



Rashtrasant Tukadoji Maharaj Nagpur University
Department of Lifelong Learning and Extension



Rajkumar Kewalramani Kanya Mahavidyalaya
Jaripataka Nagpur

Dr. Madhukarrao Wasnik
PWS Arts Commerce & Science College
Kamptee Road, Nagpur-26



Certificate Course in Communicative Skills in English
(2022-2023)

All students are hereby informed that Department of English is organizing a short term 'Certificate Course in Communicative Skills in English' granted by Department of Lifelong Learning and Extension of R.T.M. Nagpur University, Nagpur

Starting Date: 8th March 2023, Wednesday

Total Seats: 20 (Limited seats)

Duration of the Course: 45 hours (Theory 15 Hrs & Practical 30 Hrs.)

Credit: 2 points (Will be added to the final Mark sheet of the year)

Course Fees: Rs. 500/- (Five hundred only)

Venue

Theory Classes: Rajkumar Kewalramani Kanya Mahavidyalaya, Jaripataka, Nagpur

Practical Classes: Dr. Madhukarrao Wasnik PWS Arts & Commerce College, Nagpur

Interested Students can register as soon as possible by filling admission form.

Course Coordinators

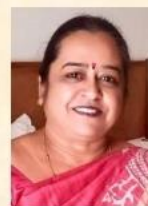
Dr. Madhavi Moharil (8380066154)
Rajkumar Kewalramani Kanya Mahavidyalaya, Nagpur

Dr. Sudesh Bhowate (9823419389)
Dr. M.W.P.W.S. Arts, Comm. & Science College, Nagpur

Organizers



Principal Dr. Yeshwant Patil
Dr. MWPWS Arts, Comm. & Science College



Principal Dr. Urmila Dabir
Rajkumar Kewalramani Kanya Mahavidyalaya

Short Term Course Under Jeevan Shikshan Abhiyan 2022-23 (on No Grant Basis)

in

Communicative Skills in English

Organized by

Rajkumar Kewalramani Kanya Mahavidyalaya, Nagpur

&

Dr. Madhukarrao Wasnik PWS College of Arts & Commerce, Nagpur

Weekly Teaching Plan

Day	Time	Theory	Practical
Monday			
Tuesday			
Wednesday	8.00 am to 9.00 am	1 Hr.	-
Thursday	11.00 am to 1.00 pm	-	2 Hrs.
Friday	8.00 am to 9.00 am	1 Hr.	-
Saturday	11.00 am to 1.00 pm	-	2 Hrs.

Theory	2 Hrs/Week	8 Hrs (One Month)	15 Hrs. (7 Weeks+ 5 Days)
Practical	4 Hrs/Week	16 Hrs (One Month)	30 Hrs (7 Weeks + 5 Days)

Signature of the Course Co-ordinators

1. Dr. Madhavi Moharil
2. Dr. Sudesh Bhowate



DR. MADHUKARRAO WASNIK
P.W.S. ARTS, COMMERCE & SCIENCE COLLEGE

REACCREDITED 'B' + BY NAAC (Third Cycle)

KAMPTEE ROAD, NAGPUR - 440 026

Website : www.pwscollege.edu.in

Email: principalpws@yahoo.in / principal@pwscollege.edu.in

Ph.: 2653711

Date : 01/03/2023

Notice

All students are hereby informed that Department of English is organizing a short term 'Certificate Course in Communicative Skills in English' granted by Department of Lifelong Learning and Extension of R.T.M. Nagpur University, Nagpur

Starting Date: 8th March 2023, Wednesday.

Total Seats: 10 (Limited seats)

Duration of the Course: 45 hours (Theory 15 Hrs & Practical 30 Hrs.) Approx. One Month

Credit: 2 points (Will be added to the final Mark sheet of the year)

Course Fees: Rs. 500/- (Five hundred only)

Venue:

Theory Classes: Rajkumar Kewarlamani Kanya Mahavidyalaya, Jaripaaka, Nagpur

Practical Classes: Dr. Madhukarrao Wasnik PWS Arts & Commerce College, Kamptee Road, Nagpur

Interested Students can register as soon as possible by filling admission form.

