

Laxmiraman Lahoti
President

Ramesh Biyani
Secretary

Dr. Rajaram Pawar
M.Com., M.Phil., Ph.D.
I/c, Principal

Date: 02-11-2023

Business English Certification Course

(30 Hours)

Academic Year 2023-24


Action Taken Report

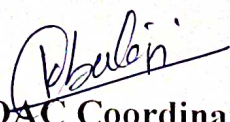



Name of the Department : Department of Languages
Name of the Course : Business English Certification Course
(30 Hours)
Name of the Course Incharge : Dr. Q.N. Shaikh
Date of Commencement : 12-09-2023
Duration of Course : 30 Hours

Number of Participants:

Sr. No	Students (Boys)	Students (Girls)	Total participants
01	04	23	27


Course Incharge


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


Principal
I/C. Principal
Dayanand College of Commerce
LATUR

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,

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



Dr. Balaji G. Kamble

M.Com., SET, NET, Ph.D.

IQAC Coordinator

Dr. Rajaram S.Pawar

M.Com., M.Phil., Ph.D.

I/c. Principal & IQAC Chairman

IQAC/2023-24/ 007

Date: 27/07/2023

To,

Dr. Q.N. Shaikh,

Incharge,


Business English Certification Course,



**Subject: To start Business English Certification Course for
the academic year 2023-24.**

IQAC appreciates your initiative steps taken to run Business English Certification Course (30 Hours) successfully in the second term for the academic year 2022-23.

You are hereby informed to restart Business English Certification Course (30 Hours) for B.Com, BBA, BCA, and B.Voc third year students in the first term for the academic year 2023-24.


IQAC Coordinator
Co-ordinator

Internal Quality Assurance Cell
Dayanand College of Commerce, Latur.


Principal

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Dayanand College of Commerce, Latur

Department of English



Business English Certification Course (30 Hrs)

About the Course:

The Business English Certification course is designed to prepare students to use English in a present or future work situation. Students will develop speaking as well as writing skills with a focus on business contexts and environments, and they will learn vocabulary that is used regularly in the business world. This course will help students to write letters, emails, and notices and to make effective presentation in Business.

The aim of this course is to enhance oral and written language skills among learners in a business context: of reading, listening, speech and writing. Students' progress will be examined through assignments, class tests during the course. Final exam will be conducted at the end of the course. Certificates will be issued on the basis of their performance in the final exam.

Learning Outcomes:

By the end of the course, the learners will be able to:

- Develop basic soft skills to deal with people in business situations.
- Improve English speaking ability in business.
- Make effective presentation in business world.
- Write letters, emails, notices effectively.
- Expand vocabulary related to general business situations.
- Develop confidence to deal with people and basic issues in the business world.

SYLLABUS



Unit	Main topic	Sub topics	No. of Lectures
1	Greetings & Introductions	Formal & Informal Greetings, Useful Expressions to respond to Greetings, Useful expressions for Introductions, Greeting and Introduction dialogues	04
2	Making Presentation	Techniques of Effective Presentation, Analysis of good presentation, Analysis of bad Presentation	04
3	Soft Skills required in Business	Teamwork, Communication, Critical Thinking, Flexibility, Problem Solving, Time Management, Persuasion, Conflict Resolution	05
4	Writing Skills	<ul style="list-style-type: none"> • Business Letters: Format and Style of Business Letters, Types of Business Letters • Email Writing: Formal and Informal Email, Email Etiquettes, Format of Email, Rules for Email Writing • Notice Writing: Company Notices, Essential elements of Notice. 	07
5	Interviewing Skills	Appearing for Interview (before, during and after Interview), Conducting Interview, Analysis of Good Interview, Analysis of bad Interview	04
-	Other Activities during the Course	<ul style="list-style-type: none"> - 300 common verbs used in daily life. (10 verbs in each lecture) - Guest Lectures: 01 - No. of Assignments: 02 - No. of Class Test: 02 - Final Exam (after completion of syllabus) 	06

Dr. Q.N. Shaikh



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Date : 01.08.2023

Department of English


NOTICE

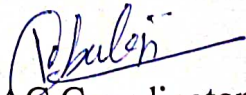


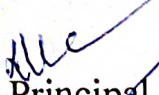
All B.Com, BCA, BBA & B.Voc Third Year students are hereby informed that English Department is starting **Business English Certification Course (30 Hours)** for the academic year 2023-24. Interested students kindly enroll their name to Dr. Q.N. Shaikh (Mob.8766070654) on or before 10.08.2023 by filling registration form and fees of Rs.300/-.

