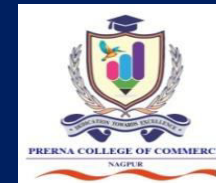




PRERNA COLLEGE OF COMMERCE, NAGPUR

(Run By Prerna Sewa Mandal)

NAAC Accredited with "B Grade"



Department of Languages

Organizes

Online Certificate course in Communication Skills

PATRONS

Prof. R. C. Gulhane

President, Prerna Sewa Mandal, Nagpur.

Dr. S. C. Gulhane

Secretary, Prerna Sewa Mandal, Nagpur.

Dr. Pravin Joshi

Director, Prerna College of Commerce,
Nagpur.

Our Inspiration

Dr. Ujwal Lanjewar

Principal, Prerna College of Commerce

Our Guiding Spirit

Dr. Bharti Deshmukh

Head, Deptt. of Computer Science &
Computer Applications, Prerna College of
Commerce, Nagpur.

Dr. Shivani Katakwar

Head, Deptt. of Commerce & Management,
Prerna College of Commerce, Nagpur.

CONVENER

Ms. Snehal Rakhunde

Assistant Professor, Prerna College of
Commerce, Nagpur.

M: 8669990816

PROGRAM CO-ORDINATORS

Mr. Prashant Selokar

Assistant Professor, Prerna College of
Commerce, Nagpur.

M: 9359481351

26th November

To

8th December 2020

Time – 9:30 am to onwards

Link for Registration

<https://forms.gle/VQZWMrjkdnpkVrVM8>

Hon'ble Resource Persons



BLESS MARICAR B. RAMOS

DBA

Department of Education, Division of
Abra, Bangued, Abra, Philippines



Dr. Manish Wankhede

M.A., M. Phil, PhD, NET (English &
Linguistic)

Associate Professor Deptt. of English,
Dhanwate National College Nagpur



Dr. Manjushree Sardeshpande

M.A, B.Ed, L.L.B, PhD

Head of the Department, English and
IQAC Coordinator at
R.S.MundleDharampeth Arts &
Commerce College, Nagpur

Course Offered

1. Mastering Language
2. Developing Questioning & Listening skills
3. Effective Non – Verbal Communication
4. 'The Meaning of Education in the Social Context and the Responsibilities of Individuals towards Society'
5. Presentation Skills
6. Developing the Skill of Correspondence
7. Learning the Technique of Group Discussion
8. Interview Techniques
9. Developing the Art of Public Speech
10. Developing Effective Writing Skills

Date- 26th November To 8th December, 2020.

Time : 9:30am – 12:30 pm

Participants will get Certificate



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Hon'ble Resource Persons



Dr. Mrs. Shraddha Deshpande

M.A (English), (B- Tech), SET, PhD
Assistant Professor and Head, Department
of English, Dharampeth M.P.Deo
Memorial Science College, Nagpur.



Dr. Yugal Raylu

M.B.A. M.A. Ph. D.
Retired HOD, Vocational Education
Dharampeth M.P. Deo Memorial Science
College



Dr. Shiladitya Singh

BA, MA in English, Linguistics,
Gandhian Thought, Ambedkar
Thought.
Vice Principal, VMV College, Nagpur

Course Offered

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2. Developing Questioning & Listening skills
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4. 'The Meaning of Education in the Social Context and the Responsibilities of Individuals towards Society'
5. Presentation Skills
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M: 8669990816

PROGRAM CO-ORDINATORS

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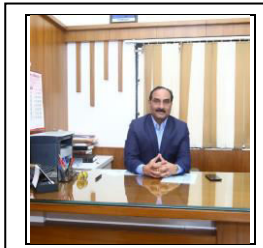
Hon'ble Resource Persons



Dr. Saranbir Kaur Uppal

M BA, PhD

Assistant Professor at Tirpude Institute
of Management Education



Dr . Dr. Pravin Joshi

MA, MED, M Phil, LLB, PhD

Ex Head, Dept of English ,Vice Principal
DRB Sindhu Mahavidyalaya, Nagpur
Director Prerna College of Commerce

Course Offered

1. . Mastering Language
2. Developing Questioning & Listening skills
3. Effective Non – Verbal Communication
4. 'The Meaning of Education in the Social Context and the Responsibilities of Individuals towards Society'
5. Presentation Skills
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7. Learning the Technique of Group Discussion
8. Interview Techniques
9. Developing the Art of Public Speech
10. Developing Effective Writing Skills

Date- 26th November To 8th December, 2020.

Time : 9:30am – 12:30 pm

Participants will get Certificate

A Certificate Course in Communication Skills					
SR.NO	DATE	TIME	RESOURCE PERSON	TOPIC	Contact No.
1	26-Nov-20	11.00 am	Prof. Bless Maricar	Social Context and the Responsibilities of Individuals towards Society	
2	27-Nov-20	9.30 am	Dr. Yugal Raylu	Presentation Skills	9422802081
3	28-Nov-20	9.30 am	Dr. Shiladiya Singh	Developing the Skill of Correspondence	8308022522
4	1-Dec-20	9.30 am	Dr. Yugal Raylu	Forming the techniques of Group Discussion	9422802081
	2-Dec-20				
5		9.30 am	Prof. Manish Wankhede	Mastering Language	7030523426
6	3-Dec-20	9.30 am	Prof. Manish Wankhede	Questioning & Listening Skills	7030523426
	4-Dec-20				
7		9.30 am	Manjushree Sardeshpkar	Effective Non-Verbal Communication	7755911968
8	5-Dec-20	9.30 am	Dr. Bhumiika A	Interview Techniques	
9	7-Dec-20	9.30 am	Dr. Saranjeet Uppal	Delivering Public Speech	9960181304
10	8-Dec-20	9.30 am	Dr. Shraddha Deshpande	Developing Effective Writing Skills	9860042850



