Certificate Course

Soft Skills (CC- III)

Duration: 04 weeks (32 hours)

Learning Outcomes (CLOs):

After completing the course, the student teacher will be competent in:

1. Fostering efficient communication skills and interpersonal skills
2. Reflecting on leadership qualities for working collaboratively.
3. Developing skills of negotiation and conflict management
4. Enhancing decision making through innovative problem-solving strategies
5. Applying time and stress management strategies to daily life.

S.Nos.	DESCRIPTION	Theory	Practical	Total
1	➢ **COMMUNICATION SKILLS** • International Phonetic Alphabet (IPA) Symbols • Speaking with grammatical accuracy • Oral - Planning, Delivering Presentation • Pronunciation • Academic Writing • Communication as a skill for career building	5	7	12
2.	➢ **INTERPERSONAL SKILLS** • Verbal Communication • Non-verbal Communication • Listening Skill • Negotiation • Problem-Solving • Decision-Making • Assertiveness	6	6	12
3	➢ **PUBLIC SPEAKING** • Overcoming Fear • Knowing Your Audience • Researching Your Topic • Effective Content • Developing Public Speaking Techniques • Body Language (personal space, appearance, gestures)	6	6	12

4	➢ **LEADERSHIP AND TEAM MANAGEMENT** • Qualities of a Good Leader • Leadership Styles • Decision Making • Intrapersonal Skills • Interpersonal Skills • Problem Solving • Critical Thinking • Negotiation Skills	4	8	12
5	➢ **CONFLICT MANAGEMENT** • Strategies for dealing with conflict (compete or fight, collaboration, compromise or negotiate denial or avoidance, Smoothing over the problem). • Essential Skills for Handling Conflict (describe the situation, express your feelings, specify what you want, develop assertiveness)	5	7	12
6	➢ **DECISION MAKING** • Decision making process (recognize problem, analyze problem, consider goals, look for alternatives, select the best alternative, put decision into action, accept responsibility, evaluate results. • Creativity • Critical Thinking • Ingenuity • Innovation • Resourcefulness • Flexibility • Confidence Building • Fostering a decision making culture	5	7	12
7	➢ **TIME MANAGEMENT** • Identifying Time Wasters • Time Management Tips	4	8	12
8	➢ **STESS MANAGEMENT** • Identifying Factors Responsible For Stress • Stress Management Tips • Test Preparation Tips • Employment Related Stress • Relationship Stress	4	8	12
	TOTAL	**40**	**46**	**96**

References:

