



**B.V. Patel Institute of Management,
Uka Tarsadia University**



Date: 29 Nov 2022

Soft Skill Course

Date	21/11/2022 to 28/11/2022
Time	9:00 am to 2:30 pm
Venue:	J D Hall, Uka Tarsadia University
Class:	TYBBA
Coordinator:	Ms. Vaishali Pillai, Ms. Kruti Bhatt, Ms. Peenal Sankhla, Ms. Pragya Tripathi
Category	Soft Skill Course

For TYBBA students, a soft skill course is included in the regular curriculum. This one-week course runs from November 21 to November 28. Students gathered at assembly hall for prayer at B. V. Patel Institute of Management followed by further sessions at Jatin Desai Hall, Uka Tarsadia University. The meeting was partitioned into two modules, fundamentally theoretical sessions and afterward finished practical exercises. Theoretical sessions were led at J D Hall and practical exercises was led at Classroom no. 19 and 20 at the B.V. Patel Institute of Management and Commerce. The subjects that were covered are listed below.

Date	Session Topic	Experts of the session
21-11-2022	Self Confidence, Managing stress, Time Management, SWOT Analysis, Aspects of Attitude, Goal Setting activity	Ms. Rachna Somaiya, Mr. Parth Bhatt
22-11-2022	Decision Making, Problem Solving, Activities regarding problem solving	Ms. Rachna Somaiya, Mr. Parth Bhatt
23-11-2022	Teamwork, tips for effective teamwork, qualities of a team leader, Case Study with reference to sft skill aspects	Ms. Rachna Somaiya, Mr. Parth Bhatt
24-11-2022	Importance of being oneself, peer pressure, qualities of positive and negative peer pressure, empathising, communication gestures and postures, personal communication, netiquettes, Exercises on Non-verbal communication	Mr. Parth Bhatt
25-11-2022	Interview skills, Time Management	Dr. Vijay Gondaliya, Ms. Rachna Somaiya
28-11-2022	Group Presentation on the topic of Leadership and its aspects	Ms. Kruti Bhatt, Ms. Rachna Somaiya

