

# Maharashtra Academy of Engineering and Educational Research's

MIT Arts, Commerce and Science College, Alandi (D) - 412 105.

<Language and Communication Skills>

<2014-15 To 2018-19>

# MIT Arts, Commerce & Science College, Alandi (D), Pune B Com / BA Department A. Y. 2015-16 NOTICE

Date: 28 Jan. 2016

# German Language (Add-On) Course

This is to inform all students that we are going to start German Language Course. The course will be conducted by N Languages Academy. The course will help the students to use German language to communicate and exceed their career efficiently.

Details of Soft Skills Training Programme are as follows:

Duration of the Course: Two Months

Training Fee

: Rs. 2700/- per trainee

Schedule

: Probable date of starting the programme is 5 Feb. 2016.

Admission

:Interested students should conform their seats by paying

fees in the Accounts Department of ACSC on or before

5 Feb. 2016.

**Seats Limitation** 

: Maximum up to 40

Venue

: MIT Arts, Commerce & Science College, Alandi,

Pune

Prof. Manasi Atitkar

HOD BA/BCOM





Sr.No. 65/1 and 2, Amolak Residency, Govind Garden- Rakshak road, Pimple Saudagar, pune-411027 Ph. No.: +91 - 9766 607 472 Email :nlanguages.pune@gmail.com

# Memorandum of Understanding

This memorandum of understanding is made and executed at Pune on 11th of February, 2016.

### **BETWEEN**

MIT Arts, Commerce and Science College (MITACSC), Registered address as, MAEER's MIT Arts Commerce & Science College, Dehu Phata, Alandi (D), Tal. Khed, Pune - 412 105, Maharashtra, India, represented by Dr. B. B. Waphare which expression shall, unless it be repugnant to the subject or context thereof, include their legal heirs, successors, nominees and permitted assignees and hereinafter called the Party of the FIRST PART.

### AND

Miss. Neha Naik-Nimbalkar age about 24 years, Proprietor of *N languages* (located at Sr.No. 65/1 and 2, Amolak Residency, Near Bharat petrol pump, Govind Garden- Rakshak road, pimple Saudagar, pune-411027), which expression shall, unless it be repugnant to the subject or context thereof, include their legal heirs, successors, nominees and permitted assignees and hereinafter called the Party of the OTHER PART.







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# 1. BACKGROUND

The Party of the FIRST PART was established in the year 2007, under the aegis of Maharashtra Academy of Engineering and Educational Research (MAEER) Pune. It is affiliated to the University of Pune and recognized by the Government of Maharashtra. The Party of the OTHER PART is a corporate and academic trainer, who has a varied experience in teaching linguistic courses in accordance with professional and competent environments.

# 2. OFFER AND ACCEPTANCE

- 2.1. The Party of the OTHER PART made an offer to the Party of the FIRST PART.
- 2.2. After having preliminary discussions in this matter and have ascertained areas of broad consensus the Party of the FIRST PART has accepted the offer and decided to recognize Party of the OTHER PART as an approved Institution to conduct training program of GERMAN LANGUAGE\_at their MIT Arts, Commerce and Science College, Alandi, Pune, campus.

# 3. PURPOSE

The purpose of this Memorandum of Understanding is to establish a framework for co-operation between **Party of the FIRST PART** and **Party of the OTHER PART**. The parties now, have therefore, agreed to enter in writing these areas of consensus, under a Memorandum of Understanding.







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# 4. RESPONSIBILITIES

- 4.1. Training Program and syllabus: The Party of the OTHER PART shall offer the following training program as approved by the Party of the FIRST PART.
  - i) German Language Course: A1(designed for the training of Max Mueller Bhavan Certification)

The successful completion of the course enables a person to achieve the following:

- 1. Everyday Situations: simple questions, instructions, messages, announcements, brief messages, public machine answering conversations.
- 2. Relevant information extraction: short written messages, public notices, classified advertisements
- 3. Figures, quantities, Time, Prices
- 4. Form filling: Personal details, basic information
- 5. Deliver brief personal messages
- 6. Introduction
- 7. Formulation and response: Common everyday queries and requests.

# 4.2. Remuneration: Transport and the stone to be got the

4.2.1. It has been agreed to the Parties that the Remuneration for the said training program shall be Rs. 3500/- (Rupees Three thousand five hundred only) per Trainee and Party of the FIRST PART shall receive such Remuneration from trainee. The Party of the FIRST PART shall deduct Rs. 200/- (Rupees two hundred only) from per remuneration received from every trainee and transfer the remaining remuneration i.e. Rs. 3300/- (Rupees three thousand three hundred only) to Party of the OTHER PART. The said deduction of Rs. 200/per trainee remuneration shall be the cost towards the expenses for providing Administrative and Infrastructural support as stated in clause 4.6 hereunder.







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- **4.2.2.** The Party of the FIRST PART shall make the 50% advance payment of the above said remuneration one week before start of the said training program. Such payment of remuneration shall be made along with the letter of confirmation to start the training program.
- **4.2.3.** The **Party of the FIRST PART** shall pay remaining 45% of the remuneration, two weeks before the completion of the said training program.
- **4.2.4.** The **Party of the FIRST PART** shall pay remaining 5% of the remuneration after completion of training program and upon receipt of feedback by trainees. The Party of the FIRST PART shall not hold the payment of said remaining 5% of the remuneration more than two weeks after completion of training program irrespective of the receipt of feedback from trainees.
- 4.3. Payment Mode: The payment of remuneration by the Party of the FIRST PART to the Party of the OTHER PART can be done through cheque/ DD/ RTGS/ NEFT or any other mode which is suitable and mutually decided between the parties.
- 4.4. <u>Handouts and Certificates</u>: The Party of the OTHER PART shall not distribute any certificates or handouts without the prior permission of the Party of the FIRST PART.
- 4.5. Training Schedule and Duration: The schedule of the training shall be from February 2016 to April 2016. The said training shall be conducted on two days of every week and each day session shall be of two hours. However, due to some inevitable circumstances if there is any change in schedule, prior intimation shall be given by both the parties to the Trainees.







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- **4.6.** Administrative and Infrastructural support: The Party of the FIRST PART shall provide training room, suitable to the number of trainees to conduct training program along with Projector with screen, Sound system and Stationary for trainees.
- 4.7. Local Conveyance: The Party of the OTHER PART agrees that the local conveyance i.e. from the location of the Party of the OTHER PART to the above mentioned address of the Party of the FIRST PART shall be part of the remuneration decided in clause 4.2.1. No extra payment shall be made by the Party of the FIRST PART to the Party of the OTHER PART for the conveyance.
- 4.8. Resolution of dispute and jurisdiction: This memorandum of understanding is governed and construed in all respects in accordance with the laws of india and each party hereby submits to the non exclusive jurisdiction of Pune Courts. In the event of any dispute or difference between The Party of the FIRST PART and the Party of the OTHER PART with regards to any terms of this memorandum of understanding, such dispute/difference shall be referred to mutually decided arbitrator for arbitration. The proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996. In the event of dispute or difference arising out of the above mentioned training program between trainees / any third party and either of the parties to this memorandum of understanding, the other party shall not be made party to such dispute and shall be indemnified from such dispute.







