

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

**Chikhli, Dist. Buldana- 443201.**

**NAAC Reaccredited with 'B++' Grade (CGPA 3.00)**

**ISO: 9001-2015**

**Dr. Omraj S. Deshmukh  
Principal**

**Hon'ble Shri Harshvardhan P. Deshmukh  
President**

**Certificate Course in Communication And Soft Skill Development**

**Organized By  
Department of English**

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**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: 9<sup>th</sup> Feb. 2023 Time : 3.00 pm to 4.00 pm**  
**For Enrollment contact English Department**  
**No. of seats available : 20 Only**

**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**  
**12<sup>th</sup> Pass from any faculty**

### **Organizing Committee**

**Dr. Omraj S. Deshmukh**  
**Principal**

**Dr. V. U. Pochhi**  
**IQAC Coordinator**

**Dr. S. I. Jukkalkar**  
**Course Coordinator**

**Mr. Sachin Morey**  
**Member**

**Mr. Abhijeet Wadalkar**  
**Member**

**SKILL DEVELOPMENT COURSE UNDER NSQF  
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)  
CONDUCTED BY DEPARTMENT OF ENGLISH**

**SYLLABUS**

<b>Particulars</b>	<b>Hours</b>
<p><b>Unit I : Nature And Scope of Communication And Soft Skills:</b></p> <p><b>(A) Nature And Scope of Communication (Theory)</b>            i) What is Communication ii) Directions of Communication in Organization : Downward Communication, Upward Communication, Horizontal Communication, Grapevine Communication</p>	<b>03 Hours</b>
<p><b>(B) Soft Skill (Theory)</b>            i) What is Soft Skill &amp; 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 &amp; Team Work ix) Time Management x) Stress Management</p>	<b>10 Hours</b>
<p><b>Practical</b>            i) Art of Listening, Reading &amp; Speaking ii) Art of Writing, iii) E-mail Writing iv) Preparing CV/Resume</p>	<b>10 Hours</b>
<p><b>Unit II : Business Communication And Job Skills</b></p> <p><b>Practical</b>            i) Notices, Agenda's &amp; Minutes ii) Business Correspondence iii) Interview Skills iv) Presentations v) Group Discussion</p>	<b>10 Hours</b>
<p><b>Unit III : Applied Grammar (Practical)</b>            Tense Sequence, Types of Sentences</p>	<b>10 Hours</b>
<p><b>Unit IV : Vocabulary Development</b>            Parts of Speech, Suffix and Prefix, Synonyms, Antonyms, One Word Substitution, Use of Dictionary</p>	<b>02 Hours</b>
<p><b>(Note : If required the Hours of Theory and Practical will be extended)</b></p>	

**SKILL DEVELOPMENT COURSE UNDER NSQF  
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)**

**EVALUATION**

**Maximum Marks : 100 Min. to Pass : 50**

**Distribution of Marks**

Theory/ Practical	Maximum Marks		Total Mark s	Minimum Pass 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 (Assignment)	40	20	2 Hrs	15 Hrs
Practical	50 Marks Dialogue : 10 GD : 10 Presentation:20	10 Marks Use of Language Lab to do the exercises of Practical	60	30	5 Hrs	30 Hrs
Total			100	50		45 Hrs

**SKILL DEVELOPMENT COURSE UNDER NSQF**  
**COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)**

**EVALUATION ENROLLED STUDENTS**

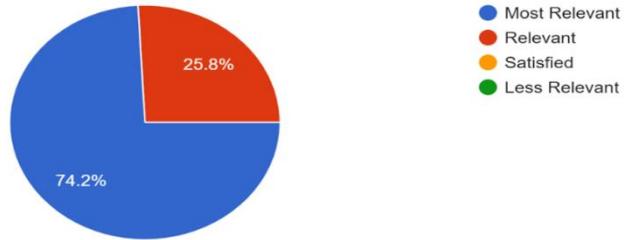
Sr. No.	Name of the Student	Marks Scored by the Student		Minimum Marks to Pass		Result
		Theory	Practical	Theory	Practical	
1.	<b>Ku. Anuradha Ashok Kulkarni</b>	40	55	20	30	Pass
2.	<b>Ku. Sejal Mahesh Chavan</b>	40	55	20	30	Pass
3.	<b>Ku. Prachi Vasudeo Lambe</b>	36	45	20	30	Pass
4.	<b>Ku. Gita Rangnath Gatade</b>	00	00	20	30	Fail
5.	<b>Miss Priti Sanjay Gupta</b>	36	40	20	30	Pass
6.	<b>Shubhangi Lakshman Khadke</b>	38	45	20	30	Pass
7.	<b>Ku. Pranita Rajendra Gujar</b>	38	45	20	30	Pass
8.	<b>Ku. Payal Vinod Ingle</b>	38	40	20	30	Pass
9.	<b>Pranita Dattatray Kalekar</b>	38	40	20	30	Pass
10.	<b>Arpita Dilip Shinde</b>	38	40	20	30	Pass
11.	<b>Ku. Priya Sanjay Jadhao</b>	32	40	20	30	Pass
12.	<b>Ku. Snehal Rajendra Ghewande</b>	38	45	20	30	Pass
13.	<b>Ku. Sakshi Vilas Rasal</b>	38	45	20	30	Pass
14.	<b>Arti Dinkar Gawai</b>	34	45	20	30	Pass
15.	<b>Manisha Samadhan Parihar</b>	26	40	20	30	Pass
16.	<b>Rutuja Vitthal Pawar</b>	36	40	20	30	Pass
17.	<b>Ku. Jyoti Vilas Misal</b>	34	40	20	30	Pass
18.	<b>Ku. Sapna Dattatray Gawai</b>	36	40	20	30	Pass
19.	<b>Ku. Pallavi Ramdas Ingle</b>	28	40	20	30	Pass
20.	<b>Kajal Ravindra Jaiswal</b>	20	45	20	30	Pass
21.	<b>Vaishnavi Samadhan Bansode</b>	26	45	20	30	Pass
22.	<b>Dipali Dilip Wagh</b>	36	45	20	30	Pass
23.	<b>Vaishnavi Nandkishor Pawar</b>	00	00	20	30	Fail
24.	<b>Shaikh Ayan Shaikh Raju</b>	00	00	20	30	Fail
25.	<b>Vaishali Ramkrishna Theng</b>	26	45	20	30	Pass
26.	<b>Maya Gajanan Gore</b>	25	45	20	30	Pass

# Certificate Course in Communication And Soft Skill Development (2022-23)

## Feedback Analysis

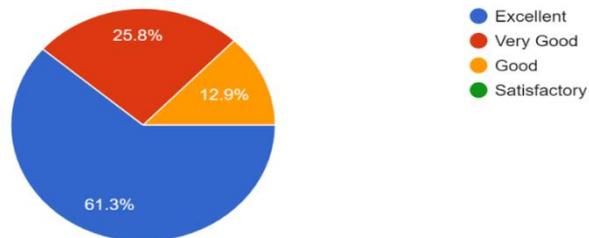
How do you rate the relevancy of the theme of the topic?

31 responses



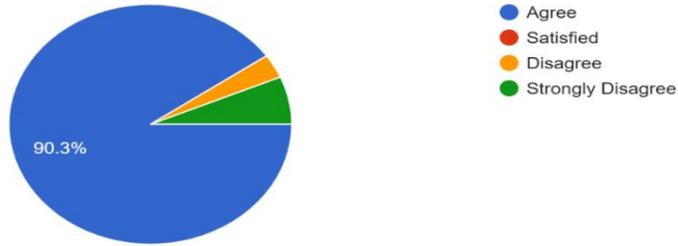
How do you find the content of this Module?

31 responses



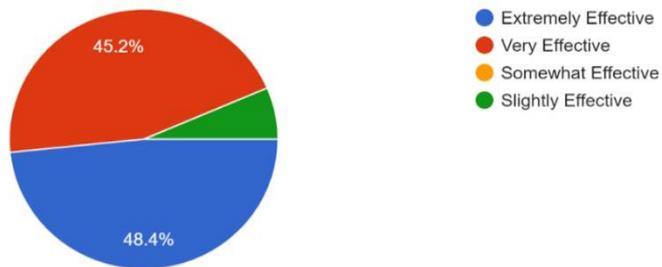
The session delivered the information as I expected.

31 responses



How do you rate the quality of the delivery of the module by the resource person?

31 responses



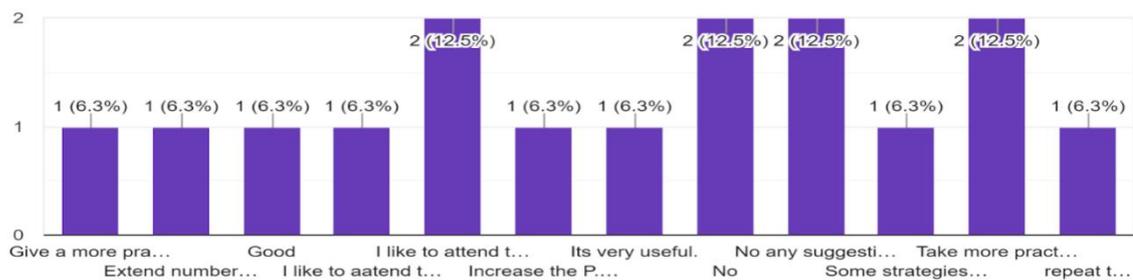
How relevant and helpful do you think it would be for your life?

31 responses



### Any Suggestions

16 responses



## Interpretation of Feedback

### III) Question-wise Analysis of the Feedback:

Sr. No.	Question	Response in Percent (%)			
		Most Relevant	Relevant	Satisfactory	Not Satisfactory
1)	How do you rate the relevance of the topic taught and demonstrated in the course?				
		74.2	25.8	0.00%	0.00%
2)	How do you find the content of the units.	Excellent	Very Good	Good	Not Satisfactory
		61.3	25.8	8.00	0.00%
3)	How do you rate the quality of the delivery of the units	Extremely Effective	Very Effective	Slightly Effective	--
		48.4	45.2	6.5	-
4)	The information delivered in the sessions as I expected.	Agree	Disagree	Strongly Disagree	
		90.3	3.2	6.5	
5)	How relevant and helpful do you think it would be for your life?	Very relevant and useful	Relevant & Useful	Useful	Neither useful nor relevant
		67.7	25.8	3.2	3.2
6)	Suggestions	No of PCs should be extended, more practice is needed, the course is very useful, I like to attend it.			

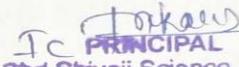
**Remark:** The students commented that course will be useful in their personal and professional life. The department will keep on improving the overall quality of the course.

**SKILL DEVELOPMENT COURSE UNDER NSQF**  
**COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)**

**Action Taken Report**

- 1) It is decided to organize the 45 Hours (Three Months) Certificate Course on “Communication And Soft Skill Development” from 9<sup>th</sup> Feb. to 12 of April 2023.
- 2) The brochure was prepared and posted on the Whats App 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 3.00 pm to 4.00 pm daily.
- 4) It is decided with the consent of the IQAC Coordinator and Principal Sir to invite Shri A. T. Sable, the retired English Teacher from the Department to engage certain lectures.
- 5) The topics of the course were allotted to Dr. Jukkalkar Syed Imtiaz, Course Coordinator, Mr. Sachin More and Mr. Abhijeet Wadalkar.
- 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.

  
Head  
Dept. of English  
Shri Shivaji Sci. & Arts College  
Chikhli Dist. Buldana

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

# Certificate Course in Communication And Soft Skill Development (2022-23)

## Attendance Sheets

### COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)

Attendance Sheet, Month : February 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date						
							09/02/23	10/02/23	11/02/23
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II					AKKarni	AKKarni	AKKarni
2)	Ku. Sejal Mahesh Chavan	B. Com. II					Schavan	Schavan	AB
3)	Ku. Prachi Vasudeo Lambe	B. Com. II					Klamb	Klamb	Klamb
4)	Ku. Gita Rangnath Gatade	B. Com. II						AB	
5)	Miss Priti Sanjay Gupta	B. Com. II					PGupta	PGupta	PGupta
6)	Shubhangi Lakshman Khadke	B. Com. II					SKhadke	SKhadke	SKhadke
7)	Ku. Pranita Rajendra Gujar	B. Com. II					PGujar	PGujar	PGujar
8)	Ku. Payal Vinod Ingle	B. Com. II					VIngle	VIngle	VIngle
9)	Pranita Dattatray Kalekar	B. Com. II					PKalekar	PKalekar	PKalekar
10)	Arpita Dilip Shinde	B. Com. II					AShinde	AShinde	AShinde
11)	Ku. Priya Sanjay Jadhao	B. Com. II					PSJadhao	PSJadhao	PSJadhao
12)	Ku. Snehal Rajendra Ghewande	B. Com. II					SGhewande	SGhewande	SGhewande
13)	Ku. Sakshi Vilas Rasal	B. Com. II					SRasal	SRasal	SRasal
14)	Arti Dinkar Gawai	B. Com. II					ADGawai	ADGawai	ADGawai
15)	Manisha Samadhan Parihar	B. Com. I					MS.Parihar	MS.Parihar	MS.Parihar
16)	Rutuja Vitthal Pawar	B. Com. II					RPawar	RPawar	RPawar
17)	Ku. Jyoti Vilas Misal	B. Com. II					JMisal	JMisal	JMisal
18)	Ku. Sapna Dattatray Gawai	B. Com. II					SGawai	SGawai	SGawai
19)	Ku. Pallavi Ramdas Ingle	B. Com. I					PIngle	PIngle	PIngle
20)	Kajal Ravindra Jaiswal	B. Com. I					K.R.Jaiswal	K.R.Jaiswal	K.R.Jaiswal
21)	Vaishnavi Samadhan Bansode	B. Com. I					VBansode	VBansode	VBansode
22)	Dipali Dilip Wagh	B. Com. I					DWagh	DWagh	DWagh
23)	Vaishnavi Nandkishor Pawar	B. Com. I						AB	
24)	Shaikh Ayan Shaikh Raju	B. A. I						AB	
25)	Vaishali Ramkrishna Theng	B. Com. I					VTeng	VTeng	VTeng
26)	Maya Gajanan Gore	B. Com. I					M.G.Gore	M.G.Gore	M.G.Gore

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### COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)

Attendance Sheet, Month : February 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	13/02/23	14/02/23	15/02/23	16/02/23	17/02/23	18/02/23
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II							
2)	Ku. Sejal Mahesh Chavan	B. Com. II							
3)	Ku. Prachi Vasudeo Lambe	B. Com. II							
4)	Ku. Gita Rangnath Gatade	B. Com. II							
5)	Miss Priti Sanjay Gupta	B. Com. II							
6)	Shubhangi Lakshman Khadke	B. Com. II							
7)	Ku. Pranita Rajendra Gujar	B. Com. II							
8)	Ku. Payal Vinod Ingle	B. Com. II							
9)	Pranita Dattatray Kalekar	B. Com. II							
10)	Arpita Dilip Shinde	B. Com. II							
11)	Ku. Priya Sanjay Jadhao	B. Com. II							
12)	Ku. Snehal Rajendra Ghewande	B. Com. II							
13)	Ku. Sakshi Vilas Rasal	B. Com. II							
14)	Arti Dinkar Gawai	B. Com. II							
15)	Manisha Samadhan Parihar	B. Com. I							
16)	Rutuja Vitthal Pawar	B. Com. II							
17)	Ku. Jyoti Vilas Misal	B. Com. II							
18)	Ku. Sapna Dattatray Gawai	B. Com. II							
19)	Ku. Pallavi Ramdas Ingle	B. Com. I							
20)	Kajal Ravindra Jaiswal	B. Com. I							
21)	Vaishnavi Samadhan Bansode	B. Com. I							
22)	Dipali Dilip Wagh	B. Com. I							
23)	Vaishnavi Nandkishor Pawar	B. Com. I							
24)	Shaikh Ayan Shaikh Raju	B. A. I							
25)	Vaishali Ramkrishna Theng	B. Com. I							
26)	Maya Gajanan Gore	B. Com. I							

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COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)

Attendance Sheet, Month : Feb. 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON (10)	TUE (11)	WED (12)	THU (13)	FRI (14)	SAT (15)
			Date	20/02/23	21/02/23	22/02/23	23/02/23	24/02/23	25/02/23
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II		<u>Anuradha</u>	<u>Anuradha</u>	<u>Anuradha</u>			<u>Anuradha</u>
2)	Ku. Sejal Mahesh Chavan	B. Com. II		<u>Sejal Chavan</u>	<u>Sejal Chavan</u>	<u>Sejal Chavan</u>			<u>Sejal Chavan</u>
3)	Ku. Prachi Vasudeo Lambe	B. Com. II		<u>Prachi</u>	<u>Prachi</u>	<u>Prachi</u>			<u>Prachi</u>
4)	Ku. Gita Rangnath Gatade	B. Com. II				AB			
5)	Miss Priti Sanjay Gupta	B. Com. II		<u>Priti</u>	<u>Priti</u>	<u>Priti</u>			<u>Priti</u>
6)	Shubhangi Lakshman Khadke	B. Com. II		<u>Shubhangi</u>	<u>Shubhangi</u>	<u>Shubhangi</u>			<u>Shubhangi</u>
7)	Ku. Pranita Rajendra Gujar	B. Com. II		<u>Pranita</u>	<u>Pranita</u>	<u>Pranita</u>			AB
8)	Ku. Payal Vinod Ingle	B. Com. II		<u>Payal</u>	<u>Payal</u>	<u>Payal</u>			<u>Payal</u>
9)	Pranita Dattatray Kalekar	B. Com. II		<u>Pranita</u>	<u>Pranita</u>	<u>Pranita</u>			<u>Pranita</u>
10)	Arpita Dilip Shinde	B. Com. II		AB	<u>Arpita</u>	<u>Arpita</u>			<u>Arpita</u>
11)	Ku. Priya Sanjay Jadhao	B. Com. II		<u>Priya</u>	<u>Priya</u>	<u>Priya</u>			<u>Priya</u>
12)	Ku. Snehal Rajendra Ghewande	B. Com. II		<u>Snehal</u>	<u>Snehal</u>	<u>Snehal</u>			<u>Snehal</u>
13)	Ku. Sakshi Vilas Rasal	B. Com. II		<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>			<u>Sakshi</u>
14)	Arti Dinkar Gawai	B. Com. II		<u>Arti</u>	<u>Arti</u>	<u>Arti</u>			<u>Arti</u>
15)	Manisha Samadhan Parihar	B. Com. I		<u>Ms. Parihar</u>	<u>Ms. Parihar</u>	<u>Ms. Parihar</u>			<u>Ms. Parihar</u>
16)	Rutuja Vitthal Pawar	B. Com. II		<u>Rutuja</u>	<u>Rutuja</u>	<u>Rutuja</u>			<u>Rutuja</u>
17)	Ku. Jyoti Vilas Misal	B. Com. II		<u>Jyoti</u>	<u>Jyoti</u>	<u>Jyoti</u>			<u>Jyoti</u>
18)	Ku. Sapna Dattatray Gawai	B. Com. II		<u>Sapna</u>	<u>Sapna</u>	<u>Sapna</u>			<u>Sapna</u>
19)	Ku. Pallavi Ramdas Ingle	B. Com. I		<u>Pallavi</u>	<u>Pallavi</u>	<u>Pallavi</u>			<u>Pallavi</u>
20)	Kajal Ravindra Jaiswal	B. Com. I		<u>K.R. Jaiswal</u>	<u>K.R. Jaiswal</u>	<u>K.R. Jaiswal</u>			<u>K.R. Jaiswal</u>
21)	Vaishnavi Samadhan Bansode	B. Com. I		<u>Bansode</u>	<u>Bansode</u>	<u>Bansode</u>			<u>Bansode</u>
22)	Dipali Dilip Wagh	B. Com. I		<u>Dipali</u>	<u>Dipali</u>	<u>Dipali</u>			<u>Dipali</u>
23)	Vaishnavi Nandkishor Pawar	B. Com. I					AB		
24)	Shaikh Ayan Shaikh Raju	B. A. I					AB		
25)	Vaishali Ramkrishna Theng	B. Com. I		<u>Vaishali</u>	<u>Vaishali</u>	<u>Vaishali</u>			<u>Vaishali</u>
26)	Maya Gajanan Gore	B. Com. I		<u>M.G. Gore</u>	<u>M.G. Gore</u>	<u>M.G. Gore</u>			<u>M.G. Gore</u>

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COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)

Attendance Sheet, Month : Feb. 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON (15)	TUE (16)	WED	THU	FRI	SAT
			Date	27/02/23	28/02/23				
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II		AB	<u>Anuradha</u>				
2)	Ku. Sejal Mahesh Chavan	B. Com. II		<u>Sejal Chavan</u>	<u>Sejal Chavan</u>				
3)	Ku. Prachi Vasudeo Lambe	B. Com. II		<u>Prachi</u>	<u>Prachi</u>				
4)	Ku. Gita Rangnath Gatade	B. Com. II			AB				
5)	Miss Priti Sanjay Gupta	B. Com. II		AB	<u>Priti</u>				
6)	Shubhangi Lakshman Khadke	B. Com. II		<u>Shubhangi</u>	<u>Shubhangi</u>				
7)	Ku. Pranita Rajendra Gujar	B. Com. II		<u>Pranita</u>	<u>Pranita</u>				
8)	Ku. Payal Vinod Ingle	B. Com. II		<u>Payal</u>	<u>Payal</u>				
9)	Pranita Dattatray Kalekar	B. Com. II		<u>Pranita</u>	AB				
10)	Arpita Dilip Shinde	B. Com. II		AB	<u>Arpita</u>				
11)	Ku. Priya Sanjay Jadhao	B. Com. II		<u>Priya</u>	<u>Priya</u>				
12)	Ku. Snehal Rajendra Ghewande	B. Com. II		<u>Snehal</u>	AB				
13)	Ku. Sakshi Vilas Rasal	B. Com. II		<u>Sakshi</u>	<u>Sakshi</u>				
14)	Arti Dinkar Gawai	B. Com. II		<u>Arti</u>	AB				
15)	Manisha Samadhan Parihar	B. Com. I		<u>Ms. Parihar</u>	AB				
16)	Rutuja Vitthal Pawar	B. Com. II		<u>Rutuja</u>	AB				
17)	Ku. Jyoti Vilas Misal	B. Com. II		<u>Jyoti</u>	<u>Jyoti</u>				
18)	Ku. Sapna Dattatray Gawai	B. Com. II		<u>Sapna</u>	<u>Sapna</u>				
19)	Ku. Pallavi Ramdas Ingle	B. Com. I		<u>Pallavi</u>	<u>Pallavi</u>				
20)	Kajal Ravindra Jaiswal	B. Com. I		<u>K.R. Jaiswal</u>	<u>K.R. Jaiswal</u>				
21)	Vaishnavi Samadhan Bansode	B. Com. I		<u>Bansode</u>	<u>Bansode</u>				
22)	Dipali Dilip Wagh	B. Com. I		<u>Dipali</u>	<u>Dipali</u>				
23)	Vaishnavi Nandkishor Pawar	B. Com. I			AB				
24)	Shaikh Ayan Shaikh Raju	B. A. I			AB				
25)	Vaishali Ramkrishna Theng	B. Com. I		<u>Vaishali</u>	<u>Vaishali</u>				
26)	Maya Gajanan Gore	B. Com. I		<u>M.G. Gore</u>	<u>M.G. Gore</u>				

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COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)

Attendance Sheet, Month : March, 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date			01/03/23	02/03/23	03/03/23	04/03/23
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II				AKulkarni	AKulkarni	AKulkarni	AKulkarni
2)	Ku. Sejal Mahesh Chavan	B. Com. II				SChavan	SChavan	SChavan	SChavan
3)	Ku. Prachi Vasudeo Lambe	B. Com. II				KLambe	KLambe	KLambe	KLambe
4)	Ku. Gita Rangnath Gatade	B. Com. II					AB		
5)	Miss Priti Sanjay Gupta	B. Com. II				PGupta	PGupta	PGupta	PGupta
6)	Shubhangi Lakshman Khadke	B. Com. II				SKhadke	SKhadke	SKhadke	SKhadke
7)	Ku. Pranita Rajendra Gujar	B. Com. II				PGujar	PGujar	PGujar	PGujar
8)	Ku. Payal Vinod Ingle	B. Com. II				PIngle	PIngle	PIngle	PIngle
9)	Pranita Dattatray Kalekar	B. Com. II				PKalekar	PKalekar	PKalekar	PKalekar
10)	Arpita Dilip Shinde	B. Com. II				AShinde	AShinde	AShinde	AShinde
11)	Ku. Priya Sanjay Jadhao	B. Com. II				PSadhao	PSadhao	PSadhao	PSadhao
12)	Ku. Snehal Rajendra Ghewande	B. Com. II				SGhewande	SGhewande	SGhewande	SGhewande
13)	Ku. Sakshi Vilas Rasal	B. Com. II				SRasal	SRasal	SRasal	SRasal
14)	Arti Dinkar Gawai	B. Com. II				ADGawai	ADGawai	ADGawai	ADGawai
15)	Manisha Samadhan Parihar	B. Com. I				MS.Parihar	MS.Parihar	MS.Parihar	MS.Parihar
16)	Rutuja Vitthal Pawar	B. Com. II				RPawar	RPawar	RPawar	RPawar
17)	Ku. Jyoti Vilas Misal	B. Com. II				JMisal	JMisal	JMisal	JMisal
18)	Ku. Sapna Dattatray Gawai	B. Com. II				SGawai	SGawai	SGawai	SGawai
19)	Ku. Pallavi Ramdas Ingle	B. Com. I				PIngle	PIngle	PIngle	PIngle
20)	Kajal Ravindra Jaiswal	B. Com. I				K.R.Jaiswal	K.R.Jaiswal	K.R.Jaiswal	K.R.Jaiswal
21)	Vaishnavi Samadhan Bansode	B. Com. I				VBansode	VBansode	VBansode	VBansode
22)	Dipali Dilip Wagh	B. Com. I				DWagh	DWagh	DWagh	DWagh
23)	Vaishnavi Nandkishor Pawar	B. Com. I					AB		
24)	Shaikh Ayan Shaikh Raju	B. A. I					AB		
25)	Vaishali Ramkrishna Theng	B. Com. I				VTeng	VTeng	VTeng	VTeng
26)	Maya Gajanan Gore	B. Com. I				M.G.Gore	M.G.Gore	M.G.Gore	M.G.Gore

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COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)

Attendance Sheet, Month : March 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	06/03/23	07/03/23	08/03/23	09/03/23	10/03/23	11/03/23
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II				AKulkarni	AKulkarni	AKulkarni	AKulkarni
2)	Ku. Sejal Mahesh Chavan	B. Com. II				SChavan	SChavan	SChavan	SChavan
3)	Ku. Prachi Vasudeo Lambe	B. Com. II				KLambe	KLambe	KLambe	KLambe
4)	Ku. Gita Rangnath Gatade	B. Com. II					AB		
5)	Miss Priti Sanjay Gupta	B. Com. II				PGupta	PGupta	PGupta	PGupta
6)	Shubhangi Lakshman Khadke	B. Com. II				SKhadke	SKhadke	SKhadke	SKhadke
7)	Ku. Pranita Rajendra Gujar	B. Com. II				PGujar	PGujar	PGujar	PGujar
8)	Ku. Payal Vinod Ingle	B. Com. II				PIngle	PIngle	PIngle	PIngle
9)	Pranita Dattatray Kalekar	B. Com. II				PKalekar	PKalekar	PKalekar	PKalekar
10)	Arpita Dilip Shinde	B. Com. II				AShinde	AShinde	AShinde	AShinde
11)	Ku. Priya Sanjay Jadhao	B. Com. II			Holiday	PSadhao	PSadhao	PSadhao	PSadhao
12)	Ku. Snehal Rajendra Ghewande	B. Com. II				SGhewande	SGhewande	SGhewande	SGhewande
13)	Ku. Sakshi Vilas Rasal	B. Com. II				SRasal	SRasal	SRasal	SRasal
14)	Arti Dinkar Gawai	B. Com. II				ADGawai	ADGawai	ADGawai	ADGawai
15)	Manisha Samadhan Parihar	B. Com. I				MS.Parihar	MS.Parihar	MS.Parihar	MS.Parihar
16)	Rutuja Vitthal Pawar	B. Com. II				RPawar	RPawar	RPawar	RPawar
17)	Ku. Jyoti Vilas Misal	B. Com. II				JMisal	JMisal	JMisal	JMisal
18)	Ku. Sapna Dattatray Gawai	B. Com. II				SGawai	SGawai	SGawai	SGawai
19)	Ku. Pallavi Ramdas Ingle	B. Com. I				PIngle	PIngle	PIngle	PIngle
20)	Kajal Ravindra Jaiswal	B. Com. I				K.R.Jaiswal	K.R.Jaiswal	K.R.Jaiswal	K.R.Jaiswal
21)	Vaishnavi Samadhan Bansode	B. Com. I				VBansode	VBansode	VBansode	VBansode
22)	Dipali Dilip Wagh	B. Com. I				DWagh	DWagh	DWagh	DWagh
23)	Vaishnavi Nandkishor Pawar	B. Com. I					AB		
24)	Shaikh Ayan Shaikh Raju	B. A. I					AB		
25)	Vaishali Ramkrishna Theng	B. Com. I				VTeng	VTeng	VTeng	VTeng
26)	Maya Gajanan Gore	B. Com. I				M.G.Gore	M.G.Gore	M.G.Gore	M.G.Gore

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COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)

Attendance Sheet, Month : MARCH, 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	13/03/23	14/03/23	15/03/23	16/03/23	17/03/23	18/03/23
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II		<i>Anuradha</i>	<i>Anuradha</i>	<i>AB</i>	<i>Anuradha</i>	<i>Anuradha</i>	<i>Anuradha</i>
2)	Ku. Sejal Mahesh Chavan	B. Com. II		<i>Sejal</i>	<i>Sejal</i>	<i>Sejal</i>	<i>Sejal</i>	<i>Sejal</i>	<i>Sejal</i>
3)	Ku. Prachi Vasudeo Lambe	B. Com. II		<i>Prachi</i>	<i>Prachi</i>	<i>Prachi</i>	<i>Prachi</i>	<i>Prachi</i>	<i>Prachi</i>
4)	Ku. Gita Rangnath Gatade	B. Com. II				<i>AB</i>			
5)	Miss Priti Sanjay Gupta	B. Com. II		<i>Priti</i>	<i>Priti</i>	<i>Priti</i>	<i>Priti</i>	<i>Priti</i>	<i>Priti</i>
6)	Shubhangi Lakshman Khadke	B. Com. II		<i>Shubhangi</i>	<i>Shubhangi</i>	<i>Shubhangi</i>	<i>Shubhangi</i>	<i>Shubhangi</i>	<i>Shubhangi</i>
7)	Ku. Pranita Rajendra Gujar	B. Com. II		<i>Pranita</i>	<i>Pranita</i>	<i>Pranita</i>	<i>Pranita</i>	<i>Pranita</i>	<i>Pranita</i>
8)	Ku. Payal Vinod Ingle	B. Com. II		<i>Payal</i>	<i>Payal</i>	<i>Payal</i>	<i>Payal</i>	<i>Payal</i>	<i>Payal</i>
9)	Pranita Dattatray Kalekar	B. Com. II		<i>Pranita</i>	<i>Pranita</i>	<i>Pranita</i>	<i>Pranita</i>	<i>Pranita</i>	<i>Pranita</i>
10)	Arpita Dilip Shinde	B. Com. II		<i>Arpita</i>	<i>Arpita</i>	<i>Arpita</i>	<i>Arpita</i>	<i>Arpita</i>	<i>Arpita</i>
11)	Ku. Priya Sanjay Jadhao	B. Com. II		<i>Priya</i>	<i>Priya</i>	<i>Priya</i>	<i>Priya</i>	<i>Priya</i>	<i>Priya</i>
12)	Ku. Snehal Rajendra Ghewande	B. Com. II		<i>Snehal</i>	<i>Snehal</i>	<i>Snehal</i>	<i>Snehal</i>	<i>Snehal</i>	<i>Snehal</i>
13)	Ku. Sakshi Vilas Rasal	B. Com. II		<i>Sakshi</i>	<i>Sakshi</i>	<i>Sakshi</i>	<i>Sakshi</i>	<i>Sakshi</i>	<i>Sakshi</i>
14)	Arti Dinkar Gawai	B. Com. II		<i>Arti</i>	<i>Arti</i>	<i>Arti</i>	<i>Arti</i>	<i>Arti</i>	<i>Arti</i>
15)	Manisha Samadhan Parihar	B. Com. I		<i>Manisha</i>	<i>Manisha</i>	<i>Manisha</i>	<i>Manisha</i>	<i>Manisha</i>	<i>Manisha</i>
16)	Rutuja Vitthal Pawar	B. Com. II		<i>Rutuja</i>	<i>Rutuja</i>	<i>Rutuja</i>	<i>Rutuja</i>	<i>Rutuja</i>	<i>Rutuja</i>
17)	Ku. Jyoti Vilas Misal	B. Com. II		<i>Jyoti</i>	<i>Jyoti</i>	<i>Jyoti</i>	<i>Jyoti</i>	<i>Jyoti</i>	<i>Jyoti</i>
18)	Ku. Sapna Dattatray Gawai	B. Com. II		<i>Sapna</i>	<i>Sapna</i>	<i>Sapna</i>	<i>Sapna</i>	<i>Sapna</i>	<i>Sapna</i>
19)	Ku. Pallavi Ramdas Ingle	B. Com. I		<i>Pallavi</i>	<i>Pallavi</i>	<i>Pallavi</i>	<i>Pallavi</i>	<i>Pallavi</i>	<i>Pallavi</i>
20)	Kajal Ravindra Jaiswal	B. Com. I		<i>Kajal</i>	<i>Kajal</i>	<i>Kajal</i>	<i>Kajal</i>	<i>Kajal</i>	<i>Kajal</i>
21)	Vaishnavi Samadhan Bansode	B. Com. I		<i>Vaishnavi</i>	<i>Vaishnavi</i>	<i>Vaishnavi</i>	<i>Vaishnavi</i>	<i>Vaishnavi</i>	<i>Vaishnavi</i>
22)	Dipali Dilip Wagh	B. Com. I		<i>Dipali</i>	<i>Dipali</i>	<i>Dipali</i>	<i>Dipali</i>	<i>Dipali</i>	<i>Dipali</i>
23)	Vaishnavi Nandkishor Pawar	B. Com. I				<i>AB</i>			
24)	Shaikh Ayan Shaikh Raju	B. A. I				<i>AB</i>			
25)	Vaishali Ramkrishna Theng	B. Com. I		<i>Vaishali</i>	<i>Vaishali</i>	<i>Vaishali</i>	<i>Vaishali</i>	<i>Vaishali</i>	<i>Vaishali</i>
26)	Maya Gajanan Gore	B. Com. I		<i>Maya</i>	<i>Maya</i>	<i>Maya</i>	<i>Maya</i>	<i>Maya</i>	<i>Maya</i>

COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)

Attendance Sheet, Month : MARCH, 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	20/03/23	21/03/23	22/03/23	23/03/23	24/03/23	25/03/2023
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II		<i>Anuradha</i>	<i>Anuradha</i>		<i>Anuradha</i>	<i>Anuradha</i>	<i>Anuradha</i>
2)	Ku. Sejal Mahesh Chavan	B. Com. II		<i>Sejal</i>	<i>Sejal</i>		<i>Sejal</i>	<i>Sejal</i>	<i>Sejal</i>
3)	Ku. Prachi Vasudeo Lambe	B. Com. II		<i>Prachi</i>	<i>Prachi</i>		<i>Prachi</i>	<i>Prachi</i>	<i>Prachi</i>
4)	Ku. Gita Rangnath Gatade	B. Com. II				<i>AB</i>			
5)	Miss Priti Sanjay Gupta	B. Com. II		<i>Priti</i>	<i>AB</i>		<i>Priti</i>	<i>Priti</i>	<i>Priti</i>
6)	Shubhangi Lakshman Khadke	B. Com. II		<i>Shubhangi</i>	<i>Shubhangi</i>		<i>Shubhangi</i>	<i>Shubhangi</i>	<i>Shubhangi</i>
7)	Ku. Pranita Rajendra Gujar	B. Com. II		<i>Pranita</i>	<i>Pranita</i>		<i>Pranita</i>	<i>Pranita</i>	<i>Pranita</i>
8)	Ku. Payal Vinod Ingle	B. Com. II		<i>Payal</i>	<i>Payal</i>		<i>Payal</i>	<i>Payal</i>	<i>Payal</i>
9)	Pranita Dattatray Kalekar	B. Com. II		<i>Pranita</i>	<i>Pranita</i>		<i>Pranita</i>	<i>Pranita</i>	<i>Pranita</i>
10)	Arpita Dilip Shinde	B. Com. II		<i>Arpita</i>	<i>Arpita</i>		<i>Arpita</i>	<i>Arpita</i>	<i>Arpita</i>
11)	Ku. Priya Sanjay Jadhao	B. Com. II		<i>Priya</i>	<i>Priya</i>		<i>Priya</i>	<i>Priya</i>	<i>Priya</i>
12)	Ku. Snehal Rajendra Ghewande	B. Com. II		<i>Snehal</i>	<i>Snehal</i>		<i>Snehal</i>	<i>Snehal</i>	<i>Snehal</i>
13)	Ku. Sakshi Vilas Rasal	B. Com. II		<i>Sakshi</i>	<i>Sakshi</i>		<i>Sakshi</i>	<i>Sakshi</i>	<i>Sakshi</i>
14)	Arti Dinkar Gawai	B. Com. II		<i>Arti</i>	<i>AB</i>		<i>Arti</i>	<i>Arti</i>	<i>Arti</i>
15)	Manisha Samadhan Parihar	B. Com. I		<i>Manisha</i>	<i>AB</i>		<i>Manisha</i>	<i>Manisha</i>	<i>Manisha</i>
16)	Rutuja Vitthal Pawar	B. Com. II		<i>Rutuja</i>	<i>Rutuja</i>		<i>Rutuja</i>	<i>Rutuja</i>	<i>Rutuja</i>
17)	Ku. Jyoti Vilas Misal	B. Com. II		<i>Jyoti</i>	<i>Jyoti</i>		<i>Jyoti</i>	<i>Jyoti</i>	<i>Jyoti</i>
18)	Ku. Sapna Dattatray Gawai	B. Com. II		<i>Sapna</i>	<i>Sapna</i>		<i>Sapna</i>	<i>Sapna</i>	<i>Sapna</i>
19)	Ku. Pallavi Ramdas Ingle	B. Com. I		<i>Pallavi</i>	<i>Pallavi</i>		<i>Pallavi</i>	<i>Pallavi</i>	<i>Pallavi</i>
20)	Kajal Ravindra Jaiswal	B. Com. I		<i>Kajal</i>	<i>Kajal</i>		<i>Kajal</i>	<i>Kajal</i>	<i>Kajal</i>
21)	Vaishnavi Samadhan Bansode	B. Com. I		<i>Vaishnavi</i>	<i>Vaishnavi</i>		<i>Vaishnavi</i>	<i>Vaishnavi</i>	<i>Vaishnavi</i>
22)	Dipali Dilip Wagh	B. Com. I		<i>Dipali</i>	<i>Dipali</i>		<i>Dipali</i>	<i>Dipali</i>	<i>Dipali</i>
23)	Vaishnavi Nandkishor Pawar	B. Com. I					<i>AB</i>		
24)	Shaikh Ayan Shaikh Raju	B. A. I					<i>AB</i>		
25)	Vaishali Ramkrishna Theng	B. Com. I		<i>Vaishali</i>	<i>Vaishali</i>		<i>Vaishali</i>	<i>Vaishali</i>	<i>Vaishali</i>
26)	Maya Gajanan Gore	B. Com. I		<i>Maya</i>	<i>Maya</i>		<i>Maya</i>	<i>Maya</i>	<i>Maya</i>

**COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)**

Attendance Sheet, Month : March, 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	27/03/23	28/03/23	29/03/23	30/03/23	31/03/23	
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II							
2)	Ku. Sejal Mahesh Chavan	B. Com. II							
3)	Ku. Prachi Vasudeo Lambe	B. Com. II							
4)	Ku. Gita Rangnath Gatade	B. Com. II							
5)	Miss Priti Sanjay Gupta	B. Com. II							
6)	Shubhangi Lakshman Khadke	B. Com. II							
7)	Ku. Pranita Rajendra Gujar	B. Com. II							
8)	Ku. Payal Vinod Ingle	B. Com. II							
9)	Pranita Dattatray Kalekar	B. Com. II							
10)	Arpita Dilip Shinde	B. Com. II							
11)	Ku. Priya Sanjay Jadhao	B. Com. II							
12)	Ku. Snehal Rajendra Ghewande	B. Com. II							
13)	Ku. Sakshi Vilas Rasal	B. Com. II							
14)	Arti Dinkar Gawai	B. Com. II							
15)	Manisha Samadhan Parihar	B. Com. I							
16)	Rutuja Vitthal Pawar	B. Com. II							
17)	Ku. Jyoti Vilas Misal	B. Com. II							
18)	Ku. Sapna Dattatray Gawai	B. Com. II							
19)	Ku. Pallavi Ramdas Ingle	B. Com. I							
20)	Kajal Ravindra Jaiswal	B. Com. I							
21)	Vaishnavi Samadhan Bansode	B. Com. I							
22)	Dipali Dilip Wagh	B. Com. I							
23)	Vaishnavi Nandkishor Pawar	B. Com. I							
24)	Shaikh Ayan Shaikh Raju	B. A. I							
25)	Vaishali Ramkrishna Theng	B. Com. I							
26)	Maya Gajanan Gore	B. Com. I							

**COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)**

Attendance Sheet, Month : April, 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date						01/04/23
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II							
2)	Ku. Sejal Mahesh Chavan	B. Com. II							
3)	Ku. Prachi Vasudeo Lambe	B. Com. II							
4)	Ku. Gita Rangnath Gatade	B. Com. II							
5)	Miss Priti Sanjay Gupta	B. Com. II							
6)	Shubhangi Lakshman Khadke	B. Com. II							
7)	Ku. Pranita Rajendra Gujar	B. Com. II							
8)	Ku. Payal Vinod Ingle	B. Com. II							
9)	Pranita Dattatray Kalekar	B. Com. II							
10)	Arpita Dilip Shinde	B. Com. II							
11)	Ku. Priya Sanjay Jadhao	B. Com. II							
12)	Ku. Snehal Rajendra Ghewande	B. Com. II							
13)	Ku. Sakshi Vilas Rasal	B. Com. II							
14)	Arti Dinkar Gawai	B. Com. II							
15)	Manisha Samadhan Parihar	B. Com. I							
16)	Rutuja Vitthal Pawar	B. Com. II							
17)	Ku. Jyoti Vilas Misal	B. Com. II							
18)	Ku. Sapna Dattatray Gawai	B. Com. II							
19)	Ku. Pallavi Ramdas Ingle	B. Com. I							
20)	Kajal Ravindra Jaiswal	B. Com. I							
21)	Vaishnavi Samadhan Bansode	B. Com. I							
22)	Dipali Dilip Wagh	B. Com. I							
23)	Vaishnavi Nandkishor Pawar	B. Com. I							
24)	Shaikh Ayan Shaikh Raju	B. A. I							
25)	Vaishali Ramkrishna Theng	B. Com. I							
26)	Maya Gajanan Gore	B. Com. I							

**COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)**

Attendance Sheet, Month : April 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON 43	TUE	WED 44	THU 45	FRI 46	SAT 46
			Date	03/04/23	04/04/23	05/04/23	06/04/23	07/04/23	08/04/23
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II		<u>Ashok</u>		<u>Ashok</u>	<u>Ashok</u>		<u>Ashok</u>
2)	Ku. Sejal Mahesh Chavan	B. Com. II		<u>Sejal</u>		<u>Sejal</u>	<u>Sejal</u>		<u>Sejal</u>
3)	Ku. Prachi Vasudeo Lambe	B. Com. II		<u>Prachi</u>		<u>Prachi</u>	<u>Prachi</u>		<u>Prachi</u>
4)	Ku. Gita Rangnath Gatade	B. Com. II				<u>AB</u>			
5)	Miss Priti Sanjay Gupta	B. Com. II		<u>Priti</u>		<u>Priti</u>	<u>Priti</u>		<u>Priti</u>
6)	Shubhangi Lakshman Khadke	B. Com. II		<u>Shubhangi</u>		<u>Shubhangi</u>	<u>Shubhangi</u>		<u>Shubhangi</u>
7)	Ku. Pranita Rajendra Gujar	B. Com. II		<u>Pranita</u>		<u>Pranita</u>	<u>Pranita</u>		<u>Pranita</u>
8)	Ku. Payal Vinod Ingle	B. Com. II		<u>Payal</u>		<u>Payal</u>	<u>Payal</u>		<u>Payal</u>
9)	Pranita Dattatray Kalekar	B. Com. II		<u>Pranita</u>		<u>Pranita</u>	<u>Pranita</u>		<u>Pranita</u>
10)	Arpita Dilip Shinde	B. Com. II							
11)	Ku. Priya Sanjay Jadhao	B. Com. II		<u>Priya</u>		<u>Priya</u>	<u>Priya</u>		<u>Priya</u>
12)	Ku. Snehal Rajendra Ghewande	B. Com. II		<u>Snehal</u>		<u>Snehal</u>	<u>Snehal</u>		<u>Snehal</u>
13)	Ku. Sakshi Vilas Rasal	B. Com. II		<u>Sakshi</u>		<u>Sakshi</u>	<u>Sakshi</u>		<u>Sakshi</u>
14)	Arti Dinkar Gawai	B. Com. II		<u>Arti</u>		<u>Arti</u>	<u>Arti</u>		<u>Arti</u>
15)	Manisha Samadhan Parihar	B. Com. I		<u>Manisha</u>		<u>Manisha</u>	<u>Manisha</u>		<u>Manisha</u>
16)	Rutuja Vitthal Pawar	B. Com. II		<u>Rutuja</u>		<u>Rutuja</u>	<u>Rutuja</u>		<u>Rutuja</u>
17)	Ku. Jyoti Vilas Misal	B. Com. II		<u>Jyoti</u>		<u>Jyoti</u>	<u>Jyoti</u>		<u>Jyoti</u>
18)	Ku. Sapna Dattatray Gawai	B. Com. II		<u>Sapna</u>		<u>Sapna</u>	<u>Sapna</u>		<u>Sapna</u>
19)	Ku. Pallavi Ramdas Ingle	B. Com. I		<u>Pallavi</u>		<u>Pallavi</u>	<u>Pallavi</u>		<u>Pallavi</u>
20)	Kajal Ravindra Jaiswal	B. Com. I		<u>Kajal</u>		<u>Kajal</u>	<u>Kajal</u>		<u>Kajal</u>
21)	Vaishnavi Samadhan Bansode	B. Com. I		<u>Vaishnavi</u>		<u>Vaishnavi</u>	<u>Vaishnavi</u>		<u>Vaishnavi</u>
22)	Dipali Dilip Wagh	B. Com. I		<u>Dipali</u>		<u>Dipali</u>	<u>Dipali</u>		<u>Dipali</u>
23)	Vaishnavi Nandkishor Pawar	B. Com. I				<u>AB</u>			
24)	Shaikh Ayan Shaikh Raju	B. A. I				<u>AB</u>			
25)	Vaishali Ramkrishna Theng	B. Com. I		<u>Vaishali</u>		<u>Vaishali</u>	<u>Vaishali</u>		<u>Vaishali</u>
26)	Maya Gajanan Gore	B. Com. I		<u>Maya</u>		<u>Maya</u>	<u>Maya</u>		<u>Maya</u>

(11)

**COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)**

Attendance Sheet, Month : April 2023

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON 47	TUE 48	WED 49	THU	FRI	SAT
			Date	10/04/23	11/04/23	12/04/23			
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II		<u>Anuradha</u>	<u>Anuradha</u>	<u>Anuradha</u>			
2)	Ku. Sejal Mahesh Chavan	B. Com. II		<u>Sejal</u>	<u>Sejal</u>	<u>Sejal</u>			
3)	Ku. Prachi Vasudeo Lambe	B. Com. II		<u>Prachi</u>	<u>Prachi</u>	<u>Prachi</u>			
4)	Ku. Gita Rangnath Gatade	B. Com. II			<u>AB</u>				
5)	Miss Priti Sanjay Gupta	B. Com. II		<u>Priti</u>	<u>Priti</u>	<u>Priti</u>			
6)	Shubhangi Lakshman Khadke	B. Com. II		<u>Shubhangi</u>	<u>Shubhangi</u>	<u>Shubhangi</u>			
7)	Ku. Pranita Rajendra Gujar	B. Com. II		<u>Pranita</u>	<u>Pranita</u>	<u>Pranita</u>			
8)	Ku. Payal Vinod Ingle	B. Com. II		<u>Payal</u>	<u>Payal</u>	<u>Payal</u>			
9)	Pranita Dattatray Kalekar	B. Com. II		<u>Pranita</u>	<u>Pranita</u>	<u>Pranita</u>			
10)	Arpita Dilip Shinde	B. Com. II							
11)	Ku. Priya Sanjay Jadhao	B. Com. II		<u>Priya</u>	<u>Priya</u>	<u>Priya</u>			
12)	Ku. Snehal Rajendra Ghewande	B. Com. II		<u>Snehal</u>	<u>Snehal</u>	<u>Snehal</u>			
13)	Ku. Sakshi Vilas Rasal	B. Com. II		<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>			
14)	Arti Dinkar Gawai	B. Com. II		<u>Arti</u>	<u>Arti</u>	<u>Arti</u>			
15)	Manisha Samadhan Parihar	B. Com. I		<u>Manisha</u>	<u>Manisha</u>	<u>Manisha</u>			
16)	Rutuja Vitthal Pawar	B. Com. II		<u>Rutuja</u>					
17)	Ku. Jyoti Vilas Misal	B. Com. II		<u>Jyoti</u>	<u>Jyoti</u>	<u>Jyoti</u>			
18)	Ku. Sapna Dattatray Gawai	B. Com. II		<u>Sapna</u>	<u>Sapna</u>	<u>Sapna</u>			
19)	Ku. Pallavi Ramdas Ingle	B. Com. I		<u>Pallavi</u>	<u>Pallavi</u>	<u>Pallavi</u>			
20)	Kajal Ravindra Jaiswal	B. Com. I		<u>Kajal</u>	<u>Kajal</u>	<u>Kajal</u>			
21)	Vaishnavi Samadhan Bansode	B. Com. I		<u>Vaishnavi</u>	<u>Vaishnavi</u>	<u>Vaishnavi</u>			
22)	Dipali Dilip Wagh	B. Com. I		<u>Dipali</u>	<u>Dipali</u>	<u>Dipali</u>			
23)	Vaishnavi Nandkishor Pawar	B. Com. I			<u>AB</u>				
24)	Shaikh Ayan Shaikh Raju	B. A. I			<u>AB</u>				
25)	Vaishali Ramkrishna Theng	B. Com. I		<u>Vaishali</u>	<u>Vaishali</u>	<u>Vaishali</u>			
26)	Maya Gajanan Gore	B. Com. I		<u>Maya</u>	<u>Maya</u>	<u>Maya</u>			

  
 Head  
 Dept. of English  
 Shri Shivaji Sci. & Arts College  
 Chikhli Dist. Buldan

(12)



Shri Shivaji Science And Arts College, Chikhli Dist. Buldana

CERTIFICATE COURSE

COMMUNICATION AND SOFT SKILLS DEVELOPMENT

Max Marks : 30

Time : 30 Minutes

30  
30

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

Name of the Student: Anusadha A. Kulkarni Class : B.com II

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

02 b] Personality traits, social graces, personal habits, 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

c] strengths, weakness, opportunities and threats

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

Q. 3 : "Jumping to conclusions" is common obstacle to d] Develop positive attitude

- 02 (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
- 02 (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
- 02 (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 all listening models

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

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

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

Q. 9: Reading is to writing what hearing is to speaking.

- (a) knowledge, understanding
- 02 (b) writing, speaking
- (c) eyes, ears
- (d) alphabets, sounds

Q. 10 : Communication is an exchange of facts, ideas, opinions, or emotion by two or more persons.

- 02 (a) Story Building
- (b) Role Play
- (c) Dialogue
- (d) Communication

Q. 11 : "Brevity is the soul of wit" means say what you have to say in short.

- 02 (a) say what you have to say in short
- (b) don't say anything, silence has its own language
- (c) brave people are witty
- (d) brave people possess great souls

Q. 12: Paralinguistics refers to vocal communication that is separated from actual language.

- 02 (a) written communication
- (b) vocal communication
- (c) communication through IT
- (d) body language

Q. 13 : Group Discussion is a process of incorporating views of different members to reach a common goal.

- 02 (a) Group Discussion
- (b) Public Speaking
- (C) Interview
- (d) Dialogue

Q. 14 : Vilfredo Pareto, an Italian Economist discovered the principal of 20:20 rule for time management.

- 02 (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 grapevine communication.

- 02 (a) downward communication
- (b) upward communication
- (c) downward communication
- (d) grapevine communication



Shri Shivaji Education Society's

Shri Shivaji Science & Arts College  
Chikhli Dist. Buldana

Accredited by NAAC B++ Grade (CGPA 2.82)



**CERTIFICATE COURSE**

**COMMUNICATION AND SOFT SKILLS DEVELOPMENT**

Assignment

Academic Session : 2022-23

10/10

Submitted By

Name of the Student: Vaishnavi Somnath Bansode

Class : B.COM I YEAR (Sem - II)

  
Course Coordinator

Date : 16-4-2023

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

Ans: Any parameter that limits the purpose or channel of communication between the transmitter and the receiver is a barrier to communication. A communication barrier may limit or reduce the ease at which we communicate and hence the name barrier. Although the barriers to effective communication and hence the name barrier 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

Q.2: Write phonetic symbols with examples used in dictionary.

Phonetic Symbols used in the diction

\* Consonants

p	pen	/pen/	s	so	/səʊ/
b	bad	/bæd/	z	zoo	/zu:z/
t	ten	/ti:n/	ʃ	shoe	/ʃu:z/
d	did	/dɪd/	ʒ	vision	/vɪʒən/
k	cat	/kæt/	h	hat	/hæt/
g	got	/gɒt/	m	man	/mæn/
tʃ	chain	/tʃeɪn/	n	no	/nəʊ/
dʒ	jam	/dʒæm/	ŋ	sing	/sɪŋ/
f	fall	/fæl/	l	leg	/leg/
v	van	/væn/	ɛ	eed	/ɛed/
θ	thin	/θɪn/	j	yes	/jes/
ð	this	/ðɪs/	w	wet	/wet/

\* vowels and diphthongs

i:	see	/si:/	ʊ	put	/pʊt/
i	happy	/ˈhæpi/	u	actual	/ˈæktʃuəl/
ɪ	sit	/sɪt/	u:	too	/tu:/
e	ten	/ten/			
æ	cat	/kæt/			
ɑ:	father	/ˈfɑ:ðə/			
ɒ	got	/gɒt/			
ɔ:	saw	/sɔ:/			

ʌ	cup	/kʌp/
ɔ:	bid	/bɪd/
ə	about	/ə'baʊt/
eɪ	bay	/seɪ/
ɑ:	go	/gɑ:/
aɪ	five	/faɪ/
aʊ	now	/naʊ/
ɔɪ	boy	/bɔɪ/
ɪə	near	/nɪə(ɛ)/
eə	hair	/heə(ɛ)/
ɪə	pure	/pɪə(ɛ)/

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

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

Ans:- There are four types of English sentence, classified by their purpose:

- 1) Declarative sentence (Statement)
- 2) Interrogative sentence (Question)
- 3) Imperative sentence (Command)
- 4) Exclamatory sentence (Exclamation)

### 1. Declarative sentence (Statement)

Declarative sentences make a statement. They tell us something. They give us information, and they normally end with a full-stop / period.

The usual word order for the declarative sentence is:

- Subject + Verb.....

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.

Declarative sentence are the most common type of sentence.

## 2. Interrogative Sentence (Question)

Interrogative sentence ask a question. They ask us something. They want information, and they always end with a question mark.

The usual word order for the interrogative sentence is:

- (Wh-word + ) auxiliary + subject + verb.....

Interrogative sentence can be positive or negative, look at these examples:

positive	negative
do you like coffee?	don't you like coffee?
why did you go?	why didn't you go?

## 3. Imperative Sentence (Command)

Imperative sentence give a command. They tell us to do something, and they end with a full-stop / period (.) or exclamation mark / point (!).

The usual word order for the imperative sentence is: 4

- base verb.....

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

Imperative sentence/ can be positive or negative, look at these examples:

Positive	negative
1) Stop!	Do not stop!
2) Give her coffee.	Don't give her coffee.

#### 4. Exclamative sentence (exclamation)

Exclamative sentence express strong emotion / surprise - an - exclamation - and they always end with an exclamation mark ( ! ).

The usual word order for the exclamative sentence is:

- What ( + adjective ) + noun + subject + verb
- How ( + adjective / adverb ) + subject + verb

ex look at these examples:

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

4: Write down some important suffixes and prefixes with examples.

