



**Shri Shivaji Education Society's,  
MAHASATEE ARTS, COMMERCE & SCIENCE  
COLLEGE, ULGA, KARWAR**

**2023**

# DEPARTMENT OF ENGLISH



## **ADD ON CERTIFICATE COURSE IN COMMUNICATION SKILLS IN ENGLISH**

"The most important thing in communication is hearing what isn't said." - Peter Drucker

Communication is the key to success in any field, whether personal or professional. It helps build trust, understanding, and strong relationships with others. Effective communication can resolve conflicts and improve collaboration.

10/16/2023



Shri Shivaji Education Society's,  
Mahasatee Arts, Commerce and Science College, Ulaga, Karwar  
Uttar Kannada, Karnataka-581328

Ref:MACS/2023-24/

DATE: 12-10-2023

### Proceeding of BOS meeting of Ad-on Course

Proceedings of the meeting of BOS of Add on course Entitled **Communication Skills in English** By the Dept. of English, held on 13-10-2023 at 3.30 pm in IQAC Room Agenda:

1. To approve the Ad-on courses
2. To frame syllabus for Ad-on courses
3. Implementation of Ad-on courses
4. Preparation of Time Table
5. Conduction of course, class/Exams

The following members were present:

1. Dr.V.V.Nayak-Principal Charman
2. Dr.I.R.Kajagar.Dept.of Pol-Science- Convener IQAC Co-ordinator
3. Smt.S.S.Gaonkar.HOD of Economics-Member
4. Smt.Roopa D.Kudtarkar.HOD,Commerce-Member
5. Shri.Prasad S. Naik, FDC-Member
6. Shri.Raghavendra Shet- Entrepreneur
7. Shri.Sudheer Nagekar-ember-

Alumni Resolutions:

1. Read and confirmed the minutes of last meeting held on 21.08-2023. After detailed discussion the

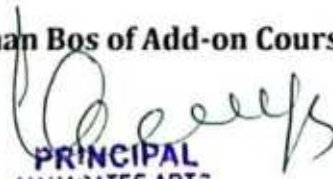
following resolutions were passed as under:

1. The panel of BOS scrutinized Add on course and finalized
2. The panel of BOS of Add on course recommended the syllabus model of different Add on course
3. The members expressed that Time table should be stipulated on Sunday and working days.
4. The panel of BOS of Add on course is approved to implement all the Add on courses as early as possible.

The meeting was concluded with the chairman thanking all the members for their active participation and co-operation.



Chairman Bos of Add-on Course

  
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ಮಹಾಸತಿ ಕಲಾ,ವಾಣಿಜ್ಯ ಹಾಗೂ ವಿಜ್ಞಾನ ಮಹಾವಿದ್ಯಾಲಯ ಉಳಗಾ,ಕಾರವಾರ-581328  
ನ್ಯಾಕನಿಂದ "ಬಿ" ಗ್ರಾಡ್ನಲ್ಲಿ ಪಡೆದಿದೆ

ShriShivaji Education Society's,  
MAHASATEE ARTS, COMMERCE & SCIENCE COLLEGE, ULGA, KARWAR,  
Uttar Kannada, Karnataka-581328

Accredited by NAAC with "B" Grade Phone: 08382-257033

E-mail: sesmahasateek@gmail.com Website: www.sesmacs.co.in

Date: 13-10-2023

## DEPARTMENT OF ENGLISH

### STUDENT NOTICE

This is to inform all the students of B.A, B.Com & BSc Department of English is organizing an Add-on Certificate program in "Communication Skills" from the 17<sup>TH</sup> OCTOBER-2023.

Interested student should immediately contact Prof Raghavendra M Naik, Head of the English Department on or before 16<sup>th</sup> OCTOBER-2023. for further details in connection with the time Table or other related matters.

Sign. of HOD English



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E-mail:sesmahasateek@gmail.com Website:www.sesmacs.co.in

Date:16-10-2023

## DEPARTMENT OF ENGLISH

### STUDENT NOTICE

This is to inform all the students who have registered their name for the Add on Certificate course on "Communication Skills" classes will start from 17<sup>TH</sup> OCTOBER-2023.

Add on Certificate course on "Communication Skills" classes will engaged at 4.00pm to 5.00pm on all working days.

  
HOD

Department of English



  
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**DEPARTMENT OF ENGLISH**  
**Add-on Certificate course-2023-24**

**List of students enrolled for "COMMUNICATION SKILLS IN ENGLISH"**

Sl.No.	Name of the students
1	Sri.Lakshmeesh Naik
2	Miss.Prathvi Krishna Devali
3	Sri.Santosh Dammur
4	Miss.Ankita Santosh Naik
5	Miss.Pooja Guruprasad Naik
6	Miss.Chentan Ravindra Naik
7	Sri.Nagaraj Anandu Naik
8	Sri.Pankaj Prakash Gaonkar
9	Sri.Vighnesh Rajesh Reddy
10	Miss. Varsha hanumanta Koladar
11	Miss.Anjali shamuk Naik
12	Sri.Bhushan Prakash Gaonkar
13	Sri.Gourav Anvekar
14	Miss.Ankita Madhukar Velip
15	Miss.Rakshita Prabhakar Mirashi
16	Sri.Ajay Madhukar Velip
17	Sri.Vinayak Narshimha Gunagi
18	Miss.Sharddha Sandeep Shet
19	Sri.Latesh Muralidhar Naik
20	Miss.Sneha Sainath Majalikal



*[Signature]*  
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Shri Shivaji Education Society's  
Mahasateo Arts, Commerce and Science  
College, Ulga-Karwar.

