



**JAYWANT SHIKSHAN PRASARAK MANDAL'S**  
**RAJARSHI SHAHU COLLEGE OF ENGINEERING,**  
**POLYTECHNIC**

Sr.No.80, Pune-Mumbai By Pass Highway, Tathawade, Pune 411 033.  
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(Approved by All India Council Technical Education & Govt. of Maharashtra, Affiliated to MSBTE Mumbai)  
 Accredited by National Board of Accreditation (NBA)

AISHE CODE C-41614, DTE Code – D6141, MSBTE Code – 1620  
 Email : rscoepoly@jspmrscoe.edu.in, 1620principal@msbte.com  
 Website: www.polytechnic.jspmrscoe.edu.in

**Prof.Dr.T.J.Sawant**  
 B.E.(Elec.) PGDM.Ph.D  
 Founder – Secretary

**Dr. Sarita S. Gaikwad**  
 BE, ME (Comp), Ph.D,  
 Principal, Polytechnic

**Date: 25/02/2023**

## Report on "Employability Skills"

<b>Date</b>	<b>22/02/2023 to 24/02/2023</b>
<b>Resource Person/ Facilitator</b>	Ms. Beena Kadam (Barclays Rubicon)
<b>Relevant PO &amp; PSO</b>	<b>To achieving success in their professional lives, focusing on skill development, career planning, adaptability, Increase Employability skills and effective communication.</b>
<b>Summary</b>	<p>A three-day workshop on "Employability Skills" was organized for the students of the Computer Engineering Department from 22nd to 24th February 2023. The workshop was conducted by Ms. Beena Kadam from Barclays Rubicon, who brought her extensive experience in enhancing employability skills among students.</p> <p>The primary objective of this workshop was to improve students' employability skills and prepare them for industry demands.</p> <p>Throughout the workshop, Ms. Kadam covered essential aspects such as effective communication, time management, teamwork, problem-solving, and adaptability. Students were introduced to industry expectations and guided on how to align their skills accordingly.</p> <p>Interactive sessions, including role-plays, group discussions, and real-life case studies, were organized to provide students with hands-on experience. These activities aimed to enhance their confidence and readiness for interviews and workplace challenges.</p> <p>The workshop concluded with feedback and a Q&amp;A session, where students discussed their career goals and received guidance on overcoming skill gaps to meet industry standards.</p> <p><b>Objectives -</b></p> <ul style="list-style-type: none"> <li>• To enhance students' employability skills by focusing on communication, teamwork, and adaptability.</li> <li>• To prepare students to meet industry expectations through practical skill-building activities.</li> <li>• To improve time management, problem-solving, and decision-making abilities essential for workplace success.</li> <li>• To build confidence in handling interviews, group discussions, and workplace challenges.</li> <li>• To provide exposure to real-life scenarios through interactive sessions, role-plays, and case studies</li> </ul>

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JSPM/BSP/ 2022-23/TPO

Date: 18/02/2023

## Notice

It is informed that there will be “**Three-Day Workshop on "Employability Skills"**” program Arranged for Diploma TYCO Students (2022- 2023 batch) on 22/02/2023 to 24/02/2023 at 09:30 Am So here by All students must present with respective timings.

Reporting time- 9.30 a.m

Location- Class room(212)

**Note: Attendance is Compulsory**

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## **EDP Program**

**Academic Year: 2022-2023**

**Name of the Activity:** “Three-Day Workshop on "Employability Skills"

**Audience:** Department of Computer Engineering

**Day & Date:** Tuesday, 22th February 2023 to Thursday, 24th February 2023

**Name of Speaker:** Ms. Beena Kadam (Barclays Rubicon)

**No. of Attendees:** 53

**Name of Coordinator:** Mrs.Puri Suman U.

**Organized by:** Department of Computer Engineering

**CO-PO Addressed:** PO5(Modern Tool Usage), PO6(The Engineer and Society),  
PO7(Environment and Sustainability)



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Date: 15-02-2023

## Invitation Letter

To,  
Ms. Beena Kadam,  
Corporate Coach,  
Barclays Rubicon ,  
Pune

**Subject:** Invitation for a Three-Day Workshop on “Employability Skills”

**Respected Madam,**

JSPM, under the visionary leadership of Dr. (Prof.) T. J. Sawant, commenced its journey in 2001 with the establishment of Rajarshi Shahu College of Engineering, Tathawade. Over the years, it has grown into a distinguished group of over 70 institutes across six campuses, delivering quality education from Pre-School to Doctoral Research to more than 70,000 students across the Pune and Pimpri-Chinchwad metropolitan regions. JSPM's Rajarshi Shahu College of Engineering Polytechnic, established in 2012, offers diploma programs in Electronics and Telecommunication Engineering, Civil Engineering, Computer Engineering, and Mechanical Engineering, with a total intake of 360 students. The institute is affiliated with MSBTE Mumbai, approved by DTE and AICTE, and accredited by NBA with an “Excellent” grade from MSBTE.

We are pleased to invite you as a distinguished speaker for a **Three-Day Workshop on “Employability Skills”**, scheduled from **Tuesday, 22nd February 2023, to Thursday, 24th February 2023**, at JSPM's RSCOE Polytechnic, **Pune**. This workshop aims to equip students with essential employability skills, including **resume building, communication, problemsolving, teamwork, and interview preparation**, enhancing their readiness for the job market.

The workshop will be attended by approximately **62 students** from various disciplines. Kindly refer to the **vision, mission of the institute and department, PEOs, and PSOs** to align the session with our academic objectives.

We look forward to your confirmation and an enriching, interactive learning experience for our students.

