



Yashoda Girls'
Arts & Commerce College
Sneh Nagar, Wardha Road, Nagpur 440015
NAAC Accreditation B++ with 2.82 CGPA
Rashtrasant Tukadoji Maharaj Nagpur University
Department of Lifelong Learning & Extension

Certificate course in
Basic Skills Required for Career

Duration 30 Days

(From 11th May 2021 to 15th June 2021)

Coordinator

Dr Pramod Fating
Head Department of Commerce

Principal

Dr Dhanraj Shete

Academic Session
2021-2022



Yashoda Girls' Arts & Commerce College

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

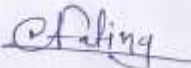
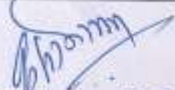
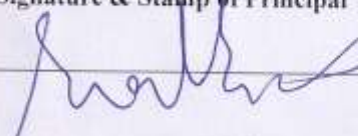
NAAC Accreditation B++ with 2.82 CGPA

Sneh Nagar, Wardha Road, Nagpur. 440015

BRIEF REPORT

Brief Report on Short Term Course

Academic Year- 2020-2021

Name of the Course Undertaken under Department of Life Long Learning and Extension, RTM Nagpur University and IQAC of the Institution	Certificate Course in Basic Skills Required for Career	
Academic Session	2020-2021	
Duration of the Short Term Course	30 days	
Organizing Department/ Committee	Department of Commerce	
Total number of students Participated in the Course	40	
Brief Report	<p>The Short Term Certificate course entitled Certificate Course in Basic Skills Required for Career was undertaken by the Department of Commerce of the institution in collaboration with Department of Life Long Learning and Extension, RTM Nagpur University during the session 2020-2021 under the guidelines of the Internal Quality Assurance Cell of the institution. The duration of the course was 1 month. Total 40 students participated in the short term course and successfully completed the Course. The completion certificates have been given to the students duly signed by the Director, Department of Life Long Learning and Extension, RTM Nagpur University.</p>	
Criterion No. 1	Metric No:-1.2.2 & 1.2.3	
Signature of Activity Co-ordinator	Signature and Stamp of IQAC Co-ordinator	Signature & Stamp of Principal
	 Co-ordinator, IQAC Yashoda Girls' Arts & Commerce College, Nagpur	 PRINCIPAL Yashoda Girls Arts & Commerce College, Sneh Nagar, Nagpur-15



APPLICATION FOR PERMISSION

DrPramod Fating (Commerce)

Purushottam Khaparde Health & Education Society's
Yashoda Girls' Arts & Commerce College

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(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

Sneh Nagar, Wardha Road, Nagpur 440015

Tel. 0712 2290637 Fax: 0712 2290368

www: yashodagirlscollege.edu.in ygc.ngp@rediffmail.com

D/ Com. 2020-21

Date 05/01/2021

To,

The Principal,
Yashoda Girls' Arts & Commerce College
Nagpur-15

Subject :- **Application for permission to start Short Term Course.**

Res.Sir,

I Wish to bring to your kind knowledge that as per the directions given in the IQAC meeting, I wish to introduce a short term course for (35 days) entitled "**Basic Required for Career**" for the students in collaboration with Development of lifelong learning & extension R.T.M.Nagpur University.

You are requested to give me permission to Introduce the course.

Date:- 05/01/2021

Place :- Nagpur

Your Faithfully

P. Fating
Dr. Pramod Fating
Dep of Commerce

Permitted
[Signature]

PRINCIPAL
Yashoda Girls Arts & Commerce College
Sneh Nagar, Nagpur-15



NOTICE

Purushottam Khaparde Health & Education Society's
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STC Syllabus Framing

Dr. Pramod Fating

Academic Session- 2020-2021

NOTICE

Certificate Course Basic Skills Required for Career


As per the decision of the Internal Quality Assurance Cell of the Institution to introduce Certificate Course in **Basic Skills Required for Career** for One Month (36 Days) for the students of Commerce Faculty with the specific purpose to bridge the gap and supplement the advanced learning contents, a committee of faculty members and experts is being constituted for framing the curriculum for the said Add-on-Course. The names of the committee members are as under :-

1. Prin.Dr. Dhannraj Shete	Chairman	Principal
2. Dr Tushar Choudhari	Member	Faculty
3. Dr Narendra Bagde	Member	Faculty
4. Dr Sarita Karangulkar	Member	Faculty
5. Dr Baldeo Kakde	Member	Faculty
6. Dr Mansuri	Member	Faculty
7. Dr Pramod Fating		Coordinator

All the committee members are hereby informed that :-

- They should frame the syllabus remaining committed to curriculum standards.
- The duration of the Add-on-Course should be kept in mind while framing the syllabus.
- The syllabus should be framed in an organized, efficient manner taking into proper consideration the specific objectives of the course and the course outcomes (Cos).




Principal
PRINCIPAL
Yashoda Girls Arts & Commerce College
Sneh Nagar, Nagpur-15



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY
Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 &
 declared a State University, governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017)

DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Gurunanak Bhavan, University Campus, Amravati Road, Nagpur - 440 033. Phone : 2530860
 E-mail : doll-rtmnu@gmail.com

To,
 The Principal
 Yashoda Girls' Arts & Commerce College,
 Nagpur.

No.DOLLE/162/21

Dated : 04.02. 2021

**Subject : Sanction for Conducting Short Term Courses under
 Jeevan Shikshan Abhiyan on No Grant Basis.**

Sir/Madam,

With reference to your proposal for conducting Short Term courses indicated below under Jeevan Shikshan Abhiyan of this Department, I am to inform you that your proposal have been accepted by the Department and your College has been granted permission to conduct the online course on the following conditions:

Details of the Course

Sr. No.	Name of the Course	Duration	No. of Candidates to be admitted	Fees to be Charged per Student	Fees to be Deposited With the Deptt.
1	Certificate Course in Basic Skills required for Career	1 Month	40	100/-	10%
2	Certificate Course in Corporate Communication & Public Relation	1 Month	40	50/-	10%
3	Certificate Course in Basic Preparation for Competitive Examination	35 days	40	100/-	10%
4	Certificate Course in Health and Yoga	35 days	50	100/-	10%
5	Certificate Course in Soft Skill for Personality	3 Months	40	100/-	10%
6	Certificate Course in Agricultural Marketing	1 Month	40	100/-	10%

Rules & Regulations of this Department regarding these courses should be strictly followed.

