Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar Academic Year 2019-20 Department of English Special Meeting

Notice

Date- 26/11/2019

All the members of the Department are hereby informed that a Special Meeting is arranged on 28th November 2019 at 12:15 pm in the Department of English to discuss certain issues on the agenda for a short term course that has to be executed under the capability enhancement scheme. All are requested to attend the same.

Agenda

- i. Introduction
- ii. Title of the Short Term Course
- iii. Syllabus
- iv. Distribution of the Topics
- v. Time-Table
- vi. Fee structure
- vii. Course Coordinator
- viii. Any Other Issue

Sr. No.	Member	Designation	Signature
1	Dr. S. B. Randhir	HoD	2000 1816
2	Mr. G. Y. Shaikh	Member	and .
3	Dr. S.D. Varpe	Member	200
4	Mr. M.B. Aware	Member	EN .
5	Mr. V. P. Khandizod	Member	MI
6	Dr. M. R. Yeshwant	Secretary	Mercel

Dr. M. R. Yashisent

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Head
Dept.of English
S.S.G.M. College, Kopargaon



Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar Academic Year 2019-20 Department of English Special Meeting Minutes

28/11/2019

The special meeting of Department of English was held on Thursday 28th

November 2019 at 12:15 pm in the Department to bring out certain resolutions.

Members Present:

Sr. No.	Member	Designation	Signature
1	Dr. S. B. Randhir	HoD	Surviven
2	Mr. G.Y. Shaikh	Member	ANA:
3	Dr. S.D. Varpe	Member	OD
4	Mr. M.B. Aware	Member	(m)
5	Mr. V. P. Khandizod	Member	19/
6	Dr. M. R. Yeshwant	Secretary	Trefestions

Following issues were discussed in the meeting and decisions were taken unanimously.

i. Introduction: Dr. Yeshwant M.R. introduced the meeting and told about the intention of the meeting. The meeting was arranged to organize and design a short term course to be executed under capability enhancement scheme. It has been decided that the course will be executed for the period of two months starting immediately from the next month. All the members will contribute to design and decide its aims. They will also help to locate its skills and opportunities. The course will be offered to the final year students of special English. Besides it will have the capacity of 20 seats. If any other student apart from them is interested in the course, s/he can opt it with all its rules and regulations.

- ii. Title of the Short Term Course: It has been decided that the course should be titled as Advance Diploma Course in English Communication to attract the students and let them know its importance in the present scenario.
- iii. Syllabus: It has been decided that all the faculty members of the Department will work as BoS members for the course where the Head of the Department will be the chairman. The topics in the syllabus will be brought to the notice of the Placement Officer in the college and the feedback of the alumni will be taken into consideration. The members will find out the gap between the curriculum of the affiliated university and the present requirement of the market to

create employment opportunities to the students. The members will also prepare a list of books for reference.

- iv. Distribution of the Topics: It has been decided that all the teaching faculties in the department will contribute to the course. The teaching topics will be shared among them in equal proportion.
- v. Time-Table: It has been decided that the lectures will be conducted in the time duration of 6th lecture in the regular time-table of the college. Each member will have a lecture in a week.
- vi. Fee structure: It has been decided that the fees per candidate admitted in the course will be Rs. 200/- (Two hundred rupees only). The Head of the Department will take permission of the Principal in this regard.
- vii. Course Coordinator: It has been decided that Dr. Yeshwant M.R. will be the course coordinator for this year. It will follow the role to execute the course smoothly.

viii. Any Other Issue: The issue of remuneration for the members will be conditioned to the general policy of the college in case of remuneration for the short term courses run under the capability enhancement scheme.

Dr. M. R. teshant

Head
Dept.of English
S.S.G.M. College, Kopargaon

Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar

Academic Year 2019-20 Department of English Special Meeting Action Taken Report

- 1. Name of the Certificate Course: Advance Diploma Course in English Communication
- 2. Coordinator: Dr. Yeshwant M.R.
- 3. Duration:-2 Months (40 Hours)
- 4. Capacity: 20
- 5. Fees Structure: 200/- per student
- 6. Aims:-
 - To make the students capable of the LSRW skills of English language
 - To strengthen active vocabulary of the students
 - > To develop efficiency of pronunciations of English
 - To enhance communicative ability of the students

7. Skills and Opportunities:-

Advance Diploma Course in English Communication inculcates professional soft skills and provides ample opportunities to the learners to shape their emotions and thoughts which can place them in today's corporate world at ease. The course gives them confidence to face any type of professional interviews with confidence and success. The course satisfies required skills of the contemporary market, so that it promises to provide better absorption opportunities in the corporate sector to the Graduate students.

8. Board of Studies:

Sr. No.	Member	Designation	Signature 3
1	Dr. S. B. Randhir	Chairman	m (010)
2	Mr. G.Y. Shaikh	Member	Tiel
3	Dr. S.D. Varpe	Member	Sto
4	Mr. M.B. Aware	Member	m
5	Mr. V. P. Khandizod	Member	for
6	Dr. M. R. Yeshwant	Coordinator	TRHELLINGO

8. Syllabus:

S. N.	Units	Topics (Theory/Practical)
01	Introducing Yourself/Others	Greeting and Leave Taking
02	Expressing Emotions	Congratulations, Sympathies and Condolences
0.3	Expressing Thoughts	Submissions, Suggestions, Advices and Persuasions
04	Responses to Invitations	Making, Accepting and Declining Invitations
0.5	Requests and Enquiries	Asking Information, Giving Information

06	Responses to Complaints	Making and Resolving Complaints
07	Apologies	Making and Accepting of Apologies
08	Agreement/Disagreement and Clarification	Expressing Agreement/Disagreement and seeking Clarification
09	Communication at an Individual level	Informal, Formal, Upward, Downward, Horizontal
10	Communication at a Group level	Group Discussion, Team Leadership, with a Peer/Panel, Public Address
11	Communication in Corporate Sector	Buying and Selling Products/Services
12	Day-to-day Communication	Occasions and Events in the Society

9 A Reference:

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- 21. Prasoon Shrikant. English Vocabulary Made Easy. V& S Publishers, New Delhi, 2016

22. Sood Madan. Advanced Spoken English. Goodwill Publishing House, New Delhi, 2010

9 Distribution of the Topics:

S. N.	Units	Assigned to Teachers
01	Introducing Yourself/Others	· Dr. S. B. Randhir
02	Expressing Emotions	Mr. G.Y. Shaikh
03	Expressing Thoughts	Dr. S.D. Varpe
04	Responses to Invitations	Mr. M.B. Aware
0.5	Requests and Enquiries	Mr. V. P. Khandizod
06	Responses to Complaints	Dr. M. R. Yeshwant
07	Apologies	Dr. S. B. Randhir
08	Agreement Disagreement and Clarification	Mr. G.Y. Shaikh
09	Communication at an Individual level	Dr. S.D. Varpe
10	Communication at a Group level	Mr. M.B. Aware
11	Communication in Corporate Sector	Mr. V. P. Khandizod
12	Day-to-day Communication	Dr. M. R. Yeshwant

10. Time-Table: with effect from 16/12/2019

December 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SBR	MRY	AMB	SGY	VSD	KVP
16/12/2019	17/12/2019	18/12/2019	19/12/2019	20/12/2019	21/12/2019
23/12/2019	24/12/2019	25/12/2019	26/12/2019	27/12/2019	28/12/2019
30/12/2019	31/12/2019				
03	03	01	02	02	02

