



B.L.D.E. Association's

**S.B.ARTS & K.C.P SCIENCE COLLEGE
VIJAYAPUR**

BCA Department

A REPORT ON

Value Added Course

Topic

Soft Skill Programming

In Collaboration With

"Kaliona Baa Soft Skill Training Institution"

For

BCA Final Year Students

2017-18

Resource Person

Miss. Varsha Desai

BLDEA's
SB Arts & KCP Science College, Vijayapur

Date:25 /07/2018

NOTICE

BCA Programme

It is here by informed to all the BCA final year students to learn "soft skill" values added classes will be conducting in LH No 01. Interested students enroll their names to Smt.Varsha Desai.



Co-ordinator
BCA Programme
S.B.Arts & K.C.P.Science College,
Vijayapur.



IQAC, Co-ordinator
S.B.Arts & K.C.P,Science Coliege,
Vijayapur.



Principal,
S.B. Arts and KCP Science College
VIJAYAPUR

**B.L.D.E. Association's
S.B. Arts and K.C.P. Science College, Vijayapur.
Department of BCA**

**Time Table
2017-18**

S.NO	DAY	MON	TUE	WED	THUR	FRI	SAT
1	TIME 4 to 5	-	SSP	SSP	SSP	SSP	SSP



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Vijayapur.

Syllabus

Total Hours: 40

Session 1: Orientation Program - Ice Breaker

(2 Hours)

- Students will be divided into several groups and a topic will be given, they need to present an Add with the respective topic, this will be their 1st Stage performance. (It's a gel up activity so that they can come out of their comfort zone).

Session 2: Verbal & Non-verbal Communication

(4 Hours)

- Helping them improve Body Language (Gestures, Postures & Textures) & Writing skills (Story writing & Narration).

Session 3: Presentation Skills

(4 Hours)

- Here they'll learn how to use the stage, planning before presentation, how to talk and attract the public (Presenting with Note cards & Without Note cards).

Session 4: Anchoring Skills & Public Speaking

(2 Hours)

- Monthly twice each student will be undergoing into Anchoring and Public Speaking.

Session 5: Stress Management

(2 Hours)

- Meaning, Signs of stress, Types of stress, Cause of stress, How to manage stress. (Activities to manage stress)

Session 6: Humanity

(1 Hours)

- Teaching students - Why Humanity should exist in a person? Purpose of it, spreading hands when contact with a needy, why we should not hurt someone by Actions/Words etc.

Session 7: Mannerism i.e. Etiquettes

(3 Hours)

- A. Social Etiquettes - Here they will learn about Punctuality, Telephone conduct, Attire, Gratuities, Language usage in public, Awareness of guest preference & Exit strategy.
- B. Corporate/Business Etiquettes – In brief
- C. Handshake Etiquettes – Do's & Don'ts
- D. Meeting Etiquettes – Importance of Time, How to start, Preparation, Posture & Gesture, Attire, Start with all and end with all Strategy.
- E. Telephone Etiquettes – Usage of Telephone/Cell phone in public.
- F. Dinning Etiquettes – American style & Continental style (This part will be useful for them once they visit any Big Parties or Upscale Restaurant).

Session 11: Listening Skills

(4 Hours)

- Importance, Techniques & Types of Listening (This builds Knowledge as well as they'll get to know the importance of the same).

Session 8: Time management (4 Hours)
– Valuing the time, scheduling the things (Priority base), How to manage stress when time is less for completion of any activity.

Session 9: Team Work (2 Hours)
– Importance, Activities which shows why should work in team (Role plays) & Videos

Session 10: Spoken English . (4 Hours).
- Activities will be done (Pick & Speak, Storytelling, Debate & Role play etc); Sentence formation and Pronunciation will be taught.

Session 11: Interview (2 Hours)
– Here students will be learning basic questions asked in colleges while taking admission as well as help to crack interviews for any reputed company.

Session 12: Group Discussion (2 Hours)
– Variety of topics will be covered, formation of levels (Basic-Medium-Hard)

Session 13: Quiz, General Knowledge & Tests (4 Hours)
– Students will be moulded in all the categories of soft skill.

Note:

- ✓ All the sessions will be interaction based.
- ✓ Surprise tests
- ✓ Timings and Content can be altered if situation demands.

Activities may require Coloured card sheets, waste news papers, Sketch pens, Pins, Gum etc.



