



**Goa University**  
**Career Counselling Cell,**  
**Directorate of Student Placement and Alumni Relations (DSPAR)**  
**A Report on**  
**Soft Skills Development Training Programme**

<b>1. Title of the Event/Activity/program</b>	Soft Skills Development Training Programme
<b>2. Date and Time</b>	21 <sup>st</sup> to 22 <sup>nd</sup> Dec., 2023 from 9.30 am to 5.00 pm.
<b>3. Mode of conduct (Physical/Online)</b>	Offline
<b>4. School/ Directorate/ Section</b>	Career Counselling Cell Directorate of Student Placement and Alumni Relations (DSPAR), Goa University
<b>5. Collaborating Agency/School/Directorate</b>	Rubicon Skill Development Pvt. Ltd
<b>6. Detail of the Resource Persons (Brief biodata)</b>	<p><b>1. Dr. Sumitra Chavan</b> A PhD in Commerce and Management, having three Masters to her credit Sumitra Chavan has imparted training to students of diverse fields across the country. She has ten years of experience in the corporate sector.</p> <p><b>2. Zakir Hussain Dharwad</b> Zakir Hussain having worked for 13 years at a multinational company has 17 years of overall experience. He is a memory expert who trains students how to increase their capacity to retain information. Being a soft skill trainer Zakir is versatile in Public Speaking, Email writing Etiquette, Positive Parenting, Behavioural aspects and Women Empowerment.</p> <p><b>3. Sweedal Mathew</b></p>

Having three Masters in NLP, Psychology, and Human Resources, Sweedal has ten years of extensive experience as a soft skill trainer in various institutes across the country.

#### **4. Pooja Suryavanshi**

Pooja S. has Five years of excellent and versatile experience in the aviation and hospitality Industry with exposure to the multi-cultural environment and cosmopolitan cities like Mumbai, Pune, and Dubai.

#### **5. Shamli Tanaji Powar**

Qualified B.E. in Mechanical Engineering, and having authored two books, Sweedal Powar has four years of experience in Soft Skill Training.

#### **6. Shashank Madan Mohan Sahay**

Having a Diploma in Life Coaching and a BBA, Shashank M. has an experience of nine years of soft skill training in various institutes in the country.

He is the Mentor of Change for NITI Aayog, Government of INDIA. ● Awarded Master Trainer: Pride of India Award, by Mahabodhi Group | Col. Anil Pokhriyal CEO, MEPSC, NSDC. ● Awarded Global Achiever Award 2022 - Best Life-skills Coach by National Institute of Skills Training. ● Awarded Global Eminence Award 2022 for Excellence in Training and Development by Bestow Edutrex International.

#### **7. Tushar Ingale**

Having a Masters from IIT Bombay and a BE Degree from VJTI, Tushar has been a freelance soft skill trainer working with many Educational Institutes across the country. As a freelance soft skill trainer Tushar takes pride in the holistic development of students, preparing them for a future where interpersonal proficiency is a key to unlocking their full potentials.

#### **8. Bhushan Deodhar**

Mr. Bhushan Deodar is a Sales Professional with over 35 years of Experience in Business Development, Sales Management, Negotiation, and communication skills together with a P.G. in Marketing Management. Currently soft skill trainer at Brahmin Solutions.

#### **9. Sangram Bagade**


Sangram Bagade is a BE Graduate accompanied by various diploma courses and has five years of experience as a soft skill trainer in various institutes across the country.


#### **10. Dr. Soloman Sane**


Dr. Solomon Sane has a Masters and PhD in Sociology and has an international certificate course in Counselling from

