

Certificate Course in English Communication For Workplace and Business (2024-25)

**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 English Communication For Workplace and Business

DURATION OF THE COURSE : THREE MONTHS

Starts from: 07th October 2024 to 28th Feb. 2025

Time : 11.00 am to 12.00

For Enrollment contact English Department

No. of seats available : 40 Only

Syllabus :

Unit I : Introduction to Communication

Unit II : Basic Grammar

Unit III : Conversation Practice at Workplace

Unit IV : Written Communication at Workplace and Business

**Contact :
9860873841**

**Eligibility for Admission
Undergraduate student of
any faculty**

Organizing Committee

**Dr. S. I. Jukkalkar
Course Convener & HOD**

**Ms. Nita Ubhe
Member**

**Mr. Sanket Rindhe
Member**

SYLLABUS

Particular s	Hours
Unit I : Nature And Scope of Communication And Soft Skills: (A) Nature And Scope of Communication (Theory) a) Introduction to Communication b) Different Types of Communication c) Barriers in Communication d) Effective Communication	10 Hours
(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 Perceptionvi) Career Planning vii) Body Language viii) Team Building & Team Work ix) Time Management x) Stress Management	10 Hours
Unit II : Basic Grammar a) Tense Pattern b) Main Verbs and Modal Auxiliaries c) Types of Sentences d) Yes-No and Wh-Questions	10 Hours
Unit III: Conversation Practice at Workplace	15 Hours
Unit IV: Written Communication at Workplace and Business a) Report Writing b) E-mail Writing c) Business Correspondence d) Resume Writing /Preparing CV e) Notices, Agenda's & Minutes f) Business Correspondence g) Interview Skills	20 Hours
Unit V : A) Presentation & Group Discussion	15 Hours
B) Pronunciation (Assignment will be based on this topic) (Note : If required the Hours of Theory and Practical will beextended)	10 Hours



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EVALUATION

Maximum Marks : 100 Min. to Pass : 50

Distribution of Marks

Theory/ Practical	Maximum Marks		Total Marks	Minimum Pass Marks	Duration of theory & Practical Exam	Total Teaching Workload for theory and Practical
	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		90 Hrs



Certificate Course in English Communication For Workplace and Business (2024-25)
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List of Enrolled Students

