

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



## **Short Term Course**

### **Certificate Course in Basic English Language Skills**

**Approved by**

**Department of Lifelong Learning & Extension,**

**Rashtrasant Tukadoji Maharaj Nagpur University**

**Session: 2021-2022**

**Department of English**

**Duration: 35 Days**

**Co-ordinator: Dr. Amol Raut**



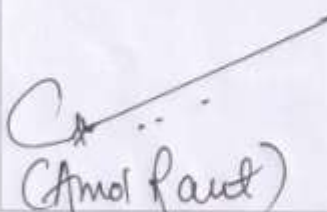
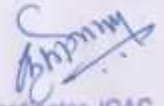

# Yashoda Girls' Arts & Commerce College

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur  
NAAC Accreditation B++ with 2. 82 CGPA

Sneh Nagar, Wardha Road, Nagpur. 440015

## BRIEF REPORT of IQAC

### BRIEF REPORT of IQAC

Name of Add on Course	Add on Certificate course in Basic English Language Skills	
Academic Year of Course	2021-2022	
Organizing Department/ Committee	Department of English	
Duration of the course	1 Month ( 35 days)	
Number of students Completing the course	35 Students	
Brief Report	Certificate course in Basic English Language Skills was undertaken by the department of English for 35 days in which total 35 students of B. A. were participated. The course was approved by the Department of Lifelong Learning & Extension, Rashtrasant Tukadoji Maharaj Nagpur University. All the students completed the course and also appeared for the examination conducted at the end of the course. They have been given grades. The certificates are also given to them. The course was a grand success and the students were satisfied at the end of the course as they could learn different skills of day to day communication in English Language.	
Number of Beneficiaries:	Students: 35	
Criterion No: I	Metric No: 1.2.1 & 1.2.2	
Signature of Course Co-ordinator	Signature and Stamp of IQAC Co-ordinator	Signature & Stamp of Principal
 (Anmol Raut)	 Co-ordinator, IQAC Yashoda Girls' Arts & Commerce College, Nagpur	 Principal Yashoda Girls Arts & Commerce College, Sneh Nagar, Nagpur-15

## Brochure of the course

Short Term Certificate Course in Basic English Language Skills

*organised by*

**Yashoda Girls'**

**Arts and Commerce College Nagpur**

*in collaboration with*

DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

*Under*

JEEVAN SHIKSHAN ABHIYAN on

**\*Basic English Language Skills\***

**(for the Academic Session 2021 - 2022)**

Course Duration: 30 days (March 10 – 30 April, 2022)

Target Group(s)	- 40
Duration of the Course	- 1 Month (30 Session)
Timings	- 12.00 noon to 1.00 pm
Medium of Instruction	- English
No of seats	- 30
Fees to be Charge per students	- 150/-

**\*Information of Principal and Course Director\***

**Dr. Dhanraj V. Shete**

Principal

Yashoda Girls' Arts and Commerce College

Sneh Nagar, Wardha Road, Nagpur - 440015

Phone Number: 0712-2290637

9665555451/7972612235

ygc.ngp@rediffmail.com / dhanrajshete1002@gmail.com

## Brochure of the course

### \*Certificate Course\*

#### \*Learning Objectives\*

Mastering the language for personal and professional growth. Basic language skills are to be acquired through interactive classroom sessions. Connecting literature with language learning.

#### \*Learning Outcomes\*

\* The students will master with focus on learning the basic skills of listening, speaking, reading and writing the language proficiently.

\* This course aims to impart these skills in an interactive manner along with classroom activities and using the text as a resource for self study as well.

\* The students will be encouraged to localize and personalize learning of English for students in undergraduate classrooms.

\* The course will equip the students with basic language skills along with improved non-verbal skills thereby improving their employability proportion.

#### \*Course Description\*

Theories - Types of communication - Effective communication - barriers to effective communication.

##### **Module- Listening**

Listening skills - Barriers to effective listening - Conducting interviews - Enhancing listening skills. Strengthening Vocabulary - Summarizing passages - conducting Interviews.

##### **Module: Speaking**

Speaking Skills - enhancing speaking skills - public speaking - telephonic conversations, Vocabulary building exercises - self introduction - telephonic conversation, creating conversations.

##### **Module: Reading**

Reading skills - four types of reading - barriers to reading effectively - basics of editing  
Vocabulary building exercises - Identifying meanings - building conversations.

##### **Module: Writing**

Paragraph writing - subjective style - objective style - writing stories - newspaper reports

### \*Information of Course Co-ordinator and Faculty Members\*

#### \*Principal\*

Dr. Dhanraj V. Shete  
Yashoda Girls'  
Arts and Commerce College  
Nagpur

#### \*Course Co-ordinator\*

Dr. Amol Raut  
Department of English  
Yashoda Girls' Arts and Commerce  
College, Nagpur

#### \*Faculty Member\*

Dr Shailesh Bahadure  
Dr Ambedkar College  
Deeksha Bhoomi  
Nagpur

#### \*Faculty Member\*

Dr Vineeta Hinge  
Yashoda Girls'  
Arts and Commerce College  
Nagpur

#### \*Contact\*

ygc.ngp@rediffmail.com  
course Coordinator9822277497



## Letter of Approval for the course from the Affiliating University



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY  
Established by Government of India, Provisional Certificate of Incorporation No. 213 dated the 17<sup>th</sup> of August, 1923 &  
Recognized as a State University governed by Maharashtra Public Universities Act, 1978 (State Act No. 17 of 1978)

### DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Gurumanak Bhawan, University Campus, Amravati Road, Nagpur - 440 033. Phone : 2530860  
E-mail : dol\_rtmnu@gmail.com

To,  
The Principal  
Yashoda Girls College,  
Nagpur.

