BHUJBAL KNOWLEDGE CITY Mumbai Educational Trust	**MET's Institute of Technology (Polytechnic), Nashik** **Department of Information Technology (Inst. Code: 0776)** **(NBA Accredited Programme)** www.metbhujbalknowledgecity.ac.in

AY:2026-27

Name of Activity	Workshop on Personality Development & Soft Skills
Academic Year	2026–2027
Department	Department of Information Technology
Institute	MET's Institute of Technology Polytechnic, Nashik
Date	02/09/2026 to 04/09/2026 | 09/09/2026| 10/09/2026 | 16/09/2026 | 23/09/2026
Time	10:00 AM to 12:00 PM
Venue	Classroom No. 106
Target Participants	SYIF Students
Resource Person	Mr. Pranav Kumar
Designation	**Director and Founder, Let's Speak Institute of Soft Skills & Personality Development, Nashik**
Activity Coordinator	Mr. V. A. Yeole | Mrs. P.M.Takate| Mr. C.S.Mogare| Mrs. Anumeha Lal | Mr. S.R.Gaidhani
Co-Coordinator	Ms. S. P. Pathak | Mr. A. S. Chatur | V. R. Patil

★ **Objective of the Activity :**

The workshop was organized with the objective of developing essential soft skills and enhancing the overall personality of students. The major objectives were:

- To improve students' communication skills.
- To develop confidence and public speaking abilities.
- To enhance interpersonal and relationship-building skills.
- To create awareness about emotional intelligence and emotional management.
- To prepare students for academic, professional, and personal challenges

Applicable Programme Outcomes (POs) :

PO No.	POs	Reason
PO6	The Engineer and the World	Students understand professional behaviour, social interactions, personal responsibility and the importance of adapting to different professional environments.
PO7	Ethics	Students develop awareness of professional ethics, respect, empathy, courtesy, digital responsibility and appropriate workplace behaviour.
PO8	Individual and Collaborative Team Work	Students develop teamwork, leadership, cooperation, interpersonal relationships and the ability to work effectively with others.
PO9	Communication	Students improve verbal, non-verbal, written and digital communication, public speaking, email etiquette and professional presentation skills.
PO10	Project Management & Finance	Students develop awareness of goal setting, career planning, decision-making, leadership and managing individual responsibilities.
PO11	Life-Long Learning	Students understand the importance of continuous personal development, self-improvement and adapting to changing professional requirements

Applicable Programme Educational Objectives (PEOs) :

PEO No	PEO	Reason
PEO I	Knowledge & Career Growth	The interaction helps students understand career development opportunities and the importance of continuous learning.
PEO II	Software & Hardware Skills	Students gain awareness of software tools, technical skills and practical approaches used in industry.

PEO III	Design & Programming Skills	Students understand the relevance of practical project development and technical implementation in their professional growth.

Applicable PSO's :

PSO No.	PSOs
PS01	**Modern Information Technology:** Students develop awareness of professional digital platforms, online profiles and digital branding for presenting their technical knowledge and skills.
PSO2	**Information Technology Process:** Students understand the importance of professional digital communication, email etiquette and appropriate use of modern communication technologies

★ **Day-wise Activity Details :**

Day 1 [02/09/2026]: Communication Skills and Public Speaking

Topics Covered	Activities Conducted	Learning Outcomes
Importance of effective communication	Interactive discussion with students	Students understood the importance of effective communication.
Verbal and non-verbal communication	Communication-based activities	Students learned techniques to communicate with clarity and confidence.
Clarity and confidence while speaking	Public speaking practice Student participation and interaction	Students gained awareness about body language and voice modulation.

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Day 2 [03/09/2026]: Interpersonal Skills and Emotional Quotient

Topics Covered	Activities Conducted	Learning Outcomes
Introduction to interpersonal skills	Interactive discussion	Students understood the importance of interpersonal skills.
Importance of effective relationships	Team-based activities	Students learned the importance of teamwork and cooperation
Active listening skills	Student interaction and participation	Students developed awareness about empathy and active listening.

