



**Kanoria
PG Mahila
Mahavidyalaya
Jaipur**

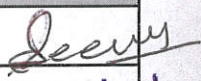
1.2.2

2) Details of each Add on program year wise (2016-17 to 2019-20)

S. No.	Add on program
1.	Certificate in Accounting Technician (CAT)
2.	Certificate Course in Organic Farming
3.	Certificate Course in Functional English
4.	Hindi Bhasha Kaushal
5.	Diploma in Nutrition and Dietetics
6.	Diploma in Office Management
7.	Certificate Course in German Language
8.	Diploma in German Language
9.	Certificate Course in French Language
10.	Diploma in Art and Craft Design
11.	Tally Certificate Course
12.	Certificate Course in Communication Skills
13.	TISS - Skill Enhancement Course in Digital Marketing
14.	TISS- Skill Enhancement Course in Anchoring/NewsReading/VJing
15.	TISS- Skill Enhancement Course in Graphic Design
16.	Certificate in Fashion Designing (IECEN,Milan)
17.	Diploma in Fashion Designing (IECEN, Milan)

1.2.2 Add on programs for which students enrolled

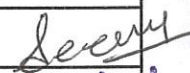
Year -1 2016-17						
Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Certificate in Accounting Technician (CAT)		2016-17	Once	1 year	30	30
Certificate in Organic Farming		2016-17	Once	6 months	32	32
Certificate Course in Functional English		2016-17	Once	6 months	12	12
Hindi Bhasha Kaushal		2016-17	Once	3 months	21	15
TISS - Advanced Certificate in Digital Marketing		2016-17	Once	6 months	5	5
Certificate in Fashion Designing (IECEN,Milan)		2016-17	Once	6 months	5	5
Year 2 2017-18						
Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Certified Accounting Technician (CAT)		2017-18	Once	1 year	15	15
Certificate Course in Organic Farming		2017-18	Once	6 months	25	25
Certificate Course in Functional English		2017-18	Once	6 months	20	20
Hindi Bhasha Kaushal		2017-18	Once	3 months	23	23
Diploma in Nutrition and Dietetics		2017-18	Once	1 year	30	20
Diploma in Office Management		2017-18	Once	1 year	12	12
Certificate Course in German Language		2017-18	Once	1 year	8	8
Certificate Course in French Language		2017-18	Once	80 hours	12	9
TISS - Advanced Certificate in Digital Marketing		2017-18	Once	6 months	11	11
Certificate in Fashion Designing (IECEN,Milan)		2017-18	Once	6 months	5	4
Year 3 2018-19						
Certificate in Accounting Technician (CAT)		2018-19	Once	1 year	15	14
Certificate Course in Organic Farming		2018-19	Once	6 months	36	36


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Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Certificate Course in Functional English		2018-19	Once	6 months	18	14
Hindi Bhasha Kaushal		2018-19	Once	3 months	17	17
Diploma in Nutrition and Dietetics		2018-19	Once	1 year	23	18
Diploma in Office Management		2018-19	Once	1 year	17	17
Certificate Course in German Language		2018-19	Once	80 hours	20	14
Certificate Course in French Language		2018-19	Once	80 hours	20	16
Diploma in Art and Craft Design		2018-19	Once	1 year	9	6
TISS-Certificate in Anchoring/NewsReading/VJing		2018-19	Once	3 months	3	3
Certificate in Fashion Designing (IECEN,Milan)		2018-19	Once	6 months	10	10
Diploma in Fashion Designing (IECEN, Milan)		2018-19	Once	1 year	4	4

Year 4 2019-20

Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Certified Accounting Technician (CAT)		2019-20	Once	1 year	13	13
Certificate Course in Tally Accounting		2019-20	Once	3 months	9	9
Certificate Course in Organic Farming		2019-20	Once	6 months	51	51
Certificate Course in Functional English		2019-20	Once	6 months	19	13
Diploma in Nutrition and Dietetics		2019-20	Once	1 year	18	16
Diploma in Office Management		2019-20	Once	1 year	17	17
Certificate Course in German Language		2019-20	Once	80 hours	6	6
Diploma in German Language		2019-20	Once	100 hours	8	8
Certificate Course in French Language		2019-20	Once	80 hours	15	10
Diploma in Art and Craft Design		2019-20	Once	1 year	3	3


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Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Certificate Course in Communication Skills		2019-20	Once	5 months	69	58
TISS - Advanced Certificate in Digital Marketing		2019-20	Once	6 months	20	20
TISS-Certificate in Anchoring/NewsReading/VJing		2019-20	Once	3 months	9	9
TISS- Certificate in Graphic Design - Photoshop		2019-20	Once	3 months	4	4
Year 5 2020-21						
Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year

Add on courses were offered during 2020-21 but could not be conducted due to Covid Pandemic

Seem
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CAT COURSE 2016-17

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Sl No	Reg. No.	Student Name
1	413020	AANCHAL KAJALA
2	413021	SONAL SUREDIA
3	413022	SEEMA GOYAL
4	413023	KAVITA VERMA
5	413024	SHIVANGI PAREEK
6	413025	SIMRAN SALUJA
7	413026	ISHITA JAIN
8	413027	ISHA JAIN
9	413028	NEHA JAIN
10	413029	VIDHIKA GUPTA
11	413030	KIRAN SAINI
12	413031	GARIMA JHALANI
13	413032	MEGHNA JAIN
14	413033	SAPNA KUMAWAT
15	413034	MEGHA KUMAWAT
16	413035	SURBHI SHARMA
17	413036	RASHMI GUPTA
18	413037	ROMILA SHARMA
19	413038	MANSI KHANDELWAL
20	413039	MANISHA AGARWAL
21	413040	SONAM AGARWAL
22	413041	SWEETY YADAV
23	413042	HIMANI JUNEJA
24	413043	KOMAL JAIN
25	413044	MUSKAN SHARMA
26	413045	JAHNVI JOTWANI
27	413046	RIDHU KANWAR
28	413047	SAKSHI JAIN
29	413157	HIMANSHI KHANDELWAL
30	413158	SHIVANGI GUPTA

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N	First Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Aanchal Kajala	.	A	.	A				.																							
2	Garima Jhalani	A	A																								
3	Himani Juneja																							
4	Isha Jain																							
5	Ishita Jain																							
6	Jahnvi Jotwani																							
7	Kavita Verma	A	.	A	A		.		.		.																					
8	Kiran Saini	A																							
9	Komal Jain																							
10	Manisha Agarwal																							
11	Mansi Khandelwal	A																							
12	Megha Kumawat				A																							
13	Meghna Jain	.	A																					
14	Muskan Sharma	A	A	A	A				A																							
15	Neha Jain	.	.	A	.		.		.																							
16	Rashmi Gupta																					
17	Riddhu Kanwar	A	A	A	A		.	.	.																							
18	Romila Sharma																					
19	Sakshi Jain	A	.	.	A				.		.																					
20	Sapna Kumawat																							
21	Seema Goyal	A	A	A	A				.		.																					
22	Shivangi Pareek	.	A	.	A		.	.	.																							
23	Simran Saluja	.	.	A	A				.		.																					
24	Sonal Suredia	A	A	A	A		.		.																							
25	Sonam Agarwal																							
26	Surabhi Sharma	A	A	A	A				A																							
27	Sweety Yadav		A																							
28	Vidhika Gupta	A	.	A	A				.																							
29	Shivangi Gupta	.	.	.	A		.	.	A																							
30	Himanshi Khandelwal	.	A	.	A				.																							
31																																

Jeenu
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	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Garima Jhalani	P	P	A	A	A	A	A	A	A	A	A	P	P	A	A																
3 Himani Juneja	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P																
4 Isha Jain	A	A	A	A	A	A	A	P	A	P	A	A	A	P	A																
5 Ishita Jain	A	A	P	P	A	P	P	P	A	A	P	P	A	P	A																
5 Jahnvi Jotwani	A	A	A	A	A	A	A	A	P	P	P	P	P	A	P																
7 Kavita Verma	A	P	A	P	A	A	A	A	A	P	A	P	A	A	A																
3 Kiran Saini	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P																
3 Komal Jain	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P															
0 Manisha Agarwal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A															
1 Mansi Khandelwal	A	A	P	A	A	A	P	A	A	A	P	P	P	P	A																
2 Megha Kumawat	P	P	P	A	A	A	P	A	A	A	A	A	A	P	A																
3 Meghna Jain	A	P	P	P	A	P	A	P	P	P	A	P	P	A	P																
4 Muskan Sharma	P	A	A	A	A	A	A	P	A	P	A	A	A	P	A																
5 Neha Jain	P	P	P	P	A	P	A	P	A	A	A	A	A	A	A																
6 Rashmi Gupta	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P																
7 Riddhu Kanwar	P	A	P	A	P	A	P	P	P	A	A	A	A	P	P																
8 Romila Sharma	P	P	A	A	P	A	A	A	P	A	A	P	P	A	P																
9 Sakshi Jain	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P																
0 Sapna Kumawat	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P																
1 Seema Goyal	A	A	A	A	P	A	A	A	A	A	A	P	A	P	A																
2 Shivangi Pareek	A	A	P	P	P	P	P	A	P	A	P	A	A	A	A																
3 Simran Saluja	P	P	P	P	P	A	A	P	A	A	P	A	A	A	A																
4 Sonal Suredia	A	A	A	P	A	A	A	A	A	P	A	P	A	P	A																
5 Sonam Agarwal	P	P	P	P	A	P	A	A	P	A	A	P	P	A	A																
6 Surabhi Sharma	A	A	A	A	A	A	A	A	A	P	P	P	P	A	A																
7 Sweety Yadav	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A																
8 Vidhika Gupta	A	A	A	A	A	A	A	P	A	A	A	A	A	P	A																
9 Shirangi Gupta	A	P	P	P	P	P	P	P	A	A	A	A	A	A	A																
0 Himanshi Khandelwal	P	P	A	A	A	A	A	A	A	A	P	P	P	A	A																
1																															