- Owing to Covid-19 situations all the norms of Central & State Government and instructions by R.T.M. Nagpur University, Nagpur should be strictly followed.
- This sanction is valid for this particular Batch only.
- Fees for the course should be charged as per the norms prescribed.
- Expenditure on the course should be incurred as per norms.
- Course should be started within a Month from the date of sanction.
Please communicate your acceptance within a month and submit the Initial Report
- Submit the List of Students admitted in the excel format attached herewith.
Also send a soft copy in CD/Pen drive.

Your's faithfully,

P. W. Patil
 Director

Initial Report

RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION
INITIAL REPORT UNDER JEEVAN SHIKSHAN COURSES

1. Name of the Course : **Certificate Course in Basic Skills Required for Career**
2. Name of the College Organising : **Yashoda Girls' Arts & Commerce College, Nagpur (PH. 2290637)**
3. Name and Address of the Course Co-Ordinator : **Dr. P.G.Fating
Yashoda Girls' Arts & Commerce College, Nagpur-440015**
4. Venue of the Course with full address : **Yashoda Girls' Arts & Commerce College, Sneh Nagar,
Wardha Rd, Nagpur-440015**
5. Date of Starting the Course : **11 May 2021**
6. Timing of the Course (Attach a copy of Time-Table) : **10:00 AM to 01:00 PM**
7. Duration : **1 Month (36 Hours)**
8. Medium of Instruction : **English / Hindi / Marathi**
9. No. of Students Admitted (Attach a List with Names) : **40 Students**
10. Accommodation available : **Room No-5 & 6**
(Class Rooms) with furniture Keeping in view the No. of Candidates to be admitted to the course.
11. Information of Faculty Member :

S. N	Name	Topics to be Taught	Full Postal Address	Phone No.if any
1.	Dr. Tushar Choudhari	Introduction to Skill Development	Porwal College Nagpur	9921403902
2.	Dr. Narendra Bagde	Communication Skill and Personality Development	P.W.S.College Nagpur	9096056554
3.	Dr.Sarita Karangulkar	Techniques in Personality Development Types	V.M.V. College, Nagpur	9823352670
4.	Dr Anand Mule	Self confidences Goal Settings	J.M.Patel College Bhandara	9766639188
5	Dr Sahebrao Chouhan	Time Management and effective Planning	G.S.College, Wardha	9834471997

12. Any other matter relating the course :
13. Total Fees Charged Per Student : **Rs 50.00 Per Student (Rs 50 X 40 = Rs 2000/-)**
14. Amount of Enrolment Fees to be deposited with the Deptt. : **10% (Rs. 200/-)**

SIGNATURE & SEAL OF THE
PRINCIPAL

PRINCIPAL
Yashoda Girls Arts & Commerce College
Sneh Nagar, Nagpur-44

SIGNATURE & SEAL OF THE
COURSE CO-ORDINATOR
(Dr. P. G. Fating)



TIME TABLE

Course schedule (Course outline) : TIME-TABLE

36 Lectures/days	Lesson topic, planned activities and lesson outcomes and evaluation criterion
<u>Week : 1</u> Lecture :3	Introductions of Skill Development
<u>Week : 2</u> Lecture :3	Various type of Basic Personality
<u>Week : 3</u> Lecture :3	Motivation and Morality Meaning of Skill Types
<u>Week : 4</u> Lecture :3	Communication Skill
<u>Week : 5</u> Lecture :3	Development Communication and Relationship team skill
<u>Week : 6</u> Lecture :3	Techniques in Personality Development types
<u>Week : 7</u> Lecture :3	Self confidence Goal Settings
<u>Week : 8</u> Lecture :3	Developing Goal Settings
<u>Week : 9</u> Lecture :3	Time Management and Effective Planning
<u>Week : 10</u> Lecture :3	Self Motivation and Skill Development
<u>Week : 11</u> Lecture :3	Presentation / Viva
<u>Week : 12</u> Lecture :3	Examination

P. Fatiny
(P. P. G. Fatiny)
Commerce



[Signature]
PRINCIPAL
Tashoda Girls Arts & Commerce College
Bijch Nagar, Nagpur-15

STUDENT LIST

Name of the Institute- Yashoda Girls Arts & Commerce College
Name of the Course- BCOM-II
Year-2020-21

