

Date:-05/01/2024

# NOTICE

This is informed to all BBA COMPUTER APPLICATION Students from 10<sup>th</sup> January 2024 itself your Effective Communications Skills (Value add course) will be started. Students are requested to follow the given Time Table.

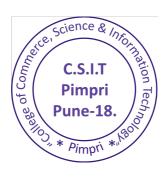
Day:-Tuesday, Thursday and Saturday

Time:-2.30 pm to 3.30 pm

Class Room No.:-20

**Course Coordinator** 

Ms.Jyoti Tope







e of Comnect science & formation . C.S.I.T Principal Principal Pimpri **Course Coordinator** Tech , college c. \*" Pune-18 College of Commerce, Science & **Ms.Jyoti** Tope Information Technology S. No. 29/1+2A, Pune-Mumbai Highway. Pimpri, Pune - 411 018. Pimpri





(ID. No. PU/PN/SC/160/2001)

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Tel:(020) 6651700

Syllabus-Certifica	Syllabus-Certificate Course in Effective Communications Skills						
Course Code	ECS2324						
Title of Course	Certificate Course in Effective Communications Skills						
Course Credit	2						
Course- Total Hours	30 hours						
Course -Teaching	20 hours						
Evaluation Hours	5 hours						
Practical/Project/Training Hours	5 hours						
<b>Content of Proposed Course</b>	Components Of Effective Communication						
	Recognize flaws in their own communication style						
	• Techniques to build rapport easily						
	Express ideas fluently through conversation						

#### **Justification of Course**

The ability to communicate effectively and present ideas clearly is perhaps the most important skill you need to have in order to succeed in any career. Good communication skills are key in many situations – whether you are making a presentation to potential clients, giving speeches at company events or having an individual meeting with your supervisor.

## Outcome for students after completion of course

- Understand how communication works
- ➢ Gain active listening and responding skills
- See things from other points of view
- Manage assumption more effectively
- > Understand your own strengths and weaknesses
- Understand how others may see you
- Look at body language

## **Syllabus**

## Module -1 Components Of Effective Communication

Clarity of Thought and Expression, Correctness / Appropriateness, Conciseness, Conducive Environment, Completeness, Seven Steps for Effective Communication, Context, Sender, Ideas, Encoding, Medium, Receiver/decoder, Feedback.

#### Module -2 Recognize flaws in their own communication style

Assertive communication style, Aggressive communication style, Passive communication style, Passiveaggressive communication style, Manipulative communication style, Behavioral Characteristics, Non-Verbal Behavior.

#### Module -3 Techniques to build rapport easily

Make a good introduction, Actively listen, Ask engaging questions, Be aware of your body language, Find commonalities, Lead with empathy and respect, Check your appearance, Remember the basics of good communication, Find common ground, Create shared experiences, Be empathic, Mirror and match mannerisms and speech appropriately, shared interests, mutual understanding, and empathy.

## Module -4 Express ideas fluently through conversation

Pronunciation, grammar, vocabulary, fluency, comprehension and task, The nature of speaking, Imitative, Intensive, Responsive, Interactive, Extensive, Directed Response Tasks, Read-Aloud Task, Sentence/Dialogue Completion Tasks and Oral, Questionnaires, Translation, The components of speaking skill, Language Function, Expression Opinion, Expression of Agreement and Disagreement.

## Module -5 Methods for effective communication

Verbal / Oral Communication, Non-Verbal Communication, Formal Communication, Lateral/ Horizontal Communication, Vertical Communication, Informal Communication, Written Communication, Visual Communication.



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# Effective Communications Skills Student List

