



**GANDHI INSTITUTE FOR TECHNOLOGY
BHUBANESWAR**

No: BSH/15-176/N

Date: 21st Sept, 2015

NOTICE


SOFT SKILLS SESSIONS -2015

It is hereby informed to all the First year students of B. Tech that their *Soft Skills Sessions* for this academic session will commence as per the schedule given below.

The timing will be from 4.15 pm to 6.15 pm for all the Groups.

Students are instructed to take note of their respective groups and dates to attend the sessions positively.

1st year B.Tech: 24th September, 2015


Principal
Gandhi Institute for Technology
Bhubaneswar


PRINCIPAL

COPY TO:-

All Deans/All HoDs, / Coordinator/ Hostel Wardens/ All College Notice Boards/ All Hostel Notice Boards/ To be read out in all 1st year classes by the Coordinator.



Gandhi Institute For Technology(GIFT),Bhubaneswar
Attendance sheet (Soft Skill)

Session-2015-16		Year-1st	
Group-A			
Sl No	Registration No	Name of the student	Signature
1	1501298014	TAPASWANI DAS	Tapaswani Das
2	1501298127	ABINASH PANDA	Abinash Panda
3	1501298128	AKASH DAS	Akash Das
4	1501298129	ALOK KUMAR ROUT	
5	1501298130	ANKIT KUMAR SAHOO	Ankit Kumar Sahoo
6	1501298131	ANWESHA DAS	
7	1501298132	ARNAB MONDAL	
8	1501298133	BIPASA MOHAPATRA	Bipasa Mohapatra
9	1501298134	CHANDAN KUMAR NAYAK	
10	1501298010	RUCHIKA RAJGURU	Ruchika Rajguru
11	1501298011	DHIRENDRA KUMAR SINGH	
12	1501298012	LARISA PRIYA	Larisa Priya
13	1501298013	HIMANSHU MOHANTY	Himanshu Mohanty
14	1501298014	TAPASWANI DAS	
15	1501298127	ABINASH PANDA	Abinash Panda
16	1501298128	AKASH DAS	Akash Das
17	1501298129	ALOK KUMAR ROUT	Alok Kumar Rout
18	1501298130	ANKIT KUMAR SAHOO	
19	1501298131	ANWESHA DAS	Anwesha Das
20	1501298132	ARNAB MONDAL	
21	1501298133	BIPASA MOHAPATRA	Bipasa Mohapatra
22	1501298134	CHANDAN KUMAR NAYAK	Chandan Kumar Nayak
23	1501298135	CHANDRAKANTA MISHRA	
24	1501298136	DEBASISH BISWAL	Debasish Biswal
25	1501298137	DEBASISH RANSINGH	Debasish Ransingh
26	1501298138	DIBYARANJAN DAS	
27	1501298139	GAZALA PARWEEN	Gazala Parween
28	1501298140	HEMANT KUMAR	Hemant Kumar
29	1501298141	KUMAR PUSHKAR	
30	1501298142	NABJIT SAHOO	Nabjit Sahoo
31	1501298143	PABITRA ROUT	
32	1501298144	RAJEEV DWARY	Rajeev Dwary
33	1501298145	RAJKUMAR GARNAIK	Rajkumar Garnaik
34	1501298146	RAVI KUMAR MALI	
35	1501298147	RAVI PRAKASH GUPTA	Ravi Prakash Gupta
36	1501298148	RITHIK SINGH	Rithik Singh
37	1501298149	ROSALIN BEHERA	Rosalin Behera
38	1501298150	SAGAR KUMAR GIRI	
39	1501298151	SANDEEP RAY	Sandeep Ray
40	1501298152	SANGEETA PATTNAYAK	


Principal
Gandhi Institute for Technology
Bhubaneswar


Signature of the Faculty



TITLE REPORT ON: SOFT SKILLS PROGRAM FOR THE 2nd YEAR

NUMBER OF STUDENTS PARTICIPATED:	222
NAME OF THE AGENCY INVOLVED:	Confidence Factory, Bhubaneswar
STARTING DATE:	20 August, 2015
END DATE:	6 November, 2015
VENUE:	Class Rooms / Language Lab, GIFT

In order to enhance the Soft Skills of our students, we signed an MoU with Confidence Factory, Bhubaneswar to impart training to the students of the 2nd year. This year a Course titled, “**Enhancing Soft Skills**” was rolled out for the 2nd year students. The course module was of 40 hours with two hours duration of each class.

