



Sainath Education Trust's
Rajiv Gandhi College of Arts, Commerce and Science
 Plot no. 16/17, Sector-10A, Vashi, Navi Mumbai
 { Permanently Affiliated to University of Mumbai }
NAAC ACCREDITED GRADE 'B'

IQAC 2020-21

ACTIVITY REPORT

DEPARTMENT/COMMITTEE/FACULTY

IQAC ACTIVITY NO:

NAME OF THE ACTIVITY: Quiz on Fundamentals of Accountancy			
DATE	FACULTY	DEPARTMENT/ COMMITTEE	CONVENER NAME
08th June, 2020	01	Commerce & Accountancy Department	Asst. Prof Amy Macwan
TIME	PLATFORM	NUMBER OF PARTICIPANTS	NATURE:
Full One day	Google Form	215	Online
SUPPORT/ ASSISTANCE:	Asst.Prof. Anamika Singh Asst.Prof. Veena Sawant		

BRIEF INFORMATION ABOUT THE ACTIVITY (CRITERION NO - :)

TOPIC/SUBJECT OF THE ACTIVITY	Quiz on Fundamentals of Accountancy
OBJECTIVES	The quiz had been created to test your knowledge about the fundamental rules and principles of Accounting.
METHODOLOGY	The Quiz was taken through Google Quiz Forms. Promotion through what's app.
OUTCOMES	To build the strong foundation of the accounting and book keeping among the students. The basics such as Classification of Capital and Revenue expenditure, accounting policies and concept like going concern, business entity concept, conservatism, consistency concept has been evaluated through this quiz
SUPPORT/ASSISTANCE:	Asst.Prof. Anamika Singh Asst.Prof. Veena Sawant

PROOFS & DOCUMENTS ATTACHED (TICK MARK THE PROOFS ATTACHED):

1. Notice & Letters ✓ (Through What's app message)	2. Student's list ✓	3. Activity report ✓	4. Photos ✓	5. Feedback Form
6. Feedback analysis	7. News clip with details			

IQAC CELL ACTIVITY NUMBER: _____

NAME OF TEACHER AND SIGNATURE	NAME OF HEAD/COMMITTEE INCHARGE & SIGNATURE	VICE PRINCIPAL'S SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Asst.Prof. Anamika Singh	Mr.B.S.Pandey (Principal)	Principal Mr.B.S.Pandey	Asst.Prof. Sarojini Biradar

Report May 2020

Quiz on Fundamentals of Accountancy

Details of Activity:

A Quiz competition on Fundamentals of Accountancy was Organized by Department of Commerce & Accountancy, Management Studies and Accounting & Finance on 08th June, 2020. The Ultimate aim of this event is to give practice on areas of accounting. It comprises of questions that had include understanding and general knowledge of students in the accounting field. The Quiz was conducted entirely online to encourage the students and broaden their knowledge. E-Quiz was an individual competition, which was open for one day.

Since the quiz was announced 2 days before the quiz, the students had put the sincere effort to learn and revise the basics the fundamental of book keeping and accountancy. It helps them to know the gap between their knowledge , understanding and application of same in their present curriculum. The response was overwhelming. In totality 95 students turn in and successfully completed the quiz& gained participation certificates.

Google form Link : https://docs.google.com/forms/d/e/1FAIpQLSek_Dt3E-czWsgmBA53KmQCJrH8Lz7A901dqB3tlgXpHt8Lw/viewform?usp=sf_link

Photo Gallery



Department of Commerce
Sainath Education Trust's
Rajiv Gandhi College of Arts, Commerce and Science
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Certificate of Appreciation

This is to certify that

Gupta Trupti baijnath

Of has participated in "FUNDAMENTALS OF ACCOUNTANCY"
held on 8-6-2020


Mrs. Anamika Singh
(Co-Ordinator)


Prof. B.S. Pandey
(I/C Principal)



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Sainath Education Trust's
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Certificate of Appreciation

This is to certify that

Chowhan simran rakesh

Of has participated in "FUNDAMENTALS OF ACCOUNTANCY"
held on 8-6-2020


Mrs. Anamika Singh
(Co-Ordinator)


Prof. B.S. Pandey
(I/C Principal)



Department of Commerce
Sainath Education Trust's
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Certificate of Appreciation

