

**Dr. M.W. P.W.S. Arts & Commerce College, Nagpur,**  
**Proficiency Development Programme-2019-20**

Under the 'quality Improvement Programme 'NAAC a "Proficiency Development Programme" (PDP) was designed and implemented at P.W.S. Arts & Commerce College, Nagpur, Nagpur. The main goal of this programme was to develop total personality of students with academic qualification. This programme was held free of charge for one month period 6<sup>th</sup> Jan. 2020 to 31st January 2020

The P.D.P. was constitute by a committee of teachers, under the efficient co-ordinatorship of Dr. S.A. Bhagwat.

1. Dr. S.A. Bhagwat	Co-ordinator
2. Dr. Pradnya Bagde	Member
3. Dr. Vimal Rathod	Member
4. Dr. Narendra Bagde	Member
5. Dr. C.S. Patil	Member
6. Dr. Vivek Chavan	Member
7. Dr Manisha Nagpure	Member
8. Dr. Megha Ramteke	Member
9. Dr. Amruta Dorlikar	Member

**Objective Set for the Programme:**

- 1 To improve essential proficiency of U.G. and P.G. Students.
- 2 To create students of high caliber.
- 3 To develop their communication skills.
- 4 To know how to minimize the stress and maintain mental & physical fitness.
- 5 To develop net working skills.
- 6 To create awareness of Time Management.
- 7 To know about Career Management.
- 8 To know about Interview Techniques.

## **Course Contents:**

This course was planned to achieve the objectives as under :

### **A) Personality Development:**

- i) Importance of setting & achieving goal.
- ii) Importance of positive attitude.
- iii) Essential qualities that make a person successful.
- iv) Power of Networking.

### **B) Development of English Skill:**

- i) Spoken Communication & its techniques.
- ii) Effective writing Techniques.
- iii) Giving a talk
- iv) Letter Writing.

### **C) Interview Technique:**

- i) Writing an application
- ii) Psychological aspects of oral interview
- iii) Anticipating the questions
- iv) How to make right impression.
- v) Preparation techniques
- vi) Beware of the pit falls/ error.
- vii) Importance of Body Language

### **D) Time Management:**

- Concept, Scope & Importance.

### **E) Stress Management:**

- i) Concept & Nature of Stress.
- ii) Effects, Causes and Ways of coping.
- iii) Combating stress through Yoga.

**Dr. MADHUKARRAO WASNIK P.W.S ARTS & COMMERCE  
COLLEGE, NAGPUR**

**PROFICIENCY DEVELOPMENT PROGRAMME COMMITTEE 2019-20**


This is inform you that as per the meeting's decision held on dates 26<sup>th</sup> Dec. , 2019  
We are appointed as a member of PROFICIENCY DEVELOPMENT PROGRAMME  
COMMITTEE 2019-20

You are requested to co-operate same process.

S.No	Name of Members	Department	Designation
1.	Dr. S.A Bhagwat	Commerce	Co-ordinator
2.	Dr. Pradnya Bagde	Economics	Member
3.	Dr. V.S Chavan	Commerce	Member
4.	Dr. C.S Patil	History	Member
5.	Dr. Narendra Bagde	Commerce	Member
6.	Dr. Manisha Nagpure	Marathi	Member
7.	Dr. Vimal Rathod	Political Sci	Member
8.	Dr. Megha Ramteke	English	Member
9.	Dr. Amruta Dorlikar	Marathi	Member

**Co-ordinator**

  
Dr. S.A. Bhagwat

  
**Principal** 11.1.20

Principal  
Dr. Madhukar Rao Wasnik  
P.W.S. Arts & Commerce College  
Dr. Yeshwant Patil  
Nagpur-20



**Dr. M.W.P.W.S. ARTS & COMMERCE COLLEGE,, NAGPUR.**

**PROFICIENCY DEVELOPMENT PROGRAMME**

Teaching Plan


(From 6<sup>th</sup> Jan. 2020 to 31<sup>st</sup> Jan. 2020)

Time: 10:30 A.M. to 11:30 A.M.

**Inauguration Function at 9:30 A.M. to Date: 6<sup>th</sup> Jan. 2020**

Sr.No.	Name of Teaching Faculty	Topic/Subject	Date
1	Dr. C. S. Patil	Importance of Setting & Achieving Goal	6/01/2020
2	Dr. S.A. Bhagwat	Writing an application & preparation of technique	7/1/2020
3.	Dr. Sudesh Bhowate	Business Communication I & II	8/1/2020
4	Dr. V.S.Chavan	Importance of Positive Attitude	9/1/2020
5.	Dr. Vimal Rathod	Indian Constitution	10/1/2020
6.	Prof. Amol Mendhe	Effective writing Techniques	11/1/2020
7.	Dr. Manisha Nagpure	How to make right impression	13/1/2020
8.	Prof. Amol Mendhe	Effective writing Techniques	14/1/2020
9.	Dr. Megha Ramteke	Spoken Communication and its techniques	15/1/2020
10.	Dr. Megha Ramteke	Spoken Communication and its techniques	16/1/2020
11.	Prof. Vimal Rathod	Indian Constitution	17/1/2020
12.	Dr. N.S. Bagde	Essential Qualities that makes a person successful	18/1/2020
13	Dr. N.S. Bagde	Career Management	20/1/2020
14	Dr. Manisha Nagpure	Importance of Body language	21/1/2020
15	Dr. V.S. Chavan	Importance of setting and achieving goal, power of networking	22/1/2020
16	Dr. Indrajit Orke	Importance of positive attitude	23/1/2020
17	Dr. M.J. Awasti	Personality Development	24/1/2020
18	Prof. Amruta Dorlikar	Writing Skills	25/1/2020
19	Dr. Sudesh Bhowate	Business Communication I & II	27/1/2020
20	Prof. Ashwini B. Girde & Prof. Damini Meshram	Importance of Yoga	28/1/2020
21	Dr. Pradnya Bagde	Stress Management	29/1/2020
22	Prof. Ashwini B. Girde/ Prof. Kamini Meshram	Yoga(Practical Approach)	30/1/2020

Co- Ordinator

  
(Dr. S.A. Bhagwat)