



Estd. – 2009
A Government Engineering College
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PARALA MAHARAJA ENGINEERING COLLEGE

(An Autonomous College affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI (BERHAMPUR), DIST: GANJAM, PIN – 761003

TRAINING & PLACEMENT CELL

No. PMEC/T&P/ 11/2026-27

Date:05-09-2026

NOTICE

All final-year students of all departments are hereby informed that the Pre-Placement Soft Skills Training Programme will commence from 7th September 2026.

The classes will be conducted as per the following schedule:

- **Days:** Monday, Wednesday & Friday
- **Time:** 11:00 AM to 1:00 PM
- **Venue:** Library Hall
- **Resource Person:** Dr. Manisha Chhotray, Assistant Professor, Department of Humanities and Social Sciences

Important Instructions

1. The same topic covered on **Monday will be repeated on Wednesday and Friday**. Students may **attend any one of the three sessions** during the week according to their availability.
2. The room number will be communicated through the WhatsApp group/announcement page by the student coordinators:
 - Suraj Kumar Sahu (AE)
 - Pratik Pranay Prusti (MME)
3. Students are advised to maintain proper discipline and decorum throughout the training sessions.

The training will focus on self-presentation and grooming, resume and profile building, group discussion and team skills, interview skills, and mock interviews.

The modules for the communication classes are attached with the notice

PIC, Training & Placement
PMEC, Berhampur

Dr. Himadri Sahu
Professor In Charge
T & P Cell PMEC, Berhampur

PRE-PLACEMENT TRAINING

Total Duration: 8 Weeks
Total Strength: 600
Number of Batches : 4
Theory Batch Strength: 150
Practice Batch Strength: 30/ per Group
Number of Practice Groups: 5
Theory hrs for each batch : 2hrs/week
Practice hrs for each batch: 10hrs:/week (each group 2hrs)
Total Training hours per week for 600students: 8hrs theory +40hrs practice=48 hrs

Module I: Self-Presentation & Grooming

Key Areas:

- Self-introduction and personal presentation
- Developing confidence and positive self-image
- Effective verbal and non-verbal communication
- Body language and image management
- Professional grooming and appropriate appearance
- Voice modulation, tone and clarity of speech
- Workplace communication and professional language
- Time management and professional communication
- Practical activities for improving interpersonal skills

Module II: Resume & Profile Building

Key Areas:

- Understanding the purpose and structure of a professional resume
- Identifying individual skills, strengths and competencies
- Presenting academic achievements and projects effectively
- Highlighting internships, certifications and extracurricular activities
- Writing effective career objectives and professional summaries
- Resume do's and don'ts
- Introduction to personal branding and professional profiles
- Creating and reviewing individual resumes


5.9.2028

Module III: Group Discussion & Team Skills

Key Areas:

- Introduction to Group Discussion (GD)
- Purpose and structure of a GD
- Initiating, participating in and concluding a discussion
- Effective articulation of ideas and opinions
- Active listening and responding appropriately
- Leadership and team dynamics
- Collaborative problem-solving
- Handling disagreement and conflict constructively
- Dos and Don'ts of Group Discussions
- Body language and professional conduct during GDs

Practice: Simulated GDs conducted in groups of 30 students

Module IV: Interview Skills & Mock Interviews

Key Areas:

- Understanding the recruitment and interview process
- Types of interviews
- Interview preparation and research
- Frequently asked interview questions
- Developing effective and structured responses
- Answering questions about strengths, weaknesses, goals and achievements
- Communication and body language during interviews
- Handling difficult or unexpected questions
- Interview etiquette and professional conduct

Practice: One-to-one mock interviews with individual feedback



5.9.2024