



*Renuka Shikshan Prasarak Mandal's*  
**RENUKA COLLEGE**



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - [renukamv.ngp@gmail.com](mailto:renukamv.ngp@gmail.com)

Website: [www.renukacollege.org](http://www.renukacollege.org)

President: - Shri Himanshu E Gedam

Principal: - Dr. Jyoti Patil

Contact no. : 8149051026

Contact no. : - 9422807224

## CRITERION I

### Curricular Aspects


### KEY INDICATOR 1.2:- ACADEMIC FLEXIBILITY

#### METRIC 1.2.1

Number of add on/Certificate/Value  
added programs offered during last five  
years

  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



  
Principal  
Renuka College  
BESA Near BOI, Nagpur-37



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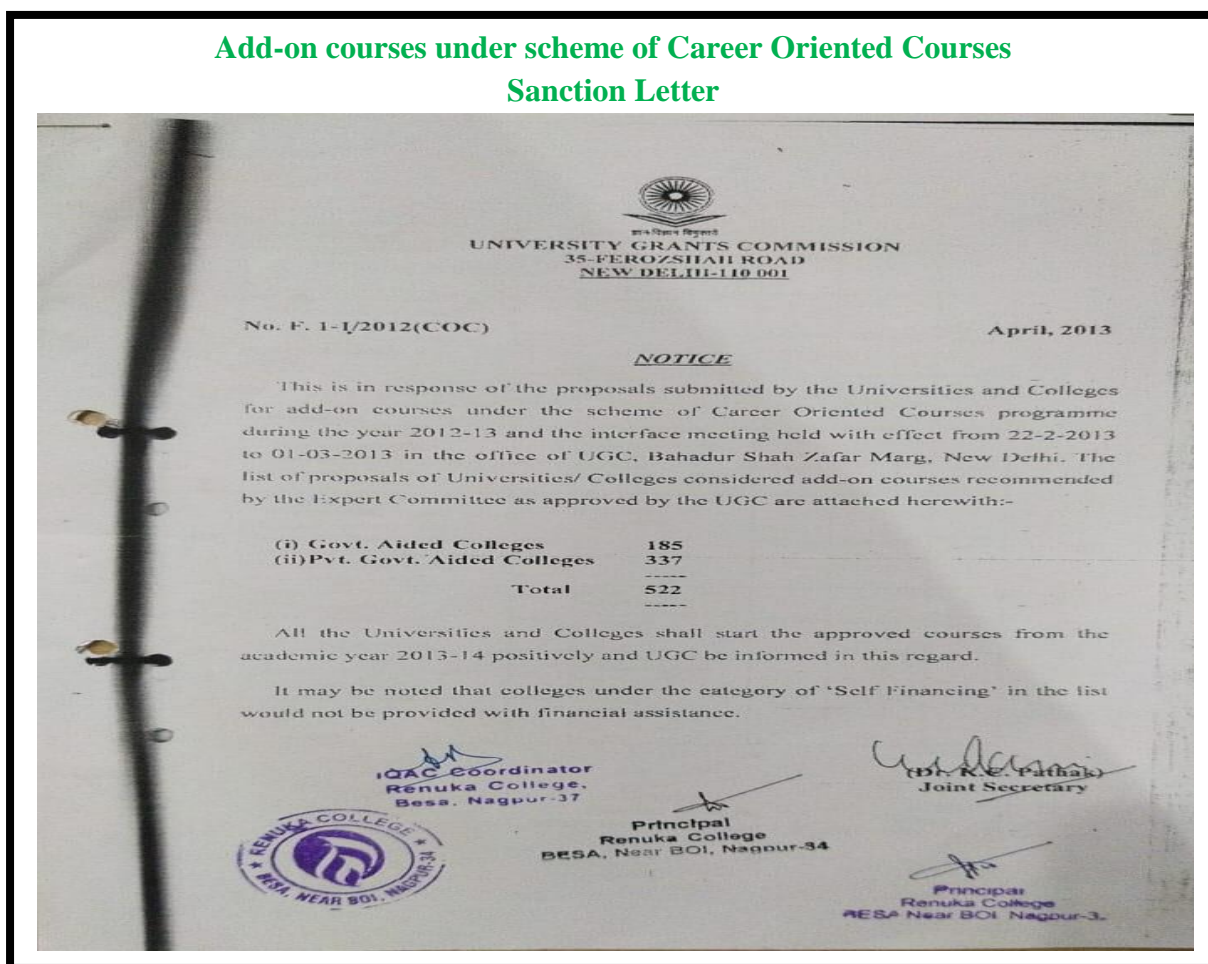
Contact no. : - 9422807224

