

**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.

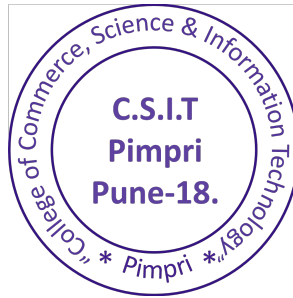
**Day:-Tuesday, Thursday and Saturday**

**Time:-2.30 pm to 3.30 pm**

**Class Room No.:-20**

  
**Course Coordinator**

**Ms.Jyoti Tope**



  
**Principal**

**Principal**  
College of Commerce, Science &  
Information Technology  
S. No. 29/1+2A, Pune-Mumbai Highway,  
Pimpri, Pune - 411 018.







**ASM's College of Commerce, Science & Information Technology Pimpri, Pune - 411018**

**EFFECTIVE**

COMMUNICATION SKILLS:

**EFFECTIVE-  
COMMUNICATION**




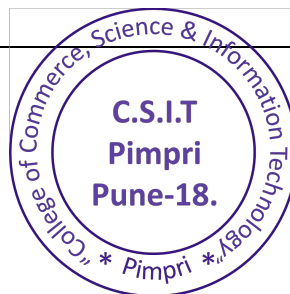
**Course Credit  
2 Credits (30 hrs)**

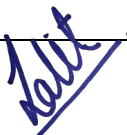
**Course Teaching -30 hrs.  
Tutorial/ Evaluation** 

DEPARTMENT OF  
**COMPUTER SCIENCE**

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**Course Coordinator**  
**Ms.Jyoti Tope**



  
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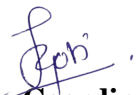
**Syllabus-Certificate Course in Effective Communications Skills**

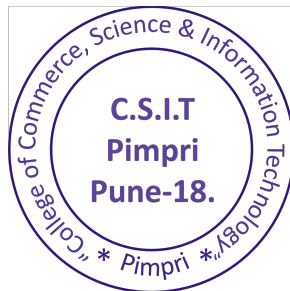
<b>Course Code</b>	<b>ECS2324</b>
<b>Title of Course</b>	<b>Certificate Course in Effective Communications Skills</b>
<b>Course Credit</b>	<b>2</b>
<b>Course- Total Hours</b>	<b>30 hours</b>
<b>Course -Teaching</b>	<b>20 hours</b>
<b>Evaluation Hours</b>	<b>5 hours</b>
<b>Practical/Project/Training Hours</b>	<b>5 hours</b>
<b>Content of Proposed Course</b>	<ul style="list-style-type: none"> <li>• Components Of Effective Communication</li> <li>• Recognize flaws in their own communication style</li> <li>• Techniques to build rapport easily</li> <li>• Express ideas fluently through conversation</li> </ul>
<b>Justification of Course</b>	
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.	
<b>Outcome for students after completion of course</b>	
<ul style="list-style-type: none"> <li>➤ Understand how communication works</li> <li>➤ Gain active listening and responding skills</li> <li>➤ See things from other points of view</li> <li>➤ Manage assumption more effectively</li> <li>➤ Understand your own strengths and weaknesses</li> <li>➤ Understand how others may see you</li> <li>➤ Look at body language</li> </ul>	
<b>Syllabus</b>	
<b>Module -1 Components Of Effective Communication</b>	
Clarity of Thought and Expression, Correctness / Appropriateness, Conciseness, Conducive Environment, Completeness, Seven Steps for Effective Communication, Context, Sender, Ideas, Encoding, Medium, Receiver/decoder, Feedback.	
<b>Module -2 Recognize flaws in their own communication style</b>	
Assertive communication style, Aggressive communication style, Passive communication style, Passive-aggressive communication style, Manipulative communication style, Behavioral Characteristics, Non-Verbal Behavior.	
<b>Module -3 Techniques to build rapport easily</b>	
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.	
<b>Module -4 Express ideas fluently through conversation</b>	
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.	
<b>Module -5 Methods for effective communication</b>	
Verbal / Oral Communication, Non-Verbal Communication, Formal Communication, Lateral/ Horizontal Communication, Vertical Communication, Informal Communication, Written Communication, Visual Communication.	