The major thrust areas on which we laid emphasis:

1. Adaptability
2. Communication effectiveness
3. Teamwork
4. Social Graces
5. Problem Solving
6. Emotional Intelligence

Outcome of the Program: Students learned how to communicate effectively and become adaptable to any kind of professional situation. They also learned how to work in a team, how to work as a cohesive unit contributing both as a Leader and a Team member. How to solve problems in crunch situations was also taught. They were explained to evaluate their as well as other peers’ emotional level for a healthy working relationship. Problem Solving skills were also taught.



The 2nd yr. students are listening to the trainer from Confidence Factory in the midst of Soft Skills Training on August 20, 2015 at Room No. 218, GIFT

Signature of the Coordinator

Principle
Principal
Gandhi Institute for Technology
Bhubaneswar



GANDHI INSTITUTE FOR TECHNOLOGY
BHUBANESWAR

No: BSH/15-161/N

Date: 10 Sept, 2015

NOTICE

LANGUAGE & COMMUNICATION SKILLS PROGRAM -2015

It is hereby informed to all the 1st year students of B. Tech that the *Language & communication Skills* for this academic session will commence as per the schedule given below.

The timing will be from 4.15 pm to 6.15 pm for all the Groups.

Students are instructed to take note of their respective groups and dates to attend the sessions positively.

1st year B. Tech: 12th September, 2015

Note: Please check the different groups attached here with


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Principal
Gandhi Institute for Technology
Bhubaneswar

Gandhi Institute For Technology , Bhubaneswar

Attendance Sheet

Session :		2015-16	LANGUAGE AND COMMUNICATION
Year:		1st	DATE-
SL NO	Registration No.	NAME OF THE STUDENT	Signature of student
1	1501298156	KAJAL PATTANAYAK	Kajal Pattanayak
2	1501298248	DEEPAK KUMAR SAHOO	Deepak Kumar Sahoo
3	1501298249	PAWAN KUMAR	Pawan Kumar
4	1501298251	SHRISTI SOY	Shristi Soy
5	1501298253	SUNIL NAIK	Sunil Naik
6	1501298255	PIYUSH KUMAR SARANGI	
7	1501298256	SIMANI ROUSTRAY	Simani Roustray
8	1501298367	ABHISHEK KUMAR	Abhishek Kumar
9	1501298374	NAINI SANGA	
10	1501298375	PRITI	Priti
11	1501298410	PRABHU PRASAD SETHI	
12	1501298538	ABHINAV KUMAR	Abhinav Kumar
13	1501298539	AFREEN PARWEEN	Afreen Parveen
14	1501298540	AMANAT ANSARI	Amanat Ansari
15	1501298541	BABITA KUMARI	Babita Kumari
16	1501298542	HANSRAJ KUMAR JYOTISH	
17	1501298543	IPSITA PRIYADARSINI MISHRA	
18	1501298544	KUNDAN KUMAR	Kundan Kumar
19	1501298545	MOHINI MINAL	Mohini Minal
20	1501298546	OM BADRINATH KAR	
21	1501298024	MD FAHIM ANSARI	
22	1501298027	SHIVAM SETHI	Subham Sethi
23	1501298028	SUBHAM DAS	Subham Das
24	1501298029	MILAN BHUSAL	Milan Bhusal
25	1501298030	MUHAMMAD SAFFIUULLA	
26	1501298031	DEEPAK KUMAR SAHU	
27	1501298038	AMIT KUMAR	Amit Kumar
28	1501298043	DEBAJYOTI PRIYADARSHI MISHRA	
29	1501298044	JANMENJAY NAIK	Janmenjay Naik
30	1501298045	KISHORE KUMAR SARKAR	
31	1501298046	KUMARESH SINGH	Kumaresh Singh
32	1501298047	MANOJ KUMAR HEMBRAM	
33	1501298048	PINTU MUNDA	Pintu Munda
34	1501298049	PRABHUDUTTA NAYAK	
35	1501298050	PRANOY BANERJEE	Pranoy Banerjee
36	1501298051	PRASANJIT SAHOO	Prasanjit Sahoo
37	1501298053	RAMESWAR TUDU	Rameswar Tudu
38	1501298054	RITESH BEJ	Ritesh Bej
39	1501298055	ROHIT KUMAR	Rohit Kumar
40	1501298057	AKLAWYA	Aklawya
Signature of the Faculty			