Sr. No.	Name of the Student	Class	Mobile No	Mail Id
1)	Srushti Raju Deshmukh	B.SC-I	9881502401	srushtideshmukh912@gmail.com
2)	Samiksha Keshavrao Deshmukh	B.SC-I	8329587347	samikshadeshmukh584@gmail.com
3)	Sanika Ramesh Deshmukh	B.SC-I	9067948814	deshmukhsanika953@gmail.com
4)	Samradnyi Valmik Ambhore	B.SC-I	9226012984	samuambhore44@gmail.com
5)	Tanvi Nandakishor Mhaske	B.SC-I	9075387725	mhasketanvi67@gmail.com
6)	Prajwal Sachin Shinde	B.SC-I	7385001303	m503967@gmail.com
7)	Dipti Vinod Muley	B.SC-I	8600452687	diptimuley06@gmail.com
8)	Shivani Dipak Naswale	B.SC-I	9145361711	shivaninaswale5@gmail.com
9)	Vaishnavi Shrikisan Zagre	B.SC-I		vaishnavizagre0@gmail.com
10)	Ankita Ambadas Thutte	B.SC-I	8767095460	ankitathutte9@gmail.com
11)	Yash Himmatrao Gawai	B.SC-I	9503313996	yashgawai17082006@gmail.com
12)	Sunil Anil Dhone	B.SC-I	7030096618	sunildhone2010@gmail.com
13)	Saurabh P Wayse	B.SC-I	9518540223	saurabhwayse05@gmail.com
14)	Swapnil K Gawai	B.SC-I	7499357648	swapnilgawai7499@gmail.com
15)	Sonali N Dhakarke	B.SC-I	8983510529	dhakarkesonali@gmail.com
16)	Prachi Gajanan Yangad	B.SC-I	8624061565	prachiyangad@gmail.com
17)	Shivani Baliram Ingle	B.SC-I	9322195190	rajputgaurya@gmail.com
18)	Prajwal Sanjiv Girhe	B.A-I	7058290439	prajwalgirhe306@gmail.com
19)	Rohan S Dewhare	B.A-I	9699862393	rohandewhare3@gmail.com
20)	Gautam Mohanlal Sharma	B.COM-I	9503033255	gautammohanlalsharma1322@gmail.com
21)	Kalyani Ganesh Solanki	B.SC-I	9511220206	gsk1458408@gmail.com
22)	Anushka Sanjay Band	B.SC-I	9822972614	anushkaband007@gmail.com
23)	Purva Sachin Padghan	B.SC-I	7774043989	purvapadgan007@gmail.com
24)	Pratiksha Vaman Sarode	B.SC-I	8010970571	pratikshasarode649@gmail.com
25)	Shraddha Sunil Akkar	B.SC-I	7218933164	shraddhashraddha@gmail.com
26)	Shree Shyam Sureshe	B.SC-I	9623784587	shreesurushe6@gmail.com
27)	Sumedh Prakash Gawai	B.SC-I	9146082573	sumedhgawai497@gmail.com
28)	Yash Samadhan Jadhav	B.SC-I	7796432076	yashjadhav@gmail.com
29)	Kanchan Tulsiram Bhagat	B.SC-I	9370764322	kanchanbhagat@gmail.com
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31)	Harshal Sudhir Dhanlobhe	B.SC-I	9011841895	harshaldhanlobhe901184@gmail.com
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34)	Om Jivan Thakre	B.SC-I	9518765234	omthakre443@gmail.com
35)	Parshvanath M Raut	B.SC-I	9699115485	parasraut85@gmail.com
36)	Vedant R Dalimkar	B.SC-I	9322968669	ramdalimkars@gmail.com
37)	Vijay R Ingle	B.SC-I	8767434819	vijayingle730@gmail.com
38)	Vaishnavi B Sawade	B.SC-I	7720813206	vaishnavisawde@gmail.com
39)	Tanuja Manoj Veer	B.SC-I	9764590485	tanujaveer@gmail.com
40)	Ashvini Vishnu Ingle	B.SC-I	9011572463	ashviniingle2006@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 (40)	Practical (60)	
1.	Srushti Raju Deshmukh	30	40	
2.	Samiksha Keshavrao Deshmukh	26	40	
3.	Sanika Ramesh Deshmukh	40	50	
4.	Samradnyi Valmik Ambhore	40	50	
5.	Tanvi Nandakishor Mhaske	38	40	
6.	Prajwal Sachin Shinde	32	40	
7.	Dipti Vinod Muley	40	50	
8.	Shivani Dipak Naswale	32	40	
9.	Vaishnavi Shrikisan Zagre	40	50	
10.	Ankita Ambadas Thutte	36	40	
11.	Yash Himmatrao Gawai	32	40	
12.	Sunil Anil Dhone	38	40	
13.	Saurabh P Wayse	38	40	
14.	Swapnil K Gawai	30	40	
15.	Sonali N Dhakarke	38	40	
16.	Prachi Gajanan Yangad	40	50	
17.	Shivani Baliram Ingle	38	50	
18.	Prajwal Sanjiv Girhe	20	30	
19.	Rohan S Dewhare	26	30	
20.	Gautam Mohanlal Sharma	40	50	
21.	Kalyani Ganesh Solanki	20	30	
22.	Anushka Sanjay Band	28	30	
23.	Purva Sachin Padghan	38	40	
24.	Pratiksha Vaman Sarode	38	40	
25.	Shraddha Sunil Akkar	38	40	
26.	Shree Shyam Surushe	28	30	
27.	Sumedh Prakash Gawai	28	30	
28.	Yash Samadhan Jadhav	26	30	
29.	Kanchan Tulsiram Bhagat	28	30	
30.	Sujata Ratansing More	26	30	
31.	Harshal Sudhir Dhanlobhe	30	30	



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32.	Ritesh Bharat Nade	30	30	
33.	Pratik Dnyaneshwar Parihar	26	30	
34.	Om Jivan Thakre	26	30	
35.	Parshvanath M Raut	26	30	
36.	Vedant R Dalimkar	30	30	
37.	Vijay R Ingle	26	30	
38.	Vaishnavi B Sawade	30	30	
39.	Tanuja Manoj Veer	28	30	
40.	Ashvini Vishnu Ingle	30	30	



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Action Taken Report

- 1) It is decided to organize the 90 Hours Certificate Course in English Communication For workplace and Business. The duration of the course was Three Months from 7th Oct. 2024 to 28th Feb. 2025.
- 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 11.00 am to 12.00 daily excluding holidays and examination period.
- 5) The topics of the course were allotted to Dr. Jukkalkar Syed Imtiaz, Course Coordinator, Ms. Nita Ubhe and Mr. Sanket Rindhe.
- 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) Forty students completed the course successfully.
- 11) Students were given certificate at the end of the Course.



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Sample of Question Paper (Theory Exam)

③

Name: Srushti Raju Deshmukh

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

Unit Test

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Maximum Marks: 30 Min to Pass : 15

20
30

Select the appropriate option. (20 Marks)

1) Why is listening an important part of communication?

- a) It helps us speak faster b) It allows us to understand the message clearly c) It helps us interrupt others when they talk d) It makes conversations longer

2) What is the correct past tense of "eat"?

- a) eaten b) ate c) eating d) eats

3) What is a compound sentence?

- a) A sentence with one independent clause b) A sentence with two independent clauses joined by a conjunction c) A sentence with a dependent and independent clause d) A sentence with many commas

4) I need to _____ the word in the dictionary.

- a) look up b) give up c) need to look d) must read

5) What is one of the best ways to learn new words?

- a) Watching TV without subtitles b) Reading books, newspapers, and articles c) Ignoring new words d) Memorizing a dictionary without understanding

6) Why is active listening important?