This is to certify that

Kajal pawar

Of has participated in "FUNDAMENTALS OF ACCOUNTANCY"
held on 8-6-2020


Mrs. Anamika Singh
(Co-Ordinator)


Prof. B.S. Pandey
(I/C Principal)



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IQAC 2020-21

ACTIVITY REPORT

DEPARTMENT/COMMITTEE/FACULTY

IQAC ACTIVITY NO:

NAME OF THE ACTIVITY: E- Quiz on Business Communication			
DATE	FACULTY	DEPARTMENT/ COMMITTEE	CONVENER NAME
23rd May, 2020.	01	Department of Commerce, Management Studies & Accounting & Finance	Asst. Prof Amy Macwan
TIME	PLATFORM	NUMBER OF PARTICIPANTS	NATURE:
Full One day	Google Form	215	Online
SUPPORT/ ASSISTANCE:	Asst.Prof. Anamika Singh Asst.Prof. Veena Sawant		

BRIEF INFORMATION ABOUT THE ACTIVITY (CRITERION NO -):

TOPIC/SUBJECT OF THE ACTIVITY	E- Quiz on Business Communication
OBJECTIVES	The purpose is to test the knowledge of Business communication in the field of business, accounting and finance. Creating opportunity for the students to explore their talents and to gain knowledge towards the communication.
METHODOLOGY	The Quiz was taken through Google Quiz Forms. Promotion through what's app.
OUTCOMES	It was helped beneficiary form exam preparation. The E-Quiz program helped the students to identify their knowledge towards communication.
SUPPORT/ASSISTANCE:	Asst.Prof. Anamika Singh Asst.Prof. Veena Sawant

PROOFS & DOCUMENTS ATTACHED (TICK MARK THE PROOFS ATTACHED):

1. Notice & Letters ✓ (Through What's app message)	2. Student's list ✓	3. Activity report ✓	4. Photos ✓	5. Feedback Form
6. Feedback analysis	7. News clip with details			

IQAC CELL ACTIVITY NUMBER: _____

NAME OF TEACHER AND SIGNATURE	NAME OF HEAD/COMMITTEE INCHARGE & SIGNATURE	VICE PRINCIPAL'S SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Asst.Prof. Anamika Singh	Mr.B.S.Pandey (Principal)	Principal Mr.B.S.Pandey	Asst.Prof. Sarojini Biradar

Report May 2020

E-Quiz on Business Communication

Details of Activity:

An E-Quiz competition on Business Communication was Organised by Department of Accountancy, Management Studies and Accounting & Finance on 23rd May 2020. The Ultimate aim of this event is to create awareness and importance of Business Communication among students and to encourage the students to broaden their knowledge. E-Quiz was an individual competition, which was open for one day. Totally 25 students registered and score above 50% and have gained participation certificates.

This Quiz allow for communication that allows users to Join in and share ideas online.

It helped in the ways of interacting socially online targets students.

Students appeared for online quiz was very enthusiastic. Finally, the competition concluded by offering certificate to participated students.

Google form Link : <https://forms.gle/JkfBXkfy8FF4zLvy8>

Photo Gallery



IQAC 2020-21
ACTIVITY REPORT

I.T/C.S DEPARTMENT/COMMITTEE/FACULTY

IQAC ACTIVITY NO:

NAME OF THE ACTIVITY: Bridge Course A.Y. 2020-21			
DATE	FACULTY	DEPARTMENT/COMMITTEE	COORDINATOR NAME
06 Oct 2020 to 13 Oct 2020	I.T/C.S	I.T/C.S Department	Asst. Prof. Anita Yadav
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: OUTDOOR/INDOOR
11:10AM TO 12:50PM	Zoom Meetings	38	indoor
SUPPORT/ASSISTANCE:	Asst. Prof. Sherin V, Asst. Prof. Savita Desai, Asst. Prof. Ashiwini Mane, Asst. Prof. Ragini Khapare, Ms Sarojini Biradar, Asst. Prof. Kamal Jain		

BRIEF INFORMATION ABOUT THE ACTIVITY (CRITERION NO -)::

