

# **R. S. MUNDLE DHARAMPETH ARTS AND COMMERCE COLLEGE, NAGPUR**

## **CERTIFICATE COURSE IN HUMAN RESOURCE DEVELOPMENT AND SOFT SKILLS. 2021 - 22**

### **SYLLABUS**

This course helps to acquire knowledge and experience in understanding the behavioural pattern in each and every situation in life. It also helps in learning and understanding managerial skills in the work place. The following topics will be covered.

- 1) Human resource management definition and function.
- 2) Brief history of human resource management in India and its utility in the modern world.
- 3) Nature of human resource management such as recruitment, selection training and development of recruits.
- 4) Scope of human resource management.
- 5) Understand the value and importance of HR in any organisation.
- 6) Analysing the ways and means of hiring the candidates.
- 7) Objectives of HR management department.
- 8) Selection procedure in big organization.
- 9) what is the basis of recruitment.
- 10) Psychological test.
- 11) Personality test.
- 12) Manners in talking.
- 13) Effective Speaking.
- 14) Dressing styles to be adopted in interview.
- 15) Behavioural etiquettes in interview room.
- 16) How to conduct oneself in interview room.
- 17) Handling different types of interview questions.
- 18) Job Application.
- 19) CV. Writing.
- 20) Norms of E.mail.writing.
- 21) Do's and don'ts in written communication.
- 22) Leadership Qualities.
- 23) Leadership Motivation.
- 24) Decorum to be followed in organisations.
- 25) To maintain the quality of work.
- 26) Maintaining a harmonious employee/employer relationship.
- 27) To encourage for betterment of the company.

28) To design systems for maximum impact.

29) Aiming for betterment of the company.

30) Revision

# **R. S. MUNDLE DHARAMPETH ARTS AND COMMERCE COLLEGE, NAGPUR**

## **CERTIFICATE COURSE IN ENGLISH COMMUNICATION SKILLS *2021-22***

### **syllabus**

This course aims at developing the students to accept the challenges of the modern competitive world with great elan. The basic training in academic and technical qualifications would train the students -the various manner of communication in English and appraise them of the current trends in verbal, written and non-verbal communications.

This would surely add to their self-confidence and help them to face the world in a better manner. The course content comprises of the following:

- 1)What is effective communication.
- 2)Role of communication.
- 3)The process of communication.
- 4)Elements of communication.
- 5)Verbal communication.
- 6)Non-verbal communication.
- 7)Listening and feedback.
- 8)oral communication the necessity to make it perfect.
- 9)Word stress to Emphasise the main word in a sentence
- 10)Tone of the voice – to show emotions -examples of being friendly, angry or cheeky.
- 11)Volume – to emphasise an important point with a quiet or loud voice.
- 12)Examples of pausing and the rate of speaking quickly or slowly.
- 13)Non-verbal communication – a) eye contact examples.
- 14)Different types of facial expressions.
- 15)Body contact in touch with gestures
- 16)Posture and personal distance.
- 17)Presentation skills —know your audience know your purpose.
- 18)Opening and closing of the speech.
- 19)Written communication a) emailing and writing different types of official letters.
- 20)Reports and summaries.
- 21)Uses of artefacts
- 22) Appearance and grooming.
- 23)Correct Pronunciation.

- 24) using minimal pairs for correct pronunciation.
- 25) Applications of various types.
- 26) Resume writing.
- 27) Telephonic conversation.
- 28) Table manners.
- 29) Day to day conversation.
- 30) Revision

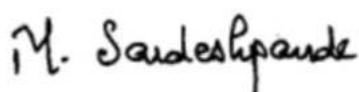
**Report on certificate courses in English Communication Skills and Human  
Resource Development and Soft Skills**

(2021-22)

The English Department of R.S. Mundle Dharampeth Arts and Commerce College, Nagpur offers two certificate courses to the students of BA, BBA, BCCA and BCOM. The course was conducted online. Dr. Vaswati Dutta, professor in-charge, was responsible for the completion of course. Nearly 610 students from all the departments participated in the course. As the course was online, it was conducted on Zoom. Students were shown various YouTube videos, PPTs, and charts prepared by the professor. For assessing the students, they were also asked some oral questions also they had to solve quizzes for grammar and some personality tests which were provided to them.



