

# **Yashoda Girls' Arts & Commerce College, Nagpur**



## **Short Term Course**

**Certificate Course in Basic Skills Required For Career**

**Approved by**

**Department of Lifelong Learning & Extension,**

**Rashtrasant Tukadoji Maharaj Nagpur University**

**Session: 2020-2021**

**Department of Commerce**

**Duration: 35 Days**

**Co-ordinator: Dr. Pramod Fating**



# Yashoda Girls' Arts & Commerce College

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

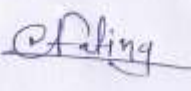
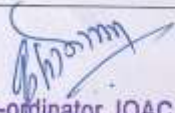

NAAC Accreditation B++ with 2.82 CGPA

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	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.	
Criterion No. I	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



## Brochure for the Short Term Course



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

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.**



**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 Karangulkar 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

APPLICATION FOR PERMISSION

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@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  
**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@rediffmail.com

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 1<sup>st</sup> of August, 1923 & Statutory & State University acquired 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 (Class Rooms) with furniture Keeping in view the No. of Candidates to be admitted to the course. : **Room No-5 & 6**
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



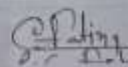
# STUDENTS Admitted LIST

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 RAJESHAL SARU	F	07.04.1996	Wagholi	MAH	001	191010001	MAH	800044016	anitasaru11@gmail.com	Chandani Nagar, Solapur	
2	ANILKUMARI SHINDRA SAM	F	08.02.2002	Wagholi	MAH	001	191010002	MAH	800044008	anil2724@gmail.com	Chandani Nagar, Solapur	
3	SABU SANTOSH SHINDAS	F	07.03.1998	Wagholi	MAH	001	191010003	MAH	800044009	sabushindas1999	Chandani Nagar, Solapur	
4	SHAGUNSHETI MAHARDO BHASAT	F	01.03.1999	Wagholi	MAH	001	191010004	MAH	800044010	shagunsheti1999@gmail.com	Chandani Nagar, Solapur	
5	SHRUTI SHREYAS SHIRWAS	F	04.03.2000	Wagholi	MAH	001	191010005	MAH	800044011	shrutishirwas70@gmail.com	Chandani Nagar, Solapur	
6	CHANDRA SUNIL PARVE	F	25.03.1999	Wagholi	MAH	001	191010006	MAH	800044012	chandrasunilparve@gmail.com	Chandani Nagar, Solapur	
7	DIWANKRE PRANSHU DOMRE	F	04.08.2000	Wagholi	MAH	001	191010007	MAH	800044013	diwanpre13@gmail.com	Chandani Nagar, Solapur	
8	DIPTI VIDYA WAGHOLKAR	F	26.11.02	Wagholi	MAH	001	191010008	MAH	800044014	diptiwagholkar123@gmail.com	Chandani Nagar, Solapur	
9	DINAKARI VIJAY WAGHOLKAR	F	08.09.1999	Wagholi	MAH	001	191010009	MAH	800044015	dinakarivijaywagholkar@gmail.com	Chandani Nagar, Solapur	
10	HIMANI ANAND KADAL	F	06.07.2002	Wagholi	MAH	001	191010010	MAH	800044016	himanikadal2002@gmail.com	Chandani Nagar, Solapur	
11	KARUN GENICAL YAWAR	F	16.12.2001	Wagholi	MAH	001	191010011	MAH	800044017	karun14@gmail.com	Chandani Nagar, Solapur	
12	KARUN KANAL KATHLEWAR	F	03.03.1999	Wagholi	MAH	001	191010012	MAH	800044018	karunkanal1999@gmail.com	Chandani Nagar, Solapur	
13	KALPANA RAJESHWARI MANDKAR	F	06.11.1997	Wagholi	MAH	001	191010013	MAH	800044019	kalpanamandkar@gmail.com	Chandani Nagar, Solapur	