DEPARTMENT OF COMMERCE

SYLLABUS

**Certificate Course 2023-24**

SUBJECT-Self Help Group and Rural Development

Total 30 Teaching Hrs

**Module 1: Introduction to Self Help Groups (SHGs)**

- **Unit 1: Concept of SHGs:**
  - Definition and characteristics of SHGs
  - Principles and values of SHGs
  - Importance of SHGs in rural development
- **Unit 2: Formation and Structure of SHGs:**
  - Process of SHG formation
  - Types of SHGs (e.g., women's SHGs, youth SHGs, farmer SHGs)
  - Structure and roles within an SHG
- **Unit 3: SHG Activities and Benefits:**
  - Savings and credit activities
  - Income generation activities
  - Social and community development activities
  - Benefits of SHG membership to individuals and communities

**Module 2: Rural Development Concepts and Challenges**

- **Unit 1: Understanding Rural Development:**
  - Definition and scope of rural development
  - Rural development indicators and challenges
  - Sustainable rural development approaches
- **Unit 2: Poverty and Inequality in Rural Areas:**
  - Causes and consequences of poverty
  - Inequality in rural areas and its impact
  - Strategies for poverty alleviation





- **Unit 3: Rural Infrastructure and Development:**
  - Importance of rural infrastructure
  - Types of rural infrastructure (e.g., roads, irrigation, energy)
  - Development challenges in rural infrastructure

### **Module 3: Role of SHGs in Rural Development**

- **Unit 1: SHGs as Agents of Change:**
  - Empowerment of women and marginalized communities
  - Community mobilization and participation
  - Advocacy for rural development policies
- **Unit 2: SHGs and Microfinance:**
  - Concept of microfinance and its linkages with SHGs
  - Financial inclusion and poverty reduction
  - Challenges and best practices in SHG-microfinance partnerships
- **Unit 3: SHGs and Livelihoods Promotion:**
  - Role of SHGs in promoting rural livelihoods
  - Diversification of livelihoods and value addition
  - Success stories and lessons learned

### **Module 4: SHG Management and Capacity Building**

- **Unit 1: SHG Leadership and Governance:**
  - Leadership roles within SHGs
  - Decision-making processes and accountability
  - Good governance practices in SHGs
- **Unit 2: Financial Management of SHGs:**
  - Basic accounting principles for SHGs
  - Record-keeping and financial reporting
  - Financial sustainability of SHGs
- **Unit 3: Capacity Building of SHG Members:**
  - Training and skill development needs
  - Training methodologies and resources
  - Continuous learning and knowledge sharing

### **Module 5: SHG and Government Programs**

- **Unit 1: Government Policies and Programs:**
  - National Rural Livelihoods Mission (NRLM)
  - Other relevant government schemes
  - Alignment of SHGs with government programs
- **Unit 2: Access to Government Resources:**
  - Benefits and challenges of accessing government resources
  - Documentation and procedures
  - Effective utilization of government support
- **Unit 3: Partnership Building with Government:**



- Collaboration and coordination with government agencies
- Advocacy for policy changes
- Strengthening government-SHG linkages

**Assessment:**

- Assignments (e.g., case studies, project reports)
- Presentations (e.g., group presentations on SHG success stories)
- Mid-term and final examinations

**Additional Resources:**

- Books:
  - "Self-Help Groups: A Handbook for Practitioners" by C.B. Bhattacharya
  - "Empowerment through Self-Help Groups: A Handbook" by S.P. Singh
  - "Rural Development: Principles, Policies and Management" by M.L. Dantwala
- Websites:
  - National Rural Livelihoods Mission (NRLM): <https://nrlm.gov.in/>
  - Ministry of Rural Development and Panchayati Raj: <https://rural.gov.in/en>
  - Self-Employed Women's Association (SEWA): <https://www.sewa.org/>

This syllabus provides a comprehensive overview of SHGs and their role in rural development. It covers various aspects of SHG formation, activities, benefits, challenges, and government programs. By completing this course, participants will gain a deeper understanding of SHGs and their potential to contribute to the development of rural communities.



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**IQAC Initiative**  
**ADD-ON COURSE**  
Conducted by  
**DEPARTMENT OF ENGLISH**  
**COMMUNICATION SKILLS IN ENGLISH**

This is to certify that ~~Mr~~/Ms Sneha S. Majalrkar

Class B. SC I satisfactorily completed the course during the year 2023-24

  
**HOD. ENGLISH**

  
**PRINCIPAL**  
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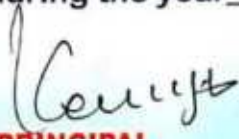


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**ADD-ON COURSE**  
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**DEPARTMENT OF ENGLISH**  
**COMMUNICATION SKILLS IN ENGLISH**

This is to certify that Mr./Ms Latesh M. Naik.

Class B.Sc II satisfactorily completed the course during the year 2023-24

  
**HOD. ENGLISH**

  
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