Sr. No.	Roll No	Student Name
1	2204006	ASHTURE GAURAV SHANKAR
2	2204007	BAN SANDIP SUNDER
3	2204014	BOCHARE AKANKSHA BALAJI
4	2204015	BORSE SRUSHTI DHIRAJ
5	2204016	CHAKRABORTY SHREYA MRINMOY
6	2204020	CHAVAN PREM KAILAS
7	2204026	DEVKAR NIKHIL SURESH
8	2204027	DHANWADE SNEHAL DILIP
9	2204031	DHORE ROHAN KUNDALIK
10	2204037	GAJBHIV JOEL DANIEL
11	2204041	GHADAGE DIVYA DIPAK
12	2204046	GUPTA DEEPAK SANTOSH
13	2204053	JADHAV RUSHIKESH SHIVAJI
14	2204055	JADHAV VENKATESH KALURAM
15	2204062	KAPSE SHIVAM TANAJI
16	2204064	KATALKAR SHRUTI PRAMOD
17	2204066	KATE HIMANSHU SANTOSH
18	2204081	MALLAH ROHIT RAMANAND
19	2204095	PATIL SWAYAM SHANKAR
20	2204096	PATIL YASH RAJAN
21	2204102	RAINI FATEMA ANWAR
22	2204106	RATHOD MITTAL MANSUKH
23	2204107	RATHOD RANJIT ROHIDAS
24	2204110	RODE MAYUR ANIL
25	2204111	RUPAN CHIRANJIVI SRINIVAS
26	2204112	RUPAN NAGARJUN SREENIVAS
27	2204114	SANGAME MAYUR MOHANLAL
28	2204120	SHAIKH SANIYA DASTAGIR
29	2204121	SHAIKH SOHAIL FARUK
30	2204123	SHARMA ABHISHEK ATMARAM



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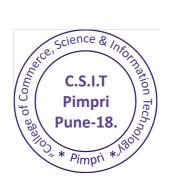
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Sr. No. Roll No.. **Student Name** SHARMA POOJA BHARAT 31 2204124 SHINDE GAYATRI VILAS 32 2204125 33 SHINDE NEHA SATYAWAN 2204126 34 SHINDE POOJA HEMANT 2204127 35 2204128 SHINDE PRUTHVIRAJ YUVRAJ SHIROLKAR MARUF JAFAR 36 2204129 37 2204131 SINGH JEEVANAND V SINGH MANMEET HARPREET 38 2204132 39 SINGH PRAKHAR AJEET 2204133 40 2204135 SONAWANE SOHAN SAYAJIRAO 41 2204136 SURYAVANSHI SOHAN D 42 2204144 **TRIPATHI YATI MOHANLAL** VIVEK KUMAR SAHANI 43 2204146 VYAS DEVESHREE MAHESH 44 2204147 45 2204151 WAJE RAHUL VIJAY 46 2204155 **YEWALE SHUBHAM VIKAS** 

**Course Coordinator** 

**Ms.Jyoti** Tope









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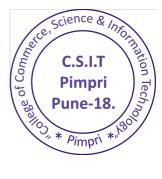


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Class :-Subject :-

Roll No	Student Name	10/1/24	11/1/24	13/1/24	16/1/24	18/1/24	20/1/24
2204006	ASHTURE GAURAV SHANKAR	Crownow	Janaras	marcas	Louras	gannan	Sources
2204007	BAN SANDIP SUNDER	Sondiph	Sundino	Sondieb	Sondigit	Sandiale	Sundiple
2204014	BOCHARE AKANKSHA BALAЛ						-
2204015	BORSE SRUSHTI DHIRAJ	B	B	B	A	S	B
2204016	CHAKRABORTY SHREYA MRINMOY	Sing	Sont 2	enon	snos	Smay	8nry
2204020	CHAVAN PREM KAILAS	chert	chart	chest	chest	chest	chest
2204026	DEVKAR NIKHIL SURESH	Perkar.	Perlow	PD en han	PREVERE	Dev koor	AD ev kun
2204027	DHANWADE SNEHAL DILIP			· u			
2204031	DHORE ROHAN KUNDALIK	DHORE	PUORE	DITORE	DHUBE,	DHORE	DHAR
2204037	GAJBHIV JOEL DANIEL						
2204041	GHADAGE DIVYA DIPAK	Dipork	Dirak	Dipak	Dipork	Dipak	Diports
2204046	GUPTA DEEPAK SANTOSH	Santorn	Soutor	Santorh	Santom	Santom	Motion
2204053	JADHAV RUSHIKESH SHIVAJI						
204055	JADHAV VENKATESH KALURAM	Venkets	Venlates	Wendere	the lade	a Vackate	hever
2204082	MEGHAWAL DASHARATH -	D.PA	BD.M	-DA	-D.TA	D.TA.	D.T.A.
204064	KATALKAR SHRUTI PRAMOD	B	B	A.	B	A	-B-
204066	KATE HIMANSHU SANTOSH						
204081	MALLAH ROHIT RAMANAND	Rohit	Robit i	Robit	Rahit	Robit	Robit
204095	PATILSWAYAM SHANKAR Prem Kailas Chaven	-prem	prena	preno	prem	premo	-prem
204096	PATIL YASH RAJAN	0					
204102	RAINI FATEMA ANWAR	bottmer.	Gating.	fatima.	Catina	Fathing	Pating
204106	RATHOD MITTAL MANSUKH						
204107	RATHOD RANJIT ROHIDAS	Panjet	Ranjet	Renjet	Ranjet	Reinjit	Rangit
204110	RODE MAYUR ANIL	Apred	Anit	and	Anit	Anit	Anit







