T.Z.A.S.P.Mandal's

Pragati College of Arts and Commerce Report on Skill Development Course

IInd 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

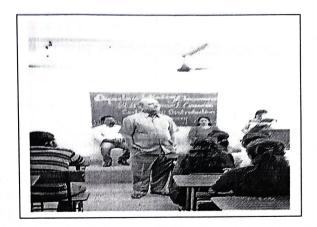
Batch size: 52 students

Duration: 30hrs

About the course:

The skill development course was started on 18th July, 2018 with 52 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. A.P. Mahajan sir and Vice- Principal Dr. Avinash Shendre sir.





Exam for the course was conducted on 13th October, 2018. The course was successfully completed on 28th Sept, 2018. The Certificate distribution ceremony was held on 27th October 2018 in the presence of Principal and Vice principal.

Students passed with O grade - 07

Students passed with A grade - 17

Students passed with B grade. - 13

Students passed with C grade - 14

Absent student - 01

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

Course Coordinator

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

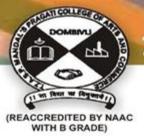
Below 55% C grade

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Rajani · Sudhir · Pavar	Ty,BBI	R	Paid	Rajand"
Rakhi Bhriram Bhoir	TyiBBI	R	Paid	Rokhir.
Pranali Baliram Zugane.	T.Y.BBI	R	Pard	Gapali Z.
Sonali Sunil Sante	TysBI	R	Paid	Sonall-S.
Gaytri Baban Patil	THIBBI	R	Pard	Gayabri-
Aparina Shashikant Dhuri	TYBBT	R	Pard	Apama-
Nikita Narayan Khaehare	T.y.BBT	R	Paid	Mikitas
Tejashri · Tanaji · Torase	TiyiBBI	R	Paid	ejashree
Pranal: Prakash · Thosax	TY-BBT	R	Paid	(Randi
Abhishek · Sanjay · Patil	T.y.BBI	R	Paid	Abhi.
Chetana. Keshar . Bhoir	Tivibbi	R	Paid	Chetana
Rushikesh · Jayendra · Patil	TiyiBBI	R	Paid	Rushi Kosh
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	Aparna · Swa Sawant		R	Paid	
26	Bavita. Chaukan Chauhan	TYBBI	R	Pard	Wita C.
2)	Prajakta · Rohidas · Thakur	TybBI	R	Parol	PrajaK
22.	Swapnil Bhoir	F.y.B.B.	R	Paid	swapns].
23	Adesh. Bhoir	F.y.BBI	R	Paid	Praelest-
24	Shruti. Uttam. Mhatre	FYBBI	R	Paid	Shruti
25	Purva. Shilkou	FYBBI	R	Paid	Turvy
26	Amisha. Kamlakar . Patil	FyBBI	R	Para	Andisha.
27	Vaibhavi. Kishor. Prabhu	FYBBI	R	Pard	P. Vaibh
28	Pratiksha. Kishor. Mahogaan kar	FYBBI	R	Paid	Prati Koho
29	Sayal: Dryander Patil	FYBBI	R	Paid	Sali P.
30	Chintamni Dattatroy More	FYBBI	R	Paid	ChintaMon
81	Aniket Mahendra. Non Mhatre	FYBBI	R	Paid	M.Ani Ket.
32	Jayesh . Japardan . Mhatre	FYBBT	R	Paid	Mrabeen
33	Kinja Bantosh Hadhuwai	FYBBT	R	Pourd	Kinjal.

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34	Bhagyashri. Nandkumar. Ingale	FYBBI	R	Pard	Oshay azstari
35	Nidhi Vishwas More	FYBBT	R	Pard	Nidhj
36	Robini Dinkan Malekan	FYBBT	R	Pard	1M. Tohini
31	Manali Deepak Lakhande	FYBBI	R	Parol	Lokhende M
38	Amruta. N. Adangale	Гуввт	R	Paid	mouth).
39	Aishwarya Viswanath Mari	F.Y.BMS	R	Paid	M.Aishean
40	Pranal: Vasant Jadhav	F.y BMS	R	Paid	francili J.
41	Kaumudi Vasant Aravandekan	FyBMs	R	Paid	Kaumird:
42	Abhikesh Abishek Ganesh Parab	FyBMs	R	Paid	Abril.
143	Tushor Tukanom Kanlam	FyBMS	R	Paid	Tustankadan
44	Shivarth Shashikant Patil	FYBMS	R	Paid	(kti).s
45	Diryanka Janardan Bhoir	FYBMS	R	Pard	(hypoka
46	Pranay Subhash Patil	FyBMS	R	Pard	Janay
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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

This is certified that Mr./Ms. Sonal Suresh Masavkar has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

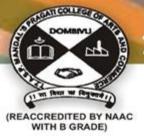
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Ms. Swati Pusalkar Course Co-ordinator Dr. A. B. Shendre

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This is certified that Mr./Ms. Neha Rohidas Nigale has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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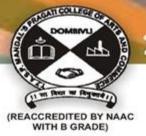
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This is certified that Mr./Ms. Rajani Sudhir Pawar has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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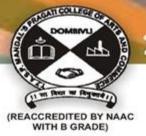
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This is certified that Mr./Ms. Rakhi Shriram Bhoir has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'O' Grade.

