



स्थापना)

॥ शीलं परं भूषणम् ॥

(१९६०

जीवनविकास एज्युकेशन सोसायटी, नागपूर द्वारा संचालित
(सरकारमान्य)

नवप्रतिभा महाविद्यालय

(कला व वाणिज्य)

आयुर्वेदिक ले-आऊट, मिरची बाजार, उमरेड रोड, नागपूर - ४४० ०२४. ☎ ०७९२-२७०००९०
www.npm.org.in / e-mail : navpratibha.mahavidyalaya@gmail.com

खा. रामदास तडस
अध्यक्ष

बाबूराव झाडे
कार्याध्यक्ष

राजेंद्र झाडे
सचिव

डॉ. देवमन कामडी
कार्यकारी प्राचार्य

संदर्भ क्र.:

दिनांक :

DATE : -16 AUGUST 2023

TO,

SHRI. D.D. KAMDI ,

PRINCIPAL

NAVPRATIBHA MAHAVIDHYALAYA,

NAGPUR

Subject:- Permission to start a certificate course in "Communication skill and personality Development" for our students.

Dear Sir ,

With the reference to the subject mentioned above. I am writing to request you to grant me permission to start a certificate course in "Communication skills and personality development" for our students from 25 August 2023. I would like to assure you, that all the preparation regarding the Organization of this course. Such as syllabus, availability of resource person. Duration evaluations, method etc has already been carefully, planned.

I am Sure this Course will prove to be extremely. Useful to our students. Therefore. I humbly request you to consider this proposal and permit me to start this course as per the schedule.

I appreciate your time and Consideration and look forward to a positive response from you soon.

Thanking you in anticipation

Your sincerely

(Yogita D. Lavhare)



Officiating Principal
NavpratiBha Mahavidyalaya
Mirchi Bazar, Nagpur-24



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खा. रामदास तडस
अध्यक्ष

बाबूराव झाडे
कार्याध्यक्ष

राजेंद्र झाडे
सचिव

डॉ. देवमन कामडी
कार्यकारी प्राचार्य

संदर्भ क्र.:

दिनांक :


To,
H.O.D
YOGITA D. LAVHARE
ASST.PROF. OF ENGLISH
Navpratibha Mahavidyala
Reference: _____ your letter

Subject: Permission to start Certificate course on "Communication Skills And Personality Development"

DEAR MAM

B.A and B.Com first year students, the department of English has requested permission to start a Certificate course on the topic of Communication skills and Personality Development. It is appropriate to start a such a course with the view that students should be aware of how they can develop their Communication Skills and Personality. Certificate Course 2023-24 permission to start in this session is being given to the Department of English.

Principal


(DR. D. D. KAMD I)



Officiating Principal
Navpratibha Mahavidyalaya
Mirchi Bazar, Nagpur-24



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खा. रामदास तडस
अध्यक्ष

बाबूराव झाडे
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सचिव

डॉ. देवमन कामटे
कार्यकारी प्राचार्य

संदर्भ क्र.:

दिनांक :

NAVPRATIBHA MAHAVIDYALAY, NAGPUR

CERTIFICATE COURSE IN COMMUNICATION SKILL AND PERSONALITY DEVELOPMENT

DEPARTMENT OF ENGLISH

NOTICE

DATE : 21/08/2023

All the students who have enrolled themselves in the certificate course on Communication Skills and Personality Development are hereby informed that the inaugural function of the course will take place on 25 August 2023 at 12:00 p.m. and the regular session will commence from 26 August 2023 as per the time - table displayed on the notice board

Yogita D. Lavhare.

HOD (English)



Officiating Principal
NavpratiBha Mahavidyalaya
Mirchi Bazar, Nagpur-24

NAVPRATIBHA MAHAVIDHYALAYA, NAGPUR

SESSION : - 2023-2024

CERTIFICATE COURSE FOR B.A AND B.COM STUDENTS


DEPARTMENT OF ENGLISH

CERTIFICATE SYLLABUS ON "COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT"

TIME TABLE

TIME	DAYS
12 TO 1	Friday , Tuesday , Thursday

Note:- If there will be any changes , students will be inform by department.



