



Shramajivi Shikshan Prasarak Mandal's

# ADARSH MAHAVIDYALAYA, OMERGA

NAAC Reaccredited – 'B' Grade with 2.92 CGPA

ARTS, COMMERCE & SCIENCE

Tq. Omerga, Dist. Osmanabad, Pin- 413606, Ph. 02475-252401 (O), 253405 (R), sspmo01@rediffmail.com

Reg. A.C.C./2022-2023

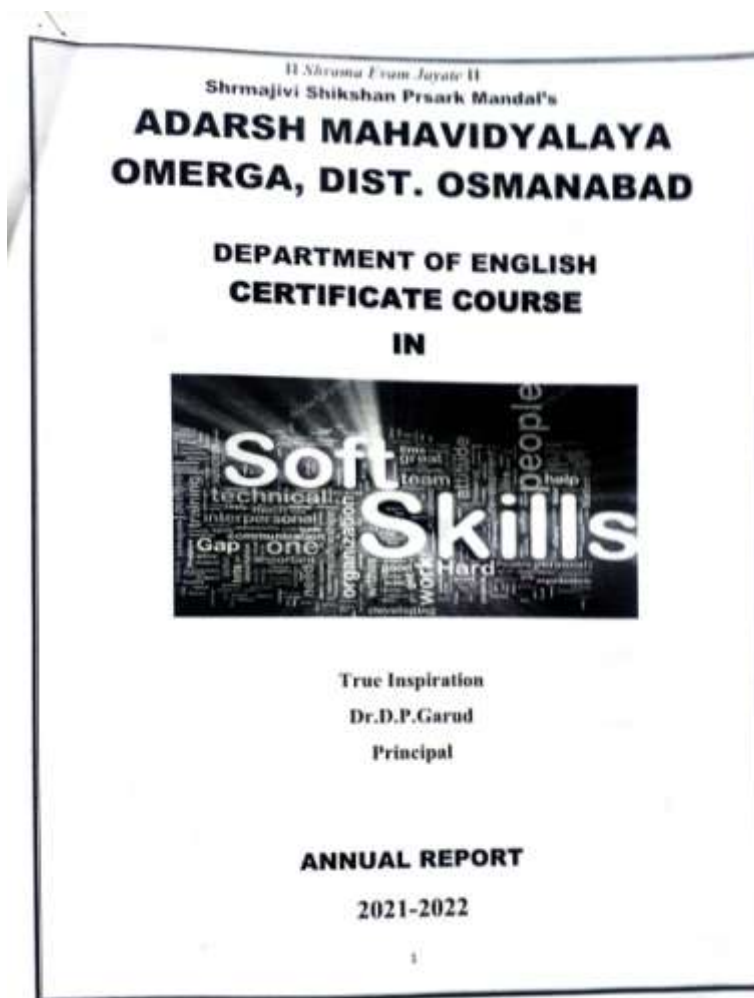
Date: / /

**Dr. Dilip P. Garud**  
(M. Sc. Ph.D.)  
Principal

5.1.2: Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

(CERTIFICATE COURSE IN SOFT SKILLS )



## **Inuex**

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### **1. About the Department:**

The department of English was established in 1990. The department has three faculty members. Dr. Pawar T. M. has been working as the Head of the Department and Dr. Mothe P. S. and Dr. Mathpati S. P. have been working as Associate Professor. All the three faculty of the department are PG recognized teachers and working as the research guides as well. The department has the language lab with upgraded software. English is one of the most important languages in the world. It can even be said that the single most important language. It is important because it is, may be, the only language that truly links the whole world together. If not for English, the whole world may not be as united as it is today. Hence, we have been trying our level best to give quality education from the date of the establishment of the department. Most of the students in our college are from rural and farming background, so, when they join our college they do not have any touch the globalization, English language and current updates of the knowledge from various fields. We just try to make them familiar with this international language and remove the fear of this language from their mind. We offer the courses as follow:

### **2. Aims and Objectives:**

- To encourage the all round development of students by focusing on soft skills.
- To make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
- To develop and nurture the soft skills of the students through individual and group activities.
- To expose students to right attitudinal and behavioral aspects and to build the same through activities.

### 3. Course Overview:

Soft Skills, a buzz word today has attracted the attention of students, professionals and entrepreneurs all over the world. Employability, being the major concern today, every individual aims at getting coveted jobs. Employability today is commensurate with proving multiple skills in varied situations in a fast changing world. Hence, everyone aspiring for jobs today has to prove one's mettle in various situations where one requires to be armed with different skills, which, collectively come under Soft Skills. One may be armed with good competence of one's subject but one cannot compete with his peer groups unless one has the potential of performance. Performance can be ensured with the demonstration of certain abilities that can help a professional communicate, corroborate, convince, evaluate and look into the continuing as well as the upcoming trends of the corporate world from time to time. The course aims at creating awareness among the stock holders of the corporate world in which the role of individuals as team players and also as responsible leaders materializes to a great extent. The course, with its interactive and need based modules, will address various challenges of Soft as well as behavioural skills faced by individuals at workplace and organizations in bridging the gaps through effective skills of interviews, group discussions, meeting management, presentations and nuances of drafting various business documents for sustainability in today's global world.



#### 4. Session-Wise Syllabus:

The soft skills training provides strong practical orientation to the students and helps them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team building, leadership, time management, group discussions, interviews, and interpersonal skills. This training also helps students in career visioning and planning, effective resume writing and dealing with placement consultants and headhunters.

Sr. No.	Topic
1	Personal Skills: Knowing oneself- confidence building- defining strengths- thinking creatively- personal values-time and stress management. Communication Skills & Positive Thinking
2	Telephonic Communication Skills
3	Social Skills: Appropriate and contextual use of language- non-verbal communication- interpersonal skills- problem solving.
4	Leadership Skills Team Work
5	Structure of Report, Report Style, Group Communication Skills
6	Personality Development: Personal grooming and business etiquettes, corporate etiquette, social etiquette and telephone etiquette, role play and body language, Body Language,
7	Lesson on 'How to Face Interview',
8	Presentation skills: Group discussion- mock Group Discussion using video recording - public speaking.
9	Preparation of CV
10	Facing Job Interviews & Critical Thinking
11	How to take an interview

#### 5. Teaching Faculty:

Sr. No	Name of the Faculty	Designation	Qualification
1	Dr. Pawar T. M.	Head	M.A., Ph. D.
2	Dr. Mothe P. S.	Assistant Professor	M.A., M.Phil. NET. Ph. D.
3	Dr. Mathpati S. P.	Assistant Professor	M.A., M.Phil. NET. Ph. D.

6. Specimen Notices Circulated among the Students:  
**NOTICE FOR REGISTRATION**  
(Certificate Course in Soft Skills)

**02/08/2021**

All the students of B.A.F.Y., B.Sc.F.Y., and B.Com.F.Y., are informed that the Department of English has taken initiative and started one Certificate Course in Soft Skills for the first year students. The period of the course will be 30 Hrs and it'll be conducted by the faculty of the Department of English.

Those who are interested in getting registered for the said course can collect the registration form from the Department of English from 2<sup>nd</sup> August 2021 and submit the same on or before 14<sup>th</sup> August 2021 at the Department of English and the lectures will begin from 23<sup>rd</sup> August 2021. The admission process for the said course will be run on the basis of first come first serve and the intake capacity for the every discipline will be only 30. The students will be admitted on the basis of first come first serve.

**Course Duration: 30 Hrs**



**Dr. Pawar T. M.**

**Research Guide & Head**  
**Dept. of English**  
Adarsh Mahavidyalaya, Omernagar  
Dist. Osmanabad

7. REGISTRATION FORM (Specimen):

S.S.P.M'S

**ADARSH MAHAVIDYALAYA, OMERGA, DIST. OSMANABAD, MS**  
(APPLICATION/REGISTRATION FORM FOR CERTIFICATE COURSE IN SOFT  
SKILLS BEING RUN BY THE DEPARTMENT OF ENGLISH)

To,

The Principal/HoD,  
Adarsh Mahavidyalaya, Omerga,  
Tq. Omerga, Dist. Osmanabad, MS.



Respected Sir,

I am applying for admission as a student for Certificate Course in Communicative Skills for  
the Academic Year 2021-2022. Class: ..... Roll No.: ..... WhatsApp: .....  
E-mail: .....

I furnish my particulars/ details as below:

Surname	Name	Father's/Husband's Name
.....	.....	.....

Sex: Male/Female: ..... Nationality: ..... Date of Birth: ...../...../.....

Category: OPEN/SC/ST/OBC (Non-Creamy-Layer) / Minorities : .....

Address: .....  
.....  
.....

Last Year Examination: ..... Obtained Marks: ..... Out of: ..... Per.(%): .....

I hereby declare that, the information given above is true to the best of my knowledge. I will be responsible for any discrepancy, arising from the given information. I assure that I will strictly follow the rules and regulations prescribed by the college and University. I will attend all activities (Seminar, Conference, Workshop, Guest Lectures, Symposium, etc) being organised by the department of English.

