



MGM's COLLEGE OF ENGINEERING & TECHNOLOGY
Kamothe, Navi Mumbai – 410209

Department of First Year Engineering

2 Days Workshop

On

INTRODUCTION TO INDUSTRY READY ACTIVITIES

(21st - 22nd April, 2018)

2 Days Workshop
On
INTRODUCTION TO INDUSTRY READY ACTIVITIES

Patrons

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Dr. S. N. Kadam, Hon. Trustee, MGM

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Prof. R. Rathore

Dr. N. Lohakare

Prof. S. Gandal

PREFACE

The two day workshop entitled “Introduction To Industry Ready Activities” was organized for First Year Engineering students. The main objective of this workshop is that students must know the basic requirement to get job in industry. This workshop has following dimensions:

- Development of Technical Skills
- Importance of soft skills
- Communication Skills
- Human Resource Activity

Because of this workshop students get true knowledge of industry before going to industry. Industrial training is important for making an engineering student work ready. The whole idea was to develop students’ hidden talent and make them ready to place in any Industry. Students should know the requirement of industries.

ACKNOWLEDGEMENT

Though only my name appears as a coordinator of this workshop, many people have contributed to its successful conduction. I owe my gratitude to all those people who have made this workshop possible and made it an unforgettable experience for me.

First of all, I would like to express my deep and sincere gratitude to **Hon. Chairman Shri. K. N. Kadam** and **Hon. Trustee Dr. S. N. Kadam** for giving me the opportunity and providing invaluable guidance.

I express my sincere thanks to **Dr. K. G. Narayankhedkar** and **Dr. S. K. Narayankhedkar** for their continued support, encouragement, everlasting help and valuable guidance throughout this workshop.

I would also like to extend huge, warm thanks to Industry persons, for their attention and time.

Finally, my thanks go to all the people who have supported me to complete this workshop directly or indirectly.

Coordinator

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EXECUTIVE SUMMARY

On April 21st & 22nd 2018, Department of First Year Engineering of MGM CET has organized a two day workshop entitled “Introduction To Industry Ready Activities” at MGM CET, Kamothe. The main objective of this workshop was to make the students industry ready. We thought it is necessary to develop students’ technical and soft skills.

The main objective of this workshop was to introduce first year engineering students industry ready. Long term expected result of workshop is that students fully prepared for industry after the completion of their graduation.

During the workshop 33 students from first year engineering were trained. The two days workshop was divided broadly into 2 sessions on each day. This workshop has following dimensions:

- Development of Technical Skills
- Importance of soft skills and human values
- Communication Skills
- Human Resource Activity

In order to make this workshop more effective some games, debate and group discussion competitions organized by speakers.

The following topics were covered:

- Technical Skills
- Soft skills
- Communication Skills
- HR Recruitment and placement

The following Eminent Experts from Industry trained the Participants

- **Dr. Prashant Chavan**
Senior Engineering Manager
Diebold Nixdorf Inc.
- **Mr. Mehul Jain and Ms. Jinal Talsaniya**
HR & Admin Head
Core Systems (Medical Electronics)
- **Ms. Seema Arunkumar**
VISA
- **Mr. Mandar Nagarkar**
Development Manager
Diebold Nixdorf Limited

On the last day of the workshop, a feedback was taken from the participants to assess their interest and learning capability. The feedback result is given in Annex A- 6. The feedback has been analysed and the salient features are presented in Annex – 5. The feedback was encouraging. The participants also made some recommendations, which are summarized in Annex A – 6.

Overall, the workshop was fabulous and successfully conducted.

