



Shri Shivaji Education Society's

**Shri Shivaji Science & Arts College
Chikhli Dist. Buldana**

Accredited by NAAC B++ Grade (CGPA 2.82)



Add-on Course (2021-22)

Certificate Course in Communication And Soft Skill Development

Organised By

Department of English

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

Chikhli, Dist. Buldana- 443201.

NAAC Reaccredited with 'B++' Grade (CGPA 2.82)

ISO: 9001-2015

**Dr. Omraj S. Deshmukh
Principal**

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

SKILL DEVELOPMENT COURSE UNDER NSQF

COMMUNICATION AND SOFT SKILL DEVELOPMENT (2021-22)

**CONDUCTED BY
DEPARTMENT OF ENGLISH**

DURATION OF THE COURSE : SIX MONTHS

Syllabus :

Unit I : Nature And Scope of Communication

Unit II : Pronunciation (Phonetics) And Conversation

Unit III : Grammar And Written Communication Skills

Unit IV : Vocabulary Development

Unit V : Business Communication And Job Skills

Eligibility for Admission:

1) 12th Pass from any faculty

For Details contact English Department

Organizing Committee

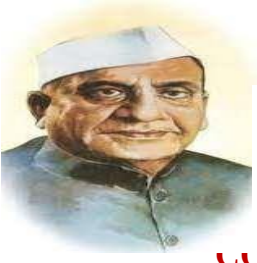
**Dr. Omraj S. Deshmukh
Principal**

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

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

www.ssesa.org www.shivajichk.ac.in
E-mail: shivajichk@rediff.com Phone :-(07264) 242088(O)

We Educate, Inspire and Empower...



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

Chikhli, Dist. Buldana- 443201.

NAAC Reaccredited with 'B++' Grade (CGPA 2.82)

ISO: 9001-2015

LIST OF EMPLOYED STUDENTS

Sr. No.	Name of the Student	Class	Mobile No
1	Nikita Baban Dukre	B. A. II	9322461398
2	Neha Baban Dukre	B. A. II	9579214690
3	Vaishnavi Gajanan Ghube	B. A. II	8623888519
4	Anil Ganesh Khare	B. A. II	7387987543
5	Roshan Dilawar Shah	B. A. II	9322990508
6	Pooja Sanjaysing Thakur	B. Com. III	7249546090
7	Sonali Kishor Ratale	B. Com. III	9067363685
8	Sapna Sunil Jadhao	B. Com. III	9172157659
9	Sanjavani Dinkar Pandagale	B. Com. III	9850307266
10	Punam Gajanan Sadar	B. Com. III	9022677434
11	Kiran Gajannath More	B. Com. III	9763635218
12	Mayuri Gajanan Morey	B. Com. III	8767395038
13	Mahesh Gopal Bhavar	B. Com. III	9545034537
14	Akash Bhaskar Kasare	B. Com. III	9067607049
15	Sarjerao Ramesh Ausarmol	B. Com. III	8552996631
16	Aniket Rajendra Kolhe	B. Com. III	7249557626
17	Vaibhav Sanjay Khandagale	B. Com. III	9309902857
18	Abhishek Rameshwar Gadekar	B. Com. III	8600517461
19	Shyam Asaram Jadhao	B. Com. III	9075503769
20	Umesh Kishor Nake	B. Com. III	8459886507
21	Kamlesh Rajendra Salve	B. Com. III	7028445733

CERTIFICATE COURSE

COMMUNICATION AND SOFT SKILLS DEVELOPMENT

SYLLABUS

Maximum Marks: 100

Minimum to Pass (Theory + practical) : 40

Theory: 30 Marks

Practical (Performance Based and Oral Test): 70

Credits: 30

Duration of the Course : 06 Months

Unit 1 : Nature and Scope of Communication (Theory 10 Marks)

- a) Verbal Communication in context and situations.
- b) Nonverbal Communication
- c) Effective communication, Barriers in Effective communication.
- d) Art of Listening
- e) Art of Reading

Unit II : Pronunciation (Phonetics) And Conversation (Practical 10 Marks)

- a) Introduction to Phonetics, Importance of Phonetics and language variation.
- b) Sounds (IPA Symbols) and classification of sounds. Accents, Rhythm and Intonation in connected speech.
- c) Self Introduction, Greetings and Salutations, Seeking permission. Offers and Invitations, Requests and Instructions, Complains and Apologies, understanding Clock. Role Play, Picture composition, Narrating Stories, Anchoring Programme,

Unit III : Grammar and Written Communication Skills (Theory 10 Marks)

- a) Sentence Construction and kinds of sentences
- b) Applied Tense and its use and Usage.
- c) Study of verbs: Main Verbs, Verbs of To be and Auxiliaries.

Unit IV: Vocabulary Development (Theory 10 Marks)

- a) Antonyms and synonyms b) one word substitution c) suffix and prefix d) use of foreign words.

Unit V : Business Communication and Job Skills (Practical 10 Marks)

- a) Making inquiry b) Placing order c) Accepting and refusing order d) Paragraph writing e) Leaflet Writing f) Writing Applications, CV, Resume Writing and E-mail Writing

Unit VI : Soft Skill

(Practical 50 Marks)

- a) Introduction b) Know Thyself/Self Discovery c) Developing Positive Attitude
d) Forming Values e) Improving Perception d) Career Planning e) Body Language
f) Team Building and Team Work g) Etiquettes and Manners h) Time
Management i) Stress Management j) Public speaking,

Recommended Reference Books

1. Bridging the Soft Skills Gap: How to Teach the Missing Basics to Today's Young Talent – by Bruce Tulgan
2. Soft Skills Training: A Workbook to Develop Skills for Employment – by Frederick H. Wentz
3. Everyone Communicates, Few People Connect: What the Most Effective People do Differently – by John C. Maxwell
4. How to Talk to Anyone: 92 Little Tricks to Have Big Success in Relationships – by Leil Lowndes
5. Teamwork 101: What Every Leader Needs to Know – by John C. Maxwell
6. Teamwork is an Individual Skill: Getting Your Work Done While Sharing Responsibility – by Christopher M. Avery, Meri Aaron Walker, and Erin O'Toole
7. The Advantage: The 7 Soft Skills You Need to Stay Ahead – by Emma-Sue Prince
8. FLIPP the Switch: Strengthen Executive Function Skills – by Sheri Wilkins and Carol Burmeister
9. Adaptability: How to Survive Change You Didn't Ask For – by M.J. Ryan
10. Perfect Phrases for Conflict Resolution – by Lawrence Polsky and Antoine Gerschel
11. Conflict Communication: A New Paradigm in Conscious Communication – by Rory Miller

Shri Shivaji Science & Arts College, Chikhli
SKILL DEVELOPMENT COURSE UNDER NSQF
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2021-22)
CONDUCTED BY DEPARTMENT OF ENGLISH

Attendance Sheet, Month : October, 2021

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date						
						20/10/2021	21/10/2021	22/10/2021	23/10/2021
1)	Nikita Baban Dukre	B. A. II				<u>Nikita</u>	<u>Nikita</u>	<u>Nikita</u>	<u>Nikita</u>
2)	Neha Baban Dukre	B. A. II				<u>Neha</u>	ABSENT	<u>Neha</u>	<u>Neha</u>
3)	Vaishnavi Gajanan Ghube	B. A. II				<u>Ghube</u>	<u>Ghube</u>	<u>Ghube</u>	<u>Ghube</u>
4)	Anil Ganesh Khare	B. A. II				<u>Anil</u>	<u>Anil</u>	<u>Anil</u>	<u>Anil</u>
5)	Roshan Dilawar Shah	B. A. II				<u>Roshan</u>	<u>Roshan</u>	<u>Roshan</u>	<u>Roshan</u>
6)	Pooja Sanjaysing Thakur	B. Com. III				<u>Thakur</u>	<u>Thakur</u>	<u>Thakur</u>	<u>Thakur</u>
7)	Sonali Kishor Ratale	B. Com. III				<u>Ratale</u>	<u>Ratale</u>	<u>Ratale</u>	<u>Ratale</u>
8)	Sapna Sunil Jadhao	B. Com. III				<u>Jadhao</u>	<u>Jadhao</u>	<u>Jadhao</u>	<u>Jadhao</u>
9)	Sanjavani Dinkar Pandagale	B. Com. III				ABSENT	ABSENT	ABSENT	ABSENT
10)	Punam Gajanan Sadar	B. Com. III				<u>P.G. Sadar</u>	<u>P.G. Sadar</u>	<u>P.G. Sadar</u>	<u>P.G. Sadar</u>
11)	Kiran Gajannath More	B. Com. III				<u>More</u>	<u>More</u>	<u>More</u>	ABSENT
12)	Mayuri Gajanan Morey	B. Com. III				<u>Morey</u>	<u>Morey</u>	<u>Morey</u>	<u>Morey</u>
13)	Mahesh Gopal Bhavar	B. Com. III				<u>Bhavar</u>	<u>Bhavar</u>	<u>Bhavar</u>	<u>Bhavar</u>
14)	Akash Bhaskar Kasare	B. Com. III				<u>Kasare</u>	<u>Kasare</u>	<u>Kasare</u>	<u>Kasare</u>
15)	Sarjerao Ramesh Ausarmol	B. Com. III				<u>Ausarmol</u>	ABSENT	<u>Ausarmol</u>	<u>Ausarmol</u>
16)	Aniket Rajendra Kolhe	B. Com. III				<u>Kolhe</u>	<u>Kolhe</u>	<u>Kolhe</u>	<u>Kolhe</u>
17)	Vaibhav Sanjay Khandagale	B. Com. III				<u>Khandagale</u>	<u>Khandagale</u>	<u>Khandagale</u>	<u>Khandagale</u>
18)	Abhishek Rameshwar Gadekar	B. Com. III				<u>Gadekar</u>	<u>Gadekar</u>	<u>Gadekar</u>	<u>Gadekar</u>
19)	Shyam Asaram Jadhao	B. Com. III				<u>Jadhao</u>	<u>Jadhao</u>	<u>Jadhao</u>	<u>Jadhao</u>
20)	Umesh Kishor Nake	B. Com. III				<u>Nake</u>	<u>Nake</u>	<u>Nake</u>	<u>Nake</u>
21)	Kamlesh Rajendra Salve	B. Com. III				<u>Salve</u>	<u>Salve</u>	<u>Salve</u>	<u>Salve</u>

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

Shri Shivaji Science & Arts College, Chikhli
SKILL DEVELOPMENT COURSE UNDER NSQF
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2021-22)
CONDUCTED BY DEPARTMENT OF ENGLISH

