



Shri Shivaji Education Society Amravati's
**SHRI SHIVAJI SCIENCE AND ARTS
COLLEGE**

Chikhli, Dist. Buldana- 443201.

NAAC Reaccredited with 'B++' Grade (CGPA 3.0)

Dr. Meena T. Nikam
Officiating Principal

Hon'ble Shri Harshvardhan P. Deshmukh
President

**1.2.2 No. of Add on/Certificate programs offered during the year
How many Add on are added during the year.**

- 1) Name and duration of the program.
- 2) List of students enrolled and Attendance.
- 3) Curriculum and Time Table
- 4) Assessment
- 5) Summary Report & Course Outcome

Sr. No.	Name of Department	Name of Add on Course
Arts		
1.	English	Certificate Course in Communication And Soft Skill Development (2023-24)
Science		
2.	Computer Science	Certificate Course in MS-Office Suite & Introduction to Internet (2023-24)



Meena
PRINCIPAL
**Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana**

Add on / Certificate / Value added Programs		
(2023-24)		
List of Add on / Certificate / Value added Programs		
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2	Certificate course in Introduction Internet of and MS-Office (Computer Science)	48

2023-24

Add-on/Certificate Programs

2023-24

English



Certificate Course in Communication And Soft Skill Development (2023-24)
Organised by Department of English

Certificate Course in Communication And Soft Skill Development (2023-24)

**Organized By
Department of English**

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Certificate Course in Communication And Soft Skill Development (2023-24)
Organised by Department of English



Shri Shivaji Education Society Amravati's

Shri Shivaji Science & Arts College
 Chikhli, Dist. Buldana- 443201(MS).



Department of English

Certificate Course in Communication And Soft Skill Development

DURATION OF THE COURSE : THREE MONTHS

Starts from: 10th August to 9th Nov. 2023

Time : 12.40 am to 1.40 pm

For Enrollment contact English Department

Syllabus :

Unit I : Nature And Scope of Communication And Soft Skills

Unit II : Business Communication And Job Skills

Unit III : Basic Grammar

Unit IV : Vocabulary Development

Contact :
9860873841

Eligibility for Admission
12th Pass from any faculty

Organizing Committee

Dr. M. T. Nikam
Principal (Officiating)

Dr. V. U. Pochhi
IQAC Coordinator

Dr. S. I. Jukkalkar
Course Coordinator

Mr. Sachin Morey
Member

Mr. Abhijeet Wadalkar
Member

Ms. Nita Ubhe
Member

Mrs. Archana Kharat
Member



Certificate Course in Communication And Soft Skill Development (2023-24)
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SYLLABUS		
Sr. No.	Particulars	Teaching Hours
1)	Unit I : Nature And Scope of Communication And Soft Skills: (A) Nature And Scope of Communication (Theory) i) What is Communication ii) Directions of Communication in Organization : Downward Communication, Upward Communication, Horizontal Communication, Grapevine Communication (B) Soft Skill (Theory) i) What is Soft Skill & Importance of Soft Skill ii) Know Thyself/Self Discovery iii) Developing Positive Attitude iv) Forming Values v) Improving Perception vi) Career Planning vii) Body Language viii) Team Building & Team Work ix) Time Management x) Stress Management	03 Hours
	Practical i) Art of Listening, Reading & Speaking ii) Art of Writing, iii) E-mail Writing iv) Preparing CV/Resume	10 Hours
	Practical i) Notices, Agenda's & Minutes ii) Business Correspondence iii) Interview Skills iv) Presentations v) Group Discussion	10 Hours
2)	Unit II : Business Communication And Job Skills Practical i) Notices, Agenda's & Minutes ii) Business Correspondence iii) Interview Skills iv) Presentations v) Group Discussion	10 Hours
3)	Unit III : Applied Grammar (Practical) Tense Sequence, Types of Sentences	10 Hours
4)	Unit IV : Vocabulary Development Parts of Speech, Suffix and Prefix, Synonyms, Antonyms, One Word Substitution, Use of Dictionary	02 Hours
	Total Teaching Hours	45 Hours
	Pronunciation (Assignment will be based on this topic) (Note : If required the Hours of Theory and Practical will be extended)	



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EVALUATION

Maximum Marks : 100 Min. to Pass : 50
Distribution of Marks

Theory/ Practical	Maximum Marks		Total Marks	Minimum Passing Marks	Duration of theory & Practical Exam	Total Teaching Workload for theory and Practical Exam
	External Exam Marks	Internal Exam Marks				
Theory	30 (MCQ Test)	10 (Assignme nt)	40	20	2 Hrs	15 Hrs
Practical	50 Marks Dialogue : 10 GD : 10 Presentatio n:20	10 Marks Use of Language Lab to do the exercises of Practical	60	30	5 Hrs	30 Hrs
Total			100	50		45 Hrs



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List of Enrolled Students

Sr. No.	Name of the Student	Class	Mobile No	Mail Id
1)	Gayatri Vishnu Patil	B. Sc. I (M)	7620036619	gp4605827@gmail.com
2)	Sakshi Sanjay Lokhande	B. Sc. I (M)	7499316438	sakshilokhande6479@gmail.com
3)	Mohammad Sarosh Abdul Salam	B. Sc. I (M)	8788312924	sarosh0030@gmail.com
4)	Tanveer Nawrangi	B. Sc. I (M)		
5)	Pratiksha Ashok Sakhare	B. Com. I		pratikshasakhre@gmail.com
6)	Pooja Ganesh Deshmane	B. Com. I	9022304643	Pdeshmane192@gmail.com
7)	Pallavi Raju Bhutekar	B. Com. I	7758017156	pallavibhutekar@gmail.com
8)	Gayatri Uddhav Ingle	B. Com. I	8605321796	gayatriingle@gmail.com
9)	Sakshi Vilas Deshmukh	B. Com. I	8380010105	sakshideshmukh@gmail.com
10)	Nikita Ghanshyam Shinde	B. Com. I	7218648349	ns7218648349@gmail.com
11)	Renuka Dilip Sirsat	B. Com. I	8767842270	renukasirsat122@gmail.com
12)	Divya Balaji Deshmane	B. Com. I	7887378067	divyadeshmane244@gmail.com
13)	Mayuri Madan Khente	B. Com. I	8378907832	mayurikhente@gmail.com
14)	Dipali Kisan Katkar	B. Com. I	9595416341	divyakatkar195@gmail.com
15)	Gajanan R. Pande	B. Com. I	9529311435	Gpande864@gmail.com
16)	Kunal D. Jadhao	B. Com. I		
17)	Ashvini Vinayak Yevale	B. Sc. I (M)	7972037703	Ashiviniyeole329@gmail.com
18)	Vaishnavi Pandharinath Atole	B. Sc. I (M)	8010215717	pandharinathatole@gmail.com
19)	Komal Ashok Bhagat	B. Sc. I (M)	9529741668	Bhagatkomal683@gmail.com
20)	Urmila Vijay Kale	B. Sc. I (M)	7798017244	urmila161105@gmail.com
21)	Sakshi Kantilal Hanwate	B. Sc. I (M)	9529966093	hanwatesakshi3@gmail.com
22)	Dipali Dilip Wagh	B. Com. II	9307194055	dipaliwagh301@gmail.com
23)	Kajal Ravindra Jaiswal	B. Com. II	7218347216	shubhamji20121996@gmail.com
24)	Anuradha Atmaram Raut	B. Com. II	8975029819	anuradharaut45@gmail.com
25)	Vaishnavi Gulab Bhalerao	B. Com. II	9156498681	bvaishnavi315@gmail.com
26)	Pallavi Ramdas Ingle	B. Com. II	9021639166	pallavinglerajput@gmail.com
27)	Sakshi Dilip Keskar	B. Com. II	7666879748	dilipkeskar870@gmail.com
28)	Vrushali Ramkrushna Theng	B. Com. II	9699843562	thengvrushali@gmail.com
29)	Maya Gajanan Gore	B. Com. II	7038325068	mgore5340@gmail.com
30)	Vaishnavi Nandkishor Pawar	B. Com. II	8669052010	vaishnavipawar426@gmail.com
31)	Payal Navalsing Jadhao	B. Com. II	866987211	payaljadhao@gmail.com



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32)	Divya Balaji Deshmane	B. Com. II		
33)	Sakshi Panjabrao Parihar	B. Com. II	8261887604	sakshiparihar@gmail.com
34)	Vrushali Dnyaneshwer Hoge	B. Com. I	9021310549	varushalihoge3397@gmail.com
35)	Arti Subash Dhandale	B. Com. I	8010376217	artighadale@gmail.com
36)	Samrin Parvin Sk Anwar	B. A. I		
37)	Vaishnavi Somnath Bansode	B. Com. II	7218867188	Vaishnavibansode248@gmail.com
38)	Sakshi Vishnu Jadhao	B. Sc. I (B)	8766767408	sakshi290805@gmail.com
39)	Kanchan Kishor Salve	B. Com. I	7972959596	Kanchansalve719@gmail.com



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EVALUATION OF ENROLLED STUDENTS

Distribution of Marks

Maximum Marks		Minimum Marks to Pass	
Theory	Practical	Theory	Practical
40	60	20	30

Sr. No.	Name of the Student	Marks Scored by the Student		Result
		Theory	Practical	
1.	Gayatri Vishnu Patil	30	55	Pass
2.	Sakshi Sanjay Lokhande	32	55	Pass
3.	Mohammad Sarosh Abdul Salam	32	57	Pass
4.	Tanveer Nawrangi	30	55	Pass
5.	Pratiksha Ashok Sakhare	30	50	Pass
6.	Pooja Ganesh Deshmane	32	60	Pass
7.	Pallavi Raju Bhutekar	34	52	Pass
8.	Gayatri Uddhav Ingle	32	55	Pass
9.	Sakshi Vilas Deshmukh	30	58	Pass
10.	Nikita Ghanshyam Shinde	30	45	Pass
11.	Renuka Dilip Sirsat	34	50	Pass
12.	Divya Balaji Deshmane	32	50	Pass
13.	Mayuri Madan Khente	32	57	Pass
14.	Dipali Kisan Katkar	32	55	Pass
15.	Gajanan R. Pande	20	56	Pass
16.	Kunal D. Jadhao	20	55	Pass
17.	Ashvini Vinayak Yevale	22	58	Pass
18.	Vaishnavi Pandharinath Atole	24	55	Pass
19.	Komal Ashok Bhagat	32	50	Pass
20.	Urmila Vijay Kale	13	50	Pass
21.	Sakshi Kantilal Hanwate	20	60	Pass
22.	Dipali Dilip Wagh	32	55	Pass
23.	Kajal Ravindra Jaiswal	34	60	Pass
24.	Anuradha Atmaram Raut	32	55	Pass
25.	Vaishnavi Gulab Bhalerao	32	56	Pass
26.	Pallavi Ramdas Ingle	30	55	Pass
27.	Sakshi Dilip Keskar	32	57	Pass
28.	Vrushali Ramkrushna Theng	30	57	Pass
29.	Maya Gajanan Gore	28	58	Pass
30.	Vaishnavi Nandkishor	32	53	Pass

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	Pawer			
31.	Payal Navalsing Jadhao	30	50	Pass
32.	Divya Balaji Deshmane	20	45	Pass
33.	Sakshi Panjabrao Parihar	32	60	Pass
34.	Vrushali Dnyaneshwer Hoge	32	55	Pass
35.	Arti Subash Dhandale	32	50	Pass
36.	Samrin Parvin Sk Anwar	34	55	Pass
37.	Vaishnavi Somnath Bansode	32	55	Pass
38.	Sakshi Vishnu Jadhao	30	55	Pass
39.	Kanchan Kishor Salve	26	56	Pass



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Feedback Analysis

Question-wise Analysis of the Feedback:

Sr. No.	Question	Response in Percent (%)			
1)	How would you rate your overall satisfaction with the Certificate Course?	Very satisfied	Satisfied	Neutral	Dissatisfied
		80.6%	12.9%	2%	0.00%
2)	Did the course content meet your expectations?	Yes, exceeded expectations	Yes, met expectations	Neutral	
		41.9	48.4	9.7%	
3)	How would you rate the effectiveness of the teachers in delivering the content?	Highly effective	Effective	Neutral	Ineffective
		64.5%	22.6%	9.7%	3.2%
4)	Have you been able to apply the communication and soft skills you learned in real-life situations?	Yes, consistently	Yes, occasionally	Neutral	No, rarely
		74.2%	19.4%	6.5%	0.00%
5)	How satisfied were you with the support and resources provided during the course?	Very satisfied	Satisfied	Neutral	Dissatisfied
		64.5%	29%	6.5%	0.00%
6)	Would you recommend this course to others interested in improving their communication and soft skills?	Definitely	Probably	Neutral	Definitely no
		83.9%	9.7%	3.2%	3.2%
7)	Suggestion students gave orally	No of PCs should be extended, more practice is needed, the course is very useful, I like to attend it.			

Remark: The students commented that course will be useful in their personal and professional life. The department will keep on improving the overall quality of the course.

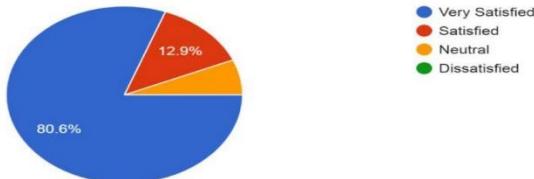


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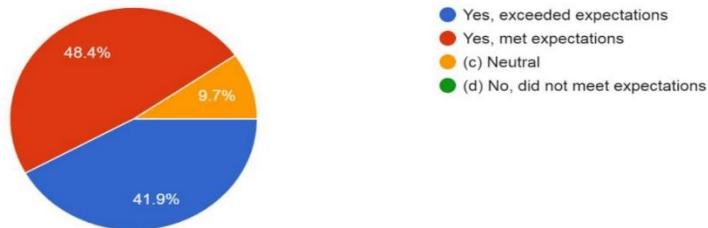
Feedback Analysis

<https://docs.google.com/forms/d/1pbiTcRJ56IoIPyrsdmN4yUY26oK6MF8mJ1hyvdqmH8/edit#responses>

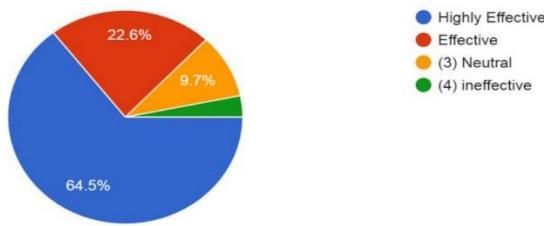
1) How would you rate your overall satisfaction with the Certificate Course ?
31 responses



2) Did the course content meet your expectations?
31 responses



3) How would you rate the effectiveness of the teachers in delivering the content?
31 responses





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4) Have you been able to apply the communication and soft skills you learned in real-life situations?
31 responses



5) How satisfied were you with the support and resources provided during the course?
31 responses





Certificate Course in Communication And Soft Skill Development (2023-24)
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SKILL DEVELOPMENT COURSE
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2023-24)

The following students who successfully completed certificate course were awarded certificates.