BACKGROUND

MGM's College of Engineering and technology (MGM CET) is governed by Mahatma Gandhi Mission, A Charitable Trust, Registered under the Bombay Public Trust Act 1950 and Societies Regulation Act 1860. Since its inception in 1982, Mahatma Gandhi Mission has developed into an excellent educational group and is totally committed to human resource development. MGM has now a chain of Engineering, Medical, Nursing, management, Dental, Physiotherapy, Science, Journalism and Fine Arts spread over five educational centres, Navi Mumbai, Aurangabad, Nanded, Noida, Parbhani. In continuation of its proud tradition of enriching the human resource needs of the country the Mission has set up in 1986, our institute MGM's College of Engineering and Technology, Kamothe, Navi Mumbai. The objective of the institution is to impart the value based quality engineering education by combining academics with exposure to Industry. With this view in mind, it provides state - of - the art infrastructure facilities and academic resources to its student. College is affiliated to University of Mumbai and approved by AICTE, New Delhi. MGM CET is awarded with ISO - 9001 - 2000 certification by RINA for providing Technical education in engineering field as per the guidelines of University of Mumbai. The institute is one of the few engineering colleges to achieve this international standard for implementing and maintaining quality management system.

The objectives of Department of First Year Engineering are

- ❖ To optimize the fundamental knowledge in basic sciences and inculcate soft skills to meet the human resource needs.
- ❖ To equip the students to be adaptive and responsive in their chosen fields.
- ❖ To educate, to understand the impact of engineering solutions on a global context.
- ❖ To Create an awareness on environmental sustainability to reduce detrimental impact on human life
- ❖ To apply the ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice
- ❖ To function effectively as an individual and as member or leader in diverse teams and in multidisciplinary settings.
- ❖ To communicate effectively with the engineering community, with society at large, such as, being able to commence and write effective reports and design documentation, make effective presentations and give and receive clear instructions.

OBJECTIVES

The main objective of this workshop is to prepare students for industries. Further aims of the workshop are as follows:

- ❖ To develop students technical and soft skills.
- ❖ To apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice
- ❖ To effective utilization and application of basic mathematical, scientific and computational skills to cater to the needs of the industry.
- ❖ To function effectively as a team work.
- ❖ To upgrade the knowledge of students about basic engineering.
- ❖ To make students good human being.
- ❖ To apply their engineering knowledge to the society.

ABOUT THE WORKSHOP

The two day workshop entitled “Introduction To Industry Ready Activities” was divided into 2 session each day from 21th April 2018 to 22th April 2018. The first half of session on First day has started with inaugural function. The workshop was inaugurated by Dr. Prashant Chavan while the inaugural address was given by Dr. S. B. Shinde, Dean FE (First Year Dean). Dr. K. G. Narayankhedkar, Director General and Dr. S. K. Narayankhedkar, Principal had praised the inaugural function with their valuable guidance.

33 students 10 faculties was participated in the workshop. In continuation, Dr. Prashant Chavan had given lecture on “Technical Skill Development”. On second half of first day, there was a lecture on “Soft Skill” by Mehul Jain. This workshop was very important to students because they got true knowledge of industry before going to industry. Industrial training is important for making an engineering student work ready. To graduate from an engineering program at MGM CET, all students should completed maximum approved industrial training. Due to this workshop student got some real on job experiences.

THE SESSIONS

The sessions were spread over two days from 10:00 am to 4:00 pm. The details of sessions are as follows :

Day 1, Session 1

Session 1 of day 1 was start by inaugural function of the workshop. After the inaugural function, Dr. Prashant Chavan had delivered a seminar on Technical Skill Development.

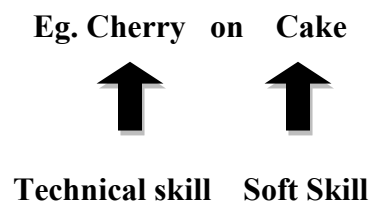
About the Speaker – Dr Prashant Chavan has done Ph.D. in management. He is currently working as a Senior Engineering Manager in Diebold Nixdorf Inc. He has Total 21 years of IT experience in Project, Program, Testing/QA & Delivery Management. 7 years of experience at onsite (customer location) in USA, UK, EUROPE, and SINGAPORE. He Performed a role of “Training Coach” for campus students of L&T Infotech & Capgemini, Played a role of "Professional Mentor" in VISA Inc. (Fortune 100 organization). He had Worked as a "Resource Person" and “Visiting Faculty” for Degree Colleges & Universities. He has Published 4 articles in International/National Conferences on IT Management & Upcoming Trends. He got following awards:

