

The M.L.Gandhi Higher Education  
Society, Modasa



Shri S.K.Shah & Shrikrishna O.M. Arts College,  
Modasa-383315

Add on Course on  
Expertise Training Course in  
*Communication Skills*



Prepared by  
(English Department)

Year - 2022-23

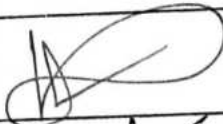

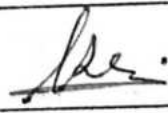
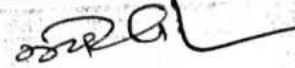

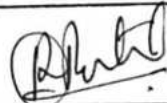
**The M.L.Gandhi Higher Education Society, Modasa**

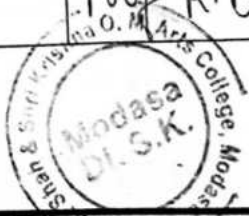
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Modasa- 383315**


**MINUTES**

A Meeting of the Committee consisting by the following members was held on Dt. 10/7/2022 At 03.00pm to prepare the syllabus of add on courses by English Department to be started in the College. The following members were present in this meeting.

The attached syllabus of 30 hrs add on course on Experties Training Course In <sup>Communi</sup> Skills is approved by this committee after intensive Discussion.

Sr.No	Name of Members	Designation	Signature
1	Dr D.H.Joshi	Principal	
2	Dr J.J.Desai	Vice Principal	
3	Dr P.R.Sinh	IQAC Co-Ordinator	
4	Shri J.B.Patel	Administrator Co-Ordinator	
5	Prof. D. R. Mehta	Hod	
6	Prof. R. B. Patel	Assistant Professor	



  
Principal  
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O.M. Arts College Modasa (Aravalli)

**Department of English**  
**Add-on Course**  
**on**  
**Communication Skills**

**Unit-1: Communication: An Introduction**

- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication • Types of Communication

**Unit-2: Non-Verbal Communication**

- Personal Appearance
- Gestures
- Postures
- Facial Expression
- Eye Contacts
- Body Language(Kinesics)
- Time language
- Silence
- Tips for Improving Non-Verbal Communication

**Unit-3: Effective Communication**

- Essentials of Effective Communication
- Communication Techniques • Barriers to Communication

**Unit-4: Communication Network in an Organization-I**

- Personal Communication
- Internal Operational Communication



*(Signature)*

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- External Operational Communication

**Unit-5: Communication Network in an Organization-II**

- Horizontal(Lateral) Communication
- Vertical(Downward) Communication
- Vertical(Upward) Communication

**Unit-6: Communication in English**

- Age of Globalization and the Need for Communicating in English
- English as the First or Second language
- Uses of English in academic and non-academic situations in India



  
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2022-23

**Shri S. K. Shah & Shrikrishna O. M. Arts College, Modasa**

**Add-on Course**

**Expertise Training Course in**

**Day 1 - Session 1**

*Communication Skills*

Time	Expert	Subject
9:00 to 11:00	D.R. mehta	Definition, Nature and Scope OF communication

**Day 2 - Session 2**

Time	Expert	Subject
9:00 to 11:00	Mayur Solanki	Importance of and Purpose OF communication

**Day 3 - Session 3**

Time	Expert	Subject
9:00 to 11:00	R B Patel	Process of Communication

**Day 4 - Session 4**

Time	Expert	Subject
9:00 to 11:00	Palak Was	Types of Communication



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Day 5 - Session 5

Time	Expert	Subject
9:00 to 11:00	D. R. mehta	Personal Appearance Gestures TIPS For Improving Non-Verbal Communication

Day 6 - Session 6

Time	Expert	Subject
9:00 to 11:00	R. B. Patel	Postures Body language

Day 7 - Session 7

Time	Expert	Subject
9:00 to 11:00	mayur Solanki	Facial Expression Time language

Day 8 - Session 8

Time	Expert	Subject
9:00 to 11:00	Palak Was	eye contacts silence



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Day 9 – Session 9

Time	Expert	Subject
9:00 to 11:00	D.R. mehta	Essentials of Effective communication

Day 10 – Session 10

Time	Expert	Subject
9:00 to 11:00	R. B. Patel	communication Techniques

Day 11 – Session 11

Time	Expert	Subject
9:00 to 11:00	mayur solanki	Barriers to communication

Day 12 – Session 12

Time	Expert	Subject
9:00 to 11:00	Palak Vyas	communication Network in an organization-I



*[Handwritten Signature]*

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Day 13 – Session 13

Time	Expert	Subject
9:00 to 11:00	D. R. mehta	Personal Communication


Day 14 – Session 14

Time	Expert	Subject
9:00 to 11:00	Mayur Solanki	Internal Operational Communication

Day 15 – Session 15

Time	Expert	Subject
9:00 to 11:00	R. B. Patel	External Operational Communication



  
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2022-23

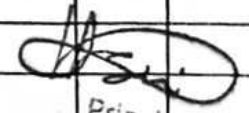
# Shri S.K.Shah & Shrikrishna O.M. Arts College, Modasa

Short term Course, Department

List of Students Date :

