Nijampur-Jaitane Shikshan Prasarak Mandal's

Adarsh College of Arts

Nijampur-Jaitane, Tal-Sakri, Dist-Dhule, 424305 NAAC Reaccredited



Report of Add-on Course on Communication Skills

From 01 July 2018 to 30 July 2018



Nijampur-Jaitane Shikshan Prasarak Mandal's

Adarsh College of Arts

Nijampur-Jaitane-424305, Tal-Sakri, Dist-Dhule NAAC Reaccredited

Website: www.njspmaca.in

Prin. Dr. Ashok P. Khairnar

E-mail: acanjspm@yahoo.in

Office No: 02568-276605, Mo. No: 9822299548

Date: 02/01/2019

Report of Add on Course

on

Communication Skills

from 01 July 2018 to 30 July 2018

The Department of English is one of the active and leading departments in the college. The department conducts student oriented activities for holistic development of students who come from rural, tribal and hilly area in every academic year. The Department of English conducted one month (i.e. 30 hours) Add on Course on *Communication Skills* from 01 July 2018 to 30 July 2018 in the academic year 2018-2019 to develop listening, speaking, reading and writing skills of students. Rural and tribal students are trained in communication skills. The objective of this course is to equip the students with communication skills will surely make them employable. There were 30 students enrolled for this add-on course.

This Course will help students to provide Job opportunities in the various corporate sectors. Hon'ble Principal and Head of the department Dr.Ashok Khairnar constituted committee of expert to design the syllabus of Add on Course. The external members of the committee were Dr.Dnyaneshwar Chavhan , Dr. Nilesh Malichkar and Prof. Ajabrao Ingle who was the coordinator of the course

Communication is a very basic and fundamental process for human beings. English is a universal and professional language; therefore, students should learn this language. By taking into consideration the relevance of communication skills, the Add on Course was introduced to students. The feedback has been collected from the students at the end of Add on Course.

At the end of the course an examination of 100 marks was conducted which was in multiple Choice questions mode. The result was displayed on the notice board and also distributed to students along with certificate.

Outcome of the course: This course proved very fruitful and useful to students in the context of communication skills. The students of hilly, rural and tribal area have been equipped with communication skills through this course. This made them employable. The student began to speak English fluently with ease. This is the outcome of the course.

Prof.Ajabrao Ravji Ingle Coordinator

Dr. Ashok Pitambar Khairnar
Principal
Adarsh College of Arts
Nijampur Jaitane
Tal Sakri Dist. Dhute

N.J.S.P.Mandal's Adarsh College of Arts, Nijampur-Jaitane

Page 2

Enrolled List of Add-on Course



Nijampur-Jaitane Shikshan Prasarak Mandal's

Adarsh College of Arts Nijampur-Jaitane-424305, Tal-Sakri, Dist-Dhule NAAC Reaccredited

Website : <u>www.nispmaca.in</u> Prin. Dr. Ashok P. Khairna

E-mail : acanjspm@yahoo.in Office No: 02568-276605, Mo. No: 9822299548

Date: 01 /07/2018 to 30 /07/2018

Add-on Course on Communication Skills

Enrolled List

Duratio	on: 30 Hours	Month: July 201
Roll	Name of the Student	
1	Suryawanshi Sushma Bhaskar	
2	Malche Sangita Gavarlal	
3	Bhil Sunil Raju	
4	Malche Kautik Sambhaji	
5	Vasave Sunil Dajla	
6	Vasave Ravita Mangya	
7	Chaure Pravin Sitaram	
8	Thakare Yogesh Abhiman	
9	Valve Priyanka Khuma	
10	Jadhav Ashwini Avinash	
11	Bhil Jyotiba Bhikan	
12	Pisal Sagar Uttam	
13	Thakare Mayuri Ashok	
14	Bhadane Pooja Dnyaneshwar	
15	Thakare Mahendra Babulal	
16	Jadhav Shubhangi Sharad	
17	Mahire Rupali Nana	
18	Pathan Pravin Jabbar	
19	Bedse Sarla Bapu	
20	Jadhav Ashwini Vitthal	
21	Gosavi Aarti Rajendra	
22	Gosavi Nikita Rajendra	
23	Rane Gayatri Anil	
24	Khairnar Disha Dajbhau	
25	Wagh Radhika Sanjay	
26	Wagh Heman Bapu	
27	Bhadane Vikas Kailas	
28	Gavle Ashwini Anil	
29	Jadhav Chetan Hori	
30	Javare Nikita Loton	
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Adarsh College of Arts Nijam-- Jaitane Tal.Sam., Dist. Dhule