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CAT COURSE 2017-18

Sl No	Student Name
1	Anoushka
2	Anushka Sharma
3	Astha Gupta
4	Ayushi Jhalani
5	Bharti Khaitwani
6	Inmeet Kaur
7	Kiran Yogi
8	Komal Nagpal
9	Manvi Goyal
10	Muskan Parashar
11	Parul
12	Rachna Mehendiratta
13	Radhika Gupta
14	Sarita Bhakar
15	Vishakha Lohane


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CAT COURSE 2017-18

Sl No	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Anoushka <i>Anoushka</i>	P	P	P	P	P	P	P	P	P	P	P	P	-	-	P	P	P	P	-	-
2	Anushka Sharma <i>Anushka</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Astha Gupta <i>Astha</i>	P	P	P	P	P	P	P	P	P	P	P	P	-	-	P	P	P	P	P	P
4	Ayushi Jhalani <i>Ayushi</i>	P	P	P	P	P	P	P	P	P	P	P	P	-	-	P	-	P	P	-	-
5	Bharti Khaitwani	P	-	P	P	P	P	-	-	P	P	P	P	P	P	-	P	P	P	-	-
6	Inmeet Kaur <i>Inmeet</i>	-	P	P	P	-	-	P	P	-	-	-	-	P	P	-	-	P	P	-	-
7	Kiran Yogi <i>Kiran</i>	-	P	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Komal Nagpal <i>Komal</i>	P	P	P	P	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P
9	Manvi Goyal <i>Manvi</i>	P	P	-	-	-	-	P	P	P	P	P	P	P	P	-	-	-	-	-	-
10	Muskan Parashar <i>Muskan</i>	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Parul <i>Parul</i>	-	-	P	-	P	P	P	P	-	-	-	-	-	-	-	-	-	-	-	-
12	Rachna Mehandiratta <i>Rachna</i>	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Radhika Gupta <i>Radhika</i>	-	-	-	-	P	P	P	P	-	-	P	P	-	-	P	P	-	-	-	-
14	Sarita Bhakar <i>Sarita</i>	P	P	P	P	P	P	-	-	-	-	-	-	-	-	P	P	-	-	-	-
15	Vishakha Lohane			P	P	P	P	P	P	P	P	P	P	P	P	-	-	P	P	P	P

17 Nov 18 Nov 20 Nov 2017 - 29 Nov 2017 (8:00 AM - 9:40 AM)
 9:30-11:00 9:30-11:00

Sincerest

Principal

Kanoria PG Mahila Mahavidyalaya
 JAIPUR

Topic covered → Final AIC (4) Chap
 BRS (2) Chap
 BOE (5(I)) Chap

CAT COURSE 2017-18

(LB) (UB)

18/9 19/9 20/9 27/9 2/10 3/10 4/10 1/11 2/11 2/11 3/11 5/12 6/12 7/12 8/12 9/12 11/12 16/12 18/12

Sl No	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Anoushka	1							2	3	4			3	4	5	6	7			
2	Anushka Sharma									1	2			3	4		5				
3	Astha Gupta	1	2		3	4	5	6		7	8		9				10		11		
4	Ayushi Jhalani	1	2	3		4	5	6	7	8	9			10	11	12	13	14			
5	Bharti Khaitwani					1	2	3	4	5	6	7	8	9	10	11	13		14	15	
6	Inmeet Kaur	1	2	3	4	5					6	7	8					9	10		
7	Kiran Yogi	1	2	3	4	5	6	7				8						9			
8	Komal Nagpal	1	2	3	4	5			6	7	8		9	10	11				12		
9	Manvi Goyal	1	2	3	4	5		6			7	8		9	10			11			
10	Parul	1		2		3	4		5	6	7										
11	Rachna Mehandiratta	1	2	3	4		5	6	7	8	9	10	11	12	13	14					
12	Radhika Gupta	1	2	3			4	5	6	7	8				9				10	11	
13	Sarita Bhakar		1		2		3	6		7	8	9		10	11				12		
14	Vishakha lohane					1	2	3				4	5	6	7	8				9	

15. Muskaan Parashar

S. S. S.
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Osheen Modi : Name

Paper Statutory Compliances

CAT COURSE 2017-18

Total classes 13
(1 1/2 hr each)

20/11 22/11 23/11 24/11 27/11 28/11 6/12 7/12 8/12 9/12 11/12 12/12 13/12

Sl No	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Anoushka	P	P	P	P	P	P	P	A	P	P	P	P	P							
2	Anushka Sharma	P	P	P	A	A	A	P	P	P	P	P	A	P							
3	Astha Gupta	P	P	P	P	P	P	P	P	P	P	A	P	P							
4	Ayushi Jhalani	P	P	P	P	P	A	P	P	P	P	P	P	P							
5	Bharti Khaitwani	P	P	P	A	A	P	A	A	A	A	A	P	P							
6	Inmeet Kaur	P	P	P	P	A	P	A	A	A	A	P	A	A							
7	Kiran Yogi	P	P	A	A	P	A	A	A	A	A	P	A	A							
8	Komal Nagpal	P	P	P	P	P	P	P	P	A	A	P	A	A							
9	Manvi Goyal	P	P	P	P	P	P	P	P	A	A	P	P	P							
10	Muskan Parashar	P	P	P	P	P	P	P	P	P	P	A	P	P							
11	Parul	A	A	A	A	A	A	A	A	A	A	A	A	A							
12	Rachna Mehendiratta	P	P	P	P	P	P	A	P	P	A	A	P	P							
13	Radhika Gupta	A	A	A	P	P	P	A	P	A	A	P	A	A							
14	Sarita Bhakar	A	A	A	A	P	A	P	P	A	A	A	A	A							
15	Vishakha Lohane	P	P	P	A	A	P	P	P	A	A	A	P	P							


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Osheen Modi : Applied Business & Industrial Laws

Total Classes: 22 (1 1/2 hr each)

CAT COURSE 2017-18

SI No	Student Name	7/10	9/10	10/10	11/10	23/10	24/10	25/10	26/10	27/10	28/10	30/10	31/10	06/11	7/11	8/11	9/11	11/11	13 Nov	14 Nov	15 Nov	18 Nov
1	Anoushka	A	A	A	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Anushka Sharma	P	A	A	A	A	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P
3	Astha Gupta	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
4	Ayushi Jhalani	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
5	Bharti Khaitwani	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
6	Inmeet Kaur	P	A	P	P	A	A	P	P	A	A	P	P	P	A	P	P	P	A	P	P	P
7	Kiran Yogi	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
8	Komal Nagpal	P	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P
9	Manvi Goyal	P	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
10	Muskan Parashar	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Parul	A	A	A	A	P	P	A	P	P	P	P	P	A	P	P	P	A	A	A	P	A
12	Rachna Mehendiratta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Radhika Gupta	A	A	A	A	A	A	P	P	P	A	P	A	A	P	A	A	P	A	A	P	P
14	Sarita Bhakar	A	A	A	P	A	A	A	A	P	A	A	A	P	A	A	P	A	P	P	P	P
15	Vishakha Lohane	P	P	P	P	A	A	A	P	A	P	P	A	P	P	P	P	P	P	P	P	P

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Kanoria PG Mahila Mahavidyalaya
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Kanoria PG Mahila Mahavidyalaya, Jaipur
CAT COURSE 2018-19

SI No	Student Name
1	Aashika Kala
2	Anushka Sharma
3	Bhumika Jaiswal
4	Deepti Karamchandani
5	Ekta Rawat
6	Jagrati Soni
7	Kajal
8	Kashish Chopra
9	Kulsum Khan
10	Manisha Devjani
11	Monika Babani
12	Muskan Gupta
13	Muskan Nagpal
14	Ritika Sharma
15	Yukta Jadon

