

Dr. Sonali Shankhwalker

Assistant Professor in Education

Vidya Prabodhini College of Commerce, Education, Computer and Management

Parvari-Goa

30th January 2019

To

The Principal

Vidya Prabodhini College of Commerce,

Education, Computer and Management Parvari-Goa

Sub: Short term certificate course on "Communication Skills"

Respected Sir,

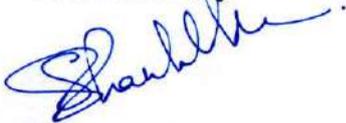
I the undersigned wish to organise a short term certificate course in "Communication Skills" for the students enrolled at the B.A.B.Ed programme from the 27th of February to 8th of April 2019..

A detailed proposal for the course along with the name of the resource persons is attached hereto for your reference.

Kindly do the needful.

Thanking you,

Yours faithfully.



Dr. Sonali Shankhwalker

(Assistant Professor Education)

The course may be conducted


(Sunny Pandhre)
Secretary, IQAC

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvuri Goa.

EVENT PROPOSAL

Name of the Event: Short Term Certificate course in Communication Skills

Name of the Event Co-ordinator: Dr. Sonali Shankhwalker

Academic Year: 2018-19

Type of the Event: Certificate Course

Mode of Event: Off line

Date of Event: 27th February to 5th April 2019

No of Day(s): 27 days (30 hours Course)

Details about the external Collaborating/Associating agencies

**Name of the
collaborating
agency: Address:**

**Nature of the Collab
oration: Details of
Collaboration:**

Resource Persons' Details

Name of the Resource person: Dr. M.R. Patil

Institutional Affiliation: Vidya Prabodhini College, Parvuri-Goa

Any other details: Principal

Name of the Resource person: Dr. Sonali Shankhwalker

Institutional Affiliation: Vidya Prabodhini
College, Parvuri-Goa

Any other details: Assistant Professor in Education

Budget

Proposed registration fees to be collected from delegates

Sr.No.	Delegates	Amt. (₹) per person
1	Student and Research Scholar	0
2	Local Delegate	0
3	National Delegate	0
4	International Delegate	0
5	Institutional Delegate	0

Proposed sources of Funds

Sr.No.	Particulars	Amount (₹)
1	Registration fee:	0
	Sponsorship:	0
3	Support from funding agencies/departments/ institutions:	0
	TOTAL Funds in Rupees	00

Proposed Expenditure

Sr.No.	Particulars	Amount (₹)
1	Hall/Venue Booking	0
2	Remuneration/Honorarium	0
3	Accommodation	0
4	Local Conveyance	0
5	Food and Refreshments	0
6	Travelling Expenses	0
7	Printing, Stationary, Seminar Kit, Staged decoration etc.	0
8	Miscellaneous	0
	TOTAL Expenditure in Rupees	0

SHORT TERM COURSE: COMMUNICATION SKILLS

SYLLABUS

UNIT 1: Essentials to Improve Communication Skills (2) — 2h

Strong desire / urge, concentration, hard work, positivity, sacrifice, discipline, good habits, continuity, ambition, thinking, consistency, patience etc. Vocabulary-how to improve vocabulary-steps to improve vocabulary. Basics of language - grammar, listening, observing, reading, writing, speaking and practicing.

UNIT 2: Skill Development (3) 3h

Introduction to hard and soft skills, difference between soft and hard skills-importance of soft skills, how to develop soft skills? Different soft skills/social skills/people skills-critical thinking, creative thinking, problem solving, common sense, time management, leadership, flexibility, patience, team work, interaction with others, good etiquettes, personal grooming, etc.

UNIT 3: Tenses and Formation of Interrogative Sentences (4) 6 hours or 8

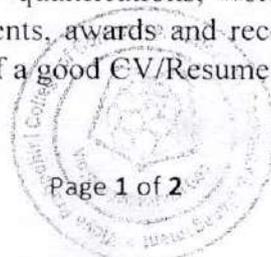
Present tense- simple, continuous, present perfect and present perfect continuous tense. **Past tense**-simple past, past continuous, past perfect and past perfect continuous tense. **Future tense**-simple future, future continuous, future perfect tense and future perfect continuous tense. Steps/ process in formation of tenses. Importance of tenses in language. Differences in usage of different tenses. Teaching tenses with different live examples. **Sentence**: types of sentences, formation of interrogative sentences, steps involved while forming assertive sentences to interrogative sentences. Interrogative pronouns and interrogative adverbs, different parts of speech (teaching with examples).

UNIT 4: Number, Auxiliaries and articles (3) 4 hours 5

Number-singular and plural- formation of plural nouns from singular nouns, different rules to be following while forming from singular to plural. Teaching with different practical examples. **Auxiliaries**- introduction to auxiliaries/helping verbs- May, Can, Will, Shall, Must, Do, Owe and their past equivalents. Difference in usage of auxiliaries and their importance in language. Teaching with practical examples. **Articles**- introduction to articles 'The', 'A', 'An' and their importance in language- definite and indefinite articles, difference in usage between definite and indefinite articles, omission of articles before material and proper nouns, use of articles before different nouns with examples.

UNIT 5: Curriculum Vitae/ Resume Writing (2) 2h

Difference between Curriculum Vitae and Resume. Components of CV/Resume, career objectives-personal details, academic qualifications, work experience, skills and qualities, strengths and weaknesses, achievements, awards and recognitions, habits, publications etc. Sequence of components, essentials of a good CV/Resume writing. Illustration with examples of CV/ Resume writing.



