



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

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

**AY 2021-22 Onwards**



## 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 objective of catering to the educational needs of the Hindi speaking community. Ramniranjan Jhunjhunwala 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.

**S**emester : **I**

**S**emester : **II**

**C**ourse Code: **RJCUSEC101**

**C**ourse Code: **RJCUSEC201**

**C**redits : **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>		
	<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>		



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

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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)

## LIST OF STUDENTS WHO COMPLETED THE COURSE

Sr.No	Name	Class	Rollno
1	AGRAWAL KHUSHI DILIP BHARTI	FYBMS	1
2	ALDAR TUSHAR MACHINDRA RADHABAI	FYBMS	2
3	ANGARI ROSHNI RAJU SRIDEVI	FYBMS	3
4	ANPAT PRANALI PRATAP ANPAT	FYBMS	4
5	BANE SANJIVANI KAILAS KARUNA	FYBMS	5
6	BHANUSHALI MEET KHUSHAL JAYESHREE	FYBMS	6
7	CHAURASIA ADITI SUNIL KUSUM	FYBMS	7
8	CHAURASIA HARSH PANCHILAL SANNO	FYBMS	8
9	CHAWAN ISHIKA AVINASH ANAMIKA	FYBMS	9
10	CHIPTE SIDDHESH MOHAN MANSI	FYBMS	10
11	CHOUDHARY IQRA KHATOON ABDUL HAKEEM SHAHEDA KHATOON	FYBMS	11
12	DAVE YASH PRADIP PRIYANKA	FYBMS	12
13	DEDHIA SEJAL CHANDRAKANT SHEETAL	FYBMS	13
14	DUBE ASHUTOSH PRADEEPKUMAR ARTI	FYBMS	14
15	GHANEKAR SAMIKSHA VIJAY SANGITA	FYBMS	15
16	GOKHALE ESHAN MAHESH SMITA	FYBMS	16
17	GUPTA ARCHANA JAIPRAKASH SUNITA	FYBMS	17
18	GUPTA KRISHNA DURGESH POOJA	FYBMS	18
19	GUPTA SACHIN KAILASHNATH GEETA	FYBMS	19
20	GURAV VISHAL VILAS VIDYA	FYBMS	20
21	JADHAV SHIVAM PRASHANT RUPALI	FYBMS	21
22	JAISWAL KUSHAGRA KANHAIYALAL SHAILA	FYBMS	22
23	JAISWAL SURAJ AMARJEET SUNITA	FYBMS	23
24	JAMADAR AISHA REHAN ANISHA	FYBMS	24
25	JATHAR PRAJAKTA JAYANT SMITA	FYBMS	25
26	JETHVA JIGNESH VALLABH GEETA	FYBMS	26
27	KANOJIYA GEETANJALI RAMKARAN ANITA	FYBMS	27
28	KHADE YATISH YADAV YAMINI	FYBMS	28
29	KHAN DANISH HAIDAR SALMA	FYBMS	29
30	KHAN MOHAMMED AMAN YUSUF SABA	FYBMS	30
31	KHAN MOHAMMED ZAHID MOHAMMED SALIM SAMINA	FYBMS	31
32	KHAN MUBASSHRA NAFEEES AHMED MERAJ	FYBMS	32
33	KHAN NIDA AFRIN SHAFIQUILLA JANNATUNNISA	FYBMS	33
34	KHILLARI SONAL DATTATRAY DARSHANA	FYBMS	35
35	KONDURKAR ARNAV SNEHAL SAKSHI	FYBMS	36
36	KULKARNI KETAKI SANDEEP SAMPADA	FYBMS	37



