



राष्ट्रीय शिक्षा नीति समिति

आख्या 2022 - 2023

शंभू दयाल पीजी कॉलेज, गाजियाबाद



प्राचार्य

प्रो. अखिलेश मिश्र

संयोजक

प्रो. उर्विजा शर्मा

समन्वयक

डॉ. प्रियंका सिंह

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आख्या-

परिवर्तन प्रकृति का शाश्वत नियम है कहा जाता है कि जो मनुष्य परिवर्तन के प्रति सज्ज नहीं रहता ,वह गतानुगतिकता का आदि हो जाता है। यह स्थिति किसी भी स्थिति में श्रेष्ठ नहीं कही जा सकती। नई राष्ट्रीय शिक्षा नीति का ध्येय वर्षों से चली आ रही शिक्षा व्यवस्था में आमूलचूल बदलाव लाने का है। अंग्रेजों द्वारा प्रदत्त शिक्षा पद्धति बहुत हद तक नैसर्गिक प्रतिभा के स्थान पर केवल नौकरी करने वाले समूह की निर्माता थी। इसी टैबू को समाप्त कर नई राष्ट्रीय शिक्षा नीति का निर्माण हुआ तथा उसके माध्यम से विद्यार्थियों की वास्तविक प्रतिभा को आगे बढ़ाने का प्रयास किया गया।



इस हेतु पारंपरिक विषयों की शिक्षा के साथ-साथ नवाचार एवं व्यवसायिक शिक्षा विद्यार्थियों को दी जा रही है। कौशल विकास पाठ्यक्रम इसी की एक कड़ी है जिसमें वस्तुतः व्यवसायिक शिक्षा को मुख्यधारा की शिक्षा व्यवस्था से जोड़ने का लक्ष्य है। साथ ही कॉलेज एवं विश्वविद्यालय स्तर पर व्यवसायिक शिक्षा के कार्यक्रमों को चरणबद्ध तरीके से मुख्यधारा को शिक्षा में एकीकृत करना है।



महाविद्यालय की राष्ट्रीय शिक्षा नीति इसी लक्ष्य को लेकर आगे बढ़ रही है। वर्तमान सत्र में समिति को एक साथ दो सेमेस्टर क्रमशः बीए प्रथम सेमेस्टर तथा बीए तृतीय सेमेस्टर की स्किल डेवलपमेंट कोर्स के साथ-साथ को करिकुलर कोर्स एवं माइनर विषयों का समन्वय करना था। वर्तमान में समिति ने विद्यार्थियों को सुचारू रोजगारपरक पाठ्यक्रमों से सत्र के प्रारंभ में ही ओरियंटेशन कार्यक्रम के माध्यम से अवगत करा दिया। प्रत्येक विद्यार्थी का प्रत्येक सत्र एवं सेमेस्टर में पाठ्यक्रम परिवर्तन करना एक बड़ी चुनौती थी जिसे डॉ. उर्वीजा शर्मा, डॉ. प्रियंका सिंह तथा वैभव त्यागी ने सुचारू ढंग से संचालित किया। गत सत्र में जहां कुल 8 स्किल डेवलपमेंट कोर्स थे वहीं विद्यार्थियों की अपेक्षा एवं आवश्यकता को देखते हुए दो और कोर्स क्रमशः पत्रकारिता एवं इंटरैक्टिव ऑफ ई रिटर्न नामक कोर्स चलाए गए। इस सत्र में कुल 11 कोर्स से संचालित किए जा रहे हैं, जो एक उपलब्धि से कम नहीं। माइनर विषय हेतु बीए प्रथम के विद्यार्थियों के लिए बिजनेस कम्युनिकेशन तथा बीकॉम के विद्यार्थियों के लिए बेसिक इकोनॉमिक्स कोर्स आवंटित किए गए। को करिकुलर कोर्स में बीए प्रथम सेमेस्टर में फूड हेल्थ एंड न्यूट्रिशन तथा बीए तृतीय सेमेस्टर में ह्यूमन वैल्यू एंड एनवायरमेंटल स्टडीज कोर्स चल रहा है।



उक्त सभी पाठ्यक्रमों के सुचारू संचालन हेतु सोशल वर्क स्किल कोर्स में अंतस् सेवा फाउंडेशन के साथ एमओयू पर हस्ताक्षर किए गए। श्रीमती स्मिता श्रीवास्तव संस्थापिका, अंतस् सेवा फाउंडेशन का सहयोग सराहनीय रहा। आपके सहयोग से समिति ने श्री डीके श्रीवास्तव का दिनांक 5 नवंबर 2022 को अतिथि व्याख्यान आयोजित किया जिसकी संयोजक डॉ. उर्वीजा शर्मा रही तथा संचालन डॉ. प्रियंका सिंह ने किया। सोशल वर्क के संबंध में डॉ. कमलेश भारद्वाज जी का सहयोग प्रशंसनीय। दिनांक 29 नवंबर 2022 को भी अंतस् सेवा फाउंडेशन के सहयोग से सोशल वर्क का अतिथि व्याख्यान श्री राजेश राज तथा स्मिता श्रीवास्तव द्वारा दिया गया। संचालन डॉ. सुमन शर्मा ने तथा

संयोजक डॉ कमलेश भारद्वाज जी रही | बेसिक कम्युनिकेटिव इंग्लिश तथा पर्सनालिटी डेवलपमेंट में डॉ.नंदिता शर्मा द्वारा अतिथि व्याख्यान 25 नवंबर 2022 को दिया गया | इस कार्यक्रम की संयोजक डॉ प्रियंका सिंह रही तथा संचालन डॉ उर्वीजा शर्मा ने किया |अध्यक्षता प्राचार्य प्रोफेसर अखिलेश मिश्रा जी ने की |डॉ रीना शर्मा, समन्यवक बेसिक कम्युनिकेटिव इंग्लिश तथा डॉ मिती पांडे समन्यवक, पर्सनालिटी डेवलपमेंट का सहयोग उल्लेखनीय रहा |



4 नवंबर 2022 को राष्ट्रीय शिक्षा नीति समिति ने "भ्रष्टाचार मुक्त भारत" "विकसित भारत" पर एक क्विज तथा आशुभाषण प्रतियोगिता का आयोजन पंजाब तथा सिंध बैंक के सहयोग से आयोजित किया | "इंट्रोडक्शन टू इ रिटर्न" स्किल कोर्स में एक अतिथि व्याख्यान दिनांक 15 दिसंबर 2022 को आयोजित किया गया |

ज्ञातव्य है कि नन्द कृति फाउंडेशन, प्रेरणा शोध संस्थान, आजाद फाउंडेशन, कांशीराम राजकीय कॉलेज के साथ एमओयू होने के साथ-साथ अंतस सेवा फाउंडेशन के साथ किए गए एम ओ यू विद्यार्थियों के नवाचार तथा ज्ञान की लालसा को निरंतर संतुष्ट करते हैं | ऑनलाइन एवं ऑफलाइन कक्षाएं निरंतर संचालित की जा रही हैं | स्किल डेवलपमेंट कोर्स समन्यवक डॉ कमलेश भारद्वाज, डॉ रीना शर्मा, डॉ दिव्या अग्रवाल, डॉ मोनिका, डॉ गीता पांडे, डॉ मिती पांडे, डॉ एसके अग्रवाल, डॉ नीलम गर्ग तथा एन ई पी समिति की समन्यवक डॉ प्रियंका सिंह (समन्यवक फंडामेंटल एंड आई टी) के रूप में भी अपने दायित्व का वहन किया |

राष्ट्रीय शिक्षा नीति समिति ने विद्यार्थियों की रोजगारपरक शिक्षा सुनिश्चित करने हेतु मैजिक बस फाउंडेशन के साथ एम ओ यू पर हस्ताक्षर किए। बी ए द्वितीय सेमेस्टर एवम चतुर्थ सेमेस्टर के विद्यार्थी इस से लाभान्वित हों साथ ही पूर्व में कॉलेज से शिक्षा प्राप्त कर चुके विद्यार्थी को निशुल्क कंप्यूटर प्रशिक्षण दिया गया।



चतुर्थ सेमेस्टर के विद्यार्थी के लिए को करिकुलर कोर्स में फिजिकल एजुकेशन तथा द्वितीय सेमेस्टर के विद्यार्थी के लिए फर्स्ट एंड एंड बेसिक हेल्थ कोर्स की कक्षा सुनिश्चित की गई। स्किल डेवलपमेंट कोर्स में योग का कोर्स डॉ छाया त्यागी के नेतृत्व में विश्वविद्यालय स्तर पर कराया गया। कॉलेज के लिए गर्व का विषय रहा, जब योग का नोडल केंद्र महाविद्यालय रहा। फंडामेंटल ऑफ़ आईटी की समन्वयक डॉ प्रियंका सिंह एवम डॉ अदिति गर्ग ने निरंतर कंप्यूटर प्रशिक्षण दिया। पर्सनेलिटी डेवलपमेंट कोर्स समन्वयक डॉ शिल्पी जिंदल एवम लीना जी के नेतृत्व में संचालित हुआ। सर्टिफिकेट कोर्स कॉर्डिनेटर प्रियंका गंगवार एवम डॉ निहारिका गर्ग ने निरंतर प्रयास करके ट्रेनिंग संचालित की। बेसिक कम्युनिकेटिव इंग्लिश कोर्स में डॉ रीना शर्मा तथा नंदिता जी का सहयोग अप्रतिम रहा। वरिष्ठ साथी डॉ कमलेश भारद्वाज जी ने सोशल वर्क कोर्स के माध्यम से सामाजिक दायित्वों से विद्यार्थियों का मार्गदर्शन किया। डॉ मोनिका ने म्यूचुअल फंड्स पार्ट २, कोर्स संचालित किया। कस्टमाइज्ड अकाउंटिंग एवम जी एस टी कोर्स डॉ एस के अग्रवाल सर के कुशल नेतृत्व में चला। माइनर पेपर हेतु बीकॉम हेतु हिंदी अनुवाद एवम इंग्लिश ट्रांसलेशन इन लिटरेचर तथा बीए हेतु फंडामेंटल ऑफ़ एंटरप्रेनरशिप कोर्स संचालित किया गया।



उक्त सभी समन्यवकों की प्रशंसा हेतु संभवत शब्दों का चयन कठिन है। साथी प्रत्येक कोर्स में सह समन्यवक में के रूप में डॉ सुमन शर्मा, डॉ अनुराग शर्मा, डॉ अदिति गर्ग, डॉ नीरजा, डॉ दीप्ती, डॉ निहारिका, डॉ मीनाक्षी, श्री गौतम बंसल, डॉ छाया त्यागी का अनवरत सहयोग प्रशंसनीय रहा। प्राचार्य प्रोफेसर अखिलेश मिश्रा जी द्वारा निरंतर समिति को मार्गदर्शन सहयोग एवं अतुलनीय समर्थन मिलना हमारे लिए बहुत महत्वपूर्ण है। समिति उक्त सभी का पुनः आभार व्यक्त करती है साथ ही भविष्य में अपने प्रयासों में सुधार हेतु प्रतिबद्ध है।





YOGA AND CORRECTIVES

2022-2023

SHAMBHU
DAYAL PG
COLLEGE,
GHAZIABAD

New Education Policy
Skill Enhancement Course

Course Co-ordinator

Dr. Divya Aggarwal

Dr. Chhaya Tyagi

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OVERVIEW

Past few years have been challenging for the whole humanity. when all were bound to live a restricted life under the constant fear of infection risks, it was natural for anyone to develop anxiety. During that time, it was important to understand that mental health is very important for survival.

In context of progressing work-life culture, implementation of the National Education Policy (NEP) 2020 is a key factor in the overall development and all-round excellence of our students who are to be equipped with vital skillset. With key target being the higher education, emphasis on mental and physical development in addition to technical and soft skills is a very significant step for students' progress.

Introduction of NEP has underlined the holistic view of imparting education rather than the traditional approach of content loaded learning. The prime focus being research, skill development, practical exposure and expansion of both mental and physical abilities. It calls for a creative and multidisciplinary curriculum that provides opportunity for students to enjoy varied fields of specialisation.



PURPOSE

There is growing realization that formal education needs to be supplemented with various skills that make us industry-ready for getting placed in the right job and delivering by being highly productive and efficient. Yoga has a lot to offer in developing new skills, acquiring new knowledge and abilities in addition to making us physically fit by managing weight, diet and spiritual well-being.

Yoga education helps in self-discipline and self-control, leading to immense amount of awareness, concentration and higher level of consciousness. Briefly the aims and objectives of Yoga education are:

- 1) To enable the student to have good health.
- 2) To practice mental hygiene.
- 3) To possess emotional stability.
- 4) To integrate moral values.
- 5) To attain higher level of consciousness.

All these objectives could be dealt with in an integrated manner.

Yoga education could help to equip oneself with basic knowledge about one's personality, to learn to handle oneself well in all life situations, to learn techniques of gaining good health, to develop a discriminative mind capable of knowing the real from the unreal and to face the dualities of life with equanimity.

ACKNOWLEDGEMENT

We have taken efforts in this project. However, it would not have been possible without the kind support and help of many individuals and organizations. We would like to extend our sincere thanks to all of them.

We would like to express our heartfelt gratitude to The Principal, S.D. (PG) College, Prof. Akhilesh Mishra for bestowing us with this opportunity to be the coordinators and manage “Yoga and Correctives” course for the students of first and third semester.

We are also highly grateful to the NEP Coordinator Dr. Urvija Sharma and her team, Priyanka Singh for timely support in the completion of this course. The President of AZAD FOUNDATION, Dr. Sunil Tyagi and External examiner Yogi Aniket Singh deserve our deep regards for their dedication and support. He holds MA in yoga from Utrakhand Open University and has completed yoga teacher training course of 200 hours under the OM yoga International (affiliated to yoga Alliance USA). He masters hath yoga, Astang yoga , Power yoga , Pranayam and meditation health status.

Huge thanks to Vaibhav Tyagi for his Professional Assistance , our office and support staff without whose active participation the course could not be successfully completed.



MEMORANDUM OF UNDERSTANDING

AZAD (Astitwa Zindagi Apna Dhyeya) Foundation has played a very prominent role in the successful introduction and implementation of this scheme, 'Yoga Electives' in our college.

An MoU in this regard was signed between Professor Akhilesh Mishra, Principal, Shambhu Dayal Post Graduate College (SDPG College) and Dr. Sunil Tyagi, President, AZAD Foundation for conducting offline and online practical and theory classes keeping the Covid -19 Protocol in mind.

Mr. Harendra, Vice President, (AZAD Foundation), Yogi Aniket Singh, Urvija sharma were also present there.



Memorandum of Understanding

This Memorandum of Understanding (the "MOU") is entered into on April 1st 2022, by and between **Astitva Zindagi Apna Dhyey (AZAD FOUNDATION) with an address of 88-A New Arya Nagar, Meerut Road Ghaziabad, through the trust's Founder & President Dr. Sunil Kumar and Shambhu Dayal P.G. College Ghaziabad, through its President/Principal/Head of the Department/Coordinator**, also individually referred to as "Party", and collectively "the Parties."

WHEREAS, the Parties desire to enter into an agreement for the purpose of promoting institutional Goals of both institutions, hereinafter referred to as "Parties", establish and cooperate for promoting mutual understanding and potential academic, social and cultural exchange and **WHEREAS**, the Parties desire to memorialize certain **terms and conditions** of their anticipated endeavor;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this MOU to provide the foundation and structure for conducting Yoga, meditation and naturopathy classes for the development of physical and mental health of the students, comprising of theoretical and practical knowledge of yogasana, kriyas, bandhas, mudras, yogic therapy and pranayama, promoting health awareness towards holistic approach of health. To make students to use these skills for becoming an effective yoga trainer, (as per objectives of AZAD Foundation, namely 3.31 and 3.36). This MOU should not establish or create any type of formal agreement or obligation. Instead, it is an agreement between the Parties to work together, in such a manner, to encourage an atmosphere of collaboration and alliance; in the support of an effective and efficient partnership, to establish and maintain objectives and commitments, with regards to all matters related to the abovementioned activities.
2. **Objectives.** The Parties agrees as follows:
 - a. The Parties shall work together in a **cooperative and coordinated** effort so as to bring about the achievement and fulfillment of the purpose of the MOU.
 - b. **It is not the intent of this MOU to restrict the Parties** to this Agreement from their involvement or participation with any other public or private individuals, agencies, or organizations.

c. **Participation:** The Parties shall mutually contribute and take part in any and all phases of the planning and development of Cultural and extra-curricular activities, to the fullest extent possible.

4. **Term.** This Agreement shall commence upon the Effective Date, as stated above, and will continue until April 2023, which is also liable to renewal in the view of the availability and benefit to both the parties if need be.

5. **Termination.** This Agreement may be terminated at any time by either Party upon 90 days written notice.

6. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

ANNEXURE 1

Objective:
To learn about philosophy of yoga education and significance of corrective Exercise for fostering healthy natural life.

1. General Objectives of the Course:

1. To enable student to become competent and committed professionals willing to perform as Yoga trainer.
2. To make student to use competencies and skills needed for becoming an effective Yoga trainer.
3. To enable student to understand the types of the Yoga.
4. To acquaint student with the practical knowledge of Yoga Sana, Kriyas, Bandhas, Mudras, Yogic Therapy and Pranayama
5. To enable student to prepare the Yoga program.
6. To popularize yoga and corrective education among the masses.
7. Promoting health awareness towards holistic approach of health.
8. To promote preventive and correctives measures for sound health.
9. To promote healthy citizenry.
10. To know advanced levels of yoga education and rehabilitation

2. Duration of the Course:

The duration of the course shall be of four months. (75 contact hours ,1 credit theory + 2 credit practical, Total 3 credits) Each working day shall consist of one hour of Practical work /theory.

4. Eligibility for Admission:

Any Candidate who has passed XII std. or any other equivalent examination will be eligible for the admission to the Certificate Course in Yoga and corrective. Provided other conditions of admissions are fulfilled.

5. Medium of Instruction and Examination:

- a. Medium of Instruction will be Hindi and/or English and question papers shall be set in Hindi& English.
- b. The Certificate Course consists of Theory, and practical training. The Theory paper is of 50 marks. And practical of 50 marks. Based on MCQ.

6. Eligibility for appearing at Certificate Course examination:

Student teachers should keep the terms with at least 90% attendance. She should Complete all the practical and other work expected in all parts of the syllabus.

Total Seats: 20 Seats.

Syllabus

Unit no 1

Fundamental concepts

2 Hour

1. Definition Aim and objectives of Human life according to Indian philosophy, Purusharth,
2. Concept of Pancha Koshas, Chakras, Aura, Nadies, Kundalini
3. Contribution in Yoga by Osho, Swami Rama, Maharishi Mahesh Yogi, Swami Sivananda Sarswati.
4. Concept and impact of Yoga regarding – Gyan (True and ultimate knowledge),
5. Awareness, Inner vision, Siddhis, Five Pranas and Chitta- control. Role of Ashtanga Yoga Yamas, Niyama's, Asana, Pranayama and Dhyana, Dharana, Pratyahara
6. Effects of Yogic practices on various mental abilities and disorders like
7. Learning, problem solving, concentration, Frustration, Conflict, and depression.

ackling ill-effects of Frustration: Anxiety and Conflict through modern and Yogic Methods,
Meditation Techniques Surya namaskar

Unit no 2 Introduction to Human Body and systems: 1 Hour

In brief with special reference to Respiratory, Digestive, Muscular and Nervous systems. Endocrinal system: -Nature of B.M.R., Fatigue, Immunity, Defense mechanism, Resistance power. Human Bio-chemistry Sugar level, Cholesterol, Fat, Urea their significance and related tests.

Unit no 3 Yoga and Ayurvedic: - 1 Hour

Its relationship, similarities, and differences, Ayurvedic concept of Yoga. Ayurveda concept of Tridoshas, Dhatus and Malas. Yogic Impact on their healthy nature.

Unit no 4 Yoga and Naturopathy: - 1 Hour

Its relationship, similarities and differences, Naturopathic concept of foreign matter, un-natural living style and Yoga impact on it.

Unit no 5 Meaning, Causes, symptoms and therapeutic value of Yoga practices in following disorders: - 4 Hour.

- I. Digestive disorders: Obesity, Indigestion, Gastric/ acidity problem, constipation. Piles.
- II. Respiratory and cardio-vascular disorders: Asthma, cold, High/low blood Pressure.
- III. Hormonal and Skelton disorders: Diabetes, Thyroid's imbalance, cervical spondylosis, backache, sciatica, arthritis.
- IV. Yogic concept of Holistic Health, Role of various Yogic practices on health at the level of body, mind, and soul. Stress – its causes, symptoms, consequences on body and mind and yogic management of stress.
- V. Exploration of Yoga: Yogic events- seminars, conferences, yoga centers, yoga Magazines, yoga higher education. Hi-tech in yoga.
- VI. Yogic Therapy through Traditional Understanding.
- VII. Stress Management: Modern and Yogic perspectives

Unit no 6 Breathing 1 Hour

- a. Bandhas and Mudras Introduction to Kriyas, Mudras and Bandhas in brief.
- b. **Asanas Asana** - Definition and Classification, Similarities, and dissimilarities between Asana and Exercise
- c. **Pranayama** - Definition and Classification. Difference between pranayama and deep breathing. Importance of Rechaka, Kumbhaka, Puraka.
- d. **Kriyas Pranayama** - Definition and Classification. Difference between pranayama and deep (Corrective)

Unit no 7 Anatomy 1 Hour

1. Osteology and myology, functional anatomy, kinesiology and anthropology.
2. Neuroanatomy-Brain, spinal cord, Autonomic nervous system
3. Cardiovascular system, Respiratory system
4. Histology of bone, cartilage, muscles, nerves.

Unit no 8 BIOCHEMISTRY 1 Hour

metabolism and nutrition, acid Base balance, kerb cycle Principles of applied physics which avoid

Unit no 9

Treatment Modalities

3 Hour

- used in physical medicine-general properties and detailed clinical uses of each.
- a) Heat-general physiological properties and mode of action as agent, indication and contraindication, forms of heat therapy –superficial and deep heating including treatment techniques. Emphasis will be given to infrared, Hydrocollator, Paraffin wax bath, convection heating devices, short wave diathermy, microwave diathermy and ultrasonic therapy.
 - b) Cold as a therapeutic agent
 - c) Ultraviolet radiation
 - d) Therapeutic electricity
 - e) Hydrotherapy
 - a. Clinical use of massage, manipulation, stretching and traction.
 - b. Prescription of exercise therapy and other supportive measures
 - c. Disability evaluation
 - d. Sports medicine, drugs, rehabilitation of injured athlete
 - e. Rehabilitation management of cases with various systemic disorders neuromuscular disability (paralysis, cerebral palsy, spinal cord injuries, muscular dystrophies)
 - f. Orthopedic disability, cardiovascular disability, pulmonary disability
 - g. Urological problems
 - h. Rehabilitation of patients with diseases of back pain
 - i. Rehabilitation of patients with diseases of neck pain
 - j. Rehabilitation of patients with diseases of burns
 - k. Rehabilitation of patients with spondylitis

Practical Training

PRACTICALS: 60 Hour

8 Hour

Basic concept of effect of exercise, naturopathy, massages, and diet which can cure the disease, injury, deformity.

Curative concept

16 Hour

- a) **Jal Neti** –SuterNeti, VamanDhauti, Kapalbhathi (Vayu / Vaatkaram), Trataka, Pawan-mukat-series Exercise, Suryanamaskaar,
- b) **Standing Poses:** Taad – Trikon – Katichakarkon, Tiryank-taad
- c) **Supine laying Poses:** Shav –Uttanpad –Sarvang – Ardhmatsay – Hal – Naditaan.
- d) **Prone Pose:** Makar – Sarp – Ardhsalabh –Dhanur.
- e) **Sitting Poses:** Vajar, Padam – Janushiras –Vakar – Bhadar – Sidh – Sukh.
- f) **Pranayama:** Correct Breathing Exercise, Anulome-vilom, Surya-bhedhan, Ujjayee, Sheetli, Sheetkari and Bhramari.
- g) **Bandhas :** Trio Bandhas Mudras : Vipritkarni, Kaki, Taragi, Shambvi, Chin, Gyan (Jnana)
- h) **Meditation :** Mindful, Vipasan, Jyotirbindhu and Yog-nindra.

ANNEXURE 2

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB			DATE :
EXAMINATION TIME	ROOM NO			DAY:
	LECT NO.			TIME:
SUBJECT & COURSE	YOGA CORRECTIVES V0001015			
SNO	ROLL NO	NAME	F NAME	FULL SIGNAT CANDIDATE
1		AAKIL	RAFIK	
2		ABHISHEK	AMAR SINGH	
3		ABHISHEK	ARUN KUMAR	
4		AJAY	DEVINDER	
5		ALISHA	KHALID	
6		AMAN	JAGDISH	
7		AMAN	CHANDRAPAL	
8		AMIT KUMAR GAUTAM	SHESHNATH GAUTAM	
9		AMMAN CHOUDHARY	RIYAZ	
10		AMREEN	SATTAR	
11		ANJALI GAUTAM	ASHOK KUMAR	
12		ANKIT SHARMA	PRITHVIPAL SHARMA	
13		ANSHUL	ASHOK KUMAR	
14		ANURAG SHARMA	YOGESH KUMAR SHARMA	
15		ARTI	RAJENDRA AHIRWAR	
16		ARTI YADAV	RAKESH YADAV	
17		ASHU	VIJAYPAL NAGAR	
18		BHARAT	MADAN	
19		BHOOMIKA	RAJESH SHRAMA	
20		BHUMIKA	NARENDRA	
21		BULBUL	BHAGWAN DAS	
22		DASHRATH KUMAR VERMA	ANIL KUMAR VERMA	
23		DEEPA YADAV	GAJENDRA YADAV	
24		DEEPANSHU NAGAR	RAJPAL SINGH	
25		DHANU PRATAP	NIRANJAN KUMAR	
26		DHEERAJ GUPTA	JAGDISH KANU	
27		DILSHAD SAIFI	MOHD IJAJIDDIN SAIFI	
28		DOLLY	DEEPENDRA SINGH	
29		FAHEEM	SULTAN	
30		FAISAL	CHAND	
31		GAURAV KUMAR	ASHOK KUMAR	
32		GAURAV PEELWAN	SANJAY SINGH PEELWAN	
33		GOURAV KUMAR	YESHPAL SINGH	
34		HARSH	SHYAM SUNDER	

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER		SHAMBHU DAYAL PG COLLEGE GZB		DATE :
EXAMINATION TIME		ROOM NO		DAY:
SUBJECT & COURSE		LECT NO.		TIME:
		YOGA CORRECTIVES V0001015		
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE CANDIDATE
35		HITESH KUMAR RANA	YASHPAL SINGH RANA	
36		ISHANT YADAV	MUKESH KUMAR YADAV	
37		JITENDRA BHATI	MAHENDRA BHATI	
38		KAMAL GAUTAM	SUNDER SINGH	
39		KARISHMA GAUTAM	SARJEET SINGH	
40		KHUSHI	DHIRENDRA KUMAR MISHRA	
41		KHYATI MALIK	OMBIR SINGH MALIK	
42		KUNAL	JITENDRA SINGH	
43		KUNAL KASHYAP	PRAMOD	
44		KUNAL KUMAR	YOGENDRA KUMAR	
45		LATA	DEVENDRA PAL	
46		MANISH	RAJKUMAR	
47		MANISH KAUSHIK	BRAHAM PAL KAUSHIK	
48		MANISH KUMAR GAUTAM	PRAKASH	
49		MANISHA	SATENDER	
50		MANSHI	SUNDER LAL	
51		MANTASHA	MAHBOOB	
52		MANTASHA	ISLAMUDDIN SAIFI	
53		MAYANK RAJ	SUBHASH CHAND	
54		MINI RANI	NAIPAL SINGH	
55		NAL MAVI	AMITABH	
56		NAMRATA SINGH	JOGINDER SINGH	
57		NEERAJ KUMAR	YOGESH KUMAR	
58		NEHA	KIRTI AAZAD	
59		NEHA GUJJAR	PRAMOD GUJJAR	
60		NEHA KASANA	RAJENDRA KASANA	
61		NEHA RANI	HEERA LAL	
62		NIKHIL	SURENDRA KUMAR	
63		NISHA RANI	ANIL DAS	
64		NISHANT	SUBODH KUMAR	
65		NISHU	RAVINDRA	
66		PANKAJ	DHEER SINGH	
67		PAWAN KUMAR	DHARAM SINGH	
68		PIYUSH	NARENDRA	
69		PRASHANT NAGAR	SURENDER NAGAR	

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB			DATE :
EXAMINATION TIME	ROOM NO			DAY:
SUBJECT & COURSE	LECT NO.			TIME:
YOGA CORRECTIVES V0001015				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE CANDIDATE II
70		PRAVEEN KUMAR	SUDAMA DAS	
71		PRIYANSHU	JAIVEER	
72		RADHA	RAM SINGH	
73		RAHUL NAGAR	JITENDRA NAGAR	
74		RAJ KUMAR	NEPAL SINGH	
75		RAJEEV KUMAR	SURESH KUMAR	
76		RAMAN	MAHENDER SINGH YADAV	
77		REHANA	MOH ISLAM	
78		RICHA	HARENDRA PRASAD	
79		RITIKA KASANA	SHRI NIWAS	
80		RIYA	KRISHAN PAL	
81		ROHIT SHARMA	ASHISH SHARMA	
82		SACHIN SHARMA	DILIP KUMAR	
83		SAHIBA	MOHD SALEEM	
84		SAHIL DHULIYA	LOKESH KUMAR	
85		SATYENDAR	DAYARAM	
86		SAURAV KUMAR	RAM GOPAL	
87		SEEMA	MANIRAM	
88		SEJAL TIWARI	BAL MUKUND TIWARI	
89		SHAINKY	SUNIL KUMAR	
90		SHELLY KASANA	SUBE SINGH	
91		SHIVANI YADAV	SUKHVEER YADAV	
92		SHUBHAM	CHAHAT RAM	
93		SHUBHAM	KRISHAN PAL	
94		SHUBHAM	SANDEEP	
95		SIMPI	SURENDRA	
96		SOMESHWARI	BABULAL	
97		SONU GAUTAM	MAHIPAL	
98		SOURAV NAGAR	VIJAYPAL NAGAR	
99		SUGAM BHADANA	JAGRAM	
100		SUMAN	RADHESHYAM	
101		SUMIT KUMAR	CHAMAN	
102		SUNAKSHI	MAHIPAL SINGH	
103		TANNU	DEVENDER	
104		TARUN	BHEEM SINGH	

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB			DATE :
EXAMINATION TIME	ROOM NO			DAY:
SUBJECT & COURSE	LECT NO.			TIME:
YOGA CORRECTIVES V0001015				
SNO	ROLL NO	NAME	F NAME	FULL S CANDI
105		TARUN NAGAR	DHYAN SINGH NAGAR	
106		TUSHAR BAISLA	VINAY BAISLA	
107		ULMA BHATI	HARSAT ALI	
108		VAIBHAV MAVI	YOGESH MAVI	
109		VIKRAM SHARMA	RAJKISHOR SHARMA	
110		VISHAL	GANGASARAN	
111		VISHANT KASANA	RAJ SINGH	
112		VISHKARMA	RAKESH	
113		YOGESH VATS	ANIL SHARMA	
B.COM.				
114		KARTIK	RAJENDER	
115		NISHANT	PREM SINGH	
116		PRASHANT	DEEPAK SAXENA	
117		ROSHAN TAMAR	GAJENDER SINGH	
120				
1		ABHAY ANAND	NARENDRA KUMAR	
2		ANAM	MEHBOOB	
3		ANJLI	YOGESH KUMAR	
4		AVINASH PRAKASH MADHUR	OM PRAKASH MADHUR	
5		CHINA DEEP	DEEPAK KUMAR	
6		DEEPIKA GOEL	RAJ KUMAR	
7		FAYEZA KHANAM	JAMEEL AHMAD	
8		GUNJAN SHARMA	DHEERAJ KUMAR	
9		HIMANI	NARESH	
10		JAID CHOUDHARY	PYAR MOHAMMAD	
11		JAISHIKA	RAVINDRA KUMAR	
12		JITESH	NAVEEN KUMAR	
13		KAREENA CHAUHAN	JITENDRA CHAUHAN	
14		KHUSHBOO	NARESH KUMAR	
15		KHUSHI TYAGI	AMRISH TYAGI	
16		KIRTI TYAGI	GAJENDRA TYAGI	
17		KRISHAN	MAHENDRA SINGH	
18		MADHU	HARENDRA VERMA	
19		MANISH KUMAR	SATVEER SINGH	
20		MANSI SHARMA	ASHOK SHARMA	
21		MANTASHA SAIFI	FURKAAN SAIFI	

CH. CHARAN SINGH UNIVERSITY MEE				
NAME OF CENTER		SHAMBHU DAYAL PG COLLEGE GZB		
EXAMINATION TIME	ROOM NO	LECT NO.		
SUBJECT & COURSE		YOGA CORRECTIVES V0001015		
SNO	ROLL NO	NAME	F NAME	
22		MEGHA SINGH	SATYA PRAKASH	
23		MOHD UVESH	SHOYKEEN	
24		NAGMA	DAWOOD ALI	
25		NEHA	JAYRAM SINGH	
26		NEHA GAUTAM	VINOD KUMAR	
27		NIKHIL JATAV	MADAN PAL SINGH	
28		NITIN KUMAR	VED PAL	
29		PAYAL	KAMAL SINGH	
30		POONAM	SURESH KUMAR	
31		PRABHAT KUMAR	RAM SAGAR MAURYA	
32		PRACHI	TILAK RAM	
33		PRASHANT KUMAR GAUTAM	SHARANVEER	
34		PREETI	ROHTASH SINGH	
35		PRIYANKA SINGH	SURESH SINGH	
36		RAHUL DEV GAUTAM	RAJKUMAR	
37		RANI OJHA	HARENDRA OJHA	
38		RITIKA SHARMA	GAJENDRA SHARMA	
39		SAGAR KUMAR	KIRAN PAL	
40		SAGAR KUMAR	POORAN CHAND	
41		SAKSHI CHOUHAN	SURESH CHOUHAN	
42		SAPNA KUMARI	RAM SWAROOP	
43		SHIVANI YADAV	TEJPAL YADAV	
44		SWATI	KESHAV SINGH	
45		TARUN SHARMA	DINESH SHARMA	
46		TUSHAR	CHANDERVEER	
47		TUSHAR SHARMA	TEK CHAND	
48		VARSHA SINGH	DALCHAND	
49		ZOYA	SHAKEEL AHMAD	
B.COM.				
50		ADITI SINGH	VIJAY PAL SINGH	
51		AKANSHA	SURAJ PAL CHOUDHARY	
52		AKASH NEGI	VIRENDER SINGH NEGI	
53		AKASH TIWARI	VASHIST TIWARI	
54		AMAN VERMA	HARI RAM	
55		ANKIT	CHANDER PAL	

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER		SHAMBHU DAYAL PG COLLEGE GZB		DATE :
EXAMINATION TIME		ROOM NO		DAY:
SUBJECT & COURSE		LECT NO.		TIME:
		YOGA CORRECTIVES V0001015		
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE CANDIDATE IN
56		ANKIT KUMAR OJHA	AJAY KUMAR OJHA	
57		ANSHUL CHAUHAN	AJIT CHAUHAN	
58		AYUSHI KAUSHIK	DINESH KAUSHIK	
59		HARSH SIROHI	TRILOK SINGH SIROHI	
60		KASHISH KUMARI	JAI KUMAR SINGH	
61		LOVE KUMAR	RAJENDER SINGH	
62		MD TARIQUE MAHMOOD	MAHMOOD ALAM	
63		MOHIT BAGHEL	DILASHA RAM	
64		PAYAL SHARMA	ANIL SHARMA	
65		RISHABH KUSHWAHA	RAMA KANT PRASAD	
66		SURYADEV SINGH	SUBHASH SINGH	
67		TANISHQ KUMAR	SANJEEV KUMAR	
68		VIMAL CHAUDHARY	MANOJ KUMAR	
69				
70				
71				
72				
73				
74				
75				

Activities Undertaken

This skill course's main goal was to inform the students about the value of yoga in the personal and social domains of life. The information about the yoga classes held this semester is provided below:

- The introductory classes introduced students to the fundamental concepts of human life. Purusharth, the Panch Koshas concept, Chakras, Aura, Nadies, and Kundalini were all thoroughly discussed.
- The following classes were devoted to a brief introduction to the human body and systems, with a focus on the respiratory, digestive, muscular, nervous, and endocrinal systems. These sessions also covered the nature and significance of B.M.R., Fatigue, Immunity, Defence Mechanism, Resistance Power, Human Bio-chemistry, Sugar Level, Cholesterol, Fat, Urea, and related tests.
- In the following four classes, we discussed the similarities and differences between Yoga and Ayurveda, as well as the Ayurvedic concept of Tridoshas, Dhatus, and Malas.
- Yoga and Naturopathy were the next topics covered in this course. The students were informed about the relationship between Yoga and Naturopathy, as well as the similarities and differences between the two. These sessions also included discussions on the Naturopathic concept of foreign matter, the negative effects of an unnatural lifestyle, and how Yoga can help.
- Along with these academic sessions, students took yoga practical classes where they practised various asanas, pranayam, etc.
- A test was taken for evaluating students' performance and what they have learned so far.

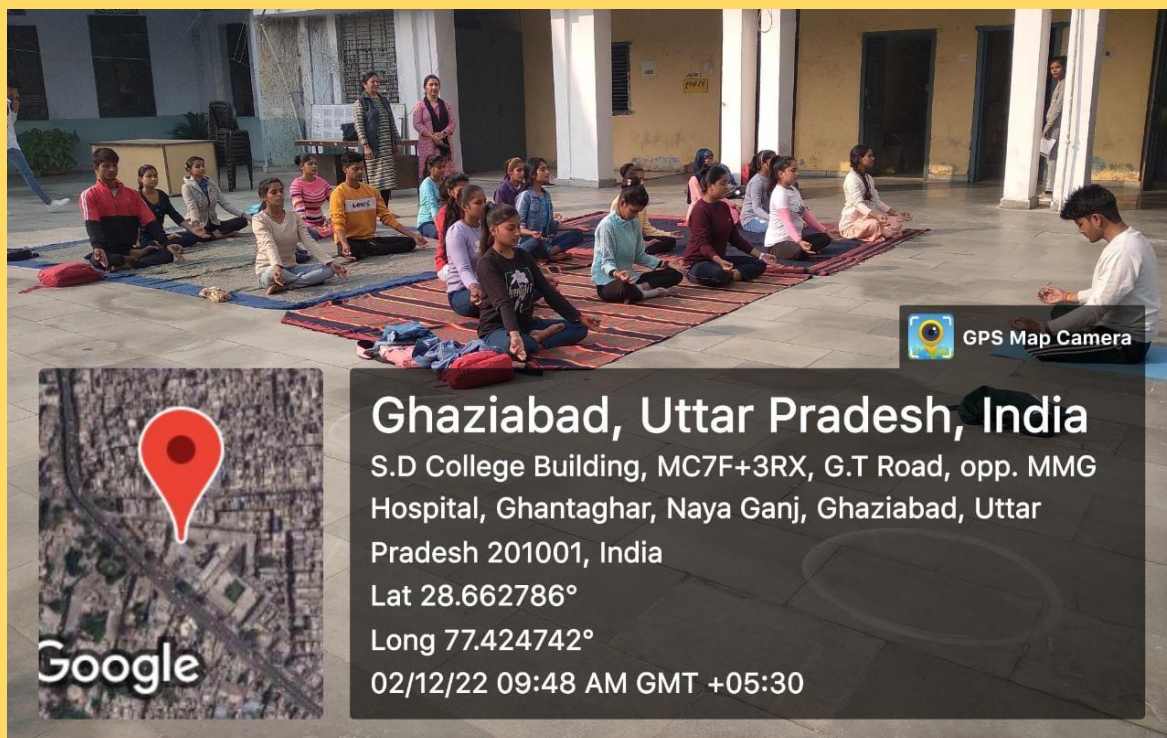




Informative Seminar







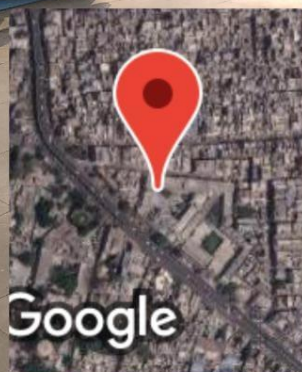
Ghaziabad, Uttar Pradesh, India

S.D College Building, MC7F+3RX, G.T Road, opp. MMG Hospital, Ghantaghar, Naya Ganj, Ghaziabad, Uttar Pradesh 201001, India

Lat 28.662786°

Long 77.424742°

02/12/22 09:48 AM GMT +05:30



Ghaziabad, Uttar Pradesh, India

S.D College Building, MC7F+3RX, G.T Road, opp. MMG Hospital, Ghantaghar, Naya Ganj, Ghaziabad, Uttar Pradesh 201001, India

Lat 28.662792°

Long 77.424743°

02/12/22 09:49 AM GMT +05:30



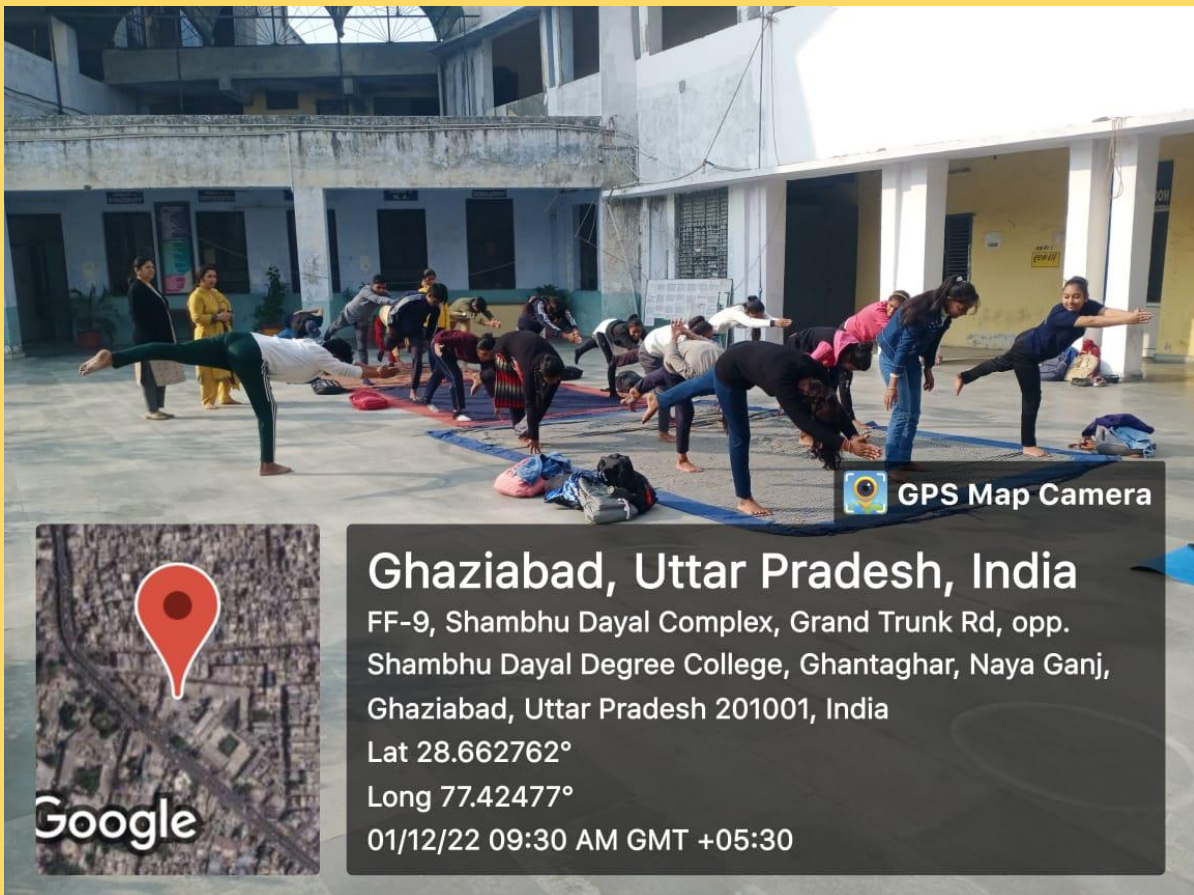
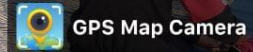
Ghaziabad, Uttar Pradesh, India

S.D College Building, MC7F+3RX, G.T Road, opp. MMG Hospital, Ghantaghar, Naya Ganj, Ghaziabad, Uttar Pradesh 201001, India

Lat 28.662701°

Long 77.424687°

02/12/22 09:50 AM GMT +05:30



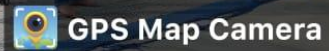
Ghaziabad, Uttar Pradesh, India

FF-9, Shambhu Dayal Complex, Grand Trunk Rd, opp. Shambhu Dayal Degree College, Ghantaghar, Naya Ganj, Ghaziabad, Uttar Pradesh 201001, India

Lat 28.662762°

Long 77.42477°

01/12/22 09:30 AM GMT +05:30





FEEDBACK FROM THE STUDENTS

The program's feedback was collected online using a Google Form. Based on the comments received, the study reveals that the majority of the students were really happy with the efforts of their teacher and trainer.

