



JSPM, Latur

Swami Vivekanand Mahavidyalaya, Latur

P-74, MIDC, Kalamb Road, Latur-413512

Criteria-I

1.2 Academic Flexibility

1.2.1 & 1.2.2_ students enrolled in Certificate/ Add-on/Value added programs



JSPM, Latur

Swami Vivekanand Mahavidyalaya, Latur

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Certificate Course

**Beauty Parlour Course
(Personal care) (2022-2023)**

Certificate Course: Beauty Parlour course (Personal Care)

Duration :30 Days

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1. **Threading:** Types, Materials required, Methods, Articles and Package. Side effects and remedial measures
2. **Bleach:** Types, Materials required, Methods, Articles and Package. Side effects and remedial measures
3. **Manicure and Pedicure:** Tools and equipment, application of creams and lotion, types of pedicure and manicure. Hand and leg massages step by step procedure –
4. **Nail Art:** Factors affecting nail growth. Introduction equipment's and tools, types of nail polish, application and their methods. Different methods of nail art
5. **Waxing:** Introduction- preparation of wax and its testing and precautions, types of wax, sterilization of tools, methods of applying wax, removing of superfluous hair from the face and body, purpose, Methods of Epilation and Depilation.
6. **Saree draping:** Introduction, tools and equipment's, ironing methods, popular styles: Elegant style, Indian Party style, Bengali style, Gujarati style, Punjabi style dupatta, Saree style dupatta.
7. **Cosmetic creams:** Introduction, Knowledge of Herbal Medicinal Products, Knowledge and study of herbal medicinal plants and their uses in different cosmetic products - Aloe, Neem, Tulsi, Turmeric, Cucumber, Lemon, Orange, Multani Miti, Sandal,
8. **Skin Care:** Introduction and importance of skin care, Types of skin, factors affecting skin condition, skin analysis, skin care for different seasons. Different types of skin care treatments, Basic skin care methods Natural and artificial. Skin type and treatment- oily, dry, normal combination and sensitive.
9. **Skin Problems** - Classification and identification of common skin problems – Acne, Blackheads, Whiteheads, Disorders of sweat glands and oil glands, Dryness, Dullness. Skin treatment- Pimple, under eye Dark circles, Pigmentation, Mature skin, sun tan, open pores, preparation and importance of each treatment.
10. **Cleansing** - Types, Techniques, Selection of Cleanser, Treating different skin types with cleansing, importance and types of Natural cleanser. Exfoliating.
11. **Facial** – based on skin types, Removal of black and white head, Techniques of Facial, Types of facials importance and Benefits of pack and mask, types of pack. Knowledge of machines for facial. Toner's introduction, importance and selection.
12. **Art of make-up** - importance of makeup, Tools used, Cosmetics used in face make-up. Types- Foundation Gel, Moisturizer, Face powder, Face compact, Concealer, Blusher, Eye shadow and lipstick-Selection



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Notice

Date:8/8/2022

Beauty Parlour Course

This is to inform for the student of B.com, B.A, B.SC 1st, 2nd, 3rd this academic year 2022-2023 for girls we are organising Beauty Parlour course for 30days .It will start from 6th sept 2022 till 12th Oct 2022. Those who are interested can give their names to Asst.Prof.Kadri S. K. till 1stsep2022.

Principal
Swami Vivekanand Mahavidyalaya
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List of the students

