



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

B.Sc & B.A Students Final Year Students

2016-17

Resource Person

Miss. Varsha Desai

BLDEA's
SB Arts & KCP Science College, Vijayapur

Date: 21/02/2017

NOTICE

BCA Programme

It is here by informed to all the B.Sc and BA final year students to learn "soft skill" in collaboration with Kaliona Baa Soft Skill Training Institution and the 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, S.B.Arts & K.C.P.Science College,
Vijayapur. Vijayapur.



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


Principal

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

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S.B. Arts and K.C.P. Science College, Vijayapur.
Department of BCA

Time Table
2016-17

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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BCA Programme
Value Added Course Attendance List - 2016-17**

S.N	NAME OF THE STUDENTS	13	23	33	43	53	63	73	83	93	103	113	123	133
1	Shivraj C Rathod	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Revanasidda C Ankalagi	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Renuka B Ragappagol	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Pooja V Awati	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Veena S Duddagi	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Akshata Jogur	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Ashwini Hariwal	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Sahana Purohit	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Shilpa Hacharaddy	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Shreya Patil	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Shreedeivi Kivadi	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Pooja H Gollagi	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Chaitra R Pattar	P	P	P	P	P	P	P	P	P	P	P	P	P

NAME : Varsha Desai


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S.N	NAME OF THE STUDENTS	18/3	21/3	22/3	23/3	24/3	25/3	26/3	28/3	29/3	30/3	31/3	1/4
1	Shivraj C Rathod	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR
2	Revanasidda C Ankalagi	P	P	P	P	P	P	P	P	P	P	P	P
3	Renuka B Ragappagol	P	P	P	P	P	P	P	P	P	P	P	P
4	Pooja V Awati	P	P	P	P	P	P	P	P	P	P	P	P
5	Veena S Duddagi	V	V	V	V	V	V	V	V	V	V	V	V
6	Akshata Jogur	A	A	A	A	A	A	A	A	A	A	A	A
7	Ashwini Hariwal	A	A	A	A	A	A	A	A	A	A	A	A
8	Sahana Purohit	S	S	S	S	S	S	S	S	S	S	S	S
9	Shilpa Hacharaddy	S	S	S	S	S	S	S	S	S	S	S	S
10	Shreya Patil	S	S	S	S	S	S	S	S	S	S	S	S
11	Shreedevi Kivadi	S	S	S	S	S	S	S	S	S	S	S	S
12	Pooja H Gollagi	P	P	P	P	P	P	P	P	P	P	P	P
13	Chaitra R Pattar	C	C	C	C	C	C	C	C	C	C	C	C

NAME : Vorsha Desai


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S.N	NAME OF THE STUDENTS	2/10	3/10	5/10	6/10	7/10	8/10	9/10	11/10	12/10	13/10	14/10	15/10
1	Shivraj C Rathod	Sct	Sct	Ab	Sct	Ab	Sct	Ab	Sct	Sct	Ab	Sct	Sct
2	Revanasidda C Ankalagi	P	P	P	P	Ab	P	P	P	Ab	P	P	P
3	Renuka B Ragappagol	PBP	PBP	Ab	PBP	Ab	PBP	Ab	PBP	Ab	PBP	Ab	PBP
4	Pooja V Awati	PVK	Ab	PVK	PVK	Ab	PVK	PVK	PVK	PVK	PVK	PVK	PVK
5	Veena S Duddagi	Veena	Veena	Ab	Veena	Ab	Veena	Veena	Veena	Ab	Veena	Ab	Veena
6	Akshata Jogur	AJ	AJ	AJ	AJ	AJ	AJ	AJ	AJ	AJ	AJ	AJ	AJ
7	Ashwini Hariwal	Ch	Ch	Ab	Ch	Ch	Ch	Ch	Ch	Ab	Ch	Ch	Ch
8	Sahana Purohit	Spt	Spt	Spt	Spt	Spt	Spt	Ab	Spt	Spt	Spt	Spt	Spt
9	Shilpa Hacharaddy	H	H	H	H	H	H	H	H	Ab	H	H	H
10	Shreya Patil	Sp	Ab	Sp	Sp	Sp	Sp	Ab	Sp	Sp	Sp	Ab	Sp
11	Shreedevi Kivadi	S	S	S	S	S	S	S	S	S	S	S	S
12	Pooja H Gollagi	Pg	Pg	Pg	Pg	Pg	Pg	Ab	Pg	Pg	Pg	Pg	Pg
13	Chaitra R Pattar	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch

NAME : Varsha D Sai



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Entry 2 Date: 1/9/2017

Stream B.Sc (PMB, 2017)