No.DOLLE/ 296 /22

Dated :17.02.2022

Subject : Sanction for Conducting Short Term Online 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, this is to inform you that your proposal has been accepted 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	Name of Course Coordinator	Duration	Credit	No. of Candidates to be admitted	Fees to be Charged per Student	Fees to be Deposited With the Deptt.
1	Certificate Course in Health & Yoga	Dr. Lalita Punya	35 hrs.	2	50	100/-	10%
2	Certificate Course in Corporate Communication & Public Relation	Dr. K.G. Meshram	36 hrs.	2	40	50/-	10%
3	Certificate Course in Agricultural Marketing	Dr. Mahendrakumar D. Kabre	35 hrs.	2	35	50/-	10%
4	Certificate Course in Soft Skill for Personality Development	Dr. Govind Rawjekar	35 hrs.	2	35	50/-	10%
5	Certificate Course in Basic English Language Skills	Dr. Anil Raut	35 hrs.	2	35	150/-	10%
6	Certificate Course in Basic Skills Required for Career	Dr. Pramod Pating	35 hrs.	2	40	50/-	10%
7	Certificate Course in Basic Preparation for Competitive Examination	Dr. Suryakant Kaphlikar	35 hrs.	2	30	50/-	10%

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

1. 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.
2. This sanction is valid for this particular Batch only.
3. Fees for the course should be charged as per the norms prescribed.
4. Expenditure on the course should be incurred as per norms.
5. Course should be started within a Month from the date of sanction.
6. 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,

  
Director

## Aims & Objectives of the course

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

Sneh Nagar, Wardha Road, Nagpur-440015  
Accredited 'B++' with 2.82 CGPA for First Cycle by NAAC

### Certificate Course in Basic English Language Skills

(Academic Session 2021 - 2022)

Proposed Curriculum / Syllabus

**Course Title:** Basic English Language Skills

**Hours:** ..... / week (35 hrs)

#### **Learning Objectives:**

1. Mastering the language for personal and professional growth.
2. Basic language skills are to be acquired through interactive classroom sessions
3. Connecting literature with language learning

#### **Learning Outcomes:**

English as an acquired language for undergraduate students is to be mastered with focus on learning the basic skills of listening, speaking, reading and writing the language proficiently. This course aims to impart these skills in an interactive manner along with classroom activities and using the text as a resource for self study as well. Discursive Practice as the learning and teaching method for this course will encourage teachers to localize and personalize learning of English for students in undergraduate classrooms. The course will equip the students with basic language skills along with improved non-verbal skills thereby improving their employability quotient.

#### **Course Description**

Theories - Types of communication - Effective communication - barriers to effective communication.

#### **Module- Listening**

Listening skills - Barriers to effective listening - Conducting interviews - Enhancing listening skills. Strengthening Vocabulary - Summarizing passages - conducting interviews.

#### **Module: Speaking**

Speaking Skills - enhancing speaking skills - public speaking - telephonic conversations, Vocabulary building exercises - self introduction - telephonic conversation, creating conversations.



## Aims & Objectives of the course

### Module: Reading

Reading skills - four types of reading - barriers to reading effectively - basics of editing  
Vocabulary building exercises - identifying meanings - building conversations.

### Module: Writing

Paragraph writing - subjective style - objective style - writing stories - newspaper reports  
Writing letters - writing emails - writing reports.

### Suggested Reading

S. P. Dhanvel. *English and Soft skills*. Orient Blackswan, 2010.

Dr M. Farook. *English for Communication*, Emerald Publishers, 2015.

E. Suresh Kumar, B Yadava Raju & C Muralikrishna. *Skills in English*. Orient Blackswan, 2013.

Bill Bryson. *The Mother Tongue: English and How it Got it that Way*. Harper Collins, 1990.

### Web sources-

[www.englishclub.com](http://www.englishclub.com)

<http://www.bbc.co.uk/learningenglish/>

<https://www.eslfast.com/>


<https://www.myenglishpages.com/>

<http://www.examenglish.com/>

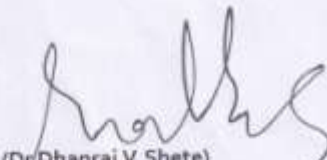
<http://learnenglishteens.britishcouncil.org/exams/listening->

[exams https://www.cambridgeenglish.org/learning-english/](https://www.cambridgeenglish.org/learning-english/)

<https://www.pearson.com/us/>

  
(Dr Armol Raut)  
Course Coordinator



  
(Dr Dhanraj V. Shete)  
Principal  
Jyoti Girls Arts & Commerce  
College, Dush Nagar, Nagpur-15

## Time Table of the course



Purushottam Khaparde Health & Education Society's



# Yashoda Girls' Arts & Commerce College, Nagpur

• Recognized by Government of Maharashtra • Affiliated to RTM Nagpur University, Nagpur

SNEH NAGAR, WARDHA ROAD, NAGPUR-440015. (M.S.) INDIA

## Yashoda Girls' Arts & Commerce College

Sneh Nagar, Wardha Road, Nagpur-440015

Accredited 'B++' with 2.82 CGPA for First Cycle by NAAC Date \_\_\_\_\_

YGC No./

**Department of English**

**STC Basic English Language**

**Skills**

### Course Scheduled - Course Outline for the Academic Session 2021 - 2022

Week/ Hours	Unit	Course Contents	Required Lectures
1 week	I	Introduction to Basic English Language Skills	3 hours
1 week	I	Types of Communication	3 hours
1 week	II	Enhancing Listening Skills	3 hours
2 weeks	II	Enhancing Speaking Skills	3 hours
2 weeks	II	Enhancing Reading Skills	3 hours
2 weeks	III	Writing Skills resume, CV, biodata	3 hours
3 weeks	III	Writing emails, reports and letters	3 hours
3 weeks	III	techniques / facing Interview	3 hours
3 weeks	IV	Self-introduction, barriers in acquiring skills	3 hours
4 weeks	IV	Creating Conversation and enriching vocabulary	3 hours
4 weeks	All Units	Presentation / viva /orals	3 hours
4 weeks	All Units	Written examination /online / offline	2 hours