	<p>Malaysia. He has 12 years of experience working as a soft skills trainer and 7 years in training leadership-related topics in various institutes across the country.</p> <p><b>11. Tanushree Shinde</b></p> <p>Having Post Graduate Diploma in Human Resources Management and a Graduate Degree in Psychology Tanushree has 11 Years of progressive experience in the education sector. Currently, she is working at the People for Peoples Foundation, Satara, Maharashtra.</p>
<b>7. Number of Faculty attended/participated</b>	20
<b>8. Number of Students attended/participated</b>	591
<b>9. No. of external students/faculty/other participants</b>	NIL
<b>10. The objectives of the Program/activity/event</b>	<p>To educate students on the importance of soft skills</p> <p>To educate students on the significance of soft skills for their career advancement</p> <p>To equip students for Campus Placements</p> <p>To prepare students face challenges in interviews</p> <p>To inculcate values that will make everyone a better citizen.</p>
<b>11. Description of the Program/activity/event</b>	<p>The Career Counselling Cell of the Directorate of Student Placement Alumni Relations (DSPAR), in collaboration with Rubicon Skill Development Pvt. Ltd., conducted a Soft Skills Development Training Program for Part II students of Goa University for two days scheduled on the 21<sup>st</sup> and 22<sup>nd</sup> December 2023 from 9:30 am to 5:30 pm. The training program was made compulsory for the MA Part II students with a focus on the program's overarching goal of enhancing the skill development and employability of the students.</p> <p>Under this program, more than ten Corporate Trainers imparted training to students to enhance their Soft skills, which might help them significantly increase their chances of succeeding in job interviews and overall personality development.</p> <p>The following topics were covered under the programme:</p> <ol style="list-style-type: none"> <li>1. Expectation setting- To understand Industry expectations from fresher's.</li> <li>2. SWOC Analysis- To identify individual</li> </ol>

