AMBIKABAI JADHAV VAJRESHWA CONTACT NO.: 93 Affiliated to S.N.D.	AV BHARTIYA SAMAJ UNNATI MANDAL'S MAHILA MAHAVIDYALAYA, RI, TAL : BHIWANDI 372818656 / 9921420175 T. Women's University, Mumbai C YEAR : 2023-24
ADMISSION F BEAUTY PARLOUR FASHION DESIGNO COMMUNICATION SKILLS IN ENGLISH	FORM FOR COURSES
TO, THE PRINCIPAL, AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI. RESPECTED SIR, PLEASE GIVE ME ADMISSION TO YOUR COLLEGE. THE INFORMATION GIVEN BELOW TO ABIDE BY THE RULES & REGULATIONS OF THE SHALL DO NOTHING THAT WILL INTERFERE WITH T REPUTATION OF THE COLLEGE. PLACE : VAJRESHWARI. DATE : / / 2023	COURSE OF COURSE OF COURSE OF COLLEGE. I UNDERTAKE THAT I HE DESCIPLINE OR DAMAGE THE
	SIGN. OF APPLICANT FIRST NAME MIDDLE NAME MOTHER NAME
STUDENT FULL NAME :	
DATE OF BIRTH ://	CONTACT NO.:
LOCAL ADDRESS :	
PERMANENTADDRESS :	
GENDER : FEMALE TRANGENDER	EMAIL ID :
CATEGORY : RELIGION :	CASTE :
AADHAR CARD NO.: - OCCUPATION OF GUARDIANS : STUDENT RELATION WITH GUARDIANS : PARENTS ANNUAL INCOME (2022-23) :	- MOTHER TONGUE : MAHARASHTRA DOMACILE : YES / NO
PARENT NAME :	STUDENT SIGN
PARENT SIGN :	STUDENT STON
FOR OFFICE USE : RECEIPT NO.:	RECEIPT DATE:
AUTHORIZED SIGN.	PRINCIPAL SIGN



PADMASHREE ANNASAHEB JADHAV BHARTIYA SAMAJ UNNATI MANDAL'S AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI Academic Year: 2017-2018

**Department of English** 



# Certificate Course: Effective Communication Skill in English

#### 1. Introduction:

The course aims to enhance the communication skills of the students and to nourish the way of active communication. This certificate course is framed for providing an opportunity to develop their communication. Students can learn extra skill-based education with their regular studies. This course will be run by the institution with using available infrastructure and facilities.

### 2. Key Features:

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- To develop effective communication skills by developing ability to use right words in the right context.
- > To enhance employability of the students by developing their basic soft skills.
- To develop their communication skills through knowledge of personal phenomena involved in the communication process.
- > To use different techniques in oral, written are known as verbal communication.
- To recognize and formulate effective written and oral communication, giving appropriate consideration to audience, context and format.
- To analyze arguments so as to construct ones that are well supported, well-reasoned and are controlled by the question.
- Communication is a process through which a person exchanges his ideas and complexities of thought.

#### 3. Course Objectives

The course objectives at training participants to improve their English language skills, refine their communicative ability and fine-tune their personality; enables the participants to express themselves clearly and confidently in various situations. The course uses a wide variety of approaches and activities to enable the participants to achieve a clear communication and dynamic personality, which is a prerequisite for personal and professional success in today's life.

#### 4. Course Structure:

The course will consist of combination of practice, theory and training about communication skill.

#### 5. Outline of Course:

\*\* '

Sr. No.	Торіс
1.	Inaugurator / Communication skills-
2.	Use of Tenses
3.	Vocabulary Building
4.	Sounds of English language(Phonology)
5.	English Language Proficiency
6.	Presentation & Interview skill
7.	Proper body language
8.	Writing skills(Application, letters, E-mails)
9.	Role of English communication in Personality Development
10	Valedictory

#### 6. Eligibility:

A student who has passed the Higher Secondary School Certificate (10+2) in any stream or its equivalent examination.

#### 7. Examination and Evaluation:

There will be theory and practical examination.

#### 8. Attendance:

0

Students must have 75 % of attendance for appearing examination otherwise he/she will not be allowed for appearing the examination. However, students having 65% attendance may request Head of the concerned Institution for the condolence of attendance on medical ground.

