



# **Katruwar Arts, Ratanlal Kabra Science and B. R. Mantri Commerce College, Manwath**

Certificate Course  
in

## **Proficiency in English: Written and Spoken**

English is regarded as the international language and an effective tool of communication among all the continents of the world. A special need is felt to improve written as well as spoken English in the contemporary electronic software online world. As there are varieties in English based on region and on the impacts of the speakers' mother tongues, deliberate efforts to improve intelligibility of English are still awaited. So, taking into consideration the condition while Speaking and Writing English, it is highly appreciable move to make some improvements in this regard.

It is proposed to introduce a course which will definitely stand as a model for Written and Spoken English which highly useful to the undergraduate and postgraduate students. Correct grammatical usage oriented, intelligent English is very useful in all walks of life. While preparing the course special care is taken on different factors related to grammar spelling, usage, pronunciation along with vocabulary. The students will find the course highly useful in their Spoken and Written English to meet every need they feel. The course consists of thirty contact hours and will be taught by the departmental staff. Classroom material is presented in the form of lectures, group and pair work as well as practical activities and exercises through which students will learn to understand the fundamentals of Speaking and Writing English.



## **Objectives**

1. To encourage the students to write grammatically correct English by avoiding common errors in writing.
2. To prepare students to practice English useful for day to day communication.
3. To ease students' anxieties about using English as a mode of oral communication.
4. To develop an understanding that communication is a two-way process in which the listener evaluates effectiveness of the speaker.
5. To improve skills in listening, organizing, adapting to audiences, and orally presenting messages.

## **Course Content**

### **Unit: I**

#### **Written English**

- 1) Sentence Structure
- 2) Verb Pattern
- 3) Idioms and Phrases
- 4) Report Writing

(15 Contact Hours)

### **Unit: II**

#### **Spoken English**

- 1) Speech Sounds
- 2) Phonetic Transcription
- 3) Word Stress
- 4) Pronunciation Patterns
- 5) Intonation

(15 Contact Hours)



## **Books / CDs**

Jadhav, B. S. and et al. 2008. *Prism: Spoken and Written Communication*.  
Mumbai: Orient BlackSwan. Print / CD.

Jadhav, B.S. and et al. 2009. *Radiance: Communication Skills, Prose and Poetry*. Mumbai: Orient BlackSwan. Print.

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LeBane, M.C. (2004). *Public Speaking & Presentations*. North Carolina, USA:  
Lulu Press Inc. Print.

Paranjape, D. J. and et al. *SpeakWell English*. Mumbai: Navneet Education  
Limited. Print / CD.

Sethi and Dhamija. 1997. *A Course in Phonetics and Spoken English*. New  
Delhi: Prentice-Hall. Print.

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& B. R. Mantri Commerce Colleg.  
MANWATH, Dist. PARBHANI



KATRUWAR ARTS, RATANLAL  
KABRA SCIENCE & B. R. MANTRI  
COMMERCE COLLEGE, MANWATH -  
431 505 DIST. PARBHANI (M.S.)



कत्रुवार कला, रतनलाल काबरा विज्ञान  
आणि बी.आर. मंत्री वाणिज्य महाविद्यालय,  
मानवत - 431505 जि. परभणी (महा.)

BEST COLLEGE AWARD 2010  
Re-Accredited with 'B' grade by NAAC  
ISO 9001:2015

(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)

Prin.: (02451) 240535, Office: 240087, Fax: 240535, Resi. 240547 e-mail: [principalkkmcm@gmail.com](mailto:principalkkmcm@gmail.com)

Dr. B. S. Munde  
PRINCIPAL

## Academic Year 2022-2023

Date-15/12/2022



### Notice

All the students are hereby informed that the department is going to conduct a COC Certificate course in English during Jan 01 to Feb 15, 2023.

The time table displayed on the notice board. Contact Dept. of English.

Dept. of English

D. S. R. Shinde

Coordinator

Dr. Durgesh B. Ravande,  
Coordinator, IQAC,  
K.K.M. College, Manwath,  
Dist. Parbhani-431505

Principal

Katruwar Arts R. Kabra Science  
& B. R. Mantri Commerce College  
MANWATH, Dist. PARBHANI





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## **Certificate Course in**

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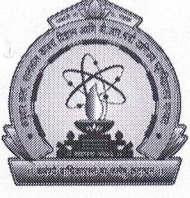


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महाविद्यालय, मानवत ता.मानवत जि.परभणी.