Sl. No.	Name of the Student	Gender	DOB	Place of Birth		Category	Enrol no.	State Qualification	Marks	Contact No.	Email id	Address
				House No.	State							
1	ANITA RAJESH AL TARI	F	07.04.1996	Nagpur	MP	SC	10101001	10101001	800044296	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
2	ANILKUMARI SHINDRA SAM	F	18.02.2002	Bilwa	MP	SC	10101001	10101001	954215448	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
3	SABU SANTOSH SHINDAS	F	07.03.1998	Kolhapur	MA	SC	10101001	10101001	954215448	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
4	SHAGUNSHI MAHARAJ SHINDE	F	01.03.1999	Bilwa	MP	SC	10101001	10101001	954215448	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
5	SHRUTI DEVI SHIRAS	F	04.03.1999	Nagpur	MP	SC	10101001	10101001	954215448	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
6	CHANDRANI SUNI PARVE	F	25.03.1999	Wardha	MA	SC	10101001	10101001	954215448	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
7	DIWANKRE PRANSHU DONDRE	F	14.08.2000	Wardha	MA	SC	10101001	10101001	779402728	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
8	DIPTI VIDY WACHANE	F	26.11.02	Nagpur	MP	SC	10101001	10101001	730032088	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
9	DINAMANI VIJAY WASHADE	F	18.09.1999	Nagpur	MP	SC	10101001	10101001	788075801	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
10	HIMANI ANAND MIDAL	F	05.07.2002	Nagpur	MP	SC	10101001	10101001	727629823	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
11	KARLI GENICAL YAWAR	F	14.12.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
12	KARLI JEWALI KATHLEWAR	F	13.09.1999	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
13	KALYANI YASHWANT MANDKAR	F	06.11.1997	Nagpur	MP	SC	10101001	10101001	730032088	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
14	KAVITA BACHKUNSHI THAKUR	F	18.09.2001	Nagpur	MP	SC	10101001	10101001	700447888	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
15	KRISHNA HARIDAS DAUTAM	F	20.08.2000	Nagpur	MP	SC	10101001	10101001	770003488	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
16	KRISHNA SANGAT NARAD	F	20.03.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
17	LAXMI CHANAL SUDARSHI	F	18.05.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
18	MANISHA BHULEKRA PATIL	F	05.04.2000	Nagpur	MP	SC	10101001	10101001	779402728	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
19	MANISHA LAMCHAWAR SHINDE	F	06.12.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
20	MAYURI NARAYAN CHIMARE	F	04.11.2000	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
21	NARJANA AJAY SHINDE	F	01.09.2002	Nagpur	MP	SC	10101001	10101001	779402728	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
22	NAUSABA YUNUS KHAN	F	11.11.2000	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
23	NEHA NARAYAN KUMARI	F	05.03.2000	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
24	NEHA CHANDAN SHARDA	F	07.11.1998	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
25	NEHA ANKUSH CHAWALE	F	18.09.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
26	NEHA SHILPA MISHRA	F	28.08.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
27	NEHA PREMAKSHI SHINDE	F	09.09.2000	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
28	NEHA DILIP KAMBLE	F	06.08.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
29	NEHA RAJENDRA LAFRE	F	10.08.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
30	NEHA SHYAM NARAYAN	F	05.11.1998	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
31	NEHA KUNAL KADAM	F	01.12.2002	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
32	NEHA KISHOR KAMTHE	F	21.11.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
33	NEHA NARAYAN SHINDE	F	07.08.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
34	NEHA KISHOR LAFRE	F	15.11.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
35	NEHA SURESH NARAYAN	F	25.04.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
36	NEHA SHYAM NARAYAN	F	05.12.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
37	NEHA SUDHAR KAMBLE	F	04.08.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
38	NEHA MADHUKAR CHODHARI	F	11.11.1999	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
39	NEHA SATISH PATIL	F	11.08.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	
40	NEHA SURESH KADAM	F	08.08.2001	Nagpur	MP	SC	10101001	10101001	880130713	yashoda11@gmail.com	Chandrapur, Nagpur, Maharashtra	


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Short Term Course Basic Skills Required for Career

Dr. P. G. Fating

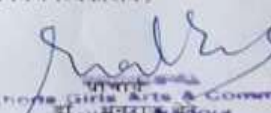
प्रति,

डॉ. नरेंद्र बागडे
 पी. डब्ल्यू. एस कॉलेज,
 नागपूर.

विषय :- Short Term Course on Basic Skills Required for Career अर्थात अतिथी
 व्याख्यानाकरिता आमंत्रण स्वीकारण्याबाबत

सदर विषयाच्या अनुषंगाने आपणसम विनंती आहे की, आमच्या महाविद्यालयाच्या Online Short Term
 Course on Basic Skills Required for Career चे Virtual Class dt. 11/05/2021 to 15/06/2021 या
 दरम्यान सुरु असलेल्या अतिथी व्याख्यानाकरिता दि. १२/०५/२०२१ ला सकाळी १०:०० ते ११:०० वाजता
 वाणिज्य विषयाच्या विद्यार्थिनींना मार्गदर्शन करण्याकरिता आमंत्रित करत आहोत कृपया आमंत्रण स्वीकारावे.

ठिकाण-नागपूर
 दि. ०८/०५/२०२१


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Short Term Course Basic Skills Required for Career

Dr. P. G. Fating

प्रति,

डॉ. नरेंद्र बागडे

पी. डब्ल्यू. एस कॉलेज,

नागपूर.

विषय :- **Short Term Course on Basic Skills Required for Career** च्या अतिथी
व्याख्यानाकरिता आमंत्रण स्वीकारण्याबाबत

सदर विषयाच्या अनुषंगाने आपणाम विनंती आहे की, आमच्या महाविद्यालयाच्या **Online Short Term Course on Basic Skills Required for Career** चे Virtual Class dt. 11/05/2021 to 15/06/2021 या दरम्यान सुरु असलेल्या अतिथी व्याख्यानाकरिता दि. ११/०५/२०२१ ला सकाळी १०:०० ते ११:०० वाजता वाणिज्य विषयाच्या विध्यार्थीनीना मार्गदर्शन करण्याकरिता आमंत्रित करत आहोत कृपया आमंत्रण स्विकारावे.

ठिकाण-नागपूर

दि. ०८/०५/२०२१


प्रमुख
Yashoda Girls' Arts & Commerce College Nagpur

Purushottam Khaparde Health & Education Society's
Yashoda Girls' Arts & Commerce College

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Short Term Course Basic Skills Required for Career

Dr. P. G. Fating

प्रति,

डॉ. सरिता करणगुटकर
व्ही एम व्ही कॉलेज ,
नागपूर.

