

Summary report of Certificate Course in Communication Skills

Year 2021-22

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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 रव. भास्करराव शिंगणे
कला महाविद्यालय, रायगांव, जि. बुलडाणा



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

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,

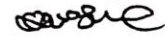
With above cited subject, I hereby mention that I introduce certificate course in Communication Skill. This will began from 1/9/2021 to 18/9/2021 ,

Kindly consider my application and permit to start certificate course.

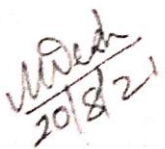
Yours Sincerely

Manohar A. Wasnik

Assistant Professor



Date 20/8/2021


20/8/21

3m B5 / 2930 / 20/8/21

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Yours Sincerely

Manohar A. Wasnik

Assistant Professor

(Signature)

Date 20/8/2021

20/8/21
Principal
Sahakar Maharshi
Late Bhaskarrao Shingne Arts
College, Khamgaon Dist. Buldana
Syllabus for certificate
course in Communication
Skills approved (Final
approval in next CDC
meeting). Can begin

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 Shingne Arts Khamgaon,
Dist. Buldana (M.S.) India

Department of English

Organizes

Certificate Course in Communication Skills

Time Table of Certificate Course

Timing: 12.30 to 2.30 P.M

Sr. No.	Name of Teachers	Name of College	Topics	Date
1	Mr. Manohar A. Wasnik	S.M.B.S.Arts College, Khamgaon	Definition, Nature and Scope of Communication	3/9/2021
2	Mr. Meghraj G. Gadge	Shri Ganesh Arts College, Kumbhari. Tq Akola	Role of Communication Skills in Day to Day Life	4/9/2021
3	Dr. Nilima Deshmukh	S.M.B.S.Arts College, Khamgaon	Process of Communication	6/9/2021
4	Mr. Dinesh B. Ingle	R.A. College, Washim	Communication Skills for Career Success	7/9/2021
5	Mr. Nishigandh Satao	Arts and Commerce College, Warvat Bakal	Non-Verbal Communication	8/9/2021
6	Mr. Rahul Ghuge	Shri Dabekar Kala Mahavidyalaya, Akola	Listening Skills	9/9/2021
7	Mr. Mohan Ballad	Ghulam Nabi Azad Arts, Commerce & Science College, Barshitakli Dist-Akola.	Effective Communication	11/9/2021
8	Dr. D.T. Adhau	G.S. Colleg, Khamgon	Importance of Spoken English	14/9/2021
9	Dr. Pravin Waghmare	Shri Shivaji College, Akola	Reading Skills: Purpose, Process, Methodologies	15/9/2021
10	Mr. Lalit G Bhatti	R.D.G. College, Akola	Importance and Purpose of Communication	16/9/2021
11	Dr. Rupesh Deshmukh	Late Vasantrao Kolhatkar Arts College, Rohana	Reading Comprehension	17/9/2021

13	Mr. Rajendr Waghmare	Smt. Surajdevi Ramchandra Mohata Mahila Mahavidyalaya, Khamgon	Skimming and Scanning Listening Skills and Barriers to Listening	22/9/2021
14	Mr. Manohar A. Wasnik	S.M.B.S. Arts College, Khamgaon	Elements of Writing	26/09/2021
15	Mr. Manohar A. Wasnik	S.M.B.S. Arts College, Khamgaon	Effective Listening and Its Barriers	28/09/2021
16	Mr. Akash Haral	Shri Shivaji College, Akola	Effective Writing Skills	30/9/2021
Online Objective Exam				4/10/2021

M.A. Wasnik

सहा. प्राध्यापक

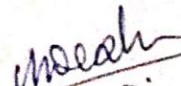
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अन्तर्गत भाषाशास्त्राच्या व भाषाशास्त्र वि. शाखेत

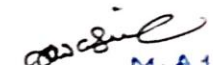
Sahakar Maharshi Late Bhaskarrao Shingne Arts College Khamgaon

