

Rayat Shikshan Sanstha's
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE, SHRIRAMPUR
 ACADEMIC YEAR: 2024-25



Skill Based Certificate Course/Add- on Course
Report of Diploma Course in
Communication Skills & Personality Development

S.N.	Particulars	Responses		
1	Title of the Course	Diploma Course in Communication Skills & Personality Development		
2	Duration(From- To)	01/02/2025 to 25/04/2025		
3	Total Number of Lectures conducted (in Clock Hours)	30		
4	Name and Contact Number of the Coordinator	Dr. Mrs Gujar P. S. Mobile: 9326635858		
5	Sponsor/Funded by	C. D. Jain College of Commerce, Shrirampur.		
6	Objectives	1. To inculcate the students with soft skills. 2. To develop the presentation skills. 3. To make the students able to face interview.		
7	Activities conducted	Presentations by Students in Lecture on various topics.	Date: 1/2/2025 to 25/4/2025	Beneficiaries: 42
8	Outcomes	1. Students imbibed with soft skills. 2. Students got the presentation skill knowledge. 3. Students got the components of interview skills.		
9	Number of Beneficiaries	Boys: 19	Girls: 25	Total : 44

Communication Skills &
 Personality Development
 STC Course Co-ordinator

Short Term Course
 Coordinator



I/C, Principal,
 C. D. Jain College of Commerce
 Shrirampur



RAYAT SHIKSHAN SANSTHA'S,
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE,
Shrirampur, Dist. Ahilyanagar
A.Y. 2024-2025

Savitribai Phule Pune University Approved
Short Term Diploma Course in Communication Skills & Personality Development
REPORT

5/04/2025

As per the New Education Policy 2020, every student needs extra credits other than curricular studies. So as per the guidelines, our college has initiated the Savitribai Phule Pune University approved Short Term Courses for 1 Credit. Short Term Diploma Course in Communication Skills & Personality Development for the academic year 2024-25 has the total enrollment of 44 students. It was scheduled for twice in a week. Duration of the course was 30 hours. 15 hours for theory lectures and 15 hours for practical presentation were scheduled. All the students have completed their Certificate Course in the previous year. In this year syllabus was designed on Soft Skills & Personality Development. At the end of the course theory examination was conducted by using **Online Mode** and practical presentation was conducted to improve soft skills of the students. From 44 students, 42 students were present for the examination and result is 100%. After completing the course, students able to deal with the soft skills and got improved in their presentation skills which help them to face the practical life activities in an innovative manner.



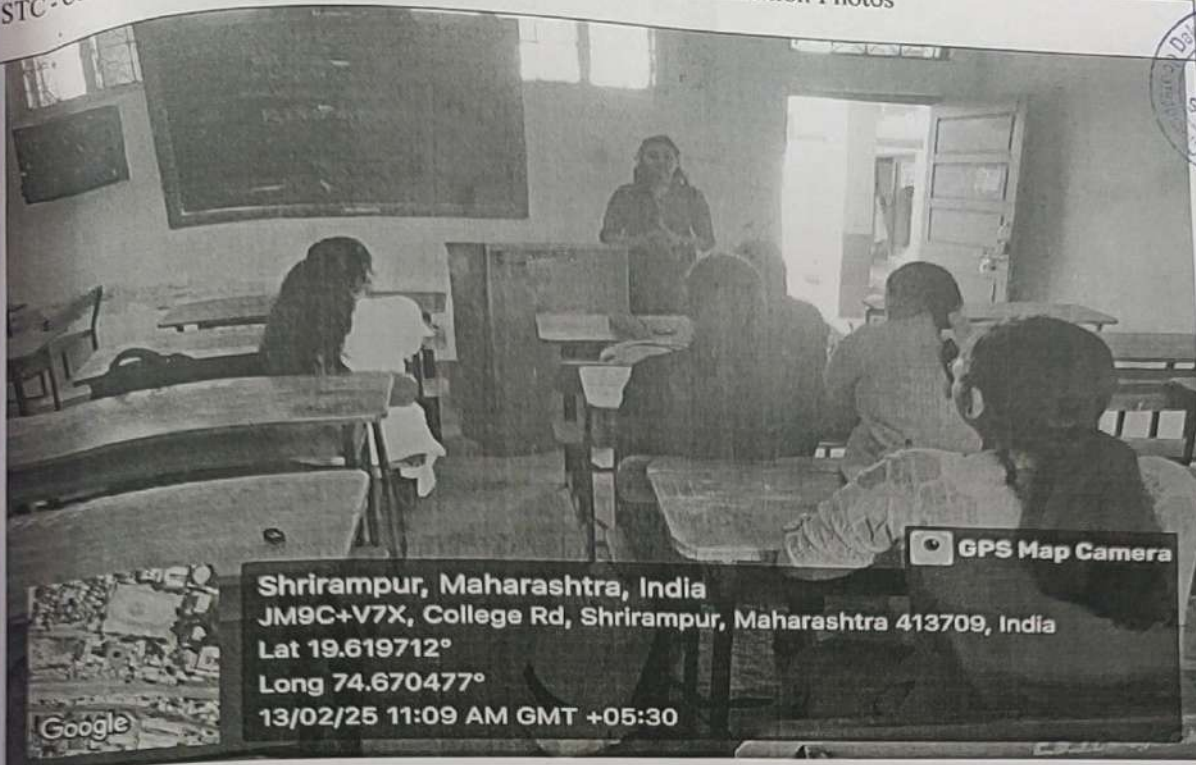
Mrs. S. B.

