



Shikshan Prasarak Mandal, Anadur's

Jawahar Arts, Science & Commerce College, Anadur

Tq. Tuljapur, Dist- Osmanabad -413603

Department of English

Date- 15/07/2017

The Principal

Sub: To get Permission to conduct the Program.

Respected sir,

Here I would like to inform you that we the faculties have discussed about the organization of Departmental Activity. We wish to conduct/organize certificate course.....dated on 01.08.17 to 10.08.17. I believe this will be very informative for students. it will help them to enhance their knowledge, confidence and attachment towards subject.


It's my humble request to you to permit us to conduct the said program/ workshop/ Seminar. I believe the small step will bring a big change among the students.

Thanking You

Yours Faithfully


Principal

Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad.


Dr. Anita Mukkanna
Research Guide
Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)
Head Dept. of English



दुरितांघे तिमिर जावो !

Shikshan Prasarak Mandal's Anadur

JAWAHAR ART'S, SCIENCE & COMMERCE COLLEGE, ANADUR

Tq. Tuljapur, Dist. Osmanabad-413 603

NAAC GRADE - B++(CUPA 2.81)

President :- Shri. B.F.Kasture

Secretary :- Shri. S.N. Alure Guruji

/C Principal :- Dr.Smt. M.B. Jadhav(Mob.9960242667)

☎ :- (02471) 246037, 246737

To,
The Head, / P
Department of English,
Jawahar ASC College, Anadur,
Tq. Tuljapur, Dist. Osmanabad.



Subject: To Conduct the certificate course for students of our College.

As per the decision taken in College Development Committee/ your department meeting, you are directed to conduct the Certificate course in Business Communication for the students of our college. This permission is given considering following terms.

- The course should be of minimum 30 hours
- The course should be conducted in the academic year 2017-2018.
- Establish BOS for said course with your faculty members with experts from other college/institute/laboratory/industry etc.
- Organize meeting of said BOS and frame syllabus.
- Convey your timetable of the said course to the timetable committee so as to avoid any overlapping of lecturers.
- Decide evaluation pattern and issue certificate to qualify students.

[Signature]
Principal
Principal

Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad.

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Department of English

2017-18

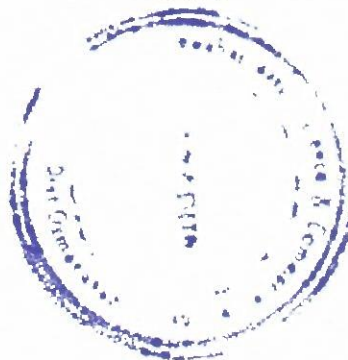


“Certificate Course In Business Communication”

INTRODUCTION:

Communicative English is an approach to language teaching in which student learns from real life interaction, which can help to reinforce the value of their studies. This is an idea to learn English successfully. The main purpose of the course is to help the students to improve their spoken English skills, to enable them to communicate more effectively and develop communicative English language skills such as listening, reading, speaking, writing vocabulary and also the grammar with the view of helping the students to use English Language in their academic life and beyond. It develops the students' ability to communicate, to exchange thoughts and ideas. The communicative approach is based on the idea that learning language successfully comes through having to communicate the meaning. Communicative activities encourage and require a learner to speak with and listen to other learners. The course is very useful to exchange the information and ideas; to convey the messages to others clearly for successful business and for building relationships by influencing interactions.

In a business scenario, communication includes written letters, summaries, and emails. Clear communication skills are needed




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for impactful oral presentations in front of an audience. Even everyday practices like participating in meetings and managing interpersonal communication are key to achieving long and short-term business goals. This course will help you improve these communications skills by exploring the inherent challenges and providing techniques to help overcome hurdles.

OBJECTIVES:

1. TO INTRODUCE THEMSELVES AND TALK FAMILIAR, EVERYDAY CONVERSATIONS TOPIC.
2. TO DISCUSS VARIOUS PERSONAL AND ETHICAL PROBLEMS AND SOLUTIONS.
3. TO INCREASE SELF CONFIDENCE.
4. TO COMMUNICATE EFFECTIVELY AND MORE APPROPRIATELY IN REAL LIFE SITUATION.

