

333



**SHIVNERI MAHAVIDYALAYA SHIRUR ANANTPAL DIST  
LATUR**

**CERTIFICATE COURSE IN BUSINESS COMMUNICATION  
SKILLS**

**ORGANISED BY**

**DEPARTMENT OF COMMERCE**

**ACADEMIC YEAR -: 2022-2023**

*Disclaimer*

*The syllabus for the B.Com Certificate Course in Business Communication Skills follows guidelines from the college development committee at Shivneri mahavidyalaya Shirur anantpal Dist-Latur 413544. It has been meticulously crafted by the department of Commerce and approved by Principal, Shivneri Mahavidyalaya. Participants are urged to use this syllabus as a comprehensive guide for Business Communication Skills studies.*

**SHIVNERI MAHAVIDYALAYA SHIRUR ANANTPAL DIST LATUR**  
**DEPARTMENT OF COMMERCE**  
**CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS**  
**SYLLABUS**

Period – 30 Credit 02

Mark – 50

**Course Objectives:-**

- 1) To Develop Communication Skills Of Students.
- 2) To help in personality Development.
- 3) To improve speaking, Writing and interview skill of student.

**Course Outcome:-**

- 1) Adequate Knowledge good communication in business
  - 2) Major resources of communication process provide to the students.
- .....

**UNIT – I**

**Introduction to Business communication (10)**

Introduction :- Definitions, Nature , Objectives and Importance of communication , Improving communication Basic forms of communication process . Stages in communication Process SWOC analysis.

**UNIT – II Effective Business Communication (10)**

Definition of Effective communication , Need of effective communication principles of effective business communication.

**UNIT- III Modern Tele Communication (10)**

Tele conferencing , E- Mailing , Fax, Tele Communication, Mobile Phone conversation, Video conferencing.

**REFERENCE BOOKS**

- 1) Business Communication – D.D. Singhal – Ramesh Book Depo. Jaipur.
- 2) Business Communication – virandra Kumar-Kalyani Publication Ludhiyana.
- 3) Communication Skill – DR. P. L. Pardeshi – Nirali Publication. Pune

SHIVNERI MAHAVIDYALAYA SHIRUR ANANTPAL DIST LATUR


DEPARTMENT OF COMMERCE


CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS

**B.COM T.Y Student Enrollment List**

**Academic Year 2022-2023**

Sr. No.	Name Of Student
1	Kasle tanmay Govind
2	Shendre Amit Chandrakant
3	Rachure Anita Channappa
4	Khandare Sanskruti Maroti
5	Gambhire Abhijit Haribhau
6	Patil vaibhav prakash
7	Surywanshi Vishal Rajendra
8	Lasune Nikita Dhondiram
9	WadikarMahesh Navnath
10	Bolange Arati Sanjay
11	Kanhere vyantesh tanaji
12	Kure Anant Ram

  
Head & Asst Professor,  
Dept of Commerce,  
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**DEPARTMENT OF COMMERCE**  
**CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS**

**Time Table**

**Academic Year 2022-2023**

Day/Time	1.20 To 02:10 PM	02:10 To 03:00 PM	03.00 To 3.50 PM
Monday		Certificate course In business communication (T.Y)	
Tuesday		Certificate course In business communication (T.Y)	
Wednesday			
Thursday			
Friday	Certificate course In business communication (T.Y)		
Saturday	Certificate course In business communication (T.Y)		

  
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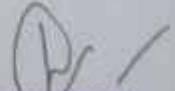
**Student Attendance**

**Academic Year 2022-2023**

**Month – July 2022**

Sr No	Name Of Student	1	2	4	5	8	9	11	12	15	16	18	19	22	23	25	26	29	30
1	Kasle tanmay Govind	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Shendre Amit Chandrakant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Rachure Anita Channappa	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Kanhere Sanskruti Maroti	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Gambhire Abhijit Haribhau	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Patil vaibhav prakash	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
7	Surywanshi Vishal Rajendra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Lasune Nikita Dhondiram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
9	Wadikar Mahesh Navnath	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Bolange Arati Sanjay	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Kanhere vyantesh tanaji	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
12	Kure Anant Ram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