Contact: Dr. Sudesh Bhowate (09823419389) Head, Dept. of English & Course Coordinator

Principal
Dr. Yeshwantrao Patil
Dr. Madhukarrao Wasnik
P.W.S. Arts & Commerce College
KampTEE Road, Nagpur





RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY
Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 &
presently a State University governed by Maharashtra Public Universities Act, 2010 (Mah. Act No. VI of 2017)

DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Gurunanak Bhavan, University Campus, Amravati Road, Nagpur - 440 033. Phone : 2530860
E-mail : doll_rtmnu@gmail.com

To,
The Principal

1. Rajkumar Kewalramani Kanya
Mahavidyalaya Jaripatka, Nagpur.
2. Dr. Madhukarrao Wasnik P.W.S
Arts & Commerce College Kamptee
Road Nagpur.

No.DOLLE/688/23

Dated : 24. 2. 2023

**Subject : Sanction for Conducting Short Term Courses under Jeevan Shikshan
Abhiyan on No Grant Basis. (2022-23)**

Sir/Madam,

With reference to your proposal for conducting Short Term courses indicated below under Jeevan Shikshan Abhiyan of this Department, this is to inform you that your proposal has been accepted and your College has been granted permission to conduct the course on the following conditions:

Details of the Course

Sr. No.	Name of the Course	Name of Course Coordinator	Duration	Credit	No. of Candidates to be admitted	Fees to be Charged per Student	Fees to be Deposited With the Deptt.
1	Certificate Course in Communicative Skills in English.	Dr. Madhavi Moharil. Dr. Sudes Bhowate.	45 hrs. T-15 hrs. P-30 hrs	2	20	500/-	10%

Rules & Regulations of this Department regarding these courses should be strictly followed.

1. Owing to Covid-19 situations all the norms of Central & State Government and instructions by R.T.M. Nagpur University, Nagpur should be strictly followed.
2. This sanction is valid for this particular Batch only.
3. Fees for the course should be charged as per the norms prescribed.
4. Expenditure on the course should be incurred as per norms.
5. Course should be started within a Month from the date of sanction.
Please communicate your acceptance within a month and submit the Initial Report
6. Submit the List of Students admitted in the excel format attached herewith.
Also send a soft copy in CD/Pen drive.
7. Administrative responsibility of this Certificate Program will be with Rajkumar Kewalramani Kanya Mahavidyalaya Jaripatka , Nagpur.

Your's faithfully,

(Signature)
Director

Dr. Sudesh Bhowate
Head, Department Of English
12th October 2022

To
The Principal
Dr. M.W. PWS Arts, Commerce & Science College
Kamptee Road, Nagpur-26

Subject: Approval For preparing a joint proposal of a Short Term Value Added Course.

Dear Sir

With reference to the subject mentioned above I would like to inform you that Department Of English of Rajkumar Kewalramani College, proposed us to start a short term value added course under an MOU we both the colleges are in.

We held a meeting on 10th October 2022 and have decided to apply to Adult Education & Extension Department of RTM Nagpur University for the permission of the designed course entitled "Communicative English". The course is designed for 2 credits for 15 theories and 30 practical hours. The course will be chargeable for students to bears the logistics and expenditure towards the course. We are proposing to charge Rs. 500 from the students.

The value added course is important in the light of NAAC. The course once granted, we can continue in the oncoming years.

Kindly give permission for preparing a proposal jointly with Rajkumar Kewalramani Kanya Mahavidyalaya, Nagpur.

