

Rayat Shikshan Sanstha's
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE, SHIRIRAMPUR

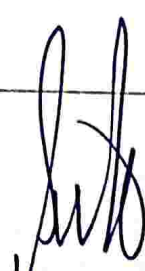
ACADEMIC YEAR: 2024-25

Department of English

Skill Based Certificate Course in Communication Skills and Personality Development
Report

S.N.	Particulars	Responses		
1	Title of the Event	Skill Based Certificate Course in Communication Skills and Personality Development		
2	Date and Time	Duration: 12 nd February to 21 st March, 2025		
3	Sponsor/Funded by	College (under the aegis of Karmaveer Vidya Prabodhini, Rayat Shikshan Sanstha, Satara)		
4	Objectives	1. To boost students confidence in communication. 2. To make students familiar with English pronunciations. 3. To inculcate and instill among students the skills of writing, reading, and speaking.		
5	Name of the Expert/Resource Person and Contact	Dr. S. D. Ghangale (7499904037)		
6	Outcomes	1. Boosted students' confidence in communication. 2. Familiarized students with English pronunciations. 3. Inculcated and instilled the skills of writing, reading, and speaking among students.		
7	Number of Beneficiaries - Students	Boys:22	Girls:19	Total 41
8	Number of Beneficiaries - Staff	Teaching: 00	Non- teaching: 00	Total : 00
9	Venue	English Language Laboratory		
10	Online/Offline	Offline		
11	Name of the Coordinator	Dr. S. D. Ghangale Mob: 7499904037		




I/C Principal
C. D. Jain College of Commerce
Shrirampur, Dist. Ahilyanagar

CHANRAROOP DAKLE JAIN COLLEGE OF COMMERCE, SHRIRAMPUR
Academic Year: 2024-25

Certificate Course in Communication Skills

S.N.	Name of the Student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
1	ASWANI BHAVESH RAJENDRA	Aswani	Aswani		Aswani		Aswani	Aswani			Aswani		Aswani		Aswani	
2	BAGWAN REHAN AKIL	Bag	Bag		Bag	Bag		Bag		Bag		Bag		Bag		
3	BANKAR JANHAVI SATISH	Bank	Bank		Bank		Bank		Bank	Bank		Bank	Bank		Bank	
4	BAVSKAR NAMRATA ANIL	Ba	Ba		Ba		Ba	Ba		Ba		Ba		Ba		
5	CHAVHAN KHUSHEE VIJAY	Ch	Ch		Ch		Ch			Ch		Ch		Ch		
6	DEVKAR ADITYA BALASAHEB	Ad	Ad		Ad	Ad	Ad		Ad		Ad		Ad		Ad	
7	DHUSHA JATASYA NILESH	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa	Dhussa
8	DUKARE VAISHNAVI SANJAY	Du	Du	Du	Du	Du	Du	Du	Du	Du	Du	Du	Du	Du	Du	Du
9	GAIKWAD MAYUR BALASAHEB	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga
10	GAIKWAD RUSHIKESHA DNYANESHWAR	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga	Ga
11	GHODEKAR ROHAN ARUN	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
12	GITE MAYUR ASHOK	Gite	Gite	Gite	Gite	Gite	Gite	Gite	Gite	Gite	Gite	Gite	Gite	Gite	Gite	Gite
13	GUPTA GURUCHARAN HARISH	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta
14	JADHAV KRUSHNA ANIL	Jad	Jad	Jad	Jad	Jad	Jad	Jad	Jad	Jad	Jad	Jad	Jad	Jad	Jad	Jad
15	JAVARE PRASAD KAILAS	Jav	Jav	Jav	Jav	Jav	Jav	Jav	Jav	Jav	Jav	Jav	Jav	Jav	Jav	Jav
16	KALE VEDARTH ASHOK	Ka	Ka		Ka		Ka		Ka		Ka	Ka		Ka		Ka
17	KAMBLE ASHWIN KISHOR	A.K.Kamble	A.K.Kamble	A.K.Kamble	A.K.Kamble								A.K.Kamble	A.K.Kamble	A.K.Kamble	A.K.Kamble