January 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SBR	MRY	AMB	SGY	VSD	KVP
		01/01/2020	02/01/2020	03/01/2020	04/01/2020
06/01/2020	07/01/2020	08/01/2020	09/01/2020	10/01/2020	11/01/2020
13/01/2020	14/01/2020	15/01/2020	16/01/2020	17/01/2020	18/01/2020
20/01/2020	21/01/2020	22/01/2020	23/01/2020	24/01/2020	25/01/2020
27/01/2020	28/01/2020	29/01/2020	30/01/2020	31/01/2020	
04	04	05	05	05	04

February 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SBR	MRY	AMB	SGY	VSD	KVP
					01/02/2020
03/02/2020	04/02/2020	05/02/2020	06/02/2020	07/02/2020	08/02/2020
10/02/2020	11/02/2020	12/02/2020	13/02/2020	14/02/2020	15/02/2020
17/02/2020	18/02/2020	19/02/2020	20/02/2020	21/02/2020	22/02/2020
24/02/2020	25/02/2020	26/02/2020	27/02/2020	28/02/2020	29/02/2020

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Total

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	SBR	MRY	AMB	SGY	VSD	KVP
December	03	03	01	02	02	02
January	04	04	05	05	05	04
February	04	04	03	04	02	05
Total	11	11	09	11	09	11

Total Hours

Lectures	Time	Total Hours
62	45	46.5

Dr. Yeshward M.R.



Head
Dept.of English
S.S.G.M. College,Kopargaon

Shri Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist.: Ahmednagar

Academic Year 2019-20

Department of English

Advance Diploma Course in English Communication

: Department of English Department

: T. Y. B. A. (English) Class

: 20 Capacity

Students Admitted : 13

: 2 Months Duration

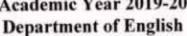
: 200/-Fees

Coordinator

Dr. Yeshwant M.R.

Department of English SSGM College, Kopargaon

Shri Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist.: Ahmednagar Academic Year 2019-20



Advance Diploma Course in English Communication

Duration:-2 Months

Credit:-4

Coordinator: - Dr. M. R. Yeshwant

BoS

1) Dr. S.B. Randhir,	Head
2) Dr. M.R. Yeshwant	Coordinator
3) Mr. G.Y. Shaikh	Member
4) Mr. V. P. Khandizod	Member
5) Dr. S.D. Varpe	Member
6) Mr. M. B. Awari	Member

Aims:-

- To make the students capable of the LSRW skills of English language
- To strengthen active vocabulary of the students
- > To develop efficiency of pronunciations of English
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Skills and Opportunities:-

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Dept of English



Estd.: June 1965

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KOPARGAON - 423 601 Dist. Ahmednagar (M.S.) India.

Founder: Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Lin.

NAAC-Reaccredited 'B" Grade
 Best College Award by S.P. Pune University
 ISO 9001:2008 Certified

Ref. No.: Dept. of English /2019-20/CEC/8.1

Date: 28/11/2019

To Dr. Randhir Subhash Baburao Head Department of English

Subject: Invitation as a member of Board of Studies...

Sir,

I am pleased to invite you as a member of Board of Studies for Advanced Diploma Course in English Communication proposed by the Department of English in the current academic year. It is expected that you will contribute solidly to design the course.

Thank you.



Principal S.S.G.M.College Kopargaon

Phone: (Off.) (02423) 223155, 223755

ID No. PU/AN/ASC/09/196

• Fax: (02423) 223155

HSC Code No. Jr. 12.04.001

E-mail: ssgmcoll.kop@gmail.com

Web : www.ssgmcollege.org.

Estd. : June 1965

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Ref. No.: Dept of English /2019-20/CEC/8:2

Date: 28/11 /2019

To Mr. Shaikh G.Y. Assistant Professor Department of English

Subject: Invitation as a member of Board of Studies...

Sir,

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Ref. No.: Dept. of English /2019-20/CEC/8-3

Date: 28/11 /2019

Estd. : June 1965

To Dr. S.D. Varpe Assistant Professor Department of English

Subject: Invitation as a member of Board of Studies...

Sir,

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Ref. No.: Dept. of English/2019-20/CEC/8-4

Date: 28/11 /20/9

To Mr. M. B. Aware Assistant Professor Department of English

Subject: Invitation as a member of Board of Studies...

Sir,

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Ref. No.: Dept of English /2019-20/CEC/8.5

Date: 28/11 /2019

To Mr. V. P. Khandizod Assistant Professor Department of English

Subject: Invitation as a member of Board of Studies...

Sir.

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Ref. No.: Dept. of English 2019-20/CEC/8.6

Date: 28/11/20/9

To Dr. Yeshwant Madhav Radhakisan Assistant Professor Department of English

Subject: Invitation as a member of Board of Studies...

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Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar Academic Year 2019-20

Department of English

Capability Enhancement Scheme
Advance Diploma Course in English Communication
Curriculum Designing

The following curriculum has been designed for 'Advance Diploma Course in English Communication'.

1. Coordinator: Dr. Yeshwant M.R.

2. Duration:-2 Months (40 Hours)

3. Capacity: 20

4. Board of Studies:

Sr. No.	Member	Designation
1	Dr. S. B. Randhir	Chairman
2	Mr. G.Y. Shaikh	Member
3	Dr. S.D. Varpe	Member
4	Mr. M.B. Aware	Member
5	Mr. V. P. Khandizod	Member
6	Dr. M. R. Yeshwant	Coordinator

5. Syllabus:

S. N.	Units	Topics (Theory/Practical)
01	Introducing Yourself/Others	Greeting and Leave Taking
02	Expressing Emotions	Congratulations, Sympathies and Condolences
03	Expressing Thoughts	Submissions, Suggestions, Advices and Persuasions
04	Responses to Invitations	Making, Accepting and Declining Invitations
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Coordinator (Driveshwant M.R.)



Dept.of English S.S.G.M. College, Kopargaon

Shri Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist.: Ahmednagar Academic Year 2019-20

Department of English

Advance Diploma Course in English Communication

Syllabus Sr. No.	Units	Topics (Theory/Practical)
01	Introducing Yourself/Others	Greeting and Leave Taking
02	Expressing Emotions	Congratulations, Sympathies and Condolences
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Coordinator

Dr. Yeshwant M.R.

(10 mm)

Dept. of English
S.S.G.M.College,Kopargaon.



Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year- 2019-20

Department of English

Advance Diploma Course in English Communication Time Table

w.e.f. 16/12/2019

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Tota
11:45 am - 12:30 pm	SBR	MRY	AMB	SGY	VSD	KVP	06
Session Hall			English	Language La	ıb		
Total	01	01	01	01	01	01	06

Course Teachers - 1. Dr. Randhir S.B.

2. Dr. Yeshwant M.R.

3. Mr. Shaikh G.Y.

4. Dr. Varpe S. D.

5. Mr. Khandizod V. P.

6. Mr. Aware M.

Note:

 There will be no Lecture/s on the College / University / Sanstha / Government declared Holiday.

Coordinator

THahrand

(Dr. M. R. Yeshwant)



Dept. of English S.S.G.M College, Kopargaon.



Shri Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year 2019-20 Department of English Advance Diploma Course in English Communication

NOTICE

Date: 05/12/2019

All the students of T.Y. B.A. Special English are hereby informed that Department of English organizes Advance Diploma Course in English Communication from 16th December 2019 to 5th February 2020 with minimum Charges of Rs. 200/-. You are requested to submit your duly filled Admission forms along with Xerox of necessary documents in the Department and the fees required to the Office till 20th December 2020.