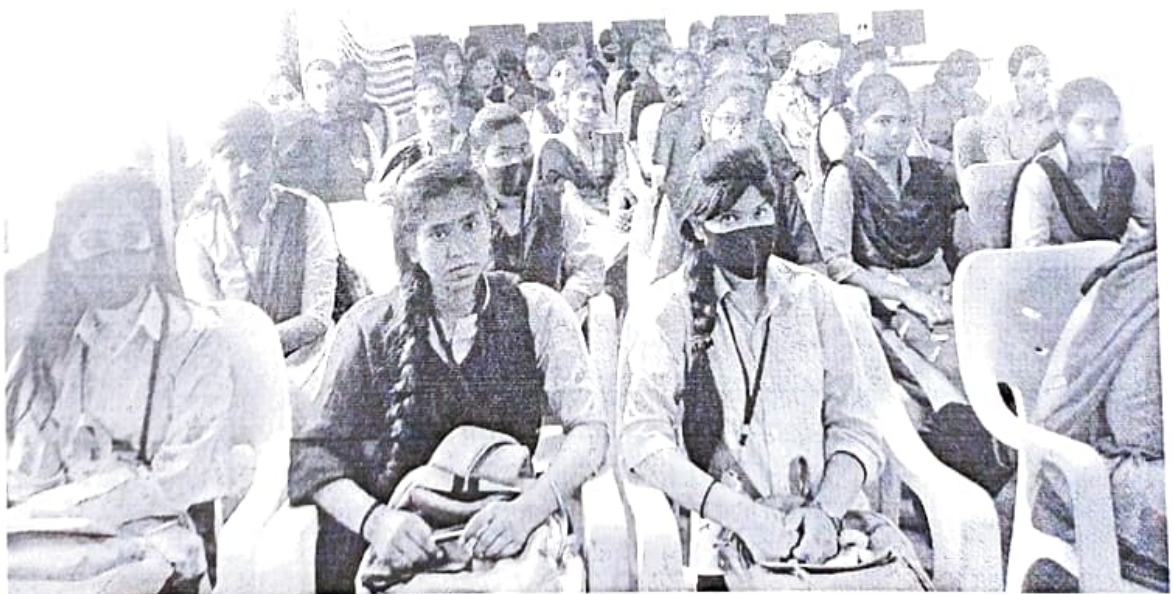
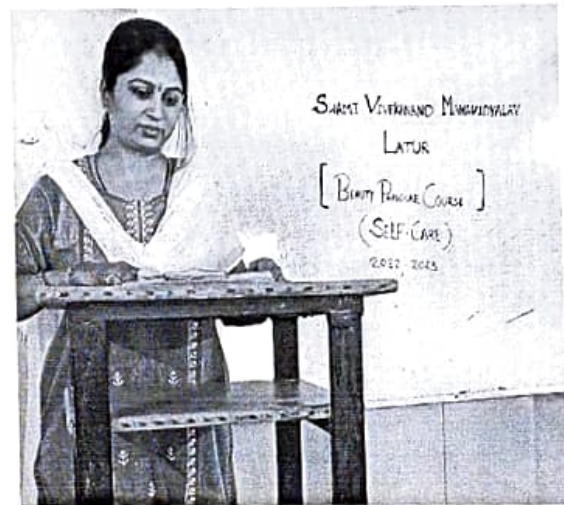
Following are the list of students enrolled for the "Beauty Parlour "Personal training course for the year 2022-2023

- 1)Kamble Priyanka Dnyandev
- 2)Chillwante Nikita Pandurang
- 3)Nalablae Vaishali Shivaji
- 4)Kulkarni Dhanshri Santosh
- 5)Pawar Pooja Vilas
- 6)Kulkarni Amruta Prakash
- 7)Mitkari Ambika Basawaraj
- 8)Jadhav Sayali vasant
- 9)Swami Aishwarya Sidheswar
- 10)Salunke Anuja Mahadev
- 11)Biradar Mohini Laxman
- 12) Chame Sakshi Vaijanath
- 13)Sitape Babita Devidas
- 14)Guddewar Jijabai Ramrao
- 15)Chavan Kiran Sudhakar



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Question Paper

Exam for Beauty parlour Course 2022-2023

Date : 16 Nov 22

Time: 1hr

Marks:40

Q1 Fill in the blanks

5

1. Sterilization is a process by which all _____ are destroyed.
2. Boric acid is a _____ agent.
3. The three types of sanitizers are wet, dry and _____.
4. Tools must be _____ with a disinfectant solution.
5. _____ sanitizer contains an ultra violet lamp to sanitize tools.

Q2 Match the following :

5

- | | |
|----------------------|----------------|
| 1. Tweezers | (a) Manicure |
| 2. Ammonia | (b) Blow Dryer |
| 3. Cuticle pusher | (c) Bleach |
| 4. Blackhead remover | (d) Threading |
| 5. Hair styling | (e) Facial |

Q3 State whether the statements are true/false

5

1. Always follow instructions given by the manufacturer while using tools and equipments.
2. Ensure that makeup brushes are kept well covered to prevent dust from settling on them.
3. Always keep sharp edge tools with the pointed edges up for easy picking up.
4. Wattage and voltage are not important in electric supply to a salon.
5. All equipments should be stored properly at the space allocated after use.

