



*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



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. Jyoti Patil

Contact no. : 8149051026

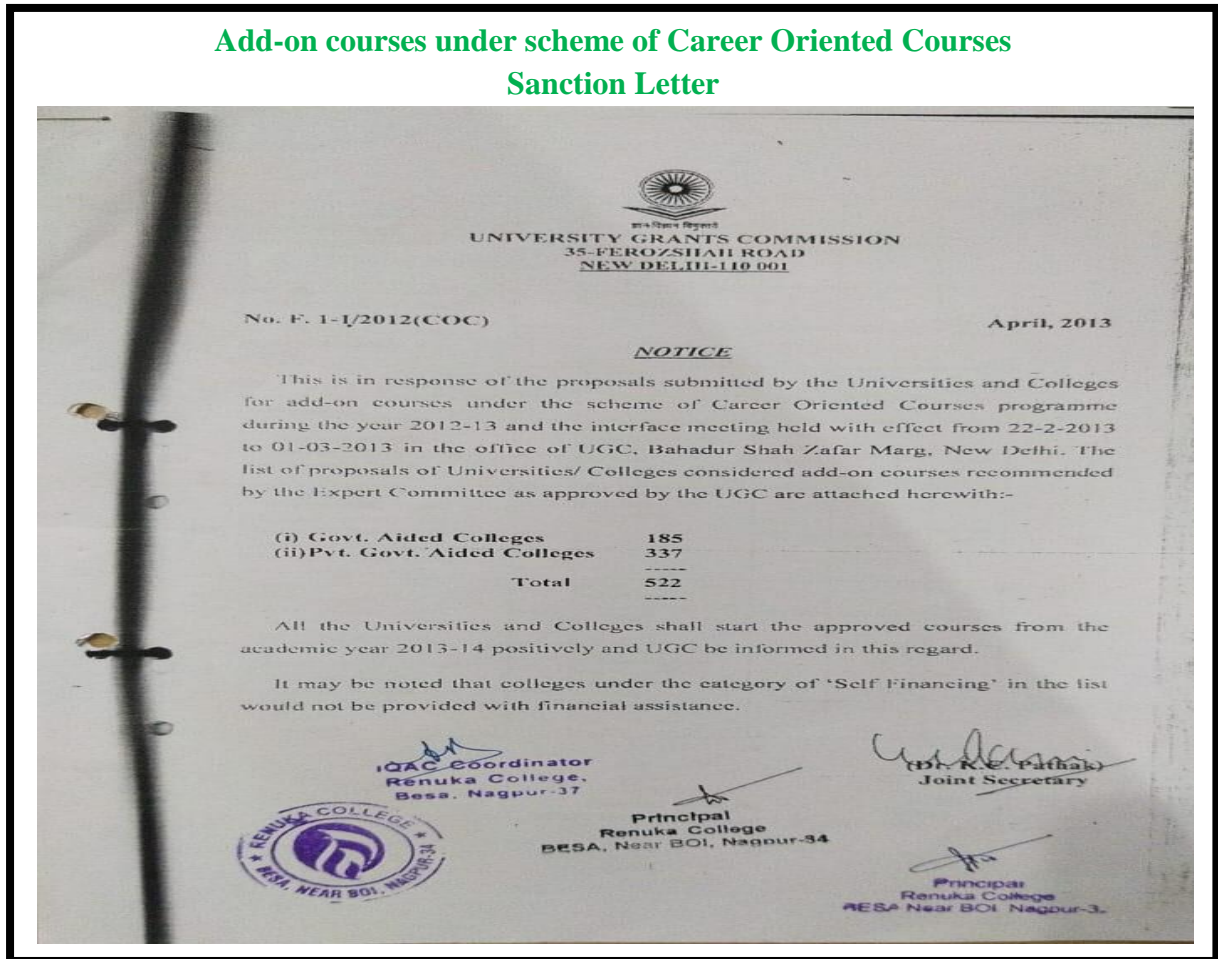
Contact no. : - 9422807224

## 1.2 ACADEMIC FLEXIBILITY

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


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

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



  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



  
Principal  
Renuka College  
BESA Near BOI Nagpur-37



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.renukecollege.org](http://www.renukecollege.org)

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

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

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

NO 4-22/4/2018 (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, Kasturba 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

Principal  
Renuka College  
BESA, Near BOI, Nagpur-34

Principal  
Renuka College  
BESA, Near BOI, Nagpur-34



IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37

IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



Principal  
Renuka College  
BESA Near BOI Nagpur-37



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.renukeacollege.org](http://www.renukeacollege.org)

President: - Shri Himanshu E Gedam


Principal: - Dr. Jyoti Patil

Contact no. : 8149051026

Contact no. : - 9422807224

## Communication Skill & Personality Development (Advanced 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.renukeacollege.org](http://www.renukeacollege.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,

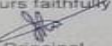
With reference to UGC letter cited above, I am furnishing herewith the details as per requirements regarding the two add-on courses sanctioned by the UGC.