1. Handbook provided by College 2. Butterfield, J. (2017). Soft Skills for Everyone

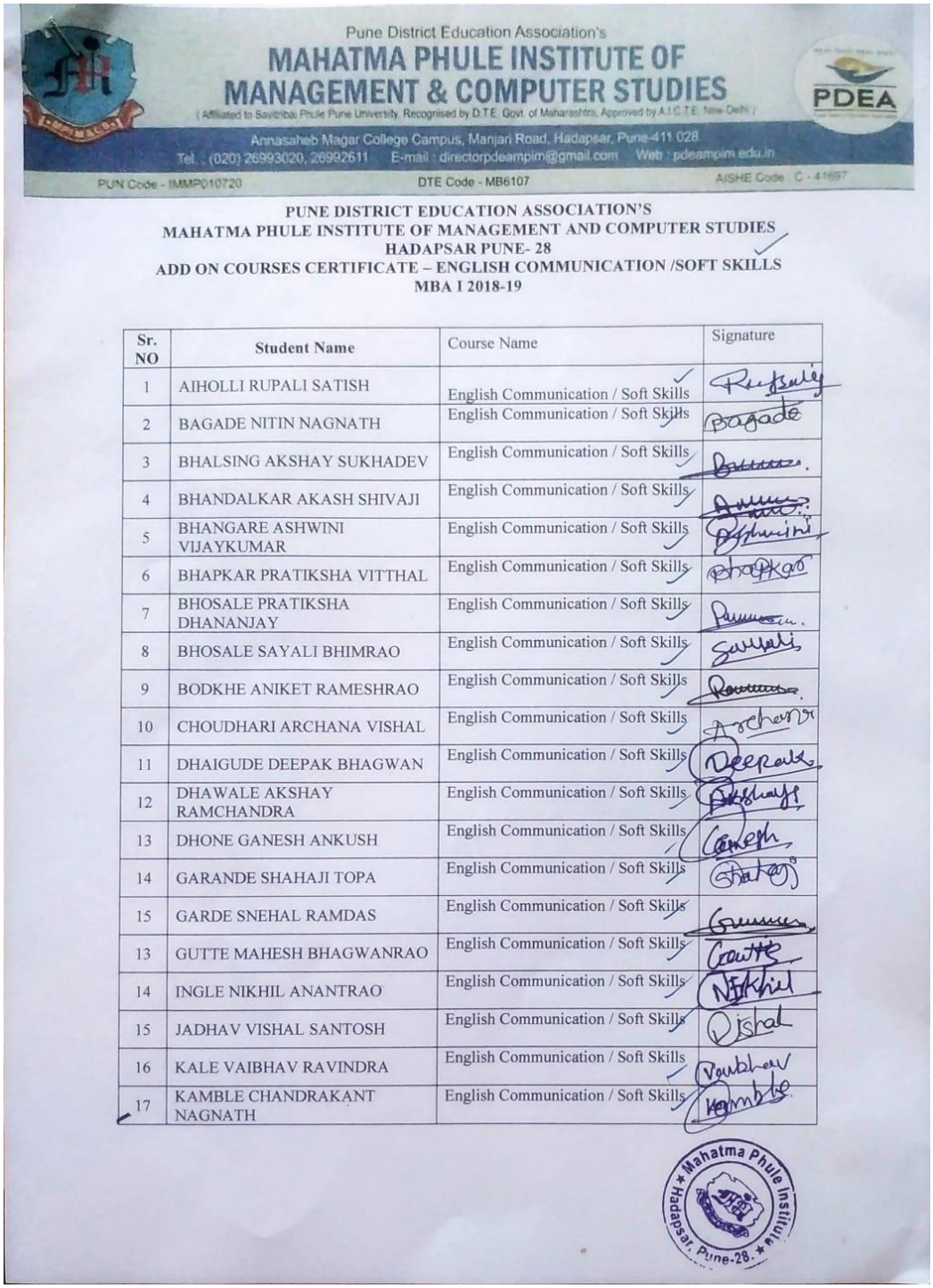
IQAC
Mahatma Phule Institute Of Management & C.S. Hadapsar, Pune-28.

I/C DIRECTOR
Mahatma Phule Institute of Mgmt & C.S Hadapsar,Pune-28

Mahatma Phule Institute Hadapsar, Pune-28.

Yearwise Students Enrolment List

2018-19



Pune District Education Association's
MAHATMA PHULE INSTITUTE OF MANAGEMENT & COMPUTER STUDIES
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PUN Code - IMMP010720 DTE Code - MB6107 AISHE Code : C - 41697

PUNE DISTRICT EDUCATION ASSOCIATION'S
MAHATMA PHULE INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES
HADAPSAR PUNE- 28
ADD ON COURSES CERTIFICATE – ENGLISH COMMUNICATION /SOFT SKILLS
MBA I 2018-19