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In witness, whereof the parties have signed this Memorandum of Understanding of the day, month and year first hereinabove written.

Signed and delivered	Witness:
Alandi, Pune 412105	1. Signature Name: DY'B.B. Washave
PARTY OF THE FIRST PART	Address: MTTACSC, Alandi
For N Languages	2. Signature
Proprietor PARTY OF THE OTHER PART	Name: Neha A Naik-Nimbulk Address: Sr. No. 65/1 & 2 Amolak Residency Pimple Saudagar





Dept: Art & Commerce   ATTENDANCE RECORD   Name of Teacher:   Pelica,   Pe	Revision No.	Date
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# MIT Arts, Commerce & Science College, Alandi(D), Pune German Language (Add-On) Course Completion Report

Date: 24 June, 2016

The college had signed MOU with 'N' Languages for the training of German Language Level A1. The course was conducted from 5 February, 2016 to 5 April, 2016. Total eighteen students registered for this course and sixty two lectures were engaged. The course covered syllabus of Max Muller Bhavan Level 1 (A1). The course emphasized on the following content:

- Basic Vocabulary
- Communication Skills

The training was delivered through lectures, projects, role play and various other participatory sessions like demo meetings, interactions, motivational and learning video clips.

The course has been completed as per the terms and condition mentioned in MOU. Students find this training useful and fruitful.

Prof. Manasi Atitkar HOD BA/BCOM Prof. Dr. B. B. Waphare
Principal



# MIT ARTS, COMMERCE & SCIENCE COLLEGE, ALANDI(D), PUNE

### BA/BCOM DEPARTMENT

### **ACADEMIC YEAR 2016-17**

### NOTICE

Date: 4 August, 2016

All the students are hereby informed that an Orientation Program on German Language Course (Level A-1) by Neha Nimbalkar, Trainer and Owner of N Languages Academy, Pune, has been organized on Friday, 05 August, 2016 at 10.30 am in BM-13. This course will help the students to be competent in globally business environment.

Interested students can attend the session.

Prof. Manasi Atitkar

HOD

Dr. B. B. Waphare Principal

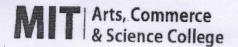


# MIT ARTS, COMMERCE & SCIENCE COLLEGE, ALANDI(D), PUNE

### BA/BCOM DEPARTMENT ACADEMIC YEAR 2016-17 ATTENDANCE SHEET

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# MIT Arts, Commerce & Science College, Alandi, Pune Department of Arts & Commerce Academic Year 2016-17

Report
On
"Orientation Program on German Language Course"

Date:05/08/2016

The Department of Arts & Commerce organized a orientation program on German Language Course (level 1) to the B.Com& B.B.A students on 05/08/2016. This orientation program was conducted by —Neha Nimbalkar .She is the Trainer and Owner of N Languages Academy. She explained the scope of German language with some practical instances. She also explained the career opportunities which are associated with this course. Students were enlightened and received guidance on level one —German Course.

HOD B.A./B.Com

Prof.ManasiAtitkar

Dr.B.B.Waphare

Principal



# MIT ARTS, COMMERCE AND SCIENCE COLLEGE, ALANDI, PUNE

Department of Arts & Commerce
Academic Year 2016-17

Date:01/01/2017

## NOTICE

Attention: F.Y,S.Y & T.Y Arts & Commerce Students

This is to inform all the students that a Guest Lecture on "Effective Communication" will be conducted on 02/01/17. It is compulsory for all students to attend the session.

**Guest Speaker : Prof. Anthony Thomas** 

Venue: SRN 202 Time: 11:00 am

Prof. Manasi Atitkar HOD BCom/BA

Dr. B. B. Waphare Principal



Department of Arts And commerce

# ACADEMIC YEAR 2016-17

# ATTENDANCE SHEET

Guest lecture on Effective communication by Mr. Antony Thomas

Date 2/01/2017

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Department of Arts And commerce

**ACADEMIC YEAR 2016-17** 

### ATTENDANCE SHEET

Guest lecture on Effective communication by Mr. Antony Thomas

Date 2/01/2017

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Department of Arts And commerce

ACADEMIC YEAR 2016-17

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Guest lecture on Effective communication by Mr. Antony Thomas

Date 2/01/2017

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Department of Arts And commerce

ACADEMIC YEAR 2016-17

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Date 2/01/2017

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Department of Arts And commerce

ACADEMIC YEAR 2016-17

ATTENDANCE SHEET

Guest lecture on Effective communication by Mr. Antony Thomas

Date 2/01/2017

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Department of Arts And commerce

ACADEMIC YEAR 2016-17

## ATTENDANCE SHEET

Guest lecture on Effective communication by Mr. Antony Thomas

Date 2/01/2017

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MIT Arts, Commerce & Science College

MIT Arts, Commerce & Science College, Alandi, Pune
Department of Arts & Commerce
Academic Year
2016-17
Report
On
Guest Lecture

"EFFECTIVE COMMUNICATION"

Date: 02/01/2017

In this cut-throat competitive business -world, the students need to be wise enough to succeed in their career. Effective communication is a strong ladder through which one can be successful in building their bright career. To introduce this ladder of effective communication Mr Anthony Thomas delivered a excellent guest lecture to our B.Com & B.A students. Through PPT presentation he explained the keys of delivering effective communication. He used role play method to involve students and demonstrated several skills which are required for effective communication.

Students of B.A& B.com actively participated in this guest lecture. This guest lecture was an enlighting experience for the students.

HOD B.A./B.Com

Prof.Manasi Atitkar

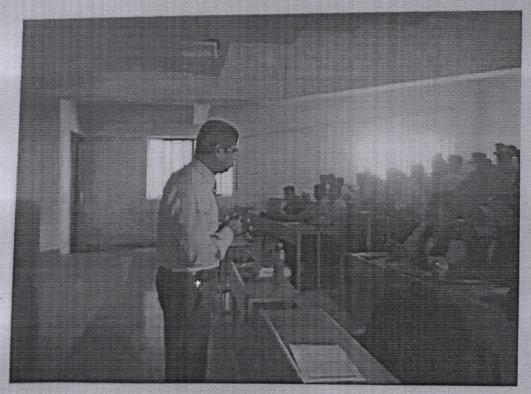
Dr.B.B.Waphare



# Arts, Commerce & Science College

Glimpses of Event







# M Arts, Commerce & Science College

Alandi (D), Pune – 412 105

# Department of BBA & BBA (IB)

Academic Year - 2017-2018

Date: 10/01/2018

# **NOTICE**

It is hereby informed to all students that our college has signed Memorandum of Understanding (MoU) with Apex Language Solutions Institute, Pune.