हिंदी विभाग



( हिंदी प्रमाणपत्र पाठ्यक्रम )  
शैक्षणिक वर्ष 2022-23

अ.क्र.	अध्याय	तासिका
1	भाषा स्वरुप- विशेषता	5
2	हिंदी साहित्य का इतिहास- परिचय	4
3	साहित्य विधा का परिचय	5
4	हिंदी संवैधनिक स्थिती – परिचय	4
5	हिंदी वैश्विक स्थिती	2
6	हिंदी में रोजगार अवसर	2
7	भाषा कौशल के माध्यम - श्रवण-वाचन- लेखन	4
8	जनसंचार माध्यम में हिंदी	4



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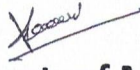


## Academic Year 2022-2023

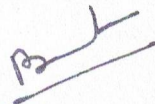
Date- 20/02/2022

### Notice

All Marathi/ English/Hindi students are hereby informed that the department is going to conduct a COC Certificate course in Marathi/English/Hindi during to The time table displayed on the notice board. Contact Dept. of Marathi.

  
Dept. of Marathi

  
Coordinator

  
Principal  
KATRUWAR ARTS, RATANLAL KABRA SCI. &  
B. R. MANTRI COM. JR. & SR. COLLEGE,  
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ता.मानवत जि.परभणी- 431505

मराठी विभाग



मराठी व्याकरण प्रमाणपत्र अभ्यासक्रम

अ.क्र.	प्रकरण	तासिका
1	व्याकरणाची निर्मिती व महत्व	2
2	वर्ण विचार	4
3	संधी	3
4	शब्दविचार (शब्दांच्या जाती)	4
5	लिंगविचार	2
6	वचनविचार	2
7	विभक्तिविचार	3
8	प्रयोग	4
9	समास	4
10	अलंकार	4
11	वाक्यविचार	3



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## Academic Year 2022-2023


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**PTSP Mandal's**  
**KATRUWAR ARTS , RATANLAL KABRA SCIENCE AND B R MANTRI**  
**COMMERCE COLLEGE, MANWAT ,DIST PARBNHANI-431505**

**Certificate Course in**



**Communication Skills/Soft Skills**

**Competitive Examination and Placement**  
**Cell**

**2018-19**





## Introduction

Certificate course in Communication skills is one of the best for the students who will always be more interactive in classrooms if they have strong communication skills. This interaction will lead to better clarity in understanding the subjects being taught. This would, in turn, lead to much better grades and eventual success in academics.

## What is Communication Skills ?

Mutual interaction among two or more individuals is termed as 'Communication'. For a student, learning good communication skills—which involve reading, writing, listening, and speaking—will not only help with socialization and classroom performance, but will serve them well in all areas of their life. For a teacher, communication skills are vital.

**The detail of the course is as follows:**

- **Focus:** To prepare the students to communicate orally with confidence in various academic, social, professional and other situations.

Name of the course: *Certificate Course in Communication Skills*

- Level: Certificate
- Stream: Any stream

**Eligibility Criteria:** 10+2

**Duration:** 40

days Language: English

Intake: 30 seats Fees:

Free of charge

**Selection /Admission Criteria:** First come first serve Attendance: 90%

**Academic calendar** for the course: Two days in a week (01 days theory periods & 01 day practice) Available infrastructure: Well-equipped Language digital lab.

Teaching Staff: Qualified, Experienced Guest Lecturers & eminent professors will be invited. **Non-teaching staff:**

## Examination structure & schedule:

At the end of course the examination will be conducted. Its notice & time table will be displayed for communication to the students at least before 15 days of the date of examination.

Course CS -01 Theory paper (objective/short answer type) = 50 marks, Two hours duration.

CS -02 Oral Test =50 marks, two hours' duration



**Certificate carrying grades:** After successful completion of course colourful certificate indicating grade will be awarded to the candidate.

Reservation: NA

**Course Content:** Syllabus/Program:

**SCHEME:** *Certificate Course in Communication Skills* as one of the Certificate

Course at undergraduate level

**Credits to be earned** : 02

**Theory paper** : 01 credits

**Practical course/paper** : 01 credit.

- Learners should be able to communicate in various academic, social, professional and other situations.
- Learners should be able to use language accurately and appropriately for different purposes
- Learners should be able to read intensively and extensively
- Learners should be able to respond critically to questions on various texts
- Learners should be able to distinguish between fact and opinion
- Learners should be able to summarise oral and written texts
- Learners should be able to evaluate various texts orally or in written responses
- Learners should be able to participate actively in discussions, debates and other oral activities
- Learners should be able to develop academic and professional writing skills in order to present reasoned and mature arguments.

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

#### **Salient features**

- An integrated course with modules catering to both beginners as well as advanced learners. A comprehensive course that covers all the major aspects of communication skills training.
- Carefully designed sections on each communication skills that offer detailed information as well as practical exercises.
- Teaching methodology is learner-oriented, communicative and task-based.
- Updated with latest inputs from expert and experienced communication skills trainers in the corporate arena.
- Aims at enriching the individual's personality and ensuring personal, social and professional productivity profile but also qualities one to impart vital communication skills training in different spheres.