#### 9. Standard of Passing:

To pass the examination a candidate must obtain at least 40% each in theory and practical.

#### 10. Duration: 3 months

#### **References:**

- 1. Seven Habits of Highly Effective People Stephen Covey.
- 2. You Can Win Shiv Khera
- 3. Hurlock Elizabeth B Personality Development Tata Mcgraw Hill New Delhi
- Personality Development and Career management: By R.M.Onkar (S Chand Publications)
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- 7. Effective Business Communication H. Murphy.



AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI



Academic Year: 2017-2018

Subject: English

# **CERTIFICATE COURSE FOR UNDERGRADUATE STUDENTS**

# EFFECTIVE COMMUNICATION SKILLS IN ENGLISH

Academic Year: 2017-2018

CERTIFICATE COURSE SYLLABUS COMMITTEE

Name of the Teacher	Post	Signature
Dr. Kalyani Shejwal	Principal Inchase	do bablan
Dr. S. R. Mhalunkar	Subject Expert	mhka
Prof. Hemangi Saindane	Member	MAS



ENGLISH Ambikabai Jadhav Mahavidyalaya Vajreshwari Tal. Bhiwandi List. Thane 401204



(FP)

# AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI

Academic Year: 2017-2018

**Department of English** 

# Certificate Course: Effective Communication Skill in English

Sr. No	Name of the Student	Class
1	BHOIR UPASNA PANDURANG	F.Y.B.A.
2	CHAVAN SAYALI LAXMAN	F.Y.B.A.
3	CHONKAR VAISHALI SUNIL	F.Y.B.A.
4	CHOUDHARI LEENA YASHWANT	F.Y.B.A.
5	DATALE SWAPNALI BALU	F.Y.B.A.
6	DESALE POOJA BHAGWAN	F.Y.B.A.
7	DESALE PUJA SURESH	F.Y.B.A.
8	DHANDHUKIYA PRIYANKA RANCHHODBHAI	F.Y.B.A.
9	GAIKAR DAKSHATA SANTOSH	F.Y.B.A.
10	GAIKAR DIPIKA RAM	F.Y.B.A.
11	GAVARI SANJANA MANOHAR	F.Y.B.A.
12	GHAGAS JAGRUTI CHANDRAKANT	F.Y.B.A.
13	GHARAT CHARMINI SUBHASH	F.Y.B.A.
14	GHARAT PRACHI HIRAMAN	F.Y.B.A.
15	GHARAT PRATIKSHA WAMAN	F.Y.B.A.
16	GONE PRIYANKA ARUN	F.Y.B.A.
17	GUPTA JUHI TUNNU	F.Y.B.A.
18	GUPTA SHRADDHA PRABHUDAYAL	F.Y.B.A.
19	HADAL SIMA LAXMAN	F.Y.B.A.
20	JADHAV ANKITA ASHOK	F.Y.B.A.

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DEPT. OF ENGLISH Ambikabai Jadhav Mahila Mahavidyalaya Vajreshwari Tal. Bhiwandi Dist. Thane 401204

21		F.Y.B.A.
	JADHAV ANKITA SADANAND	
22		F.Y.B.A.
	JADHAV ARPITA UMAKAT	
23		F.Y.B.A.
	JADHAV HEMA MAHENDRA	
24		F.Y.B.A.
	JADHAV POOJA YASHWANT	
25		F.Y.B.A.
	JADHAV PRATIKSHA BHAGWAN	
26		F.Y.B.A.
	JADHAV PRATIKSHA JANARDHAN	
27		F.Y.B.A.
	JADHAV SAMIKSHA RAMDAS	
28		F.Y.B.A.
	JADHAV SANJIVANI PANDURANG	
29		F.Y.B.A.
	JADHAV VAISHALI NARENDRA	
30		F.Y.B.A.
	JADHAV VIDYA PANDURANG	



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Ambikabai Jadhav Mahila Hunavidyalaya Vajreshwari Tal. Bhiwandi D. + Thane 401204



AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI



Academic Year: 2017-2018 Department of English

# Certificate Course: Effective Communication Skill in English

Sr. No	Name of the Student	Class	20	30	50
1	BHOIR UPASNA PANDURANG	F.Y.B.A.	11	20	31
2	CHAVAN SAYALI LAXMAN	F.Y.B.A.	12	20	32
3	CHONKAR VAISHALI SUNIL	F.Y.B.A.	13	21	34
4	CHOUDHARI LEENA YASHWANT	F.Y.B.A.	12	20	32
5	DATALE SWAPNALI BALU	F.Y.B.A.	10	22	32
6	DESALE POOJA BHAGWAN	F.Y.B.A.	12	23	35
7	DESALE PUJA SURESH	F.Y.B.A.	13	20	33
8	DHANDHUKIYA PRIYANKA RANCHHODBHAI	F.Y.B.A.	10	22	32
9	GAIKAR DAKSHATA SANTOSH	F.Y.B.A.	11	21	32
10	GAIKAR DIPIKA RAM	F.Y.B.A.	12	20	32
11	GAVARI SANJANA MANOHAR	F.Y.B.A.	13	23	36
12	GHAGAS JAGRUTI CHANDRAKANT	F.Y.B.A.	12	20	32
13	GHARAT CHARMINI SUBHASH	F.Y.B.A.	13	22	35
14	GHARAT PRACHI HIRAMAN	F.Y.B.A.	12	23	35
15	GHARAT PRATIKSHA WAMAN	F.Y.B.A.	12	22	34
16	GONE PRIYANKA ARUN	F.Y.B.A.	13	23	36

AJMM/ 2017-2018/ Department of English/Certificate Course/ Effective Communication Skills in English

DEPT. OF ENGLISH Ambikabai Jadhay Slatsia Mahavidyalaya Vajreshwari Tal. Bhiwandi Dist. Thane 401204

17	GUPTA JUHI TUNNU	F.Y.B.A.	12	20	32
18	GUPTA SHRADDHA PRABHUDAYAL	F.Y.B.A.	10	21	31
19	HADAL SIMA LAXMAN	F.Y.B.A.	12	22	34
20	JADHAV ANKITA ASHOK	F.Y.B.A.	10	23	33
21	JADHAV ANKITA SADANAND	F.Y.B.A.	13	19	32
22	JADHAV ARPITA UMAKAT	F.Y.B.A.	14	22	36
23	JADHAV HEMA MAHENDRA	F.Y.B.A.	12	20	32
24	JADHAV POOJA YASHWANT	F.Y.B.A.	13	21	34
25	JADHAV PRATIKSHA BHAGWAN	F.Y.B.A.	11	20	31
26	JADHAV PRATIKSHA JANARDHAN	F.Y.B.A.	14	23	37
27	JADHAV SAMIKSHA RAMDAS	F.Y.B.A.	13	22	35
28	JADHAV SANJIVANI PANDURANG	F.Y.B.A.	12	20	32
29	JADHAV VAISHALI NARENDRA	F.Y.B.A.	12	21	33
30	JADHAV VIDYA PANDURANG	F.Y.B.A.	14	22	36



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DEPT. OF ENGLISH Ambikabai Jadhav Mahila Mahavidyalaya Vajreshwari Tal. Bhiwandi Dist. Thane 401204



padmashree annasaheb jadhav bhartiya samaj unnati mandal's AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI

Academic Year: 2018-2019

Department of English

# Certificate Course: Effective Communication Skill in English

## 1. Introduction:

The course aims to enhance the communication skills of the students and to nourish the way of active communication. This certificate course is framed for providing an opportunity to develop their communication. Students can learn extra skill-based education with their regular studies. This course will be run by the institution with using available infrastructure and facilities.

# 2. Key Features:

- To develop effective communication skills by developing ability to use right words in the right context.
- > To enhance employability of the students by developing their basic soft skills.
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#### 3. Course Objectives

The course objectives at training participants to improve their English language skills, refine their communicative ability and fine-tune their personality; enables the participants to express themselves clearly and confidently in various situations. The course uses a wide variety of approaches and activities to enable the participants to achieve a clear communication and dynamic personality, which is a prerequisite for personal and professional success in today's life.

#### 4. Course Structure:

The course will consist of combination of practice, theory and training about communication skill.