Under this MoU a 'Certificate Course in German Language' will be conducted for the interested students.

The duration of the course will be of 80 hours. This course will commence from 15<sup>th</sup> January, 2018.

Course fees

Rs.6,000/- Per Student

(The fees include study material - Hard Copy

(including dictionary), Soft Copy and Certification)

The interested students are requested to give their names on or before 12<sup>th</sup> January, 2018 to Prof. Shailendra Patil, Lecturer, BBA and BBA (IB) Dept. (Contact No. 9561031359)

Prof. Amol Mane

Head

BBA & BBA-IB Dept.

Alandi, Pune 412 105 C

Prof. Dr. B. B. Waphare Principal MIT Arts, Commerce and Science College, Alandi, Pune

BBA and BBA (IB) Dept.

Academic Year - 2017-18

# 'CERTIFICATE COURSE IN GERMAN LANGUAGE (A1 LEVEL)'

Students' Attendance Sheet

	Sr. No.	Name of the student	Class	27/1	28/1	1/87	31/1	112	Dates	2/8	7/15	4 12	712	0/0
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# MIT Arts, Commerce and Science College, Alandi, Pune BBA and BBA (IB) Dept.

Academic Year - 2017-18

# 'CERTIFICATE COURSE IN GERMAN LANGUAGE (A1 LEVEL)'

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# MIT Arts, Commerce and Science College, Alandi, Pune

BBA and BBA (IB) Dept.

Academic Year - 2017-18

# 'CERTIFICATE COURSE IN GERMAN LANGUAGE (A1 LEVEL)'

Students' Attendance Sheet

	Sr. No.	. Name of the student	Class	25/2	2512	28/2	28/2	113	Dates 272	3/3	4/3	47	4/2	7/3
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MIT Arts, Commerce and Science College, Alandi, Pune BBA and BBM (IB) Dept.

# Academic Year 2017-18

# 'CERTIFICATE COURSE IN GERMAN LANGUAGE (A1 LEVEL)'

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# Arts, Commerce & Science College

Alandi (D), Pune – 412 105

Department of BBA & BBM (IB)

Academic Year 2017 - 18

A Report of 'German Language Certificate Course (A1 Level)'

Date: 21/05/2018

A Certificate Course in German Language (A1 Level) was organized jointly by MIT Arts Commerce and Science College, Alandi (D), Pune and Apex Language Solutions, Pune. The duration of the course was of 80 hours. The course was conducted from 27<sup>th</sup> January, 2018 to 11<sup>th</sup> March, 2018. The basic objective behind this course was to give basic knowledge and create awareness and importance relating to German as a foreign language so that, student can read, write and communicate in German language. Mrs. Manasi Kulkarni, Director, Apex Language Solution, Pune conducted the course and guided the students. Total 14 students attended the course. The overall feedback of students was excellent. Certificates were given to the students at the end of the course.

MIT ACSC, Alandi decided to conduct the Certificate Course in German Language to students because German (*Deutsch*) is the most widely spoken mother tongue in Europe. It is the official language of Germany, Austria, Switzerland, Liechtenstein, Belgium and Luxembourg. There are sizable German-speaking populations in North Italy, Poland, Hungary, Denmark, Bosnia and Herzegovina, Namibia, Russia, Romania, Czech Republic, and other parts of Europe. Career is one of the most important motivators for foreign language learning. Germany is the Europe's largest economy, fourth-largest by nominal GDP in the world, the world's second-largest exporter, which makes it a very important language to study.

# Career Opportunities through German as a Foreign Language

Fluency in the German language has opened up job opportunities in the field of Management, Medicine and healthcare, education, logistics, automobile, power and utility, mass media, entertainment, tourism, information technology, Financial services, outsourcing, etc. Several International companies that have set up their business in India are looking for those who are



fluent in this language in India. It increases job opportunities with German and foreign companies in India and abroad.

# Job opportunities are available for the students in the following fields:

- 1. Translator
- 2. Interpreter
- 3. BPO
- 4. Tourism Industry
- 5. Taching
- 6. Literary Translations

## Outcome of the Course:

- 1) Students learned basics of German Language.
- 2) Students shown interest in to learn advance level of German Language in future to enhance career opportunities.
- 3) The students could read, write and speak in German language.

Prof. Shallendra Patil Event Coordinator Prof. Amol Mane Head

BBA and BBA (IB)

Prof. Dr. B. B. Waphare Principal









# MIT ARTS, COMMERCE & SCIENCE COLLEGE, ALANDI(D), PUNE

# BA/BCOM DEPARTMENT

# ACADEMIC YEAR 2018-19

# NOTICE

# ENGLISH FOR LANGUAGE SKILLS DEVELOPMENT

25 July 2018

All First year BA & BCOM students are hereby informed that the department of Arts & Commerce is going to start extra English Language Skills Development classes for the students to improve their basic skills of English language. The aim of this program is to provide Basic English guidance to develop confidence. The emphasis will be given on Listening, Speaking, Reading, and Writing Skills. Theoretical, Practical and Interactive sessions will be conducted to initiate students' active participation. The schedule of the classes is as follows:

Duration	Time	Days	Venue
2 August 2018 to 16 August 2018	11.00am to 12.00pm	Monday, Tuesday,	Physics Lab
		Wednesday	
ζ.	11.00am to 12.00pm	Thursday	SRN 203
	11.00am to 1.00pm	Friday	FRN 107
) ) )	11.00am to 12.00pm	Saturday	FRN 102

The students should enroll their names to Dr. Padmavati S. Undale on or before 1 August 2018.