  
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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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Sr.No	Name	Class	Rollno
37	MALIK JAINAB ABDUL KHALID NAJMA	FYBMS	38
38	MALIK MOHD SAQUIB MOHD AKRAM ZAIBUN	FYBMS	39
39	MAURYA SATYAM SURESH ASHA	FYBMS	41
40	MISHRA ABHAY HARIOM SANTOSH KUMARI	FYBMS	42
41	MISHRA POONAM MANIKCHANDRA MEENA	FYBMS	43
42	MISHRA PRIYA PRAMOD SANJUDEVI	FYBMS	44
43	MOHMMED SANABANO ISTIYAK KANEJABANO	FYBMS	45
44	MOMIN ZABIYA NOOR MOHAMMAD NAZMA	FYBMS	46
45	MORE TEJAS TUKARAM TRUPTI	FYBMS	47
46	MORYA RAJNISH MUNNALAL KUSUM	FYBMS	48
47	MUKADAM REHAN PARVEZ SAMINA	FYBMS	49
48	NARGUND PARTH RAJESH SANGEETA	FYBMS	50
49	NAYAKVADI ASHISH SHANKAR USHA	FYBMS	51
50	NIUNGARE SHRAVANEERAJENDRA JAYASHREE	FYBMS	53
51	PADHI NAVIN PRAMOD SUSHMA	FYBMS	54
52	PAL SHWETA ASHOK URMILA	FYBMS	55
53	PANCHAL TANVI VIJAY VEENA	FYBMS	56
54	PANDA PRIYANKA DILIP MADHUSMITA	FYBMS	57
55	PANDEY AMIT DIGVIJAYNATH REETA	FYBMS	58
56	PANDEY SACHIN SUNIL SUNITA	FYBMS	59
57	PATEL AMIT SHIVMURAT SANGEETA	FYBMS	60
58	PATEL SNEHA BACHCHANLAL SHARDADEVI	FYBMS	61
59	PATHAK SUNITI MAHENDRA SHARDA	FYBMS	62
60	PINTO JAROMIR JACK POMPIA	FYBMS	64
61	PRAJAPATI DEVENDRA SOHANLAL SHEETALA	FYBMS	65
62	PRAJAPATI NEHA ASHOKKUMAR SUMAN	FYBMS	66
63	RAI AAKANKSHA AJAY RANJANA	FYBMS	67
64	RAI SNEHA JITENDRA KUMAR SANGEETA	FYBMS	68
65	RAI SONU BHOUNESHWAR PRATIBHA	FYBMS	69
66	RAJAK PANKAJ CHHANGULAL SUMITRA DEVI	FYBMS	70
67	SAHANI VIJAY RAMBAHAL HEERADEVI	FYBMS	71
68	SAHU RAHUL RABINDRA SUJATA	FYBMS	72
69	SAHU SHIVAM SANTOSH GAYATRI	FYBMS	73
70	SALVE RUTUJA LAXMAN ANITA	FYBMS	74
71	SANKHLA KARISHMA GANPAT SONAM	FYBMS	75
72	SAROJ ANISH SHYAMDEV GEETA DEVI	FYBMS	76
73	SAROJ SHANI SUBHASH SEEMA	FYBMS	77
74	SHAIKH SOFIYA SAEED AHMED FARIDA	FYBMS	78





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75	SHARMA KAJOL KAMLESH REETA DEVI	FYBMS	79
76	SHARMA MRIDUL KAMAL KANT SAVITA	FYBMS	80
77	SHARMA RAHUL ARUNKUMAR RANJANA	FYBMS	81
78	SHARMA SHASHANK RAJENDRA GEETA	FYBMS	82
79	SHEDGE RAJ SANJAY SNEHA	FYBMS	83
80	SHUKLA JANHVI ARVIND KALPANA	FYBMS	84
81	SINGH VIDHI ALOK ARCHANA	FYBMS	85
82	SINGH ANJALI BABULAL RANJANA	FYBMS	86
83	SINGH ANKITA UTTAM SEEMA	FYBMS	87
84	SINGH SAPNA SANJAY AANCHAL	FYBMS	88
85	SONKAR SANDHYA RAJENDRA GEETADEVI	FYBMS	89
86	SUTHAR RAJU ROOPLAL RUKMANI	FYBMS	90
87	TIWARI POOJA SANTOSH MAMTA	FYBMS	91
88	TIWARI SHUBHANGI ABHIRAM JAYLAXMI	FYBMS	92
89	TIWARI SMRITI JITENDRA NEELAM	FYBMS	93
90	TRIPATHI ANUBHAV ANURAG ANUPAMA	FYBMS	94
91	UNIYAL RIDDHI RAJENDRA MAMTA	FYBMS	95
92	VARMA AMAN ANIL REENA	FYBMS	96
93	VISHWAKARMA NIKITA VINOD GEETA	FYBMS	97
94	VISHWAKARMA RENUKA UMANATH MAYA	FYBMS	98
95	VISHWAKARMA SEJAL BHARATLAL GUDDI DEVI	FYBMS	99
96	YADAV AAKASH DILIP LAXMI	FYBMS	100
97	YADAV ADITI PRADEEP MAHESHWARI	FYBMS	101
98	YADAV ANCHAL RAMASHISH PUSHPA	FYBMS	102
99	YADAV ANKITA VIJAYBAHADUR SUMITRA DEVI	FYBMS	103
100	YADAV KASISH SANJAY SANGEETA	FYBMS	104
101	YADAV PAYAL VIRENDRA ANITA	FYBMS	105
102	YADAV RISHABH VINOD KUMAR RADHA	FYBMS	106
103	YADAV RITIKA RAJPATI SUMITRA	FYBMS	107
104	YADAV RIYA RAJBALI SUMAN	FYBMS	108
105	YADAV ROHAN BASANTLAL MAMTA	FYBMS	109
106	YADAV ROSHNI RAMKUMAR INDRARANI	FYBMS	110
107	YADAV SONI RAMDARAS USHADEVI	FYBMS	111
108	KHAN ZUMARRAT FARHEEN MOHD SALIM SHAHIDA KHATOON	FYBMS	112
109	PANDEY SAHIL SUNIL MAMTA	FYBMS	113
110	JAIWAL VAISHNAVI MANOJ PREETI	FYBMS	114
111	SEQUEIRA LAVINA LANCELOT ANITA	FYBMS	115
112	GUPTA SHLOK ASHOK VANDANA	FYBMS	116



