

Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences and Research Centre, Kharadi, Pune-14.



# BROCHURE OF LANGUAGE AND COMMUNICATION SKILLS

# (2023 - 2024)

Pune District Education Association (PDEA), our parent society, has completed 83 years. PDEA was founded by the great visionary educationist Late Shri. Baburaoji Gholap in 1941 with the motto- "Bahujan Hitay Bahujan Sukhay" meaning, welfare of masses and happiness for all. PDEA opened 350 voluntary primary schools in a short span of time and now runs 56 High schools, 25 Vocational, 31 Junior, 08 Senior and 12 Professional colleges in Pune District. Professional courses are being run in the disciplines of Pharmacy, Engineering, Computer sciences, Management Ayurveda etc. along with courses in Law and Education.

P.D.E.A. was awarded as best educational organization in the year 2000 by Govt. of Maharashtra for commendable work in the field of education and social service. The organization aims to achieve greater heights under the visionary leadership of Hon. Shri. Ajitdada Pawar. Ex. Deputy Chief Minister, Govt. of Maharashtra and President of P.D.E.A.

### **OFFICE BEARERS**

Hon. Shri. Ajitdada Pawar President, P.D.E.A Ex. Deputy Chief Minister, Govt. of Maharashtra

Hon. Shri. Rajendra Ghadge, Vice President

Hon. Shri. Adv. Sandeep Kadam, Hon. Secretary

Hon. Shri. Adv. Mohanrao Deshmukh, Treasurer

Hon. Shri. L. M. Pawar, Dy. Secretary

Hon. Shri. A.M. Jadhav, Joint Secretary (Admin.)

### About the College:

Pune District Education Association's Shankar Rao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi, was established in 2009 with the prime aim of providing quality

education in the pharmaceutical sciences. The institute is approved by the All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), recognized and the Government of Maharashtra and affiliated to the Savitribai Phule Pune University, Pune. The college is conducting B. Pharm and M. Pharm with specializations in Pharmaceutics and Quality Assurance Techniques.

The college is dedicated towards providing quality education to its students its magnificent infrastructure, well stocked Pated library, spacious computer lab with all facilities modern labs containing latest equipment's and class rooms with LCD projectors. The college has highly qualified and experienced teaching staff to guide the students and embraces an integrated and problem based educational philosophy, hybridizing traditional and modern teaching-learning approaches that stresses heavily on outcome competencies of the graduates.

# About the Language and Communication Skills:

Language and communication skills are vital for building relationships, fostering understanding, and achieving success in personal and professional life. Effective communication involves not just verbal and non-verbal skills but also the ability to be assertive and empathetic in conveying messages. Mastering communication requires developing healthy interactions through active listening and mutual respect, which enables individuals to handle challenging conversations, such as breaking bad news, with sensitivity and tact. Moreover, being a great conversationalist involves engaging others with confidence, clarity, and attentiveness, helping to navigate conflicts and build bridges of understanding. By focusing on communication skills, assertive verbal techniques, and non-verbal cues, individuals can enhance their ability to manage conflicts effectively and foster meaningful connections.

#### **Objectives:**

- 1. To enhance the ability to express ideas and emotions clearly and understand others effectively.
- 2. To cultivate the confidence to express thoughts and needs respectfully without being aggressive or passive.
- 3. To understand and use body language, facial expressions, and gestures to complement verbal communication.
- 4. To learn to articulate thoughts with clarity, fluency, and coherence for better personal and professional interactions.
- 5. To encourage open, respectful, and empathetic exchanges to build trust and collaboration.



- 6. To acquire skills to engage others effectively, maintain meaningful dialogues, and foster lasting connections.
- 7. To develop strategies to deliver difficult messages with empathy, honesty, and support.
- 8. To equip individuals with tools to resolve disagreements constructively and maintain harmony in relationships.

### **Resource Person:**

Eminent experts from industry Mrs Krutanjali kanase Director Lets speak institute will address the delegates.

### Participant/Eligibility:

Interested students from B. PHARM AND M. PHARM can participate.