- a) It helps in better understanding and communication b) It helps in ignoring the speaker c) It makes speaking unnecessary d) It helps in avoiding eye contact

7) Which sentence has correct subject-verb agreement?

- a) The cat are sleeping. b) The cat is sleeping. c) The cats is sleeping. d) The cats was sleeping.

8) What is the most important factor in effective speaking?

- a) Speaking very fast b) Speaking clearly and confidently c) Using long and difficult words d) Avoiding eye contact

9) What does "show, don't tell" mean in creative writing?

- a) Telling the reader everything directly b) Describing actions, emotions, and senses instead of stating facts c) Using only dialogue in a story d) Writing short sentences

10) 1. What is Emotional Intelligence (EQ)?

- a) The ability to solve math problems b) The ability to understand and manage emotions c) The ability to remember facts d) The ability to run fast

11) How many sounds are there in English?

- a) 32 b) 44 c) 67 d) 28



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12) Select the correct transcription of the word woman.

- 02 ✓ a) /wʊmən/ b) /wu:mæn/ c) /wɒmən/ d) /wʊmen/

13) The sentence *Are you coming to the party?* is a _____.

- 02 ✓ a) Yes-No type question b) statement c) imperative sentence d) negative sentence

14) _____ a great way to exchange ideas, explore different perspectives, and work collaboratively to address a specific topic or issue.

- 02 a) Personal Interview b) CV writing c) Job Application ✓ d) Group Discussion




15) SWOT Analysis is _____.

- a) A method to improve computer software.
02 ✓ b) A planning technique to identify strengths, weaknesses, opportunities, and threats
c) A way to measure employee salaries D. A technique used only in marketing research



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Sample of Assignment

	<p>Shri Shivaji Education Society's</p> <p>Shri Shivaji Science & Arts College Chikhli Dist. Buldana</p> <p>Accredited by NAAC B++ Grade (CGPA – 3.00)</p>	
<p>CERTIFICATE COURSE IN ENGLISH COMMUNICATION FOR WORKPLACE AND BUSINESS</p> <p>Assignment</p> <p>Academic Session : 2024-25</p> <p>Submitted By</p> <p>Name of the Student: <u>Depti Vinod Muley</u></p> <p>Class : <u>B.Sc. I</u></p> <p> Course Coordinator</p> <p>Date : <u>24/02/2025</u></p>		

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Theory - IV

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Date
Page ①

- Answer the following question in 200 words

1) Write a note on effective Communication

→ **Effective Communication:-** Good Communication helps us build strong relationships, solve problems, and share ideas clearly. Here are some simple tips to improve your Communication Skills.

- **listen well**

listening is just as important as speaking. Give full attention to the speaker. Don't interrupt or think about your reply while they talk. Show ~~interest~~ interest by nodding or saying things like "I see" or "that's true".

Example:- when a friend talk to you put your phone away and focus on them.

- **Speak clearly and simply**

use simple words and short sentences. Avoid difficult or confusing language. this helps other understand you better.

Example:- Say "we need to use our resources better" instead of "we need a strategic realignment".

know your Audience

Change the way you ~~sk~~ speak depending on who you're talking to. think about what



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know or care about

Example:- If you're talking to someone who isn't technical, use simple words instead of technical terms.

- Use body language.

Your face, hands, and posture also speak. Make sure your body language matches your words.

Example:- If you're happy about an idea, smile and show energy in your voice and gestures.

- Ask questions

Ask questions to keep the conversation going and clear up confusion.

Example:- After explaining something ask "Does that make sense"?

- Show Empathy

Try to understand how the other person feels.

Example:- If someone is stressed say 'I understand this is hard'. How can I help you?

Be open-minded

Be ready to hear and accept different ideas.



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Examples:- Say let's think about that idea more instead of rejecting it right away.

Conclusion:-

With practice, you can become a better Communicator. Listen, be clear, understand others, and show care. Good communication helps in all parts of life.

Q ii) Explain the concept "know thyself" with the help of a case study

→ know thyself is an ancient aphorism attributed to various philosophers, including Socrates and Plato. It emphasizes the importance of self-awareness and self-discovery as a path to personal growth, wisdom, and understanding of one's own character and true nature.

Self-discovery is a lifelong journey of introspection and exploration that involves gaining insights into one's emotions, beliefs, values, strengths, weaknesses and motivations. It allows individuals to understand their unique identities, aspirations, and potential.

Case study:-

Priya, a 25-year-old software engineer based in Bengaluru, India, found herself in a



State of personal and Professional turmoil.
Despite achieving Societal definitions of
Success, Priya felt a profound sense of
dissatisfaction and lack of fulfillment.

Priya's Journey to Self Discovery

Priya started her journey by exploring meditation
and yoga practices, which are central to
Indian traditions. She joined a local
meditation group, where she practiced
mindful breathing and relaxation techniques.
This practice allowed her to begin
disassociating her identity from her profession
and societal expectations, creating a
space to explore her inner self.

Turning to philosophy.