Communication Skills &
Personality Development
STC Course Co-ordinator

[Signature]
Short Term Course
Coordinator



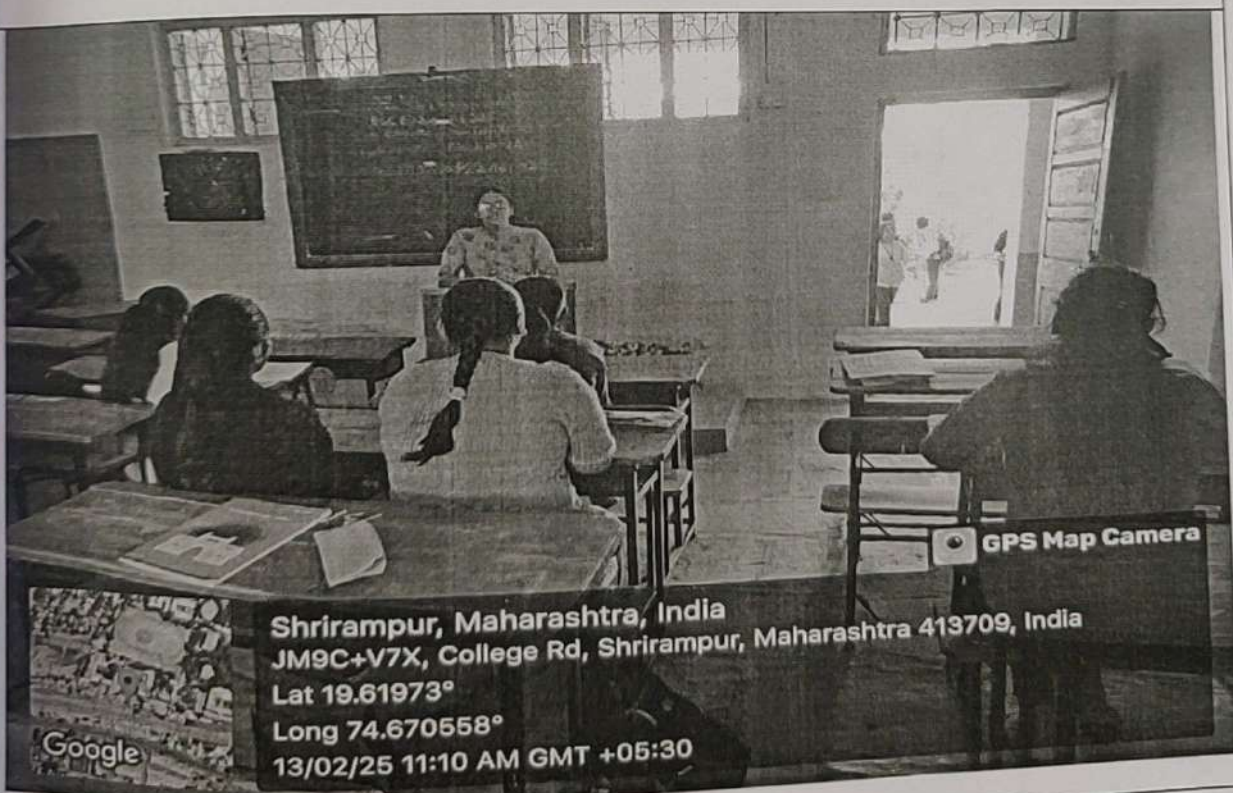
[Signature]
I/C, Principal,
C. D. Jain College of Commerce
Shrirampur



