

Rayat Shikshan Sanstha's  
Savitribai Phule Mahila Mahavidyalaya, Satara.  
**Report on Short Term Course**

**Name of Short Term Course : Campus to Corporate Skills**

**A Brief Report**

**Academic Year -2017-18**

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**Name of Coordinator** : Mr. Bhosale Ajay Uttam

**Department** : English

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**A) Preface & Importance of the Course :**

Today's world is the world of competition. There has been a great rush of the unemployed youths to the Corporate sector where they believe that they might get a job. But the situation has greatly changed. There are different requirements and expectations of the employers in the corporate sector. Different skills and abilities are needed from the candidate.

This course mainly focuses on the needs of the corporate sector. It tries to make the students aware of the atmosphere in the corporate sector. It also concentrates on imbibing the skills and abilities that are expected from the candidate. Hence the course- "Campus to Corporate Skills" will prove helpful and beneficial to the student.

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**B)The Statistical Report of the Course :**

No. of students Enrolled	No. of students appeared for exam	No. of students eligible for certificate	No. of projects prepared by students	Remark ( in reference to the certificate distribution & Feedback)
50	31	31	6	The certificates issued to all eligible students. Students are satisfied about the course

**C) A brief summary on projects prepared by students :**

The students have prepared the projects on two topics covered in the syllabus by the Trainer /Faculty who was appointed for this course. These projects are prepared by their own. Six groups were prepared for all 31 students. 5 students in first 5 groups and 6 students in last sixth group. The students have recalled the knowledge which was dealt with during the course. The two topics on which the projects have been prepared are :

**1) Letter Writing**

**2) Group Discussion**

The topics which are selected for project are related to the day to day skills. The students have promptly and timely submitted the projects.

**Closure / Conclusion:**

The students actively participated in the course and related activities. The response of the students was satisfactory. The faculties which were appointed for the course were brilliant and were experienced. The feedbacks of the students suggest that this course will prove helpful and useful for them in future. The course has been completed successfully and satisfactorily.



Coordinator  
Short term Course

  
**Principal**  
Savitribai Phule Mahila Mahavidyalaya  
SATARA.

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Short Term Course in  
**Campus to Corporate Skills**  
**Syllabus**

**Objectives :**

1. To explain the difference between Campus and Corporate and prepare them for the corporate.
2. To introduce the students domain knowledge of Corporate and to develop interpersonal and professional skills for it.
3. To make the students aware of the career opportunities in Corporate field.
4. To explain grooming for the Corporate to the students.
5. To develop students communication skills.

**Syllabus :**

**Duration : 3 Months**

**Unit I : Grammar**

- i. Parts of Speech
- ii. Articles
- iii. Tenses
- iv. Types of Sentences
- v. Pronunciation

**Unit II : Communication Skills**

- i. Group Discussion
- ii. Interview Skills
- iii. Social Conversation Skills
- iv. Soft Skills & Negotiation Skills

**Unit III : Written Skills**

- i. Letter Writing
- ii. Report Writing
- iii. Advertisement

**Unit IV : Grooming for the Corporate**

- i. Etiquettes
- ii. Grooming
- iii. E-mail Etiquettes
- iv. Meeting Etiquettes
- v. Presentation Skills
- vi. Professional Competencies: Analytical Thinking, Listening Skills, Time Management, Team Skills, Assertiveness, Stress Management.



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Examination

Class: B.A.III

Subject: Campus to Corporate Skills (Short-term Course)