Coordinator

Myeghand

Dr. M. R. Yeshwant

Head

Dept.of English S.S.G.M. College, Kopargaon

Notice Board



Shri Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year 2019-20 Department of English Advance Diploma Course in English Communication

NOTICE

Date: 05/12/2019

The students of T.Y. B.A. Special English are hereby informed that Department of English organizes Advance Diploma Course in English Communication from 16th December 2019 to 29th February 2020 with minimum Charges of Rs. 200/-. You are requested to submit your duly filled Admission forms along with Xerox of necessary documents in the Department and the fees required to the Office till 20th December 2020.

Coordinator Dr. M. R. Yeshwant

Dept. of English
S.S.G.M.College,Kopargaon.



Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India - 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication

Full Name Bhakare MANOT SHRIPATI (Block Letters, Surname First)
Full Name in देवनागरी (Surname First) आकर साजीड़ा श्रीयती
Present Class: T.Y.B.A. Marks in English: Previous Year: 66.83%
Date of Birth 1 5 0 9 1 9 9 7
Gender: Male Female ReligionHindu Castekunbi
Email ID: manojbhakare 6@ gmail.com
Mobile No: (Student) 7 2 1 9 7 4 6 2 0 2
Contact No: (Parents)
Present Address: At. AbamaziPost: DhamaziTal. Kopargaon /
Aim: I. Want to become teacher.
Signature of Parents Signature of Student
Signature of Student
Myshaul (())
Co-ordinator Principal

Sanjivani Commerce College, Kopargaon





Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India – 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication Admission Form

Full Name Bhise Vishal Vilas: (Block Letters, Surname First) Full Name in देवनागरी (Surname First). विस्मे विशाल विलास Marks in English: Previous Year: ... 48 Present Class: ...T. Y. B. A. Date of Birth Religion Hindu Caste Teli Gender: Male Female vishalbhiseg47 & mail. com Mobile No: (Student) Contact No: (Parents) Present Address: At. Ravanele Post: Ravanele Tal. Kopargaon / Dist. Ahmednagar / To become teacher.

S. SSSGMEGNERS. Kapa

Sanjivani Commerce College, Kopargaon





Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India – 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication

Admission Form

Full Name	E JANARDAN NIVRUTI
Full Name in देवनागरी (Surname First	, जुनार जानाहिन - निर्वती
Present Class:	Marks in English: Previous Year: 45. 47
Date of Birth	1998
Gender: Male Female	Religion
Email ID:	chunciles 02 40 @ gmcy 1. com
Mobile No: (Student)	70435406
Contact No: (Parents)	
Present Address: At. D. c. h.eg.c.c. Dist. Ahmednag	ar /
Aim:	unt to be a speretment.
J. A. chundle Signature of Parents	Signature of Student
Co-ordinator	Ssscan Splegger Control & Sanjivani Commerce College, Kopargaon



Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India – 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication

Admission Form

Full Name D. (Block Letters, S				Ma	N.G	.A.L		.Ke	DU.	BA		•••••	•••••			
Full Name in देव	नागरी (Sur	name	Fire	st)	9.194	Ĭ.	H3	19		[61]						
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Email ID:	dabl	nade	. 1	k	09	mai	1. c	om								
Mobile No: (Stu	dent)	7	3	5	0	9	0	8	5	2	3					
Contact No: (Pa	rents)															
Present Address	Dist. Al	med	nag	ar/		Ko	P.P.I	9.00	n1	al. F	Copa	rgaon	1			
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Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India – 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication

Admission Form

Full Name HAGAWANE YOGI	TA DHANANJAY
The state of the s	
(Block Letters, Surname First) Full Name in देवनागरी (Surname First)हि	वर्ग माभाषा सन्त्रमञ
Present Class: T.Y.B.A Mar	ks in English: Previous Year: 369
Date of Birth 030519	4 1
Gender: Male Female Rel	igion Hindu Caste Muzutha
Email ID: youth 2255@	mail.com
Mobile No: (Student)	384110
Contact No: (Parents)	
Present Address: At Goenbelanath	Koperguon Tal. Kopargaon /
Aim: Dist. Ahmednagar /	ng Huence English
- Just	Josith
Signature of Parents	Signature of Student
TROU I	
Co-ordinator	Piginsipal
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Sanjivani Commerce College, Kopargach





Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India - 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication

Admission P	2.777
Full Name KASABE NILIMA NAR	AAAN
(Block Letters, Surname First)	
Full Name in देवनागरी (Surname First). कन्याव	लिम। नार्थिश
	lish: Previous Year:447
Date of Birth 1 5 1 0 1 9 9 1	
Gender: Male Female Religion!!	indu Caste Mahar
Email ID: nilima kasabe 2226	gmail com
Mobile No: (Student) 9 8 9 2 2 3	1732
Contact No: (Parents)	
Present Address: At. Tilekay Vast Post: Kaparg	9.ടിനTal. Kopargaon /
Dist. Ahmednagar /	
Aim: To learn or comm	nunicate in English
with this global w	orid.
Kasabert	alexander.
Signature of Parents	Signature of Student
GM. COLLA	*9
Most .	
[Hechand	Date:
Co-ordinator	Secretary

Sanjivani Commerce College, Kopargao.





Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India - 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication

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Full Name (Block Letters, S	EKAN umame F	irst)	ANO	J	LAXI	MAN					
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Email ID:	manoj	kekcu	966	gma	il a	m					
Mobile No: (Stud	dent)	70	3	7	9 6	5	0 6				
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Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India - 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication

Admission Form Full Name More Laxmi Nivruti (Block Letters, Surname First) Full Name in देवनागरी (Surname First). HIR 2 22 8 HOI 1 19 9 61 9 Present Class: J.J.B.A..... Marks in English: Previous Year: Date of Birth Female Religion. Hundu ... Caste Mahar. Gender: Male movelaxmi 0321@9 mail. com. Mobile No: (Student) Contact No: (Parents) Present Address: Atlp. ye.Sga.ohPost:.....Tal. Kopargaon / Kopargaon / Dist. Ahmednagar / Aim: I Want to become teacher N.P. more

Signature of Parents

Co-ordinator

Signature of Student

Principal SSSGM/College, Kopargaon Arts & Sanjivani Commerce College, Kopargaon





Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India – 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication

Admission Form Full Name PATHAN SHAHRUKH NURKHA (Block Letters, Surname First) Full Name in देवनागरी (Surname First) DOTHAN SHAHRUKH NURKHA Present Class: ..T.Y.: B. A..... Marks in English: Previous Year: ...305 Date of Birth Gender: Male Female Religion.MU.61.1M... Caste. Open..... shahrulthpathan 579 agmail.com Email ID: Mobile No: (Student) 307 Contact No: (Parents) Present Address: At. Gandhinggarost: Gandhinggar. Tal. Kopargaon / Dist. Ahmednagar / Aim: Alart Jesm Lourse Signature of Parents Co-ordinator

SSGM College, Kopargaon

Sanjivani Commerce College, Kopargaon



Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India - 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication Admission Form

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Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India – 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication

Admission Form

Present Class: T. H.B.A	
Sender: Male Female Religion. HINDU Caste. BURUD. mail ID: Sonotone Scanket 9511 6 9mail. Com lobile No: (Student) 9 5 1 1 7 4 1 3 5 8 contact No: (Parents) resent Address: At Gaclatraxi. ptd. Post: Kopcaxacian Tal. Kopargaon / Dist. Ahmednagar / im: Ta be teaches	4
mail ID: Schotzone Sanket 9511 9 9mail Com lobile No: (Student) 9 5 1 1 7 4 1 3 5 3 ontact No: (Parents) resent Address: At Gaclatzon pel. Post: Kopanagar / Dist. Ahmednagar / im: To be teaches.	
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Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India – 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication

Admission Form

Full Name THOKAL MILIND BABASAHEB (Block Letters, Surname First)
Full Name in देवनागरी (Surname First). ठोकेळ मिलिंप वाबायाटेल
Present Class: TYBA Marks in English: Previous Year:
Date of Birth 2 0 0 9 1 9 9 8
Gender: Male Female Religion. HINDU Caste. MAHAR
Email ID: 07 thokal Damai). (DM)
Mobile No: (Student) 9 1 3 0 8 9 1 3 3 5
Contact No: (Parents)
Present Address: At. Sa.1. Park Post: Rahata Tal. Kopargaon / - Rahata Dist. Ahmednagar / Aim: To prepare for competative examination
Signature of Parents Signature of Student Co-ordinator Signature of Student Principal: SSSGM/College.ckopargaon Arts &



Shri. Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon,

Dist. Ahmednagar (M.S.) India - 423 601 Academic Year 2019-20 Department of English

Advance Diploma Course in English Communication Admission Form

Full Name THORAT PRATIKSHA SOPAN (Block Letters, Surname First)
Full Name in देवनामरी (Surname First) श्री.श्रा.च. प्रति.श्री. श्री.या.च.
Present Class:
Date of Birth 1 4 6 5 2 0 0 0
Gender: Male Female ReligionHandu CasteM.a.h.a.x.
Email ID: pratiksha thorat 769 @ gmail com.
Mobile No: (Student) 7 0 5 7 4 4 9 4 3 9
Contact No: (Parents)
Present Address: At. I.P. N.P Post: W. 9di Tal. Kopargaon / Rahata.
Dist. Ahmednagar /
Aim: Teachers.
Signature of Parents Signature of Student
Signature of Parents Signature of Student
Tretterhand (Care):
Co-ordinator Principal
S. SSGM. Scheged Coparts my Arts Sanjivani Commerce College, Koparg

S. S. G. M. Science, Gautam Arts & Sanjivani Commerce College, Kopargaon

Fee Receipt R.No. 4136

Name Deltary S.

Class Short Terroth No.

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Application for Concression. Page No.: 19 ale - 0] - 2 - 2020. The Principal, 3. g. G. M. College, Koparguen. Subject - Fee Concessions.... Name - More Laxmi Nivnetti. Respected fir, Most respectfully I submit th student of intrest in studies. Thy to support. He cannot afford the is very small, but he expenses of my education. It is becomming difficult for me to earny or my due to luck of funds. fee concessions. I shall be very thankfull to you for this kindness. Sie commende · your objectionally, Dept. of English S.S.G.M.College, Kopargaon.

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S. S. G. M. Science, Gautam Arts & Sanjivani Commerce College, Kopargaon

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Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year- 2019-20

Department of English

Advance Diploma Course in English Communication Fees Collection

No	Roll No.	Name of the Student	Fees
1	3001	Bhakare Manoj Shripati	200/-
2	3002	Bhise Vishal Vilas	200/-
3	3003	Chunale Janardhan Nivrutti	AB
4	3004	Dabhade Mangal Kaduba	200/-
5	3005	Hagawane Yogita Dhananjay	200/-
6	3006	Kasbe Nilima Narayan	200/-
7	3007	Kekan Manoj Laxman	200/-
8	3008	More Laxmi Nivrutti	000/-
9	3009	Pathan Shahrukh Noorkha	200/-
10	3010	Shinde Moneshwar Machhindra	200/-
11	3011	Sonawane Sanket Mahesh	200/-
12	3012	Thokal Milind Babasaheb	200/-
13	3013	Thorat Pratiksha Sopan	200/-
NAME OF TAXABLE PARTY.		Total	2200/-

Dr. Yeshwant M.R. Coordinator TO TON TO SO TO SO TON TO SO TO SO TON TO SO TO SO TON TO SO TON TO SO TON TO SO TON TO SO TO SO TO SO TON TO SO TO SO TON TO SO T

Dept.of English S.S.G.M. College, Kopargaon

Shri. Sadguru Gangageer Maharaj ence Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar (MS) 423 601

Academic Year- 2019-20

Department of English

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Sr. No.	Name of the Students	16/12/2019	17/12/2019	18/12/2019	19/12/2019	20/12/2019	21/12/2019
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Shri. Sadguru Gangageer Maharaj Gence Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar (MS) 423 601 Academic Year- 2019-20

Department of English

Sr. No.	Name of the Students	23/12/2019	24/12/2019	25/12/2019	26/12/2019	27/12/2019	28/12/2019
1	Bhakare Manoj Shripati	Shot	Stat	3/4	Short	8haf	The
2	Bhise Vishal Vilas	Qual.	Wital.	Oshu,	Onhac	Cishai.	anhal.
3	Chunale Janardhan Nivrutti	×	×	*	×	×	K
4	Dabhade Mangal Kaduba	pabhadera	Dahrode M	Dabhadela	Dabhade M	DabhateM	DobhadeM
5	Hagawane Yogita Dhananjay	Alosento	your -	Youther	Youther	· Yousehre	forely
6	Kasbe Nilima Narayan	Nelimo	Nilima	Nilima	Nilima	Absent	Nilima
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8	More Laxmi Nivrutti	More.LN	More LN	MoseLAL	More.LN	Absent	More.L.N
9	Pathan Shahrukh Noorkha	trabnekh	teahnekly.	technikly.	tahrabh.	tahneleh	tahrakh
10	Shinde Moneshwar Machhindra	shind MM		4	shindemy	shindemin	spindening
11	Sonawane Sanket Mahesh	- Sonawans m	moulenes of	Soncurcues m	Smaurine I.m	Someons or	marcing !
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Shri. Sadguru Gangageer Maharaj Cence Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar (MS) 423 601

Academic Year- 2019-20 Department of English

		ice Dipioma (course in E	ngush Con	imunicatio	n	
Sr. No.	Name of the Students	30/12/2019	-			03/01/2020	04/01/2020
1	Bhakare Manoj Shripati	Short	Shif	Ship	Short	Short	Shel
2	Bhise Vishal Vilas	Conac.	What	Olovu.	arshar.	@inal.	opa.
3	Chunale Janardhan Nivrutti	×	×	×	×	×	×
4	Dabhade Mangal Kaduba	oubhadery	DabhadeN	Dabhader	Absent	DabhadeM	babhadem
5	Hagawane Yogita Dhananjay	Yoursey	Yogity	Youth	Absent	Alosent	Youther
6	Kasbe Nilima Narayan	Nilima	Nilima	Nilima	Nilima	Nilima	Nilima
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12	Thokal Milind Babasaheb	Thokal	Thokel	Mitokale	MThokale		MThokel
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Shri. Sadguru Gangageer Maharaj ence Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar (MS) 423 601 Academic Year- 2019-20

