

To,
The Principal,
Tuljaram Chaturchand College,
Baramati

Subject: - Completion report of Certificate Course in **Effective Communication and Softskill Development**

Respected Sir,

As mentioned above the subject, I have successfully conducted certificate course in Effective Communication and Softskills Development. Total **290** students were enrolled for this course. This course was completed in the month of 16 December to 23 January via Google Classroom and Whatsapp group used for conducting online classes as well as for assignment and submission of work. Theory and Practical sessions were conducted to complete the certificate course. Online MCQ exam is conducted on 23th January, 2023 to evaluate the students. I hereby attach result of the students along with this report. I also request you to sanction remuneration for this course as a course coordinator.

Thank you.


Course Coordinator


Faculty Coordinator


Chairman, Certificate Course


Principal