Sr. No.	Name of the Student	Date	Certificates Received (Signature)
1.	Gayatri Vishnu Patil	28/02/2024	G. Patil
2.	Sakshi Sanjay Lokhande	28/02/2024	S. Lokhande
3.	Mohammad Sarosh Abdul Salam	28/02/2024	M. Salam
4.	Tanveer Nawrangji	26/02/2024	T. Nawrangji
5.	Pratiksha Ashok Sakhare	28/02/2024	P. Sakhare
6.	Pooja Ganesh Deshmane	28/02/2024	P. Deshmane
7.	Pallavi Raju Bhutekar	22/02/2024	P. Bhutekar
8.	Gayatri Uddhav Ingle	22/02/2024	G. Ingle
9.	Sakshi Vilas Deshmukh	28/02/2024	S. Deshmukh
10.	Nikita Ghanshyam Shinde	22/02/2024	N. Shinde
11.	Renuka Dilip Sirsat	22/02/2024	R. S. Sirsat
12.	Divya Balaji Deshmane	22/02/2024	D. Deshmane
13.	Mayuri Madan Khente	22/02/2024	M. Khente
14.	Dipali Kisan Katkar	28/02/2024	D. Katkar
15.	Gajanan R. Pande	28/02/2024	G. R. Pande
16.	Kunal D. Jadhao	28/02/2024	K. D. Jadhao
17.	Ashvini Vinayak Yevale	28/02/2024	A. V. Yevale
18.	Vaishnavi Pandharinath Atole	28/02/2024	V. Atole
19.	Komal Ashok Bhagat	28/02/2024	K. Bhagat
20.	Urmila Vijay Kale	28/02/2024	U. Kale
21.	Sakshi Kantilal Hanwate	28/02/2024	S. Hanwate
22.	Dipali Dilip Wagh	28/02/2024	D. Wagh
23.	Kajal Ravindra Jaiswal	28/02/2024	K. Jaiswal
24.	Anuradha Atmaram Raut	28/02/2024	A. Raut
25.	Vaishnavi Gulab Bhalerao	22-02-2024	V. Bhalerao



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26.	Pallavi Ramdas Ingle	22/02/2024	P. R. Ingle
27.	Sakshi Dilip Keskar	22/02/2024	S. D. Keskar
28.	Vrushali Ramkrushna Theng	22/02/2024	V. R. Theng
29.	Maya Gajanan Gore	22/02/2024	M. G. Gore
30.	Vaishnavi Nandkishor Pawar	22/02/2024	V. N. Pawar
31.	Payal Navalsing Jadhao	22/02/2024	P. N. Jadhao
32.	Divya Balaji Deshmankar	22/02/2024	D. B. Deshmankar
33.	Sakshi Panjabrao Parihar	22/02/2024	S. P. Parihar
34.	Vrushali Dnyaneshwar Hoge	22/02/2024	V. D. Hoge
35.	Arti Subash Dhandale <u>Subhash</u> <u>Ghodale</u>	22/02/2024	A. Dhandale
36.	Samrin Parvin Sk Anwar	22/02/2024	S. Anwar
37.	Vaishnavi Somnath Bansode	22/02/2024	V. Bansode
38.	Sakshi Vishnu Jadhao	22/02/2024	S. V. Jadhao
39.	Kanchan Kishor Salve	22/02/2024	K. K. Salve



Certificate Course in Communication And Soft Skill Development (2023-24)
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Action Taken Report

- 1) It is decided to organize the 45 Hours Certificate Course on “Communication And Soft Skill Development” from 10th August to 9th Nov. 2023.
- 2) The brochure was prepared and posted on the WhatsApp Groups of all the classes. Students were informed to enroll for the course by visiting the Department.
- 3) The scheduled time of the course was 12.40 pm to 1.40 pm daily.
- 5) The topics of the course were allotted to Dr. Jukkalkar Syed Imtiaz, Course Coordinator, Mr. Sachin More, Mr. Abhijeet Wadalkar, Ms. Nita Ubhe and Mrs. Archana Kharat.
- 8) It was decided to conduct all the lectures and the performance based practical in the Language Lab of the Department.
- 9) During the coursework, evaluation was done time to time.
- 10) Out of Twenty-Six enrolled students, three students were unable to attend the Course. Twenty-Three students completed the Course successfully.
- 10) Feedback was taken and analysed for future improvement.
- 11) Students were given certificate at the end of the Course.



Certificate Course in Communication And Soft Skill Development (2023-24)
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Sample of Question Paper (Theory Exam)



Shri Shivaji Science And Arts College, Chikhli Dist. Buldana

CERTIFICATE COURSE (2023-24)

COMMUNICATION AND SOFT SKILLS DEVELOPMENT

Max Marks : 30

Time : 30 Minutes

Attempt all questions. Each question carries 05 Marks. Mark Right (✓) and underline to the correct option.

R-2

Name of the Student: Sakshi S. Lokhande Class : B.S.C. 1st (Math)

Q. 1 : Soft Skill is a term which refers to

b) personality traits, social graces, personal habit, friendliness, and optimism.

- (a) knowledge of particular subject
- (b) personality traits, social graces, personal habits, friendliness, and optimism.
- (c) IT Skills
- (d) drafting skills

Q. 2. SWOT stand for Strengths, Weaknesses, Opportunities and Threats.

- (a) Student With Outstanding Talent
- (b) Study Without Teacher
- (c) Strengths, Weaknesses, Opportunities and Threats
- (d) Staff Without Official Territory

Q. 3 : "Jumping to conclusions" is common obstacle to b) to develop negative attitude.

- (a) to develop positive attitude
- (b) to develop negative attitude
- (c) to develop personality
- (d) to develop passion for work

Q. 4 : "It's not my job" is an example of d) negative attitude.

- (a) right judgment
- (b) correct assertion
- (c) positive attitude
- (d) negative attitude

Q. 5 : Parents, Teachers, Friends, Peers, Role Models, Reference Groups and Culture are the major source of formation of c) values.

- (a) good habits
- (b) courage
- (c) values
- (d) mental health

Q. 6: a) perception is an important mediating cognitive process through which persons make interpretations of the stimulus or situation they are faced with.

- (a) perception
- (b) interpretation
- (c) prejudice
- (d) manners

Q. 7 : "Positive, informative, evaluative and appreciative" are the d) listening Models.

- (a) reading models
- (b) writing models
- (c) speaking models
- (d) listening models

Q. 8: SQ3R is a proven technique to sharpen textbook reading skills.

- (a) RSQR
- (b) S3QR
- (c) 3SQR
- (d) SQ3R



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Q. 9: Reading is to प्रयोग, what hearing is to प्रतीक्षा.
 (a) knowledge, understanding (b) writing, speaking (c) eyes, ears
 alphabets, sounds

Q. 10 : व्यापारिक संवाद is an exchange of facts, ideas, opinions, or emotion by two or more persons.
 (a) Story Building (b) Role Play (c) Dialogue (d) Communication

Q. 11 : "Brevity is the soul of wit" means कहा सब कहा नहीं करो.
 (a) say what you have to say in short language
 (b) don't say anything, silence has its own language
 (c) brave people are witty
 (d) brave people posses great souls

Q. 12: Paralinguistics refers to वाक्यात्मक संवाद that is separated from actual language.
 (a) written communication (b) vocal communication
 (c) communication through IT (d) body language

Q. 13 : ग्रुप डिसेस्युशन is a process of incorporating views of different members to reach a common goal.
 (a) Group Discussion (b) Public Speaking (C) Interview (d) Dialogue

Q. 14 : Vilfredo Pareto, an Italian Economist discovered the principle of 80:20 rule for time management.
 (a) 20: 80 rule (b) 80:20 rule (c) 70: 30 rule (d) 30:70 rule

Q. 15: The type of Communication that leads to rumor is ग्रेपवायन कॉम्युनिकेशन.
 (a) downward communication (b) upward communication (c) downward communication
 (d) grapevine communication



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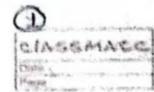
Sample of Assignment

	<p>Shri Shivaji Education Society's Shri Shivaji Science & Arts College Chikhli Dist. Buldana Accredited by NAAC B++ Grade (CGPA – 3.00)</p>	
<p><i>Q-1</i></p> <p>CERTIFICATE COURSE COMMUNICATION AND SOFT SKILLS DEVELOPMENT Assignment Academic Session : 2023-24</p> <p><i>Q-1</i></p> <p>Submitted By Name of the Student: <u>Giridhari Vishnu Patil</u> Class : <u>B.Sc. IST (Math)</u></p> <p><i>10/10</i></p>		
<p>Date : <u>25-10-2023</u></p>		

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1. What do you mean by a barrier to communication? List all the important barriers to effective communication?

→ Any parameter that limits the purpose or channel of communication between the transmitter & the receiver is a barrier to communication. A communication barrier may limit or reduce the ease at which we communicate & hence the name barrier. Although the barriers to effective communication may be different for different situations, the following are some of the main barriers:

- Linguistic barriers
- Psychological barriers
- Emotional barriers
- Physical barriers
- Cultural barriers
- Organisational structure barriers
- Attitude barriers
- Perception barriers
- Physiological barriers
- Technological barriers
- Socio-religious barriers

2. Write phonetic symbols with example used in dictionary.

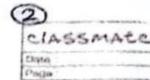
→ Phonetic symbols used in the dictionary

Consonants :-

(p) pen /pen/	(d) did /dɪd/
(b) bad /ba:d/	(k) cat /kæt/
(t) tea /tɪ:/	(g) got /gat/



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(e) chain /tʃeɪn/	(f) fall /fɔ:l/	(g) them /θem/
(d) jam /dʒaem/	(v) van /vaen/	(h) this /ðis/
(s) so /səu/	(n) no /nəʊ/	(a) sing /sɪŋ/
(z) zoo /zu:z/	(i) Leg /leg/	(b) sing /sɪŋ/
(j) shoe /su:z/	(r) red /red/	(c) Leg /leg/
(ʒ) vision /'vi:ʒn/	(d) yes /jes/	(e) red /red/
(h) hot /haet/	(w) wet /wet/	(f) yes /jes/
(m) man /maenl/		

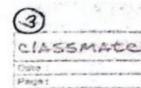
vowels of diphthongs

(i) see /sɪ:z/	(ə) Cup /kʌp/
(ɪ) happy /'haepɪ/	(ɔ:) bi:d /bɜ:d/
(ɪ) sit /sɪt/	(ə:) about /ə'baʊt/
(ə) ten /ten/	(ə:) say /seɪ/
(ə:) cat /kaet/	(ə:) go /gəu/
(ə:) father /'fɑ:ðə(r)/	(ə:) five /faɪv/
(ə:) got /gat/	(ə:) now /nəu/
(ə:) saw /sɔ:/	(ə:) boy /bɔɪ/
(ə) Put /Put/	(ə:) nose /nɔz/
(u) actual /'æktyʊəl/	(ə:) hair /heə(r)/
(ə) too /tu:/	(ə:) pure /pjua(r)/

(ə) indicates that British pronunciation will have /ə/ only if a vowel sound follows directly; otherwise it is omitted. In American pronunciation, every e of the ~~old~~ ordinary spelling is retained.



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Q. 3. Write a note on different types of sentences.

→ There are four types of English sentences, classified by their purpose:

- ① Declarative sentence (statement)
- ② Interrogative sentence (question)
- ③ Imperative sentence (command)
- ④ Exclamatory sentence (exclamation)

① Declarative Sentence :- It makes a statement. They tell us something. They give us information, & they normally end with a full-stop/period.

The usual word order for the declarative sentence is:

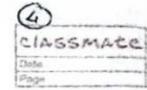
• (Subject) + (verb)

Declarative sentences are the most common type of sentence. Declarative sentence can be positive or negative. Look at these examples:

Positive	Negative
• I like coffee.	I do not like coffee.
• we watched TV last night.	we did not watch TV last night.



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II) Interrogative Sentence (Question) :- It ask a question. they want information & they always end with a question mark.

The usual word order for the interrogative sentence is :

- (wh-word) auxiliary + (subject) + (verb)

Positive	Negative
do you like coffee?	don't you like coffee?
why did you go?	why didn't you go?

III) Imperative Sentence (Command) :- it give a command. + tell us to do something & they end with a full stop / period (.) or exclamation mark / point (!).

The usual word order for the imperative sentence is ,
 • base verb

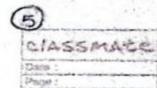
Now that there is usually no- subject because the subject understood it is you.

Imperative Sentence can be positive or negative. Look at these example -

Positive	Negative
stop	do not stop
Give me coffee	don't give me coffee.



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IV Exclamative Sentence (exclamation) :- it expresses strong emotion / surprise - an exclamation - & they always end with an exclamation mark / point (!)

The usual word order for the exclamative sentence is:

- what (+ adjective) + noun + subject + verb.
- How (+ adjective / adverb) + subject + verb.

Look at these examples :

- what a lie he is !
- what an exciting movie it was !
- How he lied !
- How exciting the movie was !

4 Write down some important Suffixes & prefixes with example.

■ List of prefixes in English.