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ONLINE CERTIFICATE COURSE IN COMMUNICATION SKILLS

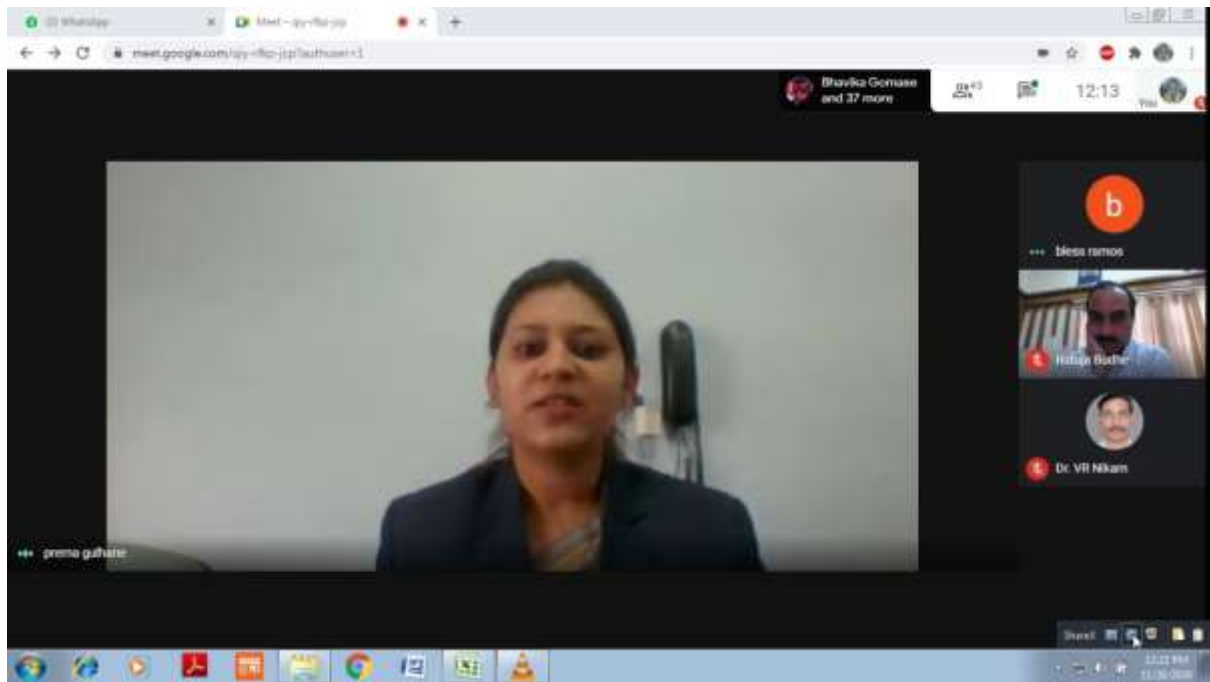
REPORT – DAY 1

Prerna College of Commerce organized a “Online Certificate Course in Communication Skills” for its students from 26th November 2020 to 8th December 2020. The timings were from 9.30 am onwards.

Dr. Ujwal Lanjewar, Principal of Prerna College of Commerce, inaugurated the programme with an introductory remark. Dr. Pravin Joshi Sir presented a welcome note. On the very first day, we had a very distinguished personality and an eminent speaker with us, Respected Bless Maricar from the Department of Education, Bangued, Abra, Philippines. She has completed her Doctor's in Business Administration from the University of Northern Philippines. Presently, she works in the Department of Education in Abra, the capital of the Philippines. She is also interested in Educational Research & is attached to embracing the culture of research, which is an educational research centre.

She spoke on the topic of ‘The Meaning of Education in the Social Context and the Responsibilities of Individuals towards Society’. She started by explaining a beautiful quote by Benjamin Franklin ‘An Investment in Knowledge pays the Best Interest. The session was very elaborate, in which initially she explained the Value of Education and Social Responsibility, including some theories under Value of Education. She said that Education perpetuates Social Inequality, education is the platform to eliminate all the barriers, and can help us to go where we want to, followed by our actions. At the end of the session, she beautifully explained to us the value of ethics, the role of an individual in society, and their responsibility towards society.

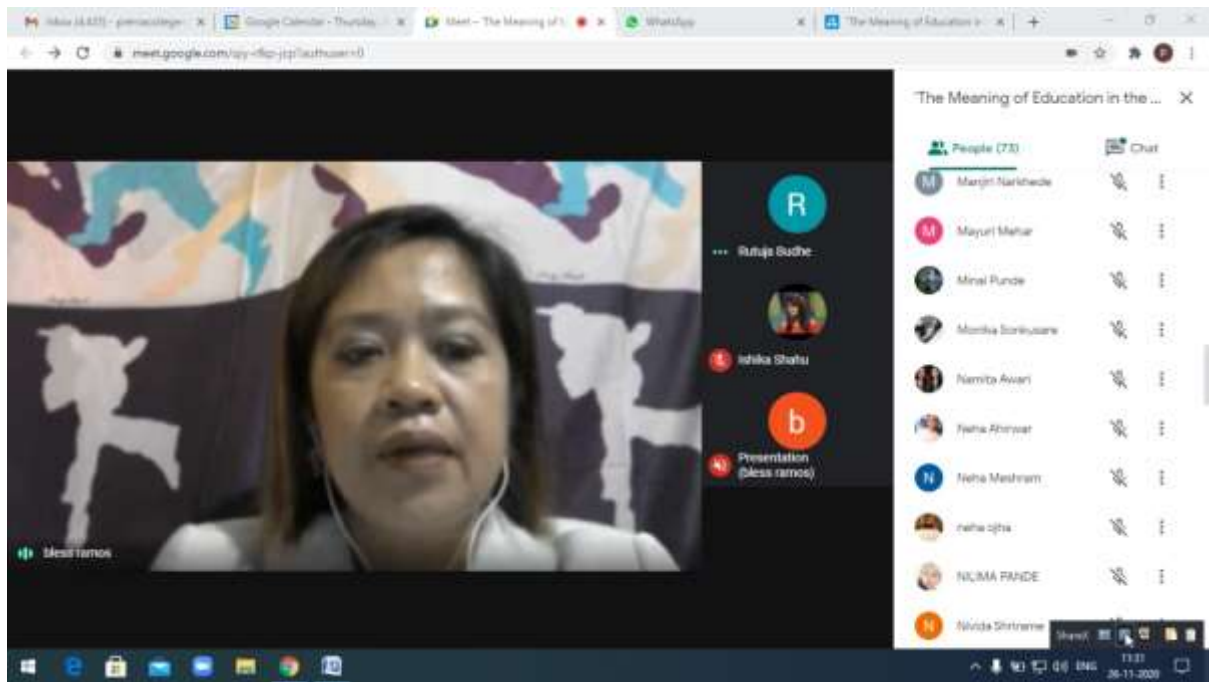
Ms. Rutuja Budhe of the Management Department compered the programme, and Dr. Shikha Jain concluded with the vote of thanks. A total of 100 students enrolled in this certificate course. The technical staff worked hard to make this session a huge success.



Ms. Rutuja Budhe compering the session



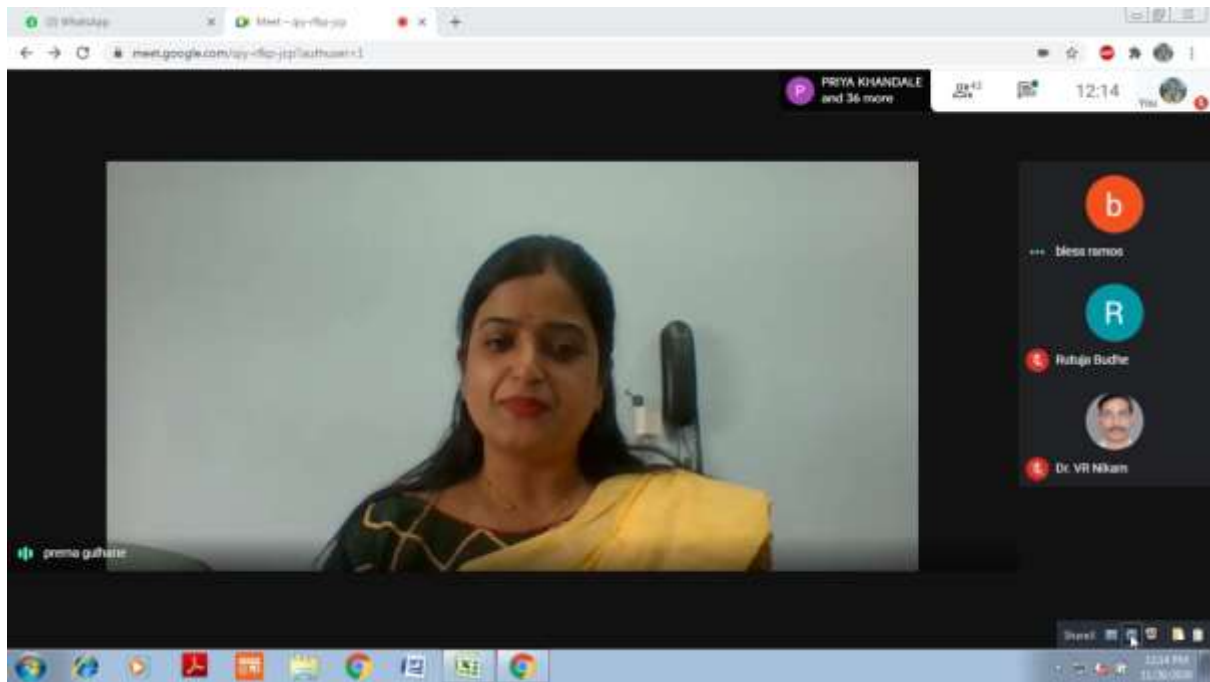
Dr. Pravin Joshi Sir presenting an Introductory Remark