Dr. Tanuja Nafde  
Principal



Dr. Manjushree Sardeshpande  
HoD English



Dr. Vaswati Dutta  
Professor in-charge



**R.S. Mundle Dharampeth  
Arts & Commerce College, Nagpur**

# Certificate

*This is to certify that Mr./Ms. \_\_\_\_\_ has  
successfully completed a certificate course in*

**English Communication Skills**

*conducted under the auspices of the Gurudev Rabindranath Tagore  
Language Lab, Department of English of R.S. Mundle Dharampeth Arts &  
Commerce College, Nagpur from December 2021 to March 2022.*

**Dr. Tanuja Nafde**  
Principal

**Dr. M Sardeshpande**  
HoD English

**Dr. Vaswati Dutta**  
Professor In-charge



**R.S. Mundle Dharampeth  
Arts & Commerce College, Nagpur**

# Certificate

*This is to certify that Mr./Ms. \_\_\_\_\_ has  
successfully completed a certificate course in*

**Human Resource Development and Soft Skills**

*conducted under the auspices of the Gurudev Rabindranath Tagore  
Language Lab, Department of English of R.S. Mundle Dharampeth Arts &  
Commerce College, Nagpur from December 2021 to March 2022.*

**Dr. Tanuja Nafde**  
Principal

**Dr. M Sardeshpande**  
HoD English

**Dr. Vaswati Dutta**  
Professor In-charge

Dharamprth education Society's  
R.S. Mundhedharampath Arts & Commerce College, Nagpur  
Certificate Course in HRD and soft Skills  
B.A2<sup>nd</sup> 2021-22

Sr. Num ber	Name of Student	Attendance																								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1	Aaral Honkure	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
2	Aditi K. D. Saurikar	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
3	Aarti L. Bawiskar	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
4	Anika Dinkar	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
5	Ankita Sonawade	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
6	Anshika Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
7	Arvind Kothari	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
8	Arshika Salunke	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
9	Arshi Joshi	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
10	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
11	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
12	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
13	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
14	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
15	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
16	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
17	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
18	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
19	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
20	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
21	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
22	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12
23	Arshi Kulkarni	1/2	2/2	3/2	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12



Handwritten record table with columns for names (e.g., Sanskruti S. Alwar, Ajay N. Rowf) and rows numbered 27-54. The table contains dense handwritten entries, likely dates and names, organized in a grid format.

	11/2	21/2	31/2	41/2	51/2	61/2	71/2	81/2	91/2	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12	21/12	22/12	23/12	24/12	25/12	26/12	
75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48
75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48
75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48
75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48
75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48
75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48
75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48
75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50	49	48

TANUJA  
RAVI  
NAFDE

Digitally signed by TANUJA RAVI NAFDE  
DN: cn=jasthan@nafde.com, o=NAFDE, ou=Central, c=IN  
244, MAGPUR, ABHYANOR MARG, 440010,  
IN  
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dn: cn=TANUJA RAVI NAFDE, ou=NAFDE, c=IN  
Date: 2023.03.20 08:31:35 +05:30



Handwritten list of names and dates from 1910 to 27/10. The names are mostly in Indonesian or Malay, often followed by initials and sometimes a surname. The dates are listed in the right margin.

No.	Name	Initials	Date
28	Vierant Chipera	g	24/10
29	Blymck A. P.	g	24/10
30	Dami S. P.	g	24/10
31	HARETKA D. V.	g	24/10
32	Japudi P. K.	g	24/10
33	Aslini K. S.	g	24/10
34	Kein Chien	g	24/10
35	Deloche	g	24/10
36	Mingta R.	g	24/10

Main handwritten list of names and dates from 1910 to 27/10. The names are mostly in Indonesian or Malay, often followed by initials and sometimes a surname. The dates are listed in the right margin.

