

Summary report of Certificate Course in Communication Skills

Year 2022-23

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**Sahakar Maharshi Late Bhaskarrao Shingne Arts
College, Khamgaon Dist Buldana**

Certificate Course in Communication Skills

Unit First: An Introduction

- a) Definition, Nature and Scope of Communication
- b) Importance and Purpose of Communication
- c) Process of Communication
- d) Types of communication

Unit Second: Non-Verbal Communication

- a) Personal Appearance
- b) Gestures
- c) Postures
- d) Facial Expression
- e) Eye Contacts
- f) Body Language (Kinesics)
- g) Time language

Unit Third: Listening Skills

- a) Purpose of Listening
- b) Listening to Conversation (Formal and Informal)
- c) Active Listening- an Effective Listening Skill
- d) Benefits of Effective Listening
- e) Barriers to Listening
- f) Listening to Announcements- (railway/ bus stations/ airport /sports announcement/
- g) Commentaries etc.)

Unit Fourth: Oral Communication Skills

- a) Importance of Spoken English
- b) Status of Spoken English in India
- c) International Phonetic Alphabet (IPA) Symbols
- d) Spelling and Pronunciation

Unit Fifth: Reading Skills

- a) Purpose, Process, Methodologies
- b) Skimming and Scanning
- c) Levels of Reading
- d) Reading Comprehension
- e) Academic Reading Tips

Unit Six: Effective Writing Skills (I)

- a) Elements of Effective Writing (What is writing?)
- b) The Sentence, Phrases and Clauses
- c) Types of Sentences
- d) Main Forms of Written Communication
- e) Paragraph Writing (Linkage and Cohesion)
- f) Letter Writing(formal and informal)
- g) Essay writing
- h) Notices

Unit Seven: Effective Writing Skills (II)

- A) Summarizing
- B) Précis Writing
- c) Note-making

 M.A. Wasnik

सहा. प्राध्यापक
सहकार महर्षि रघु. भास्करराव शिंगणे
कला महाविद्यालय, रामनाथ. जि. बुलडाणा



Sahakar Maharshi Late Bhaskarrao Shingne Smruti Arogava & Shikshan Prasarak Mandal, Khamgaon

**Sahakar Maharshi Late Bhaskarrao Shingne Arts College,
Khamgaon, Dist- Buldana (M.S.)**

Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code: -334

SMB S / 2930 / 20/8/21

Application

To,

The Principal,

S.M.B.S. Arts College, Khamgaon

Applicant: Manohar A. Wasnik

Subject: To get permission to introduce Certificate Course

T, Respected Ma'am,

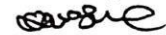
With above cited subject, I hereby mention that I introduce certificate course in Communication Skill. This will began from 1/9/2021 to 18/9/2021 ,

Kindly consider my application and permit to start certificate course.

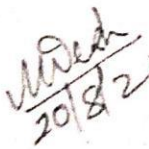
Yours Sincerely

Manohar A. Wasnik

Assistant Professor



Date 20/8/2021


20/8/21

Sahakar Maharshi Late Bhaskarrao Shingne Smruti Arogaya & Shikshan Prasarak Mandal, Khamgaon

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Khamgaon, Dist- Buldana (M.S.)**

Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code: -334

12(B) Dated 11 June 2012

2 (f) Dated 20 Oct 2011

Permanent Affiliation – L.No SGBAU/8/C-300/2012

Dated 22 Feb 2012, NAAC Accredited 'C' grade

Website:-www.smbcoll.com

email: - smbartscoll@rediffmail.com

Mobile No.9552619216

ISO 9001: 2015 Certified

True Copy of the Resolution No. 04 of the College Development Committee meeting
dated 30/09/2021

Subject no. 04: Regarding approval for Add on / certificate course/ Value added courses

Resolution no.04: The subject of granting permission for the applications received for starting Add on / certificate course/ Value added courses and the attached syllabi was discussed by the members of the committee. The application forms received on 30/09/2021 were discussed in the meeting and the committee unanimously decided to grant approval to the following add on / certificate courses for the benefit of students:

- 1) Early Childhood Care
- 2) Two and Three Wheelers Maintenance
- 3) Two Wheeler Servicing
- ✓ 4) Communication Skill

Resolution passed unanimously.

Proposed by: Dr. P. R. Chavan

Seconded by: Dr. D. U. Raut


Secretary

महाविद्यालय विकास समिती
सहकार महर्षी स्व.भास्करराव शिंगणे
कला महाविद्यालय खामगांव

**SAHAKAR MAHARSHI LATE BHASKARRAO SHEINGNE ARTS COLLEGE
KHAMGAON**

Session 2022-23

Certificate Course in Communication

List of Enrolled Students

Sr No	Name of Students	Class
1	Aditya Santosh Shegokar	B.A.I
2	Amol Gajanan Wankhade	B.A.I
3	Diksha Shamrao Wankhade	B.A.I
4	Dhawal Vijayrao Sakharkar	B.A.I
5	Dhammapal Devanand Gawai	B.A.I
6	Gayatri Sopan Zambare	B.A.I
7	Gayatri Suresh Mahale	B.A.I
8	Pragati Vasudeo Pesode	B.A.I
9	Prathmesh Rahul Bhambale	B.A.I
10	Rohan Kailas Wankhade	B.A.I
11	Sanket Nemichand Chavan	B.A.I
12	Rohit Miland Jadhao	B.A.I
13	Sakshi Sunil Gawande	B.A.I
14	Sakshi Santosh Zambre	B.A.II
15	Abhishek Vinod Ingle	B.A.II
16	Samayak Sahadeo Sadanshiv	B.A.II
17	Saikh Anis Shaikh Hamid	B.A.II
18	Shubham Kaashiram Solanke	B.A.II
18	Sohan Santosh Chopde	B.A.II
20	Yuvaraj Raju Tayade	B.A.I
21	Vithhal Gajanan Lahudkar	B.A.I