## COMMUNICATION SKILLS

### CS-1: ASPECTS OF COMMUNICATION

Unit-1: Communication: An Introduction Définition, Nature and Scope of Communication

- Importance and Purpose of Communication
- Process of Communication
- Types of Communication



Unit-2: Non-Verbal Communication

- Personal Appearance,
  - Gestures,
  - Postures,
  - Facial Expression,
  - Eye Contacts,
- Body Language(Kinesics)
- Time language
- Silence
- Tips for Improving Non-Verbal Communication

### Unit-3: Effective Communication

- Essentials of Effective Communication
- Communication Techniques
- Barriers to Communication
- *Unit-3: Communication in English*
- Age of Globalization and the Need for Communicating in English
- English as the First or Second language
- Uses of English in academic and non-academic situations in India

### CS-2: VERBAL COMMUNICATION (ORAL-AURAL)

#### Unit-4: Listening Skills-I

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening- an Effective Listening Skill
- Benefits of Effective Listening
- Barriers to Listening
- Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.)
- Unit-8: Listening Skills-II Academic Listening (Listening to Lectures)
- Listening to Talks and Presentations
- Note Taking Tips



### **Unit-5: Oral Communication Skills (Speaking Skills)-I**

- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet(IPA) Symbols
- Spelling and Pronunciation



Unit-6: Oral Communication Skills-II(Communication in Context-I) Asking for and giving information

- Offering and responding to offers
- Requesting and responding to requests
- Congratulating people on their success
- Expressing condolences
- Asking questions and responding politely.
- Apologizing and forgiving

3 Unit-7: Oral Communication Skills-III (Communication in Context-II)

» Giving instructions

- Seeking and giving permission
- Expressing opinions(likes and dislikes)
- Agreeing and disagreeing
- Demanding explanations
- Asking for and giving advice and suggestions
- Expressing sympathy

### **Unit-8: Reading Skills**

- Purpose, Process, Methodologies
- Skimming and Scanning
- Levels of Reading

» Reading Comprehension

- Academic Reading Tips

### **CS-3: VERBAL COMMUNICATION (WRITTEN)**

#### **Unit-9: Effective Writing Skills-I**

» Elements of Effective Writing (What is Writing?)

Main Forms of Written Communication Paragraph Writing (Linkage and Cohesion)

« The Sentence, Phrases and Clauses

- Types of Sentences

Unit-10: Effective Writing Skills-II

- Letter Writing(formal and informal)
- Essay writing
- Notices



## **Unit-11: Effective Writing Skills-IU**

- » Summarising
- Précis Writing
- Note-making



## **CS-4: COMMUNICATION AS A SKILL FOR CAREER BUILDING**

### **Unit-12: Preparing for a Career**

- Identifying job openings
- Applying for a job
- Preparing Cover letters
- Preparing a CV/Resume and Effective Profiling

### **Unit-13: Presentation Skills**

- Preparing a PowerPoint Presentation
- Greeting and introducing
- Presenting a Paper
- » Group Discussions
- » Preparing for and Facing a Job Interview

### **Unit-14: Business Communication**

- Preparing Agenda and Minutes for Meetings
- » Writing Notices and Memos
- Drafting an E-mail, Press Release
- « Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies)

### **5 Unit-15: Telephone Skills**

- Basics of Telephone communication
- How to handle calls- telephone manners
- Leaving a message
- Greeting and Leave Taking over phone(etiquette)

### **Unit-16: Time & Stress Management**

- Identifying Time Westers
- Time Management Tips
- Identifying Factors Responsible for Stress • Stress Management Tips
  
- Test Preparation Tips



## **Unit-17: Soft Skills for Leadership and Team Management**

- Qualities of a Good Leader
- Leadership Styles
- Decision Making
- » Intrapersonal skills
- Interpersonal skills
- Problem solving
- Critical thinking
- Negotiation skills





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Dr. B. S. Munde  
PRINCIPAL



Date 28.12.2019

To,

- i) Dr. Prakash Bhange  
Assistant Professor, Dept. of English,  
S.G.B. Mahavidyalaya, Purna

(External Expert)

- ii) Durgehsh Ravande, Assist. Professor, Dept. of English,  
KKM Mahavidyalaya, Manwat

(Internal Expert)

Dear Sir/s,

It gives us immense pleasure to inform you that the College Management has decided to introduce a Certificate Course in Communication Skills for UG students across the streams. You are hereby informed to draft the syllabus within a week and submit the same to the IQAC.

*B.S.*

Principal  
PRINCIPAL

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## Short Term Course on Yoga



### **Course Outcomes**

The Course outcome is:

1. To know the benefits of Yogic practices.
2. To create the awareness regarding Yoga.
3. To make able to student to perform the various Yogic Practices.
4. To know about the benefits of Kriya and Mudra of Yoga
5. To established the relationship of Yoga and daily life routine.