## 1.2 ACADEMIC FLEXIBILITY

### 1.2.1 : Number of add on/Certificate/Value added programs offered during last five years

#### Communication Skill & Personality Development (Diploma Course -2017-18)

##### Add-on courses under scheme of Career Oriented Courses Sanction Letter



*[Signature]*  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



*[Signature]*  
Principal  
Renuka College  
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## Communication Skill & Personality Development (Diploma Course -2017-18)

### Add-on courses under scheme of Career Oriented Courses Sanction Letter

Sl. No. 4-22/4/2013 (COC)

129	442	Renuka Kala Mahavidyalaya, Besa, Near Bank of India, Besa, Dist. Nagpur, Maharashtra-440034	West	Arts/Social Science 1. Communication Skills and Personality Development Science Basic Computer 1.	17.00 lakh	15,30,000/-	Pvt. Govt. Aided
130	443	Mahatma Gandhi Shikshan Mandal's Arts, Science & Commerce College, Chopda, Tal: Chopda, Dist. Jalgaon, State Maharashtra, Pin-425107	West	Commerce 1. E- Commerce	7.00 lakh	6,30,000/-	Pvt. Govt. Aided
131	444	S.S.V.P.S.'s Sanstha's L.K. Dr. P.R. Ghogray Science College, Dist. Dhule-424005 (Maharashtra)	West	Science Computer Application 1.	10.00 lakh	9,00,000/-	Pvt. Govt. Aided
132	448	Dr. Annasaheb G.D. Bendale Mahila Mahavidyalaya, Jalgaon (M.S.), Dist. Jalgaon, Maharashtra-425001	West	Arts/Social Science 1. Beauty Therapy and Hair dressing Science Animation 1.	17.00 lakh	15,30,000/-	Pvt. Govt. Aided
133	449	C.E. Society's Bhagirathibai Purnapatre Arts, Sitabai Mangilal Agrawal Science, Kastrubai Khandu Chaudhary Commerce College, Chalisgaon, Dist. Jalgaon, Maharashtra-424101	West	Arts/Social Science 1. Guidance and Counselling	7.00 lakh	6,30,000/-	Pvt. Govt. Aided
134	451	Kisan Vidya Prasarak Sansthas, Kisan Arts Commerce and Science College, Parola, Dist. Jalgaon-425111 (Maharashtra)	West	Arts/Social Science 1. Business Communication skills in English	7.00 lakh	6,30,000/-	Pvt. Govt. Aided
135	452	A.S. Mandal's Arts & Commerce College Trust's C.H.C. Arts, S.G.P. Commerce & B.B.J.P. Science College, Taloda, Dist. Nandurbar-425413 (Maharashtra)	West	Arts/ Social Science 1. Spoken English and Personality Development Science Bee Keeping 1.	17.00 lakh	15,30,000/-	Pvt. Govt. Aided

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BESA, Near BOI, Nagpur-34

Principal  
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BESA Near BOI Nagpur-37

IQAC Coordinator  
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**Communication Skill & Personality Development  
(Diploma Course -2017-18)**

**Permission Letter**

**RENUKA SHIKSHAN PRASARAK MANDAL'S**  
**RENUKA COLLEGE**  
Manewada Road, Besa, Near Bank of India, Nagpur

Telephone No. 0712-2700990 Email :- [renukamv.ngp@gmail.com](mailto:renukamv.ngp@gmail.com) Website: [www.renukacollege.org](http://www.renukacollege.org)  
President :- Shri Eknath H. Gedam Principal:- Dr. Jyoti Patil  
Contact no. :- 9881170680 Contact no. :- 9422807224  
Ref no. RM/ UGC /BCUD / 1993 /14 Dated: 28/11/2014

To,

The Director,  
BCUD, RTM Nagpur University,  
Amravati Road, University Campus,  
Nagpur (MS)

Sub: Furnishing information regarding release of grants for Add-on-courses under Career Oriented Courses  
Ref: 1. UGC sanction letter No. F.4-314/2013(COFC) dt 15/09/14  
2. Our office letter no RM/UGC-COP/compliance/1768/14 dt 27/03/14

Res Sir,

With reference to UGC letter cited above, I am furnishing herewith the details as per requirements regarding the two add-on courses sanctioned by the UGC.