TOPIC/SUBJECT OF THE ACTIVITY	Bridged course
OBJECTIVES	Bridge course for first year students for basic knowledge of software and hardware.
METHODOLOGY	Lecture Session using ICT Tools
OUTCOMES	Basic information about operating system and their commands were discussed. Students acquired knowledge on various software and hardware. Students were made aware about new technologies and internet.
SUPPORT/ASSISTANCE:	Asst. Prof. Sherin V, Asst. Prof. Savita Desai, Asst. Prof. Ashiwini Mane, Asst. Prof. Ragini Khapare, Ms Sarojini Biradar, Asst. Prof. Kamal Jain

PROOFS & DOCUMENTS ATTACHED (TICK MARK THE PROOFS ATTACHED):

1. Notice & Letters	2. Student's list	3. Activity report	4. Photos	5. Feedback Form
6. Feedback analysis	7. News clip with details	8. student report		

IQAC CELL ACTIVITY NUMBER: _____

NAME OF TEACHER AND SIGNATURE	NAME OF HEAD/COMMITTEE INCHARGE & SIGNATURE	I/C PRINCIPAL'S SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Asst. Prof. Sherin V, Asst. Prof. Savita Desai Asst. Prof. Ashiwini Mane, Asst. Prof. Ragini Khapare	Asst. Prof. Anita Yadav	Asst. Prof. B.S. Pandey	Asst. Prof. Sarojini Biradar



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Department of Computer Science & Information Technology

Activity Name: "Bridge course for F.Y Student A.Y 2020"

Dated: 6th Oct 2020 to 13th Oct 2020

Venue: Zoom Meeting

No. of students parent participated: 38 Students

Details of Activity

The main focus of this course was for the students those who are not having computer background so we could provide basic knowledge of computer before starting the university syllabus.

Department of IT and CS organized Bridge course for first year students for basic knowledge of software and hardware. Also provide introduction of Basics of computer hardware like peripheral devices ye. The respective faculty have taken this session and explained concept of software it's types also discussed about the upcoming technologies in IT along with basic of Ms-Office like Ms-word, Ms-Excel, Ms-word, and PPT making etc.

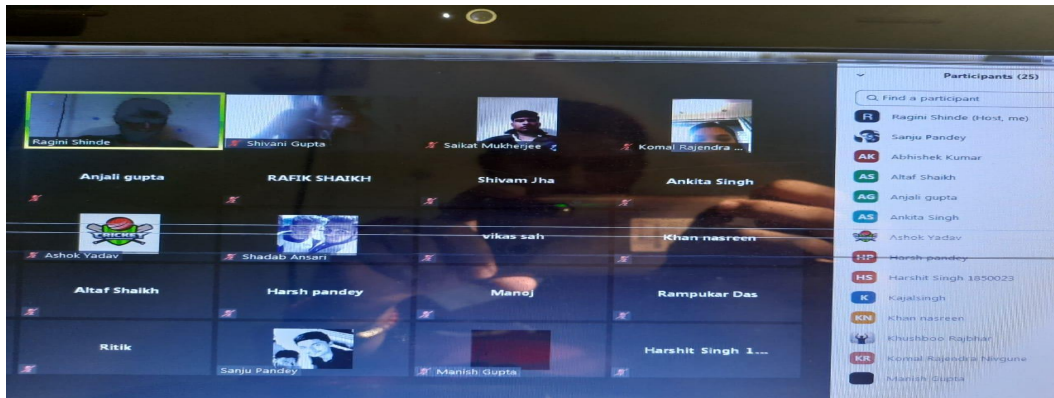
Outcome

1. Basic information about operating system and their commands were discussed.
2. Students acquired knowledge on various software and hardware.
3. Students were made aware about new technologies and internet.

TIME TABLE FOR BRIDGE COURSE 2020-21

SR.NO	DATE	TIME	TOPIC	FACULTY NAME
1	6/10/20	11:10AM TO 12:50PM	BASICS OF COMPUTER	ANITA YADAV
2	7/10/20	11:10AM TO 12:50PM	MICROSOFT EXCEL	ASHWINI MANE
3	8/10/20	11:10AM TO 12:50PM	MICROSOFT WORD	ASHWINI MANE
4	9/10/20	11:10AM TO 12:50PM	MICROSOFT POWER POINT	ASHWINI MANE
5	10/10/20	11:10AM TO 12:50PM	NEW TECHNOLOGY AND INTERNET	KAMAL JAIN
6	11/10/20	11:10AM TO 12:50PM	COMPUTER HARDWARE	SHERIN VARUGHESE
7	12/10/20	11:10AM TO 12:50PM	BASIC COMMAND ON DOS	RAGINI KHAPARE
8	13/10/20	11:10AM TO 12:50PM	COMPUTER SOFTWARE	SAVITA DESAI

Photo Gallery




Sherrin Fundamentals-of-Computer [Compatibility Mode] - PowerPoint (Product Activation Failed)

Home Slide Show Review View Help Tell me what you want to do

3. INPUT DEVICES

Allows data and programs to be sent to the CPU.

