



Pragnya College of Management & Computer Studies

Schedule for Communication Skill development Programme

Session 2019-2020

Date: 09/10/2019

Notice

All the students of S.Y. B.Com are hereby informed to attend the session on dated (12/10/2019, Saturday) positively on the given schedule.

Session I: 10 a.m. -12 p.m. S.Y. B.Com	
Topics	Subject
Topic 1	Commonly Confused words & Basic Grammar
Topic 2	Business Email Writing
Topic 3	Telephonic Etiquettes
Topic 4	Drafting Business/officials' letters





Pragnya College of Management & Computer Studies

B.Com Semester III (2019-2020)

Date: 14/10/2019

MINUTES

Internal Seminar on Communication Skill development Programme

A one-day workshop on Communication Skills Development for the students of **Pragnya College of Management & Computer Studies** of B.Com Second Year stream was organised at the Institute from **10 am to 12 pm on 12/10/2019, Saturday** for the session **2019-2020**.

The workshop was inaugurated by the faculty of our College, **Prof. Badshah Patel** in the presence of our very own **Director Mr. Kumar Jha**. In his inaugural speech our faculty urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written.

The following points has been covered during the sessions:

1. During the first session of the workshop, **Prof. Badshah Patel** made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were asked few questions on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.
2. In the second session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.
3. During the first session in the afternoon, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.
4. In the last session, the resource person gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guide lines given.

In total 52 students of B.Com Semester III has attended the sessions. In the valedictory address, the Principal congratulated both the participants and the resource persons for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by Prof. Badshah Patel.



Communication Report B.Com 2019-2020

Sr. No.	Name of the Students	Course	Signature
1	RAI SAGAR SANJAY	S.Y.B.Com	Sagar
2	DUBEY UJWAL SHYAMNARAYAN	S.Y.B.Com	Ujwal
3	JANGAM KOMAL TRIMBAK	S.Y.B.Com	Komal
4	ARE CHETAN MURLI	S.Y.B.Com	Murla
5	OSTWAL OM GANESH	S.Y.B.Com	Ganesh
6	BHANDARI MANAV RAHUL	S.Y.B.Com	Manav
7	OSWAL UMESH AMRUT	S.Y.B.Com	Umesh
8	GUNDECHA SHRENIK NILESH	S.Y.B.Com	Nilesh
9	WAGHILE MEGHRAJ ANIL	S.Y.B.Com	Meghraj
10	SINGH SUMANT KUMAR SIPAHI SINGH	S.Y.B.Com	Sumant
11	OSWAL MITESH RANJIT	S.Y.B.Com	Mitesh
12	CHAVAN MANSI DIPAK	S.Y.B.Com	Mansi
13	PATIL JAYESH DILIP	S.Y.B.Com	Jayesh
14	KODRE SHIVAM MANOJ	S.Y.B.Com	Shivam
15	KULKARNI SAUMITRA SHRIRAM	S.Y.B.Com	Saumitra
16	BHUTADA AYUSH PAVAN	S.Y.B.Com	Ayush
17	GAIKWAD TEJAS KIRAN	S.Y.B.Com	Tejas
18	SRIVASTAVA AVANI ANJANI	S.Y.B.Com	Anjani
19	GADWALKAR POOJA ARUN	S.Y.B.Com	Pooja
20	KASTURE AKSHAYKUMAR CHANDRAKANT	S.Y.B.Com	Akshay
21	ARNE SHUBHANGI RAJESH	S.Y.B.Com	Shubhangi
22	MENON VIVEK MOHAN	S.Y.B.Com	Vivek
23	VIJAPURE AJIT MANOJ	S.Y.B.Com	Ajit
24	BHATI DINESH RAMESH	S.Y.B.Com	Dinesh
25	JANGID YASH HEMARAM	S.Y.B.Com	Yash
26	CHAVAN ESHWAJIT MANOJ	S.Y.B.Com	Eshwajit
27	THANKAR TAMEEM AZIM	S.Y.B.Com	Tameem
28	DWIVEDI ABHILASH RAMGOPAL	S.Y.B.Com	Abhilash
29	SINGH ABHISHEK MINTU	S.Y.B.Com	Abhishek
30	SURVE SIDDHANT SANTOSH	S.Y.B.Com	Siddhant
31	C YASEEN M	S.Y.B.Com	C. Yaseen M.
32	BHUTADA PANKAJ GOVINDRAM	S.Y.B.Com	Bhutada Pankaj Govindram
33	KACHWALLA ALISAGAR ABBAS	S.Y.B.Com	ABBS
34	KONDAMURI VENKAT MONESH SHREENIVASULU	S.Y.B.Com	Venkat
35	AGARKAR PRIYANKA NIRAJ	S.Y.B.Com	Priyanka
36	BADERA SHRUSTI ANIL	S.Y.B.Com	Shruti
37	MORE UTKARSHA SANTRAM	S.Y.B.Com	Utkarsha
38	YADAV POONAM RAMNATH	S.Y.B.Com	Poonam
39	KANKARIYA AKASH PRAKASH	S.Y.B.Com	Akash
40	BAYAS AMISHA MANISH	S.Y.B.Com	Amisha
41	PAWAR SAKSHI SATISH	S.Y.B.Com	Sakshi
42	MULANI SAMIR RAMJAN	S.Y.B.Com	Samir
43	SAWARE SAMIR PASHA	S.Y.B.Com	Samir
44	DHINDLE SNEHAL SUBHASH	S.Y.B.Com	Snehal



46	LADDHA TEJASVI PRAKASH	S.Y.B.Com	Tejasvi
47	TIWARI SHIVKUMAR SANDEEPKUMAR	S.Y.B.Com	Shivkumar
48	RAKA MANAV PRASHANT	S.Y.B.Com	Manav
49	PANDIT APURVA SUNIL	S.Y.B.Com	Apurva
50	PAWAR RITIK RANJEET	S.Y.B.Com	Ritik
51	SATHE PARIKSHEET SANJEEV	S.Y.B.Com	Parik
52	GUGALE NISHA UNESH	S.Y.B.Com	Nisha





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Schedule for Communication Skill development Programme

Session 2019-2020

Date: 18/11/2019

NOTICE

All the students of F.Y. BBA are hereby informed to attend the session on dated (20/11/2019 , Wednesday) positively on the given schedule.

