

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Add-on Course
On
BUSINESS COMMUNICATION

Under the
Department of Commerce

Academic Year -2018-19

Course Coordinator
Prof. Hibban
Assistant Professor
Department of Commerce



From

Prof.Hibban

Lecturer in Commerce

Department of Commerce

Anjuman Arts, Science and Commerce College

Bhatkal

Date: 9/02/2019

To

Principal Anjuman Arts, Science, and Commerce College

Bhatkal

Subject: Request for Permission to Initiate Add-On Course on Business Communication for the Academic Year 2018-2019

Respected Sir,

I hope this message finds you well. We are keen to introduce an add-on course on "Business Communication" for the academic year 2018-2019. This course aims to improve the communication skills of our students, particularly those who may be struggling in this area, thereby enhancing their overall academic and professional capabilities.

We kindly seek your permission to commence this valuable educational offering and look forward to your positive response.

Thank you for considering our request.



Yours sincerely,

Prof.Hibban



AHM's

Anjuman Arts, Science, and Commerce College, Bhatkal

Meeting Report of the Institutional Board of Studies for the Add-On Course on Business Communication

Date: 13th February 2019

The Institutional Board of Studies of the Department of Commerce convened on 13-02-2019 at 10:30 AM in the Principal's chamber to discuss the introduction of an add-on course on Business Communication.

Attendees:

1. Prof. Mushtaque K Shaikh, Principal, Chairman
2. Prof. B.H. Nadaf, IQAC Coordinator
3. Prof. Hibban Shabandari, Course Coordinator
4. Prof. Manjunath Prabhu, HOD-Commerce

Proceedings:

The meeting commenced with the Chairman of the BoS, Prof. Mushtaque K Shaikh, welcoming all members and providing an overview of the academic activities related to the Business Communication course. The members expressed their appreciation and satisfaction with the department's efforts.



Key Resolutions:

1. Introduction of Add-On Course on Business Communication:

- The BoS discussed and resolved to initiate an add-on course on Business Communication, aimed at enhancing students' communication skills, particularly those who may be struggling in this area.

2. Approval of Syllabus:

- The BoS reviewed and approved the proposed syllabus for the add-on course on Business Communication.

3. Approval of Admission Criteria:

- The BoS discussed and approved the admission criteria, deciding that students without prior knowledge of Business Communication are eligible to enroll in this course.

The meeting concluded with a vote of thanks by **Prof. Hibban Shabandari**, Lecturer in the Department of Commerce .

Signatures:

Prof. Mushtaque K Shaikh
Principal, Chairman



Prof. B.H. Nadaf
IQAC Coordinator



Prof. Hibban Shabandari
Course Coordinator



Prof. Manjunath Prabhu
HOD-Commerce



Anjanan Arts, Science & Commerce
College, BHATKAL (U.K.) 53° 17' 12" N

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

NOTICE

Date: 27th/Feb/2019

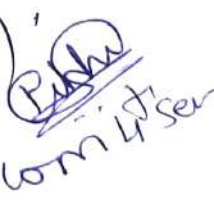
All students are hereby informed that the Department of Commerce is starting an add-on course on "Business Communication" for students who need to enhance their communication skills. The course will commence on 9th March 2019. Interested students can enroll their names on or before 7th March 2019 to Prof. Hibban the Course Coordinator.

For enrollment and further information, please visit the Department of Commerce.




Prof. Mushtaque K Shaikh

Anjuman Arts, Science & Commerce
College Principal Bhatkal - 521370

 B.Sc 6th Sem
 B.Sc 12th Sem
 B.A. II Sem
 B.A. I Sem
 B.A. II Sem
 B.Com 4th Sem
 B.Com VI

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Students Enrollment List for Add on Course on 'Business communication'