(Dr. Amol Raut)  
Coordinator



(Dr. Dhanraj Shete)  
Principal  
Yashoda Girls Arts & Commerce  
College, Sneh Nagar, Nagpur-15



# List of Students with Signature



Purushottam Knaparde Health & Education Society's

Accredited  
B++  
by NAAC

## 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./ B A Part I Semester IV SHORT TERM COURSE Academic Session 2021-2022  
List of Students Admitted for Certificate Course in Basic English Language Skills

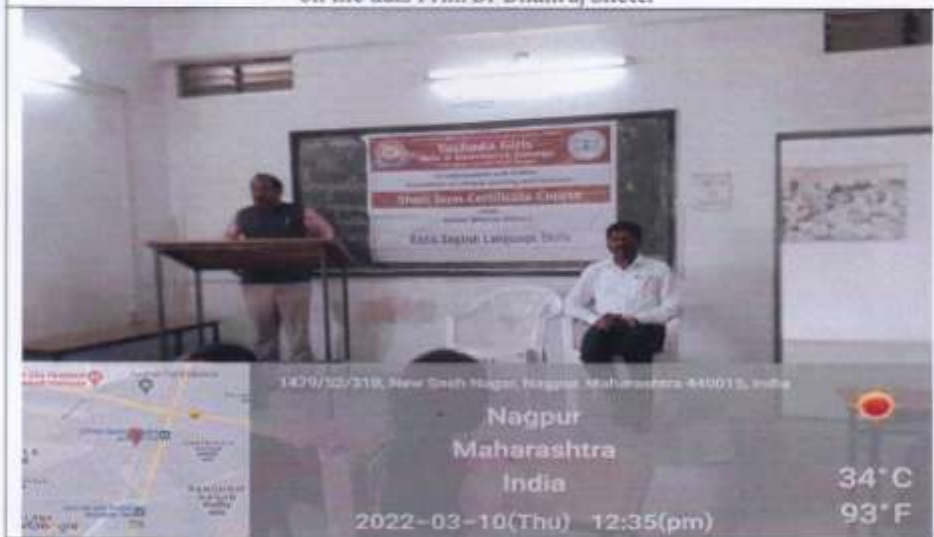
S No	Name of the Students Admitted for STC	Signature
1.	AANCHAL ANIL VISHWAKARMA	Aanchal
2.	AARTI SHANKAR SOUNDHYA	Aarti Soundhya
3.	ABOLI PRAKASH DHAMGAYE	Aboli Dhamgaye
4.	ADITI YUVRAJ RAMTEKE	Aditi Ramteke
5.	AISHWARYA ANIL NEWARE	A. Neware
6.	AKANSH A UTTAM BANSOD	Akansha Bansod
7.	AKANSHA SUNIL TELANGE	Akansha Telange
8.	BARKHA DINESH UPADHYAY	Barkha Upadhyay
9.	CHANCHAL PRAKASH SONTAKKE	Chanchal Sontakke
10.	CHETNA RAJENDRA DAMLE	C. R. Damle
11.	CHITRA NIRANJAN NARNAWARE	Chitra Narnaware
12.	DURGA HANUMAN DHAKATE	Durga Dhakate
13.	JYOTSNA JAGJIVAN SAHU	Jyotsna Sahu
14.	KALYANI NARESH DHOTE	K. Dhot
15.	KIRAN RAJENDRA ADAGALE	Kiran Adagale
16.	KUNDA SADASHIV BAGDE	Kunda Bagde
17.	MANISHA RAVINDRA WALKE	Manisha Walke
18.	MINAXI RAMBHAROS PATIL	M. Patil
19.	NEHA PRALHAD BHAWARE	Neha Bhaware
20.	NIKITA PRAKASH SONTAKKE	Nikita P. Sontakke
21.	POOJA RAMRAO KAMBLE	Pooja Kamble
22.	POONAM BHAGWAN TIRSAGARE	Poonam Tirsagare
23.	PRATIKSHA DINESH RAUT	Pratiksha Raut
24.	SACHI ANIL BAGDE	Sachi Bagde
25.	SAKSHI DEEPAK SHENDRE	Sakshi Shendre
26.	SAKSHI SANJAY JUNGHARE	Sakshi Junghare
27.	SAKSHI VISHNU KUMBHARE	Sakshi Kumbhare
28.	SHILPA DEVIDAS WAGHADE	Shilpa Waghaide
29.	SHIVANI DINESH VISHWAKARMA	Shivani Vishwakarma
30.	SINDHU DEVRAO SARVE	Sindhu Sarve
31.	SNEHA NILESH GAIKAWAD	Sneha Gaikwad
32.	SNEHAL AJAY KAMBLE	Snehal Kamble
33.	VAISHNAVI GAJANANRAO DHAGE	Vaishnavi Dhage
34.	YAMINEE GUNWANTA KAMBLE	Yaminee Kamble
35.	YAMUNA SHRIRAM GABHANE/NEW	Yamuna Gabhane

## Photographs of the Course Conducted

**Date – March 10, 2022 - Short Term Course on Basic English Language Skills  
Inaugural Session**



Short Term Course on Basic English Language Skills RTMNU Department of Lifelong Learning and Extension under Jeevan Shikshan Abhiyan - Inauguration Session Present on the dais Prin. Dr Dhanraj Shete.

