



JSPM, Latur

Swami Vivekanand Mahavidyalaya, Latur

P-74, MIDC, Kalamb Road, Latur-413512

Criteria-I

1.2 Academic Flexibility

1.2.1 & 1.2.2_ students enrolled in Certificate/ Add-on/Value added programs



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Certificate Course

Personality Development & Soft Skill

(2023-2024)

Certificate Course: Personality Development & Soft Skill

Duration : 30days

=====

BLOCK - I : PERSONALITY DEVELOPMENT

Unit - 1 : What is Personality?

Unit - 2 : Understanding Self

Unit - 3 : Interpersonal Skills

Unit - 4 : Know Your Emotions

BLOCK – II : SOFT SKILLS

Unit - 5 : Communication Skills

Unit - 6 : Thought and Behaviour

Unit - 7 : Presentation Skills

Unit - 8 : Positive Behavioural Skills



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Notice

Date: 18/8/2023

Personality Development & Soft Skill

This is to inform for the student of B.com, B.A, B.SC 1st ,2nd , 3rd this academic year 2023-2024 we are organising Personality Development & Soft Skill for 30 days. It will start from 02nd Sep 2023 till 09th Oct 2023 Those who are interested can give their names to Asst.Prof. Agrawal R.M. till 29th Aug2023.

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List of the students

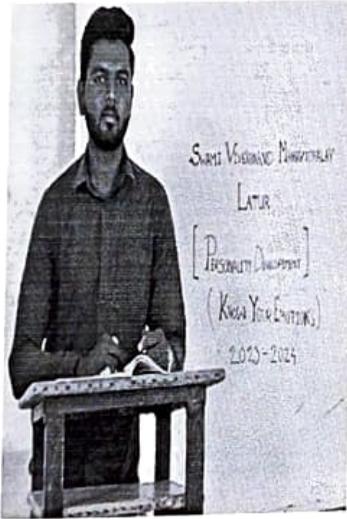
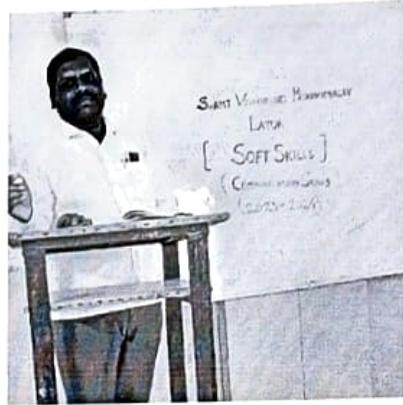
Following are the list of students enrolled for the "Personality Development & Soft Skill" Personal training course for the year 2023-2024

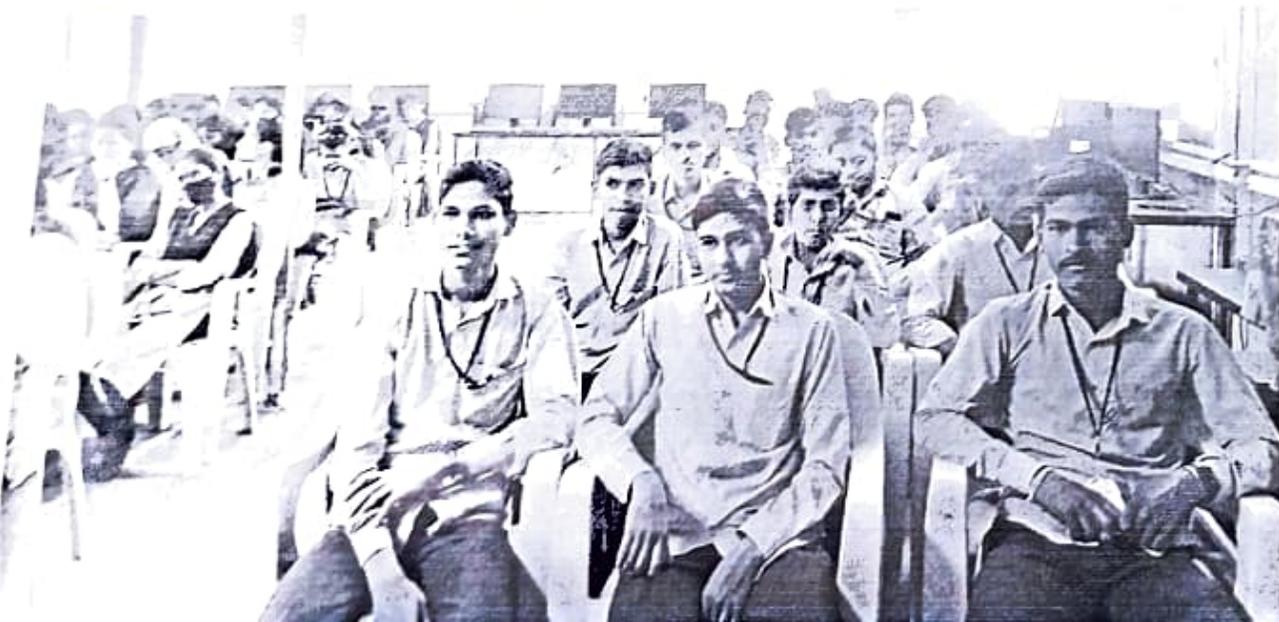
1. Kutmure Arati Gopal
2. Bhosale Samadhan Satish
3. Nagmode Vishal Vikram
4. Malge Shubham Ashok
5. Nalabale Vaishali Shivaji
6. Dhage Shreya Rupesh
7. Joshi Pragati Balaji
8. Hanchate Prajkta Pandurang
9. Ugile Prajwal Shrikant
10. Awad Raj Ramakant
11. Shinde Pankaj Vilas
12. Kawthe Harsh Ganesh
13. Bavane Rachana Anil
14. Bombale Rutuja Subhash
15. Rathod Vijay Vishwanath
16. Sakhare Sagar Laxman