विषय :- Short Term Course on Basic Skills Required for Career च्या अतिथी
व्याख्यानाकरिता आमंत्रण स्वीकारण्याबाबत

सदर विषयाच्या अनुषंगाने आपणास विनंती आहे की, आमच्या महाविद्यालयाच्या Online Short Term Course on Basic Skills Required for Career चे Virtual Class dt. 11/05/2021 to 15/06/2021 या दरम्यान सुरु असलेल्या अतिथी व्याख्यानाकरिता दि. १३/०५/२०२१ ला सकाळी १०:०० ते ११:०० वाजता वाणिज्य विषयाच्या विद्यार्थिनींना मार्गदर्शन करण्याकरिता आमंत्रित करत आहोत कृपया आमंत्रण स्विकारावे.

ठिकाण-नागपूर
दि. ०८/०५/२०२१


प्राचार्य
Yashoda Girls Arts & Commerce
College, Nagpur

Purushottam Khaparde Health & Education Society's
Yashoda Girls' Arts & Commerce College

Accredited B++ with 2.82 CGPA for first cycle by NAAC

(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

Sneh Nagar, Wardha Road, Nagpur 440015

Tel. 0712 2290637 Fax: 0712 2290368

www: yashodagirlscollege.edu.in ygc.ngp@rediffmai.com

Short Term Course Basic Skills Required for Career

Dr. P. G. Fating

शुद्धि,

डॉ. तुषार चौधरी

एस. के. पोरबाव कॉलेज कामटी,


नागपूर.

विषय :- Short Term Course on Basic Skills Required for Career च्या अतिथी
व्याख्यानाकरिता आमंत्रण स्वीकारण्याबाबत

सदर विषयाच्या अनुषंगाने आपणास विनंती आहे की, आमच्या महाविद्यालयाच्या Online Short Term Course on Basic Skills Required for Career चे Virtual Class dt. 11/05/2021 to 15/06/2021 या दरम्यान सुरु असलेल्या अतिथी व्याख्यानाकरिता दि. १५/०५/२०२१ ला सकाळी १०:०० ते ११:०० वाजता वाचिज्य विषयाच्या विद्यार्थिनींना मार्गदर्शन करण्याकरिता आमंत्रित करत आहोत कृपया आमंत्रण स्विकारावे.

ठिकाण-नागपूर

दि. ०८/०५/२०२१


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साकोली.

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ठिकाण-नागपूर
दि. ०८/०५/२०२१


प्राचार्य
डॉ. धर्मराज शेटे
Yashoda Girls' Arts & Commerce College, Nagpur

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डॉ. ए. के. मन्सुरी
जी. . एस कॉमर्स कॉलेज,
वर्धा.

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व्याख्यानाकरिता आमंत्रण स्वीकारण्याबाबत

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ठिकाण-नागपूर
दि. ०८/०५/२०२१


प्राचार्य
Yashoda Girls Arts & Commerce
College Wardha

STUDENT SIGNATURE

SHORT TERM CERTIFICATE COURSE BASIC SKILLS REQUIRED FOR CARRER
YASHODA GIRLS ARTS & COMMERCE COLLEGE
STUDENT LIST 11.5.2021 TO 15.6.2021


SR NO	STUDENT NAME	SIGNATURE
1	ANITA BACHHALAL SAHU	Anita Sahu
2	ANUJKUMAR VIRENDRA SAH	Sah
3	BABY SANTOSH SHRIVAS	B.S. shrivas
4	BHAGYASHREE MAHADEO BHAGAT	By B. m. Bhagat
5	BINDIYA INDRAJEET SHRIVAS	Shrivias
6	CHANCHAL SUNIL PARVE	C.S. Parve
7	DHANSHREE PRAKASH DONGRE	Dongre
8	DIPTY VIJAY WAGHADE	Dipity Waghade
9	DIVYANI VIJAY WAGHADE	Divyani Waghade
10	HIMANI ANAND MISAL	H. Misal
11	KAJAL GENDLAL VERMA	Kajal Verma
12	KAJAL JIVENLAL KATHELAWAR	Kathelawar
13	KALYANI YESHWANT MAROTKAR	K. Marotkar
14	KAVITA BACHHANSING THAKUR	Thakur
15	KHUSHBU HARIDAS GAUTAM	Gautam
16	KHUSHBU SANJAY NARAD	K.S. Narad
17	LAXMI CHAINLAL SALUKHE	Salukhe
18	MANDAKINI BHUJENDRA PATHAK	Pathak
19	MANISHA UMACHARAN SAHU	M. J. Sahu
20	MAYURI NAMDEO KUMRE	Kumare
21	MRUNAL AJAY BANTE	M.A. Bante
22	NAUSHABA JUBER KHAN	N. Khan
23	NIKITA NAMDEO KUMRE	N.N. KUMRE
24	NISHA DEOGULAL SHAHU	Shahu
25	NIVEDETA ANKUSH DHAWALE	N. DHAWALE
26	PALLAVI SHRIRAM MISAL	Pallavi Misal
27	PARVATI PREMDAS SHENDE	Parvati Shende
28	PAYAL DILIP KAMBLE	Payal Kamble
29	POOJA RAVINDRA UPRE	Pooja Upre
30	PRACHI MANOJ NAGDIVE	P. M. Nagdive
31	PRANALI KHUSHALRAO GADEKAR	Gadekar
32	PRERNA KISHOR RAMTEKE	Ramteke
33	PRINSI TILAKCHAND BRAHME	Brahme
34	PRITI KISHOR UKEY	P. Ukey
35	PRITI SURESH NAGPURE	P.S. Nagpure
36	PRIYA SHIVKUMAR SINGH	Singh
37	PRIYANKA SIDDHARTH KAMBLE	Kamble
38	RAJNI MADHUKAR GHODESWAR	R.M. Ghodeswar
39	RANI SATISH PATEL	Patel
40	RANI SUBELAL BILONE	Rani Bilone

STUDENT GRADE

SHORT TERM CERTIFICATE COURSE BASIC SKILLS REQUIRED FOR CARRER
YASHODA GIRLS ARTS & COMMERCE COLLEGE
STUDENT LIST 11.5.2021 TO 15.6.2021