The relationship between teacher and student has been quite helpful, as have the study tools made available. The institution's overall teaching and learning procedure is likewise nice and adequate.

Following are the links to the google form that was circulated among the students to provide feedback and the learnings they have obtained so far from this skill enhancement course.

<https://docs.google.com/forms/d/e/1FAIpQLSek13Nh-hhgateUQVpyF7j40UHc11HcJcc8RdKRk3EJ-PVKrpw/viewform>

<https://docs.google.com/spreadsheets/d/1iXNDLcunR19SnbFzQfWEmSDHTE8B9mze7NCXCGqunfk/edit?usp=sharing>

SHAMBHU DAYAL (PG) COLLEGE, GHAZIABAD

REPORT

ON

INTRODUCTION TO E-RETURN



e-Filing *Anywhere Anytime*
Income Tax Department, Government of India

Course Co-ordinator

Dr. Shailendra Kumar (Department of Commerce)

ACKNOWLEDGEMENT

I am very grateful to the Principal Prof. Akhilesh Mishra ji, who gave me the opportunity to work as the coordinator of this important subject under the skill course.

I express my gratitude to Dr. Urvija Sharma, Incharge, NEP Committee for active co-operation and valuable guidance of the NEP Committee.

I express my gratitude to Mr. Suvrat Trikha Advocate and Mr. Chetan Bhagi Advocate for giving a guest lecture regarding the practical side of the course. At the same time, I express my heartfelt gratitude to all the colleagues and supporting staff of the Department of Commerce for their invaluable cooperation.

INDEX

- + Course Introduction
- + Syllabus
- + List of the Students
- + Glimps
- + Assessment
- + Current Status of Tax Collection



COURSE INTRODUCTION

Efforts have been made by the Income Tax Department from time to time to reduce the complexities of filing income tax returns. In this sequence, it has become even easier with the facility of filing income tax return online.

By filing e-returns, time, labor and money are saved in all three ways. Also, the more taxpayers who can fill their returns themselves, the more awareness will come among them. Due to the automatic calculation work under e-filing, the correctness of the details is also ensured.



SYLLABUS



Title of course- Introduction to E-Return

Nodal Department of HEI to run course	Govt. P.G. College Deoband, Saharanpur
Broad Area/Sector	Commerce
Sub Sector	Accounting
Nature of course -Independent/Progressive	Independent
Name of suggestive Sector Skill Council	CBDT
Aliened NSQF level	Level 4
Expected fees of the course -Free/Paid	-----
Stipend to student expected from industry	1000
Number of Seats-...	60
Course Code-..	Credits-03 (1 Theory, 2 Practical)
Max Marks... 100..... Minimum Marks..	40
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	Paper industry, Iron Industry etc.
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	Any company or CA or students can work independently as profession

Unit	Topics	General/ Skill Component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total – 15 hours= 1 credit)	No of skill hours (Total – 60 hours=2 credits)
I	Basic of Income Tar Act 1961 and Income Tax Rules 1962 Overview of the Five Heads of Income	General	Theory	3	6
II	Computation of Gross Total Income and Total Income.	General	Theory	3	7
III	Assessment of Income - Self Assessment and Others.	General	Theory and Practical	3	15
IV	Basics of MS Office, Registration for E-Filings.	General & Skill	Theory and Practical	4	15
V	Different forms of e - filings, Revised Return, Belated Return. ITAT and Tribunal, High Court, Supreme Court.	General & Skill	Theory and Practical	2	15

LIST OF STUDENTS

Class : B. Com. Sem -3 (Dec, 2022)

Paper Title : Introduction to E - Return

Code : V0001072

S. No	Roll No.	Name	Father's Initial
1	210024303003	AANCHAL GUPTA	KG
2	210024303016	ABHISHEK KR SRIVASTAVA	AKS
3	210024303023	AJEET GUPTA	VG
4	210024303032	ALOK SENGAR	AS
5	210024303044	ANMOL	BPS
6	210024303046	ANSHU YADAV	N
7	210024303058	AYUSH SINGH	RKS
8	210024303065	CHANDAN KUMAR	KK
9	210024303073	DEVENDRA CHAUDHARY	RC
10	210024303101	JAGDISH	K
11	210024303102	JATIN SHARMA	AKS
12	210024303113	KASHISH	MK
13	210024303118	KHUSHBOO	SK
14	210024303131	MANMOHAN SINGH	MS
15	210024303147	NISHA MEHTO	JPM
16	210024303148	NISHA RANI	K
17	210024303158	POLI SARKAR	US
18	210024303164	PRIYA	MKC
19	210024303196	SATENDRA YADAV	RN
20	210024303200	SHIVAM SINGH	DS
21	210024303226	TUSHAR KUMAR	JK
22	210024303228	TUSHAR SINGH	DKS
23	210024303237	VISHAL SIROHI	RKS

GLIMPS



Practical Sessions By Tax Professionals :

* Mr Suvrat Trikha Advocate, *Mr Chetan Bhagi Advocate



ASSESSMENT

S. D. PG College, Ghaziabad (024)

Introduction to E- Return (Code : V0001072)

B. Com. IIIrd Semester

Internal Exam – Dec., 2022

Max. Marks : 40

Time: 1 Hr.

Name : Father's Name : Roll No.....

Note : Answer all questions. Tick ✓ the correct answer. Each question carries 02 Marks.

सभी प्रश्नों के उत्तर दें। सही उत्तर पर टिक ✓ लगाइए। प्रत्येक प्रश्न के लिए 02 अंक निर्धारित हैं।

Q.1. As per Finance Bill-2023, the basic exemption limit under the new regime is ..

वित्त विधेयक-2023 के अनुसार नई व्यवस्था के तहत कर छूट की मूल सीमा है..

- (a) Rs. 2,50,000 (b) Rs. 3,00,000 (c) Rs. 5,00,000 (d) None of these

Q.2. Residential status in Income Tax Act is determined for which one of the following

आयकर अधिनियम में आवासीय स्थिति निम्नलिखित में से किसके लिए निर्धारित की जाती है?

- (a) Previous Year (b) Assessment Year (c) Accounting Year
(d) Previous Year & Assessment Year, both

Q.3. What is full form of PAN ? PAN की फुल फॉर्म क्या होती है?

- (a) Permanent Account Number (b) Previous Account Number (c) Premium Available Number
(d) None of these

Q.4. In the Income Tax Act, is a certificate, which an employer gives to his employee. It certifies the amount of tax deducted by the employer from the salary of the employee.

आयकर अधिनियम में, एक प्रमाण पत्र है, जो एक नियोक्ता अपने कर्मचारी को देता है। यह कर्मचारी के वेतन से नियोक्ता द्वारा काटे गए कर की राशि को प्रमाणित करता है।

- (a) Form 16 (b) Form 12 (c) Form 15 (d) Form 26AS

Q.5. What is the name of ITR I ? आईटीआर I का नाम क्या है?

- (a) Safal (b) Saral (c) Sahaj (d) None of these

Q.6. Income tax is imposed by आयकर किसके द्वारा लगाया जाता है?...

- (a) State Government (b) Central Government (c) Reserve Bank of India (d) State Bank of India

Q.7. Assessment year is the period of 12 months commencing from 1st Day of?

कर निर्धारण वर्ष के पहले दिन से शुरू होने वाले 12 महीनों की अवधि है?

- (a) April (b) December (c) July (d) January

Q.8. Times New Roman is

- (a) Font size (b) Font face (c) Font Style (d) Font family

Q.9. Number of digits in a PAN Card are....

- (a) 07 (b) 08 (c) 10 (d) 11

Q.10. To register and create account for e-filing of Income Tax , the required document is...

आयकर की ई-फाइलिंग के लिए पंजीकरण और खाता बनाने के लिए आवश्यक दस्तावेज है...

- (a) PAN (b) TAN (c) Form 16 (d) None of these

Q.11. Under the Income Tax Act, the Income of which of the following heads is included in the total income ?

आयकर अधिनियम के अंतर्गत निम्नलिखित में से किस मद की आय को कुल आय में शामिल किया जाता है ?

- (a) Income from Salary (b) Income from House Property (c) Income from Other Sources
(d) All of these

Q.12. The income of how many heads are included in the Gross Total Income

सकल कुल आय में कुल कितने मदों की आय शामिल है ?

- (a) 04 (b) 05 (c) 06 (d) 07

Q.13. What is the full form of TDS ? TDS की फुल फॉर्म क्या होती है

- (a) Tax Difference at Source (b) Time Difference at Source (c) Tax Deducted at Source
(d) None of these

Q.14. Who is the assessee ? निम्न में से करदाता कौन है?

- (a) Individual (b) HUF (c) Company (d) All of these

Q.15. What is the benefit of 'income tax return file'? आयकर रिटर्न फाइल करने से क्या लाभ है?

- (a) Claim Tax Refund (b) Income and Address Proof (c) Avoid Penalty and Prosecution
(d) All of these

Q.16. Microsoft Word is a माइक्रोसॉफ्ट वर्ड है.....

- (a) Presentation Program (b) Word Processing Program (c) Spreadsheet Program
(d) None of these

Q.17. When a file is saved for the first time... जब कोई फ़ाइल पहली बार 'सेव' की जाती है...

- (a) A copy is automatically printed (b) File name and folder name must be the same
(c) It does not need a name (d) It must be given a name to identify it.
(ए) एक प्रति स्वचालित रूप से मुद्रित होती है (बी) फ़ाइल का नाम और फ़ोल्डर का नाम एक समान होना चाहिए
(सी) इसे किसी नाम की आवश्यकता नहीं है (डी) पहचानने के लिए इसे एक नाम दिया जाना चाहिए।

Q.18. To save an existing file with new location, we should.....command.

मौजूदा फाइल को नए स्थान के साथ सेव करने के लिए, हमेंकमांड चाहिए।

- (a) Save (b) New File (c) Save as (d) None of these

Q.19. Is a table consisting of rows and columns.

..... एक तालिका है जिसमें पंक्तियाँ और स्तंभ होते हैं।

- (a) Workbook (b) Worksheet (c) Cell (d) Range

Q.20. What is the due date of 'submission of return' for an Individual ?

किसी व्यक्ति के लिए 'रिटर्न जमा करने' की देय तिथि क्या है?

- (a) 31st July (b) 31st August (c) 30th September (d) 31st October

CURRENT STATUS OF TAX COLLECTION

**Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes**

New Delhi, 13th April, 2023

PRESS RELEASE

Release of Direct Tax Statistics

Central Board of Direct Taxes (CBDT) has been releasing key statistics relating to Direct Tax collections and administration in public domain from time to time. In continuation of its efforts to place more and more information in public domain, the CBDT has further released Time-Series data as updated upto F.Y. 2021-22. The key highlights of some of these statistics are as under:

- (i) Net Direct Tax Collections have increased by 121.18% from Rs. 6,38,596 crore in F.Y. 2013-14 to Rs. 14,12,422 crore in F.Y. 2021-22.
- (ii) Net Direct Tax Collections have increased by 160.17% from Rs. 6,38,596 crore in F.Y. 2013-14 to Rs. 16,61,428 crore (provisional) in F.Y. 2022-23.
- (iii) Gross Direct Tax Collections have increased by over 126.73% in F.Y. 2021-22, reaching a figure of Rs. 16,36,081 crore from Gross Direct Tax Collections of Rs. 7,21,604 crore in F.Y. 2013-14.
- (iv) Gross Direct Tax Collections have increased by over 172.83% in F.Y. 2022-23, reaching a figure of Rs. 19,68,780 crore (provisional) from Gross Direct Tax Collections of Rs. 7,21,604 crore in F.Y. 2013-14.
- (v) Direct Tax Buoyancy at 2.52 in F.Y. 2021-22 is the highest Direct Tax Buoyancy recorded over last 15 years.
- (vi) Direct Tax to GDP ratio has increased from 5.62% in F.Y. 2013-14 to 5.97% in F.Y. 2021-22.
- (vii) The Cost of collection has decreased from 0.57% of total collection in the F.Y. 2013-14 to 0.53% of total collection in the F.Y. 2021-22.

The availability of the Time-Series data in public domain will be useful for academicians, research scholars, economists and the public at large in studying long-term trends of various indices of the effectiveness and efficiency of Direct Tax administration in India. This time series data is available at www.incometaxindia.gov.in.

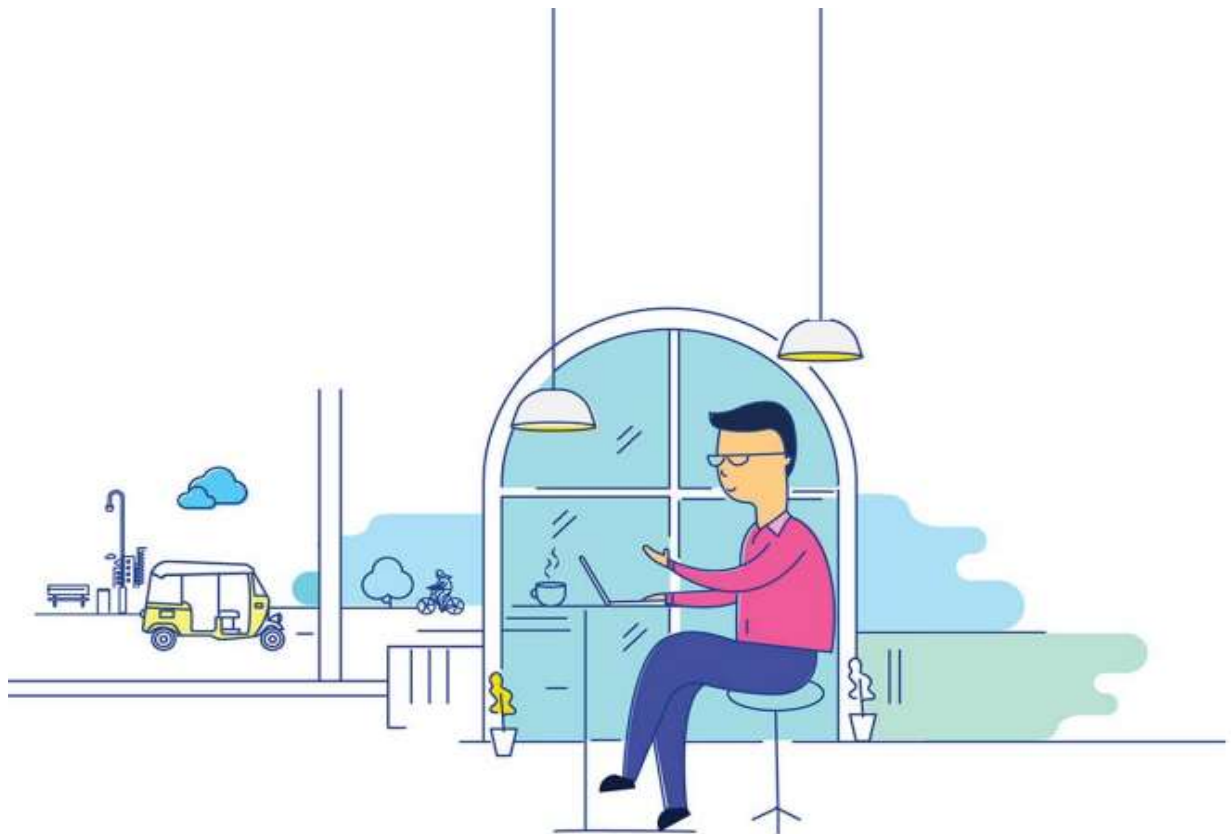
(Surabhi Ahluwalia)
Pr. Commissioner of Income Tax
(Media & Technical Policy) &
Official Spokesperson, CBDT





Don't Forget!

INCOME TAX RETURNS



SHAMBHU DAYAL P.G COLLEGE
GHAZIABAD

A REPORT ON SOCIAL WORK

UNDER
SKILL DEVELOPMENT COURSE
SESSION 2022-23

IN ASSOCIATION WITH ANTAS SEWA
FOUNDATION, NOIDA

COURSE COORDINATOR-
PROFESSOR DR KAMLESH BHARDWAJ
(DEPT OF SOCIOLOGY)

COURSE CO COORDINATOR-
DR SUMAN SHARMA
(DEPT OF COMMERCE)



CONTENTS-

- 1.1 Introduction
- 1.2 Objectives
- 1.3 About the programme
- 1.4 Key features of the workshop
- 1.5 Course curriculum and assessment
- 1.6 Course schedule
- 1.7 Annexure 1
- 1.8 Annexure 2
- 1.9 Annexure 3
- 1.10 Annexure 4
- 1.11 List of Students



**SKILL DEVELOPMENT COURSE
SOCIAL WORK
FOR BA AND B.COM 3RD SEM
SESSION 2022-23**

1.1 Introduction- Importance of Social Work-

Social work is a critical field that addresses social problems and seeks to improve the quality of life for individuals, families, and communities. Social workers work in a variety of settings, including schools, hospitals, mental health clinics, and community organizations. They help individuals and families who are struggling with issues such as poverty, homelessness, addiction, mental health, and domestic violence.

Social work is also essential in promoting social justice and equality. Social workers advocate for policies and programs that address social inequalities, discrimination, and oppression. They work to empower individuals and communities by providing resources, support, and advocacy.

In addition to individual and community-level work, social work is also important in promoting positive social change. Social workers engage in policy development, research, and advocacy to address systemic issues and promote social justice.

Overall, social work is a critical profession that plays a vital role in building stronger, healthier, and more resilient communities. By promoting social justice and equity and addressing social problems, social workers help to create a more just and equitable society for all.

1.2 OBJECTIVES OF SOCIAL WORK

Social work is a profession that aims to improve the well-being of individuals, families, and communities. Its objectives are broad and multifaceted, but they all have one goal in mind: to promote social justice and equity.

One of the primary objectives of social work is to enhance social functioning. Social workers provide support, counseling, and guidance to help individuals and families function more effectively in their daily lives. They work with people to develop skills and strategies to manage difficult situations and overcome personal and societal challenges.

Another objective of social work is to alleviate social problems. Social workers work to address issues such as poverty, homelessness, addiction, and mental health issues. They provide resources and support to individuals and families to help them overcome these challenges and improve their lives.

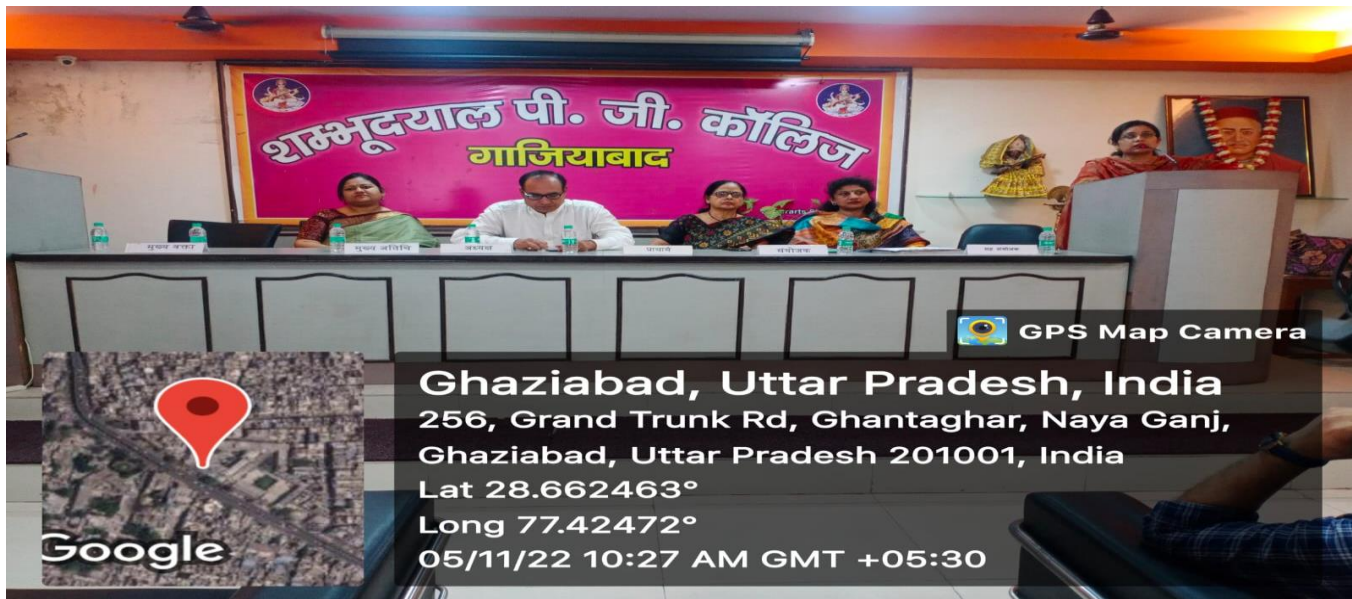
Social work also aims to empower individuals and communities. Social workers help people to build resilience, gain self-confidence, and advocate for their own needs. They work to empower communities by promoting self-determination and providing resources to promote growth and development.

Finally, social work aims to facilitate social change. Social workers engage in policy development, research, and advocacy to promote positive social change and address systemic issues that create social problems. They work to create a more just and equitable society by promoting social justice and equity for all.

1.3 ABOUT THE PROGRAMME

In order to achieve this goal of making our students competent, Shambhu Dayal P.G. College is providing facilities.

A Memorandum of Understanding was signed between Professor Shri Akhilesh Mishra, Principal, Shambhu Dayal P.G. College; and many social persons has given valuable advice for the welfare of students.



Get practical experience: Social work is a hands-on profession, and practical experience is essential to develop the skills and knowledge needed for the field. Look for internships, volunteer opportunities, or part-time jobs that can give you exposure to the real-world challenges and complexities of social work practice.

Build relationships with faculty and peers: Your professors and peers can be valuable resources for support, advice, and networking opportunities. Take advantage of opportunities to engage with them through class discussions, group projects, or student organizations.

1.4 KEY FEATURES OF THE COURSE

Social workers operate from a strengths-based perspective. This is another defining characteristic of social work that involves focusing on clients' strengths as a way to help them solve problems and overcome life challenges. This doesn't mean that social workers turn a blind eye to potential weaknesses.

the social work profession's core mandates include:-

- promoting social change
- social development
- social cohesion
- empowerment and liberation of people.



1.5 COURSE CURRICULUM AND ASSESSMENT

As per the defined syllabus for Social Work , the course was conducted smoothly covering all theoretical and Practical aspects of the course. Given below is the detailed syllabus for social work

Format for syllabus development of Skill development course

Title of course- Social work					
Nodal Department of HEI to run course					
Broad Area/Sector-			Political Science		
Sub Sector-			Political sociology		
Nature of course - Independent / Demonstrative			Social work		
Name of respective Sector Skill Council			Sectoral		
Alienated NSQF level					
Expected fees of the course -Free/Paid			free		
Stipend to student expected from industry					
Number of Seats			15000 to 25000 rp		
Course Code			20		
Max Marks 100			Minimum Marks		
			Credit: 01 (1 Theory, 2 Practical)		
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT			NGO/Schools(education),Hospitals (health),Slum Areas visiting personal social services ETC.		
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)			NGO'S,WELFARE OFFICER,SOCIAL SCIENTIST, MEDICAL SOCIAL WORKER,RYDBHATY SECTOR,GOVERNMENT SECTOR		
Syllabus					
Unit	Topics	General/Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	components of social work	Process Knowledge Values and ethics Skills	Theory	02 hours	04 hours
II	Fundamental of social work	Social Service, Social action, Social welfare, Social movement	Theory and practical	04 hours	04 hours
III	Evolution of social work of india	Socio-religion reform movement, Dharti Movement, christian missionaries, Rural reconstr	Theory and practical	03 hours	012 hours

		action program mes,professionalization of social work in India.			
IV	Areas of social work	Practice with NGO,PRIMARY SCHOOLS,HOSPITALS, SLUM AREAS VISITING Etc	Practical theory	02 hours	015 hours
V	Social work education	Taining, supervision,problems and challenges	Practical theory	02	015 hours
VI	Social welfare administration	POSDC ORB	Theory and practical	02 hours	10 hours

Suggested Readings : SAMAJ KALYAN PRASHASAN ,skill training for social wok-A Manual,

Suggested Digital platforms/ web links for reading-1 <https://texttherehuy.wordpress.com/2017/09/06/basic-concepts-of-social-work/>

<https://mail.google.com/mail/u/0/#inbox/KtoxLwGnRRRGLxwztiInizZLZlppVFXNGV?projector=1&messagePartId=0.>

- <http://egyankosh.ac.in/handle/123456789/17245>
- <http://egyankosh.ac.in/handle/123456789/17202>
- <http://egyankosh.ac.in/handle/123456789/17248>
- <http://egyankosh.ac.in/handle/123456789/17108>
- <http://egyankosh.ac.in/handle/123456789/17204>
- <http://egyankosh.ac.in/handle/123456789/17105>
- <http://egyankosh.ac.in/handle/123456789/17179>
- <http://egyankosh.ac.in/handle/123456789/17217>

Suggested OJT / Internship / Training / Skill partner NGO - GOONJ ,HOAPITALS,SCOOOLS,RAHAT AAPTADA KENDRA

Suggested Continuous Evaluation Methods: PRACTICAL AND THEORY

Course Pre-requisites:

- No pre-requisite required, open to all
- To study this course, a student must have the subject in class/12th/ certificate/diploma
- If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/ suggestions:

Notes

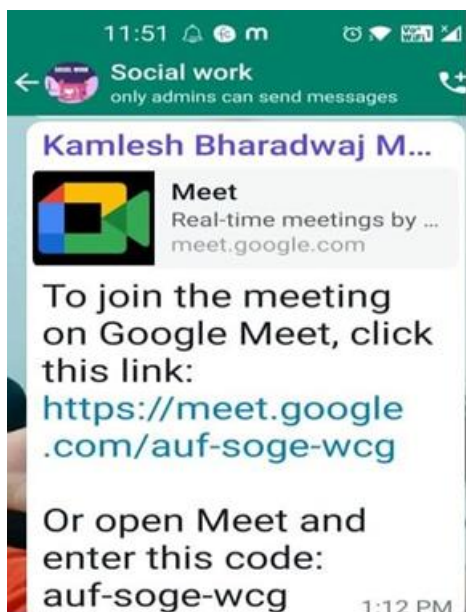
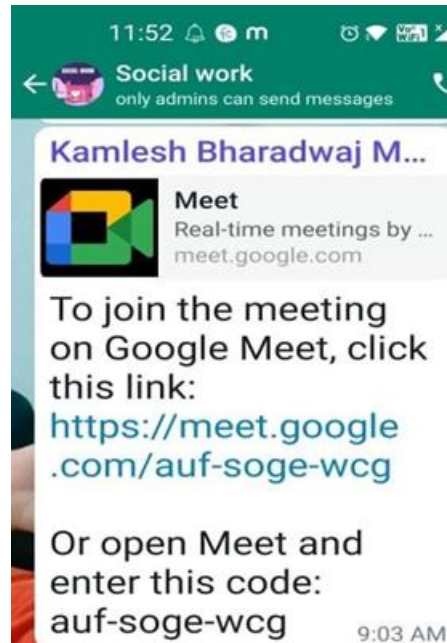
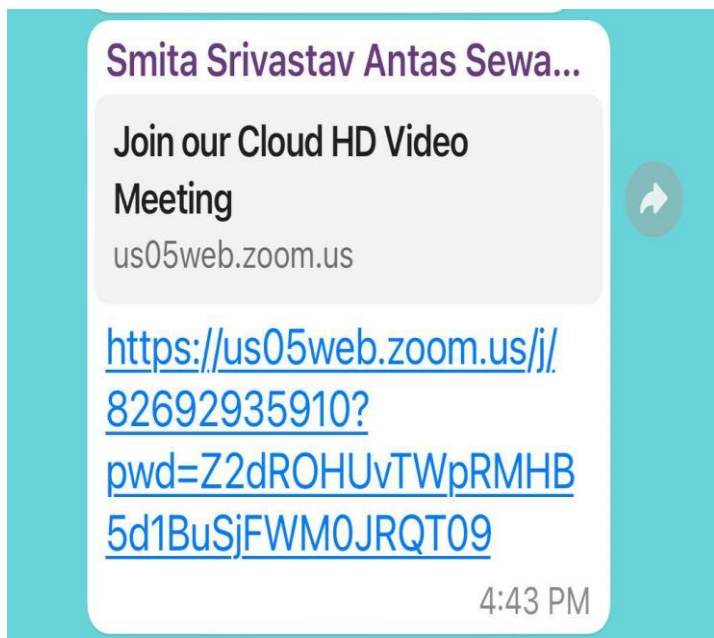
- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credits/ semester or 6credits/ year

Credits for Theory -01 (Teaching Hours - 15)

- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

ANNEXURE 1

Glimpses/screenshots of class schedule online:-



ANNEXURE 2

एंटी रोमियो अभियान के बारे में विद्यार्थियों को किया जागरूक



गाजियाबाद (हिन्ट संवाददाता) । जीटी रोड स्थित शम्भु दयाल पीजी कॉलेज में सोमवार को एसएचओ किरण राज द्वारा महाविद्यालय के विद्यार्थियों को शासन के निर्देशोंके अन्तर्गत संचालित 'एंटी रोमियो अभियान' के बारे में आवश्यक जानकारी प्रदान की गई और उन्हें जागरूक किया गया । प्रोफेसर अखिलेश मिश्र और कालेज प्राचार्य ने एसएचओ को विद्यार्थियों के मार्गदर्शन के लिए धन्यवाद दिया और कहा कि एक सभ्य व सुसंस्कृत समाज की स्थापना के लिए तथा युवा ऊर्जा को राष्ट्रोत्थान के लिए अभिप्रेरित करने के लिए यह आवश्यक है कि छात्र वैचारिक रूप से परिपक्व हों तथा अनुशासित ढंग से अपने लक्ष्यों को प्राप्त करने के लिए संकल्पित रहें ।



GPS Map Camera

Ghaziabad, Uttar Pradesh, India

256, Grand Trunk Rd, Ghantaghar, Naya Ganj,

Ghaziabad, Uttar Pradesh 201001, India

Lat 28.662495°

Long 77.424759°

05/11/22 10:32 AM GMT +05:30

Google

ANNEXURE 3





Ghaziabad, Uttar Pradesh, India

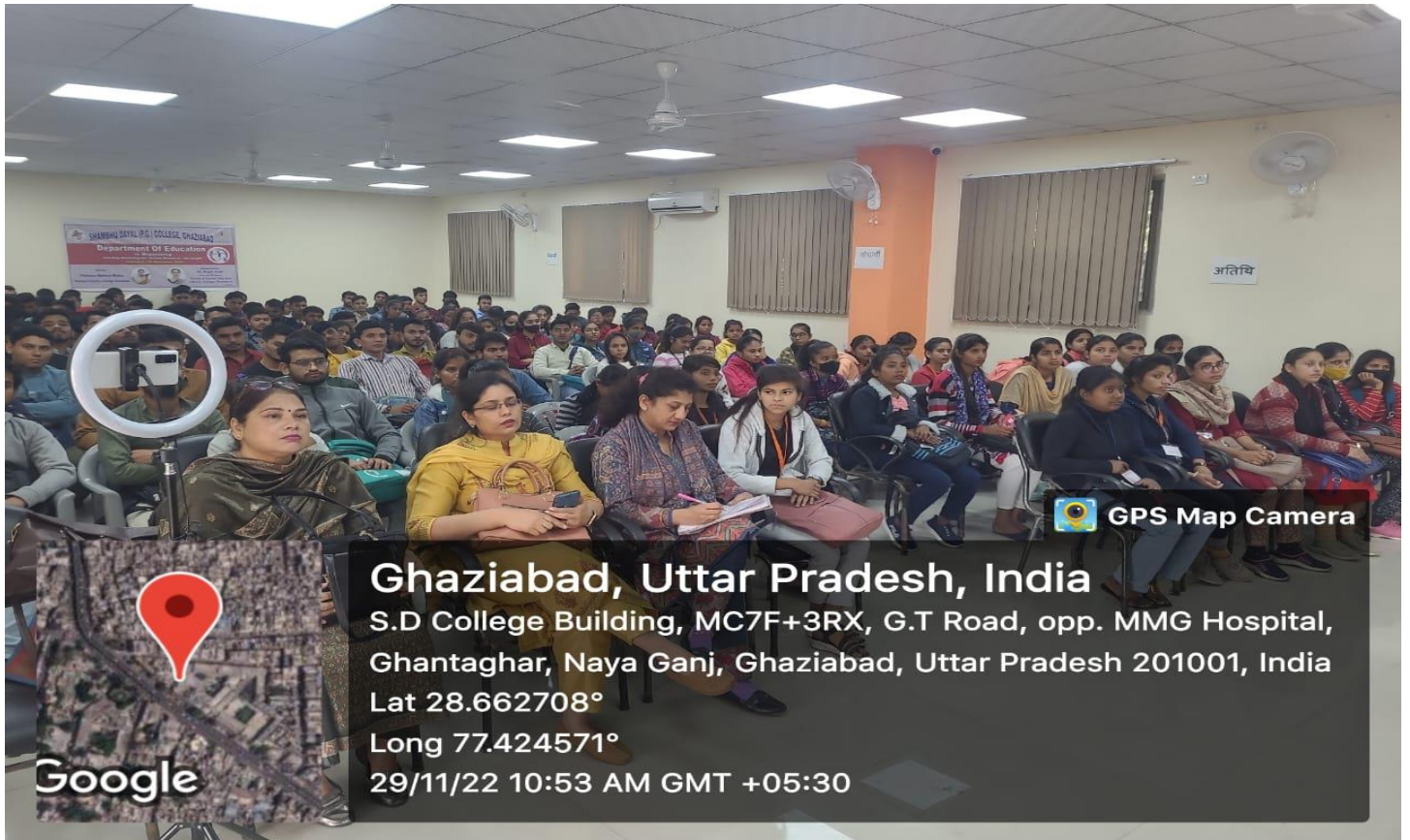
S.D College Building, MC7F+3RX, G.T Road, opp. MMG Hospital, Ghantaghar, Naya Ganj, Ghaziabad, Uttar Pradesh 201001, India

Lat 28.662672°

Long 77.424583°

29/11/22 10:52 AM GMT +05:30

GPS Map Camera



Ghaziabad, Uttar Pradesh, India

S.D College Building, MC7F+3RX, G.T Road, opp. MMG Hospital, Ghantaghar, Naya Ganj, Ghaziabad, Uttar Pradesh 201001, India

Lat 28.662708°

Long 77.424571°

29/11/22 10:53 AM GMT +05:30

GPS Map Camera

ANNEXURE -4





LIST OF STUDENTS

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB			DATE :
EXAMINATION		ROOM NO		DAY:
TIME		Illrd SEM		TIME:
SUBJECT & COURSE	SOCIAL WORK V0001016			
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
35		GOUTAM PARCHA	RAJ KUMAR PARCHA	
36		HARSHIT GAUTAM	UMESH GAUTAM	
37		HEERA LAL	RAJENDRA SINGH	
38		HIMANSHU KUMAR	RAJENDRA SINGH	
39		ISHAN KHARI	AZAD SINGH KHARI	
40		JOGINDRA	TEK CHAND	
41		JYOTI	YOGENDRA	
42		KANCHAN	MADAN LAL	
43		KANIKA	MANOJ KUMAR	
44		KARTIK SAINI	DHARM VEER SAINI	
45		KARUNA	PRATAP SINGH	
46		KASHISH	KAUSHAL	
47		KRISHAN SHARMA	SATISH SHARMA	
48		LALITA	NARESH YADAV	
49		LATA	DEEPAK KUMAR	
50		MADHURI GAUTAM	MAHENDER GAUTAM	
51		MANISH NAGAR	SANJAY	
52		MANISHA	BIJENDER	
53		MANOJ KUMAR	RAMESH CHAND	
54		MANOJ KUMAR	AGAM MANDAL	
55		MOHD FAIZAN	RAHAMLAAI	
56		MOHD SALIM	MOHD NAZIR AHMAD	
57		MUSKAN	ISRAIL	
58		MUSKAN UPADHYAY	CHARAN SINGH	
59		NAGMA	AJMAL	
60		NIRMAL	KAMAL	
61		NITIN KUMAR	MEGHRAJ SINGH	
62		PAVAN KUMAR	NARESH SINGH	
63		PAYAL SHARMA	RAKESH SHARMA	
64		POOJA	OMPRAKASH MANVIR SINGH NAGAR	
65		PRAVESH NAGAR	MADAN PAL	
66		PREETI	MADAN PAL	
67		RAHUL	RAJESH SINGH	
68		RANJEET KUMAR	RAM BABU PRAVEEN CHAUDHARY	
69		RASHMI CHAUDHARY	CHAUDHARY	

CH. CHARAN SINGH UNIVERSITY MEERUT

NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB		DATE :	
EXAMINATION	ROOM NO		DAY:	
TIME	IIIrd SEM		TIME:	
SUBJECT & COURSE	SOCIAL WORK V0001016			
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
70		REHNUMA	AHSAN KHAN	
71		RITIK KUMAR	ROOP SINGH	
72		ROHIT KUMAR	MAHIPAL SINGH	
73		ROHIT KUMAR SAH	RAMNATH SAH	
74		RUPESH CHOUHAN	RAJENDAR SINGH CHOUHAN	
75		RUPESH KUMAR	SURENDRA SINGH	
76		SACHIN KUMAR	HARI KISHAN	
77		SACHIN KUMAR	SULTAN SINGH	
78		SAGAR KUMAR	JAIVEER SINGH	
79		SAKSHI	SATISH CHAND	
80		SAKSHI	SATISH KUMAR	
81		SAKSHI NEGI	SANTOSH SINGH NEGI	
82		SAMEERA	MOHD IKRAM	
83		SAMREEN	MOHD ANZARUL	
84		SANDHYA RAWAT	AALAM SINGH	
85		SANJANA	SHIV KUMAR	
86		SAURAV SOM	OMPAL SINGH SOM	
87		SHABINA KHAN	NAFEES	
88		SHAGUN YADAV	RAMESH KUMAR YADAV	
89		SHAHZADI	AKHTAR ALI	
90		SHASHANK RAJ	VISHNU KUMAR	
91		SHIVA NAGAR	BRAJPAL NAGAR	
92		SHIVAM KUAMR	MUKESH	
93		SHIVANI	SHIV NARAYAN	
94		SONAL VERMA	SARVESH VERMA	
95		SONAM SAIFI	JAAN MOHAMMAD SAIFI	
96		SONIYA	BHURE SINGH	
97		SONU KUMAR	GIRJESH SINGH	
98		SOURABH KUMAR	DHANPAL SINGH	
99		SUNNY	CHAHATRAM	
100		SWATI	RAJESH KUMAR	
101		TANIYA SINGH	KRISHAN KUMAR	
102		TANNYA	NANDKISHOR	
103		TULSI	RAM NARESH	
104		TUSHAR NAGAR	NARESH NAGAR	
105		VARSHA	BUDH PRAKASH	
106		VIKAS YADAV	VINOD YADAV	
107		VINEETA	RAM KHILADI	
108		VISHAL	MANVEER NAGAR	
109		VISHAL NAGAR	RAMNIWAS NAGAR	

CH. CHARAN SINGH UNIVERSITY MEERUT

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111		VIVEK SHARMA	RAJ KUMAR SHARMA	
112		YOGESH KUMAR	PREM SINGH	
113		YOGESH SINGH	BALKISHAN	
B.COM				
1		AADITYA	BITTU	
2		AANCHAL SHARMA	SUNIL KUMAR SHARMA	
3		AARTI	LALJI	
4		AAS MOHAMMAD	MOHD YUNUS	
5		AASHISH	BINNU	
6		ABHAY SINGH SHAKYA	SURENDER SINGH SHAKYA	
7		ABHISHEK	BHARAM PAL	
8		ABHISHEK THAKUR	SATYAVEER SINGH	
9		ADITYA	JASVEER SINGH	
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11		AKASH	RAMESH	
12		AKASH	DAMODAR	
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16		AYUSH KUMAR	SOHAN LAL	
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18		BHAVYA RASTOGI	SANJEEV RASTOGI	
19		CHANCHAL	DEVENDRA KUMAR	
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21		DEEPAK TYAGI	BIJENDRA TYAGI	
22		DEEPANSHU SINGH	SURENDRA SINGH	
23		DEV	PHOOL SINGH	
24		DEVESH SINGH	DEVENDRA SINGH	
25		DIWAKAR RANA	PAWAN KUMAR	
26		GEETANJALI	JOGENDER KUMAR	
27		HARIOM	BHAGAT SINGH	
28		HARSH	SATBEER	
29		HARSH SHARMA	PRAMOD KR SHARMA	
30		HARSH SHISHODIYA	PRADEEP SHISHODIYA	
31		HARSHIT PAL	PAWAN PAL	
32		HIMANI SAJWAN	RAJENDER SINGH SAJWAN	
33		HIMANSHI	UMA SHANKAR	

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30		HARSH SHISHODIYA	PRADEEP SHISHODIYA	
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EXAMINATION	ROOM NO		DAY:	
TIME	IIIrd SEM		TIME:	
SUBJECT & COURSE	SOCIAL WORK V0001016			
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
34		HIMANSHU KUMAR	MUKESH KUMAR	
35		JATIN SHARMA	SOM PRAKASH SHARMA	
36		KARAN	SURESH	
37		KARAN SINGH	SHYAMVEER SINGH	
38		KUNAL CHOUDHARY	PARAM VEER SINGH	
39		NITIN	PAPPU	
40		RAHUL	ASHA RAM	
41		SAGAR RATHI	MANOJ RATHI	
42		SANA	MOHD AARIF SIDDIQUI	
43		SANDESH VERMA	DHAN SINGH	
44		SHRISTI KUMARI	SURYA BHAN	
45		SHUBHAM	HARIRAM	
46		SONI BISHT	SADHU SINGH BISHT	
47		SUHAIB	GULAAM HASAN	
48		SURAJ KUMAR	CHANDU	
49		SURESH KUMAR	RAM SWAROOP	
50		TAMANNA	MD AABID	
51		VARDAN	SHYAM SUNDER	
52		VIVEK PAL	RAKSH PAL	
53		YUKTA RANI	MUNESH KUMAR	

CH. CHARAN SINGH UNIVERSITY MEERUT

NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB		DATE :	
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SUBJECT & COURSE	SOCIAL WORK V0001016			
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
1		AAKASH	SUBHASH KUMAR	
2		AANCHAL	RAM SINGH	
3		AARZOO	NANAK CHAND	
4		ABDUL KALAM	ILYAS	
5		ABHISHEK	RAJ KUMAR	
6		ABHISHEK BHADANA	SATENDER BHADANA	
7		AKANKSHA	SINGH	
8		AKANSHA	LOKESH KUMAR	
9		AKASH KASHYAP	YOGENDRA	
10		AKASH NAGAR	ROHTASH NAGAR	
11		AKASH PATEL	RAM NARAYAN PATEL	
12		AKHIL NAGAR	RAVINDRA NAGAR	
13		AMAN KUMAR	MOTIRAM	
14		AMIT KUMAR	KANHAIYA	
15		ANAND KUMAR	NANDU RAM	
16		ANJALI SHARMA	SHARMA	
17		ANUJ NAGAR	KISHAN PAL	
18		ANURAG	NARENDRA	
19		ARTI	RAJENDRA SINGH	
20		ASHWANI SHARMA	OMPRAKASH SHARMA	
21		ATHARV SHARMA	VIDYAPATI SHARMA	
22		ATUL	ARUN GUPTA	
23		AYUSHI KUMARI	MUKESH KUMAR	
24		AZEEM	MOHD AKBAR	
25		BITTU	MINTU KUMAR	
26		BULBUL	RAJESH KUMAR	
27		CHARU SINGH	KHARAK SINGH	
28		DEEPA RANI	OMVEER SINGH	
29		DEEPALI MEENA	MEENA	
30		DEV KUMAR	SANJAY KUMAR	
31		KUSHWAHA	KUSHWAHA	
32		DHARMENDRA GIRI	RAMESH GIRI	
33		GAGAN KUMAR	PAWAN KUMAR	
34		GAURAV KUMAR	BABULAL SINGH	

**SHAMBHU DAYAL
(P.G.) COLLEGE
GHAZIABAD**



FUNDAMENTAL OF COMPUTERS & IT

**SKILL DEVELOPMENT
PROGRAM
B.A & B.COM IInd YEAR
2022-23**

COURSE COORDINATORS
Dr.Priyamka Singh
Dr.Aditi Garg
Sh.Vaibhav Tyagi



Acknowledgement



I would like to express my profound gratitude to ***Prof. Akhilesh Mishra***, *Head of the Institution (S.D.P.G. College, Ghaziabad)* for his tremendous support and efforts to make this endeavour. His dynamism, vision, sincerity and motivation have deeply inspired me. During this transition period, his leadership, positive attitude and supportive perseverance encouraged and motivated me to perform for the betterment of the students. Two computer labs were set up in our college which helped students to complete this skill course (Fundamental of Computers & IT) and motivated them to learning attitude by providing an interactive learning environment.

