



# R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: www.rjcollege.edu.in Email: rjcollege@rjcollege.edu.in Tel No: +91 22 25151763 Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI || NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

## BROCHURE

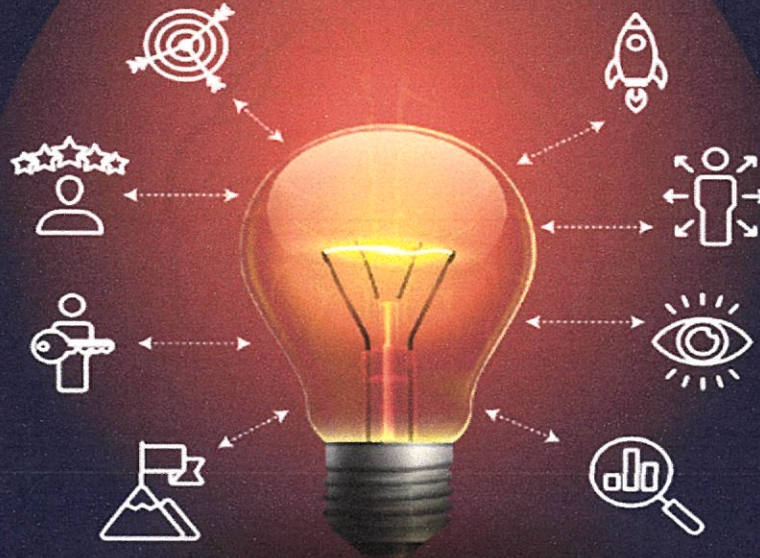


### Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE (AUTONOMOUS)

(Also known as R. J. College of Arts, Science & Commerce as per UGC Notification)

Affiliated to UNIVERSITY OF MUMBAI || Recognized by UGC under 2f & 12B || NAAC Accredited 'A GRADE' with CGPA 3.50

# SEC



## Skill Enhancement Course in

# English Proficiency Skills

**AY 2021-22 Onwards**



PRINCIPAL

RAMNIRANJAN JHUNJHUNWALA COLLEGE  
OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)  
Ghatkopar (W), Mumbai-400 086, Maharashtra, INDIA

2019: Star College Status by DBT

2008: Best College by University of Mumbai 2010: IMC RBNQ Award 'Performance Excellence' for the year 2009

2011: 'Best Teacher Award' by Government of Maharashtra 2013: DST-FIST 2014: DBT STAR College

2015: 'Jagar Jaanivancha Award' by Govt. of Maharashtra 2016: ISO 14001:2015 2016: ISO 9001:2015 2017: ISO 27001:2013

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### ABOUT US

Hindi Vidya Prachar Samiti was incepted on the auspicious day of Shri Krishna Janmashtami, 15th August 1938. A brain child of a visionary Late Shri Nandkishore Singh Jairamji, samiti was established with the objectives of catering to the educational needs of the Hindi speaking community. Ramniranjan Jhunjunwala College came into existence in 1963, enabling a larger section of the society to take advantage of the facilities provided for higher education.

From 1999-2000 the College has added a number of self-financing courses like B.M.S., B.B.I., B.Sc. in Computer Science, Information Technology, Biotechnology, M.Sc. in Computer Science, Biotechnology and Information Technology as well as add on courses, which further hone the special skills of the students.

The college has been reaccredited with 'A' Grade by NAAC in 2014 with a CGPA 3.50 and received the Best College Award (2007-2008) of the University of Mumbai. The College has been bestowed with IMC "Ramkrishna Bajaj Performance Excellence Trophy", 2010.

The Principal of the college was awarded "Best Teacher" by Government of Maharashtra in 2011.

Government of Maharashtra conferred the college with "JAAGAR JAANIVANCHA" (First in Mumbai Suburban- in 2013 and Second in Mumbai Suburban- in 2014) for safety of girls.