- Keyboard
- Mouse
- Joystick
- Microphone
- Webcam
- Scanner
- Monitor




Notes Comments 2020-10-14 10:48:58

Sherrin Fundamentals-of-Computer [Compatibility Mode] - PowerPoint (Product Activation Failed)

Home Slide Show Review View Help Tell me what you want to do

OTHER POINTING DEVICES

- Trackball
- Track point
- Touch pad
- Touch Screen




Notes Comments 2020-10-14 10:52:02

Sherrin Fundamentals-of-Computer [Compatibility Mode] - PowerPoint (Product Activation Failed)

Home Slide Show Review View Help Tell me what you want to do

SCANNING DEVICES

- Optical scanners
- Card readers
- Bar code readers
- Character and mark recognition devices




Notes Comments 2020-10-14 10:54:45

Sherrin Fundamentals-of-Computer [Compatibility Mode] - PowerPoint (Product Activation Failed)

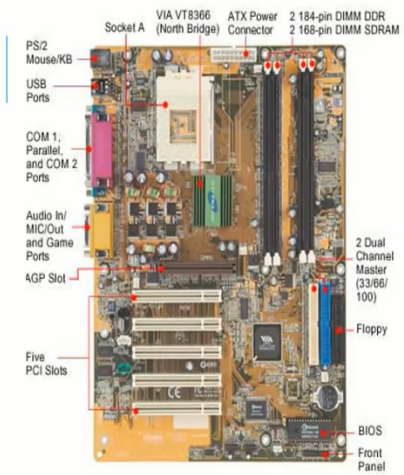
Home Slide Show Review View Help Tell me what you want to do

OTHER SECONDARY STORAGE

- Solid-State Storage
 - No moving parts
 - Flash memory cards
- USB flash drives



Notes Comments 2020-10-14 11:06:52



2020-10-15 09:56:25

Shrin Fundamentals-of-Computer [Compatibility Mode] PowerPoint [Product Activation Failed] shrin v

Options Animations Slide Show Review View Help Tell me what you want to do

FUNCTIONS OF A SYSTEM SOFTWARE

- Managing resources (memory, processing, storage, and devices like printer).
- Providing user interface
- Running applications

5

Notes Comments 2020-10-15 10:08:36





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IQAC 2020-21

ACTIVITY REPORT

DEPARTMENT/COMMITTEE/FACULTY

IQAC ACTIVITY NO:

NAME OF THE ACTIVITY: Indian Economy Quiz			
DATE	FACULTY	DEPARTMENT/ COMMITTEE	CONVENER NAME
22 nd May, 2020.	01	Department of Commerce, Management Studies & Accounting & Finance	Asst. Prof Shweta Shetty
TIME	PLATFORM	NUMBER OF PARTICIPANTS	NATURE:
Full day	Google Form	221	Online
SUPPORT/ ASSISTANCE:	Asst.Prof. Anamika Singh Asst.Prof. Veena Sawant		

BRIEF INFORMATION ABOUT THE ACTIVITY (CRITERION NO -):

TOPIC/SUBJECT OF THE ACTIVITY	Indian Economy Quiz
OBJECTIVES	The purpose of organizing this Quiz competition was to provide knowledge/awareness about Indian Economics
METHODOLOGY	The Quiz was taken through Google Form
OUTCOMES	This Quiz helped students identify what they know and what they don't know. How to face online Quiz
SUPPORT/ASSISTANCE:	Asst.Prof. Anamika Singh Asst.Prof. Veena Sawant

PROOFS & DOCUMENTS ATTACHED (TICK MARK THE PROOFS ATTACHED):

