



Arunodaya Dnyan Prasarak Mandal's

**WOMEN'S COLLEGE OF ARTS, COMMERCE AND
HOME SCIENCE, JALGAON**

(NAA Reaccredited 'B' Grade)

(UGC 2 (f) and 12 B)

(Affiliated to SNDT Women's University, Mumbai)

Near Khwajamiya Road, Jalgaon

Brochure of Skill Based Short Term Courses

**Admission Open
(2014-15)**

- **Tailoring Training Course**
(Mrs. Vrushali V. Kolhe – Course Coordinator Mob: 9403020702)
- **Communication Skills in English**
(Mr. Madhavrao A. Patil – Course Coordinator Mob: 9822282770)
- **Communication Skill in Hindi**
(Mrs. Jayashri B. Barhate - Course Coordinator Mob: 9403942750)
- **Communication Skill in Marathi**
(Mrs. Sugandha I. Patil - Course Coordinator Mob: 9422222988)
- **Pre-Marital Counselling Course**
(Dr. Sadhana B. Jawale – Course Coordinator Mob: 9423190074)

Eligibility: HSC / 12 Pass

Duration: 30 Hours

**Skill Based Short Term Courses
Chairman**



Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon



अरुणोदय ज्ञान प्रसारक मंडळ संचलित,

कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव.

नॅक पुनर्मूल्यांकित 'ब' श्रेणी

(एस.एन.डी.टी. महिला विद्यापीठ, मुंबई संलग्न)

स्थापना : १९८९

मुलींच्या सर्वांगीण विकासाकरिता मागील २५ वर्षांपासून कार्यरत असलेले

महिला महाविद्यालय जे शहराच्या मध्यवर्ती ठिकाणी वसलेले आहे.

प्रवेश देणे सुरू आहे.

कला शाखा - बी.ए. प्रथम वर्ष

मुख्य विषय : १) मराठी
२) हिंदी
३) इंग्रजी
४) भूगोल
५) समाजशास्त्र
६) अर्थशास्त्र

ऐच्छिक विषय : १) बालसंगोपन
२) इतिहास
३) वाणिज्य मुलतत्वे
४) अर्थशास्त्र
५) मराठी

या शिवाय महाविद्यालयात व्यावसायिक स्तरावरील पदविका आणि प्रमाणपत्र
असे अभ्यासक्रम सुरू करण्यात आले आहे.

- * संवादकौशल्ये प्रमाणपत्र कोर्स (मराठी, हिंदी व इंग्रजी)
- * विवाहपूर्व समुपदेशन प्रमाणपत्र कोर्स
- * शिवणकला प्रशिक्षण प्रमाणपत्र कोर्स
- * मुलभूत संगणक प्रशिक्षण प्रमाणपत्र कोर्स

- संपर्क : प्रवेश समिती -

प्रा. संजय भामरे - ९४२०३८८६९९
प्रा. श्रीकांत चौधरी - ९४२९५२०५८४
प्रा. सोमनाथ लोकरे - ९८६०४७०४५७
प्रा.डॉ. सतीश जाधव - ९८२३९२६२६९

प्रा.सौ. वृषाली कोल्हे - ९४०३०२०७०२
प्रा.डॉ.सौ. गीता नेहते - ९३२५८७७९९७
प्रा. प्रकाश कांबळे - ८९५६५९८६४९

उपप्राचार्य
डॉ. किशोर एच. नेहते

प्राचार्य
डॉ. सं. ना. भारंबे

- पत्ता -

अरुणोदय ज्ञान प्रसारक मंडळ संचलित,

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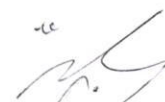
के.सी.ई. इंजिनिअरिंग कॉलेज शेजारी, जळगाव - ४२५००९. फोन ९४२४७७२२५०२०३




Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci., Jalgaon

Arunodaya Dnyan Prasarak Mandals
Women's College of Arts, Commerce and Home Science, Jalgaon
Skill Based Short Courses Time Table
2014-15

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3.00 4.30	Communication Skill in English	Communication Skill in Marathi	Communication Skill in Hindi	Pre-marital Counseling	Tailoring Skill Course	-----


Vice Principal




Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon

SYLLABUS OF COMMUNICATION SKILLS English

CERTIFICATE IN COMMUNICATION SKILLS

CCS-1: ASPECTS OF COMMUNICATION

Unit-1: Communication: An Introduction

- ☐ Definition, Nature and Scope of Communication
- ☐ Importance and Purpose of Communication
- ☐ Process of Communication
- ☐ Types of Communication

Unit-2: Non-Verbal Communication

• Personal Appearance

- ☐ Gestures
- ☐ Postures
- ☐ Facial Expression
- ☐ Eye Contacts
- ☐ Body Language(Kinesics)
- ☐ Time language
- ☐ Silence
- ☐ Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication

- ☐ Essentials of Effective Communication
- ☐ Communication Techniques
- ☐ Barriers to Communication

Unit-4: Communication Network in an Organization-I

- ☐ Personal Communication
- ☐ Internal Operational Communication
- ☐ External Operational Communication

Unit-4: Communication Network in an Organization-II

- ☐ Horizontal(Lateral) Communication
- ☐ Vertical(Downward) Communication
- ☐ Vertical(Upward) Communication



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Unit-6: Communication in English

- ☐ Age of Globalization and the Need for Communicating in English
- ☐ English as the First or Second language
- ☐ Uses of English in academic and non-academic situations in India

CCS-2: VERBAL COMMUNICATION (ORAL-AURAL)

Unit-7: Listening Skills-I

- ☐ Purpose of Listening
- ☐ Listening to Conversation (Formal and Informal)
- ☐ Active Listening- an Effective Listening Skill
- ☐ Benefits of Effective Listening
- ☐ Barriers to Listening
- ☐ Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.)

Unit-8: Listening Skills-II

- ☐ Academic Listening (Listening to Lectures)
- ☐ Listening to Talks and Presentations
- ☐ Note Taking Tips

Unit-9: Oral Communication Skills (Speaking Skills)-I

- ☐ Importance of Spoken English
- ☐ Status of Spoken English in India
- ☐ International Phonetic Alphabet(IPA) Symbols
- ☐ Spelling and Pronunciation

Unit-10: Oral Communication Skills-II(Communication in Context-I)

- ☐ Asking for and giving information
- ☐ Offering and responding to offers
- ☐ Requesting and responding to requests
- ☐ Congratulating people on their success
- ☐ Expressing condolences
- ☐ Asking questions and responding politely
- ☐ Apologizing and forgiving



Unit-11: Oral Communication Skills-III
(Communication in Context-II)

- ☐ Giving instructions
- ☐ Seeking and giving permission
- ☐ Expressing opinions(likes and dislikes)
- ☐ Agreeing and disagreeing
- ☐ Demanding explanations
- ☐ Asking for and giving advice and suggestions
- ☐ Expressing sympathy

Unit-12: Reading Skills

- ☐ Purpose, Process, Methodologies
- ☐ Skimming and Scanning
- ☐ Levels of Reading
- ☐ Reading Comprehension
- ☐ Academic Reading Tips

CCS-3: VERBAL COMMUNICATION (WRITTEN)

Unit-13: Effective Writing Skills-I

- ☐ Elements of Effective Writing (What is Writing?)
- ☐ The Sentence, Phrases and Clauses
- ☐ Types of Sentences

Unit-14: Effective Writing Skills-II

- ☐ Main Forms of Written Communication
- ☐ Paragraph Writing (Linkage and Cohesion)
- ☐ Letter Writing(formal and informal)
- ☐ Essay writing
- ☐ Notices

Unit-15: Effective Writing Skills-III

- ☐ Summarizing
- ☐ Précis Writing
- ☐ Note-making



A handwritten signature in blue ink, appearing to be "A.D.P.M.", written over a horizontal line.

Principal
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मराठी संवाद कौशल्य प्रमाणपत्र कोर्स

गुण - १००

तास - ३०

अनुक्रमणिका

घटक - १ अ) श्रवण व संवाद कौशल्य

- १.१ श्रवण कौशल्य
- १.२ श्रवण कौशल्य स्वरूप व व्याख्या
- १.३ श्रवण कौशल्याचे फायदे
- १.४ श्रवणातील अडथळे
- १.५ श्रवण कौशल्य सुधारण्याचे उपाय

ब) संवाद कौशल्य

- १.६ संवाद कौशल्य संकल्पना
- १.७ संवाद कौशल्यात भाषेचे महत्त्व
- १.८ संवादाचे प्रकार
- १.९ संवाद विकसनाचे सिद्धांत
- १.१० प्रभावी संवादासाठी उपाय


घटक - २) वाचन कौशल्य

- २.१ वाचन कौशल्याचे स्वरूप
- २.२ वाचन प्रक्रियेतील घटक
- २.३ वाचन कौशल्यावर परिणाम करणारे घटक
- २.४ वाचनाचे फायदे
- २.५ वाचनाचे प्रकार

घटक - ३ लेखन कौशल्य

- ३.१ लेखन कौशल्य स्वरूप व संकल्पना
- ३.२ लेखन कौशल्य भाषेचे महत्त्व
- ३.३ लेखनाचे प्रकार
- ३.४ लेखन कौशल्याचे फायदे




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Arunodaya Dnyan Prasarak Mandal's
Women's College of Arts Commerce and Home Science Jalgaon
Skills Based Short Term Courses Committee
Annual Planning of Short Term Courses 2014-15

1. To Arrange Meeting with the Principal to finaize the plan.
2. To introduce 5 skills based courses [Tailoring, Communication Skills in Eng. Mar and Hindi, Pre-Marital Counseling] for enrichment of students.
3. To preapre Schudele, Syllabus, Time Table, distribution of workload etc.
4. To moniter the progress of the courses.
5. To maintain the record of the courses.
6. To conduct oral and practical exam as per the need of the course.
6. To arrange meeting with the Principal to take review of the courses conducted.
6. To submit the report to the IQAC .

vvrkolhe
Prof. Vrushali Kolhe.

Chairman ,Skill Based Short Term Courses Committee




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A.D.P.M's Women's College of
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A.D.P.M's WOMEN'S COLLEGE OF ARTS, COMMERCE AND HOME SCIENCE JALGAON

COMMUNICATION SKILLS *English* STUDENTS LIST-2014-15

Sr. No.	Name of Students	Subject	Class	Roll No.
01	More Chhaya Gulab	English	B.A.I	15
02	Khatik Sana She. Ashik	English	B.A.I	16
03	Sonar yogita Rajkumar	Economics	B.A.I	110
04	Patil Mohini Mohan	Economics	B.A.I	113
05	Wankhede Swati Ramlal	Marathi	B.A.I	98
06	Patil Gangubai Sudhakar	Marathi	B.A.I	68
07	Patil Komal Vitthal	Economics	B.A.II	11
08	Wagh Snehal Dagdu	Economics	B.A.II	30
09	Nemade Kirti Vikas	Geography	B.A.II	01
10	Mahajan Dipali Ramkrushna	Geography	B.A.II	02
11	Patil Apurva Arun	Economics	B.A.III	05
12	Shirsath Vaishali Bhimrao	Hindi	B.A.III	30
13	Sonawane Madhuri Suresh	Hindi	B.A.I	37
14	Koli Vaishali Vasant	Marathi	B.A.III	36
15	Patil Mayuri Sudhakar	English	B.A.II	28
16	Barela Jyoti Khumsing	English	B.A.II	31
17	Milmile Pallavi Ramesh	English	B.A.II	32
18	Pawara Babita Remsing	English	B.A.II	33
19	Patil Yamini Vijay	English	B.A.II	49
20	Ahire Vaishali Jaysing	English	B.A.II	50
21	Baviskar Jyoti Vithal	English	B.A.II	58
22	Tavade Sujata Madhukar	English	B.A.II	67
23	Sonawane Madhuri Kailas	English	B.A.II	82
24	Wankhede Dhanshri Murlidhar	English	B.A.II	89
25	Tadvai Khaljana Jumma	English	B.A.III	13
26	Jain Nupur Sanjay	English	B.A.III	15
27	Tadvi Sayara Mateen	English	B.A.III	23
28	Patil Jidnyesha Arun	English	B.A.III	38
29	Daingade Yogita Shiwaji	English	B.A.III	39
30	More Vandana Hari	English	B.A.III	40




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A.D.P.M's Women's College
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Students' List of Communication Skills in Marathi 2014-15

Sr. No.	Class	Roll. No.	Name of the Student's
1	I	25	Borse Bhavana Ravindra
2	I	27	Patil Ashwini Arjun
3	I	15	More Chhaya Gulab
4	I	39	Sapkale Poonam Kishor
5	I	54	Patil Ashwini Pratapsing
6	I	13	Shimpi Sony Rajendra
7	I	34	Patil Nita Kailas
8	I	97	Patil Shaila Suresh
9	I	111	Marathi Durgu Shivaji
10	I	68	Patil Ganubai Sudhakar
11	I	29	Sonawane Rinku Suklal
12	I	2	Dhangar Swapna Suresh
13	I	8	Patil Bharti Baliram
14	I	23	Bhoi Punam Dattatray
15	I	14	Patil Sunita Manilal
16	II	35	Takre Poonam Lahu
17	II	36	Koil Lalita Santosh
18	II	12	Tiwari Harshali Prakash
19	II	13	Patil Kavita Chaitram
20	II	21	Sonawane Madhuri Manohar
21	II	22	Sonawane Yogita Ratilal
22	II	29	Khalse Pallavi Bhagwat
23	III	10	Pawra Rekhabai Fulsing
24	III	19	Vasve Seema Fulya
25	III	29	Bari Bharti Kashinath
26	III	36	Kili Vaishali Vasant
27	III	54	Bari Pallavi Ratilal
28	III	55	Bari Mamata Prakash
29	III	71	Patil Pratibha Sukdev
30	III	79	Chaudhari Sunanda H.