GPS Map Camera

Shrirampur, Maharashtra, India
JM9C+V7X, College Rd, Shirirampur, Maharashtra 413709, India
Lat 19.619712°
Long 74.670477°
13/02/25 11:09 AM GMT +05:30

Google



GPS Map Camera

Shrirampur, Maharashtra, India
JM9C+V7X, College Rd, Shirirampur, Maharashtra 413709, India
Lat 19.61973°
Long 74.670558°
13/02/25 11:10 AM GMT +05:30

Google

Rayat Shikshan Sanstha's
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE,
SHRIRAMPUR
ACADEMIC YEAR: 2024-25



Department of Commerce
Skill Based Certificate Course/Add- on Course
Short Term Diploma Course in

Communication Skills & Personality Development

Notice

27/01/2025

All of the members of the Board of Studies are hereby informed that the Department of Commerce is going to conduct Certificate / Diploma /Advanced Diploma in Communication Skills & Personality Development from 01/02/2025. Therefore, the meeting will be held on 29/01/2025. All should attend the meeting at the given hour.

PRINCIPAL

C. D. Jain College of Commerce,
Shrirampur



Agenda:

- Point No. 1: Formation of the Board of the Studies
- Point No. 2: Nomination for the Advisory Committee
- Point No. 3: Designing the syllabus of the course

S.N.	Name of the Member	Capacity	Signature
1	Dr. Suhas Nimbalkar	Chairperson	
2	Mr. Kailas Datir	Chief Co-ordinator	
3	Dr. Mrs Gujar P. S.	Co-ordinator	
4	Ms Thorat Geeta	Member (Invitee)	

Rayat Shikshan Sanstha's
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE,
SHRIRAMPUR

ACADEMIC YEAR: 2024-25

Department of Commerce
Skill Based Certificate Course/Add- on Course
Short Term Diploma Course in



Communication Skills & Personality Development

Minutes of the Meeting

The minutes of the meeting held on 29/01/2025 at 12.30 p.m. in Principal's Cabin. The following members were present for the meeting.

S.N.	Name of the Member	Status	Signature
1	Dr. Suhas Nimbalkar	Chairperson	
2	Mr. Kailas Datir	Chief Co-ordinator	
3	Dr. Mrs Gujar P. S.	Co-ordinator	
4	Ms Thorat Geeta	Member (Invitee)	

Point No. 1: Formation of the Board of the Studies

Resolution No. 1: It was resolved to introduce Certificate, Diploma and Advanced Diploma in Communication Skills & Personality Development for the students. It was also resolved to form the Board of Studies.

Point No. 2: Nomination of the Advisory Committee

Resolution No. 2: It was resolved that the department will form an Advisory Committee and nominate the members from the institute and invitee members outside colleges as below-

S.N.	Name of the Member	Name of the College/Firm
1	Ms Thorat Geeta	Professional Expert
2	Mr Bhagwat R. K.	Ranglahari Academy, Shrirampur.