Signature of the Student



8. List of Admitted Students: 2021-2022

Sr. No	Name of Student	Class	Roll No	Contact
1	ANTREDDI BHAGYASHRI SHANKAR	BAFY	Female	9769592411
2	BANDICHODE ANIKET BHIMASHANKAR	BAFY	Male	8767450613
3	BANSODE PAWAN BALAJI	BAFY	Male	9767460436
4	BHALKE FULCHAND DHANRAJ	BAFY	Male	9529469105
5	CHAVAN NAIK ASHISH VITTHALRAO	BAFY	Male	8975618606
6	ERANDE AMOL BALBHIM	BAFY	Male	9172372683
7	GAIKWAD ATUL KASHINATH	BAFY	Male	7888124894
8	GAIKWAD PRATHIBHA GAUTAM	BAFY	Female	9373933879
9	GHOHARE VAISHNAVI MAHADEV	BAFY	Female	9421445800
10	INGALE SHUBHANGI SHIVAJI	BAFY	Female	9321151618
11	JADHAV PRADNYA GHANSHAM	BAFY	Female	9657128257
12	JAMADAR KOMAL VYANKAT	BAFY	Female	9766570809
13	KALSHETTI BHAKTI BASWARAJ	BAFY	Female	8088698547
14	KAMBLE ANJALI MOHAN	BAFY	Female	8830613161
15	ALURE ARIF NAJIR	BSCFY	Male	9307483047
16	AMBURE ANURADHA KAMALAKAR	BSCFY	Female	8767025019
17	BADE SHARAD NAVNATH	BSCFY	Male	9273636636
18	BAGWAN EKLAS A RAUF	BSCFY	Male	7709399571
19	BALSURE KASHIBAI SURESH	BSCFY	Female	9322914427
20	BANDGAR YURAJ BHIM	BSCFY	Male	7083075981
21	BOKADE AISHWARYA SAMBHAJI	BSCFY	Female	7499704038
22	CHALWADE CHAITANY GORAKH	BSCFY	Male	9823993107
23	GAIKWAD ABHIJIT BALAJI	BSCFY	Male	7218959259
24	HOLKUNDE SUPRIYA GORAKHANATH	BSCFY	Female	9021194449




25	INAMDAR AUSAF RAJESAB	BSCFY	Male	9921743219
26	JADHAV AADITI APPARAO	BSCFY	Female	9113897210
27	JADHAV AMOL DEVIDAS	BSCFY	Male	7058643789
28	JADHAV AVITA BHASKAR	BSCFY	Female	9158521567
29	KALAMULE YALLALING KALLAPPA	BSCFY	Male	7083386157
30	KALE PRATIK VAJJINATH	BSCFY	Male	9359687869
31	KAMBALE PRIYANKA DHONDIRAM	BSCFY	Female	8468867918
32	KAMBLE JYOTI PREMNATH	BSCFY	Female	8180880677
33	LOHAR DINESH NARSING	BSCFY	Male	8600307005
34	MADANE KRASHNA JAYRAM	BSCFY	Male	8208975720
35	NILMALE AVINASH TULSHIRAM	BSCFY	Male	8308823728
36	PATIL AJAY SURESH	BSCFY	Male	8329563403
37	SURYAWANSHI SACHIN SHIVAJI	BSCFY	Male	9404535475
38	ZAKADE BHAGYASHRI TUKARAM	BSCFY	Female	9768580164
39	LOHAR DINESH NARSING	BSCFY	Male	8600307005
40	MADANE KRASHNA JAYRAM	BSCFY	Male	8208975720
41	BALE RENUKA CHADRSHA	BCOMFY	Female	9322194789
42	BADURE GANESH GOVIND	BCOMFY	Male	9768454784
43	BIRAJDAR VISHVAJIT GIRIJANAND	BCOMFY	Male	7387059204
44	BHURE SHIVAM ASHOK	BCOMFY	Male	9022671327
45	CHOUDHARY PRASHANT RAJENDRA	BCOMFY	Male	7499885098
46	CHAVAN SNEHA RAMESH	BCOMFY	Female	9325653386
47	DAHITANE OM MAHADEV	BCOMFY	Male	9850709516
48	DUDHBHATE SNEHA SHANKAR	BCOMFY	Female	7775908330
49	EKURAGE LAXAMAN CHANDRAKANT	BCOMFY	Male	9579221651
50	FALTANKAR NAMRATA PRABHAKAR	BCOMFY	Female	9860378237

51	GADEKAR ANKUSH BHIMA	BCOMFY	Male	9022771971
52	GAIKWAD SUHASINI UDDHAV	BCOMFY	Female	8459572254
53	GARAD SWAPNIL VILASRAO	BCOMFY	Male	9960336972
54	HAWALDAR SAMIYODDIN SIRAJODDIN	BCOMFY	Male	7666252258
55	HIPPARGE RUTIK VYANKAT	BCOMFY	Male	9529072535

9. Time table : (2017-18)

Sr. No.	Day	Time	Faculty Name	Hall No
1	Monday	4 pm to 5 pm	Dr. Mathpati S. P	Auditorium/ Hall. No 34
2	Tuesday	4 pm to 5 pm	Dr. Mathpati S. P	Auditorium/ Hall. No 34
3	Wednesday	4 pm to 5 pm	Dr. Pawar T.M	Auditorium / Hall. No 34
4	Thursday	4 pm to 5 pm	Dr. Pawar T.M	Auditorium / Hall. No 34
5	Friday	4 pm to 5 pm	Dr. Mothe P. S..	Auditorium / Hall. No 34
6	Saturday	4 pm to 5 pm	Dr. Mothe P. S.	Auditorium / Hall. No 34

  
 Research Guide & Head  
 Dept. of English  
 Adarsh Mahavidyalaya, Omerga  
 Dist. Osmanabad



# 10. Attendance Details : (2021-22)

Sr. No	Name of Student	18/08	19/08	20/08	21/08	22/08	23/08	24/08	25/08	26/08	27/08	28/08	29/08	30/08	31/08	01/09	02/09	03/09	04/09	05/09	06/09	07/09	08/09	09/09	10/09	11/09	12/09	13/09	14/09	15/09	16/09	17/09	18/09	19/09	20/09	21/09	22/09	23/09			
1	ANTREDDI BHAGYASHRI SHANKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	BANDICHODE ANIKET BHIMASHANKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	BANSODE PAWAN BALAJI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	BHALKE FULCHAND DHANRAJ	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	CHAVAN NAIK ASHISH VITTHALRAO	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	ERANDE AMOL BALBHIM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	GAIKWAD ATUL KASHINATH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	GAIKWAD PRATHIBHA GAUTAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	GHOARE VAISHNAVI MAHADEV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	INGALE SHUBHANGI SHIVAJI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	JADHAV PRADNYA GHANSHAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	JAMADAR KOMAL VYANKAT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	KALSHETTI BHAKTI BASWARAJ	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	KAMBLE ANJALI MOHAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	ALURE ARIF NAJIR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	AMBURE ANURADHA KAMALAKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



17	BADE SHARAD NAVNATH	P P P P P A P P P P P P P P P P P P P P P A P P P
18	BAGWAN EKLAS A RAUF	P P A P P P P P P A P P P P P P P P P P P P P
19	BALSURE KASHIBAI SURESH	P P P A P P A P P P P P A P P P P P P P P P P P A P
20	BANDGAR YURAJ BHIM	P A P A P P P
21	BOKADE AISHWARYA SAMBHAJI	A P P P P P P P A P P P P P A P P P P P P P P P A P P
22	CHALWADE CHAITANY GORAKH	P P P P P P P P A P P P A P P P P P P A P P P P P P P
23	GAIKWAD ABHIJIT BALAJI	P A P P P P P P A P P P P P P P P P P A P P P P P A P P P
24	HOLKUNDE SUPRIYA GORAKHANATH	P A P P P P P P P A P P P A P P P P P P P P P P A P P P P
25	INAMDAR AUSAF RAJESAB	P P P P P P P P P P P A P P P P P P P P P P P P P P P
26	JADHAV AADITI APPARAO	P A P P P P P P P P A P P P A P P P P P P P P P P P P P
27	JADHAV AMOL DEVIDAS	A P P P P P P P P P P A P P P P P P P P P P P P P P P P
28	JADHAV AVITA BHASKAR	P P P P P A P
29	KALAMULE YALLALING KALLAPPA	P P P P P P P P P P P A P P P P P P P P P P P A P P P P P
30	KALE PRATIK VAJINATH	P A P P P P A P P P P P P P P P A P P P P P P P P P P P P P
31	KAMBALE PRIYANKA DHONDIRAM	P P P P P A P A P
32	KAMBLE JYOTI PREMNATH	P P P P P P P P P P P A P P P P P P P P P P P P P P P P P
33	LOHAR DINESH NARSING	P P P A P P P P P P P A P P P P P P P P P P P P P P P P P
34	MADANE KRASHNA JAYRAM	P P P P P P P P P P P A P P P P P P P P P P P A P P P P P A
35	NILMALE AVINASH TULSHIRAM	P P A P P P P P P P P P P A P P P P P P P P P P P P P P P P

36	PATIL AJAY SURESH
37	SURYAWANSHI SACHIN SHIVAJI
38	ZAKADE BHAGYASHRI TUKARAM
39	LOHAR DINESH NARSING
40	MADANE KRASHINA JAYRAM
41	BALLE RENUKA CHADRSHA
42	BADURE GANESH GOVIND
43	BIRAJDAR VISHVAJIT GIRIJANAND
44	BHURE SHIVAM ASHOK
45	CHOUDHARY PRASHANT RAJENDRA
46	CHAVAN SNEHA RAMESH
47	DAHTANE OM MAHADEV
48	DUDHBHATE SNEHA SHANKAR
49	EKURAGE LAXAMAN CHANDRAKANT
50	FALTANKAR NAMRATA PRABHAKAR
51	GADDEKAR ANKUSH BHIMA
52	GAIKWAD SUHASINI UDDHAV
53	GAPAD SWARNIL VIJASRAO
54	HAWALDAR SAMIYOIDDIN



	SIRAJODDIN
55	HIPPARGE RUTIK VYANKAT

PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP  
 PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP

*Signature*

Research Guide & Head  
 Dept. of English  
 Adarsh Mahavidyalaya, Omarga  
 Dist. Osmanabad



