



Certificate Course in
English Communication For Workplace and Business (2025-26)
Sponsored by PM-USHA Scheme-Strengthening Colleges 3.0

Organized By
Department of English

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Shri Shivaji Education Society, Amravati's
SHRI SHIVAJI SCIENCE & ARTS COLLEGE,
CHIKHLI, DIST. BULDHANA
Accredited by NAAC B++ Grade (CGPA 3.00)



Department of English

Certificate Course in English Communication For Workplace & Business

Sponsored by
PM USHA Grant Component 3.0 (Strengthen College)
Ministry of Education, Department of Higher Education

Duration: - 18 Aug 2025 To 30 Jan 2026

Time: - 3:00 PM to 4:00 PM

Venue: - Language Lab, Department of English

**Introduction to
Communication**

Basic Grammar



**Conversation
Practice at
Workplace**

**Written
Communication at
Workplace and
Business**

Organizing Committee

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Certificate Course in English Communication For Workplace And Business, sponsored by PM-USHA Scheme Strengthening Colleges 3.0

Introduction

In today's globalized and competitive world, effective communication in English has become an essential skill for success in the workplace and business environment. English is widely used as the language of professional interaction, corporate communication, documentation, and customer relations. Many students and professionals possess technical knowledge but face difficulties in expressing their ideas clearly and confidently in English. This gap often affects their performance, career growth, and professional relationships.

The **Certificate Course in English Communication for Workplace and Business** is designed to help learners develop practical communication skills required in real professional situations. The course focuses on improving speaking, listening, reading, and writing skills with special emphasis on workplace interactions such as meetings, presentations, interviews, emails, reports, and customer communication. It also aims to build confidence, clarity, and professionalism in language use.

By combining language fundamentals with real-life business and workplace situations, this course prepares learners to communicate effectively, appropriately, and confidently in various professional contexts. The course is beneficial for students, job seekers, and working professionals who wish to enhance their employability and workplace efficiency.

Aim

The main aim of the **Certificate Course in English Communication for Workplace and Business** is to develop effective English communication skills that enable learners to perform confidently and professionally in workplace and business environments. The course aims to bridge the gap between academic knowledge and practical communication needs by providing learners with hands-on training in professional English usage.

Objectives

The objectives of this certificate course are as follows:

1. To improve learners' basic English language skills with a focus on workplace and business communication.
2. To develop effective speaking skills for professional situations such as meetings, interviews, discussions, and presentations.
3. To enhance writing skills required for business communication, including emails, reports, notices, and formal letters.
4. To build confidence in using English for day-to-day workplace interactions and customer communication.
5. To familiarize learners with appropriate professional vocabulary, tone, and etiquette used in business settings.
6. To develop listening and comprehension skills necessary for understanding instructions, discussions, and professional conversations.
7. To prepare learners for employment by improving their communication competence and professional behavior.

Outcomes

1. Student came to know the scope of communication
2. The knowledge of basic grammar enables the students to speak and write grammatically correct English.
3. Students will communicate properly at workplace.
4. Student learnt written communication useful for Business and Workplace.

SYLLABUS

Particulars	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

EVALUATION

Maximum Marks : 100 Min. to Pass : 50

Distribution of Marks

Theory/ Practical	Maximum Marks		Total Marks	Minimum Pass Marks	Total Teaching Workload for theory and Practical
	External Exam Marks	Internal Exam Marks			
Theory	30 (MCQ Test)	10 (Assignment)	40	20	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	30 Hrs
Total			100	50	Three Months (90 Hrs)

List of Enrolled Students

Sr. No.	Name of the Student	Class	Mobile No	Mail Id
1)	Shruti Ravindra Jadhao	B. Sc. I	7558569172	shrutijadhao0262@gmail.com
2)	Poonam Bhanudas Shewale	B. Sc. I	7498638960	poonamshewale74@gmail.com
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41)	Shivani Dhananjay Prihar	B. Com. I	9834678897	shivanidhananjay@gmail.com
42)	Bushra Parveen Haroon Khan	B. Sc. I	9011228838	bushraparveen@gmail.com

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.	Shruti Ravindra Jadhao	30	40	Pass
2.	Poonam Bhanudas Shewale	26	40	Pass
3.	Snehal Nashan Siddiqui	40	50	Pass
4.	Divya Raju Mutthe	40	50	Pass
5.	Sakhsi Vilas Borde	38	40	Pass
6.	Shazmina Parvin M. Shafique	32	40	Pass
7.	Tanzila Parveen Md. Aabid	40	50	Pass
8.	Saniya Parveen Sk. Ismail	32	40	Pass
9.	Shaikh Zoya Parveen Siraj	40	50	Pass
10.	Shumaila Sd. Habib	36	40	Pass
11.	Shiza Asnal M. Atique	32	40	Pass
12.	Nusarat Mahek Sk. Aejaz	38	40	Pass
13.	Vaishnavi Namdeo Usar	38	40	Pass
14.	Sneha Milind Paithane	30	40	Pass
15.	Vaishnavi Shivdas Tayde	38	40	Pass
16.	Ku. Shivani Dhananjay Parihar	40	50	Pass
17.	Ku Poonam Rajendra Iwarkar	38	50	Pass
18.	Akansha Sanjay Wankhede	20	30	Pass
19.	Tanuja Vijay Sing Rajput	26	30	Pass
20.	Harshada Sunil Theng	40	50	Pass
21.	Asfiya Alina Shaikh Sadik	20	30	Pass
22.	Sayali Baburao Chharrye	28	30	Pass
23.	Kirti Ananta Deshmane	38	40	Pass
24.	Shivani Pradip Bahekar	38	40	Pass
25.	Priyanka Vishvas Dhole	38	40	Pass
26.	Anuja Gajanan Kulkarni	28	30	Pass
27.	Dipika Gajanan Deshmukh	28	30	Pass
28.	Sakshi S. Solanki	26	30	Pass

29.	Devkanya R. Parihar	28	30	Pass
30.	Pooja R. Padghan	26	30	Pass
31.	Prajwal S. Girhe	30	30	Pass
32.	Sanika Dattatray Wayse	30	30	Pass
33.	Sayali Bhaskar Gawai	26	30	Pass
34.	Bhakti Santosh Korde	26	30	Pass
35.	Aditi Mangesh Deshmukh	26	30	Pass
36.	Sabaanjum Shaikh Shagir	30	30	Pass
37.	Garjana Durgadas Kokne	26	30	Pass
38.	Vaishnavi Vijay Zalte	30	30	Pass
39.	Vinayak Damodhar Adbane	28	30	Pass
40.	Om Santosh Deshmukh	30	30	Pass
41.	Shivani Dhananjay Prihar	30	30	Pass
42.	Bushra Parveen Haroon Khan	30	30	Pass

Sample of Enrollment Form

 Shri Shivaji Science & Arts College, Chikhli Dist. Buldana Department of English Enrollment Form Certificate Course in English Communication For Workplace and Business (2025-26)
1) Name of the Student: <u>Shirani Dhananjay Paṛihāṛ</u> 2) Class : <u>B.com (I)th</u> 3) Mobile No : <u>9834678897</u> 4) Mail id : <u>Paṛihāṛ Shirani 2008 @ gmail . com</u> 5) Address : <u>AT. Post Anchaxwadi, Chikhli</u> Declaration: I, <u>Shirani Dhananjay Paṛihāṛ</u> interested to join the certificate course in English Communication For Workplace and Business (2025-26). I will attend the lectures and practical regularly. You are requested to confirm my admission to the course. Remark: <u>Admission confirmed -</u>  Head Dept. of English Shri Shivaji Sci. & Arts College Chikhli Dist Buldaṛ

Action Taken Report (2025-26)

- 1) It is decided to organize Three Months (90 Hours) Certificate Course in English Communication For workplace and Business sponsored by PM-USHA Scheme 3.0. The duration of the course was Three Months from 18th August 2025 to 30th Jan. 2026. As per need the period may be extended for a week or two.
- 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 excluding holidays and examination period.
- 5) The topics to be taught and demonstrated 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-two students completed the course successfully.
- 11) Students were given certificate at the end of the Course.