I acknowledge with thanks for the kind of patronage, loving inspiration and support which I have received from *NEP Convener Prof. Urvija Sharma (Dept. Of Hindi)*. I am extremely thankful to course coordinator ***Dr Aditi Garg***, *(Dept. of Commerce)* for her intellectual support, assistance, effort and contribution. She, as a mentor, has always been a problem solver of the students during the course tenure. I would like to express my special thanks to ***Shri Vaibhav Tyagi*** for the time and efforts he provided throughout the year. He has helped in every aspect to make the conduction and completion of the program a success.

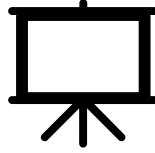
I also take the opportunity to acknowledge the contribution of ***Mrs. Monika Chauhan, Coordinator, Prerna Computer Training Centre, Noida U.P.***, as the ***Key Resource Person***, for her full support and cooperation during the Skill Development program. She has smoothly transformed the end result into trained participants. Last but not the least, I would humbly appreciate our College Fraternity and Staff without their presence, it was not possible to accomplish the end result. Finally, the sincere and devoted efforts of the participants is highly commendable.

Dr. Priyanka Singh

Course Coordinator

Dept. of Economics

S.D.(P.G.) College, Ghaziabad



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- 1.2 Skill Development Programme in Computers & IT**
- 1.3 Programme Partner**
- 1.4 Course Objectives**
- 1.5 Major Features of the Programme**
- 1.6 Programme Implementation**
- 1.7 Course Details and Assessment**
- 1.8 Course Schedule**
- 1.9 Performance Appraisal and Feedback**

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Annexure II Course Schedule

Annexure III List of Participants

Annexure IV Feedback Form

Memorandum of Understanding

Between

Prena Shodh Sanshthan Nyas Sec 62,Noida

and

Shambhu Dayal P.G. College G.T.Road ,Ghaziabad,

This memorandum of understanding is made on this day of **Prena Shodh Sansthan, Sec 62, Noida** Between **Shambhu Dayal P.G.College, Ghaziabad** through its President / Principal/Head of the Department/Coordinator.

The memorandum of understanding is entered for the purpose of promoting the institutional goal of both institutions, hereinafter referred to as 'Parties", establish and co-operate for promoting mutual understanding and potential academic and cultural, social exchange.

This memorandum of understanding shall not be construed as creating any legal or financial relationship between the institutions, as a statement of intent to foster the possibility of genuine and mutually beneficial collaboration.

The present MOU records terms and conditions between the parties as under:

1. Research :

Students of **both** the parties will get benefit of research activities by using humanities laboratories, libraries, and appointing co guides/ supervisors in research projects or other research work of different departments of both the parties.

2. Exchange of faculties :

Students of **both** the institutions will be benefitted by exchanging the teaching faculties of different subjects (in which required).

3. Cultural and extra-curricular activities :

The students of second party will participate in different cultural and extra- curricular activities of first party to give broader exposure to the students.

4. Participation/ collaboration of members of both the parties in different Seminars, Conferences and Workshops.

5. Termination of Agreement : The agreement may be terminated on the mutual understanding by giving three months' notice by any of the parties.

6. Amendment to the agreement : During the operation of the agreement, circumstances may arise which may call for alteration or modification of this agreement. These modifications/ alterations will be mutually discussed and agreed upon in writing.

7. Period of validation :

The agreement shall be valid for five academic years from the date of signing the agreement unless renewed or extended in writing. The agreement shall automatically be terminated at the expiry of the period of agreement specified, at once.

For Department of
Prerna Shaodh Sansthan,
Sec 62, Noida

President

(Shri Ananj Tyagi) 23/03/22

Date: प्रेरणा शोध संस्थान न्यास

Witness:

1.

Signature:

Name: RAMAN CHAWLA

Address:

For

Shambhu Dayal P.G.College,
Ghaziabad

Principal

(Prof. Akhilesh Mishra) 22/03/22

Date: Shambhu Dayal College
Ghaziabad

2.

Signature:

Name: डॉ० अर्पिता शर्मा

Address:

SKILL DEVELOPMENT COURSE FUNDAMENTAL OF COMPUTERS & IT FOR B.A. IIIrd & B.COM IIIrd Sem SESSION 2022-23

1.1 Overview of Course

Computers today are an integral part of our everyday existence. Be it school, banks, shops, railways, airways, hospital, share market, social networking or your own home, computers are present everywhere, making our work easier and faster. As They are present everywhere, in all the devices that we use daily like cars, games, washing machines, microwaves, music systems, air conditioners, automated payment systems etc. and in day-to-day computations like banking, reservations, electronic mails, internet and many more. They are such integral part of our lives, we must know what they are and how they function.

The word **computer** is derived from the word **compute**. Compute means to calculate. It had the capacity to solve complex arithmetic and scientific problems at very high speed. But nowadays in addition to handling complex arithmetic computations, computers perform many other tasks like accepting, sorting, selecting, moving, comparing various types of information. Computer and Information Technology have become very essential in the Effective Management of any type of commercial activity. It offers great opportunities before the young generation for becoming independent and self-reliant asset of the nation.



We celebrate World Computer Literacy Day on 2nd Dec every year with the target of delivering computer basic knowledge among the women and students of various faculties. Looking at the extended form of the word ‘COMPUTER’ – Commonly Operated Machine Particularly Used in Technical Education Research; also points towards technology based

education and researches. Understanding the future prospects of computer education, our institution has developed well equipped two Computer Labs to support the skill development programme.

1.2 Skill Development Programme in Computers & IT

Fundamentals of Computer & IT programme has been adopted as one of the options of Skill Development Course in our Affiliating University – Ch. Charan Singh University, Meerut; under NEP 2022-23 session. It has been successfully planned, implemented and coordinated in our Institution by efficient team of coordinators. Amongst the Course Coordinators, we had *Dr. Priyanka Singh, Associate Professor, Deptt. Of Economics, S.D.(P.G.) College, Ghaziabad; Dr. Aditi Garg, Assistant Professor, Deptt. Of Commerce, S.D.(P.G.) College, Ghaziabad and Sh. Vaibhav Tyagi, Technical Head Support, S.D.(P.G.) College, Ghaziabad.* The team has received regular guidance and support from *Prof. Dr. Akhilesh Mishra, Principal, S.D.(P.G.) College, Ghaziabad and Dr. Urvija Sharma, Convener NEP, S.D.(P.G.) College, Ghaziabad;* in transforming the programme into a fruitful effort.



Implementation of this Skill Course has made best use of infrastructural resources for *Teaching and Learning* process. The Team has always been present for online and offline mode of delivering computer skills and problem solving. Students have shown over-whelming

participation starting from enrolling into the programme to final leaning and assessment with massive presence.

1.3 Programme Partner

With the holistic effort of our Institutional Coordination Team, the programme was benefitted with the association of **‘Prerna Media Shodh Sansthan Nyas’, C-56/20, Sector 62, Noida U.P.; and Shambhu Dayal .(P.G.) College, Ghaziabad, U.P.** affiliated to Ch. Charan Singh University, Meerut. The Programme



Partners joined hands for conducting the programme **“Fundamental of Computers & IT”** under National Education Policy.



The MoU was signed in the inaugural program held in College premises between **Sh. Ananj Kumar Tyagi, President, Prerna Media Shodh Sansthan Nyas’ Noida U.P., and Prof. Akhilesh Mishra, Principal, S.D.(P.G.) College, Ghaziabad U.P.** Among other eminent members present were **Sh. Raman Chawla, Secretary, Prerna Media Shodh Sansthan Nyas, Noida, U.P. and Dr, Urvija Sharma, Coordinator NEP, S.D.(P.G.) College, Ghaziabad U.P.**



Overall guidance and training provided by ***Mrs. Monika Chauhan, Coordinator, Prerna Computer Training Centre, Noida U.P.,*** as the ***Key Resource Person***. Her contribution has been remarkable for successful completion of the course. By her scholarly and erudite conduction of Lectures and time to time revisionary excercises, the candidates benefitted a lot.

1.3 Course Objectives

The main focus of this course is to familiarise the students in Under-Graduate courses with the innovations in Information Technology and how it affects the people in general and specific areas. An in-depth understanding of the technology used today, will empower the students in strengthening their career goals. After studying this course students will be able to:



- Learn the concept of a system in general and the computer system in particular.

- Learn and understand how the computers have evolved over centuries within a very short span, from very huge machines of the past, to very compact designs and advanced technology.
- Understand the general classifications of computers.
- Explore computer applications areas.
- Understand the typical characteristics of computers in terms of speed, accuracy, efficiency, storage capacity, versatility etc.
- Understand limitations of the Computer.
- Discuss the similarities and differences between the human and the computer.
- Understand the computer hardware and software power.
- Application of Word Processing techniques
- Understanding the standalone and networking concepts and their application in daily life
- Exploring safety and security features provided in the system
- Making awareness among students about the security threats present in today's system based transactions.

1.4 Major Features of the Programme

- Students were provided with extensive customised Study Materials in the form of PDF files for each Unit of the syllabus.
- Reference eBook links were shared in student's group as online Study Material and e-Contents in Audio-Video format.
- Pre-planned Computer Lab sessions on Units covered theoretically
- Practical implementation of concepts of MS-Office on regular basis
- Two hours in hand technical practice of word processor applications



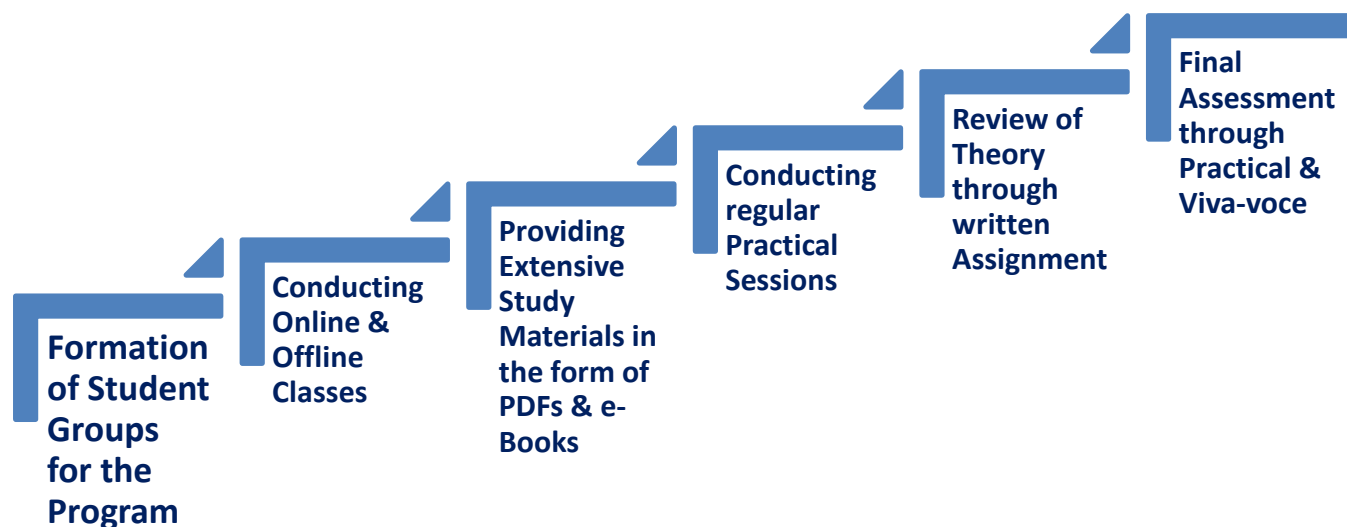


- Well organised Guest Lectures online and practical sessions in Lab were provided to the students
- Online Lectures by in-house faculty and Training Centre were conducted for concept clearing
- Regular assessment through

written Assignments and Quiz were part of the programme

- Students were finally assessed for their knowledge gain through MCQ paper, Viva-Voce and practical.

1.5 Programme Implementation

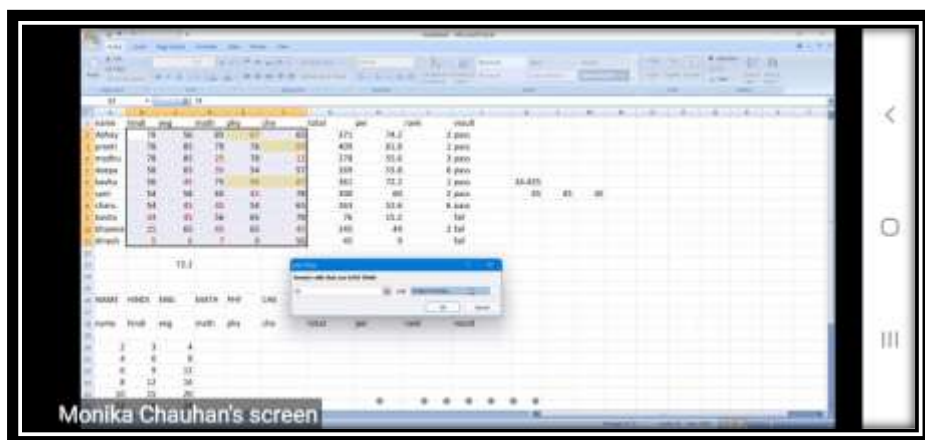


The steps involved in program implementation were strictly adhered to for timely completion of the course. Sufficient theory and practicals sessions were given to the students for knowledge gain.

1.6 Course Details and Assessment

The syllabus for 'Fundamental of Computers & IT' was divided into three units with allocated hours for theory and practical. Total marks for the paper being 100 – divided into 40:60 for subjective and practical assessment. Students were

assessed for subjective knowledge through assignment and quiz; while practical assessment was done in the computer Lab accompanied by Viva.



There was an overwhelming response of students who opted for the course. The students showed keen interest in learning and developing new skills. Total registered students for the course were 37 from B.A. and

B.Com IIIrd Sem 2022-23. All the students attended the theory and practical sessions organised from time to time. The students submitted their Assignments and worked on their assigned projects in Computer Lab. They have attempted their final assessments in theory as well as practical and cleared the same. (Annexure III attached)

1.7 Course Schedule*

Teaching & Practicals	Scheduled Hours	Completion Hours
Theory Classes	15 Hrs	15 Hrs
Practical Sessions	30 Hrs	30 Hrs

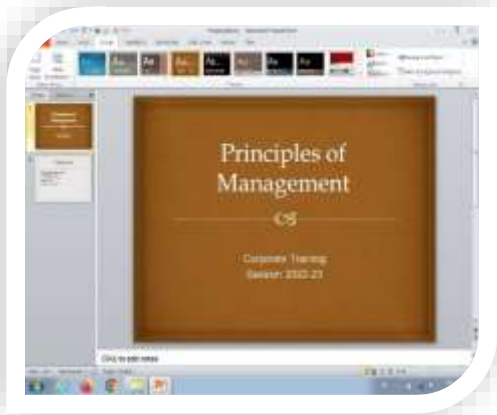
*Annexure II

The time schedule for course completion has been strictly followed and implemented. All available resources at the college level were made available to the trainers and the trainees. A devoted lecture plan was followed by the Programme Partner who conducted in five theory classes and five practical sessions of two hours each.

1.8 Performance Appraisal & Feedback

The course performance has been extremely stupendous enhancing the employability and knowledge gain objective. The academic performance of the students in this course has been 70%. Practical grasp has been 68% while overall course result has been 69%. Skill Development Course in Fundamental of Computers & IT has inspired the students and opened before them new opportunities.

Feedback on the programme was conducted Online through Google Form. On the basis of feedback obtained, the analysis shows that 90% were satisfied by the infrastructural facilities provided to them by the institution and 89% rate the efforts of their faculty and trainers as good. Teacher-Student interaction has been very effective and the study materials made available were effective too. Overall teaching and learning process in the institution is also good and satisfactory. (Annexure IV attached)



Annexure- 1

Fundamentals of Computer and IT				
			Theory Hrs.	Practical Hrs.
Unit 1	Fundamental of Computer	Introduction and objectives of Computer	5	10
		Development of Computer System		
		Types of Computers, characteristics and limitation		
		Generation of Computer		
		Types of PC's desktop, Laptop, Notebook, Workstation & their Characteristics.		
		Components of Computer System		
		Types of PC, Desktop, Laptop, Notebook		
Unit 2	Input & Output Device	Keyboard, Mouse, Trackball, Joystick, Digitizing tablet, Scanners, Camera	5	10
		Types of Monitor, video Standards, VGA, SVGA, Types of Screen		
		Printers and its types		
		Audio\video input output Display and Sound		
		Graphical Processing Unit (GPU) and Port		
		Hard Drive, Discs, cards		
		E-Accessible options		
Unit 3	Operating system	Application Software's		
		Basics of Networking	5	10
		Basics of MS Office		
		Word, Excel, power point, Animation and videos making		
		Virtual communication		
		Telecommuting (ICT)		
		Security and Safety of Computer, Laptop		


Unit wise Assessment

Assignments	Practical Exams	Project work	Total marks
10 marks	20 marks	10	100

Fee - 5000 INR Installment options Available
 Eligibility - Any Graduate, Graduation (pursuing), Postgraduate can apply.

15-09-2021

V Singh
15/9/21


 (Dr. Suresh Kumar Sharma
 Principal
 R.G.P. College Meerut)

ANNEXURE II
Details of Classes & Practical

UNITS	Date		Mode	Theory / Practical
Unit I	02.11.2022		Offline	Theory
	06.11.2022		Offline	Theory
	07.11.2022		Offline	Theory/Practical
	09.11.2022		Offline	Theory/ Practical
	10.11.2022		Offline	Theory/ Practical
	11.11.2022		Offline	Practical
	12.11.2022		Offline	Practical
	14.11.2022		Offline	Practical
	15.11.2022		Offline	Practical
Unit II	16.11.2022		Offline	Theory
	17.11.2022		Offline	Theory
	18.11.2022		Offline	Theory
	19.11.2022		Offline	Theory/Practical
	21.11.2022		Offline	Practical
	22.11.2022		Offline	Practical
	23.11.2022		Offline	Practical
	25.11.2022		Offline	Theory/Practical
	26.11.2022		Offline	Theory/Practical
	28.11.2022		Offline	Theory/Practical
	30.11.2022		Offline	Theory/Practical
Unit III	03.12.2022		Offline	Theory
	04.12.2022		Offline	Theory
	05.12.2022		Offline	Theory/Practical
	09.12.2022		Offline	Theory/Practical
	10.12.2022		Offline	Theory/Practical
	12.12.2022		Offline	Theory/Practical
	13.12.2022		Offline	Theory/Practical
	14.12.2022		Offline	Theory/Practical
	06.01.2023		Offline	Theory/Practical
	07.01.2023		Offline	Theory/Practical
Problem-Solving Session	09.01.2023		Online	Theory/Practical
Problem-Solving Session	10.01.2023		Online	Theory/Practical
Final Assessment	12.01.2023		Offline	Theory + Practical

Annexure III -List of Participants

CH. CHARAN SINGH UNIVERSITY MEERUT			
NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB		
SUBJECT	FUNDAMENTAL OF COMPUTERS AND IT Code: V0001006		
Class	B.COM. III Sem	Session 2022-23	
SNO	NAME	FATHER NAME	
1	Aarti	Sunil Kuma	
2	Aayush Chauhan	HaRI Prasad Sinh	
3	Akshat Rai	Vikas Saxena	
4	Aman Rawat	Brij Mohan Rawat	
5	Arjun Singh	Arun Singh	
6	Avanish Kushwaha	Anil Kushwaha	
7	Dhruv Soni	Pramod Soni	
8	Diksha Pal	Anuj Pal	
9	Dipanshu Ch.	Vinod Kumar	
10	Isha Yadav	Virendra S. Yadav	
11	Kanchan Gautam	Jai Bhagwan	
12	Khushbu	Raj Kumar	
13	Khushi	Mahesh Kunar	
14	Khushi	Mukesh	
15	Krishna	Netra Pal	
16	Kunal Pal	Shri Chand	
17	Manish	Hardev	
18	Mansi Sharma	Praveen Sharma	
19	Mohd.Saqib	Shafi Mohd	
20	Muskan Goyal	Sandeep Goyal	
21	Pankaj Bhagat	Gaya Bhagat	
22	Pooja	Jitendra Kumar	
23	Prerna	Naresh Kumar	
24	Priya	Chittu Haldar	
25	Radhika Samaniya	Rajendra Samaniya	
26	Rahul Kumar	Surender Kumar	
27	Riya Gautam	Dharamveer Gautam	

SNO	NAME	FATHER NAME	
28	Sachin Patel	Subhash Patel	
29	Sakshi Vishwakarma	Mewalal Vishwakarma	
30	Simran Mehra	Brijpal Kamar	
31	Swapnil	Milan Kumar	
	<i>B.A. III SEM</i>	<i>2022-23</i>	
32	Lovely	Laxman Yadav	
33	Meenakshi Teotia	Sudhir Kumar	
34	Mohd Faizan	Mohd Shafiullah	
35	Rinku	Anil Nagar	
36	Shivam	Rajender Kumar	
37	Tinku Magar	Anil Nagar	

Annexure IV Feedback Form

Shambhu Dayal (PG) College, Ghaziabad

प्रतिपुष्टि- प्रपत्र Feedback Form

Student Satisfaction Survey regarding Teaching Learning Process

विद्यार्थी – शिक्षक सहमूल्यांकन – सर्वेक्षण – शिक्षण अधिगम प्रक्रिया

वर्ष / सत्र

विभाग

कार्यक्रम

कृपया मूल्यांकन निम्न बिंदुओं के आधार पर करें।

1. पुस्तकीय विषय वस्तु की स्पष्टता एवं प्रासंगिकता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	1-Clarity and relevance of textual reading material 1. Excellent 2. Good ✓3. Satisfactory 4. Unsatisfactory
2. पाठ्यक्रम की पूर्णता तथा गहनता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	2-Extent of content coverage, teacher's input for Indepth understanding 1. Excellent 2. Good ✓3. Satisfactory 4. Unsatisfactory
3. पाठ्यक्रम को अन्य पाठ्यक्रमों से सम्बद्ध करने की क्षमता 1. अति प्रभावी 2. प्रभावी 3. संतोषजनक 4. असंतोषजनक	3-Ability to integrate content with other courses 1. Very effective 2. Effective ✓3. Satisfactory 4. Unsatisfactory
4. शिक्षक की ज्ञान-संप्रेषण क्षमता का मूल्यांकन 1. अति प्रभावी 2. प्रभावी 3. संतोषजनक 4. असंतोषजनक	4- Communication skills of Teachers 1. Very effective 2. Effective ✓3. Satisfactory 4. Unsatisfactory
5. शिक्षक द्वारा कक्षा में नियमित रूप से अध्यापन 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	5- Regularity of Teachers in the class 1. Excellent 2. Good ✓3. Satisfactory 4. Unsatisfactory
6. कक्षा के संदर्भ में शिक्षक की समयनिष्ठा 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	6- Punctuality of Teachers in class 1. Excellent 2. Good ✓3. Satisfactory 4. Unsatisfactory
7. शिक्षक द्वारा विद्यार्थियों की क्षमता पहचान एवं चुनौतियों स्वीकार करने हेतु प्रोत्साहित करना 1. पूर्णतः 2. यथोचित 3. आंशिक 4. न्यून	7- Teachers ability to identify students strength and encourage them by providing right level of challenge ✓1. Fully 2. Reasonably 3. Partially 4. Rarely
8. कक्षा के अतिरिक्त शिक्षक की उपलब्धता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	8- Availability of Teacher outside the class ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
9. आंतरिक-मूल्यांकन में अध्यापकीय पारदर्शिता 1. हमेशा पारदर्शी 2. आंशिक पारदर्शी 3. आंशिक अपारदर्शी 4. अपारदर्शी	9- Transparency of the internal evaluation process 1. Always Fair 2. Usually Fair 3. Sometimes Unfair 4. Unfair
10. नियत कार्य एवं प्रदर्शन/निष्पादन पर विचार विमर्श 1. हमेशा 2. प्रायः 3. कभी कभी 4. कभी नहीं	10- Discussion of assignments and performance ✓1. Always 2. Usually 3. Occasionally 4. Never
11. संस्था द्वारा बहुमुखी अवसर उपलब्ध कराने की क्षमता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	11- Ability of providing multiple opportunities by the Institution ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory

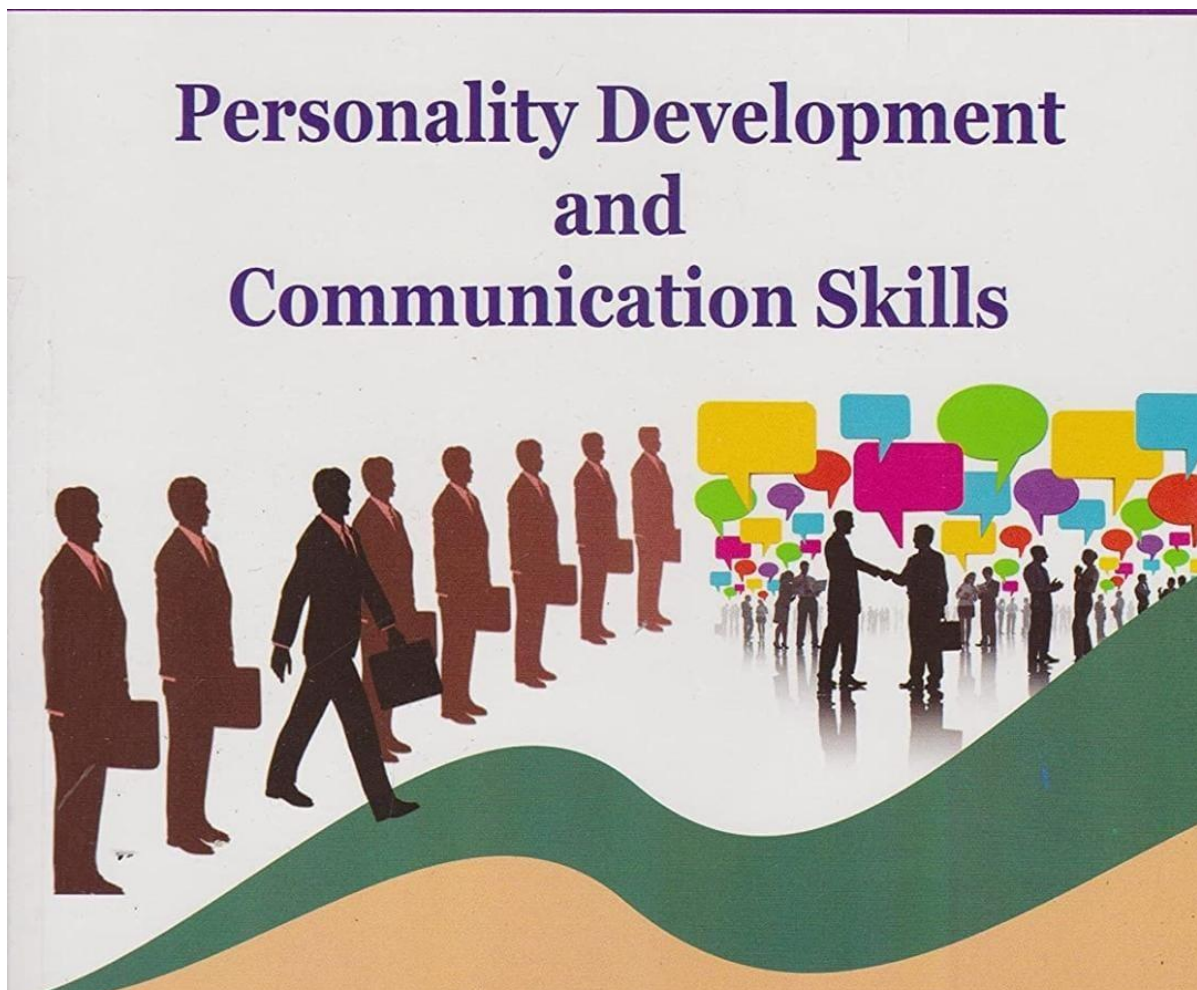
PTO

12. संस्था द्वारा विद्यार्थियों को प्रदत्त की गयी सुविधाओं का मूल्यांकन 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	12- Evaluate infrastructure facilities provided by the Institution 1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
13. पुस्तकालय में वाचनालय सुविधा एवं पाठ्यक्रम सामग्री की उपलब्धता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	13- Library reading room facility and material support ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
14. संस्था में खेलकूद सुविधाएँ 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	14- Sports facilities in institutions ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
15. प्रशासनिक/कार्यालय संबंधी सुविधाएँ एवं सहयोग 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	15- Administrative/office related facilities and support ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
16. शिक्षण अधिगम प्रक्रिया संबंधी संपूर्ण योग्यता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	16- The overall quality of teaching-learning process in your institution ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
17. सुझाव / Suggestions	

Shambhu Dayal Postgraduate College, Ghaziabad

*Personality Development & Communication
Skills*

**Skill Development Course
New Education Policy
Session 2022-23**



Course Coordinators

Prof. Miti Pandey
Department of English

Dr. Deepti Kapoor
Department of Commerce

Table of Contents

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Introduction

The purpose of introduction of Personality Development as a **Skill Development Course** at the undergraduate level under **New Education Policy 2020** is to develop a positive attitude, moral values and social ethics in the students and prepare them to participate in the socio economic development of the nation. The rapidly evolving work culture and job expectations in the post Covid era saw the implementation of the National Education Policy (NEP) 2020 which can be viewed as an overall effort to equip our students to lead the change. With an emphasis on developing technical as well as soft skills among graduate students, this revolutionary policy has set the framework for deep educational reform in Higher Education.

The NEP2020 aims at holistic development of our youth and focuses on modern skills such as creativity, critical thinking and research. Through significant amendments to the academic structure, the NEP 2020 has lifted the burden of strict disciplines that teach rote-learning along with copious amounts of note taking and restrict the students to a few career options. Contrary to the traditional content loaded approach the NEP 2020 provides an opportunity for students to enjoy science with art or music.

Inclusion of Personality Development as a skill course in the new education system is a strong step in this direction. It can help students to develop the communication skills they need to be successful in their studies and workplaces. Personality development can help students build leadership skills, improve problem-solving ability and develop a positive outlook on life.

Purpose

The purpose of the course “Personality Development and Communication Skills” is to make students successful in their personal and professional lives by making them confident and understanding; compassionate and caring individuals. Students need to develop and master these basic skills to get ahead in life as

these are the most important aspects of any professional relationship. The significance of this course lies in the fact that it:

- Helps build and maintain relationships
- Aids in problem solving
- Increases Understanding
- Prevents misunderstandings
- Creates clarity
- Encourages openness
- Helps in shaping personality
- Improves learning ability
- Helps handle criticism better
- Makes one a better leader
- Enables to handle conflict better and leads to personality development
- Enables students to interact with family, friends and teachers in a better way



Role of communication in personality development

Key Features of the Course

The details of the **Personality Development and Communicative Skills** classes held during this session are given below:

- In the very first class the students were informed about the importance of this course in shaping their personality through communication skills.
- The next few classes focused on the importance of thinking skills for academic purpose to enable the target group develop critical, analytical and imperative thinking skills. The students were also informed about the importance of vocabulary and grammar in improving their communicative skills.
- Some classes were devoted to an introduction to Reading for Academic Purpose which included a detailed discussion on reading comprehension. There was also a special mention of the types of texts which included persuasive, argumentative, narrative, descriptive and expository types.
- After this we discussed writing skills with special emphasis on basics of writing and types of writing. The students were also told about the tricks of note taking, preparing a Curriculum Vitae or resume and translating a text.
- The next topic in this course included Speaking, Presentation Skills and Group Discussion. In the following classes we talked about the importance of communication skills and types of conversations which included deliberations on telephone, informal and formal modes of conversation.
- We also had classes devoted to Listening for Academic Purpose so that the students could learn how to comprehend audios and videos along with captioning.

Since the main purpose of this course was to develop listening, speaking, reading and writing skills of the students, the teaching/learning sessions were highly interactive and participative. Various assignments and activities were incorporated in the teaching/learning process to attain the desired outcome. Group discussions, games, quizzes and oral presentations were also used as teaching strategies to encourage the students hone their skills.

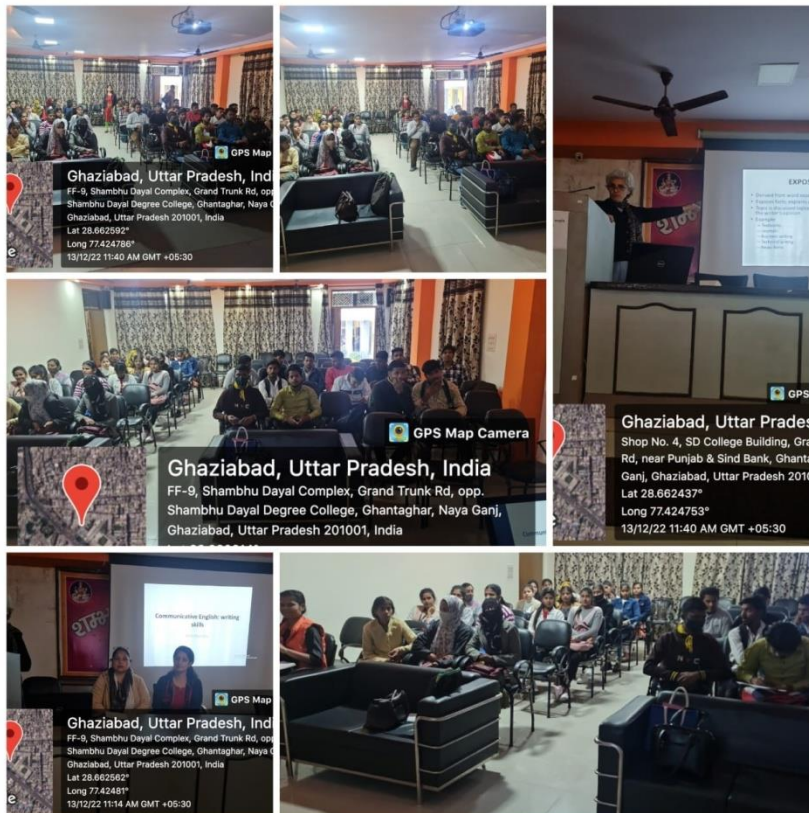
Teaching/learning was followed by a series of tests to evaluate the students for their theoretical as well as practical understanding of the subject. The assessment was carried out in two phases. Practical based exam for 60 marks was conducted to assess the students for their oral and listening skills. The objective of the theory based exam of 40 marks was to evaluate their writing and reading skills.



Power point presentation on speaking skills



Students participating in quiz



Teaching /learning sessions on writing skills

Acknowledgment

Our sincere thanks are due to the Principal Prof. Akhilesh Mishra for the successful coordination and implementation of this course. His positivity and dynamism has always been a source of inspiration for the students and the entire team. We are also grateful to the NEP Coordinator Prof. Urvija Sharma, Dr. Priyanka Singh and her team for timely support and interventions in the completion of this course. We also acknowledge the support provided by Ms. Nandita Sharma in carrying out the course work through her informative and interactive guest lectures delivered very passionately which helped students to attain a level up in their skills. Prof. Reena Sharma and Dr. Anuradha Agrawal also deserve applause for their dedication and support in keeping the course progress on schedule.

We offer our special thanks to support staff specifically Shri Satish Kumar ji, Shri Vaibhav Tyagi Ji, Shri Sundar ji and Shri Dharamveer ji.

Annexure I: Syllabus

Syllabus for Skill development course

Title of course- Personality Development & Communication Skills					
nodal Department of HEI to run course			<i>Department Of English (All UG)</i>		
Broad Area/Sector-			<i>Basic Skills in English</i>		
Sub Sector-			<i>Language Skills</i>		
nature of course - Independent / Progressive			<i>Independent</i>		
name of suggestive Sector Skill Council					
Aliened NSQF level					
Expected fees of the course —Free/Paid			<i>As Mutually Decided by College & PCE (Aptech)</i>		
Stipend to student expected from industry					
number of Seats-			<i>As suggested by college</i>		
Course			<i>Credits- 03 (1 Theory, 2 Practical)</i>		
Max Marks. Minimum Marks...					
name of proposed skill Partner (Please specify, Name of industry, company, etc. for Practical /trainin / internshi /OJT			<i>Aptech Learning Center (Authorized Meerut Center as PCE</i>		
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company, etc.)			<i>It leads to various academic and employment opportunities</i>		
Syllabus					
<i>Unit</i>	<i>Topics</i>	<i>General/ Skill component</i>	<i>Theory/ Practical/ OJT/ Internship/ Training</i>	<i>No of theory hours (Total-15 Hours=1 credit</i>	<i>No of skill Hours (Total-60 Hours=2 credits)</i>
<i>1</i>	<i>Thinking Skills for Academic Purpose</i>	<i>Developing Critical, Analytical and Imperative Thinking Skills, Enhancing Vocabulary, Grammar</i>	<i>Theory/ Practical</i>	<i>2</i>	<i>5</i>
<i>11</i>	<i>Reading for Academic Purpose</i>	<i>Reading comprehension Types of Texts Persuasive, Argumentative, Narrative, Descriptive, Expository</i>	<i>Theory / Practical</i>	<i>2</i>	<i>10</i>
<i>111</i>	<i>Writing Skills (Content for Website / Literature / Business) Purpose</i>	<i>Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume</i>	<i>Theory / Practical</i>	<i>3</i>	<i>15</i>

	<i>Speaking, Presentation Skills & Group Discussion</i>	<i>Importance of Communication Skills, Types of Conversations Telephonic, Informal, Formal</i>	<i>Theory / Practical</i>	4	15
	<i>Listening for Academic Purpose</i>	<i>Comprehending Audio, Videos, Captioning</i>	<i>Theory/ Practical</i>	4	15

Suggested Readings:

1. *A Reading for Academic Purpose* by Robyn Brinks & Kelly Sipped.
2. *Academic Writing* by Aptech Onlinevarsity
3. *Pronunciation* by Jonathan Smith & Annette Margobs.
4. *English Grammar* by Aptech Learning Center.
5. *Oxford Online LSRW*
6. *Basic Knowledge of Computer* by John Monyjok.
7. *Objectives of Reading, Writing & Listening Skills* by Aptech Academy.