ADARSH MAHAVIDYALAYA, OMERGA, DIST.  
OSMANABAD, MS

(APPLICATION/REGISTRATION FORM FOR CERTIFICATE COURSE IN  
SOFT SKILLS BEING RUN BY THE DEPARTMENT OF ENGLISH)



- All questions are compulsory
- Tick Mark as ✓ at the right answer

- Each question carries two marks  
- Time: 1:30 Hrs

1. All communication events have a \_\_\_\_\_.  
(A) Resource (B) **Source** (C) Start (D) End
2. Personifications of strength and violence are considered as \_\_\_\_\_ gender.  
(A) **masculine** (B) Feminine (C) common (D) Neuter
3. The message may be misinterpreted because of \_\_\_\_\_.  
(A) **Barriers** (B) Distortions (C) Distractions (D) Noise
4. The environment in which the transmitter or receiver are should be \_\_\_\_\_.  
(A) Complex (B) Competent (C) Complete (D) **Compatible**
5. A noun that dandies neither a male or a female is \_\_\_\_\_ gender.  
(A) Masculine (B) Feminine (C) Common (D) **Neuter**
6. Countries when referred to by names are also considered \_\_\_\_\_.  
(A) Masculine (B) **Feminine** (C) Common (D) Neuter
7. The Christian sign of the \_\_\_\_\_ is a gesture pertaining to religion and spirituality.  
(A) Plus (B) Minus (C) Division (D) **Cross**
8. In oral communication there is a possibility of immediate \_\_\_\_\_.  
(A) Reaction (B) **Response** (C) Refection (D) Reset

9. In oral communication the speaker can observe the listener's \_\_\_\_\_ to what is being related.

(A) **Reaction** (B) Response (C) Rejection (D) Reset

10. Nouns that end in "Y" but have a constant before "Y" form their plural by dropping "Y" and adding \_\_\_\_\_

(A) ves (B) es (C) s (D) **ies**

11. While talking to friends you do not pay attention to the skills of \_\_\_\_\_ Communication.

(A) Written (B) **Oral** (C) audio (D) visual

12. In oral presentation outside your organisation you must first give the audience a \_\_\_\_\_ of your organization.

(A) Flash back (B) **Background** (C) Front view (D) Forward view

13. 'A' and 'an' are the \_\_\_\_\_--articles

(A) Definite (B) **Indefinite** (C) Particular (D) Specified

14. The \_\_\_\_\_ are used to present using overhead projectors.

(A) **Acetate film transparent sheet** (B) Paper sheets

(C) Polythene sheet (D) Butter paper

15. Any word that adds more meaning to the noun is called an \_\_\_\_\_

(A) Adverb (B) Verb (C) **Adjective** (D) Noun

16. A \_\_\_\_\_ indicates the action done by the subject

(A) **Verb** (B) Adverb (C) Noun (D) Pronoun

17. A

is a word which connects words phrases, clauses or sentences

(A) Preposition (B) **Conjunction** (C) Interjection (D) Verb

18. During presentation using an OHP. One can read information line by line using an opaque sheet to cover the transparency with a view to minimize distraction. This technology is called \_\_\_\_\_

(A) Positive disclosure (B) Zero disclosure  
(C) Negative disclosure (D) **Progressive disclosure**

19. Another thing that you have to avoid is adding to OHP's with a \_\_\_\_\_ during a talk.

(A) Chalk (B) Pencil (C) **Pen** (D) Marker

20. It is important to consider proper \_\_\_\_\_ room where you are giving your presentation.

(A) Darkness (B) **lighting** (C) Lightning (D) ventilation

21. \_\_\_\_\_ Listening means learning through conversation

(A) Evaluative (B) Appreciative (C) **Dialogic** (D) Empathetic

22. In \_\_\_\_\_ Listening the difference between the sounds is identified

(A) **Discriminative** (B) Comprehension (C) Dialogic (D) Empathetic

23. The \_\_\_\_\_ is an exclamation mark

(A) ? (B) . (C) , (D) !

24. Evaluative listening is also called \_\_\_\_\_

(A) **Therapeutic** (B) Evaluative (C) Dialogic (D) Impathetic

25. The \_\_\_\_\_ is the action or description that occur in the sentence



(A) Predicate (B) Subject (C) Object (D) Complement

**12. Assessment Procedure:**

➤ **Total Marks=100**

**1. Written Assessment - 50 Marks 25/10/2021**

- Fill in the blanks - 25 questions, 2 mark each

**2. Oral Assessment - 50 Marks 25/10/2021 & 26/10/2021**

Students are given real life situations and are evaluated on following parameters

- Content - 10 marks
- Language - 10 marks
- Stage Courage - 10 marks
- Body Language - 10 marks
- Presentation Skills - 10 marks

<b>Evaluation</b>	<b>Total Marks</b>	<b>Passing Marks</b>
Written Assessment	50Marks	20
Oral Assessment	50Marks	20



Dr. Mothe P. S.

**Course Coordinator**

Dr. Mathpati S. P.

**Coordinator**



Dr. Pawar T. M.

**Research Guide & Head  
Dept. of English  
Adarsh Mahavidyalaya, Omerga  
Dist. Osmanabad**

		Written (50)	Oral (50)	Total (100)
1	ANTREDDI BHAGYASHRI SHANKAR	28	22	50
2	BANDICHODE ANIKET BHIMASHANKAR	22	20	42
3	BANSODE PAWAN BALAJI	24	22	46
4	BHALKE FULCHAND DHANRAJ	24	24	48
5	CHAVAN NAIK ASHISH VITTHALRAO	26	24	50
6	ERANDE AMOL BALBHIM	24	24	48
7	GAIKWAD ATUL KASHINATH	24	24	48
8	GAIKWAD PRATHIBHA GAUTAM	22	20	42
9	GHOOGARE VAISHNAVI MAHADEV	20	22	42
10	INGALE SHUBHANGI SHIVAJI	24	22	46
11	JADHAV PRADNYA GHANSHAM	26	26	52
12	JAMADAR KOMAL VYANKAT	30	20	50
13	KALSHETTI BHAKTI BASWARAJ	30	22	52
14	KAMBLE ANJALI MOHAN	28	22	50
15	ALURE ARIF NAJIR	26	20	46
16	AMBURE ANURADHA KAMALAKAR	28	20	48
17	BADE SHARAD NAVNATH	30	20	50
18	BAGWAN EKLAS A RAUF	22	20	42
19	BALSURE KASHIBAI SURESH	22	20	42
20	BANDGAR YURAJ BHIM	28	22	50
21	BOKADE AISHWARYA SAMBHAJI	26	22	48
22	CHALWADE CHAITANY GORAKH	24	20	44
23	GAIKWAD ABHIJIT BALAJI	22	22	44
24	HOLKUNDE SUPRIYA GORAKHANATH	28	20	48
25	INAMDAR AUSAF RAJESAB	28	28	56
26	JADHAV AADITI APPARAO	20	20	40
27	JADHAV AMOL DEVIDAS	22	22	44
28	JADHAV AVITA BHASKAR	24	24	48

29	KALAMULE YALLALING KALLAPPA	28	22	50
30	KALE PRATIK VALJINATH	24	28	50
31	KAMBALE PRIYANKA DHONDIRAM	28	26	54
32	KAMBLE JYOTI PREMNATH	22	20	42
33	LOHAR DINESH NARSING	24	22	46
34	MADANE KRASHNA JAYRAM	26	22	48
35	NILMALE AVINASH TULSHIRAM	26	22	48
36	PATIL AJAY SURESH	22	20	42
37	SURYAWANSHI SACHIN SHIVAJI	28	24	52
38	ZAKADE BHAGYASHRI TUKARAM	20	20	40
39	LOHAR DINESH NARSING	22	20	42
40	MADANE KRASHNA JAYRAM	28	22	50
41	BALE RENUKA CHADRSNA	22	22	44
42	BADURE GANESH GOVIND	24	24	48
43	BIRAJDAR VISHVAJIT GIRIJANAND	22	20	42
44	BHURE SHIVAM ASHOK	20	20	40
45	CHOUDHARY PRASHANT RAJENDRA	24	24	48
46	CHAVAN SNEHA RAMESH	26	20	46
47	DAHITANE OM MAHADEV	28	20	48
48	DUDHBHATE SNEHA SHANKAR	20	22	42
49	EKURAGE LAXAMAN CHANDRAKANT	28	22	50
50	FALTANKAR NAMRATA PRABHAKAR	20	22	42
51	GADEKAR ANKUSH BHIMA	24	22	46
52	GAIKWAD SUHASINI UDDHAV	22	22	44
53	GARAD SWAPNIL VILASRAO	26	26	52
54	HAWALDAR SAMIYODDIN SIRAJODDIN	28	20	48
55	HIPPARGE RUTIK VYANKAT	28	22	50





S.S.P.M.V.

# Adarsh Mahavidyalaya, Omarga

Tq. Omarga, Dist. Osmanabad, M.S.  
Arts, Commerce & Science  
NAAC Approved with B Grade (2.92 CGPA)  
[www.adarshcollege.in](http://www.adarshcollege.in)



## Certificate

This is to certify that Mr./Ms. .... of  
Adarsh Mahavidyalaya, Omarga, Tq. Omarga, Dist. Osmanabad, M.S. has actively  
participated in Certificate Course in Soft Skills organized by the Department of English,  
Adarsh Mahavidyalaya, Omarga from 16/08/2021 to 21/09/2021

**Certified By:**

॥ श्रम एवं जयते ॥



Dr. Mothe P.S.  
Course Coordinator

Dr. Mathpati P. S.  
Coordinator

Dr. Pawar T. M.  
HOD, Dept. of English

Dr. D. P. Garud  
Principal

### 15. Course Outcome :

The department of English runs the "Certificate Course in Soft Skills" for undergraduate students of first year (B.A., B.Com. and B.Sc.). The course has enabled student Effectively communicate through verbal/oral Soft and improve the listening skills. The course enables students to Write precise briefs or reports and technical documents. There are 55 students who have completed the course successfully. At the end of the course, the students are able to actively participate in group discussion / meetings / interviews and prepare & deliver presentations. They are able Become more effective individual through goal/target setting, self-motivation and practicing creative thinking. the students were function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, interpersonal relationships, conflict management and leadership quality. At the end of the course, the students were evaluated by conducting an exam and were awarded a certificate after successful completion of the course.