Department of English

.00	Advan	ce Dipioma (П	
Sr. No.	Name of the Students	06/01/2020	07/01/2020	08/01/2020	09/01/2020	10/01/2020	11/01/2020
1	Bhakare Manoj Shripati	Shal.	Staf	Short	Short	3/4	3/4
2	Bhise Vishal Vilas	white.	awku.	ashai.	anne.	Gira.	Orper.
3	Chunale Janardhan Nivrutti	×	×	×	×	×	×
4	Dabhade Mangal Kaduba	Dabhades	DabhadeM	DabhadeM	DabhoteM	DabhadeM	Dabhadery
5	Hagawane Yogita Dhananjay	Jarla	YoyPy	Yagity	you thy	Hosent	Absent
6	Kasbe Nilima Narayan	Nilima	Nilima	Nilima	Nilima	Nilima	Nilima
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8	More Laxmi Nivrutti	Mose L.N	More . L.N	More.L.N	More. L. N	Absent	Mose . L. M
9	Pathan Shahrukh Noorkha	tahnells.	kahnelle -	bahneleh.	tahnely.	tak nelly	tahnill.
10	Shinde Moneshwar Machhindra	stinde M.M.	Jurdem M		hindem.M	shintera 19	Spinder
11	Sonawane Sanket Mahesh	Sonaurus	manages	chacago	Snautones	Smarmete	Sommerose
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Shri. Sadguru Gangageer Maharaj Gence Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar (MS) 423 601 Academic Year- 2019-20

Department of English

Advance Diploma	Course in	English	Communication
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_		ree Dipioma	Course in E	agusa Con	imunicatio	n	
Sr. No.	Name of the Students	13/01/2020		and the second s	16/01/2020	17/01/2020	18/01/2020
-1	Bhakare Manoj Shripati	Hot .	3hel	Short	3huf	Short	.8/4
2	Bhise Vishal Vilas	asher.	Corpore.	Wishel	Cortal.	wisher	arrai
3	Chunale Janardhan Nivrutti	×	×	×	×	×	×
4	Dabhade Mangal Kaduba	DubhadeM	Dabhades	DabhadeN	Absent	mbheden	Oabhader
5	Hagawane Yogita Dhananjay	Absert	Youthe	Youther	Youth	Y09864	Yogity
6	Kasbe Nilima Narayan	Nilima.	Nilima	Nilima	Nilima	Mount	Nilima
7	Kekan Manoj Laxman	Lecunmit	Returns			Lekanmit	chelkumme
8	More Laxmi Nivrutti	More L. N	More.L.N	W-03	More.L.N	More. L.N	More L.N
9	Pathan Shahrukh Noorkha	Lahrekh	tahnebb	Frahmel.	tahnelle	Absorb	trahable.
10	Shinde Moneshwar Machhindra	Absent	shinderin	durkeran	Shintemm		
11	Sonawane Sanket Mahesh	Absent	Janawanes P	The same of the sa	Somume	and the same of th	The second second
12	Thokal Milind Babasaheb	@ Thoked	Mitokal	Miloka	athokel	Mokal	2
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Shri. Sadguru Gangageer Maharaj Gence Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. -Ahmednagar (MS) 423 601 Academic Year- 2019-20 Department of English

Sr. No.	Name of the Students	20/01/2020	21/01/2020	22/01/2020	23/01/2020	24/01/2020	25/01/2020
1	Bhakare Manoj Shripati	3/2f	Stof	Shops	Start	3/4	Sheld
2	Bhise Vishal Vilas	Eshal.	What.	Carper.	abshal.	Conal.	ashat 1
3	Chunale Janardhan Nivrutti	×	×	×	×	×	×
4	Dabhade Mangal Kaduba	Dabhad- 19	Dabhadelt	DabhadeM	DabhadeM	Dabhoden	Dabhades
5	Hagawane Yogita Dhananjay	Yunita	Youghes-	Yough	Youthe	Absent	Youthy
6	Kasbe Nilima Narayan	Nilima	Nilima	Nilima	Nilima	Nilima	Nilima
7	Kekan Manoj Laxman	determent	Letannie	Laconine	Mount	Volannet	Vekammet
8	More Laxmi Nivrutti	More . L.N	More L.N	More.L.M	More. L.N	Ahsend	More Lay
9	Pathan Shahrukh Noorkha	techniph		trabouell	Lahrely	akah rubl	toh-with
10	Shinde Moneshwar Machhindra	shirdeny	skindering	shinderm	Alosento	shindemy	
11	Sonawane Sanket Mahesh	Lynner 1005.00	Someways, or	Charcone)		Absent	Concuerones
12	Thokal Milind Babasaheb	Mhokal	Mithekal	Milokal	MIthokal	Milberal	millokal
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Shri. Sadguru Gangageer Maharaj ence Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. -Ahmednagar (MS) 423 601 Academic Year- 2019-20 Department of English

Sr. No.	Name of the Students	27/01/2020	28/01/2020	29/01/2020	30/01/2020	31/01/2020	01/02/2020
1	Bhakare Manoj Shripati	Absent	3/2	8/4	344	Shark-	8/24
2	Bhise Vishal Vilas	Cisrey.	Qushal	ashau,	Carret.	aihei	and,
3	Chunale Janardhan Nivrutti	×	×	K	×	×	×
4	Dabhade Mangal Kaduba	dused	DabhodeM	pabhader	pabhadeM	Meent	Dabhaders
5	Hagawane Yogita Dhananjay	Herita.	Youry	Yourty	Yagity	Yoshu	Poythy
6	Kasbe Nilima Narayan	Absent	Nilima	Nilima	Vilima	Nilima	Nilima
7	Kekan Manoj Laxman	peramon	Letuniat	Letanmit	Letament	charant	Vekannet
8	More Laxmi Nivrutti	More.L.M	More.L.N	More. L.N.	Morre L.N	More L.Al	Move LA
9	Pathan Shahrukh Noorkha	Lahreph	talrubh.	Kahneks	Absent	Kahnel	Jahrukh.
10	Shinde Moneshwar Machhindra	Stundemm	shindem.m	shindemy	shind MIT		
11	Sonawane Sanket Mahesh	Somutines	Concurrence	Downwar		Donicores	Smarkone
12	Thokal Milind Babasaheb	Bitholad	Mithokeel	MThokel	@Thoka!	Milhokal	. Mitokal
13	Thorat Pratiksha Sopan	Firdfikeha	E Abuha	TESTILLAND.	Total Delien	Fastilede	FillPlale

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Sr. No.	Name of the Students	03/02/2020	04/02/2020	05/02/2020	06/02/2020	07/02/2020	08/02/2020
1	Bhakare Manoj Shripati	The	Shops	Strat	3/mil	Shrt.	Thuy
2	Bhise Vishal Vilas	anu.	Qipial.	Wisher	(Dithat	What.	Qishal.
3	Chunale Janardhan Nivrutti	×	×	×	×	×	erse(,
4	Dabhade Mangal Kaduba	Absent	pabhadeM	DabhadeM	pabhader	Dabhades	Dabhaders
5	Hagawane Yogita Dhananjay	Youth	Yoursty.	Yogily -	Youthy	Yagity	Youthy
6	Kasbe Nilima Narayan	Aloseut	Nilima	Nilima	Nilima	Nilima	Nilima
7	Kekan Manoj Laxman	Absend	ckelcumm		Keram		Alasent
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10	Shinde Moneshwar Machhindra	shinder MA	shinkrym	shinkmy	stundemm		shinten
11	Sonawane Sanket Mahesh	Sonaumnes	Sonawane	Sprawno	Longinse		
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13	Thorat Pratiksha Sopan	Tatilisha	The Blacker	Find Ha	Taktiketra.	Trial Dedus	- Bull