*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

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

  
Course Coordinator  
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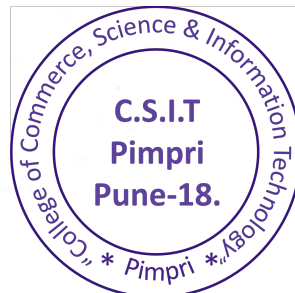
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Survey No.29/1+2A, Behind Sterling Honda Showroom Pimpri, Pune-411018.  
NAAC GRADE - B+



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	Gaurav	Gaurav	Gaurav	Gaurav	Gaurav	Gaurav
2204007	BAN SANDIP SUNDER	Sandipb	Sandipb	Sandipb	Sandipb	Sandipb	Sandipb
2204014	BOCHARE AKANKSHA BALAJI						
2204015	BORSE SRUSHTI DHIRAJ	S	S	S	S	S	S
2204016	CHAKRABORTY SHREYA MRINMOY	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya
2204020	CHAVAN PREM KAILAS	Chavan	Chavan	Chavan	Chavan	Chavan	Chavan
2204026	DEVKAR NIKHIL SURESH	Devkar	Devkar	Devkar	Devkar	Devkar	Devkar
2204027	DHANWADE SNEHAL DILIP						
2204031	DHORE ROHAN KUNDALIK	DHORE	DHORE	DHORE	DHORE	DHORE	DHORE
2204037	GAJBHIV JOEL DANIEL						
2204041	GHADAGE DIVYA DIPAK	Dipak	Dipak	Dipak	Dipak	Dipak	Dipak
2204046	GUPTA DEEPAK SANTOSH	Santosh	Santosh	Santosh	Santosh	Santosh	Santosh
2204053	JADHAV RUSHIKESH SHIVAJI						
2204055	JADHAV VENKATESH KALURAM	Venkatesh	Venkatesh	Venkatesh	Venkatesh	Venkatesh	Venkatesh
2204062	MISHRA SHIVAJI TANAJI MEGHAWAL DASHARATH	D-TA	D-TA	D-TA	D-TA	D-TA	D-TA
2204064	KATALKAR SHRUTI PRAMOD	S	S	S	S	S	S
2204066	KATE HIMANSHU SANTOSH						
2204081	MALLAH ROHIT RAMANAND	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit
2204095	PATIL SWAYAM SHANKAR Prem Kailas Chavan	Prem	Prem	Prem	Prem	Prem	Prem
2204096	PATIL YASH RAJAN						
2204102	RAINI FATEMA ANWAR	Fatima	Fatima	Fatima	Fatima	Fatima	Fatima
2204106	RATHOD MITTAL MANSUKH						
2204107	RATHOD RANJIT ROHIDAS	Ranjit	Ranjit	Ranjit	Ranjit	Ranjit	Ranjit
2204110	RODE MAYUR ANIL	Anil	Anil	Anil	Anil	Anil	Anil



*Rohit*

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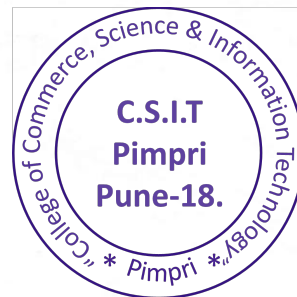
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NAAC GRADE - B+



2204111	RUPAN CHIRANJIVI SRINIVAS	<del>R</del>	<del>R</del>	<del>R</del>	<del>R</del>	<del>R</del>	<del>R</del>
2204112	RUPAN NAGARJUN SREENIVAS	Ragayji	Ragayji	Ragayji	Ragayji	Ragayji	Ragayji
2204114	SANGAME MAYUR MOHANLAL	<del>A</del>	<del>A</del>	<del>A</del>	<del>A</del>	<del>A</del>	<del>A</del>
2204120	SHAIKH SANIYA DASTAGIR	(S.K)	(S.K)	(S.K)	(S.K)	(S.K)	(S.K)
2204121	SHAIKH SOHAIL FARUK	<del>S</del>	<del>S</del>	<del>S</del>	<del>S</del>	<del>S</del>	<del>S</del>
2204123	SHARMA ABHISHEK ATMARAM	<del>Abhishek</del>	<del>Abhishek</del>	<del>Abhishek</del>	<del>Abhishek</del>	<del>Abhishek</del>	<del>Abhishek</del>
2204124	SHARMA POOJA BHARAT	shamp	shamp	shamp	shamp	shamp	shamp
2204125	SHINDE GAYATRI VILAS	gayatri	gayatri	gayatri	gayatri	gayatri	gayatri
2204126	SHINDE NEHA SATYAWAN	Shinde	Shinde	Shinde	Shinde	Shinde	Shinde
2204127	SHINDE POOJA HEMANT	Shinde	Shinde	Shinde	Shinde	Shinde	Shinde
2204128	SHINDE PRUTHVIRAJ YUVRAJ	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>
2204129	SHIROLKAR MARUF JAFAR	<del>M</del>	<del>M</del>	<del>M</del>	<del>M</del>	<del>M</del>	<del>M</del>
2204131	SINGH JEEVANAND V	Jeevan	Jeevan	Jeevan	Jeevan	Jeevan	Jeevan
2204132	SINGH MANMEET HARPREET	Manmeet	Manmeet	Manmeet	Manmeet	Manmeet	Manmeet
2204133	SINGH PRAKHAR AJEET	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>
2204135	SONAWANE SOHAN SAYAJIRAO	sohan	sohan	sohan	sohan	sohan	sohan
2204136	SURYAVANSHI SOHAN D	sohan	sohan	sohan	sohan	sohan	sohan
2204144	TRIPATHI YATI MOHANLAL	yati	yati	yati	yati	yati	yati
2204146	VIVEK KUMAR SAHANI	vivek	vivek	vivek	vivek	vivek	vivek
2204147	VYAS DEVESHREE MAHESH	Omaya	Omaya	Omaya	Omaya	Omaya	Omaya
2204151	WAJE RAHUL VIJAY	Rahu	Rahu		Rahu	Rahu	
2204155	YEWALE SHUBHAM VIKAS	vyewale	vyewale	vyewale	vyewale	vyewale	vyewale