Handwritten signature or initials in blue ink.

UNIT 6: Letter / Application writing (3) Jhr

Different kinds of letters- friendly letters, business letters including application for jobs, body of letter/applications, use of different salutations, example of model application for jobs, essentials of a good application writing.

UNIT 7: Facing an Interview for jobs (2) 2k3/

Introduction to interview-good manners during an interview- use of appropriate salutation/greeting, seeking permission, dress code, sitting position, eye contact, clarity of voice, smiling face, politeness, acceptance etc. Introduction- how to introduce oneself? Key aspects to be covered during introduction, essentials of an effective interview-thorough knowledge in subject, general awareness, meticulous planning for an interview, confidence, courage, tension free, excellence in language, fluency, clarity, honesty, demo lesson/presentation, rehearsal, etc.

UNIT 8: Public speaking/ Oratory skills (3) 3k5/

Introduction to public speaking skills, essentials of oratory skills – confidence, preparation of speech, practicing of speech, making rehearsals, connecting with audience, eye contact, use of suitable content, knowing target audience, organising content of speech in order, standing position, time management, listening good speeches, etc. Welcome address-introduction of chief guest and other dignitaries on dais, use of salutation, order of welcoming dignitaries, preparing programme for an event/ activity, order of items in the programme, presenting vote of thanks, overcoming stage phobia, positive body language, sharing with practical examples.

UNIT 9: Report Writing (3) 4h A

What is report? - Different type of reports, examples of reports. Difference between 'project' and project report. Ideal structure of report- title, abstract, introduction, methods, results, discussion, conclusion and recommendations. Essentials of quality report writing-title should be clear, specific simple, precise and catchy, duplication should be avoided, there should be linkage between and among paragraphs, report should be reader oriented, revising and re-writing, report should be in the present tense, involvement of a writer and sufficient ground work is a must prior to writing a report.

UNIT 10: Writing of minutes of meetings (2)

Drafting notices and agenda of meetings, conveying meetings, maintenance of attendance register, what are minutes? How minutes are to be written? Steps to be followed while writing minutes, tasks to be performed before the commencement of meeting, during the meeting and after the meeting, essential requisites of good minutes writing, live examples of notice, agenda and minutes of meeting.

Prepared by Dr. M.R.Patil & Dr. Sonali Shankhwalkar

Date: - 25th February, 2019.

M.R. Patil

27 days

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management. Parvuri
Goa

Short term course on Communication Skill (27/02/2019 to 8/04/2019)

TIME TABLE

DATE	FACULTY	UNIT	HOURS
27/02/2019	Dr. M.R.Patil	1	1 hr
28/02/2019	Dr. M.R.Patil	1	1 hr
01/03/19	Dr. M.R.Patil	2	1.30 hrs
02/03/19	Dr. Sonali	3	1.30 hrs
05/03/19	Dr. M.R.Patil	2	1.30 hrs
06/03/19	Dr. M.R.Patil	3	1.30 hrs
07/03/19	Dr. M.R.Patil	3	1.30 hrs
09/03/19	Dr. Sonali	3	1.30 hrs
11/03/19	Dr. M.R.Patil	3	1 hr
12/03/19	Dr. M.R.Patil	3	1 hr
13/03/2019	Dr. M.R.Patil	4	1 hr
14/03/2019	Dr. M.R.Patil	4	1 hr
15/03/2019	Dr. M.R.Patil	4	1.30 hrs
16/03/2019	Dr. Sonali	8	1 hr
19/03/2019	Dr. M.R.Patil	4	1.30 hrs
20/03/2019	Dr. M.R.Patil	5	2 hrs
22/03/2019	Dr. M.R.Patil	6	2 hrs
23/03/2019	Dr. M.R.Patil	7	1.30 hrs
25/03/2019	Dr. M.R.Patil	7	1.30 hrs
26/03/2019	Dr. M.R.Patil	8	2 hrs
27/03/2019	Dr. M.R.Patil	9	1 hr
28/03/2019	Dr. M.R.Patil	9	1.30 hrs
29/03/2019	Dr. M.R.Patil	9	1.30 hrs
30/03/2019	Dr. Sonali	8	30 Minutes
01/04/19	Dr. Sonali	8	1 hr
02/04/19	Dr. Sonali	8	30 minutes
05/04/19	Dr. M.R.Patil	10	2 hrs





VIDYA PRABODHINI COLLEGE
OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT
Vidya Nagar, Alto-Parvari, Goa

Organises

Short Term Certificate Course in
Communication Skills

Duration : 30 hours

Date : 27-02-2019 to 08-04-2019

Contact:

Mrs. Sonali Shankwalker, Assistant Professor in Education
Mobile No: 8208762561

EXCELLENCE EVERYWHERE EVERYTIME

NOTICE
(2018-19)
Short Term Course.

We are pleased to bring to the kind notice of all the faculty members that the college is conducting a **Short Term Course** on '**Communication Skills**' for the select Third Year B.A.B.Ed students. The first session cum orientation will be held today i.e. 27th Feb, 2019 in T.Y.B.A.B.Ed B Class Room at 11.20 a.m. The faculty members are cordially invited for the orientation programme.