Note :

1. Capacity of the class is only 40.
2. Collect registration form from Dr. Q.N. Shaikh.
3. Certificate will be provided after successful completion of the course.


Incharge
Dr. Q.N. Shaikh


IQAC Coordinator
Dr. B.G. Kamble
Co-ordinator


I/c Principal
Dr. R.S. Pawar
I/C. Principal
Dayanand College of Commerce
LATUR

Dayanand College of Commerce, Latur



Department of English

Business English Certification Course (30hrs)-2023-24)

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

Registration Form



Name of the Student shelke shreya manohar

Class: B.com (SY) B&I.

Division: 'E'

Roll No: 44849

Gender: Female

Email: shreyashelke7333@gmail.com.

Mob/Whatsapp no: 9529118335

Permanent Address: Barshi road,

shubhash nagar, Latur.

Declaration:

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


ms.

Student's Signature

Receive
30/1
shy

Dayanand College of Commerce, Latur



Department of English

Business English Certification Course (30hrs)-2023-24)

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

Registration Form



Name of the Student Wayal Shrinivas Shatrughna.

Class: B. com S.Y

Division: 'G1'

Roll No: 45224

Gender: Male

Email: shrinivaswayal012@gmail.com

Mob/Whatsapp no: 8432884835

Permanent Address: Mahadev Nagar.

warwanti, Latur.

Declaration:

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

Shrinivas
Student's Signature




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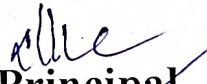
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Date : 09.09.2023

NOTICE

All Students are hereby informed that Business English Certification Course (30 hrs) Classes are commencing from 12.09.2023 (Tuesday) at 9.10 Am in Hall No. 12 (Commerce Building).


Incharge
(Dr. Q.N. Shaikh)


I/C Principal
(Dr. R. S. Pawar)

I/C. Principal
Dayanand College of Commerce
LATUR

Dayanand College of Commerce, Latur

Business English Certification Course (30 Hrs) 2023-24



Presentation Activity Date : 18.09.2023

Sr. No	Name of Speaker	Topic
01.	Adawle Mohini Madhav	Non-verbal Communication
02.	Bhise Vivek	Importance of English
03.	Deshpande Dhanishtha Atul	
04.	Dhumal Sakshi Bapurao	Positive Impact of social media
05.	Ghodke Vaishnavi Mohan	
06.	Gurme Priya Dhondiram	Positive impact of Social media
07.	Jadhav Sneha Ram	
08.	Kazi Naseem	Difference between Indian & Western culture
09.	Kumawat Nikita	Indian culture vs Western culture
10.	Langar Vishakha Shukracharya	
11.	Makne Mohini Kishan	Positive impact of social media
12.	Mayande Praniti Jyotiram	
13.	Panchal Priya Raghunath	Positive Impact of social media
14.	Pethe Mohini Namdev	Advantages of online Education
15.	Potdar Radhika Ravi	
16.	Raut Tejumai Shripal	
17.	Shelke Shreya Manohar	
18.	Shinde Apeksha Omprakash	Advantages of online Education
19.	Shinde Pratiksha Vinayak	
20.	Sonawane Vaishali	
21.	Suryawanshi Pragati Uttam	Benefits of Daily Exercise
22.	Suryawanshi Rukmin Tulshiram	
23.	Tiwari Arti Dharendra	
24.	Ugile Bhakti Uttam	
25.	Wayal Shrinivas	Importance of English
26.	Singh Karan	
27.	Kumar Gulshan	