Dr. Padmavati S. Undale

Course In-charge

Prof. Manasi Atitkar

**HOD BA/BCOM** 



# MIT ARTS, COMMERCE & SCIENCE COLLEGE, ALANDI(D), PUNE BA/BCOM DEPARTMENT

# **ACADEMIC YEAR 2018-19**

# ENGLISH LANGUAGE SKILLS DEVELOPMENT COURSE

# **Course Content**

Sr. No.	Content
1.	Course introduction
2	How to remove fear
3	How to deliver effective Formal Communication
4	Common errors
5	Self-Introduction
6	Formal Introduction
7	Motivational Speech
8	Expressing self-views
9	Reading Poem
10	Short Skit

Dr. Padmavati S. Undale Course In-charge



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MIT ARTS, COMMERCE & SCIENCE COLLEGE, ALANDI(D), PUNE

BA/BCOM DEPARTMENT

ACADEMIC YEAR 2018-19

REPORT: ENGLISH LANGUAGE SKILLS DEVELOPMENT COURSE

Date: 16 August 2018

English language skills play an important role in effective communication. It was observed

that some of the students need to improve their speaking, writing, listening and reading skills.

Considering this need, English Language Skills Development Course was conducted from 1

August to 14 August 2018. The participants were selected from first year BA and B COM

classes. Total 24 students enrolled and successfully completed this course.

This course was conducted with motive to improve the basic skills of English language and to

remove the fear of expression. The sessions were conducted to develop confidence and

fluency in using English language for communication purpose. The participants were actively

engaged in delivering speech, formal introduction of self and others, skit on social issues like

Save Girl Child, Save Earth and the path to achieve Success.

The analysis of the feedbacks received by the participants showed that their English speaking

is improved; their confidence is increased and they feel comfortable with English language.

Thus, the course outcomes are positive and participants find it fruitful.

Course In-charge

HOD BA/BCOM

Dr. B. B. V Principal

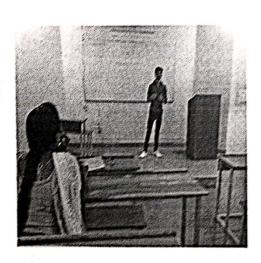




ENGLISH LANGUAGE SKILLS DEVELOPMENT COURSE 2018-19











# MIT Arts, Commerce & Science College, Alandi (D), Pune B Com / BA Department A. Y. 2018-19

# NOTICE

Date: 6 August 2018

It gives us immense pleasure to announce that the Department of Arts & Commerce has taken initiative to start an Add On Course: Creative Writing In English for the students. The aim of this course is to acquaint the students with Creative Writing in English. This course will help the beginners to know the skills of creative writing. It will guide them to express their thoughts, feelings, emotions or ideas creatively. It will direct them to learn and practice skills of creative writing.

Add On Course: Creative Writing in English

Details are as follows:

**Duration of the Course**: 24 Hrs

Course Fee

: Rs. 1000/- per participant

Eligibility

: 10 +2 pass and basic knowledge of English

Schedule

Day	Time	Venue
Thursday & Saturday	2.00pm to 3.30pm	FRN 101

Date of starting the course: 16 August 2018.

Admission

: Interested students should confirm their seats by paying fees in the

Accounts Department, MIT ACSC on or be 14 August 2018.

**Seats Limitation** 

: Maximum up to 30

**Course Coordinator** 

: Dr. Padmavati S. Undale

Prof. Manasi Atitkar

and. M. A Arisk

HOD BA/BCOM

Dr. B. B. Waphare

Principal



# MIT ARTS, COMMERCE AND SCIENCE COLLEGE, ALANDI(D), PUNE DEPARTMENT OF ARTS AND COMMERCE

#### **ACADEMIC YEAR 2018-19**

# ADD ON COURSE: CREATIVE WRITING IN ENGLISH COURSE PROPOSAL

6 August 2018

Creative Writing is an art of making things up. Its writing attracts the readers and audience. It is the skill of presenting facts effectively by using literary devices, language techniques and imagination. It is the skill of sharing ideas, feelings, and experiences by giving them delicate, decorative, and sublime touch of powerful vocabulary. It is an expression of creative mind. The purpose of creative writing is to entertain, educate or to spread awareness about something or someone. This course will help the beginners to know the skills of creative writing. It will guide them to express their thoughts, feelings, emotions or ideas creatively. It will direct them to learn and practice skills of creative writing.

#### I Course Objectives:

- To introduce creative writing skills
- To introduce genres of creative writing
- To provide training in creative writing
- To develop creative ability
- To develop professional knowledge about the art of writing

#### II Scheme of the course:

#### i. Course Content:

Unit 1 Introduction to creative writing

Unit 2 Writing Poetry

Unit 3 Writing Short Story

Unit 4 Book Review

Unit 5 Writing for Advertisement



### III Eligibility Criteria:

- i. Participants must be 10 +2 pass.
- ii. Basic knowledge of English language.

### IV Course Duration: 24 hours

V Fee structure: The entire course fee is 1000/-Rs including application form fee on not transferable or refundable basis.

# VI Course Delivery Mechanism: Total lectures 24

Theory lectures: Inhouse faculty 14 + Guest Guidance 4= 18

Practical sessions: 06

### VII Course material:

- i. Printed course material will be provided.
- ii. Audio-Video sessions will be conducted.

# VIII Evaluation: Total 100 Marks

Decidet writing	Total	
Project writing	10111	
70	100	
50	100	
	50	

A. Assignments: Every student has to submit assignment before the end of the course.

The assignments will be based on the units covered in the course.

**B.** Project writing: Every student is required to undertake a project in an area of Creative Writing of his/her interest. It may be on any area of creative writing such as short story, a set of poems, book review or script for advertisement.

#### C. Grade:

Scale	Grade	Remark
80 % and above	0	Excellent
60%	A	Very Good
50%	. В	Good
40%	С	Satisfactory
Less than 40%	D	Unsatisfactory

#### IX Course Schedule:

Start Date: 17 August 2018 End Date: 12 September 2018

Day	Time
Thursday and Saturday	2.00pm to 3.30pm

X Strength of the course: 30 students

#### XI Course outcomes:

After completion of the course the students will learn the following:

- Basics of the creative writing.
- Skills of creative writing.
- Features creative writing.
- Genres of creative writing
- Professional writing.

XII Course designer and trainer: Dr. Padmavati S. Undale

Assistant Professor, MIT Arts, Commerce & Science College, Alandi(D), Pune



### I Course content details:

Unit No	Content	Periods	Marks
1	Introduction to creative writing  i. Meaning  ii. Principles  iii. Types of creative Writing  iv Importance  v. Challenges	04	20
2	i. Features of poetry ii. Theme iii. Structure iv Imagery and Symbols v. Language and Rhythm	05	20
3	i. Introductions ii. Features of Short Story iii. Elements of Short Story iv Writing for children v Writing Detective stories	05	20
4	i. Introduction ii. Principles of book review iii. Role of the reviewer iv Assessment tools v. Review of a book	05	20
5	Writing for an Advertisement  i. Introduction  ii. Features of writing for an advertisement  iii. Principles  iv. Analysis of language used in advertisement  v. Writing for advertisement	05	20
	Total	24 Hrs	100 Marks



## II Project writing details:

The details of project writing are as follows:

- A. Length of the project: 300 words
- B. Topic: Choose any one of the following
  - i. Short story (01)
  - ii Set of poems (10 poems)
  - iii. Book review (01)
  - iv Script for radio or T. V. advertisement (5 scripts)
- C. Format of project:
  - i. Title of the project
- ii. Objectives: Explain the purpose of your writing. Discuss What you propose to do in your project and what you want to achieve at the end.
- iii. The main content- short story set of poems, book review, and script for advertisement

iv Conclusion: Concluding remarks.