Date: 26th Feb, 2019



(Dr. M.R. Patil)
(Dr. M.R. Patil)
PRINCIPAL

Sr.No.	Name	Sign.	Sr. No.	Name	Sign.
1	Dr. Sukhaji Naik		22	Shri. Kalidas Mhamal	
2	Dr. Anil Thosare	<i>A</i>	23	Shri. Kuldeep Kamat	<i>K</i>
3	Shri. Arun Marathe	<i>A</i>	24	Ms. Yogita Gauns	
4	Ms. Ujvala Hanjunker		25	Ms. Yogita Chodankar	<i>Yogita Chodankar</i>
5	Shri. Sunny Kanekar	<i>Sunny Kanekar</i>	26	Shri. Darshan Kandolkar	<i>Darshan</i>
6	Shri. Rudresh Mhamal	<i>Rudresh</i>	27	Mr. Rahul Gawas	<i>Rahul</i>
7	Shri. Pinkesh Dhabolkar	<i>Pinkesh</i>	28	Mr. Shailesh Chodankar	<i>Shailesh</i>
8	Ms. Varsha Ingalhalli		29	Shri. Nitesh Naik	<i>Nitesh</i>
9	Shri. Kedarnath Tadkod	<i>Kedarnath</i>	30	Shri. Deepak Varak	<i>Deepak</i>
10	Shri. Sunny Pandhre	<i>Sunny Pandhre</i>	31	Shri. Dattaram Fale	<i>Dattaram</i>
11	Shri. Darshan Gaonkar	<i>Darshan</i>	32	Ms. Ramashanti Naik	<i>Ramashanti</i>
12	Shri. Pankaj Shirodker	<i>Pankaj</i>	33	Shri. Keatan Jadhav	
13	Ms. Shamal Dessai	<i>Shamal</i>	34	Ms. Santoshi Narvencar	<i>Santoshi</i>
14	Ms. Rama Murkunde	<i>Rama</i>	35	Ms. Avina Kavthankar	
15	Dr. Sagar Mali	<i>Sagar Mali</i>	36	Ms. Rhythm Warik	
16	Shri. Uaddhav Pol	<i>Uaddhav</i>	37	Ms. Krystle Miranda	
17	Ms. Priya Gosavi	<i>Priya</i>	38	Ms. Jagruti Patkar	
18	Shri. Gautam Gaude	<i>Gautam</i>	39	Ms. Nikita Shirodker	
19	Dr. Sangeeta Dessai		40	Ms. Kavita Gawas	<i>Kavita</i>
20	Dr. Manisha Kulkarni	<i>Manisha</i>	41	Ms. Radhika Gurav	
21	Dr. Sonali Shankwalker	<i>Sonali</i>			

Certificate course on Communication Skills

LIST OF THE STUDENT

SR. NO.	ROLL.NO	NAME
1	E16-101	BANI MEHABOBI
2	E16-102	BHAVE SHALAKA VASUDEV
3	E16-103	CHODANKAR ANKITA AUDUMBAR
4	E16-104	DABALE PUJA GURUDAS
5	E16-105	GAWANDI PRATIKSHA MANGESH
6	E16-106	GAWAS POOJA MANOHAR
7	E16-107	NAIR SHIVANI PRADIP
8	E16-108	NANDIKAULE SANGITA CHANDU
9	E16-109	PANDIT SAKSHI SUBHASH
10	E16-110	THAKUR YUGANDHARA DILIP
11	E16-201	ARONDEKAR ASHVINI RAVINDRA
12	E16-203	GAONKAR YOGITA BALCHANDRA
13	E16-204	GAWAS SHIVANI SHAMBHA
14	E16-205	HALDANKAR DIVYA RAMANAND
15	E16-207	KORGAONKAR SAILEE RAMDAS
16	E16-208	MANDREKAR KRUTIKA SHANKAR
17	E16-209	MANERKAR RASHMI KALIDAS
18	E16-210	NAIK SNEHA NARAYAN
19	E16-211	PARAB SAMPADA ANKUSH
20	E16-212	PARAB SHRAVANI ROHIDAS
21	E16-213	PARAB SIMRAN SANTOSH
22	E16-214	PAVANE MALOJIRAO VITHO
23	E16-215	SAWANT SHRUTI VIRENDRA
24	E16-216	VARAK NIKITA BHAIRO
25	E16-217	ALSHEKAR ANUSHKA ANIL
26	E16-222	KINLEKAR MANJITA UMESH
27	E16-226	NAIK AKSHATA BUDHU
28	E16-238	HALANKAR MAYURA MAHADEV
29	E16-239	HALARNKAR SAIDAS/VIISHNU ANKUSH
30	E16-243	MORAJKAR SUDHA RAJENDRA
31	E16-244	NAIK DIKSHA ASHOK
32	E16-246	PARWAR PRITAM PANDURANG
33	E16-250	BHAGAT VIDISHA KIRTIKUMAR
34	E16-242	DIKSHITA MADGAONKAR



