

Pravara Medical Trust's



Arts, Commerce and Science College, Shevgaon

Tal: Shevgaon Dist: Ahmednagar 414502 Maharashtra, India

Tel: 02429 223031 Fax: 02429 223399 Email: pmt.acsc@gmail.com



College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

Date: - 16/01/2023

To,
The Principal,
Pravara Medical Trust's
Arts, Commerce & Science College
Shevgaon

Subject: Permission for the syllabus framing Workshop of 'Advance Certificate Course on Personality Development'....

Respected Sir,

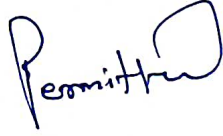
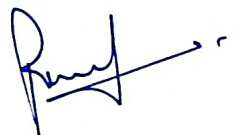
With the above reference subject, IQAC and Certificate Courses Committee invited a proposal for the Certificate Courses through the circular no. 04/2022-23 dated 28 December 2022. In response to the same, Department of English has submitted proposal for the 'Advance Certificate Course on Personality Development' on 30th December 2022. IQAC and Certificate Courses Committee have approved our proposal on 10th January 2023.


As per the given guidelines by the IQAC and Certificate Courses Committee, Department of English would like to organize a Syllabus Framing Workshop of the said Certificate Course on 23th January 2023. We request you to please allow us to organize the said workshop and guide us.

Syllabus framing Committee as follows;

Sr. No.	Name of the Expert	Designation
1	Mr.Umesh Ghewarikar	Subject Expert
2	Mr.Ravindra Zinjurke	Subject Expert
3	Mr.Sajed S.Patel	HoD & IQAC Coordinator
4	Mr.Chaitany M. Gangawane	Coordinator
5	Mr.Mohan B.Paratwagh	Skill Development Centre Coordinator


HEAD
Dept. of English
Pravara Medical Trust's
Arts, Commerce and Science College
Shevgaon, Dist. Ahmednagar

Your's Faithfully,

Course Coordinator
(Mr.Chaitany M.Gangawane)





Arts, Commerce and Science College, Shevgaon

Tal. Shevgaon Dist. Ahmednagar 414502 Maharashtra, India

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College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

Date: 21 /01/2023

To,
Mr. Ravindra Zinjurke
Shevgaon English Medium School,
Shevgaon.

Subject: Subject Expert for the Syllabus Framing Workshop on 'Advance Certificate Course on Personality Development'

Respected Sir,

With the above reference subject, Department of English of our college would like to run 'Advance Certificate Course on Personality Development' in the Academic Year 2022-23. The said Certificate course will be having 45 Hours Theory and Practical lecture sessions during the month of February to April (90 days).

You are nominated as a **Subject Expert-Member** for the Syllabus Framing Committee of the said course. Department of English organizes a Syllabus Framing Workshop of 'Advance Certificate Course on Personality Development' on 23rd January 2023.


We request you to attend the said Workshop and help us to frame the syllabus.

❖ Syllabus framing committee as follows:

Sr. No.	Name of the Expert	Designation
1	Mr. Umesh Ghewarikar	Subject Expert
2	Mr. Ravindra Zinjurke	Subject Expert
3	Mr. Sajed Patel	HoD & IQAC Coordinator
4	Mr. Chaitany M. Gangawane	Coordinator
5	Mr. Mohan B. Paratwagh	Skill Development Centre Coordinator


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 Shevgaon, Dist. Ahmednagar


COORDINATOR


Principal
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Website: www.pmtacscollege.com

Date: 21 /01/2023

To,
Mr.Umesh Ghewarikar
Balasaheb Bharade High School &
Jr.College,Shevgaon.

Subject: Subject Expert for the Syllabus Framing Workshop on 'Advance Certificate Course on Personality Development'

Respected Sir,

With the above reference subject, Department of English of our college would like to run '**Advance Certificate Course on Personality Development**' in the Academic Year 2022-23. The said Certificate course will be having 45 Hours Theory and Practical lecture sessions during the month of February to April (45 days).

You are nominated as a **Subject Expert-Member** for the Syllabus Framing Committee of the said course. Department of English organizes a Syllabus Framing Workshop of '**Advance Certificate Course on Personality Development**' on 23rd January 2023.

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Date: 23 /01/2023

To,
Mr. Umesh Ghewarikar
Balasaheb Bharade High School &
Jr. College, Shevgaon.