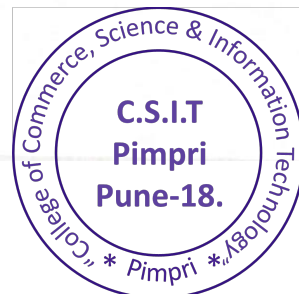
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**Principal**

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Class :-  
 Subject :-

Roll No..	Student Name	23/1/24	25/1/24	27/1/24	30/1/24	01/02/24	03/02/24
2204006	ASHTURE GAURAV SHANKAR	Gaurav	Gaurav	Gaurav	Gaurav	Gaurav	Gaurav
2204007	BAN SANDIP SUNDER	Sandip	Sandip	Sandip	Sandip	Sandip	Sandip
2204014	BOCHARE AKANKSHA BALAJI						
2204015	BORSE SRUSHTI DHIRAJ	S	S	S	S	S	S
2204016	CHAKRABORTY SHREYA MRINMOY	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya
2204020	CHAVAN PREM KAILAS	Chavan	Chavan	Chavan	Chavan	Chavan	Chavan
2204026	DEVKAR NIKHIL SURESH	Devkar	Devkar	Devkar	Devkar	Devkar	Devkar
2204027	DHANWADE SNEHAL DILIP						
2204031	DHORE ROHAN KUNDALIK	DHORE	DHORE	DHORE	DHORE	DHORE	DHORE
2204037	GAJBHIV JOEL DANIEL						
2204041	GHADAGE DIVYA DIPAK	Divya	Divya	Divya	Divya	Divya	Divya
2204046	GUPTA DEEPAK SANTOSH	Santosh	Santosh	Santosh	Santosh	Santosh	Santosh
2204053	JADHAV RUSHIKESH SHIVAJI						
2204055	JADHAV VENKATESH KALURAM	Venkatesh	Venkatesh	Venkatesh	Venkatesh	Venkatesh	Venkatesh
2204062	<del>KADANE SURESH KARAN</del> MEGHAVAL DASHRATH	DM	DM	DM	DM	DM	DM
2204064	KATALKAR SHRUTI PRAMOD	S	S	S	S	S	S
2204066	KATE HIMANSHU SANTOSH						
2204081	MALLAH ROHIT RAMANAND	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit
2204095	<del>RATH SWAYAM SHANKAR</del> Prem Kailas Chavan	Prem	Prem	Prem	Prem	-	-
2204096	PATIL YASH RAJAN						
2204102	RAINI FATEMA ANWAR	Fatima	Fatima	Fatima	Fatima	Fatima	Fatima
2204106	RATHOD MITTAL MANSUKH						
2204107	RATHOD RANJIT ROHIDAS	Ranjit	Ranjit	Ranjit	Ranjit	Ranjit	Ranjit
2204110	RODE MAYUR ANIL	Anil	Anil	Anil	Anil	Anil	Anil



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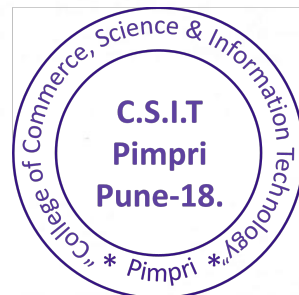
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NAAC GRADE - B+