27th Feb, 2019

1/3 2/3

Certificate course on Communication Skills (attendance Sheet) 2018-19

SR. NO.	ROLL.NO	NAME	27/02	28/02	1/3	
1	E16-101	BANI MEHABOOBI	Mehabi		Mehabi	Mehabi
2	E16-102	BHAVE SHALAKA VASUDEV	Bhav	Bhav	Bhav	Bhav
3	E16-103	CHODANKAR ANKITA AUDUMBAR	Chodankar	Chodankar	Chodankar	Chodankar
4	E16-104	DABALE PUJA GURUDAS	Dabale	Dabale	Dabale	Dabale
5	E16-105	GAWANDI PRATIKSHA MANGESH	Pravard	Pravard		Pravard
6	E16-106	GAWAS POOJA MANOHAR	GA	GA	GA	GA
7	E16-107	NAIK SHIVANI PRADIP	X	Sait	Sait	
8	E16-108	NANDIKAULE SANGITA CHANDU	Nandika	Nandika		Nandika
9	E16-109	PANDIT SAKSHI SUBHASH	Pandit	Pandit	Pandit	
10	E16-110	THAKUR YUGANDHARA DILIP	Thakur	Thakur	Thakur	Thakur
11	E16-201	ARONDEKAR ASHVINI RAVINDRA	Arondekar	Arondekar	Arondekar	Arondekar
12	E16-202	BHAT ADITI HITENDRA				
13	E16-203	GAONKAR YOGITA BALCHANDRA	Balca	Balca	Balca	Balca
14	E16-204	GAWAS SHIVANI SHAMBHA	Gaus	Gaus	Gaus	Gaus
15	E16-205	HALDANKAR DIVYA RAMANAND	Haldankar	Haldankar	Haldankar	Haldankar
16	E16-207	KORGAONKAR SAILEE RAMDAS	Kor	Kor	Kor	Kor
17	E16-208	MANDREKAR KRUTIKA SHANKAR	Mand	Mand	Mand	Mand
18	E16-209	MANERKAR RASHMI KALIDAS	Maner	Maner	Maner	Maner
19	E16-210	NAIK SNEHA NARAYAN	Sait	Sait	Sait	Sait
20	E16-211	PARAB SAMPADA ANKUSH	Parab	Parab	Parab	Parab
21	E16-212	PARAB SHRAVANI ROHIDAS	Parab	Parab	Parab	Parab
22	E16-213	PARAB SIMRAN SANTOSH	Parab	Parab	Parab	Parab
23	E16-214	PAVANE MALOJIRAO VITHO	Pavane	Pavane	Pavane	Pavane
24	E16-215	SAWANT SHRUTI VIRENDRA	Sawant	Sawant	Sawant	Sawant
25	E16-216	VARAK NIKITA BHAIRO	Narav	Narav	Narav	Narav
26	E16-217	ALSHEKAR ANUSHKA ANIL	Alshekar	Alshekar	Alshekar	Alshekar
27	E16-222	KINLEKAR MANJITA UMESH	Kinlekar	Kinlekar	Kinlekar	Kinlekar
28	E16-226	NAIK AKSHATA BUDHU	Aksh	Aksh	Aksh	Aksh
29	E16-238	HALANKAR MAYURA MAHADEV	Halankar	Halankar	Halankar	Halankar
30	E16-239	HALARNKAR SAIDAS/VIISHNU ANKUSH	Halarnkar	Halarnkar	Halarnkar	Halarnkar
31	E16-243	MORAJKAR SUDHA RAJENDRA	Morajkar	Morajkar	Morajkar	Morajkar
32	E16-244	NAIK DIKSHA ASHOK	Sait	Sait	Sait	Sait
33	E16-246	PARWAR PRITAM PANDURANG	Parwar	Parwar	Parwar	Parwar
34	E16-250	BHAGAT VIDISHA KIRTIKUMAR	Bhagat	Bhagat	Bhagat	Bhagat
35	E16-242	DIKSHITA MADGAONKAR.	Madgaonkar	Madgaonkar	Madgaonkar	Madgaonkar
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Certificate course on Communication Skills (attendance Sheet) 2018-19