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S.N	Name of the Student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
37	SHELKE DNYANESHWAR	Dny.	Dny		Dny		Dny		Dny		Dny		Dny		Dny	Dny
38	SHINDE OM SANDIP	Shr	Shr		Shr		Shr	Shr	Shr		Shr		Shr		Shr	Shr
39	SONAWANE VAIBHAV SOMNATH	Sn	Sn		Sn		Sn		Sn		Sn	Shr	Shr		Shr	
40	THORAT AKASH RAMNATH	Thn	Thn	Thn	Thn		Thn		Thn	Thn		Thn		Thn		
41	TIKKAL YUVRAJ BALASAHEB	Yn	Yn	Yn	Yn		Yn		Yn		Yn		Yn	Yn	Yn	
42	TUPE DNYANESHWARI DATTATRAY	Dny	Dny		Dny		Dny		Dny		Dny		Dny		Dny	
43	VADITAKE RAVINDRA BHAUSAHEB	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi
44	VAHADANE ISHWARI SHIVAJI	ish	ish		ish		ish		ish		ish		ish		ish	
45	VILASKAR HARSHAL GANESH	Vol	Vol	Vol	Vol		Vol		Vol		Vol		Vol		Vol	
46	WAHUL KUNAL ASHOK	wal	wal		wal		wal		wal		wal		wal		wal	
47	WAMANE PRATIK JANARDHAN	Wan	Wan	Wan		Wan		Wan		Wan		Wan		Wan		
48	ZURALE RUSHIKESH VILAS	Za	Za		Za		Za		Za		Za		Za		Za	

49] Shrutti Soraj
Takkar

50] Shrushti Gautam
Surana

Dr. Santosh Ghangale
Course Co-ordinator

51] Shreyash Raut

52] Gaikwad Shreyas Semjay

Gaikwad

Gaikwad

Gaikwad

Gaikwad

Rayat Shikshan Sanstha's
CHANRAROOP DAKLE JAIN COLLEGE OF COMMERCE, SHRIRAMPUR
Academic Year: 2024-25
Certificate Course in Communication Skills

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S.N.	Name of the Student	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30
37	SHELKE DNYANESHWAR	Om		Om		Om		Om		Om		Om		Om		Om
38	SHINDE OM SANDIP	sh	sh		sh		sh	sh		sh	sh	sh	sh	sh		sh
39	SONAWANE VAIBHAV SOMNATH	su		su		su		su		su		su		su		su
40	THORAT AKASH RAMNATH	Th	Th		Th		Th		Th		Th		Th		Th	
41	TIKKAL YUVRAJ BALASAHEB	Yu	Yu		Yu		Yu		Yu	Yu	Yu		Yu	Yu	Yu	Yu
42	TUPE DNYANESHWARI DATTATRAY	Om	Om		Om		Om		Om		Om		Om		Om	
43	VADITAKE RAVINDRA BHAUSAHEB	Rav	Rav	Rav	Rav		Rav		Rav	Rav	Rav		Rav		Rav	Rav
44	VAHADANE ISHWARI SHIVAJI	ish	ish		ish		ish	ish	ish		ish	ish	ish	ish		
45	VILASKAR HARSHAL GANESH	vil	vil		vil		vil		vil		vil		vil	vil	vil	vil
46	WAHUL KUNAL ASHOK	wah		wah		wah		wah			wah		wah		wah	
47	WAMANE PRATIK JANARDHAN	Wan	Wan	Wan	Wan	Wan	Wan	Wan	Wan		Wan	Wan		Wan	Wan	Wan
48	ZURALE RUSHIKESH VILAS	Zu		Za		Zu		Zu		Za		Zu		Za		Zu