Sr. NO	Student Name	Course Name	Signature
1	AIHOLLI RUPALI SATISH	English Communication / Soft Skills	
2	BAGADE NITIN NAGNATH	English Communication / Soft Skills	
3	BHALSING AKSHAY SUKHADEV	English Communication / Soft Skills	
4	BHANDALKAR AKASH SHIVAJI	English Communication / Soft Skills	
5	BHANGARE ASHWINI VIJAYKUMAR	English Communication / Soft Skills	
6	BHAPKAR PRATIKSHA VITTHAL	English Communication / Soft Skills	
7	BHOSALE PRATIKSHA DHANANJAY	English Communication / Soft Skills	
8	BHOSALE SAYALI BHIMRAO	English Communication / Soft Skills	
9	BODKHE ANIKET RAMESHRAO	English Communication / Soft Skills	
10	CHOUDHARI ARCHANA VISHAL	English Communication / Soft Skills	
11	DHAIGUDE DEEPAK BHAGWAN	English Communication / Soft Skills	
12	DHAWALE AKSHAY RAMCHANDRA	English Communication / Soft Skills	
13	DHONE GANESH ANKUSH	English Communication / Soft Skills	
14	GARANDE SHAHAJI TOPA	English Communication / Soft Skills	
15	GARDE SNEHAL RAMDAS	English Communication / Soft Skills	
13	GUTTE MAHESH BHAGWANRAO	English Communication / Soft Skills	
14	INGLE NIKHIL ANANTRAO	English Communication / Soft Skills	
15	JADHAV VISHAL SANTOSH	English Communication / Soft Skills	
16	KALE VAIBHAV RAVINDRA	English Communication / Soft Skills	
17	KAMBLE CHANDRAKANT NAGNATH	English Communication / Soft Skills	

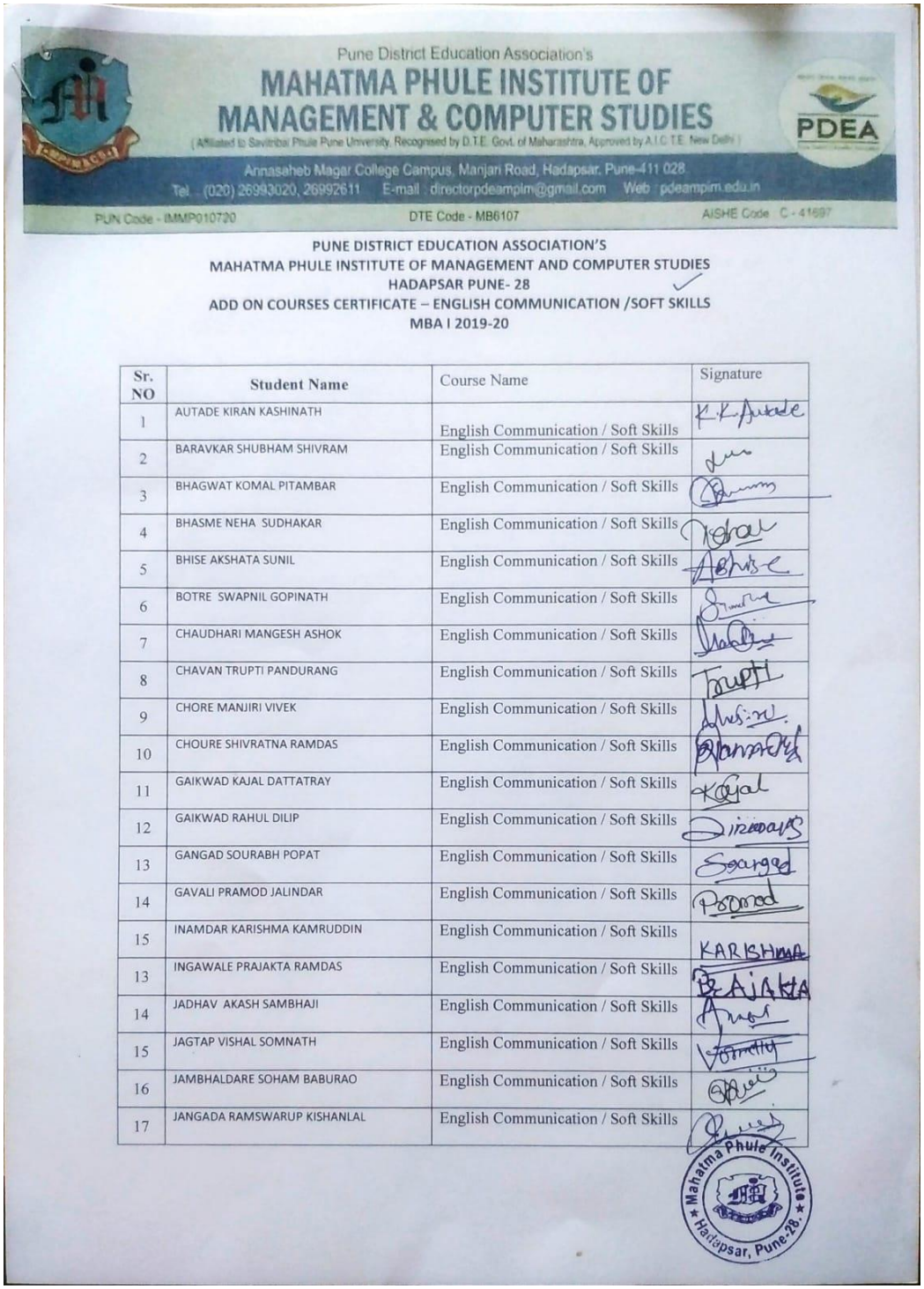
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Sr. NO	Student Name	Course Name	Signature
18	KATKE ATISH SUNIL	English Communication / Soft Skills	
19	KHORE DURVESH BALASAHEB	English Communication / Soft Skills	
20	KHULE KISHOR MOHAN	English Communication / Soft Skills	
21	KOLAPE SACHIN MADHUKAR	English Communication / Soft Skills	
22	LAKADE NILESH SHIVAJI	English Communication / Soft Skills	
23	MOHITE SHREYAS SUNIL	English Communication / Soft Skills	
24	MUSALE WALMIK BHANUDAS	English Communication / Soft Skills	
25	SALVE SEEMA SACHIN	English Communication / Soft Skills	
26	SASANE RUTUJA RAJENDRA	English Communication / Soft Skills	
27	SHERKHANE SONALI TANAJI	English Communication / Soft Skills	
28	SHIDGUR YOGESH BHAUSAHEB	English Communication / Soft Skills	
29	TELORE SAGAR SANJAY	English Communication / Soft Skills	
30	WABALE VIKRAM RAJENDRA	English Communication / Soft Skills	
31	WAGHULE SACHIN KANTA	English Communication / Soft Skills	

