Shri Shivaji Science And Arts College, Chikhli Certificate Course in Communication Skills in English Time Table

SESSION 2017-2018

Year	Day / Time	4.00 to 5.00	Name of the Teacher
			1. Dr. G. T. Ambhore
	Monday	(l ₀	2. Dr. S. I. Jukkalkar
2017 2010	Tuesday	(l ₀	3. Ms. Vidya Popat
2017-2018	Wednesday	do	4. Miss. Nita Ubhe
	Thursday	do	
	Friday	(lo	
	Saturday	do	

SESSION 2018-2019

Year	Day / Time	4.00 to 5.00	Name of the Teacher	
			1. Dr. G. T. Ambhore	
	Monday	do	2. Dr. S. I. Jukkalkar	
	Tuesday	(lo	3. Ms. Vidya Popat	
2018-2019	Wednesday	do	4. Miss. Nita Ubhe	
	Thursday	do		
	Friday	do		
	Saturday	do		

SESSION 2019-2020

Year	Day / Time	4.00 to 5.00	Name of the Teacher
			1. Dr. G. T. Ambhore
400	Monday	do	2. Dr. S. I. Jukkalkar
	Tuesday	do	3. Mr. A, T, Sable
2019-2020	Wednesday	do	4. Miss. Archana Bondre
	Thursday	do	
	Friday	(lo	
	Saturday	(l ₀	

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN COMMUNICATION SKILLS IN ENGLISH SYLLABUS

Unit I

Nature and Scope of Communication

- a) Verbal Communication in context and situation, manners, instructions.
 Non-verbal Communication (Body Language), Effect of Body Language and Gesture in C. S., Values of different poses and their meanings.
- B) Principles of Effective communication, Barriers in Effective communication, Steps to effective communication

Unit II

Phonetics: Introduction to Phonetics, Importance of Phonetics and language variation.

Sounds (IPA Symbols) and classification of sounds, Accents, Rhythm and Intonation in connected speech.

Practicals: Self Introduction, Greetings and Salutations, Seeking permission, Offers and invitations, requests and instructions, complains and apologies, Understanding clock, Role Play, , description of objects, picture composition, narrating stories, , public speaking , anchoring programme, Vote of thanks.

Unit III

Grammar and Written Communication Skills:

Sentence Construction and kinds of sentences in situation, Applied Tense and its use and Usage, Study of verbs: To be and Auxiliaries, Making positive, negative and interrogatives.

Vocabulary Development:

Antonyms, synonyms, one word substitution, suffix, prefix, use of foreign words.

Business Communication:

Making inquiry, placing order, accepting and refusing order, Paragraph writing. Leaflet Writing, News writing.

Unit Four:

Reading text with proper intonation, Note Making and Note Taking

Job Skills:

Writing Application, Bio-data and CV Writing,

Practicals: Creating e-mail account and resume on net

Unit Five:

Other Skills-

Soft Skills, Group Discussion, Facing Interview, Using Dictionary, Developing Positive Approach and Confidence Building

Evaluation and Assignments:

- Home assignments
- University Exam: Oral and Written

All the students of undergraduate classes are hereby informed that English Department is going to conduct three months Certificate Course in Communication Skills in English from 10st Sept. 2017 to 30 Jan. 2018. Interested students should contact English Department to enroll to the workshop. Preference will be given to the students who have attended 20 Days Workshop conducted by the Department.

Syllabus of the Course

Unit 1: Nature And Scope of Communication

Unit 2: Introduction to Phonetics & Phonology

Unit 3: Vocabulary And Usage

Unit 4: Sentence Structure

Unit 5: Practicals: Conversation

G. J. Ambhole.

HOD, Department of English

1) B. A. I <u>* (</u>
2) B. A. II <u>Ohl</u> w
3) B. A. III
4) B. Com. I
5) B. Com. II
6) B. Com. III
7) B. Sc. I
8) B. Sc. II

LIST OF ENROLLED STUDENTS FOR CERTIFICATE COURSE IN COMMUNICATION SKILLS IN ENGLISH 2017-18

Sr. No.	Name of the Student	Class
1.	Vinod Kaduba Ingle	B. A. I
2.	Pooja Eknath Kankal	B. A. II
3.	Pranjali Siddheshwar Ingle	B. A. III
4.	Krushna Subhashrao Talekar	B. Com. II
5.	Rupali Gajanan Ganeshkar	B. Com. II
6.	Neha Sanjay Shelke	B. A. III
7.	Gopal Pandurang Thigle	B. Com. III
8.	Javed Chan Hiriwale	B. Com. II
9.	Akash Sunil Kharat	B. Com. II
10.	Prajakta Gajanan Detonde	B. Com. III
11.	Anjali Dilip Jagtap	B. Com. I
12.	Amrapali Sadashiv Jadhav	B. Com. I
13.	Nazia Rahim Shekh	B. Com. I
14.	Kavita Madhav Thakare	B. Com. I