### **Unit 1-Introduction**

Origin of Yoga, Meaning and Definition of Yoga. History and Development of Yoga; Etymology and Definitions, Misconceptions, Alm and Objectives of Yoga, True Nature and Principles of Yoga

Astanga Yoga: Yama, Niyama, Aasna, Pranayama, Prathyahara, Dharana, Dhyana, Samadhi,

Concept of Yogic Practices; Principles of Breathing

### **Unit II-Aasanas and Pranayam**

Asanas: Types-Techniques and Benefits,

Surya Namaskar: Methods and benefits. Pranayama: Types- Methods and benefits.

Nadis: Meaning, methods and benefits, Chakras: Major Chakaras- Benefits of clearing and balancing Chakras.

### **Unit III-Kriyas**

Shat Kriyas- Meaning, Techniques and Benefits of Neti-Dhati-Kapalapathi-Trataka -

Nauli-Basti, Bandhas: Meaning, Techniques and Benefits of Jalendra Bandha, Jihva Bandha, Uddiyana Bandha, Mula Bandha.

### **Unit IV-Mudras**

Meaning, Techniques and Benefits of Hasta Mudras, Asamyukta hastam, Samyukta hastam, Mana Mudra, Kaya Mudra, Banda Mudra, Adhara Mudra. Meditation: Meaning, Techiques and Benefits of Meditation-Passive and active, Saguna Meditation and Nirguna Meditation





Short Term Course on Yoga  
Practical



**1. History and Introduction of Yoga-**  
Procedure & Direction for Yoga Practice

**2. Suryanamaskar-**  
12 stpes and Mantra

**3. Yoga for Concentration-Warm Up**

- Garudasan - Steps and Benefits
- Gomukhasan - Steps and Benefits
- Baddhapadmasan - Steps and Benefits
- Ardhmatsendrasan - Steps and Benefits
- Shavasan - Steps and Benefits

**4. Standing Asanas**

Warm up

Tadasan - Steps and Benefits

Utkatasan - Steps and Benefits

Vrikshasan - Steps and Benefits

- Veerbhadrasan - Steps and Benefits

- Trikonasan - Steps and Benefits

**5. Sitting Asanas-**

Warm Up

- Padmasan - Steps and Benefits

- Vajrasan - Steps and Benefits

- Akarn Dhanurasan - Steps and Benefits

Yog Mudrasan - Steps and Benefits

**6. On Stomach Asanas**

Warm Up

Dhanurasan - Steps and Benefits

Naukasan - Steps and Benefits

- Bhujangasan - Steps and Benefits

Shabhasan - Steps and Benefits

- Makrasan - Steps and Benefits





## 7. Asanas-Lying on the Back

Warm Up • Pawan Mukhtasan - Steps and Benefits

Uttan Padasan - Steps and Benefits

• Setu Bhandhasan - Steps and Benefits

Sarvangasan - Steps and Benefits

• Halasan - Steps and Benefits

• Chakrasan - Steps and Benefits

## 8. Basic Pranayama

Breathing Exercise

• Anulom and Vilom - Steps and Benefits

• Bhramari - Steps and Benefits

Ujjayi - Steps and Benefits

Kapalbhati - Steps and Benefits

• Bhastrika - Steps and Benefits

• Shitali - Steps and Benefits

• Shitkari - Steps and Benefits

## 9. Mudra

Information and Benefit of Mudra

• Dhyana - Steps and Benefits

• Vayu - Steps and Benefits

Prithvi - Steps and Benefits

Prana - Steps and Benefits

• Aprana - Steps and Benefits

• Vishnu - Steps and Benefits

## 10. Shuddhi Kriya

Information and Types

• Neti - Steps and Benefits

Tratak - Steps and Benefits

• Nauli - Steps and Benefits

• Dhauti - Steps and Benefits

Jal Kapalbhathi - Steps and Benefits

## 11. Bandh-Information and Benefits



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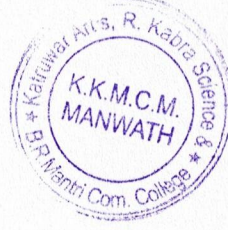
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Dr. B. S. Munde  
PRINCIPAL



Date 23.11.2020

To,

Dear Sir/s,

- 1) Shri Suryaprakash Tiwari –
- 2) Dr. Sachin N. Chobe-

External Expert  
Internal Expert

It gives us immense pleasure to inform you that the College Management has decided to introduce a Certificate Course in Yoga for UG students across the streams. You are hereby informed to draft the syllabus within a week and submit the same to the IQAC.

  
Principal

PRINCIPAL

Katruwar Arts R. Kabra Science  
& B. R. Mantri Commerce College  
MANWATH, Dist. PARBHANI