

# **SREE NARAYANA GURU COLLEGE OF COMMERCE**

## **EVIDENCE OF COURSE COMPLETION**

(REPORTS OF CERTIFICATE COURSES)

**ACADEMIC YEAR**

**2019-2020**

**This document contains other relevant document to support the  
claim**

## Table of Content

<b>Sr. No.</b>	<b>Name of Add on /Certificate programs offered</b>	<b>Page No.</b>
1.	Communication Skills and Personality Development	3
2.	Spoken English	4
3.	Communication Skills and Confidence Building	5

# Sree Narayana Guru College of Commerce

RE ACCREDITED BY NAAC WITH GRADE 'B' (CGPA 2.45)

(PERMANENTLY AFFILIATED TO THE UNIVERSITY OF MUMBAI)

MANAGED BY: SREE NARAYANA MANDIRA SAMITI (REGD)

P.L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400089.

Date: 30th June, 2019

## Report on

### Certificate Course - Communication Skills and Personality Development

Duration: May 4th, 2019 - May 24th, 2019

Total Registered Students: 217

Total Enrolled Students: 2014

Instructor: Laxmichaya Mam

#### Introduction:

The Communication Skills and Personality Development Course, conducted within the college premises, aimed to equip students with essential communication skills and enhance their overall personality. Spanning 30 hours, the course was introduced to foster personal and professional growth among participants.

#### Enrollment Statistics:

- Total Students: 217
- Completed Students: 214

#### Course Content:

The curriculum encompassed a wide array of topics essential for effective communication and personality development. Key areas covered included verbal and non-verbal communication skills, assertiveness training, interpersonal skills, emotional intelligence, time management, and goal setting. Practical exercises, group discussions, and role-plays were incorporated to provide hands-on learning experiences.

Report Prepared by:

Ms. Lakshmi Chaya

*Lakshmi*



*[Signature]*

Principal

Sree Narayana Guru  
College Of Commerce  
P. L. Lokhande Marg,  
Chembur, Mumbai - 400 089.

Report

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P.L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400089.

Date: 9th August 2019

**Report on**

**Certificate Course - Spoken English**

The Certificate Course on Spoken English, conducted from July 16th to August 1st, 2019, witnessed an overwhelming response with a total registration count of 229 individuals. The course aimed to enhance participants' proficiency in spoken English, catering to diverse backgrounds and skill levels.

Duration: July 16th, 2019 - August 1st, 2019

Total Registrations: 229

Total No. of Students Successfully Completed: 223

Instructor: Laxmichaya Mam

Report Prepared by:

*Lakshmi*



*[Signature]*

**Principal**

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MANAGED BY: SREE NARAYANA MANDIRA SAMITI (REGD)

P.L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400089.

Date: 4th September, 2019

## Report on

### Certificate Course - Communication Skills and Confidence Building

Duration: 30 Hours

Instructor: Ms. Laxmichaya

Overview:

The Certificate Course on Communication Skills and Confidence Building, conducted under the guidance of Ms. Laxmichaya, aimed to equip participants with essential communication skills and enhance their confidence levels. Spanning over 30 hours, the course provided a comprehensive platform for individuals to develop vital competencies crucial for personal and professional growth.


Enrollment Statistics:

- Total Registrations: 360
- Completed Students: 357

Course Highlights:

The curriculum encompassed a diverse range of topics designed to foster effective communication and bolster confidence. Key areas of focus included verbal and non-verbal communication techniques, assertiveness training, active listening skills, public speaking strategies, and overcoming communication barriers. Practical exercises, role-plays, and interactive sessions were integrated to provide participants with hands-on learning experiences.

Report Prepared by:

 Ms. Lakshmi





Principal  
Sree Narayana Guru  
College Of Commerce  
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Chembur, Mumbai - 400 089.