Seenit
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Dates>>		17/9	18/9	24/9	25/9	26/9	27/9	28/9	29/9	1/10	3/10	4/10	5/10	6/10	8/10	9/10	11/10	15/10	16/10	22/10	23/10
Sl No	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Aashika Kala	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
2	Anushka Sharma	1	A	A	2	A	3	4	5	6	A	7	8	9	10	A	11	A	12	A	13
3	Bhumika Jaiswal	1	2	A	3	4	5	6	A	7	8	9	10	11	12	13	A	14	15	16	A
4	Deepti Karamchandani	A	A	1	2	3	4	A	A	A	5	6	7	8	9	10	11	12	A	A	A
5	Ekta Rawat	A	1	2	3	4	5	6	7	8	9	10	11	A	12	13	A	14	15	16	17
6	Jagrati Soni	A	A	A	1	2	3	4	A	5	6	7	8	9	10	11	12	A	13	14	15
7	Kajal	1	2	3	A	A	4	5	6	A	7	A	8	9	A	10	11	12	A	13	A
8	Kashish Chopra	1	2	3	4	5	6	A	A	A	7	8	A	9	A	A	10	11	A	12	13
9	Kulsum Khan	1	2	3	4	5	A	6	A	7	8	A	A	9	10	11	A	12	13	14	15
10	Manisha Devjani	1	A	2	3	4	5	A	A	A	6	7	A	A	8	9	10	11	A	A	A
11	Monika Babani	1	2	A	A	3	4	5	A	6	A	7	8	9	10	11	A	12	A	A	A
12	Muskan Gupta	A	A	A	1	2	3	4	A	5	6	7	8	A	9	10	11	A	12	13	14
13	Muskan Nagpal	A	1	2	3	4	5	A	A	6	7	8	9	10	A	A	A	A	A	11	12
14	Ritika Sharma	1	A	A	A	2	A	3	A	A	4	5	A	A	6	A	A	A	A	A	A
15	Yukta Jadon	1	A	A	2	3	4	A	A	5	6	7	8	9	A	A	10	A	A	A	A

Seema
Principal

Kanoria PG Mahila Mahavidyalaya, Jaipur

CAT COURSE 2018-19

② Attendance Sheet ② ② ② ② ②

SI No	Student Name	Dates>> 25/10 26/10 27/10 29/10 30/10 19/11 20/11 22/11 17/12 18/12 19/12 20 21																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Aashika Kala	A	A	A	A	A	A	A	.	A	A	A	A	A							
2	Anushka Sharma	.	.	.	A	A	.	A	.	.	A	.	A	.							
3	Bhumika Jaiswal	.	.	A	A	.	.	.	A	.	A	A	.	.							
4	Deepti Karamchandani	A	A	A	.	A	A	A	A	A	A	A	A	A							
5	Ekta Rawat	A	A	A	.							
6	Jagrati Soni	A	.	A	.	A	A	.	A	A	.	A	A	A							
7	Kajal	.	A	A	A	A	A	A	.	A	A	A	A	A							
8	Kashish Chopra	.	.	A	.	.	.	A	A	A	A	A	A	A							
9	Kulsum Khan	A	.	A	.	.	A	A	A	A	A	.	A	A							
10	Manisha Devjani	.	.	A	.	A	A	A	A	A							
11	Monika Babani	.	.	A	A	.	A	A	A	A	A	A	.	A							
12	Muskan Gupta	.	.	A	.	A	.	.	A	.	.	A	A	A							
13	Muskan Nagpal	A	A	A	A	A							
14	Ritika Sharma	.	.	A	A	.	A	.	A	A	A	A	A	A							
15	Yukta Jadon	A	.	A	.	.	A	A	A	A	A	A	A	A							

deay
Principal

① 8:30 AM - 8:50 AM
② 8:50 AM - 9:10 AM

12th November - 13th Dec 2018

PRIYANKA NAINANI
(PAPER IV) (Paper II)

Kanoria PG Mahila Mahavidyalaya, Jaipur

CAT COURSE 2018-19

20 X 2 = 40 classes.

Attendance Sheet November December

10 11 12 13

SI No	Student Name	12	13	14	15	16	17	26	27	28	29	30	1	3	4	5	6	10	11	12	13
1	Aashika Kala	-	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	Anushka Sharma		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	-	✓	-	✓	-
3	Bhumika Jaiswal	✓	✓	✓	✓	-	✓	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	-	✓	✓
4	Deepti Karamchandani	-	✓	✓	-	-	-	✓	✓	✓	-	-	-	✓	-	✓	-	-	-	-	-
5	Ekta Rawat	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Jagrati Soni	✓	-	-	✓	✓	✓	✓	✓	✓	✓	✓	-	-	-	-	-	-	-	-	-
7	Kajal	-	-	-	-	✓	✓	✓	-	-	✓	-	-	-	-	-	-	✓	-	-	-
8	Kashish Chopra	-	-	✓	✓	-	-	✓	✓	✓	✓	✓	-	✓	✓	-	-	✓	-	✓	-
9	Kulsum Khan	-	-	✓	-	-	-	-	✓	-	✓	-	✓	-	-	-	-	✓	-	-	✓
10	Manisha Devjani	-	✓	✓	-	-	-	✓	✓	✓	✓	-	-	-	✓	✓	-	✓	-	✓	✓
11	Monika Babani	-	✓	✓	-	✓	-	✓	✓	-	-	✓	-	✓	-	-	-	✓	-	-	✓
12	Muskan Gupta	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	-	-	✓	✓	✓	-
13	Muskan Nagpal	-	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	-	-	-	-	-	-	-	-	-
14	Ritika Sharma	✓	✓	✓	✓	-	✓	-	✓	✓	-	-	-	✓	-	✓	-	-	✓	-	-
15	Yukta Jadon		✓	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	-	-	-	✓	-

Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR
Priyanka Nainani

SI No	Student Name
1	Garima Kapoor
2	Gurpreet Kaur
3	Jahanvi Chandwani
4	Kajol Rachoya
5	Kunishka Kumawat
6	Mansi Sharma D/o Ashok Sharma
7	Mansi Sharma D/o Ramavtar Sharma
8	Mansi Soni
9	Nehal Kaur Jethra
10	Sakshi Vijay
11	Sangeeta Mishra
12	Shruti Gupta
13	Yukta Sharma


Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR

CAT COURSE 2019-20

Attendance Sheet

	Dates>>	3/9	4/9	5/9	6/9	7/9	9/9	11/9	12/9	13/9	14/9	16/9	17/9	18/9	19/9	20/9	22/9	23/9	24/9	25/9	26/9
Sl No	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Garima Kapoor	P	P	P	P	P	.	.	P	P	P	P		P	P	P	P
2	Gurpreet Kaur	P	P	P	P	P	P	P	P	P	P	P	P	.	P	P
3	Jahanvi Chandwani	P	.	P	P	.	P	.	P	P	P	P	P	P	P	.	.	P	P	P	.
4	Kajol Rachoya	.	.	P	P	P	P	P	P	P	P	.	P	P	P	P	P	P	P	P	P
5	Kunishka Kumawat	P	P	P	P	.	.	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Mansi Sharma II yr	P	.	P	P	.	P	.	P	P	P	P	.	P	P	.	P	.	P	.	P
7	Mansi Soni	P	P	P	.	.	P	P	.	P	P	P	P	.	P	P	P	P	P	P	.
8	Nehal Kaur Jethra	P	P	P	P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P
9	Sakshi Vijay	P	P	P	P	P	P	P	P	P	P	.	P	P	P	P	.	P	P	.	P
10	Sangeeta Mishra	P	P	.	P	P	.	P	P	.	P	P	P	P	P	P	.	.	P	P	P
11	Shruti Gupta	P	P	P	P	.	.	P	P	P	P	P	P	P	P	P	P	.	P	P	P
12	Yukta Sharma	P	.	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P	P	.
13	Mansi Sharma I yr [ASHOK SHARMA]	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	.	P	P

Seam
Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

Lo classes

NAME: NAMITA GOYAL

Kanoria PG Mahila Mahavidyalaya, Jaipur

CAT COURSE 2019-20

Attendance Sheet

Start 2nd classes in day.

SI No	Student Name	27/9	28/9	30/9	1/10	2/10	3/10	5/10	9/10	10/10	11/10	12/10	14/10	15/10	16/10	17/10	18/10	4/11	5/11	6/11	13/11
1	Garima Kapoor			P	P	P	P	P	.	.	P	P	.	P	P	.	.	P	P	P	P
2	Gurpreet Kaur	P	P	P	P	.	P	P	P	P	.	P	.	P	P	P	.	P	P	P	.
3	Jahanvi Chandwani	.	P	P	P	P	.	.	P	P	P	P	P	P	P	P	.	P	P	P	P
4	Kajol Rachoya	P	P	P	P	.	P	P	P	P	P	.	P	.	P	P	P	P	P	P	P
5	Kunishka Kumawat	.	P	P	P	.	P	P	P	P	P	P	.	P	P	P	P	P	P	P	.
6	Mansi Sharma - II Yr	P	.	P	.	.	P	P	.	.	P	P	P	P	P	.	.	P	P	.	P
7	Mansi Soni	P	P	P	P	.	P	P	P	P	P	P	P	.	P	P	P	P	P	P	P
8	Nehal Kaur Jethra	P	P	P	.	P	P	P	P	.	P	P	.	P	.	.	P	P	P	P	P
9	Sakshi Vijay	.	P	P	P	P	P	P	P	P	P	P	P	.	.	.	P
10	Sangeeta Mishra	.	P	P	P	P	P	.	P	P	P	.	P	P	P	P	P	P	P	.	P
11	Shruti Gupta	P	P	P	P	.	P	P	.	.	P	P	P	P	P	P	P	P	P	P	.
12	Yukta Sharma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Mansi Sharma - I Yr [Ashok Sharma]	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

24 classes.