1. Notice & Letters ✓ (Through What's app message)	2. Student's list ✓	3. Activity report ✓	4. Photos ✓	5. Feedback Form
6. Feedback analysis	7. News clip with details			

IQAC CELL ACTIVITY NUMBER: _____

NAME OF TEACHER AND SIGNATURE	NAME OF HEAD/COMMITTEE INCHARGE & SIGNATURE	VICE PRINCIPAL'S SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Asst.Prof. Anamika Singh	Mr.B.S.Pandey (Principal)	Principal Mr.B.S.Pandey	Asst.Prof. Sarojini Biradar

Report May 2020

“Indian Economy Quiz”

Details of Activity

- The purpose of organizing this Quiz competition was to provide knowledge/awareness about Indian Economics.
- A Golden opportunity for Students of Commerce to explore & improve their Economics Knowledge and gain awareness.
- Besides the obvious academic benefits of expanding a student's knowledge and exploring new skills at an early age, quizzes redefine the education system in significant ways
- The Department always tries to organize a quiz for students to enhance their knowledge of the subject in depth so that the department can achieve the ultimate goal of quality students.
- The participation in online Quiz showed that the students really like these platforms in which they can take part hassle free. It's low costing, time saving & more accurate data wise.
- Students appeared for online quiz was very enthusiastic. Students were view their score of this quiz after submission and finally the competition concluded by offering E-certificate for winner student who got highest marks as well as all participated students.

Outcomes:

- This Quiz helped students identify what they know and what they don't know.
- The students then have a better idea of how well they are grasping the material, hopefully motivating them to study more and helping them allocate their study time effectively by focusing on the information that still needs more practice
- Students got some basic knowledge about Indian Economics
- Students got an opportunity to test their knowledge on Indian Economics.
- With this quiz they have become aware about Indian Economics.
- How to face online Quiz.
- This activity gives experience of online test and imparts dept knowledge of Indian Economics

Google form Link : <https://forms.gle/as8EyhFi53DgfRQCA>

Photo Gallery



IQAC 2020-21

ACTIVITY REPORT

CHEMISTRY DEPARTMENT

IQAC ACTIVITY NO:

NAME OF THE ACTIVITY: Bridge Course of Chemistry			
DATE: 20 th July 2020	FACULTY 3	DEPARTMENT/COMMITTEE: Chemistry	COORDINATOR NAME: Arun Viswakarma Priyanka More Purnima Gupta
TIME : TWO WEEKS	VENUE: Google Quiz	NUMBER OF PARTICIPANTS: 30	NATURE: OUTDOOR/INDOOR Indoor
SUPPORT/ASSISTANCE:	-		

BRIEF INFORMATION ABOUT THE ACTIVITY (CRITERION NO - 2):

TOPIC/SUBJECT OF THE ACTIVITY	Quizzes
OBJECTIVES	1.To become familiar with the scope, methodology, and application of modern chemistry and to learn to appreciate its ability to explain the physical world. 2. To understand that all matter consists of atoms, and that the limitless variety observed around us stems from the ways that these atoms bond with one another.
METHODOLOGY	Quiz and Self -Assessment
OUTCOMES	Attach with Report
SUPPORT/ASSISTANCE:	-

PROOFS & DOCUMENTS ATTACHED (TICK MARK THE PROOFS ATTACHED):

1. Notice & Letters	2. Student's list √	3. Activity report √	4. Photos	5. Feedback Form
6. Feedback analysis	7. News clip with details			

IQAC CELL ACTIVITY NUMBER: _____

NAME OF TEACHER AND SIGNATURE	NAME OF HEAD/COMMITTEE INCHARGE & SIGNATURE	PRINCIPAL'S SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Mrs. Priyanka More			
Mrs. Purnima Gupta.	Mr. Arun Vishwakarma	Mr. B.S.Panday	Mrs. Veena Sawant



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Department of Chemistry
Preparation of Bridge Course
Activity Report (2020-21)

Activity: Bridge Course 2021-22

Venue: On Virtual Platform

Date & Time: Duration of two week from 20th October 2020- 28th October 2021

Presentation Platform: Online

Participants List: - 30

Outcome:

1. The Bridge Courses also focus on the pupil with different learning abilities, academic standards and performances. These courses helped to bring back the slow learners to the mainstream classes to the best of their potential who would have had fallen behind due to some or the other reason.
2. The objective of the Bridge Courses is primarily focussed to benefit **the slow learners**. It aims at leveraging their learning skills.
3. We have shown them the animated videos from where they have cleared their ideas.
4. Students get basic knowledge of Physical chemistry, Inorganic chemistry, Organic chemistry and Analytical chemistry from this course.
5. Students deeply understand the basic concept with examples.
6. We have provided them with knowledge about the apparatus and chemicals that we used during practicals.