Principal
A.D.P.M's Women's College of
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Students' List of Communication Skills in Hindi 2014-15

Sr. No.	Class	Roll. No.	Name of the Student's
1	I	25	Borase bhavna Ravindra
2	I	26	Patil Pallavi Digambar
3	I	15	More Chhaya Gulab
4	I	18	Tadavi Sarin ravindra
5	I	28	Sonawane Jayashri M.
6	I	32	Fuse Jayshri Arjun
7	I	08	Patil Bharati Baliram
8	I	09	Chaudhari Harsha Gopal
9	II	18	Bhalerao Gayatri chagan
10	II	43	Marathe Seema Prakash
11	II	49	Patil Yamini vijay
12	II	50	Ahire Vaishali Jaysing
13	II	24	Patil Vaishali Gokul
14	II	25	Chaudhari Shital Lilachand
15	II	15	More Anita Ramesh
16	II	17	Sonawane Seema Suresh
17	II	53	Vasave Manisha Lajras
18	II	62	Bari Sarswati Bhagwan
19	II	07	Attarde Kavita Ashok
20	II	27	Sapakale Pallavi Ashok
21	II	83	Sonar Jaya Arjun
22	III	87	Patil Priti Bhagawat
23	III	88	Patil Punam Vilas
24	III	73	Dabbe Arati Nimbji
25	III	42	Pardeshi Punam hiralal
26	III	46	Kharche Komal Pramod
27	III	54	Bari Pallavi Ratilal
28	III	55	Bari Mamata Prakash
29	III	04	Patil Rupali Mohan
30	III	08	Koli Hemalata Ashok



Arunodaya Dnyan Prasarak Mandal's
Women's College of Arts Commerce and Home Science Jalgaon
Skill Based Short Term Courses Committee

Report 2014-15

The skills based courses committee organized following courses in the year 2014-15

1. Tailoring Training Course:

- I) Total Students Completed: : 35
- II) Instructor :, Mrs. Archana Patil
- III) Coordinator : Prof.Vrushali Kolhe

2. Communication Skills in English:

- I) Total Students Completed: 30
- II) Expert : , Dr. Somanath Lokare, Prof. Madhavrao Patil

3. Communication Skills in Marathi

- I) Total Students Completed: 30
- II) Instructor : Dr. Sugandha Patil. Dr. Prakash Kamble

4. Communication Skill in Hindi:

- I) Total Students Completed: 30
- II) Expert : , Dr. Jayashri Barhate, Prof. Dimpal Patil

The above communication skills courses aims at improvement in language proficiency and students ability to use language in social, business and service. The course helps students develop their basic skills of language through:

- 1. **Ear training:** to develop listening skills
- 2. **Speaking Skills:** to develop Speech, group discussion, facing interview, debate to develop speaking skills and build confidence and competence.
- 3. **Reading skills:** Through practice develop reading skills and comprehension.
- 4. **Writing skills:** to develop letter writing, report writing, short messages ect.

5. Pre-marital Counseling:

- I) Total Students Completed: 35
- II) Expert , Mrs. Maya Kale, , Prof. V. V. Kolhe
- II) Coordinator : Dr. S. B. Jawale

Marriage is the essential and significant stage in an individual's life. It brings two families together. Each individual carves an images of a life partner before marriage. Today there is utter need of pre marital counseling. Nowadays many factor such as nuclear family system, self centered life style, greed for money and impact of media and fashions have made our life complex. Keeping these things in mind the college introduce the Pre-marital Counseling short term course.

Objectives of the course:

- i) To create awareness about selection of life partner
- ii) To know the characteristics of a suitable life partner.
- iii) To educate the youth for adjustment with life partner.
- iv) To make them cautious about the dangers of divorce

V. V. Kolhe
Prof. Vrushali Kolhe.

Chairman ,Skill Based Short Term Courses Committee



[Signature]
Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon



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(NAA Reaccredited 'B' Grade)

(UGC 2 (f) and 12 B)

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Near Khwajamiya Road, Jalgaon

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(2015-16)**

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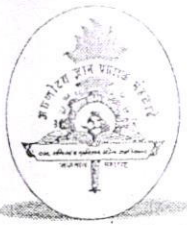
Eligibility: HSC / 12 Pass

Duration: 30 Hours

**Skill Based Short Term Courses
Chairman**

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स्थापना : १९८९

अरुणोदय ज्ञान प्रसारक मंडळ संचलित,

कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव.

नॅक पुनर्मूल्यांकित 'ब' श्रेणी

(एस.एन.डी.टी. महिला विद्यापीठ, मुंबई संलग्न)

मुलींच्या सर्वांगीण विकासाकरिता मागील २५ वर्षांपासून कार्यरत असलेले

महिला महाविद्यालय जे शहराच्या मध्यवर्ती ठिकाणी वसलेले आहे.

प्रवेश देणे सुरू आहे.

कला शाखा - बी.ए. प्रथम वर्ष

मुख्य विषय : १) मराठी

२) हिंदी

३) इंग्रजी

४) भूगोल

५) समाजशास्त्र

६) अर्थशास्त्र

ऐच्छिक विषय : १) बालसंगोपन

२) इतिहास

३) वाणिज्य मुलतत्वे

४) अर्थशास्त्र

५) मराठी

या शिवाय महाविद्यालयात व्यावसायिक स्तरावरील पदविका आणि प्रमाणपत्र
असे अभ्यासक्रम सुरू करण्यात आले आहे.

* **संवादकौशल्ये प्रमाणपत्र कोर्स (मराठी, हिंदी व इंग्रजी)**

* **शिवणकला प्रशिक्षण प्रमाणपत्र कोर्स**

- संपर्क : प्रवेश समिती -

प्रा. संजय भामरे - ९४२०३८८६९९

प्रा. श्रीकांत चौधरी - ९४२९५२०५८४

प्रा. सोमनाथ लोकरे - ९८६०४७०४५७

प्रा.डॉ. सतीश जाधव - ९८२३९२६२६९

प्रा.सौ. वृषाली कोल्हे - ९४०३०२०७०२

प्रा.डॉ.सौ. गीता नेहते - ९३२५८७७९९७

प्रा. प्रकाश कांबळे - ८९५६५९८६४९

उपप्राचार्य

डॉ. किशोर एच. नेहते

प्राचार्य

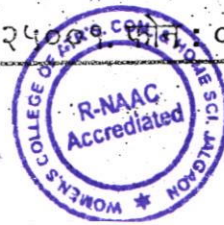
डॉ. सं. ना. भारंबे

- पत्ता -

अरुणोदय ज्ञान प्रसारक मंडळ संचलित,

कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव.

के.सी.ई. इंजिनिअरिंग कॉलेज शेजारी, जळगाव - ४२५००९. फोन : ०२५७ - २२५०२०३



Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon

Arunodaya Dnyan Prasarak Mandals
Women's College of Arts, Commerce and Home Science, Jalgaon
Skill Based Short Courses Time Table
2015-16

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3.00 4.30	Communication Skill in English	Communication Skill in Marathi	Communication Skill in Hindi	Pre-marital Counseling	Tailoring Skill Course	-----


Vice Principal




Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon

SYLLABUS OF COMMUNICATION SKILLS English

CERTIFICATE IN COMMUNICATION SKILLS

CCS-1: ASPECTS OF COMMUNICATION

Unit-1: Communication: An Introduction

- ☐ Definition, Nature and Scope of Communication
- ☐ Importance and Purpose of Communication
- ☐ Process of Communication
- ☐ Types of Communication

Unit-2: Non-Verbal Communication

• Personal Appearance

- ☐ Gestures
- ☐ Postures
- ☐ Facial Expression
- ☐ Eye Contacts
- ☐ Body Language(Kinesics)
- ☐ Time language
- ☐ Silence
- ☐ Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication

- ☐ Essentials of Effective Communication
- ☐ Communication Techniques
- ☐ Barriers to Communication


Unit-4: Communication Network in an Organization-I

- ☐ Personal Communication
- ☐ Internal Operational Communication
- ☐ External Operational Communication

Unit-4: Communication Network in an Organization-II

- ☐ Horizontal(Lateral) Communication
- ☐ Vertical(Downward) Communication
- ☐ Vertical(Upward) Communication




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Unit-6: Communication in English

- ☐ Age of Globalization and the Need for Communicating in English
- ☐ English as the First or Second language
- ☐ Uses of English in academic and non-academic situations in India

CCS-2: VERBAL COMMUNICATION (ORAL-AURAL)

Unit-7: Listening Skills-I

- ☐ Purpose of Listening
- ☐ Listening to Conversation (Formal and Informal)
- ☐ Active Listening- an Effective Listening Skill
- ☐ Benefits of Effective Listening
- ☐ Barriers to Listening
- ☐ Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.)

Unit-8: Listening Skills-II

- ☐ Academic Listening (Listening to Lectures)
- ☐ Listening to Talks and Presentations
- ☐ Note Taking Tips

Unit-9: Oral Communication Skills (Speaking Skills)-I

- ☐ Importance of Spoken English
- ☐ Status of Spoken English in India
- ☐ International Phonetic Alphabet(IPA) Symbols
- ☐ Spelling and Pronunciation

Unit-10: Oral Communication Skills-II(Communication in Context-I)

- ☐ Asking for and giving information
- ☐ Offering and responding to offers
- ☐ Requesting and responding to requests
- ☐ Congratulating people on their success
- ☐ Expressing condolences
- ☐ Asking questions and responding politely
- ☐ Apologizing and forgiving



A handwritten signature in blue ink, appearing to be "A.D.P.M.", written over a horizontal line.

Unit-11: Oral Communication Skills-III
(Communication in Context-II)

- ☐ Giving instructions
- ☐ Seeking and giving permission
- ☐ Expressing opinions(likes and dislikes)
- ☐ Agreeing and disagreeing
- ☐ Demanding explanations
- ☐ Asking for and giving advice and suggestions
- ☐ Expressing sympathy

Unit-12: Reading Skills

- ☐ Purpose, Process, Methodologies
- ☐ Skimming and Scanning
- ☐ Levels of Reading
- ☐ Reading Comprehension
- ☐ Academic Reading Tips

CCS-3: VERBAL COMMUNICATION (WRITTEN)

Unit-13: Effective Writing Skills-I

- ☐ Elements of Effective Writing (What is Writing?)
- ☐ The Sentence, Phrases and Clauses
- ☐ Types of Sentences

Unit-14: Effective Writing Skills-II

- ☐ Main Forms of Written Communication
- ☐ Paragraph Writing (Linkage and Cohesion)
- ☐ Letter Writing(formal and informal)
- ☐ Essay writing
- ☐ Notices

Unit-15: Effective Writing Skills-III

- ☐ Summarizing
- ☐ Précis Writing
- ☐ Note-making



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मराठी संवाद कौशल्य प्रमाणपत्र कोर्स

गुण - १००

तास - ३०

अनुक्रमणिका

घटक - १ अ) श्रवण व संवाद कौशल्य

- १.१ श्रवण कौशल्य
- १.२ श्रवण कौशल्य स्वरूप व व्याख्या
- १.३ श्रवण कौशल्याचे फायदे
- १.४ श्रवणातील अडथळे
- १.५ श्रवण कौशल्य सुधारण्याचे उपाय

ब) संवाद कौशल्य

- १.६ संवाद कौशल्य संकल्पना
- १.७ संवाद कौशल्यात भाषेचे महत्त्व
- १.८ संवादाचे प्रकार
- १.९ संवाद विकसनाचे सिद्धांत
- १.१० प्रभावी संवादासाठी उपाय


घटक - २) वाचन कौशल्य

- २.१ वाचन कौशल्याचे स्वरूप
- २.२ वाचन प्रक्रियेतील घटक
- २.३ वाचन कौशल्यावर परिणाम करणारे घटक
- २.४ वाचनाचे फायदे
- २.५ वाचनाचे प्रकार

घटक - ३ लेखन कौशल्य

- ३.१ लेखन कौशल्य स्वरूप व संकल्पना
- ३.२ लेखन कौशल्य भाषेचे महत्त्व
- ३.३ लेखनाचे प्रकार
- ३.४ लेखन कौशल्याचे फायदे




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हिंदी संवाद कौशल प्रमाणपत्र कोर्स-

गुण-१००

तास-३०

अनुक्रमणिका

ईकाई-१ श्रवण और संवाद कौशल

१ श्रवण कौशल- परिभाषा

आकलन

संवाद सुनना, भाषण, समाचार सुनना

श्रवण कौशल सुधार के उपाय

२ अभिव्यक्ति/ संवाद कौशल

स्वपरिचय

साक्षात्कार

वाद विवाद

मौखिक संवाद

ईकाई-२ पठन कौशल

पठन आकलन

सूचना का हस्तांतरण

अखबार पठन

भाषण, लेख, कथा

पठन की गलत आदतें

ईकाई-३ लेखन कौशल

अशुद्ध शब्दों का शुद्ध लेखन

टिप्पणियां लिखना

परिच्छेद लिखना

सारांश लिखना

पत्र लेखन

कहानी लेखन

विभाग प्रमुख

प्रा.डिंपल एस. पाटील

प्राचार्या

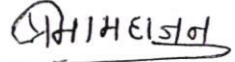
डॉ. जयश्री एम. नेमाडे




Principal

**Arunodaya Dnyan Prasarak Mandal's
Women's College of Arts Commerce and Home Science Jalgaon
Skills Based Short Term Courses Committee
Annual Planning of Short Term Courses: 2015-16**

1. To Arrange Meeting with the Principal to finalise the plan.
2. To introduce 5 skills based courses [Tailoring, Communication Skills in Eng. Mar and Hindi, Pre-Marital Counseling] for enrichment of students.
3. To prepare Schedule, Syllabus, Time Table, distribution of workload etc.
4. To monitor the progress of the courses.
5. To maintain the record of the courses.
6. To conduct oral and practical exam as per the need of the course.
6. To arrange meeting with the Principal to take review of the courses conducted.
6. To submit the report to the IQAC.


