



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: 20/07/2022

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

Subject: Permission for the syllabus framing Workshop of 'Certificate Course on Proficiency in English'....

Respected Sir,

With the above reference subject, IQAC and Certificate Courses Committee invited a proposal for the Certificate Courses through the circular no. 03/2022-23 dated 27th June 2022. In response to the same, Department of English has submitted proposal for the 'Certificate Course on Proficiency in English' on 30th June 2022. IQAC and Certificate Courses Committee have approved our proposal on 12 July 2022.

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 25th July 2022. 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.Sachin R.Purane	Subject Expert
2	Mr.Amol Agase	Subject Expert
3	Mr.Sajed Patel	HoD & IQAC Coordinator
4	Mr.Chaitany M.Gangawane	Coordinator
6	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)



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Date: 23/07/2022

To,
Mr.Sachin R.Purane
S.N.D.T.College,Pune

Subject: About Subject Expert for Syllabus Framing Workshop on 'Certificate Course on Proficiency in English' ...

Respected Sir,

With the above reference subject, Department of English of our college would like to run 'Certificate Course on Proficiency in English' 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 March (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 'Certificate Course on Proficiency in English' on 25th July 2022.

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	Sachin R.Purane	Subject Expert
2	Mr.Amol Agase	Subject Expert
3	Mr.Sajed Patel	HoD & IQAC Coordinator
4	Mr.Chaitany M.Gangawane	Coordinator
6	Mr.Mohan B.Paratwagh	Skill Development Centre Coordinator

Attachment:

1) Proposed Outline

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



Arts, Commerce and Science College, Shevgaon

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College Code: 1481

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

Website: www.pmtacscollege.com

Date: 23 /07/2022

To,
Mr. Amol Agase
Dada Patil Rajale College,
Adinathnagar.

Subject: About Subject Expert for Syllabus Framing Workshop on 'Certificate Course on Proficiency in English' ...

Respected Sir,

With the above reference subject, Department of English of our college would like to run 'Certificate Course on Proficiency in English' 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 March (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 'Certificate Course on Proficiency in English' on 25th July 2022.

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

❖ **Syllabus framing committee as follows:**

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3	Mr.Sajed S.Patel	HoD & IQAC Coordinator
4	Mr.Chaitany M. Gangawane	Coordinator
6	Mr.Mohan B.Paratwagh	Skill Development Centre Coordinator

Attachment:


1) Proposed Outline


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


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

Pravara Medical Trust's



Arts, Commerce and Science College, Shevgaon

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College Code: 1481

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

Website: www.pmtacscollege.com

Date: 25 /07/2022

To,
Mr.Sachin R.Purane
S.N.D.T.College,Pune

Subject: Thanking Letter....

Dear Sir,

With the above reference subject, Department of English of our college organized syllabus framing workshop for the 'Certificate Course on Proficiency in English' for the First Semester of the Academic Year 2022-23.

We are thankful to you that accepted our invitation to present as Subject Expert 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



Sachin R. P

Received



Date: 25 /07/2022

To,
Mr. Amol Agase
Dada Patil Rajale College,
Adinathnagar.

Subject: Thanking Letter....

Dear Sir,

With the above reference subject, Department of English of our college organized syllabus framing workshop for the 'Certificate Course on Proficiency in English' for the First Semester of the Academic Year 2022-23.

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Thanking you!

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

COORDINATOR

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



Mr. Amol Agashe

Received on 25th July 2022

Syllabus

Unit No	Topic	Content
Unit -1 Introduction to English Proficiency (Duration- 05 Hours)	A Introduction	
	B Importance	
	C]] Overview	
Unit – 2 Grammar Basics (3 Hours)	A Parts Of Speech	<ul style="list-style-type: none"> ➤ Noun ➤ Pronoun ➤ Adjective ➤ Verb ➤ Adverb ➤ Preposition ➤ Conjunction ➤ Interjection
	B] Sentence Structure and Formation	-
	C] Basic Punctuation Rules	-
Unit – 3 Vocabulary Building (1 Hours)	Morphology and Semantics	<ul style="list-style-type: none"> ➤ Synonyms andAntonyms ➤ One Word Substitution ➤ Idioms ➤ Phrases ➤ Prefixes ➤ Suffixes ➤ Root Words
Unit- 4 Speaking and Listening Skills (4 Hours)	Reading Skill and Listening Skill	<ul style="list-style-type: none"> ➤ Role Play ➤ Discussion ➤ News Paper Reading ➤ Magazines ➤ Articles ➤ Books
Unit- 5 Reading Comprehension (2 Hours)	Listening Skill	<ul style="list-style-type: none"> ➤ Essays ➤ Non Fiction ➤ Articles
Unit- 6 Improving Writing Skills (4 Hours)	Writing Skill	<ul style="list-style-type: none"> ➤ Emails ➤ Reports ➤ Letter Writing ➤ Resume Writing ➤ Paragraph Writing ➤ Grammar and Vocabulary
Unit- 7 Business English (3 Hours)	Communication Skills	<ul style="list-style-type: none"> ➤ Business Vocabulary ➤ Professional Communication ➤ Professional Email ➤ Reports
Unit- 8 Cultural Aspects of English	Public Speaking	<ul style="list-style-type: none"> ➤ Cross Cultural Communication ➤ Cultural Sensitivity and



