

SREE NARAYANA GURU COLLEGE OF COMMERCE

EVIDENCE OF COURSE COMPLETION

(REPORTS OF CERTIFICATE COURSES)

ACADEMIC YEAR

2020-2021

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

Table of Content

Sr. No.	Name of Add on /Certificate programs offered	Page No.
1.	Soft Skill Training for Placement and Career Guidance	3
2.	Basic Mathematics	4
3.	Enhancement of Spoken English and Life Skills" course for SY & TY students	5
4.	Enhancement of Spoken English and Life Skills" course for FY students	6
5.	Banking Exam	7

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.

REPORT ON

CERTIFICATE COURSE ON SOFT SKILLS OF PLACEMENT AND CAREER

ACADEMIC YEAR 2020-2021

A Certificate Course on Soft Skills aimed at enhancing placement and career prospects was conducted from July 4th to October 4th, 2020. The course, spanning 36 hours, focused on equipping students with essential soft skills necessary for success in the professional world.

Course Overview:

The course curriculum covered a wide range of soft skills including Effective Communication, Interpersonal Skills, Time Management, Problem-Solving Techniques, Emotional Intelligence, Interview Preparation, and Resume Writing. Each topic was meticulously designed to provide students with practical insights and hands-on training.

Participation Statistics:

Out of the 78 students initially registered for the course, a total of 75 students successfully completed the entire program. Despite challenges and constraints, the majority of the registered students demonstrated commendable commitment and dedication towards enhancing their skill set.

Impact and Benefits:

The course had a significant impact on the participants, empowering them with essential soft skills crucial for their career growth and placement opportunities. By honing their communication abilities, fostering teamwork, and improving time management skills, students were better prepared to navigate the competitive job market and excel in their professional endeavors.

Signature of Teacher Incharge: _____

Lakshmi

Ms. Lakshmi Chayya



[Signature]

Principal

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REPORT ON

CERTIFICATE COURSE ON BASIC MATHEMATICS

ACADEMIC YEAR 2020-2021

- Number of students registered: 22 Number of students successfully completed the course: 20 Mode of lectures: Lectures were conducted online on Zoom platform.
- Duration of course: From 26th September to 12th December, 2020
- Time Table: Thrice a week on Tuesday, Thursday and Saturday from 4:00 pm to 5:30 pm (1.5 Hours)
- Number of lectures conducted: 20 (1.5 Hours)
- Attendance was taken by google form.
- Course material: Provided by video recording and/or PPT.
- Mode of assessment: Online exam was conducted on 28th May, 2021 to assess the students.
- After completion of course, feedback was taken and a certificate (soft copy) was issued to eligible 20 students who attended the lectures and qualified the examination.

Incharge: Prof. Vandana Gupta



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CERTIFICATE COURSE ON ENHANCEMENT OF SPOKEN ENGLISH FOR SECOND AND THIRD YEAR STUDENTS ACADEMIC YEAR 2020-2021

Date: 10th November 2020

Report


- Course Title: Enhancement of Spoken English
- Duration: 30 hours
- Total Students Benefited: 19
- Beneficiaries - Second and Third Year Students
- Dates: 18th September, 2020 till 31st October 2020

The Spoken English Certificate Course provided an invaluable opportunity for 30 students to enhance their English speaking skills over a period of 30 hours. Commencing on 18th September and concluding on 31st October, the course aimed to empower participants with the confidence and proficiency necessary for effective communication in English.


Structured to cater to varying proficiency levels, the course covered essential aspects of spoken English, including pronunciation, vocabulary, fluency, and conversational skills. Through a combination of interactive sessions, role-plays, and practice exercises, students were provided with a supportive learning environment conducive to language acquisition.

The course enabled students to overcome barriers to effective communication in English, thereby enhancing their employability prospects, academic performance, and social interactions. Participants reported increased confidence in expressing themselves in English, improved pronunciation, and a broader vocabulary. Moreover, many noted a significant boost in their overall communication skills, both in formal and informal settings.