1. Basics of Computer
2. Communication Skills and Personality Development

Seed money sanctioned: INR17,00,000/-  
Amount Released: INR 15,30,000/-

I wish to bring to kind notice that these courses are being conducted from the session 2013-14. I'm herewith attaching the syllabi of both the courses which was sent to the UGC as well as Academic section of RTM Nagpur University for your kind perusal.  
Thanking you in anticipation.

Yours faithfully,

Principal  
(Dr. Jyoti Patil)  
Renuka College  
BESA, Near BOI, Nagpur-37

1. UGC Letter of sanction  
2. Syllabi of both the courses

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**Communication Skill & Personality Development  
(Diploma Course -2017-18)**

**Sanction Letter**

**RENUKA SHIKSHAN PRASARAK MANDAL'S  
RENUKA COLLEGE**  
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Contact no. : 9881170680 Contact no. : - 9422807224  
Ref no. RM/UGC/BCUD / 1993 /14 Dated: 28/11/2014

To,  
The Asst. Registrar  
Academic Section,  
RTM Nagpur University,  
Maharajbag,  
Nagpur (MS)

Sub: Furnishing information regarding two Add-on courses under Career Oriented Courses  
Ref: 1. UGC sanction letter No.F-4-314/2013(COFC) dt 15/09/14

Res Sir,

With reference to UGC letter cited above, I am furnishing herewith the details as per requirements regarding the two add-on courses sanctioned by the UGC.

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2. Syllabi of both the courses

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**Communication Skill & Personality Development  
(Diploma Course -2017-18)**

**Syllabus**

 **Renuka Kala Mahavidyalaya**  
Adm. Off.: Luv-kush Nagar, Manewada ring road, Nagpur  
Campus: Besa, Near Bank of India, Manewada Road, Nagpur  
Telephone No. 2700990 Email: [renukamv.ngp@gmail.com](mailto:renukamv.ngp@gmail.com) Website: [www.renuka.college.org](http://www.renuka.college.org)

---

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Contact no. :- 9881170680

Principal :- Dr. Jyoti Patil  
Contact no :- 9422807224

---

**Communication Skill and Personality Development  
Diploma Course (Credits 20)**

**Unit-I. Barriers to communication. (Credits 4)**

- Physical Barrier.
- Organizational Barrier.
- Psychological Barrier.

**Unit-II. Listening: (Credits 4)**

- Difference between listening & hearing
- The listening process.

**Unit-III. Type of listening. (Credits 4)**


- Passive.
- Marginal.
- Projective.
- Sensitive / Empathetic.
- Active.

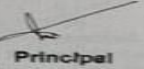
**Unit-IV. Essentials for good listening. (Credits 4)**


- Blocks to effective listening.
- Presentation skills:-  
Seven steps to successful presentation.  
Body Language.

**Practical : (Credits 8)**

- Writing Newspaper Report
  - My first journey by train.
  - A visit to the hospital
  - My first day in college.
  - Social gathering held in my college.


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**UGC Granted Career Oriented Course  
Communication Skill & Personality  
Development  
Diploma Course  
Session : 2017-18  
REPORT**

Academic Year	2017-18
Name of Activity	UGC Granted Career Oriented Course Com. Skill & Per. Development (Diploma Course)
Course Co-ordinator	Dr. Santosh P. Mendhekar
Date of Activity	1 <sup>st</sup> Aug. 2017 to 31 <sup>st</sup> Oct. 2017
Organized by	Renuka College, Nagpur
Number of Student	14
Brief Report	UGC Granted Career Oriented Course on Communication Skill & Personality Development (Diploma Course) was organized by Renuka College, Nagpur in the session 2017-18. A total of 14 students registered in this course. This course was conducted from 1st August to 31st October 2017 (Three Month). $60 + 25 + 15 = 100$ marks (Exam + Practical + Viva) were the structure of the course. Finally, the students completed the course and passed the examination and were awarded certificates by the Principal Dr. JyotiPatil.

  
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**UGC Granted Career Oriented Course**  
**Communication Skill & Personality**  
**Development**  
**Diploma Course**  
**Session : 2017-18**

**Programme Outcome-**

1. Students will be able to defend their own points of view.
2. Students will be able to apply their analytical and communication skill to these issues.
3. Communication skill and personality Development have gone on to employment in a range of professional roles in both business and public sectors.
4. To improve the communication skills of the students.
5. To provide conducive atmosphere to the students.
6. To groom the personality of the students.
7. To develop the soft skills of the students.
8. To make them confident and creative in life skills.
9. To develop their overall personality for better catering to the real life situations.