Head
Dept. of English
Shri Shivaji Sci. & Arts Colleg
Uhikhli Dist Buldar

Certificate Course in Communication Skills in English, 2017-18

Action Taken Report

Every year the Department of English conducts Certificate Course in Communication Skills in English. The following steps were taken to organize the course.

- 1) It is decided to conduct the course work for three months.
- 2) The minimum qualification to enroll in the workshop was 12th pass.
- 3) For enrollment, the students were given preference who participated actively in the 20 Days Workshop on Communication Skills in English.
- 4) The topics to be taught were divided among the teachers of the Department viz. Dr. G. T. Ambhore, Dr. S. I. Jukkalkar, Shri. A. T. Sable, Shri. Kiran Padghan and Shri Sunil Jadhao.
- 5) Students active participation is taken during the demonstration of each topic.
- 6) The time and duration of the course was 4.00 pm to 5.00 pm daily.
- 7) Some topics were demonstrated by using language learning lab.
- 8) Certificates were given to the participant students.

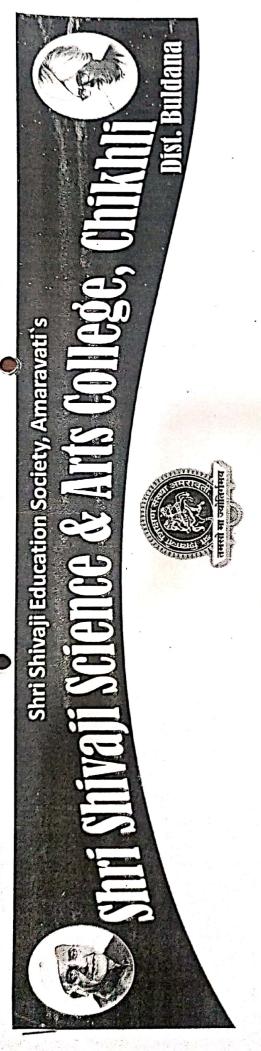
Date: 09/03/2018

Head

Dept. of English

Shri Shivaji Sci. & Arts Codeg

Chikhli Dist Buldan



Vinod Kadusha Ingle

This is to Certify that Mr./Miss.

has participated in the following

co-curricular / extra - curricular activities conducted by Department the of English.

2017-18

of B.A. I

720 Days Workshop on Communication Skills in English

Certificate Course in Communication Skills in English

Dr. A. M. Garode Principal

Dr. V. U. Pochhi IQAC Coordinator youti

F. G. T. Ambhore Head of the Dept

Dr. S. If Jukkalkar Coordinator



Shri Shivaji Education Society, Amravati's SHRI SHIVAJI SCIENCE & ARTS COLLEGE CHIKHLI DIST - BULDANA (M.S.)



English Department

ATTENDANCE REGISTER

2017 - 2018

Theory / Practical

Class Costificate	Section/ Batch
Subject English	Section/Batch nmunication skulls un Paper

Name of the Teacher_

Ph. No. 07264 - 242088

Email - shivajichk@rediff.com

Website - www.ssscchk.com (College)

www.sscchklib.com (Library)

We educate, inspire and empower

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All the students of undergraduate classes are hereby informed that English Department is going to conduct three months Certificate Course in Communication Skills in English from 15th Sept. 2018 to 25 Jan. 2019. Interested students should contact English Department to enroll to the workshop. Preference will be given to the students who have attended 20 Days Workshop conducted by the Department.

