

# Sinhgad Institute of Management and Computer Application, Narhe, Pune

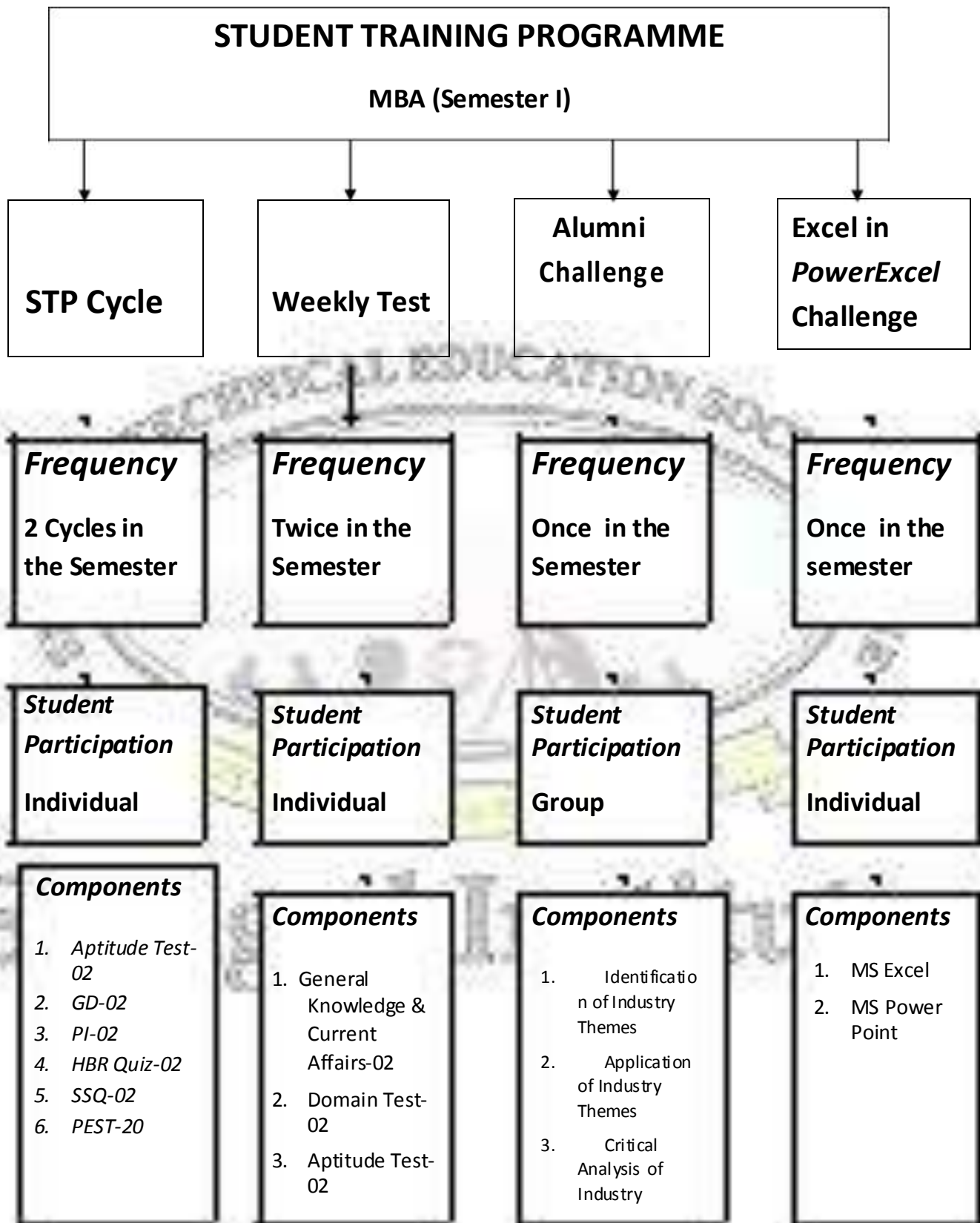
## STUDENT TRAINING PROGRAMME 2017

### Class: MBA-I SEMESTER I - 32 Hours

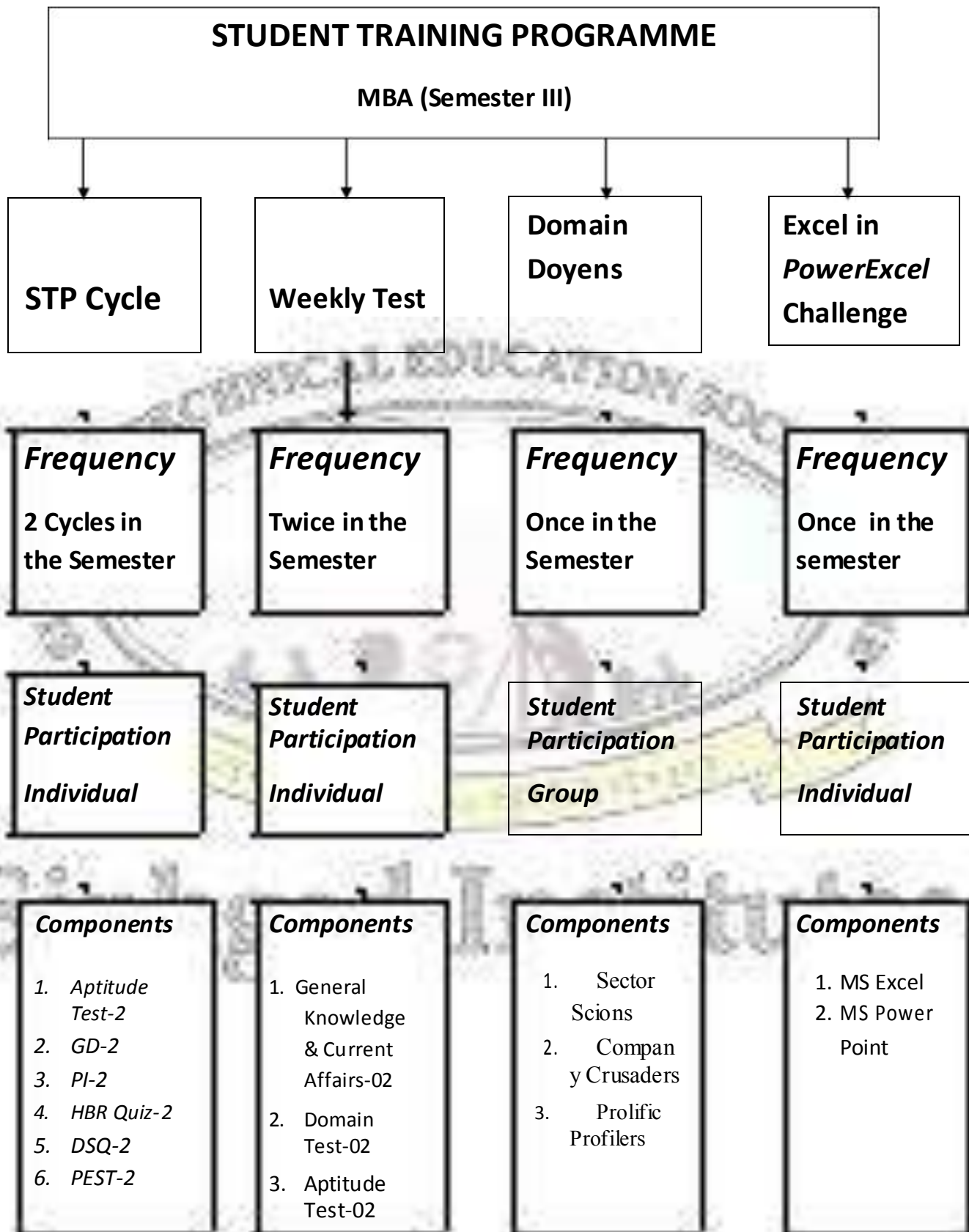
- Reading skills: how to read (tips to effective reading to learn to emphasize on pause, words and phrases), Reading progression (to improve vocabulary ) Fluency development and pronunciation: **8 Hours**
- Writing Skills: Types of writing ,keys to effective writing (to make effective use of vocabulary , to improve sentence and paragraph construction), Grammar: **8 Hours**
- Group discussion and Personal interview: Training and practice of GD and PI by corporate trainers: **8 Hours**
- General Knowledge Quiz: To improve GK and current, national and international affairs: **4 Hours**
- Case study presentation: To discuss cases to cover management fundamentals like Peter principal & Rational manager: **2 Hours**

### *At the end of the semester following online AMCAT Exam will be conducted:*

- Assessment of writing skills using the Writex module of AMCAT: **1 Hour**
- Assessment of speaking skills using the Svar module of AMCAT: **0.5 Hours**
- Assessment of interview preparation using the Mock interview module of AMCAT: **0.5 Hours**



- Additional STP Components viz. Communication Skills Module and Management Games to be conducted as mentioned in the general instructions



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# Governing Educational Management System (GEMS)

The institute implemented paperless governance through MIS software system – Governing Educational Management System (GEMS). With the help of this system, all the academic processes of institute are automated. The major objectives was to implement Paperless governance for day to day working through GEMS