49) Talwar Shrutti

50) Suraj
Gautam

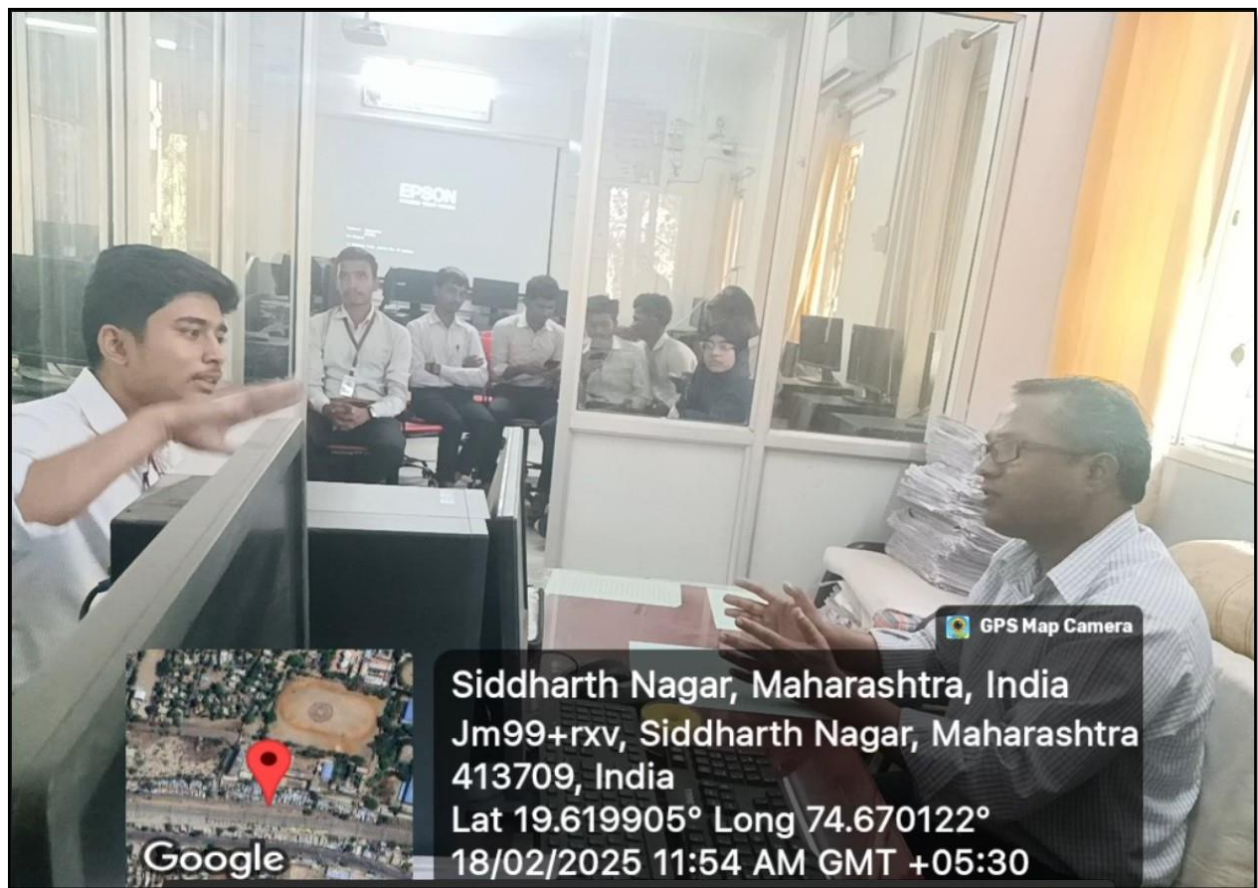
Dr. Santosh Ghangale

Course Co-ordinator

51) Jaa
Jugal Gn'sh
Gulati



I/C Principal
C. D. Jain College of Commerce
Shrirampur, Dist. Ahilyanagar



Orientating students over interview skill (Mock Interview)



Students watching the English movie for learning pronunciation (Film Screening)



Rayat Shikshan Sanstha's
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE,
Shrirampur, Dist. Ahmednagar

Department of English

Certificate Course in Communication Skills and Personality Development

NOTICE

Date: 10th February, 2024

All students are hereby informed that Department of English has scheduled a Certificate course in Communication Skills and Personality Development from 12th February, 2025 at 11.15 a.m. in Hall No. 22 (English Language Laboratory). All should actively participate in the course.

