

Nav Sahyadri Charitable Tru
College of Education B.Ed/M
2018-19

Notice

All the students of B.Ed/M.Ed are hereby the certificate courses in “Communication Skills” will be 26 th September, 2018 at 3.00 to5.00 pm in college .

Students should register their names with Prof. 2018 certificate of Completion will be issued to the can

College of Education B.Ed/M.Ed., Chakan
Communication Skill Syllabus

TOPIC	SUB- TOPICS	DURATION
Oral Communication skills	● Oral Communication ● Aspects of oral Communication ● Telephone conversations ● Informal chatting	4 Hours
Non verbal Communication skills	● Non verbal Communication ● Types of NVC ● Modes of NVC ● Functions of NVC	4 Hours
Non verbal Communication skills	● Gestures, Postures, eye-contacts ● Silence, Proxemics, chronemics ● Para -language ● Signs, symbols, environment	4 Hours
Written Communication	● Writing Formal ● Informal Letters ● Application/ covering letters ● Bio Data, CV, Resume	4 Hours
Use of Technology in communication	● Emails essential of e mails ● SMS, blogs ● Tele-conferencing / video- conferencing ● Virtual classroom	4 Hours
Interview techniques	● Responding to various kinds of advertisements ● Searching for jobs- short –listing positions ● Preparing for an interview	4 Hours
Interview techniques	● Interview techniques ● Preparing a list of Possible questions ● Questions that can be asked ● Follow up	4 Hours
Interview	● Mock interviews	4 Hour
Presentations	● Presentations ● using OHP, Power point ● Preparing power point presentations Dos and Dents	4 Hours


PRINCIPAL

NSCT'S College of Education
 Chakan, Tal-Khed, Dist-Pune

College of Education B.Ed/M.Ed., Chakan
2018-19

Notice

Date:- 25/09/2018

All the students have registers short term course of "Communication Skills" hereby informed that exam of 50 marks will be conducted as per rules. That exam conducted on date 27/09/2018

 Principal
PRINCIPAL
NSCT'S College of Education
Chakan, Tal-Khed, Dist-Pune

Nav Sahyadri Charitable Trust's
College of Education B.Ed/M.Ed., Chakan
 Tal-Khed, Dist- Pune
Academic Year -2018-19

Communication Skills

Time – 1 Hours

Marks-50

Write A Short Answer

1) Describe yourself in 3 words.

.....

2) What is your Favorite hobby.

.....

3) What is your Favorite thing about someone in your family.

.....

4) What would you do on Mars for fun.

.....

5) What would you do with your “15 minutes” of fame.

.....

6) What is the one thing you own you wish you didn't.

.....

7) What is your life long dream

.....

8) What is your biggest addiction.

.....

9) Do you have a song that reminds you of a relationship if so what song.

.....

PRINCIPAL

NSCT'S College of Education
 Chakan, Tal-Khed, Dist-Pune

.....1
.....
.....
.....10)How many books have you read so far this year.
.....
.....
.....

11)What is the worst job you could have.
.....
.....
.....
.....

12)If you were famous what would you be famous for .
.....
.....
.....
.....

13)If you could talk to the president what would you talk about.
.....
.....
.....
.....

14)What is the one thing you have always wanted to do.
.....
.....
.....
.....

15)Mother or Father.
.....
.....
.....
.....

16)Who you love the most.
.....
.....
.....
.....

17)What is your best feature.
.....
.....
.....
.....

18)What have you done that you are most proud of.
.....
.....
.....
.....

19)If you won a million rupees what would you buy.
.....
.....
.....
.....

PRINCIPAL

20)What was your favorite cartoon show growing up.

1

21)Where would you visit, if you had the chance.

22)If you could change one thing about your looks what would it be.

23)What is the last thing you liked on social media.

24)What is your best childhood memory.

25) Where were you two years ago.