CAT COURSE 2019-20

Attendance Sheet

Dates>>		16/11	18/11	19/11	20/11	25/11	26/11	27/11	28/11												
SI No	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Garima Kapoor	P	P	P	P	.	.	.	P												
2	Gurpreet Kaur	P	P	P	P	P	P	P	P												
3	Jahanvi Chandwani	P	P	P	P	P	P	P	P												
4	Kajol Rachoya	.	P	P	.	P	.	P	.												
5	Kunishka Kumawat	P	P	.	P	.	P	P	.												
6	Mansi Sharma - II Yr.	.	P	P	P	.	P	P	P												
7	Mansi Soni - III Yr.	.	P	P	P	P	.	.	.												
8	Nehal Kaur Jethra	P	.	P	P	P	P	P	P												
9	Sakshi Vijay	P	.	P	P	P	P	P	.												
10	Sangeeta Mishra	.	P	.	.	P	P	.	P												
11	Shruti Gupta	P	P	P	P	P	P	P	P												
12	Yukta Sharma	P	P	P	P	P	P	P	P												
13	Mansi Sharma - I Yr.	P	P	P	P	P	P	.	P												

B/R-44 classes + 16 = 60 classes

Principal

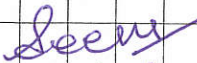
Kanoria PG Mahila Mahavidyalaya
JAIPUR

Ganesh Singhel
2019-20

5/12/19

CAT		5/12/19													
1	Sangeeta Mishra	P	P	A	A	P	A	A	A	1	P	P	A	A	
2	Nehal Kaur Jethra	P	P	P	P	P	P	A	P	1	P	P	P	A	
3	Guima Kapoor	P	P	P	P	A	P	P	P	1	P	P	P	P	
4	Yukta Sharma	P	P	P	P	P	A	A	P	1	P	P	A	P	
5	Jahani Chandwani	P	P	P	P	P	A	A	A	1	P	P	P	A	
6	Kajal Rachaya	P	P	P	P	P	P	A	P	1	P	P	P	P	
7	Mansi Soni	P	P	A	P	P	P	A	P	1	P	P	A	P	
8	Shruti Gupta	P	P	P	P	P	A	A	A	1	P	P	P	P	
9	Gurpreet Kaur	P	A	P	P	P	P	P	A	1	P	P	A	P	
10	Mansi Sharma II	P	P	A	P	P	P	A	A	1	P	P	P	A	
1	Kumishka Kumawat	P	P	P	P	P	A	P	A	1	P	P	P	P	
2	Mansi Sharma II	P	P	P	P	P	P	P	P	1	P	P	P	P	
3	Sakshi Vijay	A	P	P	P	P	A	P	A	1	P	P	P	P	

P	A	1	A	A	P	A	A	P	P	P	A	A	A	A
P	P		A	A	A	A	A	P	A	P	A	A	P	A
P	P	Surfer	A	A	A	A	A	A	A	A	A	A	A	A
P	P		A	A	A	A	A	P	P	P	A	P	P	P
A	A		A	A	A	A	A	P	P	P	A	A	P	P
P	A		A	A	A	A	A	P	P	P	A	A	P	P
A	A		A	A	A	A	A	P	P	A	A	P	P	A
P	P		A	A	A	A	A	P	P	P	A	A	P	A
P	A		A	A	A	A	A	P	P	P	A	A	P	A
P	A		A	A	A	A	A	P	P	P	A	A	P	P
P	P		A	A	A	A	A	A	A	P	A	A	A	P
P	P		A	A	A	A	A	A	A	P	A	A	P	P
P	P		A	A	A	A	A	P	P	P	A	A	P	P


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 Kanoria PG Mahila Mahavidyalaya
 JAIPUR

11/2/20

A		A	A		A	A	A						
A		A	A		A	A	A						
A		A	A		P	P	P						
D		P	P		P	A	A						
P		P	P		P	A	A						
P		A	P		A	A	A						
A		P	P		P	A	A						
P		P	P		A	A	P						
D		A	A		P	A	P						
P		A	A		P	A	P						

	Kanoria PG Mahila Mahavidyalaya	
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Certificate in Accounting Technicians



Syllabus

ANNEXURE-I

Foundation Course (Entry Level) Part-I

Paper I: Fundamentals of Financial Accounting

Paper II Applied Business and Industrial Laws

Paper III Financial Accounting - 2

Paper IV: Statutory Compliance

Delivery Strategy

Class Room oral coaching

Learning Strategy

Class Room Learning

On-line/off-line self paced studies

ASSESSMENT STRATEGY

On line/off line periodical self-assessment

Course end examination- Multiple Choice Questions

To be answered in OMR answer sheets/on-line

Competency Level (Part-II)

- (A) Fundamentals of computers
- (B) Filing of statutory returns
- (C) Introduction to costing principles and preparation of cost statements
- (D) 5-days Orientation Programme



Foundation Course (Entry Level) Part-I

PAPER I: FUNDAMENTALS OF FINANCIAL ACCOUNTING

OBJECTIVES

To provide an insight into the fundamentals of financial accounting and its principles.

Learning Aims

The Syllabus aims to test the student's ability to:

- ❖ Understand and explain the conceptual framework of Accounting
- ❖ Prepare Accounts for various entities under different situations

Skill set required

Level A: Requiring the skill levels of knowledge and comprehension

CONTENTS

Fundamentals of Financial Accounting-(Accounting Paper I)

1. Process of Accounting
2. Reconciliation Statement
3. Accounting for Depreciation
4. Preparation of Final Accounts
5. Accounting for Special Transactions
6. Cash and Fund Flow Statements

Section A: Fundamentals of Financial Accounting

1. Process of Accounting

- (a) Basic Accounting Formulas and Accounting Terminologies
- (b) Capital and Revenue transactions- capital and revenue expenditures, capital and revenue receipts
- (c) Measurement, Valuation and Accounting estimates
- (d) Double entry system, Books of prime entry, Subsidiary Books
- (e) Recording of Cash and Bank transactions
- (f) Voucher preparations
- (g) Preparation of Ledger Accounts
- (h) Preparation of Trial Balance- interpretation and usefulness
- (i) Rectification of Errors

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2. Reconciliation Statements

- (a) Bank Reconciliation Statement
- (b) Receivables/Payables Reconciliation Statement

3. Accounting for Depreciation

Methods, computation and Accounting treatment

4. Preparation of Final Accounts

- (a) **Of a Profit making concern (for sole proprietorship concern and partnership firm only)**

- (i) Preparation of Trading Account, Profit & Loss Account and Balance Sheet
- (ii) Accounting treatment of bad debts, reserve for bad and doubtful debts, provision for discount on debtors and provision for discount on creditors

- (b) **Of a Not-for- Profit making concern**

- (i) Preparation of Receipts and Payments Account;
- (ii) Preparation of Income and Expenditure Account
- (iii) Preparation of Balance Sheet

5. Accounting for Special Transactions

- (a) Bills of Exchange
- (b) Consignment
- (c) Joint Venture
- (d) Sale of goods on approval or return basis

6. Cash and Fund Flow Statements

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PAPER II: APPLIED BUSINESS AND INDUSTRIAL LAWS

Syllabus Structure

Objectives

To gain basic knowledge in Laws and Ethics to understand the concepts of legal compliance requirements from entry level executives.

