



Bhimthadi Education Society's
Late K.G. Kataria College, Daund
Tal-Daund, Dist-Pune -413801
(Id No. PU/PN/SC/140/1999)



www.kgkcd.in

kgkatariacollege@rediffmail.com

Certificate Course

In

Communication Skill

2022-2023.



Bhimthadi Education Society's
Late K.G.Kataria College, Daund
Tal-Daund, Dist.-Pune -413801
(Id No.PU/PN/SC/140/1999)



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Dr. Samudra Subhasha
(I/C Principal) Mob-9890243602

O.No: -kgkcd/ 2022/23
Date: / /

Bhimthadi Education Society's

Late K.G.KATARIA COLLEGE, DAUND

Tal-Daund, Dist-Pune -413801 (Science, Arts and Commerce College)

Certificate course in Communication Skills

Department of English

Academic year 2022-23

Khandagale A.R.

Member

Coordinator
IQAC

Late. K.G.Kataria College Daund,
Tal.Daund,Dist-Pune.



Dr.S.M.Samudra

Principal

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O.No: -kgked/ 2022/23
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Certificate Course in Communication Skills

Event Report

Academic Year 2022-23

Date – 08/01/2023 to 08/02/2023

A) Introduction –

Oral skills - both speaking and listening - are at the very foundation of literacy. Classroom talk helps students to learn, to reflect on what they are learning, and to communicate their knowledge and understanding. The strategies in this section provide simple but powerful tools for improving communication in every classroom and all subject areas. Whatever you teach, these tools can help you to obtain more precise information about what your students know and can do. This, in turn, can help you to provide better feedback and guidance. Students need authentic opportunities to learn how to listen and speak effectively in a variety of situations in pairs, and in small and large groups.

Students are sometimes assigned an oral activity (e.g., working in small groups) without a clear understanding of what is expected and how to be most effective. By taking the time to teach specific oral strategies in the context of your subject area, you will boost your students' confidence and performance.

Pair work

Working in pairs provides students with an opportunity to "think aloud" about what they know, and a process for acquiring and reflecting on information. For many students, pair work is a comfortable starting point to practice the skills they will need to participate in larger groups.

Small-group discussions

As with pair work, the strategies for small-group discussion give students the opportunity to develop critical thinking skills, build positive relationships, work cooperatively, and participate actively in their learning. You can put your students at ease by modelling effective skills for small-group discussion and by providing many opportunities to practice these skills in a safe environment.

Whole-class discussions


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Students learn more readily in a class where they experience cooperation and a sense of belonging. By involving the whole class in shared activities, and by teaching students how to be good listeners, to respect each other and to participate without fear, you can maximize participation and minimize anxiety for all students.

Objectives:

1. To introduce the use of English in multimedia
2. To acquaint the students with the language skills in multivalent contexts
3. To acquaint and enlighten students regarding the speaking skill in various contexts
4. To acquaint and familiarize the students with advanced writing skills in different contexts
5. To acquaint and familiarize the students with soft skills
6. To minimize the gap between the existing communicative skills of the students and the skills they require at professional level
7. To develop competence among the students to appreciate and analyze short stories and poetry

B) Report:

The Value Added Course: Certificate Course in Communication Skills has been conducted by the college in Term-I. For this course, total 45 students have been participated.

Result:

For the Certificate course in Communication Skills, 55 students are appeared for exam.

Result summary:	No. of students present	No. of students absent	No. of students pass	No. of students fail	Percentage of result
45	45	00	45	00	100%

Outcomes

To improve oral and written competency in English of students. To develop linguistic competency of students through various grammatical and vocabulary exercises