Subject: Thanking Letter....

Respected Sir,

With the above reference subject, Department of English of our college organized syllabus framing workshop for the 'Advance Certificate Course on Personality Development' for the Second Semester of the Academic Year 2022-23.

We are thankful to you that accepted our invitation to present and help us in framing syllabus.

We wish you best wishes for future.

Thanking you!

HEAD

Dept. of English
Pravara Medical Trust's
Arts, Commerce and Science College
Shevgaon, Dist. Ahmednagar

COORDINATOR
Principal

Arts, Comm. & Sci. College
Shevgaon, Dist. Ahmednagar



Received
23/01/2023

Pravara Medical Trust's



Arts, Commerce and Science College, Shevgaon

Tal. Shevgaon Dist: Ahmednagar 414502 Maharashtra, India
Tel: 02429 223031 Fax: 02429 223399 Email: pmt.acsc@gmail.com



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We wish you best wishes for future.

Thanking you!

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Arts, Commerce and Science College
Shevgaon, Dist. Ahmednagar

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Arts, Comm. & Sci. College
Shevgaon, Dist Ahmednagar



Received 23/01/2023
Zinjurke

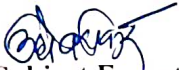
Syllabus

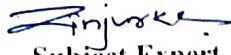
Unit No	Topic	Content
Unit -1 Understanding Personality (Duration- 05 Hours)	A] Introduction	<ul style="list-style-type: none"> ➤ Noun ➤ Pronoun ➤ Adjective ➤ Verb ➤ Adverb ➤ Preposition ➤ Conjunction ➤ Interjection
	B] Theories of Personalities	<ul style="list-style-type: none"> ➤ Freud ➤ Jung ➤ Maslow
	C] Self-Assessment Tools	<ul style="list-style-type: none"> ➤ MBTI ➤ Big Five ➤ DISC
Unit – 2 Self-Awareness and Self-Reflection (3 Hours)	A] Importance B] Techniques	<ul style="list-style-type: none"> ➤ SWOT Analysis ➤ Values ➤ Beliefs
Unit – 3 Emotional Intelligence (1 Hours)	A] Developing Emotional Intelligence	<ul style="list-style-type: none"> ➤ Self-Management ➤ Self-Awareness ➤ Relationship Management
Unit- 4 Communication Skills (4 Hours)	A] Effective Verbal-Non Verbal Communication B] Assertive and Negotiation Techniques	<ul style="list-style-type: none"> ➤ Listening Skills ➤ Speaking Skills
Unit- 5 Interpersonal Relationships (2 Hours)	A] Building and maintain Healthy Relation B] Conflict Resolution	<ul style="list-style-type: none"> ➤ Empathy ➤ Sympathy ➤ Compassion
Unit- 6 Leadership Development (4 Hours)	A] Leadership Qualities B] Style and Impact	<ul style="list-style-type: none"> ➤ Goal Setting ➤ Motivation
Unit- 7 Time & Stress Management and Productivity (3 Hours)	A] Principal of Time Management B] Importance of Time Management C] Productivity	<ul style="list-style-type: none"> ➤ Tasks ➤ Games ➤ Planning ➤ Activities
Unit- 8 Professional Development (3 Hours)	A] Career Planning and Development B] Networking Skill C] Professional Relations	<ul style="list-style-type: none"> ➤ Professional Skills ➤ Professional Ethics ➤ Softs Skills
Unit- 9 Public Speaking and Presentation Skills (5 Hours)	Presentation Skills	<ul style="list-style-type: none"> ➤ Techniques ➤ Overcoming Anxiety ➤ Confidence Building ➤ Structured and Effective Presentation



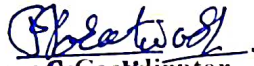
Reference Books:

- ✓ Quiet: The Power of Introverts in a World That Can't Stop Talking by Susan Cain.
- ✓ Emotional Intelligence 2.0 by Travis Bradberry and Jean Greaves.
- ✓ The Happiness Hypothesis by Jonathan Haidt.
- ✓ How to Win Friends and Influence People by Dale Carnegie.

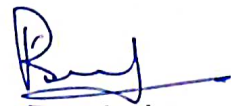

Subject Expert
(Mr. Umesh Ghewankar)


Subject Expert
(Mrs Ravindra Zinjoke)


Course Coordinator
COORDINATOR


Course Coordinator
Skill Development Centre
PMT's ACSC, Shevgaon.