(3 Hours)		Diversity
Unit- 9 Presentation (5 Hours)	Presentation Skill	<ul style="list-style-type: none"> ➤ Delivering A Speech ➤ Power Point Presentation ➤ Group Discussion

Reference Books:

- ✓ A Dictionary of Advanced English by Martin H. Manser
- ✓ High School English Grammar and Composition - Regular Edition by Wren & Martin
- ✓ English Grammar in Use by Raymond Murphy
- ✓ World Power Made Easy by Norman Lewis

(Sachin R.P)
 Subject Expert
 (Mr. Sachin R. Purane)

Agasha
 Subject Expert
 (Mr. Amol Agashe)

(G. P. ...)
 Course Coordinator
COORDINATOR

(P. Paratwosh)
 Course Coordinator
Coordinator
 Skill Development Centre
 PMT's ACSC, Shevgaon

(Signature)
 HoD & IQAC Coordinator
IQAC
PMT's ACSC
Shevgaon

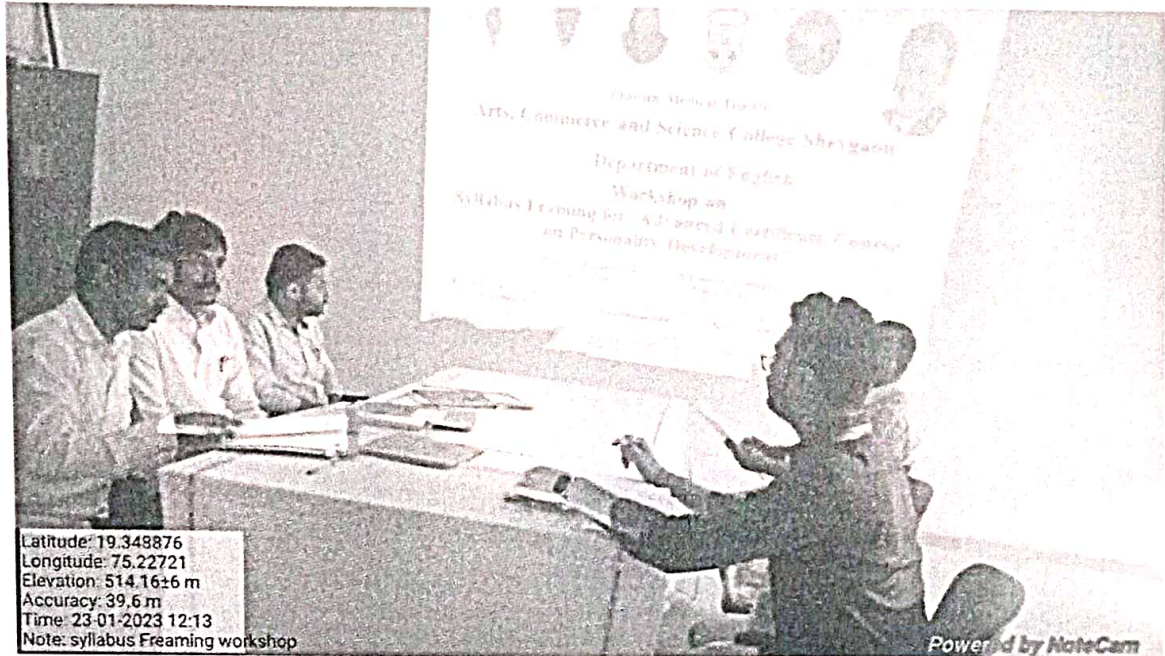
(Signature)
 Principal
Principal
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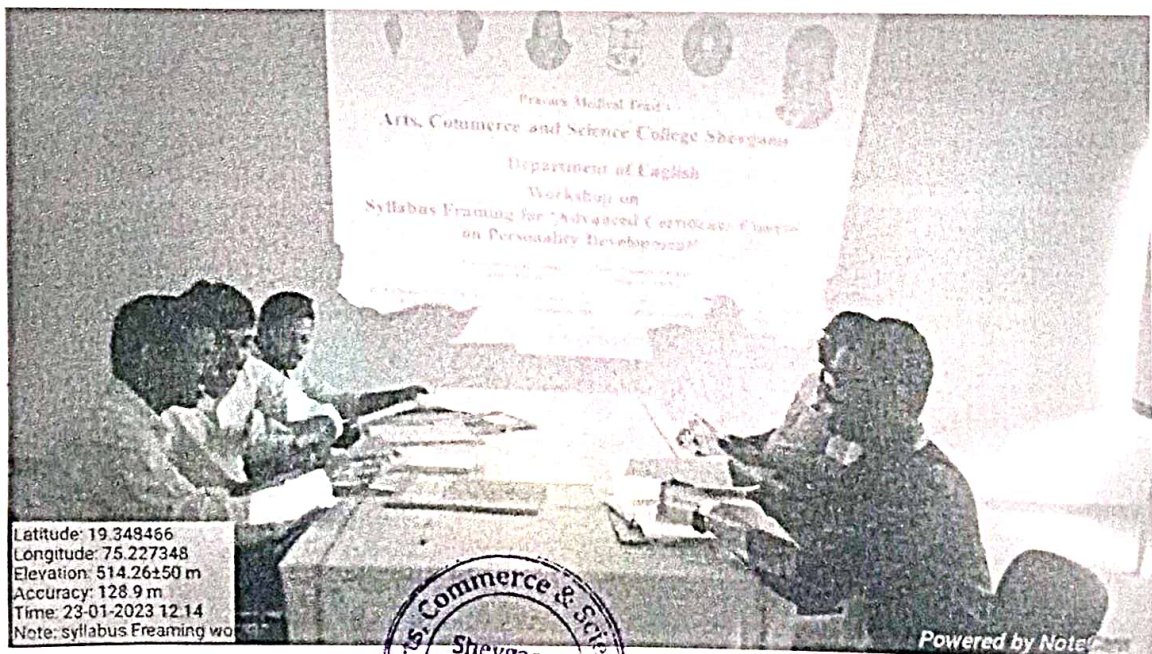
Pravara Medical Trust's
Arts, Commerce and Science College' Shevgaon
Department of English