Subject Incharge

I/C Principal

Mr.Arun Viswakarma

Mrs.Priyanka More

Mrs.Purnima Gupta

IQAC 2020-21

ACTIVITY REPORT

CHEMISTRY DEPARTMENT

IQAC ACTIVITY NO:

NAME OF THE ACTIVITY: Intercollegiate Quiz on Chemistry in Day-to-Day Life			
DATE:	FACULTY:	DEPARTMENT/COMMITTEE:	COORDINATOR NAME:
15 th May 2020	3	CHEMISTRY	Priyanka More
TIME:	VENUE:	NUMBER OF PARTICIPANTS:	NATURE: OUTDOOR/INDOOR
15 th May –19 th May2020	Virtual Platform	426 (Around 50 College students)	Online
SUPPORT/ASSISTANCE:	Ms. Sarita Shinde, Ms. Anita Yadav (For Technical support)		

BRIEF INFORMATION ABOUT THE ACTIVITY (CRITERION NO - 2)

TOPIC/SUBJECT OF THE ACTIVITY	Intercollegiate Quiz on Chemistry in Day-to-Day Life
OBJECTIVES	Chemistry is important because everything we do is chemistry. Even our body is made of chemicals. Chemical reactions occur when we breathe, eat, or just sit for reading. All matter is made of chemicals, so the importance of chemistry is that it's the study of everything. Basic knowledge of chemistry helps everyone to read and understand product labels. Chemistry teaches useful skills. Because it is a science, learning chemistry means learning how to be objective and how to reason and solve problems.
METHODOLOGY	Quiz, Highlighting / note taken
OUTCOMES	Attach with Report
SUPPORT/ASSISTANCE:	-

PROOFS & DOCUMENTS ATTACHED (TICK MARK THE PROOFS ATTACHED):

1. Notice & Letters √	2. Student's list √	3. Activity report √	4. Photos/ Videos √	5. Feedback Form
6. Feedback analysis	7. News clip with details			

IQAC CELL ACTIVITY NUMBER: _____

NAME OF TEACHER AND SIGNATURE	NAME OF HEAD/COMMITTEE INCHARGE & SIGNATURE	PRINCIPAL'S SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Mrs. Priyanka More	Mr. Arun Vishwakarma	Mr. B.S. Panday	Mrs. Veena Sawant



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Department of Chemistry
Intercollegiate Quiz on Chemistry in Day-to-Day Life
Activity Report (2020-21)

Activity :- Intercollegiate Quiz on Chemistry in Day-to-Day Life

Venue: On Virtual Platform

Date & Time: From 15th May 2020 to 19th May 2020

Presentation Platform: Online (Google Quiz)

No. of Participants: - 426 (Around 50 college's students and Academicians)

Message to be circulated in various groups for participation: -

Chemistry is the scientific discipline involved with elements and compounds. Let's have a look around your chemistry knowledge in day-to-day life.

Department of chemistry and IQAC cell of Rajiv Gandhi College of Arts, Commerce and Science, Vashi, Navi Mumbai organizes an quiz on

💎 Chemistry in day-to-day life 💎

Registration and participation Starts on: 16th May, 2020

Registration link: <https://forms.gle/Tm36gvNvY6L3mxwJA> (Because of unawareness of technical part quiz has been edited for next quiz so this quiz questionnaire is not available but we have responses in excel file)

AFTER 100 RESPONSES ON FIRST COME FIRST SERVE BASIS LINK WILL AUTOMATICALLY CLOSE

Registration Fee: FREE

Note:

1. The Quiz will be conducted ONLINE
2. There are 25 Questions and each question carry 2 marks
3. E-Certificate will be issued to the candidates scoring above 40% marks
4. E-Certificate will be mailed to the same email ID entered by the participant in the form.

Thanks & Regards,

Principal

Prof. B. S. Pandey

HOD of Chemistry Department.