She also delved into spiritual study. It
offered profound insights into self-knowledge,
duty, and spirituality. The principle of
Svadharma or one's own duty resonated
with Priya. This principle emphasizes
that individuals have unique responsibilities
in life, and fulfillment comes from
understanding and living out these
responsibilities.

Priya's Reactions:

Over the following months, Priya discovered



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her love for Environmental Conservation. She realized that her sense of dissatisfaction stemmed from not aligning her work with her newfound passion. Priya decided to shift her career and started working for an NGO dedicated to environmental causes.

Conclusion:

Priya's journey highlights how ancient Indian philosophies and practices can offer pathways to self-discovery. The traditional Indian approach to self-knowledge, rooted in meditation, introspection, and philosophy, helps individuals understand their passions and purpose in life. The concept of knowing thyself still holds relevance in contemporary society and can provide profound insights into personal growth and fulfillment.

Despite the multitude of societal and professional pressures, it is essential for individuals to embark on their self-discovery journey. Priya's story is but one example of the power of self-knowledge in transforming lives. It is a reminder of the importance of aligning our actions with our authentic selves to lead a fulfilling and meaningful life.



classmate
Date: _____
Page: (6)

iii) Write a notes on Career planning and illustrate it with a Case study

— Career planning is a process that involves setting and achieving specific career goals by carefully considering your interests, skill values, and aspiration. It is essential to develop a well-thought-out career plan to make informed decisions about your professional journey and increase your chances of reaching your desired outcomes.

Case Study of Career planning of a Student.

Neha Singh's Career Journey.

Neha Singh is a 20-yr-old student from Mumbai India. She is in her third year of a Computer Science degree at a top university. Neha is passionate about technology, solving problem and software development. She is hardworking and has big goals for her future in the tech industry.

Phase-1: Discovering Herself and Getting Goals.

In her first two year of college, Neha attended workshops, seminars, and career counseling sessions. She took self-assessment test and learned about her strengths. Such as logical



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thinking, programming, and analyzing problem. She discovered her interest in building new solutions using technology.

Neha decided to become a software engineer at a big tech company, focusing on artificial intelligence (AI) and machine learning. She also planned to pursue a master's degree and later a PhD. to get into research and development.

Phase-2': building skills and internships.
To improve her skills, Neha joined online courses and participated in hackathons. These helped her learn new tools and work with others who shared her interests. She also joined tech clubs and attended events to keep up with the latest trends.

After her second year, Neha got a summer internship at a top startup in Bangalore. There she worked on real projects, improved her teamwork, and solved real-world problems using the knowledge she gained in college.

Phase-3': Networking and professional growth
Neha knew that networking was important in India, so, she attended tech conferences, joined online forums and met professionals from the tech world. This helped her

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learn more about what Companies expect and how the industry works.

(She also worked on personal projects and added them to her Git Hub profile. She contributed to open-source software, ~~the~~ which helped her get several job offers. Skills, project work, and internship experience helped her get several job offers.

(She chose a well-known multinational Company that matched her career goals. She was hired as an associate software engineer in the AI team. Neha was excited to start working with new technologies and help in creating innovation.

Conclusion:-

Neha's journey shows how self-discovery, learning, networking, and smart decision can lead to success. Her clear goal and hard work helped her start a great career in tech.



iv) Write a note on Art of listening

The Art of listening.

The art of listening is an important skill that means truly paying attention to someone when they speak. It is more than just hearing words. It involves understanding their feelings, thoughts, and meaning.

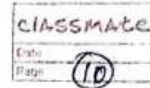
Good listening helps in relationship, work, and daily life. Here are some key points about listening well:

Active Listening:- Focus fully on the speaker. maintain eye contact and show you're listening through your body language and words. Don't interrupt or plan your reply while they are talking.

Empathy:- try to feel what the speaker is feeling. Understand their emotions and thoughts without judging them.

Be Nonjudgmental:- Avoid judging or assuming things about the speaker. Keep an open mind and be willing to learn from what they say.

Ask Questions:- If something is unclear, ask polite question to understand better. This shows interest and prevents confusion.



Paraphrasing:- Repeat what the speaker said in your own words to confirm you understood them correctly.

Patience:- Give the speaker time to express their thoughts. Don't rush them or make them feel uncomfortable.

Give feedback:- After they finish talking, respond with thoughtful and respectful feedback. This shows you were listening and care about their message.

Benefits of Good listening

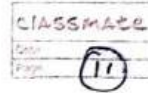
Stronger Relationship:- Listening builds trust and deeper connections in both personal and work relationship.

Better problem-solving:- By understanding all sides of a situation, you can find better solutions.

Improved teamwork:- Listening helps team work better together.

Fewer conflicts:- Many arguments come from misunderstanding. Good listening reduces these problems.

Shows Respect:- Giving someone your full



attention Shows you value them. Becoming a better listener takes Practices. Be mindful of how you listen and try to improve. It can make your conversation more meaningful and your relationship stronger.

