



ACA – R-16	Value Added Course: Report on Certificate Course in Fundamentals of Communication	Academic Year: 2022-23
Rev : 00		Term-II
Date: 15.06.2018		

Ref: MES/ACSC/ACA/ /

Date: 11 /05 /2023

A) Introduction:

The Value Added Certificate Course in Fundamentals of Communication for students has been conducted by the college for the period from 19th April 2023 to 10th May 2023 for Students.

Total 60 students have participated in Certificate course in Fundamentals of Communication course and Completed successfully.

The purpose of Certificate Course in Fundamentals of Communication is to introduce students to the theory, fundamentals and tools of Communication skills and to develop in them vital communication skills. The present course hopes to address some of the aspects of Communication skills through an interactive mode of teaching-learning process and by focusing on various dimensions of Communication skills. Some of these are: Principles of communication, communication in professional situations, Significance of Non-verbal communication, Skills required for Business correspondence, group discussions etc.

Aims and Objectives of this course are as follows:

1. Familiarize students with basic communication theory.
2. To develop skills of effective communication - both written and oral.
3. To encourage the all-round development of students by focusing on soft skills.
4. To make the students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
5. To develop and nurture the soft skills of the students through individual and group activities.
6. Assist students in conducting research, writing, and verbally presenting ideas.
7. Enhance speaking skills of an interpersonal and public nature

B) Outcome:

On completion of the courses, the students able to:-

1. Communicate effectively through verbal/oral communication and improve the listening skills.
2. Write precise briefs or reports and technical documents.
3. Actively participate in group discussion / meetings / interviews and prepare & deliver presentations.

C) Photographs:



Dr. L.R. Sayyad Delivering Lecture



Dr. L.R. Sayyad
Coordinator



PRINCIPAL
Mula Education Society's
Arts, Commerce & Science College,
Sonai, Tal Newasa, Dist A'Nagar-414105



Mula Education Society's
Arts, Commerce & Science College, Sonai.

Academic Year: 2022-23

Students Enrolled List

Annual/Semester: II

Name of Course - Certificate Course in Fundamentals of Communication

Sr. No.	Name of the participants	Mobile No.	Sign.
1	ADHAV RUTUJA ASHOK	8010747403	RAA
2	ADMANE SHARAD ANNASAHEB	8767926124	SharadA
3	ALHAD GAURAV BALASAHEB	7.447321088	Alhad
4	AUTI VAISHNAV RAMBHAJI	9307252329	Vaishi
5	BANKAR SAGAR RAMESH	9922856174	S. R Bankar
6	BANKAR SAURABH RANGNATH	7719909455	BSR
7	BANKAR SHAILESH SHAMRAO	9322132195	SBBS
8	BARHATE KRUSHNA SANDIP	9404890185	Barbates
9	BELHEKAR OMKAR PANDURANG	9373994305	Omkar
10	BELHEKAR PRANAV SOPAN	8010860640	Belhekarps
11	BHOGE MAHESH VIJAY	7219802724	mahesh
12	BIDE PRATHAMESH DATTATRAY	8080005380	Bide
13	BORDE ASHWINI VIJAY	8530111682	BordeAr
14	BRAMHANE AKSHAY KAKASAHEB	7387992612	AK
15	CHAUDHARI VIDYA RAMDAS	9763307136	Chaudhary
16	DAHIFALE ADITYA SUBHASH	8793504841	DahifaleA
17	DARADE AJIT BHASKAR	8999304961	Ajit
18	DARANDALE ABHISHEK RAMBHAU	8878830332	A.R.D.
19	DARANDALE ABHISHEK SHIVAJI	8878830332 76205377	Abhishek
20	DARANDALE HARSHADA KAILAS	9529621663	H.K.D
21	DARANDALE KALYANI REVANNATH	9975283124	Kalyani
22	DARANDALE MAHESH RAJENDRA	9130734704	MAR
23	DARANDALE NILESH RAJENDRA	7249741182	Nilesh
24	DARANDALE VRUNDA SHARAD	9373733816	Vrunda