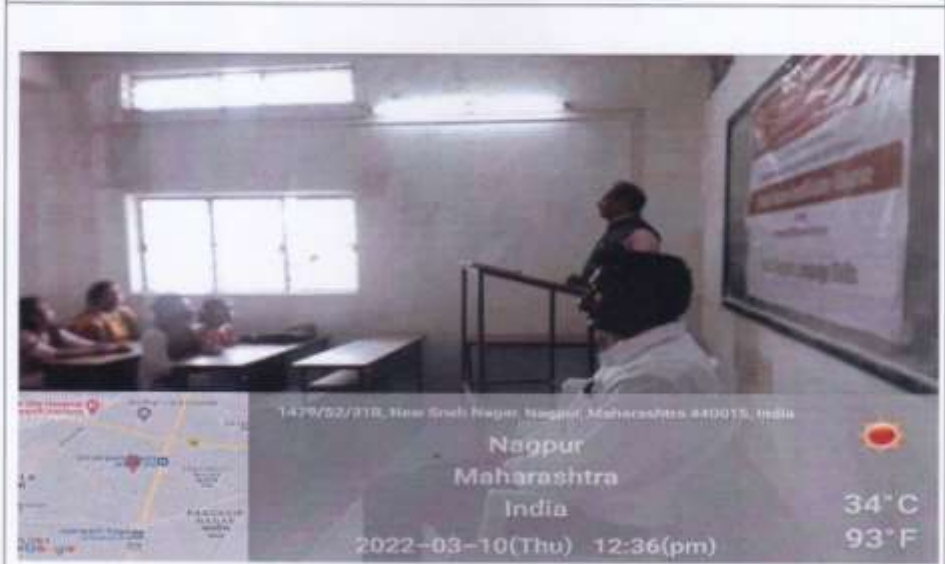


Short Term Course on Basic English Language Skills RTMNU Department of Lifelong Learning and Extension under Jeevan Shikshan Abhiyan - Inaugural Address by the College Prin Dr Dhanraj Shete addressing the students of Class B A Part II

**Photographs of the Course Conducted**



Short Term Course on Basic English Language Skills RTMNU Department of Lifelong Learning and Extension under Jeevan Shikshan Abhiyan – The Student of Class BA Part II present during the inaugural Address on March 10, 2022



Short Term Course on Basic English Language Skills RTMNU Department of Lifelong Learning and Extension under Jeevan Shikshan Abhiyan – Inaugural Address by the College Prin Dr Dhanraj Shete addressing the students of Class B A Part II



# Photographs of the Course Conducted

Purushottam Kahaparde Health & Education Society's  
Yashoda Girls' Arts & Commerce College  
Sneh Nagar, Wardha Road, Nagpur-440015

## Online Short Term Certificate Course on Basic English Language Skills

under Jeevan Shikshan Abhiyan run by  
Department of Lifelong Learning & Extension RTMNU, Nagpur  
in Collaboration with  
Department of English March 10 - April 30, 2022



(Dr Vinita Hinge engaging lecture on Basic of English Language Skills)



(Dr Vinita Hinge engaging lecture on Basic of English Language Skills)



# Photographs of the Course Conducted

Photos of online course conducted during  
March 10 – 30 April 2022



(Lecture conducted on strengthening vocabulary by Dr Hinge on April 25, 2022)



(Lecture conducted by Dr Hinge on Vocabulary)



(Barriers to reading PPT presentation)

**Photographs of the Course Conducted**



(Lecture conducted by Dr Amol Raut on Writing Skills )



(Lecture conducted on Listening Skills by Dr Shailesh Bahadure)

# Photographs of the Course Conducted

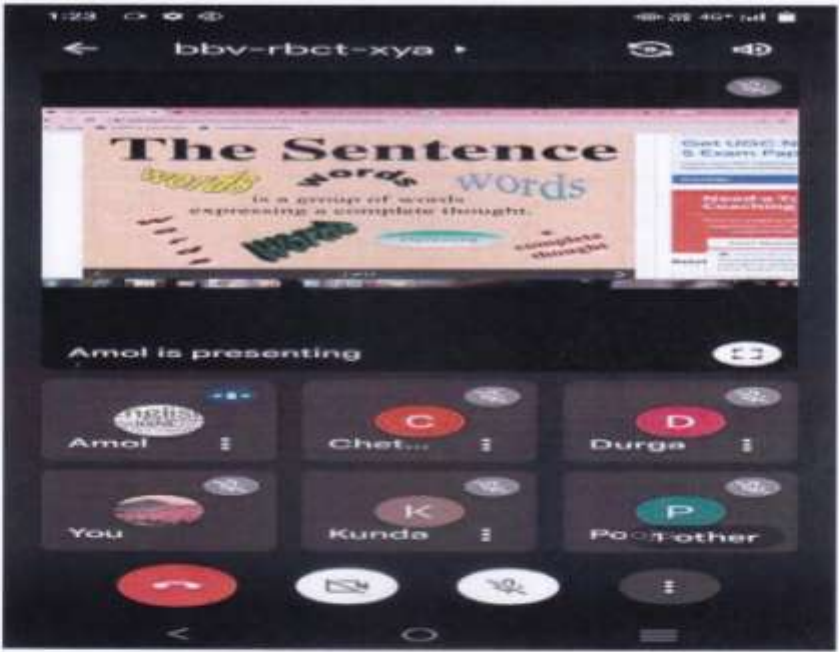


(Lecture conducted on Listening Skills by Dr Shailesh Bahadure)



(Lecture conducted on Listening Skills by Dr Bahadure)

**Photographs of the Course Conducted**



(Dr Amol Raut conducted the session)



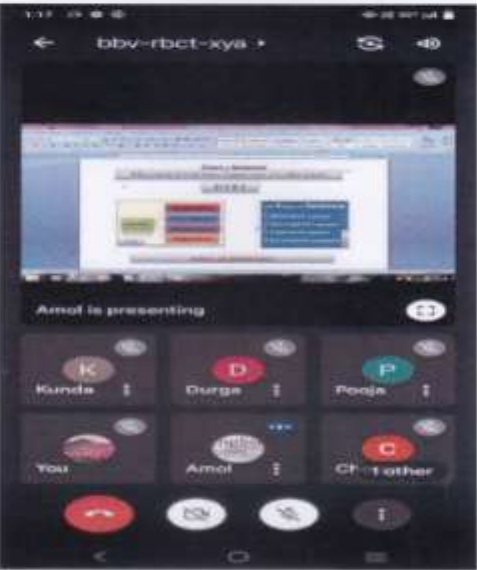
(Dr Amol Raut conducted the session)