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

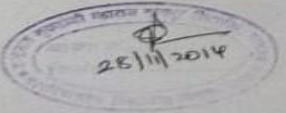

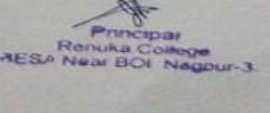
Seed money sanctioned: INR17,00,000/-  
Amount Released: INR 15,30,000/-

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

  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37

 28/11/2014  
 RENUKA COLLEGE  
BESA, NEAR BOI, NAGPUR-37  
 Principal  
Renuka College  
BESA Near BOI Nagpur-37

  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



  
Principal  
Renuka College  
BESA Near BOI Nagpur-37



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.renukecollege.org](http://www.renukecollege.org)

President: - Shri Himanshu E Gedam

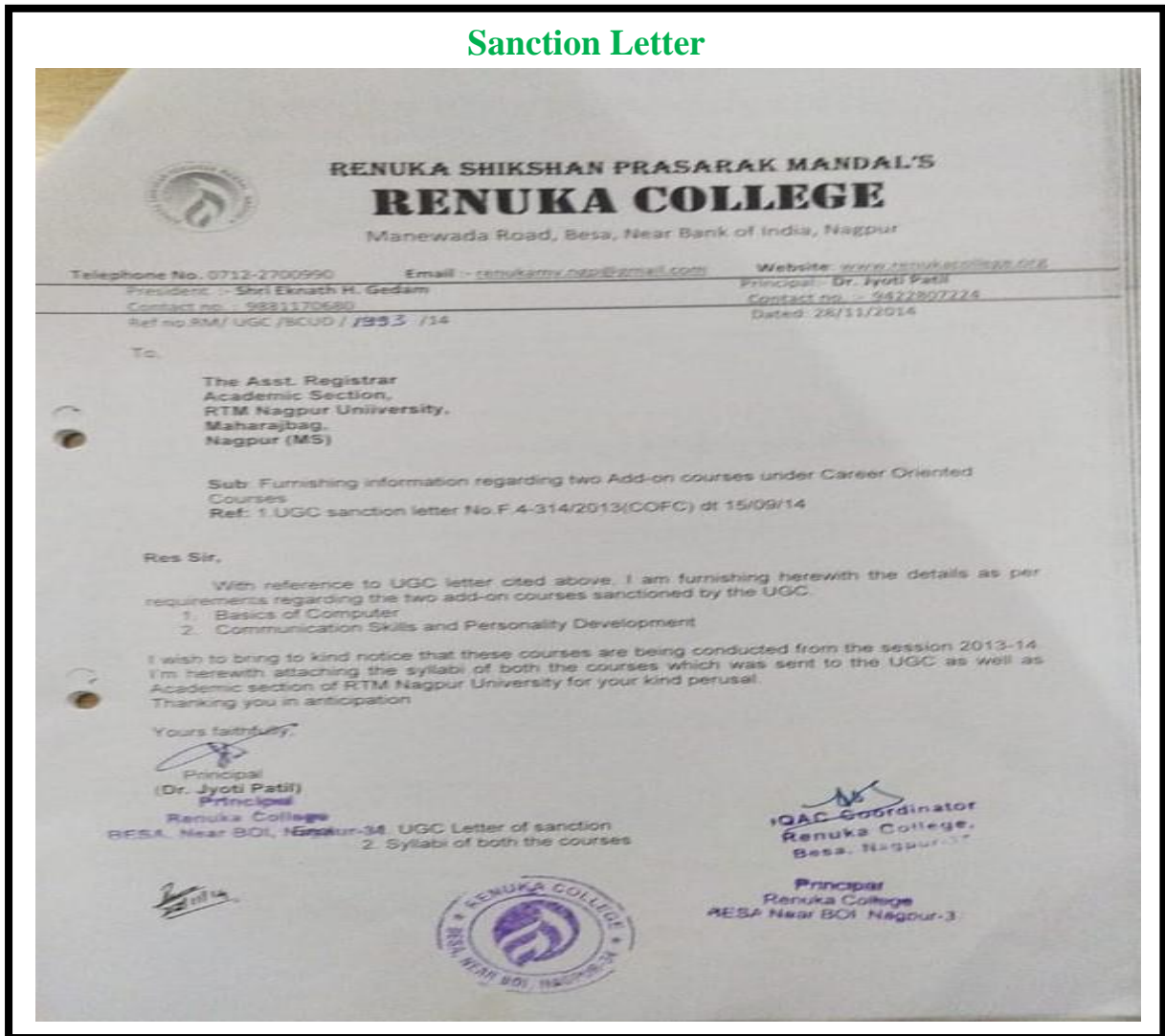
Principal: - Dr. Jyoti Patil

Contact no. : 8149051026

Contact no. : - 9422807224


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

### Sanction Letter



  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



  
Principal  
Renuka College  
BESA Near BOI Nagpur-37



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. Jyoti Patil

Contact no. : 8149051026

Contact no. : - 9422807224

## Communication Skill & Personality Development (Advanced 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.renuacollege.org](http://www.renuacollege.org)

President :- Shri Eknath H. Gedam Contact no. :- 9881170680  
Principal :- Dr. Jyoti Patil Contact no :- 9422807224

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

**Unit-I. Essentials of good English: (Credits 4)**

A. Grammar and usage;

- > enriching vocabulary,
- > words-multiple meaning,
- > single word for a group of word,
- > Choice of words frequently miss pelt,

**Unit-II. Parts of speech. (Credits 4)**

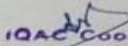
- > Articles; synonyms and antonyms; tenses; idioms and phrases.
- > Foreign words and phrases commonly used.
- > Abbreviations and numerals pronunciation.


