

Vishnu Waman Thakur Charitable Trust's
**Bhaskar Waman Thakur College of Science,
Yashvant Keshav Patil College of Commerce,
Vidhya Dayanand Patil College of Arts,**
(VIVA College)



**Soft Skills
Development
(CC-SSD)**



Shri Vishnu Waman Thakur Charitable Trust's **BHASKAR WAMAN THAKUR**
COLLEGE OF SCIENCE YASHVANT KESHAV PATIL COLLEGE OF COMMERCE
VIDHYA DAYANAND PATIL COLLEGE OF ARTS
(VIVA COLLEGE)
NAAC ACCREDITED - 'B' GRADE, (CGPA 2.69)

**Department of Commerce in Association with
IQAC Organizes**

ADD-ON COURSE ON SOFT SKILL DEVELOPMENT

DATE: 24TH DECEMBER 2021 TO 1ST FEBRUARY 2022

**Interested students should
contact Prof. Padmaja Joshi
Contact No. 9970469464**

**Principal
Dr. A.P.Pandey**

**Vice-Principal & IQAC
Coordinator
Dr. Deepa Verma**

**HOD Dept. of Commerce
Dr. Rakhee Oza**

**Vice Principal
Mrs. Prajakta
Paranjape**



Late Shri. Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science
Yashvant Keshav Patil College of Commerce
Vidhya Dayanand Patil College of Arts
(VIVA College)

(Affiliated to University of Mumbai)

(NAAC ACCREDITED-'B' Grade, CGPA 2.69)

SOFT SKILLS DEVELOPMENT VALUE ADDED CERTIFICATE COURSE (SSD)

2021-2022

Sr.no	Particulars	
1.	Name of the Program and Course Code	Name Certificate course on SOFT SKILLS DEVELOPMENT (Basic) Code- COMPSY 01
2.	Duration	Minimum 30 Hours
3.	Curriculum / Syllabus copy of the course	1) Communication skills a. SOP b. Resume c. Report writing and Format of research paper d. Notice agenda e. Memo f. Email etiquettes 2) Presentation skills a. Public speaking b. Speaking barriers c. Group discussion d. Presentation techniques 3) Interpersonal skills a. self-confidence b. positive attitude c. Time skills d. Team player e. accept Feed back f. Work Ethic g. Problem-Solving 4) Intra-personal skills a. Self-concept b. Emotional intelligence c. Positive thinking