Sr No	Student Name	Class
1	ABDUL BADI	BCom 6th Sem
2	ABDUL BASEER	BCom 6th Sem
3	ABDUL BASIT	BCom 6th Sem
4	ABDUL DAAIM	BCom 6th Sem
5	ABDUL KADIR FAIHAN	BCom 6th Sem
6	ABDUL MAJID SHAIKH	BCom 6th Sem
7	ABDUL MUHEED	BCom 6th Sem
8	ABDUL RUMAN	BCom 6th Sem
9	ABDULLAH HIBBAN	BCom 6th Sem
10	ABDUR RAHIM DANISH	Bcom 4th Sem
11	ABU SUFIYAN KHALIFA	Bcom 4th Sem
12	AHAMED KAAB	Bcom 4th Sem
13	AHMED ALI UDYAWAR	Bcom 4th Sem
14	AQHIB JAVEED	Bcom 4th Sem
15	ASHHAS KOLA	Bcom 4th Sem
16	ASMAL MADANI	Bcom 4th Sem
17	BABU MOHAMMAD	Bcom 4th Sem
18	SHIBAN AHAMED	Bsc 6th Sem
19	SHIVRAJ	Bsc 6th Sem
20	NAGARAJ GOND	Bsc 6th Sem
21	RANJITH MANJUNATH	Bsc 6th Sem
22	SHRIPAD HANUMANT	Bsc 6th Sem
23	SUBRAMANYA RAMA	Bsc 6th Sem
24	VIVEK VENKTAYYA	Bsc 4th Sem
25	Vidya Madev Naik	BA 2nd Sem
26	Yashodhar T Moger	BA 2nd Sem
27	Bhaskar Rama Moger	BA 2nd Sem
28	Nikita K. Harikantra	BA 2nd Sem
29	Anjali	BA 2nd Sem
30	Nagaraj Putta Gond	BA 4th Sem



T. Shalekh
PRINCIPAL

Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL-581320

31	Tilak Pundalik Heble	BA 4th Sem
32	Maresh Narayan Naik	BA 4th Sem
33	Nagaraj Durgappa Naik	BA 4th Sem
34	Nagesh Korgappa Naik	BA 4th Sem
35	NAGARAJ G GOND	Bsc.4 th Sem
36	SHRIPAD H NAIK	Bsc 4 th Sem
37	SUBRAMANYA R NAIK	Bsc 4 th Sem
38	ABDUR RAHIM DANISH	Bcom 6 th Sem
39	ABU SUFIYAN KHALIFA	Bcom 6 th Sem
40	AHAMED KAAB	Bcom 6 th Sem
41	AHMED ALI UDYAWAR	Bcom 6 th Sem
42	ASHHAS KOLA	Bcom 6 th Sem
43	ASMAL MADANI	Bcom 6 th Sem
44	IRFAN MUDIYA	Bcom 6 th Sem
45	ISMAIL MIBZAAL	Bcom 6 th Sem
46	KHAJA MAINUDDIN	Bcom 6 th Sem
47	MAHAMMED SUFAIL	Bcom 6 th Sem
48	MANEGAR DANISH	Bcom 6 th Sem
49	MIHAD SALIH	Bcom 6 th Sem
50	MOHAMMED AFIF	Bcom 6 th Sem
51	MOHAMMED AFNAAN	Bcom 6 th Sem
52	ADARSH M SHETTY	BA 6 th Sem
53	JAYANTH M NAIK	BA 6 th Sem
54	SAMRADDHA N NAIK	BA 6 th Sem
55	SHANKAR S GONDA	BA 6 th Sem
56	SHREEKANT S MOGER	BA 6 th Sem
57	SHREENIVAS A MOGER	BA 6 th Sem
58	SHRIDHAR T GOND	BA 6 th Sem
59	YASHODHAR R NAIK	BA 6 th Sem
60	Huzaif	BCom 2 nd Sem
61	Vahid Farzan	BCom 2 nd Sem
62	Umar Farooque	BCom 2 nd Sem
63	Yahya	BCom 2 nd Sem

COURSE COORDINATOR

PRINCIPAL



[Signature]
PRINCIPAL

Bhamburda Science & Commerce College,
& PG Centre
BHAMBURDA-581320

AHM's

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of Commerce

Add-on course on Business Communication

Time Table for the academic year 2018-19

Days	Timings	Room No.
Saturday to Thursday	2:00 P.M. to 4:00 P.M. (2 hrs)	2



Course Coordinator



IQAC Coordinator



Principal



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Add-On Course on Business Communication Course Duration: 30 Hours

Syllabus Outline

Module 1: Fundamentals of Business Communication (10 Hours)

1. Introduction to Business Communication

- Definition and Importance
- Communication Process
- Barriers to Effective Communication

2. Types of Business Communication

- Verbal Communication: Oral and Written
- Non-Verbal Communication: Body Language, Gestures, and Postures

3. Effective Listening Skills

- Importance of Listening
- Barriers to Effective Listening
- Techniques to Improve Listening Skills