SR NO	STUDENT NAME	GRADE
1	ANITA BACHHALAL SAHU	A
2	ANUJKUMAR VIRENDRA SAH	A
3	BABY SANTOSH SHRIVAS	A
4	BHAGYASHREE MAHADEO BHAGAT	A
5	BINDIYA INDRAJEET SHRIVAS	A
6	CHANCHAL SUNIL PARVE	A
7	DHANSHREE PRAKASH DONGRE	A
8	DIPTY VIJAY WAGHADE	A
9	DIVYANI VIJAY WAGHADE	A
10	HIMANI ANAND MISAL	A
11	KAJAL GENDLAL VERMA	A
12	KAJAL JIVENLAL KATHELAWAR	A
13	KALYANI YESHWANT MAROTKAR	A
14	KAVITA BACHHANSING THAKUR	A
15	KHUSHBU HARIDAS GAUTAM	A
16	KHUSHBU SANJAY NARAD	A
17	LAXMI CHAINLAL SALUKHE	A
18	MANDAKINI BHUJENDRA PATHAK	A
19	MANISHA UMACHARAN SAHU	A
20	MAYURI NAMDEO KUMRE	A
21	MRUNAL AJAY BANTE	A
22	NAUSHABA JUBER KHAN	A
23	NIKITA NAMDEO KUMRE	A
24	NISHA DEOGULAL SHAHU	A
25	NIVEDETA ANKUSH DHAWALE	A
26	PALLAVI SHRIRAM MISAL	A
27	PARVATI PREMDAS SHENDE	A
28	PAYAL DILIP KAMBLE	A
29	POOJA RAVINDRA UPRE	A
30	PRACHI MANOJ NAGDIVE	A
31	PRANALI KHUSHALRAO GADEKAR	A
32	PRERNA KISHOR RAMTEKE	A
33	PRINSI TILAKCHAND BRAHME	A
34	PRITI KISHOR UKEY	A
35	PRITI SURESH NAGPURE	A
36	PRIYA SHIVKUMAR SINGH	A
37	PRIYANKA SIDDHARTH KAMBLE	A
38	RAJNI MADHUKAR GHODESWAR	B
39	RANI SATISH PATEL	B
40	RANI SUBELAL BILONE	B




PRINCIPAL
 Yashoda Girls Arts & Commerce Colleg
 Sech Nagar, Nagpur-15

STUDENTS ATTENDANCE

YASHODA GIRLS ARTS & COMMERCE COLLEGE, NAGPUR
 Certificate course in Basic Skills Required for Career
 Student Attendance Sheet

Date - 11-06-2021 to 15-06-2021

Sl. NO	NAME OF THE STUDENTS	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	
1	ANITA BACHHAL SAHU	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	ANURADHI VIRENDR SHAH	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
3	SARV SARTOSH SHIRVAE	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	BIKASHREE MANOJIO BHAGAT	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	DIPOYIA HIRANJEE SHIRVAE	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	CHANCHAL SUNIL PARGE	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	DHANSHREE PRAKASH DUNGHE	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	DIPTI VIKR NAGHADE	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	DIWANI VIKR WAGHADE	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
10	HIMANI ANAND MISHA	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	KAJAL GEORGI VERNI	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
12	KAJAL JYOTHI KATHOLWAR	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	KALYANI YESHWANT MAROTBAR	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	KAVITA BACHHAYANG THAKUR	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	KONZIBU NARAJI DALYAM	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	KONZIBU SARJIT NARAJ	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	LAKSHI CHANAL SALASHE	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
18	MANDABENI BHANUJENDRA PATHAN	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
19	MANDASHI UMASHANKAR SAHU	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
20	MAYANI NAMDEO KUMAR	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
21	MILUNALI LAXI BAITI	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
22	NALINIASHA JIBER KHAN	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
23	NIHITA NAMDEO KUMAR	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
24	NISHA DEBODI LAL SHIRDI	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
25	NIKHITA ANILJI SHIKHARLE	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
26	PALLAVI SHIRAM MISHA	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
27	PARVATI PREMDAS SHENDE	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
28	PATIL DEVI KAMBLE	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
29	PODDA RAJESHWARI URBE	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
30	PRAJN MANJU NAGOSE	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
31	PRANALI KRISHALRAO GADKAR	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
32	PREENYA KISHOR KAMTARE	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
33	PRINIS TILAKHANI BHARMA	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
34	PRITI KISHOR LIMAY	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
35	PRITI SURESH NAGPURI	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
36	PRINSA SHIVUNAM SHIRDI	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
37	PRINYASA DEVIHARTI KAMBLE	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
38	RAJANI BACHHUKAR GHODESHWAR	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
39	RANI SATISH PATIL	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
40	RANI SURESH BILDI	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



(Signature)
PRINCIPAL
 Yashoda Girls Arts & Commerce Collg.
 Sree Nagar, Nagpur-44

RTMNU Short Term Course 2020-2021

MCQ TEST

BASIC SKILL REQUARIED FOR CAREER

Marks 40

Time 30 Minuets

1. **Motivation is the process by which employees' efforts at workplace are energized, directed, and sustained toward attaining a goal.**
 - A. True
 - B. False

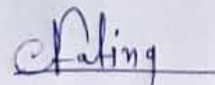
2. **Early theories concentrate on what motivates individuals in their work. They include:**
 - A. Maslow's hierarchy of needs
 - B. Herzberg's hygiene and motivator factors
 - C. Both A&B
 - D. All of the above

3. **Process theories of motivation are driven by a process to measure the strength, intensity, and reason of motivation among the people. They include:**
 - A. Vroom's expectancy model
 - B. McClelland's motivational needs theory
 - C. Both A&B
 - D. None

4. **Contemporary theories represent current explanations of employee motivation and include:**
 - A. Goal-setting theory
 - B. Reinforcement theory
 - C. Equity theory
 - D. Expectancy theory and high-involvement work practices