COURSE CONTENT: Section A

Week 1 - The Process of Communication

- Overview of Communication
- Meta-Communication
- Essential Communication Skills
- Effectiveness of Communication

Week 2 - Professional Writing - The Basics

- Written Business Communication Basics
- Being Managerially Appropriate
- Getting it Write the First Time

Week 3 - Professional Writing - Applications

- Business Correspondence
- Reports and Summaries
- Informative and Persuasive Communication

Section: B

Week 4 - Oral Communication

- Fundamentals of Oral Communication
- Gloss phobia and Lack of Confidence

Week 5 - Presentations

- Making Professional Presentations
- Plan and Prepare


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- Practice and Perform
- Week 6 - Interpersonal Skills**
- Introduction to Interpersonal Communication
- Behavior and Communication
- Personality and Communication



DURATION

Total 30 hrs (02hrs/wk),

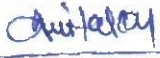
Max 50 marks

OUTPUT-

The present course is very useful for students particularly in rural areas. The course will help them to present themselves better in interviews. They are able to communicate, share their views with their clear ideas. It may also helpful to get jobs in market sector, media. It is very much useful to improve their tone of speaking, writing skill. It develops a natural approach to language learning, vocabulary acquisition and interest of English language. It make them sure that they cover different, important cultural factors that are essential to communicate in English speaking countries.

Reference books: 1. Chaturvedi. P.D.Chaturvedi.M - Business Communication concepts, Cases and applications - Pearsons Education 2. Kaul Asha - Effective Business Communication


Principal
Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad


Dr. Anita Mudkanna
Research Guide
Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)



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I/C Principal :- Dr.Smt. M.B. Jadhav(Mob.9960242667)

☎ :- (02471) 246037, 2467



LIST OF ADMITTED STUDENTS

For

Short Term Course on **BUSINESS COMMUNICATION**

As per the student interest and their choice we admitted them for the said course.
The list of admitted student mentioned below:

Sr. No	Roll. Number	Name of Student	Class
1	BC-01	Bongarge Shilpa Devidas	B.Com.-III
2	BC-02	Borde Reshma DHondiba	B.Com.-III
3	BC-03	Chvhan Archana Nagnath	B.Com.-III
4	BC-04	Gaikwad Supriya Buddha	B.Com.-III
5	BC-05	Giram Sachin Chandrakant	B.Com.-III


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6	BC-06	Jeure Vishal Vijaykumar	B.Com.-III
7	BC-07	Kadam Vikas Pandurang	B.Com.-III
8	BC-08	Nadaf Hasina Nasir	B.Com.-III
9	BC-09	Pailwan Sudhir Kumar	B.Com.-III
10	BC-10	Panchali Vaishali Suresh	B.Com.-III
11	BC-11	Patil Ganesh Ramprabhu	B.Com.-III
12	BC-12	Patil Nagesh Vishwanath	B.Com.-III
13	BC-13	Pawar Manik Sanjay	B.Com.-III
14	BC-14	Surwase Shital Shivraj	B.Com.-III
15	BC-15	Surwase Dnyaneshwar	B.Com.-III
16	BC-16	Surwase Savita Abhimanyu	B.Com.-III
17	BC-17	Waghe Lakshman Bhima	B.Com.-III
18	BC-18	Zambre Pandurang Ram	B.Com.-III

Principal
Principal
Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad

Anita Mudkanna

Dr. Anita Mudkanna

Coordinator
Dr. Anita Mudkanna

Research Guide

Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)

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Date: 24/07/2017

Notice

All the students enrolled in certificate course in Basic business communication skill run by department of English are hereby informed that the Department of English is going to conduct a final test on "Business communication" during this month dated on 01/08/2017 at 10/09/17 in Hall No. 12

Anita Mudkanna

Dr. Anita Mudkanna

Dr. Anita Mudkanna

Coordinator

Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)

Dr. Anita Mudkanna
Principal

Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad.

MODEL QUESTION PAPER FORMAT

**Max. Marks: 50
Minutes)**

Time: 2 hrs (90

SECTION A (Total: 4x5=20 Marks)


(Answer any four questions. Each answer carries 5 marks (At least 1 question should be given from each Unit) 1. 2. 3. 4. 5. 6.