# Photographs of the Course Conducted



(Dr Amol Raut conducted the session)



(Dr Amol Raut conducted the session)

# Photographs of the Course Conducted



(Concluding Session being conducted by Dr Shailesh Bahadure )



# Attendance Sheet of the students

Name of the College - Yashoda Girls' Arts & Commerce College

ATTENDANCE SHEET / CHART

Course - Short Term Certificate Course on Basic English Language Skills

Year / Duration: 1 Months - 2021 - 2022 - March 10 - 30 April 2022 35 Hours STC - BELS - March 10 - April 30, 2022

Sr	Name of the Student	10	11	12	14	15	16	17	21	22	23	24	30	31	1	4	5	6	7	8	9	11	12	16	18	19	20	21	22	23	25	26	27	28	29	30		
1	AANCHAL ANIL VISHWAKARMA	P	P	P	P	P	P	P	P	P	P	P	P	P	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	KARTI SHANKAR SOUNDHYA	P	P	P	P	P	P	P	P	P	P	P	P	P	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	AROLI PRAKASH DHAMGAYE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	ADITI YUVRAJ RAMTEKE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	AISHWARYA ANIL NEWARE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	AKANSH A LUTTAM BANSOD	P	P	P	P	P	P	P	P	P	P	P	P	P	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	AKANSHA SUNIL TELANGE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	BARISHA DINESH UPADHYAY	P	P	P	P	P	P	P	P	P	P	P	P	P	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	CHANCHAL PRAKASH SONTAKKE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	CHETNA RAJENDRA DAMLE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	CHITRA NIRANJAN NARNAWARE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	DURGA HANUMAN DHAKATE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	JYOTSNA JAGDIPAN 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	P	P	P	P	P	P	P	P	P	P	P
14	KALYANI NARESH DHOTE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	KIRAN RAJENDRA ADAGALE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	KUNDA SADASHIV BAGDE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	MANISHA RAVINDRA WALKER	P	P	P	P	P	P	P	P	P	P	P	P	P	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	MINAKI RAMBHAROS 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	P	P	P	P	P	P	P	P	P	P	P
19	NEHA PRALHAD BHAWARE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	NIKITA PRAKASH SONTAKKE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	POOJA DAMRAG KAMDLE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	POONAM BHAGWAN TIRSAGARE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	PRATIKSHA DINESH RAUT	P	P	P	P	P	P	P	P	P	P	P	P	P	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	SACHI ANIL BAGDE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	SAKSHI DEEPAK SHENDRE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	SAKSHI SANJAY JUNGHARE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	SAKSHI VISHNU KUMBHARE	P	P	P	P	P	P	P	P	P	P	P	P	P	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	SHILPA DEVIDAS WAGHADE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

*(Handwritten signature)*




*(Handwritten signature)*  
Principal  
Yashoda Girls Arts & Commerce  
College, Bheh Nagar, Nagpur-15

# Attendance Sheet of the students

Name of the College - Yashoda Girls' Arts & Commerce College  
 Course - Short Term Certificate Course on Basic English Language Skills  
 Year/Duration 1 Months - 2021 - 2022 - March 10 - 30 April 2022 35 Hours STC - BELS - March 10 - April 30, 2022

**ATTENDANCE SHEET / CHART**

	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
29 SHIVANI DINESH VISHWAKARMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30 SUNDHU DEVRAO SARVE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31 SNEHA NILESH GAIKAWAD	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32 SURESH AJAY KAMBLE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33 VAISHNAVI GAJANANRAO DHAGE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34 YAMINEE GUNWANTA KAMBLE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35 YAMUNA SHRIRAM GABHANE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

  
 Course Coordinator



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



## Examination conducted at the end of the course.

Purushottam Khaparde Health & Education Society's  
Yashoda Girls' Arts & Commerce College  
Sneh Nagar, Wardha Road, Nagpur-440015

**Short Term Certificate Course in Basic English Language Skills**  
*In collaboration – RTM Nagpur University Board of Lifelong Learning and Extension*

**CCCE Exam – 2021 - 2022 MCQs / General Pattern**

**All Questions are compulsory**

**1. Fill in the blanks with appropriate verb form that agrees with the subject: 2**

\* The quality of the apples \_\_\_\_\_ not very good.

- a. Was
- b. Were
- c. Either could be used here

**2. Fill in the correct form of the verb given in the bracket: 4**

\* Last Tuesday he \_\_\_\_\_ (receive) a letter from the police

\* Unless he \_\_\_\_\_ (confess) to me I will not believe him anymore.

**3. Fill in the blank with suitable articles: 4**

I recently discovered that \_\_\_\_\_ money doesn't buy as much as it used to. I'd been living in \_\_\_\_\_ dormitory for two years and hadn't had to buy my own food for \_\_\_\_\_ whole time. Then, I moved into \_\_\_\_\_ apartment where I needed to buy \_\_\_\_\_ food for myself. The first day I wanted to get \_\_\_\_\_ juice, \_\_\_\_\_ meat, \_\_\_\_\_ bread and \_\_\_\_\_ butter.

**4. Draw a circle around the correct preposition in parentheses in the following 4 paragraph:**

Jim was walking (across, over) the campus (in, at) noon when he met a friend whom he had not seen (since, during) summer. They stopped (in front of, around) the gymnasium and sat down (in, on) the steps. After they had talked (for, during) about ten minutes, Jim said, "I must go (toward, to) Jefferson Hall this semester. Why don't you drop by some afternoon (over, after) classes?"

