

GONDIA EDUCATION SOCIETY'S

# MANOHARBHAI PATEL COLLEGE OF ARTS, COMMERCE & SCIENCE

SADAK ARJUNI, GONDIA-441807

(AFFILIATED TO R.T.M.NAGPUR UNIVERSITY)



## Cycle-1

**Assessment & Accreditation by  
NAAC**

**CRITERION I:  
CURRICULAR ASPECTS**

**QnM-1.2.2: Number of Add on /Certificate  
programs offered during the last five years**

Gondia Education Society's



Estd. 2009

# MANOHARBHAI PATEL COLLEGE OF ARTS, COMMERCE & SCIENCE

SADAK ARJUNI, Dist. Gondia.(Maharashtra) 441807

Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

E-mail:mbpatelsadakarjuni@gmail.com

Phone (07199) 233224

Ref.No. MBPCI/ <sup>336</sup> 120222023

Date : 28/02/2023

## Declaration

The information, reports, true copies of the supporting documents, numerical data, etc. furnished in this file is verified by IQAC and found correct.

Hence this certificate.

Mr. A. M. Patil  
IQAC Coordinator  
Manoharbai Patel College  
Sadak Arjuni



Dr. A. S. Dwivedi  
Chairman IQAC and Principal  
Manoharbai Patel College  
Sadak Arjuni

दिनांक : १५/०१/२०१७

प्रति,

मा. प्राचार्य साहेब,

मनोहरभाई पटेल कला, वाणीज्य आणि विज्ञान महाविद्यालय,

सडक अर्जुनी, जि. गोंदिया



विषय- "Add On Course" सुरु करणे बाबत।

महोदय,

वरील विषयी विनंती अर्ज करतो की, मराठी विषयासाठी दिनांक १० फेब्रुवारी २०१७ ते १० एप्रिल २०१७ या कालावधीत ६० मिनिटांचा १२ दिवस अभ्यासक्रम (कोर्स) मराठी विभागअंतर्गत सुरु करू इच्छित आहे. या अभ्यासक्रम (कोर्ससाठी) १० मुले प्रवेश घेऊ इच्छितात.

कृपया "Add On Course" करिता परवानगी मिळावी ही नम्र विनंती.

Approved to  
IGAC  
25/01/17

आपला विश्वासू

डी. डी. साखरे

( प्रा. डी. डी. साखरे )

मराठी विषय



**Manoharbhai Patel College of Arts, Commerce & Science**  
**Sadak Arjuni, Dist. Gondia-441807**

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**ADD ON COURSE IN MARATHI**

**SYLLABUS**

**"व्यवहारिक मराठीची व्याप्ती"**


**(Effective from 2016 -2017)**

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## Objective of the Course



- १) विद्यार्थ्यांमध्ये संवाद कौशल्याचा विकास घडविणे.
- २) विद्यार्थ्यांना संवाद प्रकार कोणते आहेत याची जाणीव करून देणे.
- ३) व्यक्तिगत संवाद प्रकार कसे आणि कोणते आहेत याविषयी माहिती.
- ४) सामूहिक संवाद प्रकार कोणते आहेत याची विद्यार्थ्यांना जाणीव करून देणे.
- ५) संवाद शिक्षणाविषयी विद्यार्थ्यांना माहिती देणे.
- ६) औपचारिक आणि अनौपचारिक शिक्षणाची जाणीव करून देणे.
- ७) लिखित कौशल्ये कोणती याची माहिती देणे.