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2204112	RUPAN NAGARJUN SREENIVAS	Ragary	Regent	Regrup	Ragary	Pagaray	Ragery
2204114	SANGAME MAYUR MOHANLAL	Ad	A	A	AA	M	A
2204120	SHAIKH SANIYA DASTAGIR	(S.K)	K.K	SN	(S.K)	G.D	S.R.
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204127	SHINDE POOJA HEMANT	Shind	Shind	Shinds	Shindle	Shindle	Shinds
204128	SHINDE PRUTHVIRAJ YUVRAJ	Ps	R	R	R	D	B
204129	SHIROLKAR MARUF JAFAR	M	M	r4	M	DF-	M
204131	SINGH JEEVANAND V	Leven	Loeven	Leeron	Freemone	Gewon	Leveran
204132	SINGH MANMEET HARPREET	Danmeet		Danmeet		Manneel	Manmeet
204133	SINGH PRAKHAR AJEET	Planet	Reallabour	Reddier	Dealter	Mannet	Realthous
04135	SONAWANE SOHAN SAYAJIRAO	Schan	Sohan	Sohan	Suhan	Sohan.	Sohan
04136	SURYAVANSHI SOHAN D	Section	Lechan	Ceohn	Section	Sechen	Sechen
04144	TRIPATHI YATI MOHANLAL	Yali	Yati	Yati	Yati	Yeti	Yah'
04146	VIVEK KUMAR SAHANI	Vivekser	vivelgali	Vi- elesali	Vicelised	Niveksel	
04147	VYAS DEVESHREE MAHESH	Ome a	Omuya	Onu yas	Durya	Durya	Devu 40
04151	WAJE RAHUL VIJAY	Lanu	Parte		Pan .	Rahi	
04155	YEWALE SHUBHAM VIKAS	Vyewale	vyewale	Vyewale	Vyewde	vyewale	Vyewale





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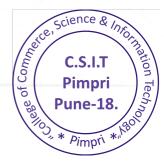
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Class :-Subject :-

Roll No	Student Name	23/1/24	25/1/24		30/1/24	01 02/24	
2204006	ASHTURE GAURAV SHANKAR	Jamas	gaman	Jouran	gowww	gourias	gaurray
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2204027	DHANWADE SNEHAL DILIP	-		1		1	DUT
2204031	DHORE ROHAN KUNDALIK	PHORE	PUPPE	ADHONE.	RD HUBE	PDU-BE.	POHORE_
204037	GAJBHIV JOEL DANIEL						
2204041	GHADAGE DIVYA DIPAK	Diroc	Dipar	Diene	Dipat	Dirak	Dipork
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2204053	JADHAV RUSHIKESH SHIVAЛ		-				8
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204064	KATALKAR SHRUTI PRAMOD	B	B	R.	R	R	-B-
204066	KATE HIMANSHU SANTOSH			-	20	-	
204081	MALLAH ROHIT RAMANAND	Robit	Robit	Robit	Robit	Rebit	Robit
204095	PATIL SWAYAM SHANKAR Prom Koulas Chanam	prem	pen	mem	- prem		( U JA)
204096	PATIL YASH RAJAN						
204102	RAINI FATEMA ANWAR	Fatting	Fatting	Fattoma	Forting	Fating	Fatime
204106	RATHOD MITTAL MANSUKH						
04107	RATHOD RANJIT ROHIDAS	Ranger	Renjet	Range	Ranna	Ranget	Ranged
204110	RODE MAYUR ANIL	Anil	And	Anit	And	And	and