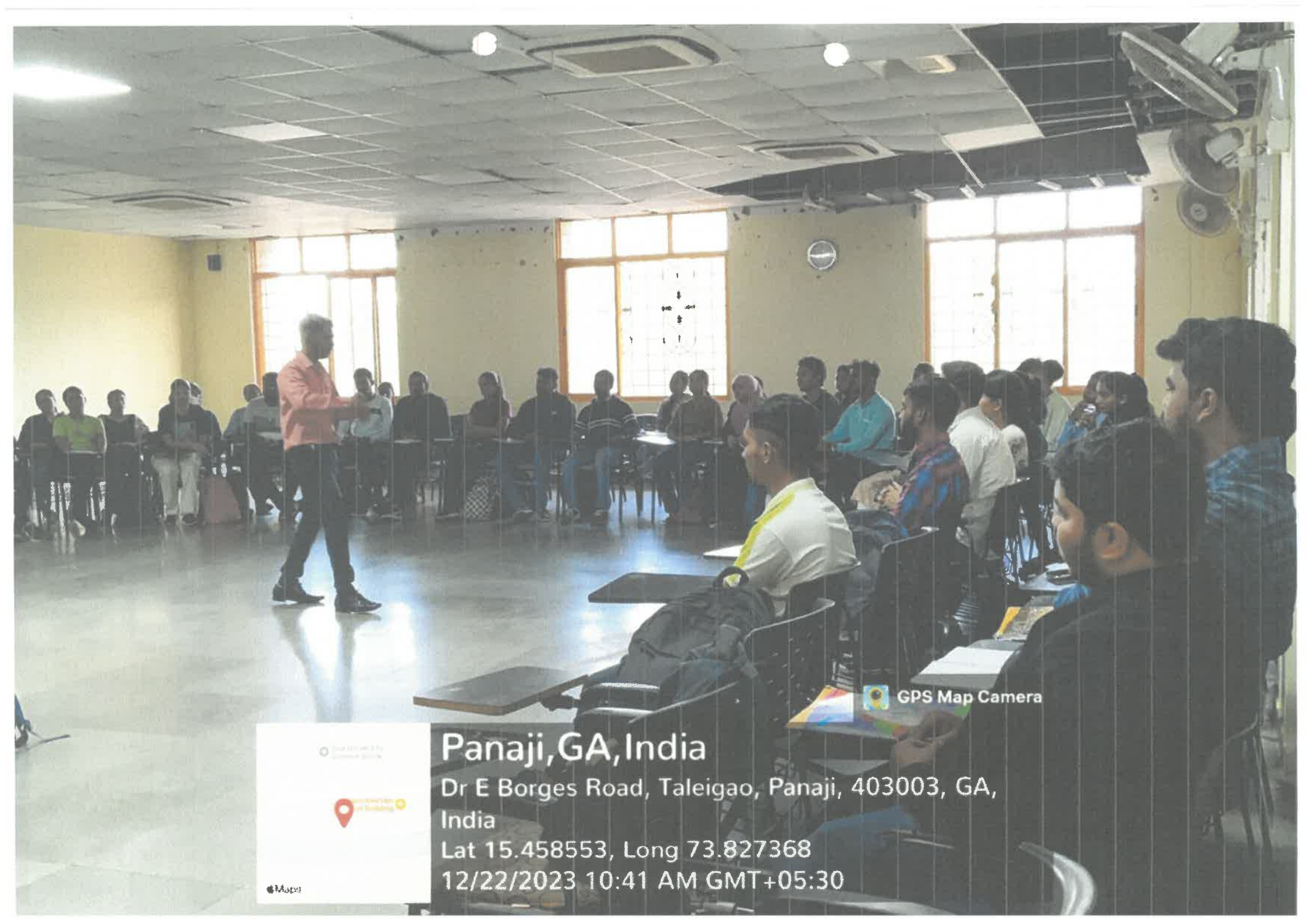
	<p>Strengths/Weaknesses/Opportunities/Challenges</p> <ol style="list-style-type: none"> <li>3. Presentation Skills-To articulate thoughts through a Power Point Presentation</li> <li>4. E-mail and Telephone Etiquettes-To develop E-mail writing skills and handle a telephonic round of interviews</li> <li>5. Grooming-To understand the dressing etiquette for interviews</li> <li>6. Body Language-To learn positive body language</li> <li>7. Group Discussion- To assess candidates' public speaking skills</li> <li>8. Resume Writing-To design the resume/CV</li> <li>9. Creation of Professional Profile- LinkedIn- To create a professional LinkedIn Profile for networking</li> <li>10. Personal Interview- To prepare for the important and frequently asked questions during interviews</li> </ol> <p>The Soft Skill Training Programme culminated with a valedictory function with Chief Guest Prof. Ramesh Pai giving an encouraging message to the students. The Director of DSPAR Dr. Rupesh Patre and the Chairperson of Career Counselling Cell, Dr. Arvind Haldankar also addressed the enthused students at the Valedictory Function. The entire Programme was successfully micro-managed by the members of the Career Counselling Cell among whom Dr. Sangeeta Naik and Ms. Teja Dicholkar excellently navigated the ship to co-ordinate the entire event.</p>
<p><b>12. Benefit/Key outcomes of the Program/activity/event</b></p>	<ol style="list-style-type: none"> <li>1. The students were convinced of the significance of the communication world for the corporate world</li> <li>2. Students identified their strengths and weaknesses in communication through SWOT Analysis</li> <li>3. Improved interview skills and increased the possibility of employability</li> <li>4. Enhanced social skills equipped them how to present in the corporate world</li> <li>5. The Interactive session helped the overall learning experience.</li> </ol>
<p><b>13. Enclosures with report</b></p>	<p>Brochure, Banner, List of Faculty Co-ordinators, Photos</p>

