

## Summary report of Certificate Course in Communication Skills

Year 2023-24

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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 महवि. सं. सावरसाव शिंगणे  
कला महाविद्यालय, सावसाव, 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 / 2018/21

**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.

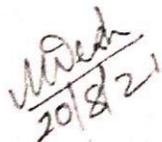
Yours Sincerely

Manohar A. Wasnik

Assistant Professor



Date 20/8/2021

  
20/8/21

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

**Sahakar Maharshi Late Bhaskarrao Shingne Arts College,  
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](http://www.smbcoll.com)

email: - [smbartscoll@rediffmail.com](mailto: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

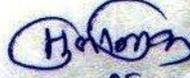
महाविद्यालय विकास समिती  
सहकार महर्षी स्व.भास्करराव शिंगणे  
फला महाविद्यालय खामगांव

**Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon.**

**Certificate Course in Communication Skills  
Enrollment List**

Sr.No	Student Name	Class
1	Harsh Uttam Lahane	B.A III
2	Arti Vikas khond	B.A.III
3	Dpali Wasudev Dhote	B.A.III
4	Anisha Mohan Ingle	B.A.III
5	Shubhm Wankhade	B.Voc SemII
6	Sagar Tayde.	B.Voc SemII
7	Vikas Katone	B.Voc SemII
8	Yashinkhan Patha khan	B.Voc SemII
9	Ketan Kalaskar	B.Voc SemII
10	Roshan Sable	B.Voc SemII
11	Siddheshwar Dongarkar	B.Voc SemIII
12	Mudassar Hussain	B.Voc SemIII
13	Gaurav Gaigol	B.Voc SemIII
14	Shubham Dethé	B.Voc SemIII
15	Ishwar Yade	B.Voc SemIII
16	Tushar Khare	B.Voc SemIII
17	Ashish Ikhare	B.Voc SemIV
18	Om Satav	B.Voc SemIV
19	Runal Tayde	B.Voc SemIV
20	Tejas Chhajed	B.Voc SemIV

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

  
Coordinator  
Manohar. A. Wasire

## Attendance

Sr.N o	Student Name	8/1/24	9/1/8	10 /1	11 /1	12/1/	13/1/	15/1/	16/1/	17/1/	18/ 1/	19/1/	20/ 1/	22/1/	23/1/	24/1/
1	Harsh Uttam Lahane	P	A	P	P	A	P	P	A	A	A	P	P	P	P	A
2	Arti Vikas khond	P	A	P	A	P	P	P	P	P	P	P	P	A	P	A
3	Dipali Wasudev Dhote	A	P	A	P	P	P	P	A	P	P	P	P	A	P	A
4	Anisha Mohan Ingle	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P
5	Shubhm Wankhade	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P
6	Sagar Tayde.	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P
7	Vikas Katone	P	A	P	P	P	A	P	A	P	P	P	P	P	A	P
8	Yashinkhan Patha khan	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P
9	Ketan Kalaskar	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P
10	Roshan Sable	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
11	Siddheshwar Dongarkar	P	P	P	P	A	P	P	P	P	A	A	A	P	P	P
12	Mudassar Hussain	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P
13	Gaurav Gaigol	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P
14	Shubham Dethe	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
15	Ishwar Yade	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Tushar Khare	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
17	Ashish Ikhare	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A
18	Om Satav	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P
19	Runal Tayde	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
20	Tejas Chhajed	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P

Principal  
Sahakar Maharshi  
Late Bhaskarrao Shinge Arts  
College, Khamgaon Dist. Buldana

Coordinator  
W2. A wasie

**Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon.**

**Certificate Course in Communication Skills  
Certificate Issued**

Sr.No	Student Name	Class	Signature
1	Harsh Uttam Lahane	B.A III	<i>Harsh Lahane</i>
2	Arti Vikas khond	B.A.III	<i>A.V. Khond</i>
3	Dpali Wasudev Dhote	B.A.III	<i>D. Dhote</i>
4	Anisha Mohan Ingle	B.A.III	<i>Anisha Ingle</i>
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9	Ketan Kalaskar	B.Voc SemII	<i>Ketan Kalaskar</i>
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12	Mudassar Hussain	B.Voc SemIII	<i>Mudassar Hussain</i>
13	Gaurav Gaigol	B.Voc SemIII	<i>G. Gaigol</i>
14	Shubham Detha	B.Voc SemIII	<i>Shubham Detha</i>
15	Ishwar Yade	B.Voc SemIII	<i>Ishwar Yade</i>
16	Tushar Khare	B.Voc SemIII	<i>Tushar Khare</i>
17	Ashish Ikhare	B.Voc SemIV	<i>Ashish Ikhare</i>
18	Om Satav	B.Voc SemIV	<i>Om Satav</i>
19	Runal Tayde	B.Voc SemIV	<i>Runal Tayde</i>
20	Tejas Chhajed	B.Voc SemIV	<i>Tejas Chhajed</i>

*[Signature]*  
Principal  
Sahakar Maharshi  
Late Bhaskarrao Shingne Arts  
College, Khamgaon Dist. Buldana

*[Signature]*  
Coordinator  
Rz. Manchoo A. Dastur



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

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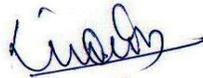
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Web Site : [www.smbcoll.edu.in](http://www.smbcoll.edu.in)  
 Email : [smbartsoll@rediffmail.com](mailto:smbartsoll@rediffmail.com)  
 Mob. **7887968118**

## Certificate

This is to certify that \_\_\_\_\_ of **S.M.B.S.Arts College** enrolled and successfully completed Certificate Course in Communication Skills (30 Hours) conducted by department of English that started from 8<sup>th</sup> **January to 24<sup>th</sup> January 2024.**

Course Coordinator

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

## 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.
- 4) Students enabled to write properly.