### **Registration:**

Registration can be done by sending duly filled registration form to trusha.shan@gmail.com

### Schedule and Topics :(timing 3 to 4 pm)

- 1. Communication skills
- 2. Assertive verbal skills
- 3. Non-verbal communication
- 4. Verbal communication
- 5. Healthy communication
- 6. How to be great conversationalist
- 7. How to break bad news
- 8. Conflict management

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PRINCIPAL P D. E. A's Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre Kharadi, Pune-411014



8<sup>th</sup> Floor, Office No:703, Stellar Spaces, Opp. to Zensar IT Park, Kharadi, Pune - 411014

info@letsspeak.in www.letsspeak.in +91 8378 066 227 +91 7709 709 868

# **LETTER OF AGREEMENT**

Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences and Research Center Kharadi, Pune -411014

Date- 11/07/2023 Let's Speak Excellence, 8<sup>th</sup> Floor, Office no 703, Stellar Spaces Opp. Zensar IT Park, Kharadi,

Pune- 411014, Maharashtra

Respected Sir/Madam,

This letter serves as a formal an agreements of our College PDEA's Shankarrao Ursal College of Pharmaceutical Sciences and Research Center, Kharadi Pune with your institute, where by your institute will provide professional services of Communication & Soft Skills.

Your institute will be compensated for program provide in rupees amount payment will be disbursed upon successfully completion of program. Please sign both copies of this agreement retain one copy for your file and return one copy to our college.

Thanking You.





8<sup>th</sup> Floor, Office No:703, Stellar Spaces, Opp. to Zensar IT Park, Kharadi, Pune - 411014

+91 8378 066 227 +91 7709 709 868

# **LETTER OF CONTRACT**

Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences and Research Center, Kharadi, Pune -411014

Let's Speak Excellence, 8<sup>th</sup> Floor, Office no 703, Stellar Spaces Opp. Zensar IT Park, Kharadi, Pune- 411014, Maharashtra

Respected Principal,

This letter serves as a formal contract between PDEA's Shankarrao Ursal College of Pharmaceutical Sciences and Research Center, Kharadi, Pune and Let's Speak Excellence, Whereby will provide professional services of Communication & Soft Skills for Three years 2023-2024 to 2024-2025 & 2025-2026 at PDEA's Shankarrao Ursal College of Pharmaceutical Sciences and Research Center, Kharadi, Pune.

Let's Speak Excellence, is being sponsored by the PDEA's Shankarrao Ursal College of Pharmaceutical Sciences and Research Center, Kharadi, Pune and will be compensated for services provide. Please sign both copies of this contract. Retain one copy for your records and please return one copy to the above address.

Best Regards.

PRINCIPAL States Association's Contraction Association	211712023
PRINCIPAL Pune District Education Association's Shankarro Principal Signaturenaceutical Sciences & Research Centre, Kharadi, Pune-411014.	Date
Excellence in Communication LLL	21/7/2023
Institute Signature	Date
ENGLISH LANGUAGE + INTERVIEW SKILLS + CORPORATE TRAININ	G • PERSONALITY DEVELOPMENT •



8<sup>th</sup> Floor, Office No:703, Stellar Spaces, Opp. to Zensar IT Park, Kharadi, Pune - 411014

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## **ACCEPTANCE LETTER**

To,

Principal

Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences and Research Center Kharadi, Pune -411014

Let's Speak Excellence, 8<sup>th</sup> Floor, Office no 703, Stellar Spaces Opp. Zensar IT Park, Kharadi, Pune- 411014, Maharashtra

#### Respected Principal,

We are writing to confirm our acceptance of your Communication & Soft Skills Program offer and to tell you how delighted we are to be joining PDEA's Shankarrao Ursal College of Pharmaceutical Sciences and Research Center, Kharadi Pune. The Work is exactly what we have prepared to perform and hoped to do. We feel confident that we can make a significant contribution to your institute, and we are grateful for the opportunity you have given us.

Our institute looks forward to visit your college and meet the students. We appreciate your college, for faith on us and we are very happy to be attending Communication & Soft Skills Program.

Thanking You,



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8<sup>th</sup> Floor, Office No<sup>.</sup>703, Stellar Spaces, Opp. to Zensar IT Park, Kharadi, Pune - 411014

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# PAYMENT AGREEMENT

Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences and Research Center Kharadi, Pune -411014

Let's Speak Excellence, 8<sup>th</sup> Floor, Office no 703, Stellar Spaces Opp. Zensar IT Park, Kharadi, Pune- 411014, Maharashtra

PAYMENT AMOUNT: Rs.100 Per student yearly

This letter serves as a formal contract between PDEA's Shankarrao Ursal College of Pharmaceutical Sciences and Research Center, Kharadi, Pune Whereby Let's Speak Excellence, will provide, hereby agree to this payment agreement schedule for charges rupees 100 per student. My failure to make payments without notification to the Billing Development at institute may result in further collection action. Account department will have full discretion for unpaid accounts and will take necessary action to collect any unpaid balances.