Prefix word	Meanings	Prefix Example.
A	without	amoral, apolitical, atypical.
Ante	before	antecedent, antedate.
Anti	against	anti-war.
Aesch	more	Aesch - Capitalist.
Auto	self	auto - dial.
bi	two / twice	bi - monthly.
Circum	round	Circumnavigate, circumvent
Co	with	Co - author, co - edit.



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Col, Com, Con	with	Combine, Connect.
Contra, Counter	against	Contraception, counter claim
de	opposite action	declassify, destroy
dia	across	diagonal diameter
dis	not, opposite of	disagree, disject.
dys	abnormal	dyslexia, dysfunctional
e	electronic	e-books, e-mail
eco	related to environment	eco tourism & eco-disast
en (m)	cause to	encode, embrace
equi	equal	equidistant.
ex	previously	ex-president
extra	very	extra-bright, extra-etc
extra	outside	extra-curriculæ, extraordi
fore	before	forecast
hyper	too much	hyperactive.
il, im, in, ie	not, opposite of	illegal, impossible etc
in (m)	movement to, in	input, inset, import ...
inter	between, Connected	interrelated, & interact.
inter	within	inter-generational
kilo	thousand	kilogram, kilometre, etc.
macro	large	macro scale.
mal	bad, badly	malpractice
micro	smell	micro scale.
mid	middle	midway
en (m)	incorrect	mistake, misunderstanding
equi mis	one	mono centric, mono culture
ex-mano	many	multi-level.
multi	something old in new form	Neoclassical
neo	not	Non-believer.
non		



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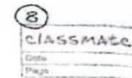
out	more to great extent	outnumber, outlive, & outsize
over	over, above to much	overlook, overcook, etc.
Post	after	post examination, post modern.
pre	before	pre industrial, preview, pre war.
pro	in favour of	pre feminist & progressive
pseudo	false,	pseudo - science.
quasi	almost, not quite	quasi - legal.
re	again	rediscover, rename, return ---
retro	backwards	retrogressive, & retrospective
semi	partly, half	semicircle, semifinals.
sub	part of something	subway, subsection.
super	above or bigger	superpower & superstar.
trans	across	transport, transit.
ultra	extreme	ultrasound, ultramodern.
un	not	unusual, uncertain, unplug.
under	under, & insufficient	undepower, under employed.
well	useful & successful.	well - written, well - designed.

■ List of Suffix in English

Suffix word	meaning	Suffix Example
-able, ible	can be done	doable, possible
-al, ial	has property of	personal, legal
-ant	having an effect	coolant, accelerant
-based	performing a major	oil-based, genetic based.
-cy	state or quality	accuracy, urgency
-ed	past tense of verb	turned, cooked, cleaned
-ee	person affected by	employee, interviewee.
	something	



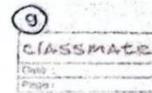
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-en	made of , being made	golden , lighten	2.5
-ee	Comparative	higher , lighter , sooner	
-ee	one who perform / doing	doee , pointee , singee	
-est	superlative	slightest , best , biggest	
-free	without	debt-free , pain free.	
-ful	full of	Careful , joyful	
-hood	condition , period , state	childhood , adulthood	
-ic	having property of	photographic , electric	
-ics	study of	genetics , electronics	
-ify	giving quality to something	defy , purify , classify	
-ing	present particiate	Cooking , dancing	
-ism	behaviour or belief	heEism.	
-ist	one who follows certain behaviour	optimist , activis	
- (f) tyion	act or process	reaction , action.	
- (i) ty	state of	extremity , sanity.	
- (t) tive	adjective	active , motive	E
- ize , - ise	being about a condition	Colonize / colonise	
- less	without	featureless , careless	
- like	resemble another	alike , bird like.	E
-ly , - y	having	wordy , handy	
- ment	action , process	enjoyment , development	
- ness	state of , quality	happiness , kindness.	
- oceay	type of ruling body	democracy , autocracy.	
- ocreat	person ruling	autocrat.	
- ology	study of	geology , biology.	N
- ous	having	callous , joyous	
- proof	safe , protected against	stain - proof.	
- ship	state of experience of specific position	partnership , leadership , professioesship.	



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Q.5 Write your C.V. for the post of an accountant.

Name :- Anuja Patil.

Address :- At post sawagoan dulkaee Ta. chikhali
 dist buldhana.

Telephone no :- 7620036619.

Personal statement ⇒ An extremely motivated individual with a natural ability to solve accounting & financial problem & An innovative thinker with impeccable attention to detail who is also a friendly & approachable individual. Anuja is qualified accountant looking to join a growing organization that's committed to hiring a diverse workforce.

key skills :-

- Excellent organisational skills with the capacity to deal with multiple tasks at the same time.
- debtor & purchase ledger reconciliation.
- Experience in liaising with banks, auditors & legal departments.
- Account reconciliations, bookkeeping, accrual accounting, budgeting process & payroll.
- Ability to deal with enormous quantities of financial data.
- Accurate recording of all cash activity on a daily basis.
- detailed knowledge of electronic banking system.
- Numeracy skills, credit control, updating spreadsheets & ms office & Excel.
- A team player with outstanding oral & written communication skills.



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Qualification / Educational History :-

- 2012 - 2013 : Master degree in accounting - SGBAU, Amravati.
- 2008 - 2009 : accounting degree - SGBAU, Amravati.
- 2003 - 2008 : St. Joseph high school, Buldhana.

Employment History :-

Head accountant

Tata Consultancy, Nagpur : Sept 2016 - present.

Responsible for driving the operational & financial performance of the organisation by using detailed management technique influence decision making in the upper echelons of the company.

Responsibilities :-

- Ensuring that the company's accounting records were accurate & complete through the maintenance of the framework of 6 internal controls.
- Explaining the intricacies of the organisation financial workings to individuals with no knowledge of finance.
- management & supervision of an accounts team consisting of 20 people with varying skill & ability levels.
- Improving the company's accounting control & processes to help the firm run efficiently & effectively.
- processing monthly staff related payroll & creating RTI submissions & payslips.

Accountant

Nagwani Consultancy : Sept - 2013 - Sept - 2016

Responsibilities :-



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- using clear professional yet easy to understand language to communicate effectively with fellow staff & clients.
- providing robust financial analysis of accounting result & comparing them to result from previous period.
- total understanding of accounting procedures process & system used in the context of company's wider business plan.
- discretion when handling sensitive client information.

Personal interests & Hobbies :-

As a member of National institute of accounts, I keep a keen eye on the latest information in the field of accountancy. I also enjoy attending events & conferences in a bid to learn more about the people in the industry.

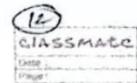
.6 write a note on Two case studies showing bad time management & effective time management.

Bad time management

Sign of poor time management: if you fail at completing your tasks repeatedly or can't seem to finish anything on time. Perhaps you are not distributing your time accordingly. Poor time management Anxiety can result from the pressure of bad time management habits. pending deadlines & unmet work quotes can make you anxious. Procrastination is the specific word for bad time management.



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- Some techniques are written given below for stop bad time management. ⇒

- ① start your tasks early.
- ② give yourself breaks.
- ③ prioritize your tasks.
- ④ learn your pattern.

Effective time management

Time management means organizing your time intelligently so that you use it more effectively.

The benefits of good time management include: ~~Green~~
 Greater productivity. less stress. more opportunities ---- etc.

know how you are spending your time it means effective time management.

^{tips}
 • 5th better your time management :

- ① set reminders for all your tasks.
- ② create a daily planner
- ③ give each task a time limit.
- ④ block out distraction.



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Attendance Sheets

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date						
1) Gayatri Vishnu Patil	B. Sc. I (M)		16/08/23						
2) Sakshi Sanjay Lokhande	B. Sc. I (M)								
3) Mohammad Sarosh Abdul Salam	B. Sc. I (M)								
4) Tanveer Nawangi	B. Sc. I (M)								
5) Pratiksha Ashok Sakhare	B. Com. I								
6) Pooja Ganesh Deshmukhe	B. Com. I								
7) Pallavi Raju Bhutekar	B. Com. I								
8) Gayatri Uddhav Ingle	B. Com. I								
9) Sakshi Vilas Deshmukh	B. Com. I								
10) Nikita Ghanshyam Shinde	B. Com. I								
11) Remuka Dilip Sirsat	B. Com. I								
12) Divya Balaji Deshmukhe	B. Com. I								
13) Mayuri Madan Khente	B. Com. I								
14) Sakshi Kisan Kankar	B. Com. I								
15) Gajanan R. Pandre	B. Com. I								
16) Kunal D. Jadhao	B. Com. I								
17) Ashwini Vinayak Yevale	B. Sc. I (M)								
18) Vaishnavi Pandharinath Atole	B. Sc. I (M)								
19) Komal Ashok Bhagat	B. Sc. I (M)								
20) Urmila Vijay Kale	B. Sc. I (M)								
21) Sakshi Kantilal Hanwate	B. Sc. I (M)								
22) Dipali Dilip Wagh	B. Com. II								

1

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date						
23) Kajal Ravindra Jaiswal	B. Com. II		16/08/23						
24) Anuradha Atmaram Raut	B. Com. II								
25) Vaishnavi Gulab Bhalerao	B. Com. II								
26) Pallavi Ramdas Ingle	B. Com. II								
27) Sakshi Dilip Kesar	B. Com. II								
28) Vrushali Rankkrushna Theng	B. Com. II								
29) Maya Gajanan Gore	B. Com. II								
30) Vaishnavi Nandkishor Pawar	B. Com. II								
31) Payal Navalsing Jadhao	B. Com. II								
32) Divya Balaji Deshmukhe	B. Com. II								
33) Sakshi Panjabrao Parihar	B. Com. II								
34) Vrushali Dnyaneshwar Hoge	B. Com. I								
35) Arti Subash Dhandale	B. Com. I								
36) Samrin Parvin Sk Anvar	B. A. I								
37) Vaishnavi Somnath Bansode	B. Com. II								
38) Sakshi Vishnu Jadhao	B. Sc. I (B)								
39) Kanchan Kishor Salve	B. Com. I								

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Shri Shivaji Science & Arts College, Chipli
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2023-24)
CONDUCTED BY DEPARTMENT OF ENGLISH

Attendance Sheet, Month : August, 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
Date	14/08/23	15/08/23	16/08/23	17/08/23	18/08/23	19/08/23			
1)	Gayatri Vishnu Patil	B. Sc. I (M)							
2)	Sakshi Sanjay Lokhande	B. Sc. I (M)							
3)	Mohammad Sarosh Abdul Salam	B. Sc. I (M)							
4)	Tanveer Nawrangji	B. Sc. I (M)							
5)	Pratiksha Ashok Sakhare	B. Com. I							
6)	Pooja Ganesh Deshmame	B. Com. I							
7)	Pallavi Raju Bhutekar	B. Com. I							
8)	Gayatri Uddhav Ingle	B. Com. I							
9)	Sakshi Vilas Deshmukh	B. Com. I							
10)	Nikita Ghanshyam Shinde	B. Com. I							
11)	Renuka Dilip Sirsat	B. Com. I							
12)	Divya Balaji Deshmame	B. Com. I							
13)	Mayuri Madan Khente	B. Com. I							
14)	Dipali Kisan Katkar	B. Com. I							
15)	Gajanan R. Pande	B. Com. I							
16)	Kunal D. Jadhao	B. Com. I							
17)	Ashvini Vinayak Yevale	B. Sc. I (M)							
18)	Vaishnavi Pandharinath Atole	B. Sc. I (M)							
19)	Komal Ashok Bhagat	B. Sc. I (M)							
20)	Urmila Vijay Kule	B. Sc. I (M)							
21)	Sakshi Kantilal Hanwate	B. Sc. I (M)							
22)	Dipali Dilip Wagh	B. Com. II							

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Sr. No.	Name of the Student	Class	Signature of the Students						
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Date	14/08/23	15/08/23	16/08/23	17/08/23	18/08/23	19/08/23			
23)	Kajal Ravindra Jaiswal	B. Com. II							
24)	Anuradha Atmaram Raut	B. Com. II							
25)	Vaishnavi Gulab Bhalerao	B. Com. II							
26)	Pallavi Ramdas Ingle	B. Com. II							
27)	Sakshi Dilip Keskar	B. Com. II							
28)	Vrushali Ramkrushna Theng	B. Com. II							
29)	Maya Gajanan Gore	B. Com. II							
30)	Vaishnavi Nandkishor Pawar	B. Com. II							
31)	Payal Navalsing Jadhao	B. Com. II							
32)	Divya Balaji Deshmame	B. Com. II							
33)	Sakshi Panjabrao Parihar	3. Com. II							
34)	Vrushali Dnyaneshwar Hoge	B. Com. I							
35)	Arti Subash Dhandale	B. Com. I							
36)	Samrin Parvin Sk Anwar	B. A. I							
37)	Vaishnavi Somnath Bansode	B. Com. II							
38)	Sakshi Vishnu Jadhao	B. Sc. I (B)							
39)	Kanchan Kishor Salve	B. Com. I							