Syllabus of the Course

Unit 1: Nature And Scope of Communication

Unit 2: Introduction to Phonetics & Phonology

Unit 3: Vocabulary And Usage

Unit 4 : Sentence Structure

Unit 5: Practicals: Conversation

HOD, Department of English

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2) B. A. II
3) B. A. III Shink.
4) B. Com. I Some
5) B. Com. II Fruil
6) B. Com. III Sul
7) B. Sc. I
8) B. Sc. II (ma)
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LIST OF ENROLLED STUDENTS FOR CERTIFICATE COURSE IN COMMUNICATION SKILLS IN ENGLISH 2018-19

Sr. No.	Name of the Student	Class
1.	Parihar Ajay Rameshwar	B. A. I
2.	Mahale Akash Raju	B. A. I
3.	Nimbole Anjali Ashok	B. A. II
4.	Gaikawad Ganesh Bhushan	B. A. II
5.	Kale Diksha Dilip	B. A. II
6.	Wagh Dipali Ramesh	B. A. III
7.	Wankhade Ashish Shivaji	B. Com. III
8.	Suradkar Gulabrao Avinash	B. Com. II
9.	Sultane Dhondu Subhash	B. Am. II
10.	Todkar Ganesh Arti Ganesh	B. Com. III
11.	Vaibhav Ramesh Bavaskar	B. Com. I
12.	Neha Vijay Dhandar	B. Com. I
13.	Vaishnavi Shrikrushn Jadhav	B. Com. I

Head
Dept. of English
Shri Shivaji Sci. & Arts Colleg
Chikhli Dist Bulder

Certificate Course in Communication Skills in English, 2018-19

Action Taken Report

Every year the Department of English conducts Certificate Course in Communication Skills in English. The following steps were taken to organize the course.

- 1) It is decided to conduct the course work for three months.
- 2) The minimum qualification to enroll in the workshop was 12th pass.
- 3) For enrollment, the students were given preference who participated actively in the 20 Days Workshop on Communication Skills in English.
- 4) The topics to be taught were divided among the teachers of the Department viz. Dr. G. T. Ambhore, Dr. S. I. Jukkalkar, Shri. A. T. Sable, Shri. Kiran Padghan and Shri Sunil Jadhao.
- 5) Students active participation is taken during the demonstration of each topic.
- 6) The time and duration of the course was 4.00 pm to 5.00 pm daily.
- 7) Some topics were demonstrated by using language learning lab.
- 8) Certificates were given to the participant students.

Date: 05/03/2019

Scanned with CamScanner

G-T-Amblace

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





ian Rameshevas

has participated in the following

co-curricular / extra - curricular activities conducted by Department the of English.

2018-19

This is to Certify that Mr./Miss. _

20 Days Workshop on Communication Skills in English Certificate Course in Communication Skills in English

Dr. A. IVI. Garode Principal

الجميعة لا الميمارية. **Dr. V. U. Pochhi** IQAC Coordinator

Dr. G. I. Ambhore Head of the Dept.

Dr. S. . Jukkalkar Coordinator



Shri Shivaji Education Society, Amravati's
SHRI SHIVAJI SCIENCE & ARTS COLLEGE
CHIKHLI DIST - BULDANA (M.S.)



English Department

ATTENDANCE REGISTER

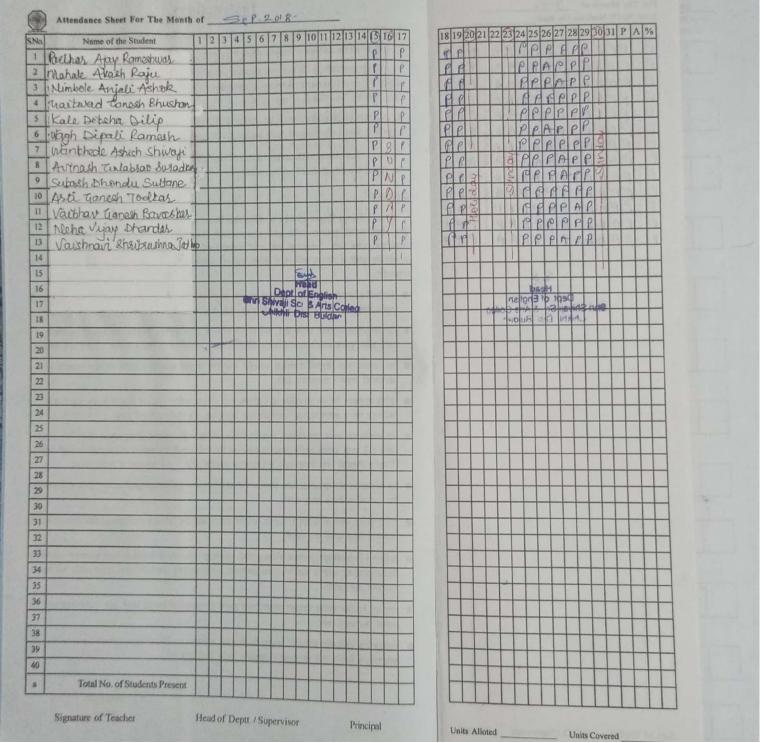
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Theory / Practical