2 V) Write an e-mail to Mrs. Johnson, HP, Mumbai to enquire about availability of a laptop model on HP3403.

Subject:- Inquiry about Product Availability
Dear Mrs. Johnson,

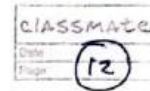
I hope this email finds you well. My name is Alex Parker, and I am interested in purchasing the XYZ product from your store. However, I couldn't find it listed on your website.

Could you please confirm if the XYZ product is currently in stock or if you have an estimated restocking date? I would appreciate any information you could provide regarding its availability and any relevant purchasing details.

Thank you very much for your assistance. Looking forward to your prompt.



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vii) Give an example OF internal Communication memo.

Ans:- Memorandums (memos)

Example 1:- Internal Communication Memo

Date :- [Date]

To all Employees

Subject :- upcoming Company Event- Annual Day celebration.

Dear Team

I hope this memo finds you well. We are pleased to announce that our Company's Annual Day celebration is scheduled for [Date]. This event is a momentous occasion where we come together to celebrate our achievements and appreciate the hard work put in by each one of you.

Details of the event

Date:- (Date) Time:- [Time] Venue:- [Venue]

Dress code:- Formal attire

The event will include various activities, team building exercises, and a special awards ceremony to recognize outstanding contributions to the organization.

We encourage everyone to actively participate in the event and make it a memorable one. Please RSVP by [RSVP Date] to confirm your attendance, and feel free to invite your family members to join in the



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Attendance Sheets

Shri Shivaji Science & Arts College, Chikhli
Certificate Course in English Communication For Workplace and Business (2024-25)
CONDUCTED BY DEPARTMENT OF ENGLISH
Attendance Sheet, Month : Oct 2024

Sr. No.	Name of the Student	Class	Signature of the Students							
			Day	MON	TUE	WED	THU	FRI	SAT	
			Date	07/10/24	08/10/24	09/10/24	10/10/24	11/10/24	12/10/24	
1)	Srushti Raju Deshmukh	B.SC-I		S.R.Deshmukh	S.R.Deshmukh	S.R.Deshmukh	S.R.Deshmukh	S.R.Deshmukh	S.R.Deshmukh	S.R.Deshmukh
2)	Samiksha Keshavrao Deshmukh	B.SC-I		S.K.Deshmukh	S.K.Deshmukh	S.K.Deshmukh	S.K.Deshmukh	S.K.Deshmukh	S.K.Deshmukh	S.K.Deshmukh
3)	Sanika Ramesh Deshmukh	B.SC-I		S.R.Deshmukh	S.R.Deshmukh	S.R.Deshmukh	S.R.Deshmukh	S.R.Deshmukh	S.R.Deshmukh	S.R.Deshmukh
4)	Samaradnyi Valmik Ambhore	B.SC-I		S.V.Ambhore	S.V.Ambhore	S.V.Ambhore	S.V.Ambhore	S.V.Ambhore	S.V.Ambhore	S.V.Ambhore
5)	Tanvi Nandakishor Mhaske	B.SC-I		T.N.Mhaske	T.N.Mhaske	T.N.Mhaske	T.N.Mhaske	T.N.Mhaske	T.N.Mhaske	T.N.Mhaske
6)	Prajwal Sachin Shinde	B.SC-I		P.S.Shinde	P.S.Shinde	P.S.Shinde	P.S.Shinde	P.S.Shinde	P.S.Shinde	P.S.Shinde
7)	Dipti Vinod Muley	B.SC-I		D.V.Muley	D.V.Muley	D.V.Muley	D.V.Muley	D.V.Muley	D.V.Muley	D.V.Muley
8)	Shivani Dipak Naswale	B.SC-I		S.D.Naswale	S.D.Naswale	S.D.Naswale	S.D.Naswale	S.D.Naswale	S.D.Naswale	S.D.Naswale
9)	Vaishnavi Shrikisan Zagre	B.SC-I		V.S.Zagre	V.S.Zagre	V.S.Zagre	V.S.Zagre	V.S.Zagre	V.S.Zagre	V.S.Zagre
10)	Ankita Ambadas Thutte	B.SC-I		A.A.Thutte	A.A.Thutte	A.A.Thutte	A.A.Thutte	A.A.Thutte	A.A.Thutte	A.A.Thutte
11)	Yash Himmatrao Gawai	B.SC-I		Y.H.Gawai	Y.H.Gawai	Y.H.Gawai	Y.H.Gawai	Y.H.Gawai	Y.H.Gawai	Y.H.Gawai
12)	Sunil Anil Dhone	B.SC-I		S.A.Dhone	S.A.Dhone	S.A.Dhone	S.A.Dhone	S.A.Dhone	S.A.Dhone	S.A.Dhone
13)	Saurabh P Wayse	B.SC-I		S.P.Wayse	S.P.Wayse	S.P.Wayse	S.P.Wayse	S.P.Wayse	S.P.Wayse	S.P.Wayse
14)	Swapnil K Gawai	B.SC-I		S.K.Gawai	S.K.Gawai	S.K.Gawai	S.K.Gawai	S.K.Gawai	S.K.Gawai	S.K.Gawai
15)	Sonali N Dhakarke	B.SC-I		S.N.Dhakarke	S.N.Dhakarke	S.N.Dhakarke	S.N.Dhakarke	S.N.Dhakarke	S.N.Dhakarke	S.N.Dhakarke
16)	Prachi Gajanan Yangad	B.SC-I		P.G.Yangad	P.G.Yangad	P.G.Yangad	P.G.Yangad	P.G.Yangad	P.G.Yangad	P.G.Yangad

