

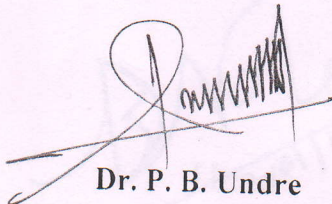
Minutes of the Departmental Committee Meeting held on September 02, 2022

The Departmental Committee meeting was convened on **September 02, 2022** at 4:30 pm with Dr. B. N. Dole, Professor and Head in the chair, in his chamber. It was attended by Professor M. D. Shirsat, Professor V. V. Naverkhele, Professor (Mrs.) P. S. Ugile (Pawar), Dr. (Mrs.) A. G. Murugkar, Dr. P. B. Undre and Dr. G. M. Dharme,

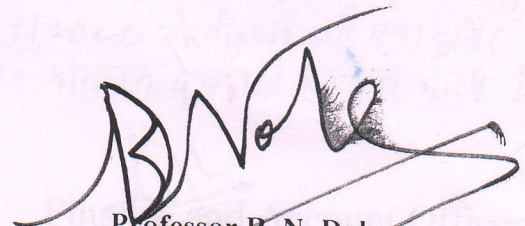
The meeting began with a warm welcome by the Chairman. The following business was transacted in the meeting:

- 1) **Bridge Course:** Professor B. N. Dole, Head, Dept. of Physics, has apprised all the members about the bridge course to be started for M. Sc. First year students. It was resolved to conduct bridge course only for M.Sc. First semester students and collect an amount of Rs. 200/- (against the registration fees) per student for bridge course. It was also resolved to seek for the administrative approval from the University authority for the expenses of the course.
- 2) **List of Chemicals and Equipment:** The faculty members and laboratory In-charge (who have not submitted list of chemicals and Equipment) were requested to submit the list of chemicals and Equipment so that administrative approval could be obtained.
- 3) **Allotment of Room:** It was resolved to allocate Room No. 113 to Dr. P.B. Undre for seating and Room No. 115 for Research Purpose.
- 4) It was resolved to constitute a committee for the spot admissions to be conducted on Sept 10, 2022. Professor B. N. Dole, Head, Dept. of Physics will be the Chairman of the committee and all faculty members will be members of the committee.
- 5) It was resolved to appoint Professor M. D. Shirsat as a Secretary of Departmental committee

The meeting ended with thanks to the Chair.



Dr. P. B. Undre  
Secretary



Professor B. N. Dole  
Head, Dept. of Physics

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P. T. O.

## **Communication & Soft Skills Development In English Language**

### **Course Objectives:**

- To introduce communication and soft skills for self-branding and self-expression to the students.
- To introduce role and functions of communication in science, technology and research.
- To familiarize students with preparing various applications, letters and biodata/resume/CV.
- Develop communication skills and presentation skills in new arrived students in department.
- Encourage students to listen, to speak, to read and to write (LSRW) very effectively.

**Unit -1:** Concept of communication, Communication process, Different types of communication: Intrapersonal communication, Interpersonal communication, Group communication, Written communication, Verbal communication, Non-verbal communication, Mobile communication, dialogue and making effective communication.

**Unit-II:** Communication and Behaviour, Body language, Gestures and Postures, competencies of expression, language mastery, language of communication to evoke action, communication to involve and inspire, message designing and interview skills.

**Unit-III** Art of listening, Listening for understanding, Bridging barriers of perception and prejudgement, Creating involvement to enhance understanding, effective feedback, listening to angry people, developing goodwill and relationship, importance of resourcefulness.

**Unit-IV:** Personality and personality development, Id, Ego and Superego, emotional intelligence, knowing self, self-management, ability to introspect, strengthen qualities and overcoming weaknesses, self-branding, goal setting, basic qualities of competent and influential person.

**Unit-V:** Writing skills: How to write an application, letter and notice. How to prepare a good biodata/ CV and Resume.

### **Students Learning Outcomes:**

Students will be able to:

- Learn how to communicate in class, seminars, workshops and participate in it.
- He/She can express his/her opinions, thoughts, feelings and emotions very effectively.
- Do a stage presentation skill with the help of a projector and notes and without.
- Do a mock verbal, non-verbal, intra-personal, interpersonal, group and mass communication, using/applying all acquired skills.
- Write an application, letter, notice, bio data/CV/resume.

### **Reference Books:**

1. The Age of Soft Skills, Gopalswami, Pearson Education India.
2. Written Communication & Verbal, Jeff Butterfield, S. Cengage
3. Communication Skill & Soft Skills, Kumar E Surch, Pearson Education Education 2010
4. Soft Skills at Work, Beverly Amber, Cengage Learning 2008.
5. Written Communication, Jeff Butterfield, Cengang Learning 2009.

Received *B. Nole*  
22/8/2022