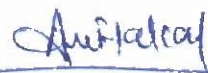
SECTION B (Total: 3x10 = 30 Marks)

(Answer any three questions. Each answer carries 10 marks (At least 1 question should be given from each Unit) 1. 2. 3. 4. 5. 6

Summary

Course Status :	Completed
Course Type :	Core
Duration :	6 weeks
Start Date :	1 August 2017
End Date :	10 September 2017
Exam Date :	9/10 September 2017
Enrollment Ends :	15 September 2017
Level:	Graduate


Principal
Jawahar Arts, Science & Commerce College
Anadur, Tal. Tujapur, Dist. Osmanabad.


Dr. Anita Mudkanna
Research Guide
Former Principal & Associate Professor
JSC College, Anadur - 413603 (M.S.)

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Proceeding of English Departmental Meeting

Today 01/07/2017 a meeting was held in department of English under the chairperson Dr.Anita Mudkanna (HOD). In this meeting discussion made on how to conduct the certificate course in Basic Grammar. All faculties are unanimously agreed to run this certificate course for all UG students. Discussion was successful regarding to construct the syllabus, timetable, the nature of Question paper and the said course admission form. All faculties assured each other to give healthy contribution for running this course and all other efforts needed. Finally, all faculties are firmly decided to construct the syllabus, timetable, sample question paper and admission form and to convey to Hon. Principal for further approval from College Development committee.

- Dr. A. K. Mudkanna
- Dr. M. G. Swami
- Mr. V. W. Wahule

Dr. Anita Mudkanna
Dr. Anita Mudkanna
Research Guide
Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)

Principal
Principal
Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad.

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☎ :- (02471) 246037, 246737

१५/०७/२०१७

To,

Principal,

JASC College, Anadur.

Tq. Tuljapur, Dist. Osmanabad.

Sub: To get the permission to English department to conduct the certificate course in Basic Grammar for academic year 2017-2018

Dear Sir,

With reference to above cited subject, I am kindly informing you that a departmental meeting of English was held on date 07/07/2017, in this meeting all faculty are unanimously decided to conduct a certificate course in "**Business Communication**" during this academic year 2017-2018. In this meeting we all faculty also make an action plan to run this certificate course with all necessary formalities. So we all the chemistry faculty are requesting to you give us approval for said courses.

Attached:

- ✓ Departmental proceeding
- ✓ Time-Table
- ✓ Syllabus
- ✓ Question Paper Pattern
- ✓ Admission form

[Signature]
Principal

Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad

[Signature]

Dr. Anita Mudkanna
Research Guide

Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)

Dr. A.K.Mudkanna, Dr. M. G. Swami, Mr. V.W. Wahule

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☎ :- (02471) 246037, 246737

15/7/2017

To,

The Head,

Department of English,

Jawahar ASC College, Anadur,

Tq. Tuljapur, Dist. Osmanabad.

Subject: Approval to Conduct the certified course for students of Commerce.

As per the decision taken in College Development Committee, you are directed to conduct the Certificate course in **Business Communication** in your department for the students of our college. The course should be of 30 hours and be conducted in the academic year **2017-2018**

Convey your timetable of the said course to the timetable committee so as to avoid any overlapping of lecturers.

[Signature]
Def Principal
Jawahar Art's, Science & Commerce College
Anadur, Tuljapur, Dist. Osmanabad

[Signature]
Dr. Anita Mudkanna
Research Guide
Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)

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Secretary :- Shri. S.N. Alure Guruji

I/C Principal :- Dr.Smt. M.B. Jadhav(Mob.9960242667)

☎ :- (02471) 246037, 246737

Date - 25/07/2017

Notice

All the students of Arts faculty are hereby informed that the Department of English is going to conduct a value added / skill based certificate course in “**Business communication**” during this academic year 2017-18 from 01/08/17 to 10/09/2017 (30 hours).

The interested students may enroll their name with Dr. Anita Mudkanna at department of English before 31/08/2017

Dr. Anita Mudkanna
Co-coordinator
Research Guide
Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)

Dr. Anita Mudkanna
Head
Research Guide
Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)

I/C Principal

Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad

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Jawahar Arts, Science & Commerce College, Anadur

Department of English

Certificate Course in Business Communication

Student registration form (2017-2018)



Name of Student: Ku Bongarge Ship Devidas

Class and Roll No: Bcom III BC-01

Contact No: 77569663299

Email address: ship

Corresponding Address: Khudawadi

Tq. Tuljapur

Dist. Osmanabad,

Shipa

Signature of Student

Principal
Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad.