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25	DAREKAR SUVARNA RAMDAS	9850646032	SPDarekar
26	DESHMUKH SWATI VIJAY	7972453803	D.S.V.
27	DESHMUKH VARSHA RAMESH	9890627409	D.V.R.
28	DETHE SUHAS KARBHARI	8411053430	SuhasD
29	DHANVATE PRIYANKA DIPAK	7620636117	PDD
30	DHASAL ABHISHEK SANJAY	8010787851	Abhi
31	DHOKANE MOHIT BALASAHEB	7083852808	Mohit
32	DHOKANE SAKSHI JAYRAM	9699550725	S.J. Dhokane
33	DHOKANE VAIBHAV GORAKSHNATH	8856090957	VBS
34	DOLE SHUBHAM BABASAHEB	8799852951	Shubham
35	FALKE GANESH POPAT	8767852171	FP
36	FULMALI KARAN SURESH	7385159844	Bkaran
37	FULMALI RAJENDRA KASHINATH	9970163244	Rajendra
38	FULMALI SUNIL VISHVANATH	9172778116	Sunil
39	GAIKWAD NAGESHWAR DNYANDEO	9689425677	Ganesh
40	GAIKWAD RUSHIKESH BADRINATH	7410548740	CRB
41	GARJE KAVERI GORAKSHNATH	9860783373	Rajesh
42	GARJE SACHIN DASHARATH	7773970330	Garje SD
43	GAYAKE RAHUL EKNATH	8766574545	RahulG
44	GIRWALE RUTUJA SANTOSH	7499218827	Girwale R.S.
45	GORE PRATIK DADASAHEB	9156495442	Pratik
46	HODGAR KARTIK ASHOK	7796188982	Hodgar Kartik
47	JAGDHANE PRATIK SHAMRAO	9130020855	Jayeshmane RS
48	KADAM RAJESHWARI RAVSAHEB	9850921773	RRK
49	KARLE ADESH KISHOR	9763777062	Karle
50	KATORE DEVANSH SANJAY	9356245473	DK
51	KAUSE MANGESH BALIRAM	9130926514	Kause
52	KHARMALE KAVERI RAOSAHEB	8767102325	Kharmale
53	KHILARI RAHUL GORAKSHANATH	7821858629	Khilari



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54	KSHIRSAGAR VEDIKA RAJENDRA	8983655134	(Rde)
55	KURHAT AJAY BAPUSAHEB	9421068221	A.K. Kurhat
56	KURHAT GANESH ASHOK	9860541931	G.A. Kurhat.
57	KUSALKAR PRASHANT RAOSAHEB	8624915350	P. Kusalkar
58	LANDE SANDESH SANJAY	9921112890	S. Lande
59	MAKONE TUSHAR SHRIRANG	7743838049.	T. Makone
60	MHASE GAURAV KISHOR	9422696891	G. Mhase



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Academic Year: 2022-23

Annual/Semester: II

ACA - R - 14
Rev : 00
Date: 15.06.2018

Participant List and Attendance

Date: / /2023

Ref: MES/ACSC/ACA/ /

Topic- Certificate Course in Fundamentals of Communication

Sr. No.	Name of the participants	19/4/23	20/4/23	21/4/23	24/4/23	25/4/23	26/4/23	27/4/23	28/4/23
1	ADHAV RUTUJA ASHOK	PAA	PAA	PAA	PAA	PAA	PAA	PAA	PAA
2	ADMANE SHARAD ANNASAHEB	Sharada	Sharada	AB	AB	Sharada	Sharada	AB	AB
3	ALHAD GAURAV BALASAHEB	Alhad	Alhad	Alhad	Alhad	Alhad	Alhad	Alhad	Alhad
4	AUTI VAISHNAV RAMBHAI	Vaishnav	AB	Vaishnav	Vaishnav	Vaishnav	Vaishnav	Vaishnav	Vaishnav
5	BANKAR SAGAR RAMESH	S.R.Bankar	S.R.Bankar	S.R.Bankar	S.R.Bankar	S.R.Bankar	S.R.Bankar	S.R.Bankar	S.R.Bankar
6	BANKAR SAURABH RANGNATH	BSR	BSR	BSR	BSR	BSR	BSR	AB	BSR
7	BANKAR SHAILESH SHAMRAO	AB	SBB	AB	SBB	SBB	AB	AB	AB
8	BARHATE KRUSHNA SANDIP	Govur	Govur	Govur	AB	AB	Govur	Govur	AB
9	BELHEKAR OMKAR PANDURANG	Zomur	Zomur	Zomur	AB	Zomur	Zomur	AB	Zomur
10	BELHEKAR PRANAV SOPAN	Belhekar	AB	Belhekar	Belhekar	AB	Belhekar	Belhekar	AB
11	BHOGE MAHESH VIJAY	M.R.B	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh
12	BIDE PRATHAMESH DATTATRAY	Bide	Bide	Bide	Bide	Bide	Bide	Bide	Bide
13	BORDE ASHWINI VIJAY	Borde	Borde	Borde	Borde	Borde	AB	Borde	AB
14	BRAMHANE AKSHAY KAKASAHEB	Ab	Ab	Ab	Ab	Ab	Ab	AB	Ab



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ACA – R-28

Rev : 00

Date: 15/06/2018

Test Time Table

Academic Year: 2022 – 23 (Term-II)

Semester: II

Ref: MES/ACSC/ACA/ /

Date: 10/05/2023

**Value Added Course:
Certificate Course in Fundamentals of Communication
Theory Examination Time-Table**

Students of Value Added Course: Certificate Course in Fundamental of Communication is informed that their **Theory Examination** will be conducted on 10th May 2023.