5/3 6/3 7/3 9/3 11/3

SR. NO.	ROLL.NO	NAME	19/3/19					
1	E16-101	BANI MEHABOOBI	M Bani					
2	E16-102	BHAVE SHALAKA VASUDEV	Bhav	Bhav	Bhav	Bhav	Bhav	Bhav
3	E16-103	CHODANKAR ANKITA AUDUMBAR	Chodankar	Chodankar	Chodankar	Chodankar	Chodankar	Chodankar
4	E16-104	DABALE PUJA GURUDAS	Dabale	Dabale	Dabale	Dabale	Dabale	Dabale
5	E16-105	GAWANDI PRATIKSHA MANGESH	Pravadi	Pravadi	Pravadi	Pravadi	Pravadi	Pravadi
6	E16-106	GAWAS POOJA MANOHAR	GA	GA	GA	GA	GA	GA
7	E16-107	NAIK SHIVANI PRADIP	Naik	Naik	Naik	Naik	Naik	Naik
8	E16-108	NANDIKAULE SANGITA CHANDU	Nandikau	Nandikau	Nandikau	Nandikau	Nandikau	Nandikau
9	E16-109	PANDIT SAKSHI SUBHASH	Pandit	Pandit	Pandit	Pandit	Pandit	Pandit
10	E16-110	THAKUR YUGANDHARA DILIP	Thakur	Thakur	Thakur	Thakur	Thakur	Thakur
11	E16-201	ARONDEKAR ASHVINI RAVINDRA	Arondekar	Arondekar	Arondekar	Arondekar	Arondekar	Arondekar
12	E16-202	BHAT ADITI HITENDRA						
13	E16-203	GAONKAR YOGITA BALCHANDRA	Gaonkar	Gaonkar	Gaonkar	Gaonkar	Gaonkar	Gaonkar
14	E16-204	GAWAS SHIVANI SHAMBHA	Gawas	Gawas	Gawas	Gawas	Gawas	Gawas
15	E16-205	HALDANKAR DIVYA RAMANAND	Haldankar	Haldankar	Haldankar	Haldankar	Haldankar	Haldankar
16	E16-207	KORGAONKAR SAILEE RAMDAS	K	K	K	K	K	K
17	E16-208	MANDREKAR KRUTIKA SHANKAR	Mandekar	Mandekar	Mandekar	Mandekar	Mandekar	Mandekar
18	E16-209	MANERKAR RASHMI KALIDAS	Manekar	Manekar	Manekar	Manekar	Manekar	Manekar
19	E16-210	NAIK SNEHA NARAYAN	Naik	Naik	Naik	Naik	Naik	Naik
20	E16-211	PARAB SAMPADA ANKUSH	Parab	Parab	Parab	Parab	Parab	Parab
21	E16-212	PARAB SHRAVANI ROHIDAS	Parab	Parab	Parab	Parab	Parab	Parab
22	E16-213	PARAB SIMRAN SANTOSH	Parab	Parab	Parab	Parab	Parab	Parab
23	E16-214	PAVANE MALOJIRAO VITHO						
24	E16-215	SAWANT SHRUTI VIRENDRA	Sawant	Sawant	Sawant	Sawant	Sawant	Sawant
25	E16-216	VARAK NIKITA BHAIRO	Narok	Narok	Narok	Narok	Narok	Narok
26	E16-217	ALSHEKAR ANUSHKA ANIL	Alshekar	Alshekar	Alshekar	Alshekar	Alshekar	Alshekar
27	E16-222	KINLEKAR MANJITA UMESH	Kinlekar	Kinlekar	Kinlekar	Kinlekar	Kinlekar	Kinlekar
28	E16-226	NAIK AKSHATA BUDHU	Naik	Naik	Naik	Naik	Naik	Naik
29	E16-238	HALANKAR MAYURA MAHADEV	Halankar	Halankar	Halankar	Halankar	Halankar	Halankar
30	E16-239	HALARNKAR SAIDAS/VIISHNU ANKUSH	Halarnkar	Halarnkar	Halarnkar	Halarnkar	Halarnkar	Halarnkar
31	E16-243	MORAJKAR SUDHA RAJENDRA	SRMorajkar	SRMorajkar	SRMorajkar	SRMorajkar	SRMorajkar	SRMorajkar
32	E16-244	NAIK DIKSHA ASHOK	Naik	Naik	Naik	Naik	Naik	Naik
33	E16-246	PARWAR PRITAM PANDURANG	Parwar	Parwar	Parwar	Parwar	Parwar	Parwar
34	E16-250	BHAGAT VIDISHA KIRTIKUMAR	Nagar	Nagar	Nagar	Nagar	Nagar	Nagar
35	E16-242	DIKSHITA MADGAONKAR	Madgaonkar	Madgaonkar	Madgaonkar	Madgaonkar	Madgaonkar	Madgaonkar
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Certificate course on Communication Skills (attendance Sheet) 2018-19