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Exam Notice

Date:12/10/2022

Personality Development & Soft Skills

This is to inform for the student those have join for value added course of "Personality Development & Soft Skills "for academic year 2023-2024 for 30days. Exam will be conduct on 16thOct 2023.

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Question Paper

Personality Development & Soft Skill's 2023-2024

Date : 16 Oct 23

Time: 2 hr

Marks:50

- =====
- 1 : Which is the right sequence of talking to a customer on telephone ?
- A : Welcome - conversation - Thanks B : Welcome - Thanks - conversation
C : Thanks - conversation - Welcome D : Conversation - Welcome - Thanks
- 2 : How should you talk on the telephone ?
- A : Loud sound B : Slow voice C : Polite voice D : Screaming
- 3 : What kind of gift is beauty by nature ?
- A : Bad B : Unique C : Wasted D : Ugly
- 4 : What is the important part of good posture ?
- A : Successful businessman B : Exercise related activities
C : Foot care D : Body Presentation
- 5 : Which design clothes should the ladies with short height wear?
- A : Vertical line B : Big print C : Horizontal line D : Check print
- 6 : What is not included in good personality ?
- A : Good nature B : Good sound C : Client satisfaction D : Good posture
- 7-How many basic dimensions of personality are there in the Big 5 Personality Traits?
- a) 2 b) 3 c) 4 d) 5
- 8 The foremost skill required for learning a language is _____
- a. Writing skill b. Reading skill c. Speaking skill d. Listening skill
9. The primary skill to acquire knowledge about everything in the world.
- a. Reading skill b. Writing skill c. Listening skill d. Speaking skill
10. It is a Psycho-linguistic guessing game.
- a. Reading b. Writing c. Learning d. Listening

11. Understanding a written text means –

- a. Reading comprehension
- b. Extracting the required information
- c. Understand writer's meaning
- d. Both a & b

12. Reading is a _____ process.

- a. Encoding
- b. Codification
- c. Decoding
- d. None of the above

13. Men who work on the land are :

- a. Cultivators
- b. Gardeners
- c. Shepherds
- d. All of the above

14. Person who dig out stone for buildings and roads, and for laying a bed for railway lines.

- a. Quarrymen
- b. Miners
- c. Diggers
- d. Both b and c

15. Shopkeepers comes under the category of-

- a. Movers
- b. Manufacturers
- c. Helpers
- d. Makers

16. SQ3R techniques for reading is given by

- a. Braille, 1965
- b. Robinson in 1970
- c. Both a & b
- d. Billmeyer, 1962

17. _____ is the brightest star.

