

Daar-Ul-Rehmat Trust's
A.E. Kalsekar Degree College
Kausa- Mumbra

Affiliated to University of Mumbai

NAAC Accredited with B++ Grade

ISO Certified 9001: 2015

Certificate Course Report 2018-19

Committee/Department/Forum: **IQAC and Department of Commerce**

Title of the events: **Certificate Course in Communication Skills**

Course Convenor: Mrs Arjumand Rawal (Principal)

Course Coordinator: Mrs Farzana Chawre (IQAC)

Course Coordinator: Mrs Farah Khan (Commerce Dept.)

Student Incharge : Ms Rahima Memon

Objectives of course:

1. To orient Students about communication skills
2. To impart basic Communication speaking skills
3. To impart them skills required for employability.

Board of Studies:

- Mrs Arjumand Rawal (Principal)
- Mrs Farzana Chawre (IQAC)
- Mrs Farah Khan (Commerce Dept.)
- Mr Sanjay Kalekar (English Dept.)

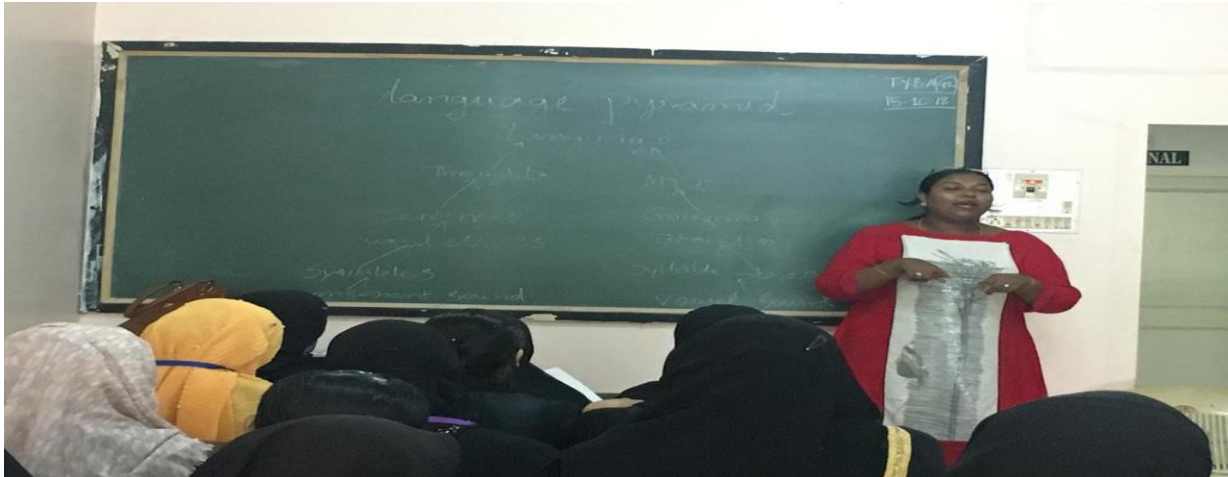
Summary Report:

IQAC in Collaboration with Department of Commerce had conducted a Certificate Course in Communication Skills from October 2018 to February 2019 during the academic year 2018-19. Course was designed by IQAC member Mrs Farzana Chawre , Commerce Faculty Mrs Farah Khan and Mr Sanjay Kalekar, Asst. Prof. of English under the Guidance of Principal Mrs Arjumand Rawal. Ms Rahima Memon of FYBA, Student Incharge of the Course led the entire Course work. The highlighted basic modes of Communication skills improvement. The lectures were conducted as per schedule communicated to the