  
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## Communication Skill & Personality Development (Diploma Course -2017-18)

### Submission of Student Exam Report

*o/c*

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Besa, Near Bank of India, Manewada Road, Nagpur-37  
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President : Shri. Himanshu E. Gedam Contact No. : 8149051026	Principal : Dr. Jyoti Patil Contact No. : 9422807224
---	---

Ref: RCLBCUD/CerVi/2018 Date : 23/01/2018

To,  
The Director,  
BCUD,  
R. T. M. Nagpur University,  
Nagpur.

Sub :- Submission of Student Exam Report and Certificates in Basics of Computers and Communication Skill & Personality Development (2017-18)

R/Sir,

Our college has conducted the Certificate, Diploma & Advance Diploma course in Basics of Computers and Communication Skill & Personality Development in the session 2017-18 under the UGC Sponsored Career Oriented Programme. The report of written Examination, Practical and Viva are being sent with this letter.

Enclosure

1. Detailed Report of Examination
2. Students Certificate

Yours faithfully,

*[Signature]*  
Principal  
Renuka College,  
Nagpur,  
Principal  
Renuka College  
BESA Near BOI, Nagpur-37

*[Signature]*  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37

*[Signature]*  
Principal  
Renuka College,  
BESA Near BOI, Nagpur-37

*[Signature]*  
Principal  
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BESA Near BOI, Nagpur-37

*[Signature]*  
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*[Signature]*  
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**Communication Skill & Personality Development  
(Diploma Course -2017-18)**

**Notice**

दिनांक : 19 / 07 / 2017

**सूचना**

महाविद्यालयातील सर्व विद्यार्थ्यांना सचित करण्यात येते की, महाविद्यालयात विश्वविद्यालय अनुदान आयोग (UGC) व्दारा पुरस्कृत

1. Basics of Computer

2. Communication Skill & Personality Development

या दोन अभ्यासक्रमाचे वर्ग दिनांक 1 ऑगस्ट 2017 पासून सुरू होत आहे. ज्या विद्यार्थ्यांना या अभ्यासक्रमात प्रवेश घ्यावयाचा आहे त्यांनी आपली नावे दिनांक 21 ऑगस्ट पर्यंत प्रा. अतुल महाजन व डॉ. संतोष मेंडेकर यांच्याकडे नांदवावी.

डॉ. अतुल महाजन  
समन्वयक, Basics of Computer

डॉ. संतोष मेंडेकर  
समन्वयक, Communication Skill  
& Personality Development

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## Communication Skill & Personality Development (Diploma Course -2017-18)

### Results

<b>RENUKA COLLEGE</b> Near Bank of India, Besa, Nagpur. <b>Report of the Candidates in</b> <b>COMMUNICATION SKILL AND PERSONALITY DEVELOPMENT</b> (Career Orientation Courses under UGC Scheme) (Diploma Course - 2017-18)							
Sr. No	Name of the Students	Theory Marks out of 60	Practical Marks out of 25	Viva Marks out of 15	Total score out of 100	Grade	Result
1	Ku. Diksha A. Bramhane	38	14	10	62	A	PASS
2	Ku. Vrushali M. Motghare	40	17	12	69	A	PASS
3	Ku. Klyani D. Barde	39	18	11	68	A	PASS
4	Mr. Akshay V. Choudhary	42	18	11	71	A	PASS
5	Ku. Pornima A. Chavhan	39	16	12	67	A	PASS
6	Ku. Rashmi V. Gupta	40	15	12	67	A	PASS
7	Ku. Gauri S. Taywade	35	14	11	60	A	PASS
8	Ku. Keshavi R. Deshpande	40	16	13	69	A	PASS
9	Ku. Pooja M. Kalamkar	40	19	12	71	A	PASS
10	Ku. Ankita Ashokrao Alone	37	18	10	65	A	PASS
11	Ku. Shital Navnathji Thakre	40	16	10	66	A	PASS
12	Ku. Sonali R. Lakde	38	17	12	67	A	PASS
13	Ku. Ritu K. Kotrunge	42	18	11	71	A	PASS
14	Mr. Chandrakant S. Meshram	39	16	12	67	A	PASS

*Spi*  
**Assit. Prof. Santosh Mendhekar**  
Course Co-ordinator  
ASST. PROFESSOR  
Renuka College  
Besa near BOI, Nagpur-37

*Jyoti*  
**Dr. JyotiPatil**  
Principal  
Principal  
Renuka College  
BESA Near BOI Nagpur-37



*W*  
**IQAC Coordinator**  
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## (Diploma Course -2017-18)

### Sample of Certificate



  
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