 Head of the Department
 Head
 Dept. of English
 Shri Shivaji Sci. & Arts College
 Chikhli Dist. Buldhana


 IQAC Coordinator


 PM-USHA Coordinator




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

Sample of Question Paper (Theory Exam)



Shri Shivaji Science And Arts College, Chikhli Dist. Buldana

CERTIFICATE COURSE
COMMUNICATION AND SOFT SKILLS DEVELOPMENT
 Max Marks : 30 Time : 30 Minutes

28
30

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

Name of the Student: Shumaila Gazar Class : B.Sc Ist (Ist Sem)

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

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

- 02 (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 Strength, weaknesses opportunities and Threats

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

Q. 3 : "Jumping to conclusions" is common obstacle to 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 positive attitude negative attitude

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

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

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

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

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

Q. 7 : "Positive, informative, evaluative and appreciative" are the Speaking models

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

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

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

Q. 9: Reading is to knowledge what hearing is to understanding

- 02 (a) knowledge, understanding (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 8:20 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

Sample of Assignment

	Shri Shivaji Education Society's Shri Shivaji Science & Arts College Chikhli Dist. Buldana Accredited by NAAC B++ Grade (CGPA – 3.00)	
CERTIFICATE COURSE IN ENGLISH COMMUNICATION FOR WORKPLACE AND BUSINESS Assignment Academic Session : 2025-26  Submitted By Name of the Student: <u>Sayali Baburao Chharye</u> Class : <u>BSC. 7th yr.</u>  Course Coordinaor Date : <u>31-1-2026</u>		

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

→ Any parameter that limits the purpose or channel of communication between the transmitter 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 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 dictionary.

Consonants

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

Vowels and diphthongs

i:	see	/si:	ʌ	cup	/kʌp
ɪ	happy	/ˈhæpi	ɜ:	bird	/bɜ:d
ɪ	sit	/sɪt	ə	about	/əˈbaʊt
e	ten	/ten	er	say	/seɪ
æ	cat	/kæt	əʊ	go	/gəʊ
ɑ:	father	/ˈfɑ:ðə(r)	aɪ	five	/faɪv
ɒ	got	/gɒt	aʊ	now	/naʊ
ɔ:	saw	/sɔ:	ɔɪ	boy	/bɔɪ
ʊ	put	/pʊt	ɪə	near	/nɪə(r)

u actual /'æktʃʊəl

ea hair /heə(r)

u: too /tu:

ʊə pure /pjʊə(r)

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

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

→ 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 sentences 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 sentences are the most common type of sentence.

2. Interrogative Sentence (question)

Interrogative sentences 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 sentences 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 sentences 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 :

- base verb...

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

Imperative sentences can be positive or negative. Look at these examples:

Positive	negative
stop!	Do not stop!
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 / point (!).

The usual word order for the exclamative sentence is :

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

Look at these examples :

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

Q. 4: Write down some important Suffixes and Prefixes with examples.

List of Suffixes & Prefixes

The Prefixes 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 PDF for reference.

list of Prefix in English

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	collaborate, combine, connect
contra, counter	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-book, e-mail, e-governance
eco	related to environment	eco-tourism, eco-disaster
en(m)	cause to	encode, embrace
equi	equal	equidistant, equilateral
ex	previously, former	ex-president, ex-student
extra	very	extra-bright, extra-strong
extra	outside	extra-curricular, extrasensory
fore	before	extraordinary
fore	before	Forecast, Forelimb.
hyper	too much	hyperactive, hypersensitive
il, im, in, ir	not, opposite of	illogical, impossible, indirect irrational
in (m)	movement to, in	input, inset, intake, implant import

classmate
Date :
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inter	between, connected	interrelated, interact.
intra	within	intra-generational, intramuscular
kilo	thousand	kilogram, kilometer, kilowatt
macro	large	macroeconomics, macro-scale
mal	bad, badly	malfunction, malpractice
micro	small	micro-economics, micro-scale
mid	middle	midway, midsummer
mis	wrongly, incorrect	mistake, mistranslate, misunderstand
mono	one	mono-centric, monoculture
multi-	many	multicultural, multi-level
neo	something old in new form	Neoclassical,
non	not	non-believer, non-competitive, nonsense.
out	more, to a great extent	outnumber, outlive, outburst, outrage
over	over, above, too much	overlook, overcook, overhead, overhead, overheat.
post	after	post-examination, post-modern
pre	before	post-independence
pre	before	pre-examination, preview,
pro	in favour of	pre-war, pre-independence
pro	in favour of	pro-feminist, pro-liberal, pro-acti
pseudo	false	pseudo-intellectual, pseudo-science
quasi	almost, not quite	quasi-academic, quasi-legal.
re	again	rediscover, redefine, rename, return
retro	back	rejuvenate
retro	backwards	retrogressive, retrospective
semi	partly, half	semicircle, semi-organic, semi-precious, semifinals
sub	part of something, under, beneath	subway, submarine, subsection.

Super	above or bigger	superpower, supersonic, super
trans	across	transcontinental, transcribe,
ultra	extra	transport, transit
ultra	extreme	ultra-sensitive, ultrasound,
un		ultramodern
un	not	unusual, uncertain, unusual,
		unscrew, unplug, unfriendly
under	under, beneath,	underpower, underemployed,
	insufficient	undersea
well	useful, successful	well-designed, well-written,
		well-established

List of Suffix in English:

Suffix	word	Meaning	Suffix Examples
-able, -ible		can be done	doable, identifiable, predictable, possible
-al, -ial		has property of	personal, partial, legal
-ant		having an effect	disinfectant, coolant, accelerant
-based		performing a major part of	computer-based, oil-based, genetic-based
-cy		state or quality	accuracy, literacy, urgency
-ed		past tense of verb	turned, returned, ruined, cleaned
-ee		person affected by something	employee, interviewee, trainee, addressee
-en		made of, being made	golden, broaden, lighten
-er		comparative	higher, lighter, sooner, lighter
-er		one who perform or do something	doer, painter, singer, performer

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-est	superlative	slightest, lightest, best, biggest
-free	without	hasslefree, carefree, debt-free, pain-free
-ful	full of	grateful, forgetful, fearful, careful, joyful
-hood	condition, period, state	childhood, brotherhood, adulthood, motherhood
-ic	having property of	linguistic, photographic, electric, democratic, heroic
-ics	study of	genetics, electronics, aeronautics
-ify	giving quality to something	defy, clarify, purify, solidify, classify
-ing	present participle	cooking, dancing, running
-ism	behaviour or belief	liberalism, modernism, heroism
-ist	one who follows certain behaviours or belief	philanthropist, anarchist, optimist, activist
-(t)ion	act or process	reaction, action, projection
-(i)ty	state of	extremity, infinity, sanity
-(t)ive	adjective	active, motive, positive
-ize, -ise	bring about a condition or state	modernize/modernise, colonize/colonise
-less	without	fearless, careless, meaningless
-like	resemble another	alike, bird-like, child-like
-ly, -y	having	quickly, quietly, wordy, handy
-ment	action, process	fulfilment, enjoyment, development
-ness	state of, quality	Happiness, newness, kindness, effectiveness, openness
-ocracy	type of ruling body	democracy, autocracy, meritocracy, bureaucracy

- | | | |
|----------------------|---|--|
| -ocrat | person ruling | autocrat, technocrat, democrat |
| -ology,-
ological | study of | archaeology, geology, biology, physiology
biological |
| -ous | having | callous, joyous, religious |
| -Proof | safe, protected
against | stain-proof, waterproof,
dustproof, soundproof |
| -ship | state or experience
of specific position | partnership, entrepreneurship,
professorship, leadership. |

Q. 5) 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.

(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.
- Debtor and purchase ledger reconciliation.
- Experience in liaising with banks, auditors, and legal departments.