Q4 Choose the correct answer:

25

1. Skin is very thin on the

a) Soles of feet b) Eye lids c) Palms d) Face



2. This one is the inner layer of the skin
a) Dermis b) Stratum lucidum c) Epidermis d) Subdermis
3. Epidermis is divided into
a) Two layers b) Four layers c) Three layers d) Five layers
4. Skin colour is determined by
a) Dermis b) Oil glands c) Melanin d) Sweat glands
5. Who is the doctor of skin
a) Psychologist b) Dermatologist c) Physician d) Beautician
6. Name the type of mask you will use for the following skin problem :
a) Oily skin b) Dry skin c) Acne prone skin d) Anti ageing
e) Pigmentation
7. _____ is a process of developing a business plan, launching and running a business using innovation to meet customer needs and to make a profit.
a) Entrepreneurship b) Profession c) Trade d) Occupation
8. What may improperly sanitized pedicure basins cause?
a) Onychorrhexis b) Leuconychia c) Nevus d) Tinea pedis
9. Which is the best method to remove excess hair ?
A : Bleaching B : Shaving C : Waxing D : Threading
10. What is Facial Massage?
A : Bleaching B : Facial C : Waxing D : Threading
11. Which skin types become dry and rough after washing ?
A : Oily skin B : Combination skin C : Dry skin D : Sensitive skin
12. What do we follow after application of face pack?
A : Laugh B : Smile C : Talk D : Silent
13. During facial, which skin type needs attention?
A : Dry Skin B : Sensitive Skin C : Normal D : Oily Skin



14 In which skin types are blackheads seen on ?

A : Dry Skin B : Oily Skin C : Normal Skin D : Sensitive Skin

15 What is the first step in facial?

A : Scrubbing B : Cleansing C Bleaching D : Apply pack

16 : In which skin type , allergic problem is high ?

A : Dry Skin B : Oily Skin C : Combination Skin D : Sensitive Skin

17 : What are benefits of massage ?

A : Create stress B : Improve blood circulation C : Dry skin D : Pregnancy

18: In massage, when is vibration done?

A : After massage B : Before massage C : After cleansing D : Any time

19 What does colour of skin depends on ?

A : Epidermis B : Melanin C : Dermis D : Hypodermis

20 : What is the technical name of white heads ?

A : Comedone B : Milia C : Acne D : Seborrhea

21 : What is the technical name of black heads ?

A : Milia B : Acne C : Seborrhea D : comedone

22: What is sudoriferous gland disorder ?

A : Seborrhea B : Anidrosis C : Milia D : Comedone

23 Which bleach is mostly used ?

A : Oil Bleach B : Cream Bleach C : Liquid Bleach D : Powder Bleach

24 : What amount of activator should be used in bleaching?

A : Much more B : More C : Equal to the amount of cream D : Less

25: What are the types of bleach ?

A : Two B : Three C : Four D : Five

===== Best of Luck=====



JSPM, Latur



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Practical Exam





JSPM, Latur

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Exam Notice

Date: 7/11/2022

Beauty Parlour Course

This is to inform for the student those have join for value added course of "Beauty Parlour" for academic year 2022-2023 for 30 days. Exam will be conduct on 16th Nov 2022.

Principal

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Exam Result

Beauty Parlour Course (2022-2023)

Total Marks :100

Sr.No	Name of Students	Assignment (10)	MCQ (40)	Practical (50)	Total	Sign	Remarks
1	Kamble Priyanka Dnyandev	8	35	43	86	Priyanka	Priyanka
2	Chillwante Nikita Pandurang	8	32	44	84	Nikita	
3	Nalablae Vaishali Shivaji	9	32	45	86	Vaishali	
4	Kulkarni Dhanshri Santosh	9	35	42	86	Dhanshri	
5	Pawar Pooja Vilas	10	37	46	93	Pooja	2 nd
6	Kulkarni Amruta Prakash	10	38	47	95	Amruta	1 st
7	Mitkari Ambika Basawaraj	7	34	45	86	Ambika	
8	Jadhav Say ali vasant	8	37	43	88	Sayali	
9	Swami Aishwarya Sidheswar	9	36	45	91	Aishwarya	
10	Salunke Anuja Mahadev	7	35	48	90	Anuja	
11	Biradar Mohini Laxman	10	33	47	90	Mohini	
12	Chame Sakshi Vaijanath	9	35	46	90	Sakshi	
13	Sitape Babita Devidas	8	33	45	86	Babita	
14	Guddewar Jijabai Ramrao	10	37	45	92	Jijabai	3 rd
15	Chavan Kiran Sudhakar	9	34	42	85	Kiran	


Principal
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Name of the Lecturer: Beauty Paulson
Name of the Subject: _____

Attendance Sheet for the month of Sept 22 to 12 Oct 22 (Academic Year 2022-2023)

Value added
B.Com-FY-SEM ()

~~B.Com FY-SEM ()~~

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This is to certify that Mr./Miss Kamble Priyanka Dnyande

of School / College Swamivivekanand Mahavidyalaya, Latur has

Participated in the Beauty parlour Course event held on 16th, Nov, 2022 in

School / College. He / She stood First / Second / Third

Sabuya
Activity - Indh.