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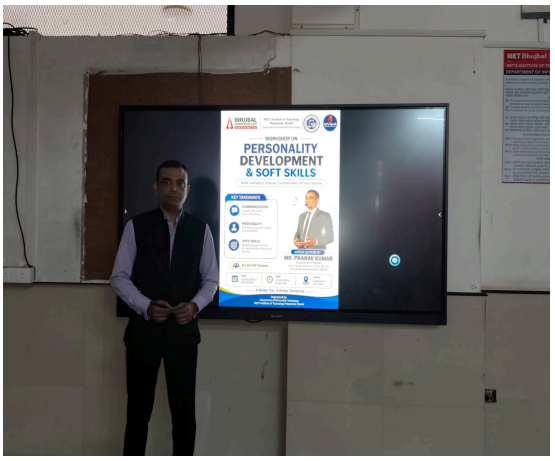





Day 3 [04/09/2026]: Interpersonal Skills and Emotional Quotient

Topics Covered	Activities Conducted	Learning Outcomes
Introduction to leadership skills	Interactive discussion on leadership qualities	Students understood the importance of leadership skills in personal and professional life.
Qualities and characteristics of an effective leader	Activities related to teamwork and decision-making	Students gained awareness about the qualities of an effective leader.

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Importance of decision-making and problem-solving	Discussion on identifying and developing individual skills	Students learned the importance of teamwork, decision-making, and responsibility.
Team building and team management	Student participation and interaction	Students understood how to identify and manage their individual skills.



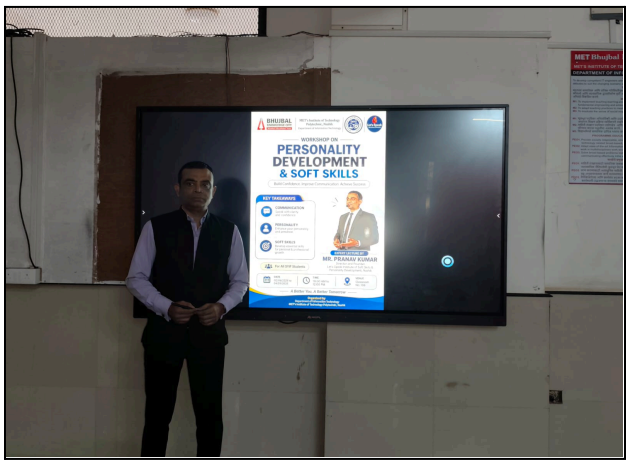






Day 4 [09/09/2026] : Professional Skills for Career Growth

Topics Covered	Activities Conducted	Learning Outcomes
Career Planning and Goal Setting	Interactive discussion on identifying career interests, setting professional goals and planning career pathways.	Students understood the importance of setting clear career goals and planning their professional growth.
Resume and Professional Profile Preparation	Guidance on preparing a clear resume and presenting educational qualifications, skills and achievements.	Students learned the key elements of an effective resume and professional profile.





Day 5 [10/09/2026] : Personality Grooming

Topics Covered	Activities Conducted	Learning Outcomes
Personal Grooming and Professional Appearance	Interactive session on personal hygiene, neat appearance, appropriate attire and professional presentation.	Students understood how personal grooming contributes to confidence and professional impressions.
Body Language and	Demonstrations and	Students learned to use

Non-verbal Communication	discussion on posture, eye contact, facial expressions and gestures.	positive body language during academic and professional interactions.
Self-confidence and Positive Attitude	Guided discussion and student participation on confidence building and maintaining a positive attitude.	Students gained awareness of ways to improve self-confidence and present themselves effectively.





Day 6 [16/09/2026] : Digital Professionalism

Topics Covered	Activities Conducted	Learning Outcomes
Professional Communication in Digital Environments	Discussion on clear, respectful and appropriate communication through email, messaging and online platforms.	Students learned to communicate professionally in digital environments.
Email Etiquette and Online Meeting Behaviour	Examples and discussion on subject lines, formal email structure, timely responses and virtual meeting etiquette.	Students understood the essentials of professional email writing and online meeting conduct.

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Day 7 [23/09/2026] : Digital Professionalism

Topics Covered	Activities Conducted	Learning Outcomes
Introduction to Personal Digital Branding	Interactive discussion on building a consistent and professional identity across digital platforms.	Students understood the purpose of digital branding and its role in career development.
Professional Online Profiles	Guidance on presenting education, skills, projects and achievements in professional online profiles. .	Students learned how to showcase their qualifications and strengths online.

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Ms. S. P. Pathak	Mr. V. A. Yeole	Mr. S. B. Patil
Prepared By	**Guest Lecture In-Charge**	**HOD**

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