The member of the Board of Studies-

Prin.Dr. K. G. Kanade

Annasaheb Awate College, Manchar

Dr. Vikas Raskar

Hutatma Rajguru Mahavidyalay

(Arts, Science and Commerce) Rajgurunagar

Prof. Somnath Jagtap

B.D. Kale College, Ghodegaon

Prof. Wagh G.C.

Head, Dept of English

Annasaheb Awate College, Manchar

Placement Officer

Annasaheb Awate College, Manchar

The Faculties of the department of English

Mr.Wagh G. C.

Mr. Walunj S. S.

Mr.Dhone T.E.

Mr. More S. M.

Rayat Shikshan Sanstha's

Annasaheb Awate College, Manchar

Department of English

Syllabus for Certificate Course in Communication Skills

Sr. No	Module	No. of Lectures
1	Introduction to Communication: Need for Effective Communication.	02
2	The Process of Communication: Levels of communication: Significance of technical communication. Barriers to Communication: Flow of communication; Use of language in communication;	02
3	Barriers to Communication: Types of barriers; Miscommunication; Noise; Overcoming measures.	03
4	Listening Skills: Listening as an active skill; Types of Listeners; Listening for general content; Listening to fill up information; Intensive Listening, Listening for specific information; Developing effective listening skills; Barriers to effective listening skills.	04
5	Reading Skills Previewing techniques; Skimming; Scanning; Understanding the gist of an argument; identifying the topic sentence; Inferring lexical and contextual meaning, recognizing coherence and sequencing of sentences; Improving comprehension skills.	03
6	Writing Skills : Sentence formation; Use of appropriate diction; Paragraph and Essay Writing; Coherence and Cohesion	02

7	Letter Writing: Formal, informal and business letters.	03
8	Job Application: Cover letter, Differences between bio-data, CV and Resume.	04
9	Report Writing: Basics of Report Writing; Structure of a report; Types of reports	03
10	Non-verbal Communication and Body Language: Norms of non-verbal communication; Interpreting body- language Cues; Kinesics; Proxemics; Chronemics; Effective use of body language	04
11	Interview Skills: Types of Interviews; Ensuring success Job interviews; Appropriate use of non-verbal communication.	04
12	Group Discussion Group discussion as a type of presentation, Ensuring success in group discussions.	04
13	Presentation Skills: Oral presentation and public speaking skills, business presentations	03
14	Technology-based Communication : Netiquettes: effective e-mail messages, power-point presentation; enhancing editing skills	04
	Total Number of Lectures	**45**

Evaluation Pattern:

- Online MCQ Examination Through Google form: 50 marks
- Oral Examination through Google meet: 50 marks

Total: 100 Marks

Department of English

Syllabus Distribution of short term course 2022-23

Name of the Teacher	Topics	
Prof. Wagh G. C.	1)Introduction to Communication: Need for Effective Communication. 2)The Process of Communication: Levels of communication: Significance of technical communication. Barriers to Communication: 3)Flow of communication; Use of language in communication; 4)Barriers to Communication: 5) Types of barriers; Miscommunication; Noise; Overcoming measures.	**11**
Prof. Walunj S. S.	1) Letter Writing: Formal, informal and business letters. 2)Job Application: Cover letter, Differences between bio-data, CV and Resume. 3)Report Writing: Basics of Report Writing; Structure of a report; Types of reports 4) Interview Skills : Types of Interviews; Ensuring success Job interviews; Appropriate use of non-verbal communication.	**12**

Prof. More. S. M.	1)Non-verbal Communication and Body Language: Norms of non-verbal communication; Interpreting body- language Cues; Kinesics; Proxemics; Chromatics; Effective use of body language 2) Group Discussion Group discussion as a type of presentation, Ensuring success in group discussions. 3) Presentation Skills: Oral presentation and public speaking skills, business presentations 4) Technology-based Communication : Netiquettes: effective e-mail messages, power-point presentation; enhancing editing skills	**11**
Prof. Dhone T.E.	1) Listening Skills: Listening as an active skill; Types of Listeners; Listening for general content; Listening to fill up Information; Intensive Listening, Listening for specific information; Developing effective listening skills; Barriers to effective listening skills. 2) Reading Skills Previewing techniques; Skimming; Scanning; Understanding the gist of an argument; identifying the topic sentence; Inferring lexical and Contextual meaning, recognizing coherence and sequencing of sentences; Improving comprehension skills. 3) Writing Skills : Sentence formation; Use of appropriate diction; Paragraph and Essay Writing; Coherence and Cohesion	**11**
Total Number of Lectures		**45**

Head,

Rayat Shikshan Sanstha's

Annasheb Awate College, Manchar.