**IQAC Co-Ordinator**

**Adarsh Mahavidyalaya, Omerga**  
**Tq. Omerga Dist. Osmanabad (MS)**



**PRINCIPAL**

**Adarsh Mahavidyalaya, Omerga**  
**Tq. Omerga, Dist. Osmanabad (M.S.)**



*B. Patel.*

**IQAC Co-Ordinator**  
Adarsh Mahavidyalaya, Omerga  
Tq. Omerga Dist. Osmanabad (MS)

*Principals*

**PRINCIPAL**  
Adarsh Mahavidyalaya, Omerga  
Tq. Omerga, Dist. Osmanabad (M.S.)



॥ Shrama Evam Jayate ॥  
Shrmajivi Shikshan Prsark Mandal's  
**ADARSH MAHAVIDYALAYA**  
**OMERGA, DIST. OSMANABAD**

**DEPARTMENT OF ENGLISH**  
**CERTIFICATE COURSE**  
**IN**



**ANNUAL REPORT**

2017-2018

  
**IQAC Co-Ordinator**

Adarsh Mahavidyalaya, Omerga  
Tq. Omerga Dist. Osmanabad (MS)

  
**PRINCIPAL**

Adarsh Mahavidyalaya, Omerga  
Tq. Omerga, Dist. Osmanabad (M.S.)

### **1. About the Department:**

The department of English was established in 1990. The department has three faculty members. Dr. Pawar T. M. has been working as the Head of the Department and Dr. Mothe P. S. and Dr. Mathpati S. P. have been working as Associate Professor. All the three faculty of the department are PG recognized teachers and working as the research guides as well. The department has the language lab with upgraded software. English is one of the most important languages in the world. It can even be said that the single most important language. It is important because it is, may be, the only language that truly links the whole world together. If not for English, the whole world may not be as united as it is today. Hence, we have been trying our level best to give quality education from the date of the establishment of the department. Most of the students in our college are from rural and farming background, so, when they join our college they do not have any touch the globalization, English language and current updates of the knowledge from various fields. We just try to make them familiar with this international language and remove the fear of this language from their mind. We offer the courses as follow:

### **2. Aims and Objectives:**

- To enhance the students' communication skills by giving adequate exposure in LSRW; listening, speaking, reading and writing skills and the related sub-skills.
- To help the learners recognize and operate in various styles and registers in English.
- To help the learner get rid of his present flaws and mistakes in pronunciation and grammar.
- To help the learner identify and repair the voids in his present vocabulary and pronunciation targeting those specific array of words which create a barrier in his thought process.

#### 4. Session-Wise Syllabus:

Sr. No.	Topic
1	Purpose and Nature of Course, Introducing Yourself
2	Importance of Body Language in Communication, Use of Dictionary, Vocabulary building
3	Introduce Yourself following Instructions
4	Introducing your Friend
5	Speak about your Family
6	Greetings and Good Manners
7	Sounds in English, LSRW
8	Interrogatives / Framing Questions
9	Parts of Speech – All 8 in brief
10	Pronouns. Activity – Use of Be, Have and Do
11	Activity – Use of 'was' and 'were' – Affirmative, Negative and Questions
12	There is, There are. Activity – Describe your Living Room
13	Use of Have, Has, Had – Affirmative, Negative and Questions
14	Use of Do, Does, Did – Affirmative, Negative and Questions
15	This is, That is, These are, Those are
16	Telling the Time / Time Reading
17	Modal Auxiliaries – Can, Could, Will, Would, Shall, Should
18	Modal Auxiliaries – May, Might, Must, Need, Dare, Ought
19	Use of Simple Present Tense – Describe your Day
20	Use of Simple Present Tense – Describe your Friend's Day
21	Use of Simple Present Tense. Activity of 3. Framing 'Wh' and 'Yes-No' Questions
22	Use of Simple Present Tense. Activity of 2. Question and Answer. Describe your Day
23	Use of Simple Past Tense – Describe your yesterday
24	Use of Simple Future Tense – What will you do tomorrow?
25	Present Continuous, Past Continuous and Future Continuous, Present Perfect, Past Perfect and Future Perfect
26	Voice of Tenses. Voice of Modals
27	Articles
28	Role Play
29	Group Discussion
30	How to take an interview
31	Language Lab Activities



## **Index**

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Sr. No	Name of Student	Class	Gender	Contact
82	LOHAR SUJIT SANJAY	BCOMFY	Male	9763646817
83	MANDLE AKSHAY SUDHAKAR	BCOMFY	Male	8766836347
84	PATANGE NILESH BALU	BCOMFY	Male	9767660863
85	PATEL AHAMAD MAHEBUB	BCOMFY	Male	7219063387
86	SHAIKH AJHAR AFSAR	BCOMFY	Male	9168715104
87	TODKAR SHIVAM SANJAY	BCOMFY	Male	7517014793
88	TARMUDE MAHESH BALBHIM	BCOMFY	Male	6361583130
89	VYANKAT SHIVAJI MUKADE	BCOMFY	Male	9366796106
90	WAKDE YOGESH KISHOR	BCOMFY	Male	9307472510



Research Guide & Head  
Dept. of English  
Adarsh Mahavidyalaya, Ornerga  
Dist. Osmanabad

- To impart better writing skills by sensitizing the learners to the dynamics of effective writing.
- To build up the learners confidence in oral and interpersonal communication by reinforcing the basics of pronunciation specially focusing on interviews / corporate meetings / international business travels.
- Enabling the learner to achieve adequate linguistic skills to help him compete in different tests of English.

### **3. Course Overview:**

Effective communication skills are essential to the successful operation of any organization and its individuals. The Certificate in Effective Communication is designed for those interested in developing skills to communicate messages efficiently both in writing and orally, present themselves professionally and communicate confidently in any situation.

The ability to communicate effectively and present ideas clearly is perhaps the most important skill you need to have in order to be successful in any career. Good communication skills are keys in many situations and play quite vital role in today's postmodern era. The Effective Communication Skills Certificate Program is designed to help the students to be a better, more effective communicator and presenter. This course's duration has 30 Hrs and the students will be admitted on the basis of first come first serve and 90 students will be admitted for the course from all the three disciplines, Arts, Commerce and Science.




6. Specimen Notices Circulated among the Students:  
**NOTICE FOR REGISTRATION**  
**(Certificate Course in Communication Skills)**

**03/08/ 2020**

All the students of B.A.F.Y., B.Sc.F.Y., and B.Com.F.Y., are informed that the Department of English has taken initiative and strated one Certificate Course in Communication Skills for the first year students. The period of the course will be 30 Hrs and it'll be conducted by the faculty of the Department of English.

Those who are interested in getting registered for the said course can collect the registration from from the Department of English from 3<sup>rd</sup> August 2020 and submit the same on or before 14<sup>th</sup> August 2020 at the Department of English and the lectures will begin from 17<sup>th</sup> August 2020. The admission process for the said course will be run on the basis of first come first serve and the intake capacity for the every discipline will be only 30. The students will be admitted on the basis of first come first serve.

**Course Duration: 30 Hrs**



**Dr. Pawar T. M.**  
Research Guide & Head  
Dept. of English  
Adarsh Mahavidyalaya, Omerga  
Dist. Osmanab

9. Time table : (2020-21)

Sr. No.	Day	Time	Faculty Name	Hall No
1	Monday	4 pm to 5 pm	Dr. Pawar T.M	Auditorium/ Hall. No 34
2	Tuesday	4 pm to 5 pm	Dr. Pawar T.M	Auditorium/ Hall. No 34
3	Wednesday	4 pm to 5 pm	Dr. Mothe P. S.	Auditorium / Hall. No 34
4	Thursday	4 pm to 5 pm	Dr. Mothe P. S.	Auditorium / Hall. No 34
5	Friday	4 pm to 5 pm	Dr. Mathpati S. P.	Auditorium / Hall. No 34
6	Saturday	4 pm to 5 pm	Dr. Mathpati S. P.	Auditorium / Hall. No 34

7. REGISTRATION FORM (Specimen):

S.S.P.M'S

**ADARSH MAHAVIDYALAYA, OMERGA, DIST. OSMANABAD, MS**  
(APPLICATION/REGISTRATION FORM FOR CERTIFICATE COURSE IN  
COMMUNICATION SKILLS BEING RUN BY THE DEPARTMENT OF ENGLISH)



To,

The Principal/HoD,  
Adarsh Mahavidyalaya, Omerga,  
Tq. Omerga, Dist. Osmanabad, MS.

Respected Sir,

I am applying for admission as a student for Certificate Course in Communicative Skills for  
the Academic Year 2020-2021. Class: ..... Roll No.: ..... WhatsApp: .....  
E-mail: .....

I furnish my particulars/ details as below:

Surname	Name	Father's/Husband's Name
.....	.....	.....

Sex: Male/Female: ..... Nationality: ..... Date of Birth: ...../...../.....

Category: OPEN/SC/ST/OBC (Non-Creamy-Layer) / Minorities : .....

Address: .....  
.....  
.....

Last Year Examination: ..... Obtained Marks: ..... Out of: ..... Per.(%): .....