2204111	RUPAN CHIRANJIVI SRINIVAS	<i>RC</i>	<i>RC</i>	<i>RC</i>	<i>RC</i>	<i>RC</i>	<i>RC</i>
2204112	RUPAN NAGARJUN SREENIVAS	<i>Ragunji</i>	<i>Ragunji</i>	<i>Ragunji</i>	<i>Ragunji</i>	<i>Ragunji</i>	<i>Ragunji</i>
2204114	SANGAME MAYUR MOHANLAL	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>
2204120	SHAIKH SANIYA DASTAGIR	<i>S.K</i>	<i>S.K</i>	<i>S.K</i>	<i>S.K</i>	<i>S.K</i>	<i>S.K</i>
2204121	SHAIKH SOHAIL FARUK	<i>S</i>	<i>S</i>	<i>S</i>	<i>S</i>	<i>S</i>	<i>S</i>
2204123	SHARMA ABHISHEK ATMARAM	<i>Sharma</i>	<i>Sharma</i>	<i>Sharma</i>	<i>Sharma</i>	<i>Sharma</i>	<i>Sharma</i>
2204124	SHARMA POOJA BHARAT	<i>sharma</i>	<i>sharma</i>	<i>sharma</i>	<i>sharma</i>	<i>sharma</i>	<i>sharma</i>
2204125	SHINDE GAYATRI VILAS	<i>gayatri</i>	<i>gayatri</i>	<i>gayatri</i>	<i>gayatri</i>	<i>gayatri</i>	<i>gayatri</i>
2204126	SHINDE NEHA SATYAWAN	<i>Shinde</i>	<i>Shinde</i>	<i>Shinde</i>	<i>Shinde</i>	<i>Shinde</i>	<i>Shinde</i>
2204127	SHINDE POOJA HEMANT	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>
2204128	SHINDE PRUTHVIRAJ YUVRAJ	<i>Shinde</i>	<i>Shinde</i>	<i>Shinde</i>	<i>Shinde</i>	<i>Shinde</i>	<i>Shinde</i>
2204129	SHIROLKAR MARUF JAFAR	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>
2204131	SINGH JEEVANAND V	<i>Jeevan</i>	<i>Jeevan</i>	<i>Jeevan</i>	<i>Jeevan</i>	<i>Jeevan</i>	<i>Jeevan</i>
2204132	SINGH MANMEET HARPREET	<i>Manmeet</i>	<i>Manmeet</i>	<i>Manmeet</i>	<i>Manmeet</i>	<i>Manmeet</i>	<i>Manmeet</i>
2204133	SINGH PRAKHAR AJEET	<i>Prakhar</i>	<i>Prakhar</i>	<i>Prakhar</i>	<i>Prakhar</i>	<i>Prakhar</i>	<i>Prakhar</i>
2204135	SONAWANE SOHAN SAYAJIRAO	<i>Sohan</i>	<i>Sohan</i>	<i>Sohan</i>	<i>Sohan</i>	<i>Sohan</i>	<i>Sohan</i>
2204136	SURYAVANSHI SOHAN D	<i>Sohan</i>	<i>Sohan</i>	<i>Sohan</i>	<i>Sohan</i>	<i>Sohan</i>	<i>Sohan</i>
2204144	TRIPATHI YATI MOHANLAL	<i>Yati</i>	<i>Yati</i>	<i>Yati</i>	<i>Yati</i>	<i>Yati</i>	<i>Yati</i>
2204146	VIVEK KUMAR SAHANI	<i>vivek</i>	<i>vivek</i>	<i>vivek</i>	<i>vivek</i>	<i>vivek</i>	<i>vivek</i>
2204147	VYAS DEVESHREE MAHESH	<i>Omvyas</i>	<i>Omvyas</i>	<i>Omvyas</i>	<i>Omvyas</i>	<i>Omvyas</i>	<i>Omvyas</i>
2204151	WAJE RAHUL VIJAY	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>	<i>Rahul</i>
2204155	YEWALE SHUBHAM VIKAS	<i>Vyewale</i>	<i>Vyewale</i>	<i>Vyewale</i>	<i>Vyewale</i>	<i>Vyewale</i>	<i>Vyewale</i>



*Principal*

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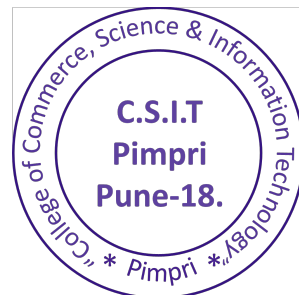