#### 5. Outline of Course:

M

Sr. No.	Торіс	
1.	Inaugurator / Communication skills-	
2.	Use of Tenses	
3.	Vocabulary Building	
4.	Sounds of English language(Phonology)	
5.	English Language Proficiency	
6.	Presentation & Interview skill	
7.	Proper body language	
8.	Writing skills(Application, letters, E-mails)	
9.	Role of English communication in Personality Development	
10	Valedictory	

#### 6. Eligibility:

A student who has passed the Higher Secondary School Certificate (10+2) in any stream or its equivalent examination.

#### 7. Examination and Evaluation:

There will be theory and practical examination.

#### 8. Attendance:

Students must have 75 % of attendance for appearing examination otherwise he/she will not be allowed for appearing the examination. However, students having 65% attendance may request Head of the concerned Institution for the condolence of attendance on medical ground.

#### 9. Standard of Passing:

To pass the examination a candidate must obtain at least 40% each in theory and practical.

#### 10. Duration: 3 months

#### **References:**

- 1. Seven Habits of Highly Effective People Stephen Covey.
- 2. You Can Win Shiv Khera
- 3. Hurlock Elizabeth B Personality Development Tata Mcgraw Hill New Delhi
- 4. Personality Development and Career management: By R.M.Onkar (S Chand Publications)
- 5. Essentials of Business Communication Rajendra Pal and J. S. Korlhalli -Sultan Chand & Sons, New Delhi.
- Business Communication (Principles, Methods and Techniques) Nirmal Singh
  Deep & Deep Publications Pvt. Ltd., New Delhi
- 7. Effective Business Communication H. Murphy.





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PADMASHREE ANNASAHEB JADHAV BHARTIYA SAMAJ UNNATI MANDAL'S



AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI

Academic Year: 2018-2019

Subject: English

# **CERTIFICATE COURSE FOR UNDERGRADUATE STUDENTS**

# EFFECTIVE COMMUNICATION SKILLS IN ENGLISH

Academic Year: 2018-2019

CERTIFICATE COURSE SYLLABUS COMMITTEE

Name of the Teacher	Post	Signature
Dr. Kalyani Shejwal	I/CPrincipal	anabraan
Dr. S. V. Nikam	Subject Expert	Crown root
Prof. Hemangi Saindane	Member	asi



DEPT. OF ENGLISH Ambikabai Jadhav Mahila Mahavidyalaya Vajreshwari Tal. Bhiwandi Dist. Thane 401204



AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI

#### Academic Year: 2018-2019

**Department of English** 

Sr. No	Name of the Student	Class	
1	CHHAYA JANU BAGALE	F.Y.B.A.	
2	DARSHANA GURUNATH BHOIR	F.Y.B.A.	
3	ASHVINI ANANTA DALAVI	F.Y.B.A.	
4	AARATI KISAN JADHAV	F.Y.B.A.	
5	ASHVINI EKANATH JADHAV	F.Y.B.A.	
6	JADHAV ASMITA EKNATH	F.Y.B.A.	
7	JADHAV PALLAVI MANOHAR	F.Y.B.A.	
8	JADHAV POOJA BALARAM	F.Y.B.A.	
9	PRANJALI NARESH JADHAV	F.Y.B.A.	
10	MANASI SHANKAR KALE	F.Y.B.A.	
11	PUNAM LADAKU KATKAR	F.Y.B.A.	
12	SUPRIYA SANDESH KUDU	F.Y.B.A.	
13	NIWALE SARIKA DINKAR	F.Y.B.A.	
14	PATIL BHUNITA NARESH	F.Y.B.A.	
15	DHANASHRI SUDHAKAR PATIL	F.Y.B.A.	
16	JAGRUTI SITARAM PATIL	F.Y.B.A.	
17	MRUNAL SOPAN PATIL	F.Y.B.A.	
18	NIKITA NARAYAN PATIL	F.Y.B.A.	
19	PRANALI ASHANAND PATIL	F.Y.B.A.	
20	PRATIKSHA PADMAN PATIL	F.Y.B.A.	
21	PRIYANKA SUNIL PATIL	F.Y.B.A.	
22	YOGITA GANGARAM PATIL	F.Y.B.A.	
23	DARSHANA SHIVAJI PAWAR	F.Y.B.A.	
24	DARSHANA ATMARAM RAUT	F.Y.B.A.	
25	SONALI BABU BASAVAT	F.Y.B.A.	
26	BHOIR BHAVIKA SAKHARAM	F.Y.B.A.	
27	BHOIR NANDINI NARENDRA	F.Y.B.A.	
28	VRUSHALI HARESH BHOIR	F.Y.B.A.	
29	BHUJARE PRITI YASHWANT	F.Y.B.A.	
30	CHOGHALA PORNIMA VASANT	F.Y.B.A.	