  
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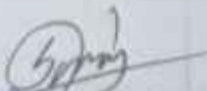
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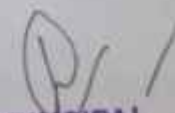
Student Attendance

Academic Year 2022-2023

Month – August 2022

Sr No	Name Of Student	1	2	5	6	8	9	12	13	15	16	19	20
1	Kasle tanmay Govind	P	P	P	P	P	P	P	P	P	P	P	P
2	Shendre Amit Chandrakant	P	P	P	P	P	P	P	P	P	P	P	P
3	Rachure Anita Channappa	P	P	P	P	P	P	P	P	P	P	P	P
4	Khandare Sanskruti Maroti	P	P	P	P	P	P	P	P	P	P	P	P
5	Gambhire Abhijit Haribhau	P	P	P	P	P	P	P	P	P	P	P	P
6	Patil vaibhav prakash	P	P	P	P	P	P	P	P	A	P	P	P
7	Surywanshi Vishal Rajendra	P	P	P	P	P	P	P	P	P	P	P	P
8	Lasune Nikita Dhondiram	P	P	P	P	P	P	P	P	P	P	P	P
9	WadikarMahesh Navnath	P	P	P	P	A	P	P	P	P	P	P	P
10	Bolange Arati Sanjay	P	P	P	P	P	P	P	P	P	P	P	P
11	Kanhere vyantesh tanaji	P	P	P	P	P	P	P	P	P	P	A	P
12	Kure Anant Ram	P	P	P	P	P	P	P	P	P	P	P	P


  
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**CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS**

**Exam Seat Number**

Sr. No.	Name Of Student	Seat No
1	Kasle tanmay Govind	CCBCS34701
2	Shendre Amit Chandrakant	CCBCS 34702
3	Rachure Anita Channappa	CCBCS 34703
4	Khandare Sanskruti Maroti	CCBCS 34704
5	Gambhire Abhijit Haribhau	CCBCS 34705
6	Patil vaibhav prakash	CCBCS 34706
7	Surywanshi Vishal Rajendra	CCBCS 34707
8	Lasune Nikita Dhondiram	CCBCS 34708
9	WadikarMahesh Navnath	CCBCS 34709
10	Bolange Arati Sanjay	CCBCS 34710
11	Kanhere vyantesh tanaji	CCBCS 34711
12	Kure Anant Ram	CCBCS 34712

  
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CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS

Result sheet

Academic Year 2022-2023

Sr. No.	Name Of Student	Seat No	MCQ TEST MARKS		CONTIUNE ASSESEMENT MARKS		TOTAL
			OBTAIN MARKS	TOTAL MARKS	OBTAIN MARKS	TOTAL MARKS	
1	Kasle tanmay Govind	CCBCS34701	36	40	8	10	44
2	Shendre Amit Chandrakant	CCBCS 34702	33	40	7	10	40
3	Rachure Anita Channappa	CCBCS 34703	35	40	8	10	43
4	Khandare Sanskruti Maroti	CCBCS 34704	34	40	8	10	42
5	Gambhire Abhijit Haribhau	CCBCS 34705	36	40	8	10	44
6	Patil vaibhav prakash	CCBCS 34706	35	40	6	10	41
7	Surywanshi Vishal Rajendra	CCBCS 34707	34	40	8	10	42
8	Lastune Nikita Dhondiram	CCBCS 34708	36	40	9	10	45
9	WadikarMahesh Navnath	CCBCS 34709	38	40	8	10	46
10	Bolange Arati Sanjay	CCBCS 34710	37	40	6	10	43
11	Kanhere vyantesh tanaji	CCBCS 34711	35	40	8	10	43
12	Kure Anant Ram	CCBCS 34712	34	40	8	10	42

  
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SHIVNERI MAHAVIDYALAYA, SHIRUR ANANTPAL,  
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**CERTIFICATE**

This is to certify that, Mr./Miss SHENDRE AMIT CHANDRAKANT  
having successfully completed the Certificate Course in CERTIFICATE  
COURSE IN BUSINESS COMMUNICATION SKILLS conducted by  
Department of COMMERCE during the academic year 2022-23  
Hence Certified.