Point No. 3: Designing the syllabus of the course

Resolution No. 3: The members of the Advisory Committee designed the syllabus of the course. The content of the syllabus is as below-

- Soft Skills
- Personality Traits & Tips
- Self Presentation
- SWOT Analysis
- Self Analysis



PRINCIPAL

C. D. Jain College of Commerce,
Shrirampur



RAYAT SHIKSHAN SANSTHA'S,
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE,
 Shrirampur, Dist. Ahilyanagar.
 A.Y. 2024-2025

Savitribai Phule Pune University Approved

Short Term Diploma Course in Communication Skills & Personality Development
RESULT SHEET

S.N.	Name of Student	Theory Out of 50	Presentation Out of 50	Total Out of 100	Grade
1	ASANE SHRADDHA SHARAD	44	44	88	A+
2	BANKAR SHIVANI DIPAK	36	36	72	A
3	BANSODE OM SUNIL	26	25	49	B+
4	BHALERAV PRITAM RAVSAHEB	AB	40	40	C
5	BHANGUDE AARTI KISHOR	40	40	80	A+
6	BHOSALE RIYA RAJENDRA	40	40	80	A+
7	CHAUGULE ABHIJEET ASHOK	42	42	82	A+
8	CHHAJED KHUSHI MANOJKUMAR	AB	40	40	C
9	DESHMUKH OMKAR BALASAHEB	AB	40	40	C
10	DHOKCHAULE PRASHANT BALASAHEB	36	36	72	A
11	DHOKCHAULE TANUJA BALASAHEB	38	40	78	A
12	GHOLAP ROHAN ASHOK	44	46	90	O
13	GITE SHIVANI BHAUSAHEB	AB	40	40	C
14	GORE UTKARSH DILIP	32	40	72	A
15	INGALE ANIKET BALU	30	40	70	A
16	JADHAV NITIN RAJU	48	32	80	A+
17	KADUSKAR NEERAJ SHANTANU	40	40	80	A+
18	KALE VAISHNAVI VIJAY	36	40	76	A
19	KAYGUDE OM SUNIL	44	44	82	A+
20	KOKARE ARATI BHAUSAHEB	40	40	82	A+
21	LABADE KRUSHNA ABASAHEB	AB	40	40	C
22	LANDE VAISHNAVI ROHIDAS	44	44	88	A+
23	MAHANKALE BHUMIKA VILAS	38	45	83	A+
24	MORE ADITYA SAKHAHARI	36	47	83	A+
25	MUSANI TABEESH AMJAD	AB	40	40	C

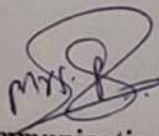


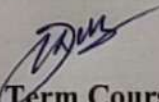
Rayat Shikshan Sanstha's,
C. D. Jain College of Commerce, Shirampur.
Savitribai Phule Pune University approved
Short Term Courses 2024-25
Short Term Diploma Course in
Communication Skills & Personality Development

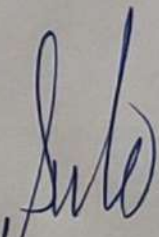
Date: 25/03/2025

Examination Notice

All the students admitted for **Short Term Diploma Course in Communication Skills & Personality Development** for the academic year 2024-25 are hereby notified that Online examination for the aforesaid course is scheduled on 1st April, 2025 by using Online Mode of Google Form. Link will be shared on Goggle Classroom at the same date on 11.00 am. Examination will be for 50 marks and time provided is 60 minutes. It is compulsory for all the students to attain the examination. Link will be closed at 12.00 Noon.


Communication Skills &
Personality Development
Course Co-ordinator


Short Term Course
Coordinator


I/C, Principal,
C. D. Jain College of Commerce
Shrirampur





STC Communication Skills & P...

24-25



Announce something to your class



Pournima Gujar

11:14



Inviting to join Goggle Meet for online lecture of Short Term Course Communication Skills & Personality Development from 6th March to 13th March, 2025 at 4.30 pm.

Subject Teacher : Dr Mrs Gujar P. S.

Please join the meet by using the following link
meet.google.com/hhu-tdnc-qef

Add class comment



Pournima Gujar

Posted 6 Feb (Edited 13 Feb)



Communication Skills & Personality Development Course lectures will be conducted online & offline mode.

Offline lectures are scheduled as per timetable on every Wednesday & Thursday in college.