I hereby declare that, the information given above is true to the best of my knowledge. I will be responsible for any discrepancy, arising from the given information. I assure that I will strictly follow the rules and regulations prescribed by the college and University. I will attend all activities (Seminar, Conference, Workshop, Guest Lectures, Symposium, etc) being organised by the department of English.

Signature of the Student







Sr. No	Name of Student	Class	Gender	Contact
41	DADGE KRISHNA KAMALAKAR	BSCFY	Male	8805184529
42	DATE VENKATESH LALASAHEB	BSCFY	Male	9823529133
43	ERANDE SAGAR BANDU	BSCFY	Male	9422079562
44	ERANDE SAGAR BANDU	BSCFY	Male	9422079562
45	FARIDABADKAR RAVIKIRAN PRABHAKAR	BSCFY	Male	9730028310
46	HULMAJAGE KALPAK DHANRAJ	BSCFY	Male	9860055657
47	HAHI SADIK MULLA	BSCFY	Male	9359504036
48	JADHAV SUSHANT SATISH	BSCFY	Male	9579882150
49	JAGDALE AKASH BALAJI	BSCFY	Male	8767034980
50	JAMAGE RUTIK YASHWANT	BSCFY	Male	9370648574
51	JAMBHALE VARSHA SHANKAR	BSCFY	Female	9763342420
52	KAMBLE SUDHAKAR ARJUN	BSCFY	Male	8999882022
53	KARALE SHIVRAJ ASHOK	BSCFY	Male	8880803532
54	LONDHE SWAPNIL LAXMAN	BSCFY	Male	8805063624
55	MADBONE JIJABAI MOHAN	BSCFY	Female	9763156970
56	PATIL VIVEKANAND SHIVANAND	BSCFY	Male	9356887054
57	PATNE ROHAN IRANNA	BSCFY	Male	8956025518
58	QURESHI FAUZIYA ZAVEEN IQBAL	BSCFY	Female	8856927361
59	RAJPUT VAISHALI MADANSING	BSCFY	Female	9003181567
60	TUDUM AMIT MANOJ	BSCFY	Male	7066406598
61	AGAMBARE SUREKHA GAJENDRA	BCOMFY	Female	9021964220
62	AUTI IRFAN ISAQ	BCOMFY	Male	7028865170
63	AWALE MAHESH VALMIK	BCOMFY	Male	7620003295
64	BANDICHHODE SHIVARAJ BIRANNA	BCOMFY	Male	7709463938
65	BANSODE LAXMAN RANGRAO	BCOMFY	Male	9370080024
66	BHALERAO DIKSHA SHYAM	BCOMFY	Female	7218368439
67	DEVKATE SIDRAM DNYANESHWAR	BCOMFY	Male	9579172697
68	DHAVILE SAROJA ASHOK	BCOMFY	Female	7507541437
69	GAIKWAD ANJALI APPARAO	BCOMFY	Female	8805935362
70	GAIKWAD BABASAHEB SAMBHAJI	BCOMFY	Male	7517571049
71	GHATE KISHOR DHANRAJ	BCOMFY	Male	9921470261
72	GHODAKE GOPAL RAJU	BCOMFY	Male	7507068614
73	HIREMATH SHIVAGANESH	BCOMFY	Male	8275474744
74	INAMDAR IFAT RAJESAB	BCOMFY	Female	9011743388
75	ITKAR SACHIN SURESH	BCOMFY	Male	7066912613
76	JADHAV ABHISHEK VIJAY	BCOMFY	Male	9284758585
77	JADHAV JAGDISH GOVIND	BCOMFY	Male	8263955430
78	JADHAV KRISHNA PRAKASH	BCOMFY	Male	9112998387
79	KALE SHILPA SHANKAR	BCOMFY	Female	9552457354
80	KAMBALE HARSHAD MACHCHINDRA	BCOMFY	Male	9529509010
81	KAMBLE DIPALI GUNDERAO	BCOMFY	Female	9021659424

5. Teaching Faculty:

Sr. No	Name of the Faculty	Designation	Qualification
1	Dr. Pawar T. M.	Head	M.A., Ph. D.
2	Dr. Mothe P. S.	Assistant Professor	M.A., M.Phil. NET. Ph. D.
3	Dr. Mathpati S. P.	Assistant Professor	M.A., M.Phil. NET. Ph. D.



S.S.P.M'S

ADARSH MAHAVIDYALAYA, OMERGA, DIST.

OSMANABAD, MS

(APPLICATION/REGISTRATION FORM FOR CERTIFICATE COURSE IN  
COMMUNICATION SKILLS BEING RUN BY THE DEPARTMENT OF  
ENGLISH)



- All questions are compulsory

- Each question carries two marks

- Tick Mark as ✓ at the right answer

- Time: 1:30 Hrs

Q.1. You meet with someone at 07:00 pm. What would you say?

A. Good Morning, Sir B. Good Afternoon, Sir C. Good Evening, Sir D. Good Evening, Dear

Q.2. A \_\_\_\_\_ speaker looks into the eyes of the audience.

A. Confident B. Impatient C. Rude D. Impolite

Q.3. Which of the following may convey arrogance?

A. Jointed Finger Tips B. A Shoulder Shrug C. A Pointed Finger D. Hands Swinging Loosely

Q.4. A pointed finger may be a gesture of accusation.

A. True B. False C. Certainly True D. Certainly False

Q.5. The correct pronunciation of 'air' is \_\_\_\_\_.

A. /eið:/ B. /e/ C. /eið/ D. /eð/

Q.6. The correct pronunciation of 'baby' is \_\_\_\_\_.

A. /bebi/ B. /beibi/ C. beibi: D. bebi

Q.7. What is interrogative sentence?

A. A Command B. A question C. A Statement D. A Demand

Q.8. I bought a **beautiful** dress at the mall. Beautiful is \_\_\_\_\_

A. Article B. Preposition C. Adjective D. Noun

Q.9. Raj knocked on the door **but** nobody answered. But is \_\_\_\_\_

A. Conjunction B. Preposition C. Adjective D. Adverb

Q.10. The plural form of person pronoun (my) is \_\_\_\_\_

A. We B. Me C. Our D. Us

Q.11. My friend asked my brother and \_\_\_\_\_ to dinner.

A. Mine B. My C. Me D. Our

Q.12. Whoever, Whose and Whosever etc. are called \_\_\_\_\_ pronoun.

A. Interrogative B. Compound Relative C. Relative D. Distributive

Q.13. My uncle, \_\_\_\_\_ is a doctor, is forty year old.

A. Whom B. Whose C. Who D. Which

Q.14. \_\_\_\_\_ he does, he does well.

A. Whoever B. Whichever C. Whatever D. Soever

Q.15. I think I \_\_\_\_\_ have failed the test, but I'm not sure.

A. Ought to B. Might C. Shall D. Will

Q.16. We have to rush. We \_\_\_\_\_ miss the last bus home.

- B. Needn't B. Couldn't C. Mustn't D. Wouldn't
- Q.17. If there is an age restriction then you \_\_\_\_\_ go in as you are too young.  
B. Should B. Shouldn't C. Couldn't D. Shall Not
- Q.18. \_\_\_\_\_ we leave now or do you want to wait ?  
B. Will B. Mightn't C. Shall D. Does
- Q.19. I \_\_\_\_\_ working all afternoon and have just finished the assignment.  
B. Have been B. had been C. Shall be D. am
- Q.20. By the next month, we shall \_\_\_\_\_ the project.  
B. Has completed B. Completing C. Completed D. Have completed
- Q.21. Rohan \_\_\_\_\_ the movie before he read the review.  
A. Watches B. Have watched C. Had watched D. Was watching
- Q.22. The boy laughed at the beggar (Change the voice).  
A. The beggar was laughed by the boy B. The beggar was being laughed by the boy  
C. The beggar was being laughed at by the boy D. The beggar was laughed at by the boy
- Q.23. The boys were playing cricket (Change the voice).  
A. Cricket had been played by the boys B. Cricket has been played by the boys  
C. Cricket was played by the boys D. Cricket was being played by the boys
- Q.24. \_\_\_\_\_ Sun shines brightly.  
A. The B. a C. an D. No Article
- Q.25. \_\_\_\_\_ book you want is out of print.  
A. A B. An C. The D. No Article

## 12. Assessment Procedure:

➤ Total Marks=100

### 1. Written Assessment – 50 Marks 23/09/2020

- MCQs (25 x 2 = 50 Marks)

### 2. Oral Assessment – 50 Marks 25/09/2020 & 26/09/2020


Students are given real life situations and are evaluated on following parameters

- Content – 10 marks
- Language – 10 marks
- Stage Courage – 10 marks
- Body Language – 10 marks
- Presentation Skills – 10 marks

Evaluation	Total Marks	Passing Marks
Written Assessment	50Marks	20
Oral Assessment	50Marks	20

  
Dr. Mathpati S. P.  
Course Coordinator

  
Dr. Mothe P. S.  
Coordinator

  
Dr. Pawar T. M.  
Research Guide & Head  
Dept. of English  
Adarsh Mahavidyalaya, Omerga  
Dist. Osmanabad





॥ अम एवं जयते ॥



# Adarsh Mahavidyalaya, Omerga

S.S.P.M's

Tq. Omerga, Dist. Osmanabad, M.S.