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- Account reconciliations, bookkeeping, 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.

Qualifications / Educational History

- 2012 - 2013 : Master's Degree in Accounting - SGBAU, Amravati
- 2008 - 2011 : Accounting Degree in - 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 framework of internal controls.
- Explaining the intricacies of the organisation's financial workings to individuals with no knowledge of finance.

CLASSMATE
Date :
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- 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 comparing them to result from previous periods.
- Total understanding of accounting procedures, processes, and systems used in the context of the company's wider business plans.
- Discretion when handling sensitive client information.

Personal Interests and 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 the industry.

Q. 6: Write a note on Two Case studies showing bad Time management and Effective Time Management.

→ Time management is a crucial skill that determines productivity and success in personal and professional life. Below are two case studies that illustrate the consequences of bad time management and the benefits of effective time management.

Case Study 1: Bad Time Management

Mr. X is a project manager in a software company. He fails to prioritize tasks, does not make a schedule, and spends most of his day reacting to urgent issues instead of planning. He multitasks excessively, leading to errors and missed deadlines. Because of poor time management:

- Projects are delayed, causing client dissatisfaction.
- Team members feel stressed due to last-minute work.
- Mr. X experiences burnout and reduced work quality.

The outcome is a loss of business reputation and increased operational costs.

Case Study 2: Effective Time Management

Mrs. Y is a marketing executive who practices good time management. She uses techniques like to-do lists, prioritization (using the Eisenhower Matrix), and time blocking. She allocates specific time slots for tasks like campaign planning, meetings, and reviews. Because of effective time management:

- Campaigns are launched on time, increasing brand visibility.
- Workload is balanced, reducing stress for herself and her team.
- She achieves better work-life balance and higher productivity.

The result is improved performance, client satisfaction, and career growth.

Key Differences

- 1) Planning: Bad management lacks planning; effective management involves systematic scheduling.
- 2) Prioritization: Poor management ignores priority, while good management focuses on important tasks first.
- 3) Outcome: Bad time management leads to delays and stress; effective management results in efficiency and success.

There are some examples of specific time-management techniques to apply in daily life:

- 1) Pomodoro Technique: Work in focused 25-minute intervals, followed by a 5-minute break. After 4 cycles, take a longer break (15-30 minutes).
- 2) Time Blocking: Divide your day into blocks dedicated to specific tasks. Allocate time for meetings, work, breaks, and personal activities.
- 3) To-Do List with Priorities: List tasks and mark them as high, medium, or low priority. Start with high-priority tasks.
- 4) 2-Minute Rule: If a task takes less than 2 minutes, do it immediately.

Attendance Sheets

Microsoft Word - Letter Head-new-1 - 4) Attendance Sheet.pdf

Shri Shivanji Science & Arts College, Chikali
Certificate Course in English Communication for Workplace and Business (2025-26)
CONDUCTED BY DEPARTMENT OF ENGLISH

Attendance Sheet, Month : Aug. 2025
Signature of the Students

Sr. No.	Name of the Student		MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
	Day	Date														
1)	Shruti Ravindra	18/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
2)	Poonam Bhanudas	19/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
3)	Sheela Sheela	20/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
4)	Diya Raju Murthe	21/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
5)	Sakshi Vilas Borge	22/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
6)	Shazmina Parvin	23/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
7)	M. Shafigue	24/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
8)	Tanzila Parveen	25/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
9)	MD. Aabid	26/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
10)	Saniya Parveen Sk.	27/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
11)	Ismail	28/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
12)	Shaikh Zoya	29/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
13)	Parveen Siraj	30/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
14)	Shumaila Sd. Habib	31/08	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
15)	Shiza Asmi M.	01/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
16)	Atique	02/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
17)	Nusarat Mahak Sk.	03/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
18)	Acejaz	04/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
19)	Vaishnavi Namdeo Usar	05/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
20)	Sneha Milind	06/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
21)	Paithane	07/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
22)	Vaishnavi Shivdas Tayde	08/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
23)	Ku. Shiyani	09/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
24)	Dhnanjay Parihar	10/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
25)	Ku Poonam	11/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
26)	Rajendra Iwarkar	12/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
27)	Akash Sanjay	13/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
28)	Wankhede	14/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
29)	Tanuja Vijay Sing	15/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
30)	Rajput	16/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
31)	Harshada Sunil Theng	17/09	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present

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Signature of the Students

Sl. No.	Name of the Student	Attendance Sheet							Signature of the Students						
		Day	MON	TUE	WED	THU	FRI	SAT							
21)	Asfya Alina Shaikh Sadik Gavit	Date	18/8	19/8	20/8	21/8	22/8	23/8	24/8	25/8	26/8	27/8	28/8	29/8	30/8
22)	Sayali Baburao Chavare		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
23)	Kirti Ananta Deshmukh		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
24)	Shivani Pradip Bahelkar		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
25)	Priyanka Vishvas Dhole		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
26)	Anuja Gajanan Kulkarni		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
27)	Dipika Gajanan Deshmukh		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
28)	Sakshi S. Solanki		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
29)	Devkanya R. Parhar		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
30)	Pooja R. Padgahan		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
31)	Pratibha S. Girhe		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
32)	Sanika Dattatray Wayse		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
33)	Sayali Bhaskar Gawali		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
34)	Bhakti Santosh Korde		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
35)	Aditi Mangesh Deshmukh		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
36)	Sabaanjum Shaikh Shagrir		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
37)	Garjana Durgadas Kokhe		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
38)	Vaishnavi Vijay Zalte		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
39)	Vinayak Damodhar Adbane		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
40)	Om Santosh Deshmukh		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
41)	Shivani Dhananjay Prihar		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
42)	Bushra Farveen Haroon Khan		AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB

Shri Shivaji Science & Arts College, Chiklhi
Certificate Course in English Communication For Workplace and Business (2025-26)
CONDUCTED BY DEPARTMENT OF ENGLISH

Attendance Sheet, Month : SEPT. 2025

Signature of the Students

Sr. No.	Name of the Student	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
1)	Shashiravi Ravindra Jadhao																												
2)	Poonam Bhanudas Shewale																												
3)	Snehal Nashan Siddiqui																												
4)	Divya Raju Murthe																												
5)	Sakshi Vilas Borge																												
6)	Shazmina Parvin M. Shafigue																												
7)	Tanzila Parveen M. Aabid																												
8)	Samya Parveen Slt. Ismail																												
9)	Shaikh Zoya Parveen Siraj																												
10)	Shumaila Sd. Habib																												
11)	Shiza Asna M. Atique																												
12)	Nusrat Mahak Slt. Ajeaz																												
13)	Vaishnavi Namdeo Usar																												
14)	Sneha Milind Parthane																												
15)	Vaishnavi Shivdas Tayde																												
16)	Ku. Shivdatt Dhannajay Parhar																												
17)	Ku Poonam Rajendra Iwarhar																												
18)	Akashia Sanjay Wankhede																												
19)	Tanuja Vijay Sing Rajput																												
20)	Harshada Sunil Theng																												

