



ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE

(Affiliated to Mumbai University)

Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206
Ph. No. +91-8655678500, 9699625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

Value Added Course “Communication Skill Programme”

14 December, 2020 to 1 February, 2021

Coordinated By- Department of Humanities

Faculty Name- Mr. Ketan Patil



St. Wilfred's College of Arts, Commerce & Science

Value Added Course



Ketan Patil
PRINCIPAL
St. Wilfred's College of
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Communication Skill Programme

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Ref. No.

Date: 08/12/2020



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It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on 08/12/2020 at 12.00 PM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

Principal

Ref. No.

Date: 08/12/2020



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Meeting Minutes

Date: 08/12/2020

Time: 12:00 PM

Place: Seminar Room

Attendees:

S.No.	Name	Designation	Signature
1.			
2.			
3.			
4.			
5.			
6.			

Agenda:

1. To organize Alumni, meet and farewell for the final year students.
2. To conduct student exit survey.
3. To discuss important questions for examination.
4. Soft skills training for placement and internship.
5. Analysis of slow learner and their mentoring.
6. To discuss about the conduction of practical examination.
7. Submission of dissertation and projects by students.
8. To organize seminars by final year students.
9. To conduct remedial classes for weak learners on difficult topics on Saturdays.
10. To organize science exhibition, Panache, departmental quizzes, Industrial trips, surveys etc.
11. To organize Value added courses for Semester 2nd Students

Minutes:

The meeting was called to order by Principal at 12 PM in Seminar Room. The attendees were welcomed, and the agenda for the meeting was presented.

1. **To organize Alumni, meet and farewell for the final year students:** The Principal proposed organizing an Alumni meet to facilitate interactions between current students and successful graduates. The event will serve as an opportunity for networking, mentorship, and sharing experiences. Additionally, a farewell program will be arranged to bid farewell to the final year students and celebrate their achievements. The specific dates and details of these events will be decided in consultation with the concerned faculty members and student representatives.
2. **To conduct student exit survey:** The Principal suggested conducting a student exit survey to gather feedback from graduating students. The survey will focus on their overall



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college experience, including academic programs, infrastructure, faculty support, extracurricular activities, and placement opportunities. The feedback received will help in assessing the college's strengths and areas for improvement.

3. **To discuss important questions for examination:** The Principal highlighted the need to discuss and finalize the important questions for the upcoming University examination. Faculty members were encouraged to collaborate and share their expertise in determining the key topics and questions that students should focus on during their exam preparation. This will ensure that students are well-prepared for the examination.
4. **Soft skills training for placement and internship:** To enhance students' employability and prepare them for the professional world, the Principal proposed conducting soft skills training programs. These programs will focus on improving students' Communication Skill Programme, teamwork abilities, time management, and overall personality development.
5. The training will specifically target placement and internship opportunities, equipping students with the necessary skills to succeed in their future careers.
6. **Analysis of slow learners and their mentoring:** The Principal emphasized the importance of identifying and addressing the needs of slow learners. It was suggested to analyze the performance and progress of such students and provide them with personalized mentoring and support. Faculty members were requested to closely monitor the academic progress of slow learners and implement strategies to help them overcome their challenges.
7. **To discuss the conduction of practical examination:** The Principal proposed a discussion on the conduction of practical examinations. The logistics, evaluation criteria, and assessment procedures for the practical exams will be determined and communicated to the faculty members. It was emphasized that the practical examinations should provide a fair and comprehensive assessment of students' practical knowledge and skills.
8. **Submission of dissertations and projects by students:** The Principal reminded the faculty members about the submission deadline for dissertations and projects by the students. Clear instructions and guidelines regarding the format, content, and submission process should be provided to the students to ensure a smooth submission process.
9. **To organize seminars by final year students:** To showcase the research and academic achievements of the final year students, the Principal suggested organizing seminars where they can present their findings and share their knowledge with the college community. This will provide a platform for intellectual exchange and foster a culture of academic engagement.
10. **To conduct remedial classes for weak learners on difficult topics on Saturdays:** The Principal recommended organizing remedial classes on Saturdays to provide additional support to weak learners. These classes will focus on addressing difficult topics and



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concepts, helping students overcome their challenges and improve their understanding. Faculty members were encouraged to volunteer and contribute to these remedial classes.