Dr. Prabhavati Mahajan
Chairman




Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon

A.D.P.M's Women's College of Arts, Commerce and Home Science, Jalgaon.

COMMUNICATION SKILLS

STUDENTS LIST- 2015-16

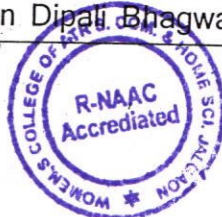
English


Sr. No.	Name of Students	Subject	Class	Roll No.
01	Patil Swati Namdev	English	B.AI	02
02	Balerao Ashwini Bhagwan	English	B.AI	03
03	Mahajan Ashwini Yuvraj	Economics	B.AI	07
04	Mali Sapna Gorakh	Economics	B.AI	09
05	Patil Dipali Rajendra	Economics	B.AI	16
06	Dabbe Bharati Nimbhaji	Geography	B.AII	08
07	Koli Kiran Rajendra	Geography	B.AII	36
08	Pawar Nikita Bhagwn	Geography	B.AII	57
09	Patil Nilima Sadashiv	Hindi	B.AIII	28
10	Patil Sangita Vikram	Hindi	B.AIII	32
11	Kumavat Jayashree Rajendra	Sociology	B.AIII	18
12	Gayakwad Priyanka Tryambak	Sociology	B.AIII	43
13	Bari Madhuri Amrut	Marathi	B.AIII	16
14	Smita Vijay Salunke	English	B.A.I	01
15	Patil Manisha Ravindra	Economics	B.A.II	09
16	Ahire Bhavana Prakash	English	B.A.II	02
17	More Chhaya Gulab	English	B.A.II	03
18	Khatik Nilobano She. Munaf	English	B.A.II	04
19	Panpatil Pallavi Shashikant	English	B.A.II	73
20	Koli Sunita Dilip Sarala	English	B.A.II	75
21	Tadvi Sarin Ravindra	English	B.A.II	85
22	Chaudhari Jyoti Machhindra	English	B.A.II	87
23	Patil Ashwini Pratapsing	English	B.A.II	94
24	Patil Mayuri Sudhakar	English	B.A.III	03
25	Patil Yamini Vijay	English	B.A.III	26
26	Patil Kavita Chaitram	Marathi	B.A.III	45
27	Milmile Pallavi Ramesh	English	B.A.III	44
28	Tavade Sujata Madhukar	English	B.A.III	58
29	Barela Jyoti Khumsing	English	B.A.III	59
30	Tade Punam Santosh	Marathi	B.AIII	17


Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon

Students' List of Communication Skills in Marathi 2015-16

Sr. No.	Class	Roll. No.	Name of the Student's
1	I	6	Mahajan Reena Nivruti
2	I	18	Chaudhari Chitra Ramesh
3	I	19	Koli Swati Kisan
4	I	23	Gayakwad Shhubhangi Sanjau
5	I	81	Mohare Spana Ganesh
6	I	101	Patil Sangita Rohidas
7	I	115	Chavan Spna Popat
8	I	126	Patil Ashvini Gokul
9	I	110	Chavan Rinku Prakash
10	I	111	Sonawane Sarala Tukaram
11	I	41	Mose Pranali Gopal
12	I	44	Patil Rinku Nana
13	I	53	Nhavi Shital Fakira
14	I	54	Kharde Bharati Baburao
15	II	2	Ahire Bhavna Prakash
16	II	5	Fuse Jayashri Arjun
17	II	18	Shimpi Lalita Shashikant
18	II	17	Zurkale Usha Sanjay
19	II	16	Sandane Monika Ashok
20	II	35	Vasave Koma Fulya
21	II	52	Lambole Anita Ashok
22	II	93	Patil Asha Kailas
23	II	70	Chaudhari Deepali Hiralal
24	II	71	Marathe Rinku Dinkar
25	II	72	More Vaishali Kailas
26	III	24	Jadhav Rupali Hari
27	III	64	Wagh Sneha Dagadu
28	III	66	Mali Rohini Jitendra
29	III	56	Pagare Shital Bhaidas
30	III	57	Mahajan Dipali Bhagwan




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Students' List of Communication Skills in Hindi 2015-16

Sr. No.	Class	Roll. No.	Name of the Sudent's
1	I	88	Bind Punam Radhesyam
2	I	125	Patil Ankita Adhikarao
3	I	63	Attarade Punam Jagadish
4	I	14	Patil Shubhangi Vinay
5	I	08	Dabbe Bharti Nimbaji
6	I	36	Koli Kiran Rajendra
7	I	11	Patil Monali Narahar
8	I	12	Patil swati Rajendra
9	I	17	Bhole Manali Pravin
10	I	18	Chaudhari Chitra Rajendra
11	I	39	Shimpi Ashwini N.
12	I	119	Chavhan Shital Chotu
13	II	08	Pawar Vidya Nagidas
14	II	80	Mahale Rupali S.
15	II	01	Khatik Sana Shekh
16	II	73	Panpatil Pallavi Shashikant
17	II	93	Patil Asha Kailas
18	II	76	Pagare Sarati Shivaram
19	II	22	Sonawane Dipali Arjun
20	II	23	Sonawane Shital Gokul
21	II	92	Shekokare Manisha Prakash
22	II	69	Patil Gangubai Sudhakar
23	II	74	patil Punam Sambhaji
24	II	88	Patil Bharti Baliranm
25	III	69	Chaudhari Laxmi M.
26	III	67	Yadav Vandana N.
27	III	60	Pawar Babita Ramsing
28	III	59	Barela Jyoti Khumsing
29	III	50	Katole Shital Namadeo
30	III	52	Sonawane seema Namdeo



Principal
A.D.P.M's Women's College of
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Arunodaya Dnyan Prasarak Mandal's
Women's College of Arts Commerce and Home Science Jalgaon
Skills Based Short Term Courses Committee
Report 2015-16

The skills based short term courses committee organized following activities and courses in the year 2015-16

1. Tailoring Training Course:

- I) Total Students Completed: : 35 Instructor, Mrs. Archana Patil
- III) Coordinator : Prof. Vrushali Kolhe

2. Communication Skills in English:

- I) Total Students Completed: 30
- II) Expert : Prof. Y. R. Shaikh, Dr. Somanath Lokare,

3. Communication Skills in Marathi

- I) Total Students Completed: 30
- II) Expert: Dr. Sugandha Patil. Dr. Prakash Kamble

4. Communication Skills in Hindi:

- I) Total Students Completed: 30
- II) Expert : Dr. Jayashri Barhate, Dr. Usha Sapkale

The course helps students :

To develop listening skills

To develop Speech, group discussion, facing interview, debate to develop speaking skills and build confidence and competence.

Through practice develop reading skills and comprehension.

To develop letter writing, report writing, short messages etc.

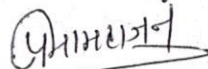
5. Pre-marital Counseling:

- I) Total Students Completed: 35
- II) Expert , Mrs. Maya Kale, Dr. S. B. Javale, Prof. V. V. Kolhe
- III) Coordinator: Dr. Sadhana Jawale.


Marriage is the essential and significant stage in an individual's life. It brings two families together. Each individual carves an images of a life partner before marriage. Today there is utter need of pre marital counseling. Nowadays many factor such as nuclear family system, self centered life style, greed for money and impact of media and fashions have made our life complex. Keeping these things in mind the college introduce the Pre-marital Counseling short term course. This year the college also organized one day workshop on Pre-marital Counseling on 18/12/2015

Objectives of the course:

- v) To create awareness about proper selection of life partner
- vi) To know the characteristics of a suitable life partner.
- vii) To educate the youth for adjustment with life partner.
- viii) To educate the youth for proper selection of life partner.
- ix) To make them cautious about the dangers of divorce and thereby avoid divorce.


Dr. Prabhavati Mahajan
Chairman




Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon



Arunodaya Dnyan Prasarak Mandal's

**WOMEN'S COLLEGE OF ARTS, COMMERCE AND
HOME SCIENCE, JALGAON**

(NAA Reaccredited 'B' Grade)

(UGC 2 (f) and 12 B)

(Affiliated to SNDT Women's University, Mumbai)

Near Khwajamiya Road, Jalgaon

Brochure of Skill Based Short Term Courses


**Admission Open
(2016-17)**

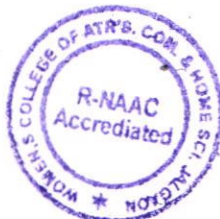
- **Tailoring Training Course**
(Mrs. Vrushali V. Kolhe – Course Coordinator Mob: 9403020702)
- **Communication Skills in English**
(Mr. Madhavrao A. Patil – Course Coordinator Mob: 9822282770)
- **Communication Skill in Hindi**
(Mrs. Dimpal S. Patil - Course Coordinator Mob: 7030172949)
- **Communication Skill in Marathi**
(Mrs. Sugandha I. Patil - Course Coordinator Mob: 9422222988)
- **Pre-Marital Counselling Course**
(Dr. Sadhana B. Jawale – Course Coordinator Mob: 9423190074)
- **Basic Computer Course**
(Dr. Vinay B. Patil – Course Coordinator Mob: 9422279041)

Eligibility: HSC / 12 Pass

Duration: 30 Hours

**Skill Based Short Term Courses
Chairman**


Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon





अरुणोदय ज्ञान प्रसारक मंडळ संचालित,

कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव

(यु.जी.सी. 2 (f) व 12-B मान्यताप्राप्त)

नॅक पुनर्मूल्यांकित 'ब' श्रेणी

श्रीमती नाथीबाई दामोदर ठाकरसी (एस.एन.डी.टी.) महिला विद्यापीठ, मुंबईशी संलग्न

के.सी.ई. इंजिनिअरिंग कॉलेज शेजारी, ख्वाँजामिया रोड जवळ, जळगाव-४२५००१ फोन:०२५७-२२५०२०३

प्रवेश देणे सुरू आहे...

उच्च शिक्षणाची गंगा सर्वस्तरातल्या विद्यार्थिनी पर्यंत पोहचली पाहिजे असा वसा घेऊन गेल्या तीस वर्षांपासून कार्यरत असलेल्या महाराष्ट्र शासन अनुदानित महिला महाविद्यालयात प्रवेश देणे सुरू आहे.