Thanking you,

Yours Sincerely


Dr. Sudesh Bhowate



Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
Department of Lifelong Learning & Extension
Rules and Regulations for conducting Courses Under
Jeevan Shikshan Abhiyan (Skill Based & Need Based Courses)

on No Grant Basis

1. The Short Term Certificate Courses under Jeevan Shikshan Abhiyan will be conducted under the jurisdiction of Rashtrasant Tukadoji Maharaj Nagpur University.
2. The College/Institutions affiliated to Rashtrasant Tukadoji Maharaj Nagpur University may be granted permission to conduct Short Term Certificate Courses approved by the Department of Lifelong Learning & Extension under Jeevan Shikshan Abhiyan.
3. For conducting the courses, the college/Institute will have to submit a proposal to the Director (LLE) in the prescribed proforma.
4. The College may also formulate their own 'Need Based' Courses under Jeevan Shikshan Abhiyan. The syllabi may be prepared by the Colleges on their own by involving subject experts and the benefits of this courses can be extended to the interested individuals of any age group.
5. The proposal submitted by the college will be scrutinized and recommended for approval (if in line) by the committee of experts constituted by the Director, Department of Lifelong Learning & Extension.
6. The Institute/college should make available services of qualified and trained staff available for teaching either from their institute or from the same domain working in Industry/Institute/Organization.
7. Proposals received from the colleges/Institutes will be submitted to the Board of Lifelong Learning & Extension and if required, Hon'ble Vice-Chancellor can approve the proposal on behalf of the Board and then it will be placed before the Board for post facto approval.
8. The fees for each course will be proposed by the College and put it for approval. Board of Lifelong Learning & Extension will be the final authority to finalize the fees for each course which can be modified from time to time with justification. 10% of the total fees will have to be deposited with the Department of Lifelong Learning & Extension as Registration Fees per student along with the names of students admitted.
A Proposal fee of Rs. 500/- for Certificate Course will have to be deposited along with the proposal in the Department of Lifelong Learning & Extension, Rashtrasant Tukadoji Maharaj Nagpur University.
9. Amount should be deposited with the Department as Registration Fees within 15 days from the date of commencement of the course by DEMAND DRAFT/NEFT/RTGS in favor of "Director Department of Lifelong Learning & Extension, RTM Nagpur University". (Account Details: DEPT OF LIFELONG LEARNING & EXTN RTMNU, A/c No. **876220110000073, IFSC: BKID0008762, BANK OF INDIA, RTM NAGPUR UNIVERSITY BRANCH, NAGPUR-440033**).
10. The intake capacity of candidates will be decided by the Board of LLE.
11. Colleges should maintain an account of the fees collected from the students and the expenditure incurred throughout the length of period of the course.
12. Course should be started within a month from the date of issue of sanction letter, otherwise the sanction will be treated as cancelled. If the College cannot start the course within one month, the same should be informed to the Director of LLE office with proper justification.
13. Immediately after the course is over, the audited accounts along with the report including geotagged photo/ screenshots of the course should be submitted to this Department.
14. If college runs the course, Principal should nominate a Course Coordinator from amongst the staff members. While appointing the Course Coordinator knowledge and experience etc. should be considered for the relevant course to be conducted under Jeevan Shikshan Abhiyan.

20. The Duration and Total fees for these courses may not exceed the following limits.

Table A	Total hours of teaching/training	Max. stretched duration (should not exceed 24 weeks)	No. of Credits	Max. Fees per student*
Certificate Course (Duration may vary depending on number of hours per week, as per institute's policy)	14-15 hours	15 Weeks (1 hr/week)	1	1000/-
	28-30 hours	15 Weeks (2 hr/week)	2	1000/-
	43-45 hours	15 Weeks (3 hr/week)	3	1500/-
	58-60 hours	15 Weeks (4 hr/week)	4	2000/-

*The institute needs to justify the fees with all the reasons and evidences thereof, if it exceeds the fees mentioned here.

*The Application Form should be accompanied with Hourly Teaching Plan to justify the **teaching hours and duration of course** [For calculation of the credits, 1 credit will be equivalent to **15 hours of teaching (theory) OR 30-hours of Practical / hands on training**].