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Students List

Sr.No.	Name of Students	Class
1.	KALE APEKSHA BAPU	S.Y.B.Sc.
2.	NALE SEEMA MADHUKAR	S.Y.B.Sc.
3.	KALE SONALI ARUN	S.Y.B.Sc.
4.	KOLI ASHA SHANTAPPA	S.Y.B.Sc.
5.	PATHAN BUSHRA SAJID	S.Y.B.Sc.
6.	WAGHMARE SAKSHI MARUTI	S.Y.B.Sc.
7.	MALI GOURI DEVRAM	S.Y.B.Sc.
8.	PAWAR AKANKSHA ASHOK	S.Y.B.Sc.
9.	BHUJBAL PRATIKSHA BARKU	S.Y.B.Sc.
10.	GAWADE SHITAL PANDHARINATH	S.Y.B.Sc.
11.	PARHE POOJA AMBADAS	S.Y.B.Sc.
12.	JATHAR SWAPNIL SANTOSH	S.Y.B.Sc.
13.	JATHAR ANKITA SANTOSH	S.Y.B.Sc.
14.	NANDKHIKE DEEPALI POPAT	S.Y.B.Sc.
15.	SHAIKH MARIYA RIZWAN	S.Y.B.Sc.
16.	DHALE ANGEL VINOD	S.Y.B.Sc.
17.	PAWAR GOURI BHAGWAT	S.Y.B.Sc.
18.	PATHAN KASHISH SHABBIR	S.Y.B.Sc.
19.	JAGTAP KIRAN NARAYAN	S.Y.B.Sc.
20.	KADAM TRUPTI HANUMANT	S.Y.B.Sc.

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21.	GAWADE RAJENDRA NAMDEV	S. Y. B. Sc.
22.	BICHKULE ANKITA TATYABA	S. Y. B. Sc.
23.	WAGHE MAYURI LIMBRAJ	S. Y. B. Sc.
24.	SHINDE GAURAV SUNIL	S. Y. B. Sc.
25.	DHAYGUDE VIVEK NAVNATH	S. Y. B. Sc.
26.	KALE KAJAL SANTOSH	S. Y. B. Sc.
27.	SHAIKH JARINA GAUSDDIN	S. Y. B. Sc.
28.	OGE AISHWARYA SIDRAM	S. Y. B. Sc.
29.	DALAVI DATTATRAY SHAHAJI	S. Y. B. Sc.
30.	KHAN HAJRA JAHANGIR	S. Y. B. Sc.
31.	BULANI PRERANA GOVARDHAN	S. Y. B. Sc.
32.	GAYKE ANAND BABASSAHEB	S. Y. B. Sc.
33.	TAMBOLI UMAMA MANNAN	S. Y. B. Sc.
34.	AHIWALE AANANDI SURYAKANT	S. Y. B. Sc.
35.	SURYAVANSHI PUJA BANDU	S. Y. B. Sc.
36.	CHITARE SHRUTI SHIVAJI	S. Y. B. Sc.
37.	GHOLAP SHRUTIKA DILIP	S. Y. B. Sc.
38.	KALE NIKITA HARIBHAU	S. Y. B. Sc.
39.	GAIKWAD KOMAL ARUN	S. Y. B. Sc.
40.	KALE GAURI MANIK	S. Y. B. Sc.
41.	GAIKWAD KOMAL ARUN	S. Y. B. Sc.
42.	TAMBLI AMMAR ABDUL MANNAN	S. Y. B. Sc.
43.	DEVKAR VAISHNAVI SUNIL	S. Y. B. Sc.
44.	SUNDKE ATIK AKIL	S. Y. B. Sc.
45.	PAWAR KOMAL BAPU	S. Y. B. Sc.

