

# Schedule of 'Soft Skills' & 'Effective Use of IT for Professional Activities'

Face-to-Face session on 15 September, 2018

Time	Sessions	Faculty
09:30 hrs – 10:15 hrs	Soft Skills- Introduction	Prof. D.Parthasarathy & Prof.Virendra Sethi
10:15 hrs - 11:00 hrs	Verbal and Non-Verbal communication (Written and oral), conducting and participating in meetings	Prof. Leena Jha
11:00 hrs - 11:15 hrs	<b>Tea Break</b>	
11:15 hrs - 12:00 hrs	Reading and Writing Skills	Prof. P. Sunthar
12:00 hrs - 12:30 hrs	Getting committed for your growth and development	Prof. Virendra Sethi
12:30 hrs - 13:00 hrs	IT: Effective use of Online Resources	Prof. D. B. Phatak