Criteria of grant of Grade (Table B)

Sr. No.	Letter Grade	Grade Points	Mark Range	Performance
1	O	10	Above 90 upto 100	Outstanding
2	A+	9	Above 80 upto 90	Excellent
3	A	8	Above 70 upto 80	Very Good
4	B+	7	Above 60 upto 70	Good
5	B	6	Above 50 upto 60	Above Average
6	C	5	Above 45 upto 50	Average
7	P	4	Minimum passing upto 45	Pass
8	F	0	Below Minimum Passing	Fail
9	AB	0	Absent	Fail

21. Expenditure to visit (TA and Honorarium to the Experts/visiting committee members) the College/Institute/Organization/Agency will have to be borne by the College/ Institute/ Organization/Agency by depositing requisite amount in the Department as mentioned in point 9. (Honorarium of Rs. 1000/- for each visiting member and conveyance/TA for local visit Rs. 1000/-, for outside Nagpur city limit up to 150 Km (to & fro) Rs. 2000/- and for exceeding 150 Km (to & fro) Rs. 2500/- or Rs. 15/- per Km whichever is higher.
22. Certificates duly signed by the Director, Department of LLE and Principal of the concerned college will be awarded to the successful candidates only.

Director
Dept. of Lifelong Learning & Extension
Rashtrasant Tukadoji Maharaj Nagpur University
Nagpur

Jeevan Shikshan Abhiyan
(Skills Based & Need Based Courses)

Certificate Course
In
Communicative English
Hourly Teaching Plan

(Duration- 30 Hrs)
Credits -02

Sr. No.	Course Content	Particular	Theory Hrs.	Practical Hrs.		
				Audio Visual Sessions	Demo Classes	Assignment
	Self-Introduction	1. Introducing Yourself	01 Hrs.	01	02	01
	Greetings and Responses	1. Greetings	02 Hrs.	01	02	01
		2. Responses	02 Hrs.	01	02	01
	Interrogation and Responses	1. Interrogations	02 Hrs.	01	02	01
		2. Responses	02 Hrs.	01	02	01
	Imperatives and Instructions	1. Imperatives	02 Hrs.	01	02	01
		2. Instructions	02 Hrs.	01	02	01
	Telephone Conversation	1. T. C. General	02 Hrs.	01	02	01
		2. T. C. in Business	02 Hrs.	01	02	01
	Non-Verbal Communication	1. Facial Expressions	02 Hrs.	01	02	01
		2. Dressing Style	02 Hrs.	01	02	01
	Interview Techniques	1. Equities/Mannerisms	02 Hrs.	01	02	01
		2. Responding	02 Hrs.	01	02	01
	Programme Compering (anchoring)	1. Compering	02 Hrs.	01	02	01
		2. Vote of Thanks				
		Total	15 Hrs.	Total	30 Hrs.	





GPS Map Camera

Nagpur, Maharashtra, India

Old, Kamptee Rd, Old Teka Naka, Teka Naka, Nagpur,
Maharashtra 440002, India

Lat 21.178485°

Long 79.107411°

23/03/23 12:05 PM GMT +05:30

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GPS Map Camera

Nagpur, Maharashtra, India

2838/A/18, near Dr. Madhukarrao Wasnik P.W.S. Arts and Commerce
College, Old Teka Naka, Teka Naka, Nagpur, Maharashtra 440002, India

Lat 21.178848°

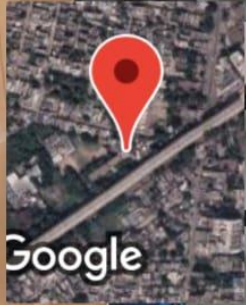
Long 79.107491°

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Google



GPS Map Camera



Nagpur, Maharashtra, India

Old, Kamptee Rd, Old Teka Naka, Teka Naka, Nagpur, Maharashtra 440002, India

Lat 21.178501°

Long 79.107595°

31/03/23 11:12 AM GMT +05:30



GPS Map Camera



Nagpur, Maharashtra, India

Old, Kamptee Rd, Old Teka Naka, Teka Naka, Nagpur, Maharashtra

440002, India

Lat 21.178513°

Long 79.107645°

31/03/23 11:12 AM GMT +05:30