Sakshi
Vivek

Sakshi

Priya

Naseem
Nikita

Mohini

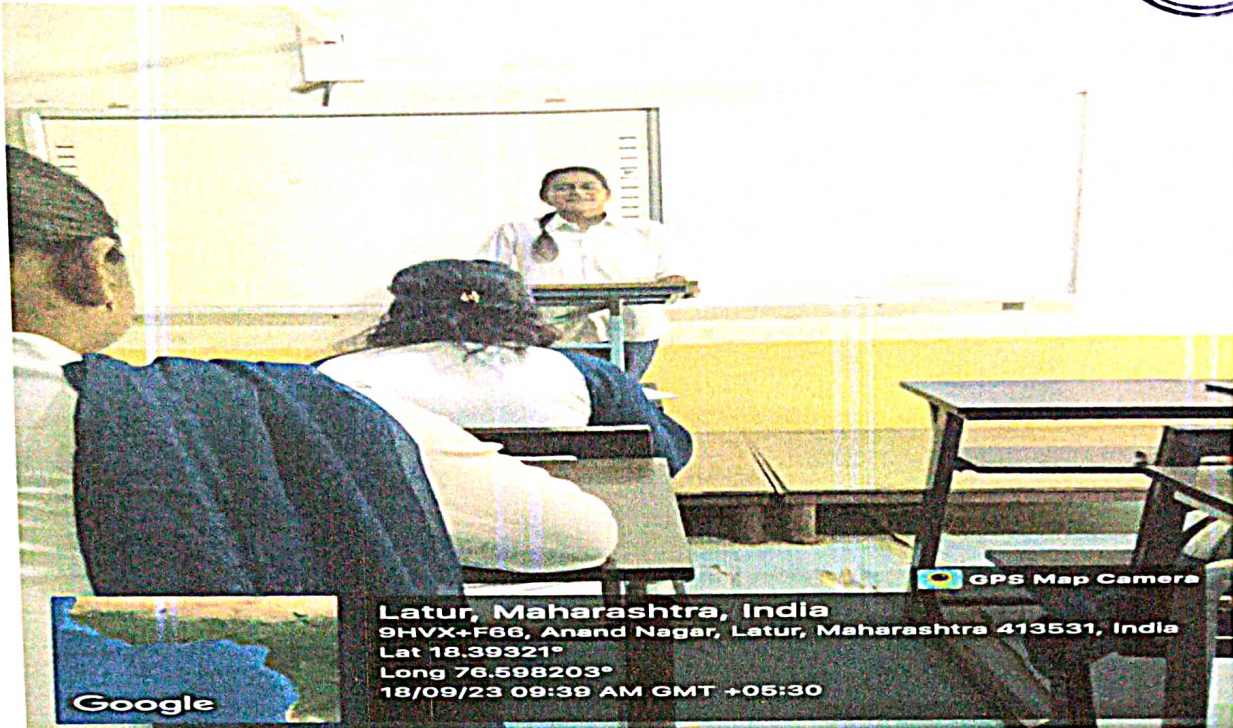
Panchal
mohini

Apeksha

Pragati

Shrinivas







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Date : 25.10.2023

NOTICE

Business English Certification Course

All Students are hereby informed that their **Final Exam** will be conducted on 28.10.2023 (Saturday) at **09.10 Am in Hall no. 12** (Commerce Building).

Note :- Attendance of all students is mandatory.

Incharge

(Dr. Q.N. Shaikh)

I/c Principal

(Dr. R.S. Pawar)
I/C: PRINCIPAL
Dayanand College of Commerce,
LATUR.- 413512



Dayanand College of Commerce, Latur

Business English Certification Course (30 Hrs)

For the academic year 2023-24

Final Exam

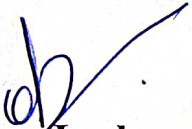
Attendance Sheet

Date: 28.10.2023


Sr. No	Seat No.	Name of Student	Class	Signature
01.	BECC01	Adawle Mohini Madhav	B.com SY	
02.	BECC02	Bhise Vivek	B.com SY	
03.	BECC03	Deshpande Dhanishtha Atul	B.com TY	
04.	BECC04	Dhumal Sakshi Bapurao	B.com SY	
05.	BECC05	Ghodke Vaishnavi Mohan		
06.	BECC06	Gurme Priya Dhondiram	B.com S.Y(B)	
07.	BECC07	Jadhav Sneha Ram	B.com SY	
08.	BECC08	Kazi Naseem	B.com S.Y	
09.	BECC09	Kumar Gulshan	BBA-T.Y	
10.	BECC10	Kumawat Nikita	B.com S.Y	
11.	BECC11	Langar Vishakha Shukracharya	B.com S.Y	
12.	BECC12	Makne Mohini Kishan	B.com TY	
13.	BECC13	Mayande Praniti Jyotiram	B.com SY	
14.	BECC14	Panchal Priya Raghunath	B.com SY	
15.	BECC15	Pethe Mohini Namdev	B.com SY	
16.	BECC16	Potdar Radhika Ravi	B.com TY	
17.	BECC17	Raut Tejumai Shripal	B.com S.Y	
18.	BECC18	Shelke Shreya Manohar	B.com(SY)	
19.	BECC19	Shinde Apeksha Omprakash	B.com SY	