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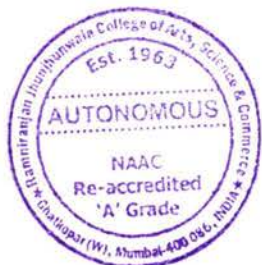
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113	GUPTA AJAY KUMAR KAMLESH KUMAR SUNITA	FYBMS	117
114	CHAUDHARY MADIHA MOHD SALIM SHAMSUNNISA	FYBMS	118
115	DIXIT NEHA RAJKUMAR SUMAN	FYBMS	119
116	GUPTA SHIVAM BRAHMADEEN SHIVKUMARI	FYBMS	120
117	TIWARI JYOTI RAJESH SUNITA	FYBMS	121
118	GHADAWALE ADITI ANIL ANJALI	FYBMS	122
119	MANJREKAR SIDDHI RAMKRISHNA SEEMA	FYBMS	123
120	JADHAV VASUNDHARA SUNIL ANITA	FYBMS	124
121	PRAJAPATI SAKSHI AKHILESH MANJU	FYBMS	125
122	PRABHU ANMOL GOPALKRISHNA RAMANATH PRABHU RENUKA GOPALKRISHNA PRABHU	FYBMS	126
123	PAL VIKAS NARENDRA SUNITA	FYBMS	127
124	SIDDIQUI ALI AHED MOHAMMED SALEEM RUBY	FYBMS	128
125	SINGH DRISHTI HINDRAJ RENU	FYBMS	129
126	UNIYAL SIDDHI RAJENDRA MAMTA	FYBMS	130
127	YADAV EKTA SURENDRA MANJU	FYBMS	131
128	TIWARI SHUBHAM AKHILESH ARCHANA	FYBMS	132
129	SINGH HARSH VIVEK REKHA	FYBMS	133
130	SUMRA SARA FAROOQ TALAT	FYBMS	134
131	WAEDAR SAKSHI SHEKHAR VASANTI	FYBMS	135
132	UPADHYAY MAHESH SHIVSHANKAR NILAM	FYBMS	136
133	SHUKLA ASHUTOSH ANIL AARTI	FYBMS	137
134	VISHWAKARMA KU RIYA GANESH ANITA	FYBMS	138
135	YADAV NIRDESH RAMGOVIND SUMAN	FYBMS	139
136	KHAN AFZAL IRSHAD ISHRAT	FYBMS	140
137	YADAV SANGEETA RAMSAGAR PUNEETA DEVI	FYBMS	141
138	SINGH UJJWAL SUNIL SEEMA	FYBMS	142
139	DUBEY JITESH DEEPCHANDRA SANGITA	FYBMS	143
140	SAWANT KARAN HARIDAS SAKSHI	FYBMS	144
141	SHUKLA AYUSH ADARSH SUMAN	FYBMS	145
142	BUSA MAHEK DIVYESH NEHA	FYBMS	146
143	KHAN NASIR MUSHIR SURAIYA	FYBMS	148



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## CERTIFICATE


This is to certify that

*AGARWAL KHUSHI DILIP BHARTI*

has successfully completed Skill Enhancement Course on "English Proficiency Skills"

held on 17 January 2022 to 12 February, 2022 during the academic year 2021-22

Certified as  
**TRUE COPY**

  
**Maj. Pravin Nayak**  
Vice-Principal

  
**Principal**  
Ramniranjan Jhunjhunwala College,  
Ghatkopar (W), Mumbai-400086.

  
**Dr. Himanshu Dawda**  
Principal

**Certificate ID: RJC-SEC-202122-2132**