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NAAC GRADE - B+



Class :-  
Subject :-

Roll No..	Student Name	20/2/24	22/2/24	24/2/24	27/2/24	29/2/24	2/3/24
2204006	ASHTURE GAURAV SHANKAR	Gaurav	Gaurav	Gaurav	Gaurav	Gaurav	Gaurav
2204007	BAN SANDIP SUNDER	Sandipb	Sandipb	Sandipb	Sandipb	Sandipb	Sandipb
2204014	BOCHARE AKANKSHA BALAJI						
2204015	BORSE SRUSHTI DHIRAJ	S	S	S	S	S	S
2204016	CHAKRABORTY SHREYA MRINMOY	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya
2204020	CHAVAN PREM KAILAS	Chavan	Chavan	Chavan		Chavan	
2204026	DEVKAR NIKHIL SURESH	NDevkar	NDevkar	NDevkar	NDevkar		NDevkar
2204027	DHANWADE SNEHAL DILIP						
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	Santosh	Santosh	Santosh	Santosh	Santosh	Santosh
2204053	JADHAV RUSHIKESH SHIVAJI						
2204055	JADHAV VENKATESH KALURAM	Venkatesh	Venkatesh	Venkatesh		Venkatesh	Venkatesh
2204062	KAPSE SHIVAM TANAJI MEGHAVAL DASHARATH	DM	DM	DM	DM	DM	DM
2204064	KATALKAR SHRUTI PRAMOD	S	S	S	S	S	S
2204066	KATE HIMANSHU SANTOSH						
2204081	MALLAH ROHIT RAMANAND	Rohit	Rohit	Rohit		Rohit	Rohit
2204095	PATIL SWAYAM SHANKAR						
2204096	PATIL YASH RAJAN						
2204102	RAINI FATEMA ANWAR	Fatima	Fatima	Fatima	Fatima	Fatima	Fatima
2204106	RATHOD MITTAL MANSUKH						
2204107	RATHOD RANJIT ROHIDAS	Ranjit	Ranjit	Ranjit	Ranjit	Ranjit	Ranjit
2204110	RODE MAYUR ANIL	Anil	Anil	Anil	Anil	Anil	Anil



*Rohit*  
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Pimpri, Pune - 411 018.

2204111	RUPAN CHIRANJIVI SRINIVAS	<del>CR</del>	<del>CR</del>	<del>CR</del>	<del>CR</del>	<del>CR</del>	<del>CR</del>
2204112	RUPAN NAGARJUN SREENIVAS	Ragavij	Ragavij	Ragavij	Ragavij		Ragavij
2204114	SANGAME MAYUR MOHANLAL	M	M	M	M	M	M
2204120	SHAIKH SANIYA DASTAGIR	S.k	S.k	S.k	S.k	S.k	S.k
2204121	SHAIKH SOHAIL FARUK	S	S	S	S	S	S
2204123	SHARMA ABHISHEK ATMARAM	Ashwara	Ashwara	Ashwara	Ashwara	Ashwara	Ashwara
2204124	SHARMA POOJA BHARAT	Shamp	Shamp	Shamp	Shamp	Shamp	Shamp
2204125	SHINDE GAYATRI VILAS	Jayatri	Jayatri	Jayatri	Jayatri	Jayatri	Jayatri
2204126	SHINDE NEHA SATYAWAN	Shinde	Shinde	Shinde	Shinde	Shinde	Shinde
2204127	SHINDE POOJA HEMANT	Shinde	Shinde	Shinde	Shinde	Shinde	Shinde
2204128	SHINDE PRUTHVIRAJ YUVRAJ	P	P	P	P	P	P
2204129	SHIROLKAR MARUF JAFAR	M	M	M	M		M
2204131	SINGH JEEVANAND V	Jeevan	Jeevan	Jeevan	Jeevan	Jeevan	Jeevan
2204132	SINGH MANMEET HARPREET	Manmeet	Manmeet	Manmeet	Manmeet	Manmeet	Manmeet
2204133	SINGH PRAKHAR AJEET	Prakhar	Prakhar		Prakhar	Prakhar	Prakhar
2204135	SONAWANE SOHAN SAYAJIRAO	Sohan	Sohan	Sohan	Sohan		Sohan
2204136	SURYAVANSHI SOHAN D	Sohan	Sohan	Sohan	Sohan	Sohan	Sohan
2204144	TRIPATHI YATI MOHANLAL	Yati	Yati	Yati	Yati	Yati	Yati
2204146	VIVEK KUMAR SAHANI	Viveksani	Viveksani	Viveksani	Viveksani	Viveksani	Viveksani
2204147	VYAS DEVESHREE MAHESH						
2204151	WAJE RAHUL VIJAY	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul
2204155	YEWALE SHUBHAM VIKAS	Yewale	Yewale	Yewale		Yewale	Yewale

