Establishment Year: 1961 Independent: 1970 NAAC Reaccredited: B++ Grade



Phone No.: (02382) 221349,220602

Fax No. : (02382) --

Email

: dcomm@rediffmail.com

Dayanand Education Society's

Dayanand College of Commerce, Latur Amrit Mahotsav (Affiliated to - Swami Ramanand Teerth Marathwada University, Nanded.)

Laxmiraman	Lahoti
Presiden	ι

Ramesh Biyani

Secretary

Dr. Shriram Solanke M.Com., LL.B., M.Phil., Ph.D. Principal & IQAC Chairman

Date: 20/06/2022

Action	Taken	Report	(2021-2022)
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Name of the Department: Department of English
Name of the Incharge: Manikshelli s.s.
Name of undertaken Course: Spoken English Certification Course
Date of Commencement: 04 April, 2022
Duration of the Course: From 04 April, 2022 to 30 May, 2022
Name of Teachers: 1) Rof. Manikshelly S.S.
2) Prof. Shaikh Q.N
3) Prof. Jadhay S.K

Number of Participants:

Sr. No	Students (Boys)	Students (Girls)	Total participants
	28	32	60

- Following documents are attached along with this:
- 1. Complete Activity Report (Duly signed by the Principal and Organizer)
- 2. Event photos and Newspaper cutting of activities.

3. Participants' attendance sheet.

Incharge

Internal Quali Dayanand College

rance Cell terne, Latur. Dayanand College of Commerce,

Dayanand College of Commerce, Latur Academic Year 2021-22 Department of Languages Spoken English Certification Course (40Hrs)



Action Taken Report

As per the instructions received from IQAC, Spoken English Certification Course (40Hrs) was started through Department of Languages from 04 April, 2022 to 30 May, 2022 for B.Com/BBA/BCA Ty and M.com students. The extensive aim to run this certification course was to improve students' English speaking ability and prepare them to face interviews.

Notices were issued to students from time to time regarding selection criteria for course, date of commencement of course, time table, syllabus etc. Registration process was started in the month of March where 60 students registered; out of which, there were 28 boys and 32 girls students.

The syllabus was framed by English faculty and was approved from Dayanand Education Society. Prof. S.S. Manikshetty, Prof. Q.N. Shaikh, and Prof. S.K. Jadhav collectively taught the syllabus to students. Total 40 lectures were conducted during 04 April, 2022 to 30 May, 2022 and 60 students were benefited through this course. Daily attendance of students was maintained. At the end of the course, certificates were distributed to students on the basis of their attendance and performance in class tests and practical activities.

Incharge

Establishment Year: 1961

Independent: 1970

NAAC Grade (3rd cycle): B ++ (2.97)



Phone No.: (02382) 221349,220602

Website: www.dcomm.org

Email: dayanandcommerce@gmail.com

Dayanand College of Commerce, Latur Internal Quality Assurance Cell,

Azadi _{Ka} Amrit Mahotsav

(Affiliated to - Swami Ramanand Teerth Marathwada University, Nanded.)

Dr. Balaji G. Kamble M.Com., SET, NET, Ph.D.

IQAC Coordinator

Dr. Shriram Solanke M.Com., LL.B., M.Phil., Ph.D. Principal & IQAC Chairman

Date: 01/02/2022

To,

Prof. S.S Manikshetty

IQAC/2021-22/ ७ q

Dr. M.V Kulkarni w

Prof. Q.N Shaikh

Prof. S.K Jadhav

Subject:-

Framing 40hrs syllabus of Spoken English Certificate Course for college students.

Dear Sir/Madam,

With reference to the above mentioned subject, it has been decided that the faculties of English should frame 40hrs Spoken English Certificate Course which is to be started from the second term, 2021-22.

The framed syllabus shall be placed for vetting in front of IQAC for further editions and necessary actions will be taken over the same. You are also recommended to make further planning (ex. time-table, students' selection, exam format etc.) and report the same to IQAC on or before 15th Feb, 2022.

IQAC Coordinator
Co-ordinator
Internal Quality Assurance Cell

Dayanand College of Commerce, Latur.