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This is to certify that Mr./Miss Chillwante Nikita Pandurang

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Beauty parlour Course event held on 16th Nov 2022 in

School / College. He / She stood First / Second / Third

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Activity Inch.

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This is to certify that Mr./Miss

Nalabade Vaishali Shivaji

of School / College

Swami Vivekanand Mahavidyalaya, Latur

has

Participated in the

Beauty parlour Course event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

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Activity Inck.

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This is to certify that Mr./Miss Kulkarni Dhanshri Santosh

of School / College Swami Vivekanand Mahavidyalaya, Laturs has

Participated in the Beauty parlour Course event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

Sabirga
activity InCh.

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This is to certify that Mr./Miss Pawar Pooja Vilas

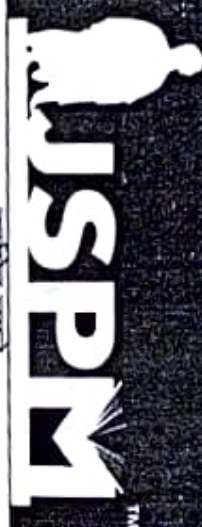
of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Beauty parlour Course event held on 16th, Nov, 2022 in

School / College. He / She stood First / Second / Third

Pooja
Activity Insh.

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This is to certify that Mr./Miss Kulkarni Amruta pratish

of School / College Swami Vivekanand Mahavidyalaya Latas has

Participated in the Beauty parlour Course event held on 16th Nov. 2022 in

School / College. He / She stood First / Second / Third

Sabare
Activity Inck.

Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Pratiksha Ambika Basawaraj

of School / College Swami Vivekanand Mahavidyalaya, Latour has

Participated in the Beauty parlour Course event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

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Swami Vivekanand Mahavidyalaya
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activity
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This is to certify that Mr./Miss Jadav Sayali Vasan

of School / College Swami Vivekanand Mahavidyalaya Latur has

Participated in the Beauty parlour Course event held on 16th, Nov, 2022 in

School / College. He / She stood First / Second / Third

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activity Inck

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This is to certify that Mr./Miss

Swami Aishwarya Siddheswar,

of School / College

Swami Vivekanand Mahavidyalaya, Latur

has

Participated in the

Beauty parlour Course event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

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Activity In ch.

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This is to certify that Mr./Miss Salunke Anuja Mahadev

of School / College Swami Vivekanand Mahavidyalaya Latug has

Participated in the Beauty parlour Course event held on 16th, Nov, 2022 in

School / College. He / She stood First / Second / Third



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This is to certify that Mr./Miss Birendras Mahini Laxman

of School / College Swami Vivekanand Mahavidyalaya, Latue has

Participated in the Beauty Parlour Course event held on 16th, Nov, 2022 in

School / College. He / She stood First / Second / Third

Sabirga
activity Inch.

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This is to certify that Mr./Miss Chame Sakshi Vijaynath

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Beauty parlour Course event held on 14th, Nov, 2022 in

School / College. He / She stood First / Second / Third

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Swami Vivekanand Mahavidyalaya
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Activity Inch.



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This is to certify that Mr./Miss Kulkarni Dhanshi Santosh

of School / College Swami Vivekanand Mahavidyalaya, Latas has

Participated in the Beauty parlour Course event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

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Activity In ch.

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This is to certify that Mr./Miss pawar pooja Vilas

of School / College Swami Vivekanand Mahavidyalaya, Latue has

Participated in the Beauty parlour Course event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

Pabuya
-Activity End.

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This is to certify that Mr./Miss Kulkarni Amruta Prakash

of School / College Swami Vivekanand Mahavidyalaya Lathe has

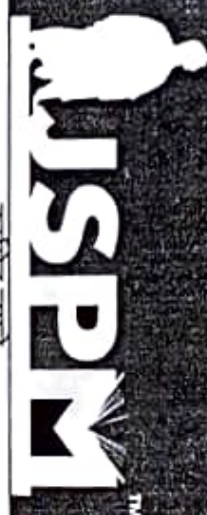
Participated in the Beauty parlour Course event held on 16th Nov 2022 in

School / College. He / She stood First / Second / Third

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Activity Inck.