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2204112	RUPAN NAGARJUN SREENIVAS	Regarin	Rageruiji	Rogenzy	Ragerun	Regarin	Ragary
2204114	SANGAME MAYUR MOHANLAL	H.	M	A	-H-	AA -	the -
2204120	SHAIKH SANIYA DASTAGIR	5.0	SE	S.R.	S.P	S.P	SK
2204121	SHAIKH SOHAIL FARUK	8	8	8	8	8	8
2204123	SHARMA ABHISHEK ATMARAM	Altorne.	allowing.	Alang.	Schoeng	letroong.	Calcong.
2204124	SHARMA POOJA BHARAT	shamme	shamp	shamp	sharme	shamp	shamp
2204125	SHINDE GAYATRI VILAS	Jondier	garrate	910-19161	Bayates	ganand	gayang
2204126	SHINDE NEHA SATYAWAN	Shindles	Shindf	Shindy	Swinds	Shinds	Slande
2204127	SHINDE POOJA HEMANT	R	Re	R	RE	Pro	R
2204128	SHINDE PRUTHVIRAJ YUVRAJ	Shinde:	Shindle	Shinds	Shinds	Shindle	Shinds
2204129	SHIROLKAR MARUF JAFAR	M-	A-	AF-	M-	PF-	A.
2204131	SINGH JEEVANAND V	Feerow	forward	Seevan	Freevand	Lavone	Leevan
2204132	SINGH MANMEET HARPREET	Manput	Banniel	Sannet	Gannet	Rannet	
2204133	SINGH PRAKHAR AJEET	Peakhors	Pealabor .	Peakhore		Pearchare	Peakhat
204135	SONAWANE SOHAN SAYAJIRAO	Sohan	Sohan	Sohan	Sohan	Sohan	Sohan
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204151	WAJE RAHUL VIJAY	Pany	Rahu	Patri	Pahw		Rahu
204155	YEWALE SHUBHAM VIKAS	Vyewale	Vyewele	Vyewele	Vyewale	Vyewele	vyewale







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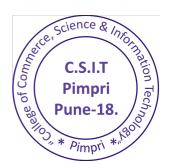


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Class :-Subject :-

Roll No	Student Name	20/2/24	22/2/24	24/2/24	27/2/24	29/2/24	213/24
2204006	ASHTURE GAURAV SHANKAR	Galar	Grauser	aquer	CLOURNI	CLOURY	Courses
2204007	BAN SANDIP SUNDER	Sandip	Sandipb	Sandiph	sandiph	sandipb	sandiph
2204014	BOCHARE AKANKSHA BALAJI				E I	TI	AL BI
2204015	BORSE SRUSHTI DHIRAJ	8	A	-8-	A	S	-8-
2204016	CHAKRABORTY SHREYA MRINMOY	Lug	Sull	Sus	Jus	Sus	Sug
2204020	CHAVAN PREM KAILAS	chent	chert	check		chart.	-
2204026	DEVKAR NIKHIL SURESH	Moerikar	NDerkar	NDevkar	NDerkar		NDevlan
2204027	DHANWADE SNEHAL DILIP				-		-
2204031	DHORE ROHAN KUNDALIK	DHORE	DHORE		DHORE	DHORE	DHORE
2204037	GAJBHIV JOEL DANIEL						
2204041	GHADAGE DIVYA DIPAK	Dipar	Dipat	Dipak	Dipak	Dipak	Dipak
2204046	GUPTA DEEPAK SANTOSH	sentosh	Somtab	Santish	sontoch	santab	sonjar
2204053	JADHAV RUSHIKESH SHIVAJI						
204055	JADHAV VENKATESH KALURAM	Nenkatesh	venketa	Venkerter		Ventater	Voutdeel
2204062	MEGHAVAL DASHAR	11 D.M	DA	D.M	Dim	Dra	Dem
204064	KATALKAR SHRUTI PRAMOD	S	A	28	8-	Ś	8
204066	KATE HIMANSHU SANTOSH						
204081	MALLAH ROHIT RAMANAND	Rohit	Robit	Robit		Robit	Rohis
204095	PATIL SWAYAM SHANKAR						
204096	PATIL YASH RAJAN						
204102	RAINI FATEMA ANWAR	Cating	Eatima	Fotoma	Forting	fating	Eatimo
204106	RATHOD MITTAL MANSUKH						
204107	RATHOD RANJIT ROHIDAS	Randt	Ransil	Ransit	fonsit	Ransit	Pansib
204110	RODE MAYUR ANIL	Aau	Anil .	Apil	Anil	Amil	Anil