SR. NO.	ROLL.NO	NAME	24/3	21/3	20/3	29/3	30/3
1	E16-101	BANI MEHABOABI	<u>Bani</u>	<u>Bani</u>	<u>Bani</u>		
2	E16-102	BHAVE SHALAKA VASUDEV	<u>Bhave</u>			<u>Bhave</u>	<u>Bhave</u>
3	E16-103	CHODANKAR ANKITA AUDUMBAR	<u>Chodankar</u>	<u>Chodankar</u>	<u>Chodankar</u>	<u>Chodankar</u>	<u>Chodankar</u>
4	E16-104	DABALE PUJA GURUDAS	<u>Dabale</u>	<u>Dabale</u>	<u>Dabale</u>	<u>Dabale</u>	<u>Dabale</u>
5	E16-105	GAWANDI PRATIKSHA MANGESH		<u>Pratiks</u>	<u>Pratiks</u>	<u>Pratiks</u>	<u>Pratiks</u>
6	E16-106	GAWAS POOJA MANOHAR					<u>Pooja</u>
7	E16-107	NAIK SHIVANI PRADIP		<u>Naik</u>	<u>Naik</u>	<u>Naik</u>	<u>Naik</u>
8	E16-108	NANDIKAULE SANGITA CHANDU	<u>Nandika</u>	<u>Nandika</u>	<u>Nandika</u>		
9	E16-109	PANDIT SAKSHI SUBHASH	<u>Pandit</u>	<u>Pandit</u>	<u>Pandit</u>	<u>Pandit</u>	<u>Pandit</u>
10	E16-110	THAKUR YUGANDHARA DILIP	<u>Thakur</u>	<u>Thakur</u>	<u>Thakur</u>	<u>Thakur</u>	<u>Thakur</u>
11	E16-201	ARONDEKAR ASHVINI RAVINDRA	<u>Arondekar</u>	<u>Arondekar</u>	<u>Arondekar</u>	<u>Arondekar</u>	<u>Arondekar</u>
12	E16-202	BHAT ADITI HITENDRA					
13	E16-203	GAONKAR YOGITA BALCHANDRA		<u>Balchandra</u>	<u>Balchandra</u>	<u>Balchandra</u>	<u>Balchandra</u>
14	E16-204	GAWAS SHIVANI SHAMBHA	<u>Gawas</u>	<u>Gawas</u>	<u>Gawas</u>	<u>Gawas</u>	<u>Gawas</u>
15	E16-205	HALDANKAR DIVYA RAMANAND	<u>Haldankar</u>	<u>Haldankar</u>	<u>Haldankar</u>	<u>Haldankar</u>	<u>Haldankar</u>
16	E16-207	KORGAONKAR SAILEE RAMDAS	<u>Korgaonkar</u>	<u>Korgaonkar</u>	<u>Korgaonkar</u>	<u>Korgaonkar</u>	<u>Korgaonkar</u>
17	E16-208	MANDREKAR KRUTIKA SHANKAR	<u>Mandrekar</u>	<u>Mandrekar</u>	<u>Mandrekar</u>	<u>Mandrekar</u>	<u>Mandrekar</u>
18	E16-209	MANERKAR RASHMI KALIDAS	<u>Manerkar</u>	<u>Manerkar</u>	<u>Manerkar</u>	<u>Manerkar</u>	<u>Manerkar</u>
19	E16-210	NAIK SNEHA NARAYAN	<u>Naik</u>	<u>Naik</u>	<u>Naik</u>	<u>Naik</u>	<u>Naik</u>
20	E16-211	PARAB SAMPADA ANKUSH		<u>Parab</u>	<u>Parab</u>	<u>Parab</u>	<u>Parab</u>
21	E16-212	PARAB SHRAVANI ROHIDAS	<u>Parab</u>	<u>Parab</u>	<u>Parab</u>	<u>Parab</u>	<u>Parab</u>
22	E16-213	PARAB SIMRAN SANTOSH	<u>Parab</u>	<u>Parab</u>	<u>Parab</u>	<u>Parab</u>	<u>Parab</u>
23	E16-214	PAVANE MALOJIRAO VITHO					
24	E16-215	SAWANT SHRUTI VIRENDRA	<u>Sawant</u>	<u>Sawant</u>	<u>Sawant</u>	<u>Sawant</u>	<u>Sawant</u>
25	E16-216	VARAK NIKITA BHAIRO		<u>Varak</u>	<u>Varak</u>	<u>Varak</u>	<u>Varak</u>
26	E16-217	ALSHEKAR ANUSHKA ANIL	<u>Alshekar</u>	<u>Alshekar</u>	<u>Alshekar</u>	<u>Alshekar</u>	<u>Alshekar</u>
27	E16-222	KINLEKAR MANJITA UMESH					
28	E16-226	NAIK AKSHATA BUDHU			<u>Naik</u>	<u>Naik</u>	<u>Naik</u>
29	E16-238	HALANKAR MAYURA MAHADEV	<u>Halankar</u>	<u>Halankar</u>	<u>Halankar</u>	<u>Halankar</u>	<u>Halankar</u>
30	E16-239	HALARNKAR SAIDAS/VIISHNU ANKUSH	<u>Halarnkar</u>	<u>Halarnkar</u>	<u>Halarnkar</u>	<u>Halarnkar</u>	<u>Halarnkar</u>
31	E16-243	MORAJKAR SUDHA RAJENDRA	<u>Morajkar</u>	<u>Morajkar</u>	<u>Morajkar</u>	<u>Morajkar</u>	<u>Morajkar</u>
32	E16-244	NAIK DIKSHA ASHOK		<u>Naik</u>	<u>Naik</u>		
33	E16-246	PARWAR PRITAM PANDURANG	<u>Parwar</u>	<u>Parwar</u>	<u>Parwar</u>	<u>Parwar</u>	<u>Parwar</u>
34	E16-250	BHAGAT VIDISHA KIRTIKUMAR	<u>Bhagat</u>	<u>Bhagat</u>	<u>Bhagat</u>	<u>Bhagat</u>	<u>Bhagat</u>
35							
36							