- Best Project Manager & SPS-Valuable Contribution award in L&T InfoTech
- Valuable Contribution Star, Pat on the back, Letter of Appreciation awards in Patni Computers
- Successful implementation of Projects Governance for HMIC Insurance (USA)
- Key members in setting-up TSL Business Unit in L&T InfoTech

About the Session - He highlighted number of points related to technical skills. He told students that never give up. Everyone should have mentor. He also focused on How to plan objectives. He lights up technical skills. He explained students the importance of ‘Team Work’, Unity, leadership, presence of mind. Students must use their skills smartly and plan their dream job. He introduced the term EOD (End Of the Day) to the students. Students should have willing power. They should know their interesting area. He taught students that how to use their free time. He highlighted project and product lifecycle in following way:

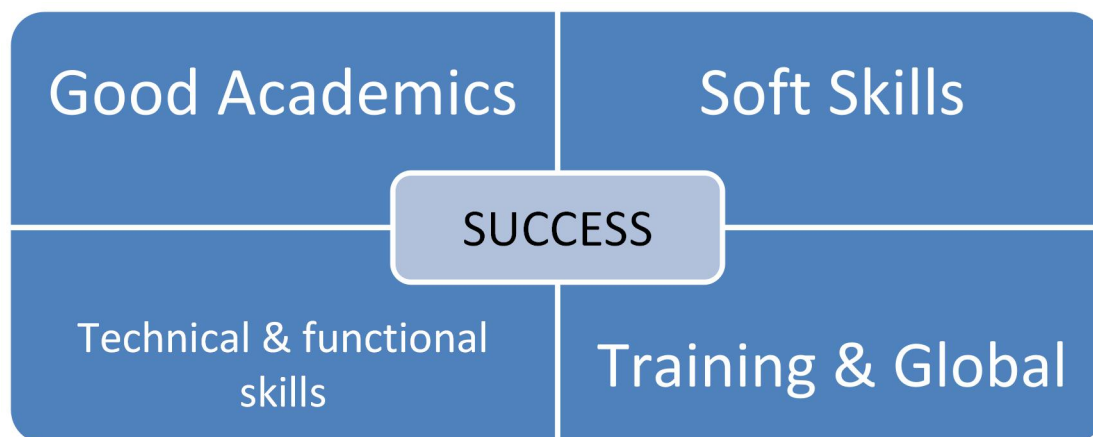


He had given brief introduction about soft skills. Technical skills can be taught but soft skills are inherent.



Entrepreneurship is also good option for Engineers. Student must be innovative. There is a huge gap between campus and corporate. The journey is not that easy. Students should be ready as a **PACKAGE**.

How will I get Job?



Session 2 of day 1 were delivered by Mr. Mehul Jain and Ms. Jinal Talsaniya on “Soft Skills”.

About the Speaker - She is currently working as HR & Admin Head for Core Systems (Medical Electronics). She has Competent and result oriented software professional with 8.5 years of work experience in manual testing in product based organisations. She is expertise in Manual Testing, Quality Assurance, QA Governance, Team Leadership, Vendor Management and Stake-holder Management.

About the Session - Both the speaker guided us which ethics we have to maintain in the Work place. They told that having a strong work ethic isn't the same thing as being a workaholic. Make yourself essential. We should not confuse us with work ethic & over working. We have to use soft skill. Work ethics are those to motivate & dedicate to getting the job done what will be conscientious & do your best work. They also focused on different terms like controlling anger, working efficiently, Harassment, Stealing, Discrimination(Age difference). He told we should be ethical in our daily life as well as in our work place.

Code of ethics -

One should have Positive attitude. Negativity is like second hand smoke. Appescimist see the difficulty in every appportunity. But an optimist sees the opportunity in every difficulty. He took keen interest in Time Management.

Procrastination is a symptom not cause & also try to manage your time. He told how should be a Team Player. Students should not be a selflink. Students should pass on the team spirit. They should collaborate with other people. Students should be reliable, respectful, have listening skill. He should have conflict management skill & other abilities are Team Work, Self confidence

Few team player's skills are

- Shapers :People who challenge the team to improve.
- Self confidence
- Sharp minded

How to achieve self confidence ?