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B.L.D.E.Association's
S.B.Arts and K.C.P.Science College, Bijapur.
Enrolled Student List,2017-18

Sl.No	Name of the Students
1	Akshata.V.Maraddi
2	Akshayakumar.A.Kattimani
3	Archana.M.Shirashyad
4	Asharani.I.Biradar
5	Ashwini.G.Hiremath
6	Basavaraj.S.Kadasiddeshwarmath
7	Basayya.S.Math
8	Bhavani.Uppaladinni
9	Jayadeep.G.Bandi
10	Jyoti.R.Mannur
11	Kashibai.Balaganur
12	Keerti.Pujari
13	Kumbar.Chidanand
14	Nagaraj.C.Bharata
15	Neha.Pothiwal
16	Nikita.A.Heralgi
17	Pallavi.G.Simpi
18	Pooja.R.Kalagi
19	Pooja.Uppar
20	Preeti.Kumbar
21	Rafiyaparaveen Shekhmohiyuddin


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Vijayapur.

S.N	NAME OF THE STUDENTS	1/8	2/8	3/8	4/8	5/8	6/8	7/8	8/8	9/8	10/8	11/8	12/8	16/8
1	Akshata Vittal Maraddi	A	A	A	A	A	A	A	A	A	A	A	A	A
2	Akshayakumar A Kattimani	A	A	A	A	A	A	A	A	A	A	A	A	A
3	Archana M Shirashyad	A	A	A	A	A	A	A	A	A	A	A	A	A
4	Asharani I Biradar	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
5	Ashwini G Hiremath	A	A	A	A	A	A	A	A	A	A	A	A	A
6	Basavaraj Kadasiddeshwarmath	BK	BK	BK	BK	BK	BK	BK	BK	BK	BK	BK	BK	BK
7	Basayya S Math	BSM	BSM	BSM	BSM	BSM	BSM	BSM	BSM	BSM	BSM	BSM	BSM	BSM
8	Bhavani Uppaladinni	BSU	BSU	BSU	BSU	BSU	BSU	BSU	BSU	BSU	BSU	BSU	BSU	BSU
9	Jayadeep G Bandi	JDB	JDB	JDB	JDB	JDB	JDB	JDB	JDB	JDB	JDB	JDB	JDB	JDB
10	Jyoti R Mannur	JR	JR	JR	JR	JR	JR	JR	JR	JR	JR	JR	JR	JR
11	Kashibai Balaganur	KB	KB	KB	A	KB	KB	KB	KB	A	KB	KB	KB	KB
12	Keerti Pujari	KP	KP	KP	KP	KP	KP	KP	KP	KP	KP	KP	KP	KP
13	Kumbar Chidanand	KC	KC	KC	KC	KC	KC	KC	KC	KC	KC	KC	KC	KC
14	Nagaraj C Bharata	NKB	NKB	NKB	NKB	NKB	NKB	NKB	NKB	NKB	NKB	NKB	NKB	NKB
15	Neha Pothiwal	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
16	Nikita A Heralagi	NAH	NAH	A	NAH	NAH	NAH	NAH	NAH	NAH	A	NAH	NAH	NAH
17	Pallavi G Simpi	PS	A	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
18	Pooja R Kalagi	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK
19	Pooja Uppara	PU	PU	PU	PU	PU	PU	PU	PU	PU	PU	A	PU	PU
20	Preti Kumbar	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK
21	Rafiyaparaveen Shekmohiyuddin	RPS	RPS	RPS	RPS	RPS	RPS	RPS	RPS	RPS	RPS	RPS	RPS	RPS