  
Dr. Arvind Haldankar  
Chairperson,  
Career Counseling Cell

  
Ms. Teja K & Dr. Sangeeta N  
Activity Coordinators,  
Soft Skills Training Programme

  
Dr. Rupesh Patre  
Director,  
DSPAR





GPS Map Camera

Open Street Map  
Community Guide



Map

**Panaji, GA, India**

Dr E Borges Road, Taleigao, Panaji, 403003, GA,  
India

Lat 15.458553, Long 73.827368

12/22/2023 10:41 AM GMT+05:30



GPS Map Camera

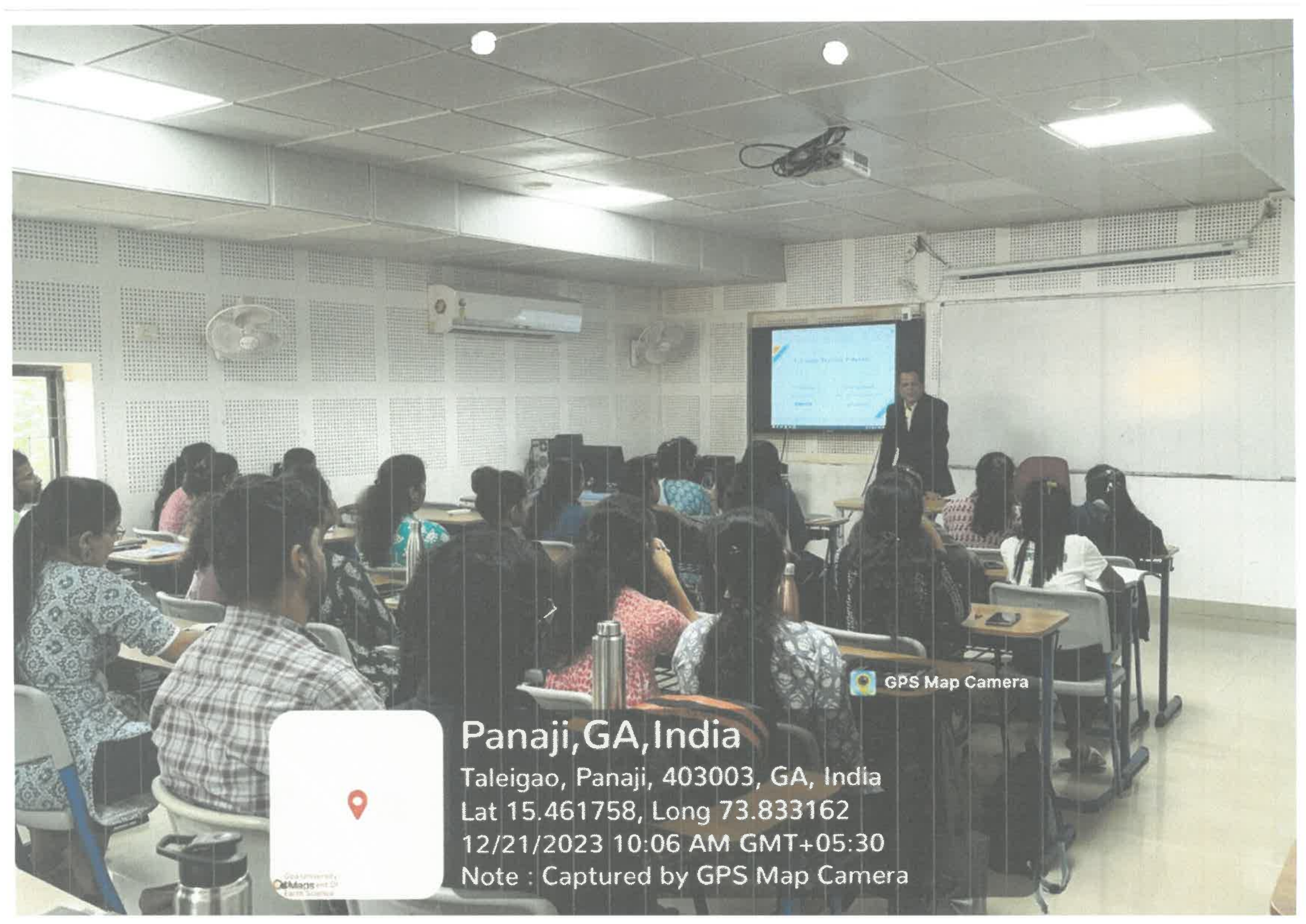


**Panaji, GA, India**

Dr E Borges Road, Taleigao, Panaji, 403003, GA, India

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GPS Map Camera



**Panaji, GA, India**

Taleigao, Panaji, 403003, GA, India

Lat 15.461758, Long 73.833162

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Note : Captured by GPS Map Camera



SOFT SKILL  
TRAINING

Career Counselling  
Alumni

Rubric

GPS Map Camera



Panaji, GA, India

Dr E Borges Road, Taleigao, Panaji, 403003, GA,  
India

Lat 15.458645, Long 73.827379


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Maps

MS. Teja sr.



Two Days Workshop  
**SOFT SKILLS DEVELOPMENT  
TRAINING PROGRAM**  
Organized by:  
New Providence College, Institute of Career Placement and  
Career Education Services  
Ariston HR Solutions Pvt. Ltd.


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**Panaji, GA, India**  
Dr E Borges Road, Taleigao, Panaji, 403003, GA,  
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Two Days Workshop  
**SOFT SKILLS DEVELOPMENT  
TRAINING PROGRAM**

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**Panaji, GA, India**

Dr E Borges Road, Dona Paula, Panaji, 403003,  
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UNIVERSITY OF APPLIED SCIENCES

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Panaji, GA, India

Dr E Borges Road, Taleigao, Panaji, 403003, GA, India

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# Two Days Workshop

## on SKILLS DEVELOPMENT TRAINING PROGRAM

21<sup>st</sup> - 22<sup>nd</sup> December 2023

Organized by

Counselling Cell, Directorate of Student Placement and Alumni Relations, Goa University

In association with

Goa Skill Development Pvt. Ltd.