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This is to certify that Mr./Miss Trithkani Ambika Basawarey

of School / College Swami Vivekanand Mahavidyalaya, Latour has

Participated in the Beauty parlour Course event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

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This is to certify that Mr./Miss Jadav Sayali Vasanik

of School / College Swami Vivekanand Mahavidyalaya Latour has

Participated in the Beauty parlour Course event held on 16th, Nov, 2022 in

School / College. He / She stood First / Second / Third

Pabreja
activity Ench.

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This is to certify that Mr./Miss Swami Aishwarya Sidheswar

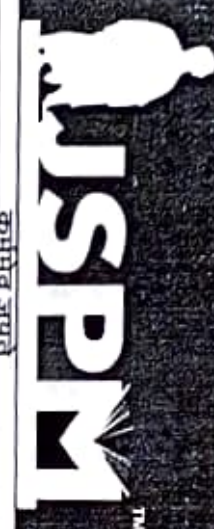
of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Beauty pageant Course event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

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Activity Inch.

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This is to certify that Mr./Miss Salunke Anuga. Mahadev

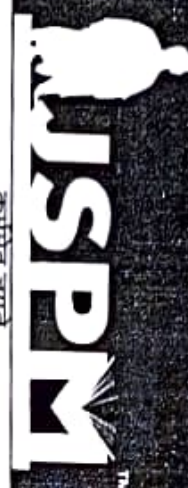
of School / College Swami Vivekanand Mahavidyalaya, Latpur has

Participated in the Beauty parlour Course event held on 16th, Nov., 2022 in

School / College. He / She stood First / Second / Third

Salunke
+CHVing Insh.

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Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Ritegdaz Mohini Laxman

of School / College Swami Vivekanand Mahavidyalaya, Latue has

Participated in the Beauty parlour Course event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

Signature

PRINCIPAL
Swami Vivekanand Mahavidyalaya
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Signature

Activity Indh.



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This is to certify that Mr./Miss Chame Sakshi Veerjaneeth

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Beauty parlour Course event held on 16th, Nov, 2022 in

School / College. He / She stood First / Second / Third

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This is to certify that Mr./Miss

Sitape Babita Devidas

of School / College

Swami Vivekanand Mahavidyalaya, Latue has

Participated in the

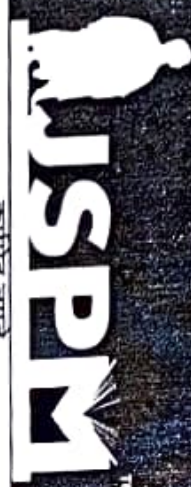
Beauty parlour Contest event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

Sabir

Activity Inch.

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This is to certify that Mr./Miss Gaddewas Jitabai Ramrao

of School / College Swami Vivekanand Mahavidyalaya, Latore has

Participated in the Beauty parlour Course event held on 16th, Nov, 2022 in

School / College. He / She stood First / Secpnd / Third

Saburjo

Activity Incharge

PRINCIPAL
Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Chavan Kiran Sudhakar

of School / College Swami Vivekanand Mahavidyalaya Latpur has

Participated in the Beauty palace Coase event held on 16th Nov 2022 in

School / College. He / She stood First / Second / Third

Sabara
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JSPM, Latur

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Criteria-I

1.2 Academic Flexibility

1.2.1 & 1.2.2_ students enrolled in Certificate/ Add-on/Value added programs



JSPM, Latur

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Certificate Course

Personality Development & Soft Skill
(2023-2024)

Certificate Course: Personality Development & Soft Skill

Duration : 30days

=====

BLOCK - I : PERSONALITY DEVELOPMENT

Unit - 1 : What is Personality?

Unit - 2 : Understanding Self

Unit - 3 : Interpersonal Skills

Unit - 4 : Know Your Emotions

BLOCK – II : SOFT SKILLS

Unit - 5 : Communication Skills

Unit - 6 : Thought and Behaviour

Unit - 7 : Presentation Skills

Unit - 8 : Positive Behavioural Skills



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Swami Vivekanand Mahavidyalaya, Latur

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Notice

Date: 18/8/2023

Personality Development & Soft Skill

This is to inform for the student of B.com, B.A, B.SC 1st ,2nd , 3rd this academic year 2023-2024 we are organising Personality Development & Soft Skill for 30 days. It will start from 02nd Sep 2023 till 09th Oct 2023 Those who are interested can give their names to Asst.Prof. Agrawal R.M. till 29th Aug2023.