Session I: 10 a.m. -12 p.m. F.Y. BBA	
Semester I	Subject
Topic 1	Commonly Confused words & Basic Grammar
Topic 2	Business Email Writing
Topic 3	Telephonic Etiquettes
Topic 4	Drafting Business/officials' letters





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

BBA Semester I (2019-2020)

Date: 21/11/2019

MINUTES

Internal Seminar on Communication Skill development Programme

A one-day workshop on Communication Skills Development for the students of **Pragnya College of Management & Computer Studies** of BBA First Year stream was organised at the Institute from **10 am to 12 pm on 20/11/19, Wednesday** for the session **2019-2020**.

The workshop was inaugurated by the faculty of our College, **Prof. Badshah Patel** in the presence of our very own **Director Mr. Kumar Jha**. In her inaugural speech our principal urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written.

The following points has been covered during the sessions:

1. During the first session of the workshop, **Prof. Smita Mishra** made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were asked few questions on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.
2. In the second session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.
3. During the first session in the afternoon, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.
4. In the last session, the resource person gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guide lines given.

In total 38 students of BBA Semester I has attended the sessions. In the valedictory address, the Principal congratulated both the participants and the resource persons for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by **Prof. Smita Mishra**.



Here are the list of students attended the seminar Communication Report BBA 2019-2020

Sr. No.	Name of the Students	Class	Signature
1	BHANGALE HIMANSHU RAMLAL	F.Y.B.B.A.	Himanshu
2	BHATI CHETNA MOHANLAL	F.Y.B.B.A.	chetna
3	BHAVSAR SIDDHANT HEMANT	F.Y.B.B.A.	Siddhant
4	BHOME TEJAS ANIL	F.Y.B.B.A.	Tejas
5	BHUSE RUSHIKESH AMOL	F.Y.B.B.A.	Rushikesh
6	BORADE OMKAR VIJAY	F.Y.B.B.A.	Omkar
7	BORADE ROHIT RAMESHWAR	F.Y.B.B.A.	Rohit
8	DESHPANDE PRATHAMESH PRAFULL	F.Y.B.B.A.	Prathamesh
9	DEVNOOR ROHAN BABU	F.Y.B.B.A.	Rohan
10	DHAMDHARE NISHANT DILIP	F.Y.B.B.A.	Nishant
11	GADEKAR TULSHI MANGESH	F.Y.B.B.A.	Tulshi M
12	GAIKWAD ANIKET SACHIN	F.Y.B.B.A.	Aniket
13	GANDHI SHIVAM NITIN	F.Y.B.B.A.	Shivam
14	JADHAO SHUBHAM VASANTRAO	F.Y.B.B.A.	Shubham
15	KADAM DHANRAJ LAXMAN	F.Y.B.B.A.	Dhanraj
16	KADAM SUMIT BALAJI	F.Y.B.B.A.	Sumit
17	KADULKAR INDRANI GANESH	F.Y.B.B.A.	Indrani
18	KHIWANSARA AYUSH ALPESH	F.Y.B.B.A.	Ayush
19	KOTHAWALA MUSTAFA ALISAGAR	F.Y.B.B.A.	Mustafa
20	MAID SHUBHAM PRADEEP	F.Y.B.B.A.	Shubham
21	MANGLEKAR OMKAR PRADIP	F.Y.B.B.A.	Omkar
22	MHASKE KEDAR NITIN	F.Y.B.B.A.	Kedar M....
23	NAMBIAR PRANAV PURUSHOTHAM	F.Y.B.B.A.	Pranav Nambiar
24	PANDEY VISHAL DEEPNARAYAN	F.Y.B.B.A.	Vishal
25	PATEL VARAD AMIT	F.Y.B.B.A.	Varad
26	PATEL YASH NAYANBHAI	F.Y.B.B.A.	Yash
27	PATHAN MUHAZIB MUKHTAR	F.Y.B.B.A.	M. Hazib
28	PAWAR SAMIKSHA MANISH	F.Y.B.B.A.	Samiksha
29	RAO MANAV RAJENDRA	F.Y.B.B.A.	Manav
30	RASKAR KAUSTUBH DNYANESHWAR	F.Y.B.B.A.	Kaustubh
31	RATHOD KHUSHI DEVRAJ	F.Y.B.B.A.	Khushi
32	SHAHA SAKSHI MAHENDRA	F.Y.B.B.A.	Sakshi
33	SHAHA SAMBHAV SANDEEP	F.Y.B.B.A.	Sambhav
34	SOLANKI KUSHAL KALPESH	F.Y.B.B.A.	Kushal
35	SOMANI SARTHAK MANGESH	F.Y.B.B.A.	Sarthak
36	SUBHEDAR ATHARV UMESH	F.Y.B.B.A.	Atharv
37	SUTRAVE AKSHITA PRAKASH	F.Y.B.B.A.	Akshita
38	THAKUR DEEPAK HARISHCHAND	F.Y.B.B.A.	Deepak