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Shri Shivaji Science & Arts College, Chikhli
Certificate Course in English Communication For Workplace and Business (2025-26)
CONDUCTED BY DEPARTMENT OF ENGLISH
Attendance Sheet, Month : **OCT - NOV 2025**
Signature of the Students

Sr. No.	Name of the Student		Signature of the Students																														
	Day	Date	WED	THU	FRI	SAT	MON	TUE	WED	THU	FRI	SAT	MON	TUE	WED	THU	FRI	SAT	MON	TUE	WED	THU	FRI	SAT	MON	TUE	WED	THU	FRI	SAT	MON	TUE	WED
1	Shruti Ravindra Jadhao	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
2	Poonam Bhanudas Shewale	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
3	Sanjal Nishan Siddiqui	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
4	Divya Raju Murthe	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
5	Sakshi Vilas Borde	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
6	Shamini Parvin M. Shaik	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
7	Tanzila Parveen Md. Anbid	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
8	Saniya Parveen Sk. Ismail	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
9	Shakha Zoya Parveen Straj	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
10	Shumaila Sd. Habib	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
11	Shiza Asrar M. Alique	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
12	Nusarati Mabek Sk. Aajiz	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
13	Vaishnavi Nandoo Usar	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
14	Sachin Milind Patilane	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
15	Vaishnavi Shivdas Taye	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
16	Ka. Shivani Dhananjay Parhar	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
17	Ku Poonam Rajendra Iwarhar	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
18	Akashita Sanjay Wankhede	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
19	Tanuja Vijay Sing Rajput	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	
20	Harsada Sunil Tieng	04/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	

UNIVERSITY GRAM COLLEGE LEVEL GRAM & ANNUAL GATHERING - 20/11 to 22/11

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WINTER VACATION 13/10 to 02/11/2025

Shri Shivaji Science & Arts College, Chikbali
Certificate Course in English Communication For Workplace and Business (2025-26)
CONDUCTED BY DEPARTMENT OF ENGLISH II
Attendance Sheet, Month: JAN. 2026

Sr. No.	Name of the Student		Signature of the Students																																	
	Day	Date	THU	FRI	SAT	SUN	TUE	WED	THU	FRI	SAT	SUN	TUE	WED	THU	FRI	SAT	SUN	TUE	WED	THU	FRI	SAT	SUN	TUE	WED	THU	FRI	SAT	SUN	TUE	WED	THU	FRI	SAT	SUN
1)	Shrushti Ravindra	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
2)	Poonam Bhandas	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
3)	Snehal Nishan	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
4)	Divya Raju Murtte	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
5)	Sakshi Vilas Borde	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
6)	Shazmin Parvin	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
7)	Tanzila Parveen	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
8)	Saniya Parveen Sk.	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
9)	Shamsh Zoya	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
10)	Shumaila Sd.	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
11)	Shiza Asmal M.	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
12)	Nusrat Mahesh Sk.	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
13)	Vaishnavi Namdeo	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
14)	Sneha Milind	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
15)	Vaishnavi Shivdas	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
16)	Ku. Shrivani	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
17)	Ku Poonam	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
18)	Akash Sanjay	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
19)	Tanjia Vijay Sing	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				
20)	Harshada Sunil	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01	13/01	14/01	15/01	16/01	17/01	18/01	19/01	20/01	21/01	22/01	23/01	24/01	25/01	26/01	27/01	28/01	29/01	30/01	31/01				

2 of 2

Shri Shivaji Science & Arts College, Chikhal
 Certificate Course in English Communication For Workplace and Business (2025-26)
 CONDUCTED BY DEPARTMENT OF ENGLISH
 Attendance Sheet, Month : FEB. 2026
 Signature of the Students

Sr. No.	Name of the Student								
	Day	Date	MON	TUE	WED	THU	FRI	SAT	SUN
1)	Shrushtri Ravindra Jadhao	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
2)	Poonam Bhaandas Shewale	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
3)	Sheetal Nashan Siddiqui	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
4)	Drya Raju Muthi	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
5)	Sakshi Vias Borde	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
6)	Shazmina Parvin M. Shafigue	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
7)	Tanzia Parveen Md. Asbid	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
8)	Sanja Parveen S. Ismail	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
9)	Shaikh Zoya Parveen Siraj	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
10)	Shamaila Sd. Habib	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
11)	Shiza Asmal M. Atique	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
12)	Nusrat Mahak S. Ajeaz	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
13)	Vaishnavi Namdeo Usar	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
14)	Sneha Milind Patil	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
15)	Vaishnavi Shivdas Tayde	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
16)	Ku. Shivani Dhananjay Parhar	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
17)	Ku Poonam Rajendra Iwarkar	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
18)	Akashia Sanjay Wankhede	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
19)	Tanuja Vijay Sing Rajput	02/02-03/02	Present	Present	Present	Present	Present	Present	Present
20)	Harshada Sunil Theng	02/02-03/02	Present	Present	Present	Present	Present	Present	Present

Worksheet - Attendance Sheet.pdf

Signature of the Students

File:///C:/Users/ITULJA/Downloads/Attendance%20Sheet.pdf

Sr. No.	Name of the Student	Day	Mon	TUE	WED	THU	FRI	SAT	SUN	TUE
211	Asfya Alina	Date	02/02	03/02	04/02	05/02	06/02	07/02	08/02	09/02
212	Shahid Seddik		AB	AB	AB	AB	AB	AB	AB	AB
22	Sayali Baburno		AB	AB	AB	AB	AB	AB	AB	AB
23	Chiragye		AB	AB	AB	AB	AB	AB	AB	AB
24	Kirti Ananta		AB	AB	AB	AB	AB	AB	AB	AB
25	Deshmane		AB	AB	AB	AB	AB	AB	AB	AB
26	Shivani Pradip		AB	AB	AB	AB	AB	AB	AB	AB
27	Bahakar		AB	AB	AB	AB	AB	AB	AB	AB
28	Prayanka Vishvas		AB	AB	AB	AB	AB	AB	AB	AB
29	Dhoke		AB	AB	AB	AB	AB	AB	AB	AB
30	Anuja Gajanan		AB	AB	AB	AB	AB	AB	AB	AB
31	Kulkarni		AB	AB	AB	AB	AB	AB	AB	AB
32	Dipika Gajanan		AB	AB	AB	AB	AB	AB	AB	AB
33	Deshmukh		AB	AB	AB	AB	AB	AB	AB	AB
34	Sakshi S. Solanki		AB	AB	AB	AB	AB	AB	AB	AB
35	Devkanya R.		AB	AB	AB	AB	AB	AB	AB	AB
36	Parthar		AB	AB	AB	AB	AB	AB	AB	AB
37	Pooja R. Padghe		AB	AB	AB	AB	AB	AB	AB	AB
38	Prajwal S. Gite		AB	AB	AB	AB	AB	AB	AB	AB
39	Sanika Dattatray		AB	AB	AB	AB	AB	AB	AB	AB
40	Wayse		AB	AB	AB	AB	AB	AB	AB	AB
41	Sayali Bhaskar		AB	AB	AB	AB	AB	AB	AB	AB
42	Gawal		AB	AB	AB	AB	AB	AB	AB	AB
43	Bhakti Santosh		AB	AB	AB	AB	AB	AB	AB	AB
44	Korde		AB	AB	AB	AB	AB	AB	AB	AB
45	Aditi Mangesh		AB	AB	AB	AB	AB	AB	AB	AB
46	Deshmukh		AB	AB	AB	AB	AB	AB	AB	AB
47	Sabaanjum Shaikh		AB	AB	AB	AB	AB	AB	AB	AB
48	Shagir		AB	AB	AB	AB	AB	AB	AB	AB
49	Garijana Durgadas		AB	AB	AB	AB	AB	AB	AB	AB
50	Kokhe		AB	AB	AB	AB	AB	AB	AB	AB
51	Vaishnavi Vijay		AB	AB	AB	AB	AB	AB	AB	AB
52	Zalte		AB	AB	AB	AB	AB	AB	AB	AB
53	Vinayak Damodhar		AB	AB	AB	AB	AB	AB	AB	AB
54	Adbane		AB	AB	AB	AB	AB	AB	AB	AB
55	Om Santosh		AB	AB	AB	AB	AB	AB	AB	AB
56	Deshmukh		AB	AB	AB	AB	AB	AB	AB	AB
57	Shivani Dhananjay		AB	AB	AB	AB	AB	AB	AB	AB
58	Prithar		AB	AB	AB	AB	AB	AB	AB	AB
59	Bushra Parveen		AB	AB	AB	AB	AB	AB	AB	AB
60	Haroon Khan		AB	AB	AB	AB	AB	AB	AB	AB

