


Shahid Virpatni Laxmi Mahavidyalaya, Titave  
Tal - Radhanagari Dist - Kolhapur

Program Report

Department of Science 2019-20

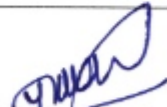
Skill Based Program on

**“Soft Skill & English Speaking”**

<b>Date of Activity</b>	22 <sup>nd</sup> November 2019 to 30 <sup>th</sup> November 2019	Time: 10 am 02.30pm
<b>Venue of Activity</b>	(Offline) SVLM, Collage Titave.	
<b>Objectives</b>	To develop effective communication skills (spoken and written). Develop effective presentation skills. Conduct effective business correspondence and prepare business reports which produce results.	
<b>Activity Coordinators</b>	Mrs. Snehalata Patil	
<b>Name of Teacher</b>	Mrs. Rutuja Kamble, Mr. Rahul Kamble	
<b>Speaker</b>	Mrs. S. A. Rane (Kamala College kolhapur) Mrs. J. P. Jadhav (Vivekanand College Kolhapur)	
<b>Topics covered</b>	<ul style="list-style-type: none"> <li>➤ Conversation Practice, Mock interview.</li> <li>➤ Group Discussion, Public Speaking &amp; body Language.</li> <li>➤ Debate.</li> </ul>	
<b>Attendees</b>	Faculty Members along with 23 Science students	
<b>Value of “Soft Skill &amp; English Speaking”</b>	Skills such as active listening, collaboration, presenting ideas and communicating with colleagues are all highly valued in the modern workplace. Strong soft skills ensure a productive, collaborative and healthy work environment.	
<b>Photograph</b>		
	Guest explain some conversation rule using PPT	

  
**HOD**  
 Head  
 Faculty Of Science



  
**Principal**  
 Principal  
 Shahid Virpatni Laxmi Mahavidyalaya  
 Titave, Tal. Radhanagari, Dist. Kolhapur.



Shahid Shikshan Prasarak Mandal, Titave's  
**SHAHID VIRPATNI LAXMI MAHAVIDYALAYA**

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.: 2019-20/science/

DATE: 14/11/2019

To,  
 The Principal,  
 Shahid Virpatni Laxmi Mahavidyalaya,  
 Titave.

**Subject: Seeking Permission for Conducting Skill Based Program.**

Respected Sir,

We are planning to conduct a Skill Based Program on the topic "**Soft Skill & English Speaking**" for Students from 22 Nov 2019 to 30 Nov 2019.

So, I kindly request you to give permission for conducting this certificate program.

Thanking You.

Yours faithfully,



*Permitted.  
 14/11*

*[Signature]*  
 HOD  
 Head  
 Faculty Of Science

SHAHID VIRPATNI LAXMI MAHAVIDYALAY  
TITAVE

Department Of Science

Date- 18 Nov 2019


Notice

All the students are hereby informed that Science Department is going to organize Skill Based Program for BSc.-I starting from 22<sup>nd</sup> Nov 2019 on the skill based course of "Soft Skill & English Speaking." Kindly submit your entries to your class teachers.

Date : 22 Nov 2019 Onwards

Time : 10.00 am to 2.30 pm



  
HOD  
Head  
Faculty Of Science

 . B.Sc. I.



Shahid Shikshan Prasarak Mandal, Titave's  
**SHAHID VIRPATNI LAXMI MAHAVIDYALAYA**

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svln.titave@gmail.com

Ref.: 2019-20/science/06(A)

DATE: 15/11/2019

To,  
 Mrs.S.A.Rane.  
 Assistant Professor  
 Kamala College,  
 Kolhapur.

**Subject:** Invitation for conduct Skill Based Program on “Soft Skill & English Speaking ”


Respected Madam,


We are glad to inform you that our organization Shahid Virpatni Laxmi Mahavidyalaya, Titave is organizing a Skill Based Program on “Soft Skill & English Speaking”. The main focus of the topic is to inculcate potentials skills in the learner, to solve problem, to create critical thinking abilities and also to aware of the importance, usages, and setbacks of the above-mentioned topics.

The seminar will take Offline and it will commence from 22 Nov 2019 to 30 Nov 2019 at 10.00 am to 2.30 pm. Program then we are eagerly waiting for your confirmation.

Thanking you,

  
 HOD  
 Head  
 Faculty Of Science

Received  


  
 Principal  
 Shahid Virpatni Laxmi Mahavidyalaya  
 Titave, Tal. Radhanagari, Dist. Kolhapur.