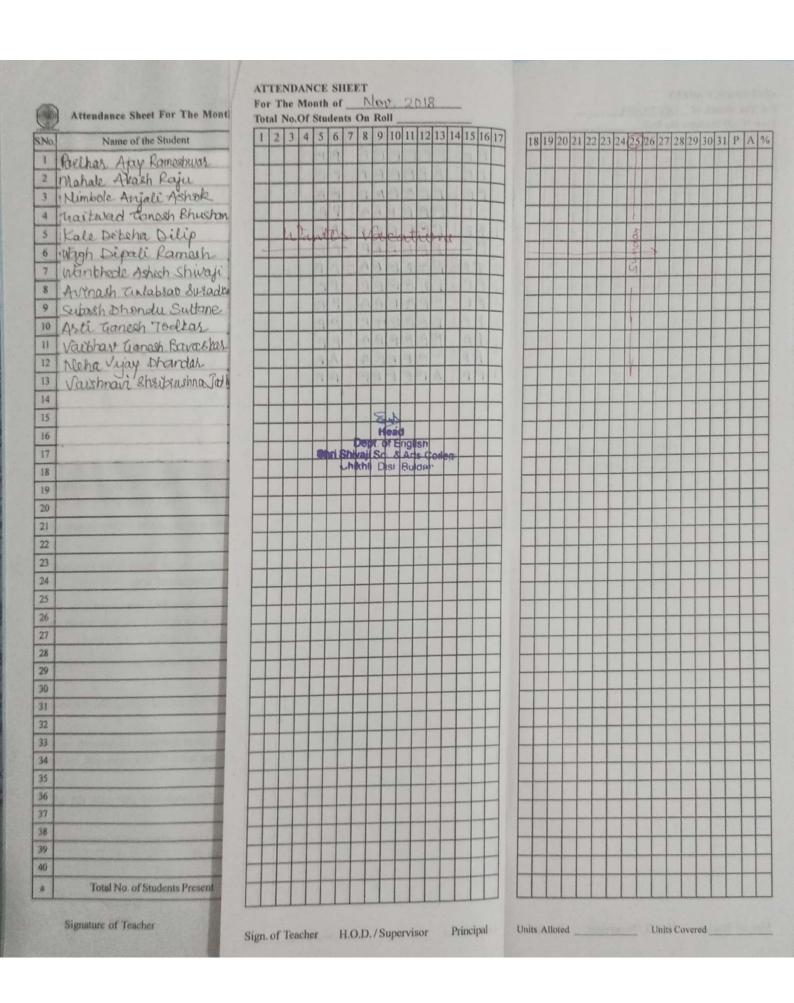
Class Certificate	Section/Batch mmunication Skells in
Subject English	Paper
Name of the Teacher	

Ph. No. 07264 - 242088
Email - shivajichk@rediff.com
Website - www.ssscchk.com (College)
www.sscchklib.com (Library)

