

T.Z.A.S.P.Mandal's
Pragati College of Arts and Commerce
Department of Banking Insurance
Skill Development Course
A.Y. 2021-22 Batch no. 5

Name of instructor: Deepali Kadam

Batch size: 55 students

Duration: 30hrs

About the course:

The skill development course was started online on 16th October, 2021 with 55 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.

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

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. Anuja Bapat .With the help and support of BBI Coordinator Mrs. Swati Pusalkar the Course was Successfully completed.

Exam for the course was conducted on 20th December, 2021

. The E-Certificate was distributed to students after the completion of exam.

Students passed with O grade - 27

Students passed with A grade - 17

Students passed with B grade. - 03

Students passed with C grade – 0

Absent Students - 08

Course Outcome:

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

Prepared by

Tanya Ahuja

Tanya Ahuja

Course Coordinator



PARAGATI COLLEGE OF ARTS AND COMMERCE

DEPARTMENT OF BANKING & INSURANCE

SKILL DEVELOPMENT COURSE (BATCH 5)
(2021-22)

ENROLLMENT NO./Roll no.	NAME OF THE STUDENT
1	Akshata Kalan
2	Priyanka Mehta
3	Shruti Padaval
4	Shraddha Mhartre
5	Sayali Patil
6	Krutika Bhoir
7	Prerana Bambale
8	Harashada Kavitar
9	Sakshi Kolambekar
10	Sakshi Sakpal
11	Sejal Kalan
12	Priyanka Iswalkar
13	Neeta Jadhav
14	Aakansha Chavan
15	Vrushali Akhade
16	Prachi Shintre
17	Nikita Baswal



18	Nikita Patil
19	Sharvani Talekar
20	Soham Malvankar
21	Vaishnavi Hargude
22	Aarti Devkar
23	Prathamesh Patil
24	Nishika Tendane
25	Sayali Pusparaja
26	Sayali Chabhare
27	Shiddi Mhatre
28	Radhey Takale
29	Bhumika Patil
30	Shreya Singh
31	Dipali Patil
32	Chetan Thakur
33	Darshan Thakur
34	Purva Patil
35	Prachi Thakur
36	Shruti patil
37	Dibyaranjan Swain
38	Neha Chavan
39	Dinesh jadhav



40	Shivam Vishwakarma
41	Mansi Ware
42	Rutuja Wable
43	Mansi Chakave
44	Mansi Desale
45	Srishti Bhagat
46	Sharddha Mhatre
47	Rina Patil
48	Kiran Alimkar
49	Tanuja Bhoir
50	Srushti Mhatre
51	Mitali Bhir
52	Sanika Sagar
53	Shweta Sonawane
54	Nikhil Kulabar
55	Sumit Sahani



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Pragati College of Arts and Commerce
Department of Banking and Insurance
Skill Development Course
Course Syllabus

UNIT	Content	No. of Lectures
I	Developing the four skills of language:	02
	Listening- reading- writing –speaking	
II	Basic grammar:	08
	techniques to improve vocabulary	
	improving the personal diction	
	appropriate use of articles-articles used with nouns-the concepts of noun-class gender case -various pronouns for nouns -reflexive pronouns using the effectively and accurately	
	modal auxiliaries	
	tense: simple present, past, future perfect past and present continuous past and present	08
III	Soft skills:	
	proper use of body language-importance	
	adaptive thinking	
	self-motivation	
	Collaboration skills, team work, leadership	
	developing enquiry skill -how to enquire	
	problem solving with critical thinking	12
IV	Written communication:	
	Letter writing-structure-types -requesting for a leave, complaint , greeting , event, invitation, condolence, congratulating letters etc.	
	Notice- structure-drafting a notice - for meeting , events, holidays, announcements	
	Curriculum vitae -format and drafting an effective resume	12
	Email-structure- language used in email – file attachment single/multiple - CC,BCC-marking-deleting-recovery emails.	



Assessment Procedure: Certificate Course on Skill Development will be evaluated by conducting written exam of 75 marks grades are given to the students according to percentage they get in the exam.

Above 75% **O** grade

75% to 65% **A** grade

65% to 55% **B** grade

Below 55% **C** grade





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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Shruti Santosh Padaval** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

*Date of Issue: **8th January, 2022***

Mrs. Tanya J. Ahuja
Course Coordinator

Dr. Jyoti H. Pohane
Principal



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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Krutika Yogesh Bhoir** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

*Date of Issue: **8th January, 2022***

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Mehta Priyanka Dharmendra** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Sakshi Santosh Sapkal** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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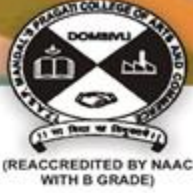
Certificate

*This is certified that Mr./Ms. **Sejal Kalan** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

*Date of Issue: **8th January, 2022***

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Certificate

*This is certified that Mr./Ms. **Priyanka Purushottam Iswalkar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