Mahatma Phule Institute Hadapsar, Pune-28.

2019-20



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MAHATMA PHULE INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES
HADAPSAR PUNE- 28
ADD ON COURSES CERTIFICATE – ENGLISH COMMUNICATION /SOFT SKILLS
MBA I 2019-20

Sr. NO	Student Name	Course Name	Signature
1	AUTADE KIRAN KASHINATH	English Communication / Soft Skills	
2	BARAVKAR SHUBHAM SHIVRAM	English Communication / Soft Skills	
3	BHAGWAT KOMAL PITAMBAR	English Communication / Soft Skills	
4	BHASME NEHA SUDHAKAR	English Communication / Soft Skills	
5	BHISE AKSHATA SUNIL	English Communication / Soft Skills	
6	BOTRE SWAPNIL GOPINATH	English Communication / Soft Skills	
7	CHAUDHARI MANGESH ASHOK	English Communication / Soft Skills	
8	CHAVAN TRUPTI PANDURANG	English Communication / Soft Skills	
9	CHORE MANJIRI VIVEK	English Communication / Soft Skills	
10	CHOURE SHIVRATNA RAMDAS	English Communication / Soft Skills	
11	GAIKWAD KAJAL DATTATRAY	English Communication / Soft Skills	
12	GAIKWAD RAHUL DILIP	English Communication / Soft Skills	
13	GANGAD SOURABH POPAT	English Communication / Soft Skills	
14	GAVALI PRAMOD JALINDAR	English Communication / Soft Skills	
15	INAMDAR KARISHMA KAMRUDDIN	English Communication / Soft Skills	
13	INGAWALE PRAJAKTA RAMDAS	English Communication / Soft Skills	
14	JADHAV AKASH SAMBHAJI	English Communication / Soft Skills	
15	JAGTAP VISHAL SOMNATH	English Communication / Soft Skills	
16	JAMBHALDARE SOHAM BABURAO	English Communication / Soft Skills	
17	JANGADA RAMSWARUP KISHANLAL	English Communication / Soft Skills	