- a. Sirius
- b. Alpha
- c. Blake
- d. None of the above

18. "Spectroscopes" instrument is used by –

- a. Doctor
- b. Engineer
- c. Astronomers
- d. Astronauts

19. the fascinating areas of language learning is –

- a. Reading
- b. Listening
- c. Writing
- d. Speaking

20. Listening process involves –

- a. Processing the data
- b. Reconstructing the data
- c. Giving meaning to the data
- d. All of the above

21 Trumpet horn bagpipes are in the category of –

- a. Wind instruments
- b. Woodwind
- c. Strings
- d. Striking instruments

22. The oldest form of communication is

- a. Writing
- b. Speech
- c. Reading
- d. Symbolic

23 The big step forward in communication is

- a. Speaking
- b. Reading
- c. Writing
- d. None of the above

24. A _____ is a short concise summing up of any material, either auditory or written.

- a. Concise
- b. Precise
- c. Summary
- d. All of the above

Answer: c



25. A summary is known as –

- a. A brief statement of the main points of something
- b. It is a short concise summing up of any material, either auditory or written
- c. Both a & b
- d. Shortened form of the main points

26. Biographies, Historical stories etc. are the example of –

- a. Imaginative essays
- b. Narrative essays
- c. Descriptive essays
- d. Expository essays

27. Bibliographic can consist of –

- a. Books
- b. Journals or Periodicals
- c. Audios and videos
- d. All of the above

28. Gathering citations and reference list at the end of each chapter or at the end of the page.

- a. Endnotes
- b. Footnotes
- c. Footer
- d. All of the above

29. The writing styles are determined by the _____ matter.

- a. Topic
- b. Object
- c. Subject
- d. Field

30. Communication is basically –

- a. Talking
- b. Writing
- c. Signalling
- d. All of the above

31. _____ linked people together in an organization to achieve a common purpose.

- a. Communication
- b. Common goal
- c. Objective
- d. Purpose

32. We require several skills for acquiring _____ and _____.

- a. Knowledge, wisdom
- b. Knowledge, information
- c. Information, experience
- d. Both b & c

33. Reading skill improves our _____ and _____.

- a. Learning skills, speaking skills
- b. Learning skills, communication skills
- c. Learning ability, communication skills
- d. All of the above

34. Write the steps of reading technique in correct sequence:

- 1. Survey
- 2. Review
- 3. Recall
- 4. Question
- 5. Read

- a. 1, 4, 5, 3, 2
- b. 1, 2, 3, 5, 4
- c. 2, 3, 1, 5, 4
- d. 1, 4, 3, 5, 2

35. _____ involves processing and reconstructing the data, but _____ is letting the sounds beat your eardrums.

- a. Listening, hearing
- b. Hearing, listening
- c. Casual listening focused listening
- d. None of the above

36. The _____ and _____ is also helpful for the listener to understand the meaning.

- a. Tone, behaviour
- b. Pitch, tone
- c. Tone, attitude
- d. Tone, intensity

37. Identify the advantages of writing –



- a. The speaker himself did not have to be present in order to communicate
- b. The knowledge of one generation could be accumulated and passed on to the next
- c. Both a & b
- d. We can represent what we want

38. The general categories of communications are –

- a. Speech, writing
- b. Printing
- c. electronic communication
- d. All of the above

39. Common kinds of narrative skills are –

- a. How to do something
- b. How something works
- c. Both a & b
- d. Arrange the information properly

40. In English the same "You" is used for addressing ___ and ___.

- a. Youngers, elders
- b. Elders, equals
- c. Elders, Olders
- d. None of the above

41. Important things to keep in mind while listening to a description are –

- 1. It should be orderly
- 2. It should be clear

- 3. It should be accurate
- 4. It should be complete

- a. 1, 2, 3, 4
- b. 2, 3, 4
- c. 1, 3, 4
- d. 1, 2, 3

42. Communication helps officials to ___ the employees.

- A. Eliminate
- B. motivate
- C. Threaten
- D. apprise

43. ___ means checking whether the earlier stages of reading were followed promptly or not.

- A. Survey
- B. Question
- C. Read
- D. Review

44. The document that is used to communicate within the organization is called ___.

- A. letter
- B. memo
- C. e-mail
- D. telex

44. Identify the adverb in the sentence, 'I work more on the product development side.'

- A. I
- B. work
- C. More
- D. the

Answer: (A)

45. While listening, when we assess what the speaker is speaking, it is ___.

- A. comprehensive listening
- B. dialogic listening
- C. systematic listening
- D. critical listening

46. Identify the polite method of beginning a business letter

- A. We are forced to refuse
- B. We demand to know from you
- C. We find it difficult to believe
- D. We appreciate your prompt reply