कला शाखा - बी.ए. प्रथम वर्ष

मुख्य विषय : मराठी, हिंदी, इंग्रजी, भूगोल, समाजशास्त्र, अर्थशास्त्र

ऐच्छिक विषय : बालसंगोपन, इतिहास, वाणिज्याची मुलतत्त्वे, अर्थशास्त्र, मराठी

वाणिज्य शाखा - बी.कॉम. प्रथम वर्ष

विषय : इंग्रजी, अर्थशास्त्र, वाणिज्य, अकौंटंटन्सी, कॉम्प्युटर ॲप्लीकेशन पेपर १ व २

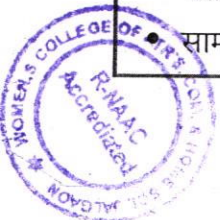
—: कौशल्याधिष्ठित उपक्रम :—

- मूलभूत संगणक प्रमाणपत्र कोर्स
- संवाद कौशल्य प्रमाणपत्र कोर्स (मराठी, हिंदी व इंग्रजी)
- विवाहपूर्व समुपदेशन प्रमाणपत्र कोर्स
- शिवणकला प्रशिक्षण कोर्स
- ब्युटीशियन प्रशिक्षण कोर्स (प्रधानमंत्री कौशल्य योजने अंतर्गत)

—: महाविद्यालयाची वैशिष्ट्ये :—

- भारतातील प्रथम महिला विद्यापीठाशी संलग्न
- शहराच्या मध्यवर्ती निसर्गरम्य परिसरात
- मुलींसाठी सुरक्षित परिसर (सी.सी.टी.व्ही.च्या निगराणीत)
- प्रशस्त इमारत व सुसज्ज ग्रंथालय
- भूगोल विषयाची स्वतंत्र प्रयोगशाळा व रॉक म्युझियम
- भाषा प्रयोग शाळा
- इंटरनेट सुविधा उपलब्ध
- स्वतंत्र इनडोअर हॉलची सुविधा (बॅडमिंटन, कॅरम, चेस)
- खेळासाठी क्रीडांगण
- वसतिगृह सुविधा
- राष्ट्रीय सेवायोजना
- सर्वप्रकारच्या शिष्यवृत्तीची सुविधा
- विद्यार्थ्यांच्या सर्वांगीण विकासाकरिता अग्रेसर
- सहली व प्रकल्पभेटी
- तेजस्विनी या नाविन्यपूर्ण, सर्वोत्कृष्ट स्पर्धेचे शानदार आयोजन
- विद्यापीठ स्तरावरील गुणवंत विद्यार्थिनींची परंपरा
- खेळाडूंचा अश्वमेध विद्यापीठीय स्पर्धेत सहभाग
- विद्यापीठीय युवा महोत्सवात सक्रीय सहभाग
- 'फुलोरा' सांस्कृतिक महोत्सवांचे आयोजन
- थंड व शुद्ध (आर.ओ.) पिण्याच्या पाण्याची व्यवस्था
- नाममात्र प्रवेश फी

सामाजिक भान असलेले उच्चशिक्षित प्राध्यापक वृंद



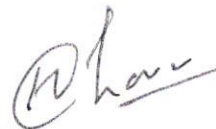

Principal

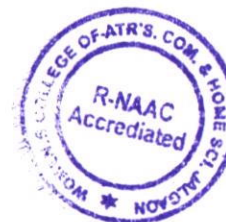
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(मागे पहा)

Arunodaya Dnyan Prasarak Mandals
Women's College of Arts, Commerce and Home Science, Jalgaon
Skill Based Short Courses Time Table
2016-17

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3.00 4.30	Communication Skill in English	Communication Skill in Marathi	Communication Skill in Hindi	Pre-marital Counseling	Tailoring Skill Course	Basic Computer Course


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SYLLABUS OF COMMUNICATION SKILLS English

CERTIFICATE IN COMMUNICATION SKILLS

CCS-1: ASPECTS OF COMMUNICATION

Unit-1: Communication: An Introduction

- ☐ Definition, Nature and Scope of Communication
- ☐ Importance and Purpose of Communication
- ☐ Process of Communication
- ☐ Types of Communication

Unit-2: Non-Verbal Communication

• Personal Appearance

- ☐ Gestures
- ☐ Postures
- ☐ Facial Expression
- ☐ Eye Contacts
- ☐ Body Language(Kinesics)
- ☐ Time language
- ☐ Silence
- ☐ Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication

- ☐ Essentials of Effective Communication
- ☐ Communication Techniques
- ☐ Barriers to Communication

Unit-4: Communication Network in an Organization-I

- ☐ Personal Communication
- ☐ Internal Operational Communication
- ☐ External Operational Communication

Unit-4: Communication Network in an Organization-II

- ☐ Horizontal(Lateral) Communication
- ☐ Vertical(Downward) Communication
- ☐ Vertical(Upward) Communication



A handwritten signature in blue ink, appearing to be "A.D.P.M.", written over a horizontal line.

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Unit-6: Communication in English

- ☐ Age of Globalization and the Need for Communicating in English
- ☐ English as the First or Second language
- ☐ Uses of English in academic and non-academic situations in India

CCS-2: VERBAL COMMUNICATION (ORAL-AURAL)**Unit-7: Listening Skills-I**

- ☐ Purpose of Listening
- ☐ Listening to Conversation (Formal and Informal)
- ☐ Active Listening- an Effective Listening Skill
- ☐ Benefits of Effective Listening
- ☐ Barriers to Listening
- ☐ Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.)

Unit-8: Listening Skills-II

- ☐ Academic Listening (Listening to Lectures)
- ☐ Listening to Talks and Presentations
- ☐ Note Taking Tips

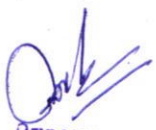
Unit-9: Oral Communication Skills (Speaking Skills)-I

- ☐ Importance of Spoken English
- ☐ Status of Spoken English in India
- ☐ International Phonetic Alphabet(IPA) Symbols
- ☐ Spelling and Pronunciation

Unit-10: Oral Communication Skills-II(Communication in Context-I)

- ☐ Asking for and giving information
- ☐ Offering and responding to offers
- ☐ Requesting and responding to requests
- ☐ Congratulating people on their success
- ☐ Expressing condolences
- ☐ Asking questions and responding politely
- ☐ Apologizing and forgiving




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Unit-11: Oral Communication Skills-III
(Communication in Context-II)

- ☐ Giving instructions
- ☐ Seeking and giving permission
- ☐ Expressing opinions(likes and dislikes)
- ☐ Agreeing and disagreeing
- ☐ Demanding explanations
- ☐ Asking for and giving advice and suggestions
- ☐ Expressing sympathy

Unit-12: Reading Skills

- ☐ Purpose, Process, Methodologies
- ☐ Skimming and Scanning
- ☐ Levels of Reading
- ☐ Reading Comprehension
- ☐ Academic Reading Tips

CCS-3: VERBAL COMMUNICATION (WRITTEN)

Unit-13: Effective Writing Skills-I

- ☐ Elements of Effective Writing (What is Writing?)
- ☐ The Sentence, Phrases and Clauses
- ☐ Types of Sentences

Unit-14: Effective Writing Skills-II

- ☐ Main Forms of Written Communication
- ☐ Paragraph Writing (Linkage and Cohesion)
- ☐ Letter Writing(formal and informal)
- ☐ Essay writing
- ☐ Notices

Unit-15: Effective Writing Skills-III

- ☐ Summarizing
- ☐ Précis Writing
- ☐ Note-making



Om

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मराठी संवाद कौशल्य प्रमाणपत्र कोर्स

गुण - १००

तास - ३०

अनुक्रमणिका

घटक - १ अ) श्रवण व संवाद कौशल्य

- १.१ श्रवण कौशल्य
- १.२ श्रवण कौशल्य स्वरूप व व्याख्या
- १.३ श्रवण कौशल्याचे फायदे
- १.४ श्रवणातील अडथळे
- १.५ श्रवण कौशल्य सुधारण्याचे उपाय

ब) संवाद कौशल्य

- १.६ संवाद कौशल्य संकल्पना
- १.७ संवाद कौशल्यात भाषेचे महत्त्व
- १.८ संवादाचे प्रकार
- १.९ संवाद विकसनाचे सिद्धांत
- १.१० प्रभावी संवादासाठी उपाय


घटक - २) वाचन कौशल्य

- २.१ वाचन कौशल्याचे स्वरूप
- २.२ वाचन प्रक्रियेतील घटक
- २.३ वाचन कौशल्यावर परिणाम करणारे घटक
- २.४ वाचनाचे फायदे
- २.५ वाचनाचे प्रकार

घटक - ३ लेखन कौशल्य

- ३.१ लेखन कौशल्य स्वरूप व संकल्पना
- ३.२ लेखन कौशल्य भाषेचे महत्त्व
- ३.३ लेखनाचे प्रकार
- ३.४ लेखन कौशल्याचे फायदे




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हिंदी संवाद कौशल प्रमाणपत्र कोर्स-

गुण-१००

तास-३०

अनुक्रमणिका

ईकाई-१ श्रवण और संवाद कौशल

१ श्रवण कौशल- परिभाषा

आकलन

संवाद सुनना, भाषण, समाचार सुनना

श्रवण कौशल सुधार के उपाय

२ अभिव्यक्ति/ संवाद कौशल

स्वपरिचय

साक्षात्कार

वाद विवाद

मौखिक संवाद

ईकाई-२ पठन कौशल

पठन आकलन

सूचना का हस्तांतरण

अखबार पठन

भाषण, लेख, कथा

पठन की गलत आदतें

ईकाई-३ लेखन कौशल

अशुद्ध शब्दों का शुद्ध लेखन

टिप्पणियां लिखना

परिच्छेद लिखना

सारांश लिखना

पत्र लेखन

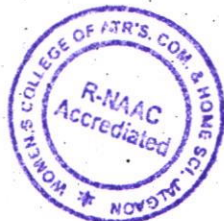
कहानी लेखन

विभाग प्रमुख

प्रा.डिंपल एस. पाटील

प्राचार्या

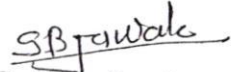
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Principal

**Arunodaya Dnyan Prasarak Mandal's
Women's College of Arts Commerce and Home Science Jalgaon
Skills Based Short Term Courses Committee
Annual Planning of Short Term Courses: 2016-17**

1. To Arrange Meeting with the Principal to finalize the plan.
2. To introduce 5 skills based courses [Tailoring, Communication Skills in Eng. Mar. and Hindi, Pre-Marital Counseling] for enrichment of students.
3. To prepare Schedule, Syllabus, Time Table, distribution of workload etc.
4. To monitor the progress of the courses.
5. To maintain the record of the courses.
6. To conduct oral and practical exam as per the need of the course.
6. To arrange meeting with the Principal to take review of the courses conducted.
6. To submit the report to the IQAC .


Dr. Sadhana Javale
Chairman




Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon

A.D.P.M's Women's College of Arts, Commerce and Home Science, Jalgaon.

COMMUNICATION SKILLS IN ENGLISH

STUDENTS LIST-2016-17

Sr. No.	Name of Students	Subject	Class	Roll No.
01	Patil Shital Vilas	Economics	B.A.I	18
02	Patil Yogita Prakash	Economics	B.A.I	19
03	Khalse Pratiksha Raju	Geography	B.A.I	09
04	Chaudhari Vaishali Mukunda	Geography	B.A.I	31
05	Sapkale Rohini Bhanudas	English	B.A.I	38
06	Patil Aishwarya Vijaysing	English	B.A.I	43
07	Patil Yogita Supadu	English	B.A.I	71
08	Sonar Vaishali Kishor	English	B.A.I	72
09	Patil Pooja Vijaysingh	English	B.A.I	81
10	Koli Chaitali Rajendra	English	B.A.I	88
11	Bagul Jagruti Jaywant	English	B.A.I	92
12	Badgujar Harshada Ashok	English	B.A.I	98
13	Mohale Arti Raju	Geography	B.A.II	28
14	Thakur Gita Ashok	Geography	B.A.II	77
15	Pawara Aruna Chunilal	English	B.A.II	30
16	Attarde Punam Jagdish	English	B.A.II	47
17	Ambekar Pooja G.	English	B.A.II	48
18	Bhil Jyoti Santosh	Marathi	B.A.II	04
19	Koli Swati Kisan	Marathi	B.A.II	87
20	Rajput Vinita Ramchandra	Hindi	B.A.III	54
21	Pawar Kajal Shivram	Hindi	B.A.III	66
22	Rajput Puja Ratansing	English	B.A.II	79
23	Rade Jagruti Ramchandra	Sociology	B.A.III	53
24	Sonawane Madhuri Pandhari	English	B.A.II	97
25	Panpatil Pallavi Shashikant	English	B.A.III	57
26	Tadvi Sarin Ravindra	English	B.A.III	63
27	Patil Punam Sambhaji	Sociology	B.A.III	67
28	Ahire Bhavana Prakash	English	B.A.III	68
29	Solanke Sujata Vinayak	Geography	B.A.I	50
30	Jadhav Kalyani Shivaji	Economics	B.A.I	68




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Students' List of Communication Skills in Marathi 2016-17

Sr. No.	Class	Roll. No.	Name of the Student's
1	I	1	Patil Jyoti Ramesh
2	I	2	Mali Shital Ravindra
3	I	84	Mali Harsha Ramesh
4	II	41	Valvi Vandana Raysing
5	II	85	Tadvi Hema Gujarya
6	II	10	Patil Sushma Namdev
7	I	5	Surwade Sarla Dinkar
8	I	65	Patil Maya Arjun
9	I	56	Vadar Shital Sanjay
10	I	24	Borse Priyanka Bapu
11	III	48	Ambekar Pooja Gaunihar
12	I	34	Paitl Deepali Kishor
13	II	27	Aswar Madhavi Gokul
14	II	80	Borse Lalita Arun
15	II	89	Thakar Jyoto Chaitram
16	III	6	Vasave Komal Fulya
17	III	8	Valvi Ravindra Virsing
18	III	19	Patil Chhaya Santosh
19	III	30	Shimpi Sony Rajendra
20	III	58	Sonawane Rinku Suklal
21	III	60	Shekokare Manish Prakash
22	II	03	Patil Rinku Nana
23	II	04	Bhil Jyoti Santosh
24	I	16	Koli Punam Yuvraj
25	I	35	Ghule Bhagyashri Vasudev
26	I	44	Patil Nayane Ravindra
27	I	53	Gupta Jayashri Ravindra
28	I	62	Nanaware Nirasha Gajanan
29	I	79	Raut nandita Vijay
30	I	82	Sapkale Madhuri Govind