Department of English
Jawahar Arts, Science and Commerce College, Anadur
Add on Course in Business Communication
Theory Time Table – 2017-2018

Lecture	Time	Monday	Tuesday	Wednesday	Thursday	Friday	
I	08.30 to 09.30	AKM	AKM	VWW	MGS	MGS	
II	03.30 to 04.30	AKM	AKM	VWW	MGS	MGS	
Lecture	Time	Monday	Tuesday	Wednesday	Thursday	Friday	
I	08.30 to 09.30	AKM	AKM	VWW	MGS	MGS	

List of Faculty Contributing for this Course

- AKM- Dr. A. K. Mudkanna
- VWW-Vivekanand Wahule
- MGS- Dr. M. G. Swami

Anita Mudkanna
Dr. Anita Mudkanna
 Research Guide
 Former Principal & Associate Professor
 ASC College, Anadur - 413603 (M.S.)

Principal
Principal
 Jawahar Arts, Science & Commerce College
 Anadur, Tal. Tuljapur, Dist. Osmanabad

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Board of Study

Ref.No.JASC/Eng/Syll/BOS/2017-18/

Date: 16/7/2017

Subject: Constitution of Ad-hoc Board in English (Certificate Course-Business Communication)

Sir/Madam,

I would like to inform your that the Hon'ble Principal is pleased to nominate you as a Member/Chairman on the Ad-hoc Board in English for this previous year 2017-2018 as per provision statute-159 of the university act.

While requesting you to accept this invitation to work on the Ad-hoc Board. I do realize your busy moments in your own field. Yet in view of your expertise in the subject. I shall be thankful if you accept the membership of the Ad-hoc Board for enriching the academic standards of the university through your valuable contribution.

Your appointment shall be governed by and subject to the provisions of the Maharashtra Public University Act, 2016 as amended from time to time.

Kindly communicate your acceptance at the earliest.


Dr. Anita Mudkanna
Research Guide
Principal & Associate Professor
College, Anadur - 413603 (M.S.)

To,

1} Vivekanand Wahule

Ad-hoc Board in English

JASC College, Anadur,

Tq. Tuljapur, Dist. Osmanabad

Mob: 9970948873

3}Dr. M. G. Swami

Ad-hoc Board in English, JASC College, Anadur, .Mob: 8329576779



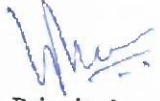
2}Dr. Shivputra Kanade

Ad-hoc Board in English

S.M.P. College, Murum.

Tq. Omerga, Dist. Osmanabad.

Mob: 9422467462


Principal
I/C Principal
Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad



दुर्गादे विरि जाये ।

Shikshan Prasarak Mandal's Anadur

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Secretary :- Shri. S.N. Alure Guruji

I/C Principal :- Dr.Smt. M.B. Jadhav(Mob.9990242667)

☎ :- (02471) 246037, 246737

Date: 25/07/2017

BOS Meeting Proceeding

As per requested all BOS member are gathered together to discuss the syllabus of certificate course in Basic Grammar to be conducted by department of English during the academic year 2017-2018. In this meeting under the chairpersonship of the head of the department Dr. A. K. Mudkanna, discussion made on designing syllabus as well as how to implement the said course smoothly and fruitfully. All members put their views and finally decided the syllabus, duration of one month regular with day-to-day activities. After vote of thanks expressed by Mr. V. W. Wahule. The said meeting is over.

Anita Mudkanna

Dr. A. K. Mudkanna

Dr. Anita Mudkanna

Research Guide

Former Principal & Associate Profe.
JASC College, Anadur - 413603 (M)

Shivputra Kanade

Dr. Shivputra Kanade

M. G. Swami

I/C Principal

Principal

Jawahar Arts, Science & Commerce College
Anadur Tal. Tuljapur Dist. Osmanabad

Dr. M. G. Swami

V. W. Wahule

(Vinekanand Wahule)



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☎ :- (02471) 246037, 246737

Date: 01/08/2017

Notice


All the students enrolled in certificate course in Basic business communication skill run by department of English are hereby informed that the Department of English is going to conduct a final test on "Business communication" during this month on 01/08/2017 and 10/08/2017

