



S. T. Co-op. Edu. Society's Ltd.
(Affi. North Maharashtra University Jalgaon)

Science Sr. College, Shahada Dist Nandurbar

NAAC Accredited, Grade-B (CGPA 2.47)

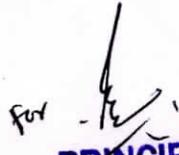
Out ward no.:-

Date:06/02/2019

Circular

All the students of college should notice that they have an opportunity to register for "Communication Skill Seminar" which has surely help to make shine your carrier in future. Expert gives guidelines on Communication technique, Language soundness, and how to face interview in English etc. For detail information about the about carrier counseling seminar contact to



For - 
PRINCIPAL
S.T.Co.op.Edu.Society's Ltd.
Science Sr.College
Shahada,Dist.Nandurbar



Co.Op.Education Society's Ltd.

Science Senior College Shahada Dist. Nandurbar

Programme Name: - Communication Skill

Date: - 11/02/2019

| Name of Students | Class | Signature |
|-----------------------------|-----------|------------|
| PANPATIL SAGAR SURESH | F.Y.B.Sc. | S S P |
| PARAKHE JYOTI JIVANRAO | F.Y.B.Sc. | Parakhe |
| PARDESHI CHAITALI VIJAY | F.Y.B.Sc. | Chaitali |
| PATEL HARSHAL MOHAN | F.Y.B.Sc. | Harshal |
| PATEL HIMANSHU VISHVAJIT | F.Y.B.Sc. | Patil |
| PATEL RUPESHBHAI SANJAYBHAI | F.Y.B.Sc. | Rupesh |
| PATEL JIGNESH VIJAY | F.Y.B.Sc. | Jignesh |
| PATEL NIKHIL DEVENDRA | F.Y.B.Sc. | Nikate |
| PATIL ANKITA DASHARATH | F.Y.B.Sc. | Ankita |
| PATIL ANKITA PRAVIN | F.Y.B.Sc. | Ankita |
| PATIL ASHWIN SHYAM | F.Y.B.Sc. | Ashwin |
| PATIL CHETAN BHAGAWAN | F.Y.B.Sc. | Chetan |
| PATIL CHETAN RAMKRISHNA | F.Y.B.Sc. | Chetan |
| PATIL DEVANGI MAHENDRA | F.Y.B.Sc. | Devangi |
| PATIL DHANASHREE RAMCHANDRA | F.Y.B.Sc. | Dhanashree |
| PATIL DHANSHRI HIRALAL | F.Y.B.Sc. | Dhanashri |
| PATIL DISHA PRAMOD | F.Y.B.Sc. | Disha |
| PATIL DIVYA KHUSHAL | F.Y.B.Sc. | Divya |
| PATIL JAYESH PURUSHOTTAM | F.Y.B.Sc. | Jayesh |
| PATIL KINJAL BHARAT | F.Y.B.Sc. | Kinjal |
| PATIL KUNAL PRALHAD | F.Y.B.Sc. | Kunal |
| PATIL LAXMIKANT BHAURAO | F.Y.B.Sc. | Laxmikant |
| PATIL MANISH ANIL | F.Y.B.Sc. | Manish |
| PATIL MAYUR DILIP | F.Y.B.Sc. | Mayur |
| PATIL NIKHIL SANJAY | F.Y.B.Sc. | Nikhil |
| PATIL RAHUL JAYWANT | F.Y.B.Sc. | Rahul |
| PATIL RAJSWI UDDHAV | F.Y.B.Sc. | Rajswi |
| PATIL REKHA DILIP | F.Y.B.Sc. | Rekha |
| PATIL SHARAD SUBHASH | F.Y.B.Sc. | Sharad |
| PATIL SHARADA BHAGWAN | F.Y.B.Sc. | Sharada |

IQAC Co-Ordinator
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S.T.CO.Op. Education Society's Ltd.

Science Senior College, Shahada. (Nandurbar).

Associated with IQAC.

Report on Communication Skill

A one-day workshop on Communication Skills Development for the student of S.T.CO-OP Education Society Ltd. Science Senior College Shahada was organized at the Institute from 10 am to 4. 30 pm on 11 Feb 2019. The Chief Resource person, Dr. Kailas R. Chavan, Head of Dept. Economics. Senior Arts Mahila Mahavidyalaya, Shahada.

The workshop was inaugurated by the Principal of Science Sr.College, Prof. Dr. S.D.Patil in the presence of Anil R.Patil, Prafulla J.Patel, and Asha R.Patil. In his inaugural speech, Prof. Dr.S.D.Patil urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written.

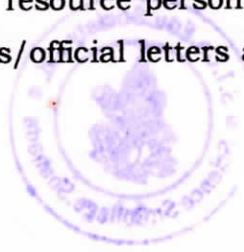
During the first session of the workshop, Dr. Kailas R. Chavan made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

In the second session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.

During the first session in the afternoon, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

In the last session, the resource person gave some useful information and tips on drafting business/official letters and the participants were asked to

Principal
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work in groups and write out formal letters making use of the tips and following the guide lines given. After the groups finished writing, some of them were asked to read out the letter drafted by their group and they were given suggestions as how the letters could have been made more appropriate and effective.

In the valedictory program held at the end, a few participants gave their feedback explaining how the program helped them improve their communication skills and made them more confident of using English in a better way. In his valedictory address, the Principal congratulated both the participants and the resource persons for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by Mr. Prafull J. Patel


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In the second session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.

During the first session in the afternoon, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language - both formal and informal - while making telephonic conversations.

In the last session, the resource persons gave some useful information on writing business letters and the participants were asked to draft business letters on their own.


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