Sample of Feedback Forms

1

Student Feedback Questionnaire
Certificate Course in English Communication for Workplace and Business
(2025-26)

Name of the Student: Shruti Ravindra Jadhav Class : B.Sc.I

Instructions: Please select the most appropriate option and underline it for each question.

1. How would you rate the overall usefulness of this certificate course?

- a) Excellent
- ☒ b) Very Good
- c) Good
- d) Average

2. To what extent did the course improve your English communication skills?

- a) To a great extent
- ☒ b) To a moderate extent
- c) To some extent
- d) Not much

3. How relevant was the course content to workplace and business communication?

- ☒ a) Highly relevant
- b) Relevant
- c) Somewhat relevant
- d) Not relevant

4. How effective were the teaching methods used in the course?

- a) Very effective
- ☒ b) Effective
- c) Satisfactory
- d) Not effective

5. How clearly were the concepts explained by the instructor?

- ☒ a) Very clearly
- b) Clearly
- c) Somewhat clearly
- d) Not clearly

6. How confident do you feel in speaking English in workplace situations after completing this course?

- a) Very confident
- ☒ b) Confident
- c) Somewhat confident
- d) Not confident

Student Feedback Questionnaire
Certificate Course in English Communication for Workplace and Business
(2025-26)

Name of the Student: Pranam Prasad Jewale Class : B.Sc.I

Instructions: Please select the most appropriate option and underline it for each question.

1. How would you rate the overall usefulness of this certificate course?

- ☒ a) Excellent
- b) Very Good
- c) Good
- d) Average

2. To what extent did the course improve your English communication skills?

- a) To a great extent
- ☒ b) To a moderate extent
- c) To some extent
- d) Not much

3. How relevant was the course content to workplace and business communication?

- ☒ a) Highly relevant
- b) Relevant
- c) Somewhat relevant
- d) Not relevant

4. How effective were the teaching methods used in the course?

- ☒ a) Very effective
- b) Effective
- c) Satisfactory
- d) Not effective

5. How clearly were the concepts explained by the instructor?

- ☒ a) Very clearly
- b) Clearly
- c) Somewhat clearly
- d) Not clearly

7. How confident do you feel in speaking English in workplace situations after completing this course?

- a) Very confident
- b) Confident
- ☒ c) Somewhat confident
- d) Not confident

Student Feedback Questionnaire
Certificate Course in English Communication for Workplace and Business
(2025-26)

Name of the Student: Snehl Nashon Siddiqui Class : B.Sc

Instructions: Please select the most appropriate option and underline it for each question.

1. How would you rate the overall usefulness of this certificate course?

- ☒ a) Excellent
- b) Very Good
- c) Good
- d) Average

2. To what extent did the course improve your English communication skills?

- a) To a great extent
- ☒ b) To a moderate extent
- c) To some extent
- d) Not much

3. How relevant was the course content to workplace and business communication?

- a) Highly relevant
- ☒ b) Relevant
- c) Somewhat relevant
- d) Not relevant

4. How effective were the teaching methods used in the course?

- ☒ a) Very effective
- b) Effective
- c) Satisfactory
- d) Not effective

5. How clearly were the concepts explained by the instructor?

- ☒ a) Very clearly
- b) Clearly
- c) Somewhat clearly
- d) Not clearly

7. How confident do you feel in speaking English in workplace situations after completing this course?

- ☒ a) Very confident
- b) Confident
- c) Somewhat confident
- d) Not confident

Student Feedback Questionnaire
Certificate Course in English Communication for Workplace and Business
(2025-26)

Name of the Student: Divya Raju Matthe Class : B.Sc.I

Instructions: Please select the most appropriate option and underline it for each question.

1. How would you rate the overall usefulness of this certificate course?

- ☒ a) Excellent
- b) Very Good
- c) Good
- d) Average

2. To what extent did the course improve your English communication skills?

- ☒ a) To a great extent
- b) To a moderate extent
- c) To some extent
- d) Not much

3. How relevant was the course content to workplace and business communication?

- ☒ a) Highly relevant
- b) Relevant
- c) Somewhat relevant
- d) Not relevant

4. How effective were the teaching methods used in the course?

- a) Very effective
- ☒ b) Effective
- c) Satisfactory
- d) Not effective

5. How clearly were the concepts explained by the instructor?

- a) Very clearly
- ☒ b) Clearly
- c) Somewhat clearly
- d) Not clearly

7. How confident do you feel in speaking English in workplace situations after completing this course?

- a) Very confident
- ☒ b) Confident
- c) Somewhat confident
- d) Not confident

Student Feedback Questionnaire
Certificate Course in English Communication for Workplace and Business
(2025-26)

Name of the Student: Shammina Parvin M. Shafique Class : B.Sc.I

Instructions: Please select the most appropriate option and underline it for each question.