Date: 5/12/2022

  
Head & Asst. Professor,  
**H.O.D.** Commerce,  
Shivneri Mahavidyalaya  
Shirur Anantpal Dist. Latur

  
**Principal**  
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SHIVNERI MAHAVIDYALAYA, SHIRUR ANANTPAL,  
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**CERTIFICATE**

This is to certify that, Mr./Miss RACHURE ANITA  
CHADRAKANT having successfully completed the Certificate  
Course in CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS  
conducted by Department of COMMERCE during the academic  
year 2022-23

Hence Certified.

Date: 5/12/2022

  
Head & Asst. Professor,  
H.O.D. of Commerce,  
Shivneri Mahavidyalaya  
Shirur Anantpal Dist. Latur

  
PRINCIPAL  
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SHIVNERI MAHAVIDYALAYA, SHIRUR ANANTPAL,  
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**CERTIFICATE**

This is to certify that, Mr./Miss **KHANDARE SANSKRUTI  
MAROTI** having successfully completed the Certificate Course  
in **CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS**  
conducted by Department of **COMMERCE** during the academic  
year **2022-23**

Hence Certified.

Date: 5/12/2022

  
Head of Department Professor,  
H.O.D. Commerce,  
Shivneri Mahavidyalaya  
Shirur Anantpal Dist. Latur

  
Principal  
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SHIVNERI MAHAVIDYALAYA, SHIRUR ANANTPAL,  
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**CERTIFICATE**

This is to certify that, Mr./Miss GAMBIRE ABHIJIT  
HARIBHAU having successfully completed the Certificate  
Course in CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS  
conducted by Department of COMMERCE during the academic  
year 2022-23

Hence Certified.

Date: 5/12/2022

  
Head of Department, Professor,  
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**CERTIFICATE**


This is to certify that, Mr./Miss PATIL VAIBHAV  
PRAKASH having successfully completed the Certificate Course  
in CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS  
conducted by Department of COMMERCE during the academic  
year 2022-23

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Date: 5/12/2022

  
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H.O.D

  
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**CERTIFICATE**

This is to certify that, Mr./Miss SURYWANSHI VISHAL  
RAJEDRA having successfully completed the Certificate Course  
in CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS  
conducted by Department of COMMERCE during the academic  
year 2022-23

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Date: 5/12/2022

  
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SHIVNERI MAHAVIDYALAYA, SHIRUR ANANTPAL,  
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**CERTIFICATE**

This is to certify that, Mr./Miss LASUNE NIKITA  
DHONDIRAM having successfully completed the Certificate  
Course in CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS  
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year 2022-23

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Date: 5/12/2022

  
Head & Asst Professor,  
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Shivneri Mahavidyalaya  
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Shirur Anantpal Dist. Latur(M.S.)

SHIVNERI MAHAVIDYALAYA, SHIRUR ANANTPAL,  
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**CERTIFICATE**

This is to certify that, Mr./Miss WADIKARI MAHESH  
NAVNATH having successfully completed the Certificate Course  
in CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS  
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year 2022-23

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Date: 5/12/2022

  
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**H.O.D.**

  
Principal  
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Shirur Anantpal Dist. Latur (M.S.)  
**Principal**

SHIVNERI MAHAVIDYALAYA, SHIRUR ANANTPAL,  
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This is to certify that, Mr./Miss KANHERE VYANKTESH  
TANAJI having successfully completed the Certificate Course in  
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SHIVNERI MAHAVIDYALAYA, SHIRUR ANANTPAL,  
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**CERTIFICATE**

This is to certify that, Mr./Miss **KURE ANANT RAM**  
having successfully completed the Certificate Course in **CERTIFICATE**  
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Department of **COMMERCE** during the academic year **2022-23**  
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Date: 5/12/2022

  
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This is to certify that, Mr./Miss *Kasle tanmay Govind*  
having successfully completed the Certificate Course in *CERTIFICATE*  
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