Principal

Syllabus of Add-on Course on Communication Skills

ADD ON COURSE Academic Year 2018-19 Course Title-Communication Skills Department of English

		Syllabus Topic	Hours
Unit 1	A)	Communication :An Introduction	0 \
	В)	Definition ,nature and scope of communication	02
	C)	Importance of communication	
	D)	Types of communication	01
Unit 2		Oral Communication	02
	A) .	Oral Communication	01
	В)	Advantages of communication	01
		Methods of improving oral communication	02
	C)	Disadvantages of communication	01
	D)	Barriers to oral communication	01
Unit 3		Listening Skills	02
	A)	Listening :Introduction	02
	B)	Types of listening	02
	C)	Barrier to effective listening	01
	D)	Strategies for effective listening	02
Unit 4		Reading skills	01
	A)	Reading skills :Introduction	62_
	В)	Purpose of Reading	02
	C)	Strategies of effective Reading	02
	D)	Techniques of Reading	02

Dr.J.Z.Salunkhe Expert

Dr.D.S.Chavhan Expert

Dr. Áshok P. Khairnar Head of the Department Principal

Adarsh College of Arts Nijampur Jaitane Tal.Sakri Dist. Dhule

Recommended Reading

- Badi, R. V. and K. Aruna. Business Communication. Delhi: Vrinda Publications (P) Ltd., 2008.
- Chanda, P. R. and Sangeeta Magan. Elements of Business Communication. Delhi: International Book House Pvt. Ltd., 2013.
- 3. Chaturvedi, P.D. Professional Communication. Delhi: Pearson, 2011.
- 4. Dey, Sushmit. et al. Business Communication. Mumbai: Reliable Publications, 2012.
- Murphy, Herta A. and et al. Effective Business Communication. New Delhi: Tata McGraw Hill Foundation Private Limited, 2009.
- 6. Prasad, Sona. Business Communication. Nagpur: Sai Jyoti Publication, 2011.
- Raman, Meenakshi and Prakash Singh. Business Communication. New Delhi: Oxford University Press, 2012.
- Rao, Nageshwar and Rajendra Rao. Communication Skills. Mumbai: Himalaya Publishing House, 2012.
- Rizvi, M. Ashraf. Effective Technical Communication. New Delhi: Tata McGraw Hill Education Private Limited, 2012.
- 10. Taylor, Shirley and V. Chandra Communication for Business: A Practical Approach.

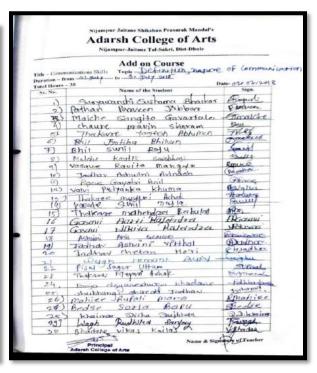
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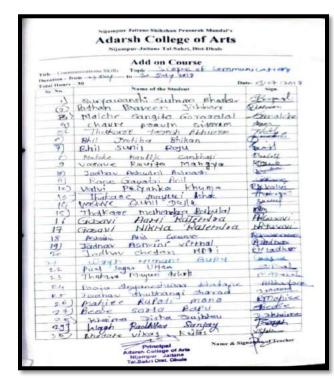
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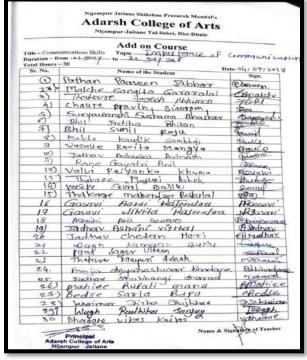
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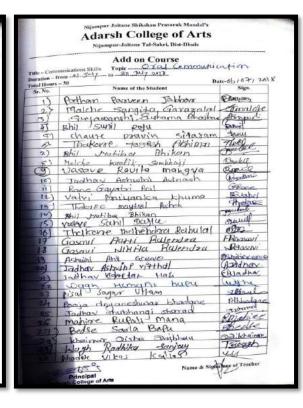
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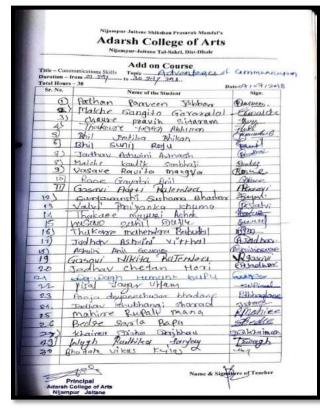