Respected Bless Maricar, delivering a talk



Slides presented by Bless Maricar Mam during the session



Dr. Shikha Jain presenting a Vote of Thanks



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CERTIFICATE COURSE IN COMMUNICATION SKILLS (2020-2021)

DAY 2 – REPORT

Prerna College of Commerce organized a “Certificate Course in Communication Skills” virtually for its students from 26th November 2020 to 12th December 2020. The timings were from 9.30 am to 12.45 pm with a break of 15 minutes in between.

On the second day, we had a very distinguished personality and an eminent speaker with us, Dr. Yugal Rayalu, Retired HoD, Vocational Education, Dharampeth M. P. Deo Memorial Science College, Ambazari, Nagpur.

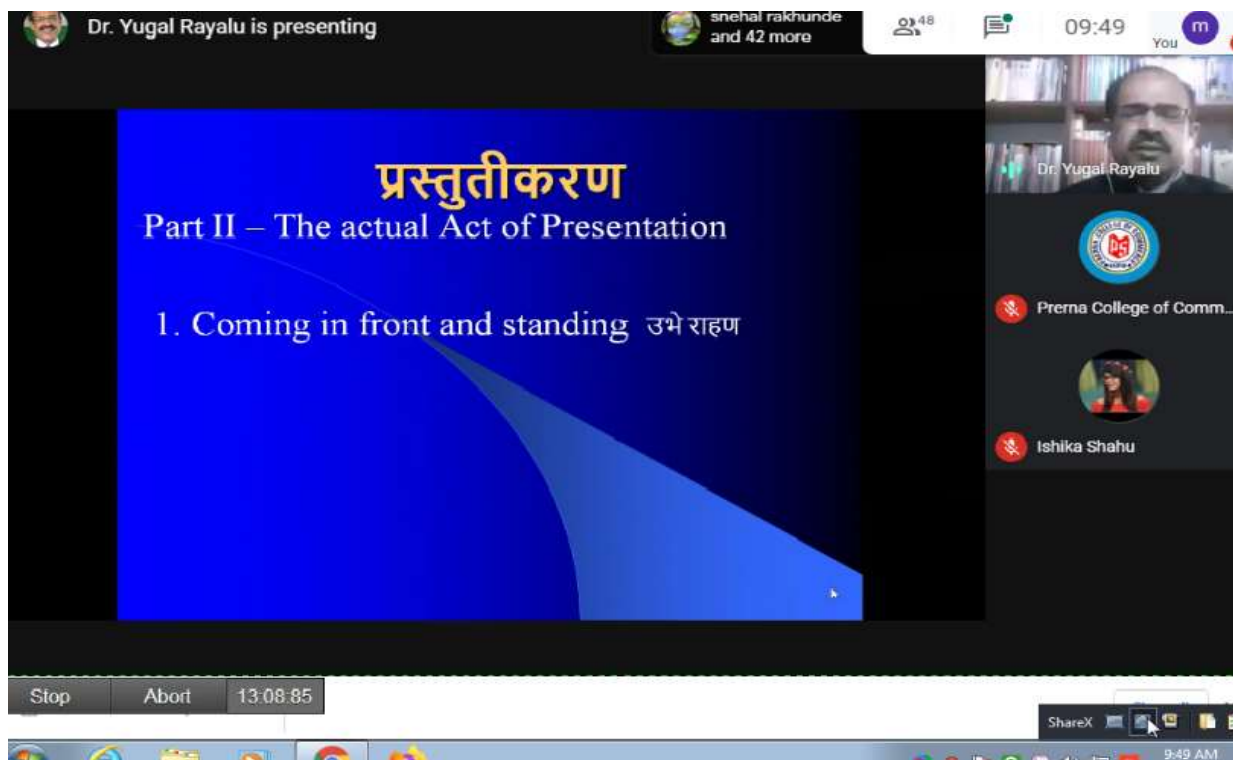
Presently, he is freelancing as an HR Trainer, Motivator, and Educator.

Dr. Yugal Rayalu spoke on the topic of '**Presentation Skills** ', where in the first half of the session he started by importance of Presentation Skills. He explained the important elements of Presentation Skill, and he gave detailed information about how the students should prepare themselves for the Presentation. He also gave some tips & mentioned some of the techniques to follow while preparing for the Presentation, so that students could enhance their confidence and presentation.

Ms. Shweta Mankar of the Computer Science Department compered the programme and concluded it with the vote of thanks. A total of 70 students were enrolled in this certificate course. The technical staff worked hard to make the course a huge success.



Dr. Yugal Rayalu is delivering a lecture on '**Presentation Skills.**'



Dr. Yugal Rayalu is explaining points during the lecture.



Prerna Sewa Mandal's

PRERNA COLLEGE OF COMMERCE

Reshimbag Square, Nagpur - 440024.

CERTIFICATE COURSE IN COMMUNICATION SKILLS

(2020-2021)

DAY 3 – REPORT

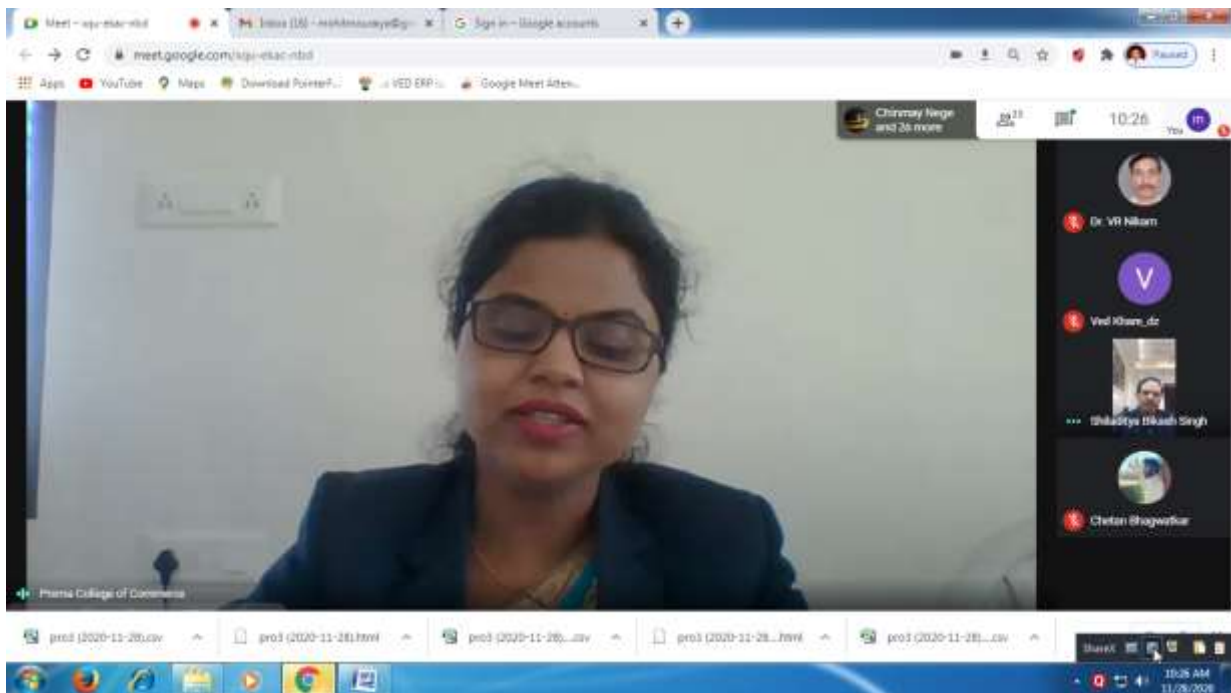
Prerna College of Commerce organized a “Certificate Course in Communication Skills” virtually for its students from 28th November 2020 to 12th November 2020. The timings were from 9.30 am to 12.30 pm with a break of 15 minutes in between.