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*This is certified that Mr./Ms. **Neeta Kishor Jadhav** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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*This is certified that Mr./Ms. **Prachi Ramesh Shintre** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Nikita Sarjerao Patil** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Rina Ananta Patil** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'B' Grade.*

*Date of Issue: **8th January, 2022***

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Soham Nilkanth Malvankar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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*This is certified that Mr./Ms. **Vaishnavi Pravin Hargude** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

*Date of Issue: **8th January, 2022***

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*This is certified that Mr./Ms. **Aarti Anil Devkar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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Certificate

*This is certified that Mr./Ms. **Nikhil Kulabkar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

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Certificate

*This is certified that Mr./Ms. **Shruti Lalchand Patil** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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Certificate

*This is certified that Mr./Ms. **Nishika Sanjay Tendane** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

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Certificate

*This is certified that Mr./Ms. **Sayali Pushparaj Bhatkar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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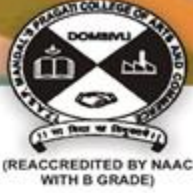
Certificate

*This is certified that Mr./Ms. **Siddhi Rajendra Mhatre** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'B' Grade.*

*Date of Issue: **8th January, 2022***

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Bhumika Kishor Patil** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

*Date of Issue: **8th January, 2022***

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Principal



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Certificate

*This is certified that Mr./Ms. **Harshada Uttam Kavithkar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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Certificate

*This is certified that Mr./Ms. **Shreya Singh** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

*Date of Issue: **8th January, 2022***

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Course Coordinator

Dr. Jyoti H. Pohane
Principal



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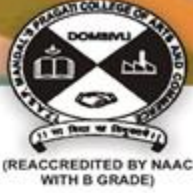
Certificate

*This is certified that Mr./Ms. **Shreya Ghanshyam Singh** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

*Date of Issue: **8th January, 2022***

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Course Coordinator

Dr. Jyoti H. Pohane
Principal



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Certificate

*This is certified that Mr./Ms. **Dipali Atmaram Patil** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

*Date of Issue: **8th January, 2022***

Mrs. Tanya J. Ahuja
Course Coordinator

Dr. Jyoti H. Pohane
Principal



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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Nikita** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

*Date of Issue: **8th January, 2022***

Mrs. Tanya J. Ahuja
Course Coordinator

Dr. Jyoti H. Pohane
Principal



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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Chetan Thakur** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

*Date of Issue: **8th January, 2022***

Mrs. Tanya J. Ahuja
Course Coordinator

Dr. Jyoti H. Pohane
Principal



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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Darshan Thakur** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'B' Grade.*

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Purva Ananta Patil** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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Course Coordinator

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Principal



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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Sakshi Sandeep Kolambekar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

*Date of Issue: **8th January, 2022***

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Dibyaranjan Swain** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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Mrs. Tanya J. Ahuja
Course Coordinator

Dr. Jyoti H. Pohane
Principal



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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Neha Makarand Chavan** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Dinesh Rajkumar Jadhav** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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Dr. Jyoti H. Pohane
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Certificate

*This is certified that Mr./Ms. **Shivam Viswakarma** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'B' Grade.*

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Certificate

*This is certified that Mr./Ms. **Mansi Dnyandeo Chakave** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

*Date of Issue: **8th January, 2022***

Mrs. Tanya J. Ahuja
Course Coordinator

Dr. Jyoti H. Pohane
Principal



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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

*This is certified that Mr./Ms. **Mansi Ashok Desale** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

*Date of Issue: **8th January, 2022***

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Certificate

*This is certified that Mr./Ms. **Srishti Bhagat** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

*Date of Issue: **8th January, 2022***

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Certificate

*This is certified that Mr./Ms. **Akshata Sukhadev Kalan** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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Certificate

*This is certified that Mr./Ms. **Shraddha Uttam Mhatre** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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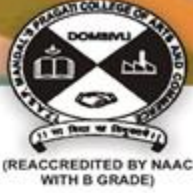
Certificate

*This is certified that Mr./Ms. **Kiran Suresh Alimkar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

*Date of Issue: **8th January, 2022***

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Certificate

*This is certified that Mr./Ms. **Tanuja Pandurang Bhoir** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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*This is certified that Mr./Ms. **Mitali Bhoir** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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*This is certified that Mr./Ms. **Radhey Ulhas Takale** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

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Certificate

*This is certified that Mr./Ms. **Srushti Mhatre** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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Certificate

*This is certified that Mr./Ms. **Sayali Chandrakat Patil** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

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Tanya J. Ahuja

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Certificate

*This is certified that Mr./Ms. **Prathamesh Dayanand Patil** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with '**A**' Grade.*

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Certificate

*This is certified that Mr./Ms. **Prerana Bhaurao Bambale** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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Certificate

*This is certified that Mr./Ms. **Aakansha Rakhee Ramakant Chavan** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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*This is certified that Mr./Ms. **Shraddha Mhatre** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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Certificate

*This is certified that Mr./Ms. **Mansi Ware** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2021-22 with 'O' Grade.*

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