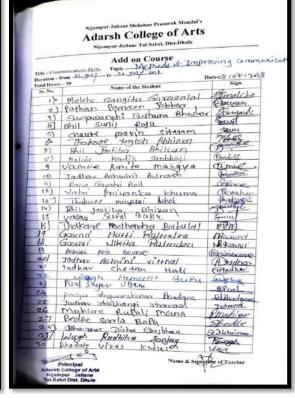




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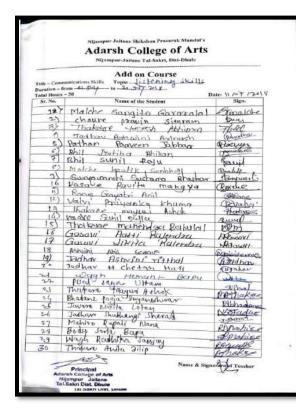


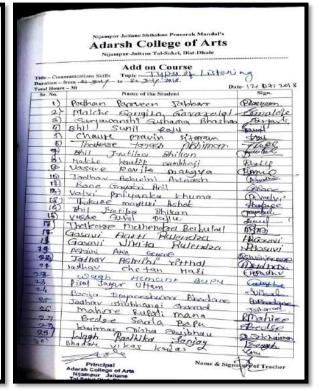




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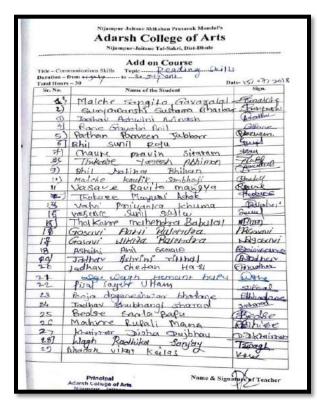






	Nijampur Jaitune Shikshan Prasuruk Mandal's Adarsh College of Arts Nijampur-Jaitune Tal-Sakri, Dist-Dhule	
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4)	Pathan Porveen Jabban	(Pauren
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281	Work Radhika -Sanjay	Janage.
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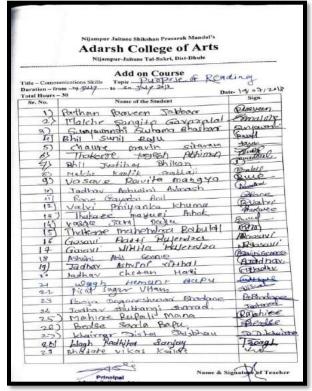


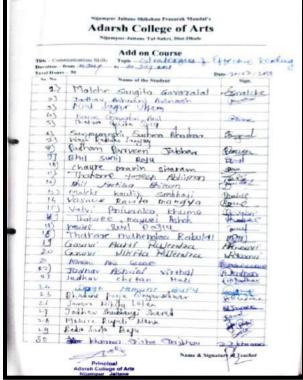




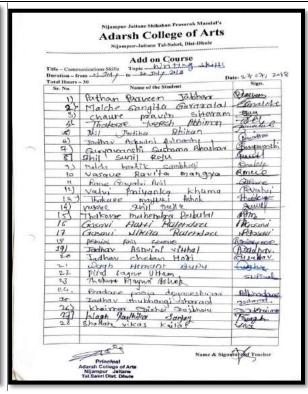
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13)	Valvi Miyanka khuma	(Rualy)
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16	Gosavi Marti Rajendra	FPG cosmil
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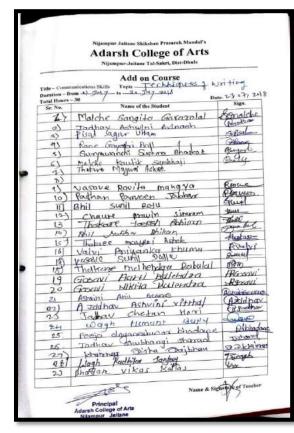