Time: 12:00 to 1:00 pm

Date: 21/02/2018

Duration: 1 Hour

Marks: 50

**Q A} Choose the correct answer for the following questions (2 marks each)**

1. Which of the following is **not** a noun?  
a. a) Yellow                      b) dog                      c) notebook                      d) India
2. Which is **not** a verb?  
a) goes                      b) ask                      c) heavily                      d) catch
3. Which of the following is a noun?  
a) wanted                      b) and                      c) the                      d) grammar
4. Which of the following contains an adjective?  
a) on Tuesday                      b) she said                      c) old man                      d) afternoon
5. Which of the following is **not** correct?  
a) sad news                      b) hard life                      c) bigs cars                      d) those men
6. Which of the following **does not** have an appropriate preposition?  
a) in Saturday                      b) at 7:00 o'clock                      c) at Coimbatore                      d) on 1947
7. Which of the following **doesn't** have an appropriate preposition?  
a. a) In a minute                      b) In October                      c) In the table                      d) In a year
8. Which conjunction fits best in the sentence: I am hungry \_\_\_\_\_ I don't want to eat.  
a) so                      b) after                      c) or                      d) or
9. How many conjunctions are in the sentence: **After, Shyam and Nitin come, we can leave.**  
a) 0                      b) 1                      c) 2                      d) 3
10. Which is **not** a part of speech?  
a) Conjunction                      b) noun                      c) preposition                      d) classification

**Q. B} Prepare your resume/ bio-data.**

**10 Marks**

**Q. C} Explain how would you prepare yourself for an interview?**

**10 Marks**

**Q. D} Write an application letter for the post of accountant.**


**10 Marks**

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Statement of Marks  
Short Term Course Examination (21/02/2018)  
Course: Campus to Corporate Skills  
Class : B.A. III

Sr. No.	Name of Student	Theory-50	Presentation-25	Project-25	Total-100	Grade
1	Aware Gauri Gulab	42	18	19	79	O
2	BalipTejal Dipak	38	20	20	78	O
3	Chavan Arti Vikas	38	18	22	78	A
4	Chavan Pradnya Prakash	36	18	22	76	A
5	JadhavPatiksha Shivaji	42	17	18	77	O
6	More Shraddha Dipak	Absent	Absent	Absent	Absent	Absent
7	Surve Nilam C.	39	18	18	75	A
8	Patel Muskan Jiyauddin	35	19	21	75	O
9	Pol Kajal Ashok	Absent	Absent	Absent	Absent	Absent
10	Sapkal Sonali Sunil	43	18	17	78	O
11	Sutar Shital Devidas	41	18	17	76	O
12	Nikam Sonam Vijay	39	18	18	75	O
13	Jamdade Vaishnavi D.	37	21	17	75	A
14	Rathod Pooja Sakhamam	35	18	17	70	B
15	Salunkhe Prajakta Shivaji	35	18	17	70	B
16	Bagwan Samrin Gafur	37	21	19	77	A
17	Pawar Monali Raju	38	21	17	76	A
18	Patil Sayali V.	30	15	15	60	B
19	Nawadkar Shivani Jagannath	Absent	Absent	Absent	Absent	Absent
20	Khamkar Kajal Balu	39	18	18	75	A
21	Khamkar Priyanka Gulab	37	18	21	75	A
22	Sayyad Karishma Salim	34	16	14	64	A
23	Lohar Priyanka Ashok	Absent	Absent	Absent	Absent	Absent
24	Mulani Alisha Jabbar	41	18	17	76	O
25	Babar Pooja Jaysing	Absent	Absent	Absent	Absent	Absent
26	Ballal Chaitali Sunil	39	20	18	78	A
27	Bhasal Namrata Dilip	37	20	20	77	A
28	Jadhav Rakshanda P.	34	15	15	64	A
29	Jadhav Vaishali Prakash	Absent	Absent	Absent	Absent	Absent
30	Khule Prajakta Rajendra	34	15	15	64	A
31	Madane Bhagyashri Ankush	40	18	17	75	A
32	Mane Pradnya Kishor	37	20	18	75	A
33	Nanaware Arati Ganesh	Absent	Absent	Absent	Absent	Absent
34	Ughade Mayuri Tanaji	33	15	15	63	B
35	Ukirande Amruta Baban	34	15	15	64	B
36	Waghmare Ayodhya Y.	37	20	18	75	A
37	Shaikh Sajida Nasir	41	18	17	76	A
38	Patel Rubina Harun	37	20	20	77	O

  
Course Coordinator

  
Chairman, Short Term Courses

  
Principal