14	KAVITA BACHCHINGHI THAKUR	F	08.09.2001	Wagholi	MAH	001	191010014	MAH	800044020	kavitathakur@gmail.com	Chandani Nagar, Solapur	
15	PRINSHU HARIDAS GAUTAM	F	05.08.2000	Wagholi	MAH	001	191010015	MAH	800044021	prinshugautam18@gmail.com	Chandani Nagar, Solapur	
16	KRUSHALI SANGAT NARAD	F	25.03.2001	Wagholi	MAH	001	191010016	MAH	800044022	krushalinarad@gmail.com	Chandani Nagar, Solapur	
17	LAHARI CHANAL SURESH	F	05.05.2001	Wagholi	MAH	001	191010017	MAH	800044023	laharisuresh2001@gmail.com	Chandani Nagar, Solapur	
18	MANJARI BHULEKRA PATIL	F	05.04.2000	Wagholi	MAH	001	191010018	MAH	800044024	manjaripatil0504@gmail.com	Chandani Nagar, Solapur	
19	MANISHA LAMACHARI SHANKAR	F	06.11.2000	Wagholi	MAH	001	191010019	MAH	800044025	manishashankar11@gmail.com	Chandani Nagar, Solapur	
20	MANISHA NARAYAN KUMAR	F	04.11.2000	Wagholi	MAH	001	191010020	MAH	800044026	manishanarayan141@gmail.com	Chandani Nagar, Solapur	
21	NARJANA AJAY SHINDE	F	01.11.1992	Wagholi	MAH	001	191010021	MAH	800044027	narjanashinde@gmail.com	Chandani Nagar, Solapur	
22	NAUSABA YUNUS KHAN	F	01.11.2000	Wagholi	MAH	001	191010022	MAH	800044028	nausabakhan11@gmail.com	Chandani Nagar, Solapur	
23	NEHA NARAYAN KUMAR	F	05.03.2000	Wagholi	MAH	001	191010023	MAH	800044029	nehanarayan14@gmail.com	Chandani Nagar, Solapur	
24	NEHA CHANDAN SHARMA	F	07.07.1998	Wagholi	MAH	001	191010024	MAH	800044030	nehachandansharma@gmail.com	Chandani Nagar, Solapur	
25	NIHEDIKA ANKUSH CHAWLA	F	08.09.1995	Wagholi	MAH	001	191010025	MAH	800044031	nihedikaanush@gmail.com	Chandani Nagar, Solapur	
26	PRANALI SHRIYAS MISHRA	F	28.06.2001	Wagholi	MAH	001	191010026	MAH	800044032	pranalimishra@gmail.com	Chandani Nagar, Solapur	
27	PARVATI PREMAKSHI SHENDE	F	09.09.2000	Wagholi	MAH	001	191010027	MAH	800044033	parvatishende@gmail.com	Chandani Nagar, Solapur	
28	PANALI DEEP KAMBLE	F	06.08.2001	Wagholi	MAH	001	191010028	MAH	800044034	panalideepkamble@gmail.com	Chandani Nagar, Solapur	
29	POOJA RAJENDRA LAFTE	F	05.08.2001	Wagholi	MAH	001	191010029	MAH	800044035	poojalafte13@gmail.com	Chandani Nagar, Solapur	
30	PRACHI SHREYAS SHINDHE	F	05.11.1998	Wagholi	MAH	001	191010030	MAH	800044036	prachishinde@gmail.com	Chandani Nagar, Solapur	
31	POOJA KUNAL KADAM	F	01.03.2002	Wagholi	MAH	001	191010031	MAH	800044037	poojakadam13@gmail.com	Chandani Nagar, Solapur	
32	PREKSHA KISHOR KAMTHE	F	07.11.1991	Wagholi	MAH	001	191010032	MAH	800044038	prekshakamthe@gmail.com	Chandani Nagar, Solapur	
33	PRANSI TILAKCHAND BHARDE	F	07.08.2001	Wagholi	MAH	001	191010033	MAH	800044039	pransitilakbharde@gmail.com	Chandani Nagar, Solapur	
34	PRITI KISHOR LIMTE	F	03.07.2001	Wagholi	MAH	001	191010034	MAH	800044040	pritikishorlimte@gmail.com	Chandani Nagar, Solapur	
35	PRITI SHREYAS NARURKAR	F	25.04.2001	Wagholi	MAH	001	191010035	MAH	800044041	pritinarurkar20@gmail.com	Chandani Nagar, Solapur	
36	PRVYANKA SHREYAS LIMTE	F	02.12.2001	Wagholi	MAH	001	191010036	MAH	800044042	prvyanikalimte@gmail.com	Chandani Nagar, Solapur	
37	PRVYANKA SOOMNATH KAMBLE	F	04.03.2001	Wagholi	MAH	001	191010037	MAH	800044043	prvyanikasoomnathkamble@gmail.com	Chandani Nagar, Solapur	
38	RAJAS MADHUKAR SHODKESWAR	F	01.11.1999	Wagholi	MAH	001	191010038	MAH	800044044	rajasmadhuks@gmail.com	Chandani Nagar, Solapur	
39	RAJAN SATISH PATIL	F	01.03.2000	Wagholi	MAH	001	191010039	MAH	800044045	rajanpatil01@gmail.com	Chandani Nagar, Solapur	
40	RAJAN SURILAL BHOW	F	04.08.2000	Wagholi	MAH	001	191010040	MAH	800044046	rajanbhow@gmail.com	Chandani Nagar, Solapur	



