

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

Course Coordinator