



HOLY-WOOD ACADEMY'S

SANJEEVAN

GROUP OF INSTITUTIONS, PANHALA

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MAAC Accredited

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Permanent Affiliation by Dr. Babasaheb Ambedkar Technological University, Raigad
Affiliated to Shivaji University, Kolhapur, MSBTE, Mumbai

DTE Code : **ENG315**

Date:09-08-2024

One Page Report on Student Development Program

Corporate Etiquettes

The Department of Computer Science and Engineering successfully conducted a Student Development Program (SDP) on "Corporate Etiquettes" from Monday, August 5, 2024, to Friday, August 9, 2024. This program was tailored for Third Year students of Divisions A and B, with the objective of enhancing their soft skills and professional conduct.

Program Highlights:

The SDP aimed to refine students' personal and professional skills through a detailed exploration of corporate etiquettes. The program provided valuable insights into key aspects such as communication, grooming, and behavioural attitudes, crucial for professional success.

Venue and Timing:

- **Venue:** Central Drawing Hall, Sanjeevan Group of Institutions, Panhala
- **Timing:** 9:15 AM to 4:00 PM each day

Daily Schedule Overview:

- **Monday, August 5, 2024:** The program commenced with an introduction to corporate etiquettes, focusing on grooming, attitude, skills, and professional appearance.
- **Tuesday, August 6, 2024:** Students engaged in role play to practice first impressions, learned about maintaining a positive attitude, and explored techniques for attitude adjustment.
- **Wednesday, August 7, 2024:** The day featured role play on handling workplace challenges, training in verbal and non-verbal communication, and active listening exercises.
- **Thursday, August 8, 2024:** Activities included role play on effective communication scenarios, preparation for interviews, and strategies for handling common interview questions and responses.
- **Friday, August 9, 2024:** The final day consisted of mock interviews, sessions on analytical thinking and problem-solving, and a group activity involving case study analysis.

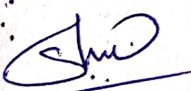
The SDP on "Corporate Etiquettes" provided Third Year students with crucial skills and knowledge to enhance their professional conduct. The Department of Computer Science and Engineering is pleased with the successful execution of the program and the positive impact it has had on the students.



Photographs:

Event: Student Development Program on "Foundation of C-Programming and Computer Hardware"




Workshop Co-ordinator




H.O.D.

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