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Sr. No.	Name of the Students	10/02/2020	11/02/2020	12/02/2020	13/02/2020	14/02/2020	15/02/2020
1	Bhakare Manoj Shripati	State	Start	Short.	Shes	Stepes	Shortes
2	Bhise Vishal Vilas	Alasento	Wshal.	Wal.	Wishey.	Corley.	arshal.
3	Chunale Janardhan Nivrutti	×	×	×	*	×	×
4	Dabhade Mangal Kaduba	DabhadeM	Dabhadest	pabhadin	DabhadeM	Dhbhader	DebhadeM
5	Hagawane Yogita Dhananjay	Absento	Youity_	Youita	Youghten	You'lly	Yayita
.6	Kasbe Nilima Narayan	Nilima	Nilima	Nilimes.	Nulima	Absent	Nilima.
7	Kekan Manoj Laxman	Lecterment	cocanno		lacanint	Lekament	dekanont
8	More Laxmi Nivrutti	More. L.N	More.L.N	More.L.N	1 000	Mose L.M	More L.M.
9	Pathan Shahrukh Noorkha	tahnel	Kahnell.	Fahrekh	kahneld	Sepretel	trahouph
10	Shinde Moneshwar Machhindra	Stundemen	shinemy	gundemia	shindening		stunder 149
11	Sonawane Sanket Mahesh	Sonavares	Somones	Sanavare	Somewine	Josewige.	Conquients
12	Thokal Milind Babasaheb	Mitokal	Mitoka	MThoke	Portokal	Mithokal	Mihokal
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Shri. Sadguru Gangageer Maharaj Dence Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar (MS) 423 601 Academic Year- 2019-20 Department of English

Sr. No.	Name of the Students	17/02/2020	18/02/2020	19/02/2020	20/02/2020	21/02/2020	22/02/2020
1	Bhakare Manoj Shripati	Absent	The state	3/45	Styled	SHOS-	They.
2	Bhise Vishal Vilas	Oshau.	Qithal.	Ospal.	Orshat.	Coshac.	Othal.
3	Chunale Janardhan Nivrutti	×	×	×	×	×	~
4	Dabhade Mangal Kaduba	Alosento	Dubhadem	Dabhader	Dabhader	Dabhadem	pabhadem
5	Hagawane Yogita Dhananjay	Youthe	Youthe	Youghy	Alosento	Absent	Youthy
6	Kasbe Nilima Narayan	Vilima	Nilima	Nillina	Nilima	Nilima	Nilim
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8	More Laxmi Nivrutti	More.L.AL	More L.M	More L.N		More.L.M	More . L.N
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12	Thokal Milind Babasaheb	@ Thoka!	Mithokal	Mthokal	Milhokal	antokal	Mithokal
13	Thorat Pratiksha Sopan	Fotofilerhan	Thillethe	Totalkoha	Fust Dalce	=Allybe	Fatillaho

Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar (MS) 423 601 Academic Year- 2019-20 Department of English

Sr. No.	Name of the Students	24/02/2020	25/02/2020	26/02/2020	27/02/2020	28/02/2020	29/02/2020
1	Bhakare Manoj Shripati	Str	Shif	Shif	Stud	Sty	Styl
2	Bhise Vishal Vilas	asher.	Conce.	agui.	Orbhel.	Caru .	Omey.
3	Chunale Janardhan Nivrutti	×	×	×	*	×	×
4	Dabhade Mangal Kaduba	Dabhadera	Dakhak M	DabhadeM	DabhadeM	Dabhaden	DabladeM
5	Hagawane Yogita Dhananjay	Jejhu	Jogita-	Legita	Joshy	Jerily-	. toypty
6	Kasbe Nilima Narayan	Nelma	Nillimes	Nilima	Museuth	Nilima	Nilima
7	Kekan Manoj Laxman	& downing	dekanmi	dekanmi	Helenne	Lekumon	Lekanins
8	More Laxmi Nivrutti	move-LN	More LN	MoseLN	MoreLN	Alocard	Mose-LN
9	Pathan Shahrukh Noorkha	taknell.	to breekl	tohouble	tobrubly.	Landenfeh	tokrukh.
10	Shinde Moneshwar Machhindra	Shindmm	shinde mm	shindemm	ShindemM	Shinderary	shinge MI
11	Sonawane Sanket Mahesh	Sunancing in	Sanciene	January.	Sacareness	Somewase	Smarcines
12	Thokal Milind Babasaheb	1 thokal	@Thoke!	1 thake	@ thoke	onthoko	MThoka
13	Thorat Pratiksha Sopan	Telestrichau	Hathelia	Fratana	Tudtunes	Fuetbula	Funtilar

Shri Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year 2019-20 Department of English Advance Diploma Course in English Communication

NOTICE

Date: 24/02/2020

All the participants of Advance Diploma Course in English Communication are hereby informed that Final Examination for the course is organised on 11th March 2020 in the Language Lab. The Examination is designed for 100 marks (70 Theory+ 30 Practical) on the same day. The time-table for the examination is all follows.

Sr. No.	Day	Date	Time	Theory/Practical
1	Tuesday	11/03/2020	9.00 am to 11.00 am	Theory
2	Tuesday	11/03/2020	11.00 am to 1.00 pm	Practical

Dr. M. R. Yeshwant Coordinator

Head
Dept of English
S.S.G.M. College, Kopargaon

Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. Ahmednagar (M.S.) India – 423 601.

Academic Year 2019-20 Department of English Capability Enhancement Scheme

Advance Diploma Course in English Communication

Date: - 11/03/2021

Maximum Marks- 30

Total Pages 02

I. Answer the following questions. (Any 30)

- 1. Tell me something about yourself in brief
- Describe who you are? or Tell me about your background.
- 3. What are your strengths and weaknesses?
- 4. You have not done your PG yet. This is not a drawback, but don't you think you should get a PG degree?
- You have changed jobs/jumped ship too many times already, why so?
- 6. What are your strong points? or What are your strengths?
- 7. What is your greatest fear?
- 8. If I call up your current or previous reporting manager now, what will be their opinion about you? What will they say that you need to work on?
- 9. Do you have any serious medical issues?
- 10. Did you ever have a conflict with your current/previous boss or professor?
- 11. What do your friends/co-workers say about you?
- 12. What did you do in the last year to improve your knowledge?
- 13. Explain the difference between group and team. Are you a team player?
- 14. What is your ideal company or workplace?
- 15. Have you ever had to fire anyone? How did you feel about that?
- 16. What is the most difficult thing that you've ever accomplished? or What is the most difficult thing you have ever done?
- 17. What is the difference between hard work and smart work?
- 18. How do you feel about working weekends and night shifts?
- 19. Where do you see yourself 3 years from now? or Where do you see yourself in 5 years?
- Give an example of a time you had to respond to an unhappy manager/ customer/ colleague/ professor/ friend.
- 21. How quickly do you adapt to new technology?
- 22. What software packages are you familiar with?
- 23. On a scale of 1 to 10 how would you rate yourself as a leader?

