10 Min.	A) Meaning of GD
<b>Session – 8</b>	10 Min.	B) Types of GD
	10 Min.	C) Process & Treats of GD
	15 Min.	D) Do's & Don'ts
	45 Min.	E) Suggestive latest topics & mock GD on any one topic
		<b>Resume Writing</b>
<b>Session – 9</b>	15 Min.	A) Functions of Resume
	10 Min.	B) Types of Resume
	50 Min.	C) Formats & section headings
	15 Min.	D) Sample Resume course specific
<b>Session – 10</b>		<b>Interview Skills</b>
	15 Min.	A) Intent/ Objectives
	20 Min.	B) Types of Interviews
	15 Min.	C) Structure of interviews
<b>Session – 10</b>	40 Min.	D) Do's & Don'ts of Interview
		<b>Character, Ethics &amp; Moral</b>
	30 Min.	A) Character - Meaning, Development, Philosophy
	30 Min.	B) Ethics - Meaning, Development, Philosophy
	30 Min.	C) Moral - Meaning, Development, Philosophy



**SANT GADGE BABA AMRAVATI UNIVERSITY**  
**STUDENTS' DEVELOPMENT DEPARTMENT**  
**FEEDBACK OF STUDENT PARTICIPANT UNDER THIS SCHEME**

(Fill the following information by students himself/ herself)

Date:     /     /20

Organizer College/ Institute Name	
Name of Workshop/Scheme/project	

1.	Name and Address of Student											
2.	Mobile number of Student	<table border="1" style="width: 100%;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
3.	Name of College/Institution											
4.	Faculty /class											

.....  
Tick ( √ ) in the following columns

1.	Usefulness of such project in students development	Best	Good	Satisfactory	Worst
2.	was the duration of such project sufficient?	YES		NO	
3.	Was the planning of such project proper?	YES		NO	
4.	Your opinion about available trainer of such project	Best	Good	Satisfactory	Worst

Sign of Student

Student Development Officer  
Signature with stamp



**SANT GADGE BABA AMRAVATI UNIVERSITY**  
**STUDENTS' DEVELOPMENT DEPARTMENT**

**Brief Report of College**

(Fill the following information as per the students' feedback)

Date:        /        /20

1	Organizer College/ Institute Name	: .....
2	Name Hon. Principal / Director	: .....
3	Name of Student Development Officer	: .....
4	Name of Workshop/Scheme/Proje ct	: .....
5	Duration of Workshop/Scheme/Proje ct	: Date                      To Date
6	Total Number of participant students	: Boys                      Girls                      Total

**7. Information of the Trainers**

Sr. no.	Name of Trainers	College/Address	Mobile No.	Email Id	Total Conducted Session

(Write total numbers as per students' feedback in the following columns)

1.	Usefulness of such project in students development	Best	Good	Satisfactory	worst
2.	was the duration of such project sufficient?	YES		NO	
3.	Was the planning of such project proper?	YES		NO	
4.	Your opinion about available trainer of such project	Best	Good	Satisfactory	worst

Student Development Officer

Principal

Signature with stamp

Signature with stamp



**SANT GADGE BABA**

**AMRAVATI UNIVERSITY**

**STUDENTS' DEVELOPMENT**

**SOFT SKILL DEVELOPMENT WORKSHOP 20 - 20**

**Certificate of Participation**

This is to certify that Mr./Ms. ----- of -----  
----- Class ----- has actively participated in  
Four Days **“Soft Skill Development Workshop”** jointly organized by The Students’  
Development, Sant Gadge Baba Amravati University, Amravati and (College Name) -----  
----- from ----- to ----- at

Student Development  
Officer/ Program Convener

Principal

Director,  
Students Development,  
Sant Gadge Baba Amravati University



**SANT GADGE BABA**

**AMRAVATI UNIVERSITY**

**R E C E I P T**

Received Rs \_\_\_\_\_ (In Words \_\_\_\_\_ )  
from the Registrar, Sant Gadge Baba Amravati University, Amravati towards the payment of  
Honarium Charges to attend "Soft Skill Development Workshop" as a Trainer from  
\_\_\_\_\_ to \_\_\_\_\_, Total Session \_\_\_\_\_ as per the rate Rs. 500/- per session.

Place :

Dated :

Signature :

Name :