5. **Demotivated Employee –**
 - A. takes responsibility and shows a commitment to achieving company targets and goals, as well as interest and concern for the business.
 - B. has poor timekeeping, high levels of absenteeism and avoids responsibility
 - C. Both A&B

6. **Theories of motivation also help us to improve our understanding of our personal motivation to work and what we hope to get from our job.**
 - A. True
 - B. False



7. It is argued that individuals are motivated differently, and the strength of their motivation depends on a variety of factors, such as:
- A. Needs, personality
 - B. Perceptions about whether more effort will result in achieving goals
 - C. Rewards and expectations about whether the rewards for achieving the goals will actually meet the individual's needs.
 - D. All of the above
8. If you find yourself frequently saying "I don't have time," you likely have a(n) locus of control.
- a. external
 - b. natural
 - c. internal
 - d. artificial
9. The first step to effective time management is recognizing that
- a. you can be in control
 - b. time is not yours
 - c. you must have a PDA
 - d. all of the above
10. Research has found that about % of American adults are chronic procrastinators
- a. 95
 - b. 10
 - c. 20
 - d. 60
11. You should begin using a planner to help you keep track of commitments
- a. your junior year
 - b. after you graduate
 - c. now
 - d. it does not matter
12. Time just before and after meals should be scheduled for
- a. napping.
 - b. multi-tasking.
 - c. housework.
 - d. leisure activities.
13. The text recommends that for every credit hour of class you take, you should studyhour(s) per week.
- a. 1/2
 - b. 1
 - c. 1 1/2
 - d. 2
14. If you cannot get your procrastination under control you should
- a. leave it alone.
 - b. seek help at your campus counseling service.
 - c. study with another procrastinator.
 - d. none of the above

Cheling

15. **Block-scheduling literally means**
- a. back-to-back classes.
 - b. 2-hr classes.
 - c. classes once per week.
 - d. none of the above
16. **Divide study time into __ minute blocks, with __ minutes of break time in between**
- a. 20, 5.
 - b. 30, 10.
 - c. 50, 10.
 - d. 60, 30.
17. **Which of the following type of plan is a short term plan?**
- A) Strategic Plan
 - B) Tactical Plan
 - C) Operational Plan
 - D) Contingency Plan
18. **Ranking ,Factor Comparision and Grading method are associated with which of the following?**
- A) Job analysis
 - B) Job Evaluation
 - C) Job Design
 - D) Training
19. **A method of career pathing that contains both vertical sequence of jobs and a series of horizontal opportunities is called as_?**
- A) Traditional Career Path
 - B) Dual Career Path
 - C) Network Career Path
 - D) Lateral Skill Path
20. **The Process in which manager make top-down assessments and rating the performance of their subordinates in annual meeting is called as _____?**
- A) Performance Appraisal
 - B) Performance Management
 - C) Both A and B
 - D) Career Development

Clating



[Handwritten Signature]
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Tneh Nagar, Nagpur-15



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■ Tel. : 0712-2290637 ■ Fax No.: 0712-2290368 ■ Website : www.yashodagirlscollege.edu.in ■ Email : ygc.ngp@rediffmail.com

YGC No./ 1639 | 2021

Date 17/09/21

प्रती,

मा. संचालक
निरंतर आणि प्रौढ शिक्षण विभाग
राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ
नागपूर

विषय: प्रमाणपत्रावर स्वाक्षरी करण्याबाबतीत

महोदय

आपण दिलेल्या मान्यतेनुसार निरंतर आणि प्रौढ शिक्षण विभाग, राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ द्वारा यशोदा गर्ल्स आर्ट्स अँड कॉमर्स कॉलेज नागपूर मध्ये Certificate Course in Basic Skills Required for Career हा दिनांक ११ मे २०२१ पासून दिनांक १५ जून २०२१ पर्यंत यशस्वीपणे राबविण्यात आला. या Certificate Course चे प्रमाणपत्र आपणाकडे स्वाक्षरी करिता पाठवीत आहे.

कृपया आपण त्यावर स्वाक्षरी करावी हि विनंती
धन्यवाद!

सहपत्रे

१ मान्यता पत्र
२ एकूण ४० प्रमाणपत्रे




PRINCIPAL
Yashoda Girls Arts & Commerce College
Sneh Nagar, Nagpur-19

Purushottam Khaparde Health & Education Society's
Yashoda Girls' Arts & Commerce College

Accredited B++ with 2.82 CGPA for first cycle by NAAC
 (Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

Sneh Nagar, Wardha Road, Nagpur 440015

Tel: 0712 2290637 Fax: 0712 2290368

www: yashodagirlscollege.edu.in ygc.ngp@rediffmai.com

Short Term Course Report

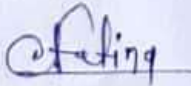
Dr. P. G. Fating

दिनांक ११/०५/२०२१ ते १५/०६/२०२१ या दरम्यान *Rashtrasant Tukadoji Maharaj Nagpur University Department of Lifelong Learning and Extension* Conducting Short Term Certificate Course Under *Jeevan Shikshan Abhiyan* अंतर्गत "Basic Skills Required for Career" या विषयावर कोर्स ची रचना करण्यात आली. या कोर्स करिता ४० विद्यार्थिनींची निवड करण्यात आली. या सर्टिफिकेट कोर्स करिता ३६ वर्गाचा कालावधी गृहीत धरून कोर्स पूर्ण करण्यात आला. यात विविध महाविद्यालयातील विषय तज्ञांचे मार्गदर्शन व विषयाशी संबंधीत माहिती, ऑनलाईन देण्यात आली.
 अतिथी व्याख्यानाची माहिती.