Arts, Commerce & Science

NMAC Reaccredited with B Grade (2.92 CGPA)

[www.adarshcollege.in](http://www.adarshcollege.in)

## Certificate

This is to certify that Mr./Ms. .... of

Adarsh Mahavidyalaya, Omerga, Tq. Omerga, Dist. Osmanabad, MS, has actively

participated in Certificate Course in Communication Skills organized by the Department of

English, Adarsh Mahavidyalaya, Omerga from 17/08/2020 to 21/09/2020

**Certified By:**



॥ अम एवं जयते ॥

Dr. Mathpati S P  
Commerce Coordinator

Dr. Mothe P. S.  
Coordinator

Dr. Pawar T. M.  
HOD, Dept. of English

Dr. D. P. Garud  
Principal















### 13. Results:

Sr. No	Name of Student	Written (50)	Oral (50)	Total (100)
1	AUSEKAR AKASH GURAPPA	30	30	60
2	BANSODE ARATI DILIP	36	24	60
3	BANSODE ARATI DILIP	28	20	48
4	CHATURBHUI GOPAL DATTATRAY	28	22	50
5	DALAL PRASHANT NIVRATI	22	20	42
6	DALAL PRASHANT NIVRATI	24	22	46
7	FULARI SIMARAN YUSUF	24	24	48
8	GAIKWAD AJIT FULCHAND	26	24	50
9	GHOTALE SHUBHAM ANNARAO	24	24	48
10	GUPTA SUMITKUMAR ANILKUMAR	24	24	48
11	INAMDAR USMAN RAJAN	22	20	42
12	JADHAV ROHIT JEJERAO	20	22	42
13	JADHAV ROHIT JEJERAO	24	22	46
14	KALMALE PRIYANKA PANDIT	26	26	52
15	KALSHETTI BHAGYASHRI MANJUNATH	30	20	50
16	KAMBLE VISHWAJEET GULAB	30	22	52
17	KAMBLE VISHWAJEET GULAB	28	22	50
18	KAVATHE SAVITRA SANJAY	26	20	46
19	MAREKAR VISHNU GOVIND	28	20	48
20	MATOLE TOFIK MANJUR	30	20	50
21	MATOLE TOFIK MANJUR	22	20	42
22	PANCHANGE RANJIT RAM	22	20	42
23	PATEL ISMAIL MAHAMED	28	22	50
24	RATHODE MAHESH RAJPAL	26	22	48
25	SALUNKE CHANDRAKANT KASHINATH	24	20	44
26	SARPE SAKSHI SHIVAJI	22	22	44
27	SAYYAD RIYAJ YUSUF	28	20	48
28	SWAMI SHIVKUMAR VIJAY	28	28	56
29	SWAMI SHIVKUMAR VIJAY	20	20	40
30	TALIKHEDE SHROTI DNYANESHWAR	22	22	44
31	ANTAREDDI RAJKUMARI SHANKAR	24	24	48
32	AUCHARE SHRIRAM ARVIND	28	22	50
33	BAGWAN SIMRAN IQBAL	24	28	52
34	BANDE AISHWARYA DNYANESHWAR	28	26	54
35	BANSODE SANDHYA GYANOBA	22	20	42
36	BHALERAO KAJAL HANMANT	24	22	46
37	BIRAJDAR VISHAL SHIVMURTI	26	22	48
38	BISWAS ABHISHEK MRINAL	26	22	48
39	CHUNGE ROHIT RAJENDRA	22	20	42
40	DADGE KRISHNA KAMALAKAR	28	24	52



41	DADGE KRISHNA KAMALAKAR	20	20	40
42	DATE VINKATESH LALASAHEB	22	20	42
43	FRANDE SAGAR BANDU	28	22	50
44	FRANDE SAGAR BANDU	22	22	44
45	FARIDABADKAR RAVIKIRAN P.	24	24	48
46	HUI MAJAGE KALPAK DHANRAJ	22	20	42
47	HAHI SADIK MULLA	20	20	40
48	JADHAV SUSHANT SATISH	24	24	48
49	JAGDALE AKASH BALAJI	26	20	46
50	JAMAGE RUTIK YASHWANT	28	20	48
51	JAMBHALE VARSHA SHANKAR	20	22	42
52	KAMBLE SUDHAKAR ARJUN	28	22	50
53	KARALE SHIVRAJ ASHOK	20	22	42
54	LONDHE SWAPNIL LAXMAN	24	22	46
55	MADBONE JIJABAI MOHAN	22	22	44
56	PATIL VIVEKANAND SHIVANAND	26	26	52
57	PATNE ROHAN IRANNA	28	20	48
58	QURESHI FAUZIYA ZAVEEN IQBAL	28	22	50
59	RAJPUT VAISHALI MADANSING	24	24	48
60	TUDUM AMIT MANOJ	22	22	44
61	AGAMBARE SUREKHA GAJENDRA	24	20	44
62	AUTI IRFAN ISAQ	24	22	46
63	AWALE MAHESH VALMIK	26	26	52
64	BANDICHHODE SHIVARAJ BIRANNA	28	28	56
65	BANSODE LAXMAN RANGRAO	24	22	46
66	BHALERAO DIKSHA SHYAM	22	20	42
67	DEVKATE SIDRAM DNYANESHWAR	24	20	44
68	DHAVILE SAROJA ASHOK	20	22	42
69	GAIKWAD ANJALI APPARAO	28	22	50
70	GAIKWAD BABASAHEB SAMBHAJI	30	26	56
71	GHATE KISHOR DHANRAJ	24	20	44
72	GHODAKE GOPAL RAJU	30	30	60
73	HIREMATH SHIVAGANESH	32	30	62
74	INAMDAR IFAT RAJESAB	28	22	50
75	ITKAR SACHIN SURESH	38	24	62
76	JADHAV ABHISHEK VIJAY	32	30	62
77	JADHAV JAGDISH GOVIND	30	22	52
78	JADHAV KRISHNA PRAKASH	26	24	50
79	KALE SHILPA SHANKAR	30	30	60
80	KAMBALE HARSHAD MACHCHINDRA	22	20	42
81	KAMBLE DIPALI GUNDERAO	28	28	56
82	LOHAR SUJIT SANJAY	36	30	66

83	MANDLE AKSHAY SUDHAKAR	26	26	52
84	PATANGE NILESH BALU	30	30	60
85	PATEL AHAMAD MAHEBUB	32	30	62
86	SHAIKH AJHAR AFSAR	30	26	56
87	TODKAR SHIVAM SANJAY	32	30	62
88	TARMUDE MAHESH BALBHIM	36	30	66
89	VYANKAT SHIVAJI MUKADE	30	24	54
90	WAKDE YOGESH KISHOR	30	30	60

#### 14.Specimen Certificate:

#### 15. Course Outcome :

The department of English runs the "Certificate Course in Communication Skills" for undergraduate students of first year (B.A., B.Com. and B.Sc.). The course has enabled the students to use the language correctly and form the grammatically correct sentences. It provides them the necessary tools for writing correct English. The course enables students to participate in various activities which demand writing.

There are 90 students who have completed the course successfully. At the end of the course, the students are able to construct correct sentences in their writing. They are able to organize ideas to develop coherent paragraphs. They could write various types of short texts, paragraphs and essays and use grammar and tenses correctly while writing answers in exam and in other situations which demand writing. At the end of the course, the students were evaluated by conducting an exam and were awarded a certificate after successful completion of the course.



A handwritten signature in blue ink, appearing to be "S. V."

**PRINCIPAL**

**Adarsh Mahavidyalaya, Omurga**  
**Tq. Omurga, Dist. Osmanabad (M.S.)**

A handwritten signature in blue ink, appearing to be "S. J. J."

**IQAC Co-Ordinator**  
**Adarsh Mahavidyalaya, Omurga**  
**Tq. Omurga Dist. Osmanabad (MS)**



॥ Shrama Evam Jayate ॥  
Shrmajivi Shikshan Prasarak Mandal's

**ADARSH MAHAVIDYALAYA OMERGA,  
DIST. OSMANABAD**



DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE IN

**MS OFFICE**



ANNUAL REPORT

2021-22

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## 1. **About the Department**

The department of Computer Science was established in 2000.  
The department has four faculty members.

Sr. No.	Faculty Name	Designation	Qualification
1	Mr. Mulajkar Achut Ratnakar	Assistant Professor & Head	M.Sc.
2	Smt. Gund Bhagyashri Bibhishan	Assistant Professor	M.Sc.
3	Mr. Reddy Sanath	Assistant Professor	M.Sc.

The department has the two computer lab (UG + PG) with upgraded software. we have been trying our level best to give quality education from the date of the establishment of the department. Most of the students in our college are from rural and farming background, so, when they join our college they do not have any touch the globalization We just try to make them familiar Computer system and remove the fear of computer from their mind. We offer the courses as follow:

### 1) **B.Sc. (Optional Computer)**

### 2) **M.Sc. (Computer Science)**

Master of Computer Science (2005) is a two years postgraduate program designed to train future professionals, rather than mere 'degree holders'. This course caters to the needs of e-commerce in industry where the students would ultimately find employment and therefore, has a completely different approach to learning.

### 3) **C. C. C. (Compulsory Computer Course)** an introductory course (B.A - I, B.Sc I)

### 4) **M.S. office (Ms. Excel, Ms. Word, Ms. Powerpoint)**



## **2. Aims and Objectives of the Course**

- To enhance the students' skills by using MS OFFICE
- To help the Students explain their thoughts by using MS OFFICE
- To help the learner get rid of his present flaws and mistakes in office skills
- To help the learner to make their presentations
- To impart better typing skills.
- To build up the learners confidence in presentations using PPT's

## **3.Course overview**

Microsoft Office is software which was developed by Microsoft in 1988. This Office suite comprises various applications which form the core of computer usage in today's world.

From the examination point of view, questions from MS Office and its applications are frequently asked in all the major Government Exams conducted in the country.

Competitive exams including Bank, SSC, Railways, Insurance, etc. have Computer Knowledge as an integral part of their exam syllabus and candidates must note that it can be the most scoring too.

No lengthy calculations or solutions are required to answer Computer knowledge-based questions and instead of complex questions, straightforward and direct questions are asked which makes answering them even easier.