# Certificate Course: Effective Communication Skill in English

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AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI



Academic Year: 2018-2019

**Department of English** 

## Certificate Course: Effective Communication Skill in English

Sr. No	Name of the Student	Class	20	30	50
1	CHHAYA JANU BAGALE	F.Y.B.A.	12	23	35
2	DARSHANA GURUNATH BHOIR	F.Y.B.A.	13	20	33
3	ASHVINI ANANTA DALAVI	F.Y.B.A.	10	22	32
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5	ASHVINI EKANATH JADHAV	F.Y.B.A.	12	20	32
6	JADHAV ASMITA EKNATH	F.Y.B.A.	13	19	32
7	JADHAV PALLAVI MANOHAR	F.Y.B.A.	14	22	36
8	JADHAV POOJA BALARAM	F.Y.B.A.	12	20	32
9	PRANJALI NARESH JADHAV	F.Y.B.A.	13	21	34
10	MANASI SHANKAR KALE	F.Y.B.A.	11	20	31
11	PUNAM LADAKU KATKAR	F.Y.B.A.	14	23	37
12	SUPRIYA SANDESH KUDU	F.Y.B.A.	13	22	35
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14	PATIL BHUNITA NARESH	F.Y.B.A.	12	21	33
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25	SONALI BABU BASAVAT	F.Y.B.A.	10	23	33
26	BHOIR BHAVIKA SAKHARAM	F.Y.B.A.	11	20	31
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28	VRUSHALI HARESH BHOIR	F.Y.B.A.	13	21	34
29	BHUJARE PRITI YASHWANT	F.Y.B.A.	12	20	32
30	CHOGHALA PORNIMA VASANT	F.Y.B.A.	10	22	32

AJMM/ 2018-2019/Department of English/Certificate Course/ Effective Communication Skills in English

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Ambikabai Jadhav Mehila Mahavidyalaya Vajreshwari Tal. Bhiwandi Dist. Thene 4012.



AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI Academic Year: 2019-2020



**Department of English** 

## Certificate Course: Effective Communication Skill in English

## 1. Introduction:

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Sr. No.	Торіс
1.	Inaugurator / Communication skills-
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7.	Proper body language
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- 3. Hurlock Elizabeth B Personality Development Tata Mcgraw Hill New Delhi
- 4. Personality Development and Career management: By R.M.Onkar (S Chand Publications)
- Essentials of Business Communication Rajendra Pal and J. S. Korlhalli Sultan Chand & Sons, New Delhi.
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PADMASHREE ANNASAHEB JADHAV BHARTIYA SAMAJ UNNATI MANDAL'S



AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI

Academic Year: 2019-2020

Subject: English

# CERTIFICATE COURSE FOR UNDERGRADUATE STUDENTS

# EFFECTIVE COMMUNICATION SKILLS IN ENGLISH

Academic Year: 2019-2020

CERTIFICATE COURSE SYLLABUS COMMITTEE

Name of the Teacher	Post	Signature
Mr. Madhav Munde	Principal Inchange	Mod
Dr. S. R. Mhalunkar	Subject Expert	mhkan
Prof. Hemangi Saindane	Member	mos



DEPT. OF ENGLISH Ambikabai Jadhav Mahila Mahavidyalaya Vajreshwari Tal. Bhiwandi Dist. Thane 401204