The Spoken English Certificate Course has proven to be a valuable investment in the professional and personal development of its 19 participants. By equipping students with the necessary skills and confidence to communicate effectively in English, the course has opened doors to new opportunities and possibilities. Moving forward, the positive outcomes of this initiative underscore the importance of accessible and impactful language education programs in empowering individuals and fostering inclusive communication in diverse contexts.

For 
Report Prepared By: Prof. Laxmichaya Kale




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CERTIFICATE COURSE ON ENHANCEMENT OF SPOKEN ENGLISH FOR FIRST YEAR STUDENTS ACADEMIC YEAR 2020-2021

Date: 20th April 2021

Report

- Course Title: Enhancement of Spoken English
- Duration: 30 hours
- Total Students Benefited: 30
- Beneficiaries - First Year Students
- Dates: February 7 to April 14

The Spoken English Certificate Course provided an invaluable opportunity for 30 students to enhance their English speaking skills over a period of 30 hours. Commencing on February 7 and concluding on April 14, the course aimed to empower participants with the confidence and proficiency necessary for effective communication in English.

Structured to cater to varying proficiency levels, the course covered essential aspects of spoken English, including pronunciation, vocabulary, fluency, and conversational skills. Through a combination of interactive sessions, role-plays, and practice exercises, students were provided with a supportive learning environment conducive to language acquisition.

The course enabled students to overcome barriers to effective communication in English, thereby enhancing their employability prospects, academic performance, and social interactions. Participants reported increased confidence in expressing themselves in English, improved pronunciation, and a broader vocabulary. Moreover, many noted a significant boost in their overall communication skills, both in formal and informal settings.

The Spoken English Certificate Course has proven to be a valuable investment in the professional and personal development of its 30 participants. By equipping students with the necessary skills and confidence to communicate effectively in English, the course has opened doors to new opportunities and possibilities. Moving forward, the positive outcomes of this initiative underscore the importance of accessible and impactful language education programs in empowering individuals and fostering inclusive communication in diverse contexts.

for *Sybil*
Report Prepared By: Prof. Laxmichaya Kale



[Signature]

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Department of Banking and Insurance
Report of Certificate Course in Banking Exam

This Course was begun on February, 2020. Three subjects were covered under this syllabus (English, Numerical ability and Reasoning ability). Syllabus was framed as per the IBPS preliminary exam syllabus. Because of COVID 19 pandemic we were able to complete 2 subjects (Numerical ability and Reasoning Ability) during the academic year 2019-20 and English Language we completed by conducting Online Lectures in the academic year 2020-21. We have conducted exam online and as per the rules of IBPS exam with negative marking for wrong answers. Students who have passed in examination, E Certificate provided to them. A fee charged was 500 Rupees per student.

Course Duration – 40 hrs.

No. of students registered – 39

Online Exam conducted on - 31st May, 2021 as per IBPS Prelims Pattern

No. of students appeared for exam – 28

Syllabus

Subject	Topics Covered	Faculty
English Language	Reading Comprehension, Cloze Test, Para Jumbles, Miscellaneous, Fill in the blanks, Multiple Meaning / Error Spotting, Paragraph Completion	Mrs. Lakshnichaya Kale
Numerical Ability	Simplification, Profit & Loss, Mixtures & Allegations, Simple Interest and Compound Interest, Surds, Indices, Work & Time, Time & Distance, Mensuration, Data Interpretation, Ratio & Proportion, Number System, Sequence & Series, Permutation, Combination and Probability.	Mrs. Mehjabeen Khan
Reasoning Ability	Logical Reasoning, Alphanumeric Series, Ranking/Direction/Alphabet Test, Data Sufficiency, Seating Arrangement, Blood Relation, Coding Decoding	Mr. Priyadarshan Shede



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