  
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## Course Content



- १) संवाद कौशल्य म्हणजे काय?
- २) संवाद कौशल्याचे मुख्य प्रकार
- ३) संवाद कौशल्याचे मौखिक प्रकार
- ४) संवाद कौशल्याचे लिखित प्रकार
- ५) संवाद कौशल्याचे व्यावहारिक उपयोग
- ६) संवाद कौशल्याचा आढावा

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**Add on Course  
Question Paper  
Test - I**



वेळ : १ तास

गुण : २०

(१) खालील प्रश्नांची एका वाक्यात उत्तरे लिहा :-

- १) संवाद कौशल्याचे दोन घटक सांगा.
- २) व्यवहारिक घटकातील कोणताही एक घटक सांगा.
- ३) वकील आणि डॉक्टर हे कोणत्या घटकात येतात.
- ४) रंगभूमीवरील घटक कोणत्या कौशल्यात येतो.
- ५) प्रशासकीय मधील दोन घटक सांगा.
- ६) संवाद प्रकारातील मुख्य दोन घटकांची नावे सांगा.
- ७) व्यक्तिगत संवाद प्रकाराचे दोन घटक सांगा.
- ८) सामूहिक संवाद प्रकाराचे तीन घटक कोणते?
- ९) संवाद शिक्षणाचे मुख्य दोन घटक कोणते?
- १०) तोंडी सूचना व प्रौढ शिक्षण हे दोन घटक कोणत्या प्रकारात येतात?

**Principal**  
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**Dist. Goudia, Pin Code - 441007**




**Manoharbai Patel College of Arts, Commerce & Science**  
**Sadak Arjuni, Dist. Gondia-441807**

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**Academic Year 2016-17**  
**BOARD OF STUDIES**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. R. R. Dipte	Chairman
2	Mr. D.D. Sakhare	Co-ordinator
3	Mr. N. W. Gharat	Member

  
Principal  
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**Manoharbai Patel College of Arts, Commerce & Science**  
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**COURSE PROPOSAL**

Name of The Course : व्यवहारिक मराठीची व्याप्ती

Course Co-Ordinator : D.D Sakhare ( Assistant Professor)

Duration : 10 January 2017 to 10 April 2017

(2 day per week & 1 hour per day)

Total Students : 10

Total Hours : 24

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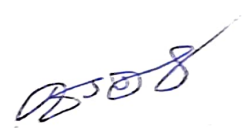
**Time table**

**Year: 2019-2020**

(2 Days in week)

Time : 1 Hours

Sr. No.	Day	Time
1	Friday	3.00 -4.00 pm
2	Saturday	3.00 -4.00 pm

  
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**Sadak Arjuni, Dist. Gondia-441807**

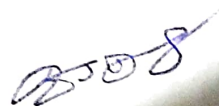
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**Add on Course in Marathi**

**YEAR: 2016-2017**

**Test Exam**

<b>SR. NO.</b>	<b>STUDENT NAME</b>	<b>TEST / (20) MARKS</b>
1	Punam Lehandas Satdeve	18
2	Chandani Marikand Ulkey	14
3	Gulbase Abraham Sheikh	14
4	Jitendra Zitu Nareti	16
5	Manoj Premilal Gahane	12
6	Gaytri sukhdeo Tarone	14
7	Puja Nandanlal Raut	16
8	Swati premlal Wanjari	14
9	Lokesh Ramkrushna Kulsunge	12
10	Nitish Mohan Wakhare	16

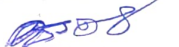
  
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## Attendance



SR. NO.	STUDENT NAME	13/1/2017	14/1/2017	20/1/2017	21/1/2017	3/2/2017	4/2/2017	10/2/2017	11/2/2017	17/2/2017	18/2/2017	24/2/2017	25/2/2017
1	Punam Lehandas Satdeve	P	P	P	P	P	P	P	P	P	P	P	P
2	Chandani Markand Uikey	P	P	P	P	P	P	P	P	P	P	P	P
3	Gulbasa Abraham Sheikh	P	P	P	P	P	P	P	P	P	P	P	P
4	Jitendra Zitu Nareti	P	P	P	P	P	P	P	P	P	P	P	P
5	Manoj Premlal Gahane	P	P	P	A	P	P	P	P	P	P	P	P
6	Gaytri sukhdeo Tarone	P	P	P	P	P	P	P	P	P	P	P	P
7	Puja Nadanlal Raut	P	P	P	P	P	P	P	P	P	P	P	P
8	Swati premlal Wanjari	P	P	P	P	P	P	P	P	P	P	P	P
9	Lokesh Ramkrushna Kulsunge	P	P	A	P	P	P	P	P	P	P	P	A
10	Nitesh Mohan Wakhare	P	P	P	P	P	P	P	P	P	P	P	A