Instructions to the Students:

- Students should be present half an hour before the exam.
- Students will not be allowed for exam without Identity card & dress code.
- No Rexam will be conducted for the absent students.
- Examination will be of **25 marks; Time: 1.00 hr.**
- **Pattern of Question Paper:**


Q.1 (20 Marks)	Attempt All Multiple Choice Questions: [Please tick mark the correct answer](10*2=20)(20)
Q. 2 (5 Marks)	Attempt <u>any one</u> : (5*1=5) (5)

Seating Arrangement:

Date & Time	Roll No.	Block No.	Room No.
10/05/2023 11.30 am to 12.30 pm	01 to 30	1	31
	31 to 60	2	31


Convener


Coordinator


C.O.E.



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Arts, Commerce & Science College, Sonai

CA - R - 30

Rev : 00

Date: 15.06.2018.

Class:

Sub.: Certificate Course in Fundamentals
of Communication

Value Added Course:
Theory Examination
Attendance

Academic Year: 2022 - 23 (Term-II)

Semester: II

Date: 10/05/2023

Time: 1.00 hr.

Max. Marks: 25

Ref: Ref: MES/ACSC/ACA/ /

Date: 10/05/2023

Roll No.	Name	Student Sign	Marks obtained	Grade
1.	ADHAV RUTUJA ASHOK		15	A
2.	ADMANE SHARAD ANNASAHEB		15	A
3.	ALHAD GAURAV BALASAHEB		15	A
4.	AUTI VAISHNAV RAMBHAJI		15	A
5.	BANKAR SAGAR RAMESH		15	A
6.	BANKAR SAURABH RANGNATH		15	A
7.	BANKAR SHAILESH SHAMRAO		15	A
8.	BARHATE KRUSHNA SANDIP		16	A
9.	BELHEKAR OMKAR PANDURANG		16	A
10.	BELHEKAR PRANAV SOPAN		16	A
11.	BHOGE MAHESH VIJAY		15	A
12.	BIDE PRATHAMESH DATTATRAY		15	A
13.	BORDE ASHWINI VIJAY		17	A
14.	BRAMHANE AKSHAY KAKASAHEB		16	A
15.	CHAUDHARI VIDYA RAMDAS		16	A
16.	DAHIFALE ADITYA SUBHASH		15	A
17.	DARADE AJIT BHASKAR		15	A
18.	DARANDALE ABHISHEK RAMBHAU		15	A
19.	DARANDALE ABHISHEK SHIVAJI		15	A
20.	DARANDALE HARSHADA KAILAS		16	A
21.	DARANDALE KALYANI REVANNATH		16	A
22.	DARANDALE MAHESH RAJENDRA		16	A
23.	DARANDALE NILESH RAJENDRA		16	A
24.	DARANDALE VRUNDA SHARAD		17	A
25.	DAREKAR SUVARNA RAMDAS		17	A
26.	DESHMUKH SWATI VIJAY		17	A
27.	DESHMUKH VARSHA RAMESH		17	A
28.	DETHE SUHAS KARBHARI		15	A
29.	DHANVATE PRIYANKA DIPAK		15	A
30.	DHASAL ABHISHEK SANJAY		15	A
31.	DHOKANE MOHIT BALASAHEB		16	A
32.	DHOKANE SAKSHI JAYRAM		17	A