20.	BECC20	Shinde Pratiksha Vinayak	B.com Ty	Shinde
21.	BECC21	Singh Karan		
22.	BECC22	Sonawane Vaishali	B.com Ty	Just
23.	BECC23	Suryawanshi Pragati Uttam	B.com Ty	Pragati
24.	BECC24	Suryawanshi Rukmin Tulshiram	B.com S.Y	Rukmin
25.	BECC25	Tiwari Arti Dhirendra	B.com T.Y	Arti
26.	BECC26	Ugile Bhakti Uttam	B.com S.Y	Bhakti
27.	BECC27	Wayal Shrinivas Shatrughna	B.com S.Y	Wayal


Course Incharge


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Business English Certification Course (30 Hrs)

For the Academic Year 2023-24

Final Exam

Question Paper

Date 28.10.2023

Time: 09:10 am to 10:00 am

Time: 50 minutes

Maximum Marks: 60

Note:

- i) All questions are compulsory.
- ii) Each question carries 02 marks

NICQ

Q.01. Which of these should be avoided during the delivery of a speech?

- A) Confidence
- B) Clarity
- C) Pauses
- D) Rudeness

Q.02. People cannot interact with each other without

- (A) Communication
- (B) Transport
- (C) Voice
- (D) Loudspeaker

Q.03. Interviews are conversations with _____.

- A) Fun
- B) Purpose
- C) Friendliness
- D) Informality

Q.04. The proper response to —'How are you?' would be _____.

- A) See you later.
- B) I'm fine.
- C) Nice to meet you.
- D) All of the above

Q.05. Communication starts with:

- A) Encoding
- B) Sender
- C) Channel
- D) Feedback

Q.06. What are the successful strategies for interview:

- A) Personal rapport
- B) Good eye contact
- C) Clear idea of the key point
- D) All of the above

Q.07. A group of people working with common objectives or goals is known as a _____.

- A) Team
- B) Teamwork
- C) Group
- D) Club

Q.08. Which of the following is not a benefit of teamwork?

- A) Improved solutions to quality problems
- B) Improved ownership of solutions
- C) Improved communications
- D) Decline in integration

Q.09. Communication means ___ information, feeling and thoughts, with others.

- A) To receive
- B) Exchange of
- C) Conveying
- D) All the above

Q.10. Which of the following combination is /are examples of oral communication?

- A) Meetings, memos and presentations
- B) Meetings, memos and performance reviews
- C) Meetings, presentations and performance reviews
- D) None of the above

Q.11. Two other important ways to help manage your time efficiently include:

- A) Doing the best tasks first and the worst tasks last
- B) Having a very structured schedule and not leaving room to be flexible
- C) Being flexible
- D) Doing the worst tasks first while you're alert and not tired

Q.12. What is written on the top of Business letter on the left side?

- A) Sender's address
- B) Receiver's address
- C) Date
- D) Salutation

Q.13. Posters fall under _____ communication.

- A) Oral
- B) Visual
- C) Written
- D) Spoken

Q.14. Which of these is the English format of writing date in Business letter?

- A) 16th April, 2023
- B) 16 April, 2023
- C) April 16, 2023
- D) None of the above

Q.15. How is the subject written in a Business Letter?

- A) In capital letter
- B) In Roman letter
- C) First letter of each word is written capital except Prepositions, Conjunctions and Article
- D) Both A & C

Q.16. The subject of a Business letter should be _____.

- A) As long as possible
- B) Brief, relevant and clear
- C) Stretched and irrelevant
- D) None of these

Q.17. What is the use of Carbon Copy (CC)?