No.	Name Of Students	Roll No.	M/F	Class	Session-1	Session-2	Session-3	Session-4	Session-5	Session-6	Session-7	Session-8	Session-9	Session-10	Session-11	Session-12	Session-13	Session-14	Session-15	
1	Bhadarvadi Ankit R	7078	F	IV	L	X	L	L	L	L	L	L	L	X	L	L	L	X	L	L
2	Bhadarvadi Ankit M	7079	M	II	L	L	L	X	L	L	L	L	L	L	L	L	L	L	L	L
3	Bhadarvadi Jinal V	7080	F	II	X	L	L	L	L	L	X	L	L	L	X	L	L	L	L	L
4	Bhayli Tehmina M	7081	F	II	L	L	X	L	L	L	L	L	X	L	L	L	L	L	L	X
5	Bela Minha Z.F	7082	F	II	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
6	Chameli hash N	7083	M	II	X	L	L	L	X	L	L	L	L	X	L	L	L	L	L	L
7	Chameli Khatkumar M	7084	M	II	L	L	X	L	L	L	L	X	L	L	L	L	L	L	L	L
8	Chameli Pooja M	7085	F	II	L	L	L	L	L	L	L	X	L	L	X	L	L	L	L	L
9	Chandhari Abhay R	7086	M	II	L	X	L	L	L	X	L	L	L	L	L	L	L	X	L	L
10	Chandhari Yamini R	7087	F	II	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
11	Chauhan Dhanendra	7088	F	II	L	L	L	X	L	L	L	L	X	L	L	L	L	L	L	X
12	Chauhan Jayashree M	7089	M	II	L	L	L	L	L	X	L	L	L	L	L	L	L	L	L	L
13	Chauhan Jayshree P	7090	F	II	X	L	L	L	X	L	L	L	L	L	L	X	L	L	L	L
14	Chauhan Vinod S	7091	M	II	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
15	Chavadi Parvati K	7092	F	II	L	L	X	L	L	L	L	X	L	L	L	L	L	L	X	L
16																				
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20																				



  
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 Shri S.K. Shah & Shrikrishna  
 O.M. Arts College, Modasa (Aravalli)

2022-23

Shri S.K.Shah & Shrikrishna O.M. Arts College, Modasa

Short term Course,

Department

List of Students

Date :

No.	Name Of Students	Roll No.	M/ F	Class	Session- 1	Session- 2	Session- 3	Session- 4	Session- 5	Session- 6	Session- 7	Session- 8	Session- 9	Session- 10	Session- 11	Session- 12	Session- 13	Session- 14	Session- 15
1	Ansari Khushi M	6106	F	Sem-3	✓	✓	✓	X	✓	✓	X	✓	✓	X	✓	✓	X	✓	✓
2	Godha Sanjay K	6113	M	Sem-3	✓	✓	X	✓	✓	✓	✓	✓	X	✓	✓	X	✓	✓	✓
3	Kadiya Raj N	6115	M	Sem-3	✓	X	✓	✓	X	✓	X	✓	X	✓	✓	✓	X	✓	✓
4	Paramar Avani K	6121	F	"	✓	✓	✓	X	✓	✓	✓	X	✓	✓	✓	✓	X	✓	✓
5	Paramar Maya A	6125	F	"	✓	X	✓	✓	✓	✓	X	✓	✓	✓	✓	X	✓	✓	✓
6	Rathod Ayushi M	6131	F	"	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Prajapati Dhyan P	6129	F	"	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	X
8	Raval Ankita D	6134	F	"	✓	✓	✓	✓	X	✓	X	✓	X	✓	✓	✓	X	✓	✓
9	Suthar Kashish R	6138	F	"	✓	X	✓	✓	✓	✓	X	✓	X	✓	X	✓	X	✓	✓
10	Taxar Pruthviraj V	6139	M	"	X	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	X	✓	✓	X
11	Makwana Harsh V	6117	M	"	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	X	✓	✓
12	Chaudhari Hensid D	6108	F	"	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓	X
13	Dama Jinalben K	6110	F	"	X	✓	✓	X	✓	✓	X	✓	✓	X	✓	X	✓	✓	X
14	Maniya Avantika V	6120	F	"	✓	✓	X	✓	✓	X	✓	✓	X	✓	X	✓	✓	✓	✓
15	Patel Pragati S	6126	F	"	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	X	✓	✓	✓
16	Raval Pooam M	6136	M	"	✓	X	✓	X	✓	X	✓	X	✓	✓	✓	✓	X	✓	✓
17																			
18																			
19																			
20																			

  
Principal

Shri S.K. Shah & Shrikrishna O.M. Arts College, Modasa (Guj.)

## Report of Add on Course

(2022-2023)

**Course Name: Communication Skills**

**Department: English**

Communication involves conveying and receiving information through a range of verbal and non-verbal means. When you deliver a presentation at work, brainstorm with your co-workers, address a problem with your boss, or confirm details with a client about their project, you use communication skills. They're an essential part of developing positive professional relationships. While it might seem like communication is mostly talking and listening, there's more to it than that. Everything from your facial expression to your tone of voice feeds into communication. In this article, we'll go over what communication skills at work look like and discuss ways you can improve your skills to become a more effective communicator.

Prof. D.R. Mehta explained definition, nature and scope of communication to the students. The students were interested in knowing more and more about writing process and conventions. Dr. Mayur Solanki talked about importance and purpose of communication, facial expression and time management. Prof. Rahul Patel talked about communication techniques. Prof. Palak Vyas explained communication network in an organization. On the whole, the course was conducted with Great Spirit and enthusiasm.



Principal

Shri S. K. Shah & Swarnashri  
O. M. Arts College, K. J. Somaiya



## Add on Course

Organized by

*Department of English*

**Shri S.K. Shah & Shri Krishna O.M. Arts College, Modasa**

### **CERTIFICATE OF COMPLETION**

This is to certify that \_\_\_\_\_

has successfully completed the Certificate Course on "Communication Skills" organized by the Department of English at college campus, Modasa, held from 11-07-2022 to 27-07-2022. We wish her/him all the luck for her/his future.

Head

Department of English

Principal

Dr. Dipak H Joshi



# Add on Course

Organized by

*Department of English*

**Shri S.K. Shah & Shri Krishna O.M. Arts College, Modasa**

## **CERTIFICATE OF COMPLETION**

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Head

Department of English

Principal

Dr. Dipak H Joshi