Shahid Shikshan Prasarak Mandal, Titave's  
**SHAHID VIRPATNI LAXMI MAHAVIDYALAYA**

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.: 2019-20/science/06(B)

DATE: 15/11/2019

To,  
 Mrs.J.P.Jadhav  
 Assistant Professor  
 Vivekand College,  
 Kolhapur.

**Subject:** Invitation for conduct Skill Based Program on  
 "Soft Skill & English Speaking"

Respected Madam,

We are glad to inform you that our organization Shahid Virpatni Laxmi Mahavidyalaya, Titave is organizing a Skill Based Program on "Soft Skill & English Speaking". The main focus of the topic is to inculcate potentials skills in the learner, to solve problem, to create critical thinking abilities and also to aware of the importance, usages, and setbacks of the above-mentioned topics.

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Thanking you,

  
 HOD  
 Head  
 Faculty Of Science

Received  
 Jadhav

  
 Principal  
 Principal  
 Shahid Virpatni Laxmi Mahavidyalaya  
 Titave, Tal, Radhanagari, Dist. Kolhapur.



**Shahid Shikshan Prasark Mondal Titave's  
Shahid Virpatni Laxmi Mahavidyalay Titave  
Student Registration  
Department of Science  
Soft Skills And English Speaking  
Class: BSc.FY 2019-20**

Sr.No	Student Name	Sign
1	BHOPALE PRADNYA PANDURANG	(P.P.)
2	CHAVHAN SNEHAL SHAMARAO	Snehal
3	DOLTADE SAPANA TANAJI	Sapana
4	KAMBLE PALLAVI PRAKASH	PKamble
5	GONUGADE PUNAM ASHOK	P.Gonugade
6	JOSHI KOMAL TANAJI	Komal
7	KAMBLE ASHWINI EKNATH	A.Kamble
8	KAMBLE PRATIDNYA SHIVAJI	Pratidnya
9	KAMBLE SHIVANI ALIAS SUHANI BALAVANT	(S.H.)
10	KAMBLE SHWETA VINAYAK	Shweta
11	KAWADE NIKITA MAHADEV	NM Kawade
12	YOGITA	Yogita
13	LAD RUTUJA VISHNU	L.Rutuja
14	MANE AISHWARYA RANJEET	A.R. Mane
15	MORE SHAILEJA VISHNU	S.More
16	PARIT SUSHMA SANTOSH	Sushma
17	PATIL DIPALI SHRIPATI	D.S.Patil
18	PATIL DIPALI KRISHNAT	D.Patil
19	PATIL MAYURI MADHUKAR	M.Patil
20	RAUT PRIYANKA BAJIRAO	P.Raut
21	SATHE SHITAL BALVANT	Shital B.
22	SURYAWANSHI DIPALI SHAMRAO	Dipali
23	SURYAWANSHI MAYURI BHIMRAO	Mayuri
24	RUTUJA	Rutuja
25	KAMBLE TEJASHRI SURESH	T.Kamble

  
**Head  
Faculty Of Science**



  
**Principal**  
Shahid Virpanni Laxmi Mahavidyalay  
Titave, Tal.Radhanagari, Dist.Kolhapur

**Shahid Virpatni Laxmi Mahavidyalaya, Titave.**

**Department of Science**  
**“Course Schedule”**  
**Academic Year 2019-2020**

Sr.No.	DATE	TIME	TOPIC TO DISCUSS
1.	22/11/2019	10:00 am to 2:30 pm	Conversation Practice Mock Interviews
2.	23/11/2019	10:00 am to 2:30 pm	
3.	25/11/2019	10:00 am to 2:30 pm	
4.	26/11/2019	10:00 am to 2:30 pm	
5.	27/11/2019	10:00 am to 2:30 pm	Group Discussions Public speaking and Body language
6.	28/11/2019	10:00 am to 2:30 pm	
7.	29/11/2019	10:00 am to 2:30 pm	
8.	30/11/2019	10:00 am to 2:30 pm	Debate



## Shahid Virpatni Laxmi Mahavidyalay, Titave

Academic Year 2019-20

### Skill Based Program on “Soft Skill & English Speaking”

Schedule: 22<sup>th</sup> Nov, 2019 to 30<sup>th</sup> Nov, 2019 10.00 am to 2.30 pm.