Thanking you.

PRINCIPAL Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Principal Sciences 4, 1014,



211712023

Date



# Memorandum of Understanding

## Between

# Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi

Near Zensar IT Tower, Kharadi, Pune-411014

and

# **CliniTechsupport,** Magarpatta City, Hadapsar Pune- 411013

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## **Co-operation in the field of Education & Training**

This memorandum of understanding made between Pune District Educations Association's Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi, Pune(SU). CliniTechsupport(CT) and SU as follows:

- Recognizing the mutual interests in the fields of education, training, transfer of technology and dissemination of knowledge on medical writing, clinical research, regulatory writing and interview techniques.
- Recognizing the importance of institutes of higher education role in promoting education and training.
- Hereby agree to establish collaboration according to terms and conditions set out in the articles following here under.
- The two institutions in the Memorandum of Understanding refer to the Pune District Educations Association's Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi, Pune, (hereafter SU) and ClinTechsupport, Pune, Maharashtra (hereafter CT).

#### 1. FIELD OF CO-OPERATION:

Co-operation between the two institutions (SU & CT) may be established within any field related to Pharmacy and in the fields of training, education, student development, and transfer of technology.

#### 2. EXCHANGE OF ACADEMIC STAFF:

- a. SU and CT will encourage collaboration in educational traning areas of mutual interest.
- b. SU will welcome the faculties of CT to visit the institute to engage in scientific research.
- c. Reciprocally, CTS will welcome faculties of SU to visit the Centre to engage in scientific and medical writing.





For

#### 3. SHARING OF STUDENTS FOR TRAINING & EDUCATIONAL ACTIVITIES

- a. CT and SU institutions herewith agreed for an exchange of students nominated by the respective Institutions to carry out training, educational studies as provided for in this agreement.
- b. CT and SU institutions also encourage exchange of students in the context of professional Internship.

#### 4. PROGRAMME LIST:

- Medical Writing
- Scientific Writing
- Regulatory Writing
- Inteview Techniques
- Other courses related to Training and Education

#### 5. MANAGEMENT AND ADMINISTRATION:

Implementation, and co-operation of the Memorandum of Understanding fall under the responsibility of

Pune District Educations Association's

Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi

Near Zensar IT Tower, Kharadi, Pune-411014, Maharashtra

Contact No.: +91 9850890093

Email: sucopsrc 2009@yahoo.co.in

and

CliniTechsuppot, Magarpatta City Hadapsar, Pune, Maharashtra-411013 Contact No.: 9823507650

Email- clinitechst@gmail.com

#### 6. GENERAL PROVISIONS:

- a. The two institutions will carry out research activities, as a follow up to this Memorandum of Understanding. The activities must be carried out in accordance with appropriate laws and regulation existing in the institution.
- b. The two institutions shall initiate, and exchange research facilities and other relevant things required to carry out research projects.





# 7. DURATION OF MOU:

This MOU is valid five years from 9.12.2023 to 08.12.2028

## **8. SIGNING AUTHORITIES:**

For	Pune District Educations Association's Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi	For	CliniTechsupport (CTS), Magarpatta city Hadapsar, Pune, Maharashtra, India
of P	Principal S Shankarrao Ursal College harmaceutical Sciences & ch Centre, Kharadi, Pune-14.	Signature with seal	A CHINE THE CHINE
Designatio n	Principal	Designation	Director
Name	Dr. Ashok Bhosale	Name	Abhay S Thube
Date	9-12-2023	Date	08-12-2028





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Pune District Education Association, Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi, Pune-411014



Date 21/07/2023

### Notice

All the students are hereby informed that our college will be conducting series of seminars on the topic Language and Communication Skills in association with Let's Speak Institute for the academic year 2023-2024. So, the interested students can give their entries to the coordinator on or before the seminar. In these series of seminars, the following topics will be covered. (Feel free to ask any query to the coordinator Mrs. Trusha P. Shangrapawar- 9823620854)

SR.NO	TOPICS
1	Communication Skills
2	Assertive Verbal Skills
3	NonVerbal Communication
4	Verbal Communication
5	Healthy Communication
6	How to be a Great Conversationalist
7	How to Break Bad News
8	Conflict Management