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Shri Shivaji Science & Arts College, Chikhlhi
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2023-24)
CONDUCTED BY DEPARTMENT OF ENGLISH
Attendance Sheet, Month : August 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	21/08/23	22/08/23	23/08/23	24/08/23	25/08/23	26/08/23
1)	Gayatri Vishnu Patil	B. Sc. I (M)		Gayatri	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri
2)	Sakshi Sanjay Lokhande	B. Sc. I (M)		Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
3)	Mohammad Sarosh Abdul Salam	B. Sc. I (M)		Sarosh	Sarosh	Sarosh	Sarosh	Sarosh	Sarosh
4)	Tanveer Nawrangji	B. Sc. I (M)		Tanveer	Tanveer	Tanveer	Tanveer	Tanveer	Tanveer
5)	Pratiiksha Ashok Sakhare	B. Com. I		Pratiiksha	Pratiiksha	Pratiiksha	Pratiiksha	Pratiiksha	Pratiiksha
6)	Pooja Ganesh Deshmankar	B. Com. I		Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
7)	Pallavi Raju Bhutekar	B. Com. I		Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi
8)	Gayatri Uddhav Ingle	B. Com. I		Gayatri	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri
9)	Sakshi Vilas Deshmukh	B. Com. I		Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
10)	Nikita Ghanshyam Shinde	B. Com. I		Nikita	Nikita	Nikita	Nikita	Nikita	Nikita
11)	Remuka Dilip Sirsat	B. Com. I		R. D. Sirsat					
12)	Divya Balaji Deshmankar	B. Com. I		Divya	Divya	Divya	Divya	Divya	Divya
13)	Mayuri Madan Khente	B. Com. I		Mayuri	Mayuri	Mayuri	Mayuri	Mayuri	Mayuri
14)	Dipali Kisan Katkar	B. Com. I		Dipali	Dipali	Dipali	Dipali	Dipali	Dipali
15)	Gajanan R. Pande	B. Com. I		Gajanan	Gajanan	Gajanan	Gajanan	Gajanan	Gajanan
16)	Kunal D. Jadhao	B. Com. I		Kunal	Kunal	Kunal	Kunal	Kunal	Kunal
17)	Ashvini Vinayak Yevale	B. Sc. I (M)		Ashvini	Ashvini	Ashvini	Ashvini	Ashvini	Ashvini
18)	Vaishnavi Pandharinath Atole	B. Sc. I (M)		Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi
19)	Komal Ashok Bhagat	B. Sc. I (M)		Komal	Komal	AB	Komal	Komal	Komal
20)	Urmila Vijay Kale	B. Sc. I (M)		Urmila	Urmila	AB	Urmila	Urmila	Urmila
21)	Sakshi Kantilal Hanwate	B. Sc. I (M)		Sakshi	Sakshi	AB	Sakshi	Sakshi	Sakshi
22)	Dipali Dilip Wagh	B. Com. II		Dipali	Dipali	Dipali	Dipali	Dipali	Dipali

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Sr. No.	Name of the Student	Class	Signature of the Students						
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23)	Kajal Ravindra Jaiswal	B. Com. II		Kajal	Kajal	Kajal	Kajal	Kajal	Kajal
24)	Anuradha Atmaram Raut	B. Com. II		Anuradha	Anuradha	Anuradha	Anuradha	Anuradha	Anuradha
25)	Vaishnavi Gulab Bhalerao	B. Com. II		Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi
26)	Pallavi Ramdas Ingle	B. Com. II		P. R. Ingle	P. R. Ingle	P. R. Ingle	P. R. Ingle	P. R. Ingle	P. R. Ingle
27)	Sakshi Dilip Keskar	B. Com. II		S. D. Keskar	S. D. Keskar	S. D. Keskar	S. D. Keskar	S. D. Keskar	S. D. Keskar
28)	Vrushali Ramkrushna Theng	B. Com. II		Vrushali	Vrushali	Vrushali	Vrushali	Vrushali	Vrushali
29)	Maya Gajanan Gore	B. Com. II		Maya	Maya	Maya	Maya	Maya	Maya
30)	Vaishnavi Nandkishor Pawar	B. Com. II		V. N. Pawar	V. N. Pawar	V. N. Pawar	V. N. Pawar	V. N. Pawar	V. N. Pawar
31)	Payal Navalsingh Jadhao	B. Com. II		Payal	Payal	P. N. Jadhao	P. N. Jadhao	P. N. Jadhao	P. N. Jadhao
32)	Divya Balaji Deshmankar	B. Com. II		Divya	Divya	Divya	Divya	Divya	Divya
33)	Sakshi Panjabrao Parikh	B. Com. II		S. P. Parikh	S. P. Parikh	S. P. Parikh	S. P. Parikh	S. P. Parikh	S. P. Parikh
34)	Vrushali Dnyaneshwar Hoge	B. Com. I		V. D. Hoge	V. D. Hoge	V. D. Hoge	V. D. Hoge	V. D. Hoge	V. D. Hoge
35)	Arti Subash Dhandale	B. Com. I		Arti	Subash	Dhandale	Dhandale	Dhandale	Dhandale
36)	Samrin Parvin Sk Anwar	B. A. I		Samrin	Parvin	Sk. Anwar	Sk. Anwar	Sk. Anwar	Sk. Anwar
37)	Vaishnavi Somnath Bansode	B. Com. II		Vaishnavi	S. B. Bansode				
38)	Sakshi Vishnu Jadhao	B. Sc. I (B)		S. V. Jadhao	S. V. Jadhao	S. V. Jadhao	S. V. Jadhao	S. V. Jadhao	S. V. Jadhao
39)	Kanchan Kishor Salve	B. Com. I		Kanchan	Kishor	Salve	Salve	Salve	Salve

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Shri Shivaji Science & Arts College, Chikhli
 COMMUNICATION AND SOFT SKILL DEVELOPMENT (2023-24)
 CONDUCTED BY DEPARTMENT OF ENGLISH

Attendance Sheet, Month : August 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	28/08/23	29/08/23	30/08/23	31/08/23		
1)	Gayatri Vishnu Patil	B. Sc. I (M)		Gayatri	Gayatri		Gayatri		
2)	Sakshi Sanjay Lokhande	B. Sc. I (M)		Sakshi	Sakshi		Sakshi		
3)	Mohammad Sarosh Abdul Salam	B. Sc. I (M)		Sarosh	Sarosh		Sarosh		
4)	Tanvi cer Nawangi	B. Sc. I (M)		Tanvi	Tanvi		Tanvi		
5)	Pratiksha Ashok Sakhare	B. Com. I		Pratiksha	Pratiksha		Pratiksha		
6)	Pooja Ganesh Deshmukh	B. Com. I		Pooja	Pooja		Pooja		
7)	Pallavi Raju Bhutekar	B. Com. I		Pallavi	Pallavi		Pallavi		
8)	Gayatri Uddhav Ingle	B. Com. I		Gayatri	Gayatri		Gayatri		
9)	Sakshi Vilas Deshmukh	B. Com. I		Sakshi	Sakshi		Sakshi		
10)	Nikita Ghanshyam Shinde	B. Com. I		Nikita	Nikita		Nikita		
11)	Renuka Dilip Sirsat	B. Com. I		Renuka	Renuka		Renuka		
12)	Divya Balaji Deshmukhe	B. Com. I		Divya	Divya		Divya		
13)	Mayuri Madan Khente	B. Com. I		Mayuri	Mayuri		Mayuri		
14)	Dipali Kisan Katkar	B. Com. I		Dipali	Dipali		Dipali		
15)	Gajanan R. Pande	B. Com. I		Gajanan	Gajanan		Gajanan		
16)	Kunal D. Jadhao	B. Com. I		Kunal	Kunal		Kunal		
17)	Ashvini Vinayak Yevale	B. Sc. I (M)		Ashvini	Ashvini		Ashvini		
18)	Vaishnavi Pandharinath Atole	B. Sc. I (M)		Vaishnavi	Vaishnavi		Vaishnavi		
19)	Komal Ashok Bhagat	B. Sc. I (M)		Komal	Komal		Komal		
20)	Urmila Vijay Kale	B. Sc. I (M)		Urmila	Urmila		Urmila		
21)	Sakshi Kantilal Hanwate	B. Sc. I (M)		Sakshi	Sakshi		Sakshi		
22)	Dipali Dilip Wagh	B. Com. II		Dipali	Dipali		Dipali		

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Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	28/08/23	29/08/23	30/08/23	31/08/23		
23)	Kajal Ravindra Jaiswal	B. Com. II		K. R. Jaiswal	K. R. Jaiswal		K. R. Jaiswal		
24)	Anuradha Atmaram Raut	B. Com. II		Anuradha	Anuradha		Anuradha		
25)	Vaishnavi Gulab Bhalerao	B. Com. II		Vaishnavi	Vaishnavi		Vaishnavi		
26)	Pallavi Ramdas Ingle	B. Com. II		P.R. Ingle	P.R. Ingle		P.R. Ingle		
27)	Sakshi Dilip Keskar	B. Com. II		S. D. Keskar	S. D. Keskar		S. D. Keskar		
28)	Vrushali Ramkrushna Theng	B. Com. II		V. R. Theng	V. R. Theng		V. R. Theng		
29)	Maya Gajanan Gore	B. Com. II		Maya	Maya		Maya		
30)	Vaishnavi Nandkishor Pawar	B. Com. II		Vaishnavi	Vaishnavi		Vaishnavi		
31)	Payal Navalsing Jadhao	B. Com. II		Payal	Payal		Payal		
32)	Divya Balaji Deshmukhe	B. Com. II		Divya	Divya		Divya		
33)	Sakshi Panjabao Parihar	B. Com. II		Sakshi	Sakshi		Sakshi		
34)	Vrushali Dnyaneshwar Hoge	B. Com. I		Vrushali	Vrushali		Vrushali		
35)	Arti Subash Dhandale	B. Com. I		Arti	Arti		Arti		
36)	Samrin Parvin Sk Anwar	B. A. I		Samrin	Samrin		Samrin		
37)	Vaishnavi Somnath Bansode	B. Com. II		Vaishnavi	Vaishnavi		Vaishnavi		
38)	Sakshi Vishnu Jadhao	B. Sc. I (B)		S. V. Jadhao	S. V. Jadhao		S. V. Jadhao		
39)	Kanchan Kishor Salve	B. Com. I		Kanchan	Kanchan		Kanchan		

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 COMMUNICATION AND SOFT SKILL DEVELOPMENT (2023-24)
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Attendance Sheet, Month : Sept 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date						
1) Gayatri Vishnu Patil	B. Sc. I (M)							01/09/23	02/09/23
2) Sakshi Sanjay Lokhande	B. Sc. I (M)							Gayatri	Gayatri
3) Mohammad Sarosh Abdul Salam	3. Sc. I (M)							Sakshi	Sakshi
4) Tanveer Nawrangji	B. Sc. I (M)							Gayatri	Gayatri
5) Pratiksha Ashot Sakhare	B. Com. I							Pratiksha	Pratiksha
6) Pooja Ganesh Deshmukhe	B. Com. I							Pooja	Pooja
7) Pallavi Raju Bhutekar	B. Com. I							Pallavi	Pallavi
8) Gayatri Uddhav Ingle	B. Com. I							Gayatri	Gayatri
9) Sakshi Vilas Deshmukh	B. Com. I							Sakshi	Sakshi
10) Nikita Ghanshyam Shinde	B. Com. I							Nikita	Nikita
11) Renuka Dilip Sirsat	B. Com. I							Renuka	Renuka
12) Divya Balaji Deshmukhe	B. Com. I							Divya	Divya
13) Mayuri Madan Khente	B. Com. I							Mayuri	Mayuri
14) Dipali Kisan Katkar	B. Com. I							Dipali	Dipali
15) Gajanan R. Pande	B. Com. I							Gajanan	Gajanan
16) Kunal D. Jadhao	B. Com. I							Kunal	Kunal
17) Ashwin Vinayak Yevale	B. Sc. I (M)							Ashwin	Ashwin
18) Vaishnavi Pandharinath Atole	B. Sc. I (M)							Vaishnavi	Vaishnavi
19) Komal Ashok Bhagat	B. Sc. I (M)							Komal	Komal
20) Urmila Vijay Kale	B. Sc. I (M)							Urmila	Urmila
21) Sakshi Kantilal Hanwate	B. Sc. I (M)							Sakshi	Sakshi
22) Dipali Dilip Wagh	B. Com. II							Dipali	Dipali

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Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date						
23) Kajal Ravindra Jaiswal	B. Com. II							01/09/23	02/09/23
24) Anuradha Atmaram Raut	B. Com. II							Anuradha	Anuradha
25) Vaishnavi Gulab Bhalerao	B. Com. II							Vaishnavi	Vaishnavi
26) Pallavi Ramdas Ingle	B. Com. II							Pallavi	Pallavi
27) Sakshi Dilip Keskar	B. Com. II							Sakshi	Sakshi
28) Vrushali Ramkrushna Theng	B. Com. II							Vrushali	Vrushali
29) Maya Gajanan Gore	B. Com. II							Maya	Maya
30) Vaishnavi Nandkishor Pawar	B. Com. II							Vaishnavi	Vaishnavi
31) Payal Navalsing Jadhao	B. Com. II							Payal	Payal
32) Divya Balaji Deshmukhe	B. Com. II							Divya	Divya
33) Salshi Panjabrao Parihar	B. Com. II							Salshi	Salshi
34) Vrushali Dnyaneshwar Hoge	B. Com. I							Vrushali	Vrushali
35) Arti Subash Dhandale	B. Com. I							Arti	Arti
36) Samrin Parvin Sk Anwar	B. A. I							Samrin	Samrin
37) Vaishnavi Somnath Bansode	B. Com. II							Vaishnavi	Vaishnavi
38) Sakshi Vishnu Jadhao	B. Sc. I (B)							Sakshi	Sakshi
39) Kanchan Kishor Salve	B. Com. I							Kanchan	Kanchan

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Sr. No.	Name of the Student	Class	Attendance Sheet, Month : Sept. 2023						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	4/9/23	5/9/23	6/9/23	7/9/23	8/9/23	9/9/23
1)	Gayatri Vishnu Patil	B. Sc. I (M)		✓	✓	✓	✓	✓	✓
2)	Sakshi Sanjay Lokhande	B. Sc. I (M)		✓	✓	✓	✓	✓	✓
3)	Mohammad Sarosh Abdul Salam	B. Sc. I (M)		✓	✓	✓	✓	✓	✓
4)	Tanveer Nawangi	B. Sc. I (M)		✓	✓	✓	✓	✓	✓
5)	Pratiksha Ashok Sakhare	B. Com. I		✓	✓	✓	✓	✓	✓
6)	Pooja Ganesh Deshmankar	B. Com. I		✓	✓	✓	✓	✓	✓
7)	Pallavi Raju Bhutkar	B. Com. I		✓	✓	✓	✓	✓	✓
8)	Gayatri Uddhav Ingle	B. Com. I		✓	✓	✓	✓	✓	✓
9)	Sakshi Vilas Deshmukh	B. Com. I		✓	✓	✓	✓	✓	✓
10)	Nikita Ghanshyam Shinde	B. Com. I		✓	✓	✓	✓	✓	✓
11)	Renuka Dilip Sirsat	B. Com. I		✓	✓	✓	✓	✓	✓
12)	Divya Balaji Deshmankar	B. Com. I		✓	✓	✓	✓	✓	✓
13)	Mayuri Madan Khente	B. Com. I		✓	✓	✓	✓	✓	✓
14)	Dipali Kisan Katkar	B. Com. I		✓	✓	✓	✓	✓	✓
15)	Gajanan R. Pande	B. Com. I		✓	✓	✓	✓	✓	✓
16)	Kunal D. Jadhao	B. Com. I		✓	✓	✓	✓	✓	✓
17)	Ashvini Vinayak Yevale	B. Sc. I (M)		✓	✓	✓	✓	✓	✓
18)	Vaishnavi Pandharinath Atole	B. Sc. I (M)		✓	✓	✓	✓	✓	✓
19)	Komal Ashok Bhagat	B. Sc. I (M)		✓	✓	✓	✓	✓	✓
20)	Urmila Vijay Kale	B. Sc. I (M)		✓	✓	✓	✓	✓	✓
21)	Sakshi Kantilal Hanwate	B. Sc. I (M)		✓	✓	✓	✓	✓	✓
22)	Dipali Dilip Wagh	B. Com. II		✓	✓	✓	✓	✓	✓

