

ACTIVITY REPORT
_ENGLISH DEPARTMENT/ COMMITTEE/ FACULTY

2019-20

IQAC ACTIVITY No: 1

NAME OF THE ACTIVITY: Certificate Course in Spoken & Communicative Skills in English			
DATE	FACULTY	DEPARTMENT/COMMITTEE	COORDINATOR NAME
16/01/2020 to 12/02/2020	Arts and Commerce	English	Mr.Telvekar S.T.
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor
11.15 to 1.00pm	College classrooms	25	indoor
SUPPORT/ASSISTANCE:			

BRIEF INFORMATION ABOUT THE ACTIVITY (CRITERION NO. - 1):

TOPIC/SUBJECT OF THE ACTIVITY	Certificate Course in Spoken & Communicative Skills in English
OBJECTIVES	To make students aware about the different skills in English that can be used in their practical life
METHODOLOGY	Period and practical
OUTCOMES	Participants are able to communicate effectively in English

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

1. Notice & Letters	2. Student list of	3. Activity report	4. Photos	5. Feedback form
6. Feedback analysis	7. News clip with details	8. Certificate	9. Any other	10.

IQAC CELL ACTIVITY NUMBER:

NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	VICE PRINCIPALS SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
			 IQAC, Coordinator, KRISHNA MAHAVIDYALAYA, Rethare Bk, Shivnagar - 415108 Tal. Karad. Dist. Satara

HEAD, DEPARTMENT OF ENGLISH
Krishna Mahavidyalaya, Shivnagar.
Tal. Karad, Dist. Satara

PRINCIPAL
KRISHNA MAHAVIDYALAYA
RETHARE (BK.), TAL. KARAD.

Krishna Mahavidyalaya, Rethare Bk

Department of English

REPORT

A report about the Certificate Course in English

The Department of English organized a **Certificate Course in Spoken and Communicative Skills in English** from 16/01/2020 to 12/02 2020. The course was inaugurated on 16/01/2020 by Mrs. Gauri Mohite, Head of the English department, Jaywantrao Bhosale Polytechnic college, Shivnagar. Mr. S. T. Telvekar, the head of the department felicitated the chief guest and the main speaker, and also gave an introductory speech. She appealed the students to take active part in the course that can impart various communicative skills without any fees. She also spoke about the purpose of the course. She motivated the students toward the use and necessity of the course. He spoke that the spoken skills can, not only can make you an all round personality but can help in dealing with a variety of public situations. He also informed the students about the new opportunities in English. Mr. Ganesh Jadhav proposed a vote of thanks and the programme ended with the singing of the national anthem. The Valedictory function was conducted on 12/02/2020 and Mr.S.S. Ambawade from Krishna Mahavidyalaya, junior wing acted as the chief guest of the programme. He congratulated the participants and also offered the certificates to the students.



- Mr.Suresh T. Telvekar
(Head, Department of English)

HEAD, DEPARTMENT OF ENGLISH
Krishna Mahavidyalaya, Shivnagar,
Tal.Karad, Dist. Satara

Date: 10/01/2020

Krishna Mahavidyalaya, Rethare Bk

Department of English

NOTICE

This is to inform that the department of English has scheduled to begin a certificate course in "Spoken and Communicative Skills in English" from 16/01/2020 to 12/02/2020. The interested students from all the streams can join the course. It will be free and a certificate for the same will be issued after the successful completion of the course. Contact the department for more details.

Organizer



(Mr. Suresh T. Telvekar)

Head of the Department

HEAD, DEPARTMENT OF ENGLISH
Krishna Mahavidyalaya, Shivnagar,
Tal. Karad, Dist. Salara

B.A. I



B.A. II



B.A. III



B. Sc. I



B. Sc. II



B. Sc. III



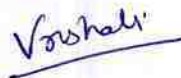
B. Com. I



B. Com. II



B. Com. III



Certificate Course in Spoken and Communicative Skills in English

SYLLABUS

Topic -1: Interacting in a Group Discussions

(starting the discussion, scoring the point, agreement/disagreement, controlling the situation, avoiding the digressions, summing up etc.)

Topic -2: Developing Interview Skills

(preparing for interview, updating resume, imagining possible questions, fighting nervousness, good manners, learning protocols ,etc.)

Topic-3: Interacting in Public Situations

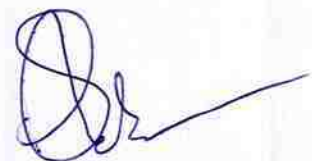
(asking information, making an enquiry at different public places, talking on weather conditions, greetings, introducing, welcoming etc.)

Topic-4: Developing Speech Skills

(preparing speech, use of rhetorical questions, quotations, use of humour, avoiding bold statements, fighting nervousness, etc.)