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PADMASHREE ANNASAHEB JADHAV BHARTIYA SAMAJ UNNATI MANDAL'S

## AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI



# Academic Year: 2019-2020

# **Department of English**

## Certificate Course: Effective Communication Skill in English

Sr. No	Name of the Student	Class	
1	VRUSHALI VILAS DINGORE	F.Y.B.A.	
2	MAMATA VISHWAS JADHAV	F.Y.B.A.	
3	RENUKA SANJAY KADAM	F.Y.B.A.	
4	YASMITA NARESH KASAR	F.Y.B.A.	
5	KRUTANJALI SANJAY KASKAR	F.Y.B.A.	
6	SHALINI VILAS MALI	F.Y.B.A.	
7	SHIVANI VIJAY MALIK	F.Y.B.A.	
8	TANUJA SANDIP NIWALE	F.Y.B.A.	
9	RAVITA RAGHO PARDHI	F.Y.B.A.	
10	DHANASHRI ANANTA PATIL	F.Y.B.A.	
11	MANASI DEVENDRA PATIL	F.Y.B.A.	
12	PUJA PANDHARINATH PATIL	F.Y.B.A.	
13	SHWETA BANDHU PATIL	F.Y.B.A.	
14	TEJAL SADANAND PATIL	F.Y.B.A.	
15	TRUPTI PRABHAKAR PATIL	F.Y.B.A.	
16	VARSHA MAHESH PATIL	F.Y.B.A.	
17	SUVARNA RAGHUNATH PAWAR	F.Y.B.A.	
18	TANUJA BALIRAM PAWAR	F.Y.B.A.	
19	RIYA RAVINDRA SATPE	F.Y.B.A.	
20	NUTAN SANJAY SHELAR	F.Y.B.A.	
21	MAMATA DIPAK SONAWANE	F.Y.B.A.	
22	KAJAL ASHOK VARAL	F.Y.B.A.	
23	KOMAL ASHOK VARAL	F.Y.B.A.	
24	MANGAL RAMCHANDRA BADAPURE	F.Y.B.A.	
25	POURNIMA BHASKAR BHOIR	F.Y.B.A.	
26	SONALI PRAKASH BHOIR	F.Y.B.A.	
27	SULBHA EKNATH BHOIR	F.Y.B.A.	
28	MAMATA RAMBADAN CHAUHAN	F.Y.B.A.	
29	SUGANDHA SHANKAR DINKAR	F.Y.B.A.	
30	VAISHALI NAMDEO GHODVINDE	F.Y.B.A.	

AJMM/ 2019-2020/Department of English/Certificate Course/ Effective Communication Skills in English

DEPT. OF ENGLISH

Ambikabai Jadhav Mahila Mahavidyalaya Vajreshwari Tal. Bhiwandi Dist. Thans 401204



#### AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI



# Academic Year: 2019-2020

#### **Department of English**

Sr. No	Name of the Student	Class	20	30	50
1	VRUSHALI VILAS DINGORE	F.Y.B.A.	13	23	36
2	MAMATA VISHWAS JADHAV	F.Y.B.A.	12	20	32
3	RENUKA SANJAY KADAM	F.Y.B.A.	13	22	35
4	YASMITA NARESH KASAR	F.Y.B.A.	12	23	35
5	KRUTANJALI SANJAY KASKAR	F.Y.B.A.	12	22	34
6	SHALINI VILAS MALI	F.Y.B.A.	13	23	36
7	SHIVANI VIJAY MALIK	F.Y.B.A.	12	20	32
8	TANUJA SANDIP NIWALE	F.Y.B.A.	10	21	31
9	RAVITA RAGHO PARDHI	F.Y.B.A.	12	22	34
10	DHANASHRI ANANTA PATIL	F.Y.B.A.	10	23	33
11	MANASI DEVENDRA PATIL	F.Y.B.A.	11	20	31
12	PUJA PANDHARINATH PATIL	F.Y.B.A.	12	20	32
13	SHWETA BANDHU PATIL	F.Y.B.A.	13	21	34
14	TEJAL SADANAND PATIL	F.Y.B.A.	12	20	32
15	TRUPTI PRABHAKAR PATIL	F.Y.B.A.	10	22	32
16	VARSHA MAHESH PATIL	F.Y.B.A.	12	23	35
17	SUVARNA RAGHUNATH PAWAR	F.Y.B.A.	13	20	33
18	TANUJA BALIRAM PAWAR	F.Y.B.A.	10	22	32
19	RIYA RAVINDRA SATPE	F.Y.B.A.	11	21	32
20	NUTAN SANJAY SHELAR	F.Y.B.A.	12	20	32
21	MAMATA DIPAK SONAWANE	F.Y.B.A.	13	19	32
22	KAJAL ASHOK VARAL	F.Y.B.A.	14	22	36
23	KOMAL ASHOK VARAL	F.Y.B.A.	12	20	32
24	MANGAL RAMCHANDRA BADAPURE	F.Y.B.A.	13	21	34
25	POURNIMA BHASKAR BHOIR	F.Y.B.A.	11	20	31
26	SONALI PRAKASH BHOIR	F.Y.B.A.	14	23	37
27	SULBHA EKNATH BHOIR	F.Y.B.A.	13	22	35
28	MAMATA RAMBADAN CHAUHAN	F.Y.B.A.	12	20	32
29	SUGANDHA SHANKAR DINKAR	F.Y.B.A.	12	21	33
30	VAISHALI NAMDEO GHODVINDE	F.Y.B.A.	14	22	36