Attendance Sheet, Month : November, 2021

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	08/11/2021	09/11/2021	10/11/2021	11/11/2021	12/11/2021	13/11/2021
1)	Nikita Baban Dukre	B. A. II							
2)	Neha Baban Dukre	B. A. II				ABSENT			
3)	Vaishnavi Gajanan Ghube	B. A. II							
4)	Anil Ganesh Khare	B. A. II							
5)	Roshan Dilawar Shah	B. A. II							
6)	Pooja Sanjaysing Thakur	B. Com. III							
7)	Sonali Kishor Ratale	B. Com. III							
8)	Sapna Sunil Jadhao	B. Com. III							
9)	Sanjavani Dinkar Pandagale	B. Com. III		ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT
10)	Punam Gajanan Sadar	B. Com. III		ABSENT	P.G. sadar	P.G. sadar	P.G. sadar	P.G. sadar	P.G. sadar
11)	Kiran Gajannath More	B. Com. III							
12)	Mayuri Gajanan Morey	B. Com. III					ABSENT		
13)	Mahesh Gopal Bhavar	B. Com. III							
14)	Akash Bhaskar Kasare	B. Com. III							
15)	Sarjerao Ramesh Ausarmol	B. Com. III						ABSENT	
16)	Aniket Rajendra Kolhe	B. Com. III							
17)	Vaibhav Sanjay Khandagale	B. Com. III							
18)	Abhishek Rameshwar Gadekar	B. Com. III							
19)	Shyam Asaram Jadhao	B. Com. III							
20)	Umesh Kishor Nake	B. Com. III							
21)	Kamlesh Rajendra Salve	B. Com. III							
22)	Kiran Gajannath Morey	B. Com. III							

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

Shri Shivaji Science & Arts College, Chikhli
SKILL DEVELOPMENT COURSE UNDER NSQF
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2021-22)
CONDUCTED BY DEPARTMENT OF ENGLISH

Attendance Sheet, Month : December, 2021

Sr. No.	Name of the Student	Class	Signature of the Students									
			Day	MON		TUE		WED	THU	FRI	SAT	
			Date					01/12/2021	02/12/2021	03/12/2021	04/12/2021	
1)	Nikita Baban Dukre	B. A. II										
2)	Neha Baban Dukre	B. A. II										
3)	Vaishnavi Gajanan Ghube	B. A. II										
4)	Anil Ganesh Khare	B. A. II										
5)	Roshan Dilawar Shah	B. A. II										
6)	Pooja Sanjaysing Thakur	B. Com. III										
7)	Sonali Kishor Ratale	B. Com. III										
8)	Sapna Sunil Jadhao	B. Com. III										
9)	Sanjavani Dinkar Pandagale	B. Com. III										
10)	Punam Gajanan Sadar	B. Com. III										
11)	Kiran Gajannath More	B. Com. III										
12)	Mayuri Gajanan Morey	B. Com. III										
13)	Mahesh Gopal Bhavar	B. Com. III										
14)	Akash Bhaskar Kasare	B. Com. III										
15)	Sarjerao Ramesh Ausarmol	B. Com. III										
16)	Aniket Rajendra Kolhe	B. Com. III										
17)	Vaibhav Sanjay Khandagale	B. Com. III										
18)	Abhishek Rameshwar Gadekar	B. Com. III										
19)	Shyam Asaram Jadhao	B. Com. III										
20)	Umesh Kishor Nake	B. Com. III										
21)	Kamlesh Rajendra Salve	B. Com. III										

Sd/-
Head
Dept. of English
Shri Shivaji Sci. & Arts College
Chikhli Dist. N. S. S.
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Attendance Sheet

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	03/01/2022	04/01/2022	05/01/2022	06/01/2022	07/01/2022	08/01/2022
1)	Nikita Baban Dukre	B. A. II							
2)	Neha Baban Dukre	B. A. II							
3)	Vaishnavi Gajanan Ghube	B. A. II							
4)	Anil Ganesh Khare	B. A. II				ABSENT			
5)	Roshan Dilawar Shah	B. A. II						ABSENT	
6)	Pooja Sanjaysing Thakur	B. Com. III							
7)	Sonali Kishor Ratale	B. Com. III							
8)	Sapna Sunil Jadhao	B. Com. III							
9)	Sanjavani Dinkar Pandagale	B. Com. III		ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT
10)	Punam Gajanan Sadar	B. Com. III							
11)	Kiran Gajannath More	B. Com. III							
12)	Mayuri Gajanan Morey	B. Com. III							
13)	Mahesh Gopal Bhavar	B. Com. III							
14)	Akash Bhaskar Kasare	B. Com. III							
15)	Sarjerao Ramesh Ausarmol	B. Com. III				ABSENT			
16)	Aniket Rajendra Kolhe	B. Com. III							ABSENT
17)	Vaibhav Sanjay Khandagale	B. Com. III							
18)	Abhishek Rameshwar Gadekar	B. Com. III							
19)	Shyam Asaram Jadhao	B. Com. III							
20)	Umesh Kishor Nake	B. Com. III							
21)	Kamlesh Rajendra Salve	B. Com. III							
22)									

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

Shri Shivaji Science & Arts College, Chikhli
SKILL DEVELOPMENT COURSE UNDER NSQF
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2021-22)
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Attendance Sheet, Month : February, 2022

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	21/02/2022	22/02/2022	23/02/2022	24/02/2022	25/02/2022	26/02/2022
1)	Nikita Baban Dukre	B. A. II		<u>DD</u>	<u>DD</u>	<u>DD</u>	<u>DD</u>	<u>DD</u>	<u>DD</u>
2)	Neha Baban Dukre	B. A. II		<u>ABSENT</u>	<u>DD</u>	<u>DD</u>	<u>DD</u>	<u>DD</u>	<u>DD</u>
3)	Vaishnavi Gajanan Ghube	B. A. II		<u>Ghube</u>	<u>Ghube</u>	<u>Ghube</u>	<u>Ghube</u>	<u>Ghube</u>	<u>Ghube</u>
4)	Anil Ganesh Khare	B. A. II		<u>Khare</u>	<u>Khare</u>	<u>Khare</u>	<u>Khare</u>	<u>Khare</u>	<u>Khare</u>
5)	Roshan Dilawar Shah	B. A. II		<u>Shah</u>	<u>Shah</u>	<u>Shah</u>	<u>Shah</u>	<u>Shah</u>	<u>Shah</u>
6)	Pooja Sanjaysing Thakur	B. Com. III		<u>Thakur</u>	<u>Thakur</u>	<u>Thakur</u>	<u>Thakur</u>	<u>Thakur</u>	<u>Thakur</u>
7)	Sonali Kishor Ratale	B. Com. III		<u>Ratale</u>	<u>Ratale</u>	<u>Ratale</u>	<u>Ratale</u>	<u>Ratale</u>	<u>Ratale</u>
8)	Sapna Sunil Jadhao	B. Com. III		<u>Jadhao</u>	<u>Jadhao</u>	<u>Jadhao</u>	<u>ABSENT</u>	<u>Jadhao</u>	<u>Jadhao</u>
9)	Sanjavani Dinkar Pandagale	B. Com. III		<u>ABSENT</u>	<u>ABSENT</u>	<u>ABSENT</u>	<u>ABSENT</u>	<u>ABSENT</u>	<u>ABSENT</u>
10)	Punam Gajanan Sadar	B. Com. III		<u>P.G. Sadar</u>	<u>P.G. Sadar</u>	<u>P.G. Sadar</u>	<u>P.G. Sadar</u>	<u>P.G. Sadar</u>	<u>P.G. Sadar</u>
11)	Kiran Gajannath More	B. Com. III		<u>More</u>	<u>More</u>	<u>More</u>	<u>More</u>	<u>More</u>	<u>More</u>
12)	Mayuri Gajanan Morey	B. Com. III		<u>Morey</u>	<u>Morey</u>	<u>Morey</u>	<u>Morey</u>	<u>Morey</u>	<u>Morey</u>
13)	Mahesh Gopal Bhavar	B. Com. III		<u>Bhavar</u>	<u>Bhavar</u>	<u>Bhavar</u>	<u>Bhavar</u>	<u>Bhavar</u>	<u>Bhavar</u>
14)	Akash Bhaskar Kasare	B. Com. III		<u>Kasare</u>	<u>Kasare</u>	<u>Kasare</u>	<u>Kasare</u>	<u>Kasare</u>	<u>Kasare</u>
15)	Sarjerao Ramesh Ausarmol	B. Com. III		<u>Ausarmol</u>	<u>Ausarmol</u>	<u>Ausarmol</u>	<u>Ausarmol</u>	<u>ABSENT</u>	<u>Ausarmol</u>
16)	Aniket Rajendra Kolhe	B. Com. III		<u>Kolhe</u>	<u>Kolhe</u>	<u>Kolhe</u>	<u>Kolhe</u>	<u>Kolhe</u>	<u>Kolhe</u>
17)	Vaibhav Sanjay Khandagale	B. Com. III		<u>Khandagale</u>	<u>Khandagale</u>	<u>Khandagale</u>	<u>Khandagale</u>	<u>Khandagale</u>	<u>Khandagale</u>
18)	Abhishek Rameshwar Gaddekar	B. Com. III		<u>Gaddekar</u>	<u>Gaddekar</u>	<u>Gaddekar</u>	<u>Gaddekar</u>	<u>Gaddekar</u>	<u>Gaddekar</u>
19)	Shyam Asaram Jadhao	B. Com. III		<u>S.A. Jadhao</u>	<u>S.A. Jadhao</u>	<u>S.A. Jadhao</u>	<u>S.A. Jadhao</u>	<u>S.A. Jadhao</u>	<u>S.A. Jadhao</u>
20)	Umesh Kishor Nake	B. Com. III		<u>Nake</u>	<u>Nake</u>	<u>Nake</u>	<u>Nake</u>	<u>Nake</u>	<u>Nake</u>
21)	Kamlesh Rajendra Salve	B. Com. III		<u>RS</u>	<u>RS</u>	<u>ABSENT</u>	<u>RS</u>	<u>RS</u>	<u>RS</u>

Sd/
Head

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

Attendance Sheet

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	02/03/2022	03/03/2022	04/03/2022	05/03/2022	06/03/22	07/03/22
1)	Nikita Baban Dukre	B. A. II							
2)	Neha Baban Dukre	B. A. II							
3)	Vaishnavi Gajanan Ghube	B. A. II							
4)	Anil Ganesh Khare	B. A. II							
5)	Roshan Dilawar Shah	B. A. II							
6)	Pooja Sanjaysing Thakur	B. Com. III							
7)	Sonali Kishor Ratale	B. Com. III							
8)	Sapna Sunil Jadhao	B. Com. III							
9)	Sanjavani Dinkar Pandagale	B. Com. III							
10)	Punam Gajanan Sadar	B. Com. III							
11)	Kiran Gajannath More	B. Com. III							
12)	Mayuri Gajanan Morey	B. Com. III							
13)	Mahesh Gopal Bhavar	B. Com. III							
14)	Akash Bhaskar Kasare	B. Com. III							
15)	Sarjerao Ramesh Ausarmol	B. Com. III							
16)	Aniket Rajendra Kolhe	B. Com. III							
17)	Vaibhav Sanjay Khandagale	B. Com. III							
18)	Abhishek Rameshwar Gadekar	B. Com. III							
19)	Shyam Asaram Jadhao	B. Com. III							
20)	Umesh Kishor Nake	B. Com. III							
21)	Kamlesh Rajendra Salve	B. Com. III							

