



**Sanjay Ghodawat University, Kolhapur**

Established as a State Private University under Govt. of Maharashtra Act No. XL dated 3rd May 2017

*Empowering Lives Globally*

<b>Soft Skill Training Module for Third year Engineering</b>		
<b>Sr No</b>	<b>Content</b>	<b>Duration/Hours</b>
1	Student Profiling	2
2	Grooming, Posture & Body Language (Non verbal communication)	2
4	Listening Skills	1
5	Time Management	1
6	Stress Management	1
7	Presentation Skills	2
8	Oral Communication	2
9	Paragraph writing + Shrot Essay writing + Descriptive + Narrative	2
10	Resume Building lecture	2
11	GD Lecture	2
12	GD Exercise	2
13	PI lecture: technical + HR	3
14	PI Group-Exercise	4
15	ESSAY WRITING (email writing )	3
16	Dressing & Grooming	1
	<b>Total</b>	<b>30</b>