



*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.renuacollege.org](http://www.renuacollege.org)

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

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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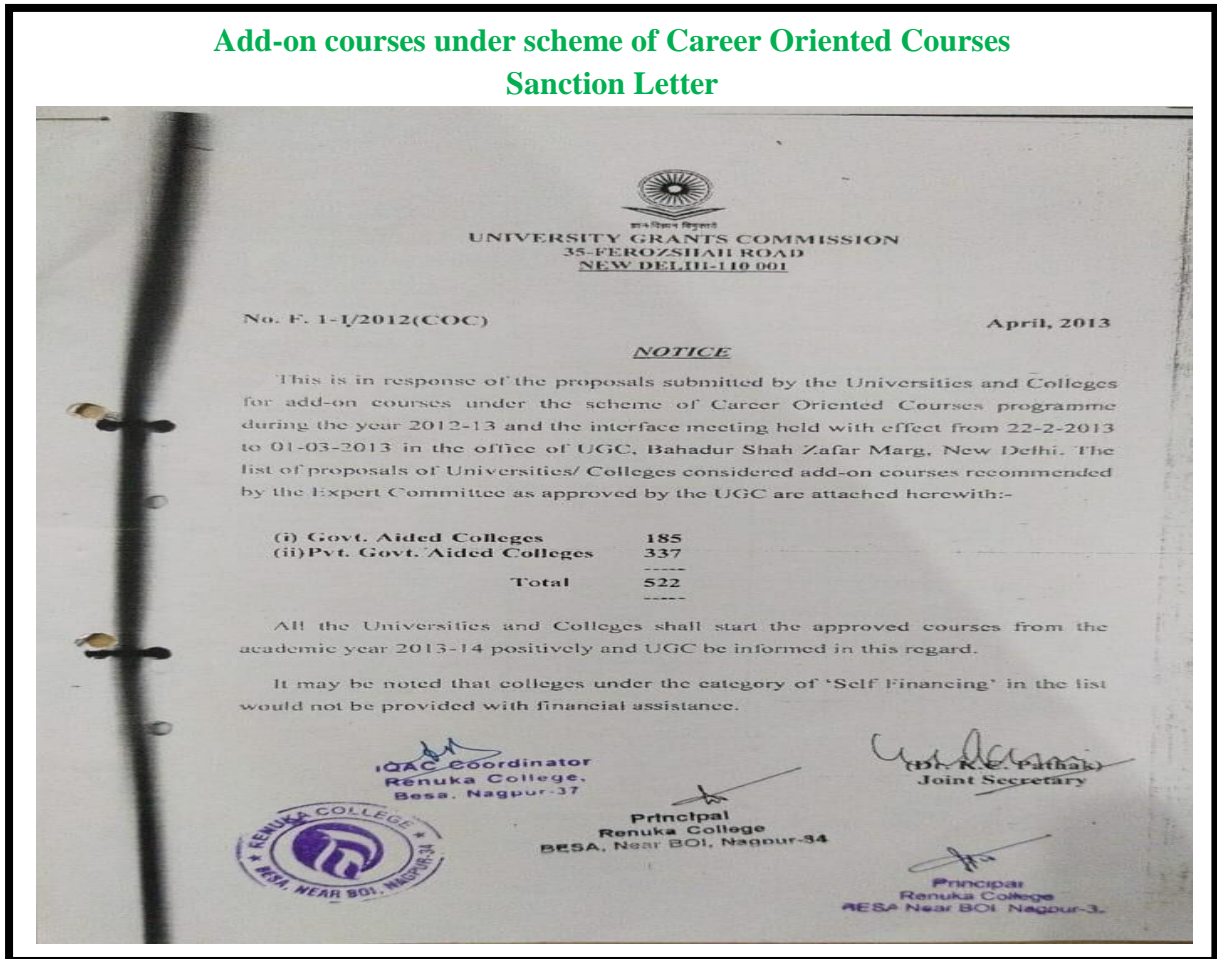
Contact no. : - 9422807224

## 1.2 ACADEMIC FLEXIBILITY

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


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

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



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

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

NO 4-22/14/2012 (COO)

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, Kasturbai KhanduChaudhary Commerce College, Chalisgaon, Dist. Algaon, 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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Principal: - Dr. Jyoti Patil