  
**PRINCIPAL**  
 Yashoda Girls Arts & Commerce College  
 Chand Nagar, Nagpur-46

  
 in charge

# STUDENT list with SIGNATURE



## Yashoda Girls' Arts & Commerce College, Nagpur

B++  
by NAAC

Recognized by Government of Maharashtra Affiliated to RTM Nagpur University, Nagpur  
SNEH NAGAR, WARDHA ROAD, NAGPUR - 440 015. (M.S.) INDIA

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

### YASHODA GIRLS ARTS & COMMERCE COLLEGE NAGPUR

YGC No./

SHORT TERM CERTIFICATE COURSE BASIC SKILLS REQUIRE FOR CARRER Date \_\_\_\_\_

STUDENT LIST 11.5.2021 TO 15.6.2021

SR.NO	STUDENT NAME	SIGNATURE
1	ANITA BACHHALAL SAHU	Anita
2	ANUKUMAR VIRENDRA SAH	Anu
3	BABY SANTOSH SHRIVAS	Baby
4	BHAGYASHREE MAHADEO BHAGAT	Bhagat
5	BINDIYA INDRAJEET SHRIVAS	Bhaskar
6	CHANCHAL SUNIL PARVE	Chanchal
7	DHANSHREE PRAKASH DONGRE	Dongre
8	DIPTY VIJAY WAGHADE	Dipty
9	DIVYANI VIJAY WAGHADE	Divyani
10	HIMANI ANAND MISAL	Himani
11	KAJAL GENDLAL VERMA	Kajal
12	KAJAL JIVENLAL KATHELAWAR	Kajal
13	KALYANI YESHWANT MAROTKAR	Kalyani
14	KAVITA BACHHANSINGH THAKUR	Kavita
15	KHUSHBU HARIDAS GAUTAM	Khushbu
16	KHUSHBU SANJAY NARAD	Khushbu
17	LAXMI CHAINLAL SALUKHE	Laxmi
18	MANDAKINI BHUJENDRA PATHAK	Mandakini
19	MANISHA UMACHARAN SAHU	Manisha
20	MAYURI NAMDEO KUMRE	Mayuri
21	MRUNAL AJAY BANTE	Mrunal
22	NAUSHABA JUBER KHAN	Naushaba
23	NIKITA NAMDEO KUMRE	Nikita
24	NISHA DEOGULAL SHAHU	Nisha
25	NIVEDETA ANKUSH DHAWALE	Nivedeta
26	PALLAVI SHRIRAM MISAL	Pallavi
27	PARVATI PREMDAS SHENDE	Parvati
28	PAYAL DILIP KAMBLE	Payal
29	POOJA RAVINDRA UPRE	Pooja
30	PRACHI MANOJ NAGDIVE	Prachi
31	PRANALI KHUSHALRAO GADEKAR	Pranali
32	PRERNA KISHOR RAMTEKE	Prerna
33	PRINSI TILAKCHAND BRAHME	Prinshi
34	PRITI KISHOR UKEY	Priti
35	PRITI SURESH NAGPURE	Priti
36	PRIYA SHIVKUMAR SINGH	Priya
37	PRIYANKA SIDDHARTH KAMBLE	Priyanka
38	RAJNI MADHUKAR GHODESWAR	Rajni
39	RANI SATISH PATIL	Rani
40	RANI SUBELAL BILONE	Rani