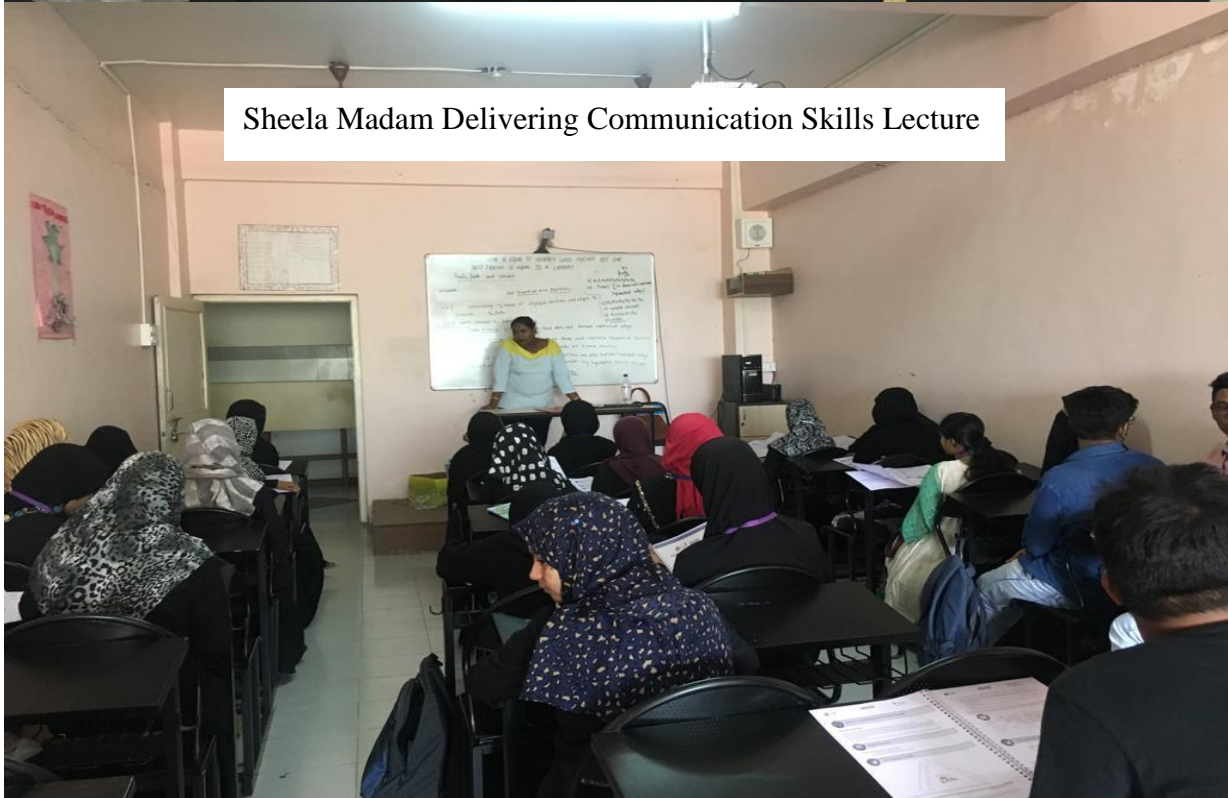


participants through Time Table and syllabus. Sessions on Oral Communication Skills, interview skills, public speaking, etc. were conducted for the students.

Course covered important modules like Introduction to Basic Spoken English, Word reading Practice, Conversations in English etc. Course was taught by Mrs Roopali and Mrs Sheela from Edu Bridge, Voltas. Lectures were conducted as per the Schedule. 120 Students were able to effectively comprehend and communicate in short discussion in English after the successful completion of the course.



Sheela Madam Delivering Communication Skills Lecture





**Daar-Ul-Rehmat Trust's
A.E.Kalsekar Degree College**

Kausa-Mumbra

Affiliated to University of Mumbai

NAAC Accredited with B++ Grade

ISO Certified 9001: 2015

Date

Notice


All the students are hereby informed that IQAC and Department of Commerce under Skill Development Centre will be conducting Certificate Course in Communication Skills to be conducted by Edubridge-Voltas in College Campus from Second week of October 2018 . Certificates will be issued to participants after Successful completion of the Course for more details.

For more details of the course interested students can contact Teacher Incharge Mrs Farzana Chawre and Mrs Farah Khan between 11.30 am to 12.30 pm in IQAC room (Ground Floor)

COORDINATOR

IQAC




Principal
DAAR-UL-REHMAT TRUST'S
A.E. KALSEKAR DEGREE COLLEGE
Kausa, Mumbra, Thane - 406 612