On the third day, on 28th November 2020, we had a very distinguished personality and an eminent speaker with us, Dr. Shiladitya Singh. He has done his master's degree in English Literature, Linguistics, Gandhian Thought, and Ambedkar Thought. He has 38 years of rich teaching experience at intermediate, undergraduate, and postgraduate levels. Presently, Sir is working as a visiting Professor at the P.G. Department of English, V. M. V. College, Nagpur, and P.G. Linguistics, Foreign and Indian Languages, RTMNU, and Post Graduate Department of Gandhian Thought, RTMNU.

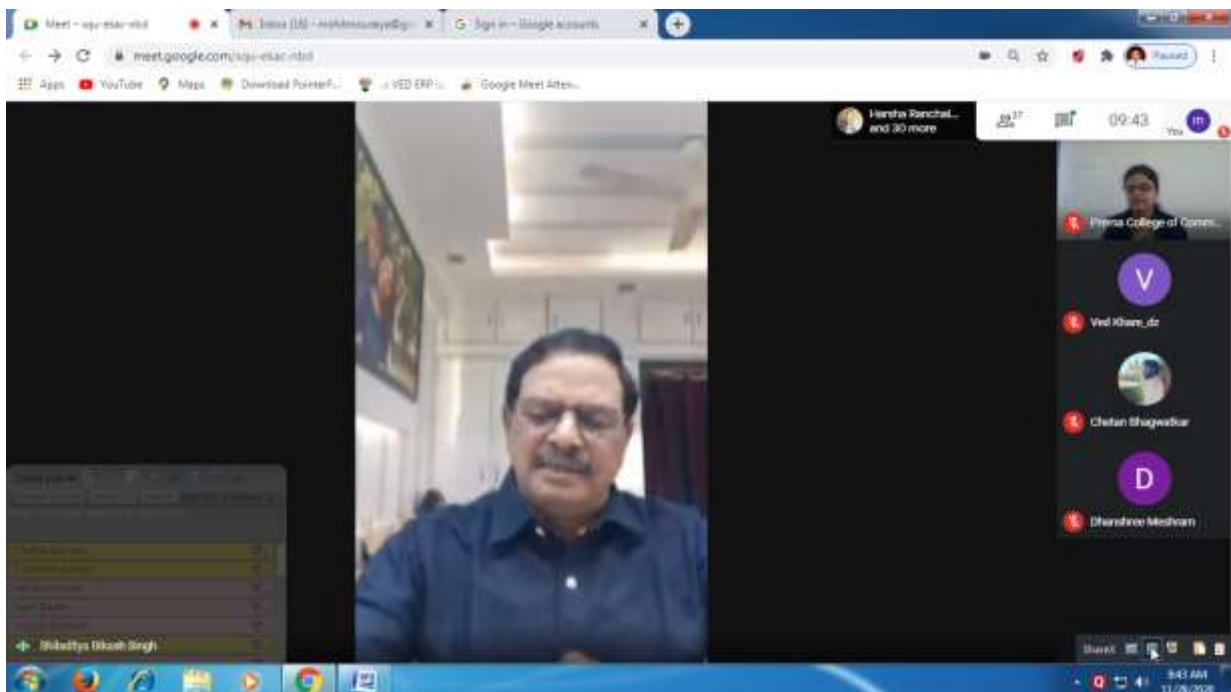
His poems and research articles have been published in many literary and indexed journals. He has also worked with the British Council for 3 years for syllabus and material development.

He spoke on the topic of ‘Developing the Skill of Correspondence’, where in the first half of the session, he started by explaining the varieties of correspondence that are Internal Correspondence, External Correspondence, Sales Correspondence, and Personalised Correspondence, and gave apt examples to make the session more interesting. In the second half of the session, he explained how to write Correspondence and key points in writing correspondence, such as Conciseness, tone, use of direct speech, and proofreading.

Mrs. Priyanka Chandawar of the Computer Science Department compered the programme and concluded with the vote of thanks. A total of 250 students enrolled in this certificate course. The technical staff worked hard to make this session a huge success.



Ms. Priyanka Chandawar is comparing the program.



Dr. Shiladitya Singh is delivering his lecture



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CERTIFICATE COURSE IN COMMUNICATION SKILLS

(2020-2021)

DAY4 – REPORT

Prerna College of Commerce organized a “Certificate Course in Communication Skills” virtually for its students from 26th November 2020 to 12th December 2020. The timings were from 9.30 am to 12.45 pm with a break of 15 minutes in between.

On the Fourth day, we had a very distinguished personality and an eminent speaker with us, Dr. Yugal Rayalu, Retired Head, Vocational Education, Dharampeth M. P. Deo Memorial Science College, Ambazari, Nagpur.