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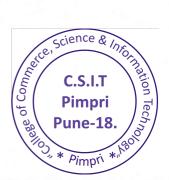




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2204111	RUPAN CHIRANJIVI SRINIVAS	(P)	er				
2204112		-	-	-	Sep_	200	CR
	RUPAN NAGARJUN SREENIVAS	Kagauj	Ragar	in Rogary	Payou	W .	Dadit
2204114	SANGAME MAYUR MOHANLAI	M	M	11	100	1	Logia
2204120	SHAIKH SANIYA DASTAGIR		- CA	CA.	<u> </u>	A.	A
2204121	SHAIKH SOHAIL FARUK	(S.K)	S.KS	S.K2	(S.K)	S.K.	S.K
2204123		8	8	8	B	B	a
2204123	SHARMA ABHISHEK ATMARAM	Aghore	Al Acharry	M Asharesm	Asheremo	0	All Aller
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204127	SHINDE POOJA HEMANT	Shinde	Shinde	Shindle	Shinde	Shinde	1
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04129	SHIROLKAR MARUF JAFAR	M	TP m	M	B	F	B
04131	SINGH JEEVANAND V	Dan	e ma	-	A		A
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04132	SINGH MANMEET HARPREET	Planmeet	Denmeet	Promotest	Panmeet	Refarment	Barneet
04133	SINGH PRAKHAR AJEET	Realized	Reakhore		Peakhar	Realthave	Peakhar
4135	SONAWANE SOHAN SAYAJIRAO	Sohan	Schan	Sohan	Sohan	10	Sohan
4136	SURYAVANSHI SOHAN D	Cohan	Ceonan	Bohan	Sonan	Sohan	Rotan
4144	TRIPATHI YATI MOHANLAL	Yati	Yati	Yati	Yati.	Yate.	yati.
4146	VIVEK KUMAR SAHANI	Vivekski	Viversor	Vivelsand		Viveksazer	-
4147	VYAS DEVESHREE MAHESH						
151	WAJE RAHUL VIJAY	fahul	Reelund	Pahis	fany	Rahu	Rahul
155	YEWALE SHUBHAM VIKAS	Vyeracle	Vyewale	Verocile	/	Newale	Vyewale









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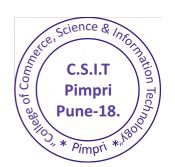


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Class :-Subject :-

Roll No	Student Name	05/3/24	07/03/24	09/03/24	12/3/24	14/3/24	16/3/20
2204006	ASHTURE GAURAV SHANKAR	Gravean	Greune		Gaurea	Crewear	( voura
2204007	BAN SANDIP SUNDER	Sanchito	Sandreb	Sandiph	Sandipb	Sandipb	Sandipb
2204014	BOCHARE AKANKSHA BALAJI			Sand	~	Janca	Daniorf
2204015	BORSE SRUSHTI DHIRAJ	A	A	£	R	3	
2204016	CHAKRABORTY SHREYA MRINMOY	Furs.	ful	Suif	fins.	Sunt	fung
2204020	CHAVAN PREM KAILAS	Chert-	Chert	Chest	-	Chevat	
2204026	DEVKAR NIKHIL SURESH	Nevkar	Nørevkar	BDerkar	RDevkar	Creating	NDerkar,
2204027	DHANWADE SNEHAL DILIP		· · · · · ·		1001		1.000,
2204031	DHORE ROHAN KUNDALIK	DHORE	DHORE		DHORE	DHORE	DHORE
2204037	GAJBHIV JOEL DANIEL						
2204041	GHADAGE DIVYA DIPAK	Dipak	Dipak	Dipak	Dipak	Dipak	Dipak
2204046	GUPTA DEEPAK SANTOSH	Cantost	Santosh	Santos	Santost	Santosh.	Santosh
204053	JADHAV RUSHIKESH SHIVAJI	-	-				
204055	JADHAV VENKATESH KALURAM	Verketath	vonkator	n Venkate	n	Venkahesh	Ventrate
204062	MEGHAVAL DASHARATH	D.M.	D.M.	D.M.	p.m.	DA	D.M.
204064	KATALKAR SHRUTI PRAMOD	*	\$-	13	8-	AP-	-
204066	KATE HIMANSHU SANTOSH		9				
204081	MALLAH ROHIT RAMANAND	Rethit	Potit	Robit		Rohit	Robit
204095	PATIL SWAYAM SHANKAR						
204096	PATIL YASH RAJAN						
204102	RAINI FATEMA ANWAR	Patima	Falma.	Farma,	Pating,	Palima	Patima,
04106	RATHOD MITTAL MANSUKH						
04107	RATHOD RANJIT ROHIDAS	DanjAt.	Ranjit.	Romit	Ramit	Ramit	Romin
04110	RODE MAYUR ANIL	Amil	Shil	Anit-	Anit-	Anit	Anit