Class :-  
Subject :-

Roll No..	Student Name	05/3/24	07/03/24	09/03/24	12/3/24	14/3/24	16/3/24
2204006	ASHTURE GAURAV SHANKAR	Gaurav	Gaurav	Gaurav	Gaurav	Gaurav	Gaurav
2204007	BAN SANDIP SUNDER	Sandipb	Sandipb	Sandipb	Sandipb	Sandipb	Sandipb
2204014	BOCHARE AKANKSHA BALAJI						
2204015	BORSE SRUSHTI DHIRAJ	S	S	S	S	S	
2204016	CHAKRABORTY SHREYA MRINMOY	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya
2204020	CHAVAN PREM KAILAS	Chavan	Chavan	Chavan		Chavan	
2204026	DEVKAR NIKHIL SURESH	NDevkar	NDevkar	NDevkar	NDevkar		NDevkar
2204027	DHANWADE SNEHAL DILIP						
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	Santosh	Santosh	Santosh	Santosh	Santosh	Santosh
2204053	JADHAV RUSHIKESH SHIVAJI						
2204055	JADHAV VENKATESH KALURAM	Venkatash	venkatash	Venkatash		Venkatash	Venkatash
2204062	<del>KARSE SHEFALI TEJASW</del> MEGHAVAL DASHARATH	D.M.	D.M.	D.M.	D.M.	D.M.	D.M.
2204064	KATALKAR SHRUTI PRAMOD	S	S	S	S	S	S
2204066	KATE HIMANSHU SANTOSH						
2204081	MALLAH ROHIT RAMANAND	Rohit	Rohit	Rohit		Rohit	Rohit
2204095	PATIL SWAYAM SHANKAR						
2204096	PATIL YASH RAJAN						
2204102	RAINI FATEMA ANWAR	Patima	Patima	Patima	Patima	Patima	Patima
2204106	RATHOD MITTAL MANSUKH						
2204107	RATHOD RANJIT ROHIDAS	Ranjit	Ranjit	Ranjit	Ranjit	Ranjit	Ranjit
2204110	RODE MAYUR ANIL	Anil	Anil	Anil	Anil	Anil	Anil

2204111	RUPAN CHIRANJIVI SRINIVAS	<u>CR</u>	<u>R</u>	<u>CR</u>	<u>R</u>	<u>CR</u>	<u>R</u>
2204112	RUPAN NAGARJUN SREENIVAS	<u>Ragunij</u>	<u>Ragunij</u>	<u>Ragunij</u>	<u>Ragunij</u>	<u>Ragunij</u>	<u>Ragunij</u>
2204114	SANGAME MAYUR MOHANLAL	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>
2204120	SHAIKH SANIYA DASTAGIR	<u>S.k</u>	<u>S.k</u>	<u>S.k</u>	<u>S.k</u>	<u>S.k</u>	<u>S.k</u>
2204121	SHAIKH SOHAIL FARUK	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>
2204123	SHARMA ABHISHEK ATMARAM	<u>Asharma</u>	<u>Asharma</u>	<u>Asharma</u>	<u>Asharma</u>	<u>Asharma</u>	<u>Asharma</u>
2204124	SHARMA POOJA BHARAT	<u>SharmP</u>	<u>SharmP</u>	<u>SharmP</u>	<u>SharmP</u>	<u>SharmP</u>	<u>SharmP</u>
2204125	SHINDE GAYATRI VILAS	<u>Jayatri</u>	<u>Jayatri</u>	<u>Jayatri</u>	<u>Jayatri</u>	<u>Jayatri</u>	<u>Jayatri</u>
2204126	SHINDE NEHA SATYAWAN	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>
2204127	SHINDE POOJA HEMANT	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
2204128	SHINDE PRUTHVIRAJ YUVRAJ	<u>ShindeP</u>	<u>ShindeP</u>	<u>ShindeP</u>	<u>ShindeP</u>	<u>ShindeP</u>	<u>ShindeP</u>
2204129	SHIROLKAR MARUF JAFAR	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>
2204131	SINGH JEEVANAND V	<u>Jeevand</u>	<u>Jeevand</u>	<u>Jeevand</u>	<u>Jeevand</u>	<u>Jeevand</u>	<u>Jeevand</u>
2204132	SINGH MANMEET HARPREET	<u>Manmeet</u>	<u>Manmeet</u>	<u>Manmeet</u>	<u>Manmeet</u>	<u>Manmeet</u>	<u>Manmeet</u>
2204133	SINGH PRAKHAR AJEET	<u>Prakhar</u>	<u>Prakhar</u>	<u>Prakhar</u>	<u>Prakhar</u>	<u>Prakhar</u>	<u>Prakhar</u>
2204135	SONAWANE SOHAN SAYAJIRAO	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>
2204136	SURYAVANSHI SOHAN D	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>
2204144	TRIPATHI YATI MOHANLAL	<u>Yati</u>	<u>Yati</u>	<u>Yati</u>	<u>Yati</u>	<u>Yati</u>	<u>Yati</u>
2204146	VIVEK KUMAR SAHANI	<u>Viveksahi</u>	<u>Viveksahi</u>	<u>Viveksahi</u>	<u>Viveksahi</u>	<u>Viveksahi</u>	<u>Viveksahi</u>
2204147	VYAS DEVESHREE MAHESH						
2204151	WAJE RAHUL VIJAY	<u>Rwaje</u>	<u>Rwaje</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>
2204155	YEWALE SHUBHAM VIKAS	<u>Vyewals</u>	<u>Vyewals</u>	<u>Vyewals</u>	<u>Vyewals</u>	<u>Vyewals</u>	<u>Vyewals</u>