Learning Aims

The syllabus aims to test the student's ability to:

- ❖ Acquire adequate knowledge of the basic concepts of laws
- ❖ Understand the basic knowledge of legal compliance and requirements

Skill Sets Required

Level A: Requiring the skill levels of knowledge and comprehension

Note: *Subjects related to applicable statutes shall be read with amendments made from time to time.*

Section A : Fundamentals of Applied Commercial Laws	70%
1. Laws of Contracts	
2. Laws relating to Sale of Goods	
3. Banking Laws and operations	
4. Partnership Act & Limited Liability Partnership	
Section B: Fundamentals of Applied Industrial Laws	30%
5. Factories Act, 1948 & Shop Act	
6. Payment of Wages Act, 1936 and Minimum Wages Act, 1948	
7. The Employees' State Insurance Act, 1948	
8. Provident Fund Act	
9. Payment of Bonus Act	
10. Payment Gratuity Act	

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Section A: Fundamentals of Applied Commercial Laws

1. Laws of Contracts

- (a) Essential elements of a contract, offer and acceptance
- (b) Void and voidable agreements
- (c) Consideration, legality of object and consideration
- (d) Capacity of Parties, free consent
- (e) Quasi-contracts, contingent contracts, termination or discharge of contracts

2. Laws relating to Sale of Goods

- (a) Definition
- (b) Transfer of ownership
- (c) Performance of the Contract of Sale

3. Banking Laws and operations

- (a) Basics of Banking laws and regulations
- (b) Concept of working capital and term funds
- (c) Acceptance and negotiation
- (d) Rights and liabilities of Parties
- (e) Dishonor of a Negotiable Instrument
- (f) Banking procedures and negotiable instruments

4. (I) Partnership Act

- a. Nature of Partnership
- b. Rights and Liabilities of Partners
- c. Dissolution of Firms

(II) Limited Liability Partnership

- a. Features
- b. Difference between Partnership and LLPs
- c. Difference between LLPs and Companies

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Section B: Fundamentals of Industrial Laws

5. **Factories Act, 1948 & Shop Act**
 - (a) Objective, Scope
 - (b) Applicability of Factories Act, 1948
6. **Payment of Wages Act, 1936 and Minimum Wages Act, 1948**
 - (a) Objective, Scope
 - (b) Applicability of Payment of Wages Act, 1936 and Minimum Wages Act, 1948
7. **The Employees' State Insurance Act, 1948**
 - a) Objective, scope
 - b) Applicability of ESI Act, 1948
8. **Provident Fund Act**
 - a) Objective, scope
 - b) Applicability of PF Act
9. **Payment of Bonus Act**
 - a) Objective, scope
 - b) Applicability of Bonus Act
10. **Payment of Gratuity Act**
 - a) Objective, scope
 - b) Applicability of Gratuity Act, 1948

PAPER III: FINANCIAL ACCOUNTING- 2

Objective: To train the students on Pay Roll Accounting, Store Accounting, Sales Accounting and Asset Accounting enable them to gain skills in these areas.

Sl. No	Course	Weightage
A	Pay Roll Accounting	25%
B	Store Accounting	25%
C	Sales Accounting	25%
D	Asset Accounting	25%

(A) Pay Roll Accounting:

1. Concept of Pay Roll Accounting
2. Process of Pay Roll Accounting

Pay/Salary, Gross-earnings, deductions- statutory and non-statutory deductions
responsibility of the employers

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3. Statutory Deductions- EPF/ESI/Income Tax/Professional Tax/other and its accounting.
4. Accounting of Bonus and Gratuity

(B) Store Accounting

- (i) Pricing of purchase of materials
- (ii) Issue of materials from stores.
- (iii) Pricing of returned materials
- (iv) Issue of materials to other formations
- (v) Issue of materials for disposals

(C) Sales Accounting

1. Recognize revenue items at the proper time on the income statement.
2. Account for cash and credit sales.
3. Compute and interpret sales returns and allowances, sales discounts, and bank credit card sales.
4. Manage cash and its importance to the company.
5. Estimate and interpret uncollectible accounts receivable balances.
6. Assess the level of accounts receivable.
7. Develop and explain internal control procedures.

(D) Asset Accounting

1. Meaning of Asset Accounting
2. Current Asset Accounting
3. Fixed Asset Accounting
4. Project Accounting

PAPER IV: STATUTORY COMPLIANCE

Objectives

To gain understanding and to provide working knowledge of procedures, records and returns under tax laws and companies act.

Learning Outcomes

On completion of their studies students should be able to:

- ☐ Know the basic principles underlying direct as well as indirect taxes.
- ☐ Know various records and returns under tax laws.
- ☐ Know statutory compliance under companies act.

(A) Concept of Taxation

1. GST

1. Introduction to Goods and Service Tax (GST)

1.1 Key Concepts

2. Taxes under GST

2.1 Central Goods and Service Tax

2.2 State Goods and Service Tax

2.3 Union Territory Goods and Service Tax

2.4 Integrated Goods and Service Tax

2.5 Cess

3. Registration

3.1 Threshold for Registration

3.2 Regular Tax Payer

3.3 Composition Tax Payer

3.4 Casual Taxable Person

3.5 Non-Resident Taxable Person

3.6 Unique Identification Number

3.7 Registration Number Format

4. Supply

5. Time of Supply

6. Value of Supply

7. Place of Supply

7.1 Concepts of Place of Supply

7.1.1 Interstate Supply

7.1.2 Intrastate Supply

7.1.3 Export of Service

7.1.4 Export of Goods

7.1.5 Import of Service

7.1.6 Import of Goods

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7.2 Place of Supply of Goods

- 7.2.1 Where there is movement of goods
- 7.2.2 Where there is no movement of goods
- 7.2.3 Where goods are installed or assembled
- 7.2.4 Where goods are shipped on board
- 7.2.5 Bill To / Ship To

7.3 Place of Supply of Services

- 7.3.1 General Rule
- 7.3.2 Exceptions

8. Input Tax Credit

- 8.1 Input tax credit process
- 8.2 Negative List for Input tax credit
- 8.3 Input Tax Credit Utilization
- 8.4 Input Tax Credit Reversal

9. Payment of Taxes

- 9.1 Electronic Liability Register
- 9.2 Electronic Credit Ledger
- 9.3 Electronic Cash Ledger
- 9.4 Unique Identification Number

10. Returns

2. Customs

- i) Introduction
- ii) Scope
- iii) Types of Customs Duties
- iv) Valuation under Customs
- v) Customs Procedures
- vi) Import Procedure
- vii) Export Procedure
- viii) Baggage
- ix) Exemptions / Refunds

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3. Income Tax

- Basic Concepts
 - i) Assessment Year
 - ii) Previous Year
 - iii) Person
 - iv) Assesse
 - v) Income
 - vi) Residence/Non-residence etc...
- Income exempt from Tax
- Salary
- House Property
- Profits & Gains of Business or Profession
- Income from Capital Gains
- Income from other Sources
- Assessments
- TDS
- Returns

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Certificate in Accounting Technicians



COMPETENCY LEVEL PART-II

Objective:

The Courses under Competency Level will enable the students to have application oriented learning and enhance their skill sets in managing the functions of entry level accounting and other related areas.

Delivery Strategy

Class Room Training and hands on Training on Computers

Learning Strategy

Class Room Learning

On-line/off-line self paced studies

Assessment Strategy

On line periodical self-assessment

Course end on-line assessment.

(A) Fundamentals of Computers

- (i) Hardware
- (ii) Software
- (iii) Peripherals
- (iv) Microsoft Windows
- (v) Microsoft Office
- (vii) Microsoft Excel
- (viii) Computerized Accounting- Tally ERP 9.0

(B) Filing of Statutory Returns

- (i) Income Tax
- (ii) TDS
- (iii) GST
- (iv) PF

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(v) ESI

(vi) Professional Tax

(vii) Forms & Returns under MCA 21

(C) Introduction to Costing Principles & Preparation of Cost Statements

a) Cost Data collection, Cost Sheet formats,

b) Preparation of Cost Sheets (historical cost sheets and estimated cost sheets)

c) preparation of cost sheets leading to project Accounting/controls)

(D) Five day Orientation Program

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(4)

Name of the Certificate Course: Certificate Course in Organic Farming

Name of Faculty Coordinator: Dr. Ritu Jain

Duration of Course: Six Months

Certificate Course in Organic Farming 2016-17

Sr No	Name	Certificate Awarded
1	Jyoti Singh Shekhawat	Yes
2	Neha Sharma	Yes
3	Nirmala Manda	Yes
4	Himani Likhyan	Yes
5	Surbhi Sharma	Yes
6	Manoj Kumari	Yes
7	Kalyani	Yes
8	Mahima Jain	Yes
9	Moiza Farook	Yes
10	Astha Mishra	Yes
11	Tejaswini	Yes
12	Bhagyashree Shekhawat	Yes
13	Srishti Joshi	Yes
14	Jyoti Meena	Yes
15	Bhagyashree	Yes
16	Pooja Sharma	Yes
17	Ankita Joshi	Yes
18	Kriti Sain	Yes
19	Pooja Sain	Yes
20	Mintu Yadav	Yes
21	Ilma Alvi	Yes
22	Minisha Chaturvedi	Yes
23	Neelam Sharma	Yes
24	Shreya Sharma	Yes
25	Manisha Meena	Yes
26	Abhishek Mishra	Yes
27	Abhinav Mishra	Yes
28	Dr. Kamakshi Tomar	Yes
29	Dr. Chetana Sharma	Yes
30	Dr. Anita Gajraj	Yes
31	Dr. Farah Sayyed	Yes
32	Dr. Shipra Goyal	Yes

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Kanoria PG Mahila Mahavidyalaya
JAIPUR