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Sr. No.	Name of the Student	Class	Signature of the Students							
			Day	MON	TUE	WED	THU	FRI	SAT	
			Date	07/10/24	08/10/24	09/10/24	10/10/24	11/10/24	12/10/24	
17)	Shivani Baliram Ingle	B.SC-I		S.B.Ingle	S.B.Ingle	S.B.Ingle	S.B.Ingle	S.B.Ingle	S.B.Ingle	S.B.Ingle
18)	Prajwal Sanjiv Girhe	B.A-I		P.S.Girhe	P.S.Girhe	P.S.Girhe	P.S.Girhe	P.S.Girhe	P.S.Girhe	P.S.Girhe
19)	Rohan S Dewhare	B.A-I		R.S.Dewhare	R.S.Dewhare	R.S.Dewhare	R.S.Dewhare	R.S.Dewhare	R.S.Dewhare	R.S.Dewhare
20)	Gautam Mohanlal Sharma	B.COM-I		G.M.Sharma	G.M.Sharma	G.M.Sharma	G.M.Sharma	G.M.Sharma	G.M.Sharma	G.M.Sharma
21)	Kalyani Ganesh Solanki	B.SC-I		K.G.Solanki	K.G.Solanki	K.G.Solanki	K.G.Solanki	K.G.Solanki	K.G.Solanki	K.G.Solanki
22)	Anushka Sanjay Band	B.SC-I		A.S.Band	A.S.Band	A.S.Band	A.S.Band	A.S.Band	A.S.Band	A.S.Band
23)	Purva Sachin Padghan	B.SC-I		P.S.Padghan	P.S.Padghan	P.S.Padghan	P.S.Padghan	P.S.Padghan	P.S.Padghan	P.S.Padghan
24)	Pratiksha Vaman Sarode	B.SC-I		P.V.Sarode	P.V.Sarode	P.V.Sarode	P.V.Sarode	P.V.Sarode	P.V.Sarode	P.V.Sarode
25)	Shraddha Sunil Akkar	B.SC-I		S.Akar	S.Akar	S.Akar	S.Akar	S.Akar	S.Akar	S.Akar
26)	Shree Shyam Surushe	B.SC-I		S.Surushe	S.Surushe	S.Surushe	S.Surushe	S.Surushe	S.Surushe	S.Surushe
27)	Sumedh Prakash Gawai	B.SC-I		S.P.Gawai	S.P.Gawai	S.P.Gawai	S.P.Gawai	S.P.Gawai	S.P.Gawai	S.P.Gawai
28)	Yash Samadhan Jadhav	B.SC-I		Y.S.Jadhav	Y.S.Jadhav	Y.S.Jadhav	Y.S.Jadhav	Y.S.Jadhav	Y.S.Jadhav	Y.S.Jadhav
29)	Kanchan Tulsiram Bhagat	B.SC-I		K.T.Bhagat	K.T.Bhagat	K.T.Bhagat	K.T.Bhagat	K.T.Bhagat	K.T.Bhagat	K.T.Bhagat
30)	Sujata Ratansing More	B.SC-I		S.R.More	S.R.More	S.R.More	S.R.More	S.R.More	S.R.More	S.R.More
31)	Harshal Sudhir Dhanlobhe	B.SC-I		H.S.Dhanlobhe	H.S.Dhanlobhe	H.S.Dhanlobhe	H.S.Dhanlobhe	H.S.Dhanlobhe	H.S.Dhanlobhe	H.S.Dhanlobhe
32)	Ritesh Bharat Nade	B.SC-I		R.B.Nade	R.B.Nade	R.B.Nade	R.B.Nade	R.B.Nade	R.B.Nade	R.B.Nade
33)	Pratik Dnyaneshwar Parihar	B.SC-I		P.D.Parihar	P.D.Parihar	P.D.Parihar	P.D.Parihar	P.D.Parihar	P.D.Parihar	P.D.Parihar
34)	Om Jivan Thakre	B.SC-I		O.J.Thakre	O.J.Thakre	O.J.Thakre	O.J.Thakre	O.J.Thakre	O.J.Thakre	O.J.Thakre
35)	Parshvanath M Raut	B.SC-I		P.M.Raut	P.M.Raut	P.M.Raut	P.M.Raut	P.M.Raut	P.M.Raut	P.M.Raut
36)	Vedant R Dalimkar	B.SC-I		V.R.Dalimkar	V.R.Dalimkar	V.R.Dalimkar	V.R.Dalimkar	V.R.Dalimkar	V.R.Dalimkar	V.R.Dalimkar