 Principal
 Gandhi Institute for Technology
 Bhubaneswar

Gandhi Institute For Technology, Bhubaneswar

Attendance Sheet

Session :		2015-16	LANGUAGE AND COMMUNICATION
Year:		1st	DATE-
SL NO	Registration No.	NAME OF THE STUDENT	Signature of student
1	1501298090	ARUNDHATI DAS	Arundhati das
2	1501298112	SATYANJIBI PRUSTY	Satyajibi Prusty
3	1501298113	SHREEHARSH KESHAV	Shreeharsh keshav
4	1501298114	SIDHARTH SANKAR BEHERA	
5	1501298116	SONALI PARIDA	Sonali parida
6	1501298117	SOURAV KUMAR SHIKHAR	
7	1501298118	SUBHAM GOUDA	Subham Gouda
8	1501298119	TAPAS RANJAN PATRA	
9	1501298120	TAPASWINEE DAS	Tapaswinee Das
10	1501298121	ANUBHAB RAY	Anubhab Ray
11	1501298122	PRITAM SEKHAR	
12	1501298123	RAKESH DAS	Rakesh das
13	1501298124	SATYABRATA DAS	Satyabrata das
14	1501298125	SAURAV PRASAD SWAIN	
15	1501298126	SIDHARTHA SAHOO	Sidhartha saho
16	1501298351	VIBHUTI BHUSHAN JENA	
17	1501298352	VINAY KUMAR CHOUDHARY	
18	1501298353	ABHIPSA JENA	Abhipsa Jena
19	1501298354	ABHISHEK PRADHAN	Abhishek Pradhan
20	1501298355	ABHISHEK BARIK	
21	1501298166	SUMAN KUMAR MEHER	Suman kumar meher
22	1501298167	SUMEET KUMAR NAIK	
23	1501298168	SUNIL MOHAPATRA	Sunil Mohapatra
24	1501298169	SUPRAKASH GHOSH	
25	1501298171	SWATI KUMARI	Swati kumari
26	1501298172	SWAYANSIDDHA DASH	
27	1501298173	TAPAS KUMAR NAYAK	Tapas kumar Nayak
28	1501298174	YUBRAJ MARNDI	
29	1501298175	ADARSH RAULA	yubraj Marandi
30	1501298177	PUJA SINGH	Puja Singh
31	1501298283	BASUDEV MALIK	Basudev Malik
32	1501298511	ANWESHA DAS	
33	1501298519	DEBASISH BISWAL	debasish Biswal
34	1501298522	DEBASISH RANSINGH	
35	1501298526	GAZALA PARWEEN	Gazala Parween
36	1501298562	BHARAT CHANDRA GHUSI	
37	1501298654	DHIRENDRA NARAYAN SINGH DEO	Dhirendra Narayan Singh Deo
38	1501298054	RITESH BEJ	Ritesh Bej
39	1501298055	ROHIT KUMAR	Rohit kumar
40	1501298057	AKLAWYA	Aklawya
Signature of the Faculty			Prasanna K. Das


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 Gandhi Institute for Technology
 Bhubaneswar



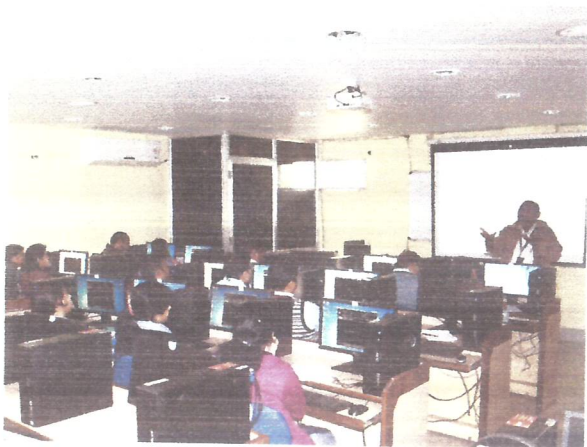
TITLE REPORT ON: LANGUAGE & COMMUNICATION SKILLS PROGRAM FOR THE 1st YEAR

NUMBER OF STUDENTS PARTICIPATED: 437
NAME OF THE AGENCY INVOLVED: Internal Faculty
STARTING DATE: 12 September, 2015
END DATE: 12 December, 2015
VENUE: Language Lab, GIFT

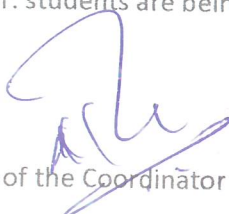
In order to enhance the efficacy of our students, we imparted extraLanguage and Communication Skills classes in the state-of-the-art Communicative English Lab. The lab is equipped with Globarena Language Software. For the 1st year students, we imparted **Principles & Elements of Communication**.


Modules like Communication Skills, Soft Skills, Aptitude, Pre- Placement and Corporate Readiness etc. were imparted. The training on language and communication skills was imparted by our In house faculty by taking a group of forty students. The students explored different modules and learned the theoretical aspects and practised the lessons individually and in groups. Exercises on Phonetics and Sounds of English and articulation with proper pronunciations were the main focus area. We laid more emphasis on the practical implementations.