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

Attendance Sheet

Sr. No.	Name of the Student	Class	Signature of the Students						
			Day	MON	TUE	WED	THU	FRI	SAT
			Date	04/04/22	05/04/22	06/04/22	07/04/22	08/04/22	09/04/22
1)	Nikita Baban Dukre	B. A. II		ND	ND	ND	ND	ND	ND
2)	Neha Baban Dukre	B. A. II		ND	ND	ND	ND	ND	ND
3)	Vaishnavi Gajanan Ghube	B. A. II		ND	ND	ND	ND	ND	ND
4)	Anil Ganesh Khare	B. A. II		ND	ND	ND	ND	ND	ND
5)	Roshan Dilawar Shah	B. A. II		ND	ND	ND	ND	ND	ND
6)	Pooja Sanjaysing Thakur	B. Com. III		ND	ND	ND	ND	ND	ND
7)	Sonali Kishor Ratale	B. Com. III		ND	ND	ND	ND	ND	ND
8)	Sapna Sunil Jadhao	B. Com. III		ND	ND	ND	ND	ND	ND
9)	Sanjavani Dinkar Pandagale	B. Com. III		ND	ND	ND	ND	ND	ND
10)	Punam Gajanan Sadar	B. Com. III		ND	ND	ND	ND	ND	ND
11)	Kiran Gajannath More	B. Com. III		ND	ND	ND	ND	ND	ND
12)	Mayuri Gajanan Morey	B. Com. III		ND	ND	ND	ND	ND	ND
13)	Mahesh Gopal Bhavar	B. Com. III		ND	ND	ND	ND	ND	ND
14)	Akash Bhaskar Kasare	B. Com. III		ND	ND	ND	ND	ND	ND
15)	Sarjerao Ramesh Ausarmol	B. Com. III		ND	ND	ND	ND	ND	ND
16)	Aniket Rajendra Kolhe	B. Com. III		ND	ND	ND	ND	ND	ND
17)	Vaibhav Sanjay Khandagale	B. Com. III		ND	ND	ND	ND	ND	ND
18)	Abhishek Rameshwar Gadekar	B. Com. III		ND	ND	ND	ND	ND	ND
19)	Shyam Asaram Jadhao	B. Com. III		ND	ND	ND	ND	ND	ND
20)	Umesh Kishor Nake	B. Com. III		ND	ND	ND	ND	ND	ND
21)	Kamlesh Rajendra Salve	B. Com. III		ND	ND	ND	ND	ND	ND


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



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**Dr. Omraj S. Deshmukh
Principal**

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

**SKILL DEVELOPMENT COURSE UNDER NSQF
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2021-22)**

EVALUATION

Maximum Marks : 100

Min. to Pass : 40 (Theory+ Practical (Performance based and Oral Test))

Distribution of Marks

Sr. No.	Evaluation	Marks Allotted (Maximum Marks: 100)	<u>Minimum to Pass</u>
1.	Theory : Unit Test	30 Marks	40 Marks
2.	Assignment	20 Marks	
3.	Practical (Performance Based and Oral Test)	50 Marks i) Seminar Presentation (10 Marks) ii) Role Play (10 Marks) iii) Group Discussion (10 Marks) iv) Personal Interview (10 Marks) v) Public Speech (10 Marks)	



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**SKILL DEVELOPMENT COURSE UNDER NSQF
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2021-22)**

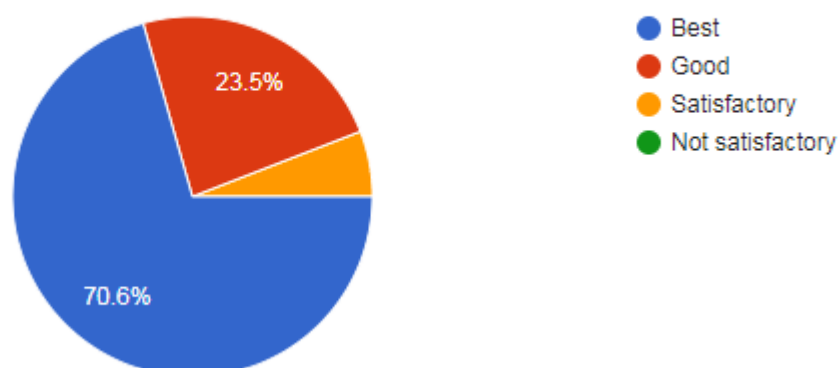
EVALUATION OF THE ENROLLED STUDENTS

Sr. No.	Name of the Student	Class	Marks Scored			Total Marks Scored	Remark
			Unit Test (Out of 30 Marks)	Assignment (Out of 20 Marks)	Practical (Performance Based and Oral Test (Out of 50 Marks))		
1	Nikita Baban Dukre	B. A. II	10	20	25	55	Passed
2	Neha Baban Dukre	B. A. II	16	20	25	61	Passed
3	Vaishnavi Gajanan Ghube	B. A. II	14	20	30	64	Passed
4	Anil Ganesh Khare	B. A. II	10	20	25	55	Passed
5	Roshan Dilawar Shah	B. A. II	14	20	30	60	Passed
6	Pooja Sanjaysing Thakur	B. Com. III	28	20	30	78	Passed
7	Sonali Kishor Ratale	B. Com. III	26	20	25	71	Passed
8	Sapna Sunil Jadhao	B. Com. III	28	20	25	73	Passed
9	Sanjavani Dinkar Pandagale	B. Com. III	24	20	20	64	Passed
10	Punam Gajanan Sadar	B. Com. III	28	20	30	78	Passed
11	Kiran Gajannath More	B. Com. III	26	20	25	71	Passed
12	Mayuri Gajanan Morey	B. Com. III	26	20	25	71	Passed
13	Mahesh Gopal Bhavar	B. Com. III	26	20	30	76	Passed
14	Akash Bhaskar Kasare	B. Com. III	20	20	30	70	Passed
15	Sarjerao Ramesh Ausarmol	B. Com. III	26	20	20	66	Passed
16	Aniket Rajendra Kolhe	B. Com. III	26	20	40	86	Passed
17	Vaibhav Sanjay Khandagale	B. Com. III	24	20	40	84	Passed
18	Abhishek Rameshwar Gadekar	B. Com. III	26	20	40	86	Passed
19	Shyam Asaram Jadhao	B. Com. III	22	20	20	62	Passed
20	Umesh Kishor Nake	B. Com. III	28	20	30	78	Passed
21	Kamlesh Rajendra Salve	B. Com. III	24	20	30	74	Passed

Certificate Course
Communication Skill And Soft Skill Development (2021-22)
Feedback Analysis

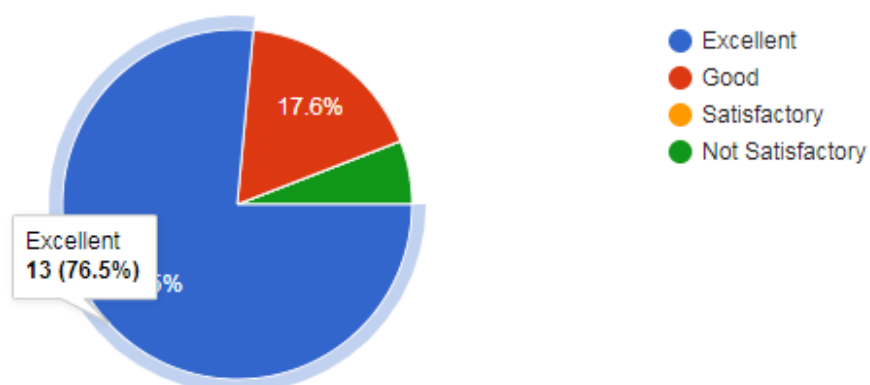
How do you find the content of the Units?

17 responses



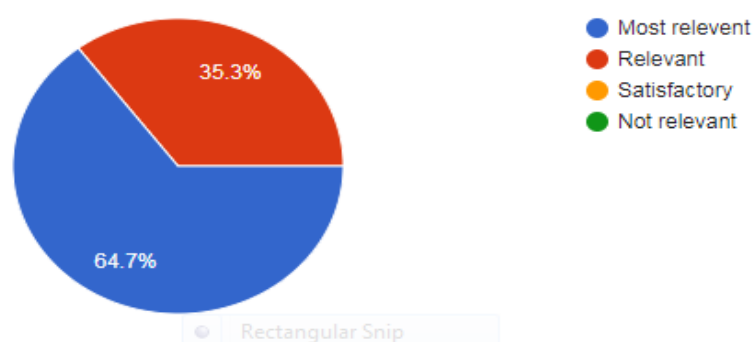
How do you rate the quality of the delivery of the units by the teacher?

17 responses



How do you rate the relevance of the topic taught and demonstrate in the Course?

17 responses

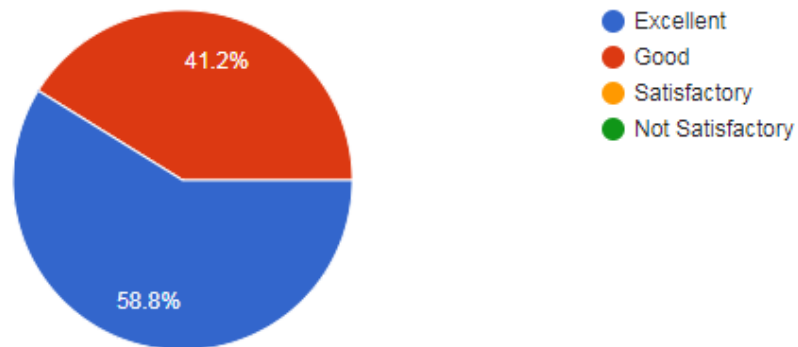


Rectangular Snip

Certificate Course Communication Skill And Soft Skill Development (2021-22) Feedback Analysis

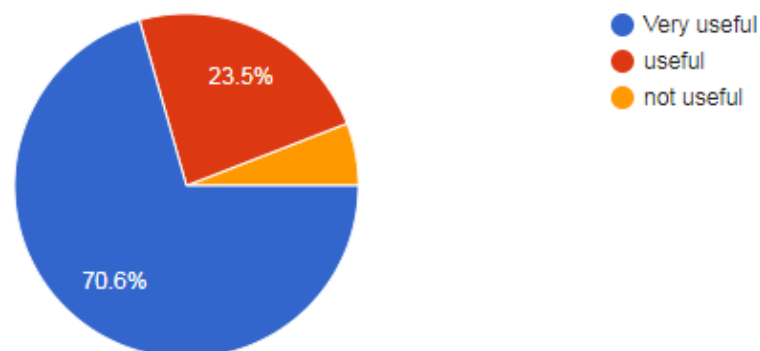
The content of the units was as I expected.