### I. ESTIMATED BUDGET OF 30 STUDENTS

A. Course Fee: 1000/- Per student

B. Total Fee Collection: 30 \*1000= 30000/-Rs

C. Estimated expenditure:

Sr. No.	Particulars	Amount in Rs
1	Stationcry and Banner	3000
2	Guest lecturers(TA, DA, Hospitality)	8000
3	In house faculty (250 per lecture) 250*20	5000
4	Study material	6000
5	Field Visit	2000
	Total	24000

Dr. Padmavati S. Undale

**Course Coordinator** 

Prof. Manasi Atitkar

HOD BA/BCOM

Dr. B. B. Waphare

Principal



MIT ARTS COMMERCE & SCIENCE COLLEGE ALANDI(D) PUNE
DEPARTMENT OF ARTS & COMMERCE
ACADEMIC YEAR 2018-19

Add On Course: Creative Writing in English

Course Coordinatior: Dr. Padmavati S. Undale

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MIT ARTS COMMERCE & SCIENCE COLLEGE ALANDI(D) PUNE
DEPARTMENT OF ARTS & COMMERCE
ACADEMIC YEAR 2018-19

Add On Course: Creative Writing in English Course Coordinatior: Dr. Padmavati S. Undale

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# MIT Arts, Commerce & Science College

Alandi (D), Pune - 412105

# Department of Computer Application

Academic Year: 2018-19

Date: 04/09/2018

### **NOTICE**

All the students of FYBBA(CA), FYBBA, FYBCS are hereby informed that Department of Computer Application have organized guest lecture on 'Orientation for Japanese Language' by Mrs. Medha Gadgil, Japanese Trainer. Students are requested to avail this opportunity.

Date : - 06/09/2018

Time : - 12:00 Noon to 01:00 PM

Venue: - FRN 102

Prof. Akshada Kulkarni HOD-Computer Application Dr. B. B. Waphare Principal



# MIT Arts, Commerce and Science College, Alandi(D) Department of Computer Application Attendance Sheet

Juest Lecture by: Mrs MEDHA GADGIL

Date: 06 | 09 | 2018

TOPIC: ORIENTATION FOR JAPANESE LANGUAGE TIME: 11:00 A.M.

		TOTAL TAPANESE LANGUAGE	Time: LL.00	
Sr. No.	Roll No.	Student Name	Class	Sign
1	F-106	Omkor Surest Avhael	F.y BBA (CA)A	0:5. Avhace
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9	f-258	Ganesh Ambadas Jagent	FYBCA	Diagrit.
10	F-274	Sanket Rajy Jagtap	FY BCA	Danie
11	F-168		FY BCA	Shubham
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14	F-117	Kishan. J. Chauhan	FY-B(A	stt.
15	F-233	Sushant · K. Shetty	FY-BCA	gati
16	5-246	Samrenena Sugh	SY-BCA	Mu
17	5-26	Priancet Sarlower-	SY-BCA	X-~/1
18	F-103	Ankur Anand Singh	FY-BCA	Spanne-
19	F-154	Harshal Eknath Phapale	FY-BCA	Jay.
20	F-131	Ashish T. Kale	FY-BCA	21/2
21	F-133	Prajwal P. Kamble	FY-BCA.	P. Komble
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23	F-150	Sartnak Paraley.	FY B CA	atrata
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33	5-117	Harshvardhan	SYBCA	Shubhan
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37	5-160	Mun Wayle	SY BCA	Wisher
38	5-228	Vailshan Vishuam	57BCA	Jump
39	5-152	Syed Aman Ahmed	5413CA	11:00
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.40	5-142	Ajimsaya Appakaheh Samsage	5-13CA 34-BCA	Anine
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56	5-16	Arita Chaliraborty	FY-BLA-A	THE STATE OF THE S
57	F-105	Chaitanya Atlande	FY-BCA-A	017 4
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66	171		FYBCA	Tokken
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111	19-58-15	Akhilesh Varma	SY-BCA	Show
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# Arts, Commerce & Science College

Alandi (D), Pune – 412105

# Department Of Computer Application

Academic Year: 2018-2019

Report on "Orientation for Japanese Language"

The guest lecture on "Orientation for Japanese Language" was held on 6<sup>th</sup> September 2018.

The orientation lecture was conducted by Mrs. Medha Gadgil, Trainer of Japanese Language

The lecture was held to provide the guidelines and basic knowledge about the Add-on course of the Japanese language and also to make the students aware of the employability in different fields and domains in global market.

127 students from the college have been actively participated in the said lecture.

Thus the lecture proved to be of great help especially for the students seeking to upgrade their knowledge and becoming multilingual.

### Outcome of the lecture:

Student got an idea about the scope and opportunities of the Japanese Language.

Prof. Aparna Khade

**Event Coordinator** 

Prof. Akshada Kulkarni

HOD, Computer Application

Dr. B. B. Waphare

Principal

Glimpses of the Interaction/ Guest Lecture









Alm

# Arts, Commerce & Science College

ALANDI (D).PUNE 412105

# DEPARTMENT OF ARTS AND COMMERCE ACADEMIC YEAR 2018-19 ENGLISH LANGUAGE LAB

NOTICE

Date: 13 December 2018

Dear Students,

We are going to start English Language Lab sessions from 22 December 2018 to 19 January 2019. These sessions will help to develop English speaking skills. Students will learn about the pronunciation of English sounds and words, intonation and stress. They will get an opportunity to be active listener. The learning will be evaluated through tests. Interested students should contact coordinator to enroll their names on or before 20 December 2018.

Dr. Padmavati S. Undale Coordinator

Alandi, Pune 412105.