Students learned and practised the modules by themselves but to help them learn effectively and with more confidence, one faculty trainer was entrusted to keep a vigil on the students, who helped them learn it with ease and confidence.



The 1st yr. students are being taught by Mr S K Das about the Principles of communication on 12th September, 2015 at Language Lab, GIFT)


Signature of the Coordinator


Principal
Gandhi Institute for Technology
Bhubaneswar



**GANDHI INSTITUTE FOR TECHNOLOGY
BHUBANESWAR**

No: BSH/15-178/N

Date: 22nd Sept., 2015

NOTICE

HEALTH & HYGIENE CAMP -2015

It is hereby informed to all the 1st year students of B. Tech that the Yoga & Meditation Classes for this academic session will commence from 24th September 2015 as per the schedule given below.

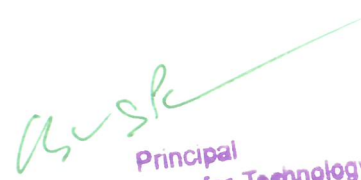
The timing will be from 7.00 am to 8.15 am for all the Groups as per the given days.

Students are instructed to assemble in the college lawn on the specified date and time positively to keep them fit and energized.

Group: A- Tuesday

Group: B- Thursday

Group: C- Saturday


Principal
Gandhi Institute for Technology
Bhubaneswar


PRINCIPAL

COPY TO:-

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All Hostel Notice Boards /To be read out in 1st yr classes by the Coordinator.

Gandhi Institute For Technology , Bhubaneswar

List of Students


Session :2015-16

Year: 1ST (MCA)

Date :

Subject : Yoga & Meditation

SL NO	Registration No.	NAME OF THE STUDENT	SIGNATURE OF THE STUDENT
1	1505298001	MAMATA MAHAKUD	Mamata Mahakud
2	1505298002	LIZARANI PATRA	Patra LIZARANI PATRA
3	1505298003	TAPASWINI PARIDA	
4	1505298004	LAXMI PRIYA PUHAN	Laxmi Priya Puhana
5	1505298005	SUBHASHREE SAHOO	Subhashree Sahoo
6	1505298006	AMBIKA DAS	Ambika Das
7	1505298007	ANURUPA MOHANTY	Anurupa Mohanty
8	1505298008	LUBNASARIN AKHTAR	Lubnasarin Akhtar
9	1505298009	PRANAYA PRASUN PRADHAN	Pranaya Prasun Pradhan
10	1505298010	PRIYANKA JENA	Priyanka Jena
11	1505298011	RAKESH KUMAR BEHURA	
12	1505298012	SATYABRATA SWAIN	Satyabrata Swain
13	1505298013	SHUBHAM SWARUP BISWAL	Shubham Swarup Biswal
14	1505298014	SOUMYA KANTA HARICHANDAN	
15	1505298015	SUBHAKANTA BEHURA	Subhakanta Behura
16	1505298016	SUNIL KUMAR PATTNAIK	Sunil Kumar Pattanaik
17	1505298017	RAKESH RANJAN PRADHAN	Rakesh Ranjan Pradhan
18	1505298018	ANUSAYA SAHOO	Anusaya Sahoo
19	1505298019	ARCHANA MISHRA	Archana Mishra
20	1505298020	ASTAMITA DASH	Astamita Dash
21	1505298021	BANABIHARI SAHOO	
22	1505298022	BANDANIYA BISWAL	Bandaniya Biswal
23	1505298023	BHABANI DAS	Bhabani Das
24	1505298024	BIKASH KUMAR NISHANKA	Bikash Kumar Nishanka
25	1505298025	DIBYASINI DANDAPAT	Dibyasini Dandapat
26	1505298026	DINABANDHU DAS	Dinabandhu Das
27	1505298027	GEETANJALI DASH	
28	1505298028	GIRISH KUMAR SINGH	Girish Kumar Singh
29	1505298029	ITISHREE NATH	Itishree Nath
30	1505298030	JYOTI RANJAN MISHRA	Jyoti Ranjan Mishra
31	1505298031	JYOTIRMAYEE BARIK	Jyotirmayee Barik
32	1505298032	KALIVARAPU KUMAR SWAMI	Kalivarapu Kumar Swami
33	1505298033	KRISHNAMAYEE BEHERA	Krishnamayee Behera
34	1505298034	KSHETRABASI DAS	KSHETRABASI DAS