#### Syllabus

Sr. No.	TOPIC
1.	<b>Conversation Practice</b> Different situations are given to the students. They are encouraged to simulate the situation. Initiating a public conversation
2.	<b>Mock Interviews:</b> Names of favorite personalities are given from politics, film, music, literature etc. And a group of students are supposed to interview them
3.	<b>Group Discussions:</b> Students are divided into group of 10 to 12 and they will be given a Specific topic (current affairs, environmental issues, political affairs, science and technology).
4.	A brief awareness about the program of GD will be given by the faculty before the commencement of the discussion
5.	<b>Public speaking and Body language :</b> Topics will be distributed to the students, and they have to speak about the particular topic for 5mins. The whole procedure will be video recorded and played back to make them conscious of their mannerism





6.	<p><b>Integrated drama –</b></p> <p>A theme will be given well in advance and students will be ask to write a script based on it.</p> <p>Students will be divided into different groups.</p> <p>Students are to act it out on the stage</p>
7.	<p><b>Debate -</b></p> <p>An interesting and debatable topic will be given.</p> <p>The whole class will be divided into 2 groups, one group will be for and the other group will be against</p>
8.	<p>In the beginning only the selected students will be allowed to speak, which will be followed by the open forum.</p> <p>Feedback will be given by the faculty</p>
9.	<p>In between the given task tongue twisters, vocabulary chain, language games, dumb charades etc. will be given</p>
10.	<p><b>Writing –</b> Note Taking, Paraphrasing, Reviews of Articles and Books, Abstracts</p>
11.	<p><b>Study Skills –</b> Use of Dictionary &amp; Thesaurus, Vocabulary Building Exercises</p>
12.	<p><b>Oral practice –</b> Improving Articulation, Pronunciation and Intonation using Language Laboratory Software, Practice in Speaking for Formal or Informal Purposes through Classroom Exercises</p>
13.	<p>Listening Comprehension using</p>
14.	<p>confidence level, language skills</p>
15.	<p>Reflexive Pronouns, Relative Pronouns and Clauses, Adjectives and Adverbs, Comparative and Superlative Degree, Punctuation</p>



# Shahid Virpatni Laxmi Mahavidyalay ,Titave

## Department of Science

Academic Year 2019-2020

Skill based Program on  
"Soft Skill & English Speaking"

Exam

Date: 1<sup>st</sup> December 2019

Time: 10:00 AM to 11:00AM

Q 1) Which type of dress should be worn for an interview?

- 1) Formal
- 2) Casual
- 3) Traditional
- 4) none of these

Q 2) Your workspace should be clean and \_\_\_\_\_.

- 1) Organized
- 2) messed-up
- 3) unsafe
- 4) none of these

Q 3) We should \_\_\_\_\_ cut our nails.

- 1) regularly
- 2) never
- 3) rarely
- 4) none of these

Q 4) Communication should be –

- 1) clear
- 2) correct
- 3) complete
- 4) all of these

Q 5) Which of the following is a greeting /wish ?

- 1) good morning
- 2) get well soon
- 3) happy journey
- 4) all of these



**Q 6) Verbal communications in business takes place through –**

- 1) phone call conversation
- 2) face to face conversation
- 3) phone call conversation and face to face conversation
- 4) **none of these**

**Q 7) The term communication is derived from the Latin word “ \_\_\_\_\_ ” which means to share.**

- 1) **Communes**
- 2) Communicate
- 3) Commune
- 4) Community

**Q 8) An effective communication must have –**

- 1) sender
- 2) receiver
- 3) message
- 4) **all of these**

**Q 9) During interviews, we should express our views \_\_\_\_\_.**

- 1) **clearly**
- 2) in a haste
- 3) aggressively
- 4) none of these

**Q 10) Put others in an embarrassing situation by asking them to speak if they don't want It should \_\_\_\_\_ in a group discussion.**

- 1) **never be done**
- 2) always be done
- 3) good practice
- 4) none of these

**Q 11) \_\_\_\_\_ is a communication between two or more persons wherein the intended message is successfully delivered, received and understood.**

- 1) **Effective Communication**
- 2) Ended Communication
- 3) Closed Communication
- 4) none of these



**Q 12) \_\_\_\_\_ listening is devoted for understanding the message of a speaker, as when we attend a classroom lecture.**

- 1) **comprehensive**
- 2) critical
- 3) empathetic
- 4) appreciative

**Q 13) \_\_\_\_\_ is defined as the process that initiates, guides, and maintains goal oriented behavior.**

- 1) **Motivation**
- 2) Attitude
- 3) Aptitude
- 4) all of these

**Q 14) there are \_\_\_\_\_ major component to motivation.**

- 1) **3**
- 2) 4
- 3) 2
- 4) 5

**Q 15) Which soft skill refers to the ability to convey information effectively and listen actively to others?**

- 1) Creativity
- 2) Emotional intelligence
- 3) **Communication**
- 4) Time management