HoD & IQAC Coordinator
IQAC
PMT's ACSC
Shevgaon


Principal
Arts, Comm. & Sci. College
Shevgaon, Dist Ahmednagar



“Syllabus Framing Workshop for Certificate Course on Proficiency in English” 2022-23 Report

- ❖ Date: 25th July 2022
- ❖ Coordinator: Prof. Chaitany M. Gangawane

The Department of English at Pravara Medical Trust's Arts, Commerce, and Science College, Shevgaon, organized *Syllabus Framing workshop for the Certificate Course on Proficiency in English* on July 25, 2022. This event aimed to design a syllabus that would help students enhance their English language skills.

The workshop included subject experts Prof. Sachin R. Purane and Prof. Amol Agase, who contributed their expertise in syllabus design and development. Prof. Chaitanya Gangawane served as the coordinator, while Prof. Mohan Paratwagh from the Skill Development Centre and Prof. Sajed Patel, the IQAC Coordinator, provided guidance and additional support.

The workshop was scheduled to start at 10:00 AM in the Seminar Hall, offering a collaborative environment for discussing and finalizing the course structure. This initiative reflects the college's commitment to improving students' English proficiency and supporting their overall academic growth.


Prof. Sachin R. Purane emphasized the need of the certificate course to the student for the purpose of overall development about English language and the achieving proficiency and command over English language. He also suggested the different topics that could help student in their future for achieving success.

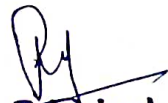
The workshop concluded with a vote of thanks by Prof. Chaitany Gangawane who appreciated the efforts of the faculty and experts in creating a student-centric syllabus. He ensured the team to implement the course effectively and ensure continuous feedback for improvement in the certificate course. Five members were participated in the respective workshop.

❖ Syllabus framing Committee as follows;

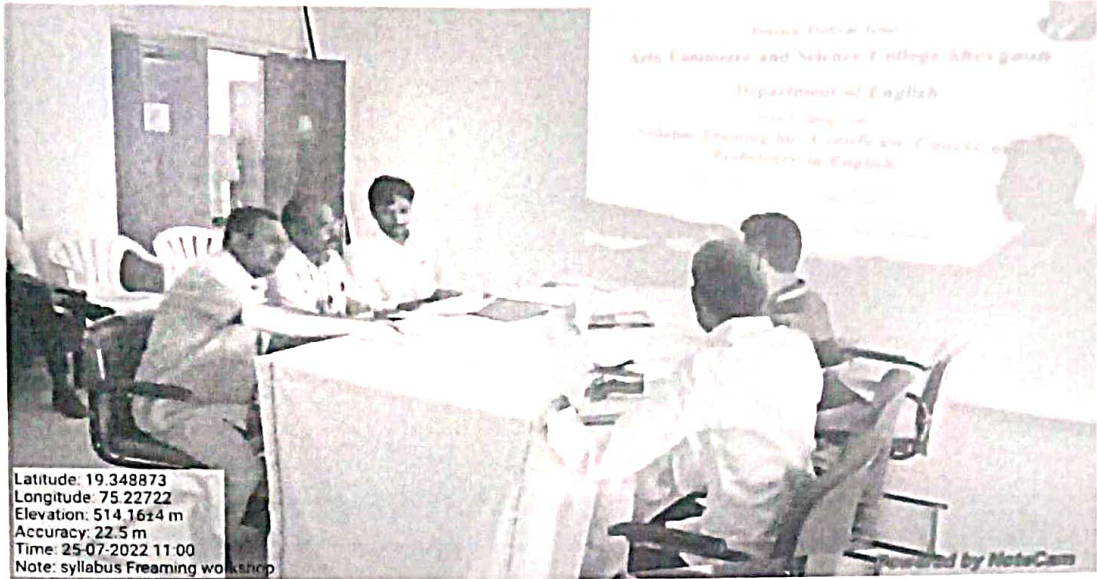
Sr. No.	Name of the Expert	Designation
1	Mr.Sachin R.Purane	Subject Expert
2	Mr.Amol Agase	Subject Expert
3	Mr.Sajed Patel	HoD & IQAC Coordinator
4	Mr.Chaitany M.Gangawane	Course Coordinator
5	Mr.Mohan B.Paratwagh	Skill Development Centre Coordinator


