

T.Z.A.S.P.Mandal's
Pragati College of Arts and Commerce
Department of Banking Insurance
Skill Development Course
A.Y. 2024-25 Batch no. 8

Name of instructor: Deepali Kadam

Batch size: 49 students

Duration: 30hrs

About the course:

The skill development course was started online on 12th August, 2024 with 49 students. The course intended to improve and enhance the soft skills of the students and to increase the confidence of the students in presentation skills, Interview Techniques, Writing Application, Resume and also to enhance verbal abilities of students. The Course was in tandem with the need of the hour that to teach practical skills for written communication. This time new addition was done in the course content practical experience was given to students through Digital Lab to make their learning experience better. Department has successfully completed Eight batch.

The Objectives of the Course were:

- To teach basic and practical skills required for written communication
- To know the basic steps involved in any letter writing, E mail writing and drafting a Notice
- To help the students for better Presentation Skills
- Using proper Body Language and following the Etiquettes of Professional Communication
- To know the basic steps involved in any letter writing
- To give practical experience through Digital Lab

Personal attention was given to students by the instructor. The course was conducted with all zeal and enthusiasm under the guidance of Principal Dr.Jyoti Pohane and Vice Principal Dr. Dhananjay Wankhede .With the help and support of BBI Coordinator Mrs. Swati Pusalkar the course was successfully completed.

Exam for the course was conducted on 5th October, 2024

The Certificates of course are distributed to the students after the exam

Students passed with O grade - 24

Students passed with A grade - 14

Students passed with B grade. - 08

Students passed with C grade – 03

Course Outcome:

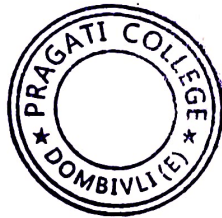
- Learner soft skills were enhanced
- The Students learn practical skills for written communication
- Learn the steps involved in preparation of any letter writing
- Improved Presentation skills
- Enhanced verbal abilities of students

Prepared by

Tanya Ahuja

Tanya Ahuja

Course Coordinator



Pohane

Dr. Jyoti Pohane

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