 Principal
 Gandhi Institute for Technology
 Bhubaneswar

Dr. H. P. Pradhan

Gandhi Institute For Technology , Bhubaneswar

35	1505298035	MADHUSIMTA BEHERA	Madhusimta Behera
36	1505298036	MANASWINI SAHOO	Manaswini Sahoo
37	1505298037	NIBEDITA SWAIN	Nibedita Swain
38	1505298038	PRADIP KUMAR SAHOO	Pradip Kumar Sahoo
39	1505298039	PRAMODINEE SWAIN	Pramodinee Swain
40	1505298040	PREM KUMAR PANDA	Prem Kumar Panda
41	1505298041	PRIYABRAT MAHARANA	
42	1505298042	PRIYANKA PATNAIK	Priyanka Pattnaik
43	1625298001	RAKESH KUMAR NAIK	Rakesh Kumar Naik
44	1625298002	RASMITA PATNAIK	Rasmita Pattnaik
45	1625298003	SANTOS KUMAR DAS	
46	1625298004	SANTOSH NAYAK	Santosh Nayak
47	1625298005	SIRSENDU BEHERA	
48	1625298007	SOUMYA MOHAPATRA	Soumya Mohapatra
49	1625298008	SRIKANTA KUMAR SAHOO	Srikanta Kumar Sahoo
50	1625298009	SUBHAM PRIYADARSI SWAIN	
51	1625298010	SUBRATA RANJAN NATH	Subrata Ranjan Nath
52	1625298011	SUSHREE SUCHARITA SUNDARAY	Sushree sucharita sundaray
53	1625298013	SUSMITA PRIYADARSHINI BRAHMA	
54	1625298014	SUVRA SUSOVITA BEHERA	Suvra susovita Behera
55	1625298016	SWATIPRIYA KHUNTIA	Swati Priya Khuntia
56	1625298017	TARUNA KUMAR BISWAL	Taruna Kumar Biswal
57	1625298018	UMAKANTA BARISALYA	Umakanta Barisalya
58	1625298019	SATYAM CHOUDHURY	Satyam Choudhury
59	1625298020	SATYENDRA KUMAR BHOI	Satyendra Kumar Bhoi
60	1625298021	SEIKH MOUSIM	Seikh Mousim
61	1625298022	SHESHANK SHEKHAR	Sheshank shekhar
62	1625298023	SHIBASHIS KUMAR JENA	Shibashis Kumar Jena


Principal
 Gandhi Institute for Technology
 Bhubaneswar

Dr. H. P. Praijathy



TITLE REPORT ON: YOGA & MEDITATION CLASSES FOR THE 2ND & 3RD YEAR STUDENTS

NUMBER OF STUDENTS PARTICIPATED:	413
NAME OF THE AGENCY INVOLVED:	Patanjali Yoga Samiti
STARTING DATE:	8 th July, 2015
END DATE:	16 th September, 2015
VENUE:	College Lawn / Conference Hall, GIFT

For a completely healthy bodily function, both yoga and meditation are of great importance, practising yoga can improve physical as well as mental health of an individual whereas meditation provides peace of mind and control over the body. All of these activities have been shown to help increase the body's relaxation response and to reduce the production of adrenaline that leads to anxiety. Through meditation and yoga, we tend to control adrenaline level as well as the stressors that cause it and can contribute directly to anxiety, nervousness and the distracting mental chatter that can build up when we are stressed out. Thus any activity that can help combat these issues can also help improve your overall mental focus. Through the practice of yoga, you can become more aware of your emotional, mental and physical health.

We, at GIFT provided regular classes for yoga and meditation in every week. Students are divided group wise to participate in the yoga classes and meditation inside the main Conference Hall and college lawn. Yoga experts and gurus from renowned organisations like Patanjali Yoga Samiti came to our college to impart the significance of leading a peaceful and healthy life. Different asanas like Tadasana, Trikonasana, Vrikshasana, Naukasana, Dhanurasana, Pranayam was taught. We also celebrated the International Yoga Day on 21st June.

Outcomes:

Constant practice of Yoga & Meditation will be able to control the following things:

- Balanced Blood Pressure
- Decreased Absenteeism & Tardiness
- Improved Interpersonal Relationships
- Enhanced Confidence Level
- Sound Sleep
- Relief from Headache



The 2nd & 3rd yr. students are in the middle of a Yoga Session by Yoga Guru Chidanand ji on 8 July 2015 in Conference Hall

H. B. Pawar
Signature of the Coordinator

A. S. S.
Principal
Gandhi Institute for Technology
Bhubaneswar



GANDHI INSTITUTE FOR TECHNOLOGY(GIFT)
BHUBANESWAR

No: BSH/15-173/N

Date: 19th Sept., 2015

NOTICE

MS OFFICE PROGRAM -2015

It is hereby informed to all the 1st year students of B. Tech that, the *Training for MS Office* for this academic session will commence as per the schedule given below.