Principal

PRINCIPAL
Swami Vivekanand Mahavidyalaya
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List of the students

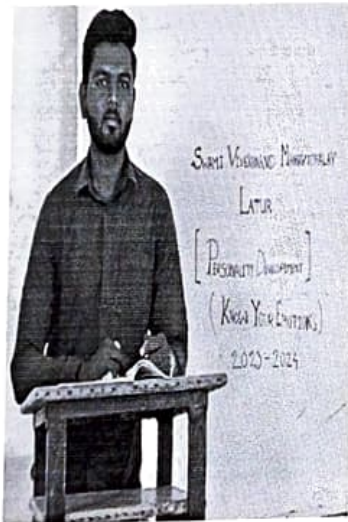
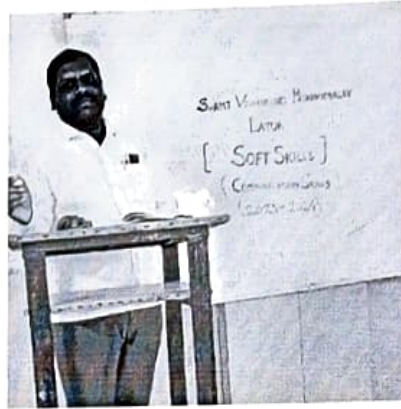
Following are the list of students enrolled for the "Personality Development & Soft Skill" Personal training course for the year 2023-2024

1. Kutmure Arati Gopal
2. Bhosale Samadhan Satish
3. Nagmode Vishal Vikram
4. Malge Shubham Ashok
5. Nalabale Vaishali Shivaji
6. Dhage Shreya Rupesh
7. Joshi Pragati Balaji
8. Hanchate Prajkta Pandurang
9. Ugile Prajwal Shrikant
10. Awad Raj Ramakant
11. Shinde Pankaj Vilas
12. Kawthe Harsh Ganesh
13. Bavane Rachana Anil
14. Bombale Rutuja Subhash
15. Rathod Vijay Vishwanath
16. Sakhare Sagar Laxman



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Exam Notice

Date:12/10/2022

Personality Development & Soft Skills

This is to inform for the student those have join for value added course of "Personality Development & Soft Skills "for academic year 2023-2024 for 30days. Exam will be conduct on 16thOct 2023.

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Question Paper

Personality Development & Soft Skill's 2023-2024

Date : 16 Oct 23

Time: 2 hr

Marks:50

1 : Which is the right sequence of talking to a customer on telephone ?

- A : Welcome - conversation - Thanks B : Welcome - Thanks - conversation
C : Thanks - conversation - Welcome D : Conversation - Welcome - Thanks

2 : How should you talk on the telephone ?

- A : Loud sound B : Slow voice C : Polite voice D : Screaming

3 : What kind of gift is beauty by nature ?

- A : Bad B : Unique C : Wasted D : Ugly

4 : What is the important part of good posture ?

- A : Successful businessman B : Exercise related activities
C : Foot care D : Body Presentation

5 : Which design clothes should the ladies with short height wear?

- A : Vertical line B : Big print C : Horizontal line D : Check print

6 : What is not included in good personality ?

- A : Good nature B : Good sound C : Client satisfaction D : Good posture

7-How many basic dimensions of personality are there in the Big 5 Personality Traits?

- a) 2 b) 3 c) 4 d) 5

8 The foremost skill required for learning a language is _____

- a. Writing skill b. Reading skill c. Speaking skill d. Listening skill

9. The primary skill to acquire knowledge about everything in the world.

- a. Reading skill b. Writing skill c. Listening skill d. Speaking skill

10. It is a Psycho-linguistic guessing game.

- a. Reading b. Writing c. Learning d. Listening

11. Understanding a written text means –

- a. Reading comprehension b. Extracting the required information
- c. Understand writer's meaning d. Both a & b

12. Reading is a _____ process.

- a. Encoding b. Codification c. Decoding d. None of the above

13. Men who work on the land are :

- a. Cultivators b. Gardeners c. Shepherds d. All of the above

14. Person who dig out stone for buildings and roads, and for laying a bed for railway lines.

- a. Quarrymen b. Miners c. Diggers d. Both b and c

15. Shopkeepers comes under the category of-

- a. Movers b. Manufacturers c. Helpers d. Makers

16. SQ3R techniques for reading is given by

- a. Braille, 1965 b. Robinson in 1970 c. Both a & b d. Billmeyer, 1962

17. _____ is the brightest star.