Online lectures will be scheduled by using Google



Stream



Classwork



People



Rayat Shikshan Sanstha's
C.D.Jain College of Commerce, Shrirampur.
Year -2024-25
Diploma course in Communication skills



Attendance Sheet

Sr No	Name Of student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
1	ASANE SHRADDHA SHARAD	Shradha	Shradha	Shradha	AB	Shradha	AB	AB	AB	Shradha	AB	Shradha	Shradha	Shradha	Shradha	AB
2	BANKAR SHIVANI DIPAK	Shivani	Shivani	Shivani	AB	Shivani	Shivani	Shivani	Shivani	AB	AB	Shivani	Shivani	Shivani	Shivani	AB
3	BANSODE OM SUNIL	Om	Om	Om	Om	Om	Om	Om	Om	Om	Om	Om	Om	AB	Om	Om
4	BHALERAV PRITAM RAVSAHEB	M	M	M	M	M	M	M	M	M	M	M	M	AB	AB	AB
5	BHANGUDE AARTI KISHOR	Aarti	Aarti	AB	Aarti	Aarti	AB	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	AB
6	BHOSALE RIYA RAJENDRA	Riya	Riya	AB	Riya	Riya	AB	Riya	Riya	Riya	Riya	Riya	Riya	AB	AB	AB
7	CHAUGULE ABHIJEET ASHOK	AB	AB	AB	AB	AB	AB	Chugule	Chugule	AB	Chugule	Chugule	AB	Chugule	Chugule	AB
8	CHHAJED KHUSHI MANOJKUMAR	Khushi	AB	Khushi	Khushi	AB	Khushi	Khushi	Khushi	Khushi	AB	Khushi	Khushi	Khushi	Khushi	Khushi
9	DESHMUKH OMKAR BALASAHEB	Om	Om	Om	Om	Om	Om	AB	Om	Om	AB	Om	Om	AB	AB	AB
10	DHOKCHAULE PRASHANT BALASAHEB	AB	AB	Prashant	AB	Prashant	AB	Prashant	AB	Prashant	AB	Prashant	Prashant	AB	Prashant	Prashant
11	DHOKCHAULE TANUJA BALASAHEB	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	AB	Tanuja	Tanuja	AB	Tanuja	Tanuja
12	GHOLAP ROHAN ASHOK	Rohan	AB	Rohan	Rohan	AB	Rohan	Rohan	Rohan	AB	Rohan	AB	Rohan	AB	Rohan	AB
13	GITE SHIVANI BHAUSAHEB	GS	AB	AB	GS	GS	AB	GS	GS	GS	GS	AB	GS	GS	GS	AB
14	GORE UTKARSH DILIP	AB	Utkarsh	Utkarsh	AB	Utkarsh	Utkarsh	AB	Utkarsh	AB	Utkarsh	Utkarsh	Utkarsh	AB	Utkarsh	AB
15	INGALE ANIKET BALU	Aniket	Aniket	AB	Aniket	Aniket	Aniket	AB	Aniket	Aniket	Aniket	AB	Aniket	Aniket	Aniket	Aniket
16	JADHAV NITIN RAJU	AB	M	AB	M	M	AB	M	AB	M	AB	M	AB	M	AB	AB