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Certificate course in Communication Skills

Department of English

Syllabus

(Credits -02)

Sr.No.	Topic	Lectures	Credits
1	Unit-1 Communication;An Introduction Defination,Nature & Scope	4	
2	Unit- 2 Non -verbal Communication Personal Appearance, Time Language	5	
3	Unit-3 Effective Communication Communication Techniques, Barriers to communication	5	
4	Unit-4 Communication as a skill for career building Preparing for Career, Group Discussion	5	
5	Unit-5 Soft skill for leadership Qualities of a good leader, Problem Solving	5	
6	Unit-6 Oral Communication -I Importantce of spoken English, Spealing& Pronounciation	3	

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7	Unit- 7 Oral communication -II Asking & Giving information, Self Introduction	3	
		Total L- 30	Credit -2


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Department of English
Certificate course in Communication Skills
Assessment Procedure (Academic year-2022-23)

Date – 10/02/2023

Time – 10:00pm to 12:00pm

Max Marks- 30

A] Examination Pattern:

1. Theory = 30 marks
2. Oral = 20 marks
3. Total marks for Course, 30 Marks (Theory) + 20 marks (Oral) = 50 marks

Papers shall be:

Q1. Theory of given syllabus for 30 Marks

Q2. Oral for 20 Marks

B) Standard of Passing for the course.

The following standard of passing for the Certificate course in Communication Skills will be applicable as follows:

1. A student shall have to secure 40% of marks in Theory and Oral examination combined in order to pass in those heads of passing. He/she shall be declared to have passed the examination, if he/she passes in all heads of passing at examinations.

2. Grading system is to assess the student performance as follows:

Grading Scale:


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Grade	Marks	Remarks
O	41 & above	Outstanding
A	36-40	Excellent
B	31-35	Very Good
C	26-30	Good
D	20-25	Average
F	Below 20	Below Average


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Certificate course in Communication Skills

Time- 2 Hour

30 Marks

5Marks

Q.1] Choose the correct answer given below

1].Is..... is a mental reactions as feeling usually reacted to word a specific situation .

- A) Emotion
- B) Communication
- C) Solution
- D) None of the above

2]Our body reaction to people & events & to our own thoughts .

- A) Emotions
- B) stress
- C) relationship
- D) None of the above

3] Verbal skills, non-verbal skills, listening skills are the element of.

- A) Effective communication
- B) Self awareness
- C) Problem solving
- D) Creative thinking

4]is an establishment of spontaneous relationship based on respect and mutual & trust .

- A) Rapport building
- B) Questioning
- C) attending
- D) None of the above

5] Relationship are between two are more people.

- A] Interpersonal
- B] Intra-personal
- C] Intimate
- D] None of the above


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Q.2] Enlist types of non-verbal communication

Q.3] Define extra personal communication. provide examples.

Q.4] What are the phases involved in project management?

Q.5] Write a ten line dialogue for the following situations.

a) A cardiologist and a patient

b) The president of a car- manufacturing unit and a distributor

Q.6] How can visual aids be used for effective presentation?

5 Marks

5 Marks

5 Marks

5 Marks

5 Marks




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Department of English
Assessment Result

Sr.No.	Name of Students	Theory	Oral	Total	Grade
1	KALE APEKSHA BAPU	24	16	40	A
2	NALE SEEMA MADHUKAR	24	17	41	O
3	KALE SONALI ARUN	22	18	40	A
4	KOLI ASHA SHANTAPPA	26	18	44	O
5	PATHAN BUSHRA SAJID	22	17	39	A
6	WAGHMARE SAKSHI MARUTI	24	15	39	A
7	MALI GOURI DEVRAM	22	16	38	A
8	PAWAR AKANKSHA ASHOK	24	16	40	A
9	BHUJBAL PRATIKSHA BARKU	22	18	40	A
10	GAWADE SHITAL PANDHARINATH	28	18	46	O
11	PARHE POOJA AMBADAS	28	15	43	O
12	JATHAR SWAPNIL SANTOSH	20	18	38	A
13	JATHAR ANKITA SANTOSH	24	17	41	O