4. Communication Channels in Business

- Internal Communication: Memos, Emails, Reports
- External Communication: Business Letters, Press Releases

Module 2: Written Communication Skills (10 Hours)

1. Business Writing Principles

- Clarity, Conciseness, and Tone
- Grammar and Punctuation

2. Writing Business Documents

- Emails: Structure and Etiquette
- Reports: Types and Structure
- Proposals: Writing Effective Proposals
- Memos and Circulars

3. Creating Effective Presentations

- Planning and Organizing Content
- Visual Aids: Designing PowerPoint Slides



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Anjuman Arts, Science, and Commerce College
Bhatkal (U.K.) 581320

- Delivering the Presentation: Tips and Techniques
- 4. Professional Writing Practices**
 - Writing for Different Audiences
 - Proofreading and Editing Techniques

Module 3: Oral Communication and Interpersonal Skills (10 Hours)

- 1. Public Speaking and Presentation Skills**
 - Overcoming Fear and Building Confidence
 - Structuring a Speech or Presentation
 - Engaging the Audience
- 2. Group Discussions and Meetings**
 - Roles and Responsibilities in Group Discussions
 - Conducting and Participating in Effective Meetings
 - Decision-Making Processes
- 3. Interpersonal Communication Skills**
 - Building Rapport and Trust
 - Conflict Resolution and Negotiation Skills
 - Teamwork and Collaboration
- 4. Telephone and Video Conferencing Skills**
 - Telephone Etiquette
 - Conducting Effective Video Conferences
 - Managing Cross-Cultural Communication


Course Coordinator:

