

JOGESHWARI EDUCATION SOCIETY'S COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.

Tel: 022 2824 5527 / 83568 67783 | Email: jescollegecom@gmail.com | Web: jescollege.edu.in

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Date: 19/04/2024

Rectification of Mistake

This is with reference to question 5.1.2 relating to documents of Capacity Development and Soft Skill Enhancement Activity.

By oversight, we uploaded the geotagged photo of Language and Communication Skills in place of soft skills. We are uploading correct geotagged photo.

Kindly make a note and oblige.

Dr Prashant H Shelar



Date: 22nd December 2022

NOTICE

Soft Skills Training Programme

All the students of JES College of Commerce, Science and IT are here by informed that, there will be **Soft Skills Training programme** from 05th Jan'23 to 08th Feb'23 by Mr. Vikram Desai.

The lecture will be of 2 hours on every Tuesday, Thursday and Saturday from 12:00 noon to 2.00 pm.

Venue: 101, 1st Floor, JES Degree College

Attendance for the same is compulsory.

Mr. Vikram Desai

Convenor

COLLEGE OF COMMERCE, SCIENCE IN TECHNOLOGY Jogeshwan (E)

Dr Prashant H Shelar



Syllabus

Date	Day	Time	Topics to be taught
05-01-2023	Thursday	12:00 noon to 2:00 pm	 Definition of Soft Skills
			 Importance of Soft Skills
			 Understanding Oneself
07-01-2023	Saturday	12:00 noon to 2:00 pm	 Creative Innovative Thinking
			Problem Management
10-01-2023	Tuesday	12:00 noon to 2:30 pm	• Stress and Emotion Management
			• Leadership
			Team Building
12-01-2023	Thursday	12:00 noon to 2:00 pm	 Punctuality
			Critical Thinking
14-01-2023	Saturday	12:00 noon to 2:00 pm	Social Skills
			• Creativity
17-01-2023	Tuesday	12:00 noon to 2:30 pm	Interpersonal Communication
			Adaptability
19-01-2023	Thursday	12:00 noon to 2:00 pm	Self-Management
			 Persuasion
21-01-2023	Saturday	12:00 noon to 2:00 pm	Good manners and Behavioural
24-01-2023	Tuesday	12.00 maam ta 2.20 mm	Skills
24-01-2023	Tuesday	12:00 noon to 2:30 pm	Personality Development
28 01 2022	T1 1.	12.00	Openness to Criticism
28-01-2023	Thursday	12:00 noon to 2:00 pm	Decision Making
02.02.2022	G 4 1	12.00	• Learning
02-02-2023	Saturday	12:00 noon to 2:00 pm	• Professional awareness
04.02.2022	T 1	12.00	Self-awareness
04-02-2023	Tuesday	12:00 noon to 2:30 pm	Work Ethics
07.02.2022	mi i	10.00	Negotiation
07-02-2023	Thursday	12:00 noon to 2:00 pm	• Empathy
00 02 2022	0 4 1	12.00 4- 2.00	• Flexibility
09-02-2023	Saturday	12:00 noon to 2:00 pm	Public Speaking Time Management T
11 02 2022	T. 1	12.00	Time Management
11-02-2023	Tuesday	12:00 noon to 2:30 pm	 Presentations



PRINCIPAL PRINCIPAL

JOGESHWARI EDUCATION SOCIETY'S COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY Caves Road, Jogeshwari (E), Mumbai-400 060.



Report

Date: 14th February 2022

Time: 12:00 noon to 02:00 p.m.

Class: All classes

Venue: Block No. 101

Event: Soft Skills Training Programme

A fifteen days programme on "Soft Skills" was conducted for 2 hrs per day for the students of all streams on the 1st floor from 05th Jan'23 to 08th Feb'23.

The syllabus was designed for the students to make them aware about the soft skills to be used while conversing in the practical world. The syllabus stressed on importance of soft skills, stress management, leadership building, personality development, etc. which can be implemented daily while conversing.

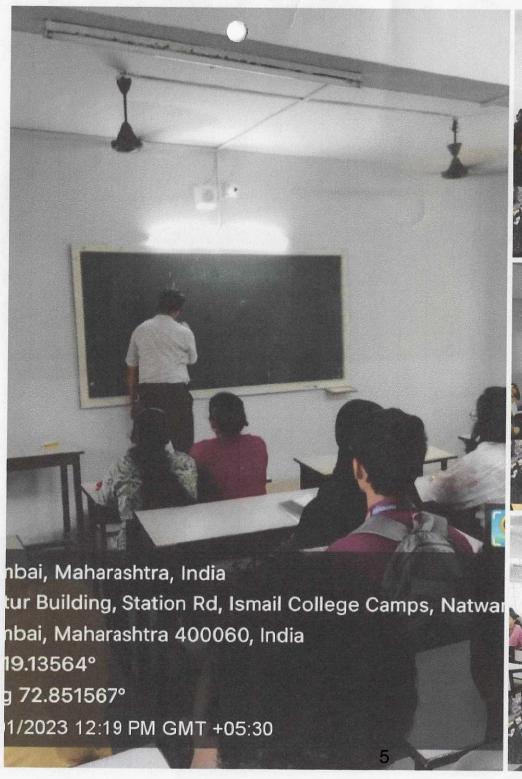
The students who attended this programme got benefited as they understood and learnt as how to present themselves at various events and also could speak confidently. Overall, students enjoyed the programme and it was conducted successfully in bringing improvement in students.