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Certificate Course in English Communication For Workplace and Business (2024-25)
Organised by Department of English

Sr. No.	Name of the Student	Class	Signature of the Students					
			Day	MON	TUE	WED	THU	FRI
			Date	07/10/24	08/10/24	09/10/24	10/10/24	11/10/24
37)	Vijay R Ingle	B.SC-I		V.R. Sawade	V.R. Sawade	V.R. Sawade	V.R. Sawade	V.R. Sawade
38)	Vaishnavi B Sawade	B.SC-I		V.B. Sawade	V.B. Sawade	V.B. Sawade	V.B. Sawade	V.B. Sawade
39)	Tanuja Manoj Veer	B.SC-I		T.M. Veer	T.M. Veer	AB	T.M. Veer	T.M. Veer
40)	Ashvini Vishnu Ingle	B.SC-I		A.V. Ingle	A.V. Ingle	T.V. Ingle	T.V. Ingle	Holiday

Shri Shivaji Science & Arts College, Chikhli									
Certificate Course in English Communication For Workplace and Business (2024-25)									
CONDUCTED BY DEPARTMENT OF ENGLISH									
Attendance Sheet, Month : Feb. 2025									
Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	24/2/25	25/2/25	26/2/25	27/2/25	28/02/25	
1)	Srushti Raju Deshmukh	B.SC-I		S.R. Deshmukh	S.R. Deshmukh		S.R. Deshmukh	S.R. Deshmukh	
2)	Samiksha Keshavrao Deshmukh	B.SC-I		S.K. Deshmukh	S.K. Deshmukh		S.K. Deshmukh	S.K. Deshmukh	
3)	Sanika Ramesh Deshmukh	B.SC-I		AD	S.R. Deshmukh	8	S.R. Deshmukh	S.R. Deshmukh	
4)	Samradnyi Valmik Ambhore	B.SC-I		S.V. Ambhore	S.V. Ambhore		S.V. Ambhore	S.V. Ambhore	
5)	Tanvi Nandakishor Mhaske	B.SC-I		T.N. Mhaske	T.N. Mhaske	Holiday	AD	T.N. Mhaske	
6)	Prajwal Sachin Shinde	B.SC-I		P.S. Shinde	P.S. Shinde		P.S. Shinde	P.S. Shinde	
7)	Dipti Vinod Muley	B.SC-I		D.V. Muley	D.V. Muley		D.V. Muley	D.V. Muley	
8)	Shivani Dipak Naswale	B.SC-I		S.D. Naswale	S.D. Naswale		S.D. Naswale	S.D. Naswale	
9)	Vaishnavi Shrikisan Zagre	B.SC-I		V.S. Zagre	V.S. Zagre		V.S. Zagre	V.S. Zagre	
10)	Ankita Ambadas Thutte	B.SC-I		A.A. Thutte	A.A. Thutte		A.A. Thutte	A.A. Thutte	
11)	Yash Himmatrao Gawai	B.SC-I		Y.H. Gawai	Y.H. Gawai		Y.H. Gawai	Y.H. Gawai	
12)	Sunil Anil Dhone	B.SC-I		S.A. Dhone	S.A. Dhone		S.A. Dhone	S.A. Dhone	AD
13)	Saurabh P Wayse	B.SC-I		S.P. Wayse	S.P. Wayse		S.P. Wayse	S.P. Wayse	
14)	Swapnil K Gawai	B.SC-I		S.K. Gawai	S.K. Gawai		S.K. Gawai	S.K. Gawai	
15)	Sonali N Dhakarke	B.SC-I		S.N. Dhakarke	S.N. Dhakarke		S.N. Dhakarke	S.N. Dhakarke	
16)	Prachi Gajanan Yangad	B.SC-I		P.G. Yangad	P.G. Yangad		P.G. Yangad	P.G. Yangad	

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Certificate Course in English Communication For Workplace and Business (2024-25)
Organised by Department of English