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Students' List of Communication Skills in Hindi 2016-17

Sr. No.	Class	Roll. No.	Name of the Student's
1	I	03	Patil Karishma Bharat
2	I	95	Khatik Arzoo SHAik
3	I	86	TAyde Ratna Bhagawat
4	I	70	Koli Kajal Sanjay
5	I	85	Tadavi Hema Gujarya
6	I	40	Sonawane Madhuri Sudhakar
7	I	07	Patil Karishma Narendra
8	I	10	Patil Sushama Namdeo
9	I	84	Koli Yogita Ravindra
10	I	87	Sonawane Seema Rajendra
11	II	73	Rajput Surabhi Ramchandrasing
12	II	34	Patil Deepali Kishor
13	II	05	Thakare Vaishali Harishandra
14	II	06	Sonawane Nisha Gokul
15	II	07	Sonawane Manisha Ananda
16	II	36	More Shubhangi Ravindra
17	II	01	Patil Shital Nandram
18	II	67	Sonawane Rohini Janardan
19	II	38	Patil Gayatri Sunil
20	II	35	Hivare Jagruti Kamalakar
21	II	67	Sapakale Rohini Janardan
22	III	01	Patil Eaishvarya Liladhar
23	III	21	Sonawane Shital Gokul
24	III	22	Sapakale Madhuri Prabhakar
25	III	36	Sonawane Deepali Arjun
26	III	56	Sapakale Shital Natthu
27	III	42	Narkhede Nilima Hemraj
28	III	59	Bhamare Anita Raghunath
29	III	66	Pawar Kajal Shivaram
30	III	54	Rajput Binita Ramchandrasing



Principal
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Arunodaya Dnyan Prasarak Mandal's
Women's College of Arts Commerce and Home Science Jalgaon
Skill Based Short Term Courses Committee
Report 2016-17

The skills based short term courses committee organized following activities and courses in the year 2016-17

1. Tailoring Training Course:

- I) Total Students Completed: : 35
- II) Instructor : Prof Dimpal Patil, Mrs. Archana Patil
- III) Coordinator : Prof. Vrushali Kolhe.

2. Communication Skills in English:

- I) Total Students Completed: 30
- II) Expert : Prof. Y. R. Shaikh, Dr. Somanath Lokare, Prof. Madhavrao Patil

3. Communication Skills in Marathi

- I) Total Students Completed: 30
- II) Instructor : Dr. Sugandha Patil. Dr. Prakash Kamle

4. Communication Skills in Hindi:

- I) Total Students Completed: 30
- II) Expert : Prof. Dimpal Patil,

The course helps students develop their basic skills of language through:

- 5. **Ear training:** to develop listening skills
- 6. **Speaking Skills:** to develop Speech, group discussion, facing interview, debate to develop speaking skills and build confidence and competence.
- 7. **Reading skills:** Through practice develop reading skills and comprehension.
- 8. **Writing skills:** to develop letter writing, report writing, short messages ect.

5. Pre-marital Counseling:


- I) Total Students Completed: 40
- II) Expert : Dr. J. M. Nemade, Mrs. Maya Kale, Dr. S. B. Javale, Prof. V. V. Kolhe
- II) Coordinator : Dr. Sadhana Jawale

Marriage is the essential and significant stage in an individual's life. It brings two families together. Each individual carves an images of a life partner before marriage. Today there is utter need of pre marital counseling. Nowadays many factor such as nuclear family system, self centered life style, greed for money and impact of media and fashions have made our life complex. Keeping these things in mind the college introduce the Pre-marital Counseling short term course. This year the college also organized one day workshop on Pre-marital Counseling on 18/12/2016

Objectives of the course:

- x) To create awareness about proper selection of life partner
- xi) To know the characteristics of a suitable life partner.
- xii) To educate the youth for adjustment with life partner.
- xiii) To educate the youth for proper selection of life partner.
- xiv) To make them cautious about the dangers of divorce and thereby avoid divorce



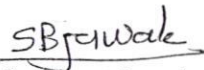

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6. Computer Course


- I) Total Students Completed: 15
- II) Expert : Dr. Vinay Patil , Dr. Somanath Lokare



The Computer course is designed to aim at imparting a basic level appreciation programme for the students. It's include introduction of the computer, operating system, Basics word processing, using Internet, basics of E-mail ect. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel or business letters, viewing information on internet, sending mail ect. This would also aid the PC penetration program. This helps the small business communities. Housewives to maintain their small account using the computers and enjoy in the world of Information Technology.


Dr. Sadhana Jawale
Chairman




Principal
A.D.P.M's Women's College of
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Arunodaya Dnyan Prasarak Mandal's

**WOMEN'S COLLEGE OF ARTS, COMMERCE AND
HOME SCIENCE, JALGAON**

(NAA Reaccredited 'B' Grade)

(UGC 2 (f) and 12 B)

(Affiliated to SNDT Women's University, Mumbai)

Near Khwajamiya Road, Jalgaon

Brochure of Skill Based Short Term Courses

**Admission Open
(2017-18)**


- **Tailoring Training Course**
(Mrs. Dimpal S. Patil - Course Coordinator Mob: 7030172949)
- **Communication Skills in English**
(Mr. Madhavrao A. Patil - Course Coordinator Mob: 9822282770)
- **Communication Skill in Hindi**
(Mrs. Dimpal S. Patil - Course Coordinator Mob: 7030172949)
- **Communication Skill in Marathi**
(Mrs. Sugandha I. Patil - Course Coordinator Mob: 9422222988)
- **Pre-Marital Counselling Course**
(Dr. Sadhana B. Jawale - Course Coordinator Mob: 9423190074)
- **Basic Computer Course**
(Dr. Vinay B. Patil - Course Coordinator Mob: 9422279041)

Eligibility: HSC / 12 Pass

Duration: 30 Hours

**Skill Based Short Term Courses
Chairman**




Principal
A.D.P.M's Women's College of
Arts, Commerce & Home Sci. Jalgaon



अरुणोदय ज्ञान प्रसारक मंडळ संचलित,
कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव.

नॅक पुनर्मूल्यांकित 'ब' श्रेणी
(एस.एन.डी.टी. महिला विद्यापीठ, मुंबई संलग्न)

मुलींच्या सर्वांगीण विकासाकरिता मागील २६ वर्षांपासून कार्यरत असलेले
महिला महाविद्यालय जे शहराच्या मध्यवर्ती ठिकाणी वसलेले आहे.

प्रवेश देणे सुरू आहे.

कला शाखा - बी.ए. प्रथम वर्ष

मुख्य विषय : १) मराठी
(स्पेशल) २) हिंदी

३) इंग्रजी

४) भूगोल

५) समाजशास्त्र

६) अर्थशास्त्र

ऐच्छिक विषय : १) बालसंगोपन

२) इतिहास

३) वाणिज्य मुलतत्वे

४) अर्थशास्त्र

५) मराठी

या शिवाय महाविद्यालयात व्यावसायिक स्तरावरील पदविका आणि प्रमाणपत्र
असे अभ्यासक्रम सुरू करण्यात आले आहे.

१) मुलभूत संगणक अभ्यासक्रम

२) बालवाडी / अंगणवाडी शिक्षिका प्रशिक्षण कोर्स

३) महाविद्यालयीन विद्यार्थीनींसाठी वसतीगृहाची सोय उपलब्ध आहे.

४) स्पर्धा परीक्षा मार्गदर्शन

५) पंतप्रधान कौशल्य विकास अभ्यासक्रम

६) कमवा व शिका या शिवाय रेमिडीअल कोचिंगची व्यवस्था.

- संपर्क : प्रवेश समिती -

प्रा. संजय भामरे - ९४२०३८८६९९

प्रा. श्रीकांत चौधरी - ९४२९५२०५८४

प्रा. सोमनाथ लोकरे - ९८६०४७०४५७

प्रा.डॉ. सतीश जाधव - ९८२३९२६२६९

प्रा.सौ. वृषाली कोल्हे - ९४०३०२०७०२

प्रा.डॉ.सौ. गीता नेहते - ९३२५८७७९९७

प्रा. प्रकाश कांबळे - ८९५६५९८६४९

उपप्राचार्य
डॉ. किशोर एच. नेहते

प्र.प्राचार्य
डॉ. एच्. व्ही. चव्हाण
मो. ९४२३९९५६४६

- पत्ता -

अरुणोदय ज्ञान प्रसारक मंडळ संचलित,

कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव.

के.सी.ई. इंजिनिअरिंग कॉलेज शेजारी, खॉजामिया दर्गा जवळ, जळगाव - ४२५००९. फोन : ०२५७ - २२५०२०३



Principal
A.D.P.M.'s Women's College of
Art's, Com. & Home Sci. Jalgaon

Arunodaya Dnyan Prasarak Mandals
Women's College of Arts, Commerce and Home Science, Jalgaon
Skill Based Short Courses Time Table
2017-18

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3.00 4.30	Communication Skill in English	Communication Skill in Marathi	Communication Skill in Hindi	Pre-marital Counseling	Tailoring Skill Course	Basic Computer Course


Principal




Principal
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SYLLABUS OF COMMUNICATION SKILLS English

CERTIFICATE IN COMMUNICATION SKILLS

CCS-1: ASPECTS OF COMMUNICATION

Unit-1: Communication: An Introduction

- ☐ Definition, Nature and Scope of Communication
- ☐ Importance and Purpose of Communication
- ☐ Process of Communication
- ☐ Types of Communication

Unit-2: Non-Verbal Communication

• Personal Appearance

- ☐ Gestures
- ☐ Postures
- ☐ Facial Expression
- ☐ Eye Contacts
- ☐ Body Language(Kinesics)
- ☐ Time language
- ☐ Silence
- ☐ Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication

- ☐ Essentials of Effective Communication
- ☐ Communication Techniques
- ☐ Barriers to Communication

Unit-4: Communication Network in an Organization-I

- ☐ Personal Communication
- ☐ Internal Operational Communication
- ☐ External Operational Communication

Unit-4: Communication Network in an Organization-II

- ☐ Horizontal(Lateral) Communication
- ☐ Vertical(Downward) Communication
- ☐ Vertical(Upward) Communication




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Unit-6: Communication in English

- ☐ Age of Globalization and the Need for Communicating in English
- ☐ English as the First or Second language
- ☐ Uses of English in academic and non-academic situations in India

CCS-2: VERBAL COMMUNICATION (ORAL-AURAL)

Unit-7: Listening Skills-I

- ☐ Purpose of Listening
- ☐ Listening to Conversation (Formal and Informal)
- ☐ Active Listening- an Effective Listening Skill
- ☐ Benefits of Effective Listening
- ☐ Barriers to Listening
- ☐ Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.)