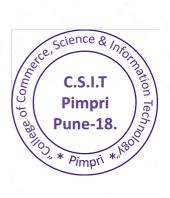
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2204111	RUPAN CHIRANJIVI SRINIVAS	CB-	æ.	CER .	- CR	all-	ma
2204112	RUPAN NAGARJUN SREENIVAS	Rogarij	Ragarij	Ragoni	Rayaut	Anony	Davanie
2204114	SANGAME MAYUR MOHANLAL	M	DA.	A	1000	PA O	The o
2204120	SHAIKH SANIYA DASTAGIR	S.K	S.K	S.K.	(S.D.	(S.B)	AN S.R.
2204121	SHAIKH SOHAIL FARUK	8	8	R	8	8	Siko
2204123	SHARMA ABHISHEK ATMARAM	- Leherene	Asharm	G	Ashanna	Astanna	Asharma
2204124	SHARMA POOJA BHARAT	Shamp	Sharmp		Bamp	Real	Shannp
2204125	SHINDE GAYATRI VILAS	gunto:	garato.	gayati	gayati	Jayam	Decimi
2204126	SHINDE NEHA SATYAWAN	Shinds	Shinde	Suproles	Shinde	Shinds	Swinds
204127	SHINDE POOJA HEMANT	R	R	P	Q	R	D
204128	SHINDE PRUTHVIRAJ YUVRAJ	Shinder	Shindy	Shindle	Shindle	Shinder	Shindle
204129	SHIROLKAR MARUF JAFAR	M	M	M-	A	M	M
204131	SINGH JEEVANAND V	forme	Scovered	2	Servend	Seewand	Seevand
204132	SINGH MANMEET HARPREET	Banmeet	Planmeet	Demmeet	0-	ptanmeet	et anneet
04133	SINGH PRAKHAR AJEET	Realtrat	Realthore	Tablate	Peakhave	Pogalshare -	Freakhore
04135	SONAWANE SOHAN SAYAJIRAO	Sohan	Sohan	Sohan	Sohan	Sohan	Sohan
04136	SURYAVANSHI SOHAN D	Boham	Schon	Sohan	-Cohem		Reham
04144	TRIPATHI YATI MOHANLAL	Yati_	Yati	ysti-	Yati.	Yati.	Yati.
04146	VIVEK KUMAR SAHANI	Viveksari	Viveksalei	Viveksari	Viveksare		1
04147	VYAS DEVESHREE MAHESH						
04151	WAJE RAHUL VIJAY	Ringe	Rways	Rohy	Rahu	Rahy	Rahul.
04155	YEWALE SHUBHAM VIKAS	Vyewall	Vyewals	Vyewaly	VYeway	Vyeway	Yyewale





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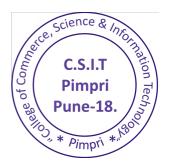


