Rayat Shikshan Sanstha's Savitribai Phule Mahila Mahavidyalaya, Satara. Report on

Soft Skills Development & Career in Arts

Academic Year -2018-19

• Name of Coordinator : Dr. Gharge Sunita Sunil

• Department : English

A) Introduction & Importance of the Course:

In the academic year 2018-19 the Dept. of English has conducted a short term course - Soft Skills Development & Career in Arts for the students of B.A.-I. The duration of this course was three months.

To make students aware about soft skills and to develop their personality the course was run for B. A.-I students.

B) The Statistical Report of the Course:

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)
60	60	75	The certificates issued to all eligible students. Students are satisfied about
	students appeared for exam	students appeared for exam students eligible for certificate	students appeared for exam students eligible for certificate projects prepared by students

C) A brief summary on projects prepared by students:

The students were given topics for projects & the have prepared projects individually. The topics for the projects were chosen by them.

Mostly projects were completed on Personality Development, Communication Skills, Interview Skills and LeadershipThe students have promptly and timely submitted the projects.

Miss Harshada Pawar participated in the competition of Short Term Course Exhibition and obtained second rank.

During the course one Day Workshop was organized on –Password of Victory, on 18/9/18. The resource person was- Prof. Mubin Tamboli, from Pune. Also Guest lectures of DR. Dipa Patil and Dr. Yogesh Desai were organized to make them aware of Career opportunities.

Conclusion:

The students actively participated in the course and related activities. The response of the students was satisfactory. The faculty-Smt. Deshmukh was appointed for the course. The course was completed successfully and satisfactorily.



Coordinator

Short term Course

IQAC Co-ordinator Amile

Principal
Savitribal Phule Mahila Mahavidyalaya
SATARA.

RAYAT SHIKSHAN SANSTHA'S

SAVITRIBAI PHULE MAHILA MAHAVIDYALAYA, SATARA
B.A-1 2018-19 - SOFE SKILL DEVELOPMENT & ...

cp.	DOLL	B.A- I 2018-19 - SOLO	SKIIL DEVEL
SR. NO.	ROLL COLL	NAME OF THE STUDENT	CATEGORY
1 /	1	AGAM PRATIKSHA SUBHASH	SC
2	2	GHORPADE NIKITA SHIVAJI	OPEN
3 🗸	3	AGLAVE KANCHAN VIKAS	SC
4	*4	MANER FIZA SHAUKAT	OPEN *
5	5	AGUNDE RUTUJA DINKAR	OPEN
6	6	AHIRE PRATIKSHA RAJENDRA	ODEN
7~	7	ADAGALE SONALI SHATISH	SC
8	8	AWÂRE SHIVANI BALKRUSHNA	OPEN
9/	9	AGLAVE PRIYANKA VIJAY	SC
10	10	AWARE PRATIKSHA RAJARAM	OPEN
11~	1	AGUNDE ARATI SANDEEP	OPEN
12 🗸		AGUNDE MADHURI SUNIL	OPEN
13	13	BAGAL SHIVANI SANJAY	OPEN
14 🝛	14	BABAR SNEHAL KAMALKAR	OPEN
15		BOBADE THRISHALA SHANKAR	SC
16		BHISE DHANASHRI NANDKUMAR	SC
17	17	CHAVAN SHUBHANGI ANKUSH	OPEN 3
18 🐸	18	CHAVAN SHUBHANGI SUBHASH	OPEN
19	19	CHAVAN SHILPA ARVIND	NT-B
.20	20	CHORAGE NILAM RAMESH	OPEN
21	21	CHAVAN DIPTI SUNIL	OPEN
22~	22	DEVKAR RADHA SAMBHAJI	OBC
23	23	DHOKALE RUTUJA PANDURANG	OPEN
24	-	DHANAWADE SUHAMA DHARAMAJI	OPEN
25_/	25	DESHMUKH NITIN PRATAPRAO	OPEN
26	26	DANGE NIKITA ASHOK	OPEN
27 🎻	27	GORE AAKANKSHA DIPAK	OBC
28	28	GODASE BHAGYASHRI ADHIK	OPEN
29	29	GAIKWAD RENUKA MAHADEV	OPEN
30		GAIKWAD MONA SANTOSH	OPEN
31	31	GAIKWAD NAYAN SANJAY	OPEN
32	32	GAIKWAD ASMITA AJIT	SC
33	33	GHADGE AMRUTA PRADIP	OPEN
34 🄛	34	GOGAVALE PURVA KRUSHANDEV	OPEN
35 💜	35	GHOPRPADE SUVARNA SURESH	OPEN
36	36	GAIKWAD SARITA KRUSHNAT	SC
37	37	INGAWALE PRATIKSHA BALASAHEB	OPEN
38	38	HIVARE RUTEEKA MAHENDRA	SC
39 🗸	39	INGALE PRAGATI GULAB	OPEN
40	40	JADHAV SHIVANI MACHINDRA	OPEN
41 🥣	41	JADHAV POOJA HANMANT	OPEN
42, 🦦	42	JAGTAP PRANALI PANDURANG	OBC
43-~	43	JADHAV SNEHAL VIJAY	SC
44	44	JAMBHALE PRATIKSHA GANPAT	OPEN
45 🗹	45	JADHAV JYOTI JANARDAN	OPEN
46 ~	46	KATKAR PRATIKSHA ASHOK	OPEN
47 V	47	KAKADE NIKITA DATTATRAY	OPEN
48 🗸	48-	KOKATE SHWETALI SUBHASH	OBC
49	49	KURHADE DIPALI SUNIL	VJ-NT X
50 ~	50	KADAM REKHA GULABRAO	OPEN