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Sr. NO	Name of the Students	Course Name	Signature
18	JAGTAP VISHAL SOMNATH	English Communication / Soft Skills	
19	JAMBHALDARE SOHAM BABURAO	English Communication / Soft Skills	
20	JANGADA RAMSWARUP KISHANLAL	English Communication / Soft Skills	
21	JANRAO MAHESH SHIVAJI	English Communication / Soft Skills	
22	KADAM ANIKET PANDHARINATH	English Communication / Soft Skills	
23	KADAM NEHA KAILAS	English Communication / Soft Skills	
24	KSHIRSAGAR SHRIKANT SHANKAR	English Communication / Soft Skills	
25	MULE SAGAR DATTATRAYA	English Communication / Soft Skills	
26	MUSALE MONICA RAJENDRA	English Communication / Soft Skills	
27	NAGARGOJE KALPANA RAMCHANDRA	English Communication / Soft Skills	
28	NAIK AMIT SURENDRA	English Communication / Soft Skills	
29	PACHORE PRAMOD RAMNATH	English Communication / Soft Skills	
30	PANDKAR SAGAR VILAS	English Communication / Soft Skills	
31	PATIL AMRUTA RAJARAM	English Communication / Soft Skills	
32	RAKHAPASARE OMKAR SUKHDEV	English Communication / Soft Skills	
33	SALVE NARENDRA KONDIRAM	English Communication / Soft Skills	
34	SATHE RUSHIKESH DATTATRAY	English Communication / Soft Skills	
35	SHELAR RAKESH SURESH	English Communication / Soft Skills	
36	THORAT PRANALI VILAS	English Communication / Soft Skills	
37	TOLMARE VAISHNAVI BALKRUSHNA	English Communication / Soft Skills	
38	TULE MAHESH TANAJI	English Communication / Soft Skills	
39	UMATE SACHIN SHYAMRAO	English Communication / Soft Skills	

Mahatma Phule Institute * Hadapsar, Pune-28. *

2021-22

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HADAPSAR PUNE- 28
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MBA I 2021-22

Sr. NO	Student Name	Course Name	Signature
1	AKHADE OMKAR SADASHIV	English Communication / Soft Skills	
2	AMLE YOGESH RAOSAHEB	English Communication / Soft Skills	
3	BALLAL MOHAN MUNJAJI	English Communication / Soft Skills	
4	BANKAR HRITIK RAJENDRA	English Communication / Soft Skills	
5	BHAGAT NAMRATA SANJAY	English Communication / Soft Skills	
6	BHAPKAR SHUBHAM MOHAN	English Communication / Soft Skills	
7	BHOSALE ASHOK SHAHAJI	English Communication / Soft Skills	
8	BHUHIMBAR SWAPNIL SHIVAJI	English Communication / Soft Skills	
9	CHANDANE PRAGATI GAUTAM	English Communication / Soft Skills	
10	CHANDANKAR MANISHA ARUN	English Communication / Soft Skills	
11	CHAVAN ASHWINI ANANDA	English Communication / Soft Skills	
12	GADAM PRIYANKA YALLAPPA	English Communication / Soft Skills	
13	GAIKWAD MANISHA ANANT	English Communication / Soft Skills	
14	GAJUL RASHMI SUDARSHAN	English Communication / Soft Skills	
15	GARAD VISHAL VINAYAK	English Communication / Soft Skills	
16	GARJE VANDANA FAKIRA	English Communication / Soft Skills	
17	GHATULE RAMESH BHAGWAN	English Communication / Soft Skills	
18	GHORPADE KAJAL DNYANESHWAR	English Communication / Soft Skills	
19	GITTE RAMKRISHNA P	English Communication / Soft Skills	
20	HADKE SARVESH SURENDRA	English Communication / Soft Skills	
21	HOLE POOJA RAMDAS	English Communication / Soft Skills	

