

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



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Dayanand Education Society's

# Dayanand College of Commerce, Latur

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



**Laxmiraman Lahoti**  
President

**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)

Name of the Department: Department of English  
Name of the Incharge: Manikshetti 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) Prof. Manikshetti S.S.  
2) Prof. Shaikh Q.N.  
3) Prof. Jadhav 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.

Manikshetti S.S.  
Incharge

IQAC Coordinator  
Internal Quality Assurance Cell  
Dayanand College of Commerce, Latur.

Principal  
Principal  
Dayanand College of Commerce,  
LATUR.

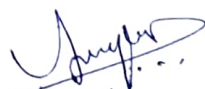
Dayanand College of Commerce, Latur  
Academic Year 2021-22  
Department of Languages  
Spoken English Certification Course (40Hrs)  
**Action Taken Report**



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.

  
Manikshetty S.S.  
Incharge

Establishment Year: 1961  
Independent: 1970  
NAAC Grade (3<sup>rd</sup> cycle): B ++ (2.97)



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Email: dayanandcommerce@gmail.com

## Dayanand College of Commerce, Latur Internal Quality Assurance Cell,



(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

**IQAC/2021-22/ 09**

**Date: 01/02/2022**

To,

Prof. S.S Manikshetty 

Dr. M.V Kulkarni 

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 15<sup>th</sup> Feb, 2022.

  
**IQAC Coordinator**  
**Cc-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 books**

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



# DYANAND COLLEGE OF COMMERCE, LATUR

We build excellent careers.

Azadi Ka  
Amrit Mahotsav

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 24<sup>th</sup> 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.

*[Signature]*  
Incharge

Spoken English

*[Signature]*  
IQAC Coordinator  
Internal Quality Assurance Cell  
Dayanand College of Commerce, Latur.

*[Signature]*  
Principal  
PRINCIPAL  
Dayanand College of Commerce,  
LATUR.

- Salunke M.B. *[Signature]*
- B.com Ty C *[Signature]*
- B. Com TY A *[Signature]*
- B. com III E *[Signature]*
- B.com III-D *[Signature]*

B.com TY B

B.voc Ty

*[Signature]*

*[Signature]*

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

  
Incharge

Spoken English

IQAC Coordinator  
  
Internal Quality Assurance Cell  
Dayanand College of Commerce, Latur

  
~~Principal~~  
**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	M
04	Bansode Anjali Dashrath	F
05	Bhosle Sadashiv Gangadhar	M
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	M
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	M
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)**  
**2021-22**



33	Pathan Riyaj Rashid	M
34	Pathan Shabnam Salawdin	F
35	Potdar Saurabh Chandrakant	M
36	Rasal Dipali Ranba	F
37	Rasal Satesh Vasant	M
38	Raut Pallavi Tanaji	F
39	Sakhre Kiran Santosh	F
40	Sathe Mrunali Pandurang	F
41	Shaikh Muskan Khaleel	F
42	Shaikh Sahil Ramjan	M
43	Shaikh Suhana Isak	F
44	Shanya Neha	F
45	Sharma Ashutosh	M
46	Shinde Dnyaneshwar Baliram	M
47	Shinde Rushikesh Vasantrao	M
48	Shinde Samadhan Chandrasen	M
49	Suryawanshi Aarti Bharatkumar	F
50	Suryawanshi Aniket Vyankat	M
51	Suryawanshi Shital Devanand	F
52	Tarukar Shital Santoshrao	F
53	Tokale Vaibhav	M
54	Yerte Shreya Prabhuling	F
55	Yohan Amit Ankush	M
56	Doke Gangesagar	M
57	Solanekar Vishnu B.	M.
58	Rasal Suraj Subhash	M
59	Gaikwad Akshay Prakash	M
60	Patel Abdulla Alim	M