Suggested Digital platforms/ web links for reading:

1. <https://www.smashmagazine.com>
2. <https://files.eric.ed.gov>
3. <https://site.nationalacademies.org> www.aptechmeerut.com www.aptechlearning.com
www.aptechaviationacademy.com

Suggested OJT/ Internship/ Training/ Skill partner- Aptech Learning Center, Meerut

Suggested Continuous Evaluation Methods: Total Marks: 25, House Examination/Test: 10 Marks

Written Assignment/Presentation/Project I Term Papers/Seminar: 10 Marks

Class performance/Participation: 5 Marks

Course Pre-requisites:

- *No pre-requisite required*

Suggested equivalent online courses: Aptech Learning Center, Meerut

Any remarks/ suggestions:

Notes:

Number of units in Theory/Practical may vary as per need

Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year Credits for Theory (Teaching Hours

Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

Annexure II: List of students

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB			DATE :
EXAMINATION	ROOM NO			DAY:
TIME	LECT NO.			TIME:
SUBJECT & COURSE		PERSONLITY DEVELOPMENT (V0001027)		
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
1		AISHA	ABDUL QYYUM	
2		AJAY KUMAR	MUNESH KUMAR	
3		AKANSHA RAGHAV	NARENDRA RAGHAV	
4		AKASH TIWARI	RAMAKBAL TIWARI	
5		AKSHITA	AANAND SINGH	
6		ANJALI	PANNA LAL	
7		ANKIT	PURAN CHAND	
8		ANURAG	JAGPAL SINGH	
9		ATUL	RAKESH	
10		BHAWANA	JUGENDRA SINGH	
11		CHANCHAL	SUBHASH CHAND	
12		CHANDNI KASHYAP	HUKAM CHAND	
13		DEV KUMAR	MADAN SINGH	
14		DHARAMRAJ	VINOD	
15		DOLI	TINKU	
16		HAMZA BAIG	KAREEM BAIG	
17		HASEEN	MOHD NAWAB	
18		JEESHAN	SHAKEEL	
19		KAVITA	BALWANT KUMAR	
20		KHUSBOO	SHIV KUMAR	
21		KHUSHI	MANOJ KUMAR	
22		KHUSHI	SANJAY KUMAR	
23		KHUSHI	BHUPENDRA	
24		KHUSHI KASANA	AZAD	
25		LOVE YADAV	RAKESH YADAV	
26		MARYAM	ABDUL QYYUM	
27		MOHIT KATARIA	NARENDRA	
28		MUKUL KUMAR	ANIL KUMAR	
29		NABYA	ZUBAIR AHMAD	
30		NEHA DWIVEDI	MUKESH KUMAR	
31		NISHANT KUMAR	SUSHIL KUMAR	
32		PALAK TYAGI	KAPIL TYAGI	

CH. CHARAN SINGH UNIVERSITY MEERUT

NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB	DATE :		
EXAMINATION	ROOM NO.	DAY:		
TIME	LECT NO.	TIME:		
SUBJECT & COURSE	PERSONLITY DEVELOPMENT (V0001027)			
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
33		PARVEEN KASANA	RAJKUMAR KASANA	
34		POOJA CHAUHAN	GURUVACHAN SINGH CHAUHAN	
35		PRACHI KASANA	RAVINDRA	
36		PRASHANT KAUSHIK	YOGESH KUMAR SHARMA	
37		PRIYANSHI	DHARAMPAL SINGH	
38		PRIYANSHU KHARI	ANIL KHARI	
39		PRIYANSHU KUMAR	MR RAMAKANT KUSHAWAHA	
40		RINKEY	SUNIL	
41		RITU RANI	MAHESH SINGH	
42		RUKIYYA	YUNUS	
43		SAHIL KHAN	NASEEM KHAN	
44		SAINKI	BUDDH PRAKASH	
45		SAKSHI	RAM KISHOR	
46		SANA PARVEEN	DILSHAD	
47		SAPNA	RAVINDRA YADAV	
48		SEEMA GOSWAMI	RAKESH KUMAR GOSWAMI	
49		SEJAL	KOSHI PAL	
50		SHAREEN	ZAHID	
51		SHIVAM	PAWAN SINGH	
52		SHIVAM MAVI	JOGINDER	
53		SHIVANI	BRIJESH KUMAR	
54		SIMMI	ATTA UR REHMAN	
55		SONA	DHARAM PAL	
56		SONI	NATH PAL SINGH	
57		SONI	SANT RAM	
58		SUMIT GUPTA	RAJKUMAR GUPTA	
59		SUMIT KUMAR	VIJAY SINGH	
60		SURAJ SINGH	CHANDRA SINGH	
61		SWATI	VIJAY KUMAR	
62		TANISHA	PAPPU	
63		TANU	RAMESH KUMAR	
64		TUSHAR BANSAL	SANJEEV BANSAL	

CH. CHARAN SINGH UNIVERSITY MEERUT

NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB	DATE :		
EXAMINATION	ROOM NO	DAY:		
TIME	LECT NO.	TIME:		
SUBJECT & COURSE	PERSONLITY DEVELOPMENT (V0001027)			
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
65		UMANG SAGAR	SURESH KUMAR	
66		UTSAV KUMAR CHAUDHARY	RAJESH KUMAR CHAUDHARY	
67		VIDHI	ANIL RAJ	
68		VIJAY	NARENDAR	
69		VIKAS	VIJAY KUMAR	
70		VISHAL	DEVENDAR KUMAR	
71		VISHAL GIRI	SUKHPAL GIRI	
72		VISHAL PAL	ARJUN KUMAR	
73		YOGESH KUMAR	SRIPAL SINGH	
B.COM.				
74		ABHISHEK	PRABHU DAYAL	
75		ABHISHEK CHADDHA	DALIP KUMAR	
76		ABHISHEK GAUTAM	SUBODH KUMAR	
77		ANSHIKA CHAUHAN	DHARMENDRA SINGH	
78		ANURAG RANA	J P RANA	
79		ARPITA AGGARWAL	ANIL AGGARWAL	
80		ARYA TYAGI	DINESH TYAGI	
81		ASHISH KUMAR MEENA	DEVNARAYAN MEENA	
82		BHUMIKA MISHRA	ABDRESH KUMAR MISHRA	
83		DEEPANSHU TONK	HITENDAR KUMAR	
84		DEV SARKAR	RANJAN SARKAR	
85		DISHA TYAGI	NEERAJ TYAGI	
86		DIVYA	MANOJ SHARMA	
87		GUNGUN	JAI BHAGWAN	
88		HARSH GUPTA	MUKESH KUMAR	
89		HARSH SAXENA	CHANDRA PAL SAXENA	
90		KAJAL	AVDRESH KUMAR	
91		KANIKA RAWAT	ARJUN SINGH RAWAT	
92		KAVITA	NAGENDRA THAKUR	
93		KESHAV BARNWAL	ASHOK KUMAR	
94		KUMKUM	AMIT JHA	
95		MANU SHARMA	VIJENDER SHARMA	

CH. CHARAN SINGH UNIVERSITY MEERUT

SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
96		MHOD ASAD	MAQBUL HASAN	
97		MOHD ASLAM	NOOR MOHD	
98		MUSKAN SHEIKH	MOHD SAMEED	
99		NARENDRA TOMAR	RAM KUMAR TOMAR	
100		NIKHIL CHADDA	SONU CHADDA	
101		NISHA THAKUR	VYAS THAKUR	
102		NISHANT KUMAR GALITAM	RAJESH KUMAR	
103		OJASHWANI VATSA	SANJAY VATSA	
104		RANJEET KUMAR	RAJESH KUMAR	
105		RITIKA TYAGI	SUNIL KUMAR TYAGI	
106		ROHIT KUMAR	NANAK CHAND	
107		ROSHANDEEP	SATPAL	
108		ROSHNI KUMARI	RAKESH RAJBHAR	
109		RUDRAKSH BANSAL	VIKAS BANSAL	
110		SABA CHOUDHARY	IRFAN CHAUDHARY	
111		SANGAM	SATPAL	
112		SHIKHA KASHYAP	SHIV KUMAR	
113		SHIVANI SINGH	SAROJ KUMAR SINGH	
114		SHWETA XALXO	ISHWAR XALXO	
115		SNEHA	MANIRAM	
116		SUFIYAN CHOUDHARY	IRFAN CHOUDHARY	
117		SUNNY TOMAR	RAJ KUMAR TOMAR	
118		TANISH NAGAR	JITENDRA NAGAR	
119		TANISHQ	KAPIL	
120		TARUN KUMAR	MUKESH KUMAR	
121		TUSHAR KUMAR	NAVAL SINGH	
122		TUSHAR SINGH	PAWAN KUMAR SINGH	
123		UJJWAL BHATNAGAR	NAVNEET BHATNAGAR	
124		VAIBHAV KANSAL	PRAVEEN KANSAL	
125		VAISHALI RUHELA	DINESH KUMAR	
126		VISHAKHA SAINI	JAI BHAGWAN SAINI	
127		ZAFAR ELAHI	FAZLAY ELAHI	

Annexure III: Feedback form

Shambhu Dayal (PG) College, Ghaziabad

प्रतिपुष्टि- प्रपत्र Feedback Form
Student Satisfaction Survey regarding Teaching Learning Process

विद्यार्थी – शिक्षक सहमूल्यांकन – सर्वेक्षण – शिक्षण अधिगम प्रक्रिया

वर्ष/सत्र _____ विभाग _____ कार्यक्रम _____

कृपया मूल्यांकन निम्न बिंदुओं के आधार पर करें।

1. पुस्तकीय विषय वस्तु की स्पष्टता एवं प्रासंगिकता 1. अति उत्तम 3. संतोषजनक	2. उत्तम 4. असंतोषजनक	1-Clarity and relevance of textual reading material 1. Excellent 3. Satisfactory	2. Good 4. Unsatisfactory
2. पाठ्यक्रम की पूर्णता तथा गहनता 1. अति उत्तम 3. संतोषजनक	2. उत्तम 4. असंतोषजनक	2-Extent of content coverage, teacher's input for Indepth understanding 1. Excellent 3. Satisfactory	2. Good 4. Unsatisfactory
3. पाठ्यक्रम को अन्य पाठ्यक्रमों से सम्बद्ध करने की क्षमता 1. अति प्रभावी 3. संतोषजनक	2. प्रभावी 4. असंतोषजनक	3-Ability to integrate content with other courses 1. Very effective 3. Satisfactory	2. Effective 4. Unsatisfactory
4. शिक्षक की ज्ञान-संप्रेषण क्षमता का मूल्यांकन 1. अति प्रभावी 3. संतोषजनक	2. प्रभावी 4. असंतोषजनक	4- Communication skills of Teachers 1. Very effective 3. Satisfactory	2. Effective 4. Unsatisfactory
5. शिक्षक द्वारा कक्षा में नियमित रूप से अध्यापन 1. अति उत्तम 3. संतोषजनक	2. उत्तम 4. असंतोषजनक	5- Regularity of Teachers in the class 1. Excellent 3. Satisfactory	2. Good 4. Unsatisfactory
6. कक्षा के संदर्भ में शिक्षक की समयनिष्ठा 1. अति उत्तम 3. संतोषजनक	2. उत्तम 4. असंतोषजनक	6- Punctuality of Teachers in class 1. Excellent 3. Satisfactory	2. Good 4. Unsatisfactory
7. शिक्षक द्वारा विद्यार्थियों की क्षमता पहचान एवं चुनौतियों स्वीकार करने हेतु प्रोत्साहित करना 1. पूर्णतः 3. आंशिक	2. यथोचित 4. न्यून	7- Teachers ability to identify students strength and encourage them by providing right level of challenge 1. Fully 3. Partially	2. Reasonably 4. Rarely
8. कक्षा के अतिरिक्त शिक्षक की उपलब्धता 1. अति उत्तम 3. संतोषजनक	2. उत्तम 4. असंतोषजनक	8- Availability of Teacher outside the class 1. Excellent 3. Satisfactory	2. Good 4. Unsatisfactory
9. आंतरिक-मूल्यांकन में अध्यापकीय पारदर्शिता 1. हमेशा पारदर्शी 3. आंशिक अपारदर्शी	2. आंशिक पारदर्शी 4. अपारदर्शी	9- Transparency of the internal evaluation process 1. Always Fair 3. Sometimes Unfair	2. Usually Fair 4. Unfair
10. नियत कार्य एवं प्रदर्शन/निष्पादन पर विचार विमर्श 1. हमेशा 3. कभी कभी	2. प्रायः 4. कभी नहीं	10- Discussion of assignments and performance 1. Always 3. Occasionally	2. Usually 4. Never
11. संस्था द्वारा बहुमुखी अवसर उपलब्ध कराने की क्षमता 1. अति उत्तम 3. संतोषजनक	2. उत्तम 4. असंतोषजनक	11- Ability of providing multiple opportunities by the Institution 1. Excellent 3. Satisfactory	2. Good 4. Unsatisfactory

PTO

**S.D.(PG) COLLEGE,
GHAZIABAD**

Report on

**INTRODUCTION TO
MUTUAL FUND (PART I)**

Mutual Funds



(B.Com. I Semester, December 2022)

Course Coordinator: Dr. Monika

ACKNOWLEDGEMENT

I express my gratitude towards Prof. (Dr.) Akhilesh Mishra , Principal for providing me the opportunity to coordinate this course which is quite useful for commerce students. His constant support and guidance kept the environment encouraging for all of us.

I would like to acknowledge with much appreciation, the crucial Role of NEP Committee. Their continuous updating of the course helped us for better implementation of the course. I also express my sincere gratitude to Dr. S.K. Agarwal (HOD, Commerce) for his continuous motivation and support. I also thank all the other teaching and Non-teaching staff for their valuable support.

I am also thankful to Dr. Shikha Gupta, who gave her valuable time in conducting webinar on “ Investment, depositories and derivatives sector”, which helped the students immensely in building their understanding about mutual funds and share market functioning.



Dr. Monika

Asstt. Professor,

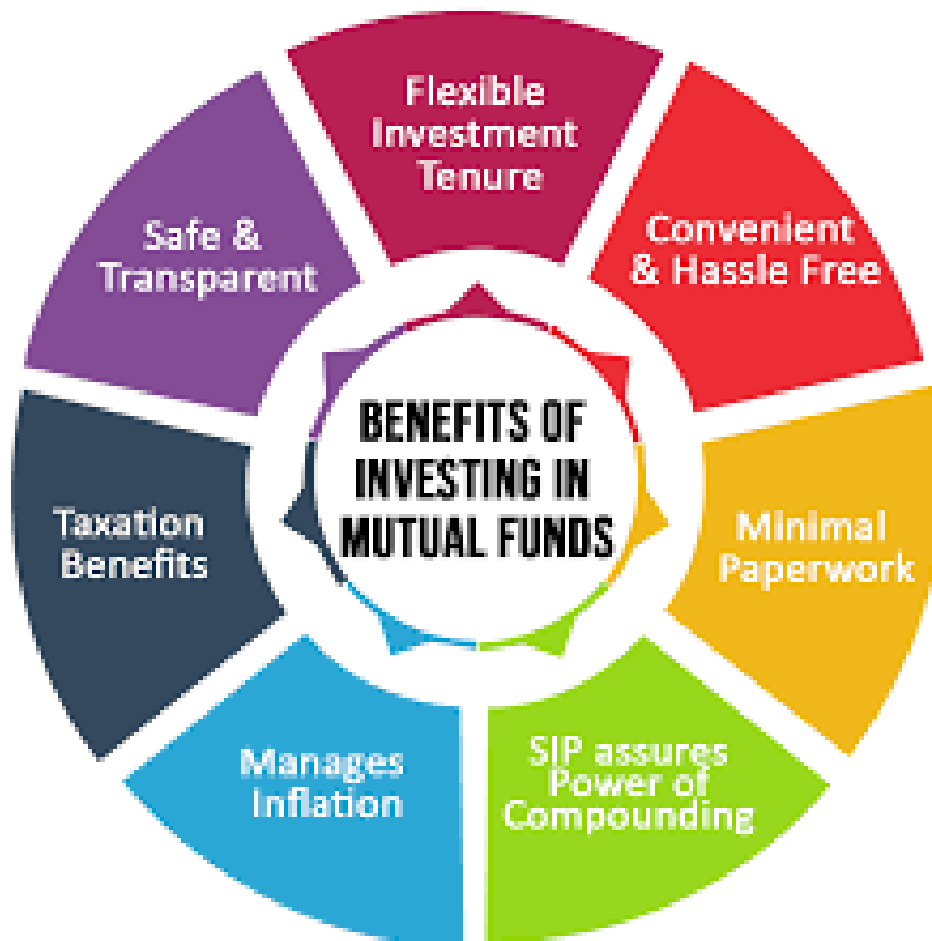
Department of Commerce

S. D. (PG) College, Ghaziabad

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3	About the Programme	3
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INTRODUCTION

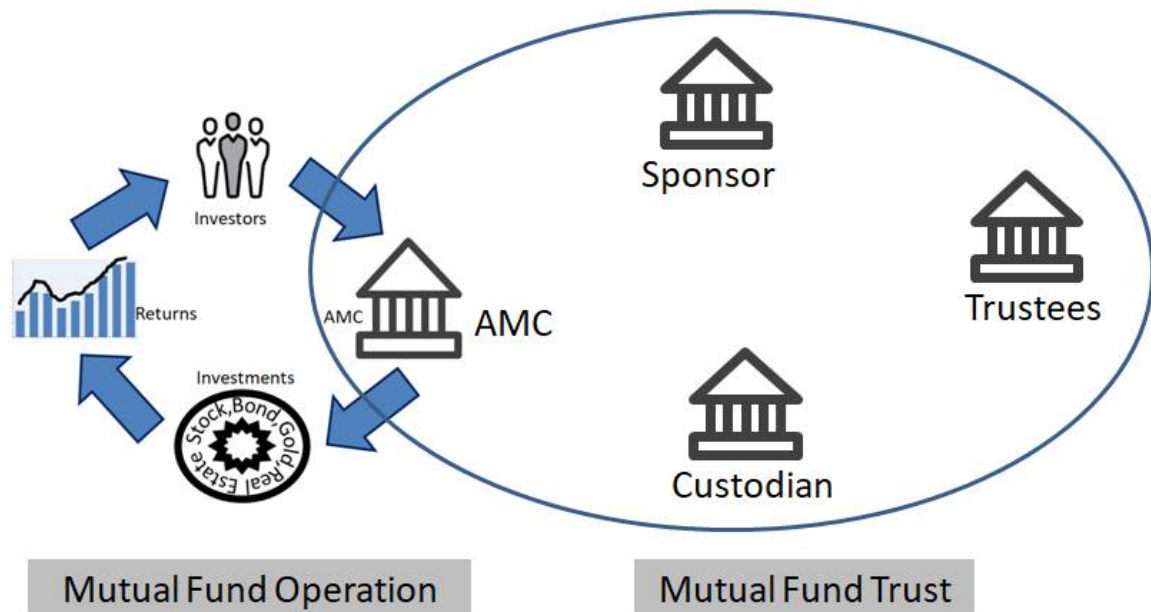


Mutual funds have gained immense popularity over the years and have also witnessed a considerable increase in growth rate.

The ease with which a small investor can invest his money in a pool of diversified securities is the reason why mutual funds have become one of the favorite go-to investment options for investors. Along with the evolving mutual fund industry, several questions regarding the characteristics, operations, and nature of these funds have also evolved.

This course 'Introduction to Mutual Funds (Part I)' helps the students to understand the basic concepts related to mutual funds, explaining what mutual funds are, how they work, types of schemes and nature of investment in mutual funds.

OBJECTIVE OF THE COURSE



The objective of this course is to provide students with an in-depth knowledge of mutual funds, their functioning with the help of an interactive format.

This course has been designed:

- ◆ To make students understand the basic concepts and operations of mutual funds;
- ◆ To discuss about the market trends of Mutual Fund investment;
- ◆ Explore the recent developments in the mutual funds in India;
- ◆ To understand the role of AMC, AMFI and SEBI etc;
- ◆ To learn about Risk Profile and Investor Grievance Redress Mechanism;

After completion of this course, a student would be able to analyze about the benefits of Mutual Fund Investments.

ABOUT THE PROGRAMME

‘Introduction to Mutual Funds (Part I)’ has been adopted as one of the courses of skill development programme under NEP w.e.f. 2021-22.

As we all know that every mutual fund has a disclaimer for investors, i.e., ‘*Mutual Fund investments are subject to market risks, read all scheme related document carefully*’. Its objective is to make aware the investor about risks involved in the Mutual Funds. In order to minimise such risks, it is necessary to have the knowledge of Mutual Fund. This programme has been introduced to provide basic knowledge of Mutual Fund.

CANARA ROBECO
Mutual Fund



5, New Basti, Ghantaghar, Naya Ganj, Ghaziabad, Uttar Pradesh 201001, India

Latitude
28.6628192

LOCAL -12:34:11
GMT -07:04:11

Longitude
77.4249068

WEDNESDAY 11.16.2022
Weather :37.0C



SYLLABUS

Unit	Topics	No. of theory hours (1 credit)	No. of skill hours (2 credits)
<i>I</i>	Investors and their Financial Goals, Concepts of Savings and Investments, Different Asset Classes, Risk Profiling, Understanding Asset Allocation	3	6
<i>II</i>	Concept of a Mutual Fund, Classification of Mutual Funds, Growth of the Mutual Fund industry in India	3	7
<i>III</i>	Structure of Mutual Funds in India, Key Constituents of a Mutual Fund, Organization Structure of Asset Management Company	3	15
<i>IV</i>	Role and Support function of Service Providers, Role and Function of AMFI, Mandatory Documents, Non-Mandatory Disclosures,	4	15
<i>V</i>	Role of Securities and Exchange Board of India, Investor Grievance Redress Mechanism, AMFI Code of Conduct for Intermediaries	2	15
TOTAL:		15	58

ASSESSMENT

B.Com Sem - I (2022 - 2023)
Introduction to Mutual Fund Part- I
Paper code- V0001068

Name of Student-
Father's Name-
Roll No. -

Maximum Marks-40
Time - 1 Hr

Note:- Attempt all the questions. Mark the correct answer with a tick mark. Each question carries equal marks.

Q 1. Which amongst the following categories of mutual funds have a fixed maturity date?
निम्नलिखित में से किस म्यूचुअल फंड की एक निश्चित परिपक्वता तिथि है?

- (a) Open ended funds (b) Exchange traded funds
(c) Close ended funds (d) Interval funds

Q 2. Mutual funds are Constituted as Trust in India. Who are the beneficiaries of the trust?
म्यूचुअल फंड भारत में ट्रस्ट के रूप में गठित होते हैं। ट्रस्ट के लाभार्थी कौन हैं?

- (a) Employees of the Asset management company (b) Mutual fund distributors
(c) Unit holders (d) Trustees of the mutual funds

Q 3. With which agency are the mutual fund distributors registered?
म्यूचुअल फंड वितरक किस एजेंसी के साथ पंजीकृत हैं?

- (a) Securities and exchange board of India (b) fund accounting team
(c) Depositories (d) Association of mutual fund in India

Q 4. Investors have the right to specify upto _____ nominees for their mutual fund investment folios.
निवेशकों को अपने म्यूचुअल फंड निवेश फोलियो के लिए नामांकित व्यक्तियों को निर्दिष्ट करने का अधिकार है।

- (a) zero (b) one
(c) two (d) three

Q 5. Which among the following is not a statutory document?
निम्नलिखित में से कौन सा वैधानिक दस्तावेज नहीं है ?

- (a) fund fact sheet (b) statement of additional information
(c) scheme information documents (d) key information memorandum

Q 6. The value of one unit of investment in mutual fund is called _____
म्यूचुअल फंड में निवेश की एक इकाई के मूल्य को कहा जाता है।

- (a) Net asset value (b) Issue value
(c) Market value (d) Gross asset value

Q 7. What is the full form of ELSS?
ईएलएसएस का फुल फॉर्म क्या है?

- (a) Equity loss share scheme (b) Equity linked saving scheme
(c) Equity linked share scheme (d) Equity linked share and securities

Q 8. Investor should file their complaints through online by which portal?
निवेशक को अपनी शिकायतें किस पोर्टल के माध्यम से ऑनलाइन दर्ज करनी चाहिए?

- (a) SCORES (b) AMFI
(c) RIDES (d) GILT

Q 9. What is the full form of SID?
एसआईडी का पूर्ण रूप क्या है?

- (a) Systematic information deed (b) Scheme information documents
(c) Scheme information deed (d) None of the above

Q 10. Which one of the following regulates mutual funds in India?
निम्नलिखित में से कौन भारत में म्यूचुअल फंड को नियंत्रित करता है?

- (a) Securities and exchange board of India (b) Association of mutual fund in India
(c) Asset management company (d) Board of Trustees of mutual fund

Q11. In which year the Securities and Exchange Board of India was established?
भारतीय प्रतिभूति और विनियम बोर्ड की स्थापना किस वर्ष हुई थी ?

- (a) 1990
(b) 1992
(c) 1994
(d) 1993

Q12. Who are known as the protectors of the funds and are employed by the fund sponsor?
फंड के संरक्षक के रूप में कौन जाने जाते हैं और फंड प्रायोजक द्वारा नियोजित होते हैं ?

- (a) Trustees
(b) sponsor
(c) Asset management company
(d) Custodian

Q13. A _____ is a trust that pools the savings of a number of investors who share common financial goals.
_____ एक ट्रस्ट है जो कई निवेशकों की बचत को पूल करता है जो सामान्य वित्तीय लक्ष्यों को साधा

- करते हैं।
(a) Share
(b) Mutual funds
(c) Government securities
(d) Derivatives

Q14. Who was the first player of the mutual fund industry?
म्यूचुअल फंड उद्योग के प्रथम खिलाड़ी कौन थे ?

- (a) ICICI Mutual fund
(b) UTI Mutual fund
(c) SBI Mutual fund
(d) LIC Mutual fund

Q15. The funds in which units can be purchased only during the initial offer period are known as _____ के रूप में वे निधियाँ जिनमें केवल प्रारंभिक ऑफर अवधि के दौरान इकाइयाँ खरीदी जा सकती हैं, _____
जानी जाती हैं।

- (a) Open ended funds
(b) Close ended funds
(c) Interval funds
(d) fixed maturity plan

Q16. The minimum experience in financial services for sponsor is _____ (As per SEBI guidelines)
प्रायोजक के लिए वित्तीय सेवाओं में न्यूनतम अनुभव _____ है। (सेबी के दिशानिर्देशों के अनुसार)

- (a) 3 years
(b) 5 years
(c) 7 years
(d) 4 years

Q17. Day to day operations of a mutual fund is handled by _____
म्यूचुअल फंड के दिन-प्रतिदिन के कार्यों को _____ द्वारा नियंत्रित किया जाता है।

- (a) Asset Management company
(b) Sponsor
(c) Trustees
(d) Share holders

Q18. Risk is less in which fund?
किस फंड में जोखिम कम है ?

- (a) Equity fund
(b) Growth fund
(c) Index fund
(d) Debt fund

Q19. What is the full form of SWP?
एसडब्ल्यूपी का फुल फॉर्म क्या है ?

- (a) systematic whining plan
(b) systematic withdrawal plan
(c) system worth plan
(d) none of the above

Q20. Financial year for all mutual fund schemes _____ को समाप्त होता है।
सभी म्यूचुअल फंड योजनाओं के लिए वित्तीय वर्ष _____

- (a) 31st December
(b) 30th September
(c) 31st March
(d) 30th June

ANNEXURE 1:**LIST OF STUDENTS**

C-4 Code	Sr No	Roll Number	Type	Enrollment No	Candidate Name	Father Name	Mo
024	1	210024303112	B	21158823	KARTIK KARDAM (Back)	KANTA PRASAD	
024	2	R220024303001	R	22546935	AADITYA	RAM AGHESH	
024	3	R220024303002	R	22546936	AASTHA SAGAR	HANRAJ SINGH	
024	4	R220024303004	R	22546938	ABHAY CHAUHAN	RAMESH CHAUHAN	
024	5	R220024303006	R	22546940	ABHAY PRATAP SINGH TOMAR	HANVIR SINGH TOMAR	
024	6	R220024303007	R	22546941	ABHAY VERMA	SHERSINGH VERMA	
024	7	R220024303011	R	22546945	ADITYA KUMAR MISHRA	RAJESH KUMAR MISHRA	
024	8	R220024303031	R	22546965	ARVIND	UDAI SHAH	
024	9	R220024303034	R	22546968	BABLI	PAPPU SHUKLA	
024	10	R220024303039	R	22546973	CHIRAG JINDAL	MANOJ JINDAL	
024	11	R220024303045	R	22546979	DIVYANKA PARASHAR	PANKAJ PARASHAR	
024	12	R220024303061	R	22546995	HEMLATA SHARMA	HARCHARAN LAL SHARMA	
024	13	R220024303062	R	22546996	HIMANSHU	RAJENDRA KUMAR	
024	14	R220024303069	R	22547003	ISHIKA SAGAR	DILEEP KUMAR	
024	15	R220024303079	R	22547013	KANCHAN	RAJESH KUMAR	
024	16	R220024303084	R	22547018	KHUSHBU	RAKESH	
024	17	R220024303088	R	22547022	KOMAL SHARMA	DEVENDER SHARMA	
024	18	R220024303094	R	22547028	KUNAL SINGH	VISHAL KUMAR	
024	19	R220024303100	R	22547034	MAYANK KUMAR	UMESH GAUTAM	
024	20	R220024303114	R	22547048	NIKHIL KUMAR	SURENDER KUMAR	
024	21	R220024303124	R	22547058	PAWAN PASWAN	HARINDER	
024	22	R220024303127	R	22547061	POOJA KUMARI	VIDYA SAGAR MANDAL	
024	23	R220024303134	R	22547068	PUNEET	KULDEEP	
024	24	R220024303135	R	22547069	RADHA	KHAJAN SINGH	
024	25	R220024303143	R	22547077	RISHANK	SUBHASH CHAND	
024	26	R220024303150	R	22547084	RUCHI	ROSHAN LAL	
024	27	R220024303156	R	22547090	SADAF	MOHD SADDIQ	
024	28	R220024303161	R	22547095	SAKSHAM DIXIT	AMIT DIXIT	
024	29	R220024303185	R	22547119	SHIVAM	KAMLESH PRASAD	
024	30	R220024303192	R	22547126	SIDDHARTH TYAGI	RAMAYAR TYAGI	
024	31	R220024303194	R	22547128	SNEHA	YOGESH KUMAR	
024	32	R220024303196	R	22547130	SONALI MORAL	SANJEEV KUMAR MORAL	
024	33	R220024303206	R	22547140	SUNAINA	PRADEEP	
024	34	R220024303211	R	22547145	TANUJA RANI	INDRA DEV PASWAN	
024	35	R220024303224	R	22547158	VARSHA KASHYAP	KRISHNA PAL	
024	36	R220024303225	R	22547159	VARUN KUMAR	GOPAL SINGH	
024	37	R220024303232	R	22547166	VIVEK KUMAR	VINOD KUMAR	
024	38	R220024303233	R	22547167	VIVEK THAKUR	SHIV NARAYAN THAKUR	

ANNEXURE 2:

THEORY & PRACTICAL CLASS



Shop No. A-12, S.D. Degree College, Compond Nai Basti, Ghantaghar, Naya Ganj, Ghaziabad, Uttar Pradesh 201001, India

Latitude
28.6628291

Longitude
77.4245685

LOCAL -12:09:17
GMT -06:39:17

MONDAY 12.05.2022
Weather :37.0C



S.D College Building, MC7F+3RX, G.T Road, opp. MMG Hospital, Ghantaghar, Naya Ganj, Ghaziabad, Uttar Pradesh 201001, India

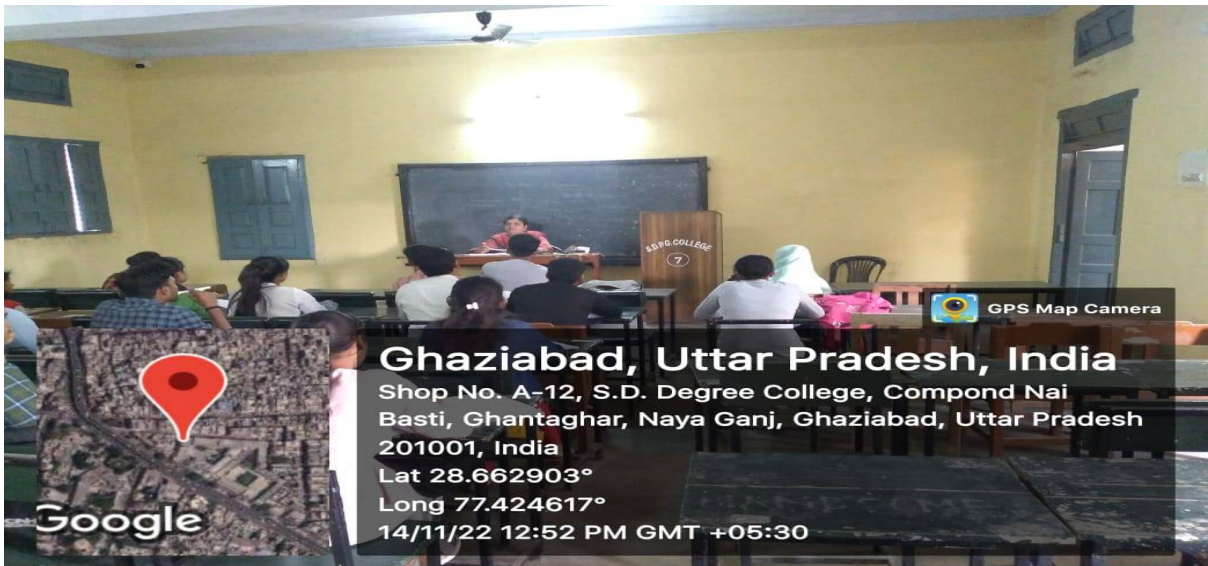
Latitude
28.6627087

Longitude
77.4247129

LOCAL -09:47:09
GMT -04:17:09

TUESDAY 11.22.2022
Weather :37.0C

9



Ghaziabad, Uttar Pradesh, India

Shop No. A-12, S.D. Degree College, Compond Nai Basti, Ghantaghar, Naya Ganj, Ghaziabad, Uttar Pradesh 201001, India

Lat 28.662903°

Long 77.424617°

14/11/22 12:52 PM GMT +05:30


GPS Map Camera

Google

8

ANNEXURE 3:

WEBINAR



**NCDEX IPF Trust & Department of Commerce
Shambhu Dayal Post Graduate College, Ghaziabad
Presents
Understanding the Commodity Derivatives Market**

Speaker

Dr. Shikha Gupta
Resource Person, NCDEX

Moderators

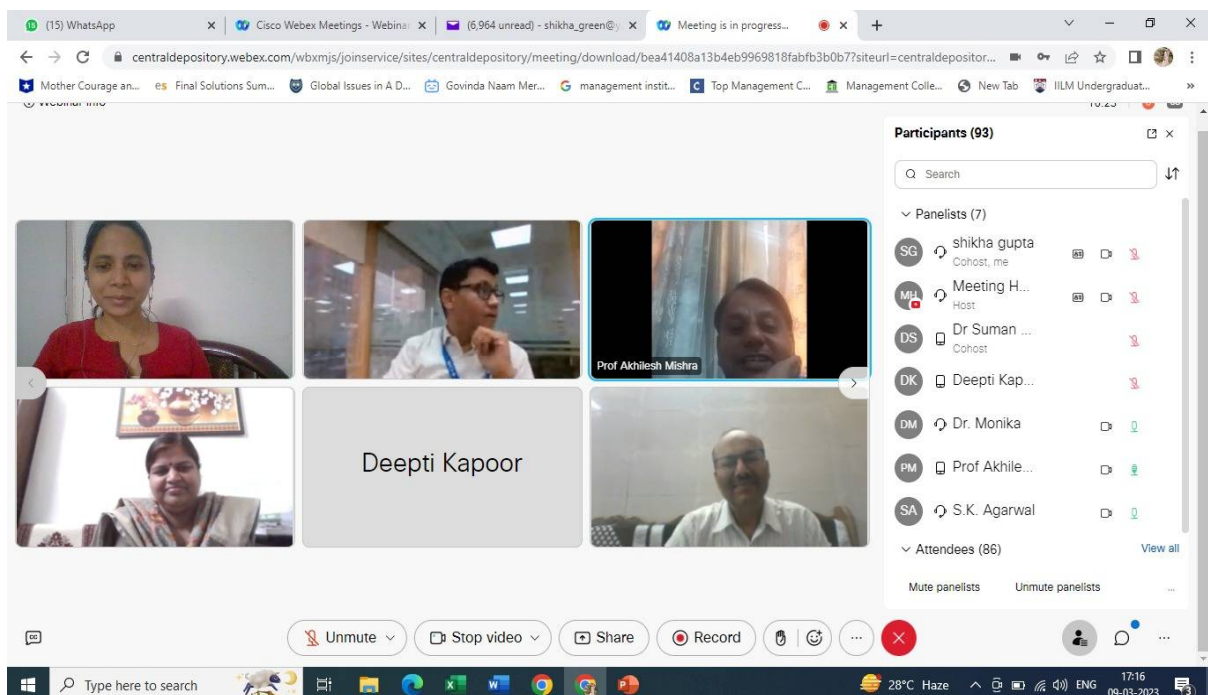
Prof. Akhilesh Mishra
Principal

Dr. Shailendra Kumar
HOD, Department of
Commerce

Dr. Monika
Program Coordinator
Assistant Professor,
Department of Commerce

Date & Time | March 10, 2023 , 05:00 PM Onwards

In case of any queries, feel free to
Call us on toll-free 1800 -266-2339 or leave a message at ig@ncdex.com



ANNEXURE 4:

CERTIFICATE DISTRIBUTION



SHAMBHU DAYAL P.G. COLLEGE

GHAZIABAD

BASIC COMMUNICATION SKILLS COURSE

**Conducted on the Curriculum based on NEP Under skill development
Programme**

In association with

NANDKRITI WELFARE TRUST

February 23st – March 15th 2023



Coordinator:- Dr. Reena Sharma, Associate Professor

Resource Person :- Dr. Nandita Sharma,

**Founder General Secretary
Nandkriti Welfare Trust**

Index

Letter of MOU

1.1 Objectives

1.2 Introduction

1.3 About the Programme

1.4 Key features of the Workshop

1.5 Course Curriculum and Assessment

1.6 Course Schedule



Memorandum of Understanding Between Shambhu Dayal Degree College and Nandkriti Welfare Trust

1.1 Introduction- Importance of Communication Skills

Just saying something is not enough. Unless what you have said has made an impact, there has been no successful communication. Communication happens both ways. Therefore, the ability to successfully convey a message that results in understanding an action is known as communication skills.

Excellent communication skills are important and will take you far in life. From your professional ambitions, to your personal goals, communication skills play an important role in each. Therefore, its importance cannot be stressed enough. However, there are many people who struggle with communication. There could be many reasons behind it. But one need not worry as communication skills can be worked upon. It is evident in this fast moving world, each one of us has to keep abreast with the rest. So it becomes an essential skill for students who will one day become professional to acquire these skills while they learn other disciplines.

1.2 About the Programme

In order to achieve this goal of making our students competent, Shambhu Dayal P.G. College in Association with Nandkriti Welfare Trust conducted a 15 day workshop on Basic Communicative Skills under the Skill Development Programme for College students.

A Memorandum of Understanding was signed between Professor Shri Akhilesh Mishra, Principal , Shambhu Dayal P.G. College; and Dr, Nandita Sharma, General Secretary, Nandkriti Welfare Trust for conducting workshops this year and for forth coming semesters. The course was organized and coordinated by Dr. Reena Sharma, Associate Professor, Shambhu Dayal College.

This workshop for the current semester was conducted between February 23rd –March 15th2023 in Offline and online modes; keeping in mind the Covid Protocol.



1,3 Objectives:- After participating in the Basic Communicative Skills Course, the students will be able to

- ❖ **Inform & Build Awareness**
- ❖ **Improve LSRW skills**
- ❖ **Learn Presentation techniques**

1.4 Key features of the Course

The intention of this course was to make the Undergraduate Students aware about the Importance of Communication and about the various types of Communication that takes place among people and workplaces. In the initial two days the students were made aware about the key definitions and functionality of Communication. Next two days were devoted to understanding the Various types , flow and kinds of Communication. Which was followed by understanding the Barriers of Communication on faces in different situations. The classes were supported by real life experiences and interaction,

The next 5 days were vigorously utilized to understand the four Skills of Communication

- **Listening**
- **Reading**
- **Writing**
- **Speaking**

Next was the focus on Academic Writing and its features. In the final part of the course focused upon the role of Technology, Computer in Communication and how one could improvise their communication skills by including technology in the same. The students were provided to practice Presentation Skills, Email Writing, and Interviewing skills.

Sessions on Grammar and Vocabulary were incorporated side by side so that the students could practice the structures and correct usage of language

The students participated enthusiastically in the Workshop and were able to gain much insight into all these aspects of Communication well.

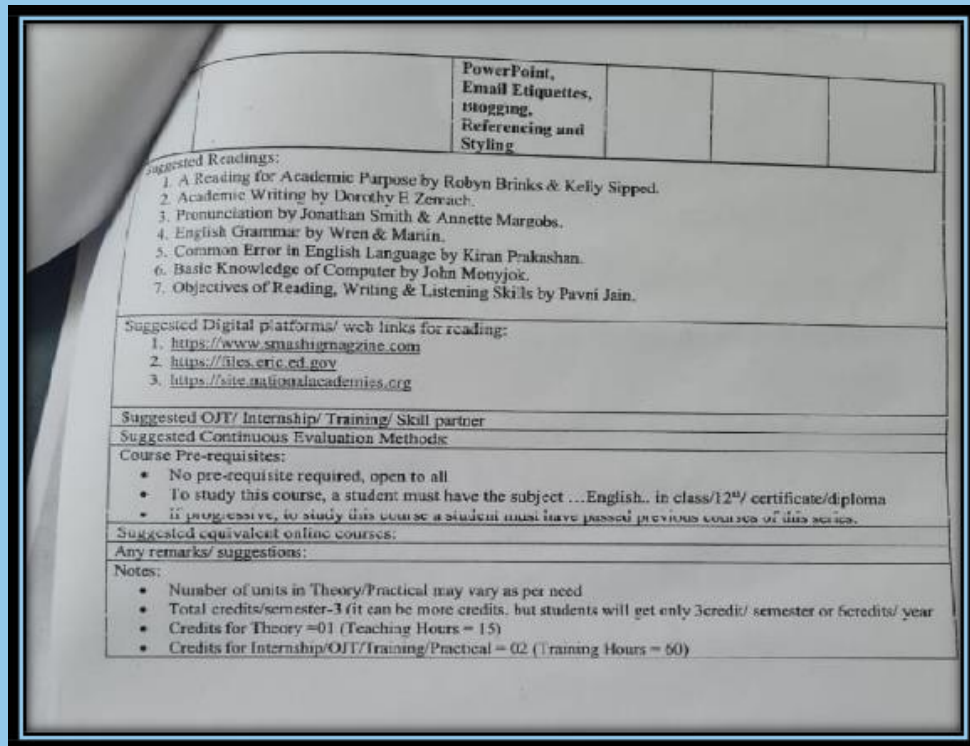


1.5 Course Curriculum & Assessment

As per the defined syllabus for Basic Communication Skill development, The course was conducted smoothly covering all theoretical and Practical aspects of the course.

Given below is the detailed syllabus for Basic Communicative English.

Format for syllabus development of Skill development course					
Title of course- Basic Communicative English			Department Of English		
Nodal Department of HEI to run course			Basic Skills in English		
Broad Area/Sector-			Language Skills		
Sub Sector-			Independent		
Nature of course - Independent / Progressive					
Name of suggestive Sector Skill Council					
Alienated NSQF level					
Expected fees of the course -Free/Paid			Free		
Spend to student expected from industry					
Number of Seats.....			30		
Course Code			Credits: 03 (1 Theory, 2 Practical)		
Max Marks: 100 Minimum Marks.....			Theory 40% and Practical 60%		
Name of proposed skill Partner (Please specify, Name of industry, company, etc. for Practical /training/ internship/OJT			Not Available		
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company, etc.)			It leads to various academic and employment opportunities		
Syllabus					
Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Thinking Skills for Academic Purpose	Developing Critical, Analytical and Imperative Thinking Skills, Enhancing Vocabulary, Grammar	Theory and Practical	2 Hours	6 Hours
II	Reading for Academic Purpose	Reading comprehension – Types of Texts – Persuasive, Argumentative, Narrative, Descriptive, Expository	Theory and Practical	2 Hours	6 Hours
III	Writing for Academic Purpose	Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume	Theory and Practical	3 Hours	12 Hours
IV	Speaking for Academic Purpose	Importance of Communication Skills, Types of Conversations - Telephonic, Informal, Formal	Theory and Practical	4 Hours	12 Hours
V	Listening for Academic Purpose	Comprehending Audio, Videos, Captioning	Theory and Practical	2 Hours	12 Hours
VI	Introduction to Computer Application	Application of MS Word,	Theory and Practical	2 Hours	12 Hours



Assessment

After the course was completed, the assessment was carried out in two phases, Internal-Practical based Examination for 60 Marks, In which the students were assessed for their Oral and Listening Skills and External- Theory based examination to assess their declarative and procedural outcome. Almost 99% of the participants took these exams. This ensures their quest for learning and excelling in future.(List of students is attached herewith at the end of the report.)



Annexure II

Glimpses/screenshots of class schedule online conducted by Dr. Nandita Sharma, General Secretary, Nandkriti Welfare Trust :-

Join our Cloud HD Video Meeting

Zoom is the leader in modern enterprise video com...

us04web.zoom.us

Zoom meeting invitation - Presentation

Skills By Dr. Nandita Sharma

17:00 - 17:40

Thu, 23 Feb 2023

<https://us04web.zoom.us>

[/j/74142280032?pwd=](https://us04web.zoom.us/j/74142280032?pwd=lz6j2W3b3WWZoOmHI015CjrbfwESrS.1)

[lz6j2W3b3WWZoOmHI015CjrbfwESrS.1](https://us04web.zoom.us/j/74142280032?pwd=lz6j2W3b3WWZoOmHI015CjrbfwESrS.1)

DrNandita Sharma is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us04web.zoom.us>

[/j/74142280032?pwd=](https://us04web.zoom.us/j/74142280032?pwd=lz6j2W3b3WWZoOmHI015CjrbfwESrS.1)

[lz6j2W3b3WWZoOmHI015CjrbfwESrS.1](https://us04web.zoom.us/j/74142280032?pwd=lz6j2W3b3WWZoOmHI015CjrbfwESrS.1)

Meeting ID: [741 4228 0032](#)

Passcode: GGD9ST

22:00 ✓

Join our Cloud HD Video Meeting

Zoom is the leader in modern enterprise video com...

us04web.zoom.us

Zoom meeting invitation - Presentation

Skills Continued Dr. Nandita

17:45 - 18:10

Thu, 23 Feb 2023

<https://us04web.zoom.us>

[/j/71153489447?pwd=](https://us04web.zoom.us/j/71153489447?pwd=3u9A1Hgg8u7kgKLwBw9zSZrHfOlWgN.1)

[3u9A1Hgg8u7kgKLwBw9zSZrHfOlWgN](https://us04web.zoom.us/j/71153489447?pwd=3u9A1Hgg8u7kgKLwBw9zSZrHfOlWgN.1)

.1

DrNandita Sharma is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us04web.zoom.us>

[/j/71153489447?pwd=](https://us04web.zoom.us/j/71153489447?pwd=3u9A1Hgg8u7kgKLwBw9zSZrHfOlWgN.1)

[3u9A1Hgg8u7kgKLwBw9zSZrHfOlWgN](https://us04web.zoom.us/j/71153489447?pwd=3u9A1Hgg8u7kgKLwBw9zSZrHfOlWgN.1)

.1

Meeting ID: [711 5348 9447](#)

Passcode: bv9j2k

22:01 ✓

Join our Cloud HD Video Meeting

Zoom is the leader in modern enterprise video com...

us04web.zoom.us

**Zoom meeting invitation - DrNandita
Sharma's Zoom Meeting**

17:00 - 17:36

Tue, 14 Mar 2023

<https://us04web.zoom.us>

[/j/75083389237?pwd=](https://us04web.zoom.us/j/75083389237?pwd=YnDjwRXxRVGrWAQgyJTL39P2aRbqYT.1)

[YnDjwRXxRVGrWAQgyJTL39P2aRbqYT](https://us04web.zoom.us/j/75083389237?pwd=YnDjwRXxRVGrWAQgyJTL39P2aRbqYT.1)

.1

DrNandita Sharma is inviting you to a
scheduled Zoom meeting.

Join Zoom Meeting

<https://us04web.zoom.us>

[/j/75083389237?pwd=](https://us04web.zoom.us/j/75083389237?pwd=YnDjwRXxRVGrWAQgyJTL39P2aRbqYT.1)

[YnDjwRXxRVGrWAQgyJTL39P2aRbqYT](https://us04web.zoom.us/j/75083389237?pwd=YnDjwRXxRVGrWAQgyJTL39P2aRbqYT.1)

.1

Meeting ID: 750 8338 9237

Passcode: fd7nta

20:15 ✓✓

Join our Cloud HD Video Meeting

Zoom is the leader in modern enterprise video com...

us04web.zoom.us

**Zoom meeting invitation - DrNandita
Sharma's Zoom Meeting**

17:45 - 18:30

Tue, 14 Mar 2023

<https://us04web.zoom.us>

[/j/75766721551?pwd=](https://us04web.zoom.us/j/75766721551?pwd=uefmIpVRlBbRNIKGBafOm3XehIEHPzH.1)

[uefmIpVRlBbRNIKGBafOm3XehIEHPzH.1](https://us04web.zoom.us/j/75766721551?pwd=uefmIpVRlBbRNIKGBafOm3XehIEHPzH.1)

DrNandita Sharma is inviting you to a
scheduled Zoom meeting.

Join Zoom Meeting

<https://us04web.zoom.us>

[/j/75766721551?pwd=](https://us04web.zoom.us/j/75766721551?pwd=uefmIpVRlBbRNIKGBafOm3XehIEHPzH.1)

[uefmIpVRlBbRNIKGBafOm3XehIEHPzH.1](https://us04web.zoom.us/j/75766721551?pwd=uefmIpVRlBbRNIKGBafOm3XehIEHPzH.1)

Meeting ID: 757 6672 1551

Passcode: Frtw40

17:38 ✓✓

Annexure III

Offline Seesion on Resume making and Interviewing Skill (Glimpses)
conducted by Dr. Nandita Sharma ,General Secretary, Nandkriti Welfare Trust



Press release.