Topic -5: Developing Skills in Writing Official Letters

(application , appointment, accepting appointment, leave of absence, resignation, complaint letters,etc.)



HEAD, DEPARTMENT OF ENGLISH
Knsiraj Maheshwari, Shivraj,
Tal. Karad, Dist. Satara

DEPARTMENT OF ENGLISH

Certificate Course in Spoken and Communicative Skills in English

Particulars of Certificate Course

Name of the department	- ENGLISH
Title of the course	- Certificate Course in Spoken and Communicative Skills in English
Duration	- 20 days
Contact hours	- 20 hours
Level	- Certificate
Number of students	- 25
Time-Table	- Attached
Pattern	- Theory and Practical
Syllabus	- Attached
Fee Structure	- No fees collected
Resource Persons	- 04
Guest Lectures	- 02
Analysis Criteria	- Theory and Practical test



HEAD, DEPARTMENT OF ENGLISH
Krishna Mahavidyalaya, Shivnagar
Tal Karad, Dist. Satara

Certificate Course in "Spoken and Communicative Skills in English"

Department of English

Krishna Mahavidyalaya, Rethare Bk

Time Table

Sr.No.	Date	Time	Resource Person	
1	16/01/2020	12.00 to 01.00	Dr. Thorat R.R.	Inauguration Function
2	17/01/2020	11.15 to 12.15	Prof. Telavekar S.T.	Lecture
3	18/01/2020	11.15 to 12.15	Prof. Telavekar S.T.	Lecture
4	20/01/2020	11.15 to 12.15	Mr. Jadhav G.B.	Lecture
5	21/01/2020	11.15 to 12.15	Mr. Jadhav G.B.	Practical
6	22/01/2020	11.15 to 12.15	Prof. Telavekar S.T.	Lecture
7	23/01/2020	11.15 to 12.15	Prof. Telavekar S.T.	Lecture
8	24/01/2020	11.15 to 12.15	Prof. Telavekar S.T.	Lecture
9	25/01/2020	11.15 to 12.15	Prof. Telavekar S.T.	Practical
10	27/01/2020	11.15 to 12.15	Mr. Jadhav G.B.	Lecture
11	28/01/2020	11.15 to 12.15	Mr. Jadhav G.B.	Lecture
12	03/02/2020	11.15 to 12.15	Mr. Jadhav G.B.	Lecture
13	04/02/2020	11.15 to 12.15	Mr. Jadhav G.B.	Practical
14	05/02/2020	12.00 to 01.00	Prof. Telavekar S.T.	Lecture
15	06/02/2020	12.00 to 01.00	Prof. Telavekar S.T.	Lecture
16	07/02/2020	11.15 to 12.15	Prof. Telavekar S.T.	Practical
17	08/02/2020	11.15 to 12.15	Prof. Telavekar S.T.	Lecture
18	10/02/2020	11.15 to 12.15	Mr. Jadhav G.B.	Lecture
19	11/02/2020	11.15 to 12.15	Mr. Jadhav G.B.	Test
20	12/02/2020	12.00 to 01.00	Mr. Ambawade S.S.	Valedictory Function

HEAD, DEPARTMENT OF ENGLISH
Krishna Mahavidyalaya, Rethare Bk, Sawmagar,
Tal. Karad, Dist. Satara



संहती कार्यसाधिका । शिलं परं भूषणम्

Shetkari Shikshan Prasarak Mandal's

KRISHNA MAHAVIDYALAYA, RETHARE BK.

Shivnagar, Tal. Karad, Dist. Satara, 415 108 (M.S.). Phone : 02164-266346, Fax : 02164-266347

Email : kmr_sspm@yahoo.co.in Website : www.krishnamahavidyalaya.com

NAAC 'B+' Grade (CGPA 2.65)



Founder : **Hon. Jaywantrao Bhosale**

President : **Dr. Suresh Jaywantrao Bhosale**

Principal : **Dr. Salunkhe C. B.** M.Sc., Ph. D.

Ref. No. : KMR/ १५२५ / २०२०-२१

Date :

Date:10/01/2020

To,
Mrs.Gauri Jitendra Mohite,
Head, Department of English,
Shri Jaywantrao Bhosale Polytechnic, Rethare Bk.

Subject: Invitation as the Chief Guest for Inaugural Function

Respected Madam,

We are organizing a **Certificate Course in Communicative Skills in English**. We would be highly thankful if you can kindly accept our invitation.

It is aimed at providing knowledge about the communicative skills in English. So on behalf of the organizing committee, I humbly invite you as our esteemed **Chief Guest** at our inaugural function at 11.00am on 16/01/2020.

Looking forward to your positive response.