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BCA Programme

Value Added Course Attendance List - 2017-18

S.N	NAME OF THE STUDENTS	14/8	15/8	16/8	20/8	21/8	23/8	24/8	25/8	26/8	29/8	30/8
1	Akshata Vittal Maraddi	A	A	A	A	A	A	A	A	A	A	A
2	Akshayakumar A Kattimani	A	A	A	A	A	A	A	A	A	A	A
3	Archana M Shirashyad	A	A	A	A	A	A	A	A	A	A	A
4	Asharani I Biradar	A	A	A	A	A	A	A	A	A	A	A
5	Ashwini G Hiremath	A	A	A	A	A	A	A	A	A	A	A
6	Basavaraj Kadasiddeshwarmath	A	A	A	A	A	A	A	A	A	A	A
7	Basayya S Math	A	A	A	A	A	A	A	A	A	A	A
8	Bhavani Uppaladinni	A	A	A	A	A	A	A	A	A	A	A
9	Jayadeep G Bandi	A	A	A	A	A	A	A	A	A	A	A
10	Jyoti R Mannur	A	A	A	A	A	A	A	A	A	A	A
11	Kashibai Balaganur	A	A	A	A	A	A	A	A	A	A	A
12	Keerti Pujari	A	A	A	A	A	A	A	A	A	A	A
13	Kumbar Chidanand	A	A	A	A	A	A	A	A	A	A	A
14	Nagaraj C Bharata	A	A	A	A	A	A	A	A	A	A	A
15	Neha Pothiwal	A	A	A	A	A	A	A	A	A	A	A
16	Nikita A Heralagi	A	A	A	A	A	A	A	A	A	A	A
17	Pallavi G Simpi	A	A	A	A	A	A	A	A	A	A	A
18	Pooja R Kalagi	A	A	A	A	A	A	A	A	A	A	A
19	Pooja Uppara	A	A	A	A	A	A	A	A	A	A	A
20	Preti Kumbar	A	A	A	A	A	A	A	A	A	A	A
21	Rafiyaparaveen Shekmohiyuddin	A	A	A	A	A	A	A	A	A	A	A

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BCA Programme

Value Added Course Attendance List - 2017-18

S.N	NAME OF THE STUDENTS	3/8	5/8	2/9	4/9	5/9	6/9	7/9	8/9	9/9	11/9	12/9	13/9
1	Akshata Vittal Maraddi	A	A	A	A	A	A	A	A	A	A	A	A
2	Akshayakumar A Kattimani	A	A	A	A	A	A	A	A	A	A	A	A
3	Archana M Shirashyad	A	A	A	A	A	A	A	A	A	A	A	A
4	Asharani I Biradar	A	A	A	A	A	A	A	A	A	A	A	A
5	Ashwini G Hiremath	A	A	A	A	A	A	A	A	A	A	A	A
6	Basavaraj Kadasiddeshwarmath	B	B	B	B	B	B	B	B	B	B	B	B
7	Basayya S Math	B	B	B	B	B	B	B	B	B	B	B	B
8	Bhavani Uppaladinni	B	B	B	B	B	B	B	B	B	B	B	B
9	Jayadeep G Bandi	B	B	B	B	B	B	B	B	B	B	B	B
10	Jyoti R Mannur	B	B	B	B	B	B	B	B	B	B	B	B
11	Kashibai Balaganur	B	B	B	B	B	B	B	B	B	B	B	B
12	Keerti Pujari	B	B	B	B	B	B	B	B	B	B	B	B
13	Kumbar Chidanand	B	B	B	B	B	B	B	B	B	B	B	B
14	Nagaraj C Bharata	B	B	B	B	B	B	B	B	B	B	B	B
15	Neha Pothiwal	B	B	B	B	B	B	B	B	B	B	B	B
16	Nikita A Heralagi	B	B	B	B	B	B	B	B	B	B	B	B
17	Pallavi G Simpi	B	B	B	B	B	B	B	B	B	B	B	B
18	Pooja R Kalagi	B	B	B	B	B	B	B	B	B	B	B	B
19	Pooja Uppara	B	B	B	B	B	B	B	B	B	B	B	B
20	Preti Kumbar	B	B	B	B	B	B	B	B	B	B	B	B
21	Rafiyaparaveen Shekmohiyuddin	B	B	B	B	B	B	B	B	B	B	B	B

Co-ordinator

BCA Programme

Arts & K.C.P.Science College,

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Vijayapur.

Principal

Vijayapur.

BLDEA's
SB Arts & KCP Science College, Vijayapur

Solapur Road Vijayapur-586103

Date:24 /8/2017

NOTICE

BCA Programme

All the B.A and B.Sc Final Year Students who have enrolled their names for the value added course in "soft skill" (Kaliona Baa Soft Skill) are here by informed to attend the examination to be held on 30.08.2017 at 10.00 am, Exam will be conducting in LH No 01 in department of BCA.