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Contact no. : - 9422807224

## Communication Skill & Personality Development (Certificate 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 :- <a href="mailto:renukamv.ngp@gmail.com">renukamv.ngp@gmail.com</a>	Website: <a href="http://www.renukecollege.org">www.renukecollege.org</a>
President :- Shri Eknath H. Gedam	Contact no. :- 9881170680	Principal:- Dr. Jyoti Patil
Ref no. RM/ UGC /BCUD / 1993 /14		Contact no. :- 9422807224
		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,

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

*(Signature)*  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37

*(Signature)*  
Principal  
Renuka College  
BESA Near BOI Nagpur-37

28/11/2014

*(Signature)*  
IQAC Coordinator  
Renuka College,  
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*(Signature)*  
Principal  
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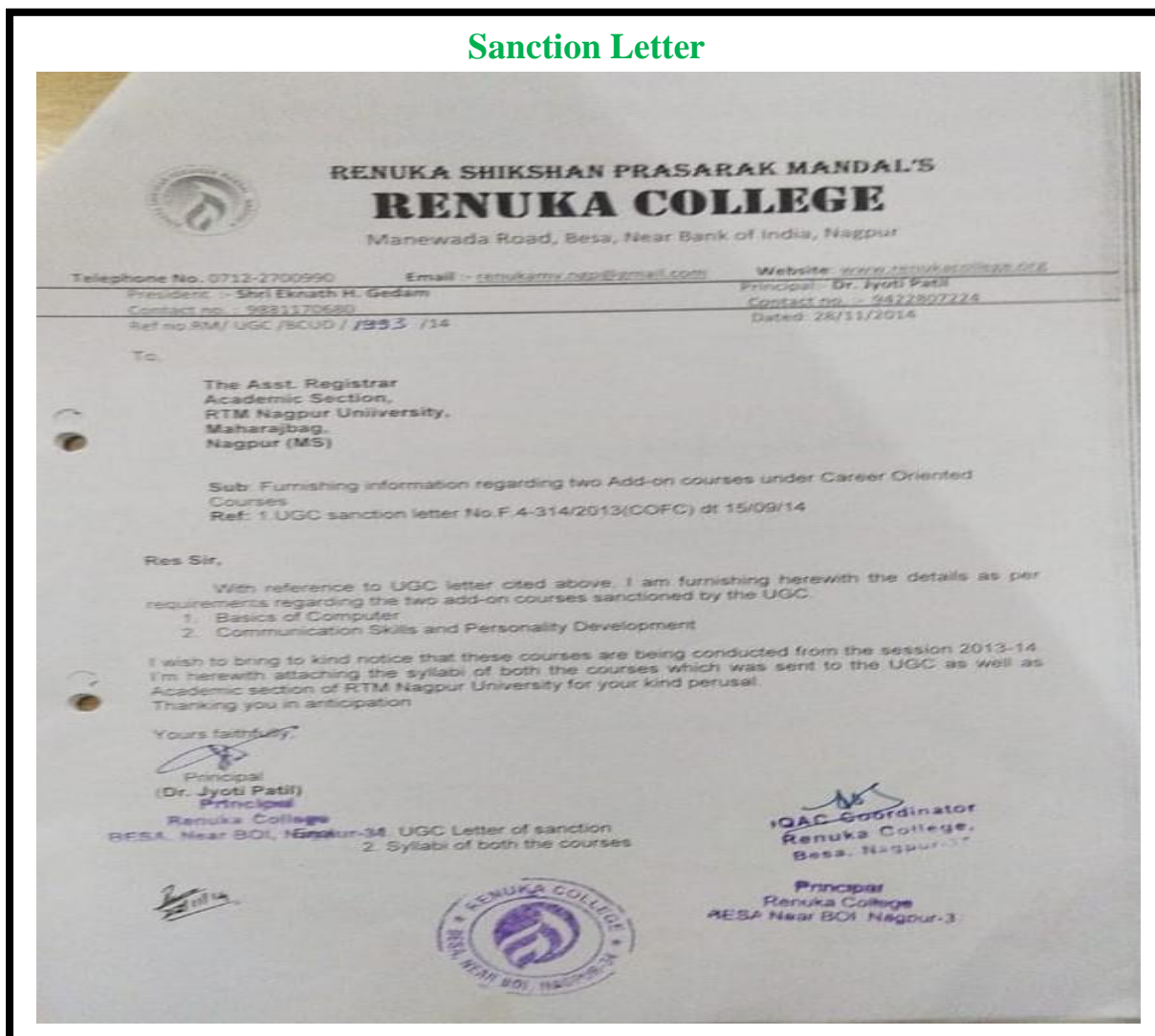
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## Communication Skill & Personality Development (Certificate Course -2017-18)