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Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	4/9/23	5/9/23	6/9/23	7/9/23	8/9/23	9/9/23
23)	Kajal Ravindra Jaiswal	B. Com. II		✓	✓	✓	✓	✓	✓
24)	Anuradha Atmaram Raut	B. Com. II		✓	✓	✓	✓	✓	✓
25)	Vaishnavi Gulab Bhalerao	B. Com. II		✓	✓	✓	✓	✓	✓
26)	Pallavi Ramdas Ingle	B. Com. II		✓	✓	✓	✓	✓	✓
27)	Sakshi Dilip Kesar	B. Com. II		✓	✓	✓	✓	✓	✓
28)	Vrushali Ramkrushna Theng	B. Com. II		✓	✓	✓	✓	✓	✓
29)	Maya Gajanan Gore	B. Com. II		✓	✓	✓	✓	✓	✓
30)	Vaishnavi Nandkishor Pawar	B. Com. II		✓	✓	✓	✓	✓	✓
31)	Payal Navatsing Jadhao	B. Com. II		✓	✓	✓	✓	✓	✓
32)	Divya Balaji Deshmankar	B. Com. II		✓	✓	✓	✓	✓	✓
33)	Sakshi Panjabrao Parhar	B. Com. II		✓	✓	✓	✓	✓	✓
34)	Vrushali Dnyaneshwar Hoge	B. Com. I		✓	✓	✓	✓	✓	✓
35)	Arti Subash Dhandale	B. Com. I		✓	✓	✓	✓	✓	✓
36)	Samrin Parvin Sk Anwar	B. A. I		✓	✓	✓	✓	✓	✓
37)	Vaishnavi Somnath Bansode	B. Com. II		✓	✓	✓	✓	✓	✓
38)	Sakshi Vishnu Jadhao	B. Sc. I (B)		✓	✓	✓	✓	✓	✓
39)	Kanchan Kishor Salve	B. Com. I		✓	✓	✓	✓	✓	✓

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 COMMUNICATION AND SOFT SKILL DEVELOPMENT (2023-24)
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Attendance Sheet, Month : Sept 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
1)	Gayatri Vishnu Patil	B. Sc. I (M)	Date 11/9/23	12/9/23	13/9/23	14/9/23	15/9/23	16/9/23	
2)	Sakshi Sanjay Lokhande	B. Sc. I (M)	Patil	Patil	Patil	Patil	Patil	Patil	
3)	Mohamma J Sarosh Abdul Salam	B. Sc. I (M)	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	
4)	Tanveer Nawangi	B. Sc. I (M)	Nawangi	Nawangi	Nawangi	Nawangi	Nawangi	Nawangi	
5)	Pratiksha Ashok Sakhare	B. Com. I	Pratiksha	Pratiksha	Pratiksha	Pratiksha	Pratiksha	Pratiksha	
6)	Pooja Ganesh Deshmane	B. Com. I	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	
7)	Pallavi Raju Bhutekar	B. Com. I	Bhutekar	Bhutekar	Bhutekar	Bhutekar	Bhutekar	Bhutekar	
8)	Gayatri Uddhav Ingle	B. Com. I	Ingle	Ingle	Ingle	Ingle	Ingle	Ingle	
9)	Sakshi Vilas Deshmukh	B. Com. I	Vilas	Vilas	Vilas	Vilas	Vilas	Vilas	
10)	Nikita Ghanshyam Shinde	B. Com. I	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	
11)	Renuka Dilip Sirsat	B. Com. I	R. D. Sirsat	R. D. Sirsat	R. D. Sirsat	R. D. Sirsat	R. D. Sirsat	R. D. Sirsat	
12)	Divya Balaji Deshmane	B. Com. I	Divya	Divya	Divya	Divya	Divya	Divya	
13)	Mayuri Madan Khente	B. Com. I	Madan	Madan	Madan	Madan	Madan	Madan	
14)	Dipali Kisan Katkar	B. Com. I	Kisan	Kisan	Kisan	Kisan	Kisan	Kisan	
15)	Gajanan R. Pande	B. Com. I	G. P. Pande	G. P. Pande	G. P. Pande	G. P. Pande	G. P. Pande	G. P. Pande	
16)	Kunal D. Jadhao	B. Com. I	Jadhao	Jadhao	Jadhao	Jadhao	Jadhao	Jadhao	
17)	Ashvini Vinayak Yevale	B. Sc. I (M)	A. V. Yevale	A. V. Yevale	A. V. Yevale	A. V. Yevale	A. V. Yevale	A. V. Yevale	
18)	Vaishnavi Pandharinath Atole	B. Sc. I (M)	Atole	Atole	Atole	Atole	Atole	Atole	
19)	Komal Ashok Bhagat	B. Sc. I (M)	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	
20)	Urmila Vijay Kale	B. Sc. I (M)	Vijay	Vijay	Vijay	Vijay	Vijay	Vijay	
21)	Sakshi Kantilal Hanwate	B. Sc. I (M)	Kantilal	Kantilal	Kantilal	Kantilal	Kantilal	Kantilal	
22)	Dipali Dilip Wagh	B. Com. II	Dilip	Dilip	Dilip	Dilip	Dilip	Dilip	

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Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
23)	Kajal Ravindra Jaiswal	B. Com. II	Date 11/9/23	12/9/23	13/9/23	14/9/23	15/9/23	16/9/23	
24)	Anuradha Atmaram Raut	B. Com. II	Raut	Raut	Raut	Raut	Raut	Raut	
25)	Vaishnavi Gulab Bhalerao	B. Com. II	Bhalerao	Bhalerao	Bhalerao	Bhalerao	Bhalerao	Bhalerao	
26)	Pallavi Ramdas Ingle	B. Com. II	P. R. Ingle	P. R. Ingle	P. R. Ingle	P. R. Ingle	P. R. Ingle	P. R. Ingle	
27)	Sakshi Dilip Keskar	B. Com. II	S. D. Keskar	S. D. Keskar	S. D. Keskar	S. D. Keskar	S. D. Keskar	S. D. Keskar	
28)	Vrushali Ramkrushna Theng	B. Com. II	Theng	Theng	Theng	Theng	Theng	Theng	
29)	Maya Gajanan Gore	B. Com. II	Gore	Gore	Gore	Gore	Gore	Gore	
30)	Vaishnavi Nandkishor Pawer	B. Com. II	V. N. Pawer	V. N. Pawer	V. N. Pawer	V. N. Pawer	V. N. Pawer	V. N. Pawer	
31)	Payal Navalsingh Jadhao	B. Com. II	P. N. Jadhao	P. N. Jadhao	P. N. Jadhao	P. N. Jadhao	P. N. Jadhao	P. N. Jadhao	
32)	Divya Balaji Deshmane	B. Com. II	Deshmane	Deshmane	Deshmane	Deshmane	Deshmane	Deshmane	
33)	Sakshi Panjabrao Parihar	B. Com. II	Parihar	Parihar	Parihar	Parihar	Parihar	Parihar	
34)	Vrushali Dnyaneshwar Hoge	B. Com. I	Hoge	Hoge	Hoge	Hoge	Hoge	Hoge	
35)	Arti Subash Dhandale	B. Com. I	Dhandale	Dhandale	Dhandale	Dhandale	Dhandale	Dhandale	
36)	Samrin Parvin Sk Anwar	B. A. I	Samrin	Samrin	Samrin	Samrin	Samrin	Samrin	
37)	Vaishnavi Somnath Bansode	B. Com. II	Bansode	Bansode	Bansode	Bansode	Bansode	Bansode	
38)	Sakshi Vishnu Jadhao	B. Sc. I (B)	S. V. Jadhao	S. V. Jadhao	S. V. Jadhao	S. V. Jadhao	S. V. Jadhao	S. V. Jadhao	
39)	Kanchan Kishor Salve	B. Com. I	Salve	Salve	Salve	Salve	Salve	Salve	

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 COMMUNICATION AND SOFT SKILL DEVELOPMENT (2023-24)
 CONDUCTED BY DEPARTMENT OF ENGLISH

Attendance Sheet, Month : Sept 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
1)	Gayatri Vishnu Patil	B. Sc. I (M)	Date	18/9/23 (Patil)	19/9/23 (Patil)	20/9/23 (Patil)	21/9/23 (Patil)	22/9/23 (Patil)	23/9/23 (Patil)
2)	Sakshi Sanjay Lokhande	B. Sc. I (M)			20/9/23 (Lokhande)		20/9/23 (Lokhande)		20/9/23 (Lokhande)
3)	Mohammad Sarosh Abdul Salam	B. Sc. I (M)				20/9/23 (Salam)	20/9/23 (Salam)		20/9/23 (Salam)
4)	Tanveer Nawangi	B. Sc. I (M)				20/9/23 (Nawangi)	20/9/23 (Nawangi)		20/9/23 (Nawangi)
5)	Pratiksha Ashok Sakhare	B. Com. I				20/9/23 (Sakhare)	20/9/23 (Sakhare)		20/9/23 (Sakhare)
6)	Pooja Ganesh Deshmankar	B. Com. I				20/9/23 (Deshmankar)	20/9/23 (Deshmankar)		20/9/23 (Deshmankar)
7)	Pallavi Raju Bhutkar	B. Com. I				20/9/23 (Bhutkar)	20/9/23 (Bhutkar)		20/9/23 (Bhutkar)
8)	Gayatri Uddhav Ingle	B. Com. I				20/9/23 (Ingle)	20/9/23 (Ingle)		20/9/23 (Ingle)
9)	Sakshi Viwas Deshmukh	B. Com. I				20/9/23 (Deshmukh)	20/9/23 (Deshmukh)		20/9/23 (Deshmukh)
10)	Nikita Ghanshyam Shinde	B. Com. I				20/9/23 (Shinde)	20/9/23 (Shinde)		20/9/23 (Shinde)
11)	Renuka Dilip Sirsat	B. Com. I				20/9/23 (Sirsat)	20/9/23 (Sirsat)		20/9/23 (Sirsat)
12)	Divya Balaji Deshmankar	B. Com. I				20/9/23 (Deshmankar)	20/9/23 (Deshmankar)		20/9/23 (Deshmankar)
13)	Mayuri Madan Khente	B. Com. I				20/9/23 (Khente)	20/9/23 (Khente)		20/9/23 (Khente)
14)	Dipali Kisan Katkar	B. Com. I				20/9/23 (Katkar)	20/9/23 (Katkar)		20/9/23 (Katkar)
15)	Gajanan R. Pande	B. Com. I				20/9/23 (Pande)	20/9/23 (Pande)		20/9/23 (Pande)
16)	Kunal D. Jadhao	B. Com. I				20/9/23 (Jadhao)	20/9/23 (Jadhao)		20/9/23 (Jadhao)
17)	Ashvini Vinayak Yeavale	B. Sc. I (M)				20/9/23 (Yeavale)	20/9/23 (Yeavale)		20/9/23 (Yeavale)
18)	Vaishnavi Pandharinath Atole	B. Sc. I (M)				20/9/23 (Atole)	20/9/23 (Atole)		20/9/23 (Atole)
19)	Komal Ashok Bhagat	B. Sc. I (M)				20/9/23 (Bhagat)	20/9/23 (Bhagat)		20/9/23 (Bhagat)
20)	Urmila Vijay Kale	B. Sc. I (M)				20/9/23 (Kale)	20/9/23 (Kale)		20/9/23 (Kale)
21)	Sakshi Kantiyal Hanwate	B. Sc. I (M)				20/9/23 (Hanwate)	20/9/23 (Hanwate)		20/9/23 (Hanwate)
22)	Dipali Dilip Wagh	B. Com. II				20/9/23 (Wagh)	20/9/23 (Wagh)		20/9/23 (Wagh)