Sl. No	Name of the Student	Address	Contact Number	Total amount		Signature
				Rs.	Paise	
11	Shivraj C Rathod	A/P Vijayapur, near BLOKA Hospital	8747048891			Nat Paid
12	Civanesidda C Ankalag	A/P Hori: Tq Indr dist vijayapur	8095352003			Nat Paid
13	Bimuka B Bogaragol	A/P Vijayapur PBT quarters	9964797125			- do -
14	Pooja V Anant	A/P Kundgi, Post Kogged vijayapur	725977681			- do -
15	Veena S Duddag	A/P Amed Tq. sindgi dist vijayapur	8050157244	8/2/14	80/-	Nat Paid
16	Akhata G Jogur	A/P Amed Tq. sindgi dist vijayapur	9538624097			Nat Paid
17	Akhata Horiwal	C/O Nitofor Komgi Poreth Plot	8567271423			- do -
18	Ashokra Purahid	Bomdev Nagar Lake Gopalpur galli, Bonade Nivas skolan road vijayapur	8792942648	8/2/17	800/-	Nat Paid
19	Ashokra Hacharaddy	Sadar Liveragi, vijayapur	9972541715			- do -
20	Shreya Patil	Jangam Nivas, station road vijayapur	7795209400			- do -
21	Shreedevi Kuddi	A/P Horawad Tq Indr: vijayapur	9535810093			- do -
22	Pooja H Gollagi	A/P Golegaon Tq Indr dist vijayapur	7411863467			- do -
23	Shaitra P. Patil	Near Gandhichavak mirjo galli A/P Hori Indr dist vijayapur	9731214936			- do -

Co-ordinator
Responsible for the
S.B. Arts & K.C.P. Science College
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BLDEA's
SB Arts & KCP Science College, Vijayapur

Solapur Road Vijayapur-586103

Date: 24/03/2017

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 30.03.2017 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, 2016-17

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
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Value added course on Soft Skill
Department of BCA

Result For the year 2016-17

SI.NO	NAME OF THE STUDENTS	RESULT IN GRADE
1	Shivaraj Rathod	A
2	Revansidda Ankalagi	A+
3	Reduka Ragappagol	A+
4	Pooja Awati	B+
5	Veena Duddagi	B
6	Akshata Jogur	B+
7	Ashwini Hariwal	B
8	Sahana Purohit	A
9	Shilpa Hancharaddy	B+
10	Shreya Patil	B
11	Shreedevi Kivadi	B+
12	Pooja Golladi	B
13	Chaitra Pattar	A+


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Department of BCA
Value Added Course 2016-17

COURSE OUTCOME

A Value Added Course on soft Skill for the year 2016-2017 was conducted in the department of BCA for B.Sc and BA Final year students. The course was conducted between 1 March 2017 to 15 April 2017 under the supervision of Prof: Varsha Desai.

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


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Kaliona Baa

A Soft Skill Training Institution



Certificate

Certificate of Completion

Revansidda Ankalagi

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)

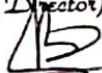
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(Director), Suraj Opticals

S. V. Saraf

Suresh Saraf



IQAC, Co-ordinator

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Vijayapur.



Principal,

S.B.Arts and KCP Science College
VIJAYAPUR-Founder)



Co-ordinator

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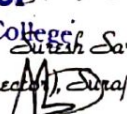
Certificate of Completion


Reduka Ragappagol

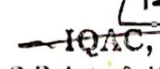
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VIJAYAPUR (Co-Founder)

 **Director**
Pit Saraf Opticals

 **Co-ordinator**
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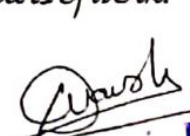


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Roopa Awadh

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(Founder)



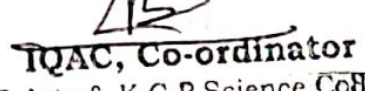
S. V. Saraf
Suresh Saraf
Vijayapur (Director), Saraf Opticlas



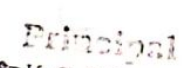
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(Co-Founder)



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Veena Puddagi

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S. V. Saraf

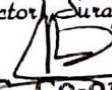
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Akshata Jogur

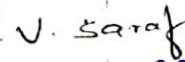
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V. Saraf

Suraj Saraf

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Ashwini. Harinwal

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S. V. Sarraf

Syresh Saraf
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Arpit Saraf
(Co-Founder)

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Certificate of Completion

Sahana Purshit

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.


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


Principal,
S.B. Arts and K.C.P. Science College
VIJAYAPUR
(Co-Founder)


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

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

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

Kaliona Baa

A Soft Skill Training Institution





Certificate

Certificate of Completion

Shreya Patil

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)
IQAC, Co-ordinator
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