Prof. Hibban Shabandari
Department of Commerce


Prof. Mushtaque K Shaikh
Principal

Anjuman Arts, Science & Commerce
College, BHATKAL (U.K.) 581320



30	Nagaraj Putta Gond	BA 4th Sem	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag
31	Tilak Pundalik Heble	BA 4th Sem	Tilak	Tilak	Tilak	Tilak	Tilak	Tilak	Tilak	Tilak	Tilak	Tilak	Tilak	Tilak	Tilak	Tilak	Tilak
32	Maresh Narayan Naik	BA 4th Sem	Maresh	Maresh	Maresh	Maresh	Maresh	Maresh	Maresh	Maresh	Maresh	Maresh	Maresh	Maresh	Maresh	Maresh	Maresh
33	Nagaraj Durgappa Naik	BA 4th Sem	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag
34	Nagesh Korgappa Naik	BA 4th Sem	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag
35	NAGARAJ G GOND	Bsc.4th Sem	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag
36	SHRIPAD H NAIK	Bsc 4th Sem	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag
37	SUBRAMANYA R NAIK	Bsc 4th Sem	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag	Nag
38	ABDUR RAHIM DANISH	Bcom 6th Sem	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
39	ABU SUFIYAN KHALIFA	Bcom 6th Sem	ABU	ABU	ABU	ABU	ABU	ABU	ABU	ABU	ABU	ABU	ABU	ABU	ABU	ABU	ABU
40	AHAMED KAAB	Bcom 6th Sem	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH
41	AHMED ALI UDYAWAR	Bcom 6th Sem	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH
42	ASHHAS KOLA	Bcom 6th Sem	ASH	ASH	ASH	ASH	ASH	ASH	ASH	ASH	ASH	ASH	ASH	ASH	ASH	ASH	ASH
43	ASMAL MADANI	Bcom 6th Sem	ASMA	ASMA	ASMA	ASMA	ASMA	ASMA	ASMA	ASMA	ASMA	ASMA	ASMA	ASMA	ASMA	ASMA	ASMA
44	IRFAN MUDIYA	Bcom 6th Sem	IRF	IRF	IRF	IRF	IRF	IRF	IRF	IRF	IRF	IRF	IRF	IRF	IRF	IRF	IRF
45	ISMAIL MIBZAAL	Bcom 6th Sem	ISMA	ISMA	ISMA	ISMA	ISMA	ISMA	ISMA	ISMA	ISMA	ISMA	ISMA	ISMA	ISMA	ISMA	ISMA
46	KHAJA MAINUDDIN	Bcom 6th Sem	KHA	KHA	KHA	KHA	KHA	KHA	KHA	KHA	KHA	KHA	KHA	KHA	KHA	KHA	KHA
47	MAHAMMED SUFAL	Bcom 6th Sem	SUF	SUF	SUF	SUF	SUF	SUF	SUF	SUF	SUF	SUF	SUF	SUF	SUF	SUF	SUF
48	MANEGAR DANISH	Bcom 6th Sem	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN
49	MIHAD SALIH	Bcom 6th Sem	MIH	MIH	MIH	MIH	MIH	MIH	MIH	MIH	MIH	MIH	MIH	MIH	MIH	MIH	MIH
50	MOHAMMED AFIF	Bcom 6th Sem	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH
51	MOHAMMED AFNAAN	Bcom 6th Sem	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH	MOH
52	ADARSH M SHETTY	BA 6th Sem	ADAR	ADAR	ADAR	ADAR	ADAR	ADAR	ADAR	ADAR	ADAR	ADAR	ADAR	ADAR	ADAR	ADAR	ADAR
53	JAYANTH M NAIK	BA 6th Sem	JAY	JAY	JAY	JAY	JAY	JAY	JAY	JAY	JAY	JAY	JAY	JAY	JAY	JAY	JAY
54	SAMRADDHA N NAIK	BA 6th Sem	SAM	SAM	SAM	SAM	SAM	SAM	SAM	SAM	SAM	SAM	SAM	SAM	SAM	SAM	SAM
55	SHANKAR S GONDA	BA 6th Sem	SHAN	SHAN	SHAN	SHAN	SHAN	SHAN	SHAN	SHAN	SHAN	SHAN	SHAN	SHAN	SHAN	SHAN	SHAN
56	SHREEKANT S MOGER	BA 6th Sem	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE
57	SHREENIVAS A MOGER	BA 6th Sem	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE	SHRE
58	SHRIDHAR T GOND	BA 6th Sem	SHRI	SHRI	SHRI	SHRI	SHRI	SHRI	SHRI	SHRI	SHRI	SHRI	SHRI	SHRI	SHRI	SHRI	SHRI
59	YASHODHAR R NAIK	BA 6th Sem	YASH	YASH	YASH	YASH	YASH	YASH	YASH	YASH	YASH	YASH	YASH	YASH	YASH	YASH	YASH
60	Huzair	BCom 2nd Sem	Huz	Huz	Huz	Huz	Huz	Huz	Huz	Huz	Huz	Huz	Huz	Huz	Huz	Huz	Huz
61	Vahid Farzan	BCom 2nd Sem	Vah	Vah	Vah	Vah	Vah	Vah	Vah	Vah	Vah	Vah	Vah	Vah	Vah	Vah	Vah
62	Umar Farooque	BCom 2nd Sem	UMAR	UMAR	UMAR	UMAR	UMAR	UMAR	UMAR	UMAR	UMAR	UMAR	UMAR	UMAR	UMAR	UMAR	UMAR
63	Yahya	BCom 2nd Sem	YAH	YAH	YAH	YAH	YAH	YAH	YAH	YAH	YAH	YAH	YAH	YAH	YAH	YAH	YAH

Prof. Hibban

Prof. Mushtaque K Shaikh

24/04/2024

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of Commerce

Add-on course on Business Communication

Exam Time Table for the academic year 2018-19

Days	Timings	Room No.
Monday	3:00 P.M. to 4:00 P.M. (1 hrs)	2



Course Coordinator



IQAC Coordinator



Principal

Anjuman Arts, Science & Commerce
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Add-On Course on Business Communication

Multiple Choice Question (MCQ) Paper

Total Marks: 30

Marks per Question: 2

Time: 1 Hour

1. **What is the primary objective of business communication?**
 - a) To entertain
 - b) To inform and persuade
 - c) To confuse
 - d) To mislead
2. **Which of the following is a non-verbal form of communication?**
 - a) Email
 - b) Memo
 - c) Body language
 - d) Report
3. **Which barrier to communication occurs when the receiver misunderstands the sender's message?**
 - a) Physical barrier
 - b) Psychological barrier
 - c) Semantic barrier
 - d) Organizational barrier
4. **In written communication, which principle ensures the message is easy to understand?**
 - a) Conciseness
 - b) Complexity
 - c) Ambiguity
 - d) Redundancy
5. **What is the correct order for the communication process?**
 - a) Sender, Feedback, Receiver, Message
 - b) Receiver, Message, Sender, Feedback
 - c) Sender, Message, Receiver, Feedback
 - d) Message, Sender, Feedback, Receiver
6. **Which of the following is NOT a type of business report?**
 - a) Informational report
 - b) Analytical report
 - c) Promotional report
 - d) Formal report
7. **What should be the tone of a professional business email?**
 - a) Casual
 - b) Humorous
 - c) Professional
 - d) Sarcastic