47. The subject in the job application is written ___

- A. before the salutation
- B. after the salutation



C. before the complimentary close D. after the complimentary close

48. ___ should be provided in a resume only on request

A. Telephone number B. Reference C. Educational qualification D. Work experience

49. We communicate orally in two ways: ___ and ___

- a) telephonic conversation; non verbal communication
- b) verbal communication; face-to-face communication
- c) face-to-face communication; telephonic conversation
- d) verbal communication; nonverbal communication

50. As a means of communication, e-mails have features of the immediacy of both ___ and ___.

- a. reading, receiving b. writing, sending c. calling, receiving d. receiving, sending

=====Best of Luck=====



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Exam Result

Personality Development & Soft Skills (2023-2024)

Total Marks :50

| Sr.No | Name of Students | Marks | Sign | Remarks |
|-------|---------------------------|-------|----------|-----------------|
| 1 | Kutmure Arati Gopal | 43 | Arati | |
| 2 | Bhosale Samadhan Satish | 44 | Samadhan | |
| 3 | Nagmode Vishal Vikram | 45 | Vishal | |
| 4 | Malge Shubham Ashok | 46 | Shubham | 3 rd |
| 5 | Nalabale Vaishali Shivaji | 47 | Vaishali | 2 nd |
| 6 | Dhage Shreya Rupesh | 46 | Shreya | |
| 7 | Joshi Pragati Balaji | 43 | Pragati | |
| 8 | Hanchate Prajka Pandurang | 45 | Prajka | |
| 9 | Ugile Prajwal Shrikant | 48 | Prajwal | 1 st |
| 10 | Awad Raj Ramakant | 43 | Raj | |
| 11 | Shinde Pankaj Vilas | 45 | Pankaj | |
| 12 | Kawthe Harsh Ganesh | 43 | Harsh | |
| 13 | Bavane Rachana Anil | 42 | Rachana | |
| 14 | Bombale Rutuja Subhash | 45 | Rutuja | |
| 15 | Rathod Vijay Vishwanath | 45 | Vijay | |
| 16 | Sakhare Sagar Laxman | 43 | Sagar | |

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Attendance Sheet for the month 23rd 25 to 10th 25 (Academic Year 20232025)

Name of the Lecturer : Personality Development

Name of the Subject : Self Skills

Walter - SEM I
Added Scribe

| Roll No. | Name of the Students | Date | Lecture No. | | | | | | | | | | | | Total Attendance (DAYS) | Percentage % |
|----------|----------------------|------|-------------|----|----|----|----|----|----|----|----|----|----|----|-------------------------|--------------|
| | | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| 1 | Kutnure Arati Gopai | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | 100% |
| 2 | Bhagsale Sampalban | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 3 | Nagnade Vishal | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 4 | Molge Shubham | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 5 | Nalchale Vaishali | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 6 | Dhage Shreyo | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 7 | Toshi Prerati | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 8 | Hanchate Pratik | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 9 | Ugale Pranjwal | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 10 | Aunad Raj | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 11 | Shinde Parraj | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 12 | Karate Harsh | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 13 | Dawane Rachna | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 14 | Bamhle Rutuja | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 15 | Rathod Vijay | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |
| 16 | Sakre Sagar | 25 | A | A | A | A | A | A | A | A | A | A | A | A | 30 | " |

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Certificate



This is to certify that Mr./Miss Sakhare Sagat Lawman

of School / College Swami Vivekanand Mahavidyalaya, Latug has

Participated in the Personality Development event held on 16th, Oct 2023 in

School / College. He / She stood First / Second / Third

Radhamesh
Activity
In
Charge

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S.R.

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Rohasree

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Tridaj Shubham Ashok

of School / College Swami Vivekanand Mahavidyalaya, Latuse has

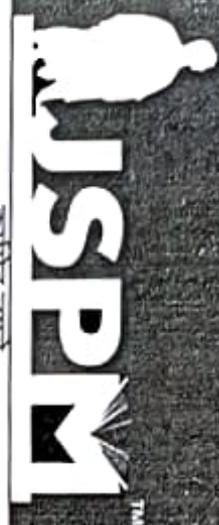
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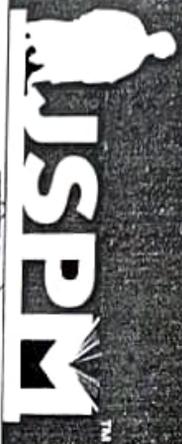
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This is to certify that Mr./Miss Award Rag Pamarant

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This is to certify that Mr./Miss Karunhe Harsh Ganesh

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