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33.	DHOKANE VAIBHAV GORAKSHNATH	<u>Vaib</u>	15	A
34.	DOLE SHUBHAM BABASAHEB	<u>Shubham</u>	15	A
35.	FALKE GANESH POPAT	<u>EP</u>	16	A
36.	FULMALI KARAN SURESH	<u>Karan</u>	16	A
37.	FULMALI RAJENDRA KASHINATH	<u>Pur. S.</u>	16	A
38.	FULMALI SUNIL VISHVANATH	<u>Sunil</u>	16	A
39.	GAIKWAD NAGESHWAR DNYANDEO	<u>Ganesh</u>	16	A
40.	GAIKWAD RUSHIKESH BADRINATH	<u>R. B.</u>	17	A
41.	GARJE KAVERI GORAKSHNATH	<u>Kejekar</u>	17	A
42.	GARJE SACHIN DASHARATH	<u>Ganesh D.</u>	15	A
43.	GAYAKE RAHUL EKNATH	<u>Rahulek</u>	16	A
44.	GIRWALE RUTUJA SANTOSH	<u>Girwale</u>	17	A
45.	GORE PRATIK DADASAHEB	<u>Pratik</u>	16	A
46.	HODGAR KARTIK ASHOK	<u>Kartik</u>	16	A
47.	JAGDHANE PRATIK SHAMRAO	<u>Jagdhane</u>	16	A
48.	KADAM RAJESHWARI RAVSAHEB	<u>R. S.</u>	17	A
49.	KARLE ADESH KISHOR	<u>Karle</u>	16	A
50.	KATORE DEVANSH SANJAY	<u>Dev</u>	16	A
51.	KAUSE MANGESH BALIRAM	<u>Kause</u>	15	A
52.	KHARMALE KAVERI RAOSAHEB	<u>Kharma</u>	15	A
53.	KHILARI RAHUL GORAKSHANATH	<u>Khilari</u>	16	A
54.	KSHIRSAGAR VEDIKA RAJENDRA	<u>V. R.</u>	17	A
55.	KURHAT AJAY BAPUSAHEB	<u>A. K. Kurhat</u>	16	A
56.	KURHAT GANESH ASHOK	<u>G. A. Kurhat</u>	16	A
57.	KUSALKAR PRASHANT RAOSAHEB	<u>P. S.</u>	16	A
58.	LANDE SANDESH SANJAY	<u>S. S. Lande</u>	15	A
59.	MAKONE TUSHAR SHRIRANG	<u>Tushar</u>	16	A
60.	MHASE GAURAV KISHOR	<u>Gaurav</u>	17	A

Supervisor's Name	No of students			Sign
	Appeared	Present	Absent	
Dr. Santosh Admane	60	60	—	<u>Santosh</u>

Subject Teacher Name	No of students			Sign
	Pass	Fail	% Pass	
Dr. Lijakat Sayyed	60	—	100	<u>Lijakat</u>



MULA EDUCATION SOCIETY'S
ARTS, COMMERCE AND SCIENCE COLLEGE, SONAI

TAL. NEWASA, DIST- AHMEDNAGAR - 414105



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Affiliated to Savitribai Phule Pune University, Pune (I.D.PU/AN/ASC/031/1989)

NAAC Re-accredited with 'A' Grade, DBT Star College Scheme, ISO 9001: 2015 Certified, AISHE Code - C-42096

Fundamentals of Communication

Assessment procedures Academic year 2022-23

i) Question Paper Pattern:-

Q1. Attempt All Multiple Choice Questions: [Please tick mark the correct answer] ($10 \times 2 = 20$)

Q.2. Attempt any one: ($5 \times 1 = 5$) (Long answer 5 marks)

ii) Standard of Passing: If any student fails to secure the minimum passing grade of D in paper, such student may have to repeat such paper and has to pass the paper compulsorily.

iii) External students:- NA

There will be annual written examination of 25 marks 1 hr duration for every course at the end of each year.

In order to pass examination a candidate has to obtain 40% marks out of 25 marks in each course.

➤ **The Award of Class:**

The class shall be awarded to the student on the basis of aggregate marks obtained by him in each course. The award of class is as follows:

(i) Aggregate 70% and above..... O Grade.

(ii) Aggregate 60% and above but Less Than 70%..... A Grade

(iii) Aggregate 55% and more but Less Than 60%..... B+ Grade

(iv) Aggregate 50% and more but Less Than 55%..... B Grade.

(v) Aggregate 40% and more but Less Than 50%..... C Grade.

(vi) Below 40%..... D Grade.



Mula Education Society's

Arts, Commerce and Science College, Sonai

Sonai-Rahuri Road, Tal- Newasa, Dist- Ahmednagar, 414105

NAAC Reaccredited with 'A' Grade , DBT Star College Scheme, ISO 9001:2015 Certified

Value added Course Certificate

*This is to certify that Mr. **KURHAT GANESH ASHOK** of F.Y.B.Com. has successfully completed Value added Certificate Course entitled “Certificate Course in Fundament of Communication” during the Academic Year 2022-2023 in the grade A. He completed 30 course hours (2 Credits).*

Coordinator

Vice- Principal

Principal