एसडी कॉलेज में व्याख्यान का आयोजन



युग करवट संवाददाता
गाजियाबाद। एसडी कॉलेज में राष्ट्रीय शिक्षा नीति के तहत बेसिक कम्युनिकेटिव इंग्लिश विषय पर व्याख्यान का आयोजन किया गया। कार्यक्रम की अध्यक्षता प्राचार्य प्रोफेसर अखिलेश मिश्रा ने करते हुए इस तरह के आयोजन की अनिवार्यता पर बल दिया।

वहीं डॉ. नंदिता शर्मा ने कम्युनिकेटिव इंग्लिश की आवश्यकता पर बल दिया तो लीना ने स्ट्रेस मैनेजमेंट पर व्याख्यान दिया। कार्यक्रम का संचालन डॉ. प्रियंका सिंह ने किया। इस दौरान कार्यक्रम संयोजक डॉ. उर्वीजा शर्मा, डॉ. रीना शर्मा, डॉ. अनुराधा अग्रवाल आदि मौजूद रहीं।

कौशल विकास पाठ्यक्रम पर व्याख्यान



शंभु दयाल पीजी कॉलेज गाजियाबाद में कौशल विकास पाठ्यक्रम पर व्याख्यान कार्यक्रम के दौरान प्राचार्य, अतिथि व अन्य • सौ. शिक्षक

वि. गाजियाबाद : शंभु दयाल पीजी कॉलेज गाजियाबाद में कौशल विकास पाठ्यक्रम पर व्याख्यान हुआ। शुक्रवार को व्याख्यान का विषय राष्ट्रीय शिक्षा नीति के अंतर्गत बेसिक कम्युनिकेशन इंग्लिश रहा। अध्यक्षता प्राचार्य प्रोफेसर अखिलेश मिश्रा ने की। मुख्य वक्ता डा. नंदिता शर्मा ने व्याख्यान में कम्युनिकेशन इंग्लिश की आवश्यकता पर बल दिया। वहीं विशिष्ट वक्ता लीना गुप्ता ने 'स्ट्रेस मैनेजमेंट' पर व्याख्यान

दिया। कार्यक्रम संयोजक डा. उर्वीजा शर्मा रहीं। कार्यक्रम संचालन डा. प्रियंका सिंह ने किया। पाठ्यक्रम संयोजक डा. रीना शर्मा और डा. अनुराधा अग्रवाल रहीं। प्राचार्य प्रोफेसर अखिलेश मिश्रा ने कहा कि कौशल विकास के लिए इस तरह के कार्यक्रम होते रहने चाहिए। कौशल विकास कार्यक्रम सहभागिता के लिए नंदकृति वेलफेयर ट्रस्ट से एमओयू पर हस्ताक्षर किया गया।



Appendix IV Offline Session on Stress Management conducted by Dr. Nandita Sharma, General Secretary, Nandkriti Welfare Trust





List of Participants

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB			DATE :
EXAMINATION TIME	ROOM NO.			DAY:
	LECT NO.			TIME:
SUBJECT & COURSE	BASIC COMMICATIVE ENGLISH V0001004			
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
1		ABHISHEK KUMAR	ANIL KUMAR SINGH	
2		ABHISHEK NAGAR	ANIL NAGAR	
3		ABHISHEK NAGAR	KARAMVEER NAGAR	
4		ALISHA	SHARIF KHAN	
5		ANJALI	MAHENDRA PAL SINGH	
6		ANKITA	SATYA PRAKASH	
7		ANKUR KUMAR	KANCHI SINGH	
8		ANMOL KASHYAP	DINESH CHAND	
9		ANSHUL NAGAR	ASHOK KUMAR	
10		ANUSHIKA SEHANI	SUNIL KUMAR SEHANI	
11		ARVIND KUMAR	SATISH KUMAR	
12		ATUL KUMAR	KANCHI SINGH	
13		AYESHA	AKIL	
14		AYUSHI KAUSHIK	RAJAN SHARMA	
15		BHARAT GAUTAM	YASHPAL	
16		BHOOMI SAXENA	SANDEEP SAXENA	
17		BUSHRA	MUSHTAQ AHMAD	
18		CHANDNI	ANIL KUMAR	
19		DANISH	RASHID SAIFI	
20		DEEPAK KUMAR	PRAMOD KUMAR	
21		DEVENDRA PRAKASH	PRAMOD KUMAR	
22		DEVESH KUMAR	RAJ KUMAR	
23		GAURI	MUKESH KUMAR	
24		HARSHIT GULIYA	DHARMENDRA GULTYA	
25		JYOTI YADAV	JITENDRA SINGH YADAV	
26		KAPIL KUMAR JAYANT	BRIJESH KUMAR JAYANT	
27		KHUSHBOO	RAM BABU	
28		MANISH KUMAR	KRISHAN KUMAR	
29		MANISH KUMAR	GIRISH KUMAR	
30		MANISH RANA	JITENDRA SINGH	
31		MANSI	KAMAL	

CH. CHARAN SINGH UNIVERSITY MEERUT

NAME OF CENTE R	SHAMBHU DAYAL PG COLLEGE GZB			DATE :
EXAMINATION	ROOM NO		DAY:	
TIME	LECT NO.		TIME:	
SUBJECT & COURSE		BASIC COMMICATIVE ENGLISH V0001004		
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
32		MANSI	DEVENDRA KUMAR RATHOR	
33		MUSKAN KUMARI	AMRENDRA KUMAR KAMAT	
34		NEEMA	RAMSURAT	
35		NIDHI TIWARI	VINOD TIWARI	
36		NIKKI	MUKESH KUMAR	
37		NISHA	TARA CHAND	
38		NITIN KASANA	NARENDER KASANA	
39		PARUL	SULENDRA SINGH	
40		PAYAL	GHANSHYAM SINGH	
41		PAYAL SHARMA	KULDEEP SHARMA	
42		PAYAL SINGH	ASHOK SINGH	
43		POOJA	JEETPAL	
44		POOJA	BHOOP SINGH	
45		PRATIKSHA TOMAR	PARAMJEET TOMAR	
46		PRINCE	PRAHALAD	
47		PUSHPENDER	SATYA PRAKASH	
48		RAHISUDEEN	MOHD RASHID AHMAD	
49		RAJENDER SINGH NEGI	DAYAL SINGH NEGI	
50		RAMGOPAL	RAMANAND	
51		REKHA MAVI	JAIVEER MAVI	
52		RIYA KASANA	SANJAY KASANA	
53		ROHIT KUMAR	GANGA WASI	
54		SANIYA	UMAR USMANI	
55		SANJAY KUMAR	RAM SROOP KUMAR	
56		SANNU KUMAR	KIRAN PAL SINGH	
57		SHAGUN	NARESH	
58		SHAHNUMA	SHAMIM	
59		SHANAWAZ	RAHISUDDIN	
60		SHEETAL	MANOJ KUMAR	
61		SHIVA MISHRA	RAVENDRA KUMAR MISHRA	
62		SHIVA RANI	RAJENDER SINGH	

CH. CHARAN SINGH UNIVERSITY MEERUT

NAME OF CENTER	SHAMBHU DAYAL PG COLLEGE GZB	DATE :
EXAMINATION TIME	ROOM NO.	DAY:
SUBJECT & COURSE	LECT NO.	TIME:
BASIC COMMICATIVE ENGLISH V0001004		

SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
63		SHIVANI VALIA	MUKESH KUMAR	
64		SNEHA TAAK	NARESH TAAK	
65		TANYA	SULENDRA	
66		TUSHAR CHAUHAN	RUPESH CHAUHAN	
67		VAISHALI YADAV	ANIL KUMAR	
68		VIPUL KUMAR TYAGI	MANOJ KUMAR TYAGI	
69		VISHAL KUMAR	SUNIL KUMAR	
70		VISHAL KUMAR	VIJAY SINGH	
B.COM.				
71		AAKASH CHOUDHARY	PRAMOD CHOUDHARY	
72		ABHAY SHARMA	SANJAY SHARMA	
73		ABHISHEK VERMA	MANOJ KUMAR	
74		ADITYA KUMAR	NEERAJ SINGH	
75		AKASH KUMAR	HARENDRA KUMAR	
76		AMAAN SALMANI	MEHRAJ SALMANI	
77		AMAN	MUKESH	
78		ANAS MALIK	JAMEEL MALIK	
79		ANKIT YADAV	RAVINDER YADAV	
80		ARJUN AHIRWAR	MUNNI LAL AHIRWAR	
81		AZAD KUMAR GUPTA	DHARMENDRA SHAH	
82		BHANU	ASHOK KUMAR	
83		DEVDUIT YADAV	SANKATHA PRASHAD YADAV	
84		DIYA CHAUHAN	VINOD CHAUHAN	
85		FAIZ ANSARI	IRFAN ANSARI	
86		FAIZAN	JABIR	
87		HARSH YADAV	RAMESH CHAND	
88		HIMANSHU GOSWAMI	RAJKUMAR GOSWAMI	
89		JOYA	NASEEM	
90		KISHAN SINGH	NARANDRA SINGH	
91		LAXMI	RAJU	

CH. CHARAN SINGH UNIVERSITY MEERUT

NAME OF CENTER		SHAMBHU DAYAL PG COLLEGE GZB		DATE :
EXAMINATION TIME		ROOM NO	DAY:	
SUBJECT & COURSE		LECT NO.	TIME:	
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
		BASIC COMMICATIVE ENGLISH V0001004		
92		MANSI RATHI	PAWAN KUMAR RATHI	
93		MISBAHUL	JAWAL ISLAM	
94		MOHIT	SATISH CHAND	
95		NEHA RANI	YADRAM	
96		NUPUR THAKUR	RATNAKAR THAKUR	
97		POOJA YADAV	HARISHYAM YADAV	
98		RAJAT TYAGI	RAJEEV TYAGI	
99		RANJAN ARORA	MUKESH ARORA	
100		RITESH SINGH	VEER BHADUR SINGH	
101		RITISH RAWAT	SATENDRA SINGH RAWAT	
102		RIYA SHARMA	HARENDRA KUMAR SHARMA	
103		SACHIN CHAUHAN	ANIL CHAUHAN	
104		SAMEER	YAKOOB	
105		SAMEER SAIFI	SALIMUDDIN SAIFI	
106		SANDEEP	SURENDRA	
107		SHAARIM HAYAT	FARUKH	
108		SHIKHA AWASTHI	VIJAY AWASTHI	
109		SHIVANI	MANMOHAN SINGH	
110		SOMYA GAUR	PRADEEP GAUR	
111		SUMAN CHOUDHARY	VIRENDRA SINGH	
112		SUSHMITA GIRI	JAI PRAKASH GIRI	
113		SUYASH SAINI	SUNIL SAINI	
114		UJJWAL PARCHA	DEEPAK PARCHA	
115		VIKAS GIRI	LOKESH GIRI	
116		YASH VARDHAN	PRAVEEN KUMAR	
117		YASHIKA SHARMA	GAUTAM SHARMA	
118		YUNUS	FAROOQ	
119				
120				

**SHAMBHU DAYAL
(P.G.) COLLEGE
GHAZIABAD**



FUNDAMENTAL OF COMPUTERS & IT

**SKILL DEVELOPMENT
PROGRAM
B.A & B.COM Ist YEAR
2022-23**

COURSE COORDINATORS

***Dr.Priyamka Singh
Sh. Gautam Bansal
Dr.Aditi Garg
Sh.Vaibhav Tyagi***



Acknowledgement



I would like to express my profound gratitude to **Prof. Akhilesh Mishra**, *Head of the Institution (S.D.P.G. College, Ghaziabad)* for his tremendous support and efforts to make this endeavour. His dynamism, vision, sincerity and motivation have deeply inspired me. During this transition period, his leadership, positive attitude and supportive perseverance encouraged and motivated me to perform for the betterment of the students. Two computer labs were set up in our college which helped students to complete this skill course (Fundamental of Computers & IT) and motivated them to learning attitude by providing an interactive learning environment.

I acknowledge with thanks for the kind of patronage, loving inspiration and support which I have received from *NEP Convener Prof. Urvija Sharma (Dept. Of Hindi)*. I also take the opportunity to acknowledge the contribution of **Mr. Gautam Bansal (Dept. Of English), Course Coordinator**, for his full support and cooperation during the Skill Development program. He has smoothly transformed the end result into trained participants.

I am extremely thankful to course coordinator **Dr Aditi Garg, (Dept. of Commerce)** for her intellectual support, assistance, effort and contribution. She, as a mentor, has always been a problem solver for the students during the course tenure. I would like to express my special thanks to **Shri Vaibhav Tyagi** for the time and efforts he provided throughout the year. He has helped in every aspect to make the conduction and completion of the program a success.

Last but not the least, I would humbly appreciate our College Fraternity and Staff without their presence, it was not possible to accomplish the end result. Finally, the sincere and devoted efforts of the participants is highly commendable.

Dr. Priyanka Singh

Course Coordinator

Dept. of Economics

S.D.(P.G.) College, Ghaziabad



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- 1.6 Course Details and Assessment**
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- 1.8 Performance Appraisal and Feedback**

Annexure I Course Syllabus

Annexure II Course Schedule

Annexure III List of Participants

Annexure IV Feedback Form

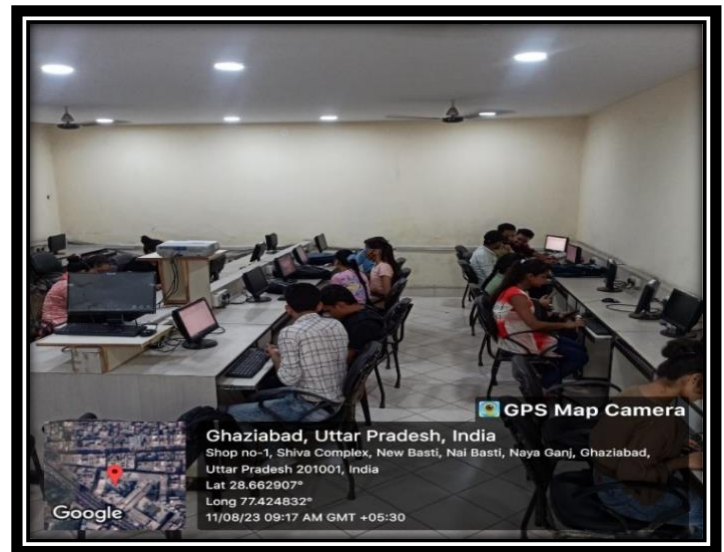
SKILL DEVELOPMENT COURSE FUNDAMENTAL OF COMPUTERS & IT FOR B.A. IInd & B.COM IInd Sem SESSION 2022-23

1.1 Overview of Course

Computers today are an integral part of our everyday existence. Be it school, banks, shops, railways, airways, hospital, share market, social networking or your own home, computers are present everywhere, making our work easier and faster. As They are present everywhere, in all the devices that we use daily like cars, games, washing machines, microwaves, music systems, air conditioners, automated payment systems etc. and in day-to-day computations like banking, reservations, electronic mails, internet and many more. They are such integral part of our lives, we must know what they are and how they function.

The word **computer** is derived from the word **compute**. Compute means to calculate. It had the capacity to solve complex arithmetic and scientific problems at very high speed. But nowadays in addition to handling complex arithmetic computations, computers perform many other tasks like accepting, sorting, selecting, moving, comparing various types of information. Computer and Information Technology have become very essential in the Effective Management of any type of commercial activity. It offers great opportunities before the young generation for becoming independent and self-reliant asset of the nation.

We celebrate World Computer Literacy Day on 2nd Dec every year with the target of delivering computer basic knowledge among the women and students of various faculties. Looking at the extended form of the word ‘COMPUTER’ – Commonly Operated Machine Particularly Used in Technical Education Research; also points towards technology-based education and researches. Understanding the future prospects of computer education, our institution has developed well equipped two Computer Labs to support the skill development programme.



1.2 Skill Development Programme in Computers & IT

Fundamentals of Computer & IT programme has been adopted as one of the options of Skill Development Course in our Affiliating University – Ch. Charan Singh University, Meerut; under NEP 2022-23 session. It has been successfully planned, implemented and coordinated in our Institution by efficient team of coordinators. Amongst the Course Coordinators, we had *Dr. Priyanka Singh, Associate Professor, Deptt. Of Economics, S.D.(P.G.) College, Ghaziabad; Mr. Gautam Bansal, Assistant Professor, Dept. Of English, S.D.(P.G.) College, Ghaziabad; Dr. Aditi Garg, Assistant Professor, Deptt. Of Commerce, S.D.(P.G.) College, Ghaziabad and Sh. Vaibhav Tyagi, Technical Head Support, S.D.(P.G.) College, Ghaziabad.* The team has received regular guidance and support from *Prof. Dr. Akhilesh Mishra, Principal, S.D.(P.G.) College, Ghaziabad and Dr. Urvija Sharma, Convener NEP, S.D.(P.G.) College, Ghaziabad;* in transforming the programme into a fruitful effort.

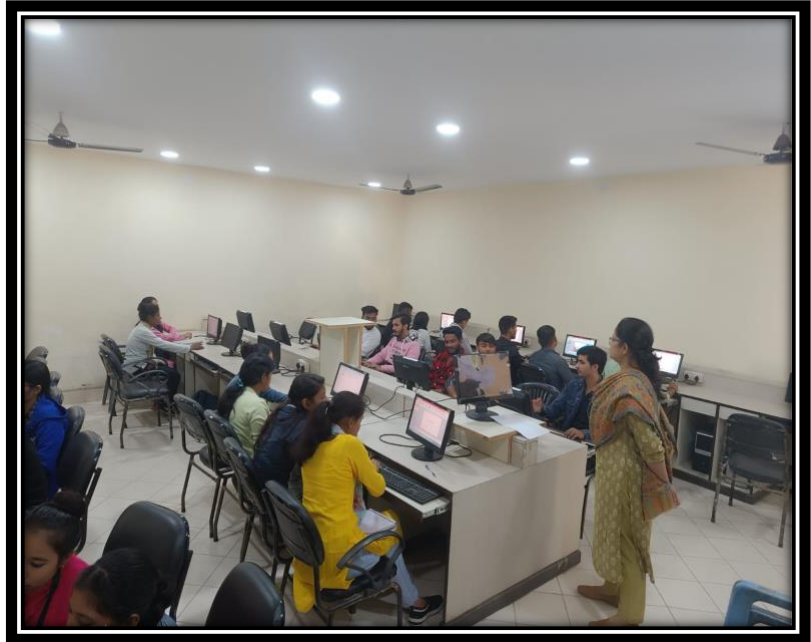


Implementation of this Skill Course has made best use of infrastructural resources for *Teaching and Learning* process. The Team has always been present for online and offline mode of delivering computer skills and problem solving. Students have

shown over-whelming participation starting from enrolling into the programme to final leaning and assessment with massive presence.

1.3 Course Objectives

The main focus of this course is to familiarise the students in Under-Graduate courses with the innovations in Information Technology and how it affects the people in general and specific areas. An in-depth understanding of the technology used today, will empower the students in strengthening their career goals. After studying this course students will be able to:



- Learn the concept of a system in general and the computer system in particular.
- Learn and understand how the computers have evolved over centuries within a very short span, from very huge machines of the past, to very compact designs and advanced technology.
- Understand the general classifications of computers.
- Explore computer applications areas.
- Understand the typical characteristics of computers in terms of speed, accuracy, efficiency, storage capacity, versatility etc.
- Understand limitations of the Computer.
- Discuss the similarities and differences between the human and the computer.
- Understand the computer hardware and software power.
- Application of Word Processing techniques
- Understanding the standalone and networking concepts and their application in daily life
- Exploring safety and security features provided in the system
- Making awareness among students about the security threats present in today's system based transactions.

1.4 Major Features of the Programme

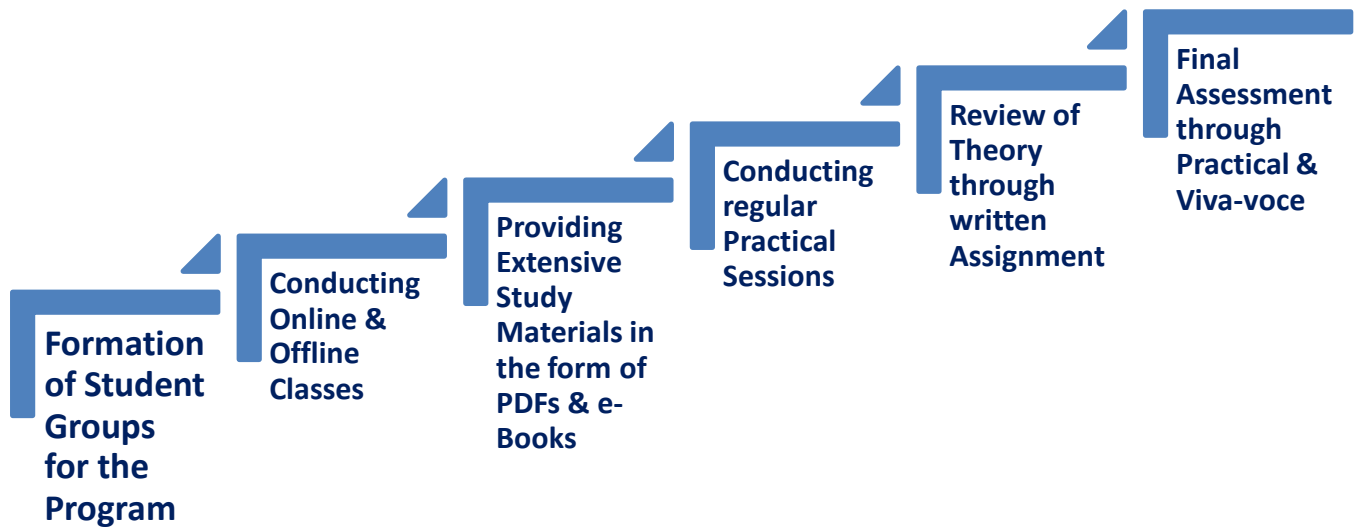


- Students were provided with extensive customised Study Materials in the form of PDF files for each Unit of the syllabus.
- Reference eBook links were shared in student's group as online Study Material and e-Contents in Audio-Video format.
- Pre-planned Computer Lab sessions on Units covered theoretically
- Practical implementation of concepts of MS-Office on regular basis
- Two hours in hand technical practice of word processor applications



- Well organised Guest Lectures online and practical sessions in Lab were provided to the students
- Online Lectures by in-house faculty and Training Centre were conducted for concept clearing
- Regular assessment through written Assignments and Quiz were part of the programme
- Students were finally assessed for their knowledge gain through MCQ paper, Viva-Voce and practical.

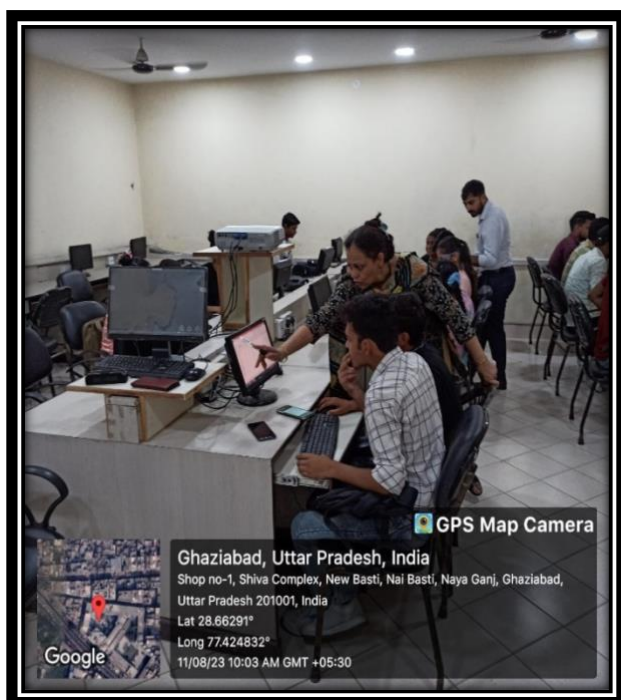
1.5 Programme Implementation



The steps involved in program implementation were strictly adhered to for timely completion of the course. Sufficient theory and practicals sessions were given to the students for knowledge gain.

1.6 Course Details and Assessment

The syllabus for ‘Fundamental of Computers & IT’ was divided into three units with allocated hours for theory and practical. Total marks for the paper being 100 – divided into 40:60 for subjective and practical assessment. Students were assessed for subjective knowledge through assignment and quiz; while practical assessment was done in the computer Lab accompanied by Viva.



There was an overwhelming response of students who opted for the course. The students showed keen interest in learning and developing new skills. Total registered students for the course were 149 from B.A. and B.Com IInd Sem 2022-23. All the students attended the theory and practical sessions organised from time to time. The students submitted their Assignments and worked on their assigned projects in Computer Lab. They have attempted their final assessments in theory as well as practical and cleared the same. (Annexure III attached)

1.7 Course Schedule*

Teaching & Practicals	Scheduled Hours	Completion Hours
Theory Classes	15 Hrs	15 Hrs
Practical Sessions	30 Hrs	30 Hrs

*Annexure II



The time schedule for course completion has been strictly followed and implemented. All available resources at the college level were made available to the trainers and the trainees. A devoted lecture plan was followed by the Programme Partner who conducted in five theory classes and five practical sessions of two hours each.

1.8 Performance Appraisal & Feedback

The course performance has been extremely stupendous enhancing the employability and knowledge gain objective. The academic performance of the students in this course has been 70%. Practical grasp has been 68% while overall



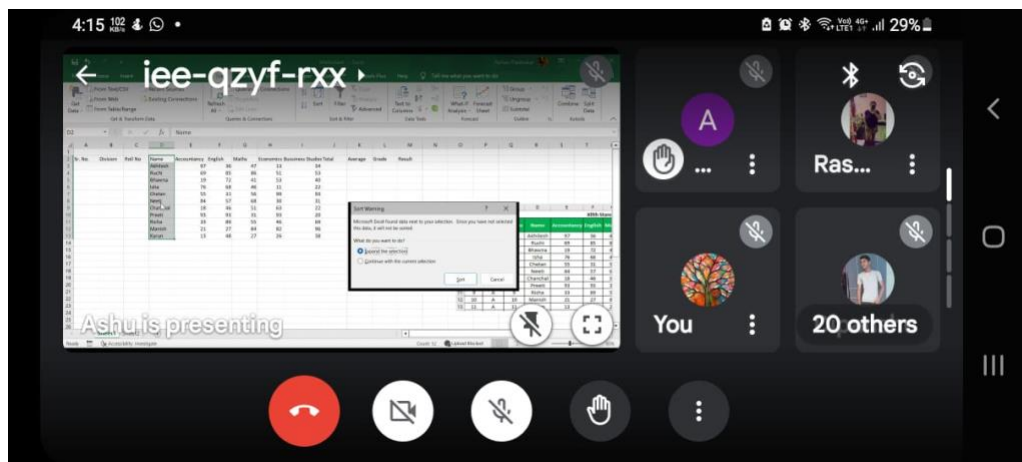
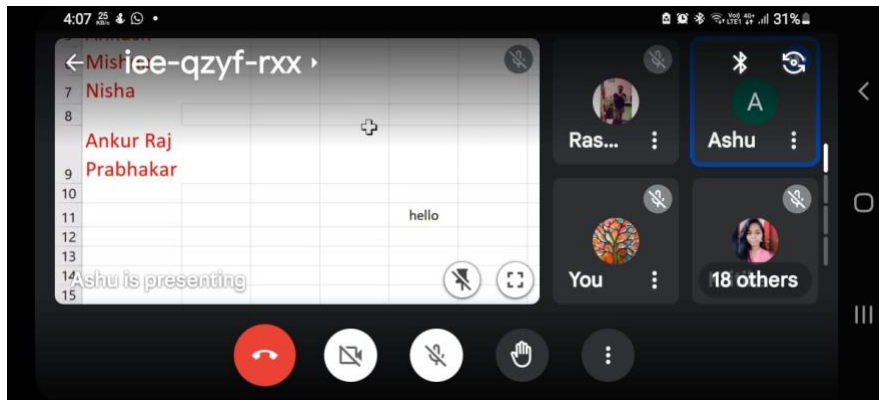
course result has been 70%. Skill Development Course in Fundamental of Computers & IT has inspired the students and opened before them new opportunities.

Feedback on the programme was conducted Online through Google Form. On the basis of feedback obtained, the analysis shows that 90% were satisfied by the infrastructural facilities provided to them by the institution and 89% rate the efforts of their faculty and trainers as good. Teacher-Student interaction has been very effective and the study materials made available were effective too. Overall teaching and learning process in the institution is also good and satisfactory. (Annexure IV attached).

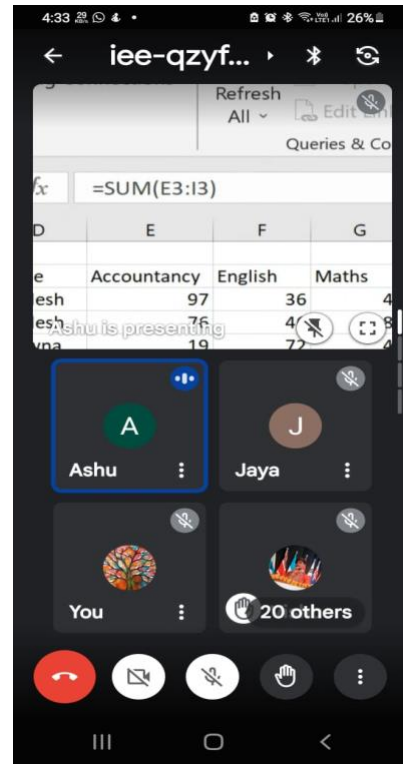
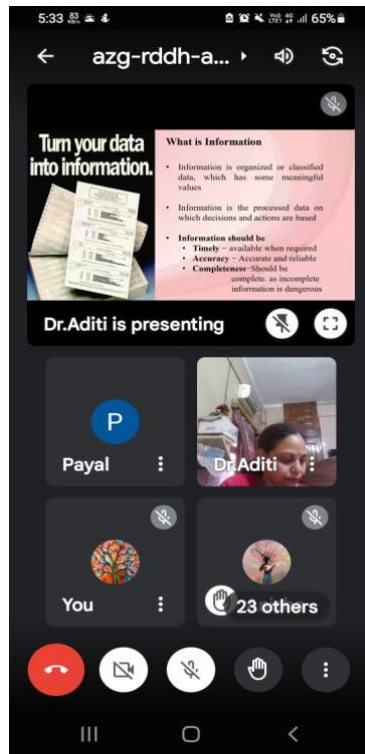
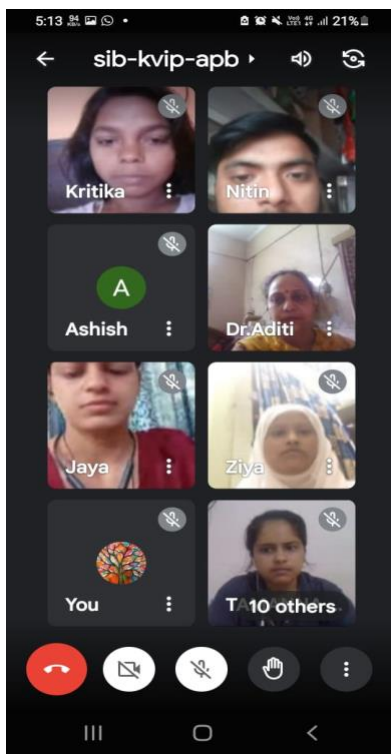


GENERATION OF COMPUTER

- GENERATIONS OF COMPUTER
- FIRST GENERATION VACCUM TUBES
- SECOND GENERATION TRANSISTORS
- THIRD GENERATION IC'S (INTEGRATED CIRCUIT)
- FOURTH GENERATION VLSI (VERY LARGE SCALE INTEGRATED)
- FIFTH GENERATION A.I (ARTIFICIAL INTELLIGENCE)



	A	B	C	D	E	F	G	H
1	Seller Name	Product Name	Quantity	Price	Sale			
2	A	Keyboard	500	300	150000			
3	B	Mouse	300	200	60000			
4	C	Pen Drive	400	100	40000			
5	D	Headphone	800	300	240000			
6	E	Cooling Pad	700	400	280000			
7	F	USB FAN	600	700	420000			
8	G	USB LED	450	100	45000			
9	H	Wireless Mouse	850	300	255000			
10	I	Mouse Pad	350	400	140000			
11								



Annexure- 1

Fundamentals of Computer and IT				
Unit 1	Fundamental of Computer		Theory Hrs.	Practical Hrs.
		Introduction and objectives of Computer	5	10
		Development of Computer System		
		Types of Computers, characteristics and limitation		
		Generation of Computer		
		Types of PC's desktop. Laptop. Notebook. Workstation & their Characteristics.		
		Components of Computer System		
		Types of PC, Desktop, Laptop, Notebook		
Unit 2	Input & Output Device			
		Keyboard, Mouse, Trackball, Joystick, Digitizing tablet, Scanners, Camera	5	10
		Types of Monitor, video Standards, VGA, SVGA, Types of Screen		
		Printers and its types		
		Audio/video input output Display and Sound		
		Graphical Processing Unit (GPU) and Port		
		Hard Drive, Discs, cards		
		E-Accessible options		
Unit 3	Operating system			
		Application Software's		
		Basics of Networking	5	10
		Basics of MS Office		
		Word, Excel, power point, Animation and videos making		
		Virtual communication		
		Telecommuting (ICT)		
		Security and Safety of Computer, Laptop		

Unit wise Assessment

Assignments	Practical Exams	Project work	Total marks
10 marks	20 marks	10	100

Fee - 5000 INR Installment options Available
 Eligibility - Any Graduate, Graduation (pursuing), Postgraduate can apply.

Advt - 15-09-2021 *U Singh*
15/9/21

(Dr. Suresh Kumar Sharma)
Principal
R.G.P.C. College Meerut

ANNEXURE II
Details of Classes & Practical

UNITS	Date		Mode	Theory / Practical
Unit I	06.06.2023		Offline	Theory
	07.06.2023		Offline	Theory
	08.06.2023		Online	Theory
	09.06.2023		Offline	Theory/ Practical
	10.11.2023		Offline	Theory/ Practical
	12.06.2023		Offline	Practical
	13.06.2023		Online	Theory/ Practical
	14.06.2023		Online	Theory
	15.06.2023		Offline	Practical
Unit II	16.06.2023		Online	Theory
	17.06.2023		Offline	Theory
	19.06.2023		Offline	Theory
	20.06.2023		Offline	Theory/Practical
	21.06.2023		Online	Theory
	26.06.2023		Offline	Practical
	27.06.2023		Offline	Practical
	28.06.2023		Online	Theory
	17.07.2023		Offline	Theory
	20.07.2023		Offline	Theory/Practical
	27.07.2023		Offline	Theory/Practical
Unit III	28.07.2023		Online	Theory
	29.07.2023		Offline	Theory
	30.07.2023		Online	Theory
	31.07.2023		Offline	Theory/Practical
	01.08.2023		Online	Theory
	02.08.2023		Offline	Practical
	03.08.2023		Offline	Practical
	10.08.2023		Offline	Practical
	21.08.2023		Offline	Theory/Practical
	22.08.2023		Offline	Theory/Practical
	26.08.2023		Offline	Practical
Problem-Solving Session	28.08.2023		Offline	Theory/Practical
Problem-Solving Session	01.09.2023		Offline	Theory/Practical
Final Assessment	11.09.2023		Offline	Theory
Final Assessment	22.09.2023		Offline	Practical
Final Assessment	23.09.2023		Offline	Practical

Annexure III -List of Participants

B.COM II SEM

S.NO.	ROLL NO.	STUDENT NAME	FATHER'S NAME
1	210024303214	SURAJ KUMAR	CHANDU
2	220024303071	JAYA GAUTAM	NAVEEN KUMAR GAUTAM
3	20024303118	NITIN	LOKESH KUMAR
4	20024303122	PRADEEP	SUNDER
5	20024303126	POOJA	PANCH DEV SINGH
6	20024303149	ROHIT BANSAL	MANOJ BANSAL
7	20024303154	SACHIN SHARMA	AMNA KUMAR
8	20024303171	SANJANA SINGH	NARESH KUMAR
9	20024303184	SHERAJ ALI	MD JAVED

B.A. II SEM

S.NO.	ROLL NO.	STUDENT NAME	FATHER'S NAME
1	210024301035	AMAN KUMAR	MOTIRAM
2	210024301075	ATUL	ARUN GUPTA
3	210024301401	SOURASH KUMAR	DHANPAL SINGH
4	220024301002	AAKANSHA	RAKESH
5	220024301003	AAKANSHA SHARMA	RAVINDRA KUMAR SHARMA
6	220024301008	ARTI KASHYAP	PAPPU KASHYAP
7	220024301015	ABHISHEK KUMAR	DEEPAK KUMAR
8	220024301016	ADESH SINGH CHAUHAN	VIMAL SINGH CHAUHAN
9	220024301019	AJEET	PUTAN SINGH RAWAT
10	220024301020	AKASH	CHANDRA BHAN
11	220024301022	AKHILESH SINGH	SETHPAL SINGH
12	220024301024	ALOK SINGH	DHARAMVEER SINGH
13	220024301026	AMAN	PREMCHAND
14	220024301028	AMAN KUMAR	SURESH CHANDRA
15	220024301029	AMRITA KUMARI	SENSAR PAL
16	220024301034	ANJALI	ROHTASH SINGH
17	220024301035	ANJALI KUMARI	BHRAMJEET SINGH
18	220024301040	ANKIT CHOUDHARY	SHIV KUMAR CHOUDHARY
19	220024301049	ANSHU	RAM PRAKASH
20	220024301050	ANSHU	SUBHASH
21	220024301058	ANUP GAUTAM	RAJENDRA PRASAD
22	220024301063	ARSHI ALI	KHURSHID ALI
23	220024301066	ASHISH RANA	MANOJ RANA
24	220024301083	DAMINI	SANJAY KUMAR
25	220024301086	DEEPAK	MAHESH
26	220024301088	DEEPAK KUMAR	SOMPAL SINGH

S.NO.	ROLL NO.	STUDENT NAME	FATHER'S NAME
27	220024301089	DEEPALI DHAKA	SATENDER DHAKA
28	220024301091	DEEPANSHU	VINOD KUMAR
29	220024301092	DEEPANSHU	BHAGIRATH SINGH
30	220024301097	DEV RAJ	NARESH
31	220024301100	DIPANSHU	PREM RAJ
32	220024301109	GUNGUN	RAVI KUMAR
33	220024301112	GUNJAN BHARTI	LAL SINGH
34	220024301114	HARSH KUMAR	BHAGMAL SINGH
35	220024301116	HARSH SHARMA	VISHNU KUMAR SHARMA
36	220024301120	HIMANSHI	RAJVEER SINGH
37	220024301123	HIMANSHU	DEVENDER SINGH
38	220024301125	HIMANSHU	RAJVEER
39	220024301128	V HIMANSHU SINGH	SHIV RAJ SINGH
40	220024301134	IRSHAD ALI	INTZAR ALI
41	220024301137	JANNAT	SHOKEEN
42	220024301140	JITENDER	BHANU PRATAP SINGH
43	220024301144	KAJAL	RAMFAGU
44	220024301145	KAJAL	LOKESH KUMAR
45	220024301146	KAJAL	ASHOK
46	220024301152	KARAN VAIDH	JAI KISHAN
47	220024301155	KASHISH MALHOTRA	RAJESH MALHOTRA
48	220024301157	KESHAV	SURENDRA
49	220024301163	KHUSHI	RAMESH KUMAR
50	220024301166	KHUSHI DHEEVAR	MAHENDRA DHEEVAR
51	220024301168	KHUSHI SAGAR	RAM KUMAR SAGAR
52	220024301172	KRITIKA	VIDYA SHANKAR TIWARI
53	220024301173	KULDEEP SINGH	LAXMAN SINGH
54	220024301176	LALITA	RAJENDER PAL
55	220024301179	LAXMI SAHA	RAJESH SAHA
56	220024301181	MADHVI	OM PRAKASH
57	220024301186	MANISH SINGH	NARENDRA SINGH
58	220024301188	MANISHA	SHRI PRAKASH
59	220024301190	MANSI	JAGADISH SAGAR
60	220024301191	MANSI	MANOJ KUMAR
61	220024301195	MEENAKSHI	MAHENDRA PAL
62	220024301197	MEERA	SHIVSHANKAR SONAR
63	220024301198	MEGHA RANI	YUDHVEER SINGH
64	220024301209	MOHIT KUMAR	JITENDER KUMAR
65	220024301210	MOHIT RAJPUT	SATYA PRAKASH
66	220024301213	MUSKAN	FARUKH ALVI
67	220024301214	MUSKAN SALMANI	SAMYDIN SALMANI

S.NO.	ROLL NO.	STUDENT NAME	FATHER'S NAME
68	220024301216	NAFEES	SHAUKAT ALI
69	220024301217	NAMAN GAUTAM	NAVEEN KUMAR GAUTAM
70	220024301218	NANDINI	KRISHNA PAL
71	220024301222	NEHA	NEBU LAL
72	220024301228	NEHA GUPTA	VIJAY GUPTA
73	220024301232	NIHARIKA SINGH VIMAL	GAJENDRA SINGH VIMAL
74	220024301241	NISHA SAINI	BRILAL SAINI
75	220024301247	NITIN KUMAR	CHATAR SINGH
76	220024301260	PAYAL	PAPPU SINGH
77	220024301261	PAYAL CHAUHAN	VIJAY CHAUHAN
78	220024301268	PRACHI	RAJ KUMAR
79	220024301273	PRASHANT KUMAR BANSAL	MUNIRAM BANSAL
80	220024301279	PRINCE	SUSHIL
81	220024301280	PRINCE KASANA	KRISHAN DUTT
82	220024301281	PRIYA	SATVIR
83	220024301286	PRIYANSHI PAL	RAMESH PAL
84	220024301290	PRIYANSHU NAGAR	SANTPAL SINGH NAGAR
85	220024301298	RAHUL SINGH	NARENDRA SINGH
86	220024301299	RAJA	RAM PRASAD
87	220024301301	RASHNA	GAJAY SINGH
88	220024301306	RISHU SINGH	SAURAJ SINGH
89	220024301310	RITIKA CHAUDHARY	MANOJ CHAUDHARY
90	220024301311	RIYA KASANA	KARAN SINGH KASANA
91	220024301314	ROHAN KASANA	SANJAY SINGH
92	220024301317	ROHIT KASANA	KARAMVEER SINGH
93	220024301318	ROHIT KUMAR	KAMAL PRAKASH
94	220024301320	ROHIT KUMAR	SUKHVEER SINGH
95	220024301327	SACHIN KUMAR	DAYA CHAND
96	220024301329	SADHNA KUMARI	HARE KRISHNA CHAURASIYA
97	220024301331	SAGAR KUMAR	RAJKUMAR
98	220024301337	SAHIL PANDEY	MANISH PANDEY
99	220024301347	SAMEER KHAN	YAMIN
100	220024301348	SANA	NOOR MOHAMMAD
101	220024301349	SANA	SALEEM
102	220024301353	SANJANA	RAMGOPAL SINGH
103	220024301356	SANYAM	BHOOP SINGH
104	220024301358	SARABJEET KAUR	GURUDYAL SINGH
105	220024301360	SARITA KUMARI	RAMNARESH
106	220024301363	SAURABH SINGH	SHISHUPAL SINGH
107	220024301364	SAURAV	MUNDER SINGH
108	220024301365	SHADAB	BISRAIL
109	220024301366	SHAHBAZ	AKBAR ALI

S.NO.	ROLL NO.	STUDENT NAME	FATHER'S NAME
110	220024301369	SHALNI NIRMAL	SHIV DULARE
111	220024301371	SHALU	PRADEEP KUMAR
112	220024301378	SHEETU	PADAM SINGH
113	220024301382	SHIV	SAMAY SINGH
114	220024301385	SHIVAM KUMAR	RAHUL KUMAR
115	220024301390	SHIVANI	MOHAN
116	220024301391	SHIVANI	SATISH KUMAR
117	220024301392	SHIVANI	LALTA PRASAD
118	220024301397	SHIVKANT	DINESH SHARMA
119	220024301412	SNEHA GOSWAMI	MUKESH KUMAR
120	220024301417	SONI YADAV	SITARAM YADAV
121	220024301420	SRISHTI KARNA	DHIRENDRA LAL KARNA
122	220024301426	SUSHIL	ARVIND SINGH
123	220024301431	TAMANNA CHAUDHARY	LATE VIPIN
124	220024301438	TANNU	JAI PRAKASH
125	220024301447	TUSHAR KUMAR	DHARMENDRA SINGH
126	220024301448	TUSHAR NAGAR	DUSHYANT NAGAR
127	220024301450	UJJWAL	ADESH KUMAR
128	220024301454	VAISHNAVI	UMESH KUMAR
129	220024301457	VARSHA	PRATAP SINGH
130	220024301458	VARSHA KUMARI	PRAMOD KUMAR
131	220024301461	VARUN	MANOJ KUMAR
132	220024301464	VIKAS	SHAMBHU
133	220024301465	VIKAS SISODIYA	GOPAL SISODIYA
134	220024301470	VINITA	SATISH KUMAR
135	220024301471	VISHAKA CHOUDHARY	GOVIND CHOUDHARY
136	220024301473	VISHAL	HARENDRA
137	220024301476	VISHAL KUMAR	SATVIR SINGH
138	220024301477	VISHUJEET KUMAR	SARVENDER SINGH
139	220024301480	YOGESH GAUTAM	RATAN SINGH
140	220024301482	ZIYA	JAVED