17 responses



How relevant and helpful do you think the course would be in your personal as well as in your professional life?

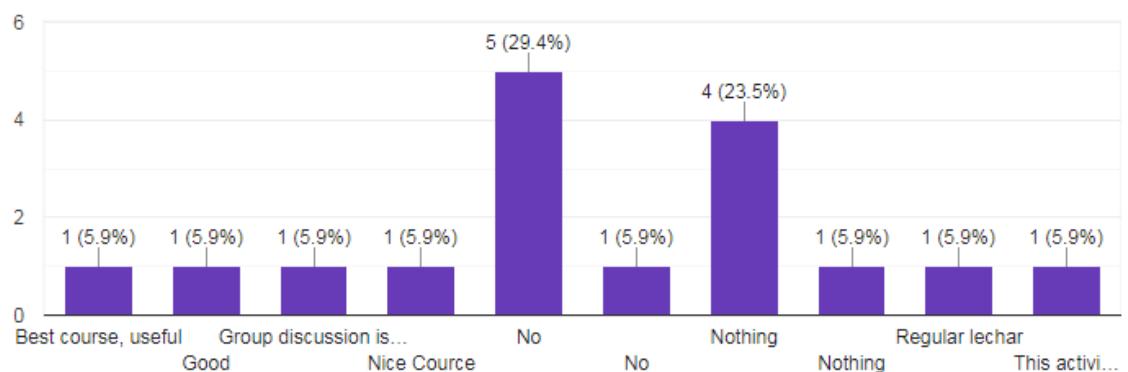
17 responses



Any Suggestion

Copy

17 responses





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Feedback Analysis

I) Number of Students Registered & Admitted For the Workshop: 21

II) Number of Students attended the workshop and submitted the Feedback: 17

III) Question-wise Analysis of the Feedback:

Sr. No.	Question	Response in Percent (%)			
		Best/Excellent	Good	Satisfactory	Not Satisfactory
1)	How do you find the content of the units?	70%	23.5%	6.5%	0.00%
2)	How do you rate the quality of the delivery of the units by the teacher?	Excellent 76.5%	Good 17.6%	Satisfactory 00%	Not Satisfactory 5.9 %
3)	How do you rate the relevance of the topic taught and demonstrated in the course?	Most Relevant 64.7%	Relevant 35.3%	Satisfactory 0.00%	Not Satisfactory 0.00%
4)	The content of the units was as I expected.	Excellent 58.8%	Good 41.2%	Satisfactory 00.00%	Not Satisfactory 0.00%
5)	How relevant and helpful do you think the course would be in your personal as well as in your professional life?	Very Useful 70.6%	Useful 23.5%	Not Useful 5.9 %	-- —
6)	Any Suggestions	No Suggestions: 29.4% , Nothing : 23.5% Best Course, Good, Nice Course etc.			

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



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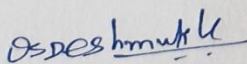
**Dr. Omraj S. Deshmukh
Principal**

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

**SKILL DEVELOPMENT COURSE UNDER NSQF
COMMUNICATION AND SOFT SKILL DEVELOPMENT (2021-22)**

Action Taken Report

- 1) It is decided to organize the six months Certificate Course on "Communication And Soft Skill Development" from 20th October 2021 to 13th of April 2022.
- 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 is 3.00 pm to 4.00 pm daily.
- 4) It is decided with the consent of the IQAC Coordinator and Principal Sir to invite Shri A. T. Sable, the retired English Teacher from the Department to engage certain lectures.
- 5) The topics of the course are allotted to Dr. Jukkalkar Syed Imtiaz, the Head of the Department and Course Coordinator.
- 7) Shri. D. K. Nanhi, is given the responsibility to handle technical aspect of the workshop.
- 8) It is 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) Feedback was taken and analysed for future improvement.
- 11) Students were given e-certificate showing their participation in the Course.


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Head
Dept. of English
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Report

Certificate Course on “Communication Skill And Soft Skill Development” approved by NSQF was organized by the Department of English from 20th October 2021 to 13th of April 2022. Duration of the course was six months. Daily schedule of the course was from 3.00 pm to 4.00 pm.

The objectives of the Course are:

- 1) To create awareness among students regarding importance of communication skill and soft skill development.
- 2) To teach and demonstrate different aspects of Communication and Soft Skills.
- 3) To take students participation in the activities.
- 4) To prepare students for jobs in public and private sector by developing their communication and Soft Skills.

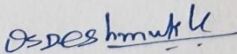
The major topics taught and demonstrate to them are:

- 1) Nature and Scope of Communication
- 2) Pronunciation (Phonetics) And Conversation
- 3) Grammar And Written Communication Skills
- 4) Vocabulary Development
- 5) Business Communication and Job Skills
- 6) Soft Skills

Daily from 3.00 pm to 4.00 pm the students were taught and demonstrated the above topics in the English Language Lab by using Language Learning Software and Internet. The students also used internet to browse different English Language Learning web sites such as BBC Learn English.

After completion of the course evaluation of the students was done. All the students performed well in the evaluation and were given certificates.

For the course Dr. Jukkalkar Syed Imtiaz, worked as Course Coordinator and taught and demonstrated most of the topics. Honourable Principal Dr. Omraj S. Deshmukh and the IQAC Coordinator, Dr. V. U. Pocchi gave valuable suggestion about the organization of the workshop.


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Shri Shivaji Science And Arts College, Chikhli Dist. Buldana

55 28/30

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

Attempt all questions. Each question carries 02 Marks. Mark Right (✓) and underline to the correct option.

Name of the Student: Pooja Sanjaysingh Thakur Class : B.com 3rd year

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

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 Strengths, Weakness, Opportunities & 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 Develop positive attitude.

- ✓ (a) to develop positive attitude
(b) to develop negative attitude
02 (c) to develop personality
(d) to develop passion for work

Q. 4 : "It's not my job" is an example of negative attitude.

- 02 ✓ (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

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

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

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

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

Q. 8: SQ3R is a proven technique to sharpen textbook reading skills.

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

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

- ✓ (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.

- (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.

- ✓ (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 body language that is separated from actual language.

- (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.

- ✓ (a) Group Discussion
- (b) Public Speaking
- (c) Interview
- (d) Dialogue

Q. 14 : Vilfredo Pareto, an Italian Economist discovered the principal of 20:80 rule for time management.

- ✓ (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 upward communication.

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



Shri Shivaji Education Society's

**Shri Shivaji Science & Arts College
Chikhli Dist. Buldana**

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**CERTIFICATE COURSE
COMMUNICATION AND SOFT SKILLS DEVELOPMENT**

Assignment

Academic Session : 2021-22

Submitted By

Name of the Student: Nikita Baban Dukre

Class : B-A (II)



Course Coordinator

Date : 12/04/2022

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

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

Although the barriers to effective communication 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 dictionary)

p	pen	/pen/	s	so	/səʊ/
b	bad	/beɪd/	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	/mæn/
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	/ðɪs/	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/	eɪ	say	/seɪ/
æ	cat	/kæt/	əʊ	go	/gəʊ/
ɑ:	'father	/ˈfɑ:ðə(r)/	aɪ	five	/faɪv/
ɒ	got	/gɒt/	əʊ	now	/naʊ/
ɔ:	saw	/sɔ:/	ɔɪ	boy	/bɔɪ/
ʊ	put	/pʊt/	ɪə	near	/nɪə(r)/
ʌ	actual	/ˈæktʃʊəl/	eə	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.

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

- 1) Declarative Sentence (statement)
- 2) Interrogative Sentence (question)
- 3) Imperative Sentence (command)
- 4) Exclamatory Sentence (exclamation)

1) Declarative Sentence (statement)

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

The usual word order for the declarative sentence is:

* Subject + Verb

Declarative 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 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:

- * ~~What~~ (+ adjective) + ~~noun~~ + Subject + Verb
- * ~~How~~ (+ adjective / adverb) + Subject + Verb

* 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 sentences express strong emotion / surprise - an exclamation - and they always end with an exclamation mark / point (!).

- * 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 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	co-author, co-edit
col, com con	with	collaborate, combine, connect
contra, counter	against, opposing	contraception, counterclaim, counteract
de-	opposite action	declassify, destroy
dia	across	digonal, diameter
dis	not, opposite of	disagree, disprove, destruct, disbelief

List of Suffix in English

Suffix word	Meanings	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, ruined, cooked, cleaned
-ee	Person affected by something	employee, interviewee, trainee, addressee
-en	made of, being made	golden, broaden, lighten
-er	comparative	higher, lighter, sooner, later
-er	one who perform or do something	doer, painter, singer, performer
-est	Superlative	slightest, lightest, best, biggest
-free	without	hasslefree, carefree, debt-free, Pain-free
-ful	full of	grateful, forgetful, fearful, carefree, 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

Q.5 Write your C.V. for the post of an accountant.

Name : Nikita Baban Dukre

Address: AT ANTRI KOLI, Post. Sawargaon dukre, Tq. chikhli,
dist. Buldhana

Telephone No : 9322461398

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. Nikita (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.
- * 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 skill.

Qualifications / Educational History

- * 2012 - 2013 : Master's Degree in Accounting - SGBAU, Amaravati
- * 2008 - 2011 : Accounting Degree - SGBAU, Amaravati
- * 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.
- * 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 RTI submissions and payslips.

Accountant

Nagwani Consultancy : Sept - 2013 - Sep - 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 results from previous periods.
- * Total understanding of accounting procedures, processes and Systems used in 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.

Ans : CASE STUDY : 1)

Karthik works for a big pharmaceutical company. He is thirty-four years old, is married and has two young children. His old parents, both of who have health problems, live with him.

Karthik works six days a week from 9 a.m. to 6 p.m. His responsibilities need him to travel at least once a month. He heads a team of researchers and reports directly to the company's vice-president.

Yet, Karthik does not feel stressed out.

He is able to complete his work on time, meet deadlines and cope with unexpected problems at work.

Therefore, he enjoys his job and feels in control at all times. He finds time to help his children with their school work, meet relatives, take care of his parents, and go on holidays with his family twice a year.

How does he manage to do all this?

Karthik is organised. He goes to bed by 11 p.m. and is up at 6 a.m. refreshed and energetic. He starts his day by checking his official mail and responding to urgent letters. He also checks his daily planner and notes the tasks to be completed by the end of the day. Karthik shares the morning household chores with his wife and helps her get the children ready for school.

On his way to the office by train, he reads the newspaper.

He starts work as soon as gets to the office, starting with the most important and urgent tasks for the day. If he needs to discuss something with a colleague, he calls and asks for a convenient time so that neither his nor the other person's time is wasted on the meeting. He keeps his coffee and lunch breaks short and uses them to talk to different colleagues every day so that he feels that he is a part of the company and everything that goes on there.