SESSION 2006 - 2007

TERM

Organic
Farmip

Class

Section

Result Date

2016 - 17

Subject

Paper

S. No.	Scholar No.	Sub. Code No.	Name of Student	Month																								
				Lectures	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
				Date	21/4	28/4	5/5	12/5	19/5	26/5	2/6	9/6	16/6	23/6	30/6	7/7	14/7	21/7	28/7	4/8	11/8	18/8	25/8	1/9	8/9	15/9	22/9	29/9
1			Tyoti Singh Shekhawat	1	2	A	3	4	5			A		G		A	A		A		7	A		A				
2			Neha Sharma	1	2	A	3	4	5			A		A		A	A		A		6	A		A		7		
3			Nirmala Manda	1	2	A	3	4	5			A		G		A	A		A		A		A		7			
4			Himani Likhani	1	2	A	3	4	5			A		A		A	A		A		6	A		A		7		
5			Shubhi Sharma	1	2	A	3	4	5			A		G		A		7	A		8		9					
6			Manoj Kumari	1	2	A	A	A	A			3	4		5	6	A		7		8							
7			Kalyani	1	A	A	A	2	A			3	A		4	5	A		6		7		8		A			
8			Mahima Jain	A	1	A	2	A	A			3	4		5	6	7		8		A							
9			Moiza Farooq	A	1	A	2	3	4			A	5		A	A		A		A		6						
10			Asha Mishra	1	2	3	A	4	5			A	6		7	A		8		9		10						
11			Tejaswini	1	2	A	3	A	4			5	6		A	A		7		A		8						
12			Blagyaashree Shekhawat	1	2	A	A	3	4			5	6		A	7		A		8		A						
13			Seelkshi Joshi	1	2	3	4	5	6			A	7		8	9		10		11		A						
14			Tyoti Meena	1	A	A	2	3	4			A	A		A		5	A		A		6						
15			Blagyaashree	1	2	A	3	4	5			A	A		6	A		A		A		7						
16			Pooja Sharma	1	2	3	4	5	6			A	7		A	8		A		9		10						
17			Shikita Joshi	A	1	2	3	4	A			5	6		A	7		A		8		A						
18			Tyoti Jain	A	A	A	1	2	3			A	4		A	A		A		A		A						
19			Pooja Jain	1	2	A	3	4	5			A	6		A	A		A		7		A						
20			Mintu Yadav	1	2	A	3	4	5			6	7		A	8		A		9		10						
21			Elma Alvi	A	1	A	A	2	3			4	5		A	A		A		6		7						
22			Nimisha Chaturvedi	A	1	A	A	A	2			3	4		A	5		6		A		7						
23			Neelam Sharma	A	A	A	A	1	2			3	4		A	5		6		A		7						
24			Abhishek Mishra	A	A	A	1	2	3			4	5		A	A		6		A		7						
25			Abhinav Mishra	A	A	A	1	2	3			4	5		A	6		A		A		7						
26			Shreya Sharma	1	2	3	4	5	A			A	6		A	7		8		9		10						
27			Dr. Kamakshi Jomar	1	2	A	3	4	5			6	A		A	7		A		8		A						
28			Dr. Chetna Sharma	1	2	3	A	4	A			A	5		A	6		A		7		A						
29			Dr. Anita Gajraj	1	A	2	3	A	A			4	5		A	6		7		A		8						
30			Dr. Farah Sayyed	1	A	2	A	3	4			A	A		6	A		7		A		8						
31			Dr. Shipra Goyal	1	2	3	4	5	A			A	A		A	A		6		A		7						
32			Manisha Meena	1	A	2	A	A	3			A	4		A	5		A		6		7						
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37																												
38																												
39																												

Seena
Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

Name of the Certificate Course: Certificate Course in Organic Farming

Name of Faculty Coordinator: Dr. Ritu Jain

Duration of Course: Six Months

Certificate Course in Organic Farming 2017-18

Sr No	Name	Certificate Awarded
1	Bhumika Nirwan	Yes
2	Barkha Chheepa	Yes
3	Jagrati Agarwal	Yes
4	Deepali Trivedi	Yes
5	Shaeen Khan Khokhar	Yes
6	Krishna Meena	Yes
7	Megha Yadav	Yes
8	Laveena Sharma	Yes
9	Nehal Sorithya Sharma	Yes
10	Garima Sainin	Yes
11	Pooja Gurjar	Yes
12	Anugunja Verma	Yes
13	Pooja Shukla	Yes
14	Dimple Chandani	Yes
15	Chitra Jangid	Yes
16	Anshul Soni	Yes
17	Priyanaka	Yes
18	Anju Pradhan	Yes
19	Vimla Choudhary	Yes
20	Saloni Saini	Yes
21	Nefeen Khan	Yes
22	Monika Shekhawat	Yes
23	Dr. Seema Choudhary	Yes
24	Dr. Sapana Khandelwal	Yes
25	Jaishree Sharma	Yes


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Kanoria PG Mahila Mahavidyalaya
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Name of the Certificate Course: Certificate Course in Organic Farming

Name of Faculty Coordinator: Dr. Ritu Jain

Duration of Course: Six Months

Certificate Course in Organic Farming 2018-19

Sr No	Name	Certificate Awarded
1	Alzia Khan	Yes
2	Khyati Sikri	Yes
3	Sonal Singh Choudhary	Yes
4	Chitra Soni	Yes
5	Archita Jain	Yes
6	Ambika Aggarwal	Yes
7	Nikita Chouhan	Yes
8	Neha Kundra	Yes
9	Priya Singh	Yes
10	Nikita Vijay	Yes
11	Manisha Panwar	Yes
12	Medha Pathak	Yes
13	Nikita Nahada	Yes
14	Poonam	Yes
15	Deeksha Soni	Yes
16	Krishna Kanwar	Yes
17	Vishakha Sodha	Yes
18	Sakshi Singh	Yes
19	Meenal Dagar	Yes
20	Bhavya	Yes
21	Kiran Choudhary	Yes
22	Manisha Gautam	Yes
23	Poonam Yadav	Yes
24	Nishu Beniwal	Yes
25	Darshana Sharma	Yes
26	Anjali Khawal	Yes
27	Madhu Mali	Yes
28	Kavita Tanwar	Yes
29	Sakshi Kumari	Yes
30	Sweety Yadav	Yes
31	Priya Sharma	Yes
32	Vishakha Sherawat	Yes
33	Anjali Tanwar	Yes
34	Taruna Sharma	Yes
35	Dr. Jyotsna Jain	Yes
36	Dr. Yashmin Akhtar	Yes


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Kanoria PG Mahila Mahavidyalaya
JAIPUR

Organic Farming

2018-19

SESSION 200 - 200

Class

Subject

TERM

Section

Paper

Result Date


S. No.	Scholar No.	Sub. Code No.	Name of Student	Month																					
				Lectures																					
				Date																					
1			Alia Alia Khan	1	2	3	A	4																	
2			Khyali Sikri Sikri	1	2	A	3	4																	
3			Sonal S. Choudhary	1	2	3	4	5																	
4			Chitra Soni	1	2	A	A	A																	
5			Archita Jain	1	2	3	A	A																	
6			Ambika Aggarwal	1	2	3	A	A																	
7			Nikita Chouhan	1	2	A	A	3																	
8			Neha Kundra	1	2	3	4	5																	
9			Priya Singh	A	A	1	A	A																	
10			Nikita Vijay	1	2	A	3	4																	
11			Manisha Panwar	1	2	A	3	A																	
12			Medha Pathak	1	2	A	A	3																	
13			Nikita Nahada	1	2	A	3	A																	
14			Poonam	1	A	2	3	4																	
15			Deeksha Soni	1	2	A	3	A																	
16			Ushisha Kanwar	A	A	1	2	A																	
17			Vishakha Sarda	A	A	1	2	A																	
18			Sakshi Singh	1	2	A	A	3																	
19			Moanal Dagar	1	2	A	A	A																	
20			Bharya	1	A	A	2	3																	
21			Kiran Choudhary	1	2	A	A	A																	
22			Monisha Gauram	1	2	3	A	4																	
23			Poonam Yadav	A	A	1	2	3																	
24			Nishu Beniwal	1	2	A	3	A																	
25			Darshana Sharma	1	2	A	A	3																	
26			Anjali Khosla	A	A	A	1	2																	
27			Madhu Mali	A	A	A	1	2																	
28			Yashmin	1	A	A	2	3																	
29			Kavita Tanwar	A	A	A	1	2																	
30			Sakshi Kumari	1	2	A	3	4																	
31			Sweetie Yadav	1	2	A	A	3																	
32			Priya Sharma	1	2	A	3	4																	
33			Vishakha Sheawat	1	2	A	3	4																	
34			Anjali Tanwar	A	A	A	A	A																	
35			Taruna Sharma	1	2	A	A	3																	
36			Dr. Jyotsna Jain	1	2	A	3	4																	
37																									
38																									
39																									

Principal

Name of the Certificate Course: Certificate Course in Organic Farming
Name of Faculty Coordinator: Dr. Ritu Jain
Duration of Course: Six Months

