



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

**SHRI DHOKESHWAR COLLEGE,
TAKALI DHOKESHWAR**

Tal :- Parner, Dist. :- Ahmednagar. 414304 (M.S.)

☎ (Off.): 02488- 282414 (Fax) 02488-282800

Certificate Course Communication Skills in English

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1. Communication Skills in English

a) list of students enrolled (with the signature of students)



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Department of English

Communication Skills in English Certificate Course 2018-19

Student List 2018-19

Sr.No	Name of the Students	Sign
1.	Aher Rutuja	Aher R.
2.	Bhand Swapnil Maruti	Bhand . S . M
3.	Gandhi Divya Manikchand	Gandhi . D . M
4.	Gholap Sujata	Gholap . S
5.	Jagtap Arti	Jagtap . A
6.	Kedari Puja Bhaushaeb	Kedari P . B
7.	Lagad Megha Jalindar	Lagad M . J
8.	Murude Shukla	Murude S .
9.	Pawar Subhangi Ganpat	Pawar . S . G
10.	Rajdev Surkaynt	Rajdev S .
11.	Sathe Atul Babasaheb	Sathe
12.	Shaikh Asma Najir	Shaikh . A . N
13.	Shinde Anita Haribhau	Shinde AN
14.	Shinde Swapnil Devram	Shinde . S . D .
15.	Walunj Suvarna Machhindra	Suvarna


प्राचार्य

श्री. दोकेश्वर कॉलेज

टाकळी दोकेश्वर, ता. पारनेर, जि. अ.नगर

b) Curriculum,

Certificate Course in Communication Skills in English 2018- 19

ABOUT THE COURSE:

English is a lingua franca of the world. Rural students despite having sufficient subject knowledge lag behind their urban counterparts in their career opportunities due to lack of communication skills in English. Keeping this in mind, this course was designed to ensure that the graduates possess sufficient knowledge and skills in English for their career advancement in public and private sectors in general and self-employment in particular. The syllabi is prepared by the college on its own keeping in view the subject specific academic needs and market requirements.

COURSE OBJECTIVES:

- To enhance the learner's communication skills by giving adequate exposure in LSRW listening, speaking, reading and writing skills.
- To help the learners recognize and operate in various styles and registers in English.
- To help the learner get rid of his present flaws and mistakes in pronunciation and grammar.
- To sensitize the learners in writing effective emails, letters, applications, CVs.
- To build up the learners confidence in oral and interpersonal communication in English in different situations.

LEARNING OUTCOMES:

At the completion of the course the learner will be able to:

1. Develop vocabulary and improve accuracy in grammar
2. Speaking with right pronunciation
3. Improve LSRW- listening, speaking, reading and writing skills. demonstrate positive group communication exchanges.
4. Speak with more confidence and listen carefully to build rapport

STRUCTURE OF THE COURSE:

- **No of Seats:** 15-20
- **Duration:** 30 Hrs
- **Eligibility:** HSC or equivalent
- **Timings:** Two days a week. Two hours a day (11 am - 1 pm)
- **Venue:** Department of English
- **Fee:** Rs 100/-
- **Coordinator:** Hemant Gaikwad, Cell: 9423463287

PEDAGOGY:

1. ICT based Interactive and learner oriented Classroom teaching.
2. Practice in listening and understanding of the language through recorded texts in different situations and viewing audio-visuals.
3. Encouraging students to speak more and more on the topics of day-to-day-use.
4. Group discussion, role playing.