S.N	Name of Faculty	Topics to be Taught
1.	Dr. Narendra Bagde	Introduction to Skills Development Communication Skills & Personality Development.
2.	Dr. Sarita Karundkar	Self Confidence and Goal Setting.
3.	Dr.Tushar Choudhari	Soft Skills and Body Language
4.	Dr. Baldeo Kakde	Time Management & Effective Planning .
5.	Dr A.K. Mansuri	Self Motivation & skill Development.

दिनांक १५/०६/२०२१ ला MCQ Test चे आयोजन करण्यात आले. MCQ Test मूल्यमापन करून प्रमाणपत्र वितरीत करण्यात आले.

दिनांक २८/०६/२०२१



कोर्स समन्वयक
 डॉ. प्रमोद फटिंग



 प्राचार्य
 Yashoda Girls' Arts & Commerce
 College Nagpur

Screenshots




Purushottam Khaparde Health & Education Society's
Yashoda Girls' Arts & Commerce College
 Sneh Nagar, Wardha Road, Nagpur
Department of Commerce and Management
 In Association with
Rashtrasant Tukdoji Maharaj Nagpur University
Department of Lifelong Learning and Extension
 Organising

Online Certificate Course in Basic Skills Required for
Date of Starting the Course : 11th May, 2021.









Dr. Dhanraj Shete
Principal
Yashoda Girls Arts & Commerce College
Sneh Nagar, Nagpur.



Course Co-Ordinator
Prof. Dr. Pramod G. Fating
HOD Commerce and Management
Yashoda Girls Arts & Commerce College
Sneh Nagar, Nagpur

Inauguration cum Induction Program (Online)
Date : 11th May 2021 Time : 10:00 AM
 Join Online on Google Meet by using following link
<https://meet.google.com/iom-sgsb-krs>

Sr.	Name of Resource Person	Topic to be Taught and Date of Lecture
1)	 Dr. Narendra Bagde P.W.S College Nagpur	Introduction to Skill Development Date : 11th May, 2021. Time : 10:00 AM and Onwards
2)	 Dr. Narendra Bagde P.W.S College Nagpur	Communication Skill and Personality Development Date : 12th May, 2021. Time : 10:00 AM and Onwards
3)	 Dr. Sarita Karangutkar V.M.V College Nagpur	Self confidences Goal Settings Date : 13th May, 2021. Time : 10:00 AM and Onwards
4)	 Dr. Tushar Chaudhari S.K Porwal College Nagpur	Soft Skills and Body Language Date : 15th May, 2021. Time : 10:00 AM and Onwards
5)	 Dr. Baldeo Kakde MBPC Sakoli	Time Management and effective Planning Date : 16th May, 2021. Time : 10:00 AM and Onwards
6)	 Dr. A.K Mansuri G.S College Wardha	Self Motivation and Skill Development Date: 17th May, 2021. Time : 10:00 AM and Onwards



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Sneh Nagar, Wardha Road, Nagpur - 4400015

Department of Commerce and Management

In Association with



Rashtrasant Tukdoji Maharaj Nagpur University Department of Lifelong Learning and Extension

Organising

Online Certificate Course in Basic Skills Required for Career

Date of Starting the Course : 11th May, 2021.



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Sneh Nagar, Nagpur.