How to be Confident at work

- You are good at work
- Self – knowledge
- Creative jobs
- Confident leadership
- Bouncing back from career disappointments
- Confidence booster

Mr. Mehul explained how to accept Criticism by

- Seek out criticism
- Ease the burn
- Manage your reaction
- Don't get defensive
- Deal with bad criticism & Getting Better
- Respond Rationally
- Consider it objectively
- Bouncing back from bad
- Performance review
- Get better at your job this year

Day 2 Session 1

Topics covered by Seema Arunkumar in the second session of workshop is related to communication skills

i) Effective Communication

Effective communication may not be brief. For communication to be effective, it has to consider the receiver. Effective communication is two-way. Effective interpersonal communication includes a lot of verification and validation. This has two purposes: One, that what was said is mutually understood, and two, that the speaker feels understood so is more likely to act.

In a sales context, effective communication is essential for attracting a customer. The potential customer must feel the product and service will address his needs in order to buy. The customer must understand the terms of the sale to be a satisfied customer. If there is a problem after the sale, effective communication facilitates the problem being solved to the customer's satisfaction, creating customer loyalty.

ii) Efficient Communication

Efficient communication may or may not be effective, but its hallmark is its brevity. It must be time limited, crisp and pointed. It gets the message out in the shortest time. Sometimes the message is well received; other times the brevity may be insufficient for understanding or to compel action. Sometimes the less said the better, but often a short message leaves questions unanswered and without explanation, thus the response could range from positive to negative to none at all.

Efficient communication is most likely to be effective if there is pre-established, mutual understanding between the message maker and the receiver.

2) Styles of communication

i) Assertive-Being assertive means respecting yourself and other people. It is the ability to clearly express your thoughts and feelings through open, honest and direct communication.

Behavioural Characteristics

- Frightening, threatening, loud, hostile
- Willing to achieve goals at expense of others
- Out to "win"
- Demanding, abrasive
- Belligerent
- Explosive, unpredictable
- Intimidating
- Bullying

ii) The Passive-Aggressive Style

This is a style in which people appear passive on the surface, but are actually acting out their anger in indirect or behind-the-scenes ways.

Behavioural Characteristics

- Indirectly aggressive
- Sarcastic
- Devious
- Unreliable
- Complaining
- Sulky
- Patronising
- Gossips

iii) The Submissive Style

This style is about pleasing other people and avoiding conflict. A submissive person behaves as if other people's needs are more important, and other people have more rights and more to contribute.

Behavioral Characteristics

- Apologetic (feel as if you are imposing when you ask for what you want)
- Avoiding any confrontation
- Finding difficulty in taking responsibility or decisions
- Yielding to someone else's preferences (and discounting own rights and needs)
- Opting out
- Feeling like a victim
- Blaming others for events
- Refusing compliments
- Inexpressive (of feelings and desires)

iv) The Manipulative Style

This style is scheming, calculating and shrewd. Manipulative communicators are skilled at influencing or controlling others to their own advantage. Their spoken words hide an underlying message, of which the other person may be totally unaware.

Behavioral Characteristics

- Cunning
- Controlling of others in an insidious way – for example, by sulking
- Asking indirectly for needs to be met
- Making others feel obliged or sorry for them.
- Uses 'artificial' tears

3) What is mean by communication skills?

- Listening. Being a good listener is one of the best ways to be a good communicator. ...
- Nonverbal Communication. Your body language, eye contact, hand gestures, and tone all color the message you are trying to convey
- Clarity and Concision
- Friendliness
- Confidence

- Empathy
- Open-Mindedness
- Respect

4) Conference call etiquettes

- Keep track of conference call dates/times
- Call in to the conference line a couple minutes early.
- Mute your phone when you are not speaking.
- State your name before speaking.
- Be prepared to discuss the topic at hand.
- Keep background noise to a minimum.
- Pay attention!
- Maintain a good cell phone reception.
- Follow an agenda.
- Define a clear leader.

5) Email etiquettes

- Only discuss public matters.
- Briefly introduce yourself.
- Don't "e-mail angry."
- Use exclamation points sparingly.
- Be careful with confidential information.
- Respond in a timely fashion.
- Avoid using shortcuts to real words, emoticons, jargon, or slang.
- Be clear in your subject line.
- Your subject line must match the message.
- Provide a warning when sending large attachments.
- Evaluate the importance of your e-mail.
- Maintain privacy.
- Keep it short and get to the point.
- Your e-mail is a reflection of you.