Department of English

Certificate Course in Communication Skills (2022-2023)

Time Table 2nd January to 31st March 2023

Time	Monday	Tuesday	Wednesday	Thursday
12:30 to 1:30	Wagh G. C.	Walunj S. S.	Dhone T.E.	More S. M.

Head,

Rayat Shikshan Sanstha's,
Annasaheb Awate College Manchar
Department of English
Certificate Course in Communication Skills
Short term Course (2022-23)
List of Students enrolled

Sr.no.	Name of The Students.
1	Bambale Karan Machindra
2	Bambale Pramila Ratnakar
3	Dhindale Surekha Rewaji
4	Dudhane Shital Rajendra
5	Gawade Payal Vilas
6	Ghule Prajakta Bhausaheb
7	Girange Paurnima Sunil
8	Gode Renuka Sitaram
9	Gunjal Saiprasad Makrand
10	Jumnake Komal Manohar
11	Kale Kamal Ramdas
12	Kambale Abhishek Narayan
13	Kirve Vaishnavi Dagadu
14	Memane Nirmala Bhagu
15	Paradhi Maya Baban
16	Rajgurav Saksh Chandrakant
17	Thigale Yadnesh Mangesh
18	Totre Mohini Baban
19	Vale Prajakta Suresh
20	Varpe Sneha Santosh
21	Zare Pallavi Madhavrao
22	Shelake Varsha Vijay
23	Jadhav Shivani Vaman

		02/01	03/01	04/01	05/01	09/01	10/01	11/01	12/01	16/01	17/01	18/01	19/01	23/01	24/01
11.	Kale Kamal Ramdas	P	P	P	Ab	P	P	Ab	P	P	P	P	Ab	P	Ab
12.	Kambale Abhishek Narayan	Ab	Ab	P	P	P	P	P	Ab	P	P	Ab	P	P	P
13.	Kirve Vaishnavi Dagadu	P	P	Ab	Ab	P	P	P	P	Ab	P	P	Ab	P	P
14.	Memane Nirmala Bhagu	P	Ab	P	P	P	Ab	P	P	P	Ab	P	P	P	Ab
15.	Paradhi Maya Baban	Ab	P	Ab	P	P	P	P	P	Ab	Ab	P	P	P	Ab
16.	Rajgurav Saksh Chandrakant	—	—	—	—	—	—	—	—	—	—	—	—	—	—
17.	Thigale Yadnesh Mangesh	Ab	P	P	P	P	Ab	P	P	P	Ab	P	Ab	P	P
18.	Totre Mohini Baban	P	Ab	P	P	P	P	Ab	Ab	P	P	P	P	Ab	P
19.	Vale Prajakta Suresh	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	P	Ab
20.	Varpe Sneha Santosh	P	Ab	P	P	P	P	Ab	P	P	P	Ab	Ab	P	P
21.	Zare Pallavi Madhavrao	P	P	Ab	Ab	P	P	P	P	P	Ab	P	P	P	Ab
22.	Shelake Varsha Vijay	Ab	P	P	P	Ab	Ab	P	P	Ab	P	P	Ab	P	P
23.	Jadhav Shivani Vaman	Ab	Ab	P	P	Ab	P	P	P	Ab	P	Ab	P	P	P

Rayat Shikshan Sanstha's,
Annasaheb Awate College Manchar
Department of English
Short Term Course (2022-23)
A Certificate Course in Communication Skills
Attendance

Sr.No.	Name of the Student	02/01	03/01	04/01	05/01	09/01	10/01	11/01	12/01	16/01	17/01	18/01	19/01	23/01	24/01
1.	Bambale Karan Machindra	Ab	P	P	Ab	P	P	P	Ab	P	Ab	P	P	P	P
2.	Bambale Pramila Ratnakar	P	P	P	P	Ab	Ab	P	P	P	P	Ab	P	P	Ab
3.	Dhindale Surekha Rewaji	P	Ab	P	P	P	P	Ab	Ab	P	P	P	P	Ab	P
4.	Dudhane Shital Rajendra	P	P	P	Ab	P	P	P	P	Ab	Ab	P	P	P	Ab
5.	Gawade Payal Vilas	Ab	P	P	P	P	P	Ab	P	P	Ab	P	P	P	P
6.	Ghule Prajakta Bhausaheb	Ab	Ab	P	P	P	Ab	P	P	P	P	Ab	Ab	P	P
7.	Girange Paurnima Sunil	Ab	P	P	P	Ab	P	P	P	P	P	Ab	P	P	Ab
8.	Gode Renuka Sitaram	P	Ab	P	P	Ab	P	P	P	P	P	P	Ab	P	Ab
9.	Gunjal Saiprasad Makrand	P	P	Ab	P	P	P	P	Ab	P	P	Ab	Ab	P	P
10.	Jumnake Komal Manohar														

