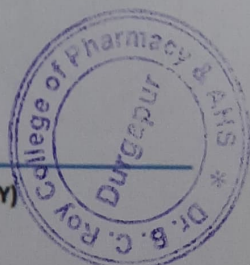




A REPORT ON SOFT SKILLS ENHANCEMENT

Soft skills are an essential part of improving one's ability to work with others and can have a positive influence on furthering your career. If you are a small business owner or self-employed, soft skills can help you find, attract, and retain clients. Highly-developed presentation skills, networking abilities, and etiquette awareness can help you win new clients and gain more work from existing clients. Honing your abilities to resolve conflicts, solve problems, and provide excellent customer service can lead to stronger relationships with colleagues, vendors, and other professional contacts. Ultimately, strong soft skills can help you gain confidence—an invaluable trait in the business world. Most interactions with other people require some level of soft skills. At a company one might be negotiating to win a new contract, presenting your new idea to colleagues, networking for a new job, and so on. We use soft skills every day at work and developing these soft skills will help us win more business and accelerate our career progression.

The college authorities also, for the betterment of students has developed an Ad-On Certificate Course on Soft Skills Enhancement for the B. Pharm (I, II, III, IV) students, the total credit hours being 30. This course was also developed by the in-house faculty of the organization, Mr. Aniruddha Lahiri. Under this course, guidance was provided on what soft skills are and why are they important. Discussions of different components of Soft Skills were held. The importance of SWOT analysis was discussed which enabled the students to know about their Strengths, Weaknesses, Opportunities and Threats. Components like leadership qualities, Team Work, Time Management, Problem Solving, Stress Management was also discussed. The students were taught about the different forms of communication, the etiquettes that are to be followed in their workplace, the ways of acquiring the soft skills that are necessary for their survival at their workplace, need for personality development, and various other topics. An examination was conducted after the completion of the course and certificates were awarded to the students. The course helped the students to prepare themselves for interviews and gave them the essence of technical air that prevails outside. It also helped them to shape themselves into young professionals.





The classes were conducted regularly in offline mode on Mondays and Wednesdays from 6pm to 7pm. Total number of students enrolled for the course was 65. 75% attendance was mandatory for receiving the certificate. And all the registered students successfully completed the course.