PRINCIPAL

NSCTS College of Education
Chakran, Jal-Khed, Dist-Pune

Nav Sahyadri Charitable Trust's
College of Education B.Ed/M.Ed., Chakan
Communication Skills 2018-19

Enrollment List

Date: - 27/09/2018

Sr. No	Name of the student	Class
1	AHIR AVANTIKA KANAITYALAL	B.Ed
2	ANANTHARAMAN RAKSHANA	B.Ed
3	ANTHONY MONICA SUSAIRAJ	B.Ed
4	BEDKE SHRADDHA MANOJ	B.Ed
5	BELHEKAR SNEHAL BALKRISHNA	B.Ed
6	BHATIA HARSHA UMESH	B.Ed
7	BHONG VAIBHAV ARUN	B.Ed
8	BOTRE SHRAWANI PARAG	B.Ed
9	CHAUDHARI AMRUTA ABASAHEB	B.Ed
10	CHAUDHARI CHAITALI DHIRAJ	B.Ed
11	CHAVAN AVINASH SUBHASH	B.Ed
12	CHAWDHARY SHRUTI	B.Ed
13	D'SOUZA LUIZA LEON	B.Ed
14	D'SOUZA SANDRA	B.Ed
15	DESHPANDE SWAPNA SANDEEP	B.Ed
16	DEY DIPANWITA SUJIT	B.Ed
17	DIWANE SHILPA BHALCHANDRA	B.Ed
18	DSOUZA ESCOLANS ANTHONY	B.Ed
19	GADE MONALIKA BABAN	B.Ed
20	GADE SLESHMA BABAN	B.Ed
21	GANESH MAHESH	B.Ed
22	GAWALI BALASAHEB RANGANATH	B.Ed
23	GAWARI ASHA SHANKAR	B.Ed
24	GHATPANDE SONALI PRABHAKAR	B.Ed
25	GHODEKAR ASHWINI MACHINDRA	B.Ed
26	BAGWAN MUDDASSARNAZAR IMTIYAJ	M.Ed
27	BORKAR SANJAY SHIVAJI	M.Ed
28	CHORGE MONIKA BALIRAM	M.Ed
29	DAS BAISAKHI NEMIA	M.Ed
30	DODAKE PRACHI ARUN	M.Ed
31	FIGREDO VELEGRIIN PAUL	M.Ed
32	GILBILE SONALI SURESH	M.Ed
33	HAMSAY SALIM .	M.Ed
34	HUNDARE KIRTI SARJERAO	M.Ed
35	INAMDAR MAHEJABEEN AFZALKHAN	M.Ed

PRINCIPAL
NSCTS College of Education
Chakan, Tal-Khed, Dist-Pune

Course Coordinator & Examiner
Mr. Sathe H.D.

Nav Sahyadri Charitable Trust's
College of Education B.Ed/M.Ed., Chakan
Communication Skills 2018-19

Attendance Sheet

Date: - 27/09/2018

Sr. No	Name of the student	Class	Sign
1	AHIR AVANTIKA KANAIVYALAL	B.ED	
2	ANANTHARAMAN RAKSHANA	B.ED	
3	ANTHONY MONICA SUSAIRAJ	B.ED	
4	BEDKE SHRADDHA MANOJ	B.ED	
5	BELHEKAR SNEHAL BALKRISHNA	B.ED	
6	BHATIA HARSHA UMESH	B.ED	
7	BHONG VAIBHAV ARUN	B.ED	
8	BOTRE SHRAWANI PARAG	B.ED	
9	CHAUDHARI AMRUTA ABASAHEB	B.ED	
10	CHAUDHARI CHAITALI DHIRAJ	B.ED	
11	CHAVAN AVINASH SUBHASH	B.ED	
12	CHAWDHARY SHRUTI	B.ED	
13	D'SOUZA LUIZA LEON	B.ED	
14	D'SOUZA SANDRA	B.ED	
15	DESHPANDE SWAPNA SANDEEP	B.ED	
16	DEV DIPANWITA SUIT	B.ED	
17	DIVANE SHILPA BHALCHANDRA	B.ED	
18	DSOUZA ESCOLANS ANTHONY	B.ED	
19	GADE MONALIKA BABAN	B.ED	
20	GADE SLESHMA BABAN	B.ED	
21	GANESH MAHESH	B.ED	
22	GAWALI BALASAHEB RANGANATH	B.ED	
23	BAGWAN MUDDASSARNAZAR IMTIYAJ	M.ED	
24	BORKAR SANJAY SHIVAJI	M.ED	
25	CHORGE MONIKA BALIRAM	M.ED	
26	DAS BAISAKHI NEMIA	M.ED	
27	DODAKE PRACHI ARUN	M.ED	
28	FIGREDO VELEGRIIN PAUL	M.ED	
29	GILBIL SONALI SURESH	M.ED	
30	HAMSAY SALIM .	M.ED	