### Sanction Letter



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## Communication Skill & Personality Development (Certificate 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.renukecollege.org](http://www.renukecollege.org)

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Contact no. :- 9881170680

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

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

**English Communication, Presentation Skill and Body Language.**

**Unit-I. English Communication (Credits 4)**

1. Process of communication.
2. Principal of communication.
3. Vertical communication.

**Unit-II. Downward communication. (Credits 4)**

- a. Objective of Downward communication.
- b. Precaution for downward communication.
- c. Disadvantages to downward communication.

**Unit-III. Upward Communication. (Credits 4)**

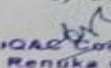
- a. Meaning & Nature.
- b. Method of obtaining upward communication.
- c. Objective of upward communication.
- d. Problem related to upward communication.


**Unit-IV. Lateral communication. (Credits 4)**


- a. Objective of lateral communication.
- b. Problem.


**Practical: (Credits 8)**

- a) Paragraph writing, (Description & Narration).
- b) Writing advertisement.
- c) Good manners, patriotism, a mobile phone,

  
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## UGC Granted Career Oriented Course Communication Skill & Personality Development (Certificate Course)


Session : 2017-18

### REPORT

Academic Year	2017-18
Name of Activity	UGC Granted Career Oriented Course Com. Skill & Per. Development (Certificate 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	36
Brief Report	UGC Granted Career Oriented Course on Communication Skill & Personality Development (Certificate Course) was organized by Renuka College, Nagpur in the session 2017-18. A total of 36 students registered in this course (Three Month). This course was conducted from 1st August to 31st October 2017. 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 (Certificate 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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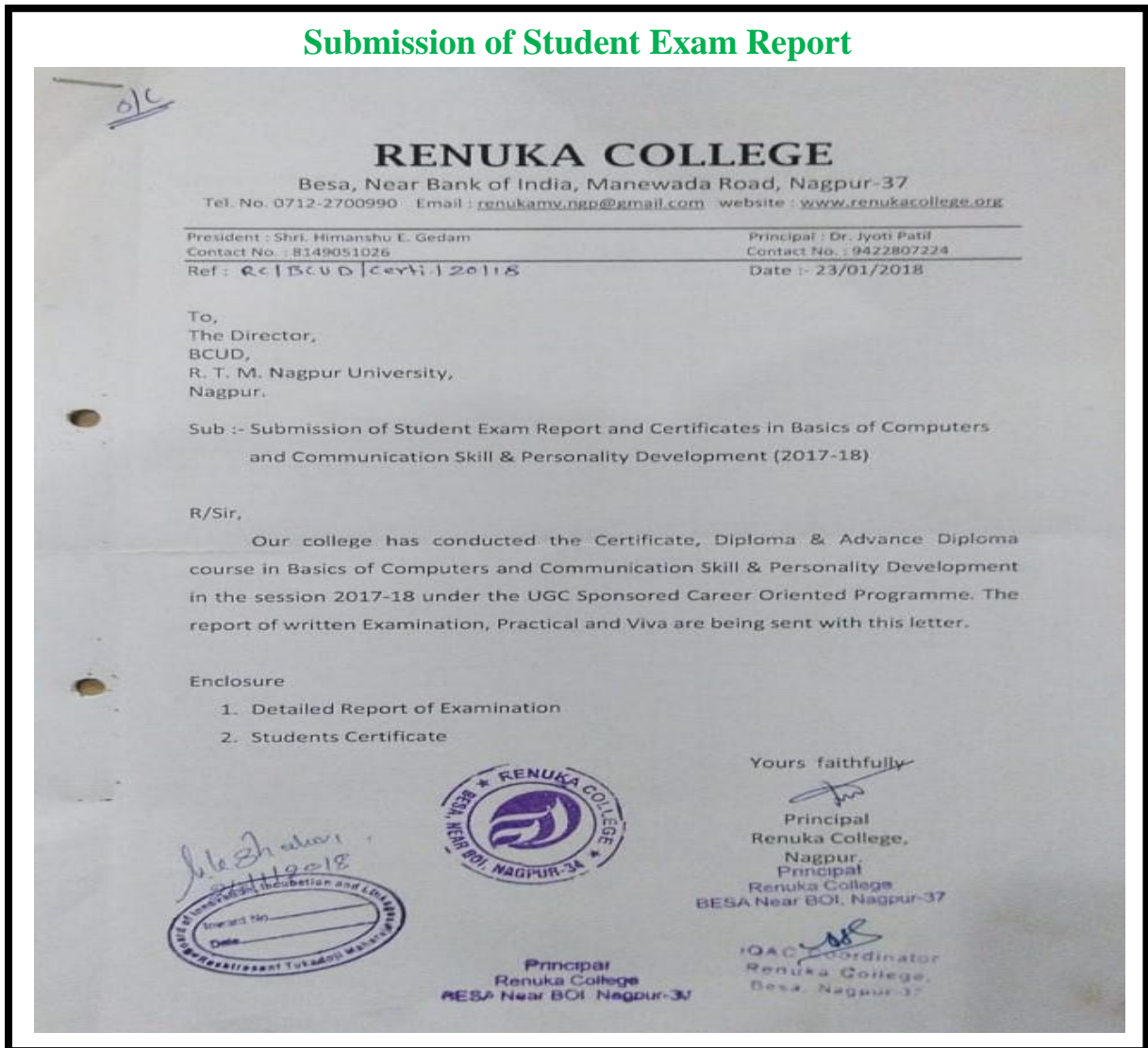
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## Communication Skill & Personality Development (Certificate Course -2017-18)