Karthik only checks his email at fixed times in the office - half an hour before lunch and half an hour before he leaves for the day.

He is polite but quick and brief on the telephone and calls people only when sending an email may not get him some information as fast as it is needed. He sets reminders on his mobile phone and used sticky notes on the board above his desk to remind him of urgent matters he must attend to, request he must take action on, and people he must write to, call or meet.

Karthik leaves his desk neat at the end of the day, and spends the last few minutes in the office making a list of unfinished work that has to be carried over or dealt with on priority the next day. On his way back home, he does some small chores that do not take more than a few minutes; for example, picking up essential groceries, medicines or dry-cleaned clothes from neighbourhood shops.

He is able to spend some time with his family, before and after dinner and even watch the news or his favourite channel on television for about half an hour before going to bed.

CASE STUDY 2 :

Manoj works in the same company. He is forty years old and lives with his wife and college-going son. Manoj lives within walking distance of the office. His job profile is similar to Karthik's but he does not feel comfortable or happy about his work.

Manoj usually reaches the office late, fails to meet deadlines, forgets dates and times of meetings, and falls behind with his paperwork. He is often tense and dejected, and feels incapable of managing his workload. He needs to stay back late in order to keep to schedules, so he does not find time to spend with his family or relax after work. He feels completely stressed out and uninterested in meeting friends or relatives or taking a holiday. What is the cause of Manoj's problems?

Manoj goes to be late and gets up late feeling tired and groggy. He spends a long time reading the newspaper, chatting with his neighbours and having breakfast. He sometimes reaches the office late. He first goes around his floor greeting colleagues and talking about reports in the day's newspaper, or complaining about problems he has in his work or issues against someone.

At his desk, he spends a few minutes trying to recall what he needs to that day. But before he begins work, he spends about an hour checking his emails and drafting replies to all of them, whether they call for an immediate response or not. He tends to spend quiet some time on his mobile, speaking of matters not always related to what he made the call for. By the time he is done, Manoj feels he must have a cup of coffee before starting on work that need him to concentrate. He generally spends some time chatting with whomever he friends in the break room.

He gets back to his desk and starts working on something that could have waited until the next day. He realises that he needs to ask his senior colleague for instructions or advice on it. He goes to the person's floor without calling. So has to wait as she is on a conference call.

Lunch is a long affair, and he gets back to his desk to find messages, reminders and files needing his immediate attention waiting for him. He sits down and struggles to finish what must be done for end of the day. He stays late in the office and leaves his desk cluttered because he has to rush home.

He is not able to spend any time with his wife or son because they have finished dinner and busy - his schoolteacher wife with preparation for her class the next day, and his son with studies. So to take his mind off his worries, he watches television until every ~~later~~ late and gets only a few hours worth of sleep.

IMPORTANT and URGENT do now	IMPORTANT but NOT URGENT Schedule a time
NOT IMPORTANT delegate to others delegate to others	NOT IMPORTANT and NOT URGENT ignore or eliminate



Shri Shivaji Science & Arts College, Chikhli

CERTIFICATE

Miss. Kiran Jagannath More, student of Shri Shivaji Science & Arts College, Chikhli affiliated to Sant Gadge Baba Amravati University, Amravati has successfully completed the **Certificate Course in Communication And Soft Skill Development** approved by NSQF (National Skill Qualification Framework) in the Session 2021-22.

Course Coordinator

Nodal Officer

Principal



Shri Shivaji Science & Arts College, Chikhli

CERTIFICATE

Ms. Nikita Baban Dukre, student of Shri Shivaji Science & Arts College, Chikhli affiliated to Sant Gadge Baba Amravati University, Amravati has successfully completed the **Certificate Course in Communication And Soft Skill Development** approved by NSQF (National Skill Qualification Framework) in the Session 2021-22.

Course Coordinator

Nodal Officer

Principal



Shri Shivaji Science & Arts College, Chikhli

CERTIFICATE

Mr. Abhishek Rameshwar Gadekar, student of Shri Shivaji Science & Arts College, Chikhli affiliated to Sant Gadge Baba Amravati University, Amravati has successfully completed the **Certificate Course in Communication And Soft Skill Development** approved by NSQF (National Skill Qualification Framework) in the Session 2021-22.

Course Coordinator

Nodal Officer

Principal



Shri Shivaji Science & Arts College, Chikhli

CERTIFICATE

Mr. Vaibhav Sanjay Khandagale, student of Shri Shivaji Science & Arts College, Chikhli affiliated to Sant Gadge Baba Amravati University, Amravati has successfully completed the **Certificate Course in Communication And Soft Skill Development** approved by NSQF (National Skill Qualification Framework) in the Session 2021-22.

Course Coordinator

Nodal Officer

Principal



Shri Shivaji Science & Arts College, Chikhli

CERTIFICATE

Mr. Aniket Rajendra Kolhe, student of Shri Shivaji Science & Arts College, Chikhli affiliated to Sant Gadge Baba Amravati University, Amravati has successfully completed the **Certificate Course in Communication And Soft Skill Development** approved by NSQF (National Skill Qualification Framework) in the Session 2021-22.

Course Coordinator

Nodal Officer

Principal

***SHRI SHIVAJI ARTS & SCIENCE COLLEGE, CHIKHLI
SANT GADGE BABA AMRAVATI
UNIVERSITY, AMRAVATI (MH) INDIA***

Assignment report on : Field Marshal Sam Manekshaw

For

Department of English

PRESENTED BY : Samadhan Jagannath kalyankar

CLASS : B.COM III SEMESTER VI (ENGLISH)

Guided By : Dr. S. I. Jukkalkar Sir

Soldering With Dignity



Leadership Military legend FD Marshal Sam Manekshaw

Presented By : Samadhan J Kalyankar



Field Marshal
SHJF Manekshaw,
Military Cross,
Padma Vibhushan,
Padma Bhushan.

Nick Name – **“SAM BAHADUR”**

03 April 1914 – 27 Jun 2008

BIOGRAPHY

- Full Name : Sam Hormusji Framji Jamshedji Manekshaw
- Place of Birth : Amritsar, Punjab
- Place of Death : Wellington (Nilgiris), Tamil Nadu
- Active Service : 1934–1973
- Appointment : 8th Chief of the Indian Army
- Highest Rank Held Field Marshal



Field Marshal is Lifetime Honour – He never retires.



Sam Manekshaw with his Wife and Daughters
Wife – Sillu Manekshaw
Dughters – Sherry & Maja

Rank Promotions

- Second Lieutenant, British Indian Army– 1934
- Lieutenant– 1935
- Captain– 1940
- Major– 1943
- Lieutenant Colonel– 1945
- Colonel– 1946
- Brigadier– 1947
- Brigadier, Indian Army– 1950
- Major General– December 1957
- Lieutenant General– November 1962
- General (COAS)– 8 June 1969
- Field Marshal– 3 January 1973 to death

EARLY LIFE AND EDUCATION

- **Parentage.**
 - Dr. Hormusji Manekshaw and Heerabai
 - A humble Parsi Family from Gujarat
- **Schooling.** Amritsar And Sherwood College,
Nainital
- **Commission.** IMA in Dec 1934 in the first batch of Officers



MILITARY CAREER



Four Decades and Five Wars – 1934 to 1973

MILITARY CAREER



- WW II.
- Defence of sittang Bridge, Bumra, 1941 – **Captain Manekshaw received 9 Bullets** in the lungs, liver and Kidney – Critically Injured – Move to Hospital.
- Fearing the worst, **Genral DY Cowan** quickly **Pinned his own Military Cross** ribbon saying “ A dead person cannot be awarded a military cross.”
- When the surgeon asked profusely bleeding Sam what happened, he is said to have replied – “ Oh nothing much Doc, a donkey happene to kick me!”

MILITARY CAREER



- 1947 – 48 War : Pak Invasion of Kashmir
- Manekshaw was in charge of operation in Army HQ
- Displayed incisive grasp situation and acumen for planning – notice by superior Commanders



MILITARY CAREER

- 1962 War

- Refused to toe the line of then Defence Minister VK Krishnan Menon – resultantly he was side lined
- After humiliating defeat in 1962 War – He was rushed by PM Neharu to contain advancing Chinese aggression
- **His first order of the day was** “There will be no withdrawal without orders – and these orders shall never be issued.”
- The Chinese never got an inch after that.

1963 : Tezpur, Commander 4 Corps



- Denied Indira Gandhi's entry into the Operations Room during briefing of PM Neharu saying *she had not taken the oath to secrecy*.
- Six years later Indira Gandhi accepted him as the **COAS** and had an excellent rapport with him.

1965 War



- As the GOC in C Eastern Command, advice against attacking East Pakistan stating the people would be the main sufferers.
- The wisdom of his advice dawned when in 1971 – people of East Pakistan Welcomed and helped in **INDIAN ARMY**.

1971 War



- Mrs Gandhi wanted a swift & surgical strike on East Pakistan in Jun 1971 to install a government led by Mujibur Rehman
- **Refusing to be politically coerced he said** “ If ordered it will be done, but I guarantee a defeat ... And I have following reasons to say so:
 - **First** – In June the monsoon would render troop movement in the Eastern region near impossible
 - **Second** – Open Himalayan mountain passes will not permit lifting of two or more Infantry division from the Chinese front”

DEC 1971



- His strategic and operational finesse was evident when Indian pincers cut through Pakistani forces like hot knife through butter.
- Pak Army was checkmated in 14 days flat – with total of 45,000 Pak Soldiers and 45,000 Civilians taken as POW
- ***The greatest Military Victory for India.***



HONOUR CONFERRED

1 Jan 1973

- As the national anthem rang out, General SHFJ Manekshaw, ***Military Cross, Padma Vibhushan, Padma Bhushan*** stepped forward to the Presidential dais and Salute.
- **President V.V Giri** ceremoniously handed to General Manekshaw an ornate **Silver–Tipped Ashoka baton** and give the Nation her ***First Indian Field Marshal in History.***

GIVE DUE CREDIT TO SUBORDINATES



- Gen. Manekshaw politely declined Prime Minister's suggestion to preside over the Pakistani Surrender in Dhaka. He insisted that the credit must go to the Eastern Army Commander, Lt Gen. Jagjit Aurora.
- He remarked that his presence would benefit the occasion only, if the Nation were to accept the surrender of the entire Pakistani Army.



- Field Marshal Sam Bahadur Maekshaw – The Chief Architect of India's Victory in the 1971 Indo-Pak War.
- Legend goes that just before War began Prime Minister Indira Gandhi asked the Army Chief if he was ready and he had replied saying ***"I am Always Ready Sweetie"***

PROFESSIONAL RESPECT



- After the 1971 War, Mankeshaw insisted that the *Bodies of Pakistani Officers* be returned in proper Coffins, and with *Military Citation* if they had gone down fighting bravely.
- He lauded the bravery of even his enemies. Such magnanimity is rare in *Military history*.

