

# Report on Skill Development Course

## IVnd Batch (2020-21)

Course Name: Skill Development

Objectives of the Course:

- To teach basic and practical skills required for written communication
- To know the basic steps involved in any letter writing

Course Content:

- Developing the four skills of language
- Basic grammar
- Soft skills
- Written communication

Name of instructor: Disha Kariya

Batch size: 25 students

Duration: 30hrs

About the course:

The skill development course was started on 16<sup>th</sup> January, 2021 with 25 students. The course intended to enhance the soft skills of the students and to increase the confidence of the student's. 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. Personal attention was given to students by instructor. The course was conducted with all zeal and enthusiasm under the guidance of Principal Dr. Jyoti Pohane.

Exam for the course was conducted on 10<sup>th</sup> April, 2021

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

Students passed with O grade - 17

Students passed with A grade - 04

Students passed with B grade. - 03

Students passed with C grade - 01

Tanya Ahuja

Course Co-coordinator

Prepared by