ola



- 24. What makes you angry?
- 25. Are you open to take risks? or Do you like experimenting?
- 26. What are your future goals? Tell me about your short term and long-term goals.
- 27. What motivates you?
- 28. What are your hobbies? or What are you passionate about?
- 29. What are your biggest achievements till date?
- 30. What are you most proud of?
- 31. What has been your greatest failure?
- 32. What do you always regret? or Do you have any regrets?
- 33. How do you respond to change?
- 34. Are you demanding as a boss?
- 35. Are you an organized person?
- 36. Can you describe your time management skills?
- 37. What's your absenteeism record like?
- 38. Are you reliable? or Can I trust you with responsibilities?
- 39. What are the three things that are most important for you in a job?
- 40. What was the toughest decision you ever had to make?
- 41. If you won a Rs.10-crore lottery, would you still work?
- 42. Give me an example of your creativity.
- 43. What makes you happy?
- 44. How do you work under pressure? Can you handle the pressure?
- 45. Are you willing to relocate or travel?
- 46. What do you know about us or our company?
- 47. How long do you think you will work for us after we hire you?
- 48. Are you applying for other jobs? Do you have any other offer in hand?
- 49. Why do you want to work for us or our company? or Why do you want this job?
- 50. Do you know anyone who works for us?
- 51. Why should we hire you? or Why should I hire you?
- 52. What are your salary expectations?
- 53. Do you have a good work ethic?
- 54. How do you deal with feedback and criticism?
- 55. Why do you want to leave your current job?
- 56. "Do you have any questions for me?" The interviewer asks you this question when your interview is more or less coming to an end.

Date: - 11/03/2020

Rayat Shikshan Sanstha's

Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani. Commerce College, Kopargaon, Dist. Ahmednagar (M.S.) India – 423 601.

Academic Year 2019-20

Department of English
Capability Enhancement Scheme

Advance Diploma Course in English Communication

Time: - 1 Hour Maximum Marks- 70

Total Pages 05

 Choose the best option in each of the following: 1. 'Hi! How are you?' This is an example of Informal Greeting b) Formal Greeting c) Informal way of asking information d) Formal way of asking information 'How do you do? My name is Rohit.' It isof introducing yourself. a) Unnatural way Lb) A neutral way c) Aristocratic way d) Advanced way 3. 'Oh, look, here is Annie.' This isof introducing others. a) A neutral way b) An informal way c) An aristocratic way d) A formal way 4. 'I'm afraid we shall have to leave it here.' This is an example ofof leaving a conversation. a) Abnormal way b) Aggressive way (Formal way d) Violent way 5. 'Shall we travel in a taxi?' This is an example of a) Order b) Suggestion c) Complaint d) Complement 6. 'How about hiring a minibus?' This is an example ofof suggestion. a) Aggressive way b) Informal way c) Offensive way d) Commanding way suggestion.



- a) Offensive way
- b) Formal way
 - c) Aggressive way
 - d) Commanding way
- 8. Babalu : So, now the winter vacation is round the corner. Shall we go to the south this time? Shahana : That's not a bad idea. But how do we go? Would it be feasible to travel in a taxi?

Raheem: In fact, we might as well go in a private bus. Nowadays we have deluxe buses, hitech buses, and sleeper buses.

Sonia: That's right. Do you think it would be a good idea to hire a hitech minibus?

Babalu: Why not? Why don't we contact a travel agent today itself? It's going to be terribly crowded this year. It's the early bird that catches the worm.

Shahana: Why don't we get in touch with India Travel Bureau then?

Raheem: I think that's a good idea.

Sonia:: Why not?

- (a) Shall we ring them right away?
 - b) May we ring them right away?
 - c) Can we ring them right away?
 - d) Why don't we ring them right away?
- 9. 'Would you like to come?' This is an example ofof invitation.
 - a) Aggressive way
 - b) Offensive way
 - c) Commanding way
 - Ld) Neutral way
- 10. 'What about having lunch with us?' This is an example ofof invitation.
 - a) Aggressive way
 - b) Offensive way
 - (c) Informal way
 - d) Commanding way
- - a) Commanding way
 - (b) Formal way
 - c) Aggressive way
 - d) Offensive way
- 12. 'Thank you. I'd like to.' This is an example ofof accepting invitation.
 - a) Aggressive way
 - b) Offensive way
 - e) Neutral way
 - d) Commanding way
- 13. Leena: Good morning, Mary. How are you?

Mary: Good morning, Leena. I'm fine, thanks. How are you?

Leena: I'm fine, too, thanks. Good morning, Sulekha. How's everything?

Sulekha: Morning, Leena.

Leena: Mary, are you free on Friday? It's my son's birthdayand have

lunch with us.

Mary: I would like to come, thank you.



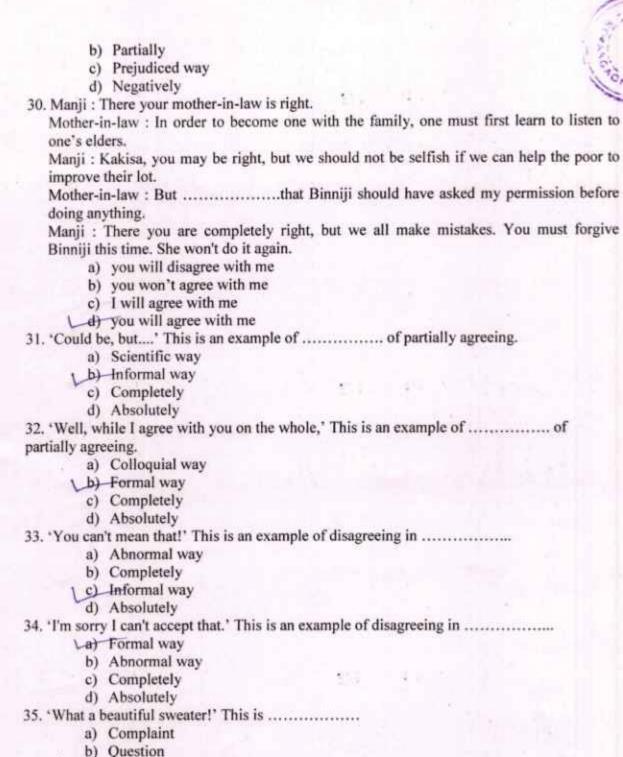
Leena: Sulekha, I would like you, too, to lunch with us.

Sulekha: That's very kind of you, Leena, I wish I could, but I'm sorry. I'm going to Mumbai for a week. Thank you for asking me, anyway. And many happy returns of the day to your son.

Leena: Thank you. I wish you could come.