QUOTE OF SAM MANEKSHAW

- **“You received three at this age ... when I was your age I received nine bullets ... and look ... today I m Commander Chief of the Indian Army.”**

- During the 1971 Indo-Pak War when he met an injured Soldier in Army Hospital with three bullets wounds.



FINAL DAYS



- A Field Marshal never retires. He is entitled to an office with befitting paraphernalia and full pay.
- Sam Manekshaw was given a paltry pension of Rs. 1300 a month with no pay or perks, not even a car..... thanks to our then political masters and the bureaucrats.
- Let alone taking up a case, he never even mentioned it once to any one.
- It was not until President APJ Abdul Kalam took initiative and made sue he receives a cheque for Rs. 1.3 Crores – his arrears of pay as Field Marshal for over 30 years.

THE SILENT END



- Field Marshal Sam Manekshaw was Admitted in the Hospital for some time for '*Progressive Lung Disease*'
- 26 jun 2008. The end Came just after midnight. He breathed his last at 00:30 AM.
- As Quoted by one of the Doctors in MH Wellington ... *His last words were ... "I am better"*
- He passed away into the pantheon of immortal Indian heroes and all-time great Military Leaders of the world. The saga of his life will continue to motivate and Inspired untold generations.

Thank you.



Shri Shivaji Science & Art,
Commerce Collage, Chikhali

Prepared by : UMESH KISHOR NAKE

Enrollment no: 193080342

Subject: English

Topic : Sundar Pichai (CEO OF GOOGLE)

Batch: B.com 3rd year Sem 6th

Guided by: **Pro. S. I. Jukkalkar**

About Sundar Pichai

Pichai is 44 years old, born in Chennai, in the state of Tamil Nadu, India, where he was raised by an electrical engineer father and a mother who was a former stenographer.

His birth name is Pichai Sundararajan .

For most of his childhood, his family of four lived in two rooms. They didn't have much technology, not even a telephone until he was 12 (it had a rotary dial). Using it revealed one of Pichai's gifts: he never forgets a number.

In high school in Tamil Nadu, he was captain of the school cricket team.



About Sundar Pichai

He married his high school girlfriend, Anjali, when she joined him in the U.S. They now have two children, a son and daughter.

The Silver medalist IITian received his Bachelors in Metallurgical and Materials Engineering

He holds not only the Masters in Science from the very prestigious Stanford University, Pichai also has mastered himself in Business Administration from the Wharton School



Rise Of Sundar Pichai



Sundar Pichai & Google

- ▶ Joined Google in 2004
- ▶ Headed Product management and innovation efforts for  ,  OS and 
- ▶  and  applications
- ▶ Pichai added  to the Google products
- ▶ Senior Vice president of Google Inc.*



Google Inc.

American MNC

1998

Internet related services

Founded by Larry Page and Sergey Brin

Headquartered at Mountain View,
California

**The Earth in the Solar System revolves
around the Sun.**

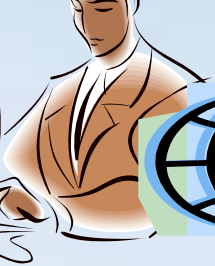
**The world in real terms revolves around
Google.**





Google Products





tion of
Google

4th September, 1998-A search engine

2000-AdWords

1st April, 2004-Gmail

19th August, 2004- Initial Public

Offering-19605052 shares-Wall Street

2004- Took over Keyhole company

2005- Google map and Google earth

2006- YouTube

2007- Android

2008-Chrome browser

2011- Google+



Google



Pichai-Latest Updates

- Pichai is betting big on artificial intelligence of Google; to the point that we'll be able to search for things without even having to ask.
- Pichai's Google wants to be able to provide people with the information they need before having to ask for it.



Achievements

Silver Medalist at IIT-Kharagpur

- Siebel Scholar at the University of Pennsylvania
- Creation of Google drive, Gmail app and Google video codec
- Efforts on Chrome OS and Android applications added the most prestigious feather to his cap
- Twitter tried to employ Pichai in 2011 but Google paid him a boggling **\$50 million** to stay back on his job in Google



More about Sundar Pichai

"He is like the Tim cook to apple's Steve Jobs"

He is a man with creative vision about how the company will change the world But one that knows how to lead.

Pichai was poached by Microsoft and Twitter to be the CEO

"Pichai has got all the leadership qualities in him"(ET)- A good team player, Empathetic, Diplomatic
Pichai runs the current hot business of Google



"Pichai has deep technical expertise, a great product eye, and tremendous entrepreneurial flair"-ET

Pichai was key in Google buying smart thermostat and smoke-detector creator Nest for \$3.2 billion in 2014. He then handed Nest the keys to smart-home projects at Google.

"Pichai is Larry Page's right hand"(ET)

Pichai is on Twitter @sundarpichai with over 5,67,777 followers (a number that will surely grow; he's got over 37,03,624 "followers" on Google+).



A photograph of Sundar Pichai, CEO of Google, speaking at a stage event. He is wearing a purple long-sleeved shirt over a grey collared shirt and glasses. He has his hands raised in a gesture while speaking. The background is dark with the Google logo visible on the right.

Google

Thank You



Shri Shivaji Science & Art, Commerce Collage, Chikhali

Prepared by : Shyam asaram jadhao

Enrollment no: 193080361

Subject: English

Topic : Cataract (मोतीब दिंू)

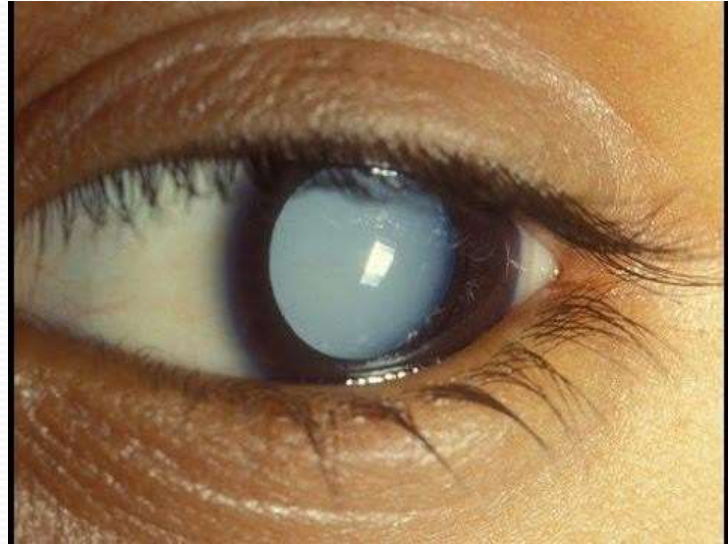
Batch: B.com 3rd year Sem 6th

Guided by: **Prof. S. I. Jukkalkar**

Eye



Normal Eye



Cataract Eye



Cataract

Cataracts are the clouding of the lens of your eye, which is normally clear. Most cataracts develop slowly over time, causing symptoms such as blurry vision. Cataracts can be surgically removed through an outpatient procedure that restores vision in nearly everyone.

What is a Cataract ?

A cataract develops when the lens in your eye, which is normally clear, becomes foggy.

For your eye to see, light passes through a clear lens. The lens is behind your iris (colored part of your eye). The lens focuses the light so that your brain and eye can work together to process information into a picture.

When a cataract clouds over the lens, your eye can't focus light in the same way. This leads to blurry vision or other vision loss (trouble seeing). Your vision change depends on the cataract's location and size.

What is a Cataract ?

A cataract is a dense, cloudy area that forms in the lens of the eye. A cataract begins when proteins in the eye form clumps that prevent the lens from sending clear images to the retina. The retina works by converting the light that comes through the lens into signals. It sends the signals to the optic nerve, which carries them to the brain. It develops slowly and eventually interferes with your vision. You might end up with cataracts in both eyes, but they usually don't form at the same time. Cataracts are common in older people. Over half of people in the United States have cataracts or have undergone cataract surgery by the time they're 80 years old, according to the [National Eye](#)



Symptoms of Cataracts

Common symptoms of cataracts include:

1. Blurry vision
2. Trouble seeing at night
3. Seeing colors as faded
4. Increased sensitivity to glare
5. Halos surrounding lights
6. Double vision in the affected eye
7. A need for frequent changes in prescription glasses

What Causes Cataracts?

There are several underlying causes of cataracts. These include:

1. An overproduction of oxidants, which are oxygen molecules that have been chemically altered due to normal daily life
2. Smoking
3. Ultraviolet radiation
4. The long-term use of steroids and other medications
5. Certain diseases, such as diabetes
6. Trauma
7. Radiation therapy

Types of Cataracts

There are different types of cataracts. They're classified based on where and how they develop in your eye.

1. Nuclear cataracts form in the middle of the lens and cause the nucleus, or the center, to become yellow or brown.
2. Cortical cataracts are wedge-shaped and form around the edges of the nucleus.
3. Posterior capsular cataracts form faster than the other two types and affect the back of the lens.
4. Congenital cataracts, which are present at birth or form during a baby's first year, are less common than age-related cataracts.

Next Page :Types of Cataract



Type of Cataract

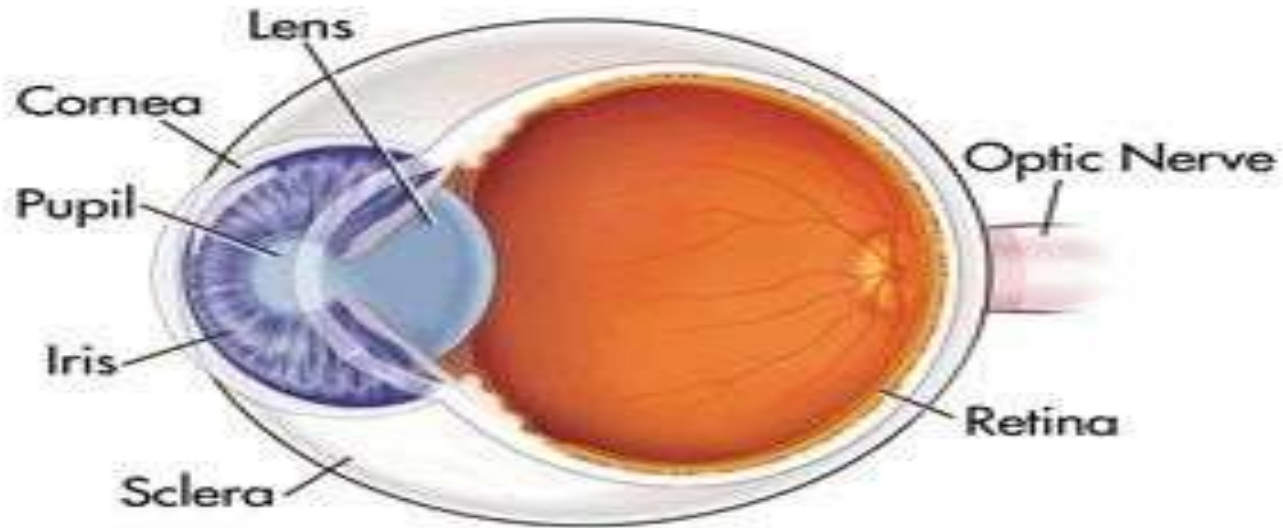
- Secondary cataracts are caused by disease or medications. Diseases that are linked with the development of cataracts include glaucoma and diabetes. The use of the steroid prednisone and other medications can sometimes lead to cataracts.
- Traumatic cataracts develop after an injury to the eye, but it can take several years for this to happen.
- Radiation cataracts can form after a person undergoes radiation treatment for cancer.

