

To,
The Principal,
Tuljaram Chaturchand College,
Baramati

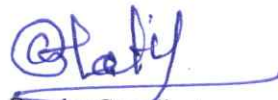
Subject: - Completion report of Certificate Course in **Effective Communication and Softskill Development**

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

Anekant Education Society's
Tuljaram Chaturchand College, Baramati

NOTICE

Date: 10/12/2022

Department of English

All the students who have enrolled themselves for *A Course in Effective Communication and Softskill Development* are hereby informed that the classes will be held in between 16/12/2022 and 15/01/2023. It is compulsory to attend these classes.



Head of Department



Course coordinator

**Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
(Autonomous)**

Certificate Course-2022-23

Subject: - CC-095- Effective Communication and Softskills Development

Timetable (Theory and Practical)

Theory Lecture- 1 hr + Practical-3 hrs/Practical

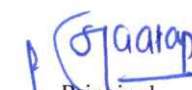
Date / Theory	Time	Date/ Practical	Time
16/12/22	5.00 pm to 6.00 pm	01/01/23	2.00 pm to 5.00pm
17/12/22	5.00 pm to 6.00 pm	06/01/23	2.00 pm to 5.00pm
24/12/22	5.00 pm to 6.00 pm	07/01/23	2.00 pm to 5.00pm
25/12/22	5.00 pm to 6.00 pm	09/01/23	2.00 pm to 5.00pm
27/12/22	5.00 pm to 6.00 pm	13/01/23	2.00 pm to 5.00pm
30/12/22	5.00 pm to 6.00 pm	15/01/23	2.00 pm to 5.00pm
01/01/23	5.00 pm to 6.00 pm		
06/01/23	5.00 pm to 6.00 pm		
09/01/23	5.00 pm to 6.00 pm		
15/01/23	5.00 pm to 6.00 pm		
19/01/21	5.00 pm to 6.00 pm		
09/01/23	5.00 pm to 6.00 pm		

Lecture = 12 hrs. + Practical= 18 Hrs. = Total 30 hrs.


Course Coordinator


Faculty Coordinator


Chairman, Certificate Course


Principal

Axis Bank Acc No.:
**ANEKANT EDUCATION SOCIETY'S
TULJARAM CHATURCHAND ARTS, SCIENCE & COMMERCE COLLEGE,**

BARAMATI (PUNE)

**GRANT BASIS: SR / PG
NON-GRANT BASIS: SR / PG**

BILL FOR MONTH:- October- November -2022

1. Name of the Teacher: **Dr. Raut Suhas Maruti**
2. Subject: **Certificate Course- CC- 095**
3. Total Workload (Per Week)
Senior College Periods:
4. Bill Claimed for Theory 12 Period @ Rs-----Per period.
5. Bill Claimed for Practical 18 Period @ Rs. -----Per practical.
6. Total amount of the bill Rs. 13,500
(In Words Rs. **Thirteen Thousands and Three Hundreds only**)

I hereby certify that; I have taken all the periods shown in this
monthly report statement (Attach the Statement)

Verified & Found Correct

(Signature of the Head of the Dept.)

(Signature of the Teacher)

VICE PRINCIPAL'S REMARK

Verified I am satisfied with the record submitted by the Teacher. This bill is payable as per total workload in the Department. Bill Passed for payment.

Sanctioned, Pay

Vice Principal/In Charge
Tuljaram Chaturchand College,
Baramati

Principal
Tuljaram Chaturchand College,
Baramati

For Office Use Only

Payment Remarks:

Paid in Cash / Transfer

Cheque No. _____ dated _____

Paysheet Page No: _____

Clerk

Account Section

O.S. / Registrar

Tuljaram Chaturchand College,
Baramati