No.	Name	Initials	Date
40	Nika Bhat	g	24/10
41	Rua S. M.	g	24/10
42	Rushana D. N.	g	24/10
43	Rogini J.	g	24/10
44	Tanjung D.	g	24/10
45	Bogies M.	g	24/10
46	Asahay S.	g	24/10
47	Ankush M.	g	24/10
48	Katlik M.	g	24/10
49	Katih C.	g	24/10
50	Kahol M.	g	24/10
51	Kamal C.	g	24/10
52	Natesh K.	g	24/10
53	Nolin D.	g	24/10
54	Empok S.	g	24/10

59	Rajendra Kulkarni	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
60	Rishikesh. V. Gawale	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
61	Rohann Bhakre	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
62	Rajiv Kumar	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
63	Ushakant Kumbhar	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
64	Samir Gur	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
65	Saurabh Mahajan	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
66	Shantanu. Bombarde	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
67	Shyam. D. Bhandarkar	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
68	Sumit. R. Kambhatakar	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
69	Suryaj S. Durgade	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
70	Vijit R. Wankhede	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
71	Randhad Chavhan	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10	24/10	25/10	26/10	27/10
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**Certificate Course in English Communication Skills and  
Human Resource Development and Soft Skills**

**B.Com- II Year (2021-22)**

**Batch- I (<sup>July</sup> ~~March~~ <sup>2022</sup>)**

Certificate Course in English Communication Skills, Human Resource Development and Soft Skills – B.Com 2<sup>nd</sup> Year (2021-22) January 2022

Name	Signature	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
ABHIRAM KULKARNI	<i>Abhiram</i>	P	A	A	A	P	A	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ABHIRAM RAMESHWAR RAUT	<i>Raut</i>	A	P	A	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ABHINAV NAGRARE	<i>Nagrare</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ABHINAV VIDYAJANJAL	<i>Abhinav</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ABHISHEK KAILASHPRASAD BHARTI	<i>Bharti</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ABHISHEK MAHESH SAMARTHI	<i>Samarth</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ABHISHEK NITHLESH MISHRA	<i>Mishra</i>	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ABOLU MARESH FENDAR	<i>Abolu</i>	A	A	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ABULKARAN VISHWAKARMA	<i>Abul</i>	A	A	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH NUSHRAJ TIWARI	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADITYA JAGDESH THAKRE	<i>Aditya</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADITYA ATUL JINNEWAR	<i>Aditya</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADITYA LAKSHY JANKAR	<i>Aditya</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADWAN JAVED KARANI	<i>Adwan</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH BIKRU MANKAR	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH HEMRAJ KORAM	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH SESHARAO PATHE	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH RAM KHAN	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH KRUSHNARAO DHOK	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH JAY TAPPO	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH SIDDHESHYAM GIRI	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH SANTOSH SEN	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH RADESH SONKUWAR	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH RAJENDRA GADEGONE	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH ASHOK SAH	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH HARIBHAJAN GHAGARE	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH PREMCHAND SHARMA	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH SUNIT UKEY	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH MAHESH GIRI	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADARSH DWAN KATHOKE	<i>Adarsh</i>	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

NO	NAMA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Abesga	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	A. Lik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	Eyhan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4	Rehana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	ALAWAT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	Ashwin	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
21	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
27	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
28	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
29	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
30	Amun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	





**Certificate Course in English Communication Skills and  
Human Resource Development and Soft Skills**

**B.Com- II Year (2021-22)**

**Batch- II (April <sup>Feb 22</sup> 2022)**







	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1
1 VAIISHNAVI DIFAK KALANE	Vaishnavi	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2 VAISHNAVI RAJESH MISHRA	Vaishnavi	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3 VAISHNAVI SANTOSH CHEDE	Vaishnavi	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4 VIJINT CHANDRAKANT CHAUDHARI	Vijint	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5 VISHAKHA SUNIL KHEDKAR	Vishakha	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6 VISHANT SHIVDAS KUMBHARE	Vishant	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7 VISHNU MEGHATH UKEY	Vishnu	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8 VIVEK PRAKASH DEHARE	Vivek	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9 YASH ASHOK SHINDE	Yash	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10 YASH BABARAO CHAUDHARI	Yash	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11 YASH BHUPENDRA KHAWSHE	Yash	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12 YASH DADARAO BHALE	Yash	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13 YASH SUNIL KHAPRE	Yash	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14 YASH SURENDRA GOKHALE	Yash	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15 YASHASHEE RAJKUMAR DHOMIN	Yashashee	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16 YOGESHWARI KANHAJAL TALHE	Yogeshwari	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