Officiating Principal
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Mirchi Bazar, Nagpur

Eligibility

B. A and B.COM first year students

ENROLLMENT

Maximum 80 Students

Duration of Teaching Hours

30 Days , every day 1 hour

Examination

Exam will be taken of 20 marks , there will be two parts of examination oral and written .
distribution will be as below

Sr. no.	Quality / Aggregate	Category	Marks
1	Outstanding	O Grade	Above 70 %
2	First Class	A Grade	60% to 70%
3	Second Class	B Grade	50% to 60 %
4	Third Class	D Grade	40% to 50%
5	Fail	F Grade	Below 40 %



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Mirchi Bazar, Nagpur-24

Topic: - Communication Skills and Personality Development
Note : Each question has equal Marks

Marks- 20


1. The four most scale required for learning a language is
a. Writing skill b. Reading skill c. Speaking skill d. Listening skill
2. It is a psycho-linguistic guessing game.
a. Reading b. writing c. learning d. listening
3. The oldest form of communication is
a. Writing b. Speech c. Reading d. Symbolic
4. The big step forward in communication is
a. Speaking b. Reading c. Writing d. Nonae of these
5. ____ Linked people together in an organisation to achieve a common purpose.
a. Communication b. Common goal c. Objective d. Purpose
6. Common kinds of narrative skills are__
a. How to do something b. How something work
c. Both a and b d. Arrange the information properly
7. In English the same ' You ' is used for addressing ____ and ____ .
a. Youngers , elders b. Elders , equally c. Elders , Olders d. None of these
8. We require several skill for acquiring __ and __ .
a. knowledge , wisdom b. Knowledge, information c. Information experience
d. Both A and C
9. The writing style are determined by the __ matter .
a Topic b. Object c. Subject d. Feild
10. Bibliography can consists of
a. Books b. Journal and periodicals c. Audio and video
d. All of the above



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Mirchi Bazar, Nagpur-20

Understanding Personality
Definition and Meaning of Personality
Types of Personality
Components of Personality
Determinants of Personality
Assessment of Personality Grooming Self Dress for success
Make up & skin care
Hair care & styles for formal look
Art of accessorizing
Oral Hygiene
UNIT 1 INTERVIEW PREPARATION AND GROUP DISCUSSION
Meaning and Types of Interview | Face to Face, Telephonic, Video]
Interview procedure | (Opening, Listening, Closure)
Preparation for Interview
Resume Writing
Link India Etiquette
Meaning and methods of Group Discussion Procedure of Group
Discussion
Groups Discussion stimulation
Group discussion communication
Unit 2
BODY LANGUAGE AND BEHAVIOUR
Individual and group behavior
Developing Self-Awareness and body language
Business Etiquette & Body language
Body Language in the Post Corona Era Virtual Meeting Etiquette
social Media Etiquette
UNIT 3
ART OF GOOD COMMUNICATION
Communication Process
Verbal and Non-verbal communication 7C's of effective communication
Barriers to communication
Paralinguistics Pitch Tone
Vocabulary
Word stress
UNIT 4
Types of communication
Assertive Aggressive
Passive Aggressive Listening Skills
Questioning Skills Art of Small Talk




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Navprabha Mahavidyalaya
Mirchi Bazar, Nagpur-44

UNIT I

PERSONALITY AND PERSONAL GROOMING

Understanding Personality
Definition and Meaning of Personality
Types of Personality
Components of Personality
Determinants of Personality
Assessment of Personality Grooming Self Dress for success
Make up & skin care
Hair care & styles for formal look
Art of accessorizing
Oral Hygiene

UNIT 1 INTERVIEW PREPARATION AND GROUP DISCUSSION

Meaning and Types of Interview | Face to Face, Telephonic, Video]
Interview procedure | Opening, Listening, Closure)
reparation for Interview
Resume Writing
Link India Etiquette
Meaning and methods of Group Discussion Procedure of Group
Discussion

Groups Discussion stimulation
Group discussion communication
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BODY LANGUAGE AND BEHAVIOUR

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UNIT 3


ART OF GOOD COMMUNICATION

Communication Process
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Barriers to comutunication
Paralinguistics Peach Tone
Vocabulary
Word stress