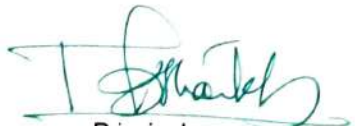

Principal
Anjuman Arts, Science, and Commerce College
Bhatkal, Dist. Bhatkal, Tal. Bhatkal

8. **Effective listening involves:**
- a) Interrupting the speaker
 - b) Focusing on your response
 - c) Paying attention and understanding
 - d) Ignoring non-verbal cues
9. **Which visual aid is commonly used in business presentations?**
- a) Text documents
 - b) Spreadsheets
 - c) PowerPoint slides
 - d) Memos
10. **What is the purpose of a memo in business communication?**
- a) To advertise products
 - b) To communicate information internally
 - c) To negotiate with clients
 - d) To publish company news
11. **Which of the following is a key skill for conducting effective meetings?**
- a) Dominating the discussion
 - b) Ignoring others' opinions
 - c) Active listening
 - d) Avoiding an agenda
12. **In a team, effective communication helps to:**
- a) Create conflicts
 - b) Enhance collaboration
 - c) Reduce productivity
 - d) Increase misunderstandings
13. **Which of the following is a principle of effective business writing?**
- a) Ambiguity
 - b) Clarity
 - c) Redundancy
 - d) Verbosity
14. **What is the main benefit of proofreading a business document?**
- a) To make it longer
 - b) To ensure it is error-free
 - c) To add more jargon
 - d) To complicate the message
15. **What is a crucial element for engaging an audience during a presentation?**
- a) Reading from notes
 - b) Monotone voice
 - c) Eye contact and interaction
 - d) Ignoring audience feedback


Course Coordinator

Prof. Hibban




Principal

Prof. Mushtaque K Shaikh

College Bhatkal 576 120

Anjuman Arts Science College, Bhatkal**MARKS LIST OF ADD ON COURSE ON BUSINESS COMMUNICATION FOR 2018-19**

Sr No	Student Name	Class	Marks Obtained
1	ABDUL BADI	BCom 6th Sem	20
2	ABDUL BASEER	BCom 6th Sem	22
3	ABDUL BASIT	BCom 6th Sem	20
4	ABDUL DAAIM	BCom 6th Sem	24
5	ABDUL KADIR FAIHAN	BCom 6th Sem	28
6	ABDUL MAJID SHAIKH	BCom 6th Sem	30
7	ABDUL MUHEED	BCom 6th Sem	26
8	ABDUL RUMAN	BCom 6th Sem	28
9	ABDULLAH HIBBAN	BCom 6th Sem	26
10	ABDUR RAHIM DANISH	Bcom 4th Sem	24
11	ABU SUFIYAN KHALIFA	Bcom 4th Sem	26
12	AHAMED KAAB	Bcom 4th Sem	30
13	AHMED ALI UDYAWAR	Bcom 4th Sem	28
14	AQHIB JAVEED	Bcom 4th Sem	30
15	ASHHAS KOLA	Bcom 4th Sem	18
16	ASMAL MADANI	Bcom 4th Sem	20
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19	SHIVRAJ	Bsc 6th Sem	26
20	NAGARAJ GOYDA	Bsc 6th Sem	30
21	RANJITH MANJUNATH	Bsc 6th Sem	28
22	SHRIPAD HANUMANT	Bsc 6th Sem	26
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26	Yashodhar T Moger	BA 2nd Sem	24
27	Bhaskar Rama Moger	BA 2nd Sem	26
28	Nikita K. Harikantra	BA 2nd Sem	30
29	Anjali	BA 2nd Sem	28
30	Nagaraj Putta Gond	BA 4th Sem	30



T. Shanks

PRINCIPAL

Principal, Anjuman Arts Science College,
Bhatkal, Tal. Bhatkal, Dist. Bhatkal.