SR. NO.	STUDENT NAME	3/3/2017	4/3/2017	10/3/2017	11/3/2017	17/3/2017	18/3/2017	24/3/2017	25/3/2017	31/3/2017	1/4/2017	7/4/2017	8/4/2017
1	Punam Lehandas Satdeve	P	P	P	P	P	P	P	P	P	A	P	P
2	Chandani Markand Uikey	P	P	P	P	P	P	P	P	P	P	P	P
3	Gulbasa Abraham Sheikh	P	P	P	P	P	P	P	P	P	P	P	P
4	Jitendra Zitu Nareti	A	P	P	P	P	P	P	P	P	P	P	P
5	Manoj Premlal Gahane	P	P	P	P	P	P	P	P	P	A	P	P
6	Gaytri sukhdeo Tarone	P	P	P	P	P	P	P	P	P	P	P	P
7	Puja Nadanlal Raut	P	P	P	P	P	A	P	P	P	P	P	P
8	Swati premlal Wanjari	P	P	P	P	P	P	P	P	P	P	P	P
9	Lokesh Ramkrushna Kulsunge	P	P	P	P	P	P	P	P	P	P	P	P
10	Nitesh Mohan Wakhare	P	P	P	P	P	P	P	P	P	P	P	P

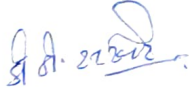
  
 Principal  
 Manoharbai Patel Arts, Commerce  
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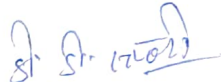


*Gondia Education Society's*  
**M. B. PATEL ARTS, COMMERCE & SCIENCE COLLEGE, SADAK ARJUNI**

## CERTIFICATE

This is certify that \_\_\_\_\_ student of  
\_\_\_\_\_ has participated in Add on course in Marathi Entitled व्यवहारिक मराठीची व्याप्ती  
organized by the Department of Marathi during academic year \_\_2016 - 2017\_\_

  
**Coordinator**

  
**Head of the department**

  
**Principal**  
Manoharbhai Patel Arts, Commerce  
& Science College, Sadak Arjuni,  
Dist. Gondia, Pin Code - 441807

Principal  
Manoharbhai Patel Arts, Commerce  
& Science College, Sadak Arjuni,  
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To,

The Principal  
Manoharbai Patel College of Arts, Commerce  
& Science College Sadak Arjuni, Dist- Gondia



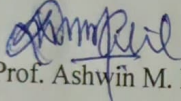
Sub: -Proposal for Certificate course in English

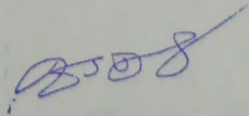
Respected Sir,

With reference to above subject, the department of English wishes to organize certificate course English from January 2016. The course duration is of 30 clock hours spread over 15 weeks (2 days per week) Course is specially designed for the UG students. Over 10 Students will participate in the course. A detailed proposal is enclosed herewith this letter. We request you to kindly sanction the permission to conduct the course.

Tanking you.

Yours Faithfully

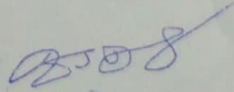
  
Prof. Ashwin M. Patil  
Head Dept. of English

  
Principal  
Manoharbai Patel Arts, Commerce  
& Science College, Sadak Arjuni,  
Gondia, Pin Code - 491007

Name of the Course	Certificate Course in Communication Skills for Business
Course Co-ordinator	Prof. Ashwin M. Patil
Duration	15 Weeks (Total 30 clock hours. 2 hours per week)
Eligibility	Student can do this course simultaneously with under graduation and post-graduation)
Fees	Free of cost
Intake Capacity	10 Students

Objectives of Courses: -

- 1] To create awareness among U. G. Students about basic communication Skills.
- 2] To provide the knowledge skills for communication for Business.
- 3] To provide them with some additional study material along with their curriculum of English.