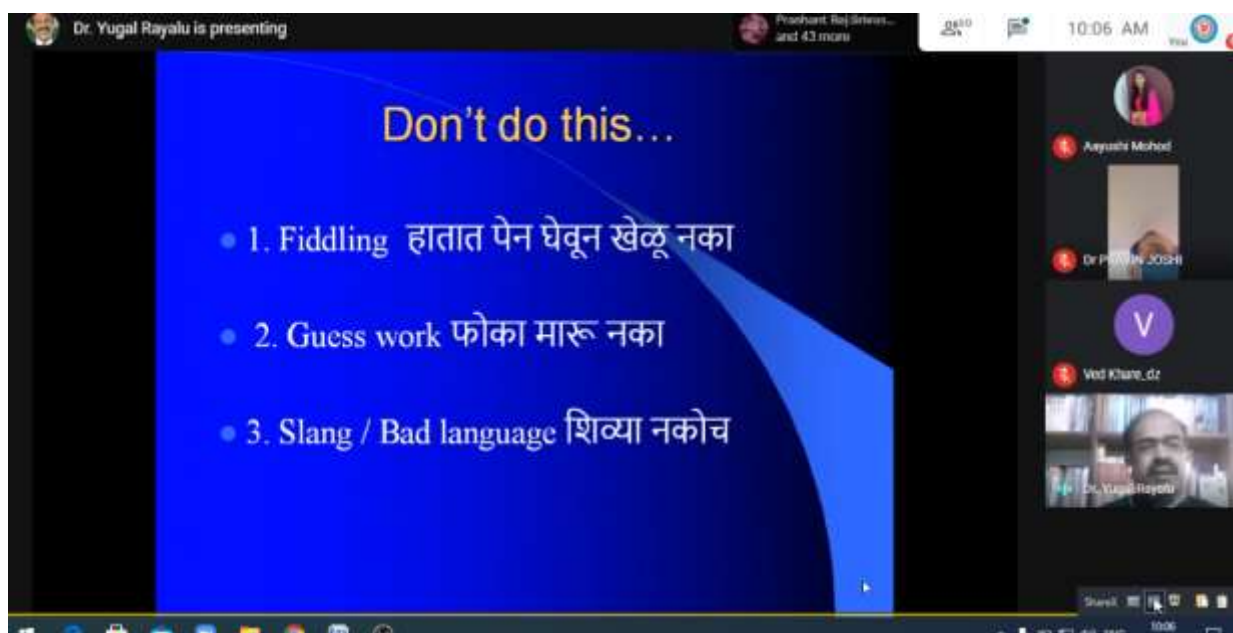
Presently, he is freelancing as an HR Trainer, Motivator, and Educator.

Dr. Yugal Rayalu spoke on the topic of '**Learning the Techniques of Group Discussion**', where in the first half of the session he started by importance of Group Discussion. He explained the important elements of Group Discussion; he gave detailed information about how the students should prepare themselves for the Group Discussion. He also gave some tips & mentioned some of the techniques to follow while preparing for the Group Discussion, so that students could enhance their confidence.

Ms. Shweta Mankar of the Computer Science Department compered the programme and concluded it with the vote of thanks. A total of 70 students were enrolled in this certificate course. The technical staff worked hard to make the course a huge success.



Dr Yugal Rayalu is delivering the lecture on **Learning the Techniques of Group Discussion.**



Dr. Yugal Rayalu explained the points during the lecture.



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CERTIFICATE COURSE IN COMMUNICATION SKILLS

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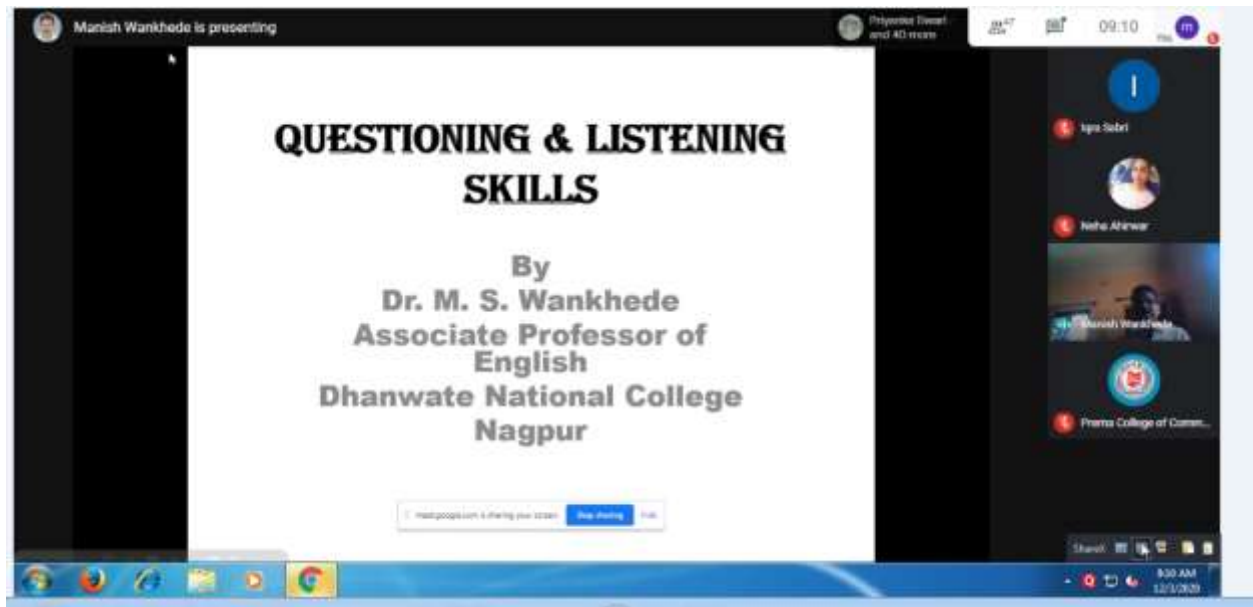
DAY – 5 REPORT

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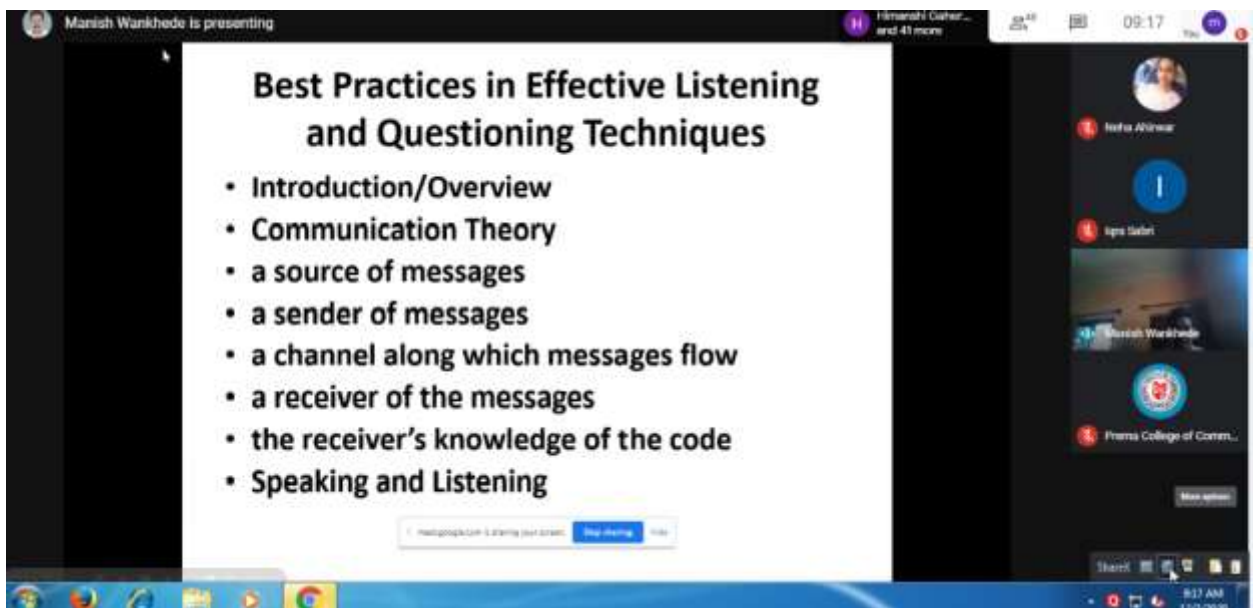
On the fifth day, we had a very distinguished personality and an eminent speaker with us, Dr. Manish Wankhede, Associate Prof. of English, Dhanwate National College, Nagpur.