- A) Recipients are invisible to all of the other recipients of the message in CC
- B) Recipients are visible to all of the other recipients of the message in CC
- C) Recipients are invisible to only one recipient of the message in CC
- D) None of the above

Q.18. Which of the following is mandatory for sending an email?

- A) Sender mail ID
- B) Body
- C) Attachment

Q.19. Language of the Notice should be _____.

- A) Very formal
- B) Simple and formal
- C) Complicated and tricky
- D) Highly informal and simple

Q.20. Where is the designation of the issuing authority written in a Notice?

- A) On the top right hand side corner of the Notice.
- B) On the bottom left hand side corner of the Notice.
- C) Just below the signature of the issuing authority.
- D) Just above the signature of the issuing authority.

Q.21. Handshakes are not necessary in _____.

- A) Formal self-introduction
- B) Informal self-introduction
- C) All of the above
- D) None of the above

Q.22. Which of the following is optional in a Notice?

- A) Designation of the issuing authority.
- B) Signature of the issuing authority.
- C) Heading in the Notice.
- D) The word 'Notice'.

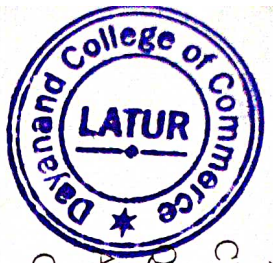
Q.23. What features should our presentation have?

- A) Impressive and effective
- B) Inefficient
- C) Incompetent
- D) Ordinary

Q.24. For effective Teamwork _____ is needed.

- A) Positive mindset
- B) Complain
- C) Self-awareness
- D) Both A & C





Q.25. _____ should be avoided while conducting an interview.

- A) Starting strong
- B) Discrimination
- C) Asking questions
- D) Taking notes

Q.26. _____ letters follow a complaint letter.

- A) Request
- B) Dunning
- C) Inquiry
- D) Adjustment

Q.27. Each paragraph starts a few spaces away from the margin in _____ format.

- A) Semi-Block
- B) Modified Block
- C) Block
- D) Simplified Block

Q.28. While solving a problem, following skill comes first:

- A) Decision making
- B) Researching problem
- C) Judgment
- D) None of the above

Q.29. Following are Time Management skills except:

- A) Minimize Distraction
- B) Make Plan
- C) Create a To-Do List
- D) Create Priority List

Q.30. _____ should be avoided while appearing for Interview.

- A) Talking too much
- B) Appropriate Language
- C) Asking Question
- D) Both A& C



Dayanand College of Commerce, Latur

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• ANSWER BOOK •

HOME EXAMINATION 202 - 202

Test _____ / First Term/Second Term Exam.

Name pethe Mohini Namdev Class B.com(sy) Divi. B

Subject B.E.C.C Date: 28/10/2023 No. of Supplement Tied 1 Sign. of Invigilator _____



Q. 1	Q. 2	Q. 3	Q. 4	Q. 5	Q. 6	Q. 7	Q. 8	Q. 9	Q. 10	Grand Total	Sign. of Examiner
										<u>54</u>	<u>[Signature]</u>

Q.1) _____ → ?

D) Rudeness ✓

Q.2) _____ → ?

Option A) Communication ✓

Q.3) _____ → ?

option B) purpose ✓

Q.4) _____ → ?

option B) I'm fine ✓

Q.5) _____ → ?

option B) sender ✓

Q.6) _____ → ?

D) All of the above ✓



Dayanand College of Commerce, Latur

• ANSWER BOOK •

HOME EXAMINATION 202 - 202

Test _____ / First Term/Second Term Exam.

We *College* *Best* *careers*



Name Ugite Bhakti Uttam Class B.Com S.Y. Divi. G1 Roll No. BFCC26

Subject Bus. English Date: 28/10/2023 No. of Supplement Tied _____ Sign. of Invigilator _____

Q. 1	Q. 2	Q. 3	Q. 4	Q. 5	Q. 6	Q. 7	Q. 8	Q. 9	Q. 10	Grand Total	Sign. of Examiner
										<u>28</u>	<u>dy</u>

1) _____?

Ans: D. Rudeness. ✓

2) _____?

Ans: A. Communication. ✓

3) _____?