**Unit-III. Essay Writing.(Credits 4)**  
Essays on matters of current interest on trade, commerce, industry and profession.


**Unit-IV. Mass Communication. (Credits 4)**  
News reading, writing, interviewing, comparing, announcing, commentary, voice training, speech training.

**Practice. (Credits 8)**

- > Drafting of interview letters.
- > Call letter and office of appointment.
- > Job application letter.
- > Sale letter.


  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37

  
Principal  
Renuka College  
BESA, Near BOI, Nagpur-54

  
Principal  
Renuka College  
BESA Near BOI Nagpur-3.

  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



  
Principal  
Renuka College  
BESA Near BOI Nagpur-37



*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

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


Session : 2017-18

### REPORT

Academic Year	2017-18
Name of Activity	UGC Granted Career Oriented Course Com. Skill & Per. Development (Advanced 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	13
Brief Report	UGC Granted Career Oriented Course on Communication Skill & Personality Development (Advanced Diploma Course) was organized by Renuka College, Nagpur in the session 2017-18. A total of 13 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.

  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



  
Principal  
Renuka College  
BESA Near BOI Nagpur-37



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

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224


## UGC Granted Career Oriented Course Communication Skill & Personality Development Advanced 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.

  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



  
Principal  
Renuka College  
BESA Near BOI Nagpur-37





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.renuakollege.org](http://www.renuakollege.org)