Dr. Manish spoke on the topic of ‘*Questioning and Listening Skills*’, where in the first half of the session, he started by narrating the stories and gave the apt examples to make the session more interesting. He explained the importance of recognizing the opportunities to derive benefit from the situation instead of regretting afterwards. In the second half of the session, he gave detailed information about how the students should prepare themselves and face the interview session in the future. He also gave some tips & mentioned some of the techniques to follow during questioning and listening skills, so that students could enhance their confidence. He also explained that the process of questioning and answering was not an examination, it was an interaction, which would help students to reduce their stress & anxiety.

Ms. Snehal Rakhunde of the Language Department compered the programme and concluded it with the vote of thanks. A total of 85 students were enrolled in this certificate course. The technical staff worked hard to make the course a huge success.



Dr. Manish Wankhede is delivering a lecture on ‘Questioning and Listening Skills.’



Dr. Manish Wankhede is discussing the points during the lecture.



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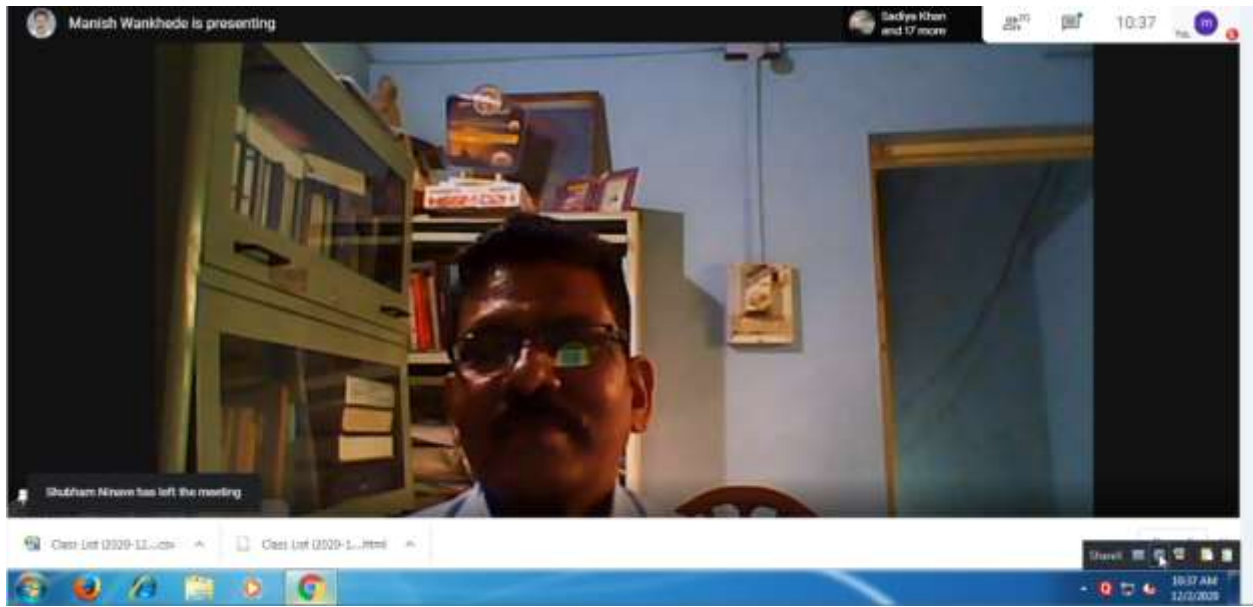
DAY – 6 REPORT

Prerna College of Commerce organized a “Certificate Course in Communication Skills” virtually for its students from 26th November 2020 to 12th December 2020. The timings were from 9.30 am to 12.45 pm with a break of 15 minutes in between.

On the sixth day, we had a very distinguished personality and an eminent speaker with us, Dr. Manish Wankhede, Associate Prof. of English, Dhanwate National College, Nagpur.

Dr. Manish spoke on the topic of ‘*Mastering Language*’, where in the first half of the session, he started by narrating the stories and gave apt examples to make the session more interesting. He explained the importance of recognizing the opportunities to derive benefit from the situation instead of regretting afterwards. In the second half of the session, he gave detailed information about how the students should know why they are studying a new language. He also gave some tips like learn core words first, watch foreign–language media, don’t be scared of mistakes, etc., so that students could enhance their confidence.

Ms. Snehal Rakhunde of the Language Department compered the programme and concluded it with the vote of thanks. A total of 85 students were enrolled in this certificate course. The technical staff worked hard to make the course a huge success.



Dr. Manish Wankhede is delivering a lecture on 'Mastering Language'.



Dr. Manish Wankhede, illustrating the points during the lecture.



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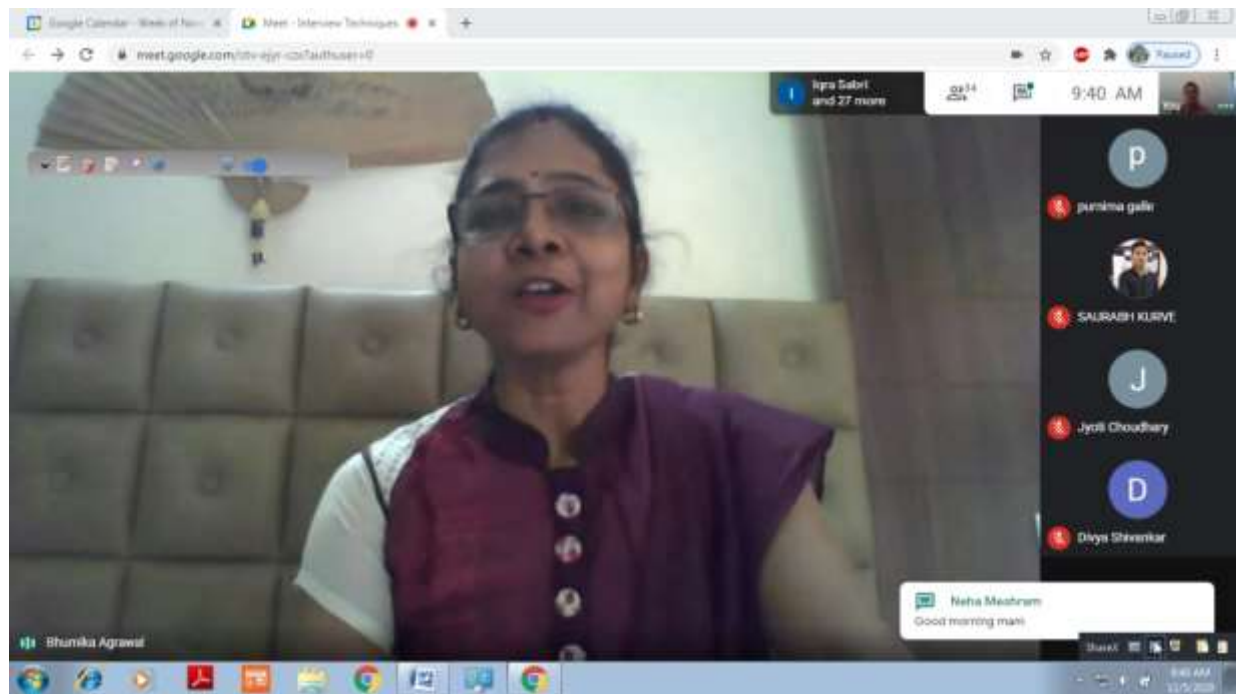
DAY 8 – REPORT