51 51	KADAM MAYURI RAMDAS	OPEN
52 52		OBC
53 / 53		OPEN
54 54		NT-C
55 55		OBC
56 56		OPEN
57 57		OPEN
58 58		SBC
59 59	The state of the s	OPEN
60 60	THE SOLVE	
61 61	MISAL ASHWINI HAMBIRRAO	OPEN
62 62		OPEN
63 63	MANE DIKSHA RAMDAS	OPEN
64 64	MUSALE NAMRATA JAGANNATH	VJ-NT
65 65	MAHAPURE VARSHA SANJAY	OPEN
66 66		SC
67 67	MARGALE SANGITA KONDIBA MINDHE NIKITA RAJENDRA	N1-D
68 /68		OPEN
69 🛊 🗸 69	MOHITE CHHKULI AABASO MANE AKANKSHA GORAKH	OPEN
70 70		VJ-NT
71 71	MADANE SUPRIYA BALASAHEB	VJ-NT
72 72	MANE ARATI SANJAY	OPEN
	MINDHE PRIYA DATTATRAY	OPEN
	MORE VANITA LAXMAN	OPEN
74 74	MANE RADHIKA DHANRAJ	VJ-NT
75 75	MAGAR POOJA BAPU	OPEN
76 76	MANE KOMAL BHARAT	OPEN
77 77	MASKE NIVITA BARJERAŌ	SC
78 78	NAWADKAR SHARMILI SUNIL	OPEN
79 79	OTARI SHREYA SATISH	NT-B
80 80	SHINDE SHAMAL SHAMRAO	OPEN
81 81	OTARI NEHA SATISH	NT-B
82 82	PATIL APURVA RAJENDRA	OPEN
83 83	PAWAR SHRADDHA DIPAK	OPEN
84 84	PAWAR ANKITA SAMBHAJI	OPEN
85 85	PAWAR PRATIKSHA KALIDAS	VJ-NT
86 86	PAWAR ANKITA BALKRISHNA	OPEN
87 87	PHADTARE SIDDHI VISHNU	NT-D
88 88	PAWAR HARSHADA VINOD	OPEN
89 89	PAWAR RUPALI ASHOK	NT-B
90 90	PAWAR ASHWINI HEMANT	OBC
91 91	PAWAR PRIYANKA BHARAT	OBC
92 92	SAWANT VARSHA TUKARAM	OPEN
93 93	SALUNKHE DHANASHRI PANDURANG	OPEN
94 94	SAPKAL AISHWARYA ANKUSH	OPEN
95 🗸 95	SHAIKH MUSHAN UNUS	OBC
96 96	SHINDE KAJAL ASHOK	NT-B
97 97	SHAIKH SAKINA SHABBIR	OPIN
98 98	SALUNKHE SHRUTIKA GOPAL	
99 99	SHAIKH SAFIYA JAHID	OPEN
100 100	SHAIKH NISHAT MAKSUD	OPEN
101 101	SABALE SANCHITA SANTOSH	OPEN
02 102	SHINDE AKSHATA BHARAT	OPEN
03 103		OPEN
04 104	SALUNKHE KIRTI DURYODHAN	OPEN-
105 105	SHINDE KAJAL MADHUKAR	OPEN OPEN OPEN NT-B SC
103	SONAWALE MADHVRA DADASAHEB	SC