Unit-8: Listening Skills-II

- ☐ Academic Listening (Listening to Lectures)
- ☐ Listening to Talks and Presentations
- ☐ Note Taking Tips


Unit-9: Oral Communication Skills (Speaking Skills)-I

- ☐ Importance of Spoken English
- ☐ Status of Spoken English in India
- ☐ International Phonetic Alphabet(IPA) Symbols
- ☐ Spelling and Pronunciation

Unit-10: Oral Communication Skills-II(Communication in Context-I)

- ☐ Asking for and giving information
- ☐ Offering and responding to offers
- ☐ Requesting and responding to requests
- ☐ Congratulating people on their success
- ☐ Expressing condolences
- ☐ Asking questions and responding politely
- ☐ Apologizing and forgiving




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**Unit-11: Oral Communication Skills-III
(Communication in Context-II)**

- ☐ Giving instructions
- ☐ Seeking and giving permission
- ☐ Expressing opinions(likes and dislikes)
- ☐ Agreeing and disagreeing
- ☐ Demanding explanations
- ☐ Asking for and giving advice and suggestions
- ☐ Expressing sympathy

Unit-12: Reading Skills

- ☐ Purpose, Process, Methodologies
- ☐ Skimming and Scanning
- ☐ Levels of Reading
- ☐ Reading Comprehension
- ☐ Academic Reading Tips

CCS-3: VERBAL COMMUNICATION (WRITTEN)

Unit-13: Effective Writing Skills-I

- ☐ Elements of Effective Writing (What is Writing?)
- ☐ The Sentence, Phrases and Clauses
- ☐ Types of Sentences

Unit-14: Effective Writing Skills-II

- ☐ Main Forms of Written Communication
- ☐ Paragraph Writing (Linkage and Cohesion)
- ☐ Letter Writing(formal and informal)
- ☐ Essay writing
- ☐ Notices

Unit-15: Effective Writing Skills-III

- ☐ Summarizing
- ☐ Précis Writing
- ☐ Note-making



Amk
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मराठी संवाद कौशल्य प्रमाणपत्र कोर्स

गुण - १००

तास - ३०

अनुक्रमणिका

घटक - १ अ) श्रवण व संवाद कौशल्य

- १.१ श्रवण कौशल्य
- १.२ श्रवण कौशल्य स्वरूप व व्याख्या
- १.३ श्रवण कौशल्याचे फायदे
- १.४ श्रवणातील अडथळे
- १.५ श्रवण कौशल्य सुधारण्याचे उपाय

ब) संवाद कौशल्य

- १.६ संवाद कौशल्य संकल्पना
- १.७ संवाद कौशल्यात भाषेचे महत्त्व
- १.८ संवादाचे प्रकार
- १.९ संवाद विकसनाचे सिद्धांत
- १.१० प्रभावी संवादासाठी उपाय


घटक - २) वाचन कौशल्य

- २.१ वाचन कौशल्याचे स्वरूप
- २.२ वाचन प्रक्रियेतील घटक
- २.३ वाचन कौशल्यावर परिणाम करणारे घटक
- २.४ वाचनाचे फायदे
- २.५ वाचनाचे प्रकार

घटक - ३) लेखन कौशल्य

- ३.१ लेखन कौशल्य स्वरूप व संकल्पना
- ३.२ लेखन कौशल्य भाषेचे महत्त्व
- ३.३ लेखनाचे प्रकार
- ३.४ लेखन कौशल्याचे फायदे




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हिंदी संवाद कौशल प्रमाणपत्र कोर्स-

गुण-१००

तास-३०

अनुक्रमणिका

ईकाई-१ श्रवण और संवाद कौशल

१ श्रवण कौशल- परिभाषा

आकलन

संवाद सुनना, भाषण, समाचार सुनना

श्रवण कौशल सुधार के उपाय

२ अभिव्यक्ति/ संवाद कौशल

स्वपरिचय

साक्षात्कार

वाद विवाद

मौखिक संवाद

ईकाई-२ पठन कौशल

पठन आकलन

सूचना का हस्तांतरण

अखबार पठन

भाषण, लेख, कथा

पठन की गलत आदतें

ईकाई-३ लेखन कौशल

अशुद्ध शब्दों का शुद्ध लेखन

टिप्पणियां लिखना

परिच्छेद लिखना

सारांश लिखना

पत्र लेखन

कहानी लेखन

विभाग प्रमुख

प्रा.डिंपल एस. पाटील

प्राचार्या


डॉ. जयश्री एम. नेमाडे




Principal

**Arunodaya Dnyan Prasarak Mandal's
Women's College of Arts Commerce and Home Science Jalgaon
Skills Based Short Term Courses Committee
Annual Planning of Short Term Courses: 2017-18**

1. To Arrange Meeting with the Principal to finalize the plan.
2. To introduce 5 skills based courses [Tailoring, Communication Skills in Eng. Mar. and Hindi, Pre-Marital Counseling] for enrichment of students.
3. To prepare Schedule, Syllabus, Time Table, distribution of workload etc.
4. To monitor the progress of the courses.
5. To maintain the record of the courses.
6. To conduct oral and practical exam as per the need of the course.
6. To arrange meeting with the Principal to take review of the courses conducted.
6. To submit the report to the IQAC.


Dr. Sugandha I. Patil.
Chairman





Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon

A.D.P.M's Women's College of Arts, Commerce and Home Science, Jalgaon.
COMMUNICATION SKILLS

STUDENTS LIST-2017-18

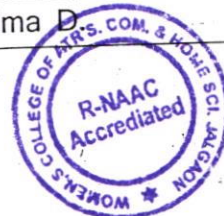
Sr. No.	Name of Students	Subject	Class	Roll no.
01	Patil Komal Ichharam	Economics	B.A.I	26
02	Patil Puja Bhanudas	Economics	B.A.I	27
03	Patil Shalini Ratan	English	B.A.I	47
04	Patil Bhagyashri Dinesh	English	B.A.I	50
05	Surwade Madhuri Dinkar	Geography	B.A.I	16
06	Pawara Mamta Bhikan	Geography	B.A.I	112
07	Vasave Manisha Homa	English	B.A.I	69
08	Gadilohar Yogita Dilip	English	B.A.I	87
09	Otari Pooja Raju	English	B.A.I	89
10	Bhalerao Sonam Raju	Economics	B.A.II	19
11	Aadhange Kavita Uttam	Economics	B.A.I	22
12	Sapkale Bhagyashri Dinkar	English	B.A.I	117
13	Vasave Jevanti Rupsingh	Sociology	B.A.II	54
14	Sapkale Mohini Adhar	Sociology	B.A.III	66
15	Sonawane Puja Ramesh	English	BA.I	127
16	Koli Chaitali Rajendra	English	B.A.II	10
17	Bagul Jagruti Jaywant	English	B.A.II	23
18	Patil Pooja Vijaysingh	English	B.A.II	24
19	Nutan Vivek Suryawanshi	English	B.A.II	25
20	Hivra Jagruti Kamalakar	Hindi	B.A.III	64
21	More Shubhangi Ravindra	Hindi	B.A.III	65
22	Borase Lalita Arun	Marathi	B.A.III	63
23	Kharde Bharati Bapurao	Marathi	B.A.III	24
24	Sonar Vaishali Kishor	English	B.A.II	48
25	Sonawane Arti Gautam	English	B.A.II	60
26	Sapkale Poonam Kishor	English	B.A.II	63
27	Ingale Bhavana Ishwar	English	B.A.II	71
28	Attarde Punam Jagdish	English	B.A.III	33
29	Ahire Puja Rajendra	Geography	BA.III	60
30	Patil Swati Namdev	English	B.A.III	50





 Principal
 A.D.P.M's Women's College of
 Arts, Commerce & Home Science, Jalgaon

Students' List of Communication Skills in Marathi 2017-18

Sr. No.	Class	Roll. No.	Name of the Student's
1	I	21	Patil Pallavi Vikas
2	I	62	More Poonam Namdev
3	I	127	Sonawane Pooja Ramesh
4	I	2	Kale Neha Subhash
5	I	18	Patil Ravindra Kiran
6	I	88	Devre Ashwini Raju
7	I	94	Ahire Jyoti
8	I	36	Nannaware Poonam Bhikan
9	I	48	Nannaware Mayuri Sunil
10	I	82	Koli Deepali Adhar
11	I	126	Mistari Jaymala Manik
12	I	110	Gurav Punam Ukhaji
13	I	19	Bhalerao Sonam Raju
14	I	23	Bagul Jagrooti Jaywant
15	I	73	Raut Nandita Vijay
16	I	76	Sonawane Sushma Rajenera
17	I	39	Patil Rinku Nana
18	I	26	Bhole Manali Pravin
19	I	73	Bodade Pallavi Uttam
20	I	74	Patil Pallavi Vitthal
21	I	88	Patil Nisha Wamanrao
22	I	43	Ahire Komal Bhgwan
23	I	36	Chavan Sapna Popat
24	I	65	Tandale Ashwini Raju
25	I	81	Gupta Jayashri Rajendra
26	II	26	More Punam Namdev
27	II	38	Koli Punam Arun
28	II	17	Ghage pradnya Sanjay
29	II	16	Somshe Pallavi Ravindira
30	II	18	Dade Nilima D




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D.P.M's Women's College of
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Students' List of Communication Skills in Hindi 2017-18

Sr. No.	Class	Roll. No.	Name of the Student's
1	I	24	Nannaware Pallavi S.
2	I	28	Patil Urmila Pralhad
3	I	14	Patil Jayashri Sunil
4	I	15	Sonawne Devyani R.
5	I	5	Mahajan Chanchal Sunil
6	I	6	Rane Jyotsna Ravindra
7	I	13	Tadavi Shabina Rahaman
8	I	126	Sonawane Shital Ananda
9	I	1	Patil Priya Rajendra
10	I	2	Sapkale Jayashri Chandrakant
11	I	3	Mourya Kavita Rajendra
12	I	8	Rane Punam Dinakar
13	II	3	Chaudhari Ankita M.
14	II	10	Ambore Anushri R.
15	II	17	Ghuge Pradnya Sanjay
16	II	28	Patil Minakshi S.
17	II	38	Kale Neha Subhash
18	II	2	Deware Ashvini Rajendra
19	II	9	Bhoi Laxmi Yuvraj
20	II	18	Dode Nilima D.
21	II	19	Nannaware Punam Bhkan
22	II	6	Jadhav Maurya Sanjay
23	II	8	Bhole Pooja Vilas
24	II	13	Mishra Kajal Rajendra
25	III	1	Kulkarni Vinita N.
26	III	4	Marathe Shobha Arun
27	III	5	Patil Pooja Vijaysing
28	III	6	Bagul Jagruti Jaywant
29	III	12	Kolhe pooja Dilip
30	III	18	Valavi Vandana Saysing



[Signature]
Principal
A.D.P.M's Women's College of
Arts, Commerce & Home Sci. Jalgaon

**Arunodaya Dnyan Prasarak Mandal's
Women's College of Arts Commerce and Home Science Jalgaon
Skill Based Short Term Courses Committee
Report 2017-18**

The skill based short term courses committee organized following activities and courses in the year 2017-18

1. Tailoring Training Course:

- I) Total Students Completed: : 35
- II) Instructor : Prof Dimpal Patil, Mrs. Archana Patil

2. Communication Skills in English:

- I) Total Students Completed: 30
- II) Expert : Prof. Y. R. Shaikh, Dr. Somanath Lokare, Prof. Madhavrao Patil

3. Communication Skills in Marathi

- I) Total Students Completed: 30
- II) Instructor : Dr. Sugandha Patil. Dr. Prakash Kamble
- II) Coordinator : Dr. H. V. Chavan

4. Communication Skills in Hindi:

- I) Total Students Completed: 30
- II) Expert : Prof. Dimpal Patil, Prof. Rajesh kharde

The above communication skills courses aims at improvement in language proficiency and students ability to use language in social, business and service. The course helps students develop their basic skills of language through:

Ear training: to develop listening skills

Speaking Skills: to develop Speech, group discussion, facing interview, debate to develop speaking skills and build confidence and competence.

Reading skills: Through practice develop reading skills and comprehension.


Writing skills: to develop letter writing, report writing, short messages ect.

5. Pre-marital Counseling:

- I) Total Students Completed: 40
- II) Expert : Dr. J. M. Nemade, Mrs. Maya Kale, Dr. S. B. Javale, Prof. V. V. Kolhe

Marriage is the essential and significant stage in an individual's life. It brings two families together. Each individual carves an images of a life partner before marriage. Today there is utter need of pre marital counseling. Nowadays many factor such as nuclear family system, self centered life style, greed for money and impact of media and




Principal
A.D.P.M's Women's College of
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fashions have made our life complex. Keeping these things in mind the college introduce the Pre-marital Counseling short term course. This year the college also organized one day workshop on Pre-marital Counseling on 18/12/2017

Objectives of the course:

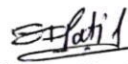
- xv) To create awareness about proper selection of life partner
- xvi) To know the characteristics of a suitable life partner.
- xvii) To educate the youth for adjustment with life partner.
- xviii) To educate the youth for proper selection of life partner.
- xix) To make them cautious about the dangers of divorce and thereby avoid divorce.

6.Computer Course

I) Total Students Completed: 15

II) Expert : Dr. Vinay Patil , Dr. Somanath Lokare

The Computer course is designed to aim at imparting a basic level appreciation programme for the students. It's include introduction of the computer, operating system, Basics word processing, using Internet, basics of E-mail ect. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel or business letters, viewing information on internet, sending mail ect. This would also aid the PC penetration program. This helps the small business communities. Housewives to maintain their small account using the computers and enjoy in the world of Information Technology.


Dr. Sugandha I. Patil.