GPS Map Camera



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Apple Map

### Panaji, GA, India



Dr E Borges Road, Taleigao, Panaji, 403003, GA, India

Lat 15.458621, Long 73.827401

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**Panaji, GA, India**  
Dr E Borges Road, Taleigao, Panaji, 403003, GA,  
India  
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Maps

**Panaji, GA, India**

Dr E Borges Road, Taleigao, Panaji, 403003, GA, India

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 GPS Map Camera



**Panaji, GA, India**

Dr E Borges Road, Taleigao, Panaji, 403003, GA,  
India

Lat 15.458551, Long 73.827357

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गोंय विद्यापीठ

ताळगांव पठार

गोंय - ४०३ २०६

फोन : ९१-८६६९६०९०४८



(Accredited by NAAC)

Goa University

Taleigao Plateau, Goa - 403 206

Tel : +91 8669609048

Email : registrar@unigoa.ac.in

Website : www.unigoa.ac.in

GU/ARPR/2023/1049

Date: 05/12/2023

### ORDER

The Vice-Chancellor is pleased to appoint the following Faculty members to coordinate the Soft Skills Development Training Program for Part II students of Goa University, organised by the Career Counselling Cell of the Directorate of Student Placement Alumni Relations (DSPAR), in collaboration with Rubicon Skill Development Pvt. Ltd., on 21<sup>st</sup> and 22<sup>nd</sup> December 2023.

1. Dr. Pranav Naik -Member  
School of Physical and Applied Sciences  
Goa University
2. Dr. Mridini Gawas -Member  
School of Physical and Applied Sciences  
Goa University
3. Dr. Rupesh A. Kunkalkar -Member  
School of Chemical Sciences  
Goa University
4. Dr. Delicia A. Barretto -Member  
School of Chemical Sciences  
Goa University
5. Dr. Milind M. Naik - Member  
School of Biological Sciences & Biotechnology  
Goa University
6. Dr. Minal Desai Shirodkar - Member  
School of Biological Sciences & Biotechnology  
Goa University
7. Dr. Mukund Narvenkar - Member  
School of International and Area Studies  
Goa University
8. Mr Hemant Aiya - Member  
Shenoi Goembab School of Languages and Literature  
Goa University
9. Dr. Irene Silveira - Member  
Shenoi Goembab School of Languages and Literature  
Goa University
10. Mr. Aditya Bhangui - Member  
Shenoi Goembab School of Languages and Literature  
Goa University
11. Dr. Poornima R. Sawant - Member  
School of Earth, Ocean and Atmospheric Sciences  
Goa University

12. Ms. Pooja P. Ghadi School of Earth, Ocean and Atmospheric Sciences Goa University	- Member
13. Ms. Prachi Prabhu Manohar Parrikar School of Law, Governance and Public Policy, Goa University	- Member
14. Dr. Maria Norma Menezes e Rebello School of Sanskrit, Philosophy and Indic Studies Goa University	- Member
15. Ms. Prachi Naik D.D. Kosambi School of Social Sciences and Behavioural Studies, Goa University	- Member
16. Ms. Sneha Ghadi D.D. Kosambi School of Social Sciences and Behavioural Studies, Goa University	- Member
17. Dr. Sanjeeta Parab Goa Business School, Goa University	- Member
18. Ms. Avina A. Kavthankar Goa Business School, Goa University	- Member
19. Mr. Vishal K. Gaonkar Goa Business School, Goa University	- Member
20. Dr. Albino Thomson Goa Business School, Goa University	- Member