1. How would you rate the overall usefulness of this certificate course?

- ☒ a) Excellent
- b) Very Good
- c) Good
- d) Average

2. To what extent did the course improve your English communication skills?

- ☒ a) To a great extent
- b) To a moderate extent
- c) To some extent
- d) Not much

3. How relevant was the course content to workplace and business communication?

- ☒ a) Highly relevant
- b) Relevant
- c) Somewhat relevant
- d) Not relevant

4. How effective were the teaching methods used in the course?

- a) Very effective
- ☒ b) Effective
- c) Satisfactory
- d) Not effective

5. How clearly were the concepts explained by the instructor?

- ☒ a) Very clearly
- b) Clearly
- c) Somewhat clearly
- d) Not clearly

7. How confident do you feel in speaking English in workplace situations after completing this course?

- a) Very confident
- ☒ b) Confident
- c) Somewhat confident
- d) Not confident

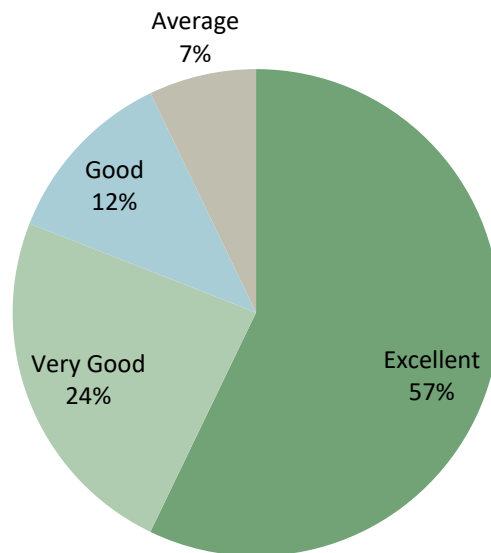
Feedback Analysis

Question-wise Analysis of the Feedback:

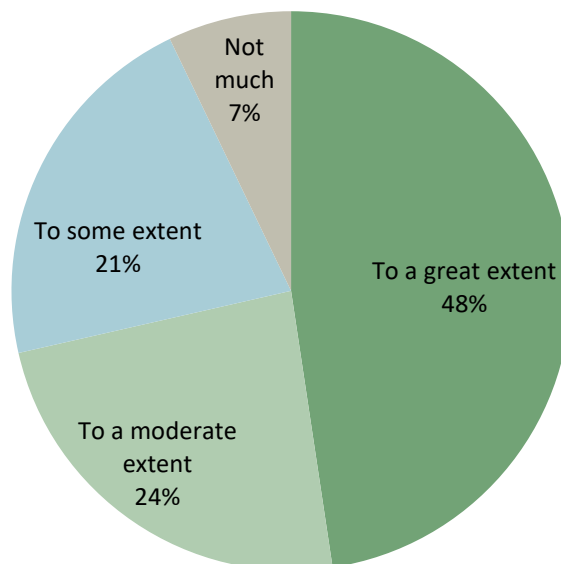
Sr. No.	Question	Response in Percent (%)			
1)	How would you rate the overall usefulness of this certificate course?	Excellent	Very Good	Good	Average
		57.14	23.80	11.90	7.14
2)	To what extent did the course improve your English communication skills?	To a great extent	To a moderate extent	To some extent	Not much
		47.61	23.80	21.42	7.14
3)	How relevant was the course content to workplace and business communication?	Highly relevant	Relevant	Some relevant	Not relevant
		61.90	21.42	16.66	0.00
4)	How effective were the teaching methods used in the course?	Very effective	Effective	Satisfactory	Not Effective
		61.90	21.42	16.66	00.00
5)	How clearly were the concepts explained by the instructor?	Very Clearly	Clearly	Somewhat Clearly	Not Clearly
		64.28	16.66	9.52	9.52
6)	How confident do you feel in speaking English in workplace situations after completing this course?	Very confident	Confident	Somewhat confident	Not confident
		47.61	23.80	21.42	7.14

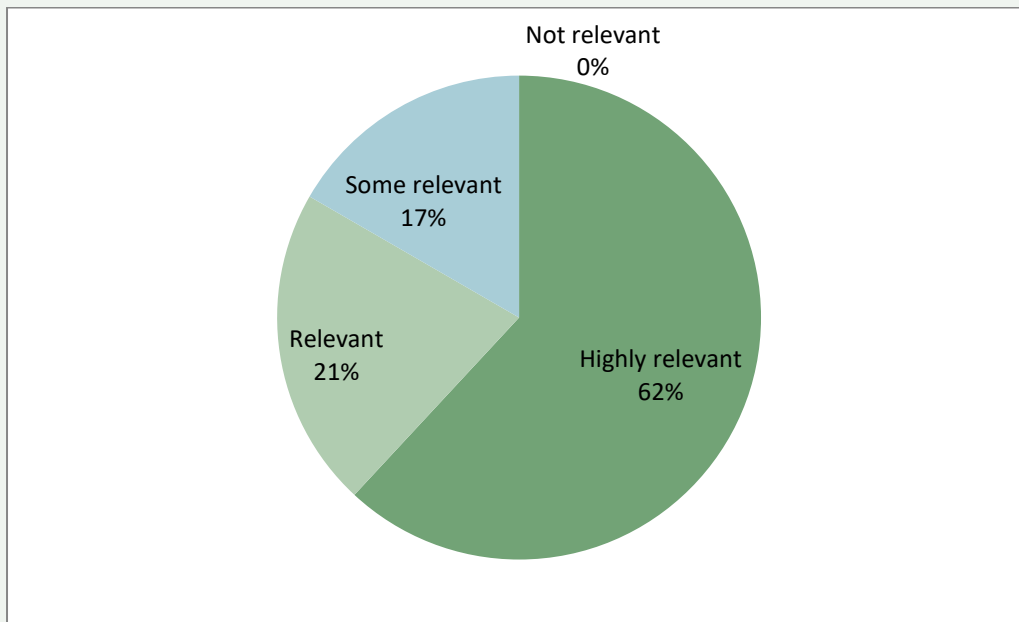
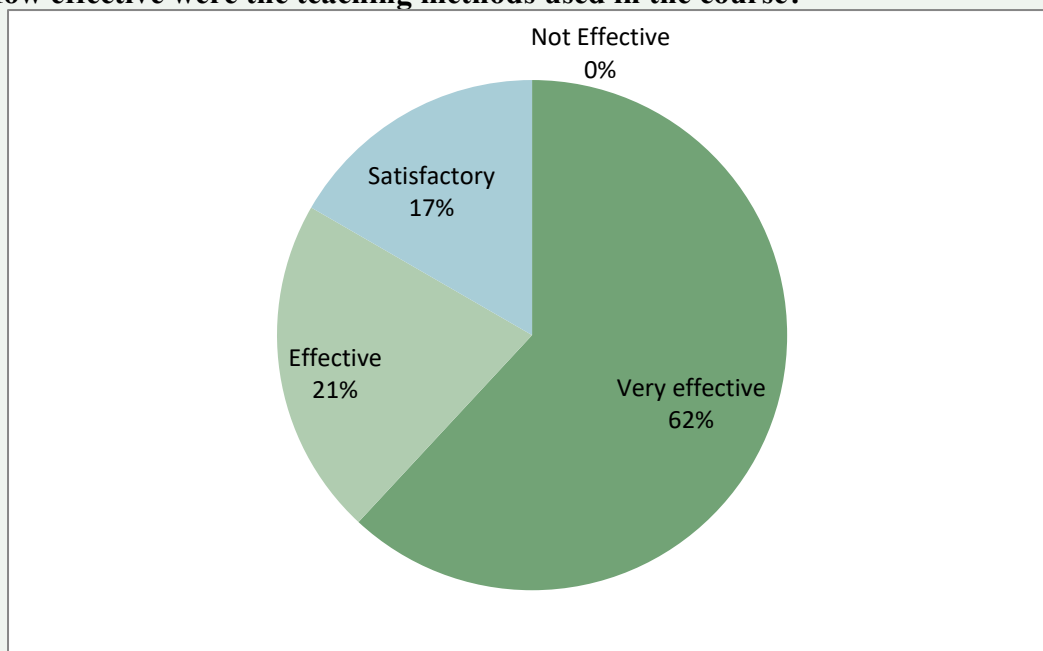
Student Feedback Analysis