Evaluation:

Assignment (20 Marks) + Online Test (20 Marks) + Practical (10 Marks) = Total out of 50

N.B.:

Failing this, internal marks will not be communicated to the university.


Head,
Department of Commerce




I/C/Principal
C. D. Jain College of Commerce
Shrirampur, Dist. Ahilyanagar

Rayat Shikshan Sanstha's
C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR
 Dist – Ahilyanagar
Academic Year : 2024-25
Skill Based Short Term Course in
Communication Skills and Personality Development
 Class: FYBCom

Duration:30 hr.

Objectives:1) To boost students confidence in communication. 2) To make students familiar with English pronunciations.3) To inculcate and instill among students the skills of writing, reading, and speaking.

Curriculum:

Unites	No of Period	Total No of Period	
A) Basics of English Language :		Theory	Practical
1) English Alphabets and their pronunciation.	1	2	2
2) Framing words: Word Formation Affixation, Compounding, Blending and Acronyms	1		
3) Word Families: Word families based on Nouns Word families based on Verbs Word families based on Adjectives	2		
B) Pronunciation:			
1) Basic sounds 2) Letter and sounds 3) Utterances and words.	2	4	2
4) Sounds and sound groups 5) Consonants and vowels 6) Intonation	2		
7) Pronunciation	1		
8) Word groups, stressed, unstressed	1		
Unites	No of Period	Total No of Period	
C) Grammar :		Theory	Practical
1) Parts of Speech 2) Basic sentence patterns. 3) Tenses	2	3	1
1) Direct and Indirect speech. 2) Active passive voice 3) Common Mistakes in English	2		
D) Developing Vocabulary.			
1) Synonyms Hyponyms Antonyms	2	6	4
2) Homonyms Homographs, Homophones.	2		
3) One word for many	1		
4) Parts of the body and connected words.	1		
5) Words in daily use- Ornaments, vegetables, Occupations.	1		
6) Idioms and Phrases	2		
7) Proverbs	1		

E) 1) Difference between British and American English 2) Current words 3) words often confused	2	1	1
F) Conversation :			
a) Greeting /Manners 1) Introducing oneself/ others / 2) Thanking 3) Apologizing	1	2	1
4) Inviting 5) Giving Compliments 6) Showing Direction	2		
7) Telephone Conversation	1		
G) Role Playing			
1) At the Bank 2) At the Railway station	2	6	2
3) Helping Classmates 4) Making inquiry at the hospital/ Bus stand	2		
5) Conversation at social places 6) Casual Meetings	2		
7) General Discussion at social places 8) At the Bank/post office	1		
9) Importance of English language in the Global era. 10) Role of English language in personality development	1		
Unites	No of Period	Total No of Period	
H) Interview Techniques		Theory	Practical
Mock Interviews Job interviews	4	5	3
Group Discussion Speeches	4		
I) Writing skills – Creative writing , Essay writing,Letter writing ,Paragraph writing	4	2	1
J) Drilling / Practice and practical in Classroom , classroom discussion.	4	2	1
K) Projects- Vocabulary Building Informal Letter writing formal letter writing parts of speech	2	1	1
Total Lectures = 50 Theory 30 Lect. Practical 20 Lect.			

- **Teaching Methodology:**

Lectures, audio /video Sessions, Group Discussion, Drilling and practical.

- **Evaluation:** is based on written and oral performance of the students.

- **Reference Books:-**

- 1) Bansal& Harrison Spoken English for India.
- 2) Greenbaum'Z Quirk University Grammar of English
- 3) Shaikh B.M. Business Communication
- 4) Tylor Grant Conversational Skill

- **Board of Studies:**

- | | |
|----------------------------------|---------------------------|
| 1) Principal Dr. S. A. Nimbalkar | -Chairman |
| 2) Dr. S. D. Ghangale | -Course Co-coordinator |
| 3) Prof. Kailas Dair | -Member |
| 4) Dr. Sunil Deokar | -Member (External Expert) |