SATARA

106	106	SHIVANKAR KOMAL SITARAM	OPEN
107	107	SUTAR NISHA SHANKAR	OBC
108 🎻	108	TILEKAR KAJAL DNYANESHWAR	OBC
109	109	SHAIKH SHUMAILA AKBAR	OPEN
110	110	UBALE SHIVANI ADHIK	SC
111	7111	UGHADE AISHWARYA SANTOSH	50
112 🗸	112	WAGHMARE GOURI PRAKASH	SC
113	113	TALAWAR PRIYANKA HANMANT	VJ-N1
114	114	WAIKAR PRITI SANJAY	OPEN
115 🗸	_115	WAGHAMALE PRATIKSHA DATTATRAY	OPEN
116	116	WAGHAMALE SHIVANI VIJAY	OPEN
117	117	YADAV PRATIKSHA DILIP	OPEN
118	118	WAGHMARE SNEHA SHIVRAM	SC
119	119	Mane projakta umesh	*
120	120	Mohite Gayatri D.	

Stopped s.s. Dr. Gharge s.s. Co-ordinator Co-ordinator Development Development & Career in Asts. Education Through Self Help is Our Motto! - Karmaveer







Rayat Shikshan Sanstha's

SAVITRIBAI PHULE MAHILA MAHAVIDYALAYA, SATARA.

Accredited at B++ with CGPA 2.80 by NAAC, Banglaore

Karmaveer Samadhi Parisar, Raviwar Peth, Powai Naka, Satara. Pin No.415001 Ph: (02162) 231705, Email: savitribai_phule@yahoo.com, Website:www.spmmsatara.com



A Step towards the progress

SHORT TERM COURSES : ARTS FACULTY

In Collaboration with: Karmaveer Vidya Prabodhini, Satara

Courses Run: A) Soft Skills' Development & Career in Arts

- **B) English Communication Skills**
- C) Certificate Course in Agribusiness
- D) Diploma Course in Journalism



CERTIFICATE COURSE L'SOFT SKILLS' DEVELOPMENT AND CAREER IN ARTS

Duration of Course: 3 Months

Course Co-Ordinator : Dr. Gharge Sunita Sunil

INTRODUCTION:

Soft skills is a term often associated with a person's "EQ" (Emotional Intelligence Quotient), the cluster of personality traits, social graces, communication skills, personal habits, interpersonal skills, managing people, leadership, etc. It characterizes relationships with other people.

Career In Arts: After graduation Students can admit to M.A, MBA, PGDM, B.Ed., LLB, BSW B. Lib. Sci., Journalism, Film and Mass Communication, also can join the courses like Animation, Hotel Management, Event Management etc., can apply for Competitive Examinations (MPSC/UPSC), civil services examinations, IBPS, PO articlerk exam, can join jobs in Banking sector, railway, Indian army by qualifying CDS exam., an be a teacher, Professor, writer, website creator etc.

OBJECTIVES OF THE COURSE:

- 1. To acquaint soft skills.
- 2. To know the role of soft skills at the workplace.
- 3. To inculcate the soft skills and smart work culture.
- 4. To develop competencies and capabilities of the students.
- 5. To develop personality of the students.
- 5. To be acquainted with the different Careers in Arts.

SYLLABUS:

Un	nit No. Name of the Topic	Theory	Practical	No. of Lectures
I	 INTRODUCTION: Soft Skills & its awareness Soft skills' development and its usefulnes Elements of soft skills. Personality Development 	s 04	01	05
п	Elements of Soft Skills	03	00	03
Ш	1. Goal Setting/ Career Planning	01	01	02
IV	2. Communication Skills (English): Basic Communication Skills: Listening Speaking			

THE RESIDENCE OF THE PARTY OF T			
Reading			T
 Writing 			
 Body Language 			
 Barriers in Effective communication 	05	05	10
			10
V 3.Stress/Time/Money Management	03	02	05
VI 4. Grooming Etiquettes	02	03	05
VII 5 .Leadership Skill			
Elocution Skill	1 1		
 Decision Making. 	1		
 Ethics/Morality. 			
 Social Responsibilities. 			ĺ
• Team Work.	1 1		
Vision.	04	06	10
VIII 6.Presentation Skills			
1. Call Centers			
2. Banks.			
3. Administrative offices in Govt. and			
Private Sectors.			
4. Receptionists in Hotels/ Hospitals/			sharing a high high
Private Companies		-1	Partition 1
5. Tourist Agencies	04	06	10
IX 7.Self Development:			
Self Awareness			and significant to the same of
Positive Attitude			
SWOC Analysis			
Critical Thinking	06	04	10
X Preparing CV/Resume/Bio-data:			
 Personal Information 			
 Educational Qualification 			
 Additional Qualification 			
• Experience (if any)			
Hobbies & Interests	100		
References	04	06	10
XI Interview Techniques:			
Appearance			
Attitude			
Body Language			
Communication			
Confidence			
Presentation			