**5. Rewrite the paragraph with correct punctuation mark, remember to use capitals for Proper noun and for the first letter in sentence: 6**

Nawab Hansraj was a keen lover of sports and hunting in his mansion he had a variety of animals and birds trained with patience with extraordinary deeds he was passionately fond of hawking and among all his falcons the birds ideal with hunting he prized a particular bird called Kinju above all the others for its prized quality its sight was as piercing as a lynx's and its flight was swift as lightning no wonder it became the object of Nawab's special care and attention and the Nawab often went about with Kinju perched in his leather gauntleted wrist many of his friends in his royal court who accompanied him on his haunting expedition were filled with envy to see the wonderful talent of birds they wagered bets in many occasion with the Nawab in an attempt to try and outsmart the skilful bird with their own hunting pet but the Nawab laughed at all their attempts and won their challenges with great ease.



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*Purushottam Khaparde Health & Education Society's*  
**Yashoda Girls' Arts & Commerce College**  
Sneh Nagar, Wardha Road, Nagpur-440015

**6. Complete the following sentences in reported speech:4**

\* "Where is your sister?" She asked me.

She asked me \_\_\_\_\_

• **Do as directed:**

The teacher said, "Be quiet and listen to my words."

(Rewrite the sentence using indirect speech)

**7. Complete the following sentences using appropriate form of the adjective given in the brackets: 2**

The present situation is too \_\_\_\_\_ to handle.

(difficult, more difficult, most difficult)

**8. State whether the underlined verb in the following sentences are transitive or intransitive: 2**

I brought her some gifts.

**9. Rewrite the following sentences using appropriate adverb form: 2**

You should not have spoken to your mother so \_\_\_\_\_

**10. Fill in the blanks with appropriate conjunctions: 2**

Rohit was hungry \_\_\_\_\_ he had not eaten anything for a long time.

(so, because, therefore)

**11. Make noun forms of the following: 6**

a. Kind

b. Obey

c. Sad

**12. Do as directed (Change the voice): 2**

Tokyo cannot hold the Olympics in 2020 due to Covid 19.

(Change the voice)

**13. Word formation exercises (Using appropriate Affixes): 4**

Add appropriate prefix/suffix to the word provided in the bracket:

The arrival of the summer tourists is very \_\_\_\_\_ for the local economy

(benefit)

**14. Identify the type of sentences (Imperative, declarative, interrogative & exclamatory):8**

Did I say anything to make you angry? \_\_\_\_\_

I want to become a poet. \_\_\_\_\_

Stand up. \_\_\_\_\_

How beautiful she is! \_\_\_\_\_

**15. Rewrite following sentences as a question:4**

Sumit was accused of cheating.

The chicken crossed the road.



Examination conducted at the end of the course.

Purushottam Khaparde Health & Education Society's  
Yashoda Girls' Arts & Commerce College  
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16. Rewrite the following Simple Sentences as Compound Sentences:4

The old man being weak could not walk properly.  
His father in spite of being poor is a contended man.

17. (A) Complete the sentences using I/me/he/him etc. 5

- Who is that woman? Why are you looking at -----.
- 'Do you know that man?' Yes, I work with -----.
- I'm talking to -----, Please listen to -----.
- We're going out. You can come with -----.
- I don't like dogs. I'm afraid of -----.

(B) Put in a/an or some. 5

- I read -----book and listened to -----music.
- I need -----money. I want to buy -----food.
- I'm going to open -----window to get ----- fresh air.
- She didn't eat much for lunch, only -----apple and -----bread.
- I want to write a letter. I need-----paper and -----pen.

(C) Choose proper adjective or adverb. 5

- Don't eat so quick/quickly. It's not good for you.
- Can you speak slow/slowly, please?
- Bill is a very careful /carefully driver.
- Those oranges look nice/nicely. Can I have one?
- Please be quiet /quietly. I'm studying.

2. (A) Which is the right form of verb? 5

- I phone/I'll phone you tomorrow, OK?
- I haven't done the shopping yet. I do/I'll do it later.
- I like sport. I watch / I'll watch a lot of sport on TV.
- Jim is going to buy / will buy a new car. He told me last week.
- I need some exercise. I think I go/I'll go for a walk.

(B) Choose the correct alternative: 5

- My favourite film is *Three Idiots*. -----it four times.  
a. I'm seeing b. I see c. I saw d. I've seen
- My friend -----for me when I arrived.  
a. waited b. has waited c. has been waiting d. was waiting
- I----- out last night. I was too tired.  
a. didn't go b. didn't went c. don't go d. haven't gone.
- 'How long ----- English?  
a. do you learn b. are you learning c. you are learning d. have you been learning
- What ----- when you saw her?  
a. did Reena wear b. was Reena wearing c. has Reena worn d. was wearing Reena



## Examination conducted at the end of the course.

Purushottam Khaparde Health & Education Society's  
**Yashoda Girls' Arts & Commerce College**  
Sneh Nagar, Wardha Road, Nagpur-440015

**3. (A) I Complete these sentences with a negative verb (isn't/haven't/don't etc) 3**

- i. They aren't rich. They -----got much money.
- ii. I----- find my glasses. Have you seen them?
- iii. Suresh -----write letters very often. He prefers to use phone.

**(A) II Put the words in the right order. These are questions. 4**

- i. (has/gone/where/David?)
- ii. (the/ children/what/are/ doing)

**(B) I Active or passive? Complete the sentences. 6**

- i. They -----(build) a new airport.
- ii. These shirts are clean now. They -----(wash).
- iii. I can't find my bag. Somebody -----(take) it.

**(B) II Convert the following sentences into indirect speech: 4**

- i. He said, "I will be in Kolkata tomorrow."
- ii. He says to them, "You have completed your job."