Certificate Course in Organic Farming 2019-20

Sr No	Name	Certificate Awarded
1	Anjali Nagarwal	Yes
2	Bharti	Yes
3	Anita Yadav	Yes
4	Dimple Data	Yes
5	Simran Sodhani	Yes
6	Aakansha Gupta	Yes
7	Sheril	Yes
8	Ritu Singh	Yes
9	Tannu Gharwar	Yes
10	Pratibha Mittal Kala	Yes
11	Divya Devnani	Yes
12	Nisha Yadav	Yes
13	Sandhya	Yes
14	Avani Bhargava	Yes
15	Alisha Rehaman	Yes
16	Ankita Yadav	Yes
17	Vibha Kumawat	Yes
18	Sakshi Kasera	Yes
19	Nikita Sharma	Yes
20	Jajunda Amisha	Yes
21	Jajunda Manisha	Yes
22	Nisha Yadav	Yes
23	Muskan Gupta	Yes
24	Kanan Goyal	Yes
25	Nikita Yadav	Yes
26	Richa Kumari	Yes
27	Twinkle Agarwal	Yes
28	Neetu Gupta	Yes
29	Tina Choudhary	Yes
30	Nisha Rehar	Yes
31	Kriti Chulet	Yes
32	Neha Sharma	Yes
33	Tankia Khunteta	Yes
34	Shivani Meena	Yes
35	Keny Solanki	Yes
36	Bvarsha Gaur	Yes
37	Bindia	Yes
38	Yogita Sharma	Yes
39	Yatika Tailor	Yes
40	Payal Chipa	Yes
41	Lavina Pahalwani	Yes
42	Anjali Dikshit	Yes
43	Sonam Mittal	Yes


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Name of the Certificate Course: Certificate Course in Organic Farming

Name of Faculty Coordinator: Dr. Ritu Jain

Duration of Course: Six Months

44	Preety Ramratan Meena	Yes
45	Pooja Choudhary	Yes
46	Kiran Bairwa	Yes
47	Hemlata Tatwal	Yes
48	Sunil Kumar Sharma	Yes
49	Anoop Kumar	Yes
50	Bharti Pareek	Yes
51	Poonam Sharma	Yes


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Kanoria PG Mahila Mahavidyalaya
JAIPUR

Organic Farming

2019-20

SESSION 200 - 200

Class

Subject

TERM

Section

Paper

Result Date

S. No.	Scholar No.	Sub. Code No.	Name of Student	Month																									
				Lectures	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
				Date	4/9	18/9	25/9	1/10	8/10	15/10																			
1		✓	Anjali Nagarmal	1	A	A	2	A	A								3		A			4		A					
2		✓	Bharti	1	A	A	A	2	3								4		A			5		6					
3		✓	Anita Yadav	1	A	2	3	A	4								A		5			6		A					
4		✓	Dimple Dala	1	A	2	A	A	3								4		A			A		5					
5		✓	Simran Sodhani	1	A	A	A	A	2								3		4			5		6					
6		✓	Akanka Gupta	1	2	3	4	5	6								7		A			8		A					
7			Arpita Kumari	1	A	2	A	A	3								4		A			A		5					
8		✓	Sheeraj Baryani	1	A	A	2	A	3								A		4			5		A					
9		✓	Ritu Singh	1	2	3	4	A	5								6		A			7		8					
10		✓	Tannu Gaharwal	1	2	3	4	A	5								A		6			A		7					
11		✓	Pratibha Mittal	1	2	A	A	3	A								4		A			5		A					
12		✓	Divya Desai	1	2	A	3	A	4								A		5			A		6					
13		✓	Nisha Yadav	1	2	A	A	3	A								4		5			6		7					
14		✓	Sandhya	1	A	A	2	A	3								A		4			A		5					
15		✓	Avani Bhargava	1	A	A	A	2	3								4		A			5		A					
16		✓	Alisha Rehman	1	2	3	A	4	5								6		7			A		8					
17		✓	Ankita Yadav	1	2	3	A	4	A								5		A			6		A					
18		✓	Vibha Kumawat	1	2	3	4	5	A								6		7			8		A					
19		✓	Sakshi Kaseja	1	2	3	A	4	5								A		6			7		8					
20		✓	Nikita Sharma	1	2	A	3	4	5								6		7			A		8					
21		✓	Tajunda Anish	1	2	3	A	4	5								A		6			7		A					
22		✓	Nisha Yadav	1	2	3	A	4	A								A		5			A		6					
23		✓	Tajunda Manish	1	2	3	A	4	5								A		6			7		8					
24		✓	Muskan Gupta	1	2	3	A	4	5								6		A			A		7					
25		✓	Karan Goyal	1	2	3	4	5	A								A		6			7		A					
26		✓	Nikita Yadav	1	2	A	3	4	5								6		7			A		8					
27		✓	Richa Kumari	1	2	A	A	3	A								4		A			5		A					
28		✓	Twinkle Agarwal	1	A	A	2	3	A								A		4			A		5					
29		✓	Neetu Gupta	1	A	A	A	2	3								4		5			A		6					
30		✓	Teena Chaudhary	1	2	3	4	5	6								A		7			A		8					
31		✓	Nisha Behar	1	2	A	A	3	A								A		4			A		A					
32		✓	Keiti Chulet	1	2	3	4	5	A								A		6			A		A					
33		✓	Bharti Pareek	1	A	A	1	2	A								A		3			A		4					
34		✓	Neha Sharma	1	A	2	A	3	A								A		4			A		A					
35		✓	Tanika Khunteli	1	2	A	A	3	A								4		A			A		5					
36		✓	Shivani Meena	1	2	A	A	3	A								A		4			A		A					
37		✓	Kavya Solanki	1	2	A	A	3	A								4		A			A		5					
38		✓	Vascha Gauri	1	A	A	A	2	A								A		3			A		4					
39		✓	Bindia	1	2	A	A	3	A								A		4			A		5					

SESSION 200 - 200

TERM

Class

Section

Result Date

Subject

Paper

S. No.	Scholar No.	Sub. Code No.	Name of Student	Month																								
				Lectures	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
				Date	9/9	18/9	25/9	2/10	9/10	16/10	23/10	30/10	6/11	13/11	20/11	27/11	4/12	11/12	18/12	25/12								
41		✓	Yatike Tailor	A	1	A	A	2	A	3	A	4	A	5	6	7												
42		✓	Pragati Gupta		1	2	A	1	A	A	2	3	A	4	5	6	7											
43		✓	Lavina Pahalwani		1	A	2	3	A	A	4	A	5	A	6	7												
44		✓	Anjali Dixit		1	A	2	3	A	4	A	5	A	6	A	7												
45		✓	Sonam Mittal		1	2	3	A	A	4	A	5	A	6	A	7	8											
46		✓	Preety Ramratan Meena		1	2	3	A	A	4	A	5	A	6	A	7												
47		✓	Pooja Chaudhary		1	2	3	4	5	A	6	A	7	A	8	A	9											
48		✓	Rohan Beniwal		1	2	3	4	A	A	5	6	7	8	A	9												
49		✓	Poonam Sharma		A	A	A	A	1	A	A	2	A	3	4	5	6											
50				A																								
51			Hemlata Tatal		1	A	2	A	3	A	4	A	5	A	6	7	8											
52			Sunil Kumar Sharma		1	A	2	A	3	A	4	A	5	A	6	7												
13																												
14																												
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Principal

Kanoria PG Mahila Mahavidyalaya

JAIPUR

[Signature]
Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

2019-20

Total Lectures

Attendance Required

ATTENDANCE SHORTAGE SLIP 200 - 200

Class Term

Sec. Lectures Delivered

Sub/Paper Required

	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
1			5	A			6			7															
2			A	2			A			8															
3			7	A			8			9															
4			6	7			A			8															
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6			9	A			10			11															
7			6	7			A			8															
8			6	A			7			A															
9			9	10			A			11															
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13			8	A			9			A															
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18			9	A			10			A															
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28			6	A			A			7															
29			7	A			8			9															
30			9	A			10			11															
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35			6	A			7			8															
36			5	A			6			7															
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38			5	A			6			7															
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S. No.	Scholar No.	Name of Student	Lectures Attended	Shortage
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Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

Organic Farming

Total Lectures

Attendance Required

2019-20

ATTENDANCE SHORTAGE SLIP 2019 - 2020

Class Term

Sec. Lectures Delivered

Sub/Paper Required

	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
1	9						10	A			11														
2	9						A	A			10														
3	A						10	11			A														
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[Signature]
Principal
Kanoria P.G. Mahila Mahavidyalaya
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S. No.	Scholar No.	Name of Student	Lectures Attended	Shortage
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Syllabus for Certificate Course in Organic Farming

(Total 34 hours of study, practical & field visit)

Sr No	Unit	Syllabus
Unit-I	Organic Agriculture Practices	Introduction to Organic Agriculture, Organic Farming in India, Organic Manure, Vermi-compost, Green Manure, Herbal Manure, Organic Pest Management, Farm Management
Unit-II	Internal Quality Management System	Scope, Structure of IQCS, Internal Standards, Monitoring, Registration & Certification
Unit-III	Organic Standards & Certification	Standards of Organic Farming, Types, National Program for Organic Production, ISO, IFOAM Norms & Organic Guarantee Systems, NPOP Standards, Organic Group Certification
Unit-IV	Agriculture Biotechnology	Modern Agriculture Biotechnology, Plant Tissue Culture, Genetic Engineering, Biological Fertility Management, Bio-control Agents, Agriculture Microbiology, Integrated Nutrient Management for Crops
Unit-V	Agri-Business Management	Agriculture Development & Status, Globalisation & Agri-business Development, Agri-business Opportunity, Agri-business Plan & Management, Agri-Marketing, Agri-Financing
	Practical Training	A. Preparation of Vermi-compost, Vermi Wash, Herbal Spray, Pit Manure, Green Manure, etc. B. Tray Cultivation of vegetables (such as Reddish, Spinach, Fenugreek, Onion, Lady Finger, Cauliflower, Chilly, Flowering Plants, etc.) C. Cultivation in Grow Bags
	Field Visit	A visit to Organic produce & processing unit