Certificate Course in Communication Skills

List of Students

Sr.No	Name of Students	Class	Name of College
1	Ku Shraddha Gajanan Hingane	B.A I	S. M. B. S. Arts College, Khamgaon
2	Rushikesh pundlik Divnale	B.A.II	S. M. B. S. Arts College, Khamgaon
3	Poonam Gajanan Malwande	B.A.III	S. M. B. S. Arts College, Khamgaon
4	Surekha Narayan Ghodke	B.A I	S. M. B. S. Arts College, Khamgaon
5	Sham vitthal Gore	B.A.II	S. M. B. S. Arts College, Khamgaon
6	Sunita Ganesh Khanderao	B.A.II	S. M. B. S. Arts College, Khamgaon
7	Pallavi Dharmraj Sadanshiv	B.A.II	S. M. B. S. Arts College, Khamgaon
8	Bhimrao Gautam Khandare	B.A.III	S. M. B. S. Arts College, Khamgaon
9	Pravin Tejrao Dabhade	B.A.III	S. M. B. S. Arts College, Khamgaon
10	Surekha Narayan Ghodke	B.A.II	S. M. B. S. Arts College, Khamgaon
11	Panchashila Manohar Bhojane	B.A.II	S. M. B. S. Arts College, Khamgaon
12	Komal Haribhau Bochara	B.A.I	S. M. B. S. Arts College, Khamgaon
13	Sachin Lathad	B.A.I	S. M. B. S. Arts College, Khamgaon
14	Suraj Vinod Gulde	B.A.III	S. M. B. S. Arts College, Khamgaon
15	Shankar lakshman kale	B.A.III	S. M. B. S. Arts College, Khamgaon
16	Sakshi Ganesh Todkar	B.A.II	S. M. B. S. Arts College, Khamgaon
17	Ishwar.vitthal.sarode	B.A.II	S. M. B. S. Arts College, Khamgaon
18	Charan gopal Dabhade	B.A.III	S. M. B. S. Arts College, Khamgaon
19	Ratnamala bhagwan bhojane	B.A.III	S. M. B. S. Arts College, Khamgaon
20	Bharti Ramdhan sardar	B.A.III	S. M. B. S. Arts College, Khamgaon


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


M.A. Washik
 सहकार महर्षी ल. भ. शिंगने कला
 महाविद्यालय, खमगाव, जि. बुलढाना



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

CERTIFICATE COURSE

This certificate declares that {{full name}} student of {{ other identifier}} class {{ other identifier2}} has completed online Certificate Course (Duration 30 Hrs) in Communication Skills organized by Department of English that started from 3 to 30 September 2021.