Time-Table for Exam 2017-2018

Time - 10 am

Hall - 1B


J/C Principal
Jawahar Arts, Science & Commerce College
Anadur, Tq. Tuljapur, Dist. Osmanabad


Dr. Anita Mudkanna
Research Guide
Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)

MODEL QUESTION PAPER FORMAT

Max. Marks: 50

Time: 2 hrs (90 Minutes)

SECTION A Unit 1 to 3

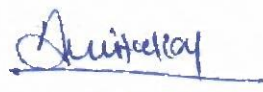
(Total: 10x 2 =20 Marks)

SECTION B Unit 4 to 6

(Total: 15x 2 = 30 Marks)

Course Status :	Completed
Course Type :	Core
Duration :	6 weeks
Start Date :	1 August 2017
End Date :	10 September 2017
Exam Date :	9/10 September 2017
Enrollment Ends :	15 September 2017
Level:	Graduate


Principal
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Research Guide
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All questions are necessary

Each Ques. Carry 2 marks.

Total Marks: 50

SECTION A: 20 Marks

- 1 The most important goal of business communication is _____.
- A. favorable relationship between sender and receiver B. organizational goodwill
C. receiver response D. receiver understanding
- 2 Down ward communication flows from _____ to _____.
- A. Upper to lower B. Lower to upper C. Horizontal D. Diagonal
- 3 Horizontal communication takes place between _____.
- A. superior to subordinate B. subordinate to superior C. employees with same status D. none of these
- 4 Appeals and representations are used in _____ communication.
- A. horizontal B. downward C. upward D. grapevine
- 5 The study of communication through touch is _____.
- A. chronemics B. haptics C. proxemics D. semantics
- 6 _____ type of orders are issued if there are a number of operational specialties
- A. written B. general C. mandatory D. procedural
- 7 _____ is a particular type of order in which the subordinate is not only ordered to do a job but also given guidance on how to do it
- A. Instruction B. Procedural C. persuasion D. Advice
- 8 If the employees do not abide by the norms of organisation, or violate the rules and regulations the employer will give _____ to employee
- A. warning B. suggestion C. counselling D. advice
- 9 _____ barrier is related to the process of coding and decoding the message



A. organizational B. semantic C. technological D. Individual

10 _____ barriers are caused due to the faulty physical conditions such as ringing telephone, poor listening, etc

A. interpersonal B. physical C. technological D. organizational

SECTION B: 30 Marks

1) _____ communication requires that both parties should be present and attentive at the same time

1) oral 2) written 3) mass 4) graphic

2) Cellular phones operate through _____

1) cables 2) cells 3) electronic circuits 4) airways

3) Information does not include _____

1) data 2) emotion 3) files 4) facts and figures

4) There are _____ courses for the more experienced personnel

1) short term 2) induction 3) refresher 4) old

5) Organisations connected by electronic network, _____ is the most Effective method of communication

1) intercom 2) public address system 3) fax 4) email

6) Public opinion is formed by the _____ of people about the behaviour of the organisation as a whole and of the individuals who are its Members

1) attitude 2) outlook 3) perception 4) impression


7) According to Johari Window, the things known to self as well as others is

1) hidden 2) blind 3) open 4) unknown

8) When you are pretending to be attentive, your listening will face problems due to

1) lack of interest 2) emotional blocks 3) tendency to criticise 4) impatience

9) Internet operates through


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- 1) email 2) LAN 3) WAN 4) Internet
- 10) Internal communications policy needs to be carefully planned to prevent spread of _____ information
- 1) necessary 2) important 3) illegible 4) needless
- 11) Which of the following is not one of the Cs of good communication
- 1) correctness 2) courage 3) clarity 4) courtesy
- 12) What should you say instead of "mental state of mind"
- 1) state mind 2) mental 3) mental state 4) mental mind
- 13) Which word a person who knows computers may not know
- 1) 64K 2) reinstallation 3) megabytes 4) double entry
- 14) A letter makes a visual impression before it is read
- 1) true 2) false
- 15) Provident Fund, Pension and Gratuity benefits applicable to the post are mentioned in
- 1) warning memo 2) interview letter 3) appointment letter 4) voluntary retirement letter by an employee

Answer Key- Section A: D, A, C, C, B, B, A, A, B, B,
Section B: 1,4,9,3,4,3,2,1,2,3,2,3,1,2,4

Anita Mudkanna

Dr. Anita Mudkanna

Research Guide

3 Associate Professor

Anadur - 413603 (M.S.)