Risk Factors of Cataracts

Risk factors associated with cataracts include

1. older age
2. heavy alcohol use
3. smoking
4. obesity
5. high blood pressure
6. previous eye injuries
7. a family history of cataracts
8. too much sun exposure
9. diabetes
10. exposure to radiation from X-rays and cancer treatments

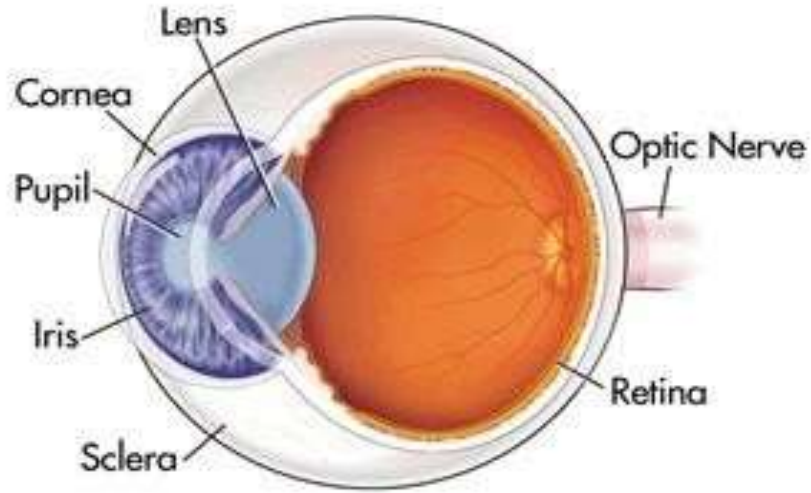
Anatomy of the Eye



Anatomy of the Eye

Diagnosis

Classification



Anatomy of the Eye

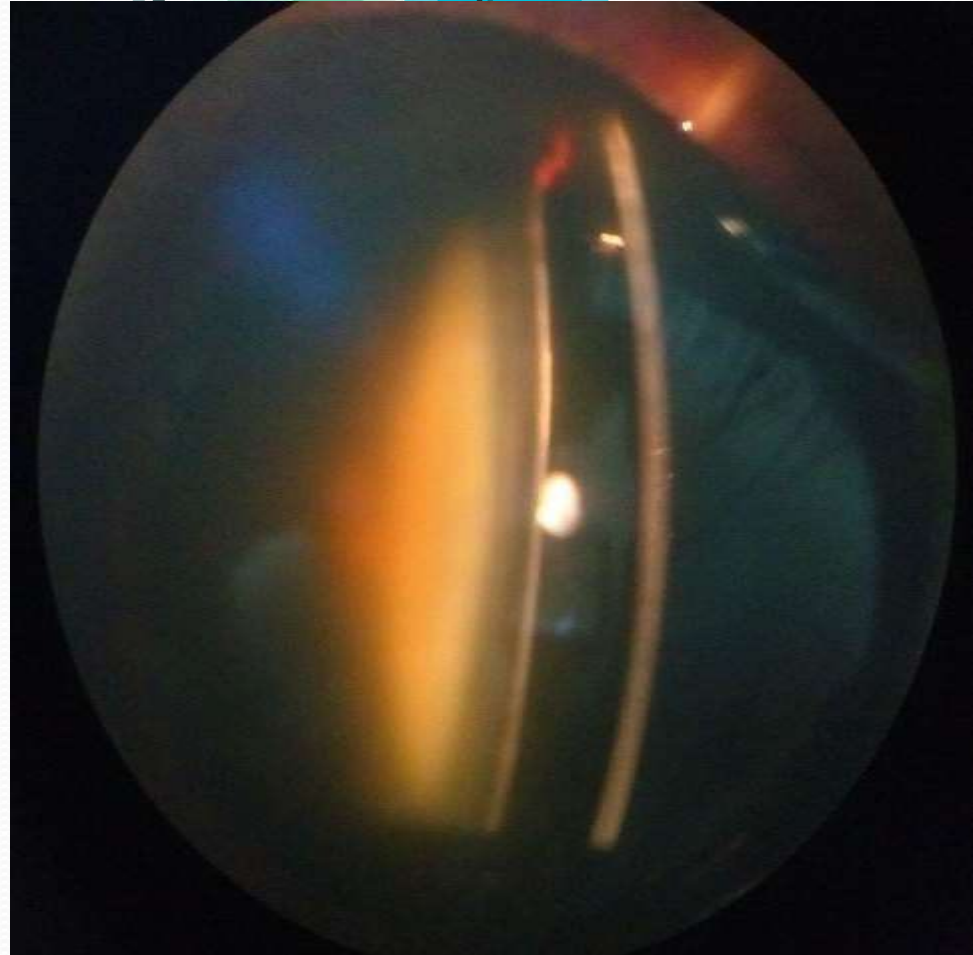
Different Types of Cataract

- Posterior polar cataract of an 8-year-old boy in left eye



Different Type of Cataract

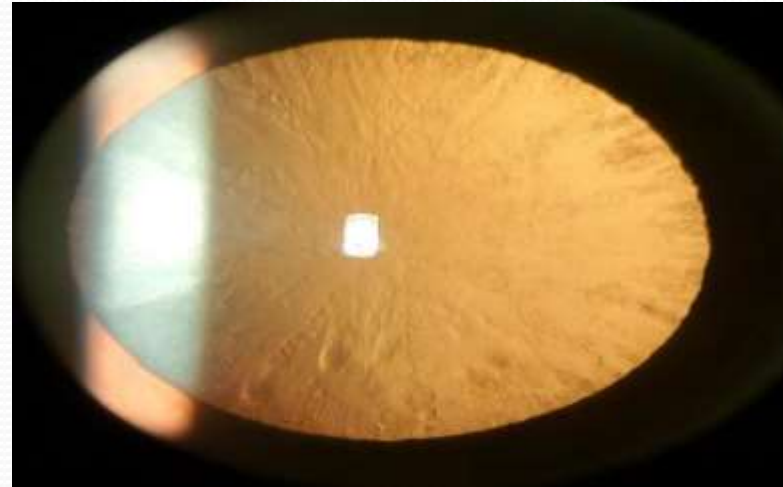
- Nuclear sclerosis cataract of a 70-year-old male

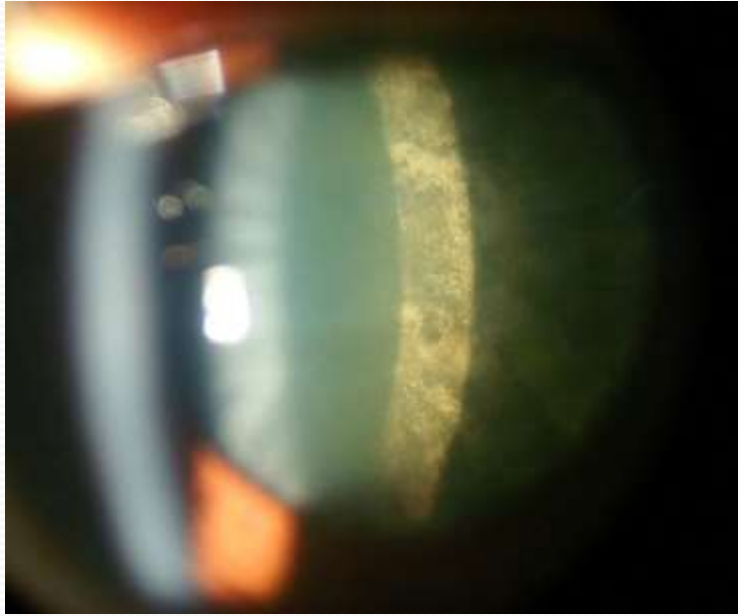




- Cortical cataract of a 60-year-old male

- Retroillumination of cortical cataract

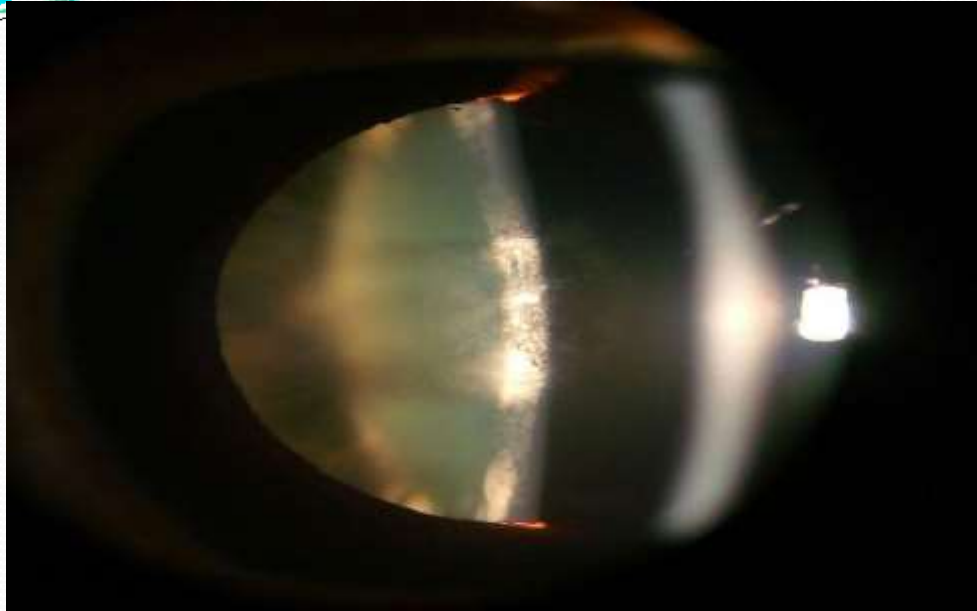




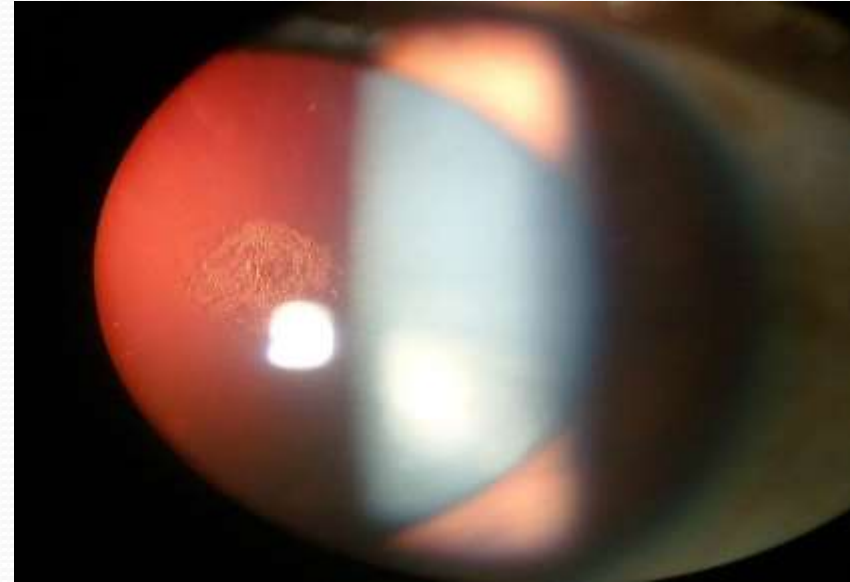
- Posterior subcapsular cataract of a 16-year-old girl with IDDM