1/11

Certificate course on Communication Skills (attendance Sheet) 2018-19

SR. NO.	ROLL.NO	NAME	1/4	2/4	3/4	4/4
1	E16-101	BANI MEHABOBI				
2	E16-102	BHAVE SHALAKA VASUDEV	Bsh	Bsh	Bsh	Bsh
3	E16-103	CHODANKAR ANKITA AUDUMBAR	Chodankar	Chodankar	Chodankar	Chodankar
4	E16-104	DABALE PUJA GURUDAS	Dabale	Dabale	Dabale	Dabale
5	E16-105	GAWANDI PRATIKSHA MANGESH	Gawandi	Gawandi	Gawandi	Gawandi
6	E16-106	GAWAS POOJA MANOHAR	G	G	G	G
7	E16-107	NAIK SHIVANI PRADIP	Naik	Naik	Naik	Naik
8	E16-108	NANDIKAULE SANGITA CHANDU			Nandika	Nandika
9	E16-109	PANDIT SAKSHI SUBHASH	Pandit	Pandit	Pandit	Pandit
10	E16-110	THAKUR YUGANDHARA DILIP	Thakur	Thakur	Thakur	Thakur
11	E16-201	ARONDEKAR ASHVINI RAVINDRA	Arondekar	Arondekar	Arondekar	Arondekar
12	E16-202	BHAT ADITI HITENDRA				
13	E16-203	GAONKAR YOGITA BALCHANDRA	Gaonkar	Gaonkar	Gaonkar	Gaonkar
14	E16-204	GAWAS SHIVANI SHAMBHA	Gawas	Gawas	Gawas	Gawas
15	E16-205	HALDANKAR DIVYA RAMANAND	Haldankar	Haldankar	Haldankar	Haldankar
16	E16-207	KORGAONKAR SAILEE RAMDAS	K	K	K	K
17	E16-208	MANDREKAR KRUTIKA SHANKAR	Mandekar	Mandekar	Mandekar	Mandekar
18	E16-209	MANERKAR RASHMI KALIDAS	Manekar	Manekar	Manekar	Manekar
19	E16-210	NAIK SNEHA NARAYAN	Naik	Naik	Naik	Naik
20	E16-211	PARAB SAMPADA ANKUSH	Parab	Parab	Parab	Parab
21	E16-212	PARAB SHRAVANI ROHIDAS	Parab	Parab	Parab	Parab
22	E16-213	PARAB SIMRAN SANTOSH	Parab	Parab	Parab	Parab
23	E16-214	PAVANE MALOJIRAO VITHO				
24	E16-215	SAWANT SHRUTI VIRENDRA	Sawant	Sawant	Sawant	Sawant
25	E16-216	VARAK NIKITA BHAIRO	Narvak	Narvak	Narvak	Narvak
26	E16-217	ALSHEKAR ANUSHKA ANIL	Alshekar	Alshekar	Alshekar	Alshekar
27	E16-222	KINLEKAR MANJITA UMESH	Kinlekar	Kinlekar	Kinlekar	Kinlekar
28	E16-226	NAIK AKSHATA BUDHU	Naik	Naik	Naik	Naik
29	E16-238	HALANKAR MAYURA MAHADEV	Halankar	Halankar	Halankar	Halankar
30	E16-239	HALARNKAR SAIDAS/VIISHNU ANKUSH	Halarnkar	Halarnkar	Halarnkar	Halarnkar
31	E16-243	MORAJKAR SUDHA RAJENDRA	SRMorajkar	SRMorajkar	SRMorajkar	SRMorajkar
32	E16-244	NAIK DIKSHA ASHOK	Naik	Naik		
33	E16-246	PARWAR PRITAM PANDURANG	Parwar	Parwar	Parwar	Parwar
34	E16-250	BHAGAT VIDISHA KIRTIKUMAR				
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NO NO
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8/04/2022



वेदा सर्वस्य भूषणः

Prabodhan Education Society's
**VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION
COMPUTER AND MANAGEMENT**

Vidya Nagar, Alto-Parvari, Goa

Acredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1 Cycle)
Affiliated to Goa University & Recognised by U.G.C. under section 2(F) and 12(B) of the UGC Act 1956

Short Term Course
on
COMMUNICATION SKILLS

This is to certify that Ms./Mr. _____
of Vidya Prabodhini College, has successfully completed a thirty hours Short Term
Course on "Communiation Skills" held from 27th February, 2019 to 08th April , 2019 at
Vidya Prabodhini College, Porvorim-Goa.

Dr. M. R. Patil
Principal & Convener



Dr. Sonali Shankhwalker
Asst. Prof. & Coordinator

Report on Short Term Course on Communication Skills

27th Feb, 2019 to 8th April, 2019

Based on the performance of the student with regard to their lesson plans it was considered necessary to conduct a training programme for the students of T.Y.B.A.B.Ed. programme in order to improve their written and oral communication skills. Having discussed the same with the principal of the college, Dr. M.R Patil, it was decided to conduct a short term course on communication skills in order to assist the students to improve their communication skills.

Without much delay, the syllabus for Short Term Course on Communication Skills was drafted and put into practice. A total of 34 students enthusiastically volunteered and enrolled themselves for the course.

Detailed coverage was given to various topics. The sessions were conducted in the afternoon after the regular classes. The Short Term Course commenced on 27th of February where in the students were oriented with regard to the objectives of the course. The sessions being educative and interactive the students actively participated in the same. The valedictory function was graced by the chairman of the Prabodhan Education Society, Shri. P.N. Bhate as the chief guest for the function. The entire syllabus was completed within 36 hours. The sessions were conducted by Dr. M.R. Patil, Principal of the College and Dr. Sonali Shankhwalkar, Asst. Professor in Education. News write ups regarding the course were published in the leading local dailys.


PRINCIPAL




8/04/2019

Gomantka Times, Dated 11th May, 2019 ^{cc}

Short term course on communication skills conducted

PORVORIM: Vidya Probodhini College, Porvorim conducted short term course on communication skills for students of BABED programme recently.

A total of 34 students participated and availed benefits from the said course. The course emphasised that in order to gain proficiency in communication skills, one has to have a strong desire, concentration, positivity, discipline, good habits, continuity, consistency, patience, good vocabulary and hard work. Besides these the course also stressed on the fact that, in order to become an effective communicator one has to develop a good reading, writing and speaking skills.

The course focused on various aspects of communication thereby further equipping the future teachers to function as effective teachers.

The course covered areas like skill development, different aspect of English language, writing of resume/CV, writing of good speeches, writing of application letters, facing job interviews, public speaking, overcoming stage phobia, report writing, maintaining and writing minutes of a meeting, developing soft skills, personal grooming, good etiquettes, organising events etc. The above aspects are explained and discussed with different practical examples.

Prabhakar N Bhat, chairman of Prabodhan Education Society graced the valedictory function as chief guest and urged the students to take their profession seriously and give their very best to the students.