**Assessment**  
**Shahid Virpatni Laxmi Mahavidyalaya ,Titave**  
Department of Science  
Academic Year 2019-20  
Skill Based Program  
**Soft Skills And English Speaking**

Sr.No	Student Name	Mark
1	BHOPALE PRADNYA PANDURANG	22
2	CHAVHAN SNEHAL SHAMARAO	12
3	DOLTADE SAPANA TANAJI	20
4	KAMBLE PALLAVI PRAKASH	18
5	GONUGADE PUNAM ASHOK	22
6	JOSHI KOMAL TANAJI	16
7	KAMBLE ASHWINI EKNATH	20
8	KAMBLE PRATIDNYA SHIVAJI	14
9	KAMBLE SHIVANI ALIAS SUHANI BALAVANT	AB
10	KAMBLE SHWETA VINAYAK	22
11	KAWADE NIKITA MAHADEV	18
12	YOGITA	20
13	LAD RUTUJA VISHNU	14
14	MANE AISHWARYA RANJEET	22
15	MORE SHAILEJA VISHNU	16
16	PARIT SUSHMA SANTOSH	20
17	PATIL DIPALI SHRIPATI	18
18	PATIL DIPALI KRISHNAT	22
19	PATIL MAYURI MADHUKAR	20
20	RAUT PRIYANKA BAJIRAO	14
21	SATHE SHITAL BALVANT	12
22	SURYAWANSHI DIPALI SHAMRAO	AB
23	SURYAWANSHI MAYURI BHIMRAO	22
24	RUTUJA	24
25	KAMBLE TEJASHRI SURESH	18

  
**Head**  
**Faculty of Science**



  
**Principal**  
Shahid Virpanni Laxmi Mahavidyalay  
Titave, Tal.Radhanagari, Dist.Kolhapur

**Shahid Shikshan Prasark Mandal Titave's**  
**Shahid Virpatni Laxmi Mahavidyalaya Titave**  
 Academic Year 2019-20  
 Attendance Sheet  
 Soft Skills And English Speaking  
 Department of Science Class: FY B.Sc

Sr. No.	Name Of Student	Sign							
	Date	22/11/19	23/11/19	25/11/19	26/11/19	27/11/19	28/11/19	29/11/19	30/11/19
1	BHOPALE PRADNYA PANDURANG	PRB	PRB	PRB	PRB	PRB	PRB	PRB	PRB
2	CHAVHAN SNEHAL SHAMARAO	SnehalC	A	SnehalC	SnehalC	SnehalC	SnehalC	SnehalC	SnehalC
3	DOLTADE SAPANA TANAJI	DS	DS	DS	DS	DS	DS	DS	DS
4	KAMBLE PALLAVI PRAKASH	PKamble	PKamble	PKamble	A	PKamble	PKamble	PKamble	PKamble
5	GONUGADE PUNAM ASHOK	PGonugade	PGonugade	PGonugade	PGonugade	PGonugade	PGonugade	PGonugade	PGonugade
6	JOSHI KOMAL TANAJI	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal
7	KAMBLE ASHWINI EKNATH	AKamble	AKamble	AKamble	AKamble	AKamble	AKamble	AKamble	AKamble
8	KAMBLE PRATIDNYA SHIVAJI	PKamble	PKamble	PKamble	PKamble	PKamble	PKamble	PKamble	PKamble
9	KAMBLE SHIVANI ALIAS SUHANI BALAVANT								
10	KAMBLE SHWETA VINAYAK	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta
11	KAWADE NIKITA MAHADEV	NMKawade	NMKawade	NMKawade	NMKawade	NMKawade	NMKawade	NMKawade	NMKawade
12	YOGITA	Yogita	Yogita	Yogita	Yogita	Yogita	Yogita	Yogita	Yogita
13	LAD RUTUJA VISHNU	LRutuja	LRutuja	LRutuja	LRutuja	LRutuja	LRutuja	LRutuja	LRutuja
14	MANE AISHWARYA RANJEET	A.R.Mane	A.R.Mane	A.R.Mane	A.R.Mane	A	A.R.Mane	A.R.Mane	A.R.Mane
15	MORE SHAILEJA VISHNU	S.Vmore	S.Vmore	S.Vmore	S.Vmore	S.Vmore	S.Vmore	S.Vmore	S.Vmore
16	PARIT SUSHMA SANTOSH	Sushmap	A	Sushmap	Sushmap	Sushmap	Sushmap	A	Sushmap
17	PATIL DIPALI SHRIPATI	D.S.Patil	D.S.Patil	D.S.Patil	D.S.Patil	D.S.Patil	D.S.Patil	D.S.Patil	D.S.Patil
18	PATIL DIPALI KRISHNAT	D.K.Patil	D.K.Patil	D.K.Patil	D.K.Patil	D.K.Patil	D.K.Patil	D.K.Patil	D.K.Patil
19	PATIL MAYURI MADHUKAR	M.Patil	M.Patil	M.Patil	M.Patil	M.Patil	M.Patil	M.Patil	M.Patil
20	RAUT PRIYANKA BAJIRAO	PRaut	PRaut	PRaut	PRaut	A	PRaut	PRaut	PRaut
21	SATHE SHITAL BALVANT	Shitalb.	Shitalb.	Shitalb.	Shitalb.	Shitalb.	Shitalb.	Shitalb.	Shitalb.
22	SURYAWANSHI DIPALI SHAMRAO	ASuryawansi	ASuryawansi	ASuryawansi	ASuryawansi	ASuryawansi	ASuryawansi	ASuryawansi	ASuryawansi
23	SURYAWANSHI MAYURI BHIMRAO	MSuryawansi	MSuryawansi	MSuryawansi	MSuryawansi	MSuryawansi	MSuryawansi	MSuryawansi	MSuryawansi
24	RUTUJA	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja
25	KAMBLE TEJASHRI SURESH	TKamble	TKamble	TKamble	TKamble	TKamble	TKamble	TKamble	TKamble