Prof. Manasi Atitkar HOD BA/BCOM

# Syllabus: English Language Lab

6		Language Lab
Session	Content	Web Links
1	Introduc	https://www.youtube.com/watch?v=WfRBkQX2FGY ( General about
	tion to	pronunciation)
	English	
,	sounds	http://www.antimoon.com/how/pronunc-soundsipa.htm English sounds
		and the stands
		http://people.unica.it/olgadenti/files/2015/10/IPA-Phonetic-Alphabet.pdf
2	English	https://www.youtube.com/watch?v=0HeuiZ45OZE Interactive phonetic
	consona	
	nts and	chart-English sounds
	vowels	·
3	English	https://www.youtube.com/watch?v=-ksblMiliA8- English Sounds
	sounds	
	in	https://youtu.be/d1jyIpAmLe8 https://youtu.be/5FMPlqlFt9g/ English
	words	Sounds
		https://esol.britishcouncil.org/content/learners/skills/pronunciation/shape-
		or-sheep Word practice
		httms://results.he/O4Y22-DW/
		https://youtu.be/QtH3vRXmvvo/ Word practice
		https://esol.britishcouncil.org/content/learners/skills/pronunciation/sip-or-
•		zip Word practice
		https://esol.britishcouncil.org/content/learners/skills/pronunciation/west-or-
		vest / Word practice
		void plactice .
4	Word	https://www.youtube.com/watch?v= W-SBEbBeqs expressing word stress
	pronunc	
	iation	https://esol.britishcouncil.org/content/learners/skills/pronunciation/light-or-
5	practice	right British council sounds
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	stress	https://esol.britishcouncil.org/content/learners/skills/pronunciation/came-
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	14	https://youtu.be/d1jyIpAmLe8
	Texastra,	https://youtu.be/5FMPlqlFt9g/
	MATE.	https://geal.heidi.l
		https://esol.britishcouncil.org/content/learners/skills/pronunciation/shape-or-sheep
	A Lagran to	or-sheep
	Parking .	https://wowty.ba/Otll2-psz
	C. THE WE	https://youtu.be/QtH3vRXmvvo/
		https://esol.britishcouncil.org/content/learners/skills/pronunciation/sip-or-
		zip



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5	<u>ht</u>	tps://youtu.be/0T1QYByMxrs ttps://esol.britishcouncil.org/content/learners/skills/pronunciation/town-or- own: Common Link
	. <u>h</u>	ttps://www.youtube.com/watch?v=CrIfQTOl97k: minimal pairs
	Word . pronunc y iation practice with	https://www.really-learn-english.com/english-pronunciation-lesson-02 word-stress-and-syllables.html Audio with practice
6	stress	. http://www.learnex.in/word-stress-english-improve-english-pronunciation
	with stress:	http://www.wordstress.info/exercise/ https://www.tolearnenglish.com/exercises/exercise-english-2/exercise-english-76222.php
7	Word pronunc iation assessm ent	On line word stress test: <a href="http://esl.fis.edu/grammar/multi/stress.htm">http://esl.fis.edu/grammar/multi/stress.htm</a> On line word stress test: <a href="https://www.wordstress.info/word-stressex-exercise-listening-word-stress-b/">https://www.wordstress.info/word-stressex-exercise-listening-word-stress-b/</a> attempt all options
8	Intonati ons: Rising tone	https://theaccentsway.com/crash-course-3/ Introduction to intonation
9	Intonati	https://www.youtube.com/watch?v=8NHa4cVHYBI
10	Rising tone	http://usefulenglish.ru/phonetics/listening-for-falling-and-rising-intonation practice
11	Falling & rising Tone assessm ent	answers answers answers

12	2	Active	https://elt.oup.com/student/champions/level02/dialogues/dialogue04?cc=gl
	•	listening	obal&selLanguage=en
			https://www.dailystep.com/en/lesson/beginner-english-online-audio-
			lessons-beginner-english-listening-conversation
1			https://learningenglish.voanews.com/a/lets-learn-english-lesson-7-what-are-
L			you-doing/3240468.html
1	13	Active	https://www.talkenglish.com/listening/listenbasic.aspx
		Listenin	https://www.english.com/focus/audiomp3/
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1	14	Testing	https://takeielts.britishcouncil.org/prepare-test/free-sample-tests/listening-
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Dr. Padmavati S. Undale

Coordinator



# MIT ARTS COMMERCE & SCIENCE COLLEGE ALANDI(D) PUNE

### **DEPARTMENT OF ARTS & COMMERCE**

#### **ACADEMIC YEAR 2018-19**

		ENGLISH LA	NGUAGE LAB SESSIONS	
Sr. No	Name of the student	Class	Contact No	Sign
1	Yugandhara Sunil Ambale	S.Y.B.Con	7218905239	y.s.Ambale.
2	Singh Apoli Dilip		976287 <b>6</b> 326.	<u>Link</u>
3	Chavan Proliksha Prakat	SYB. con	9049001676	Tratiksha
4	Sawade Nikita		8796823208	- Jukila
5	Deukat Ankita	S.y.80	9130627545	Denkar
6	Jyoh Singh	S.J.B.com	n 2806014863	Single
7	, ,	S.Y.B.Com	9075931631	Music.
8	Jagter Ishwari	F.y. B. Cor	8805608718	ishwar)
9	Dayaneshwari Taur	f.Y.Bcom	9675332052	Tree
10	Gitanjali zende	F4.B.Com	7350761129	Ces. Zende
11	Laxal surge	F.413600	7758987825	frunt
. 12	Varsha Damse	F.Y.BCon	1 7719829181	Saulta
13	Prutmiraj Gawade	5,4.B(on	9834578889	Gowalefrith.
14	Asmita mane	BA.FY	8552064179	Arent
15	Juhi N Solankio	FY. RA	1391963875	Juli
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- linati	or: Dr. Padmavati S. Undale			7

Coordinatior: Dr. Padmavati S. Undale



# MIT ARTS COMMERCE & SCIENCE COLLEGE ALANDI(D) PUNE

# DEPARTMENT OF ARTS & COMMERCE

### **ACADEMIC YEAR 2018-19**

ENGLISH LANGUAGE LAI	B SESSIONS
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		ENGLISH LA	ANGUAGE LAB SESSIONS	
	Name of the student	Class	Contact No	Sign
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MIT ARTS COMMERCE & SCIENCE COLLEGE ALANDI() PUR
DEPARTMENT OF ARTS & COMMERCE
ACADEMIC YEAR 2018-19
ENGLISH LANGUAGE LAB SESSIONS

Coord	Coordination: Dr. Padmavati S. Undale	S. Undale			Attendance Sheet	heet					
Sr. No	Sr. No Name of the student	22/12/18	81/21/22 81/21/22	81121/82	4/12/18	2/1/13	3/1/19	6/////	5//19	7/1119	28/12/18 2/11/19 3/1/19 4/1/19 5/1/19 7/11/19 12/1/19
	1 Yugandhara S. Ambale	y S. Amby)	y S. Ambaldys, Ambak	yes. Ambole	y.s. Ambarle	yes, Amhile	y s. Probale	y. S. Ambal	y. S. Angld	yes, Ambal	yes Ambale yes Ambale yes Ambale yes Ambale yes Ambale yes Anglad yes Ambale yes Ambale
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**ENGLISH LANGUAGE LAB SESSIONS** Attendance Sheet