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	24/2/25	25/2/25	26/2/25	27/2/25	28/2/25	
17)	Shivani Baliram Ingle	B.SC-I		S.B. Ingle	S.B. Ingle		S.B. Ingle	S.B. Ingle	
18)	Prajwal Sanjiv Girhe	B.A-I		Prajwal Girhe	Prajwal Girhe		Prajwal Girhe	Prajwal Girhe	
19)	Rohan S Dewhare	B.A-I		R.S. Dewhare	R.S. Dewhare		R.S. Dewhare	R.S. Dewhare	
20)	Gautam Mohanlal Sharma	B.COM-I		G. Sharma	G. Sharma		G. Sharma	G. Sharma	
21)	Kalyani Ganesh Solanki	B.SC-I		K.G. Solanki	K.G. Solanki		K.G. Solanki	K.G. Solanki	
22)	Anushka Sanjay Band	B.SC-I		A.S. Band	A.S. Band		AB	A.S. Band	
23)	Purva Sachin Padghan	B.SC-I		P.S. Padghan	P.S. Padghan		P.S. Padghan	P.S. Padghan	
24)	Pratiksha Vaman Sarode	B.SC-I		P.V. Sarode	P.V. Sarode	Holiday -	P.V. Sarode	P.V. Sarode	
25)	Shraddha Sunil Akkar	B.SC-I		S.S. Akkar	S.S. Akkar		S.S. Akkar	S.S. Akkar	
26)	Shree Shyam Surushe	B.SC-I		S.S. Surushe	S.S. Surushe		S.S. Surushe	S.S. Surushe	
27)	Sumedh Prakash Gawai	B.SC-I		S.P. Gawai	S.P. Gawai		S.P. Gawai	S.P. Gawai	
28)	Yash Samadhan Jadhav	B.SC-I		Y.S. Jadhav	Y.S. Jadhav		Y.S. Jadhav	Y.S. Jadhav	
29)	Kanchan Tulsiram Bhagat	B.SC-I		K.T. Bhagat	K.T. Bhagat		K.T. Bhagat	K.T. Bhagat	
30)	Sujata Ratansing More	B.SC-I		S.R. More	S.R. More		S.R. More	S.R. More	
31)	Harshal Sudhir Dhanlobhe	B.SC-I		H.S. Dhanlobhe	H.S. Dhanlobhe		H.S. Dhanlobhe	H.S. Dhanlobhe	
32)	Ritesh Bharat Nade	B.SC-I		R.B. Nade	R.B. Nade		R.B. Nade	R.B. Nade	
33)	Pratik Dnyaneshwar Parihar	B.SC-I		P.D. Parihar	P.D. Parihar		P.D. Parihar	P.D. Parihar	
34)	Om Jivan Thakre	B.SC-I		O.J. Thakre	O.J. Thakre		O.J. Thakre	O.J. Thakre	
35)	Parshvanath M Raut	B.SC-I		P.M. Raut	P.M. Raut		P.M. Raut	P.M. Raut	
36)	Vedant R Dalimkar	B.SC-I		V.R. Dalimkar	V.R. Dalimkar		V.R. Dalimkar	V.R. Dalimkar	

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Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	24/2/25	25/2/25	26/2/25	27/2/25	28/2/25	
37)	Vijay R Ingle	B.SC-I		V.R. Ingle	V.R. Ingle		V.R. Ingle	V.R. Ingle	
38)	Vaishnavi B Sawade	B.SC-I		AB	V.B. Sawade	Holiday -	V.B. Sawade	AB	
39)	Tanuja Manoj Veer	B.SC-I		T.M. Veer	T.M. Veer		AB	T.M. Veer	
40)	Ashvini Vishnu Ingle	B.SC-I		A.V. Ingle	A.V. Ingle		A.V. Ingle	A.V. Ingle	



Certificate Course in English Communication For Workplace and Business (2024-25)
Organised by Department of English

Samples of Certificates Awarded to Students



Shri Shivaji Education Society, Amravati's
Shri Shivaji Science & Arts College
Chikhli, Dist- Buldhana

Certificate

This is Certify that Mr./Miss Prajwal Sachin Shinde
of B.Sc. I has Participated in the following
activities conducted by Department of English in the Academic Session 2024-25

☒ Certificate Course in English Communication For
☐ Workplace and Business
☐
☐

[Signature] Principal [Signature] IQAC Coordinator [Signature] Head of the Dept. [Signature] Coördinator



Shri Shivaji Education Society, Amravati's
Shri Shivaji Science & Arts College
Chikhli, Dist- Buldhana

Certificate

This is Certify that Mr./Miss Samradhyi Valmik Ambhore
of B.Sc. I has Participated in the following
activities conducted by Department of English in the Academic Session 2024-25

☒ Certificate Course in English Communication
☐ For Workplace and Business
☐
☐

[Signature] Principal [Signature] IQAC Coordinator [Signature] Head of the Dept. [Signature] Coördinator



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Organised by Department of English

 Shri Shivaji Education Society, Amravati's
Shri Shivaji Science & Arts College
Chikhli, Dist- Buldhana


Certificate

This is Certify that Mr./Miss Tanvi Nandakishor Mhaske
of B.Sc.I has Participated in the following
activities conducted by Department of English in the Academic Session 2024-25

☒ Certificate Course in English Communication
☐ For Workplace and Business
☐
☐

Principal IQAC Coordinator Head of the Dept. Coordinator

 Shri Shivaji Education Society, Amravati's
Shri Shivaji Science & Arts College
Chikhli, Dist- Buldhana


Certificate

This is Certify that Mr./Miss Dipti Vinod Muley
of B.Sc.I has Participated in the following
activities conducted by Department of English in the Academic Session 2024-25

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☐ For Workplace and Business
☐
☐

Principal IQAC Coordinator Head of the Dept. Cobrdinator



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Glimpses of Activities



Students listening to lessons from Language Learning Software



Students participation in Group Discussion



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Student explaining poster on Hard Skill/Soft Skill



Student explaining poster on Body Language