Principal PRINCIPAL Dayanand College of Commerce,

LATUR.

Spoken English Course

Objective

- 1. To heighten the awareness of correct usage of English grammar in writing and speaking
- 2. to improve speaking ability in English both in terms of fluency and comprehensibility
- 3. To involve students in practical activity oriented class rather than traditional study method
- 4. To reduce English phobia by learning by doing technique course objectives
- 5. To prepare students for personal interviews and group discussions

* Syllabus

A. Unit I: Speaking with correct Pronunciation

- 1. Phonetics: Vowels & Consonants
- 2. Basic rules of pronunciation

B. Unit II: Grammar

- 1. Parts of Speech
- 2. Tense
- 3. Voice

C. Unit III: Dialogues

- 1. Greeting people, introducing yourself and giving personal information
- 2. Introducing people to others
- 3. Describing people, place and things
- 4. Getting people's attention and interrupting
- 5. Apologizing and responding to an apology
- 6. Calling and answering the phone call
- 7. Thanking someone and responding to thanks
- 8. Inviting, accepting and refusing an invitation
- 9. Making requests and responding to a requests
- 10. Asking for, giving and refusing permission

D. Unit IV: Writing Skill

- 1. Curriculum Vitae
- 2. Essay writing /Business letters

E. Unit V: Practical Learning

- 1. GD
- 2. Interview

*Activities

- 1. Vocabulary building: Daily 10 verbs
- 2. Role Playing
- 3. Statistical table reading/analysis
- 4. Reading practice with comprehension



*Reference booka

- 1. Prism: Spoken and Written Communication
- 2. Wren and Martin: High School English Grammar and Composition
- 3. Raymond Murphy: Intermediate English Grammar
- 4. Rajendra Pal and Prem LataSuri: English Grammar and Composition



DYAANAND COLLEGE OF COMMERCE, LATUR



We build excellent careers.

Date: 17-03-2022

Department of English

Spoken English Certification Course (40hrs)



Notice

All TY students of B.com, BCA, BBA & B.Voc are informed that Department of English, Dayanand College of Commerce, Latur is starting **Spoken English Certification Course (40hrs)**. Interested students are required to register their names to any one of the following teachers on or before 24th March, 2022.

- 1. Prof. S.S Manikshetty (9860963157)
- 2. Dr. M.V Kulkarni (8999425942)
- 3. Prof. Q.N Shaikh (8766070654)
- 4. Prof. S.K Jadhav (9421931267)

Note: The selection criteria and important dates are displayed on notice board.

Incharge

Spoken English

IQAC Coordinator

Internal Quality Assurance Cell Dayanand College of Commerce, Latur. Principal
PRINCIPAL
Dayanand College of Commerce,
LATUR.

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Dayanand College of Commerce, Latur

Department of English

Spoken English Certification Course (40hrs)

for B.com, BCA, BBA & B. Voc Ty students

Important Dates:

- Last date of registration: 24th March, 2022
- MCQ type test (online mode) will be conducted on 26th March, 2022 only if the registration extends more than 50.
- Course Fees: 200/-
- Commencement of Course: 1st April, 2022.

Contact the following teachers for further queries:

- 1. Prof. S.S Manikshetty (9860963157)
- 2. Dr. M.V Kulkarni (8999425942)
- 3. Prof. Q.N Shaikh (8766070654)
- 4. Prof. S.K Jadhav (9421931267)

Spoken English

IQAC Coordinator

Internal sality Assurance L.

Dayanano - ge of Commerce, Later

Principal
Dayanand College of Commerce,
LATUR.