Thus, candidates must focus on this section to improve their overall performance and improve their mark sheet. Given below are a few important links which may help candidates with their preparation for competitive exams:

## 4. Syllabus of the Course

### MS Office Applications & its Functions

#### 1. MS Word

- First released on October 25, 1983
- Extension for Doc files is ".doc"
- It is useful in creating text documents
- Templates can be created for Professional use with the help of MS Word
- Work Art, colours, images, animations can be added along with the text in the same file which is downloadable in the form of a document
- Authors can use for writing/ editing their work

To read in detail about Microsoft Word, its features, uses and to get some sample questions based on this program of Office suite, visit the linked article.

#### 2. MS Excel

- Majorly used for making spread sheets
- A spread sheet consists of grids in the form of rows and columns which is easy to manage and can be used as a replacement for paper
- It is a data processing application
- Large data can easily be managed and saved in tabular format using MS Excel
- Calculations can be done based on the large amount of data entered into the cells of a spread sheet within seconds
- File extension, when saved in the computer, is ".xls"

Also, visit the Microsoft Excel page to get more information regarding this spread sheet software and its components.

#### 3. MS PowerPoint

- It was released on April 20, 1987
- Used to create audio-visual presentations
- Each presentation is made up of various slides displaying data/ information
- Each slide may contain audio, video, graphics, text, bullet numbering, tables etc.
- The extension for PowerPoint presentations is ".ppt"
- Used majorly for professional usage
- Using PowerPoint, presentations can be made more interactive

In terms of Graphical user interface, using MS PowerPoint, interesting and appealing presentation and documents can be created. To read more about its features and usage, candidates can visit the linked article.

"

Apart from the applications mentioned above, various other applications are included in the MS Office suite but these are most commonly used ones and questions based on the same may be asked in the upcoming exams as well.

## **6. Specimen Notices Circulated among the Students:**

### **I. NOTICE FOR REGISTRATION (Certificate Course In MS OFFICE) 2021-22**

All the students of B.Sc.F.Y. are informed that the Department of Computer science has taken initiative and started one Certificate Course in MS OFFICE for the first year students. The period of the course will be 30 Hrs and it'll be conducted by the faculty of the Department of Computer science.

Those who are interested in getting registered for the said course can collect the registration from from the Department of Computer science from 04 Sept 2021 and submit the same on or before 11 Sept 2021 at the Department of Computer science and the lectures will begin from 15<sup>th</sup> Sept. 2021. The admission process for the said course will be run on the basis of first come first serve and the intake capacity for the every discipline will be only 30.

**Course Duration: 30 Hrs**

  
**H.O.D**  
**(Mr. Muthuraj A.R.)**  




## 7. REGISTRATION FORM (Specimen):

S.S.P.M'S  
ADARSH MAHAVIDYALAYA, OMERGA, DIST. OSMANABAD, MS  
(APPLICATION/REGISTRATION FORM FOR CERTIFICATE COURSE MS OFFICE BEING  
RUN BY THE DEPARTMENT OF COMPUTER SCIENCE)



To,

The Principal/HoD,  
ADARSH MAHAVIDYALAYA, OMERGA,  
TQ. OMERGA, DIST. OSMANABAD, MS.



Respected Sir,

I am applying for admission as a student for Certificate Course in MS OFFICE for  
the Academic Year 2021-22. Class: ..... Roll No:.....  
WhatsApp:..... E-mail: .....

I furnish my particulars/ details as below:

Surname	First Name	Father's/Husband's Name
.....	.....	.....
.....	.....	.....
Sex: Male/Female:.....	Nationality:.....	Date of Birth:...../...../.....

Category: OPEN/SC/ST/OBC (Non-Creamy-Layer) / Minorities :  
.....

Address:.....  
.....

Last Year Examination:.....Obtained Marks:.....Out of:.....  
Per.(%):.....

I hereby declare that, the information given above is true to the best of my knowledge. I will be responsible for any discrepancy, arising from the given information. I assure that I will strictly follow the rules and regulations prescribed by the college and University. I will attend all activities (Seminar, Conference, Workshop, Guest Lectures, Symposium, etc.) being organized by the department of computer science

Signature of the Student

**6. LIST OF STUDENT AND ATTENDANCE : (2021-22)**

1	LIMBALE DAMINI SURESH	16	SONTAKKE VISHWAJEET TULSHIDAS
2	BHALERAO SONALI DEVIDAS	17	PAWAR ABHISHEK FULCHAND
3	DESHWAR ARADHANA AJAY	18	AGALAVE KAVITA SHIVAJI
4	KAMBALE PRIYANKA DHONDIRAM	19	BANSODE NIKITA TUKARAM
5	KOKARE ANKUSH NAMDEV	20	BANDGAR YUVRAJ BHIM
6	KOLNURE SWATI RAJENDRA	21	CHAVAN KRISHNA SANJAY
7	LAMTURE LAXMI BALAJI	22	DESHPANDE VEDANT DHONDOPANT
8	MIRGALE AKASH SHRIMANT	23	INGALE PRASHANT VINAYAK
9	MULE PALLAVI SHANKAR	24	DONGAVE NIKITA PRAKASH
10	MULLA ANJUM MAHETAB	25	KILLARE YOGESH LAXMAN
11	NAIK ARTI MOHAN	26	MAMALE ASHWINI DASHIRATH
12	PADNURE ASHISH CHANDRAKANT	27	SAKHARE SWATI SATISH
13	PALAMPALLE PRASHANT VILAS	28	BIRAJDAR ABHISHEK BALAJI
14	PANCHAL POONAM BABURAO	29	NAKADE POOJA BHASKAR
15	PAWAR AARTI RAMRAO	30	SURWASE SANKET TANAJI



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Sr. No	Name of Student	05/10	06/10	07/10	08/10	09/10	11/10	12/10	13/10	14/10	16/10	18/10	19/10	20/10	21/10	22/10
1	LIMBALE DAMINI SURESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	BHALERAO SONALI DEVIDAS	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
3	DESHTWAR ARADHANA AJAY	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P
4	KAMBALE PRIYANKA DHONDIRAM	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
5	KOKARE ANKUSH NAMDEV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	KOLNURE SWATI RAJENDRA	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
7	LAMTURE LAXMI BALAJI	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
8	MIRGALE AKASH SHRIMANT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	MULE PALLAVI SHANKAR	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
10	MULLA ANJUM MAHETAB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	NAIK ARTI MOHAN	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
12	PADNURE ASHISH CHANDRAKANT	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
13	PALAMPALLE PRASHANT VILAS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	PANCHAL POONAM BABURAO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	PAWAR AARTI RAMRAO	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P
16	SONTAKKE VISHWAJEET TULSHIDAS	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
17	PAWAR ABHISHEK FULCHAND	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	AGALAVE KAVITA SHIVAJI	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
19	BANSODE NIKITA TUKARAM	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
20	BANDGAR YUVRAJ BHIM	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P

[illegible]

### 9. TIME TABLE :

SR. NO.	DAY	TIME	FACULTY NAME	HALL NO
1	MONDAY	04:20 PM	ARM	13
2	TUESDAY	04:20 PM	ARM	13
3	WEDNESDAY	04:20 PM	ARM	13
4	THURSDAY	04:20 PM	BBG	13
5	FRIDAY	04:20 PM	BBG	13
6	SATURDAY	04:20 PM	BBG	13

ARM : MR. MULAJKAR A.R.

BBG : GUND B. B.

COMPUTER LAB : 13

Arjun 14  
Head  
Dept. Of Computer Sci.  
Adarsh Sr. College



## 10. SPECIMEN QUESTION PAPER & ANSWER KEY

### Microsoft Office – Sample Questions and Answers

Given below are a few sample questions based on the pattern in which they may be asked in the competitive exams from the topic of MS Office.

Q 1. To create a new paragraph in MS Word document, which of the following keyboard keys can be used?

1. Tab
2. Enter
3. Alt
4. alt+@
5. Shift

Answer: (2) Enter

Q 2. Which of the following is not a version of MS Office?

1. Microsoft Office 3.0
2. Microsoft Office XP
3. Microsoft Office 2007
4. Microsoft Office 1995
5. Microsoft Office 2009

Answer: (5) Microsoft Office 2009

Solution: No version named Microsoft Office 2009 was ever released by Microsoft for the Office suite

Q 3. What is the name of the file created on MS Excel to manage data in tabular form by managing them into various cells?

1. Document
2. Docsheet
3. Workspace
4. Worksheet
5. Spreadsheet

Answer: (5) Spreadsheet

Solution: The data in MS Excel is managed on sheets called spreadsheets which comprise rows and columns called cells

Q 4. Which of these is the file extension for Microsoft PowerPoint presentation?

1. .ppp
2. .ppt
3. .mpp
4. .mp3
5. .mpt

Answer: (2) .ppt

Q 5. Which of the given type of software is similar to that of an Accountant's worksheet?

1. Spreadsheet
2. Database

3. Graphics
4. Document
5. PowerPoint Presentation

**Answer: (1) Spreadsheet**

Apart from the Computer Knowledge section, the links to the syllabus page for the other sections have been given below in the table. Candidates are advised to check the detailed section-wise syllabus below:

**Q 6.** Which keyboard keys can be used to align the text to the left side of the document in MS Word?

1. Alt+L
2. Alt+Spacebar
3. Ctrl+L
4. Ctrl+Spacebar
5. Tab+L

**Answer: (3) Ctrl+L**

**Q 7.** The block in an MS Excel spreadsheet where a column and row intersects each other is called \_\_\_\_\_. What shall come in place of the blank?