Rayat Shikshan Sanstha's,
Annasaheb Awate College Manchar
Department of English
Short Term Course (2022-23)
A Certificate Course in Communication Skills
Attendance

Sr.No.	Name of the Student	25/01	30/01	31/01	01/02	02/02	06/02	07/02	08/02	09/02	13/02	14/02	16/02	20/02	21/02
1.	Bambale Karan Machindra	P	P	P	Ab	P	P	P	P	Ab	Ab	P	P	P	
2.	Bambale Pramila Ratnakar	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P
3.	Dhindale Surekha Rewaji	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P
4.	Dudhane Shital Rajendra	P	P	P	Ab	P	P	P	Ab	P	P	P	P	Ab	P
5.	Gawade Payal Vilas	P	P	Ab	P	P	P	Ab	P	P	P	P	Ab	A	P
6.	Ghule Prajakta Bhausaheb	P	Ab	A	P	Ab	P	P	P	Ab	P	P	P	P	Ab
7.	Girange Paurnima Sunil	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	Ab	P
8.	Gode Renuka Sitaram	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P
9.	Gunjal Saiprasad Makrand	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P
10.	Jumnake Komal Manohar														

		25/01	30/01	31/01	01/02	02/02	06/02	07/02	08/02	09/02	13/02	14/02	16/02	20/02	21/02
11.	Kale Kamal Ramdas	P	P	Ab	P	P	P	Ab	P	P	P	P	Ab	P	P
12.	Kambale Abhishek Narayan	Ab	Ab	P	P	P	Ab	P	P	P	P	Ab	P	P	P
13.	Kirve Vaishnavi Dagadu	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P
14.	Memane Nirmala Bhagu	P	P	P	P	Ab	P	P	P		P	P	P	P	P
15.	Paradhi Maya Baban	P	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P
16.	Rajgurav Saksh Chandrakant														
17.	Thigale Yadnesh Mangesh	P	Ab	P	P	P	Ab	P	P	Ab	P	P	P	P	P
18.	Totre Mohini Baban	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P
19.	Vale Prajakta Suresh	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P
20.	Varpe Sneha Santosh	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P
21.	Zare Pallavi Madhavrao	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P
22.	Shelake Varsha Vijay	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P
23.	Jadhav Shivani Vaman	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P

Rayat Shikshan Sanstha's,
Annasaheb Awate College Manchar
Department of English
Short Term Course (2022-23)
A Certificate Course in Communication Skills
Attendance

Sr.No.	Name of the Student	22/02	23/02	27/02	28/02	01/03	02/03	06/03	09/03	13/03	14/03	15/03	16/03	20/03	21/03
1.	Bambale Karan Machindra	P	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	P
2.	Bambale Pramila Ratnakar	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P
3.	Dhindale Surekha Rewaji	P	P	P	P	Ab	P	P	P	Ab	Ab	P	P	P	Ab
4.	Dudhane Shital Rajendra	Ab	P	P	P	P	Ab	Ab	P	P	P	P	Ab	P	P
5.	Gawade Payal Vilas	P	P	P	P	Ab	P	P	P	Ab	Ab	P	P		P
6.	Ghule Prajakta Bhausaheb	Ab	P	P	Ab	P	P	P	P	P	Ab	P	P	P	Ab
7.	Girange Paurnima Sunil	P	P	P	P	Ab	P	P	P	P	Ab	Ab	P	P	Ab
8.	Gode Renuka Sitaram	Ab	P	P	P	P	Ab	Ab	P	P	P	Ab	P	P	P
9.	Gunjal Saiprasad Makrand	P	P	P	Ab	Ab	P	P	P	P	Ab	P	P	P	Ab
10.	Jumnake Komal Manohar														