- a) you would like I to invite you
- b) I wouldn't like you to come
- Le) I would like you to come
 - d) I would like you to invite me
- 14. 'Could you type this letter for me, please?' This is an example of requesting insituation.
 - (a) Neutral
 - b) Offensive
 - c) Insulting
 - d) Commanding
- 15. 'Can you help me?' This is an example of requesting insituation.
 - a) Insulting
 - b) Offensive
 - (c) Informal
 - d) Commanding
- 16. 'Would it be possible for you to help me?' This is an example of requesting insituation.
 - a) Commanding
 - (b) Formal
 - c) Insulting
 - d) Offensive
- 17. 'Excuse me, do you know where the post office is?' This is an example of......way of asking for information.
 - a) Offensive
 - (b) Neutral
 - c) Insulting
 - d) Commanding
- 18. 'Know the arrival time of Mumbai Express?' This is an example of......way of asking for information.
 - a) Insulting
 - (b) Informal
 - c) Offensive
 - d) Commanding
- 19. 'I wonder if you could tell me when the results will be declared.' This is an example of......way of asking for information.
 - a) Insulting
 - b) Offensive
 - Let Formal
 - d) Commanding
- 20. 'Can I use your camera, please?' This is an example ofof asking permission.
 - a) Abnormal way

and the second s	The state of the s			
b) Scientific way	A TOP OF			
Neutral way	Y			
d) Technical way		9 8 8 4	Tall to	
21. 'Let me use your camera.'	This is an example of	of asking	permission	
a) Abnormal way			permission.	
b) Informal way				
c) Scientific way				
d) Technical way	A 10 Maria			
22. 'Do/May/Might I have	the permission to use	your phone?' Ti	nie is on oversal	
of asking permission	ne permission to use	your phone: 11	ns is an exampi	e or
∟ a) F ormal way	***			
b) Abnormal way		224		
c) Scientific way				
d) Technical way		1.00	2.0	
23. 'I'm afraid I can't permit th	at ' This is an avample	of of rofe	icina norminalan	
a) Abnormal way	at. This is an example	0101 1010	ising permission.	
b) Scientific way			96 J. S. K K.	
c) Technical way				10
Ld) Formal way	3.6		16, 8	
24. 'I want to complain about	'This is an avamala of	f nFaamu	alaint	
Va) Neutral way	This is an example of	······································	наши.	
b) Abnormal way				
그 아니라 이 그 사람이 아니라 얼마나 아니라 아니라 살 살아보니 때	The state of the s			
c) Scientific way		2 1	2	
d) Technical way	2 Th. 2 . 1		Autom	
25. 'I wish to complain about	, This is an example of	or comp	Haint.	
a) Abnormal way				
b) Scientific way	8 15 16 16 17	2 3 10		
(Lc) Formal way		X W	a conf	
d) Technical way	/00000000-00000 47 9-0-50-04 9 00-00 4 -00-00	Art o too		
26. 'I'm sorry.' This is	way or apologizing:	(14)		
a) Extraordinary	B 6 5		2 8 102	
b) Special				
c) Arrogant				
Ld) Neutral		(SECTIONS		
27. 'Sorry for/about' This is .	way of apol	ogizing.	9.0 2	
(a) Informal	** a	(A) (B)		
b) Extraordinary				
c) Special		PC 40	27 1 12	
d) Arrogant			5 6	
28. 'Yes, I agree.' This is an exa	imple of agreeing	*****	- 5.	
a) Partially				
 b) Prejudiced way 				
(c) Neutrally	S S	Y 42		
d) Negatively		3.3		
29, 'Well, that's the thing,' This	is an example of agreein	ng		
(a) Informally		10.1	a jii ee ii jii	



d) Report



Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year- 2019-20

Department of English Advance Diploma Course in English Communication Mark List

No	Roll No.	Name of the Student	Out of 70	Out of 30	Total
1	3001	Bhakare Manoj Shripati	68	24	92
2	3002	Bhise Vishal Vilas	64	20	84
3	3003	Chunale Janardhan Nivrutti	AB	AB	AB
4	3004	Dabhade Mangal Kaduba	68	22	90
5	3005	Hagawane Yogita Dhananjay	60	- 20	80
6	3006	Kasbe Nilima Narayan	68	24	92
7	3007	Kekan Manoj Laxman	62	20	82
8	3008	More Laxmi Nivrutti	60	18	78
9	3009	Pathan Shahrukh Noorkha	64	20	84
10	3010	Shinde Moneshwar Machhindra	68	24	92
11	3011	Sonawane Sanket Mahesh	60	22	82
12	3012	Thokal Milind Babasaheb	66	26	92
13	3013	Thorat Pratiksha Sopan	60	24	84

Dr. Yeshwant M.R. Coordinator STON SON

Dept.of English S.S.G.M. College, Kopargaon



Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year- 2019-20

Department of English Advance Diploma Course in English Communication Certificate Distribution

No	Roll No.	Name of the Student
-1	3001	Bhakare Manoj Shripati
2	3002	Bhise Vishal Vilas
3	3003	Chunale Janardhan Nivrutti
4	3004	Dabhade Mangal Kaduba
- 5	3005	Hagawane Yogita Dhananjay
- 6	3006	Kasbe Nilima Narayan
7	3007	Kekan Manoj Laxman
- 8	3008	More Laxmi Nivrutti
9	3009	Pathan Shahrukh Noorkha
10	3010	Shinde Moneshwar Machhindra
11	3011	Sonawane Sanket Mahesh
12	3012	Thokal Milind Babasaheb
13	3013	Thorat Pratiksha Sopan

Dr. Yeshwant M.R. Coordinator

Dept.of English S.S.G.M. College,Kopargaon Example

Rayat Shikshan Santha's

Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon,
Dist. - Ahmednagar (MS) 423 601
Academic Year- 2019-20
Department of English
Advance Diploma Course in English Communication

Date: 11/03/2020

This is to certify that Mr./Miss. -----

has participated actively and completed successfully Advance Diploma Course

in English Communication organized and executed by the Department of

English under capability enhancement scheme.

Coordinator



Dept. of English S.S.G.M.College, Kopargaon.





Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year- 2019-20

Department of English Advance Diploma Course in English Communication FEEDBACK FORM

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Particular	's	Excellent	Good	Fair
Academic Session	ns:	~		
1) Teaching				
2) Content of	the Lecture		-	
3) Exercise/E	Evaluation			
4) Managemo	ent of Course			
5) Overall				





Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year- 2019-20

Department of English Advance Diploma Course in English Communication FEEDBACK FORM

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lote: Use √ (tick m	ark) in the box for your opinion:			
Particular	s	Excellent	Good	Fair
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2) Content of	the Lecture			
3) Exercise/E	valuation		~	
4) Manageme	nt of Course	-		
5) Overall				



Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year- 2019-20 Department of English

Advance Diploma Course in English Communication FEEDBACK FORM

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2) Content o	f the Lecture			
3) Exercise/I	Evaluation			
4) Managem	ent of Course			
5) Overall				



Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year- 2019-20

Department of English Advance Diploma Course in English Communication FEEDBACK FORM

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5) Overall					





Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year- 2019-20 Department of English

Advance Diploma Course in English Communication FEEDBACK FORM

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mail id:				
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Part	iculars	Excellent	Good	Fair
Academic S	essions:			
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2) Cont	ent of the Lecture	~		
3) Exer	cise/Evaluation			
4) Man	agement of Course			
5) Over	rall			





Shri. Sadguru Gangageer Maharaj Science Gautam Arts and Sanjivani Commerce College, Kopargaon, Dist. - Ahmednagar (MS) 423 601 Academic Year- 2019-20 Department of English Advance Diploma Course in English Communication

Course Completion Memo

Date: 12/03/2020

The Department of English has organized Advanced Diploma Course in English Communication under Capability Enhancement Scheme. The Course was designed for T.Y.B.A. Students of English Special. The Department has conducted it successfully during the current academic year. Thirteen students were enrolled for the same. The members of the faculty of the Department have conducted the lectures followed by an examination where students score has been recorded. The feedback forms collected and analyzed thereafter. It has been observed that the students have given positive feedback. Thus, the course tried to secure aims and objective of it.

Dept. Of English

S. S. G. M. Science, Gautam Arts &

(Dr. M.R. Yeshwant) S.S.G.M. College, Kopargaon Commerce College, Kopargaon