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Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
23)	Kajal Ravindra Jaiswal	B. Com. II	Date	18/9/23 (Jaiswal)	19/9/23 (Jaiswal)	20/9/23 (Jaiswal)	21/9/23 (Jaiswal)	22/9/23 (Jaiswal)	23/9/23 (Jaiswal)
24)	Anuradha Atmaram Raut	B. Com. II			20/9/23 (Raut)	20/9/23 (Raut)	20/9/23 (Raut)	20/9/23 (Raut)	20/9/23 (Raut)
25)	Vaishnavi Gulab Bhalerao	B. Com. II			20/9/23 (Bhalerao)	20/9/23 (Bhalerao)	20/9/23 (Bhalerao)	20/9/23 (Bhalerao)	20/9/23 (Bhalerao)
26)	Pallavi Ramdas Ingle	B. Com. II			20/9/23 (Ingle)	20/9/23 (Ingle)	20/9/23 (Ingle)	20/9/23 (Ingle)	20/9/23 (Ingle)
27)	Sakshi Dilip Keskar	B. Com. II			20/9/23 (Keskar)	20/9/23 (Keskar)	20/9/23 (Keskar)	20/9/23 (Keskar)	20/9/23 (Keskar)
28)	Vrushali Ramkrushna Theng	B. Com. II			20/9/23 (Theng)	20/9/23 (Theng)	20/9/23 (Theng)	20/9/23 (Theng)	20/9/23 (Theng)
29)	Maya Gajanan Gore	B. Com. II			20/9/23 (Gore)	20/9/23 (Gore)	20/9/23 (Gore)	20/9/23 (Gore)	20/9/23 (Gore)
30)	Vaishnavi Nandkishor Pawar	B. Com. II			20/9/23 (Pawar)	20/9/23 (Pawar)	20/9/23 (Pawar)	20/9/23 (Pawar)	20/9/23 (Pawar)
31)	Payal Navalsingh Jadhao	B. Com. II			20/9/23 (Jadhao)	20/9/23 (Jadhao)	20/9/23 (Jadhao)	20/9/23 (Jadhao)	20/9/23 (Jadhao)
32)	Divya Balaji Deshmankar	B. Com. II			20/9/23 (Deshmankar)	20/9/23 (Deshmankar)	20/9/23 (Deshmankar)	20/9/23 (Deshmankar)	20/9/23 (Deshmankar)
33)	Sakshi Panjabrao Parihar	B. Com. II			20/9/23 (Parihar)	20/9/23 (Parihar)	20/9/23 (Parihar)	20/9/23 (Parihar)	20/9/23 (Parihar)
34)	Vrushali Dnyaneshwar Hoge	B. Com. I			20/9/23 (Hoge)	20/9/23 (Hoge)	20/9/23 (Hoge)	20/9/23 (Hoge)	20/9/23 (Hoge)
35)	Arti Subash Ghandale	B. Com. I			20/9/23 (Ghandale)	20/9/23 (Ghandale)	20/9/23 (Ghandale)	20/9/23 (Ghandale)	20/9/23 (Ghandale)
36)	Samrin Parvin Sk Anwar	B. A. I			20/9/23 (Anwar)	20/9/23 (Anwar)	20/9/23 (Anwar)	20/9/23 (Anwar)	20/9/23 (Anwar)
37)	Vaishnavi Somnath Bansode	B. Com. II			20/9/23 (Bansode)	20/9/23 (Bansode)	20/9/23 (Bansode)	20/9/23 (Bansode)	20/9/23 (Bansode)
38)	Sakshi Vishnu Jadhao	B. Sc. I (B)			20/9/23 (Jadhao)	20/9/23 (Jadhao)	20/9/23 (Jadhao)	20/9/23 (Jadhao)	20/9/23 (Jadhao)
39)	Kanchan Kishor Salve	B. Com. I			20/9/23 (Salve)	20/9/23 (Salve)	20/9/23 (Salve)	20/9/23 (Salve)	20/9/23 (Salve)

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Certificate Course in Communication And Soft Skill Development 2023-24
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Certificate Course in Communication And Soft Skill Development (2023-24)
Organised by Department of English

Shri Shivaji Science & Arts College, Chikhli
 COMMUNICATION AND SOFT SKILL DEVELOPMENT (2023-24)
 CONDUCTED BY DEPARTMENT OF ENGLISH

Attendance Sheet, Month : Sept. 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	25/9/23	26/9/23	27/9/23	28/9/23	29/9/23	30/9/23
1) Gayatri Vishnu Patil	B. Sc. I (M)			(G. Patil)	(G. Patil)	(G. Patil)		(G. Patil)	(G. Patil)
2) Sakshi Sanjay Lokhande	B. Sc. I (M)			(S. Lokhande)	(S. Lokhande)	(S. Lokhande)		(S. Lokhande)	(S. Lokhande)
3) Mohammad Sarosh Abdul Salam	B. Sc. I (M)			(S. Salam)	(S. Salam)	(S. Salam)		(S. Salam)	(S. Salam)
4) Tanveer Nawrangji	B. Sc. I (M)			(T. Nawrangji)	(T. Nawrangji)	(T. Nawrangji)		(T. Nawrangji)	(T. Nawrangji)
5) Pratiksha Ashok Sakhare	B. Com. I			(P. Sakhare)	(P. Sakhare)	(P. Sakhare)		(P. Sakhare)	(P. Sakhare)
6) Pooja Ganesh Deshmame	B. Com. I			(P. Deshmame)	(P. Deshmame)	(P. Deshmame)		(P. Deshmame)	(P. Deshmame)
7) Pallavi Raju Bhutekar	B. Com. I			(P. Bhutekar)	(P. Bhutekar)	(P. Bhutekar)		(P. Bhutekar)	(P. Bhutekar)
8) Gayatri Uddhav Ingle	B. Com. I			(G. Ingle)	(G. Ingle)	(G. Ingle)		(G. Ingle)	(G. Ingle)
9) Sakshi Vilas Deshmukh	B. Com. I			(S. Deshmukh)	(S. Deshmukh)	(S. Deshmukh)		(S. Deshmukh)	(S. Deshmukh)
10) Nikita Ghanshyam Shinde	B. Com. I			(N. Shinde)	(N. Shinde)	(N. Shinde)		(N. Shinde)	(N. Shinde)
11) Renuka Dilip Sirsas	B. Com. I			(R. Sirsas)	(R. Sirsas)	(R. Sirsas)		(R. Sirsas)	(R. Sirsas)
12) Divya Balaji Deshmame	B. Com. I			(D. Deshmame)	(D. Deshmame)	(D. Deshmame)		(D. Deshmame)	(D. Deshmame)
13) Mayuri Madan Khente	B. Com. I			(M. Khente)	(M. Khente)	(M. Khente)		(M. Khente)	(M. Khente)
14) Dipali Kisan Katkar	B. Com. I			(D. Katkar)	(D. Katkar)	(D. Katkar)		(D. Katkar)	(D. Katkar)
15) Gajanan R. Pande	B. Com. I			(G. Pande)	(G. Pande)	(G. Pande)		(G. Pande)	(G. Pande)
16) Kunal D. Jadho	B. Com. I			(K. Jadho)	(K. Jadho)	(K. Jadho)		(K. Jadho)	(K. Jadho)
17) Ashvini Vinayak Yevale	B. Sc. I (M)			(A. Yevale)	(A. Yevale)	(A. Yevale)		(A. Yevale)	(A. Yevale)
18) Vaishnavi Pandharinath Atole	B. Sc. I (M)			(V. Atole)	(V. Atole)	(V. Atole)		(V. Atole)	(V. Atole)
19) Komal Ashok Bhagat	B. Sc. I (M)			(K. Bhagat)	(K. Bhagat)	(K. Bhagat)		(K. Bhagat)	(K. Bhagat)
20) Urmila Vijay Kale	B. Sc. I (M)			(U. Kale)	(U. Kale)	(U. Kale)		(U. Kale)	(U. Kale)
21) Sakshi Kantilal Hanwate	B. Sc. I (M)			(S. Hanwate)	(S. Hanwate)	(S. Hanwate)		(S. Hanwate)	(S. Hanwate)
22) Dipali Dilip Wagh	B. Com. II			(D. Wagh)	(D. Wagh)	(D. Wagh)		(D. Wagh)	(D. Wagh)

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Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	25/9/23	26/9/23	27/9/23	28/9/23	29/9/23	30/9/23
23) Kajal Ravindra Jaiswal	B. Com. II			(K. Jaiswal)	(K. Jaiswal)	(K. Jaiswal)		(K. Jaiswal)	(K. Jaiswal)
24) Anuradha Atmaram Raut	B. Com. II			(A. Raut)	(A. Raut)	(A. Raut)		(A. Raut)	(A. Raut)
25) Vaishnavi Guhul Bhalerao	B. Com. II			(V. Bhalerao)	(V. Bhalerao)	(V. Bhalerao)		(V. Bhalerao)	(V. Bhalerao)
26) Pallavi Ramdas Ingle	B. Com. II			(P. Ingle)	(P. Ingle)	(P. Ingle)		(P. Ingle)	(P. Ingle)
27) Sakshi Dilip Keskar	B. Com. II			(S. Keskar)	(S. Keskar)	(S. Keskar)		(S. Keskar)	(S. Keskar)
28) Vrushali Ramkrushna Theng	B. Com. II			(V. Theng)	(V. Theng)	(V. Theng)		(V. Theng)	(V. Theng)
29) Maya Gajanan Gore	B. Com. II			(M. Gore)	(M. Gore)	(M. Gore)		(M. Gore)	(M. Gore)
30) Vaishnavi Nandkishor Pawar	B. Com. II			(V. Pawar)	(V. Pawar)	(V. Pawar)		(V. Pawar)	(V. Pawar)
31) Payal Navalsing Jadho	B. Com. II			(P. Jadho)	(P. Jadho)	(P. Jadho)		(P. Jadho)	(P. Jadho)
32) Divya Balaji Deshmame	B. Com. II			(D. Deshmame)	(D. Deshmame)	(D. Deshmame)		(D. Deshmame)	(D. Deshmame)
33) Sakshi Panabroo Parihar	B. Com. II			(S. Parihar)	(S. Parihar)	(S. Parihar)		(S. Parihar)	(S. Parihar)
34) Vrushali Dnyaneshwar Hoge	B. Com. I			(V. Hoge)	(V. Hoge)	(V. Hoge)		(V. Hoge)	(V. Hoge)
35) Arti Subash Dhandale	B. Com. I			(A. Dhandale)	(A. Dhandale)	(A. Dhandale)		(A. Dhandale)	(A. Dhandale)
36) Samrin Parvin Sk Anwar	B. A. I			(S. Anwar)	(S. Anwar)	(S. Anwar)		(S. Anwar)	(S. Anwar)
37) Vaishnavi Somnath Bansode	B. Com. II			(V. Bansode)	(V. Bansode)	(V. Bansode)		(V. Bansode)	(V. Bansode)
38) Sakshi Vishnu Jadho	B. Sc. I (B)			(S. Jadho)	(S. Jadho)	(S. Jadho)		(S. Jadho)	(S. Jadho)
39) Kanchan Kishor Salve	B. Com. I			(K. Salve)	(K. Salve)	(K. Salve)		(K. Salve)	(K. Salve)

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Certificate Course in Communication And Soft Skill Development 2023-24
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Certificate Course in Communication And Soft Skill Development (2023-24)
Organised by Department of English

Shri Shivaji Science & Arts College, Chikhlali
 COMMUNICATION AND SOFT SKILL DEVELOPMENT (2023-24)
 CONDUCTED BY DEPARTMENT OF ENGLISH

Attendance Sheet, Month : October 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
1)	Gayatri Vishnu Patil	B. Sc. I (M)	Date	2/10/23	3/10/23	4/10/23	5/10/23	6/10/23	7/10/23
2)	Sakshi Sanjay Lokhande	B. Sc. I (M)							
3)	Mohammad Sarosh Abdul Salam	B. Sc. I (M)							
4)	Tanveer Nawrangji	B. Sc. I (M)							
5)	Pratiksha Ashok Sakhare	B. Com. I							
6)	Pooja Ganesh Deshmukhe	B. Com. I							
7)	Pallavi Raju Bhutekar	B. Com. I							
8)	Gayatri Uddhav Ingole	B. Com. I							
9)	Sakshi Vilas Deshmukh	B. Com. I							
10)	Nikita Ghanshyam Shinde	B. Com. I							
11)	Renuka Dilip Sirsat	B. Com. I							
12)	Divya Balaji Deshmukhe	B. Com. I							
13)	Mayuri Madan Khente	B. Com. I							
14)	Dipali Kisan Katkar	B. Com. I							
15)	Gajanan R. Pande	B. Com. I							
16)	Kunal D. Jadhao	B. Com. I							
17)	Ashvin Vinayak Yevale	B. Sc. I (M)							
18)	Vaishnavi Pandharinath Atole	B. Sc. I (M)							
19)	Komal Ashok Bhagat	B. Sc. I (M)							
20)	Urmila Vijay Kale	B. Sc. I (M)							
21)	Sakshi Kantilal Hanwate	B. Sc. I (M)							
22)	Dipali Dilip Wagh	B. Com. II							

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Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
23)	Kajal Ravindra Jaiswal	B. Com. II	Date	2/10/23	3/10/23	4/10/23	5/10/23	6/10/23	7/10/23
24)	Anuradha Atmaram Raut	B. Com. II							
25)	Vaishnavi Gulab Bhalerao	B. Com. II							
26)	Pallavi Ramdas Ingole	B. Com. II							
27)	Sakshi Dilip Kesar	B. Com. II							
28)	Vrushali Ramkrushna Theng	B. Com. II							
29)	Maya Gajanan Gore	B. Com. II							
30)	Vaishnavi Nandkishor Pawer	B. Com. II							
31)	Payal Navalsing Jadhao	B. Com. II							
32)	Divya Balaji Deshmukhe	B. Com. II							
33)	Sakshi Panjabrao Parihar	B. Com. II							
34)	Vrushali Dnyaneshwar Hoge	B. Com. I							
35)	Arti Subash Dhandale	B. Com. I							
36)	Samrin Parvin Sk Anwar	B. A. I							
37)	Vaishnavi Somnath Bansode	B. Com. II							
38)	Sakshi Vishnu Jadhao	B. Sc. I (B)							
39)	Kanchan Kishor Salve	B. Com. I							

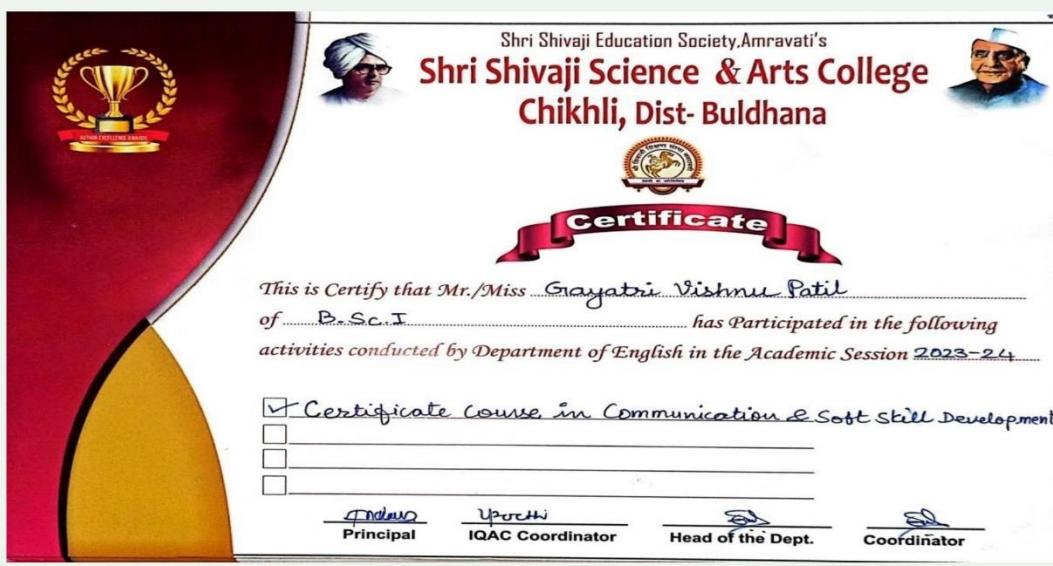
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Certificate Course in Communication And Soft Skill Development 2023-24
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Certificate Course in Communication And Soft Skill Development (2023-24)
Organised by Department of English

Samples of Certificates Awarded to Students







Certificate Course in Communication And Soft Skill Development (2023-24)
Organised by Department of English

Glimpses of Activities



Students listening to lessons from Language Learning Software



Students listening to lessons from Language Learning Software

Certificate Course in Communication And Soft Skill Development (2023-24)
Organised by Department of English



Students engrossed in reading study material.