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TUMME Mrs Trusha P. Shangrapawar (Co-ordinator)



**PDEA'S Shankarrao Ursal College** of Pharmaceutical Sciences & Research Centre, Kharadi, Pune-14.





# Pune Districts Education Associations Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi, Pune-14.

## A Report on

# A Seminar on "Communication Skills" -13th January 2024

The institute organized a seminar on "Communication Skills" in association with Clinitech Support Institute. The seminar was delivered by Mr. Abhay Thube, Director of Clinitech Support Institute Pune. All the students actively participated in the seminar, total of 62 students were present during the seminar. This activity was coordinated by Mrs. Trusha P. Shangrapawar.



Mr. Abhay Thube, Director of Clinitech Support Institute Pune delivering a seminar on Communication Skills

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Mrs. Trusha P. Shangrapawar Cultural Co-ordinator

Principal PDEA'S Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi, Pune-14.

Page 1 of 1

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# Pune Districts Education Associations Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi, Pune-14.

# A Report on

## A Seminar on "Assertive Verbal Skills" (29th February 2024)

The institute organized a seminar on "Assertive Verbal Skills" in association with Let's Speak Institute. The seminar was delivered by Mrs. Krutanjali Kanse, Director of Let's Speak Institute Pune. All the students actively participated in the seminar, total 30 students were present during the seminar. This activity was coordinated by Mrs. Trusha P. Shangrapawar.



Mrs. Krutanjali Kanse, Director of Let's Speak Institute Delivering Lecture on "Assertive Verbal Skills"

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Mrs. Trusha P. Shangrapawar Cultural Co-ordinator

Principal PDEA'S Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi, Pune-14

Page 1 of 1

Program 2 Date: 29/2/2024 St.NO Name Teas Sport Sonket Maske F.Y.B. Pharm Smarke 1 Aditya. d. Dodke Omhar Pawor F.Y.B. Pharm Adodke 2. F. Y. B. Pharm beforean 3. Sanskar shinde 4. FY.B Pham spinile-Shrreyash Mane Rushikesh Saundare Regor F.Y.D Phazm Б. Rushikes F.Y.D. Phoon 6-F.Y.D. Phorom kioan Nalawade Rison 9. F.Y.D Pharm 8. Vivek Chitte VINEK F.Y.D pharm Pla Kakesh. C. choudhary 9. F.Y.B pharm Sonkamble Bhushan Remb 4 10\_ F.Y.BPharm Arty Pranav Survale 1). · F. Y.B. pharm Navnoth Sooner 12. ther F. Y.B. Pharm Athan Petkay 13 . word for. f.Y. B pharing Athanu Narode 14 MB 7 F-N Bpharm Vedant Bajare 15.) Ritezh Kalbhoz F. K. Bphanm 16) F.Y. D Pharm Samoth. Samasith pastvate 17. .Y.D phorm Pranay Bhoj 18. Bik Priti cheddge FY. D phorm 19 F4.Dpharo Bartal Apphale Ankita 20 F.Y. pharmo Ratia Nemane Rutyla 21 F.Y.D pharm DShinde -Ohanajay Shinde 22 Hadem Diret. S.Y. B. Pham Ankita Kadam 23. Adest. Satsli Kodre Salvi Sanik 24 to his. -11 -Sanika 25 Nikita More th Mather 16. Sneha longshwa Thebe . 11-27. Ant-Shueta Nagar F.Y.B Pham 28 Some . Shrup Pathone F.Y.B Pharm 29 30 F.Y. B Phurm Ashlin beorge F.Y.B Pharm Pranjal Vadghule 31 AT 1 okhande Ankita F. K. B. Pharm 32. Plan F.Y.B. Phanm 33. Hable Shravani De Sayali String ade F.I.B. Pharm 34. Jule satisfie santash Lonkor F. y. O Phasm 35 Snahet F.Y.B. Pharm Mahek Tanveer Shaikh 7 36. PRIME