11. To organize science exhibition, Panache, departmental quizzes, industrial trips, surveys, etc.: The Principal proposed organizing various extracurricular activities and events, such as science exhibitions, cultural events like Panache, departmental quizzes, industrial trips, and surveys. These activities will provide students with opportunities for practical learning, creative expression, and holistic development.

12. To organize Value added courses for Semester 2nd Students

The Principal elaborated on the importance of providing value-added courses to enhance the academic experience and skill set of students. Various suggestions were put forth regarding the types of value-added courses that could be beneficial for Semester 2nd students. Suggestions included courses related to Communication Skill Programme, coding, financial literacy, and career development.

Action Items:

1. The Principal will coordinate with faculty members and student representatives to finalize the dates and details of the Alumni meet and farewell program.
2. Faculty members will develop and conduct the student exit survey, ensuring comprehensive feedback is collected.
3. Faculty members will collaborate to finalize important questions for the upcoming UOR examination.
4. The administration will organize soft skills training programs, focusing on placement and internship opportunities.
5. Faculty members will identify slow learners, provide personalized mentoring, and monitor their progress.
6. Faculty members will discuss and plan the conduction of UOR practical examinations, ensuring fairness and thorough assessment.
7. The administration will remind students about the submission deadline for dissertations and projects, providing clear guidelines.
8. The administration will facilitate the organization of seminars by final year students, allowing them to showcase their research and knowledge.
9. Faculty members will schedule remedial classes for weak learners on Saturdays, focusing on difficult topics.
10. The administration will coordinate the organization of science exhibitions, Panache, departmental quizzes, industrial trips, surveys, and other extracurricular activities.
11. The Academic Committee will compile a list of potential value-added courses based on the suggestions provided during the meeting.

These action items will be followed up on in subsequent meetings to track progress and ensure the successful implementation of the proposed agendas.

Closing:

Principal expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration and dedication are essential in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals and work collectively towards the holistic development of the students.



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The meeting concluded at 02.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

Principal

Date-10/12/2020

Notice

We are pleased to inform all the students that the Value Added Course (VAC)-
Communication Skill Programme classes will commence from **December 14, 2020**. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

Details of the VAC Classes:

Start Date: **December 14, 2020**

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Mr. Ketan Patil

Principal

CC-

HOD of all departments



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Date- 10/12/2020

Circular

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Details of the VAC Classes:

Start Date: **December 14, 2020**

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Faculty Coordinator- Mr. KetanPatil

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CC-
HOD of all departments



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Value Added Course: Communication Skill Programme Program Expected Outcomes

Expected outcomes of a Communication Skills Program course include:

- **Improved Verbal Communication:** Enhancing clarity, articulation, and effectiveness in oral communication, including public speaking, presentations, and interpersonal interactions.
- **Enhanced Written Communication:** Developing proficiency in writing clear, concise, and professional emails, reports, memos, and other written documents for various contexts and audiences.
- **Interpersonal Communication Skills:** Strengthening active listening, empathy, and conflict resolution abilities to foster positive relationships and effective communication with peers, colleagues, and clients.
- **Nonverbal Communication Mastery:** Understanding and utilizing nonverbal cues such as body language, facial expressions, and tone of voice to convey messages accurately and build rapport.
- **Presentation Skills:** Acquiring techniques for structuring engaging and persuasive presentations, utilizing visual aids, and delivering content confidently to captivate audiences.
- **Cross-Cultural Communication Competence:** Developing sensitivity to cultural differences and adapting communication styles to effectively interact with individuals from diverse backgrounds.
- **Leadership Communication:** Cultivating skills in motivating, inspiring, and influencing others through effective communication, facilitating collaboration, and achieving team goals.
- **Professional Networking Abilities:** Building confidence and strategies for networking, including initiating conversations, maintaining professional relationships, and leveraging connections for career advancement.
- **Conflict Resolution and Negotiation Skills:** Learning strategies to manage conflicts constructively, negotiate win-win solutions, and resolve disputes diplomatically in professional and personal contexts.
- **Overall Communication Competency:** Equipping individuals with the essential communication skills and confidence to succeed in academic, professional, and social environments, fostering career advancement, personal growth, and meaningful relationships.



