

T.Z.A.S.P.Mandal,s  
Pragati College of Arts and Commerce  
Department of Banking & Insurance  
**Report on Skill Development Course**  
**Ist Batch**

Course Name: Skill Development

Objectives of the Course:

1. To enhance the soft skill of the students
2. To teach practical skills for written communication
3. To Know the step involved in preparation of any letter writing

Course Content:

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

Name of instructor: Deepali Kadam

Batch size: 27 students

Duration: 30hrs

About the course:

The skill development course was started on 27<sup>th</sup> February, 2018 with 27 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.

The course was successfully completed on 30<sup>th</sup> March, 2018. The Certificate ceremony was held on 28<sup>th</sup> April, 2018

Students passed with O grade - 13

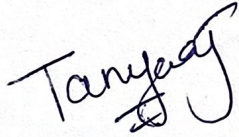
Students passed with A grade - 12

Students passed with B grade. - 01

Students passed with C grade – 01

## Course Outcome :

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



Tanya Ahuja

Course coordinator



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T.Z.A.S.P.Mandal,s

Pragati College of Arts and Commerce

Department of Banking & Insurance

Short –Term Course on

## **Skill Development**

### **Course Content (Syllabus)**

**Unit 1: Developing the four skills of language:** (2 Lec)

- Listening- reading- writing -speaking

**Unit 2: Basic grammar:** (8 Lec)

- 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

(8Lec)

**Unit 3: Soft skills:** (8Lec)

- 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

(12Lec)

#### **Unit 4: Written communication:**

**(12Lec)**

- 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
- Email-structure- language used in email – file attachment single/multiple -CC, BCC-marking-deleting-recovery emails.
- Developing Paragraph and story

**Total 30 Lectures**

**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



Year - 2017-18  
Batch - 01

Department of Banking Insurance



## SKILL DEVELOPMENT

| Sr.No | Name of Student               | Class | R/O | Fees |        | Signature        |
|-------|-------------------------------|-------|-----|------|--------|------------------|
|       |                               |       |     | Paid | unpaid |                  |
| 1.    | Pranali Takare                | TYBBI | R   | 500. |        | <u>Pranali</u>   |
| 2.    | Gauri Bhogane                 | TYBBI | R   | 500  |        | <u>Bhogane</u>   |
| 3.    | Komal Gupta                   | TYBBI | R   | 500  |        | <u>Komal</u>     |
| 4.    | Tejal Dhondur Sawant          | TYBBI | R   | 500  |        | <u>Tejal</u>     |
| 5.    | Ketki Suresh Khambayat        | TYBBI | R   | 500  |        | <u>Ketki</u>     |
| 6.    | Neha Nivekanand Pujare        | TYBBI | R   | 500  |        | <u>Neha</u>      |
| 7.    | Pallavi Vasant Panchal        | TYBBI | R   | 500  |        | <u>Panchal</u>   |
| 8.    | Tejasvi Naresh Niwate         | TYBBI | R   | 500  |        | <u>Tejasvi</u>   |
| 9.    | Pooja Ehad Chandrakant Dhumal | TYBBI | R   | 500  |        | <u>Pooja</u>     |
| 10.   | Raksha Tabib                  | TYBBI | R   | 500  |        | <u>Raksha</u>    |
| 11.   | Pratiksha Santosh Gawade      | TYBBI | R   | 500  |        | <u>Pratiksha</u> |





| Sr.No. | Name of Student                  | Class            | R/O          | Fees           |        | Signature         |
|--------|----------------------------------|------------------|--------------|----------------|--------|-------------------|
|        |                                  |                  |              | Paid           | Unpaid |                   |
| 12.    | Priyanka Shivaji Vaidya          | TYBBT            | R            | 500            |        | Priyanka          |
| 13.    | Manali Krishna Kasar             | TYBBT            | R            | 500            |        | Manali            |
| 14.    | Shivani Anant Anat Shinde        | TYBBT            | R            | 500            |        | Shinde            |
| 15.    | <del>Sayali Pandurang Mane</del> | <del>FYBBT</del> | <del>?</del> | <del>500</del> |        | <del>Sayali</del> |
| 16.    | Rutuja Dattatray Mankar          | TYBBT            | R            | 500            |        | Rutuja            |
| 17.    | Sayali Pandurang Mane            | FYBBT            |              | 500            |        | Sayali            |
| 18.    | Rinkal Vijay Patil               | FYBBT            |              | 500            |        | Rinkal            |
| 19.    | Supriya Sanjay Khandekar         | FYBBT            |              | 500            |        | Supriya           |
| 20.    | Reshma Kiran shingate            | FYBBT            |              | 500            |        | Reshma            |
| 21.    | Diksha Uday Salavi               | FYBBT            |              | 500            |        | Diksha            |
| 22.    | Kamlesh N. Wadekar.              | FYBBT            |              | 500            |        | Kamlesh           |