### Submission of Student Exam Report



*[Signature]*  
IQAC Coordinator  
Renuka College,  
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*[Signature]*  
Principal  
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**Communication Skill & Personality Development  
(Certificate 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 (Certificate Course -2017-18)

### Results

**RENUKA COLLEGE**  
Near Bank of India, Besa, Nagpur.  
**Report of the Candidates in**  
**COMMUNICATION SKILL AND PERSONALITY DEVELOPMENT**  
(Career Orientation Courses under UGC Scheme)  
(Certificate 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. Jidnya P. Pal	38	14	10	62	A	PASS
2	Ku. Shivani S. Madke	40	17	12	69	A	PASS
3	Ku. Puja B Meshram	39	18	11	68	A	PASS
4	Ku. Kalyani G. Suryawanshi	42	18	11	71	A	PASS
5	Ku. Ashwini P. Borekar	39	16	12	67	A	PASS
6	Ku. Nikita G. Rahangdale	40	15	12	67	A	PASS
7	Ku. Pooja S. Sahu	35	14	11	60	A	PASS
8	Ku. Sakhi Meshram	40	16	13	69	A	PASS
9	Ku. Simran A. Sonkar	40	19	12	71	A	PASS
10	Ku. Monika P. Ghate	37	18	10	65	A	PASS
11	Ku. Nisha R. Barvekar	40	16	10	66	A	PASS
12	Ku. Kalyani S. Mudholkar	38	17	12	67	A	PASS
13	Ku. Punam S. Iingare	42	18	11	71	A	PASS
14	Mr. Arpit Chaurasiya	39	16	12	67	A	PASS
15	Mr. Aman H. Jabalpure	40	15	12	67	A	PASS
16	Mr. Mayur P. Watane	35	14	11	60	A	PASS
17	Mr. Himanshu N. Ugale	41	18	10	69	A	PASS
18	Mr. Akshay R. Dhanvijay	44	19	11	74	A	PASS
19	Mr. Dhiraj K. Wanjari	41	17	12	70	A	PASS
20	Mr. Pratik P. Kurve	42	16	13	71	A	PASS
21	Mr. Sanidhya S. Soni	39	15	11	65	A	PASS
22	Mr. Yogesh R. Binzade	39	12	11	62	A	PASS
23	Ku. Devkanya R. Lande	42	13	10	65	A	PASS
24	Ku. Pragati B. Paikar	38	14	10	62	A	PASS
25	Ku. Snahal Pravin Sawant	40	15	10	65	A	PASS
26	Ku. Harsha R. Ghongade	35	14	11	60	A	PASS
27	Ku. Kalpana B. Choudhari	40	16	13	69	A	PASS
28	Ku. Roshani N. Chavhan	40	19	12	71	A	PASS
29	Ku. Gayatri H. Machhirke	37	18	10	65	A	PASS
30	Ku. Shivani P. Meshram	40	16	10	66	A	PASS
31	Ku. Mitali A. Tapulkar	38	17	12	67	A	PASS
32	Ku. Harsha S. Shripatwar	42	18	11	71	A	PASS
33	Ku. Manjusha S. Sawarbandhe	39	16	12	67	A	PASS
34	Ku. Shivani D. Chavhan	40	15	12	67	A	PASS
35	Mr. Ritik Singh H. Bais	35	14	11	60	A	PASS
36	Mr. Shubham H. Patle	40	16	13	69	A	PASS