Chairman : Skill Based Short Term Courses Committee




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Arunodaya Dnyan Prasarak Mandal's

**WOMEN'S COLLEGE OF ARTS, COMMERCE AND
HOME SCIENCE, JALGAON**

(NAA Reaccredited 'B' Grade)

(UGC 2 (f) and 12 B)

(Affiliated to SNDT Women's University, Mumbai)

Near Khwajamiya Road, Jalgaon

Brochure of Skill Based Short Term Courses

**Admission Open
(2018-19)**


- **Tailoring Training Course**
(Mrs. Dimpal S. Patil - Course Coordinator Mob: 7030172949)
- **Communication Skills in English**
(Mr. Madhavrao A. Patil - Course Coordinator Mob: 9822282770)
- **Communication Skill in Hindi**
(Mrs. Dimpal S. Patil - Course Coordinator Mob: 7030172949)
- **Communication Skill in Marathi**
(Mrs. Sugandha I. Patil - Course Coordinator Mob: 9422222988)
- **Pre-Marital Counselling Course**
(Dr. Sadhana B. Jawale - Course Coordinator Mob: 9423190074)
- **Basic Computer Course**
(Dr. Vinay B. Patil - Course Coordinator Mob: 9422279041)

Eligibility: HSC / 12 Pass

Duration: 30 Hours

**Skill Based Short Term Courses
Chairman**




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A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon



अरुणोदय ज्ञान प्रसारक मंडळ संचालित,

कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव

(यु.जी.सी. 2 (f) व 12-B मान्यताप्राप्त)

नेक पुनर्मूल्यांकित 'ब' श्रेणी

श्रीमती नाथीबाई दामोदर ठाकरसी (एस.एन.डी.टी.) महिला विद्यापीठ, मुंबईशी संलग्न
के.सी.ई. इंजिनिअरिंग कॉलेज शेजारी, ख्वाँजामिया रोड जवळ, जळगाव-४२५००९ फोन:०२५७-२२५०२०३

प्रवेश देणे सुरू आहे...

उच्च शिक्षणाची गंगा सर्वस्तरातल्या विद्यार्थिनी पर्यंत पोहचली पाहिजे असा वसा घेऊन गेल्या तीस वर्षांपासून कार्यरत असलेल्या महाराष्ट्र शासन अनुदानित महिला महाविद्यालयात प्रवेश देणे सुरू आहे.

कला शाखा - बी.ए. प्रथम वर्ष

मुख्य विषय : मराठी, हिंदी, इंग्रजी, भूगोल, समाजशास्त्र, अर्थशास्त्र

ऐच्छिक विषय : बालसंगोपन, इतिहास, वाणिज्याची मुलतत्वे, अर्थशास्त्र, मराठी

वाणिज्य शाखा - बी.कॉम. प्रथम वर्ष

विषय : इंग्रजी, अर्थशास्त्र, वाणिज्य, अकौंटन्सी, कॉम्प्युटर ॲप्लीकेशन पेपर १ व २

-: कौशल्याधिष्ठित उपक्रम :-

- मूलभूत संगणक प्रमाणपत्र कोर्स
- संवाद कौशल्य प्रमाणपत्र कोर्स (मराठी, हिंदी व इंग्रजी)
- विवाहपूर्व समुपदेशन प्रमाणपत्र कोर्स
- शिवणकला प्रशिक्षण कोर्स
- ब्युटीशियन प्रशिक्षण कोर्स (प्रधानमंत्री कौशल्य योजने अंतर्गत)

-: महाविद्यालयाची वैशिष्ट्ये :-

- भारतातील प्रथम महिला विद्यापीठाशी संलग्न
- शहराच्या मध्यवर्ती निसर्गरम्य परिसरात
- मुलींसाठी सुरक्षित परिसर (सी.सी.टी.व्ही.च्या निगराणीत)
- प्रशस्त इमारत व सुसज्ज ग्रंथालय
- भूगोल विषयाची स्वतंत्र प्रयोगशाळा व रॉक म्युझियम
- भाषा प्रयोग शाळा
- इंटरनेट सुविधा उपलब्ध
- स्वतंत्र इनडोअर हॉलची सुविधा (बॅडमिंटन, कॅरम, चेस)
- खेळासाठी क्रीडांगण
- वसतिगृह सुविधा
- सामाजिक भान असलेले उच्चशिक्षित प्राध्यापक वृंद
- राष्ट्रीय सेवायोजना
- सर्वप्रकारच्या शिष्यवृत्तीची सुविधा
- विद्यार्थ्यांच्या सर्वांगीण विकासाकरिता अग्रेसर
- सहली व प्रकल्पभेटी
- तेजस्विनी या नाविन्यपूर्ण, सर्वोत्कृष्ट स्पर्धेचे शानदार आयोजन
- विद्यापीठ स्तरावरील गुणवंत विद्यार्थिनींची परंपरा
- खेळाडूंचा अश्वमेध विद्यापीठीय स्पर्धेत सहभाग
- विद्यापीठीय युवा महोत्सवात सक्रीय सहभाग
- 'फुलोरा' सांस्कृतिक महोत्सवाचे आयोजन
- थंड व शुद्ध (आर.ओ.) पिण्याच्या पाण्याची व्यवस्था
- नाममात्र प्रवेश फी



(मागे पहा)

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प्रवेशासाठी लागणारे कागदपत्रे :

- प्रवेश अर्ज ऑनलाईन (ऑनलाईन प्रवेश वेबसाईट www.sndtdigitaluniversity.ac.in) भरून त्याची प्रत व अर्जासोबत पुढील कागदपत्रे जोडणे आवश्यक आहे.
- इ. १० वी शाळा सोडल्याचा दाखला (L.C.) व गुणपत्रक (Marksheet) यांच्या छायांकित दोन प्रती.
- इ. १२ वी शाळा / महाविद्यालय सोडल्याचा दाखला. (मूळ प्रत आणि चार छायांकित प्रती)
- इ. १२ वी च्या गुणपत्रकाच्या छायांकित दोन प्रती.
- जातीच्या दाखल्याच्या छायांकित दोन प्रती.
- आधार कार्डच्या छायांकित दोन प्रती.
- पासपोर्ट फोटो चार व ई-मेल.
- विद्यार्थिनीचे राष्ट्रीयकृत बँक पास बुकची झेरोक्स.

फी सवलती साठी लागणारे कागदपत्रे :

- माहितीपत्रकातील फी सवलती करिता लागणारा अर्ज
- फी सवलती साठी लागणारा ऑनलाईन अर्ज
- आधारकार्ड सत्यप्रत (झेरोक्स)
- डोमिसाईल सर्टिफिकेट (तहसील कचेरीतील) सत्यप्रत (झेरोक्स)
- उत्पन्नाचा दाखला ओरिजनल सन २०१८-१९ तहसील कचेरीतील
- जातीचा दाखला (तहसील कचेरीतील) सत्यप्रत (झेरोक्स)
- १० वी व १२ वी मार्कशीट सत्यप्रत (झेरोक्स)
- १० वी किंवा १२ वी शाळा सोडल्याचा दाखला सत्यप्रत (झेरोक्स)
- बँक पास बुक सत्यप्रत (झेरोक्स) (राष्ट्रीयकृत बँक)
- महाविद्यालयाची प्रवेश पावती सत्यप्रत (झेरोक्स)
- शैक्षणिक वर्षात गॅप असेल तर ओरिजनल गॅप सर्टिफिकेट (रु. १००/- चा स्टॅम्प)
- नावात किंवा आडनावाने तफावत असल्यास रु. १००/- चा स्टॅम्प जोडावा.
- रेशन कार्ड सत्यप्रत (झेरोक्स)
- प्रतिज्ञापत्र
- वडील हयात नसल्यास मृत्युचा दाखला सत्यप्रत
(प्रत्येक सत्यप्रतवर (झेरोक्स) Self Attested लिहून स्वतःची सही करावी.)

संपर्क

प्रा. डॉ. हिरालाल चव्हाण (मो. ९४२३९१५६४६)
प्रा. डॉ. किशोर नेहते (मो. ९४२९६१३४८८)
प्रा. युनुस शेख (मो. ९४२०६०७२०५)

प्रा. डॉ. साधना जावळे (मो. ९४२०९४३८६०)
प्रा. डॉ. सुगंधा पाटील (मो. ७५८८००९८५४)
प्रा. डिंपल पाटील (मो. ७०३०१७७२९४९)




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प्राचार्या
डॉ. जयश्री एम. नेमाडे

Arunodaya Dnyan Prasarak Mandals
Women's College of Arts, Commerce and Home Science, Jalgaon
Skill Based Short Courses Time Table
2018-19

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3.00 4.30	Communication Skill in English	Communication Skill in Marathi	Communication Skill in Hindi	Pre-marital Counseling	Tailoring Skill Course	Basic Computer Course


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SYLLABUS OF COMMUNICATION SKILLS English

CERTIFICATE IN COMMUNICATION SKILLS

CCS-1: ASPECTS OF COMMUNICATION

Unit-1: Communication: An Introduction

- ☐ Definition, Nature and Scope of Communication
- ☐ Importance and Purpose of Communication
- ☐ Process of Communication
- ☐ Types of Communication

Unit-2: Non-Verbal Communication

• Personal Appearance

- ☐ Gestures
- ☐ Postures
- ☐ Facial Expression
- ☐ Eye Contacts
- ☐ Body Language(Kinesics)
- ☐ Time language
- ☐ Silence
- ☐ Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication

- ☐ Essentials of Effective Communication
- ☐ Communication Techniques
- ☐ Barriers to Communication


Unit-4: Communication Network in an Organization-I

- ☐ Personal Communication
- ☐ Internal Operational Communication
- ☐ External Operational Communication

Unit-4: Communication Network in an Organization-II

- ☐ Horizontal(Lateral) Communication
- ☐ Vertical(Downward) Communication
- ☐ Vertical(Upward) Communication




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Unit-6: Communication in English

- ☐ Age of Globalization and the Need for Communicating in English
- ☐ English as the First or Second language
- ☐ Uses of English in academic and non-academic situations in India

CCS-2: VERBAL COMMUNICATION (ORAL-AURAL)**Unit-7: Listening Skills-I**

- ☐ Purpose of Listening
- ☐ Listening to Conversation (Formal and Informal)
- ☐ Active Listening- an Effective Listening Skill
- ☐ Benefits of Effective Listening
- ☐ Barriers to Listening
- ☐ Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.)

Unit-8: Listening Skills-II

- ☐ Academic Listening (Listening to Lectures)
- ☐ Listening to Talks and Presentations
- ☐ Note Taking Tips


Unit-9: Oral Communication Skills (Speaking Skills)-I

- ☐ Importance of Spoken English
- ☐ Status of Spoken English in India
- ☐ International Phonetic Alphabet(IPA) Symbols
- ☐ Spelling and Pronunciation

Unit-10: Oral Communication Skills-II(Communication in Context-I)

- ☐ Asking for and giving information
- ☐ Offering and responding to offers
- ☐ Requesting and responding to requests
- ☐ Congratulating people on their success
- ☐ Expressing condolences
- ☐ Asking questions and responding politely
- ☐ Apologizing and forgiving




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Unit-11: Oral Communication Skills-III
(Communication in Context-II)

- ☐ Giving instructions
- ☐ Seeking and giving permission
- ☐ Expressing opinions(likes and dislikes)
- ☐ Agreeing and disagreeing
- ☐ Demanding explanations
- ☐ Asking for and giving advice and suggestions
- ☐ Expressing sympathy

Unit-12: Reading Skills

- ☐ Purpose, Process, Methodologies
- ☐ Skimming and Scanning
- ☐ Levels of Reading
- ☐ Reading Comprehension
- ☐ Academic Reading Tips

CCS-3: VERBAL COMMUNICATION (WRITTEN)

Unit-13: Effective Writing Skills-I

- ☐ Elements of Effective Writing (What is Writing?)
- ☐ The Sentence, Phrases and Clauses
- ☐ Types of Sentences


Unit-14: Effective Writing Skills-II

- ☐ Main Forms of Written Communication
- ☐ Paragraph Writing (Linkage and Cohesion)
- ☐ Letter Writing(formal and informal)
- ☐ Essay writing
- ☐ Notices

Unit-15: Effective Writing Skills-III

- ☐ Summarizing
- ☐ Précis Writing
- ☐ Note-making




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मराठी संवाद कौशल्य प्रमाणपत्र कोर्स

गुण - १००

तास - ३०

अनुक्रमणिका

घटक - १ अ) श्रवण व संवाद कौशल्य

- १.१ श्रवण कौशल्य
- १.२ श्रवण कौशल्य स्वरूप व व्याख्या
- १.३ श्रवण कौशल्याचे फायदे
- १.४ श्रवणातील अडथळे
- १.५ श्रवण कौशल्य सुधारण्याचे उपाय

ब) संवाद कौशल्य

- १.६ संवाद कौशल्य संकल्पना
- १.७ संवाद कौशल्यात भाषेचे महत्त्व
- १.८ संवादाचे प्रकार
- १.९ संवाद विकसनाचे सिद्धांत
- १.१० प्रभावी संवादासाठी उपाय


घटक - २) वाचन कौशल्य

- २.१ वाचन कौशल्याचे स्वरूप
- २.२ वाचन प्रक्रियेतील घटक
- २.३ वाचन कौशल्यावर परिणाम करणारे घटक
- २.४ वाचनाचे फायदे
- २.५ वाचनाचे प्रकार

घटक - ३ लेखन कौशल्य

- ३.१ लेखन कौशल्य स्वरूप व संकल्पना
- ३.२ लेखन कौशल्य भाषेचे महत्त्व
- ३.३ लेखनाचे प्रकार
- ३.४ लेखन कौशल्याचे फायदे




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हिंदी संवाद कौशल प्रमाणपत्र कोर्स-