**(C) Change the following sentences as directed: 10**

- i. The old man being weak could not walk properly. (Simple to Compound)
- ii. I don't know the way leading to his house. (Simple to Complex)
- iii. I am confident that he is innocent in this matter. (Complex to Compound)
- iv. Keep quiet or you will repent. (Compound to Complex)
- v. Our teacher is popular among students for his diligence. (Simple to Compound)

**4. (A) I Add the appropriate prefix/suffix: 6**

- i. Be careful or you might -----interpret the translation.
- ii. He fought the robber brave-----.
- iii. I didn't expect such -----responsible behaviour from you.

**(B) II. Give noun form of following words: 4**

- i. accuse
- ii. subsidies

**(B) III. Give verb form of following words: 6**

- i. strength
- ii. succeed
- iii. mass.



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



## Grades Obtained by the Students



Purushottam Khaparde Health & Education Society's

# Yashoda Girls' Arts & Commerce College, Nagpur



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

YGC No. / *Kesav / BELS / DoE / Marksheet / 2021-2022*

Date *25/6/2022*

Short Term Course Basic Language Skills in English – 2021 2022						
B A Part I Semester IV			Score Sheet – Marks and Grade Sheet			
S No.	Name of the Students Admitted for STC -BELS	Written Marks obtained out 40	Interaction and Group Discussions Marks out of 10	Total Marks Obtained Out of 50	Percentage % Scored	Grade Secured
1	Aanchal Anil Vishwakarma	24	08	32	64 %	B
2	Aarti Shankar Soundhya	22	09	31	62 %	B
3	Aboli Prakash Dhamgaye	18	10	28	56 %	B
4	Aditi Yuvraj Ramteke	24	10	34	68 %	B
5	Aishwarya Anil Neware	24	08	32	64 %	B
6	Akansha Uttam Bansod	34	09	43	86 %	A
7	Akansha Sunil Telange -	18	10	28	56 %	B
8	Barkha Dinesh Upadhyay	24	07	31	62 %	B
9	Chanchal Prakash Sontakke	22	07	29	58 %	B
10	Chetna Rajendra Damle	38	05	43	86 %	A
11	Chitra Niranjan Narnaware	24	07	31	62 %	B
12	Durga Hanuman Dhakate	36	09	45	90 %	A+
13	Jyotsna Jagdivan Sahu	32	08	40	80 %	A
14	Kalyani Naresh Dhote	36	07	43	86 %	A
15	Kiran Rajendra Adagale	36	06	42	84 %	A



## Grades Obtained by the Students

S No.	Name of the Students Admitted for STC -BELS	Written Marks obtained out of 40	Interaction and Group Discussions Marks out of 10	Total Marks Obtained Out of 50	Percentage % Scored	Grade Secured
16	Kunda Sadashiv Bagde	38	07	45	90 %	A+
17	Manisha Ravindra Walke	32	07	39	78 %	A
18	Meenakshi Rambharos Patil	36	06	42	84 %	A
19	Neha Pralhad Bhaware	24	06	30	60 %	B
20	Nikita Prakash Sontakke	38	07	45	90 %	A+
21	Pooja Ramrao Kamble	34	06	40	80 %	A
22	Poonam Bhagwan Tirsagare	36	07	43	86 %	A
23	Pratiksha Dinesh Raut	34	09	43	86 %	A
24	Sachi Anil Bagde	32	10	42	84 %	A
25	Sakshi Deepak Shendre	38	08	46	92 %	A+
26	Sakshi Sanjay Junghare	34	05	39	78 %	A
27	Sakshi Vishnu Kumbhare	36	07	43	86 %	A
28	Shilpa Devidas Waghade	38	08	46	92 %	A+
29	Shivani Dinesh Vishwakarma	34	10	44	88 %	A
30	Sindhu Devrao Sarve	36	06	42	84 %	A
31	Sneha Nilesh Gaikawad	38	06	44	88 %	A
32	Snehal Ajay Kamble	22	06	28	56 %	B
33	Vaishnavi Gajananrao Dhage	36	10	46	92 %	A+
34	Yaminee Gunwanta Kamble	38	07	45	90%	A+
35	Yamuna Shriram Gabhane	32	08	40	80 %	A

• Marks Range and Grade Scheme: [www.careerpoint.edu.com](#)

*Amol Raut*  
(Dr Amol Raut)  
Course Coordinator

*Dhanraj Shete*  
(Dr Dhanraj Shete)  
Principal  
PRINCIPAL  
Tathodra Office Arts & Commerce College  
Besh Nagar, Nagpur-15



## Report of the Short Term Course

### A Report on Short Term Course Conducted on Basic English Language Skills (March 10, 2022 to April 30, 2022)


The Department of English organized short-term course on Basic English Language Skills under the initiative of IQAC for 30 days. The objective of this was to train the students in language for personal and professional growth of the students. The Basic language skills were acquired through interactive classroom sessions by the students during the course. The students were evaluated based on written examination. All the students successfully completed the course during March 10, 2022 to April 30, 2022. The online lectures were delivered by Dr Shailesh Bahadure, Dr Mrs. Vinita Hinge and Dr Amol Raut. The topics were covered as per the syllabus designed by the committee constituted for the course. The course was delivered through online mode, during the course ppt was exhibited on various topics. The total number of 35 students were benefited and satisfied with the said course. After completion of the course certificates are distributed to the learner.

#### Course Outcomes:

- \* The students learned with focus on the basic skills of listening, speaking, reading and writing the language skillfully.
- \* After completion of the course the students interacted in classroom activities and also used the text as a source for self-study as well.
- \* The students were inspired to localize and personalize learning of English for undergraduate classrooms and with their colleagues.
- \* The students are prepared with basic language skills along with improved non-verbal skills thereby improving their employability.