1. Key block
2. Cell
3. Square
4. Box
5. None of the above

**Answer: (2) Cell**

**Q 8.** Which of the given combinations of keyboard keys can be used as a shortcut to paste the text without removing its formatting?

1. Ctrl+C
2. Ctrl+Alt+V
3. Alt+Shift+V
4. Shift+Enter+V
5. Shift+Ctrl+V

**Answer: (5) Shift+Ctrl+V**

**Q 9.** Which of the given combinations of File type and its extension is incorrect?

1. MS Word – .doc
2. MS Excel – .xls
3. MS PowerPoint – .ppt
4. MS Outlook – .out
5. All of the above are correct

**Answer: (4) MS Outlook – .out**

**Solution:** The correct extension for MS Outlook file is .pst

**Q 10.** The cell reference for a range of cells that starts in cell D2 and goes over to column F and down to row 12 is?

1. D2:F12
2. D-2:F-12
3. F12:D2
4. F-12:D-2
5. None of the above

**Answer: (1) D2:F12**

**Q 11. Which of the following is not a view format for a PowerPoint presentation?**

1. Slide View
2. Outline View
3. Slide Show View
4. Presentation View
5. All of the above are a view format

**Answer: (2) Outline View**

**Q 12. MS Access is considered to be DBMS. What does S stand for in DBMS?**

1. System
2. Solution
3. Software
4. Settings
5. None of the above

**Answer: (3) Software**

**Q 13. Which keyboard shortcut key can be used to save a document directly?**

1. Ctrl+S
2. Ctrl+D
3. Ctrl+F
4. Alt+S
5. Shift+S

**Answer: (1) Ctrl+S**

**Q 14. Which of the following MS Office applications be used to show the development data of a company with pictorial and audio/visual format, where each page gives different information?**

1. MS Word
2. MS Excel
3. MS Outlook
4. MS PowerPoint
5. MS Access

**Answer: (4) MS PowerPoint**

**Q 15. What is the command "Ctrl + PageUp" used for?**

1. Moves the cursor one Page Up
2. Moves the cursor one Paragraph Up
3. Moves the cursor one Screen Up
4. Moves the cursor one Line Up
5. None of these

**Answer: (1) Moves the cursor one Page Up**



## 11. ASSESSMENT PROCEDURE:

- TOTAL MARKS=50
- THEORY ASSESSMENT – 30 MARKS  
MCQ – 15 QUESTIONS CARRYING 2 MARK EACH
- PRACTICAL ASSESSMENT – 20 MARKS

Evaluation	Total Marks	Passing Marks
Theory Assessment	30Marks	12
practical Assessment	20Marks	8



Smt. Gund B. B.  
Course Co-coordinator

Dept. Of Computer Science  
Adarsh Sr. College, Omerga

**RESULTS:**

Sr.	Name of Student	Theory (30)	practical (20)	Total (50)	Certificate No.
1	LIMBALE DAMINI SURESH	22	12	34	COX001
2	BHALERAO SONALI DEVIDAS	24	14	38	COX002
3	DESHTWAR ARADHANA AJAY	26	15	41	COX003
4	KAMBALE PRIYANKA DHONDIRAM	20	16	36	COX004
5	KOKARE ANKUSH NAMDEV	22	17	39	COX005
6	KOLNURE SWATI RAJENDRA	24	18	42	COX006
7	LAMTURE LAXMI BALAJI	28	19	47	COX007
8	MIRGALE AKASH SHRIMANT	23	15	38	COX008
9	MULE PALLAVI SHANKAR	26	16	42	COX009
10	MULLA ANJUM MAHETAB	28	14	42	COX010
11	NAIK ARTI MOHAN	22	18	40	COX011
12	PADNURE ASHISH CHANDRAKANT	22	19	41	COX012
13	PALAMPALLE PRASHANT VILAS	20	20	40	COX013
14	PANCHAL POONAM BABURAO	22	10	32	COX014
15	PAWAR AARTI RAMRAO	28	18	46	COX015
16	SONTAKKE VISHWAJEET ULSHIDAS	26	15	41	COX016
17	PAWAR ABHISHEK FULCHAND	24	16	40	COX017
18	AGALAVE KAVITA SHIVAJI	22	14	36	COX018
19	BANSODE NIKITA TUKARAM	20	15	35	COX019
20	BANDGAR YUVRAJ BHIM	18	19	37	COX020
21	CHAVAN KRISHNA SANJAY	18	18	36	COX021
22	DESHPANDE VEDANT DHONDOPANT	26	18	44	COX022
23	INGALE PRASHANT VINAYAK	24	19	43	COX023
24	DONGAVE NIKITA PRAKASH	28	16	44	COX024
25	KILLARE YOGESH LAXMAN	26	14	40	COX025
26	MAMALE ASHWINI DASHRATH	26	15	41	COX026
27	SAKHARE SWATI SATISH	26	18	44	COX027
28	BIRAJDAR ABHISHEK BALAJI	28	19	47	COX028
29	NAKADE POOJA BHASKAR	22	16	38	COX029
30	SURWASE SANKET TANAJI	18	17	35	COX030

13. SPECIMEN CERTIFICATE

Shramjivi Shikshan Prasarak Mandal's

ADARSH MAHAVIDYALAYA OMERGA



CERTIFICATE NO.

DEPARTMENT OF COMPUTER SCIENCE

## CERTIFICATE

THIS IS TO CERTIFY THAT SHRI/MISS \_\_\_\_\_ OF CLASS  
B.SC. I, SEM I ROLL NO \_\_\_\_\_ HAS SUCCESSFULLY ATTENDED A CERTIFICATE COURSE  
IN MS OFFICE AND QUALIFIED THE EXAM TAKEN ON COURSE **MS OFFICE**, AS UNDER IN

COORDINATOR  
(SMT. GUND B.B.)

HEAD OF THE DEPARTMENT  
(MR. MULAKAR A.R.)



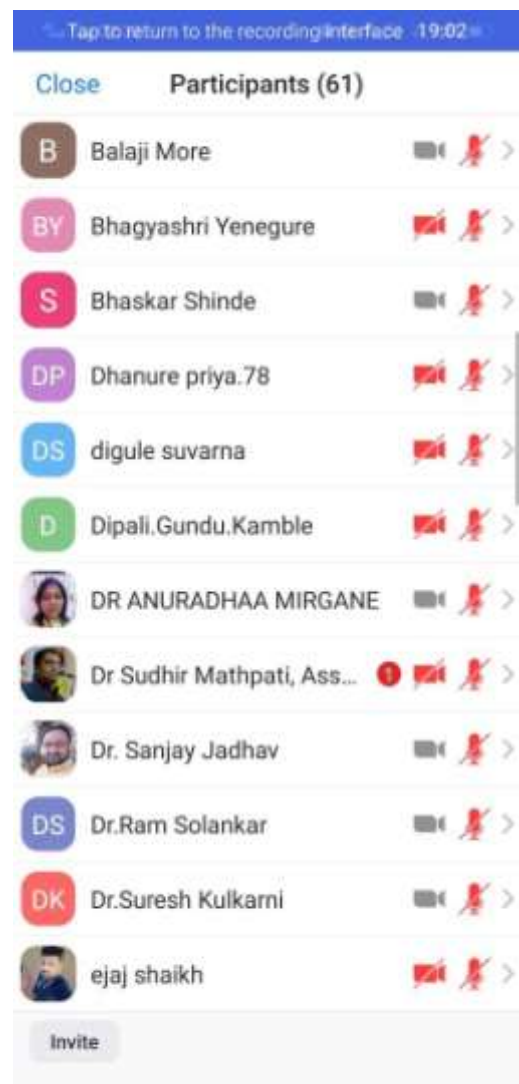


#### 14. Course Outcome :

The department of Computer science runs the "Certificate Course in MS OFFICE " for undergraduate students of first year (B.Sc.). The course has enabled the students to use the Computer correctly and do smart work using office skill. It provides them the necessary tools for job works, presentations and maintains official record smartly. The course enables students to make notes, resumes, bio, own presentations on different topics.

There are 30 students who have completed the course successfully. At the end of the course, the students are able to present their office skills. They are able to organize their notes, different presentations, different records neatly in computer. They could write various types of short texts, paragraphs and essays using MS Word, they could make different presentations for group discussion using PPT, Manage ,access different record by using formulas using MS Excel.

At the end of the course, the students were evaluated by conducting an exam and were awarded a certificate after successful completion of the course.

[illegible]













*S. Patel.*  
**IQAC Co-Ordinator**  
 Adarsh Mahavidyalaya, Omerga  
 Tq. Omerga Dist. Osmanabad (MS)



*Principle*  
**PRINCIPAL**  
 Adarsh Mahavidyalaya, Omerga  
 Tq. Omerga, Dist. Osmanabad (M.S.)





**(BLOOD DONATION CAMP)**









*S. Patel.*

**IQAC Co-Ordinator**  
Adarsh Mahavidyalaya, Omerga  
Tq. Omerga Dist. Osmanabad (MS)



*P. V.*

**PRINCIPAL**  
Adarsh Mahavidyalaya, Omerga  
Tq. Omerga, Dist. Osmanabad (M.S.)







(HEALTH CAMP)







**IQAC Co-Ordinator**  
Adarsh Mahavidyalaya, Omerga  
Tq. Omerga Dist. Osmanabad (MS)



**PRINCIPAL**  
Adarsh Mahavidyalaya, Omerga  
Tq. Omerga, Dist. Osmanabad (M.S.)





(YUVA DIN RALLY)







**IQAC Co-Ordinator**  
Adarsh Mahavidyalaya, Omerga  
Tq. Omerga Dist. Osmanabad (MS)



**PRINCIPAL**  
Adarsh Mahavidyalaya, Omerga  
Tq. Omerga, Dist. Osmanabad (M.S.)