The timing will be from 7.15 am to 8.00 am for all the Groups.

Students are instructed to take note of their respective groups and dates to attend the sessions positively.

1st year B. Tech: 21st Sept., 2015


Principal
Gandhi Institute for Technology
Bhubaneswar


PRINCIPAL


COPY TO:-

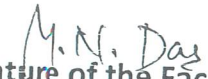
All Deans/All HoDs, / Coordinator/ Hostel Wardens/ All College Notice Boards/ All
Hostel Notice Boards /To be read out in all 1st year classes by the Coordinator.



Gandhi Institute For Technology(GIFT),Bhubaneswar
Attendance sheet (MS Office)

Session-2015-16		Year-1st	
Group-C			
Sl No	Registration No	Name of the student	Signature
1	1501298107	ROJALIN BEHERA	Rojalin Behera
2	1501298108	ROSHAN LAL BASANTIA	Roshan Lal Basantia
3	1501298109	RUHULLAH	Ruhullah
4	1501298110	SANJIT BARAL	Sanjit Baral
5	1501298111	SANTANU ROUTARAY	
6	1501298112	SATYANJIBI PRUSTY	Satyantibi Prusty
7	1501298113	SHREEHARSH KESHAV	Shreeharsh Keshav
8	1501298114	SIDHARTH SANKAR BEHERA	Sidharth Sankar Behera
9	1501298115	SONALI DAS	
10	1501298116	SONALI PARIDA	Sonali Parida
11	1501298117	SOURAV KUMAR SHIKHAR	Sourav Kumar Shikhar
12	1501298118	SUBHAM PAL	Subham Pal
13	1501298119	TAPAS RANJAN PATRA	Tapas Ranjan Patra
14	1501298120	TAPASWINEE DAS	Tapaswinee Das
15	1501298121	ANUBHAB RAY	Anubhab Ray
16	1501298122	PRITAM SEKHAR	Pritam Sekhar
17	1501298123	RAKESH DAS	
18	1501298124	SATYABRATA DAS	Satyabrata Das
19	1501298125	SAURAV PRASAD SWAIN	Saurav Prasad Swain
20	1501298009	INDRADEV KUMAR	
21	1501298087	ABHISHEK KUMAR VISHAL	Abhishek Kumar Vishal
22	1501298088	ANISHA DAS	Anisha Das
23	1501298089	ARPITA MALLICK	Arpita Mallik
24	1501298090	ARUNDHATI DAS	
25	1501298091	ASHISH KUMAR NANDA	Ashish Kumar Nanda
26	1501298092	ATUL SINHA	Atul Sinha
27	1501298093	BABRUBAHAN GAJENDRA	Babrubahan Gajendra
28	1501298094	BIKRAM KUMAR SAHOO	Bikram Kumar Sahoo
29	1501298095	DHANESWAR GAHAN	Dhaneswar Gahan
30	1501298096	MAHESH KUMAR BARIK	Mahesh Kumar Barik
31	1501298097	MD SHABBIR ALI	
32	1501298098	MD SHARIQ HASAN	MD Shariq Hasan
33	1501298099	NABIN KUMAR NAYAK	
34	1501298100	PRABHAKAR MALI	Prabhakar Mali
35	1501298101	PRADEEP KUMAR PARIDA	Pradeep Kumar Parida
36	1501298102	PRAMOD KUMAR JENA	Pramod Kumar Jena
37	1501298103	PRIYARANJAN BEHERA	Priyaranjan Behera
38	1501298104	RADHANATH MOHANTY	
39	1501298105	RESAB SAHU	
40	1501298106	RISHI KUMAR	Rishi Kumar