Annexure IV Feedback Form

Shambhu Dayal (PG) College, Ghaziabad

प्रतिपुष्टि- प्रपत्र Feedback Form

Student Satisfaction Survey regarding Teaching Learning Process

विद्यार्थी – शिक्षक सहमूल्यांकन – सर्वेक्षण – शिक्षण अधिगम प्रक्रिया

वर्ष / सत्र

विभाग

कार्यक्रम

कृपया मूल्यांकन निम्न बिंदुओं के आधार पर करें।

1. पुस्तकीय विषय वस्तु की स्पष्टता एवं प्रासंगिकता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	1-Clarity and relevance of textual reading material 1. Excellent 2. Good ✓3. Satisfactory 4. Unsatisfactory
2. पाठ्यक्रम की पूर्णता तथा गहनता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	2-Extent of content coverage, teacher's input for Indepth understanding 1. Excellent 2. Good ✓3. Satisfactory 4. Unsatisfactory
3. पाठ्यक्रम को अन्य पाठ्यक्रमों से सम्बद्ध करने की क्षमता 1. अति प्रभावी 2. प्रभावी 3. संतोषजनक 4. असंतोषजनक	3-Ability to integrate content with other courses 1. Very effective 2. Effective ✓3. Satisfactory 4. Unsatisfactory
4. शिक्षक की ज्ञान-संप्रेषण क्षमता का मूल्यांकन 1. अति प्रभावी 2. प्रभावी 3. संतोषजनक 4. असंतोषजनक	4- Communication skills of Teachers 1. Very effective 2. Effective ✓3. Satisfactory 4. Unsatisfactory
5. शिक्षक द्वारा कक्षा में नियमित रूप से अध्यापन 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	5- Regularity of Teachers in the class 1. Excellent 2. Good ✓3. Satisfactory 4. Unsatisfactory
6. कक्षा के संदर्भ में शिक्षक की समयनिष्ठा 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	6- Punctuality of Teachers in class 1. Excellent 2. Good ✓3. Satisfactory 4. Unsatisfactory
7. शिक्षक द्वारा विद्यार्थियों की क्षमता पहचान एवं चुनौतियों स्वीकार करने हेतु प्रोत्साहित करना 1. पूर्णतः 2. यथोचित 3. आंशिक 4. न्यून	7- Teachers ability to identify students strength and encourage them by providing right level of challenge ✓1. Fully 2. Reasonably 3. Partially 4. Rarely
8. कक्षा के अतिरिक्त शिक्षक की उपलब्धता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	8- Availability of Teacher outside the class ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
9. आंतरिक-मूल्यांकन में अध्यापकीय पारदर्शिता 1. हमेशा पारदर्शी 2. आंशिक पारदर्शी 3. आंशिक अपारदर्शी 4. अपारदर्शी	9- Transparency of the internal evaluation process 1. Always Fair 2. Usually Fair 3. Sometimes Unfair 4. Unfair
10. नियत कार्य एवं प्रदर्शन/निष्पादन पर विचार विमर्श 1. हमेशा 2. प्रायः 3. कभी कभी 4. कभी नहीं	10- Discussion of assignments and performance ✓1. Always 2. Usually 3. Occasionally 4. Never
11. संस्था द्वारा बहुमुखी अवसर उपलब्ध कराने की क्षमता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	11- Ability of providing multiple opportunities by the institution ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory

PTO

12. संस्था द्वारा विद्यार्थियों को प्रदत्त की गयी सुविधाओं का मूल्यांकन 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	12- Evaluate infrastructure facilities provided by the institution 1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
13. पुस्तकालय में वाचनालय सुविधा एवं पाठ्यक्रम सामग्री की उपलब्धता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	13- Library reading room facility and material support ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
14. संस्था में खेलकूद सुविधायें 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	14- Sports facilities in institutions ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
15. प्रशासनिक/कार्यालय संबंधी सुविधायें एवं सहयोग 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	15- Administrative/office related facilities and support ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
16. शिक्षण अधिगम प्रक्रिया संबंधी संपूर्ण योग्यता 1. अति उत्तम 2. उत्तम 3. संतोषजनक 4. असंतोषजनक	16- The overall quality of teaching-learning process in your institution ✓1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory
17. सुझाव/Suggestions	

SHAMBHU DAYAL P.G. COLLEGE

GHAZIABAD

BASIC COMMUNICATIVE ENGLISH COURSE

**Conducted on the Curriculum based on NEW EDUCATION
POLICY Under skill development Programme**

In association with

NANDKRITI WELFARE TRUST

Session 2023-2024



Coordinator:- Dr. Reena Sharma, Associate Professor

Resource Person :- Dr. Nandita Sharma,

**Founder General Secretary
Nandkriti Welfare Trust**

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Acknowledgement

1.1 Objectives

1.2 Introduction

1.3 About the Programme

1.4 Key features of the Course

1.5 Course Curriculum and Assessment

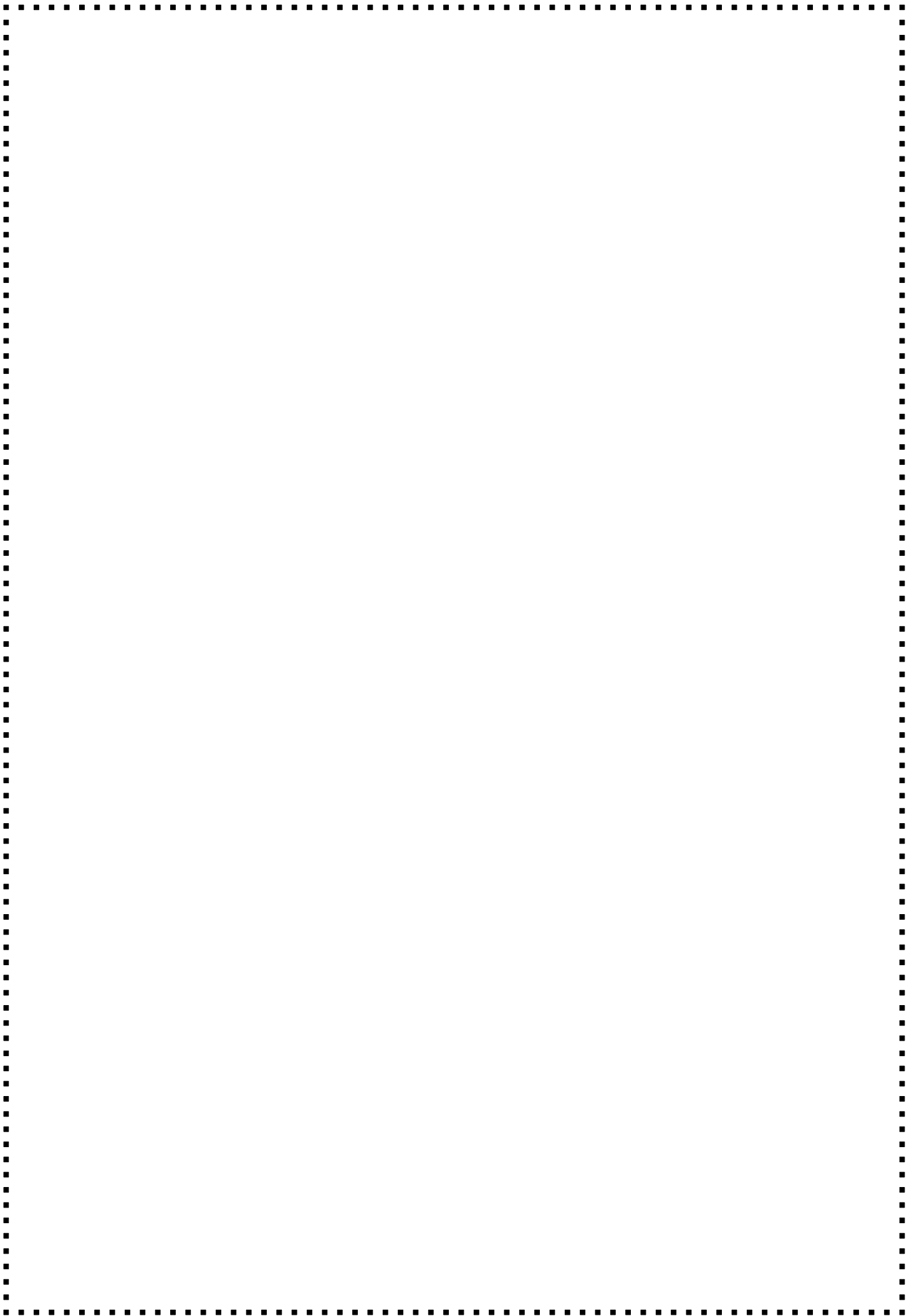
1.6 Course Schedule

ACKNOWLEDGEMENT

We express our sincere gratitude to our principal Prof. Akhilesh Mishra for the successful coordination and implementation of the course. His positivity and dynamism has always been a source of inspiration for the students and the entire team. Our sincere thanks to the NEP coordinators-Prof. Urvija Sharma, Dr. Priyanka Singh, and their entire team for timely support and guidance for the completion of this course.

We are also thankful to Dr. Nandita Sharma, who gave her valuable time for conducting online classes for the topic which helped the students immensely in building their understanding about Basic Communicative English .

We offer special thanks to our support staff, without whom the smooth conduct of the course would not have been possible.



1.1 Introduction- Importance of Communication Skills

Just saying something is not enough. Unless what you have said has made an impact, there has been no successful communication. Communication happens both ways. Therefore, the ability to successfully convey a message that results in understanding an action is known as communication skills.

Excellent communication skills are important and will take you far in life. From your professional ambitions, to your personal goals, communication skills play an important role in each. Therefore, its importance cannot be stressed enough. However, there are many people who struggle with communication. There could be many reasons behind it. But one need not worry as communication skills can be worked upon. It is evident in this fast moving world, each one of us has to keep abreast with the rest. So it becomes an essential skill for students who will one day become professional to acquire these skills while they learn other disciplines.

1.2 About the Programme

In order to achieve this goal of making our students competent, Shambhu Dayal P.G. College in Association with Nandkriti Welfare Trust conducted a 15 day workshop on Basic Communicative Skills under the Skill Development Programme for College students.

A Memorandum of Understanding was signed between Professor Shri Akhilesh Mishra, Principal , Shambhu Dayal P.G. College; and Dr, Nandita Sharma, General Secretary, Nandkriti Welfare Trust for conducting workshops this year and for forth coming semesters. The course was organized and coordinated by Dr. Reena Sharma, Associate Professor, Shambhu Dayal College.

This workshop for the current semester was conducted between February 23rd –March 15th2023 in Offline and online modes; keeping in mind the Covid Protocol.



1,3 Objectives:- After participating in the Basic Communicative Skills Course, the students will be able to :-

- ❖ **Inform & Build Awareness**
- ❖ **Improve LSRW skills**
- ❖ **Learn Presentation techniques**

1.4 Key features of the Course

The intention of this course was to make the Undergraduate Students aware about the Importance of Communication and about the various types of Communication that takes place among people and workplaces. In the initial two days the students were made aware about the key definitions and functionality of Communication. Next two days were devoted to understanding the Various types, flow and kinds of Communication. This was followed by understanding the Barriers of Communication on faces in different situations. The classes were supported by real life experiences and interaction,

The next 5 days were vigorously utilized to understand the four Skills of Communication

- **Listening**
- **Reading**
- **Writing**
- **Speaking**

Next was the focus on Academic Writing and its features. In the final part of the course focused upon the role of Technology, Computer in Communication and how one could improvise their communication skills by including technology in the same. The students were provided to practice Presentation Skills, Email Writing, and interviewing skills.

Sessions on Grammar and Vocabulary were incorporated side by side so that the students could practice the structures and correct usage of language

The students participated enthusiastically in the Workshop and were able to gain much insight into all these aspects of Communication well.

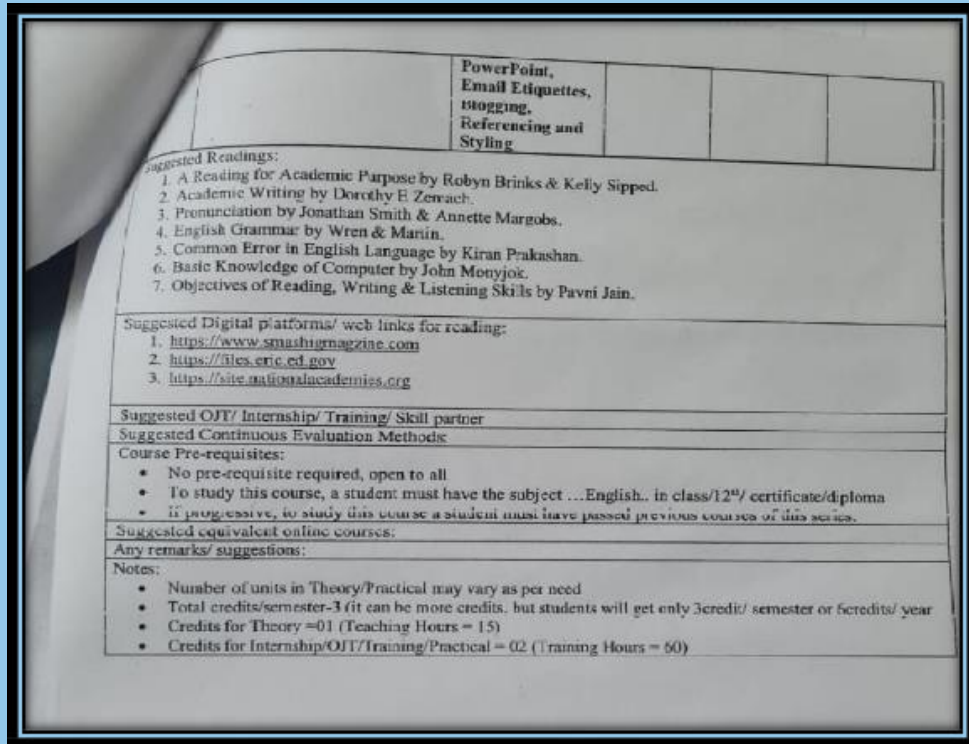


1.5 Course Curriculum & Assessment

As per the defined syllabus for Basic Communication Skill development, The course was conducted smoothly covering all theoretical and Practical aspects of the course.

Given below is the detailed syllabus for Basic Communicative English.

Format for syllabus development of Skill development course					
Title of course- Basic Communicative English			Department Of English		
Nodal Department of HEI to run course			Basic Skills in English		
Broad Area/Sector-			Language Skills		
Sub Sector-			Independent		
Nature of course - Independent / Progressive					
Name of suggestive Sector Skill Council					
Alienated NSQF level					
Expected fees of the course -Free/Paid			Free		
Spend to student expected from industry					
Number of Seats.....			30		
Course Code			Credits: 03 (1 Theory, 2 Practical)		
Max Marks 100 Minimum Marks			Theory 40% and Practical 60%		
Name of proposed skill Partner (Please specify, Name of industry, company, etc. for Practical /training/ internship/OJT			Not Available		
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company, etc.)			It leads to various academic and employment opportunities		
Syllabus					
Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Thinking Skills for Academic Purpose	Developing Critical, Analytical and Imperative Thinking Skills, Enhancing Vocabulary, Grammar	Theory and Practical	2 Hours	6 Hours
II	Reading for Academic Purpose	Reading comprehension – Types of Texts – Persuasive, Argumentative, Narrative, Descriptive, Expository	Theory and Practical	2 Hours	6 Hours
III	Writing for Academic Purpose	Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume	Theory and Practical	3 Hours	12 Hours
IV	Speaking for Academic Purpose	Importance of Communication Skills, Types of Conversations - Telephonic, Informal, Formal	Theory and Practical	4 Hours	12 Hours
V	Listening for Academic Purpose	Comprehending Audio, Videos, Captioning	Theory and Practical	2 Hours	12 Hours
VI	Introduction to Computer Application	Application of MS Word,	Theory and Practical	2 Hours	12 Hours



Assessment

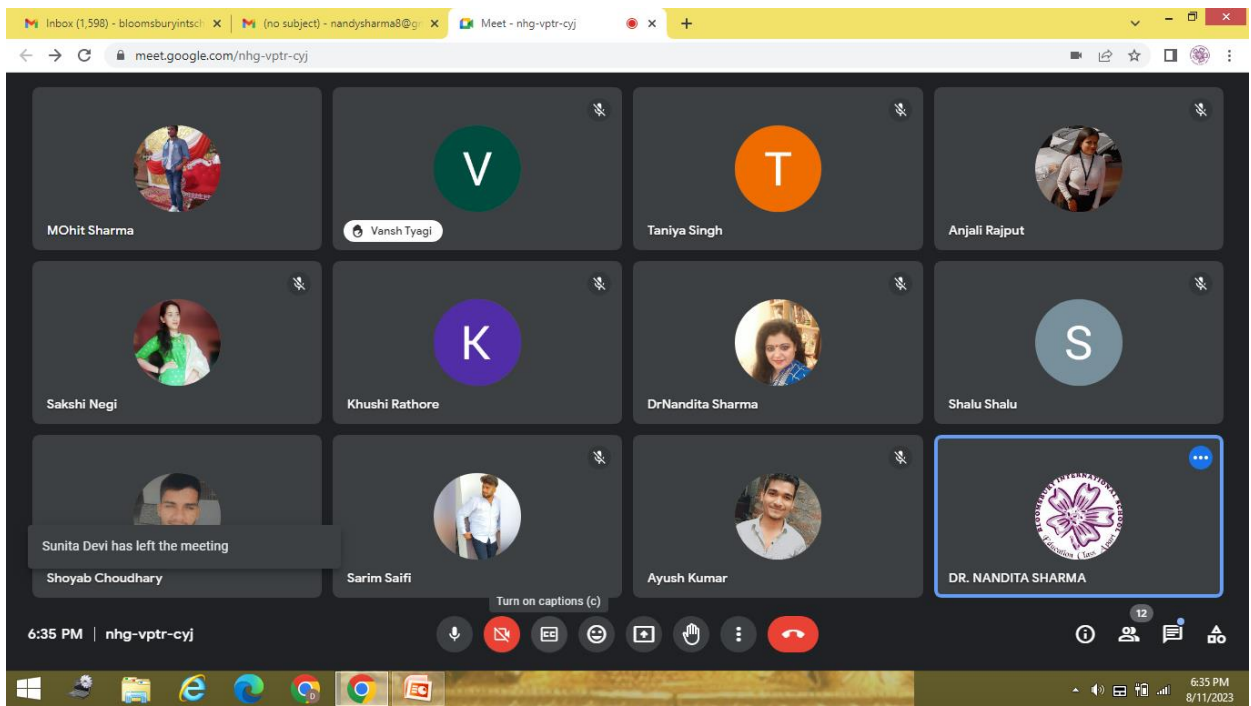
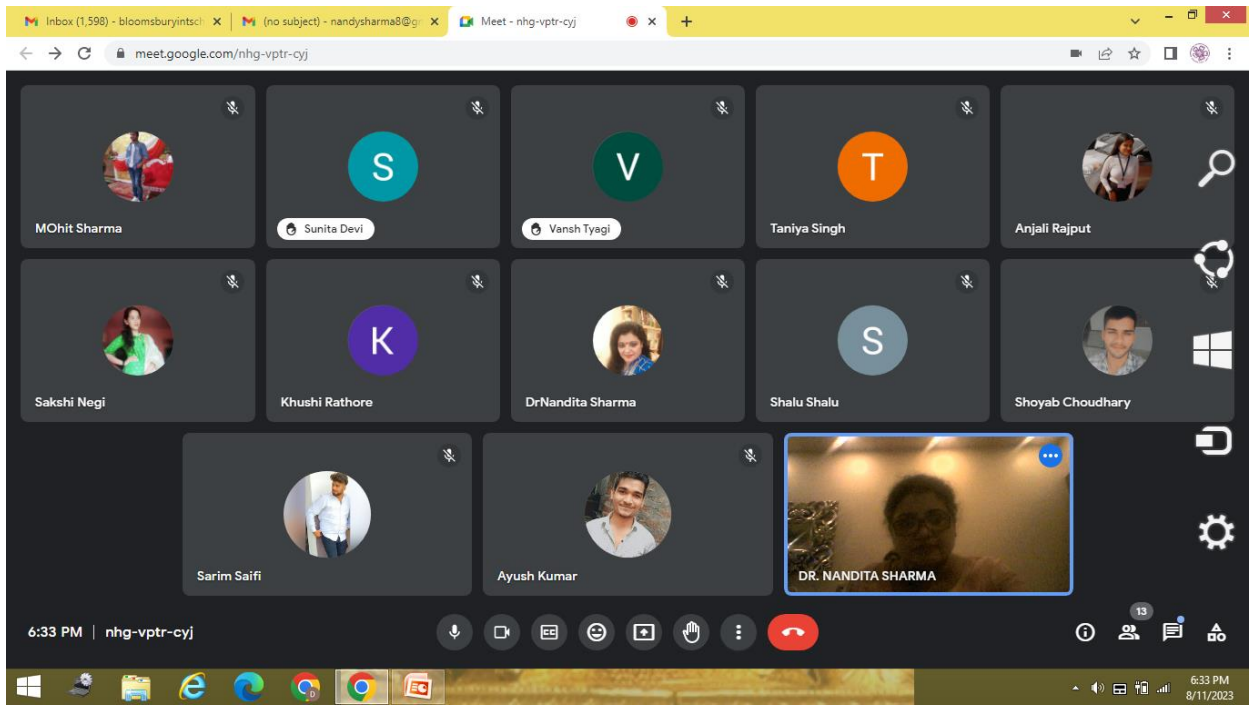
After the course was completed, the assessment was carried out in two phases, Internal-Practical based Examination for 60 Marks, In which the students were assessed for their Oral and Listening Skills and External- Theory based examination to assess their declarative and procedural outcome. Almost 99% of the participants took these exams. This ensures their quest for learning and excelling in future.(List of students is attached herewith at the end of the report.)



Annexure II

Glimpses/screenshots of class schedule online conducted by Dr. Nandita Sharma, General Secretary, Nandkriti Welfare Trust :-





Annexure III

Glimpses of Events including offline Sessions conducted by Dr. Nandita Sharma ,General Secretary, Nandkriti Welfare Trust



Press release.

एसडी कॉलेज में व्याख्यान का आयोजन



युग करवट संवाददाता

गाजियाबाद। एसडी कॉलेज में राष्ट्रीय शिक्षा नीति के तहत बेसिक कम्युनिकेटिव इंग्लिश विषय पर व्याख्यान का आयोजन किया गया। कार्यक्रम की अध्यक्षता प्राचार्य प्रोफेसर अखिलेश मिश्रा ने करते हुए इस तरह के आयोजन की अनिवार्यता पर बल दिया।

वहीं डॉ. नंदिता शर्मा ने कम्युनिकेटिव इंग्लिश की आवश्यकता पर बल दिया तो लीना ने स्ट्रेस मैनेजमेंट पर व्याख्यान दिया। कार्यक्रम का संचालन डॉ. प्रियंका सिंह ने किया। इस दौरान कार्यक्रम संयोजक डॉ. उर्वीजा शर्मा, डॉ. रीना शर्मा, डॉ. अनुराधा अग्रवाल आदि मौजूद रहीं।

कौशल विकास पाठ्यक्रम पर व्याख्यान



शंभु दयाल पीजी कॉलेज गाजियाबाद में कौशल विकास पाठ्यक्रम पर व्याख्यान कार्यक्रम के दौरान प्राचार्य, अतिथि व अन्य • सौ. शिक्षक

वि. गाजियाबाद : शंभु दयाल पीजी कॉलेज गाजियाबाद में कौशल विकास पाठ्यक्रम पर व्याख्यान हुआ। शुक्रवार को व्याख्यान का विषय राष्ट्रीय शिक्षा नीति के अंतर्गत बेसिक कम्युनिकेशन इंग्लिश रहा। अध्यक्षता प्राचार्य प्रोफेसर अखिलेश मिश्रा ने की। मुख्य वक्ता डा. नंदिता शर्मा ने व्याख्यान में कम्युनिकेशन इंग्लिश की आवश्यकता पर बल दिया। वहीं विशिष्ट वक्ता लीना गुप्ता ने 'स्ट्रेस मैनेजमेंट' पर व्याख्यान

दिया। कार्यक्रम संयोजक डा. उर्वीजा शर्मा रहीं। कार्यक्रम संचालन डा. प्रियंका सिंह ने किया। पाठ्यक्रम संयोजक डा. रीना शर्मा और डा. अनुराधा अग्रवाल रहीं। प्राचार्य प्रोफेसर अखिलेश मिश्रा ने कहा कि कौशल विकास के लिए इस तरह के कार्यक्रम होते रहने चाहिए। कौशल विकास कार्यक्रम सहभागिता के लिए नंदकृति वेलफेयर ट्रस्ट से एमओयू पर हस्ताक्षर किया गया।



Appendix IV Offline Session on Stress Management conducted by Dr. Nandita Sharma, General Secretary, Nandkriti Welfare Trust





List of Participants

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CH. CHARAN SINGH UNIVERSITY MEERUT					
NAME OF CENTER	SHAMBU DAYAL PG COLLEGE GZB	DATE :			
EXAMINATION TIME	ROOM NO	LECT NO.	DAY:		
SUBJECT & COURSE	BASIC COMM ENGLISH II SEM				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH	
1	220001180	SACHIN KUMAR	SANTOSH KUMAR		
2	220001485	SUNET CHAUDHARY	NARENDRA CHAUDHARY		
3	220001489	ANNU BANI	VISHU SINGH		
4	220001907	ROHIT KUMAR	NATRU RAO SHIVHAR		
5	220003269	TUSHAR	VEDPAL		
6	220004829	ABHIRAM KUMAR	PIKAR BAI		
7	220006790	JAYA SHARMA	KISHAN GOPAL SHARMA		
8	220007026	MANISH SHARMA	CHINER		
9	220009488	MOHIT SHARMA	MADAN LAL SHARMA		
10	220002409	SHEENA KUMAR	MANISH KUMAR		
11	220009300	AKASH SHARMA	SUNIL SHARMA		
12	220002822	AAKASH YADAV	BAJESH YADAV		
13	220001421	ANIL SIKH	BAHU KHAN		
14	220008715	AKASH SATI	SABIR SATTI		
15	220008982	AKRUP	DUBER KHAN		
16	220007928	ANUSHKA	PRATEEK KUMAR		
17	220008323	ADARSH	VIKAS BANSHI		
18	220002708	ADARSH	SHYAM		
19	220002765	ADARSH KASANA	JITENDRA KASANA		
20	220001379	ADARSH	JITENDRA		
21	220001862	ANAND KUMAR DUBEY	ANISH KUMAR DUBEY		
22	220007532	ANAND KASHYAP	ANISH KASHYAP		
23	220001942	ANAND SINGH	ANISH SINGH		
24	220001505	ANAND	RAM KISHAN		
25	220009527	ANAND KUMAR	SARAN		
26	220001406	ANAND SINGH	ANISH KUMAR SINGH		
27	220008138	ANAND YADAV	HANSHU YADAV		
28	220001451	ANANT KUMAR	MANPAL		
29	220003868	ANUSHK GRI	SHANTI GRI		
30	220004432	PANDAV	JINESH PANDAV		
31	220001051	ANISHA BAI	HEMANGI		
32	220002168	ANISHA	SHAMMAAZ		

CH. CHARAN SINGH UNIVERSITY MEERUT					
NAME OF CENTER	SHAMBU DAYAL PG COLLEGE GZB	DATE :			
EXAMINATION TIME	ROOM NO	LECT NO.	DAY:		
SUBJECT & COURSE	BASIC COMM ENGLISH II SEM				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH	
33	220004620	ANSHU	DEVINDRA		
34	220002827	ANJU	GATISH KUMAR		
35	220008738	ANJU KASANA	SHEVUKAR		
36	220008952	ANJU KUMAR	SATYESH SINGH		
37	2200113027	ARJAN GOSWAMI	LOKESH GRI		
38	220001360	ARSH	SAHEB		
39	220015565	ARUN ANAND	YUNES AKSEER		
40	220003976	ATUSH SHARMA	MANOJ SHARMA		
41	220008428	BAJESH KUMAR	BAJESH		
42	220025413	BAVY	RAJENDRA		
43	220008983	BHARTI	RATAN LAL		
44	220009645	BHAWANA	HEMRAJ SINGH		
45	220001186	BHAWANA	CHANDRA PRAKASH		
46	220008218	BHUNY	SUBHASH		
47	220003123	DANISH	SALADIN SAIFI		
48	220007254	DEEPA KUMAR	DAYA CHAND		
49	220002057	DEEPAKSHU	PRATEEK GOSWAMI		
50	220007105	DEEPAKSHU NAGAR	SURBODH NAGAR		
51	220002020	DHEERAJ KUMAR	SHEEPA		
52	220001460	DIYA	SURANSHU CHANDER		
53	220004836	GAURAV SHARMA	SANJAY SHARMA		
54	220004345	HARSH	SIRICHAND		
55	220002509	HARSH MARY	SANJAY MARY		
56	220002134	HARSHIT NAGAR	MANOJ NAGAR		
57	220005985	HEMANSHU	KIRISHI PAL		
58	220004651	HEMANSHU KASANA	ANAMPAL KASANA		
59	220001892	HUMERA MIRZA	IKRAM BEG		
60	220008722	IBRAR	ATYEB MAIK		
61	220004705	IQBA SAIFI	NOOR MOHAMMAD SAIFI		
62	220001401	IRAM	MOHD ZAHID		
63	220009172	ISMAIL	SADIK KHAN		
64	220000667	JATIN KUMAR	HARSHEND KUMAR		
65	220002166	KALAM YADAV	ANISH YADAV		
66	220001757	KARISHA SINGH	KRISHNA PAL SINGH		
67	220003013	KIRISHI PAL	YOSHINA PAL		
68	220001843	KRISHI	SUBHASH		

CH. CHARAN SINGH UNIVERSITY MEERUT					
NAME OF CENTER	SHAMBU DAYAL PG COLLEGE GZB	DATE :			
EXAMINATION TIME	ROOM NO	LECT NO.	DAY:		
SUBJECT & COURSE	BASIC COMM ENGLISH II SEM				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH	
69	220000095	KRISHI NAGAR	JITENDRA NAGAR		
70	220000928	KRISHNA TIWARI	SANJAY TIWARI		
71	220000722	LAVISH	KALCHHAN		
72	220001482A	LAVYA	VINOD KUMAR		
73	220004893	LAVYA	JASBAR KHAN		
74	220006506	MANISH	SEER		
75	220001683	MANISH CHANDRANAGAR	CHANDRANAGAR		
76	220001595	MANISHA	BAKRAM		
77	220000807	MANU	CHANDER BHAN		
78	220000858	MENKA	BENIRAM SINGH		
79	220005296	MICHA ABBAZ	NOZAMUDIN		
80	220000585	MICHA BHAN SAIFI	SHAMIL SAIFI		
81	220001178	MICHA SHARMA	MOHD SHYEB		
82	220003847	MICHA-SHALI	NABEES		
83	220001407	MOHIT	SHARAB SINGH		
84	220001107	MONIKA KUMARI	HOSOR CHAUHAN		
85	220001519	MONIKA	KALASH SINGH		
86	220001573	NADEEM	AMRUDIN		
87	220001995	NABEES	SHAKESH ALI		
88	220008453	NEHA YADAV	LATIA SINGH		
89	220001592	NEHA	JOSH		
90	220001117	NEHA	VIJAY KUMAR		
91	220004934	NEHA	KULDEEP SHARMA		
92	220001742	NEHA	JAROK		
93	220002424	NIKHIL	UDHAM SINGH		
94	220002096	NIHITA VADE	VINOD VAID		
95	220011717	NIHITA GAUTAM	JINESH GAUTAM		
96	220006500	NIHAR	HANMUDIN KHAN		
97	220000988	NIHIN KUMAR	KANESH SINGH		
98	220001838	OM GOSWAMI	SANJO GOSWAMI		
99	220009773	PALAK BAGHAVAT	HEERAJ BAGHAVAT		
100	220001211	PANINDU KUMAR	HARSH KUMAR		
101	220000488	PARUL KAUSHIK	SANJAY KAUSHIK		
102	220009891	PAWAN KUMAR	SHEKHAR SHARMA		
103	220001451	PAWAN SHUKLA	JITENDRA SHUKLA		
104	220001812	PAVAL	OM PRAKASH		

Find text

CH. CHARAN SINGH UNIVERSITY MEERUT					
NAME OF CENTER	SHAMBU DAYAL PG COLLEGE GZB	DATE :			
EXAMINATION TIME	ROOM NO	LECT NO.	DAY:		
SUBJECT & COURSE	BASIC COMM ENGLISH I SEM				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH	
105	220000643	PAYAL CHAUHAN	VIJAY CHAUHAN		
106	220000496	PRABHAT KUMAR	NARENDRA SINGH		
107	220003954	PRADEEP	SATTYAKESH SINGH		
108	220003777	PRADEEP	SANJAY KUMAR		
109	220002913	PRADEEP	SHIV KUMAR PAL		
110	220002804	PRADEEP SINGH	CHANDAN SINGH		
111	220004375	PRADEEP BHATT	CHANDRESH BHATT		
112	220001895	PRASHANT NAGAR	RAJU NAGAR		
113	220001394	PRASHANT YADAV	PRADIP KUMAR YADAV		
114	220000769	PRATYAM SHARMA	MANISH SHARMA		
115	220006506	PREM KUMAR	JITENDER KUMAR SHARMA		
116	220002072	PRETA VIJAY	KALCHHAN SINGH		
117	220001528	PREYANVA YADAV	MUNJNA		
118	220002952	PREYANVI	ASHOK KUMAR		
119	220006231	PREYANVI	RAVISHYAM SINGH		
120	220008374	PUSHPINDER KUMAR	SONVIER		
121	220000689	RACHNA	PRAYESH		
122	220001900	RACHNA GUPTA	NARESH KUMAR GUPTA		
123	220007853	RINCI	NARESH KUMAR		
124	220008312	RISHAB GAUTAM	YOGESH KUMAR		
125	220008865	RITESH KAPURNA	VISAL		
126	220006683	RITIKA	VIRENDER KUMAR		
127	220002598	RITA KASANA	MANISH		
128	220007776	ROHIT	SHRAMANVER		
129	220007848	ROHIT KUMAR	NARESH		
130	220009048	RUPESH SHARMA	RAJESH SHARMA		
131	220008582	S R PRADEEP KAUSHIK	RAJ KUMAR KAUSHIK		
132	220009790	SABA	DIKSHA		
133	220001461	SACHIN	YASHAR SINGH		
134	220001158	SADAB	FARUK NAGAR		
135	220004281	SAH DEVYAGAR	ASHOK YAGAR		
136	220001753	SAHIL	PIYARE LAL		
137	220005553	SAHIL KHAN	SABIR ALI		

CH. CHARAN SINGH UNIVERSITY MEERUT					
NAME OF CENTER	SHAMBU DAYAL PG COLLEGE GZB	DATE :			
EXAMINATION TIME	ROOM NO	LECT NO.	DAY:		
SUBJECT & COURSE	BASIC COMM ENGLISH II SEM				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH	
138	220000276	SAHMA	SHTYAR		
139	220000345	SANDEEP	ZABBAR		
140	220008138	SARLA NAGAR	SURESHWAR NAGAR		
141	220002409	SANJESH KUMAR	CHIRAGJI LAL		
142	2200009420	SARIN SHARMA	NEERAJ SHARMA		
143	220008385	SARISH	VIJAY KUMAR		
144	220008492	SARISH NAGAR	SHIV KUMAR NAGAR		
145	220001766	SARVYA	ANIL		
146	220009777	SARVYA	OM PRAKASH		
147	220001824	SARVYAN	RAJU TIBDI		
148	220004720	SARVYAN	RAMANJAY		
149	220001895	SARVYAN SAIFI	SURVY SAIFI		
150	220001422	SARVYAN	KANAN CHAND		
151	220001058	SHALU	NARESH KUMAR		
152	220002501	SHARMITA	KISHAN VER		
153	220001370	SHARVANI	BARABHAI MANDAL		
154	220004319	SHARVANI	BENI PRAKASH KUMAR		
155	220007997	SHREYAS	BANI SINGH		
156	220001590	SHREYAN	BADRIPRAKASH		
157	220007542	SHREYAN	RADHESHYAM TRIGI		
158	220007776	SHREYAN	ACHINBARAJ		
159	220004975	SHREYANI TRIGI	PRADEEP TRIGI		
160	220005593	SHREYAN YADAV	ASHOK YADAV		
161	220006881	SHOVAY CHOUHARY	JURESH CHOUHARY		
162	220001884	SHREEDRA	RAM SEVAK		
163	220001974	SHREYAN	BHENDRA		
164	220001879	SHRIRAM	RAJESH KUMAR		
165	220000924	SHRISHA	MANOJ KUMAR		
166	220008044	SHRISHA	RAMSUDHIN		
167	220008924	SHRISHA KHAN	PABUJI KHAN		
168	220008618	SHRISHI NAGAR	CHANDAN SINGH		
169	220002228	SONIKA	MUNNA LAL		
170	220001302	SONIKA	VINISH KUMAR		
171	220001385	SOURABH	JAMALPAL		
172	220007136	SOURABH KUMAR	VIRENDRA SINGH		

CH. CHARAN SINGH UNIVERSITY MEERUT					
NAME OF CENTER	SHAMBU DAYAL PG COLLEGE GZB	DATE :			
EXAMINATION TIME	ROOM NO	LECT NO.	DAY:		
SUBJECT & COURSE	BASIC COMM ENGLISH II SEM				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH	
173	220006277	SUNNY RAWAL	RUNIL KUMAR		
174	220000287	SVIATI	RETA KAMPAJ		
175	220000462	SVIATI	BISHI PAL		
176	220000916	SVEETA	UMESH		
177	220005318	SWEETA	PRINSHA KASHYAP		
178	220009947	TANNU	KULDEEP SHARMA		
179	220002900	TANNU	CHANDAN SINGH		
180	220004466	TANNU CHOUHARY	SHARUJI		
181	220011838	TARU DHAMA	JITENDRA DHAMA		
182	220000949	TARVA SINGH	ANIL SINGH		
183	2200007281	TUSHAR	BALJEET		
184	220003776	UMESH	DEVINDRA SINGH		
185	220000582	USUF KHAN	NAZIM		
186	220008149	VANSHAV CHANDIA	TARA CHAND		
187	220008278	VANSH	CHARAN SINGH		
188	220000206	VANSHI	VIJAY SINGH		
189	220004271	VIJAY	VIJAY SINGH		
190	220001888	VINAY	SURENDRA SINGH		
191	220001073	VINAY	IRUPAL		
192	220002853	VINAY KUMAR	NAL		
193	220001487	VINAY GUPTA	SATINDRA GUPTA		
194	220003101	VISHU KUMAR	RAVINDRA KUMAR		
195	220007418	VISHVA	RAJU SINGH		
196	220007930	VISHVA	SHARAD		
197	220006943	PAPAL CHAUHAN	VIJAY CHAUHAN		

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER SHAMBHU DAYAL PG COLLEGE GIZ		ROOM NO		DATE:
EXAMINATION TIME		IV SEM		TIME:
SUBJECT & COURSE				
BASIC COMM ENGLISH V001004				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
1		AKASHI	SHIBHANI KUMAR	
2		ANANDIA	HAN SINGH	
3		ARZOO	HANAK CHAND	
4		ARSHI KALAM	ILYAS	
5		ARSHITHA	RAJ KUMAR	
6		ARSHITHA SHARMA	SHIBHANI SHARMA	
7		ARSHITHA	SINGH	
8		ARSHITHA	LOKESH KUMAR	
9		ARSHI KASHYAP	YOGENDRA	
10		ARSHI NAGAR	ROHITESH NAGAR	
11		ARSHI PATEL	RAHUL NARAYAN PATEL	
12		ARSHI NAGAR	SHIVENDRA NAGAR	
13		ARSHI KUMAR	HETVIKRA	
14		ARSHI KUMAR	KANISHKA	
15		ARSHI KUMAR	MANDI RAJ	
16		ARSHI SHARMA	SHIRISHA	
17		ARSHI NAGAR	SHIRISHA PAL	
18		ARSHI NAGAR	NARAINA	
19		ARSHI	KADHUNA SINGH	
20		ARSHI SHARMA	OMPRKASHI SHARMA	
21		ARSHI SHARMA	VEDYAVATI SHARMA	
22		ARSHI	ARUN GUPTA	
23		ARSHI KUMAR	MUKESH KUMAR	
24		ARSHI	MOHIT KUMAR	
25		ARSHI	SHIVENDRA	
26		ARSHI	KANISH KUMAR	
27		ARSHI SINGH	SHARAK SINGH	
28		ARSHI BANI	OMPRKASH SINGH	
29		ARSHI MEENA	HEMANGI	
30		ARSHI KUMAR	SANJAY KUMAR	
31		ARSHI SHARMA	KUSHVINA	
32		ARSHI SHARMA	KANISHA GURU	
33		ARSHI KUMAR	SHARAD KUMAR	
34		ARSHI KUMAR	SANJAL SINGH	

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER SHAMBHU DAYAL PG COLLEGE GIZ		ROOM NO		DATE:
EXAMINATION TIME		IV SEM		TIME:
SUBJECT & COURSE				
BASIC COMM ENGLISH V001004				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
35		ARSHI KUMAR	RAJ KUMAR PARCHA	
36		ARSHI GAUTAM	UMESH GAUTAM	
37		ARSHI LAL	KANISHA SINGH	
38		ARSHI KUMAR	KANISHA SINGH	
39		ARSHI KUMAR	ARSHI SINGH	
40		ARSHI	TEJ CHAND	
41		ARSHI	YOGENDRA	
42		ARSHI	MANJAN LAL	
43		ARSHI	MANJAN KUMAR	
44		ARSHI SAHNI	SHARAK VEER SAHNI	
45		ARSHI	PRATAP SINGH	
46		ARSHI	KANISHA	
47		ARSHI SHARMA	SANJAY SHARMA	
48		ARSHI	NARESH YADAV	
49		ARSHI	DEEPAK KUMAR	
50		ARSHI GAUTAM	MANISH GAUTAM	
51		ARSHI KUMAR	ARSHI	
52		ARSHI	SHREYAS	
53		ARSHI KUMAR	KANISH CHAND	
54		ARSHI KUMAR	ARSHI MANJAL	
55		ARSHI	ARSHI	
56		ARSHI	MOHIT SAHNI	
57		ARSHI	SHARAK	
58		ARSHI	SHARAK	
59		ARSHI	ARSHI	
60		ARSHI	ARSHI	
61		ARSHI	ARSHI	
62		ARSHI	ARSHI	
63		ARSHI	ARSHI	
64		ARSHI	ARSHI	
65		ARSHI	ARSHI	
66		ARSHI	ARSHI	
67		ARSHI	ARSHI	
68		ARSHI	ARSHI	
69		ARSHI	ARSHI	

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER SHAMBHU DAYAL PG COLLEGE GIZ		ROOM NO		DATE:
EXAMINATION TIME		IV SEM		TIME:
SUBJECT & COURSE				
BASIC COMM ENGLISH V001004				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
70		ARSHI	ARSHI	
71		ARSHI	ARSHI	
72		ARSHI	ARSHI	
73		ARSHI	ARSHI	
74		ARSHI	ARSHI	
75		ARSHI	ARSHI	
76		ARSHI	ARSHI	
77		ARSHI	ARSHI	
78		ARSHI	ARSHI	
79		ARSHI	ARSHI	
80		ARSHI	ARSHI	
81		ARSHI	ARSHI	
82		ARSHI	ARSHI	
83		ARSHI	ARSHI	
84		ARSHI	ARSHI	
85		ARSHI	ARSHI	
86		ARSHI	ARSHI	
87		ARSHI	ARSHI	
88		ARSHI	ARSHI	
89		ARSHI	ARSHI	
90		ARSHI	ARSHI	
91		ARSHI	ARSHI	
92		ARSHI	ARSHI	
93		ARSHI	ARSHI	
94		ARSHI	ARSHI	
95		ARSHI	ARSHI	
96		ARSHI	ARSHI	
97		ARSHI	ARSHI	
98		ARSHI	ARSHI	
99		ARSHI	ARSHI	
100		ARSHI	ARSHI	
101		ARSHI	ARSHI	
102		ARSHI	ARSHI	
103		ARSHI	ARSHI	
104		ARSHI	ARSHI	
105		ARSHI	ARSHI	
106		ARSHI	ARSHI	
107		ARSHI	ARSHI	
108		ARSHI	ARSHI	
109		ARSHI	ARSHI	

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER SHAMBHU DAYAL PG COLLEGE GIZ		ROOM NO		DATE:
EXAMINATION TIME		IV SEM		TIME:
SUBJECT & COURSE				
BASIC COMM ENGLISH V001004				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
110		ARSHI	CHANDAN SINGH	
111		ARSHI	RAJ KUMAR SHARMA	
112		ARSHI	RAJESH SINGH	
113		ARSHI	RAJESH SINGH	
B.COM				
1		ARSHI	ARSHI	
2		ARSHI	ARSHI	
3		ARSHI	ARSHI	
4		ARSHI	ARSHI	
5		ARSHI	ARSHI	
6		ARSHI	ARSHI	
7		ARSHI	ARSHI	
8		ARSHI	ARSHI	
9		ARSHI	ARSHI	
10		ARSHI	ARSHI	
11		ARSHI	ARSHI	
12		ARSHI	ARSHI	
13		ARSHI	ARSHI	
14		ARSHI	ARSHI	
15		ARSHI	ARSHI	
16		ARSHI	ARSHI	
17		ARSHI	ARSHI	
18		ARSHI	ARSHI	
19		ARSHI	ARSHI	
20		ARSHI	ARSHI	
21		ARSHI	ARSHI	
22		ARSHI	ARSHI	
23		ARSHI	ARSHI	
24		ARSHI	ARSHI	
25		ARSHI	ARSHI	
26		ARSHI	ARSHI	
27		ARSHI	ARSHI	
28		ARSHI	ARSHI	
29		ARSHI	ARSHI	
30		ARSHI	ARSHI	
31		ARSHI	ARSHI	
32		ARSHI	ARSHI	
33		ARSHI	ARSHI	

CH. CHARAN SINGH UNIVERSITY MEERUT				
NAME OF CENTER SHAMBHU DAYAL PG COLLEGE GIZ		ROOM NO		DATE:
EXAMINATION TIME		IV SEM		TIME:
SUBJECT & COURSE				
BASIC COMM ENGLISH V001004				
SNO	ROLL NO	NAME	F NAME	FULL SIGNATURE OF THE CANDIDATE IN ENGLISH
34		ARSHI	MUKESH KUMAR	
35		ARSHI	ARSHI	
36		ARSHI	ARSHI	
37		ARSHI	ARSHI	
38		ARSHI	ARSHI	
39		ARSHI	ARSHI	
40		ARSHI	ARSHI	
41		ARSHI	ARSHI	
42		ARSHI	ARSHI	
43		ARSHI	ARSHI	
44		ARSHI	ARSHI	
45		ARSHI	ARSHI	
46		ARSHI	ARSHI	
47		ARSHI	ARSHI	
48		ARSHI	ARSHI	
49		ARSHI	ARSHI	
50		ARSHI	ARSHI	
51		ARSHI	ARSHI	
52		ARSHI	ARSHI	
53		ARSHI	ARSHI	

Certification was done for all the participants of this course.