MON THE W Date:.... 37 Tejaswini somnath Sandbhor F.Y.B. Pharm Contraction of the second 38 Madhavi Gholap F.Y. B pharm A Star 39 Vaishnovi Kutwal P.Y. B pharm Reby Tave shambala F.Y.B Pharm (00) they F.Y. BPyarm Shani avide 41 Autode 42. Roshni - Parishit F.Y. B. Pharm RANNER 43. F. Y. B. Pharm Vaishnavi Randive landi. 44. Pawar. Tamishka F.Y. 'B - Phann sauces 45. Rupali braikwad. F.Y.B. Pharm Cakcood 46. lenkar sakshi f. M. B Pharm Jert M 43 sanckruti Bharne F-Y.B. Pharm 16hor 1 1 116 A semimar on Assertive verbal skills was organised by institute on 29th February 200 The semimar was delivered by mrs. Krutania Kamase Director Let's speak Institute, Total 47 students were present for the seminar Julie Stangeapawer Principal PDEA'S Sub- contract College of Phone acouttion Sciences & , 18 R PRIME



President Aiit Pawar

Vice President Rajendra Ghadge

Hon. Secretary

Adv. Sandeep Kadam

Senate Member, SPPU, Pune

Treasure hanrao Deshmukh

Dy. Secretary

L. M. Pawar

Principal Dr. Ashok Bhosale

## Pune District Education Association's SHANKARRAO URSAL COLLEGE OF PHARMACEUTICAL SCIENCES AND RESEARCH CENTRE Kharadi, Pune - 411014



Approved by Affiliated to

: Pharmacy Council of India, New Delhi. 
 All India Council for Technical Education : Savitribai Phule Pune University (PU/PN/Pharm/384/2009), Code 1235 Maharashtra State Board of Technical Education. MSBTE Code : 2143 D.T.E.Institute Code : PH 6385 Recognised by : Government of Maharashtra

Website : www.pdeasubpharm.edu.in | E-mail : sucopsrc\_2009@yahoo.co.in | Tele. : 020 - 27013835

Date: 27/2/2024

Ref. No.: SUCOPSRC / 9 57 / 2023-2024

### To.

Mrs. Krutanjali Kanase Director. Let's Speak Institute

Pune.

Subject: Regarding organization of seminar on Soft Skills and Language and Communication Skills under Capacity Building Program on 29th February 2024 at 1.0pm.

### Dear Madam,

As per our conversation, I am pleased to extend an invitation to you for organization of seminar on Soft Skills and Language and Communication Skills under Capacity Building Program on 29th February 2024 at 1.0pm.

As we are aware that, you are an eminent speaker in the field of Soft Skills and Language and Communication Skills, and in an endeavor to raise the importance of these skills in our students, we take this opportunity to invite you to impart these skills in our students on 29th February 2024 at 1.0pm. So, we look forward to your presence and co-operation. (For any query please contact to coordinator Mrs. Trusha P. Shangrapawar-9823620854).

Thanking you!

(Dr. Ashok Bhosale) Principal PDEA'S Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi, Pune-14.

Reconned

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## Pune District Education Association's SHANKARRAO URSAL COLLEGE OF PHARMACEUTICAL SCIENCES AND RESEARCH CENTRE Kharadi, Pune - 411014

 Approved by
 : Pharmacy Council of India, New Delhi.
 • All India Council for Technical Education

 Affiliated to
 : Savitribai Phule Pune University (PU/PN/Pharm/384/2009), Code 1235

 Maharashtra State Board of Technical Education.

 Recognised by
 : Government of Maharashtra
 D.T.E.Institute Code : PH 6385
 MSBTE Code : 2143

Website : www.pdeasubpharm.edu.in E-mail : sucopsrc\_2009@yahoo.co.in Tele. : 020 - 27013835

Date: 271 2+2024

To,

Ref. No.: SUCOPSRC/ 858 / 2023-2024

## **Thanking Letter**



Vice President Rajendra Ghadge

Hon. Secretary Adv. Sandeep Kadam Senate Member, SPPU, Pune

Treasurer dv. 20 hanrao Deshmukh

Dy. Secretary

Principal Dr. Ashok Bhosale Mrs. Krutanjali Kanase Director, Let's Speak Institute Pune.

Respected Mam,

At the outset, we wish to convey our sincere gratitude towards you for organizing the series of seminars on Soft Skills and Language and Communication Skills for the academic year 2023-2024. Your expertise in the field has been truly applicable for all students to implement in their daily life. We are looking forward for having much more interaction with you in the future.

Thanking you with regards. Yours Sincerely,

Dr. Ashek Bhosale PTINCIPAI PDEA'S Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi, Fune-14.

Kerciused