**Spoken English Certification Course (40 Hrs)**

Month April, 2022

**2021-22 (Attendance)**

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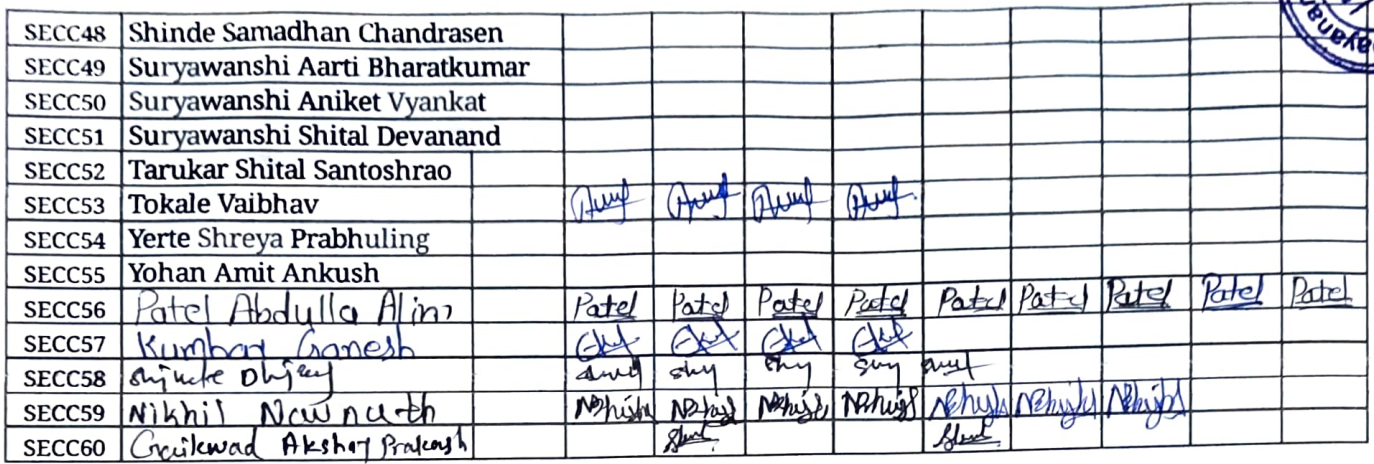
## Spoken English Certification Course (40 Hrs)