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QUESTION PAPER FOR SOFT SKILL, 2017

Time: 3 hours
Subject: Soft Skills

Marks: 50 marks

PART – I

ANSWER ANY 5 OF THE FOLLOWING (5x6=30)

1. What are the features of Non-verbal communication?
2. What are LSRW Skills? Elucidate.
3. What are the characteristics of Brain storming?
4. List out the differences between Spoken and written forms.
5. What are the essentials of Proof Reading
6. What techniques do you follow in generating ideas?
7. What do you mean by articulation?
8. Write a paragraph on Note Taking

PART - II

ANSWER ANY 10 OF THE FOLLOWING (10X2 =20)

1. Fill up the blanks with appropriate word given in the brackets.
 - (a) He said he _____ where the place was. (Knew/ new)
 - (b) Steel _____ made of Iron (be)
2. Fill in with prepositions:

Many people who lived _____ the street also came out. Everyone got buckets _____ their houses. E filled the buckets _____ a lot _____ sand.
3. Change the following sentences into indirect speech
 - (a) Ramesh commented, "The place looked so different ten years ago"
 - (b) I said to her, 'I cannot talk to you now.'
4. Fill up the blanks with appropriate verb form given in the bracket.
 - (a) Linguistics _____ (is /are) an interesting subject.
 - (b) Today's weather _____ (be) bad than what it was yesterday.
- 5.(a) Mahatma Gandhi is known as the Father of the Nation (Frame an interrogative sentence)
(b) India is a great country. (Change into an exclamatory sentence)

6. Change the Voice

- (a) The play was written by William Shakespeare
- (b) Senior students organized the school festival last year.

7. Fill in with phrasal verb

- (a) If you _____ a post office, can you buy some stamps?
- (b) This year I'm going to _____ junk food.

8. Punctuate the following

Oh poor Rekha repeated Sumitra's mother but I didn't get this rice from their place I got this stuff from their rivals the Nilgiri mills.

9. What do you mean by Oral Fluency?

10. Mention the types of Sentences and give examples for each?

11. Do you think fluency is important and what are the barriers?

12. Change the following sentences into direct speech:

- (a) I enquired whether she had left the job.
- (b) Vikas requested me to help him find the way.
- 13. (a) _____ (Adverb of time) was the institution established
- (b) _____ (interrogative adverb of Place) do you come from?

- 14. (a) He _____ (take) interesting photographs
- (b) She _____ (come) late to college every day.

15. Rearrange the jumbled sentences and make two meaningful sentences.

- (a) Are a / of / Video games / entertainment / source / fun / and / very / But / children / they lazy /
Make.

BLDEA'S
S B Arts and K C P Science College, Vijayapur
Value added course on Soft Skill
Department of BCA
Result For the year 2017-18

SI.NO	NAME OF THE STUDENTS	RESULT IN GRADE
1	Akshata V. Maraddi	A
2	Akshaykumar A. Kattimani	B
3	Archana M. Shirashyad	B
4	Ashwini I. Biradar	A+
5	Ashwini G. Hiremath	A+
6	Basavaraj S. Kadasiddeshwarmath	A+
7	Basayya S. Math	B
8	Bhavani Uppaladinni	B
9	Jayadeep .G. Bandi	A
10	Jyoti R. Mannur	A+
11	Kashaibai Balagunur	B
12	Keerti Pujari	B+
13	Kumbar Chidanand	B
14	Nagaraj A. Heralgi	B
15	Neha Pothiwal	A
16	Nikita A. Heralgi	A+
17	Pallavi R. Kalagi	A
18	Pooja R. Kalagi	A+
19	Pooja Uppar	A+
20	Preeti Kumbar	A
21	Rafiyaparaveen Shekhmohiyuddin	B


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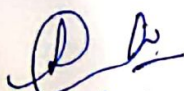

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Department of BCA
Value Added Course 2017-18

COURSE OUTCOME

A Value Added Course on soft Skill for the year 2017-2018 was conducted in the department of BCA for BCA Final year students. The course was conducted between 1 August 2018 to 13 September 2018 under the supervision of Prof: Varsha Desai.

In this Course Students were able to speak in English fluently, they improved their communication skills, Stage Courage, Writing skills and they got confidence to attend the interview in MNC Companies.


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Vijayapur.

Kaliona Baa

A Soft Skill Training Institution



Certificate

Certificate of Completion

Akshayakumari kattimani

Has met the requirements for successful completion of the "Kaliona Baa" Program, earning a Soft Skill Training Certificate and attending a 60 hard hours of work.