President: - Shri Himanshu E Gedam

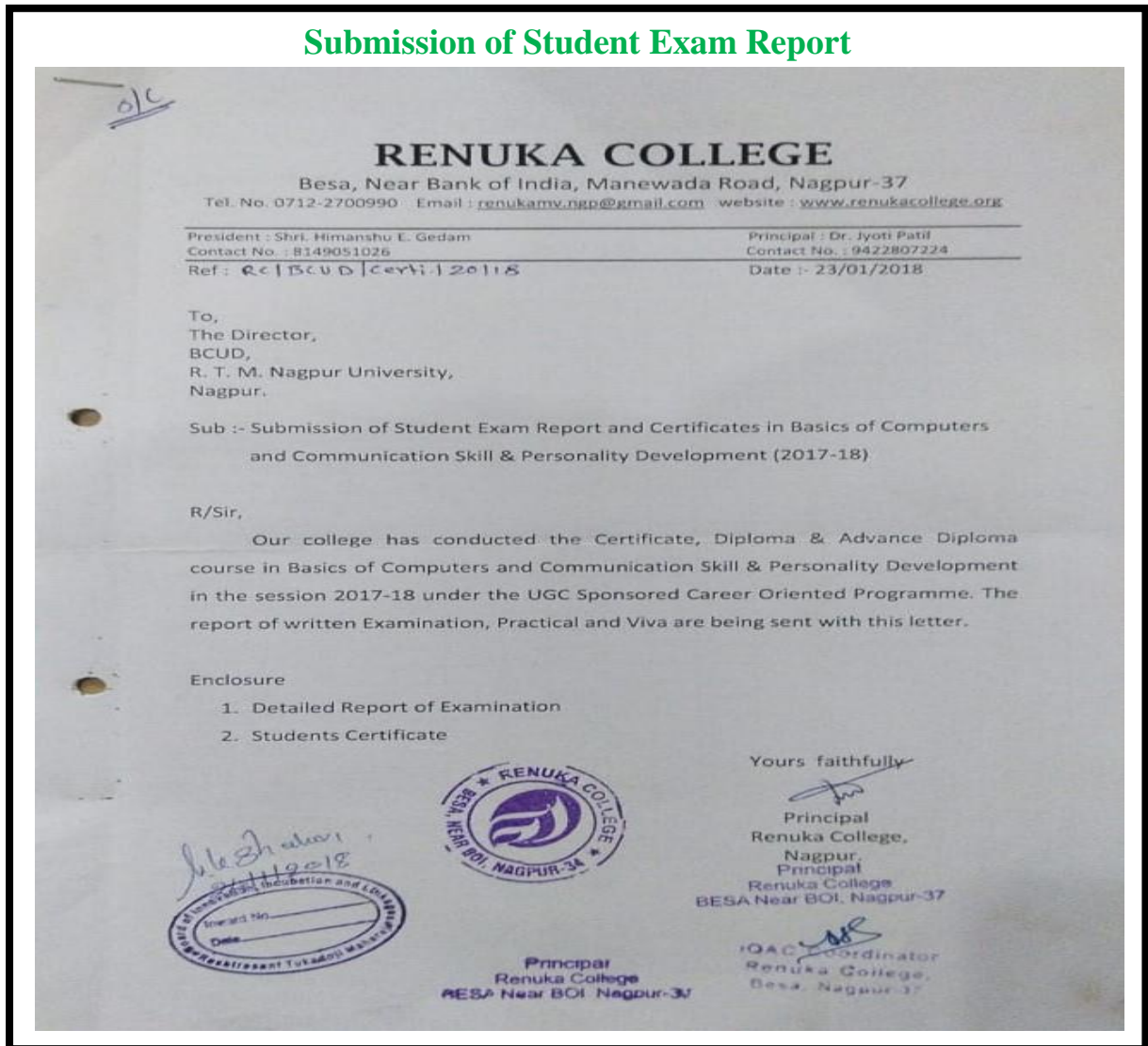
Principal: - Dr. Jyoti Patil

Contact no. : 8149051026

Contact no. : - 9422807224

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

### Submission of Student Exam Report



IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



Principal  
Renuka College  
BESA Near BOI Nagpur-37



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

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

**Communication Skill & Personality Development  
(Advanced 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

IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37

IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



Principal  
Renuka College  
BESA Near BOI Nagpur-37



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

## Communication Skill & Personality Development (Advanced Diploma 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)  
(Advance 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. Shilpa A. Moon	40	15	10	65	A	PASS
2	Ku. Snehal D. Malode	35	14	11	60	A	PASS
3	Ku. Pooja R. Sah	40	20	12	72	A	PASS
4	Ku. Priya K. Moharle	40	19	12	71	A	PASS
5	Mr. Mahesh J Patle	37	18	10	65	A	PASS
6	Ku. Pranali V. Choudhari	38	17	12	67	A	PASS
7	Ku. Rina M. Kashyap	39	16	12	67	A	PASS
8	Mr. Rajat N. Thakre	40	15	12	67	A	PASS
9	Ku. Rupali F. Kumbhare	35	14	11	60	A	PASS
10	Mr. Aakash M. Chauhan	37	14	12	63	A	PASS
11	Ku. Chitra Talvatkar	39	12	11	62	A	PASS
12	Ku. Komal Y. Fiske	42	13	10	65	A	PASS
13	Ku. Supriya K. Tandulkar	38	14	10	62	A	PASS

**Asit. Prof. Santosh Mendhekar**  
Course Co-ordinator  
Asst. Professor  
Renuka College  
Besa near BOI, Nagpur-37

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

IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37

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



**Principal**  
Renuka College  
BESA Near BOI Nagpur-37



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


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

### Sample of Certificate



  
IQAC Coordinator  
Renuka College,  
Besa, Nagpur-37



  
Principal  
Renuka College  
BESA Near BOI Nagpur-37