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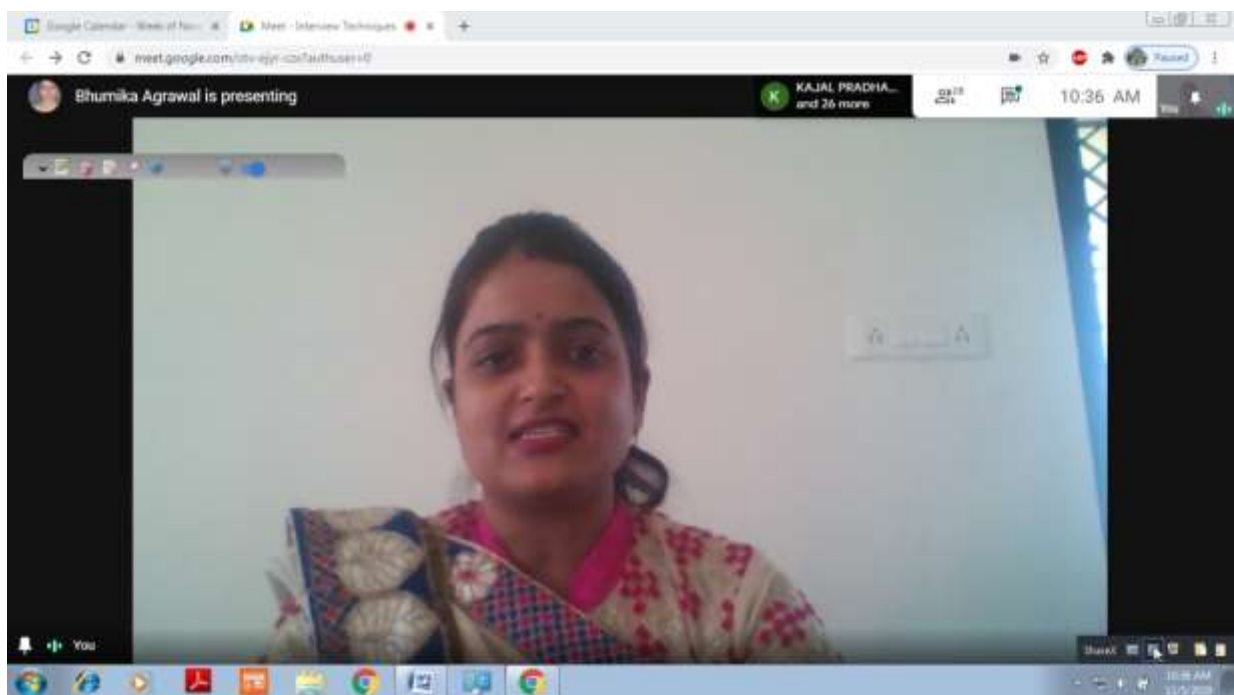
On the eighth day, we had a very distinguished personality and an eminent speaker with us, Dr. Bhumika Agrawal, Associate Prof. & Head, Department of Humanities. Priyadarshini College of Engineering & Technology, Nagpur.

Dr. Bhumika spoke on the topic of ‘Interview Techniques’, where in the first half of the session, she started by narrating the stories and gave the apt examples to make the session more interesting. She explained the importance of recognising the opportunities to derive benefit from the situation instead of regretting afterwards. In the second half of the session, she gave detailed information about how the students should prepare themselves for the interview. She also gave some tips & mentioned some of the techniques to follow while preparing for the interview, so that students could enhance their confidence. She also explained that an interview was not an examination, it was an interaction, which would help students to reduce their stress & anxiety.

Ms. Shikha Jain of the Commerce Department compered the programme and concluded it with the vote of thanks. A total of 70 students were enrolled in this certificate course. The technical staff worked hard to make the course a huge success.



Dr. Bhumika Agrawal is delivering a lecture on ‘Interview Techniques’,



Ms. Shikha Jain is comparing the programme.

Google Calendar - Study of Interview Techniques - Interview Techniques

meet.google.com/tov-ejy-icm?authuser=0

Bhumika Agrawal is presenting

Divya Shivankar and 33 more

9:55 AM

Stages of Interview

- Appraisal of Resume
- Screening tests
- Group discussions
- Presentations
- Face-to-face interview
- Negotiations

Click to add notes

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8:53 AM 11/5/2020

Participants:

- purnima gale
- Harshad Sarvey
- Bhumika Agrawal
- Ved Khem_dz



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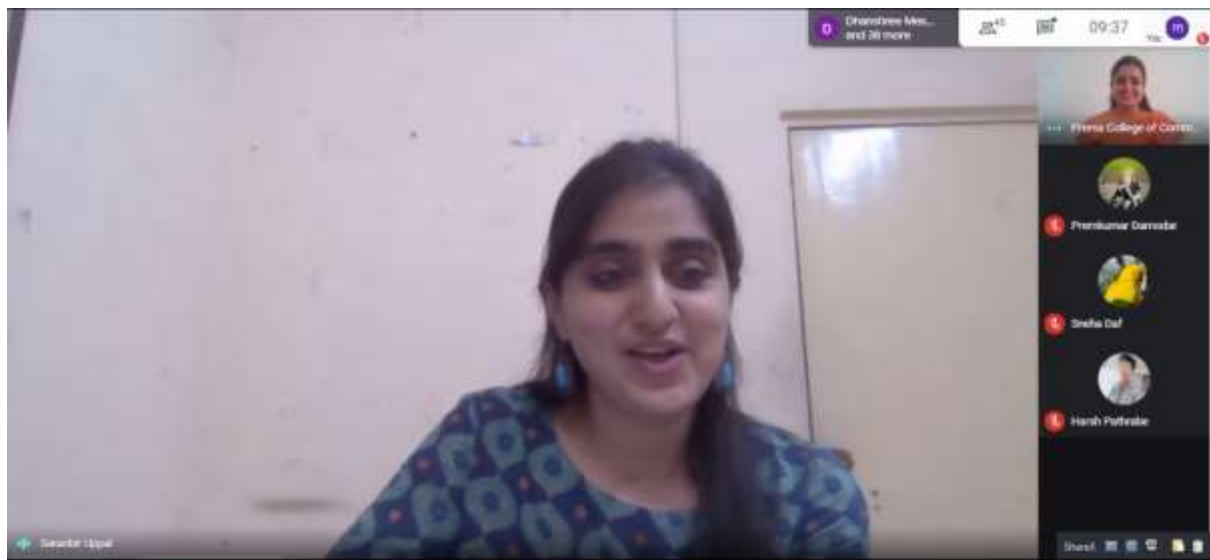
DAY 9– REPORT