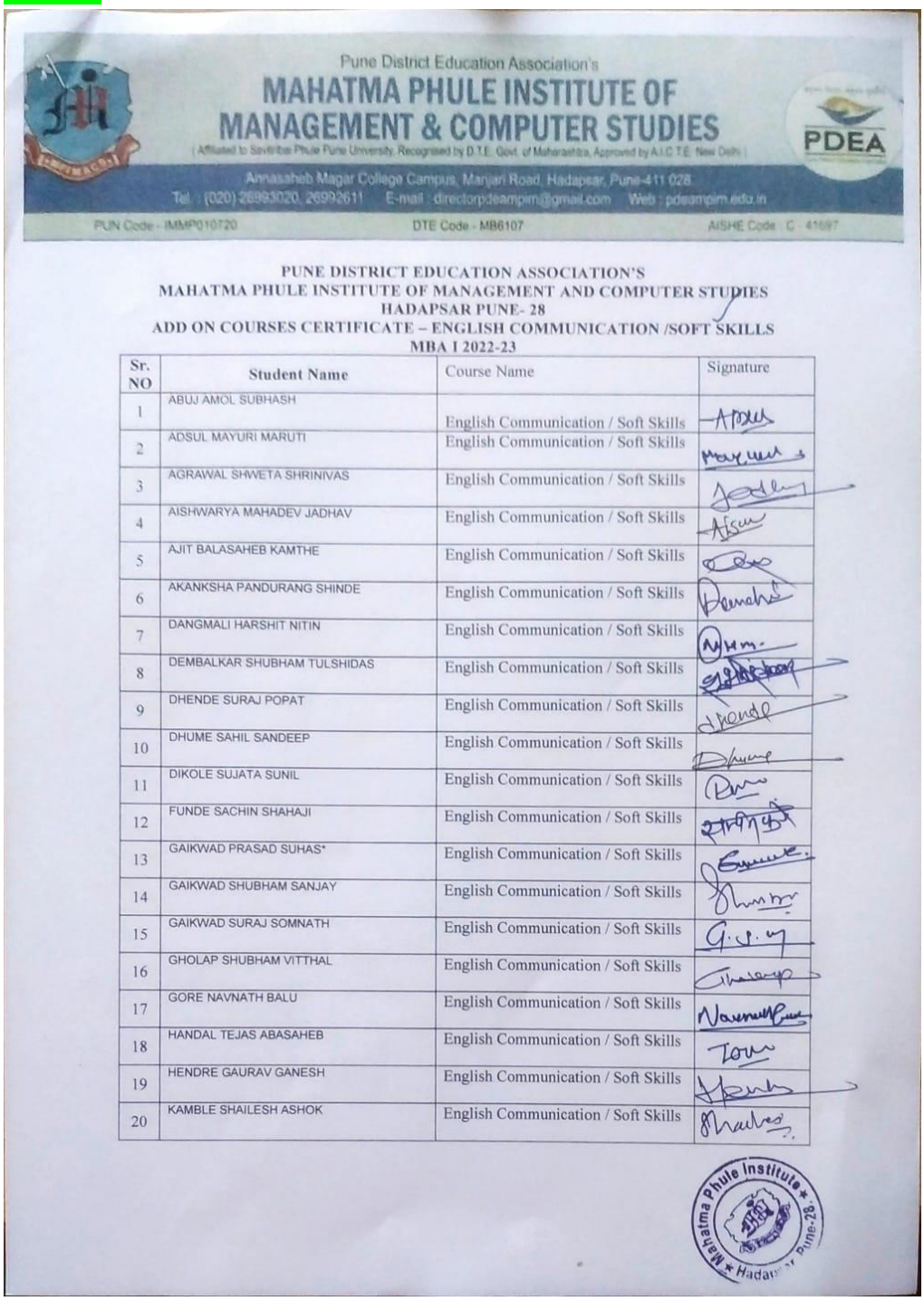
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Sr. NO	Name of the Students	Course Name	Signature
22	INGALE ANKITA DADARAO	English Communication / Soft Skills	
23	JADHAV AVADHUT DILIP	English Communication / Soft Skills	
24	JADHAV SANDHYA NANASAHEB	English Communication / Soft Skills	
25	JADHAV ULHAS SHRIRAM	English Communication / Soft Skills	
26	LALAGE ARTI DATTATRAY	English Communication / Soft Skills	
27	MANMODE GAURI KAILAS	English Communication / Soft Skills	
28	MASKE VIKAS ANKUSH	English Communication / Soft Skills	
29	MASTAKE PRAFUL MOHAN	English Communication / Soft Skills	
30	MOHITE PRANIL UTTAMRAO	English Communication / Soft Skills	
31	MORADE MADHURI RAVINDRA	English Communication / Soft Skills	
32	MUNGAL GANESH PANDURANG	English Communication / Soft Skills	
33	PAWAR YUVRAJ NAMDEV	English Communication / Soft Skills	
34	PHAND KAPIL PRALHAD	English Communication / Soft Skills	
35	POKALWAR SWAPNIL SANTOSH	English Communication / Soft Skills	
36	RANDIVE SAYALI NANDKISHOR	English Communication / Soft Skills	
37	RAUT RUTUJA BALASAHEB	English Communication / Soft Skills	
38	RAWAT LOKESH SANJIV	English Communication / Soft Skills	
39	SUTAR MANGESH SHAHURAJ	English Communication / Soft Skills	
40	TAGADE KUMUDINI SATISH	English Communication / Soft Skills	
41	TALEKAR MAHESH TRAMBAK	English Communication / Soft Skills	
42	TANPURE AKSHAY TUKARAM	English Communication / Soft Skills	
43	TATE PRANAV HARISHCHANDRA	English Communication / Soft Skills	
44	THOPATE PRIYANKA RAJARAM	English Communication / Soft Skills	