PRINCIPAL
 NSCT'S College of Education
 Chakan, Tal-Khed, Dist-Pune

Course Coordinator & Examiner
 Mr. Sathe H.D

Nav Sahyadri Charitable Trust's
College of Education B.Ed/M.Ed., Chakan
Communication Skills 2018-19
Report of Short Term Course

Name of the Course: - A Certificate Course in Communication Skills

- ❖ Name of the course Coordinator & Resource Person :- Mr.Sathe H.D
- ❖ List of Trainer / Faculty with Experience: 01 Faculty Exp. -02Y ears
- ❖ No of Students Enrolled: - 35
- ❖ No of Students Successfully Completed the course:-30
- ❖ Course Duration: - 30 hours

Brief overview of the course:-

In the academic year 2018-19 has started the short term course in Communication Skills The objective of the course is to develop student's communication skills in English.

Training Methods Used:-

Sr. No	Teaching / Training Methods Used	% Syllabus Covered
1	Lecture & Practical	100%

Evaluation Methods:-

Sr. No	Evaluation Methods Used	Marks
1	Practical	50
2.	Written Test	50

Outcome: - Students can talk in English and can write grammatically correct

College of Education B.Ed/M.Ed., Chakan

Communication Skills

Result Sheet

Date: - 29/09/2018

Sr.No	Student's Name	Class	Grade
1	AHIR AVANTIKA KANAIVALAL	B.ED	B+
2	ANANTHARAMAN RAKSHANA	B.ED	B
3	ANTHONY MONICA SUSAIRAJ	B.ED	A+
4	BEDKE SHRADDHA MANOJ	B.ED	A
5	BELHEKAR SNEHAL BALKRISHNA	B.ED	B
6	BHATIA HARSHA UMESH	B.ED	B
7	BHONG VAIBHAV ARUN	B.ED	A
8	BOTRE SHRRAWANI PARAG	B.ED	A
9	CHAUDHARI AMRUTA ABASAHEB	B.ED	A
10	CHAUDHARI CHAITALI DHIRAJ	B.ED	B
11	CHAVAN AVINASH SUBHASH	B.ED	A
12	CHAWDHARY SHRUTI	B.ED	A+
13	D'SOUZA LUIZA LEON	B.ED	B
14	D'SOUZA SANDRA	B.ED	B+
15	DESHPANDE SWAPNA SANDEEP	B.ED	B
16	DEV DIPANWITA SUJIT	B.ED	A
17	DIWANE SHILPA BHALCHANDRA	B.ED	A
18	DSOUZA ESCOLANS ANTHONY	B.ED	B
19	GADE MONALIKA BABAN	B.ED	B+
20	GADE SLESHMA BABAN	B.ED	A
21	GANESH MAHESH	B.ED	A
22	GAWALI BALASAHEB RANGANATH	B.ED	A
23	BAGWAN MUDDASSARNAZAR IMTITYAJ	M.ED	B
24	BORKAR SANJAY SHIVAJI	M.ED	A
25	CHORGE MONIKA BALIRAM	M.ED	A+
26	DAS BAISAKHI NEMIA	M.ED	B
27	DODAKE PRACHI ARUN	M.ED	B
28	FIGREDO VELEGRIIN PAUL	M.ED	B
29	GILBILE SONALI SURESH	M.ED	A
30	HAMSAY SALIM .	M.ED	B

PRINCIPALNSCT'S College of Education
Chakan, Tal-Chhed, Dist-Pune**Course Coordinator**

Mr. Sathe H.D