Semester : I

Semester : II

Course Code: RJCUSEC101

Course Code: RJCUSEC201

Credits : 01

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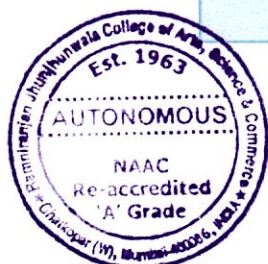
### Objectives

- To develop the communication skills
- To bring clarity of thought and communication
- To apply the principles of better communications while presenting for a project, work or in day-to-day life
- To develop and enhance the image of the learner
- To understand the importance of Verbal and Nonverbal communication
- Understanding the impact of Personality development in every facet of life

### Course Content

Semester I	English Proficiency Skills I	(15 Hours)
Unit I	<ul style="list-style-type: none"> <li>• Thinking</li> <li>• Listening skills: Key ingredient for any successful communication</li> <li>• Power of positive thinking</li> <li>• Self-Awareness and Self-Motivation</li> </ul>	
Unit I	<ul style="list-style-type: none"> <li>• E-mail Drafting (Any form of written communication)</li> <li>• Aspects and Content of Resume</li> </ul>	
Unit I	<ul style="list-style-type: none"> <li>• Different rounds in Interviews: Aptitude test, Group Discussion, General round of Interview, Final round(technical) of Interview</li> <li>• Preparation/ Pre-requisites for Interviews - Content to be prepared, How to answer- How to Introduce Yourself in Interviews, Why Should We Hire You?, Strengths and Weakness, etc</li> <li>• (ONLINE AND OFFLINE)</li> <li>• Common Interview Questions and Answers</li> </ul>	
Unit I	<ul style="list-style-type: none"> <li>• Psychology of communication: mirroring, dressing sense, corporate dressing, formal, semi formal, casual, dressing for various occasions &amp; events, Understanding personalities, auditory/visuals</li> <li>• Personality Development: Verbal communication, voice training, speech, clarity, grammar speed, volume, enunciation, pronunciation, ends of sentences, humour, pauses, Stress management, breathing pattern, mind psyching, right attitude, understanding your limitations and strengths, Table manners &amp; etiquettes correct use of spoons, fork, knife, etc, Choosing the right accessories i.e shoes, handbags, jewelry, etc</li> </ul>	

Semester I	English Proficiency Skills I	(15 Hours)
Unit I	<ul style="list-style-type: none"> <li>• Fundamentals of Communication: Developing reading &amp; writing skills</li> <li>• Oral Communication: The Art of thoughtful communication</li> <li>• Enhancing communication skills – Verbal</li> </ul>	
Unit I	<ul style="list-style-type: none"> <li>• Creating First &amp; a Lasting Impression</li> <li>• E.Speak English Fluently and Confidently</li> <li>• Introducing Ourselves/ Striking a first Conversation</li> <li>• Building Communication skills Consistently/ Enhanced Communication Skills Development</li> </ul>	
Unit I	<ul style="list-style-type: none"> <li>• Enhancing communication skills – Non-verbal</li> <li>• Body type- posture, Body language reading</li> <li>• Analysing body language signals and meanings</li> <li>• Psychology of communication: Gestures, expressions facial language, eye contact, shake hands, sitting posture and Maintaining comfort distance from people</li> </ul>	
Unit I	<ul style="list-style-type: none"> <li>• Definition of Personality</li> <li>• Determinants of Personality- biological, psychological and socio- cultural factors.</li> <li>• How to Develop an Attractive Personality</li> </ul>	



*[Signature]*

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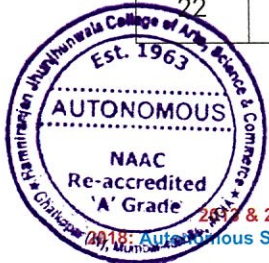
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## LIST OF STUDENTS WHO COMPLETED THE ENGLISH PROFICIENCY I & II COURSE

