

T.Z.A.S.P.Mandal's
Pragati College of Arts and Commerce
Department of Banking Insurance
Skill Development Course
A.Y. 2025-26 Batch no. 9

Name of instructor: Deepali Kadam

Batch size: 25 students

Duration: 30hrs

About the course:

The skill development course was started online on, 24th November, 2025 with 25 students. The course was conducted in online mode. 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. learning experience better. Department has successfully completed Ninth 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

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

Exam for the course was conducted on 6th February, 2026

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

All 25 Students passed with O grade

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 J. Ahuja

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Course Coordinator



Dr. Dhananjay Wankhede

Dr. Dhananjay Wankhede

I/C Principal
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PRAGATI COLLEGE
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