Spoken English Certification Course (40 Hrs) 2021-22



Sr.No	List of Registered Students for the Course	Gender
01	Adnak Preeti Shivraj	F
02	Awad Megha Rajabhau	F
03	Bakale Shubham Mahadev	М
04	Bansode Anjali Dashrath	F
05	Bhosle Sadashiv Gangadhar	М
06	Birajdar Sakshi Dayanand	F
07	Bokefode Aishwarya Pramod	F
08	Deshpande Yogesh Raghuveer	M
09	Gaikwad Priti Prakash	F
10	Gaikwad Sagar Kamalakar	M
11	Ingale Sonali Dattatray	F
12	Jabade Pramila Bhaurao	F
13	Jadhav Archana Maruti	F
14	Jadhav Nikita Shriram	F
15	Jondhale Chaitanya Maruti	М
16	Kakde Vaishnavi Ram	F
17	Kalwale Sagar Prakash	M
18	Kamble Sajan Abhimanyu	M
19	Kamble Seema Sadashiv	F
20	Kamble Sneha Kailas	F
21	Kanade Vaibhav Angad	М
22	Kasar Pallavi Nagnath	F
23	Khase Aboli Govindrao	F
24	Kokate Swati Mukund	F
25	Kulkarni Mayuri Mohan	F
26	Madne Durgaprasad	M
27	Magar Nikita Rajkumar	F
28	Malge Pranali Ambadas	F
29	Mane Vaishnavi Vivek	F
30	Narwade Rushikesh Dhondiram	M
31	Padile Kalyani Ramesh	F
32	Padwal Renuka Vijaykumar	F

Spoken English Certification Course (40 Hrs)





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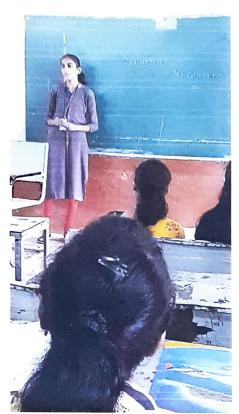
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Spoken English Certification Course (40 Hrs)

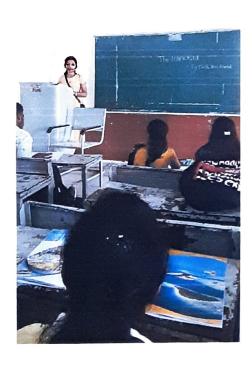
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Practical Activities during the Course











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Dayanand Collage of Commerce, Latur

Department of English

Spoken English Certification Course (40hrs)-2021-22)

For B.com, BBA, BCA & B.Voc Third Year Students

Registration Form



Name of the Student Rasal satesh vasant
Ciass: 8CA TY
Division: A
Roll No: 6469
Gender: Male
Email: satesh rasal agmail. com
Mob/Whatsapp no:
Permanent Address: M. post. Niwali
tg & oist - latur
-

Declaration:

I hereby declare that the above information is true to the best of my knowledge and belief.

Student's Signature

Dayanand Collage of Commerce, Latur



Department of English

Spoken English Certification Course (40hrs)-2021-22)

For B.com, BBA, BCA & B.Voc Third Year Students

Registration Form



Name of the Student Kak de Jaishnavi Rom
Class: BCA Ty
Division: A
Roll No: 6429
Gender: <u>female</u>
Email: vaishkakde45@gmail.com
Mob/Whatsapp no: 9156200809
Permanent Address: Tatal Heritage,
Babhalgaon Road, Latur, 413512

Declaration:

I hereby declare that the above information is true to the best of my knowledge and belief.

Student's Signature



Dayanand Education Society's

Dayanand College of Commerce, Latur

Department of Languages

Spoken English Certification Course

Commerce, Latur during 01 April 2022 to 30 May 2022. We appreciate his/her interactive participation during the course recognition for successfully completing two month's **Spoken** This certificate is awarded to Jondhale Chaitanya Manute Certification Course organized by Department of Languages, Dayanand College of

SWAPMALI MANIKSHETTI

DR. BALAJI KAMBLE
IQAC COORDINATOR

DR. Sriram Selanke
PR Rytnolpal
Deyanand College of Commerce
LATUR.



Dayanand Education Society's

Dayanand College of Commerce, Latur Department of Languages

Spoken English Certification Course

This certificate is awarded to Kulkarni Mayun	Wohan ir
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interactive participation during the course.	

SWAPNALI MANIKSHETTI

DR. BALAJI KAMBLE
IQAC COORDINATOR

DR. Srigan Solanke

Principal

Department college of commerce.