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Value Added Course Communication Skill Programme Program COURSE OUTCOME

Subject	Communication Skill Programme
CO1	Improved communication skills equip individuals to effectively convey ideas, information, and instructions in the workplace, leading to increased productivity, efficiency, and professional success.
CO2	Effective communication fosters better understanding, trust, and collaboration among team members, resulting in stronger interpersonal relationships, reduced conflicts, and a more positive work environment.
CO3	Developing strong communication skills boosts individuals' confidence in expressing themselves, advocating for their ideas, and engaging in conversations, both professionally and socially, leading to greater self-assurance and assertiveness in various situations.



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Value Added Course Communication Skill Programme (14 December, 2020 to 1 February, 2021)

Syllabus

Topic	Week Days
<ul style="list-style-type: none">• Introduction to communication theory and models• Verbal communication skills: clarity, conciseness, and coherence• Nonverbal communication: body language, facial expressions, and tone of voice• Listening skills: active listening, empathy, and paraphrasing	Monday-Saturday
<ul style="list-style-type: none">• Building rapport and trust in interpersonal relationships• Conflict resolution techniques and strategies• Assertiveness training: expressing opinions and setting boundaries• Giving and receiving feedback effectively	Monday-Saturday
<ul style="list-style-type: none">• Principles of effective writing: clarity, coherence, and correctness• Business writing skills: emails, memos, reports, and proposals• Professional writing etiquette and formatting• Editing and proofreading technique	Monday-Saturday
<ul style="list-style-type: none">• Planning and organizing presentations: audience analysis, purpose, and structure• Delivery skills: voice modulation, gestures, and eye contact• Overcoming public speaking anxiety and nervousness• Using visual aids effectively in presentations	Monday-Saturday
<ul style="list-style-type: none">• Persuasion and influencing skills: techniques for persuasion and negotiation• Cross-cultural communication: understanding cultural differences and adapting communication styles• Leadership communication: motivating and inspiring others, leading effective meetings• Crisis communication: strategies for managing communication during crises and emergencies	Monday-Saturday



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Syllabus: Communication Skill Programme

Unit 1: Foundations of Communication

- Introduction to communication theory and models
- Verbal communication skills: clarity, conciseness, and coherence
- Nonverbal communication: body language, facial expressions, and tone of voice
- Listening skills: active listening, empathy, and paraphrasing

Unit 2: Interpersonal Communication

- Building rapport and trust in interpersonal relationships
- Conflict resolution techniques and strategies
- Assertiveness training: expressing opinions and setting boundaries
- Giving and receiving feedback effectively

Unit 3: Written Communication

- Principles of effective writing: clarity, coherence, and correctness
- Business writing skills: emails, memos, reports, and proposals
- Professional writing etiquette and formatting
- Editing and proofreading techniques

Unit 4: Public Speaking and Presentation Skills

- Planning and organizing presentations: audience analysis, purpose, and structure
- Delivery skills: voice modulation, gestures, and eye contact
- Overcoming public speaking anxiety and nervousness
- Using visual aids effectively in presentations
-

Unit 5: Advanced Communication Skills

- Persuasion and influencing skills: techniques for persuasion and negotiation
- Cross-cultural communication: understanding cultural differences and adapting communication styles
- Leadership communication: motivating and inspiring others, leading effective meetings
- Crisis communication: strategies for managing communication during crises and emergencies



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Time Table Communication Skill Programme