Certificates distributed to the students who successfully completed the Course

Certificate Course in Communication And Soft Skill Development 2023-24
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Mrs. (Smt.)
PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana

Computer Science



**Shri Shivaji Education Society, Amravati's
Shri Shivaji Science & Arts College
Chikhli, Dist. Buldana**



NAAC Reaccredited by B++ Grade (CGPA 3.00)

**Department of Computer Science Organizes
Certificate Course in MS-Office Suite & Introduction to Internet
2023-24**



*glance within.....
Ten Days Transformation....*



17 January 2024 to 30 January 2024

For more details Contact following

Prof. (Dr.) M. T. Nikam – 9890844050

Dr. A. B. Kadam – 8796336088

Dr. M. E. Jadhav – 9921274072

Dr. S. S. Gaikwad – 9422206128

Who Can Attend?

Graduate Arts, Commerce and Science Students.

Registration Fee: NIL

Registration Start from: -05/01/2024

Last Date for Registration: -16/01/2024

Phone No.07264-242088

Course E-mail:- sssac.cs.cert.21@gmail.com

College Website:- <https://www.shivajichk.ac.in>



Shri Shivaji Science & Arts College, Chikhli

Department of Computer Science

Certificate Course in MS-Office Suite & Introduction to Internet

Academic Year 2023-24

Certificate Course in MS-Office Suite & Introduction to Internet for Academic Year 2023-24

Timing: - 08:00 AM To 11:00 AM.

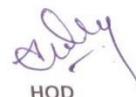
Sr.No.	Class	Date	Subject	Name of the Teacher	Time
1	B.Sc. B.Com B.A.	17/01/2024	Inauguration & Introduction Related to course	Principal Prof. (Dr.) M. T. Nikam and Dr. M. E. Jadhav	12:00 PM to 03:00 PM
2	B.Sc. B.Com B.A.	18/01/2024	MS Word	Dr. S. S. Gaikwad	08:00 AM to 11:00 AM
3	B.Sc. B.Com B.A.	19/01/2024	MS Word	Dr. S. S. Gaikwad	08:00 AM to 11:00 AM
4	B.Sc. B.Com B.A.	20/01/2024	MS PowerPoint	Dr. M. E. Jadhav	08:00 AM to 11:00 AM
5	B.Sc. B.Com B.A.	22/01/2024	MS Excel	Dr. S. S. Gaikwad	08:00 AM to 11:00 AM
6	B.Sc. B.Com B.A.	23/01/2024	MS PowerPoint	Dr. M. E. Jadhav	08:00 AM to 11:00 AM
7	B.Sc. B.Com B.A.	24/01/2024	MS PowerPoint	Dr. M. E. Jadhav	08:00 AM to 11:00 AM
8	B.Sc. B.Com B.A.	25/01/2024	MS Excel	Dr. S. S. Gaikwad	08:00 AM to 11:00 AM
9	B.Sc. B.Com B.A.	29/01/2024	Introduction to Internet	Dr. A. B. Kadam	08:00 AM to 11:00 AM
10	B.Sc. B.Com B.A.	30/01/2024	Exam/Evaluati on & Valedictory	Dr. A. B. Kadam Dr. M. E. Jadhav Dr. S. S. Gaikwad	08:00 AM to 11:00 AM


 HOD
 (Dr. A. B. Kadam)
Head
 Dept. Of Computer Science
 Shri Shivaji Sci. & Arts College
 Chikhli, Dist - BULDANA (M. S.)

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
Department of Computer Science

Syllabus for Certificate Course in MS-Office Suite & Introduction to Internet
Academic Year 2023-24

Sr.No.	Subject	Content
1	Introductions to Computers	Characteristics, Generation & classification of computers, block diagram of computer, Memory and their types: Primary and secondary, Flash & Serial access memory, Peripheral devices: Keyboard, Mouse, scanner, Printers: Impact, Non-Impact, DMP, inkjet, Laser.
2	MS WORD	Creating, editing, saving and printing text documents Font and paragraph formatting, Simple character formatting, inserting tables, smart art, page breaks, using lists and styles Working with images, Using Spelling and Grammar check, Understanding document properties, Mail Merge.
3	MS EXCEL	Spreadsheet basics, Creating, editing, saving and printing spreadsheets, working with functions & formulas, modifying worksheets with colour & autoformats, graphically representing data: Charts & Graphs, speeding data entry: Using Data Forms Analysing data: Data Menu, Subtotal, Filtering Data, formatting worksheets, Securing & Protecting spreadsheets.
4	MS POWERPOINT	Opening, viewing, creating, and printing slides, applying auto layouts, adding custom animation Using slide transitions, graphically representing data: Charts & Graphs Creating Professional Slide for Presentation.
5	Introduction to Internet	Web browser: Internet Explorer, Netscape navigator, search engines, E-mail address.



HOD

(Dr. A. B. Kadam)

Head

Dept. Of Computer Science
Shri Shivaji Sci. & Arts College
Chikhli, Dist - BULDANA (M. S.)



**Shri Shivaji Education Society, Amravati's
Shri Shivaji Science & Arts College
Chikhli, Dist. Buldana**
NAAC Reaccredited by B++ Grade (CGPA 3.00)



Department of Computer Science

Action taken report on

Certificate Course in MS-Office Suite & Introduction to Internet
Academic Year 2023-24

Date: 17/01/2024 to 30/01/2024

Action Taken Report

Activity: The course for undergraduate and postgraduate students for science, arts and commerce faculty on Awareness and able the claim with proficiency and advanced tricks and ideas in MS-Office Suite.

Aim: - To aware Our students in MS-Office course helping the students in their job marketability, improve academic performance and enhanced confidence and productivity in the workplace.

Notice: - Leaflet is attached with this action taken report

Date: -17/01/2024 to 30/01/2024

Name of Organizer: - Prof. (Dr.) M. T. Nikam, Principal, Shri Shivaji Science and Arts College, Chikhli.

Convener: - Dr. A. B. Kadam, HOD, Department of Computer Science

Organizing Secretary: - Dr. M. E. Jadhav

Coordinator: - Dr. S. S. Gaikwad

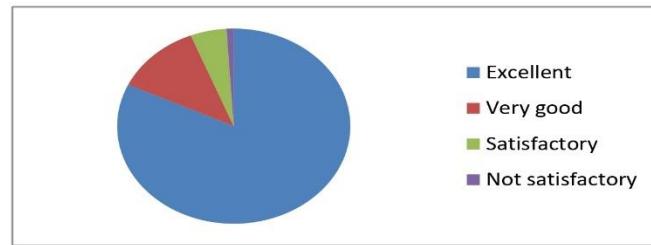
Number of student participants: 60

Action Taken: -Department of Computer Science of Shri Shivaji Science and Arts College, Chikhli, organized on Certificate Course in MS-Office Suite and Introduction to Internet on 17th January 2024 to 30th January 2024. About 60 Undergraduate students from our college are registered for this program. The first session of the program starts at 12:00 P.M. and President of the program was Prof. (Dr.) M. T. Nikam, Principal, Shri Shivaji Science and Arts College Chikhli, Dist-Buldana. In Inauguration, Introductory speech by Dr. A. B. Kadam explained the importance of the course awareness and proficiency and advanced tricks and ideas in MS-Office Suite. Our MS-Office course helping the students in their job marketability, improve academic performance and enhanced confidence and productivity in the workplace. President also shared their point of view with students and focused on the awareness and importance about the course. At the end of the inauguration program Dr. M. E. Jadhav had given the vote of thanks.

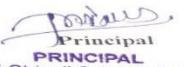
During the certificate course work which started from 17th January 2024 to 30th January 2024 students learned MS-Word, MS-Excel, MS-PowerPoint from MS-Office Suite and gained the knowledge about Introduction to Internet. Overall, all in one package program was done by all students/participants in which they have submitted assignments and successfully completed the examination with good marks.

On 17th January 2024 at 12.00 P.M. Valedictory program was started by department of computer science where HOD Dr. A. B. Kadam had given whole summery of the certificate course and motivate students to complete the course by explaining its importance and future outcome. At last Vote of thanks given by Dr. S. S. Gaikwad.

Feedback: - Overall feedback about the Certificate Course in MS-Office Suite and Introduction to Internet on 17th January 2024 to 30th January 2024 of the participants as follows.




 HOD
 (Dr. A. B. Kadam)
 Head
 Dept. Of Computer Science
 Shri Shivaji Sci. & Arts College
 Chikhli, Dist ~ BULDANA (M. S.)


 Principal
 PRINCIPAL
 Shri Shivaji Science & Arts
 College, Chikhli, Dist.Buldana

Students Signature

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.

Department of Computer Science

Certificate Course in MS-Office Suite & Introduction to Internet
 Academic Year 2023-24

List of Admitted Students For Certificate Course in MS-Office Suite & Introduction to Internet

Sr.No.	Name of the Student	Class	Sign
1	Aaditya Kailas Dundyar	B.Sc. 1st Year	A. K. Dundyar
2	Ankita Gajanan Zagare	B.Sc. 1st Year	A.G. Zagare
3	Apexha Vilas Ingle	B.Sc. 1st Year	A.V. Ingle
4	Ashvini Vinayak Yevale	B.Sc. 1st Year	A.V. Yevale
5	Bhagwan Sharad Ingle	B.Sc. 1st Year	B. S. Ingle
6	Devendra Vinayak Jadhao	B.Sc. 1st Year	D. V. Jadhao
7	Gajendra Rajendra Jumde	B.Sc. 1st Year	G. R. Jumde
8	Gaurav Gulabrao Mhaske	B.Sc. 1st Year	G. G. Mhaske
9	Gaurav Sunil Chaware	B.Sc. 1st Year	G. S. Chaware
10	Gayatri Gopalrao Deshmukh	B.Sc. 1st Year	G. G. Deshmukh
11	Gayatri Ramesh Shelke	B.Sc. 1st Year	G. R. Shelke
12	Gayatri Vishnu Patil	B.Sc. 1st Year	G. V. Patil
13	Hariom Sanjay Thutte	B.Sc. 1st Year	H. S. Thutte
14	Harshal Sanjay Nikalje	B.Sc. 1st Year	H. S. Nikalje
15	Hasib Ullah Khan Asmat Ullah Khan	B.Sc. 1st Year	H. Ullah Khan
16	Janhavi Vikas Gunjalkar	B.Sc. 1st Year	J. Gunjalkar
17	Kartik Sunil Kurhade	B.Sc. 1st Year	K. S. Kurhade
18	Komal Ashok Bhagat	B.Sc. 1st Year	K. A. Bhagat
19	Maheboob Salim Hiriwale	B.Sc. 1st Year	M. S. Hiriwale

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
 Department of Computer Science

Certificate Course in MS-Office Suite & Introduction to Internet
 Academic Year 2023-24

List of Admitted Students For Certificate Course in MS-Office Suite & Introduction to Internet

Sr.No.	Name of the Student	Class	Sign
20	Mahesh Balkrushna Zalte	B.Sc. 1st Year	M. B. Zalte
21	Mayuresh Shivanand Mahimane	B.Sc. 1st Year	M. S. Mahimane
22	Mohammad Saroj Abdul Salam	B.Sc. 1st Year	Mohammad
23	Nayan Damodhar Mhalsane	B.Sc. 1st Year	N. D. Mhalsane
24	Nikita Vinodsing Jadhao	B.Sc. 1st Year	N. V. Jadhao
25	Om Digambar Tayade	B.Sc. 1st Year	O. D. Tayade
26	Om Vilas Raut	B.Sc. 1st Year	O. V. Raut
27	Pallavi Rajesh Ingle	B.Sc. 1st Year	P. R. Ingle
28	Pankaj Bharat Parihar	B.Sc. 1st Year	P. B. Parihar
29	Pavan Nandkishor Lende	B.Sc. 1st Year	P. N. Lende
30	Payal Ramesh Ghewande	B.Sc. 1st Year	P. R. Ghewande
31	Aachal Sudhakar Dhage	B.A. 1st Year	A. S. Dhage
32	Aakash Siddharth Shejol	B.A. 1st Year	A. S. Shejol
33	Aarti Ganesh Shelke	B.A. 1st Year	A. G. Shelke
34	Abhishek Bhikaji Pakhare	B.A. 1st Year	A. B. Pakhare
35	Aditya Ambadas Mukalwar	B.A. 1st Year	A. A. Mukalwar
36	Aditya Bhagvat Kadam	B.A. 1st Year	A. B. Kadam
37	Aditya Gajanan Pote	B.A. 1st Year	A. G. Pote
38	Aditya Satyanand Jadhav	B.A. 1st Year	A. S. Jadhav

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
 Department of Computer Science

Certificate Course in MS-Office Suite & Introduction to Internet
 Academic Year 2023-24

List of Admitted Students For Certificate Course in MS-Office Suite & Introduction to Internet

Sr.No.	Name of the Student	Class	Sign
39	Afajal Rahim Shaikh	B.A. 1st Year	A.R.Shaikh
40	Ajay Ashok Jadhao	B.A. 1st Year	A.A.Jadhao
41	Ajay Dilip Dongardive	B.A. 1st Year	A.D.Dongardive
42	Akash Prakash Kakde	B.A. 1st Year	A.P.Kakde
43	Akash Vijay Gavai	B.A. 1st Year	A.V.Gavai
44	Akshay Sanjay Shinde	B.A. 1st Year	A.S.Shinde
45	Amar Sagar Ingle	B.A. 1st Year	A.S.Ingle
46	Abhishek Rameshwar Theng	B.Com. 1st Year	A.R.Theng
47	Afroj Hafiskhan Pathan	B.Com. 1st Year	A.H.Pathan
48	Akshay Bhagwan Dandge	B.Com. 1st Year	A.B.Dandge
49	Amar Dashrath Kusalkar	B.Com. 1st Year	A.D.Kusalkar
50	Avinash Bhagwat Surushe	B.Com. 1st Year	A.B.Surushe
51	Bhavesh Bhaskar Rudraksha	B.Com. 1st Year	B.B.Rudraksha
52	Dhanraj Gajanan Nikalje	B.Com. 1st Year	D.G.Nikalje
53	Dipali Kisan Katkar	B.Com. 1st Year	D.K.Katkar
54	Divya Balaji Deshmane	B.Com. 1st Year	D.B.Deshmane
55	Dnyaneshwar Ram Gujnalkar	B.Com. 1st Year	D.R.Gujnalkar
56	Gauri Kailas Kathale	B.Com. 1st Year	G.K.Kathale
57	Gopal Bandu Patole	B.Com. 1st Year	G.B.Patole

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.