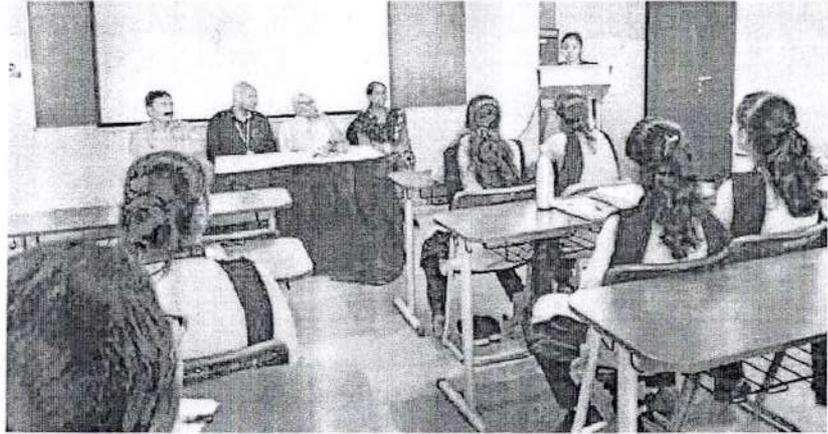
He further added that development of good communication skills is necessary in order to function and adjust in the world today- both personally and professionally. Principal Dr. M.R. Patil, vice principal Dr. Sukhaji G. Naik and course coordinator Dr. Sonali Shankhwalkar were present for the function.

Dr. M.R. Patil and Dr. Sonali Shankhwalkar, assistant professor in education have conducted the course. Shruti Sawan a student of TYBA B Ed proposed a vote of thanks.

पर्वरी येथे संप्रेषण कौशल्य लघुअभ्यासिका

पर्वरी, ता. २७ (वाताहर) : विद्या प्रबोधिनी चाणिक्य शिक्षण, संगणक आणि व्यवस्थापन महाविद्यालय, पर्वरी येथे फेब्रुवारी ते एप्रिल या काळात बी.ए.बी.एडच्या विद्यार्थ्यांसाठी संप्रेषण कौशल्यावर आधारित लघुअभ्यासिका (शॉर्ट टर्म कोर्स) आयोजित केला होता. या कोर्ससाठी एकूण ३४ विद्यार्थ्यांनी उत्साहपूर्वक भाग घेऊन त्याचा लाभ घेतला. या अभ्यासक्रमात संप्रेषणकौशल्य प्राप्त करण्यासाठी तंत्र इच्छा, एकाग्रता, सकात्मकता, शिस्त, चांगल्या सवयी, निरंतरता, सातत्य, धैर्य, शब्दसंपत्ती आणि कठोर परिश्रम असणे आवश्यक आहे. एक प्रभावी संप्रेषक बनण्यासाठी चांगले वाचन, लेखन आणि बोलण्याचे कौशल्य विकसित करणे आवश्यक आहे या संदर्भात या अभ्यासक्रमात भर देण्यात आला.

या अभ्यासक्रमात विविध पैलूंचा लक्ष केंद्रित केल्यामुळे भविष्यातील शिक्षक प्रभावी शिक्षक म्हणून काम करण्यास सज्ज होतील. विविध कौशल्यांचा विकास, इंद्रजी भाषेचे भिन्न पैलू, रेझ्युम, सीव्ही लिहिणे, चांगल्या भाषणांचे लेखन, अक्षरांचा लिहिण्यासाठी उपयोग, नोकरीसाठी



पर्वरी : समारोप सोहळ्यात बोलताना श्रुती सावंत व उपस्थित मान्यवर.

मुलाखत घेणे, सार्वजनिक ठिकाणी बोलणे, व्यासपीठाची भांती घालविणे, अहवाल लिहिणे, सभेचे इतिवृत लिहिणे, मुलाखत, सौम्य कौशल्यांचा विकास, वैयक्तिक प्रशिक्षण, चांगले शिष्टाचार, कार्यक्रमांचे आयोजन करणे या बाबींवर स्पष्टीकरण आणि विविध व्यावहारिक उदाहरणांसह चर्चा करून विद्यार्थ्यांना शिकविले गेले. या अभ्यासक्रमाबाबत विद्यार्थ्यांनी आपले मनोगत व्यक्त करून याचा आपल्याला फायदा झाला हे नमूद

केले.

समारोपाच्या कार्यक्रमासाठी प्रबोधिनी एज्युकेशन सोसायटीचे अध्यक्ष प्रभाकर भाटे हे प्रमुख पाहुणे म्हणून उपस्थित होते. त्यांनी आपल्या भाषणात सांगितले की, विद्यार्थ्यांना आपला पेशा गांभीर्याने घेण्यास सांगितले तसेच शिक्षक म्हणून त्यांनी विद्यार्थ्यांना सर्वोत्तम ज्ञान दिले पाहिजे. त्यांनी पुढे सांगितले की, आजच्या जगात कार्य आणि समायोजन करण्यासाठी वैयक्तिक संवाद आणि

चांगले संवाद कौशल्य आवश्यक आहे. या कार्यक्रमास महाविद्यालयाचे प्राचार्य डॉ.एम. आर. पाटील, उपप्राचार्य डॉ. सुखाजी नाईक आणि अभ्यासक्रम समन्वयक डॉ. सोनाली शंखवाळकर हे उपस्थित होते. महाविद्यालयाचे प्राचार्य डॉ. एम. आर. पाटील आणि सहाय्यक प्राध्यापक डॉ. सोनाली शंखवाळकर यांनी हा अभ्यासक्रम सुरू केला आहे. तृतीय वर्ष बी.ए.बी.एड. चौविद्यार्थिनी कु. श्रुती सावंत हिने मान्यवरांचे व विद्यार्थ्यांचे आभार मानले.