W.e.f.: 14/12/2020

Days	Subject	Time
Monday	Communication Skill Programme	03:00-04:00PM
Tuesday	Communication Skill Programme	03:00-04:00PM
Wednesday	Communication Skill Programme	03:00-04:00PM
Thursday	Communication Skill Programme	03:00-04:00PM
Friday	Communication Skill Programme	03:00-04:00PM
Saturday	Communication Skill Programme	03:00-04:00PM

PRINCIPAL

Copy to:

- Vice Principal
- HOD's of all Departments



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Lesson Plan Communication Skill Programme

Unit	Topic	Weekdays	Allotment
Unit-I	Introduction to communication theory and models Verbal communication skills: clarity, conciseness, and coherence	Monday-Saturday	03:00-04:00PM
Unit-I	Nonverbal communication: body language, facial expressions, and tone of voice Listening skills: active listening, empathy, and paraphrasing	Monday-Saturday	03:00-04:00PM
Unit-II	Building rapport and trust in interpersonal relationships Conflict resolution techniques and strategies	Monday-Saturday	03:00-04:00PM
Unit-II	Assertiveness training: expressing opinions and setting boundaries Giving and receiving feedback effectively	Monday-Saturday	03:00-04:00PM
Unit-III	Principles of effective writing: clarity, coherence, and correctness Business writing skills: emails, memos, reports, and proposals	Monday-Saturday	03:00-04:00PM
Unit-III	Professional writing etiquette and formatting Editing and proofreading techniques	Monday-Saturday	03:00-04:00PM
Unit-IV	Planning and organizing presentations: audience analysis, purpose, and structure Delivery skills: voice modulation, gestures, and eye contact	Monday-Saturday	03:00-04:00PM
Unit-IV	Overcoming public speaking anxiety and nervousness Using visual aids effectively in presentations	Monday-Saturday	03:00-04:00PM
Unit-V	Persuasion and influencing skills: techniques for persuasion and negotiation Cross-cultural communication: understanding cultural differences and adapting communication style	Monday-Saturday	03:00-04:00PM
Unit-V	Leadership communication: motivating and inspiring others, leading effective meetings Crisis communication: strategies for managing communication during crises and emergencies	Monday-Saturday	03:00-04:00PM



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APPLICATION FORM

Add On Course-"Communication Skill Programme"

Student's Name :

Father's Name :

Class :

Percentage of Marks obtained in Last Qualifying Examination:

Date of Admission in this Institution:

Phone No. :

Mobile :

DETAILS OF ADD ON COURSES

Parent's Signature:

Student's Signature:

Date:

Date:

Reference

Signature of Counsellor:

Name of Counsellor :

Remarks of Counsellor :

Remarks of Principal :



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“Communication Skill Programme”

14 December, 2020 to 1 February, 2021

Enrolled List:-

S. No.	Class	Name
1.	B.Sc. (I.T.)	BurumkarShraddha Krishna
2.	B.Sc. (I.T.)	ChavanHritikHonaji
3.	B.Sc. (I.T.)	DubeySaurabhVinayak
4.	B.Sc. (I.T.)	GaikwadRuchita Ramesh
5.	B.Sc. (I.T.)	GawandDiptiAnand
6.	B.Sc. (I.T.)	GholapSrushti Vijay
7.	B.Sc. (I.T.)	GogawaleSuyog Sanjay
8.	B.Sc. (I.T.)	Joshi Mansi Hanuman
9.	B.Sc. (I.T.)	KadamPranal Anil
10.	B.Sc. (I.T.)	Khan AnamAbusad
11.	B.Sc. CS	Ansari Sameer Usman
12.	B.Sc. CS	BhaskarHeemanshuDevendra
13.	B.Sc. CS	ChakravortyPritamParitosh
14.	B.Sc. CS	DuttaBisalBiplabchandra
15.	B.Sc. CS	JamadarVikramDigambar
16.	B.Sc. CS	Khandagale Hitesh Rajendra
17.	B.Sc. CS	KhopadeSandeshSantosh
18.	B.Sc. CS	Mali IshwariPundalik
19.	B.Sc. CS	PawarAkanksha Ashok
20.	B.Sc. CS	Srivastava Vishal Ashok Srivastav
21.	B.Sc.	GaikarShubhamSharad
22.	B.Sc.	GhareTejashreeRamdas
23.	B.Sc.	HadapDakshataDattatray
24.	B.Sc.	JadhavVishakha Vishvapal
25.	B.Sc.	KanadeMihirHareesh
26.	B.Sc.	KharkarBhaveshVinayak
27.	B.Sc.	KherodkarYashSantosh
28.	B.Sc.	KokareKalpeshKaluram
29.	B.Sc.	KshirsagarAsangRamdas
30.	B.Sc.	LahaneNehaAtmaram
31.	B.Sc.	GaikarShubhamSharad
32.	B.Sc.	GhareTejashreeRamdas
33.	B.A.	AthavaleShriya Prasad
34.	B.A.	BhoirShraddha Mahesh
35.	B.A.	ChaobalAdvitaDilip
36.	B.A.	ChavanKrupeshaRavindra
37.	B.A.	ChetryKeshabPrem
38.	B.A.	GaikwadAishwaryaSubhash
39.	B.A.	GawandShreyaKishor
40.	B.A.	HudarMansiAvinash