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Class :-Subject :-

Roll No	Student Name	06/02/24	08/02/24	10/2/24	13)2/24	15/2/24	17/2/24
2204006	ASHTURE GAURAV SHANKAR	Gene.	gave .	Gaus.	gave .	Gare.	gave.
2204007	BAN SANDIP SUNDER	Eaudio	Sando	Gandie	Jourdie.	Sandie.	Sandip
2204014	BOCHARE AKANKSHA BALAJI	Alcarkeds.	Abausto	Arousht	Aranko	Axantiolog	Akarke
2204015	BORSE SRUSHTI DHIRAJ	Soutt.	Bushot	Gruphi.	Stusht?	Soushitt.	Soush
2204016	CHAKRABORTY SHREYA MRINMOY	Evere.	Jareya.	chreys.	Shreye.	Shraya	Arey
2204020	CHAVAN PREM KAILAS	decen.	Pream.	Preur.	Aren.	Pren.	Gren
2204026	DEVKAR NIKHIL SURESH	Wikliel .	Adinale.	Ackluis.	Nixtuel.	Nikhij.	Nithi
2204027	DHANWADE SNEHAL DILIP	Sirehal.	Sheha	Inchas.	Indas	Jistal	Justice
2204031	DHORE ROHAN KUNDALIK	Holnes.	Rohans.	Dohan	Achan .	Pohous.	Rohan
2204037	GAJBHIV JOEL DANIEL	lanial.	Amid	Daniel (	Daniel,	David	David
2204041	GHADAGE DIVYA DIPAK	Diviner	Divie	() Juna	Nivea.	Nivy.	Duya
2204046	GUPTA DEEPAK SANTOSH	Deepars.	Deeper	Deeperk	Doopak	Deeper	Deepat
2204053	JADHAV RUSHIKESH SHIVAЛ	Ruchi.	Rushi,	Rueli.	Rushi.	Pushi,	Rushi
2204055	JADHAV VENKATESH KALURAM	Neuky.	Venky	Venky.	Varky.	Venky	Venky
2204062	KAPSE SHIVAM TANAJI	Rivon .	Sulvan	Quivain	Suivan	Sivan	Riva
2204064	KATALKAR SHRUTI PRAMOD	Surviti	anni	Shrufi	Sunut:	Shrut	Surut
2204066	KATE HIMANSHU SANTOSH	haw .	thand	Shaw	Stiend .	chant .	Obied
2204081	MALLAH ROHIT RAMANAND	Q.	æ.	D.	æ.	Q.	(R)
2204095	PATIL SWAYAM SHANKAR	Aucio	Juaro	anayou	Shuarpont	Strayan	swana
2204096	PATIL YASH RAJAN	Yash.	Yak	Jash.	Yosla.	Yash	Yash
2204102	RAINI FATEMA ANWAR	fatimes.	fatting.	Actima.	(fatima.	fatime	. Fatin
2204106	RATHOD MITTAL MANSUKH	TA.	KA.	Ha.	Ma.	AQ.	AD.
2204107	RATHOD RANJIT ROHIDAS	Privit:	Raw	Pavit	Randit	Rani	Dani it
2204110	RODE MAYUR ANIL	noren	10		- Second	1 and	- And







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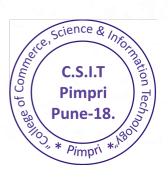




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2204111	RUPAN CHIRANJIVI SRINIVAS	æ	an an	æ	œ.	SR.	æ
2204112	RUPAN NAGARJUN SREENIVAS	Ragary	Regent	Regeary	Ragery	Ragerin	Ragerin
2204114	SANGAME MAYUR MOHANLAL	JA-		#	-		A
2204120	SHAIKH SANIYA DASTAGIR	6.2	S.R	(S.K)	(S.K)	(S.K)	S.R.
2204121	SHAIKH SOHAIL FARUK	9	8	B	8	8	8
2204123	SHARMA ABHISHEK ATMARAM	Adrowing	thours.	Asharmy	Selwing.	Chang	laharng-
2204124	SHARMA POOJA BHARAT	shamp	shamp	shamp	shamp	shamp	shamp
2204125	SHINDE GAYATRI VILAS	gayater	gardaget	gayatri	gayato	garaté	garates
2204126	SHINDE NEHA SATYAWAN	ShindAp	Stinde	Shindle	grinders	Shi aly	abide
2204127	SHINDE POOJA HEMANT		Pr	R	Re	RE	Pr
2204128	SHINDE PRUTHVIRAJ YUVRAJ	Shindle	Shindes	Shinde	Shinde	Shinde	Shindle
2204129	SHIROLKAR MARUF JAFAR	-19-	A.	M.	A.	M	19-
2204131	SINGH JEEVANAND V	Freevand	Ferenand	Freevand	Sugrand	Seevent	
2204132	SINGH MANMEET HARPREET	Vanmeet	Manneet	Bannet	Mannut	Manneet	Hannet
2204133	SINGH PRAKHAR AJEET	REalthout		Realling	Reakhore	Realistat	
2204135	SONAWANE SOHAN SAYAJIRAO	Sohan	sohan	Sohan	Sohan.	Sohan	Soban
204136	SURYAVANSHI SOHAN D	Sohan	Leona	Somen	Sohen	Sohen	
204144	TRIPATHI YATI MOHANLAL	Yati	Yati	Yati	Yati	Yati	Yati
204146	VIVEK KUMAR SAHANI	Viversdi	Violseti	Un exseli	Vineksahi	Viveksel	Vivekser
204147	VYAS DEVESHREE MAHESH	Druy y	moyo	ondy or	Omy a	Queyo	Omyes
204151	WAJE RAHUL VIJAY	Dahul	Rahul	1. T	Rahu	Rahe	Rahu
204155	YEWALE SHUBHAM VIKAS	Vyewale	vyewale	Vyewale	Vyewel	Vyewels	Vyewels