**TANUJA**  
**RAVI NAFDE**  
 Digitally signed by TANUJA RAVINAFDE  
 DN: cn=TANUJA RAVINAFDE, o=RAVI NAFDE, email=tanuja.ravinafde@gmail.com, c=IN  
 Reason: I am a signatory  
 Date: 2023.10.20 08:34:02 +05'30'









		27	28	29	30	31	32	33
5.	DHIRAJ PREMDAS DHURVE	<i>Prmdas</i>	P	P	P	P	P	P
6.	DIBYENDU KALICHARAN MANNA	<i>Dib</i>	P	P	P	P	P	P
7.	DIKSHA BHEJANLAL PATLE	<i>Diksha</i>	P	P	P	P	P	P
8.	DIKSHA SURESH BAWANKULE	<i>Diksha</i>	P	P	P	P	P	P
9.	DISHA LAXMAN MARASKOLHE	<i>Dish</i>	P	P	P	P	P	P
20.	GAURI SANJAY SHIRKE	<i>Gauri</i>	A	P	P	P	P	P
21.	GIRISH BANDU MANGAR	<i>Girish</i>	P	P	P	P	P	P
22.	HARSH PAWAN VAISHNAV	<i>Harsh</i>	P	P	P	P	P	P
23.	HARSH SHRAWANJI AGARKAR	<i>Harsh</i>	A	P	P	P	P	P
24.	HARSHAL DINESH TIRPUDE	<i>Harshal</i>	P	P	P	P	P	P
25.	HIMANSHU DILIP TAGDE	<i>Himanshu</i>	P	P	P	P	P	P
26.	ISHAN DHANENDRA PATLE	<i>Ishan</i>	P	P	P	P	P	P
27.	JASPINDER NIRMAL GILL	<i>J.N. Gill</i>	A	P	P	P	P	P
28.	KALYANI VINOD JAMNIK	<i>Kalyani</i>	A	P	P	P	P	P
29.	KARTIK UMESHRAO BHONG	<i>Kartik</i>	P	P	P	P	P	P
30.	LAXMIKANT MOHANLAL PATIL	<i>Laxmi</i>	P	P	P	P	P	P
31.	MANAV SANJAY KAKADE	<i>Manav</i>	P	P	P	P	P	P
32.	MANTHAN RAJESH AMBADARE	<i>Mant</i>	P	P	P	P	P	P









0	YASH MAROTRAO WATKAR	Yash	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1	YOGESH DINESH NAIK	Yogesh	P	P	P	A	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	A	P
2	YOGESH KISHOR BANSOD	Bansod	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	A

**TANUJA**  
**RAVINAFDE**

Digitally signed by TANUJA RAVI NAFDE  
 DN: cn=TANUJA RAVI NAFDE, o=TANUJA RAVI NAFDE, email=tanuja.nafde@tanuja.com, serialNumber=02714049696460142488726533ad  
 Reason: I am the signer of this document.  
 Unique ID: 02714049696460142488726533ad  
 Date: 2023.10.20 08:37:03 +05'30'

		27	28	29	30	31														
10.	YASH MAROTRAO WAIKAR	Yash	P	A	P	P	A													
11.	YOGESH DINESH NAIK	Yogesh	P	P	A	P	P													
12.	YOGESH KISHOR BANSOD	Bansod	P	P	P	A	P													

**TANUJA RAVI NAFDE**

Digitally signed by TANUJA RAVI NAFDE  
 DN: cn=N, postalCode=400070, st=MAHARASHTRA,  
 streetPOBox=244, serialNumber=88747633302db7,  
 serialNumber=0971146449904e6b17c0ab87d5533a2db7,  
 134c07ca1a08d9d318c77c72058,  
 postalCode=400070, postalCode=400070, postalCode=400070,  
 postalCode=400070, postalCode=400070, postalCode=400070,  
 email=TANUJANAFDE@GMAIL.COM, o=TANUJA RAVI