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Sr. No.	Name of the Student	Sign.
1)	Pathan Parricen Jabbor	Planum
25	Malche Sangita Garagalal	
3)	Surpupanchi Subama Braika	
41	chaure pravin Sitaram	- tricks
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8)	Malche fourtik sambhali	Britisto.
_9	Vasque Ravita Manava	Pravo
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16	Gasovi Harti Ralendra	PROGRAMI
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191	Jadkay Ashvini vitthal	A Hhav
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29]	Mogh Radhika - Snajay	[Sung]
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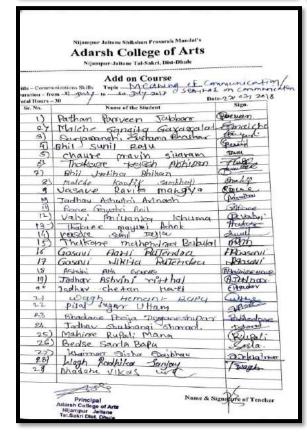


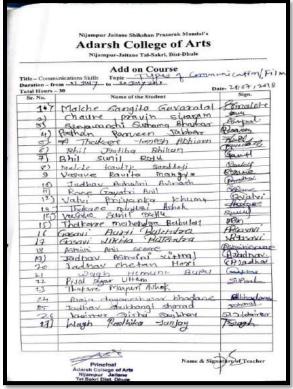


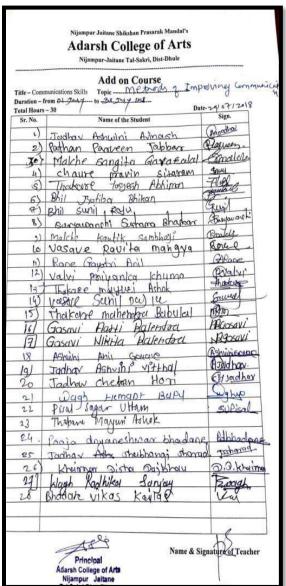


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71	Bhil Junii Bhikan	Caril
6)	Malche kaulik Sambhaji	Buch
9	Vasque Ravita manava	Rouge
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m	Race Gayatri Acil	Gliffons
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10	Gosavi Agrii Halastra	Pagasavi
171	Gosavi Wikita Balendra	Paravi
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20	Jadhav chetan Hori	Madha
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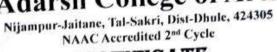
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	Name of the Student Surga wanchi Surfama Brackar Pathorn Parveen Jabbara Malche Sangitu Gararalal Chaure pravin sitarem Thakaye Yoofeth Abhipan Bhil Jostiha Bhikan Bhil Sunii Reyu Malche Kautik sambhaji Vasque Ravite mangya Tadhav Ashwini Astraish Rane Gayatri Anil Valvi Pnyanka khuma Thakare payuei Ashok resde Sunii Dalle Thakare mahehdoo Rabulal Gosavi Aatti Palendaa Ashwini Asil Gasace Jahay Ashvini Vithal Jadhav Ashvini Vithal Jadhav Chetan Hori wagh Hemant Barya Pisal Sayar Utam

Certificate



Nijampur-Jaitane Shikshan Prasarak Mandal's

Adarsh College of Arts





CERTIFICATE

Add-on Course of English

Entitled-Communication Skills

This is to certify that Mr./Ku	Pathan Pasi	ieen Jabbar	of
	Prasarak Mandal's Adar نام العالم ا	ish College of Alts Again.	Communication Skills at pur-Jaitane, Tal-Sakri, Dist-e/She passed with%
Prof.Ajabrao R.Ingle Subject Expert	Dr.J.Z.Salunkhe External Expert	Dr.D.S.Chavhan External Expert	Dr. Ashok P.Khairnar Principal Adarst Consult Arts Allomour Jaitane Tal.Sakri Dist. Dhule