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14	NANDKHIKE DEEPALI POPAT	26	15	41	O
15	SHAIKH MARIYA RIZWAN	26	17	43	O
16	DHALE ANGEL VINOD	20	18	38	A
17	PAWAR GOURI BHAGWAT	26	15	41	O
18	PATHAN KASHISH SHABBIR	22	17	39	A
19	JAGTAP KIRAN NARAYAN	24	18	42	O
20	KADAM TRUPTI HANUMANT	24	16	40	O
21	GAWADE RAJENDRA NAMDEV	22	18	40	O
22	BICHKULE ANKITA TATYABA	20	18	38	A
23	WAGHE MAYURI LIMBRAJ	26	17	43	O
24	SHINDE GAURAV SUNIL	24	15	39	A
25	DHAYGUDE VIVEK NAVNATH	20	17	37	A
26	KALE KAJAL SANTOSH	20	17	37	A
27	SHAIKH JARINA GAUSDDIN	24	16	40	A
28	OGE AISHWARYA SIDRAM	26	15	41	O
29	DALAVI DATTATRAY SHAHAJI	26	19	45	O
30	KHAN HAJRA JAHANGIR	26	19	45	O
31	BULANI PRERANA GOVARDHAN	28	18	46	O
32	GAYKE ANAND BABASSAHEB	26	18	44	O
33	TAMBOLI UMAMA MANNAN	28	17	45	O
34	AHIWALEA ANANDI SURYAKANT	22	17	39	A
35	SURYAVANSHI PUJA BANDU	28	19	47	O
36	CHITARE SHRUTI SHIVAJI	26	16	42	O
37	GHOLAP SHRUTIKA DILIP	26	16	42	O


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38	KALE NIKITA HARIBHAU	28	15	43	O
39	GAIKWAD KOMAL ARUN	24	14	38	A
40	KALE GAURI MANIK	28	17	45	O
41	GAIKWAD KOMAL ARUN	28	19	47	O
42	TAMBLI AMMAR ABDUL MANNAN	22	18	40	A
43	DEVKAR VAISHNAVI SUNIL	24	17	41	O
44	SUNDKE ATIK AKIL	26	17	43	O
45	PAWAR KOMAL BAPU	20	18	38	A


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 Department of English
 Attendance

Sr.No.	Name of the Student								
1.	KALE APEKSHA BAPU	Qm	Qm	Qm	Qm	Qm	Qm	Qm	Qm
2.	NALE SEEMA MADHUKAR	seema	seema	seema	seema	seema	seema	seema	seema
3.	KALE SONALI ARUN	SK	SK	SK	SK	SK	SK	SK	SK
4.	KOLI ASHA SHANTAPPA	pathan	pathan	pathan	pathan	pathan	pathan	pathan	pathan
5.	PATHAN BUSHRA SAJID	pathan	pathan	pathan	pathan	pathan	pathan	pathan	pathan
6.	WAGHMARE SAKSHI MARUTI	pathan	pathan	pathan	pathan	pathan	pathan	pathan	pathan
7.	MALI GOURI DEVRAM	GD	GD	GD	GD	GD	GD	GD	GD
8.	PAWAR AKANKSHA ASHOK	af.	af.	af.	af.	af.	af.	af.	af.
9.	BHUJBAL PRATIKSHA BARKU	Pratu.	Pratu.	Pratu.	Pratu.	Pratu.	Pratu.	Pratu.	Pratu.
10.	GAWADE SHITAL PANDHARINATH	pathan	pathan	pathan	pathan	pathan	pathan	pathan	pathan
11.	PARHE POOJA AMBADAS	poja	poja	poja	poja	poja	poja	poja	poja