**Assit. Prof. Santosh Mendhekar**  
 Course Coordinator  
 Renuka College  
 Besa near BOI, Nagpur-37

**IQAC Coordinator**  
 Renuka College,  
 Nagpur-37

**Dr. Jyoti Patil**  
 Principal  
 Renuka College  
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## Communication Skill & Personality Development (Certificate Course -2017-18)

### Attendance Sheet

**RENUKA COLLEGE**  
BESA, NEAR BANK OF INDIA, BESA, NAGPUR.  
UGC APPROVED  
CAREER ORIENTED DIPLOMA COURSE  
Communication Skill and Personality Development  
BATCH-I 2017-18

Sr-N	Name of Students	1	2	3	4	5	7	8	9	10	11	12	14	15	16	17	18	19
1	Ku. Jidnya P. Pal	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
2	Ku. Shivani S. Madke	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
3	Ku. Pooja B Meshram	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
4	Ku. Kalyani G. Suryawanshi	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
5	Ku. Ashwini P. Borekar	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
6	Ku. Nikita G. Rahangdale	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
7	Ku. Pooja S. Sahu	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
8	Ku. Sakhi Meshram	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
9	Ku. Simran A. Sonkar	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
10	Ku. Monika P. Ghate	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
11	Ku. Nisha R. Barvekar	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
12	Ku. Kalyani S. Mudholkar	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
13	Ku. Punam S. Iingare	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
14	Mr. Arpit Chaurasiya	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
15	Mr. Aman H. Inbalpurr	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
16	Mr. Mayur P. Watane	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
17	Mr. Himanshu N. Ugalde	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
18	Mr. Akshay R. Dhanvijay	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
19	Mr. Dhiraj K. Wanjari	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
20	Mr. Pratik P. Kurve	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
21	Mr. Sandhya S. Soni	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
22	Mr. Yogesh R. Binzade	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
23	Ku. Devkanya R. Lande	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
24	Ku. Pragati B. Palkar	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
25	Ku. Snaha Pravin Sawant	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
26	Ku. Harsha R. Ghogade	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
27	Ku. Kalpana B. Choudhari	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
28	Ku. Roshani N. Chavhan	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
29	Ku. Gayatri H. Machhirke	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
30	Ku. Shivani P. Meshram	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
31	Ku. Mittali A. Tapulkar	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
32	Ku. Harsha S. Shripatwar	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
33	Ku. Manusha S. Sawarbandhe	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
34	Ku. Shivani D. Chavhan	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
35	Mr. Ritik Singh H. Bais	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
36	Mr. Shubham H. Patil	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present

Renuka College,  
Besa, Nagpur-37

Renuka College  
Besa Near BOI Nagpur-37

IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



Principal  
Renuka College  
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Renuka Shikshan Prasarak Mandal's

# RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

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President: - Shri Himanshu E Gedam

Principal: - Dr. Jyoti Patil

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## Communication Skill & Personality Development

### Sample of Certificate



*AS*  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



*Jyoti Patil*  
Principal  
Renuka College  
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