Anita Mudkanna

Principal
PRINCIPAL

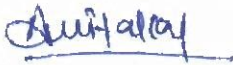
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Add on Course in Business Communication

Mark List – 2017-2018

Sr. No	Roll. Number	Name of Student	Class	Obtained Marks	Out of Marks
1	BC-01	Bongarge Shilpa Devidas	B.Com.-III	36	50
2	BC-02	Borde Reshma DHondiba	B.Com.-III	36	50
3	BC-03	Chvhan Archana Nagnath	B.Com.-III	34	50
4	BC-04	Gaikwad Supriya Buddha	B.Com.-III	32	50
5	BC-05	Giram Sachin Chandrakant	B.Com.-III	36	50
6	BC-06	Jeure Vishal Vijaykumar	B.Com.-III	35	50
7	BC-07	Kadam Vikas Pandurang	B.Com.-III	38	50
8	BC-08	Nadaf Hasina Nasir	B.Com.-III	40	50
9	BC-09	Pailwan Sudhir Kumar	B.Com.-III	35	50
10	BC-10	Panchali Vaishali Suresh	B.Com.-III	38	50
11	BC-11	Patil Ganesh Ramprabhu	B.Com.-III	35	50
12	BC-12	Patil Nagesh Vishwanath	B.Com.-III	25	50
13	BC-13	Pawar Manik Sanjay	B.Com.-III	33	50
14	BC-14	Surwase Shital Shivraj	B.Com.-III	37	50
15	BC-15	Surwase Dnyaneshwar	B.Com.-III	34	50
16	BC-16	Surwase Savita Abhimanyu	B.Com.-III	33	50
17	BC-17	Waghe Lakshman Bhima	B.Com.-III	37	50
18	BC-18	Zambre Pandurang Ram	B.Com.-III	39	50



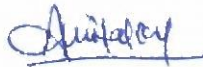
Co-coordinator

Department of English

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Head

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दुरितांचे तिमिर जावो !

Shikshan Prasarak Mandal's Anadur

JAWAHAR ART'S, SCIENCE & COMMERCE COLLEGE, ANADUR

Tq. Tuljapur, Dist. Osmanabad-413 603

NAAC GRADE - B++(CUPA 2.81)



President :-

Shri. B.F.Kasture

Secretary :- Shri. S.N. Alure Guruji

I/C Principal :- Dr. Smt. M.B. Jadhav (Mob.9960242667)

☎ :- (02471) 246037, 246737

Date: 15/08/2017

Certificate Course Final Report
On "Business Communication -2017-2018"

At the end of the completion of the Certificate course in "Business Communication" here I am submitting the report of the course.

The course is completed successfully with fruitful result. As per notice issued by department of English for students to made registration for this course, within little time 18 students registered their names on first come first serve basis. Meanwhile we have completed all the required formalities like CDC approval, syllabus design, and lecture distribution and also to nominate BOS members too.

We have engaged 30 hours. We have conducted the doubt sessions also. Finally after syllabus completion, we held final examination for said course and all the students enrolled for this certificate course successfully passed with good percentage of marks. The nature of question paper was of 50 marks. (25 question carry 2 marks each).

The result of the certificate course was 100%. After result declaration we have organized a certificate distribution and award function for the students of course in the presence of Hon. In-Charge Principal. Dr. Meena Jadhav and our staff members' of English department.

Anita Mudkanna

Co-ordinator

(Dr. Anita Mudkanna)

Head of Department

Dr. Anita Mudkanna

Res. Gen Guide

Former Principal & Associate Professor
JASC College, Anadur - 413603 (M.S.)

[Signature]
Principal

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Shikshan Prasarak Mandal Anadur's
Jawahar Arts Science & Commerce College

CERTIFICATE

*This is to certify that Miss/Mr.....Class.....has
successfully completed Short Term Course entitled "Business Communication"
duringto.....which is organized by Department of English in the
Year 2017-2018.*

CONGRATULATIONS!

Coordinator

IQAC Coordinator

Principal

Principal
Jawahar Arts, Science & Commerce College
Anadur, Tal. Tuljapur, Dist. Osmanabad.