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# CERTIFICATE

# **Certificate of Participation**

Rupan Chiranjivi Srinivas

This certifies successful completion of the course on **Effective Communication Skills**, conducted from **10th January 2024** to **16th March 2024**.

**Course** Coordinator







College of Commerce, Science & Information Technology

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**Report on Certificate Course on "Effective Communications Skills"** 

Date	:	10/01/2024 To 16/03/2024
Time	:	2.30 Pm To 3.30 Pm
Venue	:	ASM CSIT College, Pimp
Collaboration (If any)	:	SPPU Pune & ASM CSIT
Coordinator	:	Asst. Prof. Jyoti R Tope, As

SM CSIT College, Pimpri

PPU Pune & ASM CSIT College Pimpri, Pune-18

sst. Prof. Jyoti R Tope, Asst. Prof. Prerna Shinde.

## **Introduction:**

The Effective Communication Skills course is designed to enhance the verbal and non-verbal communication abilities of BBA Computer Application students. As an integral part of professional and academic success, communication skills play a crucial role in career development, teamwork, and personal growth. This course provides students with the tools to articulate ideas clearly, build confidence, and foster collaborative relationships in their future endeavors.

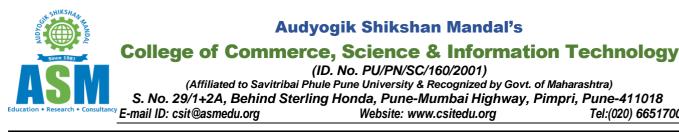
## **Objectives:**

- To improve students' proficiency in verbal and written communication. 1
- 2 To develop effective listening and speaking skills.
- 3 To enhance interpersonal communication and presentation abilities.
- 4 To prepare students for professional interviews and group discussions.
- 5 To instill confidence in public speaking and interaction.

# **Detailed Report:**

The Effective Communication Skills course is a meticulously designed program aimed at enriching the communication abilities of BBA Computer Application students. This course provides a platform to enhance verbal and written communication, ensuring students develop the confidence and skills required for professional success. It emphasizes key areas such as active listening, effective presentations, and professional writing, equipping students with the ability to articulate their ideas clearly and persuasively. Through structured sessions, students will also gain hands-on experience in group discussions, interview techniques, and public speaking, thereby fostering essential interpersonal and collaborative skills.

Spanning from January to March 2024, the course integrates theoretical knowledge with practical applications, creating an interactive and engaging learning environment. With the guidance of experienced coordinators and industry professionals, students will receive insights into real-world communication scenarios. The program's comprehensive approach ensures that participants leave with not only improved communication capabilities but also the confidence to excel in their academic and professional journeys. This value-added course stands as a stepping stone for Students to refine their skills and prepare for the dynamic challenges of the professional world.





Tel:(020) 6651700





## **Outcomes:**

# 1. Improved Communication Skills

You will be able to express your ideas clearly and effectively, both in speaking and writing, making it easier to convey your thoughts in any situation.

## 2. Boosted Confidence

You will feel more self-assured while speaking in front of an audience or interacting in a professional setting.

# 3. Teamwork and Collaboration Expertise

You will learn how to participate in and contribute to group discussions effectively, working collaboratively in teams to achieve shared goals.

# 4. **Presentation Mastery**

You will develop the ability to create and deliver impactful presentations that engage and inform your audience.

# 5. Active Listening Proficiency

You will understand how to listen attentively and respond thoughtfully, improving your interactions in both professional and personal relationships.