(06	04	10	
(02	08	10	

REFERENCES:

- · Personality Development and Soft Skills : Barun K. Mitra
- The Ace of Soft Skills: Attitude, Communication and Etiquette for Success: Gopala Swamy Ramesh.
- Communication Skills Paperback: & Pushp Lata.
- 50 Mantra's of Personality Development Paperback: Aarti Gurav
- Soft Skills for Everyone: Jeff Butterfield.
- Soft Skills Enhancing Employability connecting Campus with Corporate.
- · Soft Skills: K.G.Ramawat.
- · Personality Development: Rajiv K Mishra.
- · Corporate Grooming and Etiquette: SarveshGulati.
- Talent Management: Process of Developing & Integrating Skilled Workers: ShuklaRavinder.

JOB OPPORTUNITIES: This course will prove be neficial for various jobs.

Competitive Examinations (MPSC, UPSC, BANKING, STAFF SELECTION)
Multinational Companies.

BPO'S

Call Centers

Teacher/Professor

Board of Studies

Sr. No.	Name	Designation	Mobile Number	E-Mail
1	Prin. Dr. Arun Andhale	Chairman	9881235:224	dr.arunandhale@gmai!)n
2	Dr. Gharge S.S.	Co-ordinator	9623739'723	ghargesunita@gmail.com
3	Dr. Nikam V.B.	Placement Officer	9922153111	vijaybthakur@gmail.com
4	Jameel Pate1	Professional Expert	9552524909	jameel.patel@gmail.com
5	Pallavi Pujari	Professional Expert	9657999'937	pallavipujari11@gmail.com

A Short Term Course in English Communication Skills

Course Co-ordinator: Dr. Mrs. Jayashri Ajay Aphale

Preamble / Goal:-

This three months course takes an integrative approach to the appropriate use a English in different situations and different purposes. This syllabus of the course seeks a equip the learner with skills that will enable them to cope with the demands of tertian education and global scenario and intended to develop lifelong communication skills.

Objectives:

- To equip students with the English Language and Communication Skills, essential for academic and professional development
- 2. To help Students to develop Critical reading and thinking Skills.
- 3. To develop the oral and discourse skill
- To Braden Students world view through exposure to a variety of experiences and skills.
- To develop clarity, accuracy and relevance in unit ten and spoken skills in English.
- To Strengthen the confidence to participial in discussions, debates and Group discussions.

Learning Outcomes

Upon Completion of this Course, Students are expected to be able to:

- Understand and discuss the communication Process.
- 2. Plan, organize, evaluate and develop a variety of business works.
- 3. Use listening, oral, non-verbal communication Skill.
- 4. Prepare and Present an effective oral Presentation.
- Prepare / employment communication messages, including a letter of application and resume.
- Understand and discuss effective team, interpersonal, and intercultural Communication.
- 7. Use critical thinking to solve business communication problems and exhibit desirable work traits (etiquettes, Professionalism, smartness, confidence, which promotes success in business.

शास्ट्रम कोर्स ने वेजा पत्रक

कोर्सने नाव: Seft still' Development d Career in Arts मुप:

समन्वयकांचे नाव: Dr. s. S. Gharge

Commerce & BCA

वेळ	वार								
-	सोभवार	-मेगळवार	जुधवार	उ द्धिकार	इम्फ्रियार	सामिवार	रविवार		
10.30 to	BLAI	BCAI	BCAI	-		-	-		
11.30 to	B. Com.I	B.(0m.]	B. com.I	B.A.I	B.A.I	B. A.I	-		
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Inauguration of the course: 318118 R. 9181 18. 4181 Margaret 2181.