Date: 2023.03.08 08:46:16 +05'30







Name of the Student	Signature	MARCH 2018																																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
SEAL ASHOK CHANDANCHEDI	[Signature]	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHAM CHANDAN SHENDRE	[Signature]	A	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHADDOHA ARJUN DHAKNE	[Signature]	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHADYHA VIJAY CHOUDHAN	[Signature]	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHRIRASH DINESH PADOLE	[Signature]	A	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHUBAN SAUDAGAR BARGDE	[Signature]	P	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHUBHAM SHASHIKANT PRAVE	[Signature]	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHIBU YASHWANT PATIL	[Signature]	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHILP SHRIDHAR SERSAY	[Signature]	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHIKAR PUNDALEK WISDOVE	[Signature]	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
SHIRAV SHARAD BASHUKAR	[Signature]	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHANT SANJAY DUBE	[Signature]	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHAL NASHIK ZANZAU	[Signature]	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

# **HRD and Soft skills 2021-22**

## **Assessment**

1. Enact a play.
2. Prepare a presentation on a topic of your choice and present it in front of the class.
3. Write any two of the following -
  - a. Dialogue between a waiter and customer.
  - b. Dialogue between employee and employer. ( Applying for leave)
  - c. Dialogue between two friends ( post-examination discussion)
  - d. Dialogue between two scholars with different point of view.

## **Assessment**

The class is very hands on and students are given not only a platform to speak but also personal attention is given to each and every student. The assessment is carried out in the basis of their performance in the class activities and remedial actions to help them are taken then and there

Dialogue Writing between shopkeeper and Me

Shopkeeper : Welcome to our shop mam

Me : Thank you mam 😊

Shopkeeper : How can I help you mam ?

Me : I want <sup>a pair of</sup> white shoes.

So, please guide me. Where <sup>are the shoes kept?</sup> or where is the shoe section?

Shopkeeper : Yes, ofcourse, tell me mam.

What <sup>kind of</sup> shoes do you want ?

With laces or without laces ?

Me : With laces.

Shopkeeper : <sup>Oh! Shoes with laces.</sup> With laces shoes ?

Me : Sorry mam, we don't have those.

Me : Ok, Then show me black shoes.

Shopkeeper : Ok, we have black shoes.

Me : Yes.

Shopkeeper : Did you like these shoes ?

Me : No, I don't like them.

Give me flat shoes.

Shopkeeper : Here they are <sup>but they cost</sup> five thousand <sup>₹ rupees</sup> ~~₹ hai.~~

Me : Oh, really ? Won't you <sup>give</sup> some

discount ?

Shopkeeper : <sup>We can give</sup> ~~will get~~ 30% discount.

Me : No, I do not want

Thank you

Shopkeeper : its ok, mam

Me : Bye.

Shopkeeper : Thank you mam, visit again

Done ✓

Bapu : Give the some rupees my dear.

Son : Please give the name of lord give  
brother 10 rupees, 20 rupees, 50 rupees

Bapu : Idiot even your father will not  
give 50 rupees you demand in  
level.

Son : 1 rupees, 2 rupees my dear.

Bapu : Yes it is right

Son : Bapu today our businesses are not  
not running

Bapu : Oh! In that case our business  
will collapse.

Son : yes

Bapu : What do we do now.

Son : We show magic

Bapu : okay but what we are showing

Son : we make a black nagin

Bapu : okay

Son : Show the magic

नाचे नागिन गळी गळी  
लो चळी में लो चळी  
फ्री का चंदन  
नागिन घिसे मंजन  
जादू की बप्पी  
नागिन ने सतके पप्पी

Bapu :

Bon : what will my black nagin eat  
will pingle eat sweet snake or  
potato chips ?

Bapu : idiot she eating a vingo tele mede

Son : no bapu she will eat a vimal  
pan masala dane dane me  
kesar ka clam.

Date: |

## \* Tools of Communication

- i) listening
- ii) Writing
- iii) Speaking
- iv) Reading

## \* Types of Communication

### 1. i) Verbal Communication

- 1) face to face communication
- 2) Using Telephone

ii) listening skill

iii) Speaking skill

### 2. Non-verbal communication

i) Attitude

ii) Behaviour

iii) Body languages

• Space

① Public Space

② Social Space

③ Personal space

④ Intimate space