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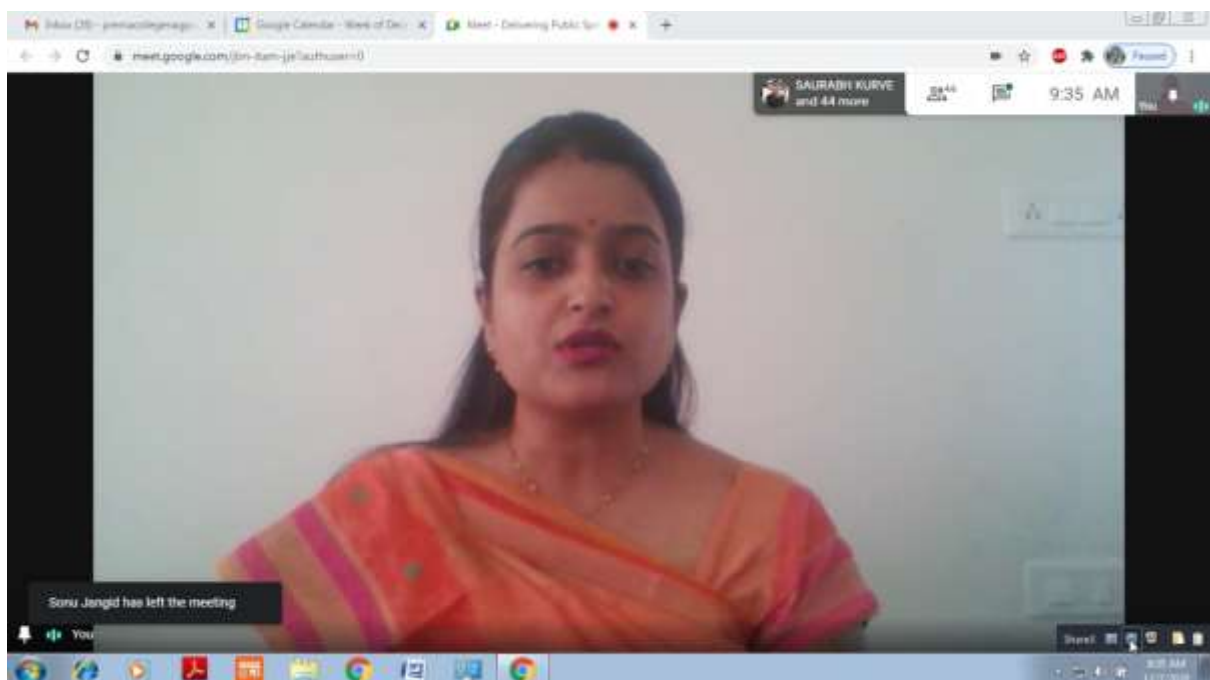
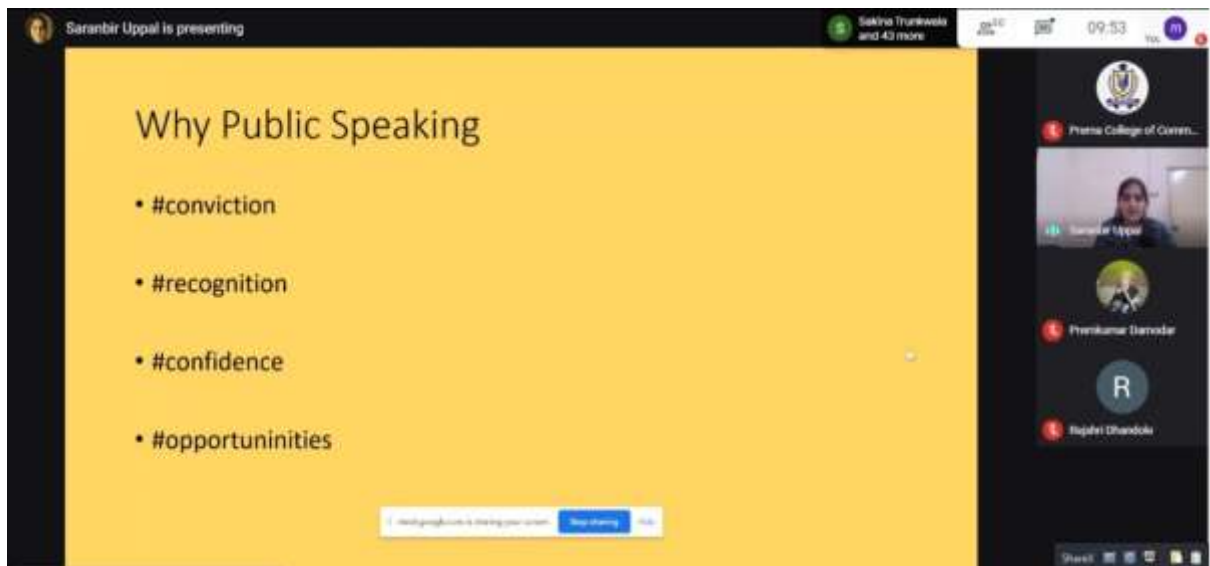
On the Ninth day, we had a very distinguished personality and an eminent speaker with us, Dr. Saranbir Kaur Uppal, Assistant Prof. from Tirpude Institute of Management Education.

Dr. Saranbir Kaur Uppal spoke on the topic of ‘Delivering Public Speech’, where in the first half of the session, she started by narrating the stories and gave apt examples to make the session more interesting. She explained the importance of Effective public speaking skills can help students with career advancement, as they indicate creativity, critical thinking skills, leadership abilities, and professionalism, qualities which are very valuable for the job market. In the second half of the session, she explained the detailed information about tips & techniques for developing public speaking skills, like never giving up on any public speaking opportunity & grabbing every opportunity of public speaking, practicing before public speaking, using graphics, and ending with a pleasant note, so that the students could improve their confidence. She also said that public speaking can increase your conviction, Recognition, and Confidence, and you can receive lots of opportunities in personal as well as professional life.

Ms. Shikha Jain of the Commerce Department compered the programme and concluded it with the vote of thanks. A total of 70 students enrolled in this certificate course. The technical staff worked hard to make the course a huge success.



Dr. Saranbir Kaur Uppal is delivering a lecture on the topic ‘Delivering Public Speech.’



Ms. Shikha Jain compering the programme.



Prerna Sewa Mandal's

PRERNA COLLEGE OF COMMERCE

Reshimbagh Square, Nagpur - 440024.

REPORT ON COMMUNICATION SKILL

Despite the Pandemic situation, Prerna College has organized a Certificate Course in Communication Skills **virtually** for the students of Prerna College of Commerce from 26th November to 8th December 2020. It has been a complete and all-absorbing 10 days for us. It was not just educational and informative but also productive, fruitful, and wonderful sessions.

To make this Certificate course more knowledgeable, various experts gave their contributions. I would like to give special thanks to all the eminent resource persons who have excellently guided the participants and shared their valuable knowledge and experiences with our students. I, on behalf of the college, heartily thank

Prof. Bless Maricar spoke on “The meaning of Education in the Social Context and the Responsibilities of individuals toward Society”,

Dr. Yugal Raylu shared his knowledge on “Presentation skills”,

Dr. Shiladitya Singh delivered a talk on “Developing the skills of correspondence”,

Dr. Yugal Rayalu spoke on” Learning the techniques of group discussion.”

Prof. Manish Wankhade delivered a lecture on “Mastering Language”,

And also on the topic of “questioning & Listening Skills “,

Dr. Manjushree Sardeshpande spoke on the topic “Effective Non-verbal Communication”.

Dr. Bhumika Agrawal spoke on the topic “ Interview techniques.

Dr. Saranjeet Uppal delivered a talk on “ Delivering Public Speech”.

And Dr. Shraddha Deshpande spoke on the topic “ Developing Effective Writing Skills”.

These lectures will surely help our students to sustain in this competitive world.

Our students have gained a good understanding of how they can develop their Communication skills. Several important insights and action items were accomplished through this certificate course.

Our college is organizing more wonderful programmes in which distinguished personalities from all over the world are sharing their knowledge with our students.



Valedictory Programme of Certificate Course in Communication Skills.