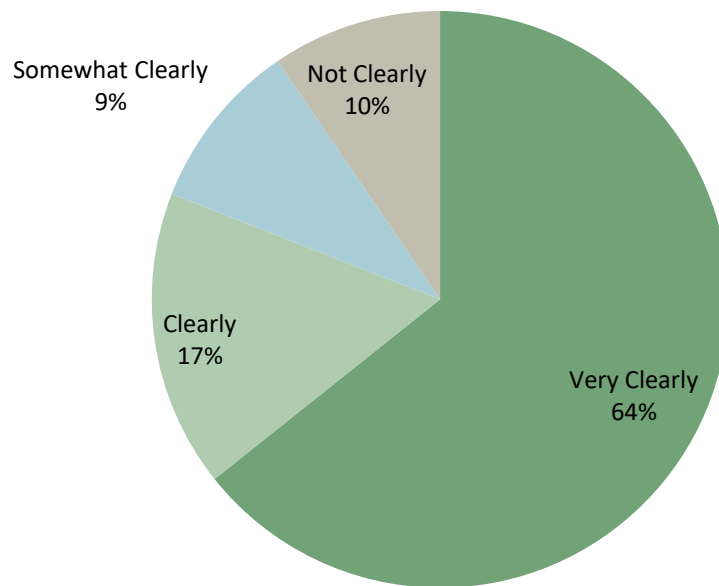
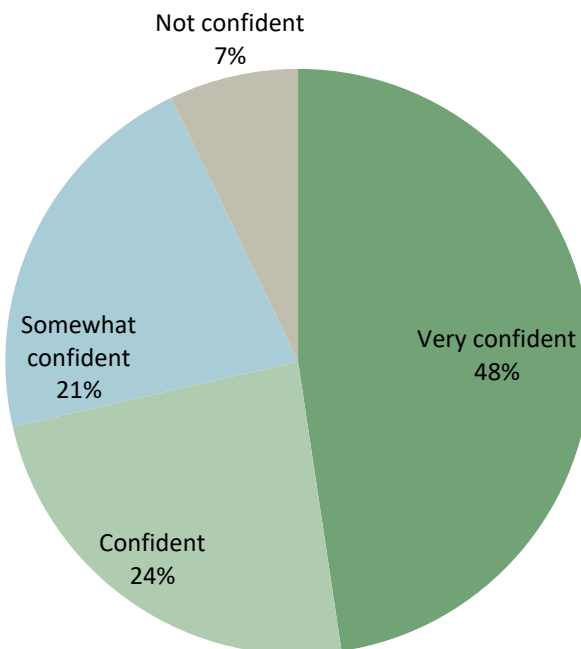
1) How would you rate the overall usefulness of this certificate course?



2) To what extent did the course improve your English communication skills?



3) How relevant was the course content to workplace and business communication?**4) How effective were the teaching methods used in the course?**

5) How clearly were the concepts explained by the instructor?**6) How confident do you feel in speaking English in workplace situations after completing this course?**

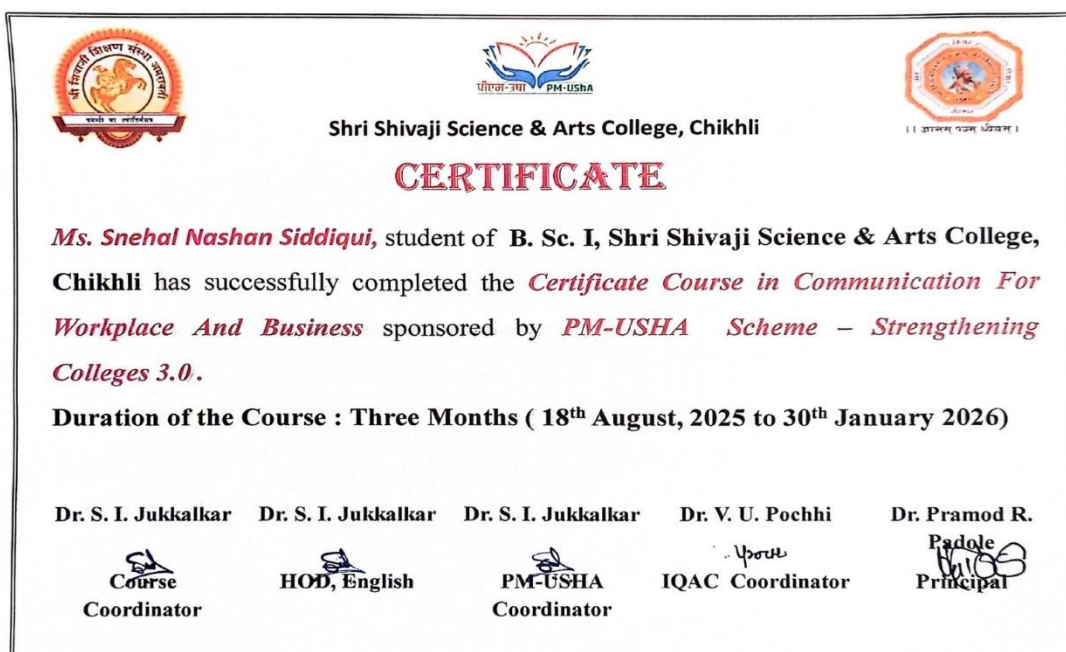
Conclusion/Findings

The feedback analysis clearly indicates that the Certificate Course in English Communication for Workplace and Business has been highly effective and well-received by the students. A significant majority of learners rated the overall usefulness of the course as *Excellent* (57.14%) and *Very Good* (23.80%), reflecting strong satisfaction with the course design and outcomes. Nearly half of the students (47.61%) reported that the course improved their English communication skills to a great extent, while a considerable number experienced moderate to some improvement, showing that the course positively impacted learners with different proficiency levels.

The relevance of the course content stands out as a major strength, with 61.90% of students finding it *highly relevant* to workplace and business communication and none considering it irrelevant. This highlights the practical and need-based nature of the syllabus. Teaching methods and instructional delivery were also rated very positively, as most students found the methods effective and the concepts explained very clearly.

Importantly, the course helped build learners' confidence in speaking English in workplace situations, with a majority feeling confident or very confident after completion. Overall, the feedback confirms that the course successfully met its objectives and contributed meaningfully to students' professional communication skills, while also offering scope for minor improvements to support learners who need additional guidance.

Samples of Certificates Awarded to Students





Shri Shivaji Science & Arts College, Chikhli

CERTIFICATE

Ms. Poonam Bhanudas Shewale, student of **B. Sc. I**, Shri Shivaji Science & Arts College, Chikhli has successfully completed the *Certificate Course in Communication For Workplace And Business* sponsored by **PM-USHA Scheme – Strengthening Colleges 3.0**.

Duration of the Course : Three Months (18th August, 2025 to 30th January 2026)

Dr. S. I. Jukkalkar


Course
Coordinator

Dr. S. I. Jukkalkar


HOD, English

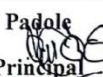
Dr. S. I. Jukkalkar


PM-USHA
Coordinator

Dr. V. U. Pochhi


IQAC Coordinator

Dr. Pramod R.


Principal



Shri Shivaji Science & Arts College, Chikhli

CERTIFICATE

Ms. Shruti Ravindra Jadhao, student of **B. Sc. I**, Shri Shivaji Science & Arts College, Chikhli has successfully completed the *Certificate Course in Communication For Workplace And Business* sponsored by **PM-USHA Scheme – Strengthening Colleges 3.0**.