Ans: D. Informality. ✗

4) _____?

Ans: B. Tim fine. ✓

5) _____?

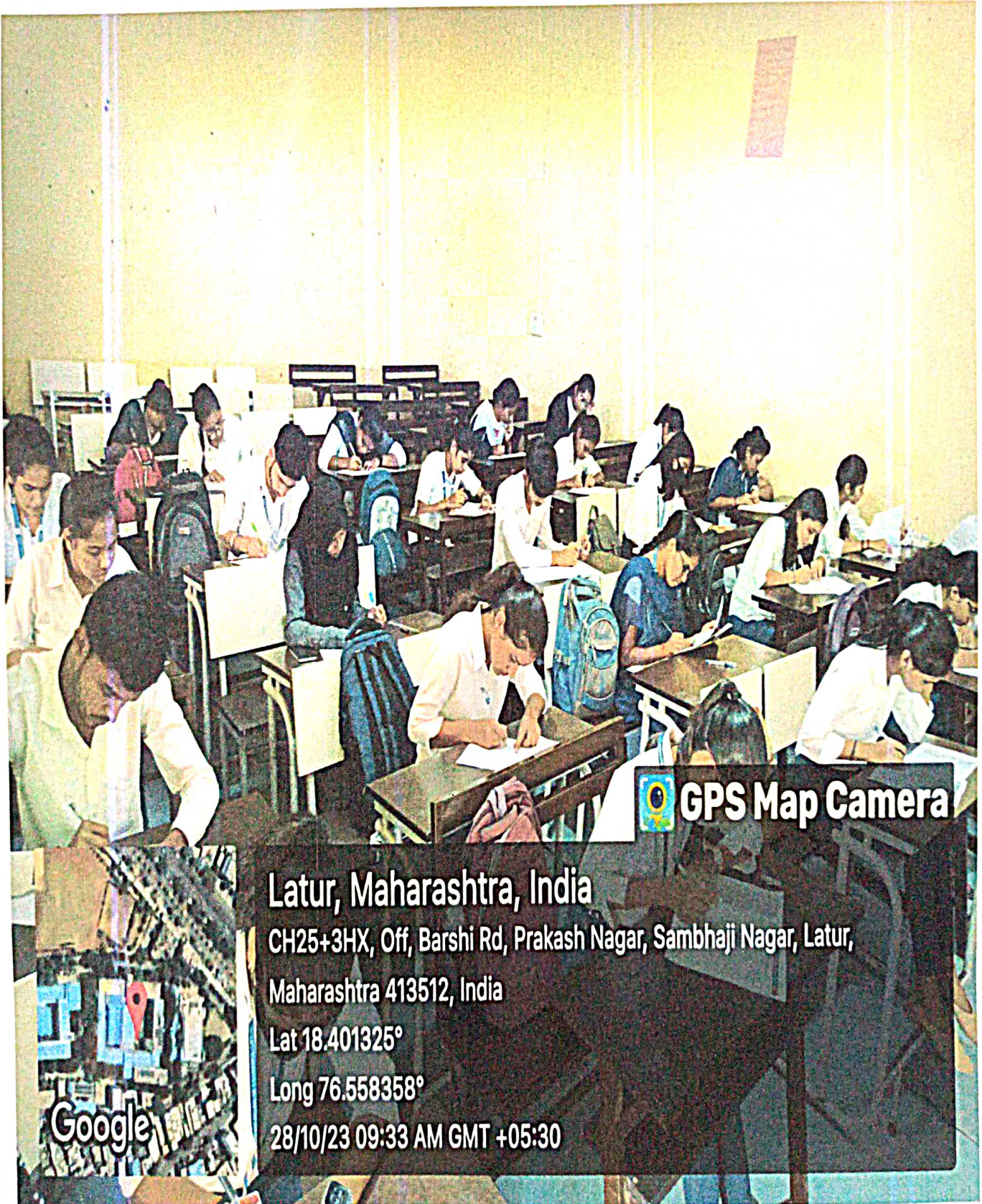
Ans: A. Encoding. ✗

6) _____?

Ans: D. All of the above ✓

7) _____?