Principal
Gandhi Institute for Technology
Bhubaneswar


Signature of the Faculty



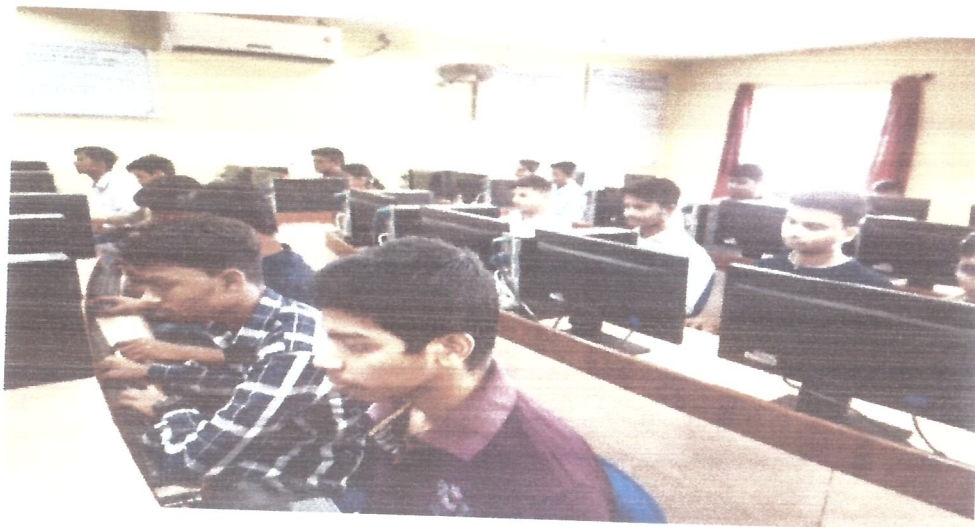
TITLE REPORT ON: MS OFFICE PROGRAM FOR THE 1st YEAR

NUMBER OF STUDENTS PARTICIPATED: 478
NAME OF THE AGENCY INVOLVED- INTERNAL
STARTING DATE: 21 September, 2015
END DATE: 20 November, 2015
VENUE: Class Rooms / Computer Lab, GIFT

In this age of computers, one has to be a computer savvy to be effective as a professional to discharge different types of works. Since all organisations now heavily bank upon computers for data management, one is left with no other option then to learn. In order to enhance the Computer Skills of our students, we imparted the MS Training to the students of B. Tech 1st year. This year we rolled out a 40 hour module to the 1st yr. B. Tech students. The module comprised the following topics which are fundamentals of computer. The major thrust areas on which we laid emphasis:

Describe All the Components of Computer
Identification of different Components
Function of Input Components
Function of Input Components
Details & Different System S/W
Details of Windows with Different Version

Outcome of the Program: Students learned how to use the computer effectively and create file and folders. They also learned how to work in MS Word and Excel. They learned the proper use of Internet and browsing. In order to be successful professional, basic knowledge on computers and MS- Office is highly essential. The students got an hands on experience by attending the lab sessions which gave them adequate time to practice whatever was theoretically taught in the classes.



Students are practising the MS Word from the In house trainer on 26 Sept 2015 in Lab No.1, GIFT

AsR
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Bhubaneswar

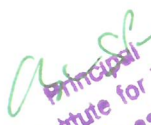
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Signature of the Coordinator:


Gandhi Institute For Technology (GIFT), Bhubaneswar
Lesson Plan for Soft Skills

Year : 1ST YR
(B. Tech)

NUANCES OF SOFT SKILLS

Sl. No	Description
L1	What is soft skills?
L2	Different clusters of personality traits
L3	Communication skills-1
L4	Communication skills-2
L5	Interpersonal skills
L6	Interpersonal skills
L7	Creative thinking-1
L8	Creative thinking-2
L9	Team work-1
L10	Team work-2
L11	Decision Making-1
L12	Decision Making-2
L13	Leadership Skills-1
L14	Leadership Skills-2
L15	Positive Attitude-1
L16	Positive Attitude-2
L17	Listening Skills-1
L18	Listening Skills-2
L19	Speaking Skills-1
L20	Speaking Skills-2


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Lesson Plan for Soft Skills

Year : 2nd (B.Tech)

ENHANCING SOFT SKILLS

Lecture no	Description
L1	Communication skills-1
L2	Communication skills-2
L3	Interpersonal skills
L4	Interpersonal skills
L5	Team work-1
L6	Team work-2
L7	Team work-3
L8	Leadership Skills-1
L9	Leadership Skills-2
L10	Leadership Skills-3
L11	Positive Attitude-1
L12	Positive Attitude-2
L13	Presentation Skills-1
L14	Presentation Skills-2
L15	Writing Skills-1
L16	Writing Skills-2
L17	Speaking Skills-1
L18	Speaking Skills-2
L19	Listening Skills-1
L20	Listening Skills-2


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Lesson Plan for Soft Skills

Year :
3rd
(B.Tech
)

PERSONALITY DEVELOPMENT

Sl. No	Description
L1	Team Work - 1
L2	Team Work - 2
L3	Leadership Skills - 1
L4	Leadership Skills - 2
L5	Presentation Skills - 1
L6	Presentation Skills - 2
L7	Lateral Thinking - 1
L8	Lateral Thinking - 2
L9	Emotional Intelligence - 1
L10	Emotional Intelligence - 2
L11	Group Discussion - 1
L12	Group Discussion - 2
L13	Group Discussion - 3
L14	Personal Interview- 1
L15	Personal Interview - 2
L16	Conflict Management - 1
L17	Conflict Management - 2
L18	Negotiating Skills
L19	People Management
L20	Decision Making