SR NO	ROLL NO	NAME	CLASS
1	2001	TRIPATHI NIKHIL GHANSHYAM KHEMLATA	FYBMS
2	2002	KHAN MOHD IRFAN RAZA ASGHAR ALI HAKIKUNISSA	FYBMS
3	2003	HINGU SHRUTIBEN BHANJIBHAI SWETABEN	FYBMS
4	2004	SHAIKH SHIFA HAKIM FARJANA	FYBMS
5	2005	GUPTA NEHA KAMLESH ANITA	FYBMS
6	2006	SHINDE TANAY RAVINDRA MAYA	FYBMS
7	2007	YADAV ROSHAN RAISAHEB SITARA	FYBMS
8	2008	KALARIYA SIMIN MOAEJ NAZMA	FYBMS
9	2009	THAKKAR DEEPTI KANAIYA MANJULA	FYBMS
10	2010	YADAV NIKHIL AVDHESH REENA	FYBMS
11	2011	RAUT PRANAY LAXMAN PUSHPA	FYBMS
12	2012	QURESHI ALTAJ ISRAIL GUDIYA	FYBMS
13	2013	CHAUHAN JAYSHREE RAMANAND KAMLI	FYBMS
14	2014	SINGH SHIVANGI JITENDRA ANITA	FYBMS
15	2015	SINGH SANJANA SHIVKUMAR SHASHIKALA	FYBMS
16	2016	CHINCHALKAR SAILY SANDIP SANIKA	FYBMS
17	2017	YADAV PRIYA RAMNARESH URMILA	FYBMS
18	2018	MAGAR ANIKET PRAKASH VAISHALI	FYBMS
19	2019	NADAR DEVISHREE BALAKRISHNAN CHITRA	FYBMS
20	2020	SINGH POOJA UPENDRA SHEELA	FYBMS
21	2021	JAIN GARV RITESH MANU	FYBMS
22	2022	SHARMA SHANI DEV SHIVKUMAR NEELAMDEVI	FYBMS



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23	2023	TIWARI ANURAG ANANTRAM CHANDRAWATI	FYBMS
24	2024	KHAN MUAZZAM MUJIBUZZAMAN NOOR FATMA	FYBMS
25	2025	GUPTA VIVEK DINESH PUSHPA	FYBMS
26	2026	BHARTI SANDESH RAGHUVIR LALMATI	FYBMS
27	2027	PATEL ANIKET BAIJNATH BACHCHI DEVI	FYBMS
28	2028	SHAIKH SAIMA RABI SALMA	FYBMS
29	2029	PANDEY SUDHANSHU DINESHKUMAR SUNITA	FYBMS
30	2030	CHATURVEDI PRIYANSHEE RAJESHWAR KAUSHALYA	FYBMS
31	2031	SHAIKH MOHAMMED ISHAQUE ASHFAQUE YASMIN	FYBMS
32	2032	SINGH JAYA SANDEEP SUCHITA	FYBMS
33	2034	PARWANI DIYA UMESH RENUKA	FYBMS
34	2035	YADAV ASHISH NANDLAL SANTOSHI	FYBMS
35	2036	DIWAKAR PAWANKUMAR BHIMANLAL NIRMALADEVI	FYBMS
36	2037	JHA CHANDNI JAGJEEVAN RANJU	FYBMS
37	2038	SINGH AYUSH ARUN SUCHETA	FYBMS
38	2039	SHAIKH FIZA AMIN SHABANA	FYBMS
39	2040	VERMA VIVEK SHIVRAM GEETA	FYBMS
40	2041	SAHU SHALU KAMLESH KANCHAN	FYBMS
41	2042	YADAV ROHAN RAJENDRA MANJU	FYBMS
42	2043	THAKUR ADITYAKUMAR ABHAY GUDDIDEVI	FYBMS
43	2044	SHUKLA DHRUV GOPAL MANJU	FYBMS
44	2045	CHAURE PRADEEP ROHIDAS LALITA	FYBMS
45	2046	CHAVAN SANIKA SANTOSH SNEHA	FYBMS