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12.	JATHAR SWARNIL SANTOSH	Swarnil	Swarnil	Swarnil	Swarnil	Swarnil
13.	JATHAR ANKITA SANTOSH	Ankita	Ankita	Ankita	Ankita	Ankita
14.	NANDKHIKE DEEPAI POPAT	Nandkhile	Nandkhile	Nandkhile	Nandkhile	Nandkhile
15.	SHAIKH MARIYA RIZWAN	Shaikh MR	Shaikh MR	Shaikh MR	Shaikh MR	Shaikh MR
16.	DHALE ANGEL VINOD	Dhale	Dhale	Dhale	Dhale	Dhale
17.	PAWAR GOURI BHAGWAT	Pawar	Pawar	Pawar	Pawar	Pawar
18.	PATHAN KASHISH SHABBIR	Pathan	Pathan	Pathan	Pathan	Pathan
19.	JAGTAP KIRAN NARAYAN	Jagtap	Jagtap	Jagtap	Jagtap	Jagtap
20.	KADAM TRUPTI HANUMANT	T. Kadam	T. Kadam	T. Kadam	T. Kadam	T. Kadam
21.	GAWADE RAJENDRA NAMDEV	Gawade	Gawade	Gawade	Gawade	Gawade
22.	BICHKULE ANKITA TATYABA	Bikule	Bikule	Bikule	Bikule	Bikule
23.	WAGHE MAYURI LIMBRAJ	Waghe	Waghe	Waghe	Waghe	Waghe
24.	SHINDE GAURAV SUNIL	Shinde	Shinde	Shinde	Shinde	Shinde
25.	DHAYGUDE VIVEK NAVNATH	Dhaygude	Dhaygude	Dhaygude	Dhaygude	Dhaygude
26.	KALE KAJAL SANTOSH	Kale	Kale	Kale	Kale	Kale
27.	SHAIKH JARINA GAUSDDIN	Shaikh J.	Shaikh J.	Shaikh J.	Shaikh J.	Shaikh J.
28.	OGE AISHWARYA SIDRAM	A.oge	A.oge	A.oge	A.oge	A.oge

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29.	DALAVI DATTATRAY SHAHAJI	Dalavi D	Dalavi D	Dalavi D	Dalavi D	Dalavi D
30.	KHAN HAJRA JAHANGIR	Khan H.J.	Khan H.J.	Khan H.J.	Khan H.J.	Khan H.J.
31.	BULANI PRERANA GOVARDHAN	Bulani P.	Bulani P.	Bulani P.	Bulani P.	Bulani P.
32.	GAYKE ANAND BABASSAHEB	A. Gayake	A. Gayake	A. Gayake	A. Gayake	A. Gayake
33.	TAMBOLI UMAMA MANNAN	Tamboli U	Tamboli U	Tamboli U	Tamboli U	Tamboli U
34.	AHIWALE AANANDI SURYAKANT	Ahiwale	Ahiwale	Ahiwale	Ahiwale	Ahiwale
35.	SURYAVANSHI PUJA BANDU	Suryavanshi	Suryavanshi	Suryavanshi	Suryavanshi	Suryavanshi
36.	CHITARE SHRUTI SHIVAJI	Chitare	Chitare	Chitare	Chitare	Chitare
37.	GHOLAP SHRUTIKA DILIP	Gholap D	Gholap D	Gholap D	Gholap D	Gholap D
38.	KALE NIKITA HARIBHAU	Kale N	Kale N	Kale N	Kale N	Kale N
39.	GAIKWAD KOMAL ARUN	Komal G	Komal G	Komal G	Komal G	Komal G
40.	KALE GAURI MANIK	Kale G	Kale G	Kale G	Kale G	Kale G
41.	GAIKWAD KOMAL ARUN	G. Komal	G. Komal	G. Komal	G. Komal	G. Komal
42.	TAMBLI AMMAR ABDUL MANNAN	A. Tamblu	A. Tamblu	A. Tamblu	A. Tamblu	A. Tamblu
43.	DEVKAR VAISHNAVI SUNIL	V.S. Devkar	V.S. Devkar	V.S. Devkar	V.S. Devkar	V.S. Devkar


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Tal-Daund, Dist-Pune -413801 (Science & Arts and Commerce College)

Department of English

Certificate course in Communication Skills

Assessment Procedure (Academic year-2022-23)

Value Added Certificate Course

This is to certify that Miss. Dhale Angel Vinod, of S.Y. B.Sc. has successfully completed Certificate Course in "**Communication Skills**" during the Academic Year 2022-2023 in the grade A. He completed 30 Course hours (2 Credits).


Coordinator
P.A.C.

Late. K.G.Kataria College Daund,



Head of Department

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