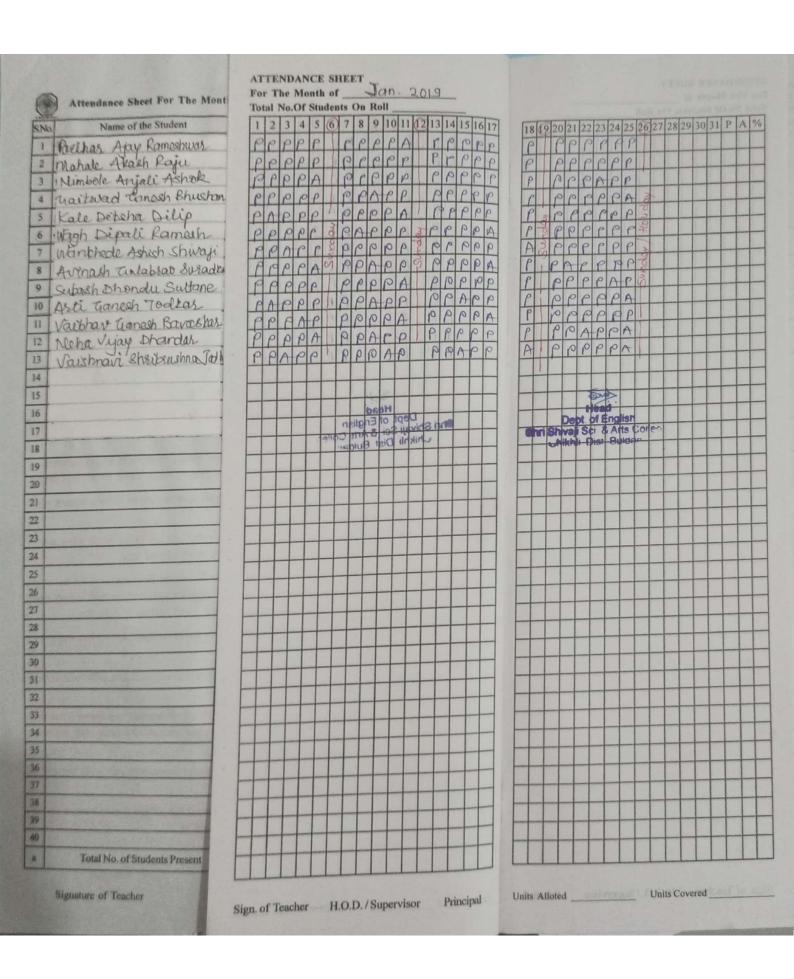
We educate, inspire and empower

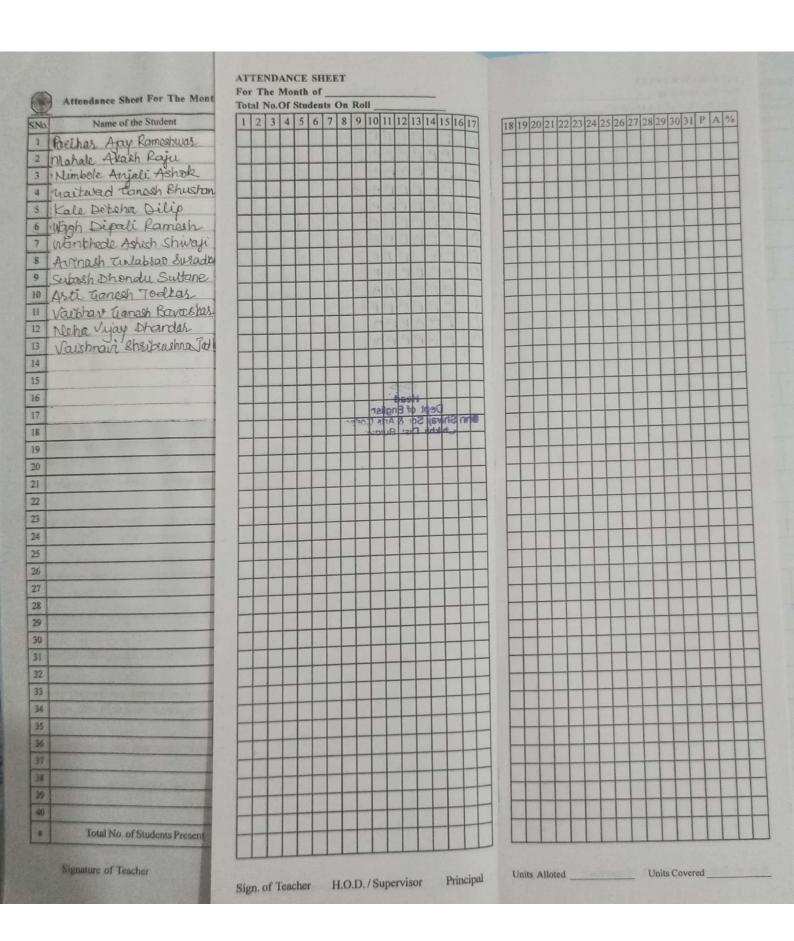


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Notice (2019-20)

All the students of undergraduate classes are hereby informed that English Department is going to conduct three months Certificate Course in Communication Skills in English from 9th Sept. 2019 to 11 Jan. 2020. Interested students should contact English Department to enroll to the workshop. Preference will be given to the students who have attended 20 Days Workshop conducted by the Department.