# Certificate Course: Effective Communication Skill in English

ENGLISH Ambikabai Jadhay I chila Mahavidval Vajreshwari Tal. Bniwandi Dist Mane 401204



AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI Academic Year: 2021-2022



**Department of English** 

# Certificate Course: Effective Communication Skill in English

#### 1. Introduction:

The course aims to enhance the communication skills of the students and to nourish the way of active communication. This certificate course is framed for providing an opportunity to develop their communication. Students can learn extra skill-based education with their regular studies. This course will be run by the institution with using available infrastructure and facilities.

### 2. Key Features:

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- To develop effective communication skills by developing ability to use right words in the right context.
- > To enhance employability of the students by developing their basic soft skills.
- To develop their communication skills through knowledge of personal phenomena involved in the communication process.
- > To use different techniques in oral, written are known as verbal communication.
- To recognize and formulate effective written and oral communication, giving appropriate consideration to audience, context and format.
- To analyze arguments so as to construct ones that are well supported, wellreasoned and are controlled by the question.
- Communication is a process through which a person exchanges his ideas and complexities of thought.

#### 3. Course Objectives

The course objectives at training participants to improve their English language skills, refine their communicative ability and fine-tune their personality; enables the participants to express themselves clearly and confidently in various situations. The course uses a wide variety of approaches and activities to enable the participants to achieve a clear communication and dynamic personality, which is a prerequisite for personal and professional success in today's life.

### 4. Course Structure:

The course will consist of combination of practice, theory and training about communication skill.

#### 5. Outline of Course:

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Sr. No.	Торіс
1.	Inaugurator / Communication skills-
2.	Use of Tenses
3.	Vocabulary Building
4.	Sounds of English language(Phonology)
5.	English Language Proficiency
6.	Presentation & Interview skill
7.	Proper body language
8.	Writing skills(Application, letters, E-mails)
9.	Role of English communication in Personality Development
10	Valedictory

#### 6. Eligibility:

A student who has passed the Higher Secondary School Certificate (10+2) in any stream or its equivalent examination.

#### 7. Examination and Evaluation:

There will be theory and practical examination.

#### 8. Attendance:

Students must have 75 % of attendance for appearing examination otherwise he/she will not be allowed for appearing the examination. However, students having 65% attendance may request Head of the concerned Institution for the condolence of attendance on medical ground.

#### 9. Standard of Passing:

To pass the examination a candidate must obtain at least 40% each in theory and practical. **10. Duration:** 3 months

#### **References:**

- 1. Seven Habits of Highly Effective People Stephen Covey.
- 2. You Can Win Shiv Khera
- 3. Hurlock Elizabeth B Personality Development Tata Mcgraw Hill New Delhi
- 4. Personality Development and Career management: By R.M.Onkar (S Chand Publications)
- 5. Essentials of Business Communication Rajendra Pal and J. S. Korlhalli Sultan Chand & Sons, New Delhi.
- Business Communication (Principles, Methods and Techniques) Nirmal Singh -Deep & Deep Publications Pvt. Ltd., New Delhi
- 7. Effective Business Communication H. Murphy.





AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI

Academic Year: 2021-2022

Subject: English

# **CERTIFICATE COURSE FOR UNDERGRADUATE STUDENTS**

# EFFECTIVE COMMUNICATION SKILLS IN ENGLISH

Academic Year: 2021-2022

CERTIFICATE COURSE SYLLABUS COMMITTEE

Name of the Teacher	Post	Signature
Dr. Kalyani Shejwal	I/c Principal	ankiltag
Dr. S. V. Nikam	Subject Expert	talt.
Prof. Hemangi Saindane	Member	Miss



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# AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI



#### Academic Year: 2021-2022

**Department of English** 

#### Certificate Course: Effective Communication Skill in English

1 - There we	Enzo	ment	List	12

Sr. No	Name of the Student	Class	
1	BARAF SONALI ANANTA	F.Y.B.A	
2	DALAVI BHAVANA BHAGAWAN	F.Y.B.A	
3	GORAT JAYVANTI BALARAM	F.Y.B.A	
4	HILIM PRATIKSHA DASHRATH	F.Y.B.A	
5	MORE PRANALI VINOD	F.Y.B.A	
6	PATARE PRANALI GANGARAM	F.Y.B.A	
7	PATIL JYOTI YASHWANT	F.Y.B.A	
8	PATIL KALPANA KALPESH	F.Y.B.A	
9	PATIL NIKITA BHAGIRATH	F.Y.B.A	
10	VAGHE SUJATA SITARAM	F.Y.B.A	
11	WAGH MANISHA SHIVRAM	F.Y.B.A	
12	BHOIR PRITI VINOD	F.Y.B.A	
13	VAISHALI SAHEBRAO CHAUDHARI	F.Y.B.A	
14	GAIKAR SARITA SURESH	F.Y.B.A	
15	GAIKWAD SONALI SHYAM	F.Y.B.A	
16	HILIM MAYURI DASHRATH	F.Y.B.A	
17	JADHAV DAKSHATA EKNATH	F.Y.B.A	
18	MANJE ANKITA GANESH	F.Y.B.A	
19	MHASKAR BHAGYASHRI RAJENDRA	F.Y.B.A	
20	PATIL AKSHATA EKNATH	F.Y.B.A	
21	PATIL DIVYA SANTOSH	F.Y.B.A	
22	PATIL LAVANYA DEVENDRA	F.Y.B.A	
23	PATIL MANASI RAMESH	F.Y.B.A	
24	PATIL VRUSHALI NAMDEV	F.Y.B.A	
25	PAWAR KAJAL RAMDAS	F.Y.B.A	
26	SATVI NAMRATA EKNATH	F.Y.B.A	
27	THAKARE DIKSHA JAYRAM	F.Y.B.A	
28	THAKARE TANUJA ANKUSH	F.Y.B.A	
29	TYAGI GAYATRI RAJU	F.Y.B.A	
30	VALGHANE TEJASVI SHARAD	F.Y.B.A	

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AMBIKABAI JADHAV MAHILA MAHAVIDYALAYA, VAJRESHWARI

#### Academic Year: 2021-2022

**Department of English** 

# Certificate Course: Effective Communication Skill in English

# Result

Sr. No	Name of the Student	Class	20	30	50
1	BARAF SONALI ANANTA	F.Y.B.A	11	20	31
2	DALAVI BHAVANA BHAGAWAN	F.Y.B.A	12	20	32
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9	PATIL NIKITA BHAGIRATH	F.Y.B.A	11	21	32
10	VAGHE SUJATA SITARAM	F.Y.B.A	12	20	32
11	WAGH MANISHA SHIVRAM	F.Y.B.A	13	23	36
12	BHOIR PRITI VINOD	F.Y.B.A	12	20	32
13	VAISHALI SAHEBRAO CHAUDHARI	F.Y.B.A	13	22	35
14	GAIKAR SARITA SURESH	F.Y.B.A	12	23	35
15	GAIKWAD SONALI SHYAM	F.Y.B.A	12	22	34
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29	TYAGI GAYATRI RAJU	F.Y.B.A	12	21	33
30	VALGHANE TEJASVI SHARAD	F.Y.B.A	14	22	36

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