31	Tilak Pundalik Heble	BA 4th Sem	26
32	Mahesh Narayan Naik	BA 4th Sem	28
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56	SHREEKANT S MOGER	BA 6th Sem	30
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59	YASHODHAR R NAIK	BA 6th Sem	26
60	Huzaif	BCom 2nd Sem	28
61	Vahid Farzan	BCom 2nd Sem	28
62	Umar Farooque	BCom 2nd Sem	24
63	Yahya	BCom 2nd Sem	26


COURSE COORDINATOR




PRINCIPAL

Anand College of Engineering & Commerce, College
& P.O. Bangalore
Ph: 080-2551320

A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC



CERTIFICATE

This is to certify that Mr/Miss ABDUL RUMAN with
register No. 16K28510 has successfully completed Add-On Course on Business
Communication during 09-03-2019 to 25-03-2019 and secured A grade.

Prof. Mohammed Hibban
Course Co-Ordinator

Prof. B.H. Nadal
IQAC Co-Ordinator



Prof. Mushtaque K. Shaikh
Principal

Anjuman Arts, Science & Commerce College
& P.G. Centre
Bhatkal, Uttara Kannada, Karnataka

A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC



CERTIFICATE

This is to certify that Mr/Miss ABDUL DAAPM with
register No. 16K28506 has successfully completed Add-On Course on Business
Communication during 09-03-2019 to 25-03-2019 and secured C grade.

Prof. Mohammed Hibban
Course Co-Ordinator

Prof. V.H. Nadaf
IQAC Co-Ordinator

Prof. Mushtaque K. Shaikh
Principal

PRINCIPAL

Anjuman Arts, Science & Commerce College
Bhatkal
Uttara Kannada
581320

A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE



Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

CERTIFICATE

This is to certify that Mr/Miss ABDUL BAKEER with
register No. 16K28504 has successfully completed Add-On Course on Business
Communication during 09-03-2019 to 25-03-2019 and secured 'B' grade.

Prof. Mohammed Hibban
Course Co-Ordinator

Prof. B.H. Nadaf
IQAC Co-Ordinator



Prof. Mushtaque K. Shaikh
Principal
Anjuman Arts, Science & Commerce College
& PG Centre
BHATKAL-581320

A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

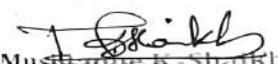


CERTIFICATE

This is to certify that Mr/Miss ABDUL BADI SAUDAGAR with
register No. 16K28502 has successfully completed Add-On Course on Business
Communication during 09-03-2019 to 25-03-2019 and secured 'C' grade.


Prof. Mohammed Hibban
Course Co-Ordinator


Prof. B.H. Nadaf
IQAC Co-Ordinator


Prof. Mustaque B. Shaikh
Principal
Anjuman Arts, Science & Commerce Coll.
& P.G. Centre
BHATKAL-581 320



AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Commerce

Report and Outcome Analysis

Name of the Course: Business Communication

Name of the Department: Commerce

Number of Students Enrolled: 63

BoS Meeting Date: 13th Feb 2019

Start Date of the Course: 9th March 2019

End Date of the Course: 25th March 2019

The Department of Commerce conducted an add-on course on Business Communication from 9th March 2019 to 25th March 2019. The primary objective of the course was to enhance the communication skills of students in English, focusing on practical applications in business contexts.

A total of 63 students enrolled in this course, gaining fundamental knowledge in English communication. The course included group activities such as presentations and discussions, which allowed students to apply their skills and concepts practically during assignments.

The course concluded with a final examination and a certificate distribution ceremony.

Outcomes of the Course:

- Development of Communication Skills: Students developed their communication skills in English, crucial for their future careers.
- Practical, Activity-Oriented Learning: The course emphasized practical, activity-oriented learning over traditional study methods, engaging students more effectively.
- Recognition and Comprehension: Students learned to identify letters, words, and signboards in English, improving their everyday literacy.
- Application in Official Contexts: Students gained the ability to read English applications related to government offices, enhancing their practical knowledge.
- Increased Interest in English: The course fostered a greater interest in the English language among students.



Student Testimonials:

- *Baseer*: "This course significantly improved my confidence in communicating in English. The practical activities made learning enjoyable and effective."
- *Ruman*: "The group discussions and presentations were particularly helpful in enhancing my speaking skills. I feel more prepared for real-world business communication."
- *Nagesh*: "I appreciated the focus on practical applications. Understanding how to read and write official documents in English is a valuable skill I've gained from this course."



Prof. Hibban

Course Coordinator



Prof. Mushtaque K Shaikh

Anjuman Ahad Al-Uloom
Science & Commerce College
Bhatkal Centre

Principal

BHATKAL-581320