- a. Sirius b. Alpha c. Blake d. None of the above

18. "Spectroscopes" instrument is used by –

- a. Doctor b. Engineer c. Astronomers d. Astronauts

19. the fascinating areas of language learning is –

- a. Reading b. Listening c. Writing d. Speaking

20. Listening process involves –

- a. Processing the data b. Reconstructing the data
- c. Giving meaning to the data d. All of the above

21 Trumpet horn bagpipes are in the category of –

- a. Wind instruments b. Woodwind c. Strings d. Striking instruments

22. The oldest form of communication is

- a. Writing b. Speech c. Reading d. Symbolic

23 The big step forward in communication is

- a. Speaking b. Reading c. Writing d. None of the above

24. A _____ is a short concise summing up of any material, either auditory or written.

- a. Concise b. Precise c. Summary d. All of the above

Answer: c



25. A summary is known as –

- a. A brief statement of the main points of something
- b. It is a short concise summing up of any material, either auditory or written
- c. Both a & b
- d. Shortened form of the main points

26. Biographies, Historical stories etc. are the example of –

- a. Imaginative essays b. Narrative essays c. Descriptive essays d. Expository essays

27. Bibliographic can consist of –

- a. Books b. Journals or Periodicals c. Audios and videos d. All of the above

28. Gathering citations and reference list at the end of each chapter or at the end of the page.

- a. Endnotes b. Footnotes c. Footer d. All of the above

29. The writing styles are determined by the _____ matter.

- a. Topic b. Object c. Subject d. Field

30. Communication is basically –

- a. Talking b. Writing c. Signalling d. All of the above

31. _____ linked people together in an organization to achieve a common purpose.

- a. Communication b. Common goal c. Objective d. Purpose

32. We require several skills for acquiring _____ and _____.

- a. Knowledge, wisdom b. Knowledge, information
- c. Information, experience d. Both b & c

33. Reading skill improves our _____ and _____.

- a. Learning skills, speaking skills b. Learning skills, communication skills
- c. Learning ability, communication skills d. All of the above

34. Write the steps of reading technique in correct sequence:

- 1. Survey 2. Review 3. Recall 4. Question 5. Read

- a. 1, 4, 5, 3, 2 b. 1, 2, 3, 5, 4 c. 2, 3, 1, 5, 4 d. 1, 4, 3, 5, 2

35. _____ involves processing and reconstructing the data, but _____ is letting the sounds beat your eardrums.

- a. Listening, hearing b. Hearing, listening
- c. Casual listening focused listening d. None of the above

36. The _____ and _____ is also helpful for the listener to understand the meaning.

- a. Tone, behaviour b. Pitch, tone c. Tone, attitude d. Tone, intensity

37. Identify the advantages of writing –



- a. The speaker himself did not have to be present in order to communicate
- b. The knowledge of one generation could be accumulated and passed on to the next
- c. Both a & b
- d. We can represent what we want

38. The general categories of communications are –

- a. Speech, writing b. Printing c. electronic communication d. All of the above

39. Common kinds of narrative skills are –

- a. How to do something b. How something works
- c. Both a & b d. Arrange the information properly

40. In English the same "You" is used for addressing ____ and ____.

- a. Youngers, elders b. Elders, equals c. Elders, Olders d. None of the above

41. Important things to keep in mind while listening to a description are –

- 1. It should be orderly 2. It should be clear
- 3. It should be accurate 4. It should be complete

- a. 1, 2, 3, 4 b. 2, 3, 4 c. 1, 3, 4 d. 1, 2, 3

42. Communication helps officials to ____ the employees.

- A. Eliminate B. motivate C. Threaten D. apprise

43. ____ means checking whether the earlier stages of reading were followed promptly or not.