Ans: B. Teamwork. ✗



 **GPS Map Camera**

Latur, Maharashtra, India

CH25+3HX, Off, Barshi Rd, Prakash Nagar, Sambhaji Nagar, Latur,
Maharashtra 413512, India

Lat 18.401325°

Long 76.558358°

28/10/23 09:33 AM GMT +05:30





Dayanand College of Commerce, Latur

Business English Certification Course (30 Hrs) 2023-24

Students Evaluation Report

Sr. No	Name of Student	Attendance 10 marks	Class test-I 10 marks	Class Test-II 10 marks	Presentation 10 marks	Final Exam 60 marks	Total 100
01.	Adawle Mohini Madhav	10	09	09	10	32	70
02.	Bhise Vivek	10	07	07	10	30	64
03.	Deshpande Dhanishtha Atul	07	10	10	Absent	44	- 71
04.	Dhumal Sakshi Bapurao	10	10	10	10	48	88
05.	Ghodke Vaishnavi Mohan	Absent	Absent	Absent	Absent	Absent	Absent
06.	Gurme Priya Dhondiram	10	10	10	10	46	86
07.	Jadhav Sneha Ram	10	Absent	09	Absent	46	65
08.	Kazi Naseem	10	Absent	10	10	42	72
09.	Kumar Gulshan	06	Absent	Absent	Absent	42	48
10.	Kumawat Nikita	10	10	10	10	44	84
11.	Langar Vishakha Shukracharya	07	Absent	09	Absent	36	52
12.	Makne Mohini Kishan	10	Absent	08	10	38	- 66
13.	Mayande Praniti Jyotiram	05	Absent	Absent	Absent	32	37
14.	Panchal Priya Raghunath	10	08	09	10	38	75
15.	Pethe Mohini Namdev	10	09	10	10	54	93
16.	Potdar Radhika Ravi	08	10	10	Absent	50	78
17.	Raut Tejumai Shripal	08	08	09	Absent	42	67
18.	Shelke Shreya Manohar	08	Absent	Absent	Absent	28	36
19.	Shinde Apeksha Omprakash	07	Absent	09	10	30	56
20.	Shinde Pratiksha Vinayak	07	Absent	Absent	Absent	28	35
21.	Singh Karan	06	Absent	Absent	Absent	32	38

Business English Certification Course (30 Hrs)

2023-24 (Attendance)

Teacher: Dr. Q.N. Shaikh

Sr.No	Name of Student	12 sept	13 sept	14 sept	15 sept	16 sept	18 sept	20 sept	21 sept	25 sept	26 sept
01	Adawle Mohini Madhav	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
02	Bhise Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek
03	Deshpande Dhanishtha Atul	Atul	Atul	Atul	Atul	Atul	Atul	Atul	Atul	Atul	Atul
04	Dhumal Sakshi Bapurao	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
05	Ghodke Vaishnavi Mohan										
06	Gurme Priya Dhondiram	Priya	Priya	Priya	Priya	Priya	Priya	Priya	Priya	Priya	Priya
07	Jadhav Sneha Ram	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha
08	Kazi Naseem	Naseem	Naseem	Naseem	Naseem	Naseem	Naseem	Naseem	Naseem	Naseem	Naseem
09	Kunawat Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita
10	Langar Vishakha Shukracharya	Vishakha	Vishakha	Vishakha	Vishakha	Vishakha	Vishakha	Vishakha	Vishakha	Vishakha	Vishakha
11	Makne Mohini Kishan	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini
12	Mayande Praniti Jyotiram	Praniti	Praniti	Praniti	Praniti	Praniti	Praniti	Praniti	Praniti	Praniti	Praniti
13	Panchal Priya Raghunath	Priya	Priya	Priya	Priya	Priya	Priya	Priya	Priya	Priya	Priya
14	Pethe Mohini Namdev	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini
15	Potdar Radhika Ravi	Radhika	Radhika	Radhika	Radhika	Radhika	Radhika	Radhika	Radhika	Radhika	Radhika
16	Raut Tejumai Shripal	Tejuma	Tejuma	Tejuma	Tejuma	Tejuma	Tejuma	Tejuma	Tejuma	Tejuma	Tejuma
17	Shelke Shreya Manohar	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya
18	Shinde Apeksha Omprakash	Apeksha	Apeksha	Apeksha	Apeksha	Apeksha	Apeksha	Apeksha	Apeksha	Apeksha	Apeksha
19	Shinde Pratiksha Vinayak	Pratiksha	Pratiksha	Pratiksha	Pratiksha	Pratiksha	Pratiksha	Pratiksha	Pratiksha	Pratiksha	Pratiksha
20	Sonawane Vaishali	Vaishali	Vaishali	Vaishali	Vaishali	Vaishali	Vaishali	Vaishali	Vaishali	Vaishali	Vaishali