Sr No	Name Of student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
17	KADUSKAR NEERAJ SHANTANU	AB	AB	AB	needy	AB	needy	AB	needy	AB	AB	needy	AB	AB	needy	AB
18	KALE VAISHNAVI VIJAY	Vive	Nile	AB	Vive	Vive	Vive	AB	Nile	AB	Vive	Vive	Vive	Vive	Vive	AB
19	KAYGUDE OM SUNIL	AB	AB	OMST	AB	omst	omk	omk	AB	omk	AB	omsk	AB	omsk	AB	AB
20	KOKARE ARATI BHAUSAHEB	Aarti	Aarti	AB	Aarti	Aarti	AB	Aarti	Aarti	Aarti	Aarti	Aarti	AB	Aarti	Aarti	AB
21	LABADE KRUSHNA ABASAHEB	W	W	W	W	W	W	W	W	W	W	W	W	W	W	AB
22	LANDE VAISHNAVI ROHIDAS	Dande	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
23	MAHANKALE BHUMIKA VILAS	Chulul	Chulul	AB	Chulul	AB	Chulul	Chulul	Chulul	Chulul	AB	Chulul	Chulul	Chulul	AB	AB
24	MORE ADITYA SAKHAHARI	More	More	More	More	More	More	More	More	More	More	More	More	More	More	More
25	MUSANI TABEESH AMJAD	AB	W	W	W	AB	W	W	AB	W	AD	W	AB	W	W	AB
26	PANDAGALE SWAPNIL BABASAHEB	AB	SP	SP	AB	AB	AB	AB	SP	AB	AB	SP	AB	SP	AB	SP
27	PARVE KAVITA SANJAY	AB	VP	AB	VP	VP	VP	AB	AB	VP	AB	VP	AB	VP	VP	AB
28	PATHAN SUFIYAN SHAUKAT	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
29	PUJARI AARTI DATTATRAY	AB	Pujari	AB	Pujari	Pujari	Pujari	AB	Pujari	Pujari	AB	Pujari	Pujari	Pujari	Pujari	Pujari
30	RAUT AJAY ANIL	↑	AB	R	AB	AB	R	R	AB	R	AB	R	AB	AB	AB	AB
31	SAYYAD NAAZ ASHPAK	AB	Shayad	AB	AB	Shayad	Shayad	Shayad	AB	Shayad	AB	AB	AB	AB	AB	AB
32	SETHI JASDEEPKOUR HARDEEPSINGH	Sethi	AB	Sethi	Sethi	Sethi	Sethi	AB	Sethi	AB	Sethi	Sethi	Sethi	Sethi	Sethi	Sethi
33	SHENDGE ASHA SOPAN	Shendge	Shendge	Shendge	AB	AB	Shendge	Shendge	Shendge	AB	Shendge	Shendge	Shendge	Shendge	Shendge	Shendge
34	SHENDGE PRACHI BHAUSAHEB	Shendge	Shendge	AB	Shendge	AB	Shendge	Shendge	Shendge	AB	Shendge	Shendge	Shendge	Shendge	Shendge	Shendge
35	SHINDE KALYANI ANNA	s.k.A	s.k.A	AB	AB	s.k.A	s.k.A	AB	s.k.A	s.k.A	s.k.A	AB	s.k.A	AB	s.k.A	s.k.A

Sr No	Name Of student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
36	SHINDE SHRUTI ANAND	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
37	SHINDE TEJAS BALASAHEB	IS	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
38	SOLANKI DIYA HEMANT	D Solanki	D Solanki	AB	D Solanki	D Solanki	D Solanki	D Solanki	AB	D Solanki	D Solanki	D Solanki	D Solanki	D Solanki	D Solanki	D Solanki
39	SONAWANE PRACHI SATISH	SP	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
40	SONULE PRUTHVIRAJ RAM	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
41	TAYADE SAKSHI ASHOK	Sakshi	Sakshi	Sakshi	Sakshi	AB	Sakshi	AB	AB	Sakshi	Sakshi	Sakshi	AB	Sakshi	Sakshi	AB
42	THORAT POOJA ANKUSH	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
43	TORNE SHREYA VINOD	Shreya	Shreya	AB	Shreya	Shreya	Shreya	Shreya	AB	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya
44	YADAV KARISHMA VINOD	K.	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
45																
46																





Attendace Sheet

[illegible]

[illegible]

Sr No	Name Of student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
36	SHINDE SHRUTI ANAND	SP	AB	SP	AB	SP	AB	SP	SP	SP	SP	SP	SP	SP	SP	SP
37	SHINDE TEJAS BALASAHEB	SP	AB	SP	AB	SP	AB	SP	SP	SP	SP	SP	SP	SP	SP	SP
38	SOLANKI DIYA HEMANT	SP	AB	SP	AB	SP	AB	SP	SP	SP	SP	SP	SP	SP	SP	SP
39	SONAWANE PRACHI SATISH	SP	AB	SP	AB	SP	AB	SP	SP	SP	SP	SP	SP	SP	SP	SP
40	SONULE PRUTHVIRAJ RAM	SP	AB	SP	AB	SP	AB	SP	SP	SP	SP	SP	SP	SP	SP	SP
41	TAYADE SAKSHI ASHOK	SP	AB	SP	AB	SP	AB	SP	SP	SP	SP	SP	SP	SP	SP	SP
42	THORAT POOJA ANKUSH	SP	AB	SP	AB	SP	AB	SP	SP	SP	SP	SP	SP	SP	SP	SP
43	TORNE SHREYA VINOD	SP	AB	SP	AB	SP	AB	SP	SP	SP	SP	SP	SP	SP	SP	SP
44	YADAV KARISHMA VINOD	SP	AB	SP	AB	SP	AB	SP	SP	SP	SP	SP	SP	SP	SP	SP
45																
46																



