



ZEAL EDUCATION SOCIETY'S  
**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER  
 APPLICATION (ZIMCA)**  
 NARHE | PUNE | INDIA



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

File No:

Revision: 01

Date: 01/06/2021

### I. Course Description:

Course Title :	<b>VCL</b>	Course Year 2020 – 2021
Course Teacher:	<b>MS. Moushmi Achari</b>	Office MBA:
Classroom :		Mobile : 8975898649
E-mail :	<a href="mailto:achari.moushmi@gmail.com">achari.moushmi@gmail.com</a>	

### II. Course Outcomes:

Session No	Course Outcomes
Session 1	Communication Elements and Process, Channels, forms and Dimensions of Communication.
Session 2	Verbal and Nonverbal communication, Principles of non verbal communication.
Session 3	Non Verbal Communication – Through Clothes and Body Language ,
Session 4	Barriers to communication and how to overcome the Barriers, Principles of effective communication
Session 5	Speaking: Characteristics of effective speech, voice quality, rate of speaking, clear articulation, eye contact, use of expression and gestures and postures.
Session 6	Soft Skills: How Communication skills and Soft Skills are inter related. Intro Session – 1
Session 7	Body Language, Posture, Eye Contact, Handling, Hand movements, Gait, Voice, Tone
Session 8	Meeting and Board room protocol, Guideline for planning a meeting, Before the meeting, On the Day of the Meeting , Guidelines for attending the meeting
Session 9	Guidelines for the Meeting continued , For chairperson, for Attendees, For Presenters,
Session 10	Types of Managerial Speeches: Speech of Introduction, Speech of vote of thanks, occasional speech, theme speech, formal speeches during meetings.
Session 11	Telephone Etiquette, Cellphone Etiquette, Mastering the Cellphone and Telephone courtesy, Putting callers on Hold, Transferring the call, Screening the call, Taking a message, Voice mail usage, Closing the call, Making the call, Handling rude or impatient callers.
Session 12	Cross Cultural issues which affect communication across different cultures, Culture and nonverbal communication Effective intercultural communication, Intercultural Business and Social Etiquette.





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Session 13	Presentation Skills, Principles of Effective Communication, Planning , Structure and Delivery , Principles governing the use of audio visual media, Time management , slide design and transition.
Session 14	Presentation Skills Continued: Representation of textual information into visuals for effectiveness of communication. Style and persuasiveness of the message. Adherence the number of slides, Dynamics of Group Presentation and individual presentation.
Session 15 and 16	Interviews: Essentials of Placement Interviews, web Video conferencing, Tele-meeting, Impression Formation, Tactics, The Self Presentational motive, The compass qualities: First and Lasting Impressions. Magic Pills, Toxic Traits,
Session 17	The Social Context Norms and Roles, Values, Ethics, Action, Change from Campus to Corporate , Changing from inside out, The Private Self
Session 18	First Impressions , Grooming, Overall talk , Small Talk, Personality development seminars and developing camaraderie among peers Professional Grooming, Body Language, Business Etiquettes, Handshakes
Session 19	Persuasive Communication, Process of persuasion, Formal and informal persuasion.
Session 20 and 21	Communication for Managers, Conflict Mgmt, Assertiveness, Interpersonal Skills , Lateral Thinking and Quizzes
Session 22	Need of Netiquette, The Dynamic Triangle of communication, The problems faced by Indians in English, The Writing Process.
Session 23	Email Etiquette Continued ....  Some good opening lines / closing lines, / Things to take care while writing, How to prepare Subject lines, Practice Email.
Session , 24 , 25 and 26 , 27	Practice Sessions for Speaking GD'S, Extempore, Role plays, Conversation starters, Adapting to a story, Solving puzzles, Show and tell, The



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	mirror exercise, How to think in English, How to make less mistakes in English grammar, Methods to tone down speaking mistakes, Working on fillers while speaking, How to channelize your thought process to speak less but correct, Developing logical talk, How to remove the Mother Tongue effect.
Session 28	Giving and accepting feedback positively 1> Methods of giving feedback to juniors and colleagues 2> Handling feedback with the Sandwich method
Session 29	Revision
Session 30	Questions to be solved if any for Students.





**Syllabus of English Proficiency Course**  
**Course Guide- Mrs. Ranade – 9822877557**  
**Duration – 20 Days**

- Day 1. Introduction: Meeting and Greeting
- Day 2 Tenses (Part 1. Present tense)
- Day 3 Listening Skill Development
- Day 4 Tenses (Part 2. Past tense)
- Day 5 Proverbs
- Day 6 Listening Comprehension
- Day 7 Conversation Agreeing/ Disagreeing
- Day 8 Articles & Pronouns
- Day 9 Asking Questions
- Day 10 Art of Describing people / Event/ Situation
- Day 11 Functional Language Introduction and Parts (part 1)
- Day 12 Functional Language Introduction and Parts (part 2)
- Day 13 Picture Talk
- Day 14 Degrees of Comparison - Topic Talk
- Day 15 Useful words and Phrases
- Day 16 Talking on the telephone
- Day 17 Prepositions
- Day 18 Vocabulary
- Day 19 Conjunctions
- Day 20 Newspaper reading and Discussion





Q Search

General Posts Files Meeting Notes +

ENGLISH PROFICIENCY

Class Notebook  
Assignments  
Grades  
Insights

Channels  
General

EP- By sneha ranade maam  
Thursday, 1 July, 2021 @ 06:00 pm  
7 replies  
Reply

Sneha Ranade 03-07-2021 01:31 pm  
Scheduled a meeting  
English Proficiency  
Saturday, 3 July, 2021 @ 02:50 pm  
7 replies from Sneha and DADAVE  
Reply  
Click to see details of this meeting

Sneha Ranade 10-07-2021 02:02 pm  
Scheduled a meeting  
English  
Saturday, 10 July, 2021 @ 02:00 pm  
16 replies from Sneha, ROHIT, and AKANKSHA  
Reply

Monday, 12 July, 2021

Activate Windows  
Go to Settings to activate Windows.

New conversation









## SAP Course Report

Zeal Institute of Business Administration, Computer Application and Research has started "SAP Course Training" to all ZIMCA MBA Students from 24<sup>th</sup> July 2021. ZIMCA has done this additional advance-learning course with the help of Primus Education Institute.

### Details of Training are as follow-

Training Detail	Students Attended	Shortlisted Students
Basic Module Training (10 Hour Training)	82	50
Online Test on Basic Module	50	30
Offline Aptitude Test	30	10
<b>SAP Advance Module</b>	<b>1</b>	<b>Course is going on</b>

The above process was followed under which institute has initially given training to 82 students for Basic Module from which 50 students have attended the entire training so they were shortlisted for online test. 50 students given the online test out of which 30 students have cracked the online test & were shortlisted for offline test. 10 students given the test and 1 students were shortlisted for SAP Advance Module. Transparent process was conducted.





### List of Student who are perusing SAP basic Course

1. BHAGYASHRI VIJAY KHAIRE
2. MAHESH MALLINATH NAVALE
3. DHANAVADE PAYAL ARJUNBHAI
4. BHOSALE POOJA ROSHAN
5. SONAL PRAVIN UTTARKAR
6. VINIT SHRINIWAS KAINCHI
7. WANKHEDE SAMIKSHA SANJAY
8. KALPANA VILAS RANE
9. RAFICK MULANI
10. ABHISHEK SANTOSH SALVE

Name of the student shortlisted for Advance Module is VINIT SHRINIWAS KAINCHI

Prof. Sachin Wadekar

Faculty Coordinator