Department of Computer Science

Certificate Course in MS-Office Suite & Introduction to Internet
Academic Year 2023-24

List of Admitted Students For Certificate Course in MS-Office Suite & Introduction to Internet

Sr.No.	Name of the Student	Class	Sign
58	Harshl Shivdas Solanki	B.Com. Ist Year	H. S. Solanki
59	Kanchan Kishor Salave	B.Com. Ist Year	K. K. Salave
60	Kiran Ramdas Kadam	B.Com. Ist Year	K. R. Kadam

A. B. Kadam
(Dr. A. B. Kadam)
Head
Dept. Of Computer Science
Shri Shivaji Sci. & Arts College
Chikhli, Dist - BULDANA (M. S.)

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.

Department of Computer Science

Certificate Course in MS-Office Suite & Introduction to Internet

Academic Year 2023-24

Attendance Sheet For Certificate Course in MS-Office Suite & Introduction to Internet

Sr. No.	Name of the Student	Class	23-01-2024 09:30AM to 10:30AM	24-01-2024 09:30AM to 10:30AM	25-01-2024 09:30AM to 10:30AM	29-01-2024 09:30AM to 10:30AM	30-01-2024 09:30AM to 10:30AM
1	Aaditya Kailas Dundyar	B.Sc. Ist Year	AKDundyar	AKDundyar	AKDundyar	AKDundyar	AKDundyar
2	Ankita Gajanan Zagare	B.Sc. Ist Year	AGzagare	AGzagare	AGzagare	AGzagare	AGzagare
3	Apeksha Vilas Ingle	B.Sc. Ist Year	AVIngle	AVIngle	AVIngle	AVIngle	AVIngle
4	Ashvini Vinayak Yevale	B.Sc. Ist Year	AVyevale	AVyevale	AVyevale	AVyevale	AVyevale
5	Bhagwan Sharad Ingle	B.Sc. Ist Year	BSIngle	BSIngle	BSIngle	BSIngle	BSIngle
6	Devendra Vinayak Jadhao	B.Sc. Ist Year	DVJadhao	DVJadhao	DVJadhao	DVJadhao	DVJadhao
7	Gajendra Rajendra Jumde	B.Sc. Ist Year	GRJumde	GRJumde	GRJumde	GRJumde	GRJumde
8	Gaurav Gulabrao Mhaske	B.Sc. Ist Year	GGMhasker	GGMhasker	GGMhasker	GGMhasker	GGMhasker
9	Gaurav Sunil Chaware	B.Sc. Ist Year	GSChaware	GSChaware	GSChaware	GSChaware	GSChaware
10	Gayatri Gopalrao Deshmukh	B.Sc. Ist Year	GGDeshmukh	GGDeshmukh	GGDeshmukh	GGDeshmukh	GGDeshmukh
11	Gayatri Ramesh Shelke	B.Sc. Ist Year	GRShelke	GRShelke	GRShelke	GRShelke	GRShelke
12	Gayatri Vishnu Patil	B.Sc. Ist Year	GPatil	GPatil	GPatil	GPatil	GPatil
13	Hariom Sanjay Thutte	B.Sc. Ist Year	HSThutte	HSThutte	HSThutte	HSThutte	HSThutte

Certificate Course in MS-Office Suite & Introduction to Internet

Academic Year 2023-24

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14	Harshal Sanjay Nikalje	B.Sc. Ist Year	Harshal Nikalje	Harshal Nikalje	Harshal Nikalje	Harshal Nikalje	Harshal Nikalje
15	Hasib Ullah Khan Asmat Ullah Khan	B.Sc. Ist Year	Hasib Ullah Khan	Asmat Ullah Khan	Hasib Ullah Khan	Asmat Ullah Khan	Hasib Ullah Khan
16	Janhavi Vikas Gunjalkar	B.Sc. Ist Year	Janhavi Vikas Gunjalkar	Janhavi Vikas Gunjalkar	Janhavi Vikas Gunjalkar	Janhavi Vikas Gunjalkar	Janhavi Vikas Gunjalkar
17	Kartik Sunil Kurbade	B.Sc. Ist Year	K.S. Kurbade				
18	Komal Ashok Bhagat	B.Sc. Ist Year	K.A. Bhagat				
19	Maheboob Salim Hiriwale	B.Sc. Ist Year	M.S. Hiriwale				
20	Mahesh Balkrushna Zalte	B.Sc. Ist Year	M.B. Zalte				
21	Mayuresh Shivanand Mahimane	B.Sc. Ist Year	M.S. Mahimane				
22	Mohammad Saroj Abdul Salam	B.Sc. Ist Year	M.S. Abdul Salam				
23	Nayan Damodhar Mhalsane	B.Sc. Ist Year	N.D. Mhalsane				
24	Nikita Vinodsing Jadhao	B.Sc. Ist Year	N.Jadhao	N.Jadhao	N.Jadhao	N.Jadhao	N.Jadhao
25	Om Digambar Tayade	B.Sc. Ist Year	Om Tayade				
26	Om Vilas Raut	B.Sc. Ist Year	Om Raut				
27	Pallavi Rajesh Ingle	B.Sc. Ist Year	P.Ringle	P.Ringle	P.Ringle	P.Ringle	P.Ringle

Certificate Course in MS-Office Suite & Introduction to Internet
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28	Pankaj Bharat Parihar	B.Sc. Ist Year	P.B Parihar	P.B Barihar	P.B Parihar	P.B Parihar	P.B Parihar
29	Pavan Nandkishor Lende	B.Sc. Ist Year	P.N Lende				
30	Payal Ramesh Ghewande	B.Sc. Ist Year	P.R Ghewande				
31	Aachal Sudhakar Dhage	B.A. I st Year	A.S Dhage				
32	Aakash Siddharth Shejol	B.A. I st Year	A.S Shejol				
33	Aarti Ganesh Shelke	B.A. I st Year	A.Shelke	A.Shelke	A.Shelke	A.Shelke	A.Shelke
34	Abhishek Bhikaji Pakhare	B.A. I st Year	A.Pakhare	A.Pakhare	A.Pakhar- e	A.Pakhar- e	A.Pakhar- e
35	Aditya Ambadas Mukalwar	B.A. I st Year	A.Mukal war	A.mukla war	A.mukla war	A.mukla war	A.mukla war
36	Aditya Bhagvat Kadam	B.A. I st Year	A.Kadam	A.Kad m	A.Kad m	A.Kad m	A.Kad m
37	Aditya Gajanan Pote	B.A. I st Year	A.G pote	A.G pote	A.G pote	A.G pote	A.G pote
38	Aditya Satyanand Jadhav	B.A. I st Year	A.Jadhav	A.Jadhav	A.Jadhav	A.Jadhav	A.Jadhav
39	Afajal Rahim Shaikh	B.A. I st Year	A.Shaikh	A.Shaikh	A.Shaikh	A.Shaikh	A.Shaikh
40	Ajay Ashok Jadhao	B.A. I st Year	A.Jadhao	A.Jadhao	A.Jadhao	A.Jadhao	A.Jadhao
41	Ajay Dilip Dongardive	B.A. I st Year	A.D Dongardive	A.D.Don garde	A.D.Don garde	A.D.Don garde	A.D.Don garde

Certificate Course in MS-Office Suite & Introduction to Internet
Academic Year 2023-24
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42	Akash Prakash Kakde	B.A. 1st Year	APKakde	APKakde	APKakde	APKakde	APKakde
43	Akash Vijay Gavai	B.A. 1st Year	AVGavai	AVGavai	AVGavai	AVGavai	AVGavai
44	Akshay Sanjay Shinde	B.A. 1st Year	ASShinde	ASShinde	ASShinde	ASShinde	ASShinde
45	Amar Sagar Ingle	B.A. 1st Year	ASIngle	ASIngle	ASIngle	ASIngle	ASIngle
46	Abhishek Rameshwar Theng	B.Com. 1st Year	ABTheng	ABTheng	ABTheng	ABTheng	ABTheng
47	Afroj Hafiskhan Pathan	B.Com. 1st Year	AMPathan	AMPathan	AMPathan	AMPathan	AMPathan
48	Akshay Bhagwan Dandge	B.Com. 1st Year	ABDandge	ABDandge	ABDandge	ABDandge	ABDandge
49	Amar Dashrath Kusalkar	B.Com. 1st Year	ADRKusalkar	ADRKusalkar	ADRKusalkar	ADRKusalkar	ADRKusalkar
50	Avinash Bhagwat Surushe	B.Com. 1st Year	ABSurushe	ABSurushe	ABSurushe	ABSurushe	ABSurushe
51	Bhavesh Bhaskar Rudraksha	B.Com. 1st Year	BBRudraksha	BBRudraksha	BBRudraksha	BBRudraksha	BBRudraksha
52	Dhanraj Gajanan Nikalje	B.Com. 1st Year	DGNikalje	DGNikalje	DGNikalje	DGNikalje	DGNikalje
53	Dipali Kisan Katkar	B.Com. 1st Year	DKKatkar	DKKatkar	DKKatkar	DKKatkar	DKKatkar
54	Divya Balaji Deshmane	B.Com. 1st Year	DBDeshmane	DBDeshmane	DBDeshmane	DBDeshmane	DBDeshmane
55	Dnyaneshwar Ram Gujalkar	B.Com. 1st Year	DGRGujalkar	DGRGujalkar	DGRGujalkar	DGRGujalkar	DGRGujalkar

Certificate Course in MS-Office Suite & Introduction to Internet
Academic Year 2023-24
Attendance Sheet For Certificate Course in MS-Office Suite & Introduction to Internet

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56	Gauri Kailas Kathale	B.Com. 1st Year	GKKathale	GKKathale	GKKathale	GKKathale	GKKathale
57	Gopal Bandu Patole	B.Com. 1st Year	GB Patole				
58	Harshl Shividas Solanki	B.Com. 1st Year	HSSolanki	HSSolanki	HSSolanki	HSSolanki	HSSolanki
59	Kanchan Kishor Salave	B.Com. 1st Year	KKSalave	KKSalave	KKSalave	KKSalave	KKSalave
60	Kiran Ramdas Kadam	B.Com. 1st Year	KRKadam	KRKadam	KRKadam	KRKadam	KRKadam

Dr. A. B. Kadam
(Dr. A. B. Kadam)

*Head
Dept. Of Computer Science
Shri Shivaji Sci. & Arts College
Chikhli Dist. - RAJGDHAR (M.S.)*

Feedback Form

Shri Shivaji Science and Arts College, Chikhli, Dist. Buldana
Department of Computer Science

Academic Year 2023 – 24

Certificate Course in MS-Office Suite & Introduction to Internet

Date: 17/01/2024 to 30/01/2024

Feedback Form

1) Name of Student:- Aaditya Kailas Dundya

2) Class :- B. Sc 1st year

3) College:- Shri. Shivaji Science and Arts college
Chikhli.

4) How was your opinion about Certificate Course?

Excellent Very Good Good Poor

5) Was the all conducted lectures is relevant to the Certificate Course?

Excellent Very Good Good Poor

6) Was the information beneficial to your work?

Excellent Very Good Good Poor

7) The overall conduction of program of Certificate Course.

Excellent Very Good Good Poor

8) Valuable Suggestions:- No suggestion.


Signature of Student

Teaching Session Photo





[११ फाल्गुन पदम् अव्ययम् ११]



**Shri Shivaji Education Society, Amravati's
Shri Shivaji Science & Arts College
Chikhli, Dist. Buldana**

Reaccredited by NAAC B++ Grade (CGPA 3.00)

**Department of Computer Science Organized
Certificate Course in MS-Office Suite & Introduction to Internet**

17.01.2024 to 30.01.2024

CERTIFICATE OF PARTICIPATION

This is to certify that Mr./MS. **Dipali Kisan Katkar** studying in class **B.Com 1st Year** from Shri Shivaji Science & Arts College, Chikhli. Has successfully completed the **Certificate Course in MS-Office Suite and Introduction to Internet** during on **17/01/2024 to 30/01/2024**.

Dr. A. B. Kadam
Head & Convener
Department of Computer Science

Dr. M. E. Jadhav
Organizing Secretary
Department of Computer Science

Dr. S. S. Gaikwad
Coordinator
Department of Computer Science

Pro. (Dr.) V. U. Pochhi
IQAC Coordinator

Prof. (Dr.) M. T. Nikam
Principal



PRINCIPAL
**Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana**