

**Rayat Shikshan Sanstha's**  
**Arts & Science & Commerce Science College, Mokhada**  
**Department of English**  
**Short Term Courses – Communication skills in English**  
**Board of Studies – 2017 - 18**

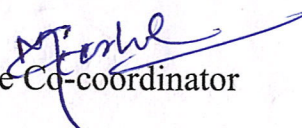
Sr. No.	Designation	Name of the person
1	<b>Chairman</b>	Dr. N.R. Madhavi (Principal)
2	<b>Member</b>	Prof. Deore S. D. ( Expert)
3	<b>Member</b>	Prof. Mrs.E,R. Gorhe (Co-ordinator, "Communication skills in English" Short Term Course)

**Minutes of the Meeting**

Board of Studies meeting of the Short Term Course of Certificate Course in Communication skills in English was conducted on 29-07-20178 at 12.30 PM in the principal cabin.

The following Points are discussed in the meeting.

1. Syllabus formation of Communication skills in English short term course.
2. Distribution of work
3. Encouragement of Student
4. To run the short term course free of cost

  
Course Co-coordinator



  
**PRINCIPAL**  
Arts Science and Commerce College,  
Mokhada, Dist. Palghar

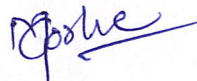
Rayat Shikshan Sanstha's  
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Short term course -2017-18  
Short Term Courses – Communication skills in English

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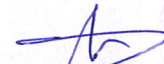
**Notice**

Date: - 26/8/ 2017

All the students are informed that the college is going to conduct UGC sponsored a short term course on communication skills in English. Lecture will start on 1 August 2017.

  
(Course Coordinator)



  
**Principal**  
Arts, Science & Com. College  
Mokhada, Dist. Palghar

**Rayat Shikshan Sanstha's**  
**Arts & Science & Commerce Science College, Mokhada**  
**Department of English**  
**Short term course -2017-18**  
**Short Term Courses – Communication skills in English**  
**Time- Table**

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>11.00 to 12.00</b>	<b>Prof. E.R.Gorhe</b>	<b>Prof. E.R.Gorhe</b>	<b>Prof. E.R.Gorhe</b>	<b>Prof. E.R.Gorhe</b>	<b>Prof. E.R.Gorhe</b>	<b>Prof. E.R.Gorhe</b>

*Gorhe*

(course coordinator)



*[Signature]*  
**Principal**  
Arts, Science & Com. College  
Mokhada, Dist. Palghar

1. **TITLE OF THE COURSE:-** CERTIFICATE COURSE IN COMMUNICATION SKILLS  
IN ENGLISH

2. **OBJECTIVES OF THE COURSE:-**

- Enable students to build a repertoire of functional vocabulary and to move from the lexical level to the syntactic level
- Train students to summon words, phrases relevant to the immediate communication tasks
- Enable students to comprehend the concept of communication
- Teach students the four basic communication skills – Listening, Speaking, Reading and Writing
- Train students to become aware of their thinking styles and to enable them to convert thinking into performance
- Prepare students to evolve mental models for intra-personal and inter-personal transactions
- Make students reflect and improve their use of body language – posture, gesture, facial expression, tone
- Enable students to convert the conceptual understanding of communication into everyday practice
- Train students to ground concepts/ideas in their own experience
- Create a learner-language interface enabling students to exercise control over language use
- Sensitize students to the nuances of the four basic communication skills – Listening, Speaking, Reading and Writing.
- To encourage the professionals to acquire basic aspects of English Grammar.
- To enable the professionals to use correct English.
- To increase the confidence for using English in day to day communicative activities.
- To enhance the learners' communication skills by giving adequate exposure in reading, writing, listening and speaking skills and the related sub-skills
- To build up the learners' confidence in oral and interpersonal communication by reinforcing the basics of pronunciation

3. **DURATION OF THE COURSE:-**

- i) Theory- 60
- ii) Practical-40
- iii) No of days -100
- iv) Working hours-01.00hour per day.

4. **SYLLABUS:-**

A) THEORY-

- a. Acquisition of Oral Skills – introduction to vowel and consonant sounds; introduction to syllable stress; noun stress; voiced and voiceless sounds; diphthongs; rate of speech.
- b. LSRW in Communication –  
Listening – active v/s passive (Talk less, listen more);  
Speaking - Speech v/s enunciation (mind your tone);  
Reading –Focus on the structure not on the theme alone;  
Writing – Precise Skimming, scanning, structuring Writing curriculum vitae
- c. Parts of Speech parts of speech in Listening and reading and Tense forms
- d. Verbal and non-verbal symbols
- e. Types of Communication- functional, situational, verbal and non-verbal, interpersonal, group, interactive, public, mass line, dyadic – with illustrations



## B) PRACTICAL-

### WRITTEN AND ORAL COMMUNICATION

- Letter writing
- Conversation
- Introduction
- Reading comprehension
- Greeting, introducing
- Polite yet assertive,
- Tackling questions,
- Seeking permission,
- Expressing gratitude
- Body language – voice, posture and gesture; eye contact; dress codes; verbal crutches;
- Speech generation dialogue, debate, discussion
- Apologies
- Invitations
- Complimenting
- Making suggestion
- Expressing surprise, like and dislike, approving and disapproving, agree and disagree, willingness, opinion etc
- Making inquires
- Comparing
- Giving reasons
- Asking permission
- Advising
- Warning
- Requesting
- Refusing

### CONVERSATIONAL SITUATIONS AT-

- Staff room
- College office
- Library
- Class room
- Bank
- Doctor, chemist
- Book shop
- Post office
- Police station
- Railway station
- Restaurant
- Role play
- Talking about oneself
- Interview
- Professional presentations
- Group discussions



**Rayat Shikshan Sanstha's**  
**Arts & Science & Commerce Science College, Mokhada**  
**Department of English**  
**Short Term Courses – Communication skills in English**

**Student list -2017-18**

<b>Sr. No</b>	<b>Student Name</b>
1	BHAGARE DEVIDAS GANGA
2	BHAVARI BHAVESH DILIP
3	BHUSARE DHANANJAY RAVAJI
4	BODHERE ARUN CHANDAR
5	CHAUDHARI SUSHILA DATTU
6	DAMSE RAVINDRA YUVRAJ
7	DANDEKAR SACHIN PANDURANG
8	DHINDA PARSHURAM DEVRAM
9	DHONDAGA GITESH KASHINATH
10	DIGHA ANKUSH BUDHA
11	DIGHA LALITA DHAKLU
12	DUMAD DEVIDAS GANGARAM
13	DUMAD GANESH CHANDAR
14	FALKE MITAL CHANDRAKANT
15	GABHALE SUNANDA SHANTARAM
16	GAIKWAD RAJESH BHASKAR
17	GODE AJAY NAMDEV
18	GOVIND PRIYANKA ISHWAR
19	GUMBAD VISHAL BHALCHANDRA
20	JADHAV RAJENDRA KRUSHNA
21	KHADE SACHIN ANANTA



22	KHONDE PRASAD SURESH
23	KINAR JAYSHRI VASANT
24	LOKHAN RAMDAS GOKUL
25	MAHALE DATTATRAY HANUMANT
26	MALI MANESH MADHUKAR
27	MALI RAMDAS PANDU
28	MIRAKE KAHU GANGARAM

*[Handwritten Signature]*

**Course Co-coordinator**



*[Handwritten Signature]*

**Principal**  
Arts, Science & Commerce, College  
Mokhada, Dist. Palghar





		07/11/2017	08/11/2017	14/11/2017	17/11/2017	20/11/2017	23/11/2017	24/11/2017
25	FALKE MITAL CHANDRAKANT	MCFalke	MCFalke	MCFalke	MCFalke	MCFalke	MCFalke	MCFalke
26	GABHALE SUNANDA SHANTARAM	SSGabhale	SSGabhale	SSGabhale	SSGabhale	SSGabhale	SSGabhale	SSGabhale
27	GAIKWAD RAJESH BHASKAR	RBGaiwad	RBGaiwad	RBGaiwad	RBGaiwad	RBGaiwad	RBGaiwad	RBGaiwad
28	GODE AJAY NAMDEV	ADGode	ADGode	ADGode	ADGode	ADGode	ADGode	ADGode
29	GOVIND PRIYANKA ISHWAR	PIGowind	PIGowind	PIGowind	PIGowind	PIGowind	PIGowind	PIGowind
30	GUMBAD VISHAL BHALCHANDRA	GBGumbad	GBGumbad	GBGumbad	GBGumbad	GBGumbad	GBGumbad	GBGumbad
31	JADHAV RAJENDRA KRUSHNA	RJGJadhav	RJGJadhav	RJGJadhav	RJGJadhav	RJGJadhav	RJGJadhav	RJGJadhav
32	KHADE SACHIN ANANTA	SAKhad	SAKhad	SAKhad	SAKhad	SAKhad	SAKhad	SAKhad
33	KHONDE PRASAD SURESH	SPKhad	SPKhad	SPKhad	SPKhad	SPKhad	SPKhad	SPKhad
34	KINAR JAYSHRI VASANT	VJKinar	VJKinar	VJKinar	VJKinar	VJKinar	VJKinar	VJKinar
35	LAKHAN RAMDAS GOKUL	RLGakhane	RLGakhane	RLGakhane	RLGakhane	RLGakhane	RLGakhane	RLGakhane
36	MAHALE DATTATRAY HANUMANT	DJMahale	DJMahale	DJMahale	DJMahale	DJMahale	DJMahale	DJMahale
37	MAHALE SAMPAT KALU							
38	MALI MANESH MADHUKAR	MM	MM	MM	MM	MM	MM	MM
39	MALI RAMDAS PANDU	MRP	MRP	MRP	MRP	MRP	MRP	MRP
40	MIRAKE RAHU GANGARAM	RR	RR	RR	RR	RR	RR	RR

Goshe

(course coordinator)



P. Principal  
Arts, Science & Commerce, College  
Mokhada, Dist. Palghar



**Rayat Shikshan Sanstha's  
Arts & Science & Commerce Science College, Mokhada**

**Department of English**

**Short Term Courses – Communication skills in English**

Attendance sheet 2017-18

Sr.No	Name of the students	Date wise attendance						
		14/08/17	15/08/17	16/08/17	17/08/17	18/08/17	21/08/17	23/08/17
1	BHADANGE DEVENDRA CHANDRAKANT							
2	BHAGARE DEVIDAS GANGA	DB	DB	DB	DB	DB	DB	DB
3	BHASARA MANISHA RAMESH							
4	BHAVARI BHAVESH DILIP	DB	DB	DB	DB	DB	DB	DB
5	BHOGADE VANDANA DHAWALU							
6	BHORE SAVITA DHAVLYA							
7	BHUSARE DHANANJAY RAVAJI	DB	DB	DB	DB	DB	DB	DB
8	BHUSARE ROHIT ANANTA							
9	BODHERE ARUN CHANDAR	DB	DB	DB	DB	DB	DB	DB
10	BODHERE KIRAN MURLIDHAR							
11	CHAUDHARI SUSHILA DATTU	DB	DB	DB	DB	DB	DB	DB
12	DAKHNE ALKA MANGA							
13	DAMSE RAVINDRA YUVRAJ	DB	DB	DB	DB	DB	DB	DB
14	DANDEKAR SACHIN PANDURANG	DB	DB	DB	DB	DB	DB	DB
15	DHINDA PARSHURAM DEVARAM	DB	DB	DB	DB	DB	DB	DB
16	DHINDA SUNIL SHANKAR							
17	DHODEE SONALI NAMDEV							
18	DHONDAGA GITESH KASHINATH	DB	DB	DB	DB	DB	DB	DB
19	DIGHA ANKUSH BUDHA	DB	DB	DB	DB	DB	DB	DB
20	DIGHA BHAGWAN DASHRATH							
21	DIGHA LALITA DHAKALU	DB	DB	DB	DB	DB	DB	DB
22	DIVE VITTHAL BHASKAR							
23	DUMAD DEVIDAS GANGARAM	DB	DB	DB	DB	DB	DB	DB
24	DUMAD GANESH CHANDAR	DB	DB	DB	DB	DB	DB	DB

		04/09/17	05/09/17	08/09/17	12/09/17	14/09/17	18/09/17	19/09/17
25	FALKE MITAL CHANDRAKANT	MCFalke	MCFalke	MCFalke	MCFalke	MCFalke	MCFalke	MCFalke
26	GABHALE SUNANDA SHANTARAM	SGabha	SGabha	SGabha	SGabha	SGabha	SGabha	SGabha
27	GAIKWAD RAJESH BHASKAR	RGaikwad	RGaikwad	RGaikwad	RGaikwad	RGaikwad	RGaikwad	RGaikwad
28	GODE AJAY NAMDEV	AGode	AGode	AGode	AGode	AGode	AGode	AGode
29	GOVIND PRIYANKA ISHWAR	PGovind	PGovind	PGovind	PGovind	PGovind	PGovind	PGovind
30	GUMBAD VISHAL BHALCHANDRA	GGul	GGul	GGul	GGul	GGul	GGul	GGul
31	JADHAV RAJENDRA KRUSHNA	RJadhav	RJadhav	RJadhav	RJadhav	RJadhav	RJadhav	RJadhav
32	KHADE SACHIN ANANTA	SKhade	SKhade	SKhade	SKhade	SKhade	SKhade	SKhade
33	KHONDE PRASAD SURESH	PKhonde	PKhonde	PKhonde	PKhonde	PKhonde	PKhonde	PKhonde
34	KINAR JAYSHRI VASANT	DKinar	DKinar	DKinar	DKinar	DKinar	DKinar	DKinar
35	LAKHAN RAMDAS GOKUL	RLakhan	RLakhan	RLakhan	RLakhan	RLakhan	RLakhan	RLakhan
36	MAHALE DATTATRAY HANUMANT	DMahale	DMahale	DMahale	DMahale	DMahale	DMahale	DMahale
37	MAHALE SAMPAT KALU							
38	MALI MANESH MADHUKAR	MMali	MMali	MMali	MMali	MMali	MMali	MMali
39	MALI RAMDAS PANDU	RMali	RMali	RMali	RMali	RMali	RMali	RMali
40	MIRAKE RAHU GANGARAM	RMirake	RMirake	RMirake	RMirake	RMirake	RMirake	RMirake

*R. Joshi*  
(Course Coordinator)



*R. Joshi*  
Principal  
Arts, Science & Commerce, College  
Mokhada, Dist. Palghar

Rayat shikshan sanstha's

Arts, Science & Commerce College – Mokhada, Dist Palghar.

Department of English

Date – 16/03/2018

Certificate course in Communication skills in English – March 2018

Result

Sr.No.	Class	Students Name	Theory Marks (60)	Practical Marks (40)	Total Marks	Status
1	FYBA	BHAGARE DEVIDAS GANGA	<u>30</u>	20	50	pass
2	FYBA	BHAVARI BHAVESH DILIP	40	25	65	pass
3	FYBA	BHUSARE DHANANJAY RAVAJI	<u>30</u>	25	55	Pass
4	FYBA	BODHERE ARUN CHANDAR	30	24	54	pass
5	FYBA	CHAUDHARI SUSHILA DATTU	25	20	45	Pass
6	FYBA	DAMSE RAVINDRA YUVRAJ	46	26	72	pass
7	FYBA	DANDEKAR SACHIN PANDURANG	40	30	70	pass
8	FYBA	DHINDA PARSHURAM DEVRAM	40	20	60	pass
9	FYBA	DHONDAGA GITESH KASHINATH	50	30	80	pass
10	FYBA	DIGHA ANKUSH BUDHA	46	24	70	pass
11	FYBA	DIGHA LALITA DHAKLU	35	20	55	pass
12	FYBA	DUMAD DEVIDAS GANGARAM	34	22	56	pass



13	FYBA	DUMAD GANESH CHANDAR	30	20	50	pass
14	FYBA	FALKE MITAL CHANDRAKANT	40	21	61	pass
15	FYBA	GABHALE SUNANDA SHANTARAM	30	20	60	pass
16	FYBA	GAIKWAD RAJESH BHASKAR	25	25	50	Pass
17	FYBA	GODE AJAY NAMDEV	42	30	72	pass
18	FYBA	GOVIND PRIYANKA ISHWAR	40	06	46	pass
19	FYBA	GUMBAD VISHAL BHALCHANDRA	30	20	50	pass
20	FYBA	JADHAV RAJENDRA KRUSHNA	40	24	64	pass
21	FYBA	KHADE SACHIN ANANTA	42	08	50	pass
22	FYBA	KHONDE PRASAD SURESH	38	20	58	PASS
23	FYBA	KINAR JAYSHRI VASANT	30	25	55	Pass
24	FYBA	LOKHAN RAMDAS GOKUL	48	24	72	Pass
25	FYBA	MAHALE DATTATRAY HANUMANT	28	20	48	Pass
26	FYBA	MALI MANESH MADHUKAR	38	18	56	pass
27	FYBA	MALI RAMDAS PANDU	40	25	65	pass
28	FYBA	MIRAKE KAHU GANGARAM	40	20	60	Pass

*Goshe*  
(coordinators.)



*fc6* *Principal*  
Arts, Science & Commerce, College  
Mokhada, Dist. Palghar

Rayat Shikshan Sanstha's  
Arts & Science & Commerce Science College, Mokhada

Department of English

Short term course -2017-18

Short Term Courses – Communication skills in English

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The department of English had conducted UGC sponsored short term course entitled **Communication skills in English'** academic year 2017-18. Total 40 students of FYBA class were admitted for this course. The designed curriculum was completed in the stipulated time and exam was conducted to check the oriented skill of the students. All the students had successfully completed the course.

*R. Goshwe*  
(Course coordinator)



*[Signature]*  
PRINCIPAL  
Arts Science and Commerce College  
Mokhada, Dist. Palghar

Rayat Shikshan Sanstha's  
Arts, Science and Commerce College, Mokhada,  
Tal: Mokhada, Dist: Palghar-401604

Short Term Course on

“Communication skills in English”

**CERTIFICATE**

This is to certify that Mr./ Mrs./ Miss. **Bhavari Bhavesh Dilip** of F.Y.B.A has successfully completed UGC sponsored short term course entitled “Communication skills in English” during academic year 2017-2018 conducted by Department of English, ASC College, Mokhada.

Place: Mokhada

Date: 15/03/2018



Prof. E.R. Gorhe  
Coordinator



Dr. N.R. Madhvi  
Principal

Rayat Shikshan Sanstha's

Arts, Science and Commerce College, Mokhada,  
Tal: Mokhada, Dist: Palghar-401604

Short Term Course on

“Communication skills in English”

**CERTIFICATE**


This is to certify that Mr./ Mrs./ Miss. **Bhasara Manisha Ramesh** of F.Y.B.A has successfully completed UGC sponsored short term course entitled “Communication skills in English” during academic year 2017-2018 conducted by Department of English, ASC College, Mokhada.

Place: Mokhada

Date: 15/03/2018



Prof. E.R. Gorhe  
Coordinator



Dr. N.R. Madhvi  
Principal



Rayat Shikshan Sanstha's  
Arts, Science and Commerce College, Mokhada,  
Tal: Mokhada, Dist: Palghar-401604

Short Term Course on

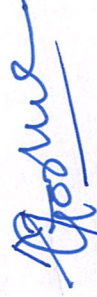
“Communication skills in English”

**CERTIFICATE**


This is to certify that Mr./ Mrs./ Miss. **Bhavari Bhavesh Dilip** of F.Y.B.A has successfully completed UGC sponsored short term course entitled “Communication skills in English” during academic year 2017-2018 conducted by Department of English, ASC College, Mokhada.

Place: Mokhada

Date: 15/03/2018.



Prof. E.R. Gorhe  
Coordinator



Dr. N.R. Madhvi  
Principal