Shambhu Dayal (PG) College, Ghaziabad

Personality Development & Communication Skills

Skill Development Course
New Education Policy
Session 2022-23



Prof. Shilpy Jindal
(Dept. of Economics)
Course Coordinator

Deepti Kapoor
(Dept. of Commerce)
Course Co- Coordinator

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2. Introduction
3. Objectives
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5. Annexure I- Syllabus
6. Annexure II- List of students
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ACKNOWLEDGEMENT

We express our sincere gratitude to our principal Prof. Akhilesh Mishra for the successful coordination and implementation of the course. His positivity and dynamism has always been a source of inspiration for the students and the entire team.

Our sincere thanks to the NEP coordinator Prof. Urvija Sharma, Dr. Priyanka Singh and their entire team for timely support and guidance for the completion of this course.

We are also thankful to Ms Leena Gupta who gave her valuable time for conducting online classes for the topic which helped the students immensely in building their understanding about Personality Development and Communication Skills.

We offer special thanks to our support staff without whom the smooth conduct of the course would not have been possible.

INTRODUCTION

Communication Skills and Personality Development



Personality Development is a process where you work on yourself to nurture your talents and add new skills to your portfolio. You can instantly become more appealing and progress in life as well as your career if you know how to present yourself in situations.

Inclusion of Personality Development as a skill course in the New Education Policy is a strong step to help the students to develop their personality by enhancing their communication and presentation skills , improving problem solving ability and developing positive outlook to achieve success in life. Hence the course is an important and helpful guide for students to attain their goals in life.

OBJECTIVES

The objective of this course is to make students successful in their personal and professional life by developing their basic skills and makes them confident and understanding, compassionate and caring individuals . Students need to develop and master these basic skills to get ahead in life. The significance of the course lies in the fact that it helps students to fulfil the following purposes-

1. Aids in problem solving
2. Helps in shaping personality
3. Makes one a better leader
4. Enables one to handle conflict better
5. Enables students to interact with others in a better way
6. Helps build and maintain relationships
7. Prevents misunderstandings
8. Creates clarity in communication
9. Helps handle criticism better
10. Builds confidence and boosts morale

KEY FEATURES OF THE COURSE

To fulfil the objectives of the programme knowledge was imparted to the students through online and offline classes, presentations, group discussions and practical assignments. Since the main purpose of the course was to develop the personality of the students by improving their Communication skills , the Teaching /Learning Sessions were made highly interactive and participative .

Teaching /Learning was followed by a series of written tests and assignments to evaluate the theoretical and practical understanding of the students.

Online Classes

This screenshot shows a Google Meet session in progress. The interface includes a grid of participant video thumbnails. The participants visible are Anjali Mishra, Abhishek Nagal, Priyanshu AA, Laxmi Kumari, and Muskan Goswami. A notification indicates that Muskan Goswami has joined. On the right side, there is an 'In-call messages' panel with a toggle for 'Let everyone send messages' and a message from 'You' at 11:59 AM saying 'good afternoon'. The bottom of the screen shows the meeting controls and a system tray with the time 12:16 PM and date 17-06-2023.

This screenshot shows a Google Meet session where a presentation is being shared. The presentation slide is titled 'Physical Barriers' and lists the following points:

- Noise
- Poor acoustics
- Defective mechanical devices
- Frequent interruptions
- Uncomfortable seating arrangements
- Uncomfortable environment
- Message overload

The meeting interface shows participants Anjali Kaushik and Vinit Kumar. A notification at the bottom states 'meet.google.com is sharing a window.' The system tray at the bottom indicates the time is 12:35 PM on 21-06-2023.

meet.google.com/sac-ppnz-erc

You're presenting to everyone Stop presenting

Connecting someone. When you answer the phone and it is for somebody else.

- One minute, I'll transfer you now.
- Please hold and I'll put you through.
- Let me see if Jim is available.
- One moment, please.
- Hang on a minute. *(informal)*

When you need to put somebody on hold

- Jim is on another line at the moment. Would you like to hold?
- I'm sorry, I have a call on my other line. Can you please hold?

For customer service calls

- All of our operators are currently busy. Please stand by for the next available operator.

When you don't understand the caller

- Could you please repeat that?
- I'm sorry, I didn't catch what you just said.
- Can you please speak a little more slowly?
- Can you please speak a little louder?

Anjali Kaushik

KN creations

You

12:48 PM | sac-ppnz-erc

meet.google.com is sharing a window. Stop sharing Hide

33°C Haze

meet.google.com/iuz-beby-dwj?authuser=0&hl=en

People ×

+ Add people

Search for people

IN MEETING

Raised hands 1 ↑

(first to last) Lower all

Abhishek Nagal Lower

Contributors 6 ↑

Leena Gupta (You) Meeting host

Abhishek Nagal

12:01 PM | iuz-beby-dwj

35°

The screenshot shows a Google Meet interface. The main window displays a presentation slide titled "The simplest communication process always involves 4 parts:" with the following bullet points:

- A **sender** is the person who has information to convey to another person.
- The **message** is the information to be communicated.
- A **channel** is the means or medium of communication. The channel might be the telephone wires, a printed page of a letter or even data transmission over wires from computer to computer.
- A **receiver** is the person who takes in the information that is sent.

Below the slide, a video thumbnail shows a participant named Anjali Kaushik. To the right, an "In-call messages" panel is open, showing a message from "You" at 12:00 PM: "Hello everyone". The panel includes a toggle for "Let everyone send messages" and a "Send a message" input field.

At the bottom of the screen, a Windows taskbar is visible with the date 22-06-2023 and time 12:21 PM. A notification bar at the bottom of the Meet window says "meet.google.com is sharing a window." with "Stop sharing" and "Hide" buttons.

Assessment







Ghaziabad, UP, India
Ghantaghar, Ghaziabad, 201001, UP, India
Lat 28.663096, Long 77.425423
09/11/2023 11:09 AM GMT+05:30

Annexure I: Syllabus

Syllabus for Skill development course

Title of course- Personality Development & Communication Skills	
Nodal Department of HEL to run course	Department Of English (All UG)
Broad Area/Sector-	Basic Skills in English
Sub Sector-	Language Skills
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	
Aliened NSQF level	
Expected fees of the course -Free/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	
Number of Seats.....	As suggested by college
Course Code.....	Credits- 03 (1 Theory, 2 Practical)
Max Marks..... Minimum Marks.....	
Name of proposed skill Partner (Please specify, Name of industry, company, etc. for Practical /training/ internship/OJT	Aptech Learning Center (Authorized Meerut Center as PCE)
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company, etc.)	It leads to various academic and employment opportunities

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Thinking Skills for Academic Purpose	Developing Critical, Analytical and Imperative Thinking Skills, Enhancing Vocabulary, Grammar	Theory/ Practical	2	5
II	Reading for Academic Purpose	Reading comprehension – Types of Texts – Persuasive, Argumentative, Narrative, Descriptive, Expository	Theory / Practical	2	10
III	Writing Skills (Content for Website / Literature / Business) Purpose	Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume	Theory / Practical	3	15
IV	Speaking, Presentation Skills & Group Discussion	Importance of Communication Skills, Types of Conversations - Telephonic, Informal, Formal	Theory / Practical	4	15
V	Listening for Academic Purpose	Comprehending Audio, Videos, Captioning	Theory/ Practical	4	15

Suggested Readings:

1. A Reading for Academic Purpose by Robyn Brinks & Kelly Sipped.
2. Academic Writing by Aptech Onlinevarsity
3. Pronunciation by Jonathan Smith & Annette Margobs.
4. English Grammar by Aptech Learning Center.
5. Oxford Online LSRW
6. Basic Knowledge of Computer by John Monyjok.
7. Objectives of Reading, Writing & Listening Skills by Aptech Academy.

Suggested Digital platforms/ web links for reading:

1. <https://www.smashmagazine.com>
2. <https://files.eric.ed.gov>
3. <https://site.nationalacademies.org>
4. www.aptechmeerut.com www.aptechlearning.com www.aptechaviationacademy.com

Suggested OJT/ Internship/ Training/ Skill partner- Aptech Learning Center, Meerut

Suggested Continuous Evaluation Methods: Total Marks: 25, House Examination/Test: 10 Marks

Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks

Class performance/Participation: 5 Marks

Course Pre-requisites:

- No pre-requisite required

Suggested equivalent online courses: Aptech Learning Center, Meerut

Any remarks/ suggestions:

Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

Annexure II: List of students

SHAMBHU DAYAL PG COLLEGE, GHAZIABAD ATTENDANCE SHEET

B.A IV SEM

Test and Quiz 1st / 2nd

B.A IV SEM

Paper

PERSNALITY DEVELOPMENT

V0001027

Room No.

DATE: 11.09.2023

Time: 11AM TO 12PM

S No	ROLL NO	Name	Father's Name	Student's Signature
1	210024301007	ABHISHEK	SANJEEV KUMAR	
2	210024301015	ABHISHEK SHARMA	RAHUL SHARMA	
3	210024301044	ANJALI	RAJIV	
4	210024301047	ANJALI MISHRA	SHANKAR MISHRA	
5	210024301051	ANKIT KUMAR	VEERPAL	
6	210024301054	ANKITA MISHRA	JITENDRA KUMAR MISHRA	
7	210024301182	LAVISH NAGAR	SANJAY NAGAR	
8	210024301183	LAXMI	DHANIRAM	
9	210024301219	MONU KUMAR	TEJVEER SINGH	
10	210024301222	MUSKAN GOSWAMI	SUNIL DUTT GIRI	
11	210024301253	NITIN TYAGI	DEVESH TYAGI	
12	210024301286	PRIYANSHU	VIRENDRA KUMAR	
13	210024301368	SHAN MOHAMMAD	AAS MOHAMMAD	
14	210024301411	SURYA SAGAR	VIKRAM SINGH	
15	210024301420	TANU KUMARI	SUDHIR KUMAR	
16	210024301424	TARUN KUMAR	MANOJ	
17	210024301447	VINAY KUMAR	RAVINDRA KUMAR	
18	210024301448	VINEET BHARTI	VED PRAKASH BHARTI	
19	210024301450	VINIT KUMAR	VIJENDRA SINGH	
BCOM IV SEM				
20	210024303108	KANISHKA SHARMA	JAIBEER SHARMA	
21	210024303165	PRIYANSHU NAGAR	BRAHM SINGH	

Annexure III: Assessment

INTERNAL EXAM 2023

SUB: PERSONALITY DEVELOPMENT

SUBJECT CODE :V0001027

TIME: 1 HOUR

MAX MARKS: 40

NAME:

ROLL NO:

All questions are compulsory

Q1. Which of the following is not an element of Communication

1. Sender
2. Message
3. Experience
4. Receiver

Q2. What is the importance of Communication skills

1. Reduces stress
2. Develops personality
3. Exchange of information
4. All of the above

Q3. Which skill is not required for Group Discussion

1. Good handwriting
2. Confidence
3. Social skills
4. Listening ability

Q4. Which is not a characteristic of Group discussion

1. Similar interests
2. Solving problems
3. Discussion of ideas
4. Entertainment

Q5. Informal Communication is also known as

1. Official Communication
2. Grapevine Communication
3. Documentary Communication
4. Special Communication

Q6. Which is the characteristic of Formal Communication

1. Less time consuming
2. No supporting documents
3. No secrecy
4. A set of commands is followed

Q7. Which of the following does not improve speaking skills

1. Preparation
2. Nervousness
3. Effective voice
4. Knowing your audience

Q8. Business letters, report orders etc. are examples of

1. Formal communication
2. Informal communication

Q9. What helps in improving your communication ...

1. Humour
2. Story telling
3. Use of effective language
4. All of the above

Q10. How will you practice for Group Discussion

1. Listening carefully
2. Giving Up
3. Showing aggression
4. Deviating from the topic

- Q11. If there is a background noise coming from the Sender's location, this problem is related to
1. Sender
 2. Message
 3. Channel
 4. Receiver
- Q12. Which one is not a step to be involved while attending a telephonic Business call.
1. Asking for Someone
 2. Explaining
 3. Putting on Hold
 4. Shaking hand
- Q13. Which of the following is wrong way to ask for someone?
1. Could I speak to Mr.Ravi
 2. Can I speak to Mr.Ravi
 3. I would like to speak to Mr. Ravi
 4. Ravi, Is it you?
- Q14. Complete the series of action mentioned below:?
1. Listening
 2. Speaking
 3. Reading
 - 4.
- Q15. Which one of the following is not the step involved in Listening?
1. Hearing
 2. Filtering
 3. Comprehending
 4. Skipping
 5. Responding
- Q16. Which one of the following is an example of Physical Barrier in listening?
1. State of Health
 2. Impatience
 3. Noise
 4. Emotional blocks
- Q17. What are the causes of Poor Presentation?
1. Failure to motivate audience
 2. Confusing structure
 3. Excess details
 4. Poorly designed slides
 5. All of the Above
- Q18. Complete the Steps in development of Presentation?
1. List your objectives
 2. Define your audiences
 3. Determine your message
 4. Organize Your information
- Q19. Which one of the following is not a soft skill?
1. Communication
 2. Body Language
 3. Problem solving
 4. Time management
 5. Software engineering
- Q20. Hard skills include?
1. Foreign Language
 2. Operating equipment's/machinery
 3. Writing
 4. All of the above
- Q21. Soft skills are also called ?
1. People skills
 2. Social skills
 3. Both
- Q22. One page summary of your work and experience is called?
1. CV
 2. Resume
 3. None of the above

- Q23. English vocabulary enhances our?
1. Reading
 2. Writing
 3. Speaking
 4. All of the above
- Q24. To improve English vocabulary, you should?
1. Play word games
 2. Watch Bollywood movies
 3. Listen Hindi songs
 4. Use dictionary and thesaurus
- Q25. To be able to comprehend you should be able..
1. Make sense of what you have read
 2. Think deeply of what you have read
 3. Make connection about what you read and what you know
 4. All of the above
- Q26. Complete the following, the three levels of comprehension are:
1. Literal
 2. Inferential
 3. And...
- Q27. Name the fourth and fifth type of text:-
1. Descriptive
 2. Narrative
 3. Expository
 4. ..
 5. ..
- Q28. Examples of Expository texts are :
1. Self help books
 2. Promotion of goods and services
 3. Magazines
- Q29. The purpose of narrative text is
1. To Entertain
 2. Inform
 3. Support ideas
 4. None of the above
- Q30. A good argument shows both cause and
- Q31. Critical Thinkers will
1. Accept face value
 2. Question ideas
 3. None of the above
- Q32. Benefits of critical thinking are
1. Understand link between ideas
 2. Recognize, build and appraise arguments
 3. Both
- Q33. Critical thinker can
1. Create a problem
 2. Do not pay attention
 3. Contributes to learning process by conducting research, reading and making notes.
- Q34. Three components of Critical thinking are Attitude, Knowledge and
- Q35. Tips for Notes taking include: Keywords, Phrases and
- Q36. We can structure our notes with :
1. Headings
 2. Sub-headings
 3. Number list
 4. All of the above
- Q37. Job application is which type of writing...?
- Q38. Three types of charts and graphs discussed were..... And
- Q39. Translation requires fluency in minimum..... Languages.
- Q40. The writing skill that portrays a persons is called



**SHAMBHU DAYAL (PG) COLLEGE,
GHAZIABAD**

Report on

**INTRODUCTION TO
MUTUAL FUND (PART II)**



B.Com. IInd Semester : 2022-2023
Co-ordinator : Dr. Monika (Department of Commerce)

ACKNOWLEDGEMENT

I express my sincere gratitude towards Professor. Akhilesh Mishra, Principal of SD (PG) College, for providing me opportunity to coordinate skill development course on INTRODUCTION TO MUTUAL FUND PART -2 which is quite useful for commerce students. His constant support and guidance keeps the environment encouraging for all of us.

My sincere thanks to Mr. Ashish Kumar Goyal, Mutual Fund distributor and proprietor of Pinnacle Investments for providing his guidance and material for practical sessions. I am also thankful to Dr. Shailendra Kumar (HOD Department of Commerce) for his support in successful completion of this course. I would like to acknowledge with much appreciation, the crucial Role of NEP Committee. Their continuous support helped me in better implementation of the course.

Dr. Monika

Assistant Professor

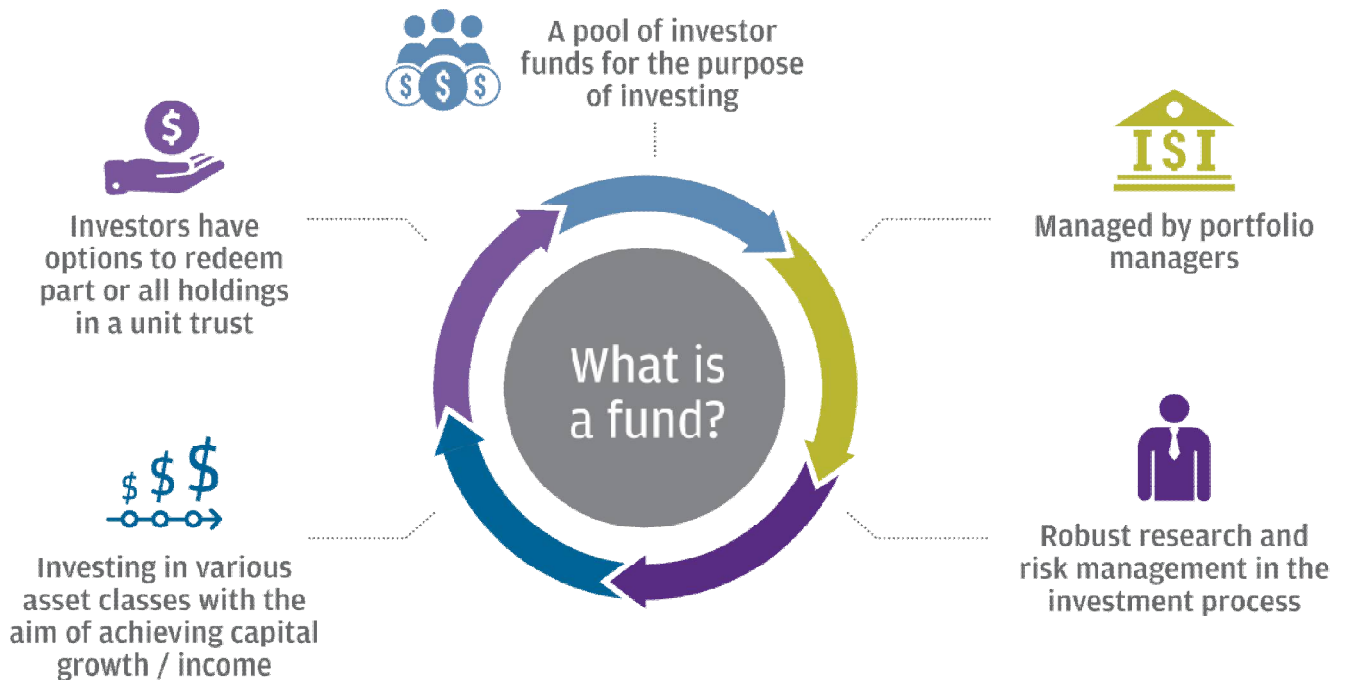
(Department of Commerce)

S D (PG) College, Ghaziabad

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INTRODUCTION



‘Introduction to Mutual Fund Part II’ is a progressive course. The previous course of this series was ‘Introduction to Mutual Fund Part I’.

This course ‘Introduction to Mutual Funds Part II’ helps the students to make their career in financial market as through this course they know how they can recommend suitable products/schemes to investors and prospective investors in the market.

OBJECTIVE OF THE COURSE



Fig: Mutual Fund Operation Flow Chart

The objective of this course is to:-

- ❖ Provide students with an in-depth knowledge of mutual funds, their functioning with the help of an interactive format.
- ❖ Know the basics of mutual funds, their role and structure, different kinds of mutual fund schemes and their features.
- ❖ Understand how mutual funds are distributed in the market-place, how schemes are to be evaluated
- ❖ Understand how suitable products and services can be recommended to investors and prospective investors in the market.

After completion of this course, a student would be able to analyse the mutual fund schemes which are suitable and can be recommended to the investors.

ABOUT THE PROGRAMME

‘Introduction to Mutual Funds (Part II)’ has been adopted as one of the courses of skill development programme under NEP w.e.f. 2021- 22.

This programme is designed to discuss the role of mutual fund distributors and different kinds of mutual fund distributors. How can net asset value be calculated. Knowledge about security transaction tax and the NFO process. SEBI norms regarding representation of returns by mutual funds in India, Analysis of risk levels in mutual fund schemes.



SYLLABUS

Unit	Topics	No. of theory hours (1 credit)	No. of skill hours (2 credits)
<i>I</i>	The role and importance of mutual fund distributors, Different kinds of mutual fund distributors, Modes of distribution, Commission discloser mandated by SEBI. Different between distributors and investment advisor.	3	6
<i>II</i>	Computation of net assets of Mutual fund scheme and NAV. Concept of entry and exit load and its impact on NAV. Total expense ratio and pricing of units for the segregated portfolio.	3	7
<i>III</i>	Securities transaction tax. Tax benefit under section 80C of the Income Tax Act. Tax deducted at source, Applicability of GST	3	15
<i>IV</i>	The NFO process, New fund offer price/On-going offer price for subscription, Investment plans and services, Allotment of units to the investors, Mutual fund investors. Filing the application form for Mutual Funds, Financial transactions with Mutual Funds, Cut-off time and time stamping.	4	15
<i>V</i>	SEBI norms regarding representation of returns by Mutual funds in India, Certain provisions with respect to credit risk, Scheme selection based on investor needs, Preference and risk profile. Risk levels in Mutual Fund schemes. Scheme selection based on investment strategy of Mutual Funds, Selection of Mutual Fund scheme offered by different AMC's or within the scheme category.	2	15
TOTAL:		15	58

ASSESSMENT

SKILL PAPER : INTRODUCTION TO MUTUAL FUND – PART -2 (Code- V 0001069)

B. COM. II Sem.

Time: 01 Hour

Max. Marks : 40

Note : Each question carries equal marks. Attempt all questions. Tick () the correct answer.

Q1 . Mutual fund distributors certification examination offered by which body to become a mutual fund distributor ? म्यूचुअल फंड वितरक बनने के लिए म्यूचुअल फंड वितरक प्रमाणन परीक्षा किस संस्था द्वारा दी जाती है?

- A. Securities and exchange board of India C. Association of Mutual Fund in India
B. National Institute of securities Markets D. National Skills development corporation

Q2 . In What form do mutual fund distributors earn revenue ?

म्यूचुअल फंड वितरक किस रूप में राजस्व अर्जित करते हैं?

- A. Commission from mutual fund for the distribution of the schemes
B. Commission received from association of mutual fund in India
C. Fees Collected from the investors
D. Investment advisory fees from mutual funds

Q3. Calculate the NAV from the following information :- निम्नलिखित जानकारी से NAV की गणना करें:-

Value of Stocks	: Rs 150 Crore	Value of Money market instruments	: Rs 2 Crore
Value of bonds	: Rs 67 Crore	Dividend accrued but not received	: Rs 1 Crore
Fees Payable	: Rs 00.5 Crore	Interest accrued but not received	: Rs 2.5 Crore
No. of Outstanding units	: 2 Crore		

- A. Rs 110 B. Rs 120 C. Rs 111 D. Rs 115

Q4. As per fair valuation principles laid out by SEBI, it is mandatory to disclose the valuation Policy in
सेबी द्वारा निर्धारित उचित मूल्यांकन सिद्धांतों के अनुसार, _____ में मूल्यांकन नीति का खुलासा करना अनिवार्य है

- A. Statement of Additional Information
B. Statement of Accounts sent to investors periodically
C. Fund fact sheet
D. The fair valuation principles are not to be put in public

Q5 . In case of Mutual Fund Schemes , dividends can be paid only out of _____
म्यूचुअल फंड योजनाओं के मामले में, लाभांश का भुगतान केवल _____ से किया जा सकता है

- A. Premium Reserve account C. Distributable surplus generated by the scheme
B. Unit Capital D. Mark to market profits

Q6 . What is the full form of STT? STT का पूर्ण रूप क्या है?

- A. Systematic transfer tax C. Systematic transaction tax
B. Securities transaction tax D. None of above

Q7 . What is the maximum limit of ELSS eligible for deduction under section 80C of the income tax act for individual for A,Y. 2022 -2023 ?

2022 -2023 के लिए व्यक्तिगत आयकर अधिनियम की धारा 80 सी के तहत कटौती के लिए पात्र ईएलएसएस की अधिकतम सीमा क्या है।?

- A. 100000 B. 120000 C. 150000 D. 200000

Q8. What is the percentage of TDS on dividends amount if it exceeds Rs 5000 ?

- A. 10% B. 11% C. 12% D. 9%

Q9 In the Non equity –oriented funds, the rate of long term capital gain tax is ?
गैर-इक्विटी-उन्मुख फंडों में, दीर्घकालिक पूंजीगत लाभ कर की दर है?

- A. 10% with indexation C. 20% with indexation
B. 10% without indexation D. 20% without indexation

Q10. Redemption form which of the following mutual fund schemes would attract securities transaction Tax (STT) for an investor ?

मोचन फॉर्म निम्नलिखित में से कौन सी पारस्परिक खोज योजना एक निवेशक के लिए प्रतिभूति लेनदेन कर (एसटीटी) को आकर्षित करेगी?

- A. Multi cap Mutual fund /EOF C. Liquid Fund
B. Government securities Fund D. Overnight Fund

- Q 11 .What is the Full form of NFO?
एनएफओ का पूर्ण रूप क्या है?
A. New Fund Offer B. Net Fund Opportunity C. None of these
- Q12 . Which of the following dates relevant for the NFO of an open ended scheme :
ओपन एंडेड योजना के एनएफओ के लिए निम्नलिखित में से कौन सी तारीखें प्रासंगिक हैं:
A. NFO Open date C. Scheme Re -opening date
B. NFO Close date D. All of the above
- Q13. In mutual fund scheme , the maximum no. of nominees make by investor ____?
म्यूचुअल फण्ड स्कीम में सबसे ज्यादा नं. निवेशक द्वारा नामांकित व्यक्तियों की संख्या ____?
A. 4 B. 3 C. 2 D. 5
- Q 14. At what price ate the bonus units issued to the unit holder ?
यूनिट धारक को जारी की गई बोनस यूनिटें किस कीमत पर खायी गयीं?
A. The Price is decided by the AMC in the consultation with the trustees
कीमत एएमसी द्वारा ट्रस्टियों के परामर्श से तय की जाती है
B. The Bonus units are allotted free of cost
बोनस इकाइयाँ निःशुल्क आवंटित की जाती हैं
C. At the prevailing NAV ; प्रचलित NAV पर
D. At the prevailing NAV divided by the bonus ratio
प्रचलित एनएवी को बोनस अनुपात से विभाजित किया जाता है
- Q15 . Whose KYC needs to be completed in case of an application by a minor?
नाबालिग द्वारा आवेदन के मामले में किसकी केवाईसी पूरी करनी होगी?
A. The Minor नाबालिग
B. The Guardian संरक्षक
C. Any family member of the minor नाबालिग के परिवार का कोई भी सदस्य
D. No KYC is required in case of application by minors
नाबालिगों द्वारा आवेदन के मामले में केवाईसी की आवश्यकता नहीं है
- Q16. How many (maximum) bank accounts can a resident individual investor register with a mutual fund folio?
एक निवासी व्यक्तिगत निवेशक म्यूचुअल फंड फोलियो के साथ (अधिकतम) कितने बैंक खाते पंजीकृत कर सकता है?
A. 1 B. 2 C.3 D. 5
- Q17 An investor invested in scheme A when the scheme's NAV was RS 120 per unit . The investor redeemed the investments at the NAV of Rs 135. Calculate the simple return _____
एक निवेशक ने स्कीम ए में निवेश किया जब स्कीम की एनएवी 120 रुपये प्रति यूनिट थी। निवेशक ने 135 रुपये के एनएवी पर निवेश भुनाया। साधारण रिटर्न की गणना करें _____
A. 10 .00 Per cent B. 11.11 Per cent C. 12.5 Per cent D. 15.00 Per cent
- Q18.Which of the following scheme categories would be considered the least risky in terms of credit risk?
निम्नलिखित में से किस योजना श्रेणी को क्रेडिट जोखिम के मामले में सबसे कम जोखिम भरा माना जाएगा?
A. Credit risk fund B. Corporate bond fund C. Dynamic bond D. Gilt fund
- Q19.For an investor to get a quick sense of the level of risk involved in a mutual fund scheme ,SEBI suggested a simplified framework known as _____
एक निवेशक को म्यूचुअल फंड योजना में शामिल जोखिम के स्तर की त्वरित जानकारी प्राप्त करने के लिए, सेबी ने एक सरलीकृत रूपरेखा का सुझाव दिया जिसे _____ के रूप में जाना जाता है।
A. Risk -O- meter B. Risk factors C. Fact sheet D. Investor's risk profile
- Q20. _____ are the close ended debt funds
_____ क्लोज एंडेड डेट फंड हैं
A .Fixed maturity plans (FMPS) B .Overnight funds
C. Dynamic debt funds D. Arbitrage funds

ANNEXURE 1
LIST OF STUDENTS

S No	ROLL NO	Name	Father's Name
1	220024303001	AADITYA	RAM ASHISH
2	220024303002	AASTHA SAGAR	HANSRAJ SINGH
3	220024303004	ABHAY CHAUHAN	RAMESH CHAUHAN
4	220024303006	ABHAY PRATAP SINGH TOMAR	HAMVIR SINGH TOMAR
5	220024303007	ABHAY VERMA	SHERSINGH VERMA
6	220024303011	ADITYA KUMAR MISHRA	RAJESH KUMAR MISHRA
7	220024303031	ARVIND	UDAI SHAH
8	220024303034	BABLI	PAPPU SHUKLA
9	220024303039	CHIRAG JINDAL	MANOJ JINDAL
10	220024303045	DIVYANKA PARASHAR	PANKAJ PARASHAR
11	220024303061	HEMLATA SHARMA	HARCHARAN LAL SHARMA
12	220024303062	HIMANSHU	RAJENDRA KUMAR
13	220024303069	ISHIKA SAGAR	DILEEP KUMAR
14	220024303079	KANCHAN	RAJESH KUMAR
15	220024303084	KHUSHBU	RAKESH
16	220024303088	KOMAL SHARMA	DEVENDER SHARMA
17	220024303094	KUNAL SINGH	VISHAL KUMAR
18	220024303100	MAYANK KUMAR	UMESH GAUTAM
19	220024303114	NIKHIL KUMAR	SURENDER KUMAR
20	220024303124	PAWAN PASWAN	HARINDER
21	220024303127	POOJA KUMARI	VIDYA SAGAR MANDAL
22	220024303134	PUNEET	KULDEEP
23	220024303135	RADHA	KHAJAN SINGH

S No	ROLL NO	Name	Father's Name
24	220024303143	RISHANK	SUBHASH CHAND
25	220024303150	RUCHI	ROSHAN LAL
26	220024303156	SADAF	MOHD SADDIQ
27	220024303161	SAKSHAM DIXIT	AMIT DIXIT
28	220024303185	SHIVAM	KAMLESH PRASAD
29	220024303192	SIDDHARTH TYAGI	RAMAVTAR TYAGI
30	220024303194	SNEHA	YOGESH KUMAR
31	220024303196	SONALI MORAL	SANJEEV KUMAR MORAL
32	220024303206	SUNAINA	PRADEEP
33	220024303211	TANUJA RANI	INDRA DEV PASWAN
34	220024303224	VARSHA KASHYAP	KRISHNA PAL
35	220024303225	VARUN KUMAR	GOPAL SINGH
36	220024303232	VIVEK KUMAR	VINOD KUMAR
37	220024303233	VIVEK THAKUR	SHIV NARAYAN THAKUR

Annexure 2

Some photographs of practical/ theoretical classes and assessment



Certificate Distribution to the students



**SHAMBHU DAYAL (PG) COLLEGE,
GHAZIABAD**

Report

On

**COMPUTERIZED
ACCOUNTING & GST**

Course Co-ordinator

Dr. Shailendra Kumar (Department of Commerce)

ACKNOWLEDGEMENT

I would like to convey my heartfelt gratitude to the Principal Prof. Akhilesh Mishra ji for his tremendous support and for providing me an opportunity to work as the coordinator of this important subject under the skill course.

I would also like to express my special thanks to Dr. Urvija Sharma, Incharge, NEP Committee for active co-operation and valuable guidance.

At the same time, I express my gratitude to all the colleagues and supporting staff of the Department of Commerce for their invaluable cooperation.

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✚ Course Introduction

✚ Syllabus

✚ List of the Students

✚ Assessment

✚ Press Release



COURSE INTRODUCTION

- ✚ The course aims to provide students with comprehensive knowledge and practical skills in computerized accounting with a focus on GST (Goods and Services Tax).
- ✚ It is designed to prepare students for self-employment opportunities and enhance their career prospects in accounting and finance. The syllabus can be customized to meet the specific needs of Indian students or location-based requirements.
- ✚ Completing this course will make students proficient in computerized accounting with a specific focus on GST, a crucial aspect of modern financial operations in India.

SYLLABUS

Title of course- Computerized Accounting & GST	
Paper Title : Computerized Accounting (Theory) and Tally (Practical)	
Nodal Department of HEI to run course	Department of Vocational Studies
Broad Area/ Sector-	Commerce/ Business/E-Commerce
Sub Sector	Computerized Accounting
Nature of Course- Independent/Progressive	Independent
Name of suggestive Sector Skill Council	NSDC
Aliened NSQF level	
Expected fees of the course – Free/ Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	NA
Number of Seats	As suggested by college
Course Code	Credits- 03(1 Theory, 2 Practical)
Max Marks.....Minimum Marks.....	
Name of proposed skill Partner (Please specify, Name of Industry, Company etc for Practical / Training /Internship / OJT	Apt ech Learning Centre (Authorized Meerut Centre as PCE)
Job Prospects – Expected Fields of Occupation where students will be able to get job after completing this course in (Please specify name / type of industry, company etc.)	Student will be able to get a job of an Accountant, Tally Data Entry Operator & various business sector

Syllabus

Unit	Topics	General / Skill Component	Theory/ Practical/ OJT/ Internship/ Training	No. of theory hours (Total-15 Hours = 01 credit	No of Practical Hours (Total – 60 Hours = 02 credits
I	Fundamental –Introduction to Accounting, Accounting Rules & principle, accounting features of Tally	Skill	Theory	2	
II	Tally Introduction- Create a company, shut a company, select a company, alter a company, delete a company Accounts Information- Ledgers, Groups Inventory Information – Stock Groups, Stock Items, Units of Measure Accounting Vouchers- Receipts Vouchers, Payment Vouchers, Purchase Vouchers, Sales Vouchers, Contra Vouchers, Journal Vouchers, Debit Note, Credit Note	Skill	Theory / Practical	3	15

III	Display- Trial Balance, Trading A/c, P&L A/c, Balance Sheet , Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash / Funds Flow, List of Accounts Exception Reports, Print Management	Skill	Theory / Practical	3	15
IV	Data Management and Administration- Backup & Restore, Security Controls, Tally Audit Feature, Tally Vault	Skill	Theory / Practical	3	15
V	Taxes in Tally – GST (Goods & Service Tax), Setting up GST Rates, Import Data into Excel, Data Interchange between XML format, Other Options	Skill	Theory / Practical	4	15

Suggested Readings: As suggested by college or University

Suggested Digital Platforms/ web links for reading- www.aptechmeerut.com
www.aptechlearning.com www.aptechaviationacademy.com

Suggested OJT/ Internship/ Training/ Skill partner-Aptech Learning Centre, Meerut

Suggested Continuous Evaluation Methods : **Total Marks : 25, House Examination / Test: 10 Marks**

Written Assignment/ Presentation/ Project/ Term Papers / Seminar : 10 Marks

Class Performance/ Participation : 5 Marks

Course Pre-requisites:

- Intermediate in any stream

Suggested equivalent online courses : Aptech Learning Centre, Meerut

Notes:

- Number of units in Theory/ Practical may vary as per need
- Total credits/ Semester – 3 (It can be more credits, but students will get only 3 credit/ semester or 6 credits/ year)
- Credits for Theory = 01(Teaching Hours = 15)
- Credits for Internship/ OJT/ Training/ Practical = 02 (Training Hours = 60)

LIST OF STUDENTS

Class : B. Com. – 4th Semester
Skill Paper : Computerized Accounting & GST
Paper Code : V0001101

S. NO.	ROLL NUMBER	NAME OF THE STUDENTS	FATHER'S INITIAL
1	210024303003	AANCHAL GUPTA	KG
2	210024303016	ABHISHEK KR SRIVASTAVA	AKS
3	210024303023	AJEET GUPTA	VG
4	210024303032	ALOK SENGER	AS
5	210024303044	ANMOL	BPS
6	210024303046	ANSHU YADAV	N
7	210024303058	AYUSH SINGH	RKS
8	210024303065	CHANDAN KUMAR	KK
9	210024303073	DEVENDRA CHAUDHARY	RC
10	210024303101	JAGDISH	K
11	210024303102	JATIN SHARMA	AKS
12	210024303113	KASHISH	MK
13	210024303118	KHUSHBOO	SK
14	210024303131	MANMOHAN SINGH	MS
15	210024303147	NISHA MEHTO	JPM
16	210024303148	NISHA RANI	K
17	210024303158	POLI SARKAR	US
18	210024303164	PRIYA	MKC
19	210024303196	SATENDRA YADAV	RN
20	210024303200	SHIVAM SINGH	DS
21	210024303226	TUSHAR KUMAR	JK
22	210024303228	TUSHAR SINGH	DKS
23	210024303237	VISHAL SIROHI	RKS

ASSESSMENT

Skill Paper : Computerised Accounting and GST B. Com. 4th Sem (June, 2023)

Name of the Student :
Roll No.

Max. Marks : 40
Time : 30 Minutes

1. GST is imposed on the production of all services and goods, except.....

जीएसटी सभी सेवाओं और वस्तुओं के उत्पादन पर लगाया जाता है.....को छोड़कर

- A. Liquor
B. Tobacco
C. Health Care Service
D. All of the above

2. Which of the below are GST's advantages? जीएसटी के निम्नलिखित में से कौन से फायदे हैं?

1. Establishment of a single national market
2. Strengthening the 'Make in India' program
3. Lessening the burden of conformity on taxpayers
4. Increase in government revenue
5. Elimination of double taxation.

1. एकल राष्ट्रीय बाज़ार की स्थापना
2. 'मेक इन इंडिया' कार्यक्रम को मजबूत करना
3. करदाताओं पर अनुरूपता का बोझ कम करना
4. सरकारी राजस्व में वृद्धि
5. दोहरे कराधान को भी समाप्त कर दिया गया है।

Select the appropriate answer from the choices below.

नीचे दिए गए विकल्पों में से सही उत्तर चुनें।

- A. 1, 3, 4, and 5 are the first, third, fourth, and fifth numbers.
B. 2, 3, 4 & 5
C. 1, 2, 4 and 5
D. 1, 2, 3, 4 and 5

3. Who is the Chairman of GST Council ? जीएसटी परिषद के अध्यक्ष कौन हैं?

- A. President of India
B. Finance Minister
C. Prime Minister
D. RBI Governor
E. Finance secretary

4. Under which type of tax is the taxation amount collected shared between the centre and the states? किस प्रकार के कर के अंतर्गत एकत्रित कराधान राशि को केंद्र और राज्यों के बीच साझा किया जाता है?

- A. CGST
B. SGST
C. UTGST
D. IGST

5. Under GST, which is the point of collection of taxes?

जीएसटी के अंतर्गत कर संग्रहण का बिंदु कौन सा है?

- A. Manufacture
B. Production
C. Destination of Supply
D. Origin of Sales

6. It is possible to shift the burden of taxation in the case of....

- A. Income Tax
B. Wealth Tax
C. Gift Tax
D. Indirect Tax such as GST

7. Uniform rate of taxes are applicable in the case of

..... के मामले में करों की एक समान दर लागू होती है।

- A. Central Sales Tax
B. VAT
C. Excise Duty
D. GST

8. RK (UP) supplies goods to AB in (UP). Determine the kind of supply and the applicable tax. वीके (यूपी) आरके (यूपी) को माल की आपूर्ति करता है। आपूर्ति का प्रकार और लागू कर निर्धारित करें।

- A. Inter-State Supply, IGST B. Intra-State Supply, CGST and SGST
C. Intra-State Supply, IGST D. Inter-State Supply, CGST AND SGST

9. What kind of Tax is GST? जीएसटी किस प्रकार का कर है?

- A. Direct Tax C. Depends on the type of goods and services
B. Indirect Tax D. None of the above

10. Uniform rate of taxes are applicable in the case of

.....के मामले में करों की एक समान दर लागू होती है।

- A. Central Sales Tax B. VAT C. Excise Duty D. GST

11. What are the Taxes levied on an Intra-state supply?

- A. CGST B. SGST C. CGST & SGST D. IGST

12. As per GST Law, "Only citizen of India can act as GST practitioner".

- A. False B. True C. Party one D. None of these

13. What are the features of computerized accounting software?

- A. Storage of accounting data and online input B. Instantly produces different reports
C. Group different account D. All of the above

14. What are not advantages of a computerized accounting system?

- A. High speed B. High reliability C. Reduced training cost D. None of the above

15. Salary Account comes under which head?

- A. Indirect Incomes B. Indirect Expenses C. Direct Incomes D. Direct Expenses

16. Which ledger is created by Tally automatically as soon as we create a new company?

- A. Cash B. Profit & Loss A/c. C. Capital A/c. D. A and B both

17. Which reports are prepared monthly in Tally?

- A. Profit & Loss A/c. B. Balance Sheet C. Trial Balance D. Cash Flow of Funds Flow

18. Which of the following is not a component of a Computerized Accounting System?

- A. Hardware B. Software C. Reports D. Procedure

19. Which of the following is the first step in the Accounting Cycle?

- A. Recording in Journal B. Analysing Transactions C. Preparing Trial Balance D. Posting to Ledger

20. Which among the accounting packages, level of secrecy is lowest?

- A. Tailored B. Customised C. Ready-to-use D. None of the above

PRESS RELEASE

Ministry of Finance



₹1,62,712 crore gross GST revenue collected during September 2023; records 10% Year-on-Year growth

GST collection crosses ₹1.60 lakh crore mark for the fourth time in FY 2023-24

₹9,92,508 crore gross GST collection for the first half of FY 2023-24 marks 11% Y-o-Y growth

Average monthly gross GST collection in FY 2023-24 at Rs. 1.65 lakh crore with 11% Y-o-Y growth

Posted On: 01 OCT 2023 3:40PM by PIB Delhi

The gross GST revenue collected in the month of September, 2023 is **₹1,62,712 crore** out of which CGST is **₹29,818 crore**, SGST is **₹37,657 crore**, IGST is **₹83,623 crore** (including ₹41,145 crore collected on import of goods) and cess is **₹11,613 crore** (including ₹881 crore collected on import of goods).