Principal

Sahakar Maharshi
Late Bhaskarrao Shingne Arts
College, Khamgaon Dist. Buldana


सहा. प्राध्यापक

सहकार महर्षि स्व. भास्करराव शिंगणे
कला महाविद्यालय, खामगांव, जि. बुलडाणा

Attendance

Sr No	Name of Students	10/9	12/9	13/9	14/9	15/9	16/9	19/9	20/9	21/9	23/9	24/9	26/9	27/9	28/9	29/9	30/9
1	Aditya S Shegokar	P	A	P	P	A	P	P	A	A	A	P	P	P	P	P	P
2	Amol G Wankhade	A	P	P	P	P	A	P	P	P	P	P	A	P	A	P	P
3	Diksha S Wankhade	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Dhawal V Sakharkar	A	P	A	A	A	P	A	P	P	P	P	P	P	P	P	P
5	Dhammapal D Gawai	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Gayatri S Zambare	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P
7	Gayatri S Mahale	P	A	P	A	P	P	P	A	P	P	P	P	P	P	P	P
8	Pragati V Pesode	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P
9	Prathmesh R Bhambale	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P	P
10	Rohan K Wankhade	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Sanket N Chavan	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
12	Rohit M Jadhao	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Sakshi S Gawande	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P
14	Sakshi S Zambre	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
15	Abhishek V Ingle	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P
16	Samayak S.Sadanshiv	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
17	Saikh Hamid	A	P	A	A	P	P	A	P	P	P	P	P	P	P	P	A
18	Shubham K. Solanke	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P
18	Sohan S. Chopde	P	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P
20	Yuvaraj R.Tayade	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
21	Vithhal G.Lahudkar	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P




**SAHAKAR MAHARSHI LATE BHASKARRAO SHEINGNE ARTS COLLEGE
KHAMGAON**

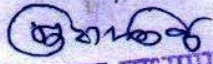
Certificate Course in Communication

Session 2022-23

Certificate Issued

Sr No	Name of Students	Marks obtained	Signature
1	Aditya Santosh Shegokar	35	A. S. Shegokar
2	Amol Gajanan Wankhade	32	A. G. Wankhade
3	Diksha Shamrao Wankhade	36	D. S. Wankhade
4	Dhawal Vijayrao Sakharkar	40	Dhawal
5	Dhammapal Devanand Gawai	41	D. Gawai
6	Gayatri Sopan Zambare	36	G. S. Zambare
7	Gayatri Suresh Mahale	38	G. Mahale
8	Pragati Vasudeo Pesode	37	P. V. Pesode
9	Prathmesh Rahul Bhambale	36	P. Bhambale
10	Rohan Kailas Wankhade	39	R. Wankhade
11	Sanket Nemichand Chavan	36	S. N. Chavan
12	Rohit Miland Jadhao	39	R. M. Jadhao
13	Sakshi Sunil Gawande	39	S. S. Gawande
14	Sakshi Santosh Zambre	41	S. S. Zambre
15	Abhishek Vinod Ingle	42	A. V. Ingle
16	Samayak Sahadeo Sadanshiv	45	S. S. Sadanshiv
17	Saikh Anis Shaikh Hamid	37	S. Hamid
18	Shubham Kaashiram Solanke	37	S. Solanke
18	Sohan Santosh Chopde	41	S. S. Chopde
20	Yuvaraj Raju Tayade	37	Y. R. Tayade
21	Vithhal Gajanan Lahudkar	37	V. G. Lahudkar


Principal
Sahakar Maharshi
e Bhaskarrao Shingne Arts
College, Khamgaon Dist. Buldana

Convener

सहा. प्राध्यापक
सहकार महर्षि स्व. भास्करराव शिंगणे
कला महाविद्यालय, खामगांव, जि. बुलढाना



Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon, Dist. Buldhana.

CERTIFICATE

This certificate declares that-----student of class B.A.I has completed Certificate Course in Communication Skills (Duration 30 Hrs) organized by Department of English that started from 1 December to 21 December 2022.

Principal

mesh
Principal
Sahakar Maharshi
Late Bhaskarrao Shingne Arts
College, Khamgaon Dist. Buldhana

Mesh

Convener

सहकार महर्षि स्व. भास्करराव शिंगणे
कला महाविद्यालय, खामगांव, जि. बुलढाना

Outcomes of Certificate Course in Communication Skills

- 1) Students understood the essential skills of communication.
- 2) Students understood listen skills.
- 3) Students enabled to understand verbal and non-verbal aspects of communication skills.
Students enabled to write properly