SYLLABUS:

Speaking:

- Varieties of English
- Common errors in English usage
- Greetings
- Describing a situation / theme / surroundings / appearance/people / place
- Narrating incidents, stories
- Preparation of Group Discussions
- Mock interviews
- Meeting presentations
- Debates
- Speeches
- Addressing the public
- Extempore
- Telephonic conversation;
- Casual and formal conversation

Writing :

- Writing formal letters
- Writing e mails
- Writing application for job
- Résumé / CV writing
- Interpretation of maps, charts, graphs
- Different Parts of official correspondence
- Writing narrations of an event or happening

-*****


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Assessment procedures year-wise



SHRI DHOKESHWAR COLLEGE TAKALI DHOKESHWAR

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- Id. No: PU/AN/047/1994
- Email: tdcollege@gmail.com
- Web: www.shridhokeshwarcollege.org

Dr. Laxman Shridhar Matkar
Principal
M.Sc. Ph.D., L.L.B., D.Sc. (U.S.A.)
Mob. No. 9011503334

Outward No: / 2022-23

Date: / /2022

Certificate Course in Communication Skills in English 2018-19

PROCEDURE FOR EVALUATION:

The syllabus has been prepared by the department on its own keeping in view the subject-specific academic needs, course outcomes, and market requirements.

There would be theoretical as well as practical/ oral examinations. The main focus would be on diverse interactive topics for evaluation for the purpose of outcome achievement.

These include the following topics:

- Varieties of English
- Common errors in English usage
- Greetings
- Describing a situation/theme/surroundings/appearance/people/place
- Narrating incidents, stories
- Mock interviews
- Meeting presentations
- Debates
- Speeches
- Addressing the public
- Telephonic conversation;
- Casual and formal conversation

On the whole, the students' performances, abilities, aptitude, competence, and speaking skills in the English language are assessed by the examiner and the certificates are issued.

Program/Course Outcome:

The following skill-based outcomes are achieved:

- The development of communication skills
- Instilling confidence in global competence
- Equipping students with career opportunities
- Development of softskills in students' personality.


प्राचार्य

श्री. ढोकेश्वर कॉलेज
ढाकळी ढोकेश्वर, ता. ढारनेर, जि. अ.नगर


c) Summary report of the program

Report on Communication Skills in English Certificate Course (2018-19)

The Department of English had introduced Communication Skills in English Certificate Course in the academic year 2018-2019. The key theme behind introducing this course was to provide an advanced knowledge and career opportunities to the college students while pursuing their degree.

This course has developed students 'creativity in innovative writings, increased their vocabulary strength and has developed has their personality.

The duration of this course was 3 months (90 days). Total 15 students had enrolled for this course, and they had completed this course successfully.


PRINCIPAL
Shri. Dhokeshwar College
Takali Dhokeshwar
Tal. Pamer, Dist. Ahmednagar

d) Course Outcome



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
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Department of English

Communication Skills in English Certificate Course 2018-19 Program Outcome

OBJECTIVES

- To enhance the learner's communication skills by giving adequate exposure to relistening, speaking, reading and writing skills and the related sub-skills.
- To help the learners recognize and operate in various styles and registers in English.
- To help the learner get rid of his present flaws and mistakes in pronunciation and grammar.
- To help the learner identify and repair the voids in his present vocabulary and pronunciation targeting that specific array of words which create a barrier in his thought process.
- To impart better writing skills by sensitizing the learners to the dynamics of effective writing.
- To build up the learner's confidence in oral and interpersonal communication by reinforcing the basics of pronunciation especially focusing on interviews / corporate meetings / international business travels.
- Enabling the learner to achieve adequate linguistic skills to help him compete in international certification tests of English such as IELTS and TOEFL

At the completion of the course the learner will be able to:

- Develop vocabulary and improve the accuracy of grammar
- Produce words with the right pronunciation
- Improve slow- listening, speaking, reading, and writing skills and the related sub-skills.
- Demonstrate positive group communication exchanges.
- Speak with more confidence and listen carefully to build rapport
- Analyse and utilize body language to their advantage
- Steer conversations and influence people
- Have the confidence to make more of an impact on their audience
- Enhance their professionalism at work