Mahatma Phule Institute ★ Hadapsar, Pune-28 ★

2022-23



PUNE DISTRICT EDUCATION ASSOCIATION'S
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HADAPSAR PUNE- 28
ADD ON COURSES CERTIFICATE – ENGLISH COMMUNICATION /SOFT SKILLS
MBA I 2022-23

Sr. NO	Student Name	Course Name	Signature
1	ABUJ AMOL SUBHASH	English Communication / Soft Skills	
2	ADSUL MAYURI MARUTI	English Communication / Soft Skills	
3	AGRAWAL SHWETA SHRINIVAS	English Communication / Soft Skills	
4	AISHWARYA MAHADEV JADHAV	English Communication / Soft Skills	
5	AJIT BALASAHEB KAMTHE	English Communication / Soft Skills	
6	AKANKSHA PANDURANG SHINDE	English Communication / Soft Skills	
7	DANGMALI HARSHIT NITIN	English Communication / Soft Skills	
8	DEMBALKAR SHUBHAM TULSHIDAS	English Communication / Soft Skills	
9	DHENDE SURAJ POPAT	English Communication / Soft Skills	
10	DHUME SAHIL SANDEEP	English Communication / Soft Skills	
11	DIKOLE SUJATA SUNIL	English Communication / Soft Skills	
12	FUNDE SACHIN SHAHAJI	English Communication / Soft Skills	
13	GAIKWAD PRASAD SUHAS*	English Communication / Soft Skills	
14	GAIKWAD SHUBHAM SANJAY	English Communication / Soft Skills	
15	GAIKWAD SURAJ SOMNATH	English Communication / Soft Skills	
16	GHOLAP SHUBHAM VITTHAL	English Communication / Soft Skills	
17	GORE NAVNATH BALU	English Communication / Soft Skills	
18	HANDAL TEJAS ABASAHEB	English Communication / Soft Skills	
19	HENDRE GAURAV GANESH	English Communication / Soft Skills	
20	KAMBLE SHAILESH ASHOK	English Communication / Soft Skills	