		22/02	23/02	27/02	28/02	01/03	02/03	06/03	09/03	13/03	14/03	15/03	16/03	20/03	21/03
11.	Kale Kamal Ramdas	P	P	P	Ab	P	P	P	P	Ab	Ab	P	P	P	Ab
12.	Kambale Abhishek Narayan	Ab	P	P	P	P	Ab	Ab	P	P	P	P	Ab	P	P
13.	Kirve Vaishnavi Dagadu	P	P	P	P	Ab	P	P	P	Ab	P	Ab	P	P	P
14.	Memane Nirmala Bhagu	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	P	Ab
15.	Paradhi Maya Baban	P	P	P	P	Ab	P	P	P	Ab	Ab	P	P	P	Ab
16.	Rajgurav Saksh Chandrakant														
17.	Thigale Yadnesh Mangesh	Ab	P	P	P	Ab	P	P	P	P	Ab	Ab	P	P	P
18.	Totre Mohini Baban	P	P	P	P	Ab	Ab	P	P	P	P	P	P	Ab	Ab
19.	Vale Prajakta Suresh	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	P	Ab
20.	Varpe Sneha Santosh	P	P	P	Ab	P	P	P	P	P	Ab	Ab	P	Ab	P
21.	Zare Pallavi Madhavrao	Ab	P	P	P	P	Ab	P	P	Ab	P	P	P	P	Ab
22.	Shelake Varsha Vijay	P	P	P		Ab	P	P	P	P	Ab	P	P	P	P
23.	Jadhav Shivani Vaman	Ab	P	P	P	P	Ab	P	P	P	Ab	Ab	P	P	P

Ganesh Wagh

Rayat Shikshan Sanstha's,

Annasaheb Awate College Manchar

Department of English

A Certificate Course in Communication Skills

Short Term Course Report (2022-23)

The department of English conducted the short term course '**A Certificate Course in Communication Skills'** for F.Y.B.A. students during the months of January- March 2023. Some of the aims and objectives of the short term course are as follows:

1. To help learners acquire the basic skills of effective listening, speaking, reading and writing
2. To introduce students to Spoken English
3. To create awareness about using language according to the situation/context
4. To create an awareness among students about mispronunciation
5. To reinforce grammar studied up to std. XII
6. To enhance employability of the students by developing their linguistic competence and communicative skills

All the faculty of the department conducted the lectures and arranged theoretical as well as practical sessions to inculcate the skills among the students. In total, **23** students were enrolled for the course. Out of them, **21** students appeared for the evaluative examinations in oral and written formats. After successful completion of the course, students were benefited with the certificates.

Head

Rayat Shikshan Sanstha's,
Annasaheb Awate College Manchar
Department of English
Short term Course
Certificate Course in Communication Skills
2022-23
RESULT

Sr.no.	Name of The Students	Class	Oral Examination (Out of 50)	Online Written Examination (Out of 50)	Total Marks (100)	Grade
1	Bambale Karan Machindra	F.Y.B.A.	32	25	57	B+
2	Bambale Pramila Ratnakar	F.Y.B.A.	36	28	64	A
3	Dhindale Surekha Rewaji	F.Y.B.A.	31	30	61	A
4	Dudhane Shital Rajendra	F.Y.B.A.	38	30	68	A
5	Gawade Payal Vilas	F.Y.B.A.	33	29	62	A
6	Ghule Prajakta Bhausaheb	F.Y.B.A.	41	35	76	A+
7	Girange Paurnima Sunil	F.Y.B.A.	36	29	65	A
8	Gode Renuka Sitaram	F.Y.B.A.	28	29	57	B+
9	Gunjal Saiprasad Makrand	F.Y.B.A.	26	31	57	B+
10	Jumnake Komal Manohar	F.Y.B.A.	AB	AB	AB	AB
11	Kale Kamal Ramdas	F.Y.B.A.	37	30	67	A
12	Kambale Abhishek Narayan	F.Y.B.A.	38	32	70	A+
13	Kirve Vaishnavi Dagadu	F.Y.B.A.	26	24	50	B
14	Memane Nirmala Bhagu	F.Y.B.A.	27	25	52	B
15	Paradhi Maya Baban	F.Y.B.A.	30	29	59	B+
16	Rajgurav Sakshi Chandrakant	F.Y.B.A.	AB	AB	AB	AB
17	Thigale Yadnesh Mangesh	F.Y.B.A.	24	26	50	B
18	Totre Mohini Baban	F.Y.B.A.	30	25	55	B+
19	Vale Prajakta Suresh	F.Y.B.A.	27	26	53	B
20	Varpe Sneha Santosh	F.Y.B.A.	36	33	69	A
21	Zare Pallavi Madhavrao	F.Y.B.A.	24	26	50	B
22	Shelake Varsha Vijay	F.Y.B.A.	27	27	54	B
23	Jadhav Shivani Vaman	F.Y.B.A.	28	29	57	B+

Head



Rayat Shikshan Sanstha Satara

Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri / Smt.....

..... (Class.....) of

.....

..... has successfully completed

a short term course in .....

Academic year 20 20 (From ..... To .....) and

secured ..... Grade.