  
(Dr Amol Raut)  
Course Coordinator



  
(Dr Dhanraj Shete)  
Principal  
College, Bhash Nagar, Nagpur-15



## Letters and Communication



Purushottam Knaparde Health & Education Society's

### 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./ DLLE/STC/ENG/BELS/2021-2022

Date 07/06/2022

O/C

To  
The Director  
Department of Board of Lifelong, Learning and Extension  
Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Reference : DOLLE/296/22, dated 17.02.2022.

Subject : Certificate Course in Basic English Language Skills

Sir,  
Greetings!

This has a reference and subject cited above regarding completion of the Short Term Certificate Course in Basic English Language Skills designed for one month (36 hours) under Jeevan Shikshan Abhiyan in collaboration with Department of English. The list of 35 students who participated in the course and benefited is enclosed for your kind perusal. Kindly affirm your signature on the certificates to be issued to the students.

Thanking you,

Yours faithfully,

(Dr. Dhanraj Shete)  
Principal

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



O/C  
07/6/22





# Certificates



Rashtrasant Tukadoji Maharaj Nagpur University  
**Board of Lifelong Learning & Extension**

≡ **CERTIFICATE** ≡

Awards this certificate to Sbrt/ Smt./Ku. *Aanchal Anil Pishwekarma*  
on satisfactory completion of the **Short Term Certificate Course in 'Basic English Language Skills' One Month (36 Hours)** under **Jeevan Shikshan Abhiyan** run by Department of Lifelong Learning and Extension RTMNU Nagpur in Collaboration with Department of English, Yashoda Girls' Arts & Commerce College, Nagpur From 10th March, 2022 to 30th April, 2022. She passed at the Examination in grade **'B'**

*Amol Raut*  
**Dr. Amol Raut**  
Course Co-ordinator  
Yashoda Girls'  
Arts & Commerce College, Nagpur

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

*Nishikant Raut*  
**Dr. Nishikant Raut**  
Director  
Department of Lifelong Learning & Extension  
Rashtrasant Tukadoji Maharaj Nagpur University

# Certificates



Rashtrasant Tukadoji Maharaj Nagpur University  
**Board of Lifelong Learning & Extension**

≡ CERTIFICATE ≡

Awards this certificate to Sri / Smt./Ku. Chetna Rajendra Dama  
on satisfactory completion of the **Short Term Certificate Course In 'Basic English Language Skills' One  
Month (36 Hours)** under **Jeevan Shikshan Abhiyan** run by Department of Lifelong Learning and Extension  
RTMNU Nagpur in Collaboration with Department of English, Yashoda Girls' Arts & Commerce College,  
Nagpur From 10th March, 2022 to 30th April, 2022. She passed at the Examination in grade A

**Dr. Amol Raut**  
Course Co-ordinator  
Yashoda Girls'

Arts & Commerce College, Nagpur

**Dr. Dhanraj Shete**  
Principal  
Yashoda Girls'

Arts & Commerce College, Nagpur

**Dr. Nishikant Raut**  
Director

Department of Lifelong Learning & Extension  
Rashtrasant Tukadoji Maharaj Nagpur University

# Certificates



Rashtrasant Tukadoji Maharaj Nagpur University  
**Board of Lifelong Learning & Extension**

≡ **CERTIFICATE** ≡

Awards this certificate to Shri / Smt./Ku. Surga Hanuman Shakate  
on satisfactory completion of the **Short Term Certificate Course in 'Basic English Language Skills' One Month (36 Hours)** under Jeevan Shikshan Abhiyan run by Department of Lifelong Learning and Extension RTMNU Nagpur in Collaboration with Department of English, Yashoda Girls' Arts & Commerce College, Nagpur From 10th March, 2022 to 30th April, 2022. She passed at the Examination in grade A+

**Dr. Amol Raut**  
Course Co-ordinator  
Yashoda Girls'  
Arts & Commerce College, Nagpur

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

**Dr. Nishikant Raut**  
Director  
Department of Lifelong Learning & Extension  
Rashtrasant Tukadoji Maharaj Nagpur University

# Certificates



Rashtrasant Tukadoji Maharaj Nagpur University  
**Board of Lifelong Learning & Extension**

≡ CERTIFICATE ≡

Awards this certificate to ~~Shri~~ Smt./Ku. Kunda Sadashiv Bagde  
on satisfactory completion of the **Short Term Certificate Course In 'Basic English Language Skills' One Month (36 Hours)** under **Jeevan Shikshan Abhiyan** run by Department of Lifelong Learning and Extension RTMNU Nagpur in Collaboration with Department of English, Yashoda Girls' Arts & Commerce College, Nagpur From 10th March, 2022 to 30th April, 2022. She passed at the Examination in grade ..... A+ .....

  
**Dr. Amol Raut**  
Course Co-ordinator  
Yashoda Girls'  
Arts & Commerce College, Nagpur

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

  
**Dr. Nishikant Raut**  
Director  
Department of Lifelong Learning & Extension  
Rashtrasant Tukadoji Maharaj Nagpur University



# Certificates



Rashtrasant Tukadoji Maharaj Nagpur University  
**Board of Lifelong Learning & Extension**

≡ CERTIFICATE ≡

Awards this certificate to ~~Sp~~ / Smt./Ku. Akansha Uttam Bansod  
on satisfactory completion of the **Short Term Certificate Course in 'Basic English Language Skills' One Month (36 Hours)** under Jeevan Shikshan Abhiyan run by Department of Lifelong Learning and Extension RTMNU Nagpur in Collaboration with Department of English, Yashoda Girls' Arts & Commerce College, Nagpur From 10th March, 2022 to 30th April, 2022. She passed at the Examination in grade A.

**Dr. Amol Raut**  
Course Co-ordinator  
Yashoda Girls'  
Arts & Commerce College, Nagpur

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

**Dr. Nishikant Raut**  
Director  
Department of Lifelong Learning & Extension  
Rashtrasant Tukadoji Maharaj Nagpur University