



NAAC Accredited

Vidarbha Bahu-uddeshiya Shikshan Sanstha's

**TULSIRAMJI GAIKWAD-PATIL**  
**College of Engineering & Technology**

DTE CODE : 4151

— POLYTECHNIC —

MSBTE CODE : 1683



3.32 CGPA

(Approved by AICTE, New Delhi and Govt. of Maharashtra &amp; Affiliated to MSBTE, Mumbai)

• An ISO 9001:2015 Certified Institution

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**Diploma in Mechanical Engineering**  
**Course Name 312002: PROFESSIONAL COMMUNICATION**

DME 312002	Course Outcomes
CO1	Communicate effectively (oral / spoken and Written) in various formal and informal situations minimizing the barriers
CO2	Develop listening skills through active listening and note taking.
CO3	Write circulars, notices and minutes of the meeting.
CO4	Draft inquiry letter, complaint letter , Job application with resume / CV, Compose effective E - mails .
CO5	Write Industrial reports.