Mr. Arun Vishwakarma

Rajiv Gandhi College of Arts, Commerce & Science, Vashi, Navi Mumbai.

Outcome: -

1. Due to Covid 19 pandemic situations Students/Academicians cannot fall out from their houses but sill they have got opportunities to understand the basis of chemistry which they use in their day-to-day life through this quiz.
2. As chemistry is a big part of our everyday life. One can easily observe this branch of science in different spheres of human life such as in the food we eat, the air we breathe, the various cleansing agents we use and so much so that even human emotions are sometimes a result of chemical reactions within our body this awareness has been created within the participants.

Subject Incharge

Mrs. Priyanka More

I/C Principal

BRIDGE COURSE - BUSINESS COMMUNICATION

About the Course:

A bridge course in Business Communication for the newly admitted students of

B.COM/ BAF/ BMS is conducted every year before the commencement of the first semester. The main objective of the course is to bridge the gap between subjects studied at Pre- university level and subjects they would be studying in Graduation. With students coming from various academic backgrounds including Science, Commerce and Arts, a strong all-round foundation is important. The department of Commerce conducts Bridge Courses in Business Communication. This is to ensure that students are not left behind in subjects they may not have prior academic experience in, or in which strengthening of their foundation is required. The syllabus of the course helps students to get acquainted with English used in the corporate world.

Date: 6th September, 2020 - 15th September, 2020

Number of Sessions: 10

Session Taken By:

Assistant Professor Amy Macwan

Objectives:

To give students the confidence and skills to successfully transition to college and new curriculum so that they understand the concepts more coherently.

To assist lecturers in ensuring that the entire class has some pre-requisite knowledge before starting the core concepts of the syllabus.

Methodology:

A Curriculum is framed separately for the Bridge Course in Business Communication. During the first week after the commencement of the classes, the bridge course curriculum is delivered to the students of B.COM/BAF/BMS.

A post bridge course test is conducted after the completion of the bridge course syllabus to assess the ability of students & thereby suggestions are given to students for improvisation.

Syllabus of the Bridge Course:

The syllabus for the course is framed in such a way that equal importance is given to both faculties discipline and personality development of the students.

No. of Sessions	Name of the Topic	Contents	Class & No. of Students
Session 1	Myself	Introducing yourself and one to another, how to introduce	FYBCOM : 100 FYBMS: 30 FYBAF: 35

		<p>Yourself during an interview.</p> <p>The attributes that should be included in your myself.</p>	
Session 2	Noun/ Pronoun/ Verb	Essentials of Grammar	FYBCOM : 102 FYBMS: 32 FYBAF: 34
Session 3	Prepositions/ Conjunction/ Interjection	Essentials of Grammar	FYBCOM: 105 FYBMS: 32 FYBAF: 31
Session 4	Modal Auxiliary / Adjectives/ Adverb	Essentials of Grammar	FYBCOM: 108 FYBMS: 36 FYBAF: 37
Session 5	Tenses / Make Sentences	Correct use of tenses With the given words, make sentences. Making Requests Making apology Greeting & Taking Leave	FYBCOM: 105 FYBMS: 35 FYBAF: 30
Session 6	Picture Telling	Describing Pictures Describing daily routine & events.	FYBCOM: 109 FYBMS: 33 FYBAF: 36
Session 7	Common Mistakes in English	Most common grammar mistakes Correct Pronunciation Correct use of punctuation marks	FYBCOM: 107 FYBMS: 35 FYBAF: 39
Session 8	Paragraph Writing	Writing	FYBCOM: 105

		<i>Practice</i>	<i>FYBMS: 31 FYBAF: 33</i>
<i>Session 9</i>	<i>Formal Letter Writing</i>	<i>Job Application Letter Complaint Letter Correct use of the tone while writing formal letters The Do's & Don'ts in formal letter writing</i>	<i>FYBCOM: 104 FYBMS: 37 FYBAF: 34</i>
<i>Session 10</i>	<i>Email Writing</i>	<i>Drafting an email in the internet & mail driven society. Rules for writing emails</i>	<i>FYBCOM: 105 FYBMS: 34 FYBAF: 36</i>

Outcome:

The Course in Business Communication served the purpose of securing a feat for students with a vernacular medium background and introduced them to the basic building blocks of English and Communication.