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S. No.	Class	Name
41.	B.Com.	ChoudhariBhushan Vilas
42.	B.Com.	DalviShruti Sunil
43.	B.Com.	Gupta SarikaSantosh
44.	B.Com.	JambhaleYuvraj Rajesh
45.	B.Com.	KadamShivaniArjun
46.	B.Com.	KambleSrushti Sunil
47.	B.Com.	KarawaleTanmayNivas
48.	B.Com.	KarjekarMuhafeez Mustafa
49.	B.Com.	MalkarChaitanya Ramesh
50.	B.Com.	MoulickAvikManikMoulick
51.	B.Com. (B.& I.)	KarjekarWalidHanif
52.	B.Com. (B.& I.)	NagarkarPrachiPundalik
53.	B.Com. (B.& I.)	PetheSahilRajendra
54.	B.Com. (B.& I.)	ShettyNeeravNiranjan
55.	B.Com. (A&F)	Mande Raj Pundlik
56.	B.Com. (A&F)	Mate NehaBalaram
57.	B.Com. (A&F)	Mishra AnanyaArvind Mishra
58.	B.Com. (A&F)	ParatheHarshali Sunil
59.	B.Com. (A&F)	Patel NamrahJaved
60.	B.Com. (A&F)	Mande Raj Pundlik
61.	B.M.S.	ChannaGurveerCharanjeet Singh
62.	B.M.S.	Deshmukh Nikhil Pradeep
63.	B.M.S.	DwivedyShishirRavindra
64.	B.M.S.	GadeMayurDevidas
65.	B.M.S.	Gavaskar Harsh Sunil
66.	M.Sc.	GharatKomalArun
67.	M.Sc.	GharatVaishnaviRaju
68.	M.Sc.	GhogareDhanashriSantosh
69.	M.Sc.	Gupta HritikMahavir
70.	M.Sc.	JadhavTejasKiran



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Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206
Ph. No. +91-8655678500, 9699625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