2023-24 (Attendance)

Teacher: Dr. Q.N. Sharma

	12-sept	13-sept	14-sept	15-sept	16-sept	17-sept	18-sept	19-sept	20-sept	21-sept	25-sept	26-sept
21	Suryawanshi Pragati Uttam	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati
22	Suryawanshi Rukmin Tulshiram	S. Rukmin	S. Rukmin								S. Rukmin	S. Rukmin
23	Tiwari Arti Dharendra	Arti	Arti						Arti			
24	Ugile Bhakti Uttam											
25	Mayad shrinivas	Maya	Maya	Maya	Maya	Maya	Maya	Maya	Maya	Maya	Maya	Maya
26	Singh karam										RS	RS

Course in charge

IQAC Coordinator

Principal

Business English Certification Course (30 Hrs)

2023-24 (Attendance)

Teacher: Dr. Q.N. Shaikh

		27-sept	28-sept	30-sept	03-Oct	04-Oct	5Oct	6Oct	7Oct	9Oct	10-Oct
21	Singh Karan						RS	RS	RS	RS	RS
22	Sonawane Vaishali										
23	Suryawanshi Pragati Uttam	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati
24	Suryawanshi Rukmin Tulshiram	Rukmin	Rukmin	Rukmin	Rukmin						Pragati
25	Tiwari Arti Dharendra										
26	Ugile Bhakti Uttam	Bhakti					Bhakti	Bhakti	Bhakti	Bhakti	Bhakti
27	Wayal Shrinivas Shatrughna	Shrinivas	Shrinivas	Shrinivas			Shrinivas	Shrinivas	Shrinivas	Shrinivas	Shrinivas

Course Incharge

IOAC Coordinator

Principal

Business English Certification Course (30 Hrs)

2023-24 (Attendance)

Teacher: Dr. Q.N. Shaikh

	11-Oct	17-Oct	18-Oct	20-Oct	21-Oct	23-Oct	25-Oct	26-Oct	27-Oct	28-Oct
20	Shinde Pratiksha Vinayak	Pratiksha	Pratiksha		Pratiksha		Pratiksha		Pratiksha	
21	Singh Karan		R/S							
22	Sonawane Vaishali		Dev							
23	Suryawanshi Pragati Uttam	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati
24	Suryawanshi Rukmin Tulshiram		Rukmin	Rukmin	Rukmin	Rukmin	Rukmin	Rukmin	Rukmin	Rukmin
25	Tiwari Arti Dharendra	Arti	Arti							
26	Ugile Bhakti Utam		Bhakti	Bhakti	Bhakti	Bhakti	Bhakti	Bhakti	Bhakti	Bhakti
27	Wayal Shrinivas Shatrughna	Shrinivas	Shrinivas	Shrinivas	Shrinivas	Shrinivas	Shrinivas	Shrinivas	Shrinivas	Shrinivas

Course Incharge



IOAC Coordinator

Principal



Dayanand Education Society's

Dayanand College of Commerce, Latur



Certificate of Completion

This is to certify that

Ghadke Vaishnavi Mahan

has successfully completed

Business English Certification Course (30 Hrs)

From The Period September 2023-October 2023

Prescribed by Department of Languages, Dayanand College of Commerce, Latur.

We appreciate his/her active participation during the course.

Course Incharge
Dr.Q.N Shaikh

IQAC Coordinator
Dr.B.G Kamble

I/C Principal
Dr.R.S Pawar



Dayanand Education Society's

Dayanand College of Commerce, Latur

Certificate of Completion

This is to certify that

Zeeshpande Phanishtha Atul

has successfully completed

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Course Incharge
Dr. Q.N Shaikh

IQAC Coordinator
Dr. B. G Kamble

I/C Principal
Dr. R. S Pawar