List of Suffixes & Prefixes

The Prefix and Suffixes are based on English vocabulary which is asked in the form of fill in the blanks under the verbal ability section of competitive exams. Check the list of suffixes and prefixes with examples and download the Prefix and Suffix List of Prefix in

Prefix/word	Meanings	Prefix Examples
a	without	amoral - apolitical - atypical
ante	before	antecedent - antedate
anti	against - opposing	anti-war - anti-bacterial
arch	more - extreme	arch-capitalist - arch-rebel
auto	self	auto-dial - auto-rotate
bi	two - twice	bilingual - bisect - bi-monthly
circum	round	circumnavigate - circumvent
co	with	co-author - co-edit
col:com:con	with	collaborate - combine - connect
contra-	against - opposing	contraception - counterclaim - counteract
de	opposite action	declassify - destroy
dia	across	diagonal - diameter
dis	not - opposite of	disagree - disprove - distrust - disbelief
dys	abnormal	dyslexia - dysfunctional
e	electronic	e-bank - e-mail - e-governance

eco	related to environment	eco-tourism, eco-disaster
en (m)	cause to	equidistant, equilateral
equ	equal	ex-president, ex-student
ex	previously, former	extra-height, extra-strong
exte	outside	extra-curricular, extra-ordinary
fore	before	forecast, forelimb
hyper	too much	hyperactive, hypersensitive
il, im, in,	not, opposite	illogical, impossible, indisti-
ie	of	ieational
in (m)	movement to, in	input, inset, intake, import
inte	between, connected	interrelated, interact
intra	within	intra-generational, intramur
kilo	thousand	kilogram, kilometre, kilowatt
macro	large	macroeconomics, macro-sca
mal	bad, badly	malfunction, malpractice
micro	small	micro-economics, micro-se
mid	middle	midway, midsummer
mis	wrongly, incorrect	mistake, mistranslate
mono	one	mono-centric, monoculture
multi	many	multicultural, multi-level
neo	something old in new	neoclassical
non	not	non-believe, nonsense
out	more to greater extent	outlook, outlive, outburst
over	over, above, too much	overlook, overcook, overhead
post	after	post-examination, post-made
pre	before	pre-industrial, preview, pre-war
pro	in favour of	pro-feminist, pro-liberal, pro
pseudo	false	pseudo-intellectual, pseudo-

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

Name:

Address:

Telephone No.:

### Personal Statement

An extremely motivated individual with a natural ability to solve accounting and financial problems. An innovative thinker with impeccable attention to detail who is also a friendly and approachable individual. Vaishnavi Somnath Bansode (Name) is a qualified accountant looking to join a growing organisation 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.
- Debits and purchase ledger reconciliation.
- Experience in liaising with banks, auditors and legal departments.
- Account reconciliations, book keeping, accrual accounting, budgeting processes, and 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 systems.
- Numeracy skills, credit control, updating spreadsheets, and MS Office and Excel.
- A team player with outstanding oral and written communication skills.

### Qualification / Educational History

- 2012 - 2013 : Master's Degree in Accounting - SGBAU, Amravati
- 2008 - 2011 : Accounting Degree - SGBAU, Amravati
- 2003 - 2008 : St. Joseph High School, Buldana

### Employment History

Head Accountant

Tata Consultancy - Nagpur : Sept. 2016 - Present

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

### Responsibilities

- Ensuring that the company's accounting records were accurate and complete through the maintenance of a ~~for~~ framework of internal controls.
- Explaining the intricacies of the organisation's financial workings to individuals with no knowledge of finance.
- Management and supervision of an accounts team consisting of 20 people with varying skill and ability levels.
- Improving the company's accounting controls and processes to help the firm run efficiently and effectively.

- PROCESSING monthly staff related payroll and creating RTI submissions & payslips.

#### Accountant

Nagwani Consultancy : Sept. 2013 - Sept. 2016.

#### Responsibilities

- Using clear, professional, yet easy to understand language to communicate effectively with fellow staff and clients.
- Providing robust financial analysis of accounting results and ~~sys~~ comparing them to results from previous periods.
- Total understanding of accounting procedures, processes, and systems used in the context of the company's wide business plans.
- Discretion when handling sensitive client information.

#### Personal Interests of Hobbies

As a member of the National Institute of Accountants (NIA), I keep a keen eye on the latest information in the field of accountancy. I also enjoy attending events and conferences in a bid to learn more about the people in industry.

**COMMUNICATION AND SOFT SKILL DEVELOPMENT (2022-23)**  
**GLIMPSES OF THE ACTIVITIES**



**Students Participation in Conversation**





**Students Participation in Dialogue**



**Students practicing English language exercises by using language learning software in the language laboratory.**

**Shri Shivaji Science & Arts College, Chikhli**  
**Session 2022-23**  
**Certificate Course in Communication & Soft Skill Development**

The following students were given certificates after successful completion of "Certificate Course in Communication And Soft Skill Development".

Sr. No.	Name of the Student	Class	Mobile No.	Sign of the Student
1)	Ku. Anuradha Ashok Kulkarni	B. Com. II	7666071296	<u>AAnuradha</u>
2)	Ku. Sejal Mahesh Chavan	B. Com. II	9325534309	<u>S.Chavan,</u>
3)	Ku. Prachi Vasudeo Lambe	B. Com. II	7757013680	<u>Prachi</u>
4)	Ku. Gita Rangnath Gatade	B. Com. II	8767712420	<u>*B(Fail)</u>
5)	Miss Priti Sanjay Gupta	B. Com. II	9112091197	<u>P.Gupta</u>
6)	Shubhangi Lakshman Khadke	B. Com. II	7038961728	<u>Shubhangi</u>
7)	Ku. Pranita Rajendra Gujar	B. Com. II	8975195677	<u>P.Gujar</u>
8)	Ku. Payal Vinod Ingle	B. Com. II	8767715298	<u>P.Ingle</u>
9)	Pranita Dattatray Kalekar	B. Com. II	9623789312	<u>P.Kalekar</u>
10)	Arpita Dilip Shinde	B. Com. II	7420851426	<u>A.Arpite</u>
11)	Ku. Priya Sanjay Jadhao	B. Com. II	8767387817	<u>P.Jadhao</u>
12)	Ku. Snehal Rajendra Ghewande	B. Com. II	8830985934	<u>S.Ghewande</u>
13)	Ku. Sakshi Vilas Rasal	B. Com. II	9322763336	<u>S.Rasal</u>
14)	Arti Dinkar Gawai	B. Com. II	8411838625	<u>A.Gawai</u>
15)	Manisha Samadhan Parihar	B. Com. I	9975384120	<u>M.S.Parihar</u>
16)	Rutuja Vitthal Pawar	B. Com. II	9699374695	<u>R.Pawar</u>
17)	Ku. Jyoti Vilas Misal	B. Com. II	9075331482	<u>J.Misal</u>
18)	Ku. Sapna Dattatray Gawai	B. Com. II	8468869914	<u>S.Sapna</u>
19)	Ku. Pallavi Ramdas Ingle	B. Com. I	9021639166	<u>P.Ingle</u>
20)	Kajal Ravindra Jaiswal	B. Com. I	7218347216	<u>K.R.Jaiswal</u>
21)	Vaishnavi Samadhan Bansode	B. Com. I	7218867188	<u>V.Bansode</u>
22)	Dipali Dilip Wagh	B. Com. I	9307194055	<u>D.Wagh</u>
23)	Vaishnavi Nandkishor Pawar	B. Com. I	8669052010	<u>Fail</u>

24)	Shaikh Ayan Shaikh Raju	B. A. I	9322695336	Fail
25)	Vaishali Ramkrishna Theng	B. Com. I	9699843562	Pass
26)	Maya Gajanan Gore	B. Com. I	9011614941	m. Or Gore

# Sample of Certificates awarded to Students



Shri Shivaji Science & Arts College, Chikhli

## CERTIFICATE

**Ms. Anuradha Ashok Kulkarni**, student of **Shri Shivaji Science & Arts College, Chikhli** affiliated to **Sant Gadge Baba Amravati University, Amravati** has successfully completed the **Certificate Course in Communication And Soft Skill Development** approved by **NSQF (National Skill Qualification Framework)** in the Session 2022-23.

Course Coordinator

Nodal Officer

Principal



Shri Shivaji Science & Arts College, Chikhli

## CERTIFICATE

**Ms. Sejal Mahesh Chavan**, student of **Shri Shivaji Science & Arts College, Chikhli** affiliated to **Sant Gadge Baba Amravati University, Amravati** has successfully completed the **Certificate Course in Communication And Soft Skill Development** approved by **NSQF (National Skill Qualification Framework)** in the Session 2022-23.

Course Coordinator

Nodal Officer

Principal



Shri Shivaji Science & Arts College, Chikhli

## CERTIFICATE

**Ms. Prachi Vasudeo Lambe**, student of **Shri Shivaji Science & Arts College, Chikhli** affiliated to **Sant Gadge Baba Amravati University, Amravati** has successfully completed the **Certificate Course in Communication And Soft Skill Development** approved by **NSQF (National Skill Qualification Framework)** in the Session 2022-23.

Course Coordinator

Nodal Officer

Principal



Shri Shivaji Science & Arts College, Chikhli

## CERTIFICATE

**Ms. Priti Sanjay Gupta**, student of **Shri Shivaji Science & Arts College, Chikhli** affiliated to **Sant Gadge Baba Amravati University, Amravati** has successfully completed the **Certificate Course in Communication And Soft Skill Development** approved by **NSQF (National Skill Qualification Framework)** in the Session 2022-23.

Course Coordinator

Nodal Officer

Principal