Day 2 Session 2

After lunch break we had session 2. The session was delivered by 'Mr. Mandar Nagarkar'. He guided us what was the criteria required for HR. HR (Human Resource) means people required to get job.

About the Speaker - Mr. Mandar Nagarkar is currently working as a Development Manager at Diebold Nixdorf Limited. He has 16+ years experience of software development and managing an enterprise application. He is also experienced in designing and architecting solutions which runs efficiently with an eye on the performance. He is also expertise in Hiring and Campus Recruitment/Placement and as Professional Trainer for Development profiles.

About the Session – He explained the qualities required for HR are as follows:

- Academics success
- Communication skill
- Person with positive attitude
- Multi-tasking
- Technical skills
- Soft skills

He or she should satisfy all the criteria they should be selected for job. Right candidate will be selected on different criteria while taking interviews

Job description (JD)

- a) Technical skills
- b) Soft skills
- c) Communications skills

He said **about confidence level that** if you know little bit, you are not confident. If you do not have idea about your answer clearly you say I don't know the answer but I learned that topic.

You can say I am not aware, you can ask me another question.

Don't say wrong things, never say lie.

Convening power

You should understand by eye-contact.

You need to take reactions from the person who taking your interview.

You need to give answers in short.

Group discussion : It is essential to express your views in positive ways to the respective persons.

Analytical and logical things: Person ask you different types of puzzles, mathematical questions.

PARTICIPANTS

The workshop was well attended. There were 43 participants in the workshop. The participants were invited from first year engineering. The students had learnt a lot from eminent speakers. Students got knowledge about industry requirements. The list of participants is attached as Annex A-2.

FEEDBACK & SUGGESTIONS

We have received very positive feedbacks from our students. Students were encouraged, moved and highly influenced from all the speakers. All the students have got the perfect idea about industry ready activities. This workshop has changed the point of view of students about industry, society and nature. They have learned the basic life skills, technical skills and soft skills.

WORKSHOP SCHEDULE

Date	Session 1 10:00 am – 12:30 pm	Session 2 1:30 pm – 4:00 pm
21/04/2018	Technical Skills Development Speaker – Dr. Prashant Chavan	Soft Skills Speaker – Mr. Mehul Jain Ms. Jeenal Talsaniya
22/4/2018	Communication Skills Speaker – Mrs. Seema Arunkumar	HR (Recruitment & Placement) Speaker – Mr. Mandar Nagarkar

LIST OF PARTICIPANTS

Sr. No.	Name of the Students
1	Amir Shaikh
2	Kshitij Pawashe
3	Akash Sharma
4	Siddhesh Pawar
5	Suresh Gaikwad
6	Atulkumar Singh
7	Farhan Saleem
8	Deepak Chaurasiya
9	Jatin Korde
10	Suraj Kanojiya
11	Suraj Gupta
12	Ayush Singh
13	Deepak Maurya
14	Anagha Patil
15	Madhu Yadav
16	Ankit Pathak
17	Bipin Tatkare
18	Sakshi Jadhav
19	Pallavi Jadhav
20	Tanveer Khan
21	Amit Swain
22	Sehgal Sainath Mhatre
23	Sejal Patil
24	Amartya Waghmare
25	Yash Rastogi
26	Mohd.Majid Siddiquie
27	Aman Sarwar
28	Gufran Manzoor Alam Ansari
29	Juhi Kumawat
30	Karishma Mokashi
31	Abhijeet Bhise
32	Bhumika Patel
33	Bagwan Mudassir

LIST OF EMINENT EXPERTS

1. Dr. Prashant Chavan

Senior Engineering Manager
Diebold Nixdorf Inc.