*[Signature]*  
**Head**  
 Faculty Of Science



*[Signature]*  
**Principal**  
 23 Shahid Virpatni Laxmi Mahavidyalaya  
 Titave, Tal. Radhanagari, Dist. Kolhapur.



Shahid Shikshan Prasarak Mandal, Titave's  
**SHAHID VIRPATNI LAXMI MAHAVIDYALAYA**

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PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.: 2019-20/science/07(A)

DATE: 30/11/2019

To,  
Mrs.J.P.Jadhav  
Assistant Professor  
Vivekand College,  
Kolhapur.

**Subject:** Thanking letter for joining as Resource Person.

**Reference:** Skill Based Program Conducted in our institute on "Soft Skill & English speaking" 22 Nov 2019 to 30 Nov 2019.

Respected Madam,

With reference to above mentioned subject we are thankful for accepting invitation and delivering valuable lectures for Skill Based program "Soft skill & English speaking." We assure you that your expertise will definitely help our students in their future studies.

Thanking You.

  
HOD  
Head  
Faculty Of Science

Received  
Jadhav

  
Principal  
Principal  
Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal. Radhanagari, Dist. Kolhapur.





Shahid Shikshan Prasarak Mandal, Titave's  
**SHAHID VIRPATNI LAXMI MAHAVIDYALAYA**

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E-Mail-svlm.titave@gmail.com

Ref.-: 2019-20/science/07(B)

DATE: 30/11/2019

To,  
Mrs.S.A.Rane.  
Assistant Professor  
Kamala College,  
Kolhapur.

**Subject:** Thanking letter for joining as Resource Person.

**Reference:** Skill Based Program Conducted in our institute on "Soft Skill & English speaking" 22 Nov 2019 to 30 Nov 2019.


Respected Madam,

With reference to above mentioned subject we are thankful for accepting invitation and delivering valuable lectures for Skill Based program "Soft skill & English speaking." We assure you that your expertise will definitely help our students in their future studies.

Thanking You.

  
HOD  
Head  
Faculty Of Science

Received  


  
Principal  
Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal. Radhanagari, Dist. Kolhapur.








Shahid Shikshan Prasarak Mandal's, Titave  
**Shahid Veerpatni Laxmi Mahavidyalaya, Titave**

## CERTIFICATE

This is to Certify that Miss .....  
Of class F.Y. B.S.C. has attended / participated / successfully completed Certificate course of  
**“Soft Skill and English Speaking”** organized by **Department of Science, S.V.L.M., Titave.** Course  
Organized academic year 2019-20...



*[Signature]*

Program Co-ordinator

*[Signature]*

HOD

(Department of Science)

**Head  
Faculty Of Science**

*[Signature]*

V/C Principal  
Principal

Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal. Radhanagari, Dist. Kolhapur.