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Sr. NO	Name of the Students	Course Name	Signature
21	KANADE KARAN DHANYAKUMAR	English Communication / Soft Skills	
22	KHEDEKAR PRATIK BALASAHEB	English Communication / Soft Skills	
23	KRUSHNATH DNYANADEV CHAVAN	English Communication / Soft Skills	
24	KUSKAR RUPALI DEEPAK	English Communication / Soft Skills	
25	LAHANE KRUSHNA MARUTI	English Communication / Soft Skills	
26	MAHAJAN SIDDHI SUDHIR	English Communication / Soft Skills	
27	MARGALE CHAITANYA KONDIBA	English Communication / Soft Skills	
28	MARGEWAD ANIL SHIVAJI	English Communication / Soft Skills	
29	PRAGATI DILIP NALAWADE	English Communication / Soft Skills	
30	PRATIKSHA BALASAHEB KHOMANE	English Communication / Soft Skills	
31	RODE RUTIK BABASAHEB	English Communication / Soft Skills	
32	SAGAR RAJENDRA MANJARE	English Communication / Soft Skills	
33	SAHASTRABUDDHE ANKITA SHRIKRUSHNA	English Communication / Soft Skills	
34	SARTAPE KIRAN BHIMRAO	English Communication / Soft Skills	
35	SONAWANE SUMIT NAVNATH	English Communication / Soft Skills	
36	SUDRIK AKASH BALASAHEB	English Communication / Soft Skills	
37	SUTAR PALLAVI SHIVA	English Communication / Soft Skills	
38	SWAPNIL BALU GAVHANE	English Communication / Soft Skills	
39	SAHANE SWAPNIL MADHUKAR	English Communication / Soft Skills	
40	TELPURE RUSHIKESH DHANRAJ	English Communication / Soft Skills	
41	WANI NIKHIL ASHOK	English Communication / Soft Skills	
42	WARALE SHIVANI BABURAO	English Communication / Soft Skills	
43	YOGITA ROHIDAS KOLTE	English Communication / Soft Skills	
44	ZENDE TEJAS VISHWAS	English Communication / Soft Skills	

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Sample Course Completion Certificates

2022-23



Pune District Education Association's
Mahatma Phule Institute Of Management And Computer Studies,Hadapsar,Pune.

CERTIFICATE
OF ACHIEVEMENT

This is To Certify That Mr/Ms Mahajan Siddhi G. Has
Participated in The Event English communication/soft skills Organized in
Year 2022-23

Prof R.G.Sathe (MBA II co-ordinator)
Prof D.A.More (MBA I co-ordinator)
Dr.S.S.Bharadwaj (Director,MPI)

2021-22



Pune District Education Association's
Mahatma Phule Institute Of Management And Computer Studies,Hadapsar,Pune.

CERTIFICATE
OF ACHIEVEMENT

This is To Certify That Mr/Ms Ghorpade Kajal D. Has
Participated in The Event English communication/soft Skills Organized in
Year 2021-22

Prof R.G.Sathe (MBA II co-ordinator)
Prof D.A.More (MBA I co-ordinator)
Dr.S.S.Bharadwaj (Director,MPI)

2019-20



Pune District Education Association's

Mahatma Phule Institute Of Management And Computer Studies,Hadapsar,Pune.

CERTIFICATE

OF ACHIEVEMENT

This is To Certify That Mr/Ms Jangada Ramswarup K. Has Participated in The Event English communication/soft skills Organized in Year 2019-20

Prof R.G.Sathe (MBA II coordinator)

Prof D.A.More (MBA I co-ordinator)

Dr.S.S.Bharadwaj (Director,MPI)

2018-19



Pune District Education Association's

Mahatma Phule Institute Of Management And Computer Studies,Hadapsar,Pune.

CERTIFICATE

OF ACHIEVEMENT

This is To Certify That Mr/Ms Kamble Chandrakant N. Has Participated in The Event English communication/soft skills Organized in Year 2018-19

Prof R.G.Sathe (MBA II coordinator)

Prof D.A.More (MBA I co-ordinator)

Dr.S.S.Bharadwaj (Director,MPI)