2. Mr. Mehul Jain and Ms. Jinal Talsaniya

HR & Admin Head
Core Systems (Medical Electronics)

3. Ms. Seema Arunkumar

VISA

4. Mr. Mandar Nagarkar

Development Manager
Diebold Nixdorf Limited

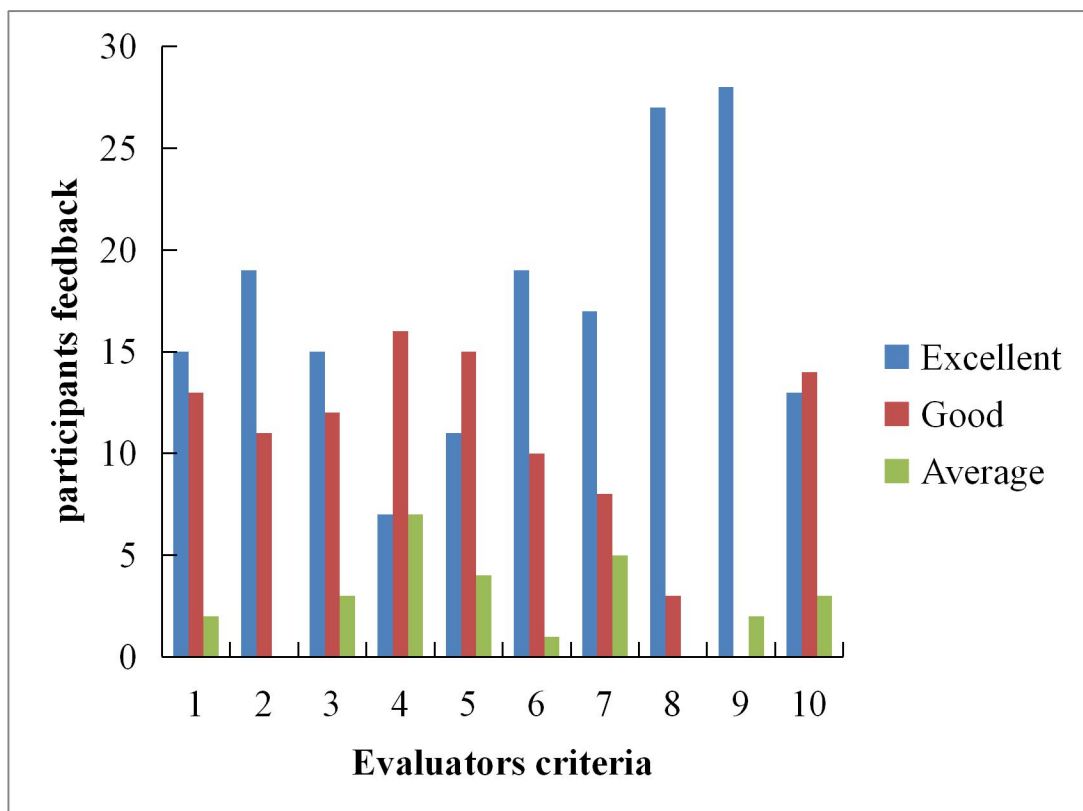
LIST OF ORGANIZING COMMITTEE

- 1. Dr. Sunita Shinde**
Convener & Coordinator
Dean FE
MGM CET
- 2. Prof. A. V. Pawar**
Convenor
- 3. Prof. S. U. Bagal**
Co-coordinator
- 4. Prof. C. Patil**
Co-coordinator
- 5. Prof. S. Gawai**
Co-coordinator
- 6. Prof. V. Bokade**
Co-coordinator
- 7. Prof. S. Bhadane**
Co-coordinator
- 8. Prof. R. Rathore**
Co-coordinator
- 9. Dr. N. Lohakare**
Co-coordinator
- 10. Prof. S. Gandal**
Co-coordinator

EVALUATION OF FEEDBACK

Results of Evaluation:

- Workshop was Excellent but it should be for longer duration.
- Students got help to know about industries.
- The program is very useful.
- Due to this workshop students were stimulated to think and learn.
- This training help participants learn to communicate with confidence and flair.



Inauguration





Speech on Technical Skill Development by Dr. Prashant Chavan





Seminar on Soft Skill development by Mehul Jain







Seminar on communication skills by Seema Arun









Seminar on HR(recruitment & placement) by Mandar N.





Vote of Thanks by Prof. Sandip Gawai



Appreciation by student



Certificate distribution to participants