- A. Survey B. Question C. Read D. Review

44. The document that is used to communicate within the organization is called ____.

- A. letter B. memo C. e-mail D. telex

44. Identify the adverb in the sentence, 'I work more on the product development side.'

- A. I B. work C. More D. the

Answer: (A)

45. While listening, when we assess what the speaker is speaking, it is ____.

- A. comprehensive listening B. dialogic listening C. systematic listening D. critical listening

46. Identify the polite method of beginning a business letter

- A. We are forced to refuse B. We demand to know from you
- C. We find it difficult to believe D. We appreciate your prompt reply

47. The subject in the job application is written ____

- A. before the salutation B. after the salutation



C. before the complimentary close D. after the complimentary close

48. ____ should be provided in a resume only on request

A. Telephone number B. Reference C. Educational qualification D. Work experience

49. We communicate orally in two ways: ____ and ____

- a) telephonic conversation; non verbal communication
- b) verbal communication; face-to-face communication
- c) face-to-face communication; telephonic conversation
- d) verbal communication; nonverbal communication

50. As a means of communication, e-mails have features of the immediacy of both ____ and ____.

- a. reading, receiving b. writing, sending c. calling, receiving d. receiving, sending

=====Best of Luck=====



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Exam Result

Personality Development & Soft Skills (2023-2024)

Total Marks :50

Sr.No	Name of Students	Marks	Sign	Remarks
1	Kutmure Arati Gopal	43	Arati	
2	Bhosale Samadhan Satish	44	Samadhan	
3	Nagmode Vishal Vikram	45	Vishal	
4	Malge Shubham Ashok	46	Shubham	3 rd
5	Nalabale Vaishali Shivaji	47	Vaishali	2 nd
6	Dhage Shreya Rupesh	46	Shreya	
7	Joshi Pragati Balaji	43	Pragati	
8	Hanchate Prajka Pandurang	45	Prajka	
9	Ugile Prajwal Shrikant	48	Prajwal	1 st
10	Awad Raj Ramakant	43	Raj	
11	Shinde Pankaj Vilas	45	Pankaj	
12	Kawthe Harsh Ganesh	43	Harsh	
13	Bavane Rachana Anil	42	Rachana	
14	Bombale Rutuja Subhash	45	Rutuja	
15	Rathod Vijay Vishwanath	45	Vijay	
16	Sakhare Sagar Laxman	43	Sagar	

(Signature)

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Attendance Sheet for the month Sept 23 to 10 Oct 23 (Academic Year 2022-2023)

Name of the Lecturer :
Name of the Subject :

Personality Development & Soft Skills

Wright-SEM (added source)

Name of the Subject :

Roll No.	Name of the Students	Lecture											Total Attendance (DAYS)	Percentage %							
		No.	19	20	21	22	23	24	25	26	27	28			29	30					
		Date	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10		
1	Kutnoure Arati Gopal																			30	100%
2	Bhaskale Samalbari Satish																			30	"
3	Nagrade Vishal Vikram																			30	"
4	Malghe Shubham Ashok																			30	"
5	Nalabale Vaishali Shivaji																			30	"
6	Phage Shreya Rupesh																			30	"
7	Tashi Pranshi Rajaji																			30	"
8	Hanchate Pariksha Pandurang																			30	"
9	Ugile Prayal Shikant																			30	"
10	Aurad Raj Ramakant.																			30	"
11	Shinde Pankaj Vilas																			30	"
12	Kawate Harsh Ganesh																			30	"
13	Bawane Rachna Anil																			30	"
14	Beeble Rutuja Subhash																			30	"
15	Rathod Vijay Vishwanath																			30	"
16	Sakhe Sagar Lakman.																			30	"

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Barasat

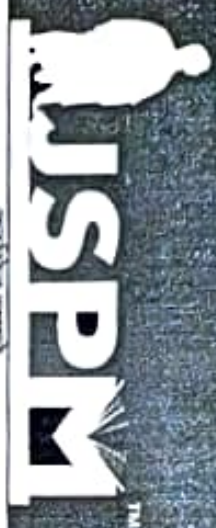
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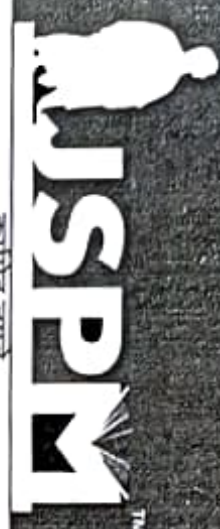
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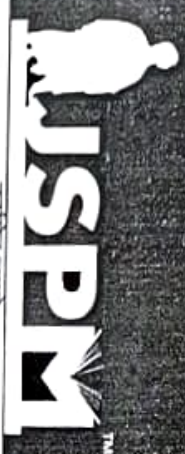
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