| Sr. No.            | Name of student      | class | R/O No | Fees |        | Signature       |
|--------------------|----------------------|-------|--------|------|--------|-----------------|
|                    |                      |       |        | Paid | unpaid |                 |
| 23.                | Nitin . N. Bolke     | FYBBI |        | 500  |        | Nitina          |
| 24.                | Jitendra . R. Gurav. | FYBBI |        | 500  |        | Jitu.           |
| 25.                | Pranay . P. Jadhav.  | FYBBI |        | 500  |        | Pranay          |
| 26.                | Vikas . S. Pagde     | FYBBI |        | 500  |        | Vikas-          |
| 27.                | shruti . S. Pujare   | FYBBI |        | 500  |        | Pujare Shrutika |
| 28.                | Pratik . P. kadam.   | FYBBI |        | 500  |        | Pratik          |
| Total students 27. |                      |       |        |      |        |                 |



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(Affiliated to University of Mumbai)  
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**SHORT TERM COURSE IN SKILL DEVELOPMENT**

*Certificate*

*This is certified that Mr./Ms. **Pranali Takare** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

**Mrs. Tanya J. Ahuja**  
Course Coordinator

**Dr. A. B. Shendre**  
Vice-Principal

**Dr. A. P. Mahajan**  
Principal





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*Certificate*

*This is certified that Mr./Ms. **Gauri Bhojane** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with 'O' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

**Mrs. Tanya J. Ahuja**  
Course Coordinator

**Dr. A. B. Shendre**  
Vice-Principal

**Dr. A. P. Mahajan**  
Principal



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**SHORT TERM COURSE IN SKILL DEVELOPMENT**

*Certificate*

*This is certified that Mr./Ms. **Komal Gupta** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*This is certified that Mr./Ms. **Tejal Dhondu Sawant** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with 'O' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*This is certified that Mr./Ms. **Ketki Suresh Khambayat** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*Certificate*

*This is certified that Mr./Ms. **Neha Vivekanand Pujare** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with 'O' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*This is certified that Mr./Ms. **Pallavi Vasant Panchal** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with 'O' Grade.*

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*This is certified that Mr./Ms. **Tejaswi Naresh Niwate** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*This is certified that Mr./Ms. **Pooja Chandrakant Dhumal** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*Certificate*

*This is certified that Mr./Ms. **Raksha Tabib** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**O**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*This is certified that Mr./Ms. **Pratiksha Santosh Gawade** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

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*This is certified that Mr./Ms. **Priyanka Shivaji Vaidya** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with 'O' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*This is certified that Mr./Ms. **Manali Krishna Kasar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with 'O' Grade.*

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*This is certified that Mr./Ms. **Shivani Anat Shinde** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with 'O' Grade.*

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*This is certified that Mr./Ms. **Rutuja Dattatray Mankar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with 'O' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*Certificate*

*This is certified that Mr./Ms. **Sayali Pandurang Mane** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

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*This is certified that Mr./Ms. **Rinkal Vijay Patil** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with 'O' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*This is certified that Mr./Ms. **Supriya Sanjay Khandekar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with 'O' Grade.*

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*Certificate*

*This is certified that Mr./Ms. **Reshma Kiran Shingate** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*Certificate*

*This is certified that Mr./Ms. **Diksha Uday Salvi** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*Certificate*

*This is certified that Mr./Ms. **Kamlesh N. Wadekar** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*Certificate*

*This is certified that Mr./Ms. **Nitin N. Bolke** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**B**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*Certificate*

*This is certified that Mr./Ms. **Jitendra R. Gaurav** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*This is certified that Mr./Ms. **Pranay P. Jadhav** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**A**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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*Certificate*

*This is certified that Mr./Ms. **Vikas S. Pagde** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**C**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

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**SHORT TERM COURSE IN SKILL DEVELOPMENT**

*Certificate*

*This is certified that Mr./Ms. **Shruti S. Pujare** has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2017-18 with '**O**' Grade.*

*Date of Issue: **28<sup>th</sup> April, 2018***

**Mrs. Tanya J. Ahuja**  
Course Coordinator

**Dr. A. B. Shendre**  
Vice-Principal

**Dr. A. P. Mahajan**  
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