Rayat Shikshan Sanstha's
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

ACADEMIC YEAR: 2024-25

Skill Based Certificate Course/Add- on Course

FEEDBACK FORM

Name of the Course: Communication skills & Personality Development

Dear Student, please use ✓ for providing feedback on the course.

Excellent : 4, Good : 3, Satisfactory : 2, Fair : 1

Name of the Student: Sethi Jasdeepkaur Class: S-Y.B Com

e-Mail Address: Sethi.jasdeepkaur@gmail.com Mobile Number: 9404712905

S.N.	Parameter	Rating			
1	Relevance of the course	: Excellent	Good ✓	Satisfactory	Fair
2	Application of the course	: Excellent	Good ✓	Satisfactory	Fair
3	Quality of Resource Person	: Excellent	Good ✓	Satisfactory	Fair
4	Depth of the content of course	: Excellent	Good ✓	Satisfactory	Fair
5	Organization of the course	: Excellent	Good ✓	Satisfactory	Fair
6	Overall Rating	: Excellent	Good ✓	Satisfactory	Fair

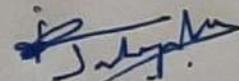
Suggestions for the improvement in the course:

1: Benefit for students

2: Build confidence

3: Time Management

4: Adaptability



(Name and Signature of Student)

Place: Shrirampur

Date: 31/3/2025

Rayat Shikshan Sanstha's
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE, SHRIRAMPUR
ACADEMIC YEAR: 2024-25



Skill Based Certificate Course/Add-on Course

FEEDBACK FORM

Name of the Course: ...Communication skill...

Dear Student, please use ✓ for providing feedback on the course.

Excellent : 4, Good : 3, Satisfactory : 2, Fair : 1

Name of the Student: ...More Aditya Saktharani... Class: ...S.Y. B.com Div-c...

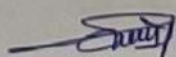
e-Mail Address: ...aditya-mm2025@gmail.com... Mobile Number: ...7038052384...

S.N.	Parameter	Rating			
1	Relevance of the course	: Excellent	Good	Satisfactory	Fair
2	Application of the course	: Excellent	Good	Satisfactory	Fair
3	Quality of Resource Person	: Excellent	Good	Satisfactory	Fair
4	Depth of the content of course	: Excellent	Good	Satisfactory	Fair
5	Organization of the course	: Excellent	Good	Satisfactory	Fair
6	Overall Rating	: Excellent	Good	Satisfactory	Fair

Suggestions for the improvement in the course:

- 1: ...I think the lecture is holding at right time
- 2: ...But the teacher should teaching
- 3: ...in understandable language.
- 4: ...The student should present on time for Lecture.

Place: Shrirampur
Date 25/03/2025


(Name and Signature of Student)



hhu-tdnc-qef



10:53 hhu-tdnc-qef

P Pournima	S Shraddha
pragati	D Dipak
M Monika	M Mayuri
You're sharing your screen	
N	

You're now sharing your screen



Omkar is presenting



T Trupti	P Omkar Vyavhare	S Shra...
P		

Omkar Vyavhare is sharing their screen

Navigation bar with icons: Mute, Unmute, Hand, More, End Call



P

Pournima Gujar

Posted 6 Feb (Edited 12:46)

Communication Skills & Personality Development Course lectures will be conducted online & offline mode. Offline lectures are scheduled as per timetable on every Wednesday & Thursday in college.

Online lectures will be scheduled by using Google Meet and link will be shared on Google Classroom.

Student name list is attached herewith.

Share the code with the students having names in the given list.

Code

hx45h3a

Attachments



DiplomaCourseinCommunicationskills-1.p...

Class comments

Add class comment