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46	2047	BORANA DUSHYANT NARAYAN NARMADA	FYBMS
47	2048	SHINDE PRATHAMESH RAJESH SONALI	FYBMS
48	2049	GAIKWAD HARSHIKA KAILAS VANDANA	FYBMS
49	2050	MALLAH NISHA HANSRAJ INDRAWATI	FYBMS
50	2051	YADAV PRAVEEN AMARBAHADUR SHANTI	FYBMS
51	2052	JHA NANDINI BHAWAN MOHINI	FYBMS
52	2053	TIWARI SHIKHADEVI ANILKUMAR SUNITA DEVI	FYBMS
53	2054	UPADHYAY JAYA KAMLESH SARITA	FYBMS
54	2055	PRASAD HIMANSHU RAJESHWAR SARITA	FYBMS
55	2056	GOREGAONKAR PARTH VINAY ANJALI	FYBMS
56	2057	CHAVAN ANIRUDDHA VILAS RADHIKA	FYBMS
57	2058	MOMIN ARMAN JAVED AMINA	FYBMS
58	2059	SHAIKH SHABANA KASHAM ABDUL FARAHANA	FYBMS
59	2060	SHARMA ASHWINI MUKESH KUSUM	FYBMS
60	2061	CHAURIA GAURAV DEEPAK MEENA	FYBMS
61	2062	SINGH SANJEEV SANJAY ANJANA	FYBMS
62	2063	SALEKAR ADITI BHAU ANITA	FYBMS
63	2064	BIND ROSHNI ASHOK SAMARATHI	FYBMS
64	2065	SINGH PRERNA JAY NEELAM	FYBMS
65	2066	BHANUSAHLI PARTH KISHOR KASTURI	FYBMS
66	2067	PADAVE TEJAS SANJAY RUTIKA	FYBMS
67	2068	PAL ADITYA JAYPRAKASH GEETA	FYBMS
68	2069	KATOCH AASTHA SANJAY MUKESH	FYBMS



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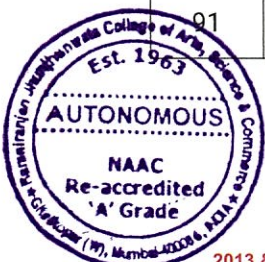
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70	2071	SINGH TRISHA KAMLESHWAR INDRAKALA	FYBMS
71	2072	MAURYA DIMPLE SANJAY KUSUM	FYBMS
72	2073	KHAN AMAAN RAUF HAMIDA BEE	FYBMS
73	2074	DEVANAYGI SUBBIAHRAMASWAMI MARIAMMAL	FYBMS
74	2075	SINGH PRINCE PRADEEP SARITA	FYBMS
75	2076	CHAUDHARY SUNIL RAMSIPAH I ARTI	FYBMS
76	2077	PAL MANISHA ARUN RUPA	FYBMS
77	2078	SINGH ANKUR MANOJ SUNITA	FYBMS
78	2079	QAZI AHMER ROMAN RAMZAN SHAHIDA	FYBMS
79	2080	SHAIKH ADNAN SALIM RABIA	FYBMS
80	2081	BHARATI AALOK JITENDRA RANJU	FYBMS
81	2082	SALEKAR OMKAR NAMDEV VANDANA	FYBMS
82	2083	YADAV SUMIT PRAMOD NEETA	FYBMS
83	2084	MISHRA MOHIT SATISH MAHIMA	FYBMS
84	2085	PATIL ANIKET JAGANNATH NAYANA	FYBMS
85	2086	YEOLE SMITESH MAHENDRA JYOTI	FYBMS
86	2087	DUBEY KAJAL ARVIND MADHURI	FYBMS
87	2088	ADAL MANOOJKUMAR DALEYA RAJESHWARI	FYBMS
88	2089	PATEL SAIMA ANWAR HUSAIN NAZMA	FYBMS
89	2090	PRAJAPATI RATAN VINOD NISHADEVI	FYBMS
90	2091	VERMA RUPADEVI RAMDHAN RADHADEVI	FYBMS
91	2092	CHAVAN NISHIT NITIN NEHA	FYBMS