#### **Roles and Responsibilities of the Faculty-in-charge from the respective school/discipline**

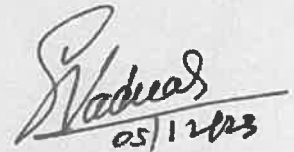
- List of Postgraduate PART II students of respective disciplines from the respective school in soft copy format.
- Ensure the names of the students provided are correct, as it has to be printed on the certificates.
- Print the above-mentioned list and carry the hard copy to the venue.
- Correspondence from the Career Counselling Cell to be informed to the students.
- Ensure the venue is ready with the required set-up, at least a day in advance (sound, audiovisual, podium, etc.).
- Inform students to carry laptops for the training sessions on both days if possible.
- Display the digital backdrop of the Training Program during the event.
- Strictly record the attendance for both days (morning and evening).
- Wi-Fi connectivity; Wi-Fi passwords to be provided to students and trainers.
- Introduce the trainer to the students and propose a vote of thanks. The trainer profile will be shared in advance.
- Record geotagged photos for both days and mail the same to [careercell@unigoa.ac.in](mailto:careercell@unigoa.ac.in).
- Refreshments and lunch arranged by the Career Counselling Cell to be provided to the trainers.
- Ensure the sessions begin on time, i.e., 9:30 am to 11.30 am, 11.30 am to 1.30 pm, 2:00 pm to 4:00 pm, and 4:00 pm to 5:30 pm. (Break: Morning Tea 11:30 am; Lunch 1:30 pm to 2:00 pm; Evening tea 4:00 pm).

- Career Counselling Cell will collect the **hard copy** of the attendance sheet duly undersigned by the faculty-in-charge at the end of the second day.
- Distribute the training program certificates to the students (tentatively in January 2024).

**\*Kindly note:**

1. Faculty-in-charge will be provided with a working lunch on both days.
2. They will also be recognized for their contribution with a certificate from Goa University.
3. A detailed schedule consisting of Venue, classroom number, Block and list of students (batch) allocated to the faculty in charge will be provided by the first week of December.

**The components of the Soft Skills Development Training Program are enclosed as Annexure - I for information.**



(Prof. V.S. Nadkarni)

REGISTRAR

To,

All the Faculty members of the Committee.

Copy to:

1. AR to Registrar
2. PS to Vice Chancellor

**Annexure I: The components of the Soft Skills Development Training Program are detailed below:**

<b>Sr. No.</b>	<b>Components</b>	<b>Learning Outcomes</b>	<b>Duration (hour)</b>
<b>DAY 1</b>			
1	Expectation Setting	To understand Industry expectations from freshers	1
2	SWOC Analysis	To identify individual Strengths/Weaknesses/Opportunities/Challenges	1
3	Presentation Skills	To articulate thoughts through a PowerPoint presentation	2
4	E-mail and Telephone Etiquettes	To develop E-mail writing skills and handle a telephonic round of interviews	2
5	Grooming	To understand the dressing etiquette for interviews	1
6	Body language	To learn positive body language	1
<b>DAY 2</b>			
1	Group Discussion	To assess candidates' public speaking skills	2
2	Resume Writing	To design the resume/ CV	2
3	Creation of Professional Profile- LinkedIn	To create a professional LinkedIn profile for networking	1
4	Personal Interview	To prepare for the important and frequently asked questions during interviews	2
5	Valedictory function at Block F (5:00 pm)		

# Two Days Workshop

on

# SOFT SKILLS DEVELOPMENT TRAINING PROGRAMME

21<sup>st</sup> – 22<sup>nd</sup> December 2023

Organized by



**Career Counselling Cell of Directorate of Students  
Placement and Alumni Relations (DSPAR), Goa University**

In association with

**Rubicon Skill Development Pvt. Ltd.**

Ms. Teja Khandolkar and  
Dr. Sangeeta Naik  
**Co-ordinator**

Dr. Arvind Haldankar  
**Chairperson Career  
Counselling Cell**

Dr. Rupesh Patre  
**Director DSPAR**

**Members:**

Dr. Prajesh S. Volvoikar  
Dr. Bhakti B. Salgaonkar  
Dr. Narayan Vetrekar  
Dr. Walter Menezes  
Mr. Shashikant Morajkar

**For More Information, contact:**  
Ms. Teja Khandolkar - 9545522884  
Dr. Sangeeta Naik - 9765579699



# **Two Days Workshop**

**on**

# **SOFT SKILLS DEVELOPMENT TRAINING PROGRAMME**

**21<sup>st</sup> – 22<sup>nd</sup> December 2023**

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**Career Counselling Cell of Directorate of Students Placement  
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