PRINCIPAL

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JOGESHWARI EDUCATION SOCIETY'S COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY Caves Road, Jogeshwari (E), Mumbai-400 060,









COLLEGE OF COMMERCE, SCHENCE OF TECHNOLOGY Jogestwork (E)

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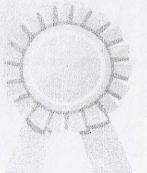


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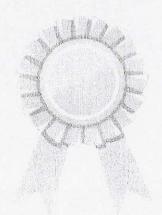
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CERTIFICATE

of participation

THIS IS TO CERTIFY THAT



Riyaz Khan

ATTENDED SOFT SKILL TRAINING PROGRAM CONDCUTED FROM

05TH JAN 2023 TO 08TH FEB 2023

FOR THE ACADEMIC YEAR 2022 - 2023

Misai

Vikram Desai

Trainer



Petsheld

Dr Prashant H Shelar





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THIS IS TO CERTIFY THAT



Kunal Vedak

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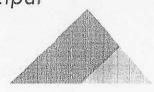
Vikram Desai

Trainer



Pashele

Dr Prashant H Shelar





COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

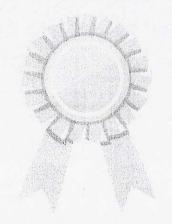
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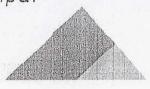
Merai.

Vikram Desai

Trainer



Dr Prashant H Shelar





Notice

DATE:-29th march, 2023

There will be a training session for seven days from 5th April on "language & communication Skills" For all streams of Degree students Each session will be of two hours and interested students should contact the undersigned faculty between 8.00am to 1.00 pm.

Mrs. Radhika Rao

Dept of Business communication

JES COLLEGE OF COMMERCE SCIENCE & INFORMATION JOGESHWAT (E. 1971)

MIJIN BA1-400 060



Report (Language and Communication skills)

A session of 15hours on "Language & communication Skills" was conducted from 5th April 2023 to 18th April 2023. Each session was of 2hours where a batch of thirty students had attended the sessions.

The session focussed on the practical communication skills where students gained knowledge on how to communicate effectively and professionally. The common mistakes committed by them were brought to their notice by them and correction methods were taught. Stress upon correct pronunciation, improving vocabulary and use of tenses helped the students to improve their communication skills effectively. Besides ,they were trained to use language effectively in writing method. The session proved fruitful for bringing in positive results.





Language & Communication Skills

Syllabus (2hours session each) 2022-23

Sr. No	Content	
1	1.) Use of Vowels and Vowel Sounds	
	2.) Use of Articles	
	3.) Use of Plurals & veb in agreement with the subject	
2	1.) Parts of speech	
	2.) Part of speech & their Types	
3	1.) Tenses	
	2.) Technicalities related to Tenses	
4	1.) Correct use of Tenses	
	2.) Colloquial use of Tenses	
5	1.) Methodsto improve Vocabulary	
	2.) Proper use of words similar in meaning (Synonyms)	
	3.) Synonyms & Antonyms	
6	1.) Correct pronunciation of words	
	2.) How to reduce the impact & influence of mother tongue on English	
7	1.) How to prepare summary	
	2.) Letters writing methods	
	3.) Report writing	





Time Table for Language & Communication Skills

Time	Room no
11.30.amto 1.30.pm	208
11.30.amto 1.30.pm	203
11.30.amto 1.30.pm	203
11.30.amto 1.30.pm	202
11.30.amto 1.30.pm	201
11.30.amto 1.30.pm	208
11.30am to 1.30.pm	208
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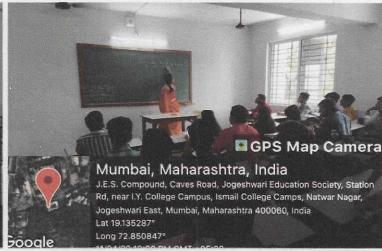
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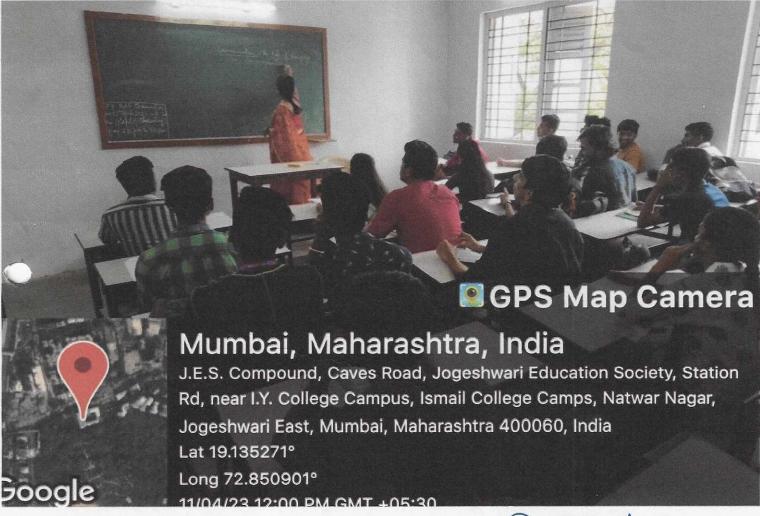
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OF PARTICIPATION

THIS IS TO CERTIFY THAT

Farhan Sultan

ATTENDED LANGUAGE & COMMUNICATION SKILLS TRAINING PROGRAM CONDUCTED FROM 05th ARPIL 2023 - 18th APRIL 2023 FOR THE ACADEMIC YEAR 2022 - 2023

Shadhika Lao

S RADHIKA RAO

TRAINER



fotshelve

DR PRASHANT H SHELAR

PRINCIPAL







(AFFILIATED TO UNIVERSITY OF MUMBAI)

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PARTICIPATION

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Shailesh Pandey

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S RADHIKA RAO

TRAINER



DR PRASHANT H SHELAR

PRINCIPAL