**2021-22 (Attendance)**

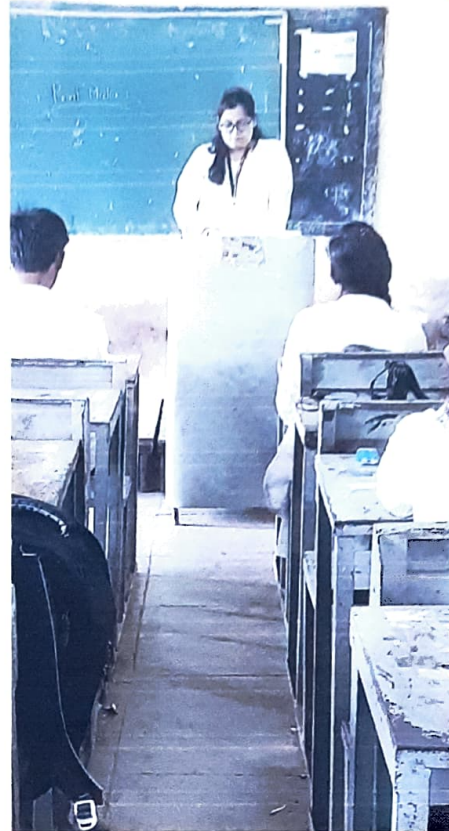
Month - Apr, 202

Roll No.	Name of Student	18	20	22	23	25	26	27	30	02 May/04 May
SECC01	Adnak Preeti Shivraj	Preeti	Preeti	Preeti	Preeti					Preeti
SECC02	Awad Megha Rajabhau									
SECC03	Bakale Shubham Mahadev	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham
SECC04	Bansode Anjali Dashrath									
SECC05	Bhosle Sadashiv Gangadhar									
SECC06	Birajdar Sakshi Dayanand	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
SECC07	Bokefode Aishwarya Pramod									
SECC08	Deshpande Yogesh Raghuvver	Yogesh	Yogesh	Yogesh	Yogesh	Yogesh	Yogesh			
SECC09	Gaikwad Priti Prakash									
SECC10	Gaikwad Sagar Kamalakar									
SECC11	Ingle Sonali Dattatray	Sonali	Sonali	Sonali	Sonali	Sonali	Sonali		Sonali	Sonali
SECC12	Jabade Pramila Bhaurao	Pramila	Pramila	Pramila	Pramila	Pramila	Pramila	Pramila	Pramila	Pramila
SECC13	Jadhav Archana Maruti	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana
SECC14	Jadhav Nikita Shiram	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita			
SECC15	Jondhale Chaitanya Maruti	Chaitanya	Chaitanya	Chaitanya	Chaitanya	Chaitanya	Chaitanya	Chaitanya	Chaitanya	Chaitanya
SECC16	Kakde Vaishnavi Ram									
SECC17	Kalwale Sagar Prakash									
SECC18	Kamble Sajan Abhimanyu									
SECC19	Kamble Seema Sadashiv	Seema	Seema	Seema	Seema	Seema	Seema	Seema	Seema	Seema
SECC20	Kamble Sneha Kailas	Sneha	Sneha	Sneha	Sneha		Sneha	Sneha	Sneha	Sneha
SECC21	Kanade Vaibhav Angad									
SECC22	Kasar Pallavi Nagnath									
SECC23	Khase Aboli Govindrao									
SECC24	Kokate Swati Mukund	Swati	Swati	Swati	Swati	Swati	Swati			
SECC25	Kulkarni Mayuri Mohan									
SECC26	Madne Durgaprasad	Durgaprasad	Durgaprasad	Durgaprasad	Durgaprasad					
SECC27	Magar Nikita Rajkuma	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita
SECC28	Malge Pranali Ambadas									
SECC29	Mane Vaishnavi Vivek	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi
SECC30	Narwade Rushikesh Dhondiram									
SECC31	Padile Kalyani Ramesh	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani
SECC32	Padwal Renuka Vijaykumar	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka
SECC33	Pathan Riyaz Rashid									
SECC34	Pathan Shabnam Salawdin									
SECC35	Potdar Saurabh Chandrakant									
SECC36	Rasal Dipali Ranba	Dipali	Dipali	Dipali	Dipali					
SECC37	Rasal Satesh Vasant	Satesh	Satesh	Satesh	Satesh	Satesh	Satesh	Satesh	Satesh	Satesh
SECC38	Raut Pallavi Tanaji	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi
SECC39	Sakhre Kiran Santosh	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran
SECC40	Sathe Mrunali Pandurang	Mrunali	Mrunali	Mrunali	Mrunali	Mrunali	Mrunali	Mrunali	Mrunali	Mrunali
SECC41	Shaikh Muskan Khaleel	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan
SECC42	Shaikh Sahil Ramjan									
SECC43	Shaikh Suhana Isak	Suhana	Suhana	Suhana	Suhana	Suhana	Suhana			
SECC44	Shanya Neha									
SECC45	Sharma Ashutosh									
SECC46	Shinde Dnyaneshwar Baliram	Dnyaneshwar	Dnyaneshwar	Dnyaneshwar	Dnyaneshwar					
SECC47	Shinde Rushikesh Vasantrao									





# Practical Activities during the Course





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 Satish Vasant

Class: BCA TY

Division: A

Roll No: 6469

Gender: Male

Email: satishrasal@gmail.com

Mob/Whatsapp no: 7774843660

Permanent Address: At. post. Niwari

Tq & Dist - 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 Kakde Vaishnavi Rom

Class: BCA Ty

Division: A

Roll No: 6429

Gender: Female

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.

Kakde  
**Student's Signature**





Dayanand Education Society's

**Dayanand College of Commerce, Latur**

**Department of Languages**

## Spoken English Certification Course

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

  
SWAPNALI MANIKSHETTI  
INCHARGE

  
DR. BALAJI KAMBLE  
IQAC COORDINATOR

  
DR. Sriram Settanke  
Principal  
Dayanand 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 Mayuri Mohan in recognition for successfully completing two month's **Spoken English Certification Course** organized by Department of Languages, Dayanand College of Commerce, Latur during 01 April 2022 to 30 May 2022. We appreciate his/her interactive participation during the course.

  
SWAPNALI MANIKSHETTI  
INCHARGE

  
DR. BALAJI KAMBLE  
IQAC COORDINATOR

  
DR. SRIKANT SOTANKE  
Principal  
Dayanand College of Commerce,  
Latur.