- Intumescent cataract of a 55-year-old male



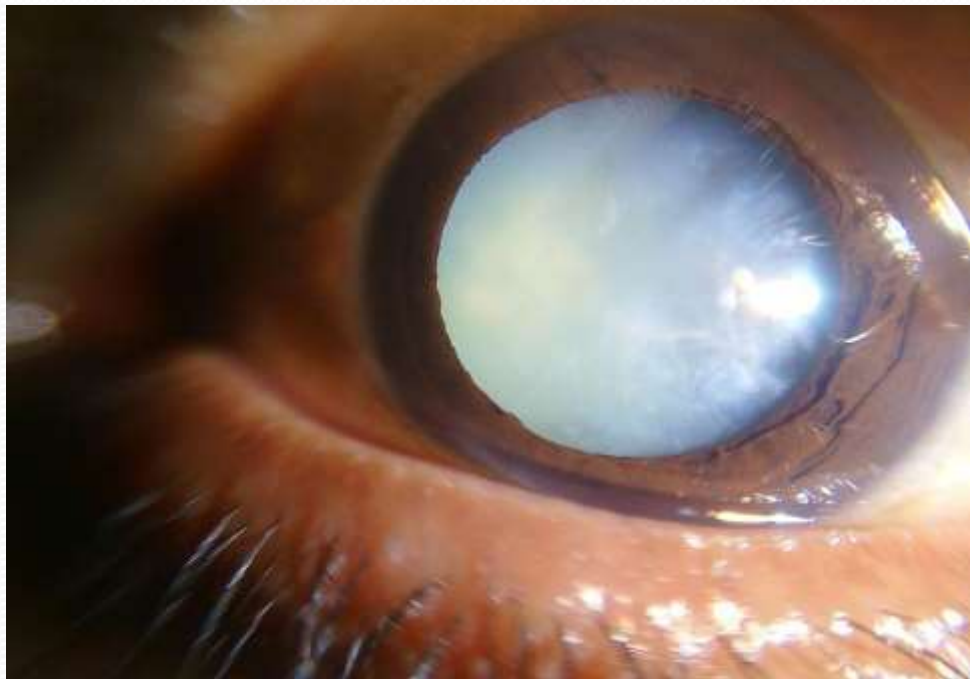
- Anterior subcapsular cataract having back shadow



- Posterior subcapsular cataract by retroillumination



- Nuclear sclerosis and posterior polar cataract of a 60-year-old female



- Dense white mature cataract of a 60-year-old male



Cortical Cataract - Dr MBOUSSOU Yoan

- Cortical cataract of a melanoderm male



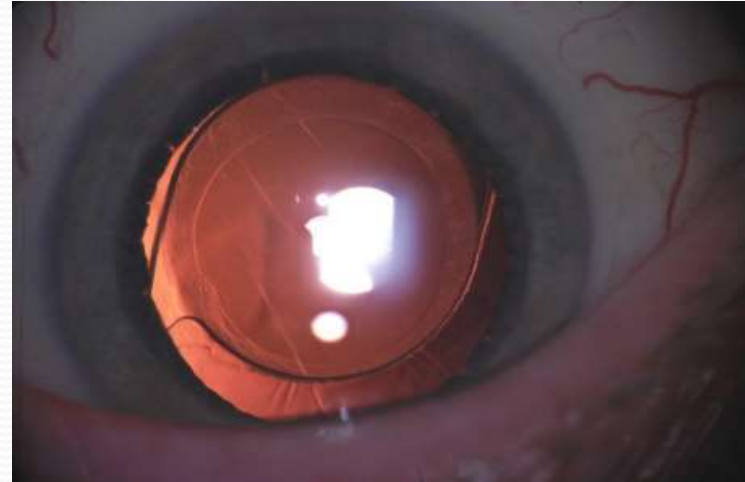
Treatment of Cataracts

If you're unable or uninterested in surgery, your doctor may be able to help you manage your symptoms. They may suggest stronger eyeglasses, magnifying lenses, or sunglasses with an anti-glare coating.

Surgery :

Surgery is recommended when cataracts prevent you from going about your daily activities, such as reading or driving. It's also performed when cataracts interfere with the treatment of other eye problems.

One surgical method, known as phacoemulsification, involves the use of ultrasound waves to break the lens apart and remove the pieces.

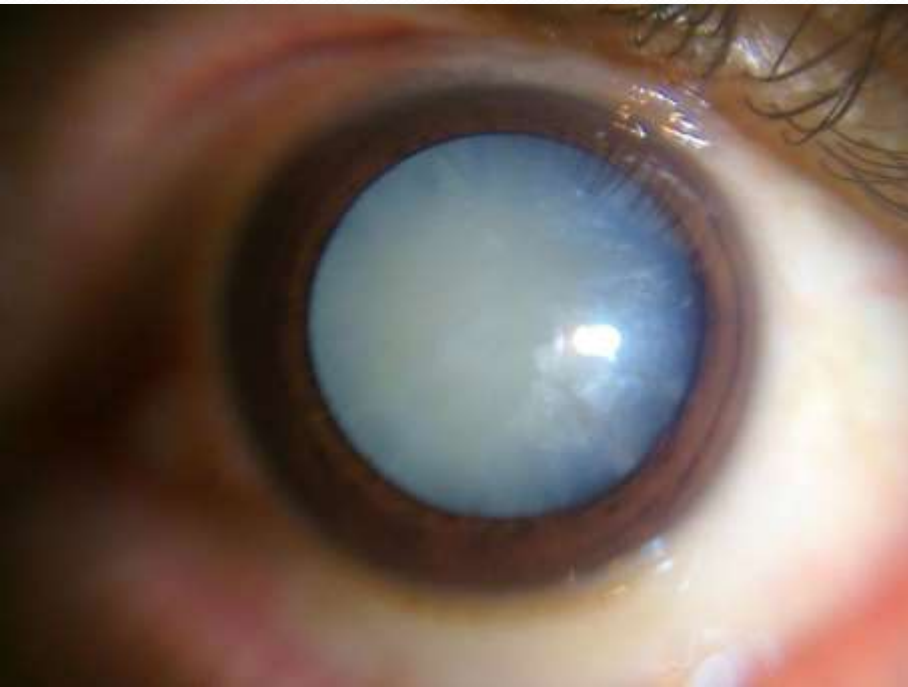




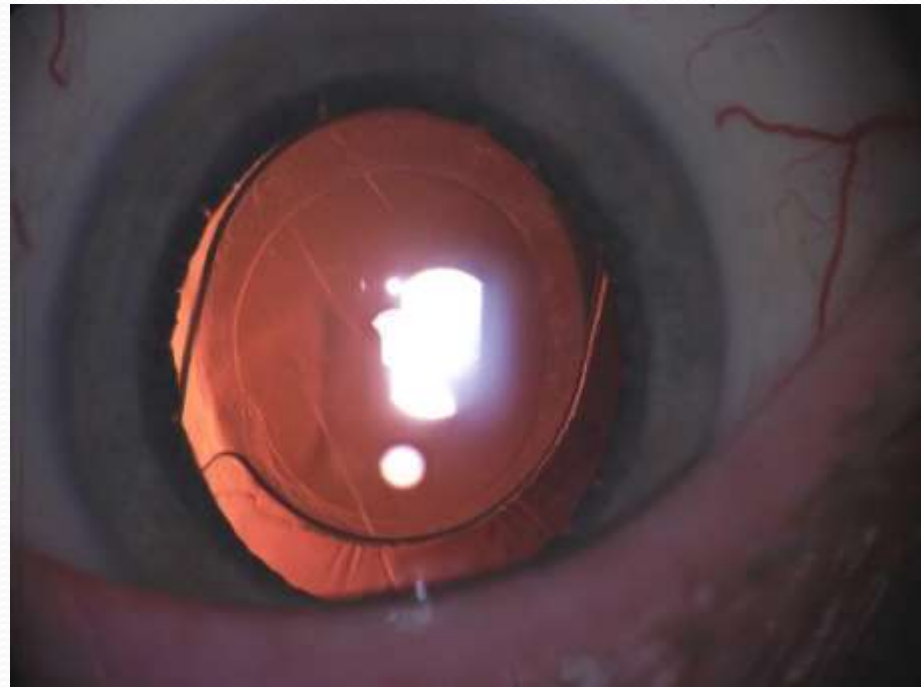
Extracapsular surgery involves removing the cloudy part of the lens through a long incision in the cornea. After surgery, an artificial intraocular lens is placed where the natural lens was.

Surgery to remove a cataract is generally very safe and has a high success rate. Some of the risks of cataract surgery include infection, bleeding, retinal detachment, though incidences of all those complications are less than 1%. Most people can go home the same day as their surgery.

Cataract Eye



Pseudophakia Eye



Outlook of a Cataract

Cataracts can interfere with daily activities and lead to blindness when left untreated. Although some stop growing, they don't get smaller on their own. The surgical removal of cataracts is a very common procedure and is highly effective roughly 90 percent Trusted Source of the time, according to the National Eye Institute.



Prevention of Cataracts

To reduce your risk of developing cataracts :

1. protect your eyes from UVBrays by wearing sunglasses outside
2. have regular eye exams
3. stop smoking
4. eat fruits and vegetables that contain antioxidants
5. maintain a healthy weight
6. keep diabetes and other medical conditions in check

Could you have cataracts?

You use the lens of your eye every day, for everything from reading to driving to bird watching. With age, the proteins inside your lens can clump together turning the lens from clear to cloudy. Certain behaviors can put you at a higher risk for getting a cataract. These include:

1. too much time in the sun without eye protection
2. smoking
3. high blood sugar
4. using steroid medications
5. exposure to radiation



Google

Thank You



Shri Shivaji Education Society's

**Shri Shivaji Science & Arts College
Chikhli Dist. Buldana**

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Add-on Course (2021-22)

Certificate Course in Communication And Soft Skill Development

Photos of Students Participation Seminar Presentation & Other Activities