“Communication Skill Programme “

14 December ,2020 to 1 February,2021

Attendance Sheet

S. No.	Class	Name	Signature	December/January																											
1.	B.Sc. (I.T.)	BurumkarShraddha Krishna																													
2.	B.Sc. (I.T.)	ChavanHritikHonaji																													
3.	B.Sc. (I.T.)	DubeySaurabhVinayak																													
4.	B.Sc. (I.T.)	GaikwadRuchita Ramesh																													
5.	B.Sc. (I.T.)	GawandDiptiAnand																													
6.	B.Sc. (I.T.)	GholapSrushti Vijay																													
7.	B.Sc. (I.T.)	GogawaleSuyog Sanjay																													
8.	B.Sc. (I.T.)	Joshi Mansi Hanuman																													
9.	B.Sc. (I.T.)	KadamPranal Anil																													
10.	B.Sc. (I.T.)	Khan AnamAbusad																													
11.	B.Sc. CS	Ansari Sameer Usman																													
12.	B.Sc. CS	BhaskarHeemanshuDevendra																													
13.	B.Sc. CS	ChakravortyPritamParitosh																													
14.	B.Sc. CS	DuttaBisalBiplabchandra																													
15.	B.Sc. CS	JamadarVikramDigambar																													
16.	B.Sc. CS	Khandagale Hitesh Rajendra																													
17.	B.Sc. CS	KhopadeSandeshSantosh																													
18.	B.Sc. CS	Mali IshwariPundalik																													
19.	B.Sc. CS	PawarAkanksha Ashok																													
20.	B.Sc. CS	Srivastava Vishal Ashok																													
21.	B.Sc.	GaikarShubhamSharad																													
22.	B.Sc.	GhareTejashreeRamdas																													
23.	B.Sc.	HadapDakshataDattatray																													
24.	B.Sc.	JadhavVishakhaVishvapal																													
25.	B.Sc.	KanadeMihirHaresh																													
26.	B.Sc.	KharkarBhaveshVinayak																													
27.	B.Sc.	KherodkarYashSantosh																													
28.	B.Sc.	KokareKalpeshKaluram																													
29.	B.Sc.	KshirsagarAsangRamdas																													
30.	B.Sc.	LahaneNehaAtmaram																													
31.	B.Sc.	GaikarShubhamSharad																													
32.	B.Sc.	GhareTejashreeRamdas																													
33.	B.A.	AthavaleShriya Prasad																													
34.	B.A.	BhoirShraddha Mahesh																													
35.	B.A.	ChaobalAdvitaDilip																													
36.	B.A.	ChavanKrupeshaRavindra																													
37.	B.A.	ChetryKeshabPrem																													
38.	B.A.	GaikwadAishwaryaSubhash																													
39.	B.A.	GawandShreyaKishor																													
40.	B.A.	HudarMansiAvinash																													



Principal
St. Wilfred's College of
Arts, Commerce & Science

Teacher's Signature



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S. No.	Class	Name	Signature	December/January											
41.	B.Com.	Choudhari Bhushan Vilas													
42.	B.Com.	Dalvi Shruti Sunil													
43.	B.Com.	Gupta Sarika Santosh													
44.	B.Com.	Jambhale Yuvraj Rajesh													
45.	B.Com.	Kadam Shivani Arjun													
46.	B.Com.	Kamble Srushti Sunil													
47.	B.Com.	Karawale Tanmay Nivas													
48.	B.Com.	Karjekar Muhafeez Mustafa													
49.	B.Com.	Malkar Chaitanya Ramesh													
50.	B.Com.	Moulick Avik Manik Moulick													
51.	B.Com. (B. & I.)	Karjekar Walid Hanif													
52.	B.Com. (B. & I.)	Nagarkar Prachi Pundalik													
53.	B.Com. (B. & I.)	Pethe Sahil Rajendra													
54.	B.Com. (B. & I.)	Shetty Neerav Niranjana													
55.	B.Com. (A & F)	Mande Raj Pundlik													
56.	B.Com. (A & F)	Mate Neha Balaram													
57.	B.Com. (A & F)	Mishra Ananya Arvind Mishra													
58.	B.Com. (A & F)	Parathe Harshali Sunil													
59.	B.Com. (A & F)	Patel Namrah Javed													
60.	B.Com. (A & F)	Mande Raj Pundlik													
61.	B.M.S.	Channa Gurveer Charanjeet Singh													
62.	B.M.S.	Deshmukh Nikhil Pradeep													
63.	B.M.S.	Dwivedy Shishir Ravindra													
64.	B.M.S.	Gade Mayur Devidas													
65.	B.M.S.	Gavaskar Harsh Sunil													
66.	M.Sc.	Gharat Komal Arun													
67.	M.Sc.	Gharat Vaishnavi Raju													
68.	M.Sc.	Ghogare Dhanashri Santosh													
69.	M.Sc.	Gupta Hritik Mahavir													
70.	M.Sc.	Jadhav Tejas Kiran													



Principal
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