Varsha Desai

Varsha Desai
(Founder)

S. V. Saraf

IQAC, Co-ordinator
S.B. Arts & K.C.P. Science College
Vijayapur. (Director), Suraj Opticals

S. V. Saraf

Principal,
S.B. Arts and KCP Science College
VIJAYAPUR
(Co-Founder)



S. V. Saraf

Co-ordinator
BCA Programme

IQAC, Co-ordinator
S.B. Arts & K.C.P. Science College

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Certificate

Certificate of Completion

Archana Shirashyad

Has met the requirements for successful completion of the "Kalona Baa" Program, earning a Soft Skill Training Certificate and attending a 60 hard hours of work.

Varsha

Varsha Desai
(Founder)

[Signature]
IQAC, Co-ordinator

S.B.Arts & K.C.P.Science College

Vijayapur. (Director), Suraj Opticals

S. V. Saraf

Suresh Saraf

[Signature]
Principal,

S.B. Arts and KCP Science College

VIJAYAPUR (Co-Founder)



[Signature]
IQAC, Co-ordinator

Co-ordinator

BCA Programme

S.B.Arts & K.C.P.Science College

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Kalona Baa

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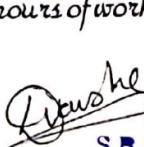


Certificate

Certificate of Completion

Ashwini Biradar

Has met the requirements for successful completion of the "Kalona Baa" Program, earning a Soft Skill Training Certificate and attending a 60 hard hours of work.


Varsha Desai
(Founder)


IQAC, Co-ordinator

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Vijayapur. (Director), Suraj Opticals

S. V. Saraf

S.B. Arts and KCP Science College
VUAYAPUR (Co-Founder)


Principal,

S.B. Arts and KCP Science College
VUAYAPUR (Co-Founder)


Co-ordinator

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Basayya Ba

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Varsha

Varsha
(Founder)

IQAC

IQAC, Co-ordinator

K.C.P. Science College
Vijayapur.

S.V. Saraf

Suresh Saraf
(Director), Suraj Opticals

Principal

S.B. Arts and KCP Science College
VUJAYAPUR (Co-Founder)



Principal

Co-ordinator
BCA Programme

IQAC, Co-ordinator

Principal

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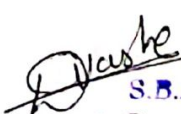



Certificate

Certificate of Completion

Bhavani Uppaladinni

Has met the requirements for successful completion of the "Kaliona Baa" Program, earning a Soft Skill Training Certificate and attending a 60 hard hours of work.


Varsha Desai
(Founder)


V. Saraf
(Director), Suraj Opticals


Arpit Saraf
(Co-Founder)



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IQAC, Co-ordinator

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Keerti Pujari

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VIJAYAPUR (Co-Founder)



Co-ordinator
IQAC

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Neha Potlwal

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Varsha Desai
(Founder)



IQAC, Co-ordinator

Arts & K.G.P. Science College,
Vijayapur. (Director), Suraj Opticals

S. V. Saraf

Suresh Saraf



Principal,

S.B. Arts and KCP Science College
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(Co-Founder)





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Pooja Kalagi

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IOAC, Co-ordinator

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(Founder)


S. V. Saraf
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Vijayapur. (Director), Suraj Opticals


Principal,
S.B. Arts and KCP Science College
VIJAYAPUR (Co-Founder)





IOAC


Co-ordi

Principal

Kalona Baa

A Soft Skill Training Institution



Certificate

Certificate of Completion

Preeti Kumbhar

Has met the requirements for successful completion of the "Kalona Baa" Program, earning a Soft Skill Training Certificate and attending a 60 hard hours of work.



Varsha Datta
(Founder)


IQAC, Co-ordinator

S.B. Arts & K.C.P. Science College,
Vijayapur. (Director), Suraj Opticals

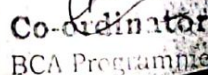
S.V. Saraf

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VIJAYAPUR (Co-Founder)




Co-ordinator
BCA Programme


IQAC


Principal

Kaliona Baa

A Soft Skill Training Institution




Certificate


Certificate of Completion

Rafiyaparveen S

Has met the requirements for successful completion of the "Kaliona Baa" Program, earning a Soft Skill Training Certificate and attending a 60 hard hours of work.


Varsha Desai
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