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Lesson Plan for Soft Skills

Year : 4th (B. Tech)

ENHANCING EMPLOYABILITY SKILLS

Sl. No	Description
L1	Creativity - 1
L2	Creativity - 2
L3	People Management - 1
L4	People Management - 2
L5	Problem Solving - 1
L6	Problem Solving - 2
L7	Decision Making - 1
L8	Decision Making - 2
L9	Negotiation Skills - 1
L10	Negotiation Skills - 2
L11	Group Discussion - 1
L12	Group Discussion - 2
L13	Personal Interview - 1
L14	Personal Interview - 2
L15	Write-up Skills - 1
L16	Write-up Skills - 2
L17	Group Discussion - 3
L18	Personal Interview - 3
L19	Leadership Skills - 1
L20	Leadership Skills - 2


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LESSON PLAN : PRINCIPLES OF COMMUNICATION

FOR 1ST YR B.TECH STUDENTS

Sl. No	Description
L1	What is Language?
L2	What is scientific about language?
L3	Parts of sentences
L4	Subjects/ Predicates
L5	Lexical categories
L6	Functional categories
L7	Nature of verbs
L8	Patterns in sounds and words
L9	Vowels/Consonants
L10	Places and manners of articulation
L11	Features of sounds
L12	Importance of communication
L13	Principles of communication
L14	7cs in communication
L15	Barriers to communication
L16	Importance of body language
L17	Listening Skill
L18	Business writing
L19	Free writing
L20	Guided writing


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LESSON PLAN: MASTERING THE SOUNDS OF ENGLISH

FOR 2ND YR B.TECH STUDENTS

Sl. No	Description
L1	What is scientific about language?
L2	Patterns – Universal Grammar
L3	Constraints of patterns in words
L4	Cluster as constraints
L5	Syllables
L6	Complement/ adjunct
L7	Restrictions
L8	Semantic relations
L9	Technical communication
L10	Effective Presentation
L11	Power point Presentation
L12	Challenges in workplace in communication
L13	Writing CV-1
L14	Writing CV-2
L15	Writing CV-3
L16	Types of Interview-1
L17	Types of Interview-2
L18	Types of Interview-3
L19	Business Etiquette-1
L20	Business Etiquette-2

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Coordinator


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LESSON PLAN: EFFECTIVE COMMUNICATION AT WORKPLACE

FOR 3RD YEAR B.TECH STUDENTS

Sl. No	Description
L1	Function of Language
L2	Language skill-Listening
L3	Language skill-Speaking
L4	Language skill-Reading
L5	Skimming and Scanning in Reading
L6	Extensive and Intensive Reading
L7	Technical communication
L8	Business Presentation
L9	Power point Presentation
L10	Cross cultural communication
L11	Body Language
L12	Writing Proposal
L13	Intonation in Speech
L14	Writing CV-2
L15	Writing CV-3
L16	Types of Interview-3
L17	Types of Interview-4
L18	Group Discussion-1
L19	Group Discussion-2
L20	Business Etiquette


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TITLE REPORT ON: MS OFFICE PROGRAM FOR THE 1st YEAR

NUMBER OF STUDENTS PARTICIPATED- 445
NAME OF THE AGENCY INVOLVED- INTERNAL
STARTING DATE: 15th September, 2016
END DATE: 10th December, 2016
VENUE: Class Rooms / Computer Lab, GIFT

In this age of computers, one has to be a computer savvy to be effective as a professional to discharge different types of works. Since all organisations now heavily bank upon computers for data management, one is left with no other option then to learn. In order to enhance the Computer Skills of our students, we imparted the MS Training to the students of B.Tech 1st year. This year we rolled out a 40 hour module to the 1st yr. B. Tech students. The module comprised the following topics which are fundamentals of computer..

The major thrust areas on which we laid emphasis:

Describe All the Components of Computer	Details of Windows with Different Version
Identification of different Components	Details of Desktop & Its Elements
Function of Input Components	Details of files, folder & its location
Function of Input Components	Different system settings
Details & Different System S/W	Create file & Enter text

Outcome of the Program: Students learned how to use the computer effectively and create file and folders. They also learned how to work in MS Word and Excel. They learned the proper use of Internet and browsing. In order to be successful professional, basic knowledge on computers and MS- Office is highly essential. The students got an hands on experience by attending the lab sessions which gave them adequate time to practice whatever was theoretically taught in the classes.



The first-year students are learning the fundamentals of MS Office from the in-house trainers on 15th September 2016 in the Lab-1, GIFT.

Signature of the Coordinator:


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