'Advanced Certificate Course on Personality Development'

Syllabus Framing Workshop



Syllabus Framing workshop on 23/01/2023




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

One Day Syllabus Framing Workshop for “Advanced Certificate Course on Personality Development”

Report

- ❖ Date: 23rd January 2023
- ❖ Coordinator: Prof. Chaitany M. Gangawane

The Department of English at Pravara Medical Trust's Arts, Commerce, and Science College, Shevgaon, organized a One-day Syllabus Framing workshop on 23rd January 2023 for the "Advanced Certificate Course on Personality Development." The event was held in the college seminar hall at 10:00 AM.

The purpose of the workshop is to design a practical and engaging curriculum to help students develop essential personality traits and professional skills. The session brought together subject experts, coordinators, and faculty members for meaningful collaboration. Prof. Ravindra Zinjurke and Prof. Umesh Ghewarikar, both respected subject experts, provided their expertise on personality development and its relevance in academic and professional contexts.

Prof. Chaitanya Gangawane, the coordinator of the program, who welcomed and outlined the objectives of the session. Prof. Zinjurke and Prof. Ghewarikar led discussions on incorporating modules that focus on communication skills, emotional intelligence, leadership development, and self-motivation. Interactive sessions highlighted the importance of including activities such as group discussions, public speaking, role-playing, and time management exercises to ensure a hands-on learning experience. Participants also discussed integrating digital tools to enhance students' learning experience.

Prof. Mohan Paratwagh, representing the Skill Development Centre, shared valuable inputs on aligning the syllabus with industrial demands. He emphasized the need for practical training in interpersonal skills and teamwork. Prof. Sajed Patel, the IQAC coordinator, focused the importance of quality assurance and regular evaluation to ensure the course remains effective and relevant.

The proposed syllabus was designed to be holistic, focusing on improving students' self-confidence, problem-solving abilities, and adaptability. It aimed to empower students with the skills necessary for professional success and personal growth.





The workshop concluded with a vote of thanks, appreciated the efforts of the faculty members and experts in creating a student-centric syllabus. Encouraged the team to implement the course effectively and ensure continuous feedback for improvement. The workshop was very effective to well-designed syllabus for the respective certificate course. Five members were participated in the respective workshop.

❖ **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	Course Coordinator
5	Mr.Mohan B.Paratwagh	Skill Development Centre Coordinator


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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**

CERTIFICATE

This certificate is awarded to

Mr. Sachin R. Purane We appreciate your participation and rich
Contribution in designing of the syllabus for Certificate Course -Entitled Certificate
Course on Proficiency in English on 25/07/2022


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. Agase Amol We appreciate your participation and rich
Contribution in designing of the syllabus for Certificate Course -Entitled Certificate
Course on Proficiency in English on 25/07/2022


Co-ordinator
(Skill Development Centre)


IQAC
(Co-ordinator)


Principal