प्राचार्य

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टाकळी टोकेश्वर, ता. पारनेर, जि. अ.नगर

e) Year-wise list of the students enrolled in the same programmed



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1.	Aher Rutuja	Aher R.
2.	Bhand Swapnil Maruti	Bhand. S.M
3.	Gandhi Divya Manikchand	Gandhi. D.M.
4.	Gholap Sujata	Gholap. S
5.	Jagtap Arti	Jagtap. A
6.	Kedari Puja Bhaushaeb	Kedari P.B
7.	Lagad Megha Jalindar	Lagad M.J
8.	Murude Shukla	Murude S.
9.	Pawar Subhangi Ganpat	Pawar. S.G
10.	Rajdev Surkaynt	Rajdev S.
11.	Sathe Atul Babasaheb	Sathe
12.	Shaikh Asma Najir	Shaikh. A.N
13.	Shinde Anita Haribhau	Shinde A.N
14.	Shinde Swapnil Devram	Shinde. S.D.
15.	Walunj Suvarna Machhindra	Walunj

प्राचार्य

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टाकली दोकेश्वर, ता. पारनेर, जि. अ.नगर

f) Attendance sheet of Students participating with signature

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

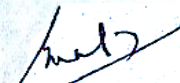
Shri Dhokeshwar College, Takali Dhokeshwar

Month- Jan to Feb

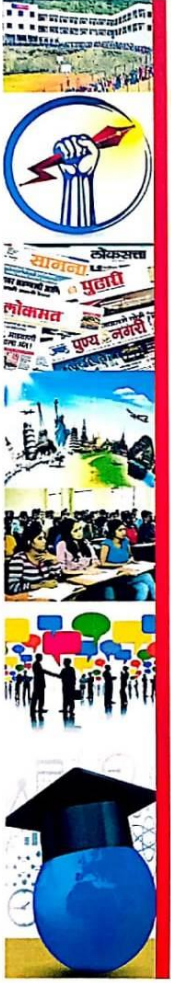
Communication Skills in English Certificate Course 2018-19

Student Attendance Report 2018-19

Sr. No.	Name of Students	10-12-18	11-12-18	12-12-18	17-12-18	19-12-18	7-1-19	8-1-19	22-1-19	28-1-19	28-1-19	29-1-19	11-2-19	12-2-19	18-2-19	20-2-19
1.	Aher Rutuja	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R	Aher.R
2.	Bhand Swapnil Maruti	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m	Bhand.s.m
3.	Gandhi Divya	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D	Gandhi.D
4.	Gholap Sujata	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S	Gholap.S
5.	Jagtap Arti	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A	Jagtap.A
6.	Kedari Puja Bhaushaeb	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B	Kedari.P.B
7.	Lagad Megha Jalindar	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J	Lagad.M.J
8.	Murude Shukla	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S	Murude.S
9.	Pawar Subhangi Ganpat	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G	Pawar.S.G
10.	Rajdev Surkaynt	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S	Rajdev.S
11.	Sathe Atul Babasaheb	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A	Sathe.A
12.	Shaikh Asma Najir	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N	Shaikh.A.N
13.	Shinde Anita Haribhau	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H	Shinde.A.H
14.	Shinde Swapnil Devram	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D	Shinde.S.D
15.	Walunj Suvarna	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S	Walunj.S


PRINCIPAL
 Shri. Dhokeshwar College
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 Tal. Pernar, Dist. Ahmednagar

g) Model certificate, issued to the students



अहमदनगर जिल्हा मराठा विद्या प्रसारक समाजाचे

श्री दोकेश्वर कॉलेज, टाकळी दोकेश्वर

ता.पारनेर, जि. अहमदनगर - ४१४३०४

प्रमाणपत्र

श्री. / कु. शोख अस्मा नजीर वर्ग T.P.B.A.

यांनी/हिने श्री दोकेश्वर कॉलेज, टाकळी दोकेश्वर यांनी शैक्षणिक वर्ष २०१८-२०१९ मध्ये आयोजित केलेला

संज्ञापन इंग्रजी प्रमाणपत्र अभ्यासक्रम पूर्ण केल्याबद्दल सदर प्रमाणपत्र

सन्मानपूर्वक प्रदान करण्यात येत आहे.

समन्वयक

डॉ. एल. एस. मतकर

प्राचार्य