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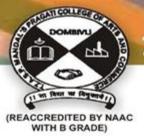
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This is certified that Mr./Ms. Pranli Baliram Zugare has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

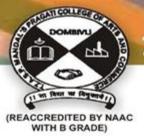
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This is certified that Mr./Ms. Sonali Sunil Sante has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

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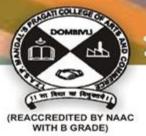
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This is certified that Mr./Ms. Gayatri Baban Patil has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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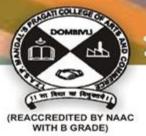
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Ms. Swati Pusalkar Course Co-ordinator San Transport

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Certificate

This is certified that Mr./Ms. Aparna Shashikant Dhuri has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'O' Grade.

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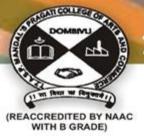
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Dr. A. B. Shendre Vice-Principal

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This is certified that Mr./Ms. Nikita Narayan Khochre has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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Ms. Swati Pusalkar Course Co-ordinator

Dr. A. B. Shendre Vice-Principal

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This is certified that Mr./Ms. Tejashri Tanaji Torase has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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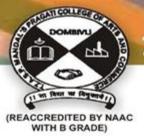
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Ms. Swati Pusalkar Course Co-ordinator S. J.

Dr. A. B. Shendre Vice-Principal

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This is certified that Mr./Ms. Pranali Prakash Thosar has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

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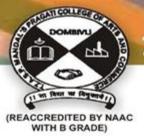
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This is certified that Mr./Ms. Abhishek Sanjay Patil has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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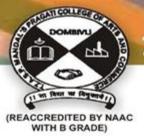
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This is certified that Mr./Ms. Chetana Keshar Bhoir has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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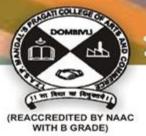
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Ms. Swati Pusalkar Course Co-ordinator By.

Dr. A. B. Shendre Vice-Principal

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

This is certified that Mr./Ms. Rushikesh Jayendra Patil has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

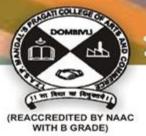
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This is certified that Mr./Ms. Sneha Chagon Thakur has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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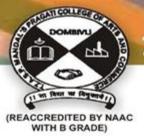
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Certificate

This is certified that Mr./Ms. Manish Vasant Pawar has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

Date of Issue: 27th October, 2018

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Mrs. Tanya J. Ahuja Course Co Co-ordinator Coores.

Ms. Swati Pusalkar Course Co-ordinator Dr. A. B. Shendre

Vice-Principal

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Pragati College Road, Dombivli (E), Dist. Thane, Pin.: 421 201 (Maharashtra)

SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

This is certified that Mr./Ms. Dipti Gopinath Patil has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

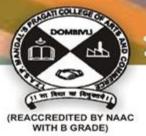
Date of Issue: 27th October, 2018

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Mrs. Tanya J. Ahuja Course Co Co-ordinator Coores.

Ms. Swati Pusalkar Course Co-ordinator But

Dr. A. B. Shendre Vice-Principal mo



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Certificate

This is certified that Mr./Ms. Rutika Vishwanath Mhatre has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'O' Grade.

Date of Issue: 27th October, 2018

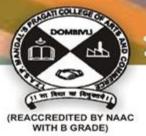
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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

This is certified that Mr./Ms. Pooja Satish Sarkaniya has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

Date of Issue: 27th October, 2018

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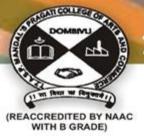
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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

This is certified that Mr./Ms. Savita Chauhan has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'O' Grade.

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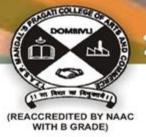
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Certificate

This is certified that Mr./Ms. Prajakta Rohidas Thakur has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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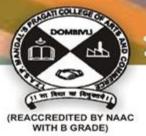
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Certificate

This is certified that Mr./Ms. Swapnil Bhoir has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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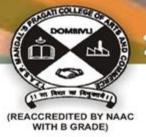
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Certificate

This is certified that Mr./Ms. Adesh Bhoir has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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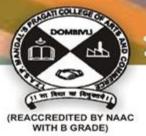
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Certificate

This is certified that Mr./Ms. Shruti Uttam Mhatre has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'O' Grade.