Syllabus of the Course

Unit 1: Nature And Scope of Communication

Unit 2: Introduction to Phonetics & Phonology

Unit 3: Vocabulary And Usage

Unit 4: Sentence Structure

Unit 5: Practicals: Conversation

HOD, Department of English

1) B. A. I
2) B. A. II
3) B. A. III
4) B. Com. I
5) B. Com. II
6) B. Com. III
7) B. Sc. I
8) B. Sc. II man
9) B. Sc. III Walle

LIST OF ENROLLED STUDENTS FOR CERTIFICATE COURSE IN COMMUNICATION SKILLS IN ENGLISH

2019-20

Sr. No.	Name of the Student	Class
1.	Amrapali Sadashiv Jadhao	B. Com. III
2.	Anjali Dilip Jagtap	B. Com. III
3.	Dipali Pandhari Gadekar	B. Com. III
4.	Rushikesh Kishor Hade	B. Com. III
5.	Akash Punjaji Ingle	B. Com. III
6.	Krushna Kailas Sharma	B. Com. III
7.	Aniket Gajanan Jadhay	B. Com. III
8	Dhondu S. Sultane	B. A. III
9.	Ibrahim Shaikh Ahamad	B. A. III
10.	Sheetal V. Ambhore	B. A. III
11.	Rahul K. Gaikawad	B. A. III
12.	Anita V. Kolhe	B. A. III
13.	Somesh A. Jadhav	B. A. III

Head
Dept. of English
Shri Shivaji Sci. & Arts Colleg
Chikhli Dist Buldar

Certificate Course in Communication Skills in English, 2019-20

Action Taken Report

Every year the Department of English conducts Certificate Course in Communication Skills in English. The following steps were taken to organize the course.

- 1) It is decided to conduct the course work for three months.
- 2) The minimum qualification to enroll in the workshop was 12th pass.
- 3) For enrollment, the students were given preference who participated actively in the 20 Days Workshop on Communication Skills in English.
- 4) The topics to be taught were divided among the teachers of the Department viz. Dr. G. T. Ambhore, Dr. S. I. Jukkalkar, Shri. A. T. Sable, Shri. Kiran Padghan and Shri Sunil Jadhao.
- 5) Students active participation is taken during the demonstration of each topic.
- 6) The time and duration of the course was 4.00 pm to 5.00 pm daily.
- 7) Some topics were demonstrated by using language learning lab.

8) Certificates were given to the participant students.

Date: 02/03/2020

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



has participated in the following

7 20 Days Workshop on Communication Skills in English

co-curricular / extra - curricular activities conducted by Department the of English.

2019 - 20

of B. A. TI

This is to Certify that Mr./Miss. Ante. N. Kolhe

Certificate Course in Communication Skills in English

Dr. A. M. Garode Principal

Dr. V. U. Pochhi IQAC Coordinator

Por. G. I. Ambhore Head of the Dept.

Dr. S. F. Jukkalkar Coordinator



Shri Shivaji Education Society, Amravati's
SHRI SHIVAJI SCIENCE & ARTS COLLEGE
CHIKHLI DIST - BULDANA (M.S.)



Department - g. English

ATTENDANCE REGISTER

2019 - 2020

Theory / Practical

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Name of the Teacher_

Ph. No. 07264 - 242088

Email - shivajichk@rediff.com

Website - www.ssscchk.com (College)

www.sscchklib.com (Library)

We educate, inspire and empower

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	Attendance Sheet For The Mont
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1	Amsapali Sadashiv Jadhao
2	Anjali Delip Jagtap
3	Depali Rondhasi Gadekas
4	Rushikesh Kichos Hade
5	Atash Punjaji Ingle
6	Krushna Kailas Sharma
7	Aniket aajaran Jadhav
8	Dhondu S. Sultane
9	Obsahimshaith Ahmad
10	Sheetal V. Ambhore
11	Rahml K. Gaitwad
12	Arrita V. Kolhe
13	Somesh A Jadhad
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Total No. of Students Present

Signature of Teacher

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ATTENDANCE SHEET

For The Month of Oct. 2019
Total No.Of Students On Roll

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Teacher H.O.D. / Supervisor

Principal

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Signature of Teacher	Sign. of Teacher H.O.D. / Supervisor Principal	Units Alloted Units Covered

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6 Krushna Kailas Sharma	PRAPSPAPPAS	<u>a</u>
7 Aniket rajaran Jadhau	PAPPAPPPP	AT A
8 Dhontus. Sultane	PPPPPPPPP	
9 362ahim Shaith Afmad	ARPPERERA	
10 Shestal V. Ambhore	PAPPIPPPPP	
11 Rahnl K. Gaitwad	PAAPPAAPPP	
12 Arrita V. Kothe	APPPPPPPPP	
13 Someth A Jadhao	A PPP PPAPPP	
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Signature of Teacher	Sign. of Teacher H.O.D./Supervisor Principal	Units Alloted Units Covered