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93	2094	GUPTA ANKITA ANILKUMAR SUMANDEVI	FYBMS
94	2095	VISHWAKARMA MUKESH RAKESH INDRAWATI	FYBMS
95	2096	SINGH PRIYANSHI PAWAN RACHANA	FYBMS
96	2097	JADHAV ADITI LALIT SANGEETA	FYBMS
97	2098	OBULAPURAM BHARATKUMAR RANGASWAMY VENKATALAXMI	FYBMS
98	2099	MANE PRANJAL CHANDRAKANT NANDA	FYBMS
99	2100	CHOUHDARY CHAGANLAL INDARAM MOHINIDEVI	FYBMS
100	2101	BANDEKAR HARSHA MANESH MANSI	FYBMS
101	2102	SINGH KHUSHI NANDU KUMAR NEETU	FYBMS
102	2103	SONAWANE HARSH SANTOSH MANISHA	FYBMS
103	2104	DUBEY AYUSH PRAMOD MAMTA	FYBMS
104	2105	SINGH ANURADHA KUMARI AJIT KUMAR USHA DEVI	FYBMS
105	2106	KOTHARI SANKALP SANDEEP KAVITA	FYBMS
106	2107	SHELAR RITESH AJAY MEENA	FYBMS
107	2108	MAMGAIN TANVI ARVIND SULAKSHANA	FYBMS
108	2109	RAI GAURAV SANJEEV PRITI	FYBMS
109	2110	KAMBLE VEDANT HARISHCHANDRA HARSHADA	FYBMS
110	2111	HELWADKAR ROHINI KALLAPPA ANITA	FYBMS
111	2112	FARID RIJJA RAFIQ RESHMA	FYBMS
112	2113	SAWANT SHRUSTY SANTOSH ANUSHKA	FYBMS
113	2114	GUPTA RIYA OMPRAKASH MEENAKSHI	FYBMS
114	2115	MISAL GAURI NILESH NISHA	FYBMS

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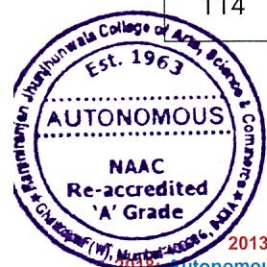
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(Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: www.rjcollege.edu.in Email: rjcollege@rjcollege.edu.in Tel No: +91 22 25151763 Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI II NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

138	2139	SHAIKH AYAAN NAZIR REHANA	FYBMS
139	2140	KHAN ARQAM MOHMAD ASLAM SHAHEEN	FYBMS
140	2141	YELKAR OMKAR SUDHIN HARSHALA	FYBMS
141	2142	GUPTA GANESH GANGAPRASAD ANITA	FYBMS
142	2143	FERNANDES ASHLYN PATRIC SANDRA	FYBMS
143	2144	PILKE YASH PRAKASH PRIYA	FYBMS
144	2145	SAYYEDL AYAN ALI IRFAN ALI AFSARI BANO	FYBMS



  
PRINCIPAL  
RAMNIRANJAN JHUNJHUNWALA COLLEGE  
OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)  
Ghatkopar (W), Mumbai-400 086, Maharashtra, INDIA

2019: Star College Status by DBT

2008: Best College by University of Mumbai 2010: IMC RBNQ Award 'Performance Excellence' for the year 2009

2011: 'Best Teacher Award' by Government of Maharashtra 2013: DST-FIST 2014: DBT STAR College

2013 & 2014: 'Jagar Jaanivancha Award' by Govt. of Maharashtra 2016: ISO 14001:2015 2016: ISO 9001:2015 2017: ISO 27001:2013

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## CERTIFICATES


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**R. J. COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**(AUTONOMOUS)**  
Opposite Ghatkopar Railway Station, Ghatkopar (W), Mumbai 400 086.


**CERTIFICATE OF PARTICIPATION**

This is to certify that

*SHINDE TANAY*

has successfully completed Skill Enhancement Course on "English Proficiency Skills I & II"  
held from 16<sup>th</sup> January 2023 to 12<sup>th</sup> February 2023 during the academic year 2022-2023

  
Dr. Himanshu Dawda  
Principal


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