Dr. Nilima D. Deshmukh

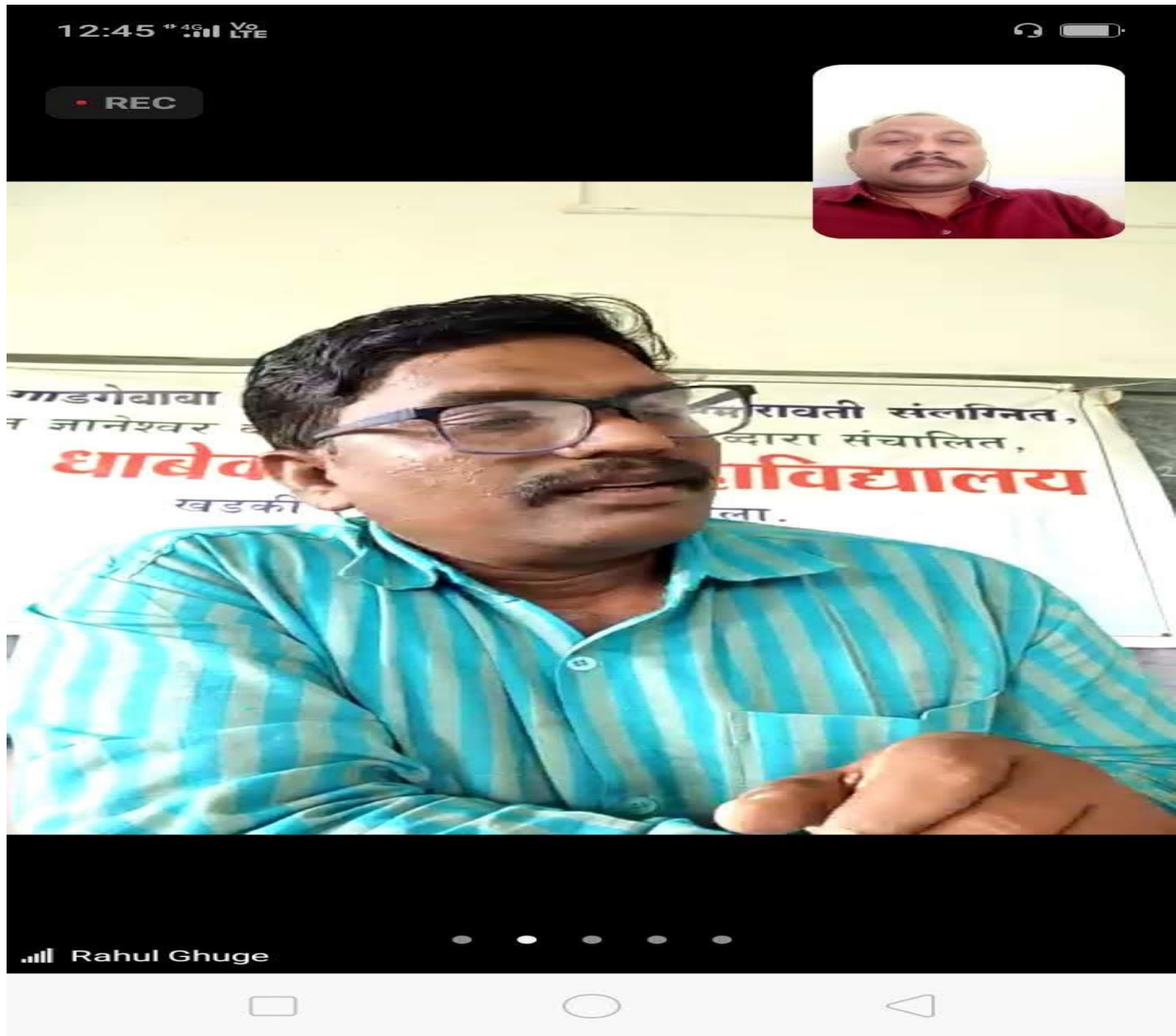
Principal

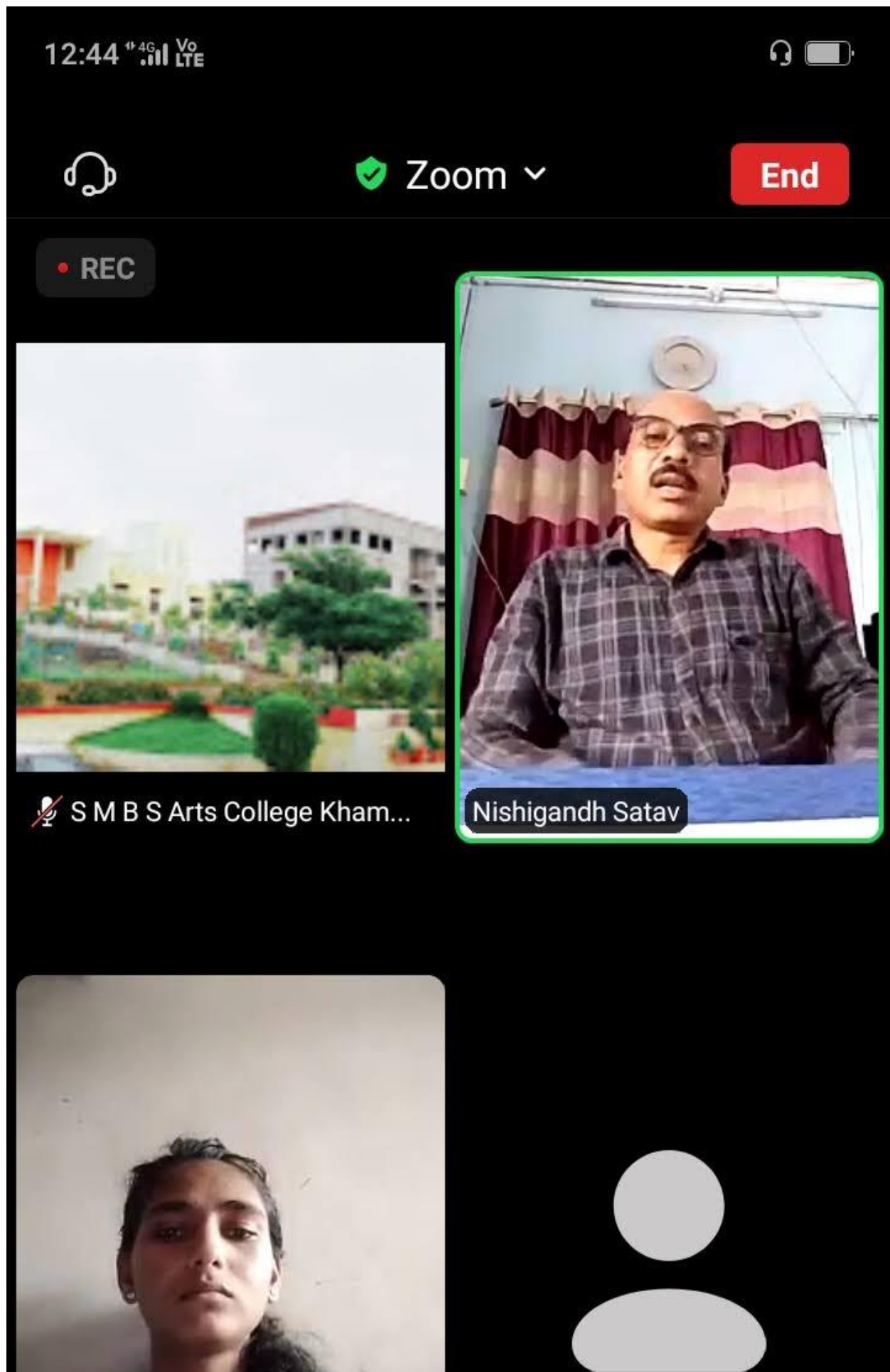
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Manohar A. Wasnik

Organizer

13:05 4G VoLTE			Headset Battery	
Close			Participants (16)	
K	Komal Bochare	 	>	
PD	Pratiksha Dabhade	 	>	
	Prerana Rojatkhar	 	>	
	Sachin GAIKAWAD	 	>	
SL	Sachin Lathad	 	>	
S	Sachin Shele	 	>	
SH	Sandhya hingane	 	>	
S	Shraddha Hingane	 	>	
SR	Sopan rambhau mohe	 	>	





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.