**Thank you.**

**Best Regards,**

**Dr. S. S. Gaikwad**  
Principal, Polytechnic



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Date: 24-02-2023

## Appreciation Letter

To,  
Ms. Beena Kadam,  
Corporate Coach,  
Barclays Rubicon ,  
Pune

**Subject:** Appreciation for Your Three-Day Workshop on “Employability Skills”

**Respected Madam,**

On behalf of the faculty and students of **R.S.C.O.E. Polytechnic, Tathawade, Pune**, we sincerely express our gratitude for conducting a highly informative and engaging **three-day workshop on “Employability Skills.”** Your expert guidance and practical insights have significantly contributed to enhancing our students' preparedness for the professional world.

Your structured approach, interactive training methods, and real-world applications provided immense value to all attendees. The topics covered, including **resume writing, interview techniques, communication skills, problem-solving abilities, teamwork, adaptability, and workplace professionalism**, were not only informative but also crucial for career readiness and industry expectations. Your ability to create an engaging learning environment through **interactive activities, mock interview sessions, group discussions, and real-life case studies** made the workshop highly impactful. The hands-on experience and personalized feedback you provided have equipped our students with essential skills and boosted their confidence for future career opportunities.

We truly appreciate your dedication, time, and effort in delivering such a well-structured and insightful workshop.

Your contribution has been invaluable in shaping the career paths of our students and preparing them for professional success.

Once again, we sincerely thank you for your valuable time and efforts.

We look forward to future collaborations and the opportunity to host you again for similar sessions.

**Thank you.**  
**Best Regards,**

**Dr. S. S. Gaikwad**  
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## Justification for CO-PO Mapping

### CO-PO Addressed:

PO5(Modern Tool Usage), PO6(The Engineer and Society), PO7(Environment and Sustainability)

### Justification for CO-PO Mapping in Three-Day Workshop on "Employability Skills"

#### PO5: Modern Tool Usage

The workshop will equip participants with knowledge of modern digital tools essential for job searching, resume building, and virtual interviews. Training will include the use of:

- Online job portals (LinkedIn, Naukri, Indeed)
- AI-powered resume and cover letter builders
- Virtual interview platforms (Zoom, MS Teams, Google Meet)
- Productivity and collaboration tools (Google Workspace, Trello, Slack)

Participants will learn how to leverage these tools for professional networking, online job applications, and career growth.

#### PO6: The Engineer and Society

Employability skills go beyond technical knowledge and require strong interpersonal skills. The workshop will focus on:

- Effective communication and teamwork in diverse workplaces
- Ethical behavior and professional responsibility in industry
- Leadership and adaptability to societal and industrial changes
- Understanding workplace culture and corporate expectations

This will help engineers develop the necessary skills to interact professionally and contribute effectively to society.

#### PO7: Environment and Sustainability

The workshop will also emphasize the role of engineers in sustainable development. Key discussions will include:

- The importance of working for environmentally responsible companies
- Integrating sustainability into engineering projects
- Ethical considerations in industrial practices related to environmental impact
- Promoting green technology and sustainable work ethics in professional life

By the end of the three-day workshop, participants will be better prepared for employment with enhanced technical, interpersonal, and sustainability-oriented skill.



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## Outcomes

1. ☐ Students gained a comprehensive understanding of employability skills required in the industry.
2. ☐ Improved communication, teamwork, and adaptability were evident through active participation in interactive sessions.
3. ☐ Enhanced confidence in managing interviews, group discussions, and professional scenarios.
4. ☐ Students developed problem-solving and decision-making skills essential for career growth.
5. ☐ The workshop significantly contributed to achieving **PO5, PO6, and PO7**, preparing students for professional and societal challenges.



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## VISION AND MISSION OF INSTITUTE

### Vision

To satisfy the aspirations of youth force, who want to lead the nation towards prosperity through techno economic development.

### Mission

To provide, nurture and maintain an environment of high academic excellence and entrepreneurship for all aspiring students, which will prepare them to face challenges maintaining high ethical and moral standards.

## VISION AND MISSION OF COMPUTER DEPARTMENT

### Vision

To impart value based technical education for developing competent computer engineers, fulfilling expectations of industry and society.

### Mission

- M1:**To provide sound theoretical and practical knowledge.
- M2:**To improvise self-awareness and ethical values among students along with technical proficiency.
- M3:**To promote awareness about life-long learning and problem-solving among students.
- M4:**To train students for the ever-changing field of computer technology through the Industry association.

## PROGRAM EDUCATION OBJECTIVES (PEOs)

- PEO1:** To create technical proficiency for IT industry.
- PEO2:** To nurture and practice socio-technical ethics.
- PEO3:** To create competency to pursue higher education.
- PEO4:** To inculcate the ability and attitude to adopt emerging technological changes.

## PROGRAM SPECIFIC OBJECTIVES (PSOs)

**PSO 1: Computer Software and Hardware Usage:** Use state-of-the-art technologies for operation and application of computer software and hardware.

**PSO 2: Computer Engineering Maintenance:** Maintain computer engineering related software and hardware systems.



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### Expert Lecturer's Feedback Form

<b>Name of the Expert/ Guest Lecturer</b>						
<b>Topic of the Lecture</b>						
<b>ContactNo.</b>						
<b>Email ID</b>						
<b>Sr .No</b>	<b>Questionnaire</b>					
<b>1</b>	Did the students show motivation and interest in the topic during the session?					
<b>2</b>	Did the students actively ask questions or contribute to discussions?					
<b>3</b>	How well did the students maintain focus and discipline during the lecture?					
<b>4</b>	Did the students show respect towards the guest lecturer?					
<b>5</b>	Based on your observation, how would you rate the student's overall performance during the session?					

**Note:**

- 5 – Outstanding**  
**4 – Excellent**  
**3 – Very Good 2 – Good**  
**1 - Average**

Any Other Suggestions: \_\_\_\_\_