  
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Gondia Education Society's  
Manoharbai Patel College of Arts, Commerce and Science  
Department of English  
Certificate Course  
Communication Skills for Business

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**The objective of the course is**

- To develop self-confidence in managing the business
  - To equip the students with correct and effective Communication Skills for successful Entrepreneurship
- (30 Hours)

**Unit 1: Language and Communication:**

Definition of Communication; Function and purpose of Communication; Process of Communication; Barriers of Effective Communication; Types of communication, Verbal communication, on-verbal communication; The Impact of Communication Performance on

**Unit 2: Oral Communication:**

Features, advantages and disadvantages, media; Public speaking- methods of speaking, guidelines for effective speech: Effective power point presentation- Interview Skills- Types, candidate's preparation for an Interview, staging and conducting an interview.

**Unit 3: Listening Skills:**

What is listening: Types of Listening; Barriers of Effective Listening; Strategies for Effective Listening, Semantic Markers; Listening to Complaints?

**Unit 4: Written Communication:**

Features, advantages and disadvantages, Media; Formats for writing- CV; writing Memos; Letters-principles, parts of a letter and layout, types order, complaint, enquiry, reply to enquiry, job application: Note Taking; Paraphrasing; Elements of writing; Business Letter Writing; Other Business Communications.

**Unit 5: Organizational Communication:**

Communication in organization, Types of communication, meetings, memos, circulars and notices, report writing, principles of proof reading.

A handwritten signature in blue ink, appearing to be 'B. S. D. S.' or similar.

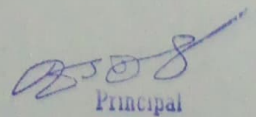
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Books Recommended:

1. Essentials of Business Communication Skills – Dr. Mrs. Anjali Ghanekar- Everest publishing house.
2. Communication Skills- Ghousia Khatoon & Kanini Dhurva- Himalaya Publishing House.
3. Business Communication- R. C. Bhatia- Ane Books Pvt. Ltd.
4. Managerial Communication- Urmila Rai & S. M. Rai- Himalaya Publishing House.
5. Communication- C.S. Raydu- Himalaya Publishing House.



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Manoharbai Patel College of Arts, Commerce & Science, Sadak Arjuni  
Certificate Course: 2016-2017



Notice

Date: - 30 July 2016

All students of the college are here by inform that department of English of our college will running the certificate course in the session 2016-2017 from the date 01/08/2016. In reference to that students can contact to Prof. Ashwin M. Patil.

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**MANOHARBHAI PATEL COLLEGE OF ARTS COMMERCE AND SCIENCE SADAK ARJUNI**

Tal Sadak Arjuni, Dist Gondia

Department of English

Attendance Register

Certificate Courses 2016-2017

Sr. No.	Name Of Student	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
01	Aishwarya a <sup>Mishra</sup> Devindrakumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
02	Amol R. Upreti	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
03	Bhagyshree S. Chute	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
04	Chandini M. <del>U</del> Vikey	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
05	Hina U. Meshram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
06	Aakash Y. Bhoonde	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
07	Divya S. Tekam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
08	Krushna J. Madavi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
09	Lokesh R. Kurwunge	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Pradip C. Borakar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Principal  
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Dist. Gondia, Pin Code - 441807



*Gondia Education Society's*

**M. B. PATEL ARTS, COMMERCE & SCIENCE COLLEGE, SADAK ARJUNI**

## CERTIFICATE

This is certify that \_\_\_\_\_ student of \_\_\_\_\_  
\_\_\_\_\_ has participated in Add on course Entitled Communication skills in Business  
organized by the Department of English during academic year \_\_\_\_\_

**Coordinator**

**Head of the department**

**Principal**

Principal  
Manoharbhai Patel Arts, Commerce  
& Science College, Sadak Arjuni,  
Dist. Gondia, Pin Code - 441001