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MIT ARTS COMMERCE & SCIENCE COLLEGE ALANDI(D) PUNE DEPARTMENT OF ARTS & COMMERCE ACADEMIC YEAR 2018-19
ENGLISH LANGUAGE LAB SESSIONS

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ITS COMMERCE & SCIENCE COLLEGE ALANDI(D) PUNE

DEPARTMENT OF ARTS & COMMERCE

# MIT ARTS, COMMERCE AND SCIENCE COLLEGE, ALANDI(D), PUNE DEPARTMENT OF ARTS AND COMMERCE ACADEMIC YEAR 2018-19 ENGLISH LANGUAGE LAB BATCH-1 REPORT

21 January 2019

Duration: 22 December 2018 TO 19 January 2019

Hours: 20 Hrs

Beneficiaries: 20 students

#### **Objectives:**

- To introduce and practice sounds in English language.
- To introduce and practice words' stress in English language.
- To introduce and practice intonation pattern in English language.
- To develop and test English speaking and listening skills.
- To develop confidence in using English language.
- To introduce correct pronunciation.
- To familiarize with correct usage of English language.

#### Topics:

- Sounds in English language.
- Words stress.
- Intonation pattern.
- Listening skill
- Evaluation

Resources: Web links



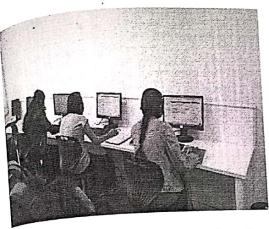
#### Training Method:

- Explanation
- Audio-visual method
- Discussion method
- Role play
- Audio recording

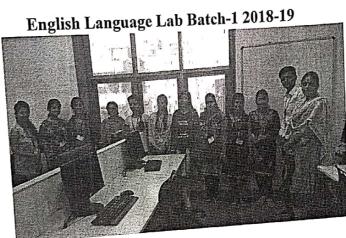
Outcome: The outcomes of this training are as follows:

- Participants get familiar with sounds in English language and their correct pronunciation.
- Participants understood the word stress and how to pronounce the word with correct stress.
- Participants learned intonation patterns in English language and their usages.
- Participants found their English listening level and improved it accordingly.

Dr. Padmavati S. Undale Coordinator Prof. Manasi Atitkar HOD BA/BCOM Dr. B. B. Waphare Principal













### MIT Arts Commerce and Science College, Alandi.

#### Department of B. Com/ BA

Academic year-2018-19

Date- 09/01/2019

#### **Notice**

#### Guest lecture on English @ Workplace

This is to inform all the Arts and commerce students that on 11th Jan 2019. Guest lecture on English @ Workplace\_will be conducted. Attendance of all the students is mandatory for the same.

HOD

Prof. Manasi Atitkar

# MIT Arts Commerce and Science College, Alandi. Department of Arts and Commerce Academic year-2018-19 Guest lecture on English @ Workplace

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MIT Arts, Commerce & Science College, Alandi, Pune
Department of Arts & Commerce
Academic Year: 2018-19
Report

"Guest Lecture"

On "ENGLISH 101 @ WORKPLACE"

Date:11/01/2019

There is emmence imporance of the English language skills in everyone's life in order to servive in today's world that is full of competition. Understanding the inevitable place of English language in the students' life, the Depatrment of Arts and Commerce always organizes various activities to provide its students with the required exposure. Following this path the Department organized a guest lecture on 'English 101 @ Workplace' on 10th January 2019. Prof. Rahul Kale from Tolani Maritime Institite, Talegaon Dabhade was invited to deliver a lecture on the said topic. The speaker engaged the session using ICT tools and made it an interactive one. He covered various skills of language viz. listening, speaking, reading and writing during the session. He threw light on the language skills by using suitable examples and by showing some related videos. He also made the students play roles to make them have actual experience of performing different language skills. Some thought provoking questions were asked and examples were given to make sure all present students' participation.

The lecture proved out to be very lively and interactive one and the students learned a lot while having fun.

Co-Ordinator

**Prof.Viren Dixit** 

HOD B.A./B.Com

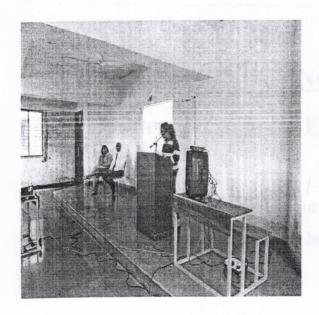
Prof.Manasi Atitkar

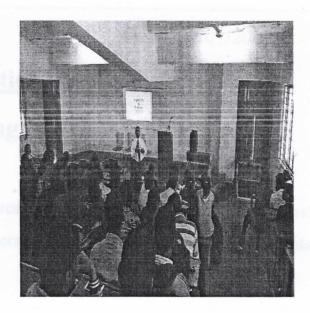
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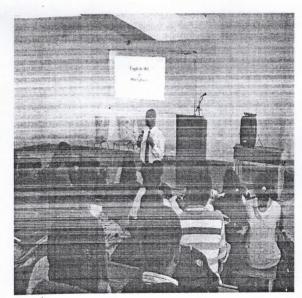
Dr.B.B.Waphare

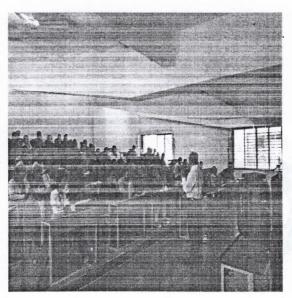
#### Arts, Commerce & Science College

#### Glimpses of Event











## Arts, Commerce & Science College

Alandi (D), Pune - 412 105

#### Department of BBA & BBA (IB)

Academic Year - 2018-2019

Date: 24/12/2018

#### **NOTICE**

It is hereby informed to all students that a 'Certificate Course in German Language (A 1 Level)' will be conducted for the students of all courses.

The duration of the course will be of 65 hours. This course will be conducted in the month of January and February, 2019.

Althoras Policida 6415 ANTANA

Rs.6,000/- Per Student

Course fees

(The fees include study material - Hard Copy (Book and dictionary), CD and Certification)

The interested students are requested to give their names on or before 29<sup>th</sup> December, 2018 to Prof. Shailendra Patil, Lecturer, BBA and BBA (IB) Dept. (Contact No. 9561031359)

S. Y. B. Com - Part Francisch

Prof. Amol Mane

Head

BBA & BBA-IB Dept.