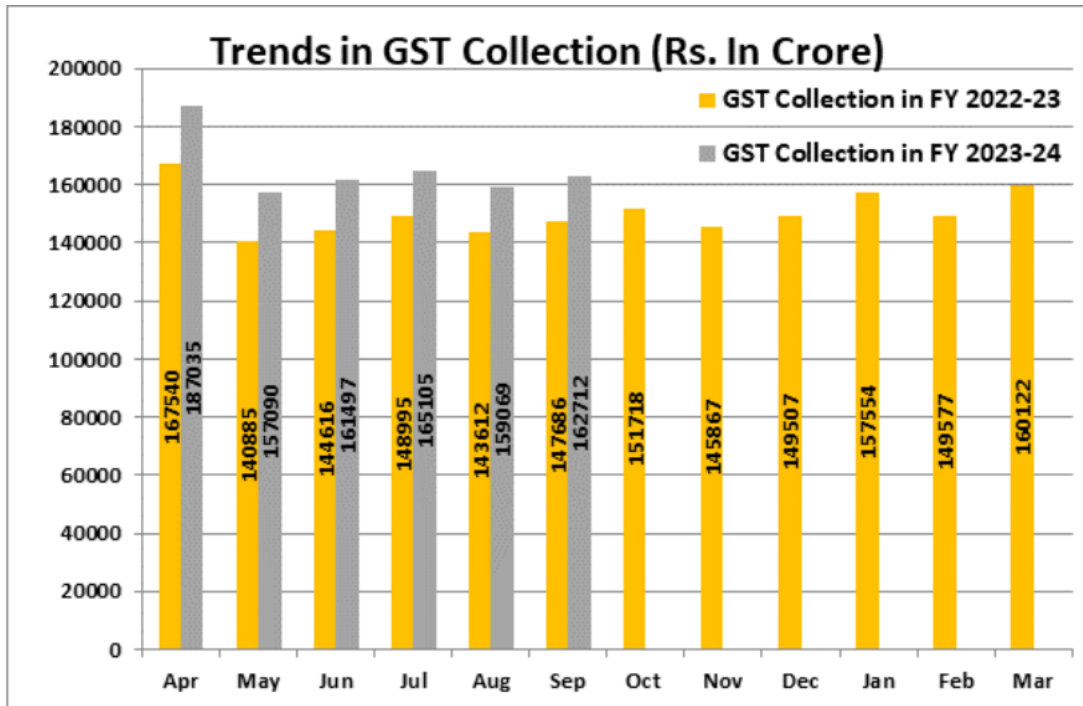
The government has settled ₹33,736 crore to CGST and ₹27,578 crore to SGST from IGST. The total revenue of Centre and the States in the month of September, 2023 after regular settlement is ₹63,555 crore for CGST and ₹65,235 crore for the SGST.

The revenues for the month of September, 2023 are 10% higher than the GST revenues in the same month last year. During the month, the revenues from domestic transactions (including import of services) are 14% higher than the revenues from these sources during the same month last year. It is for the fourth time that the gross GST collection has crossed ₹1.60 lakh crore mark in FY 2023-24.

The gross GST collection for the first half of the FY 2023-24 ending September, 2023 [₹9,92,508 crore] is 11% higher than the gross GST collection in the first half of FY 2022-23 [₹8,93,334 crore]. The average monthly gross collection in FY 2023-24 is ₹1.65 lakh crore, which is 11% higher than average monthly gross collection for first half of FY 2022-23 where it was ₹1.49 lakh crore.

The chart below shows trends in monthly gross GST revenues during the current year. **Table-1** shows the state-wise figures of GST collected in each State during the month of September 2023 as compared to September 2022. **Table-2** shows the state-wise figures of post settlement GST revenue of each State till the month of September 2023.

Chart: Trends in GST Collection



State-wise growth of GST Revenues during September, 2023⁽¹⁾

State/UT	Sep-22	Sep-23	Growth (%)
Jammu and Kashmir	428	563	32%
Himachal Pradesh	712	784	10%
Punjab	1,710	1,866	9%
Chandigarh	206	219	6%
Uttarakhand	1,300	1,392	7%
Haryana	7,403	8,009	8%
Delhi	4,741	4,849	2%
Rajasthan	3,307	3,869	17%
Uttar Pradesh	7,004	7,844	12%
Bihar	1,466	1,397	-5%
Sikkim	285	315	11%
Arunachal Pradesh	64	81	27%
Nagaland	49	52	5%
Manipur	38	56	47%
Mizoram	24	27	14%
Tripura	65	73	13%
Meghalaya	161	165	2%
Assam	1,157	1,175	2%
West Bengal	4,804	4,940	3%
Jharkhand	2,463	2,623	7%
Odisha	3,765	4,249	13%
Chhattisgarh	2,269	2,684	18%
Madhya Pradesh	2,711	3,118	15%
Gujarat	9,020	10,129	12%
Dadra and Nagar Haveli and Daman & Diu	312	350	12%
Maharashtra	21,403	25,137	17%
Karnataka	9,760	11,693	20%
Goa	429	497	16%
Lakshadweep	3	2	-45%
Kerala	2,246	2,505	12%
Tamil Nadu	8,637	10,481	21%
Puducherry	188	197	5%
Andaman and Nicobar Islands	33	23	-30%
Telangana	3,915	5,226	33%

Andhra Pradesh	3,132	3,658	17%
Ladakh	19	35	81%
Other Territory	202	207	2%
Center Jurisdiction	182	196	8%
Grand Total	1,05,615	1,20,686	14%

Table-2: SGST & SGST portion of IGST settled to States/UTs
April-September (Rs. in crore)

State/UT	Pre-Settlement SGST			Post-Settlement SGST[2]		
	2022-23	2023-24	Growth	2022-23	2023-24	Growth
Jammu and Kashmir	1,138	1,515	33%	3,546	4,102	16%
Himachal Pradesh	1,150	1,314	14%	2,770	2,778	0%
Punjab	3,846	4,216	10%	9,215	10,869	18%
Chandigarh	300	335	12%	1,002	1,147	15%
Uttarakhand	2,401	2,589	8%	3,708	4,055	9%
Haryana	9,045	9,864	9%	14,948	17,161	15%
Delhi	6,872	7,639	11%	13,746	15,660	14%
Rajasthan	7,597	8,488	12%	16,461	19,129	16%
Uttar Pradesh	13,711	16,069	17%	32,540	36,109	11%
Bihar	3,567	4,092	15%	11,497	12,679	10%
Sikkim	153	267	75%	406	545	34%
Arunachal Pradesh	253	343	35%	807	1,013	26%
Nagaland	108	155	43%	474	539	14%
Manipur	143	177	24%	681	566	-17%
Mizoram	93	147	58%	419	491	17%
Tripura	206	258	25%	696	790	13%
Meghalaya	227	311	37%	711	860	21%
Assam	2,562	2,906	13%	5,965	7,181	20%
West Bengal	10,751	11,960	11%	18,786	20,949	12%
Jharkhand	3,661	4,462	22%	5,352	6,043	13%
Odisha	7,206	8,068	12%	9,096	10,869	19%
Chhattisgarh	3,720	4,136	11%	5,292	6,454	22%
Madhya Pradesh	5,221	6,324	21%	12,768	15,350	20%
Gujarat	18,628	20,839	12%	27,226	31,106	14%
Dadra and Nagar Haveli and Daman and Diu	330	315	-5%	566	508	-10%
Maharashtra	42,043	50,062	19%	62,010	72,741	17%
Karnataka	17,196	20,097	17%	31,076	36,162	16%

Goa	957	1,109	16%	1,678	1,940	16%
Lakshadweep	5	14	192%	16	60	283%
Kerala	6,014	6,986	16%	14,594	15,827	8%
Tamil Nadu	17,712	20,158	14%	28,345	31,778	12%
Puducherry	233	246	6%	580	727	25%
Andaman and Nicobar Islands	101	111	10%	247	271	10%
Telangana	8,184	9,790	20%	17,685	20,023	13%
Andhra Pradesh	6,298	7,028	12%	13,496	15,390	14%
Ladakh	63	98	55%	245	300	23%
Other Territory	78	118	52%	241	542	125%
Grand Total	2,01,771	2,32,606	15%	3,68,888	4,22,713	15%

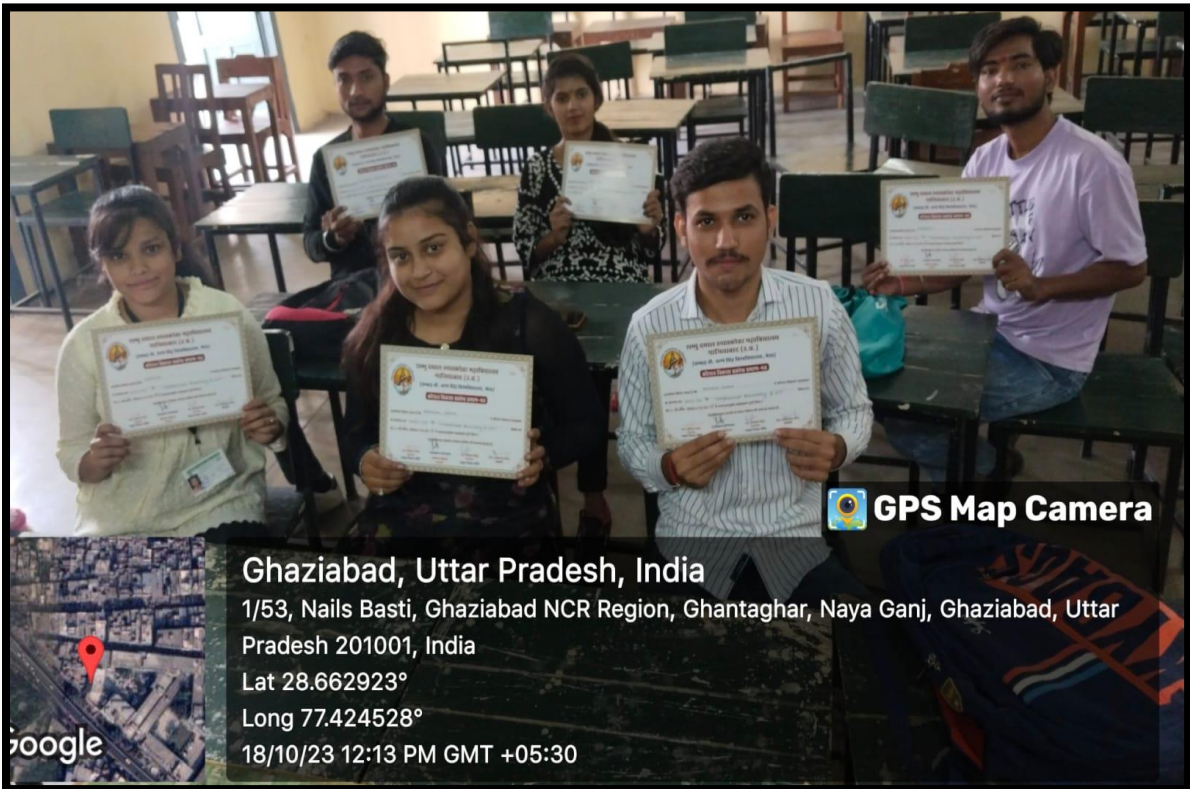
NB/VM/KMN

[1] Does not include GST on import of goods

[2] Post-Settlement GST is cumulative of the GST revenues of the States/UTs and the SGST portion of the IGST settled to the States/UTs

(Release ID: 1962701) Visitor Counter : 14591

Read this release in: Urdu , Hindi , Telugu



B.A. & B.Com. IVth Semester

Session-2022-2023

Certificate Course in Computer

Shambhu Dayal P.G. College,
Ghaziabad



Course Coordinator: Ms Priyanka Gangwar
Co-Coordinator: Dr. Niharika Garg

Overview

Education is a source of illumination which gives us lead in various spheres of life. NEP 2020 aims at providing universal access to quality education which is the best way for the all-round development of the individual and the society. NEP policy of 2020 is the first education policy of the 21st century proposing the revision and revamping of all aspects of the education structure it aims at making India a global knowledge superpower. Computer education has been made compulsory under NEP 2020. One step in this direction taken by the SD PG College Ghaziabad is the introduction of the certificate course in computers for undergraduates. This course focuses on specific concepts and associated skills and the concepts are such that they lay a strong foundation for learning computers as they contribute towards general intellectual development. Today survival without knowledge of computers is difficult because knowledge is important in every field like offices, banking, teaching, online business and many other such fields. Thus, the knowledge of computers is very essential. Through the certificate course in computers the students have been acquainted with MS word, spreadsheet, web browser, using e-governance website, making ppt and many other important aspects of computers. 21st century skills of critical thinking, collaboration, communication, and creativity are addressed in the content and supplementary activities of computer education so that the students are made capable of connecting themselves with the technologically advanced world.

Acknowledgement

I would like to extend my gratitude towards the Principal of SD PG college Prof. (Dr.) Akhilesh Mishra for empowering me as coordinator of this course and giving the opportunity to introduce and implement computer certificate programs for UG level students. He has a sustainable and broad vision towards educational development and within a very short period he created a wonderful computer lab for students. Because of the availability of two rich labs with the capacity of 40 students sitting each, the commencement of computer certificate courses became possible. His effectively monitoring and contributing to the implementation of the computer certificate course made the ending of course successful. He all the time prioritised the requirements such as state of art resources of computer centres meant for UG level students, moreover under his Orchestration the students successfully learned the fundamental computer operations. Towards the end of our journey, I would acknowledge the efforts of NEP Coordinator Prof. Urvija Sharma, Co-ordinator Dr. Priyanka Singh, and Dr. Niharika Garg (Department of Education) in making this program a luminary project. Our entire college fraternity and support staff from various departments have given their value additions to the course, specifically Shri Vaibhav Tyagi. Last but not the least special thanks to shri Balmukund Tiwari, shri Sunder and shri Umesh, without their support it is not easy to handle the lab session going to be smoother.

Ms. Priyanka Gangwar

Course Coordinator

Department of Geography

SDPG College, GZB

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2. Objectives of Course
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5. Prosecuting of the program
6. Assessment of the Students
7. Annexure
 - a. Assessment (Questionnaire)
 - b. Detail of classes and Practical
- c. Student Feedback
- d. List of students

Preambles of Course

Computer in education have become so ubiquitous today that they are being used for everything— from basic computing tasks like writing a word file to high-end weather forecasting and drug discovery and everything in between. A certificate



course in Computer Applications is a skill-based certification that provides operational knowledge and skills to the students in a manner such that they can execute their learning in a practical sense. Students are equipped with hands-on knowledge of the

subject during their tenure. One of the advantages of using and learning computer in education is that it makes students future ready. Whatever the students want to do in the future- business or job, computers are essential at every place and learning computers at a very early age gives them the confidence to be ready to take up any challenging role that life might show them. In short, it makes them job ready and students that learn computers now in school will be adept at using this in their workplace. Do remember that the importance of computers goes beyond education: it also promotes and trains them to think critically, research independently, and be proficient across technology. Computer in education have been known to improve the performance of the students by helping them to engage better with their schoolwork. It's believed that computer in education completely enhance students' mathematical knowledge, critical thinking, and improve scores, besides helping with problem-solving. Computers are also known to play a major role in the students' ability to score high in their competitive exams. Computer in education have become an absolute necessity today and are so ingrained in our daily lives that not knowing computers can become a significant liability. This course provides complete basic knowledge of computer to its students.

Objectives of the Course

Upon completion of this course, students will be able to:

- Identify the components and function of the hardware used in a computer system.
- Describe the function of system software.
- Describe the function of application software.
- List the steps in systems analysis and design.
- Describe the popular programming languages and the process of developing computer software.
- Create a simple computer program.
- Analyse the impact of computer technology and its ethical implication on society.
- Demonstrate basic proficiency of productivity software, including word processing, spreadsheet, presentation, database, and multimedia software.
- Demonstrate proficiency in electronic communications technology.
- Explain basic computer networking concepts and architecture.



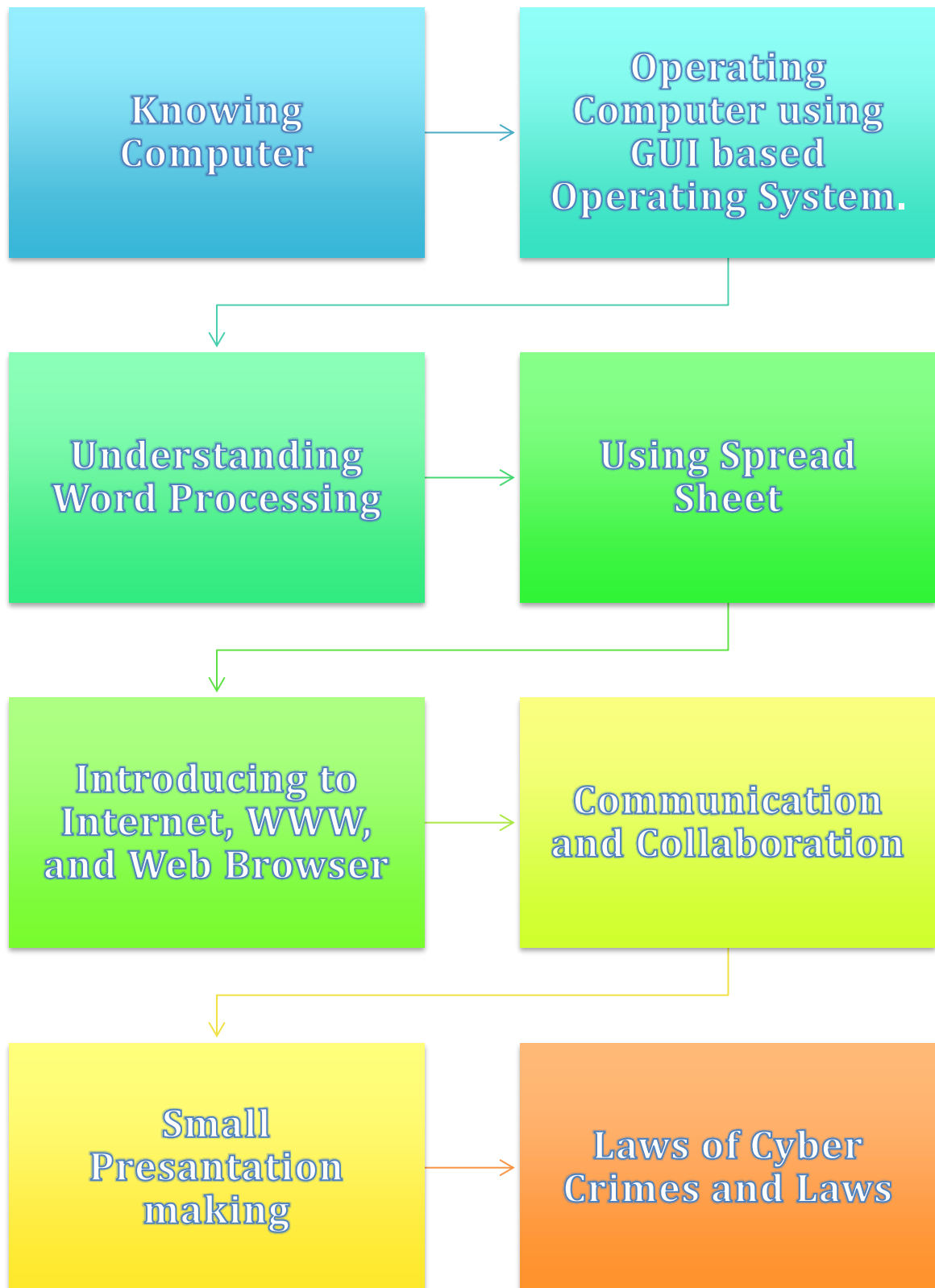
- Use the Internet and World Wide Web to perform research.
- Create a basic Web page.
- Create Excel Sheets separately.

- Demonstrate proficiency in social networking.
- Discuss computer security and its importance for business and personal use of computer.

Course Details and Participation

Streams Covered	Bachelor of Arts, Bachelor of Commerce
Total Numbers of Hours	Theory 15*4=60 Practical 30*4=120
Broad Area/Sector	IT
Sub-Sector	Computer Basics
Nature of Course	Independent
Course Code	Credits 03 (Theory-1 Practical-2)
Name of Suggestive Sector Skill Council	IT ITES SECTOR SKILL
Job Prospects for Students	PROGRAMMER, DEVELOPER, WEB DESIGNERS, COMPUTER OPERATORS

Curriculum



Knowing Computers

What is Computer? 2 0 Basic Application of Computer: Component of Computer System. CPU, VDU, Keyboard & Mouse, Other Inputs/Outputs Devices, Computer Memory Concept of hardware and software Concept of Computing Data and Information Application of IECT Connecting Keyboard, Mouse Keyboard, Monitor and Printers to CPU and Checking power supply.

Operating Computer using GUI based Operating System.

What is an operating system? Basics of Popular Operating Systems. The User Interface, Using Mouse, using right button of the mouse, and moving icon on the screen, use of common icons, status bar, using Menu and Menu Selection, running an application, viewing of file, folder and directories, creating and renaming the files and folders, opening and closing of different windows, using Help, Creating shortcuts, Basic of O.S Setups and Common utilities

Understanding Word Processing

Word processing basics, opening, and closing of documents, text creation and manipulation, Formatting of text, Table handing, Spell Check, language setting and treasures, printing of word document.

Using Spread Sheet

Basics of Spreadsheet, Manipulation of Cell, Formula, and functions, editing of spread sheet, printing of spread sheet

Introducing to Internet, WWW, and Web Browser

Basic of computer network, Application of internet, connecting to internet, Web Browser, Safe Browsing, Understanding URL, Using E governance website

Communication and Collaboration

Basic of Electronica Mail Getting an Email Account Sending and Receiving Mails Accessing Sent Mails Using Emails Gmail Drive 2 Online Storage Document Collaboration Discussion and Chats Instant Messaging: Netiquettes

Making Small Presentation

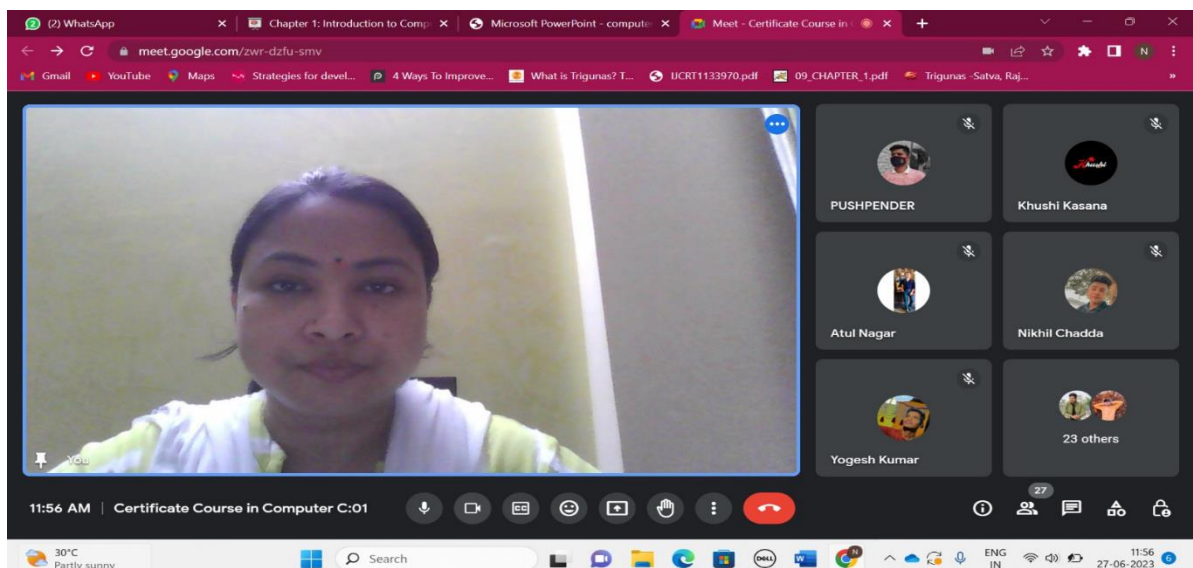
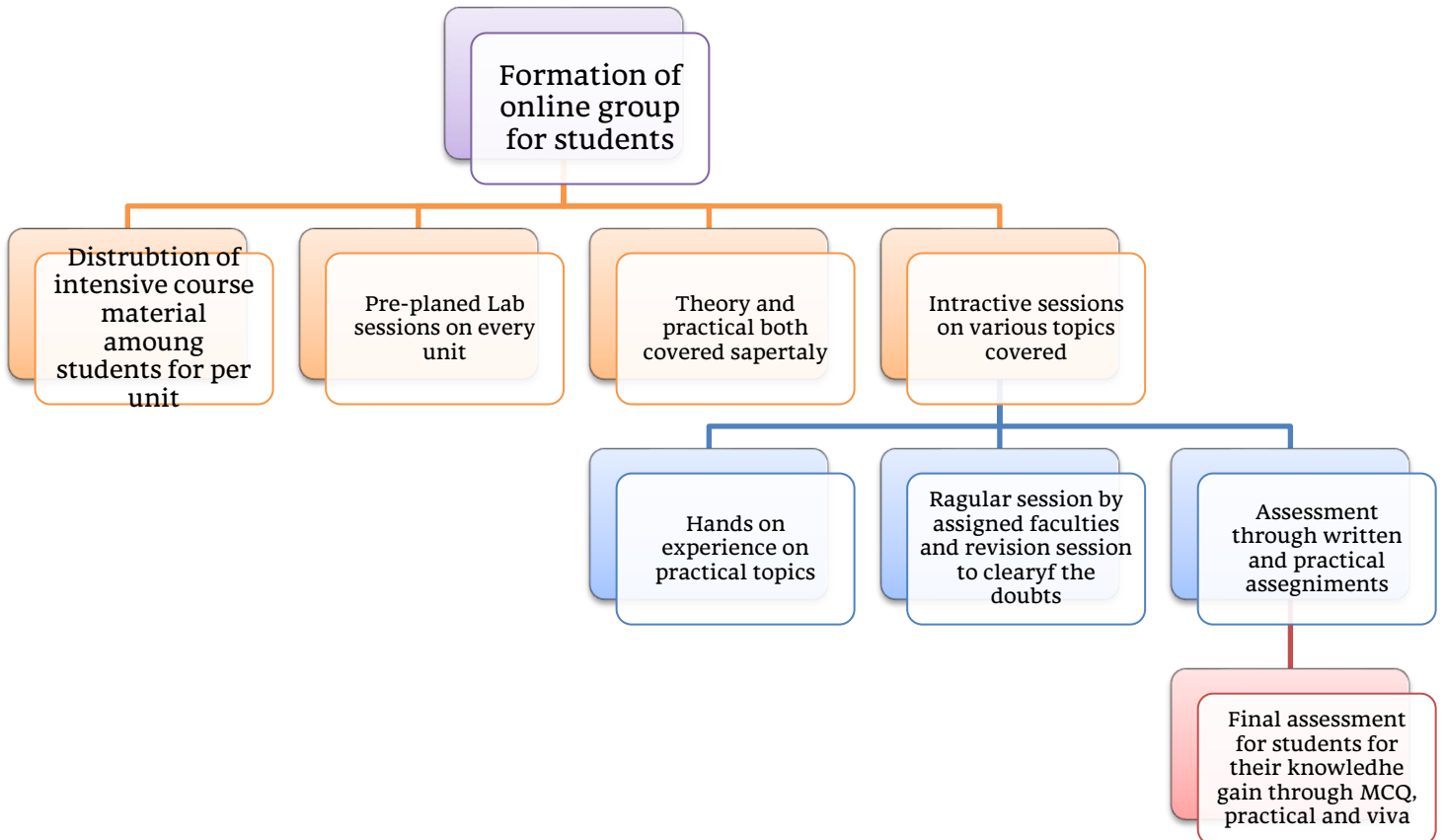
MS PPT/ Apple Keynote Basic of Presentation Software Creating Presentation: Preparation & Presentation of sliders Slide Shows Taking Printout of presentation/Handouts.

Laws of Cyber Crimes and Laws

What is a virus? What is hacking? Cyber Laws and Crime Safeguarding the account How to use safely Debit and Credits Cards.



Prosecuting of the program





ANNEXURE

a. Assessment

Name:.....

Roll no.....

Skill Development Course (B.A IV sem & B.Com. IV sem) Max. Marks:60

Certificate Course in Computer

1. Which of the following is MS Office Suite's software program?

- A. Microsoft Word B. Microsoft Excel
C. Microsoft PowerPoint D. All of the above

2. Which among the following is not a browser?

- A. Opera B. Chrome
C. Firefox D. Casio

3. Which of the following is not a valid domain name?

- A. www.yahoo.com B. www.yahoo.co.uk
C. www.com.yahoo D. www.yahoo.co.in

4. Which of the following is NOT present in MS Word?

- A. Word Count B. Font Size
C. Brush D. Page Margin

5. Which of the following statements is correct?

- A. 1KB = 1024 bytes B. 1MB = 2048 bytes
C. 1 MB = 1000 kilobytes D. 1 KB = 1000 bytes

6. '.JPG' extension usually refers to what kind of file?

- A. System file B. Animation/movie file
C. MS Encarta document D. Image file

7. Excel is a program that is used to prepare a.....

- A. Slide Presentation B. Spreadsheet
C. Text Document D. Database

8. A formula in Excel always begins with an _____

- A. Equal Sign
- B. Colon
- C. Comma
- D. Space

9. What is the extension of saved files in MS Excel?

- A. .xls
- B. .xks
- C. .xos
- D. .xbs

10. A computer cannot "boot" if it does not have the _____

- A. Compiler
- B. Loader
- C. Operating System (OS)
- D. Assembler

11. Junk e-mail is also called _____

- A. Spam
- B. Spoof
- C. Sniffer Script
- D. Spool

12. By default, your documents print in _____ mode

- A. Landscape
- B. Portrait
- C. Page Setup
- D. Print View

13. A _____ is a software program used to view Web pages.

- A. Site
- B. Host
- C. Link
- D. Browser

14. Several computers linked to a server to share programs and storage space called

- A. Network
- B. Grouping
- C. Library
- D. Integrated System

15. <http://www.objectivebooks.com> - is an example of what?

- A. A URL
- B. An access code
- C. A directory
- D. A server

16. What is a default file extension for all word documents?

- A. TXT
- B. WRD
- C. DOC
- D. FIL

17. An email account includes a storage area, often called _____

- A. A mailbox B. Hyperlink
- C. IP address D. None of these

18. Which of the following is a storage device?

- A. Floppy Discs B. Hard Disk Drive
- C. Optical Disc D. All of these

19. refers to all the legal and regulatory aspects of the internet and World Wide Web.

- A. Cyber Law B. Cyber Crime
- C. IT act D. Code of standard

20. What is Cyber Security?

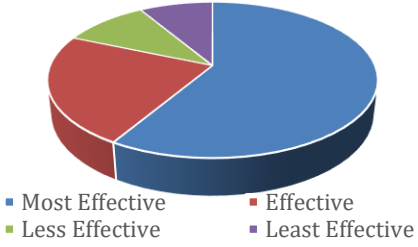
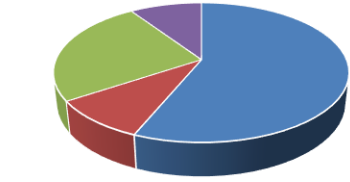
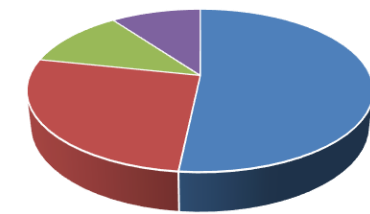
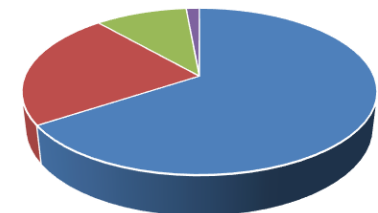
- A. Cyber Security provides security against malware
- B. Cyber Security provides security against cyber-terrorists
- C. Cyber Security protects a system from cyber attacks
- D. All of the mentioned

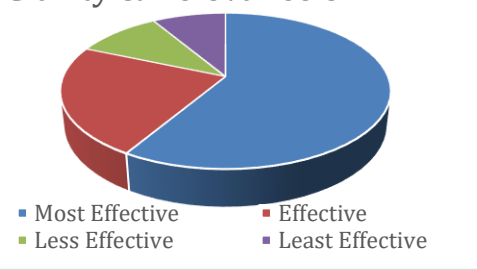
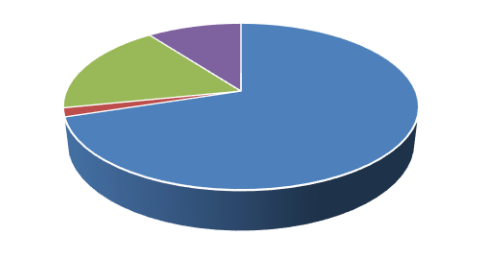
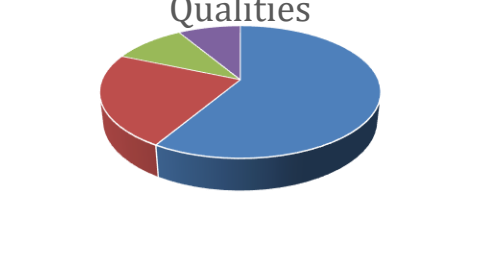
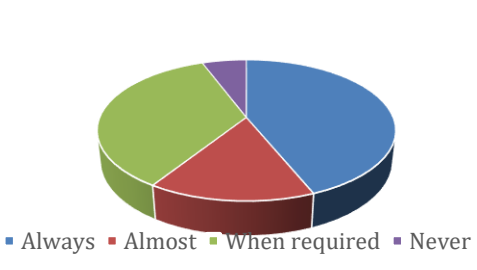
b. Details of classes & Practical

Units	Dates	Mode	Theory/Practical
Unit- I	26/06/23	offline	Theory
	27/06/23	offline	Practical
Unit-II	30/06/23	offline	Practical
	03/07/23	offline	Practical
Unit-III	04/07/23	offline	Theory/Practical
	5/07/23	offline	Theory/Practical

	8/07/23	offline	Theory/Practical
Unit-IV	10/07/23	offline	Theory/Practical
	12/07/23	offline	Theory/Practical
	16/07/23	offline	Theory/Practical
Unit-V	19/07/23	offline	Theory/Practical
	21/07/23	offline	Theory/Practical
Unit-VI	25/07/23	offline	Practical
	28/07/23	online	Theory
Unit-VII& VIII	1/08/23	offline	Theory/Practical
Examination	12/09/23	offline	Theory/Practical

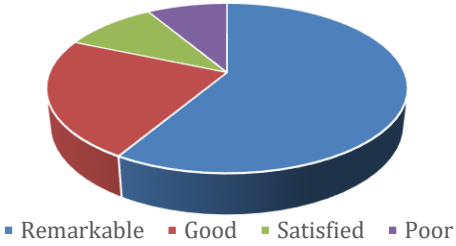
C. Student Feedback Result

<p>Clarity and relevance of textual reading material</p>	<p>Clarity & Relevance of RM</p>  <p>■ Most Effective ■ Effective ■ Less Effective ■ Least Effective</p>	
<p>Extent of content coverage, teacher's input for in depth understanding</p>	<p>Extent of Content coverage</p>  <p>■ Excellent ■ Good ■ Satisfactory ■ Poor</p>	
<p>Communication skills of teachers</p>	<p>Communication Skill</p>  <p>■ Most Effective ■ Effective ■ Less Effective ■ Least Effective</p>	
<p>Transparency of internal assessment process</p>	<p>Transparency of IAP</p>  <p>■ Always Fair ■ Fair ■ Some What of ■ Unfair</p>	

<p>Evaluate infrastructure facilities provided by institution.</p>	<p>Clarity & Relevance of RM</p>  <p>■ Most Effective ■ Effective ■ Less Effective ■ Least Effective</p>
<p>Administrative/ Office facilities provided and support.</p>	<p>Adminstrative Support</p>  <p>■ Always ■ Nevertheless ■ Netural ■ Never</p>
<p>The Overall qualities of teaching-learning of your institute</p>	<p>Teaching-Learning Qualities</p>  <p>■ Excellent ■ Perfect ■ Good ■ 4th Qtr</p>
<p>Discussion of assignments and project by teachers</p>	<p>Teacher's Involvment</p>  <p>■ Always ■ Almost ■ When required ■ Never</p>

Overall Results

Overall result



d. Student List:

SHAMBHU DAYAL PG COLLEGE, GHAZIABAD				
ATTENDANCE SHEET				
BCOM IV SEM		BCOM IV SEM		
Paper	CERTIFICATE COURSE IN COMPUTER			Test and Quiz 1st / 2nd
Room No.	22	DATE: 12.09.2023	V0001001	Time: 10:00AM TO 11:00AM
S No	ROLL NO	Name	Father's Name	Student's Signature
1	210024303012	ABHISHEK	PRABHU DAYAL	
2	210024303014	ABHISHEK CHADDHA	DALIP KUMAR	
3	210024303015	ABHISHEK GAUTAM	SUBODH KUMAR	
4	210024303045	ANSHIKA CHAUHAN	DHARMENDRA SINGH	
5	210024303048	ANURAG RANA	J P RANA	
6	210024303052	ARYA TYAGI	DINESH TYAGI	
7	210024303053	ASHISH KUMAR MEENA	DEVNARAYAN MEENA	
8	210024303063	BHUMIKA MISHRA	ABDHESH KUMAR MISHRA	
9	210024303069	DEEPANSHU TONK	HITENDAR KUMAR	
10	210024303071	DEV SARKAR	RANJAN SARKAR	
11	210024303079	DIVYA	MANOJ SHARMA	
12	210024303085	GUNGUN	JAI BHAGWAN	
13	210024303088	HARSH GUPTA	MUKESH KUMAR	
14	210024303090	HARSH SAXENA	CHANDRA PAL SAXENA	
15	210024303105	KAJAL	AVDHESH KUMAR	
16	210024303115	KAVITA	NAGENDRA THAKUR	
17	210024303117	KESHAV BARNWAL	ASHOK KUMAR	
18	210024303124	KUMKUM	AMIT JHA	
19	210024303134	MANU SHARMA	VIJENDER SHARMA	
20	210024303136	MHOD ASAD	MAQBUL HASAN	
21	210024303139	MOHD SAQIB	SHAFI MOHD	
22	210024303143	MUSKAN SHEIKH	MOHD SAMEED	
23	210024303144	NARENDRA TOMAR	RAM KUMAR TOMAR	
24	210024303146	NIKHIL CHADDA	SONU CHADDA	
25	210024303149	NISHA THAKUR	VYAS THAKUR	
26	210024303151	NISHANT KUMAR GAUTAM	RAJESH KUMAR	

aper		CERTIFICATE COURSE IN COMPUTER		DATE: 12.09.2023	Time: 10:00AM TO 1
Room No. 22				Student's Signature	
S No	ROLL NO	Name	Father's Name		
27	210024303155	OJASHWANI VATSA	SANJAY VATSA		
28	210024303171	RANJEET KUMAR	RAJESH KUMAR		
29	210024303174	RITIKA TYAGI	SUNIL KUMAR TYAGI		
30	210024303178	ROHIT KUMAR	NANAK CHAND		
31	210024303181	ROSHNI KUMARI	RAKESH RAJBHAR		
32	210024303182	RUDRAKSH BANSAL	VIKAS BANSAL		
33	210024303183	SABA CHOUDHARY	IRFAN CHOUDHARY		
34	210024303202	SHIVANI SINGH	SAROJ KUMAR SINGH		
35	210024303205	SHWETA XALXO	ISHWAR XALXO		
36	210024303207	SNEHA	MANIRAM		
37	210024303210	SUFIYAN CHOUDHARY	IRFAN CHOUDHARY		
38	210024303221	TANISH NAGAR	JITENDRA NAGAR		
39	210024303222	TANISHQ	KAPIL		
40	210024303224	TARUN KUMAR	MUKESH KUMAR		
41	210024303225	TUSHAR KUMAR	NAVAL SINGH		
42	210024303232	VAISHALI RUHELA	DINESH KUMAR		
43	210024303236	VISHAKHA SAINI	JAI BHAGWAN SAINI		
44	210024303243	ZAFAR ELAHI	FAZLAY ELAHI		

Paper		CERTIFICATE COURSE IN COMPUTER		V0001001
Room No. 23		DATE: 12.09.2023		Time:10:00AM TO 11:00AM
S No	ROLL NO	Name	Father's Name	Student's Signature
BA IV SEM				
45	210024301017	AISHA	ABDUL QYYUM	
46	210024301024	AKANSHA RAGHAV	NARENDRA RAGHAV	
47	210024301045	ANJALI	PANNA LAL	
48	210024301050	ANKIT	PURAN CHAND	
49	210024301063	ANURAG	JAGPAL SINGH	
50	210024301074	ATUL	RAKESH	
51	210024301085	BHAWANA	JUGENDRA SINGH	
52	210024301093	CHANCHAL	SUBHASH CHAND SAINI	
53	210024301136	HASEEN	MOHD NAWAB	
54	210024301163	KHUSBOO	SHIV KUMAR	
55	210024301166	KHUSHI	MANOJ KUMAR	
56	210024301170	KHUSHI KASANA	AZAD	
57	210024301248	NISHANT KUMAR	SUSHIL KUMAR	
58	210024301254	PALAK TYAGI	KAPIL TYAGI	
59	210024301257	PARVEEN KASANA	RAJKUMAR KASANA	
60	210024301269	POOJA CHAUHAN	GURUVACHAN SINGH CHAUHAN	
61	210024301274	PRACHI KASANA	RAVINDRA	
62	210024301275	PRASHANT KAUSHIK	YOGESH KUMAR SHARMA	
63	210024301285	PRIYANSHI	DHARAMPAL SINGH	
64	210024301288	PRIYANSHU KHARI	ANIL KHARI	
65	210024301289	PRIYANSHU KUMAR	MR RAMAKANT KUSHWAHA	
66	210024301311	RINKEY	SUNIL	
67	210024301318	RITU RANI	MAHESH SINGH	
68	210024301325	RUKIYYA	YUNUS	
69	210024301341	SAKSHI	RAM KISHOR	

CERTIFICATE COURSE IN COMPUTER			V0001001	
Room No.	23		DATE: 12.09.2023	Time:10:00AM TO 11:00
No	ROLL NO	Name	Father's Name	Student's Signature
70	210024301346	SANA PARVEEN	DILSHAD	
71	210024301352	SAPNA	RAVINDRA YADAV	
72	210024301359	SEJAL	KOSHI PAL	
73	210024301370	SHAREEN	ZAHID	
74	210024301377	SHIVAM	PAWAN SINGH	
75	210024301381	SHIVANI	BRIJESH KUMAR	
76	210024301393	SONA	DHARAM PAL	
77	210024301396	SONI	SANT RAM	
78	210024301407	SUMIT KUMAR	VIJAY SINGH	
79	210024301413	SWATI	VIJAY KUMAR	
80	210024301415	TANISHA	PAPPU	
81	210024301431	TUSHAR BANSAL	SANJEEV BANSAL	
82	210024301436	UMANG SAGAR	SURESH KUMAR	
83	210024301437	UTSAV KUMAR CHOUDHARY	RAJESH KUMAR CHOUDHARY	
84	210024301443	VIJAY	NARENDAR	
85	210024301464	YOGESH KUMAR	SRIPAL SINGH	

Course name	Co-ordinator	Comment	Sign
Basic communicative English	Prof. Reena Sharma		
Social Work	Prof. Kamlesh Bhardwaj		
Fundamental of IT	Dr. Priyanka Singh		
Certificate course Computer	Dr. Geeta Pande		
Certificate course Computer	Priyanka Gangwar		
Personality Development & Communicative English	Prof. Miti Pandey		
Personality Development & Communicative English	Prof. Shilpy Jindal		
Yoga & Correctives	Dr. Divya Agrawal		
Patrkrita	Dr. Neelam Garg		
Yoga & Correctives	Dr. Chaya Tyagi		

Principal

Prof Akhilesh Mishra

NEP Convenor

Prof Urvija Sharma

NEP Coordinator

Dr Priyanka Singh