Thanking you,

Yours faithfully,

Principal

(Dr. Chandrakant B. Salunkhe)

PRINCIPAL

KRISHNA MAHAVIDYALAYA
RETHARE (BK.), TAL. KARAD

KRISHNA MAHAVIDYALA, RETHARE BK

CERTIFICATE

This is to certify that, Mr. / Miss

_____ *from* _____ *has*
successfully completed Certificate Course in Spoken and Communication Skills in
English from 16/01/2020 to 12/02/2020 organized by the Department of English,
Krishna Mahavidyalaya, Rethare Bk. in the academic year 2019-2020

Prof.S.T.Telavekar

Dr.C.B.Salunkhe

Coordinator

Convener

Head of the Department

Principal

Krishna Mahavidyalaya Rethare Bk
Department of English

Certificate course in Spoken and Communicative Skills in English

Sr.No.	Class	Name of Student	16/01/2020	17/01/2020	18/01/2020	20/01/2020	21/01/2020
1	B.Com. II	Nikam Kshitaja Vikas	K.V.Nikam	K.V.Nikam	K.V.Nikam	K.V.Nikam	K.V.Nikam
2	B.Com. II	Patil Bhagyashree Manik	Patil.B.M	Patil.B.M	Patil.B.M	Patil.B.M	Patil.B.M
3	B.Com. II	Pawar Pooja Suresh	Pawar P.S	Pawar P.S	Pawar P.S	Pawar P.S	Pawar P.S
4	B.Com. II	Birajdar Pratibha Suresh	Birajdar P.S	Birajdar P.S	Birajdar P.S	Birajdar P.S	Birajdar P.S
5	B.Com. II	More Ankita Dhondiram	More A.D	More A.D	More A.D	More A.D	More A.D
6	B.Com. II	Mulla Muskan Nijam	Mulla M.N	Mulla M.N	Mulla M.N	Mulla M.N	Mulla M.N
7	B.Com. II	Jadhav Sharad Uttam	Jadhav S.U	Jadhav S.U	Jadhav S.U	Jadhav S.U	Jadhav S.U
8	B.Com. II	Jadhav Vishwajeet Chandrakant	V.C.J	V.C.J	V.C.J	V.C.J	V.C.J
9	B.Com. II	Jadhav Kiran Sanjay	Jadhav K.S	Jadhav K.S	Jadhav K.S	Jadhav K.S	Jadhav K.S
10	B.Com. II	Shaikh Tabassum Sikandar	Shaikh T.S	Shaikh T.S	Shaikh T.S	Shaikh T.S	Shaikh T.S
11	B.Com. II	Pawar Swapnil Bhaskar	Pawar S.B	Pawar S.B	Pawar S.B	Pawar S.B	Pawar S.B
12	B.Com. II	Patil Pranjali Abaso	P.P.A	P.P.A	P.P.A	P.P.A	P.P.A
13	B.Com. I	Kumbhar Aarti Baban	Aarti	Aarti	Aarti	Aarti	Aarti
14	B.Com. I	Mandale Gayatri Uttam	G.U	G.U	G.U	G.U	G.U
15	B.Com. I	Londhe Pooja Deepak	P.D.Londhe	P.D.Londhe	P.D.Londhe	P.D.Londhe	P.D.Londhe
16	B.Com. I	Naikwadi Dhanashri Vikas	Naikwadi D.Vikas	Naikwadi D.Vikas	Naikwadi D.Vikas	Naikwadi D.Vikas	Naikwadi D.Vikas
17	B.Com. I	Jagtap Pratiksha Lahu	Jagtap P.L	Jagtap P.L	Jagtap P.L	Jagtap P.L	Jagtap P.L
18	B.A. I	Kamble Somesh Ashok	K.S.A	K.S.A	K.S.A	K.S.A	K.S.A
19	B.A. I	Thorat Rushikesh Suresh	Thorat R.S	Thorat R.S	Thorat R.S	Thorat R.S	Thorat R.S
20	B.A. I	Shikalgar Javed	Shikalgar J	Shikalgar J	Shikalgar J	Shikalgar J	Shikalgar J
21	B.A. I	Bhosale Shital Sanjay	Bhosale S.S	Bhosale S.S	Bhosale S.S	Bhosale S.S	Bhosale S.S
22	B.A. I	Pawar Pooja Baburao	Pawar P.B	Pawar P.B	Pawar P.B	Pawar P.B	Pawar P.B
23	B.A. I	Kanase Rajashri Krushnat	Kanase R.K	Kanase R.K	Kanase R.K	Kanase R.K	Kanase R.K
24	B.A. I	Kanase Anuradha Jayawant	Kanase A.J	Kanase A.J	Kanase A.J	Kanase A.J	Kanase A.J
25	B.A. I	Madane Vaibhav Sudhir	Madane V.S	Madane V.S	Madane V.S	Madane V.S	Madane V.S
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