UNIT 4

Types of communication
Assertive Aggressive
Passive Aggressive Listening Skills
Questioning Skills Art of Small Talk




Officiating Principal
Navprabha Mahavidyalaya
Mirchi Bazar, Nagpur-46

Value added program session - 2023-24



[Signature]
Officiating Principal
Navpratibha Mahavidyalaya
Mirchi Bazar, Nagaur-24

नवप्रतिभा महाविद्यालय, नागपूर

सत्र - 2023-24

विषय - Compulsary English

वर्ग :- बी.ए. प्रथम वर्ष

उपस्थितीपत्रक

अ. क्र.	विद्यार्थ्यांची नावे	26/08	30/08	01/10/09	04/10/09	09/10/09	21/09	16/09	21/10/09	26/10/09	30/10/09	05/11/09	07/11/09	10/11/09	12/11/09	17/11/09	19/11/09	26/11/09	30/11/09	04/12/09	19/12/09	21/11/09	29/11/09	02/12/09	07/12/09	14/12/09	22/12/09	26/12/09	29/12/09	01/01/10
1	ABHISHEK KAWADU BAREKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	ADARSH BODHISATVA SHENDE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	ADITYA RAVI ATRAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	AKANSHA RAJU NEWARE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	AKASH BANDU NEHARE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	AKASH SAHABLAL SHAHU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	ANIKET GOVINDA HATE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	ANKITA KRUSHNA RAUT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	ANUJ YOGRAJ MESHAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	ASHISH LALLANPRASAD SHAHU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	AYUSH BALA DADMAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	BHUSHAN NAGSEN PANTAVANE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	CHHABILA UMRAO BHOYAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	DEWENDRAKUMAR MANIK INGLE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	DIKSHA GUNVANTA GHARATKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	DIPALI BABBU JAMUNKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	DPIKA ROSHAN SAHARE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	DURGA DHANESH BHALAVI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	GAGAN SUBHASH AGASE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	GAURAV GANESH POVANKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	HARISH BALAJI RAUT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	HARSH PRASHANT PATIL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	JANHAVI NARAYAN UIKEY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	JANVI MANOHAR DEULKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	KABIR PRABHAKAR KOHALE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	KAJAL DYANESHWAR SHIWARKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	KANCHAN DHARMENDRA PAWAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	KARTIK SHYAMSUNDR INGALE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	KIRAN ANKUSH BOTARE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	KUNAL DNYANESHWAR RAJANHIRE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	LOKESH MANOHAR KAKDE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	LOKESH SUBHAS BHOYAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	MANSI PANDURANG KOLHE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	MOHASIN KHAN WAHED KHAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	NIKESH RAJKUMAR PAWAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	NIKHIL SURAJ GUJAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	NIKITA INDRAKUMAR KUMRE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	NIRMALA SONBA DODKE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	NITESH MITARAM BHOSALE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	NITIN RAGHUVIR VARMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	PALLAVI RAMESH MANKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Officiating Principal
Navprabha Mahavidyalaya
Mirchi Bazar, Nagpur-24





NAVPRATIBHA MAHAVIDHYALAY, NAGPUR
Dist-Nagpur (M.S) Pin - 440024

**"COMMUNICATION SKILLS AND
PERSONALITY DEVELOPMENT"**

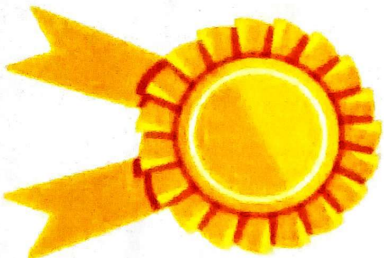
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NAVPRATIBHA MAHAVIDHYALAY, NAGPUR
DEPARTMENT OF ENGLISH
CERTIFICATE

MR./M/MS Bhushan N. Pantawane
of B.A 1st year has actively participated in the certificate
Course in "Communication Skills and Personality Development" organized by
Department of English for the Academic year 2023-24. He / she
secured A grade.

Prof. Yogita Lavhare

HOD, ENGLISH



DR. D.D.Kamdi

PRINCIPAL

Officiating Principal
Navpratihya Mahavidyalaya
Mirchi Bazar, Nagpur-440024