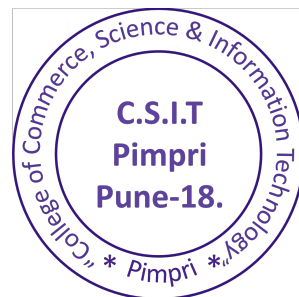


Audyogik Shikshan Mandal's  
**COLLEGE OF COMMERCE, SCIENCE & INFORMATION TECHNOLOGY**  
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Survey No.29/1+2A, Behind Sterling Honda Showroom Pimpri, Pune-411018.  
NAAC GRADE - B+



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	Gaurav	Gaurav	Gaurav	Gaurav	Gaurav	Gaurav
2204007	BAN SANDIP SUNDER	Sandip	Sandip	Sandip	Sandip	Sandip	Sandip
2204014	BOCHARE AKANKSHA BALAJI	Akanksha	Akanksha	Akanksha	Akanksha	Akanksha	Akanksha
2204015	BORSE SRUSHTI DHIRAJ	Srushti	Srushti	Srushti	Srushti	Srushti	Srushti
2204016	CHAKRABORTY SHREYA MRINMOY	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya
2204020	CHAVAN PREM KAILAS	Prem	Prem	Prem	Prem	Prem	Prem
2204026	DEVKAR NIKHIL SURESH	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil
2204027	DHANWADE SNEHAL DILIP	Snehal	Snehal	Snehal	Snehal	Snehal	Snehal
2204031	DHORE ROHAN KUNDALIK	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan
2204037	GAJBHIV JOEL DANIEL	Daniel	Daniel	Daniel	Daniel	Daniel	Daniel
2204041	GHADAGE DIVYA DIPAK	Divya	Divya	Divya	Divya	Divya	Divya
2204046	GUPTA DEEPAK SANTOSH	Deepak	Deepak	Deepak	Deepak	Deepak	Deepak
2204053	JADHAV RUSHIKESH SHIVAJI	Rushi	Rushi	Rushi	Rushi	Rushi	Rushi
2204055	JADHAV VENKATESH KALURAM	Venky	Venky	Venky	Venky	Venky	Venky
2204062	KAPSE SHIVAM TANAJI	Shivam	Shivam	Shivam	Shivam	Shivam	Shivam
2204064	KATALKAR SHRUTI PRAMOD	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
2204066	KATE HIMANSHU SANTOSH	Himanshu	Himanshu	Himanshu	Himanshu	Himanshu	Himanshu
2204081	MALLAH ROHIT RAMANAND	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit
2204095	PATIL SWAYAM SHANKAR	Swayam	Swayam	Swayam	Swayam	Swayam	Swayam
2204096	PATIL YASH RAJAN	Yash	Yash	Yash	Yash	Yash	Yash
2204102	RAINI FATEMA ANWAR	Fatima	Fatima	Fatima	Fatima	Fatima	Fatima
2204106	RATHOD MITTAL MANSUKH	Mansukh	Mansukh	Mansukh	Mansukh	Mansukh	Mansukh
2204107	RATHOD RANJIT ROHIDAS	Ranjit	Ranjit	Ranjit	Ranjit	Ranjit	Ranjit
2204110	RODE MAYUR ANIL	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur



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**COLLEGE OF COMMERCE, SCIENCE & INFORMATION TECHNOLOGY**

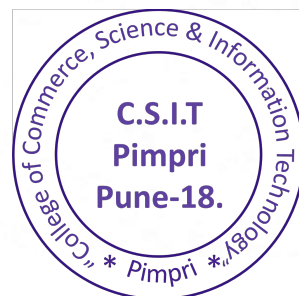
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NAAC GRADE - B+



2204111	RUPAN CHIRANJIVI SRINIVAS	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>
2204112	RUPAN NAGARJUN SREENIVAS	<u>Ragun</u>	<u>Ragun</u>	<u>Ragun</u>	<u>Ragun</u>	<u>Ragun</u>	<u>Ragun</u>
2204114	SANGAME MAYUR MOHANLAL	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>
2204120	SHAIKH SANIYA DASTAGIR	<u>S.K</u>	<u>S.K</u>	<u>S.K</u>	<u>S.K</u>	<u>S.K</u>	<u>S.K</u>
2204121	SHAIKH SOHAIL FARUK	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>
2204123	SHARMA ABHISHEK ATMARAM	<u>sharma</u>	<u>sharma</u>	<u>sharma</u>	<u>sharma</u>	<u>sharma</u>	<u>sharma</u>
2204124	SHARMA POOJA BHARAT	<u>sharm</u>	<u>sharm</u>	<u>sharm</u>	<u>sharm</u>	<u>sharm</u>	<u>sharm</u>
2204125	SHINDE GAYATRI VILAS	<u>gayatri</u>	<u>gayatri</u>	<u>gayatri</u>	<u>gayatri</u>	<u>gayatri</u>	<u>gayatri</u>
2204126	SHINDE NEHA SATYAWAN	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>
2204127	SHINDE POOJA HEMANT	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
2204128	SHINDE PRUTHVIRAJ YUVRAJ	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>
2204129	SHIROLKAR MARUF JAFAR	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>	<u>M</u>
2204131	SINGH JEEVANAND V	<u>Jeevanand</u>	<u>Jeevanand</u>	<u>Jeevanand</u>	<u>Jeevanand</u>	<u>Jeevanand</u>	<u>Jeevanand</u>
2204132	SINGH MANMEET HARPREET	<u>Manmeet</u>	<u>Manmeet</u>	<u>Manmeet</u>	<u>Manmeet</u>	<u>Manmeet</u>	<u>Manmeet</u>
2204133	SINGH PRAKHAR AJEET	<u>Prakhare</u>	<u>Prakhare</u>	<u>Prakhare</u>	<u>Prakhare</u>	<u>Prakhare</u>	<u>Prakhare</u>
2204135	SONAWANE SOHAN SAYAJIRAO	<u>Sohan</u>	<u>sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>
2204136	SURYAVANSHI SOHAN D	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>	<u>Sohan</u>
2204144	TRIPATHI YATI MOHANLAL	<u>Yati</u>	<u>Yati</u>	<u>Yati</u>	<u>Yati</u>	<u>Yati</u>	<u>Yati</u>
2204146	VIVEK KUMAR SAHANI	<u>Viveksahi</u>	<u>Viveksahi</u>	<u>Viveksahi</u>	<u>Viveksahi</u>	<u>Viveksahi</u>	<u>Viveksahi</u>
2204147	VYAS DEVESHREE MAHESH	<u>Dmye</u>	<u>Dmye</u>	<u>Dmye</u>	<u>Dmye</u>	<u>Dmye</u>	<u>Dmye</u>
2204151	WAJE RAHUL VIJAY	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>
2204155	YEWALE SHUBHAM VIKAS	<u>Yewale</u>	<u>Yewale</u>	<u>Yewale</u>	<u>Yewale</u>	<u>Yewale</u>	<u>Yewale</u>



*Rohit*

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# CERTIFICATE

## Certificate of Participation

*Rupan Chiranjivi Prinivas*

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

  
**Course Coordinator**



  
**Principal**  
College of Commerce, Science &  
Information Technology  
S. No. 29/1+2A, Pune-Mumbai Highway,  
Pimpri, Pune - 411 018.



**Report on Certificate Course on “Effective Communications Skills”**

<b>Date</b>	: 10/01/2024 To 16/03/2024
<b>Time</b>	: 2.30 Pm To 3.30 Pm
<b>Venue</b>	: ASM CSIT College, Pimpri
<b>Collaboration (If any)</b>	: SPPU Pune & ASM CSIT College Pimpri,Pune-18
<b>Coordinator</b>	: Asst. 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:**

- 1 To improve students' proficiency in verbal and written communication.
- 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.



**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.