Prof. Dr. B. B. Waphare Principal

MIT Arts, Commerce and Science College, Alandi, Pune

BBA and BBA (IB) Dept.

Academic Year - 2018-19

# 'CERTIFICATE COURSE IN GERMAN LANGUAGE (A1 LEVEL)'

Students' Attendance Sheet

MIT Arts, Commerce and Science College, Alandi, Pune

BBA and BBA (IB) Dept.

Academic Year - 2018-19

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Alandi (D), Pune - 412 105

Department of BBA & BBA (IB)

Academic Year 2018 - 19

A Report of 'Certificate Course in German Language (A1 Level)'

Date: 28/03/2019

A Certificate Course in German Language (A1 Level) was organized jointly by MIT Arts Commerce and Science College, Alandi (D), Pune and Mighty Institute, Pune.

The duration of the course was of 70 hours. The course was conducted from 14<sup>th</sup> January, 2019 to 18<sup>th</sup> March, 2019.

MIT ACSC, Alandi decided to conduct the Certificate Course in German Language to students because German (*Deutsch*) is the most widely spoken mother tongue in Europe. It is the official language of Germany, Austria, Switzerland, Liechtenstein, Belgium and Luxembourg. There are sizable German-speaking populations in North Italy, Poland, Hungary, Denmark, Bosnia and Herzegovina, Namibia, Russia, Romania, Czech Republic, and other parts of Europe. Career is one of the most important motivators for foreign language learning. Germany is the Europe's largest economy, fourth-largest by nominal GDP in the world, the world's second-largest exporter, which makes it a very important language to study.

The basic objective behind this course was to give basic knowledge and create awareness and importance related to German as a foreign language so that, student can read, write and communicate in German language.

Mrs. Swati Bawa, Director, Mighty Institute, Pune conducted the course and guided the students. Total 11 students enrolled and completed the course. The overall feedback of students was excellent. Certificates were given to the students at the end of the course.

#### Career Opportunities through German as a Foreign Language

Fluency in the German language has opened up job opportunities in the field of Management, Medicine and healthcare, education, logistics, automobile, power and utility, mass media, entertainment, tourism, information technology, Financial services, outsourcing, etc. Several International companies that have set up their business in India are looking for those who are



fluent in this language in India. It increases job opportunities with German and foreign companies in India and abroad.

#### Job opportunities are available for the students in the following fields:

- 1. Translator
- 2. Interpreter
- 3. BPO
- 4. Tourism Industry
- 5. Teaching
- 6. Literary Translations

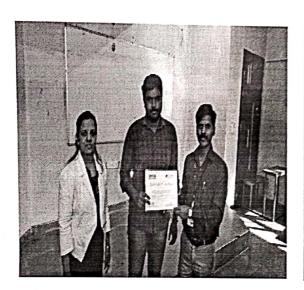
#### Outcome of the Course:

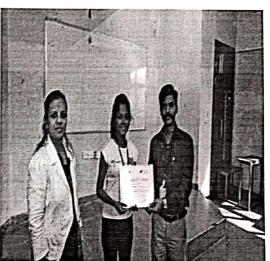
- 1) Students learned basics of German Language.
- 2) The students could read, write and speak in German language.
- 3) Students shown interest in learning advanced level of German Language in future to enhance career opportunities.
- 4) Students are able to clear A1 Level exam conducted by Goethe Institute, Max Meuller Bhavan, Pune.

Prof. Shailendra Patil Course Coordinator Prof. Amol Mane Head BBA and BBA (IB) Prof. Dr. B. B. Waphare Principal











#### MIT ARTS, COMMERCE & SCIENCE COLLEGE, ALANDI (D.), PUNE.

#### Department of Arts & Commerce

#### Academic Year 2018-19

Date: 06/02/2019

#### Notice

#### Language Lab Sessions for Students

This is to inform all the students that English Language Lab batch is scheduled between 11<sup>th</sup> February 2019 and 20<sup>th</sup> February 2019 for students of our college. English Lab sessions will focus on improving language skills; listening, speaking, reading and writing among the students through practical exposure. Interested students are requested to submit their names to Prof. Viren Dixit by 09<sup>th</sup> February 2019.

Prof. Manasi Atitkar

H.O.D. Arts & Commerce

Dr. B. B. Waphare

Principal

Date Date Signature of H.O.D. Date Date | P-2-19 | 20-02-19 MIT Arts, Commerce and Science College, Alandi (D), Pune Date Department of Arts and Commerce 15/00/19 Date Academic Year 2018-19 **English Lab Sessions** 18/02/19 14/02/19 Attendance Date & Balom Aladon Ahalas shurt Date 3 12 02 4 Horain Showin Date 1 02 19 manu - Hylotus \$Bolom? Ships -Date Samod Sursh'He Seep Shwani Shiran Signature of Teacher Aposeva mehetre Name of Student Kaple Sweety kudum Bhujabal Shital Whinds Shurti Babar D maio Joysbore Khilde. Pial adad Sr. No. 10 12 9 13 15 2 00 00 14 7 8BA - IB 884 -IB V BBALCA) BBACCA)-A 7

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Signature of Teacher

#### MIT ARTS, COMMERCE & SCIENCE COLLEGE, ALANDI (D.), PUNE.

#### Department of Arts & Commerce

#### Academic Year 2018-19

#### Report on

#### English Language Lab Sessions (Batch 2)

Date: 22/02/2019

Number of Beneficiaries: 28

**Duration: 16 hours** 

Keeping in mind the need and importance of enhancing English language proficiency in students' lives and understanding the need of providing them with exposure of native English for the same, we decided to conduct English Lab Sessions for our students under the Department of Arts & Commerce. English Lab (Batch 2) was carried out from 11<sup>th</sup> February, 2019 to 20<sup>th</sup> February for students of Department of Computer Application and Department of B.B.A. & B.B.A. (I. B.). Twenty eight students attended eight sessions of two hours each where they were acquainted with various ways to improve English language skills viz. pronunciation, accent, tone, fluency and overall speaking skills. Prof. Viren Dixit introduced phonology, phonetics, and required attitude to learn English as a second language.

The students were made to listen to articulation of English vowel and consonant sounds followed by articulation of commonly used English words with proper stress pattern and accent. Student repeated the sounds and words in order to implement proper pronunciation while communicate in English. Students were provided with exposure of Native Speaker's English speaking through videos and other e recourses. The students learnt many aspects of language learning through various interesting activities during the sessions. The participant shared their experience of the sessions and gave very

positive feedback.

Prof. Manasi Atitkar

H.O.D. Arts & Commerce

Dr. B. B. Waphare

Principal