Duration of the Course : Three Months (18th August, 2025 to 30th January 2026)

Dr. S. I. Jukkalkar


Course
Coordinator

Dr. S. I. Jukkalkar


HOD, English

Dr. S. I. Jukkalkar


PM-USHA
Coordinator

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Dr. Pramod R.


Principal

Glimpses of Activities



A photograph showing a group of students in a computer lab. They are wearing headsets and looking at their computer monitors, suggesting they are practicing listening or speaking exercises. The lab has several rows of desks with computers.



Map showing the location of Chikhli Taluka, Kutch District, Gujarat. The map includes landmarks like Shubhangi Wine Bar And Restaurant, Kazi Nagar, and Chikhli Taluka Krida Sankul.

	Decimal	DMS	
Latitude	20.350725	20°21'2" N	 26°C 79°F
Longitude	76.264137	76°15'50" E	
2026-01-19(Mon) 01:04(PM)			

Students are enhancing their language abilities through interactive language learning software.



A photograph showing a group of students in a computer lab. They are sitting in a circle, looking at each other and talking, suggesting they are engaged in a group discussion or collaborative learning activity. The lab has several rows of desks with computers.



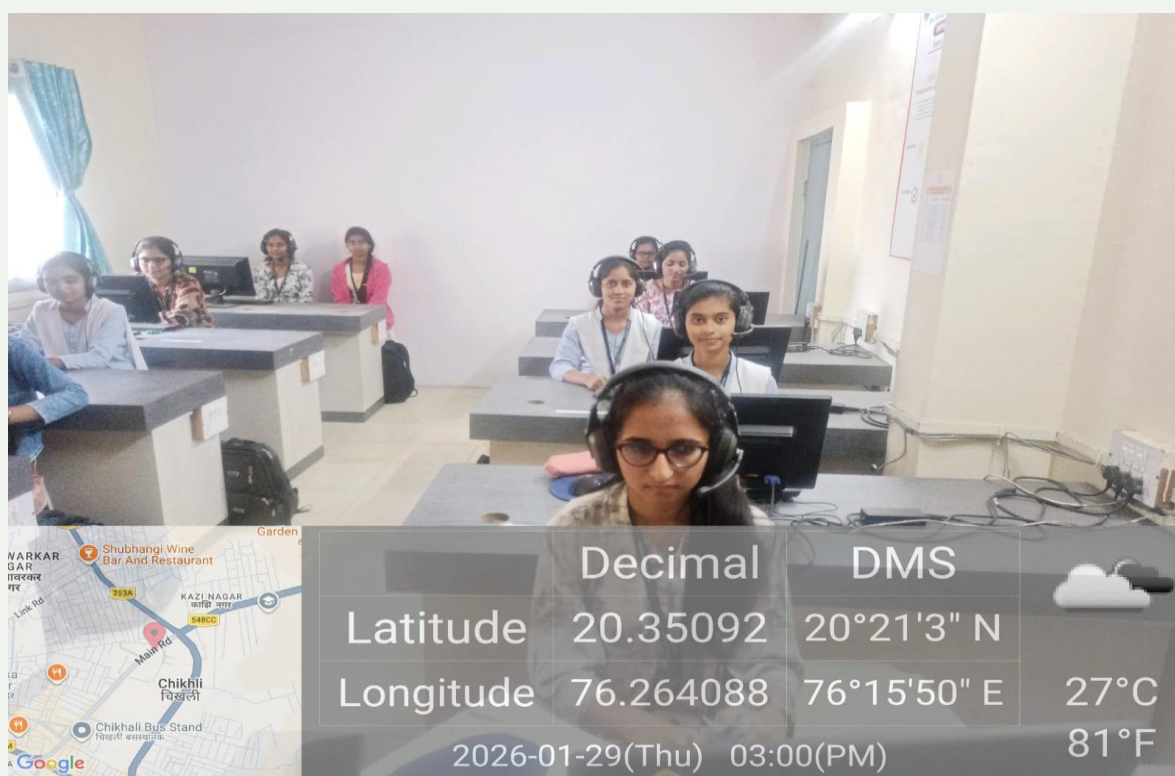
Map showing the location of Chikhli Taluka, Kutch District, Gujarat. The map includes landmarks like Shubhangi Wine Bar And Restaurant, Kazi Nagar, and Chikhli Taluka Krida Sankul.

	Decimal	DMS	
Latitude	20.350924	20°21'3" N	 29°C 84°F
Longitude	76.264085	76°15'50" E	
2026-01-17(Sat) 01:40(PM)			

Active Participation of Students in Group Discussion



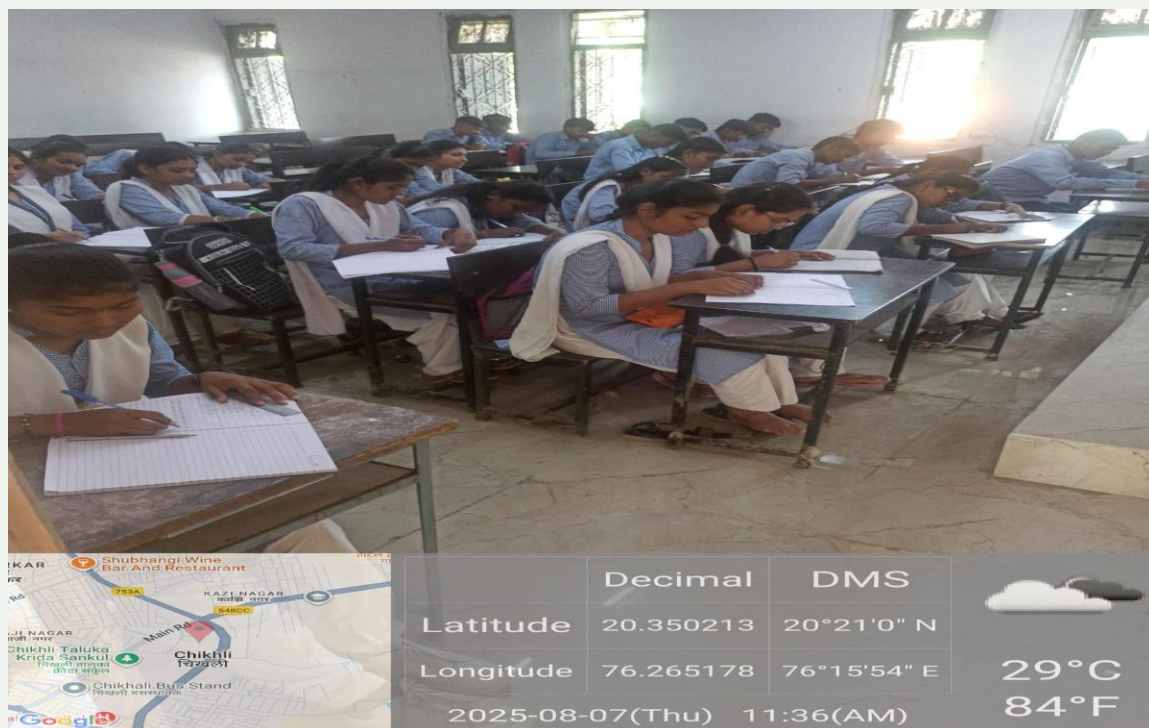
Students participation in Group Discussion



Students listening to lessons from Language Learning Software



Students participation in Group Discussion



Student Engagement in Written Assessment



Student Explaining the Importance of Hard and Soft Skills Through Poster Presentation