COORDINATOR


HEAD
Dept. of English
Pravara Medical Trust's
Arts, Commerce and Science College
Shevgaon, Dist. Ahmednagar


Principal
Arts, Comm. & Sci. College
Shevgaon, Dist Ahmednagar





Latitude: 19.348873
 Longitude: 75.22722
 Elevation: 514.1624 m
 Accuracy: 22.5 m
 Time: 25-07-2022 11:00
 Note: syllabus Framing workshop

Workshop On syllabus Framing for certificate course on proficiency in English Dated on 25/07/2022



Latitude: 19.348873
 Longitude: 75.22722
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Principal

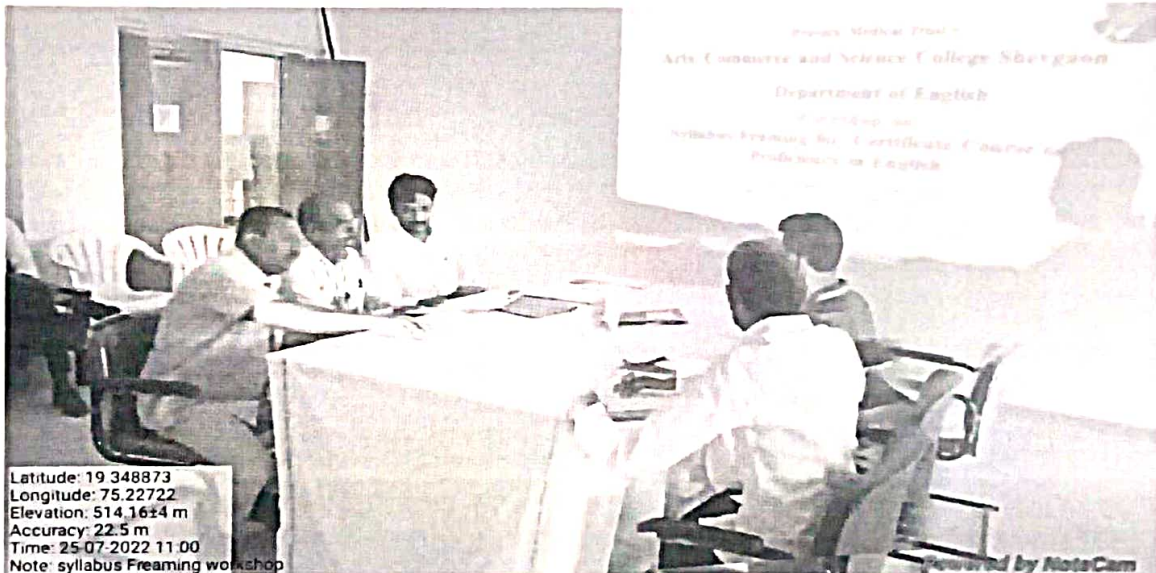


P.M.T.S. Comm. & Sci. College
 Shevgaon, Dist. Ahmednagar



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Syllabus framing workshop for certificate course on proficiency in English Date on 25/07/2022



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COORDINATOR



Pravara Medical Trust's,
Arts, Commerce and Science College Shevgaon
Ayurved College Campus, Tal- Shevgaon, Dist- Ahmednagar
Skill Development Centre Organized

**One Day Workshop on
Syllabus Framing for Certificate Course 2022-23**



This certificate is awarded to

Mr. Umesh Ghewarikar We appreciate your participation and rich
Contribution in designing of the syllabus for Certificate Course -Entitled Advanced
Certificate Course on Personality Development on 25/01/2023


Co-ordinator
(Skill Development Centre)


IQAC
(Co-ordinator)


Principal



Pravara Medical Trust's,



Arts, Commerce and Science College Shevgaon

Ayurved College Campus, Tal- Shevgaon, Dist- Ahmednagar

Skill Development Centre Organized

**One Day Workshop on
Syllabus Framing for Certificate Course 2022-23**



This certificate is awarded to

Mr. Ravindra Zinjurke We appreciate your participation and rich
Contribution in designing of the syllabus for Certificate Course -Entitled Advanced
Certificate Course on Personality Development on 10/01/2023


Co-ordinator

(Skill Development Centre)


IQAC

(Co-ordinator)


Principal