*(as. P. G. Fating)*




*(Principal Signature)*  
PRINCIPAL  
Yashoda Girls Arts & Commerce College  
Sneh Nagar, Nagpur-15

## Grades Obtained by the students

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  
Such Nagar, Nagpur-15



**RTMNU Short Term Course 2020-2021**

**MCQ TEST**

**BASIC SKILL REQUIRED 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

*Chaiting*

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 study .....hour(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

*Chelina*

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



Purushottam Khaparde Health & Education Society's

Accredited  
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## Yashoda Girls' Arts & Commerce College, Nagpur

■ Recognized by Government of Maharashtra ■ Affiliated to RTM Nagpur University, Nagpur  
SNEH NAGAR, WARDHA ROAD, NAGPUR - 440 015. (M.S.) INDIA

■ 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



  
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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  
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Sneh Nagar, Wardha Road, Nagpur 440015

Tel. 0712 2290637 Fax: 0712 2290368

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

Short Term Course Report

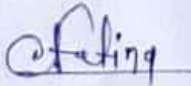
Dr. P. G. Fating

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>

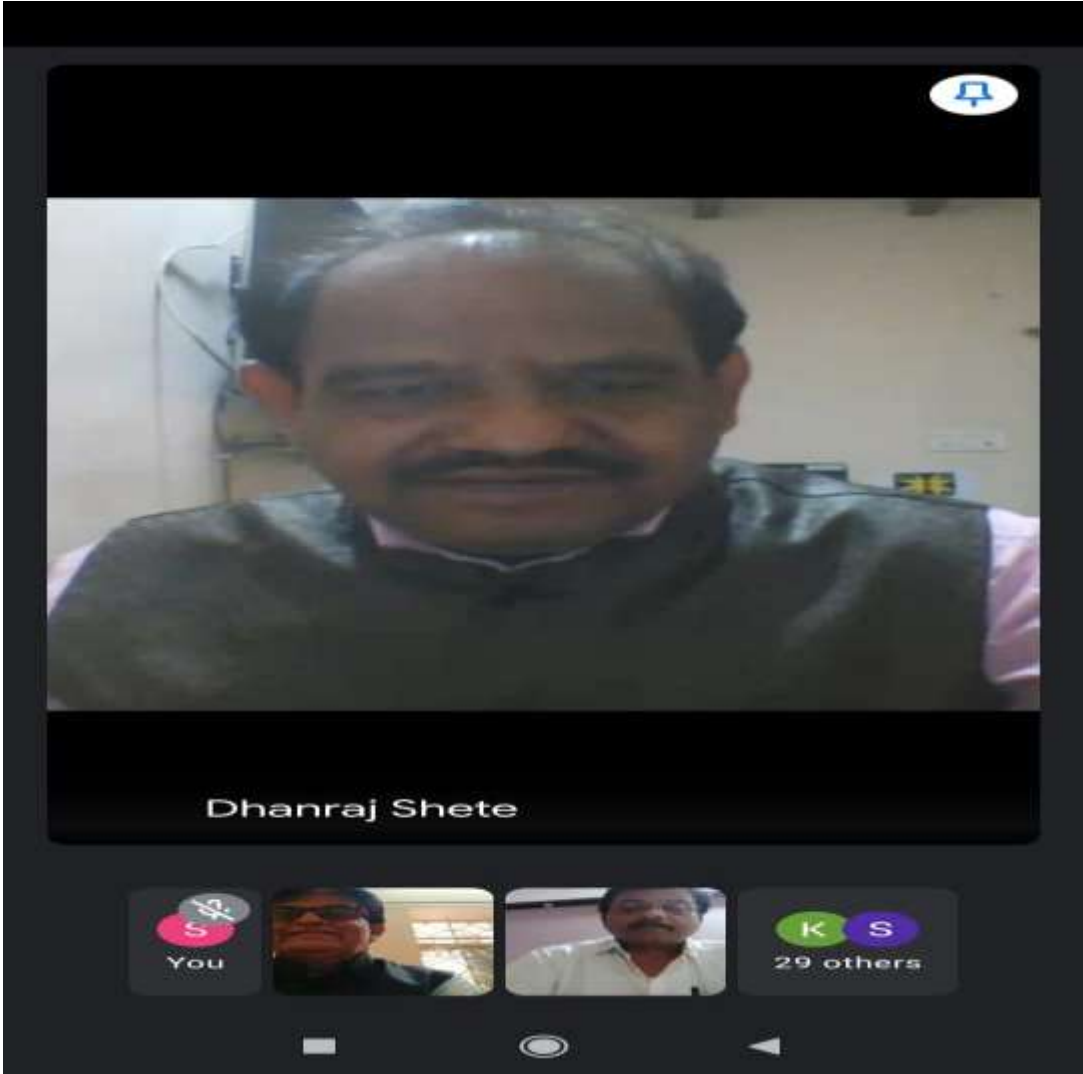
Sr.	Name of Resource Person	Topic to be Taught and Date of Lecture
1)	 Dr. Narendra Bagde P.W.S College Nagpur	Introduction to Skill Development Date : 11th May, 2021. Time : 10:00 AM and Onwards