गुण-१००

तास-३०

अनुक्रमणिका

ईकाई-१ श्रवण और संवाद कौशल

१ श्रवण कौशल- परिभाषा

आकलन

संवाद सुनना, भाषण, समाचार सुनना

श्रवण कौशल सुधार के उपाय

२ अभिव्यक्ति/ संवाद कौशल

स्वपरिचय

साक्षात्कार

वाद विवाद

मौखिक संवाद

ईकाई-२ पठन कौशल

पठन आकलन

सूचना का हस्तांतरण

अखबार पठन

भाषण, लेख, कथा

पठन की गलत आदतें

ईकाई-३ लेखन कौशल

अशुद्ध शब्दों का शुद्ध लेखन

टिप्पणियां लिखना

परिच्छेद लिखना

सारांश लिखना

पत्र लेखन

कहानी लेखन

विभाग प्रमुख

प्रा.डिंपल एस. पाटील



प्राचार्या

डॉ. जयश्री एम. नेमाडे





Arunoday Dnyan Prasarak Mandals
Women's College of Arts, Commerce and Home science Jalgaon
Skill Based Short Term Courses Committee
Plan for the year 2018 - 2019

- 1) First term committee meeting with principal : 29 - 06- 2018
- 2) Implementation of old, New and Value added course;
 - a) Basic computer certificate course
 - b) Stitchery training course (Shivankala) *Tailoring*
 - c) Communication skill certificate course (Marathi, Hindi, English)
 - d) Marriage counseling certificate course
 - e) Beautician
- 3) Syllabus Framing , conducting , record maintain responsibilities
 - a. Basic computer certificate course: Dr. H. V. Chavan (Syllabus)
 - b. Stitchery training course (Shivankala): Prof.Mrs Dempal Patil
 - c. Communication skill certificate course: Department of Marathi, Hindi, English
 - d. Marriage counseling certificate course: department of Child Development
 - e. Beautician : Pradhan Mantri Kaushalya Vikas Yojana (jyoti Mahajan)
- 4) Capability enhancement & Development Schemes (Soft Skill Development)
 - a) Basic computer certificate course
 - b) Provision of Internet Facility
 - c) Use of new teaching learning Methods
- 5) Co ordination responsibilities: Dr. H. V. Chavan
- 6) First term end meeting : 31 / 10 / 2018 or last week of October 2018
- 7) Second term meeting : 3 / 12 / 2018 or first week of December 2018
- 8) Last meeting of the year: last week of April 2019
- 9) Report submission : last week of April 2019

Mrs. Anita D. magre *anitamagre*

Dr. Hiralal V. Chavan *H Chavan*

Mr. Yunus R. Shaikh *YR Shaikh*

Mrs. Dimpal S. Patil *D S Patil*



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COMMUNICATION SKILLS IN ENGLISH

STUDENTS LIST-2018-19

Sr. No.	Name of Students	Subject	Class	Roll No.
01	Suryavwanshi Nutan Vivek	English	B.A.III	02
02	Patil Yogita Supadu	English	B.A.III	48
03	Sable Varsha Walmik	English	B.A.III	44
04	Spkale Rohini Bhanudas	English	B.A.III	40
05	Sonawane Aarati Gautam	English	B.A.III	45
06	Patil jyoti Ramesh	English	B.A.III	46
07	Patil Puja Vijaysingh	English	B.A.III	05
08	Nannaware Nirasha Gajanan	Marathi	B.A.III	33
09	Wani Bhagyashri Dilip	Economics	B.A.III	03
10	Bagul Jagruti Jayant	English	B.A.III	06
11	Koli Chaitali Rajendra	English	B.A.III	41
12	Kulkarni Vinita Nitin	Economics	B.A.III	01
13	Marathe Shobha Arun	Economics	B.A.III	04
14	Mahajan Dipali Prakash	Economics	B.A.III	11
15	Bhalerao Sonam Raju	Economics	B.A.III	21
16	Khalse Pratiksha Raju	Geography	B.A.III	51
17	Dhangar Shubhangi Suresh	Geography	B.A.III	26
18	Valvi Vandana Saysing	Geography	B.A.III	18
19	Pathan Ruksar Bi Chandkha	Geography	B.A.III	52
20	Tadavi Hema Gujrya	Hindi	B.A.III	22
21	Tadavi Sangita Shakur	Hindi	B.A.III	31
22	Tayade Ratna Bhagwat	Hindi	B.A.III	63
23	Koli Kajal Sanjay	Hindi	B.A.III	39
24	Mose Pranali Gopal	Marathi	B.A.III	09
25	Patil Maya Arjun	Marathi	B.A.III	59
26	Surwade Sarala Dinkar	Marathi	B.A.III	60
27	Sapkale Vaishali Balasaheb	Marathi	B.A.III	69
28	Thakare Manisha Harischandra	Marathi	B.A.III	42
29	Sapkale Moni Adhar	Sociology	B.A.III	07
30	Vasave Jevanti Rupsingh	Sociology	B.A.III	43




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Students' List of Communication Skills in Marathi 2018-19

Sr. No.	Class	Roll. No.	Name of the Student's
1	I		Anika Himmatrao Wagh
2	I		Komal Laxman Kale
3	I		Jayashri Sunil Patil
4	I		Devyani Ravindra Sonawane
5	I		Nilima Anil Sapkale
6	I		Savita Ashok Sonawane
7	I		Bhagyashri Santosh Spakale
8	I		Monika Subhash Sapakale
9	I		Sunita Rupchand Nannaware
10	I		Sadhana Dilip Koli
11	I		Ravina Ratan Nannaware
12	I		Komal Sunil Bhalerao
13	I		Khushabu Bhanudas Patil
14	I		Jayashree Chandrakant Sapakale
15	I		Priya Rajendra Patil
16	I		Kale Urmila Rama
17	I		Mali Rohini Kishor
18	I		Sonar Puja Raju
19	I		Wagh Komal Chandrakant
20	I		Raysing Sujata Kailas
21	I		Bhoi Kavita Arun
22	I		Ahire Swati Satish
23	I		Tekam Nandini Arun
24	I		Tayade Kavita Arun
25	II		Nannaware Punam Bhikan
26	II		Dade Sangia Sahebrao
27	II		Patil Neelima Gulab
28	III		Patil Yogita Praksh
29	III		Patil Shital Vilas
30	III		Surwade Sarla Dinkar

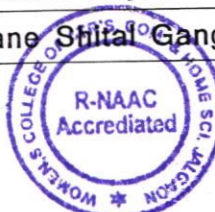


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Students' List of Communication Skills in Hindi 2018-19

Sr. No.	Class	Roll. No.	Name of the Student's
1	I	5	Chanchal Sunil Mahajan
2	I	71	More Shiwani Sunil
3	I	6	Rane Jostna Ramesh
4	I	38	Sonar Pooja Raju
5	I	41	Sonagire Kajal Arun
6	I	59	Patil Dipali Ishwar
7	I	55	Fulmali Kajal Arun
8	I	94	Ahire Komal Digambar
9	I	35	Wagh Ankita Himmatrao
10	I	123	Ahire Swati Satish
11	I	23	Patil Priyanka Sanjay
12	I	7	Kale Komal Laxman
13	I	14	Patil Jayshri Sunil
14	I	15	Sonawane Devyani Ravindra
15	I	100	Mali Rohini Kishor
16	II	44	Patil Pallavi Vilas
17	II	48	Shirsath Nila Devidas
18	II	82	Mali Swati Ravindra
19	II	30	Vasane Manisha Homa
20	II	29	Mahajan Utkarsha Anil
21	II	34	Ghope Madhuri Ganesh
22	II	86	Sonawane Surekha D.
23	II	20	Bhalerao Minakshi Dinakar
24	II	81	Gupta Jayshri Rajendra
25	II	73	Bodade Pallavi Uttam
26	II	31	Koli Rajashri Ravindra
27	II	58	Sapkale Urmila Yuvaraj
28	III	38	Patil Yogita Prakash
29	III	41	Koli Chaitali Rajendra
30	III	70	Sonawane Shital Gangarm



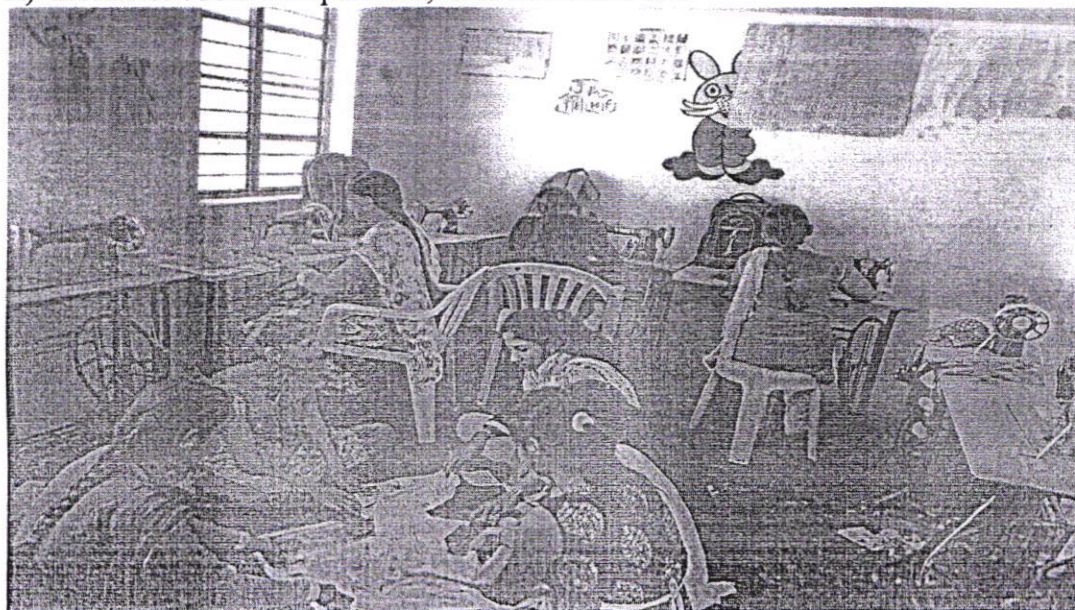
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**Arunodaya Dnyan Prasarak Mandal's
Women's College of Arts Commerce and Home Science Jalgaon
Skill Based Short Term Courses Committee
Report 2018-19**

The skill based short term courses committee organized following activities and courses in the year 2017-18

1. Tailoring Training Course:

- I) Total Students Completed: : 35
- II) Instructor : Prof Dimpal Patil, Mrs. Archana Patil



2. Communication Skills in English:

- I) Total Students Completed: 30
- II) Expert : Prof. Y. R. Shaikh, Dr. Somanath Lokare, Prof. Madhavrao Patil

3. Communication Skills in Marathi

- I) Total Students Completed: 30
- II) Instructor : Dr. Sugandha Patil. Dr. Prakash Kamble
- II) Coordinator : Dr. H. V. Chavan

4. Communication Skills in Hindi:

- I) Total Students Completed: 30
- II) Expert : Prof. Dimpal Patil, Prof. Rajesh kharde

The above communication skills courses aims at improvement in language proficiency and students ability to use language in social, business and service. The course helps students develop their basic skills of language through:

Ear training: to develop listening skills




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Speaking Skills: to develop Speech, group discussion, facing interview, debate to develop speaking skills and build confidence and competence.

Reading skills: Through practice develop reading skills and comprehension.

Writing skills: to develop letter writing, report writing, short messages ect.

5.Pre-marital Counseling:

I) Total Students Completed: 40

II) Expert : Dr. J. M. Nemade, Mrs. Maya Kale, Dr. S. B. Javale, Prof. V. V. Kolhe

Marriage is the essential and significant stage in an individual's life. It brings two families together. Each individual carves an images of a life partner before marriage. Today there is utter need of pre marital counseling. Nowadays many factor such as nuclear family system, self centered life style, greed for money and impact of media and fashions have made our life complex. Keeping these things in mind the college introduce the Pre-marital Counseling short term course. This year the college also organized one day workshop on Pre-marital Counseling on 18/12/2018

Objectives of the course:

- i) To create awareness about proper selection of life partner
- ii) To know the characteristics of a suitable life partner.
- iii) To educate the youth for adjustment with life partner.
- iv) To educate the youth for proper selection of life partner.
- v) To make them cautious about the dangers of divorce and thereby avoid divorce.




6.Computer Course

I) Total Students Completed: 15

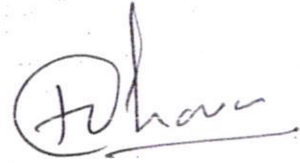
II) Expert : Dr. Vinay Patil , Dr. Somanath Lokare

The Computer course is designed to aim at imparting a basic level appreciation programme for the students. It's include introduction of the computer, operating system, Basics word processing, using Internet, basics of E-mail ect. After completing




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the course the incumbent is able to use the computer for basic purposes of preparing his personnel or business letters, viewing information on internet, sending mail ect. This would also aid the PC penetration program. This helps the small business communities. Housewives to maintain their small account using the computers and enjoy in the world of Information Technology.



Dr. Hiralal V. Chavan
Chairman : Skill Based Short Term Courses Committee



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