कीर्स अमन्वयक नहीं

तीय : प्रत्येक कोर्सनी समन्वयक यांनी सदस्ता वेका पत्रक तीन प्रतीत तथार करूठ एक प्रत समक्ष प्राचार्च थांना द्यावी, एक प्रत शॉर्डटर्म कोर्सन्या नेग्ररमन मांना द्यावी व एक प्रत प्राचार्याची सही क्षेत्रन स्वतः केंड केंची:

नोटीस

दि. २२/११/२०१९

ज्या विद्यार्थिनी २०१८-१९ या शैक्षणिक वर्षात बी.ए. भाग १ मध्ये शिकत होत्या व ज्यांनी Soft Skills Development & Career in Arts या Short Term Course ची परीक्षा दिलेली आहे त्यांनी त्या कोर्सची Certificates इंग्रजी विभागातून प्रा.डॉ. घार्ग एस.एन. यांचेकडून घेऊन जावीत.

आपला विश्वासू,

§श्रीके बुर ज्ञाचार्य

सावित्रीबाई फुले महिला महाविद्यालय,

सातारा.

1) B. A. I (Exam - English) - Ls. Poti)
P. K. Ghatge
U. V. Nalwade
R. A. Panar



Estd. :June 1989 Dr. Andhale A.D. M.Sc, M.Phil., Ph.D. Principal "Education through Self-help is our Motto – Karmaveer"

Rayat Shikshan Sanstha's

Savitribai Phule Mahila Mahavidyalaya, Satara

(Arts-Commerce-BCA)
Satara – 415001(Maharashtra)
Affiliated to shivaji University, Kolhapur
Re-Accredited by NAAC 'B' Grade

Founder: Padmabhushan Dr. Karmveer Bhaurao Patil (D.Lit)

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-: E-mail :savitribai phule@yahoo.com

Govl. Affi. No.: NGO 3589/ (1855) vishi 2/ dt. 17/6/1989

Reg.No34 /2018-19

Date: 18/04/2019

To

Dr. Dipa Patil
Tsmailsaheb Mulla Lan College,
Satara

Subject: Invitation as the Resource Person

Respected Sir/Madam,

Greetings for SPMM Satara

It gives us immense pleasure to invite you as the **Resource Person** to address our girl-students on **Career in Law** organized by the Department of English on 14 March 2019 at 10.00 a.m.. We hope your cooperation and acceptance. Your guidance will enrich our students and will be helpful to update them.

Thank you.

Savitribai Phule Mahila Mahavidylaya, Satara



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Reg.No.35/2018-19

Date :/8/04/2019

To

Shoi Yogesh Desai Ismanskaheb Mulla Law college Safara

Respected Sir/Madam,

We are grateful and thankful to you for your address on Career in Law to our students. It was helpful to know the career opportunities for the graduates of the Arts Faculty. They can choose Law programme for their future. It was enlightening lecture and will enrich our students. Hope the future cooperation. Thank you.

Savitribai Phule Mahila Mahavidylaya, Satara

RAYAT SHIKSHAN SANSTHA'S

SAVITRIBAI PHULE MAHILA MAHAVIDYALAYA SATARA Group-A: Class-wise: SHORT TERM COURSE

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ADMISSION FORM

ACADEMIC YEAR: 2018-2019

To,
The Principal,
Savitribai Phule Mahila Mahavidyalaya,
Satara.



Subject: Request for admission for short term course in Soft Skill developme
Respected sir, & Course in Arts
In Kadam Assam Marahant
G.A.I (class) hereby request you to permit me the admission for short term
Course in Soft Skill Development & course in Arts
I will sincerely attend the lectures and practical of the said course/
My details are given below :
1) Name: Kadam Poonam Prashant
2) Address : At. Post. Gajawadi Telldist satara
3) Mother's Name : Jayshri Prashant Kadam
4) Class : <u>B.A.T.</u>
5) Contact No. : 788 7472942 7887556172
6) Email ID : kadampoonam 1110 @.gmai 1.com
7) Hobbies : Reading playing
request you to accept my application for the admission of above mentioned course
and admit me for the same.
Applicant's Name & Sign.
Accepted / Rejected

Course Co-ordinator

Principal

Savitribai Phule Mahila Mahavidyalaya, Satara.





Rayat Shikshan Sanstha Satara Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri	smt Bobade	Thrishala	Shankar	
		(Class 8.	A.I) of
Savitribai Phi	ule Mahila	Mahavidy	ialay . Sata	ma
		<u> </u>	has successfully	completed
a short term course inS	off Skill De	velopment	& Career in	Arts
Academic year 20\8	2019 (Fro	om Aug 18	To March	<u>(9</u>) and
securedG	rade.			

PRINCIPAL

Executive Director Karmaveer Vidyaprabodhini

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