2)	 Dr. Narendra Bagde P.W.S College Nagpur	Communication Skill and Personality Development Date : 12th May, 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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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



Screenshots



ONLINE CLASS



# CERTIFICATE



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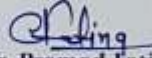
Smt./Ku. RANI SUBELAL BILONE


on Satisfactory completion of the "Short Term Certificate Course in Basic Skills required for Career" under Jeevan Shikshan Abhiyan run by Department of Lifelong Learning and Extension in collaboration with Department of Commerce

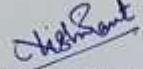
Yashoda Girls' Arts & Commerce College, Sneh Nagar, Nagpur

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

She passed at the Examination in Grade B

  
**Dr. Pramod Fating**  
Course-Co-ordinator  
Yashoda Girls Arts &  
Commerce College, Nagpur

  
**Dr. Dhanraj Shete**  
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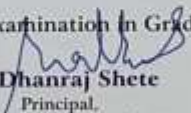
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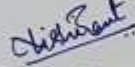
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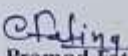
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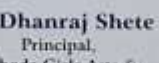
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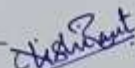
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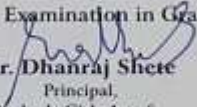
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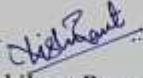
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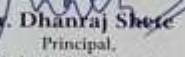
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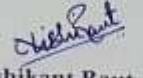
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