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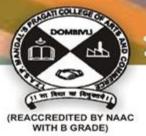
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This is certified that Mr./Ms. Purva Shilkar has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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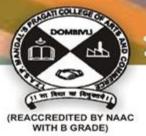
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Certificate

This is certified that Mr./Ms. Amisha Kamlakar Patil has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

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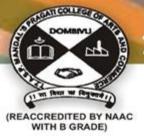
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This is certified that Mr./Ms. Vaibhavi Kishor Prabhu has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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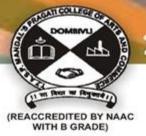
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This is certified that Mr./Ms. Pratiksha Kishor Mahagaonkar has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

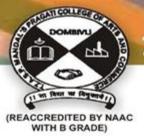
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This is certified that Mr./Ms. Sayali Dnyandev Patil has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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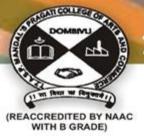
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Certificate

This is certified that Mr./Ms. Aniket Mahendra Mhatre has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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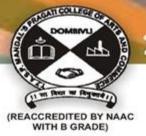
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Certificate

This is certified that Mr./Ms. Jayesh Janardan Mhatre has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

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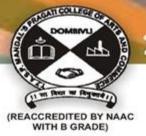
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This is certified that Mr./Ms. Kinjal Santosh Wadhvwal has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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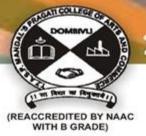
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This is certified that Mr./Ms. Bhagyashri Nandkumar Ingle has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

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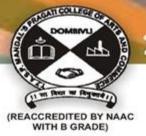
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Certificate

This is certified that Mr./Ms. Nidhi Vishwas More has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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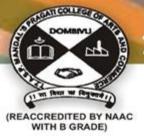
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This is certified that Mr./Ms. Rohiinni Dinkar Malekar has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

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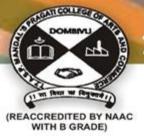
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Certificate

This is certified that Mr./Ms. Manali Deepak Lokhande has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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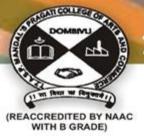
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Certificate

This is certified that Mr./Ms. Amruta N. Adangale has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

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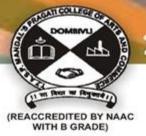
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Certificate

This is certified that Mr./Ms. Aishwarya Vishvwanath Mali has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

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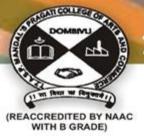
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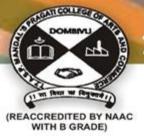
This is certified that Mr./Ms. Pranali Vasant Jadav has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

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This is certified that Mr./Ms. Kavmvdi Vasant Aravandekar has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

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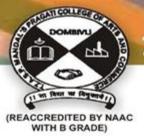
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Certificate

This is certified that Mr./Ms. Abhishek Ganesh Parab has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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This is certified that Mr./Ms. Tushar Tukaram Kadam has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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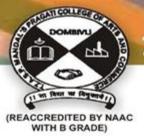
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This is certified that Mr./Ms. Shivrath Shashikant Patil has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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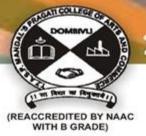
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Certificate

This is certified that Mr./Ms. Divyanka Janardan Bhoir has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'O' Grade.

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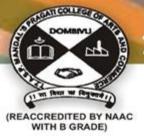
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This is certified that Mr./Ms. Pranay Subhash Patil has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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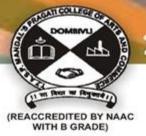
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This is certified that Mr./Ms. Ankit Vasudev Bhoir has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'C' Grade.

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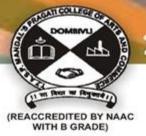
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Ms. Swati Pusalkar Course Co-ordinator By.

Dr. A. B. Shendre Vice-Principal

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SHORT TERM COURSE IN SKILL DEVELOPMENT

Certificate

This is certified that Mr./Ms. Sahil Maruti Dhumal has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

Date of Issue: 27th October, 2018

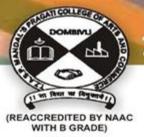
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Ms. Swati Pusalkar Course Co-ordinator San

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This is certified that Mr./Ms. Mayuri Machindra Joshi has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'O' Grade.

Date of Issue: 27th October, 2018

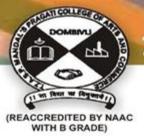
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This is certified that Mr./Ms. Snahashish Debnath has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'A' Grade.

Date of Issue: 27th October, 2018

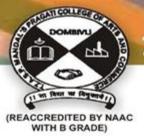
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Mrs. Tanya J. Ahuja Course Co Co-ordinator Chookog.

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This is certified that Mr./Ms. Sampada Sunil Pakhad has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

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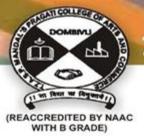
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This is certified that Mr./Ms. Shivani Santosh Rajeshree has successfully completed short term course in Skill Development conducted by Department of Banking and Insurance in the A.Y. 2018-19 with 'B' Grade.

Date of Issue: 27th October, 2018

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