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HOD Commerce and Management
Yashoda Girls Arts & Commerce College
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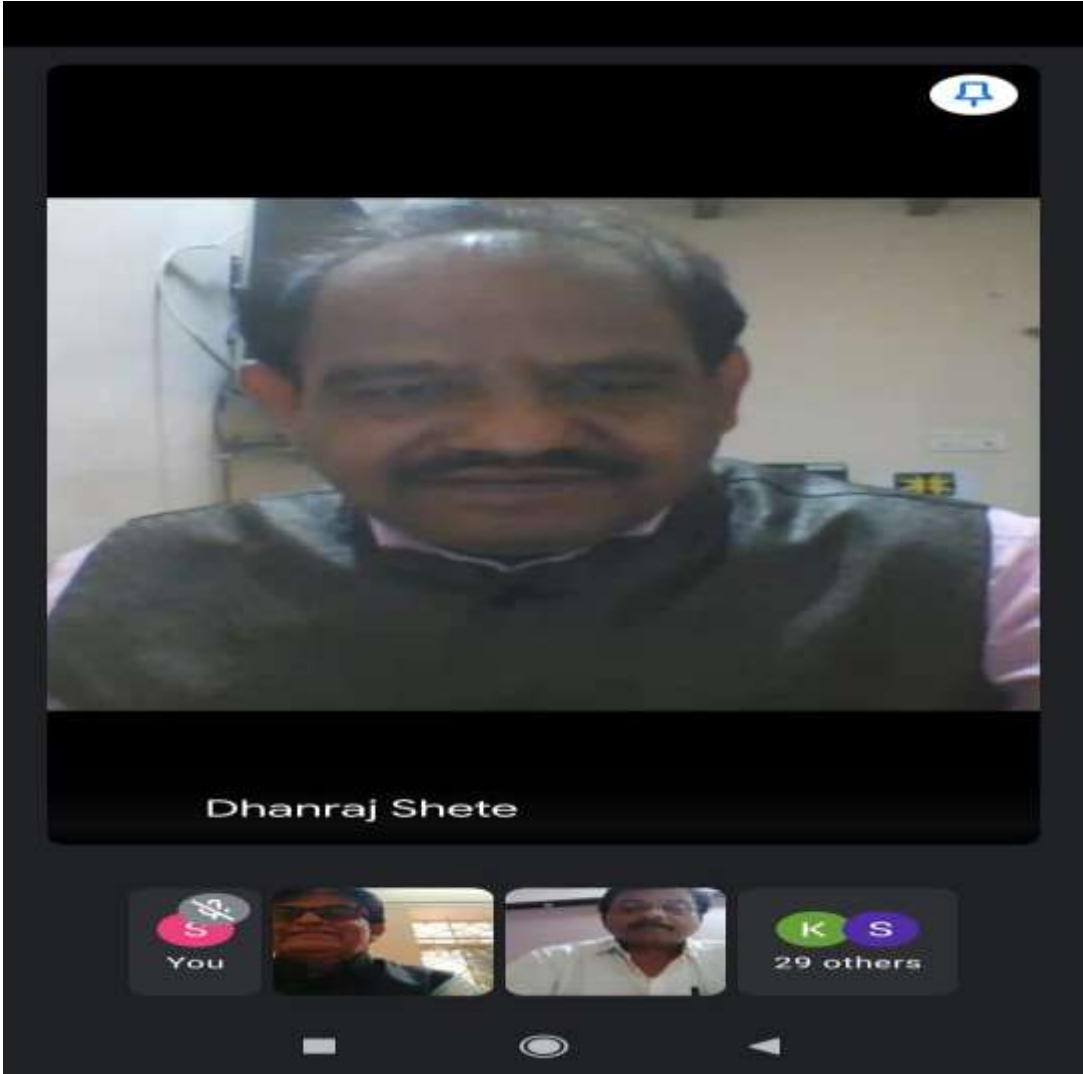
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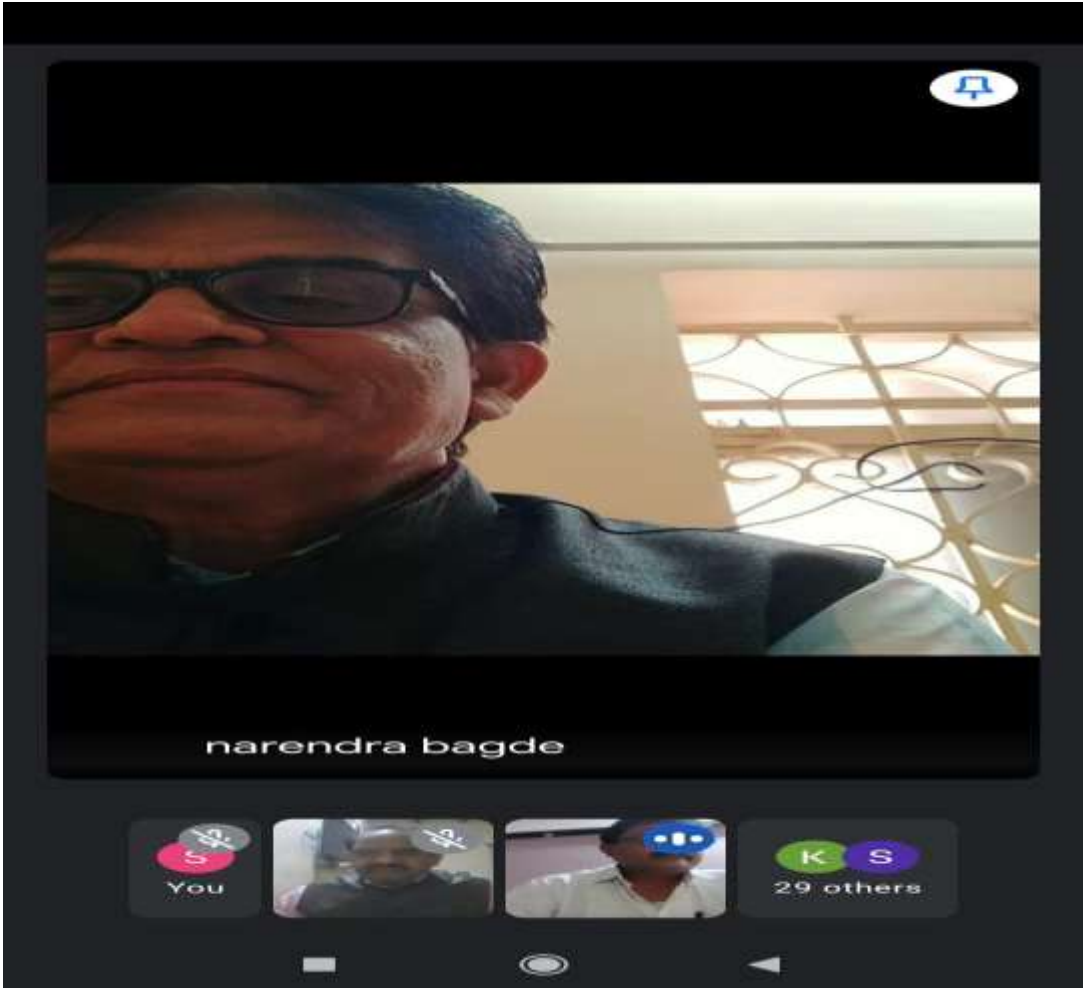
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Screenshots



ONLINE CLASS



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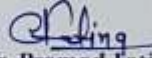
Smt./Ku. RANI SUBELAL BILONE


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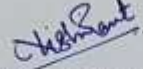
Yashoda Girls' Arts & Commerce College, Sneh Nagar, Nagpur

from 11/05/2021 to 15/06/2021

She passed at the Examination in Grade B


Dr. Pramod Fating
Course-Co-ordinator
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Commerce College, Nagpur


Dr. Dhanraj Shete
Principal,
Yashoda Girls Arts &
Commerce College, Nagpur


Dr. Nishikant Raut
Director
Deptt. of Lifelong Learning and
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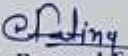
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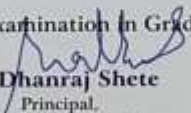
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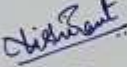
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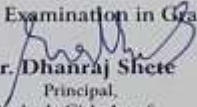
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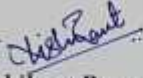
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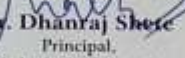
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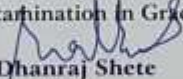
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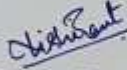
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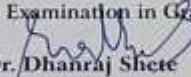
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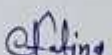
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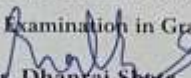
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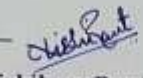
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