Devi
Principal
Karnaria PG Mahila Mahavidyalaya
JAIPUR

30.6.20
(Ritu Jain)

Certificate Course in Functional English (2016-17)

1. Nisha Tanwar
2. Neha Yadav
3. Shefali Agarwal
4. Arika Pushp
5. Diksha Sharma
6. Muskan Joshi
7. Jyoti Meena
8. Smriti Singh
9. Alka Yadav
10. Riya Gaur
11. Neha Purohit
12. Himani Juneja

Changyal

Seenu

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Certificate Course in Functional English (2017-18)

1. Nimisha Kumawat
2. Manisha Agarwal
3. Kanak Rawat
4. Shweta Bansal
5. Riya Khandelwal
6. Mahima Meena
7. Priyanka Variyani
8. Ritu Kumawat
9. Meenakshi Sharma
10. Divya Verma
11. Mansi Rathore
12. Aanchal Saxena
13. Sajal Singh
14. Dolly Khatri
15. Komal Yadav
16. Navya Thapa
17. Neha Yadav
18. Khushi Sharma
19. Gunjan Sharma
20. Hemadri Paliwal

Changyel

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Kanoria PG Mahila Mahavidyalaya
JAIPUR

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: Functional English

Name of the Faculty Coordinator: Dr. Charu Goyal

Duration of the Course: 6 months

Year: 2018-19

S. No	Name of the Student	Certificate Awarded
1.	Ambika Aggarwal	yes
2.	Anjali Pandey	yes
3.	Anushruti Agarwal	yes
4.	Archita Jain	yes
5.	Arzu Swami	no
6.	Chitra Soni	yes
7.	Himanshi Yadav	no
8.	Kritika Dadhich	yes
9.	Malvika Singh	no
10.	Megha Khoda	yes
11.	Poonam Yadav	yes
12.	Pratibha Sharma	yes
13.	Rahima Khokhar	yes
14.	Ranjana Singh	yes
15.	Renu Kanwar	no
16.	Rimjhim Rathore	yes
17.	Riya Singh	yes
18.	Varnika Sharma	yes


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Kanoria PG Mahila Mahavidyalaya
JAIPUR

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: Functional English

Name of the Faculty Coordinator: Dr. Charu Goyal

Duration of the Course: 6 months

Year: 2019-20

S.no	Name	Certificate Awarded
1.	Parul Lala	Yes
2.	Nikita Ranawat	Yes
3.	Pinky Kumari	Yes
4.	Riya Nebhnani	Yes
5.	Soni Baghel	Yes
6.	Harshita Sharma	No
7.	Yamini Singh Rathore	No
8.	Akshita Khinchi	No
9.	Prachi Sharma	No
10.	Diksha	No
11.	Pushpa Yadav	No

List of Rajasthan School of Law for Women Students

S.no	Name
1.	Arati Bai Meena
2.	Jay Shree Meena
3.	Nikita Ramcahdani
4.	Mahak Shrivastava
5.	Padmavati Bairwa
6.	Pratiksha Chauhan
7.	Sunita Prajapat
8.	Sweta Meena


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Certificate Course in Functional English

Syllabus

Unit I –

Parts of Speech

Noun

Pronoun

Verbs

Adjective

Adverb

Preposition

Conjunctions

Interjection

Unit II

Determiners, Quantifiers and Articles

Unit III

Types of Sentences

Clauses



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JAIPUR

Question Tags

Sentence Pattern

Unit IV

Tenses

Forms Type

Active Passive

Direct Indirect Speech

Unit V

Modals

Word formation (Prefix Suffix)

Synonyms Antonyms

Unit VI

Phonetics Part I

Phonetics Part II



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हिन्दी भाषा कौशल परीक्षा २ फरवरी २०१६

क्रम सं. ई.	नाम	कक्षा	फोन नं.
1. विम	अन्तयारी सुधार	B.A II yr	9887277309
2. Rekha	नेहा शेरबान्त	B.A II year	8559873144
*3. नेहा कुमारी	नेहा कुमारी	B.A. II Year	8562027399
4. अन्ध कुमारी	अन्ध कुमारी	B.A II Year	7688984775
5. नेहा सिंह	नेहा सिंह	B.A. III Year	7220849130
*6. सुराधि नायक	सुराधि नायक	B.A I	9782100076
7. विम	इन्दु कुमारी	M.A final yr	9530080125
8. सन्तोष	सन्तोष मीणा		9166824279
9. दीपशिखा	दीपशिखा गुहा	B.A. II Year	7690994606
10. निशा	निशा पारड	B.A II Year	7230057857
11. कविता मीणा	कविता मीणा	B.A II Year	9610210531
*12. कविता मेवाडा	कविता मेवाडा	B.A. II Year	9828838767
13. दीपा कुमारी	दीपा कुमारी	B.A Ist year	7221076740
14. अंशु	अंशु	B.Com II nd year	9461381572
15. कनिश्मा	कनिश्मा मीणा	B.A. III	8963874048
*16. आयुषी विजय	आयुषी विजय	B.A I	8764031404
17. आयुषी सौरभ	अश्व	B.A. II yr	8233816932
18. Prishka	ननिष्का यादव	B.Com I	7062252356
*19. इन्दिरा वर्मा	इन्दिरा वर्मा	B.A II	9929163466
*20. प्रियंका हलवार	प्रियंका	B.A I	9829321059
21. चनवी कुमारी	चनवी	B.A. II	8302020315

Seenu
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Kanoria PG Mahila Mahavidyalaya
JAIPUR

हिन्दी भाषा कौशल
परीक्षा 2016

2 फरवरी 2016

10 + 90 = 100
अभ्यास-प्रतिक + Exam = योग

1	संजारी	8	49 1/2	58	P	
2	नेहा शेखवत	8	43	52	P	
3	नेहा कुमारी	8	(41)		F	
4	अंजू कुमारी	5	46	51	P	
5	नेहा सिंह	9 1/2	61	71	P	
6	सुष्मिता नायक	00	(24)		F	+
7	इंदु कुमारी	9	67	76	P	
8	संतोषा जीणा	8	61	69	P	
9	रीषा बिश्वा गुप्ता	8	47	56	P	+
10	निशा भारद्वाज	8	52	60	P	
11	कविता मीणा	9	80	89	P	
12	कविता मैवाडा	(8)	(38)		F	
13	दीपा कुमारी	7	50	57	P	
14	छांशु	7	60	67	P	
15	करिमा मीणा	9	72	81	P	
16	आयुषी विजय	6	(49)		F	X
17	आयुषी सौरभ	8	80	89	P	
18	तनिष्का यादव	7	50	57	P	
19	इन्दिरा वर्मा	(7)	(43)		F	X
20	प्रियंका उतकर	(7)	(41)		F	X
21	चनवी कुमारी	6	52	58	P	

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Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

कानोड़िया पीजी महिला महाविद्यालय, जयपुर

हिन्दी भाषा-कौशल
प्रमाण-पत्र परीक्षा 2017-18
02 फरवरी, 2018

क्रमांक	छात्रा का नाम	कक्षा	सम्पर्क	
1	कोमल टांक	बी.ए. द्वितीय वर्ष	8107987713	
2	पल्लवी माथुर	बी.कॉम. प्रथम वर्ष	9772136681	
3	वन्दना	बी.कॉम. प्रथम वर्ष	8059467166	
4	निक्की	बी.ए. तृतीय वर्ष	9079914039	
5	नन्दिनी श्रीवास्तव	बी.ए. प्रथम वर्ष	9783981606	
6	मनीषा गोयंर	बी.ए. प्रथम वर्ष	8302347295	
7	शालिनी गुप्ता	बी.कॉम. प्रथम वर्ष	9057429480	
8	मिनाक्षी मीणा	बी.ए. तृतीय वर्ष	9784012076	
9	चारु भाटिया	बी.ए. द्वितीय वर्ष	7597639321	
10	अंजलि कौर	बी.ए. तृतीय वर्ष	7727834204	
11	सीमा विश्नोई	बी.ए. द्वितीय वर्ष	9799407881	
12	आरती जांगिड़	बी.ए. द्वितीय वर्ष	9660677650	
13	जोशना प्रितानी	बी.ए. प्रथम वर्ष	8947990169	
14	सारिका गुर्जर	बी.ए. प्रथम वर्ष	8386803886	
15	कोमल पारीक	बी.ए. तृतीय वर्ष	7062455585	
16	दिव्या अरोड़ा	बी.ए. तृतीय वर्ष	9928611985	
17	शक्ति	बी.ए. तृतीय वर्ष	7023392430	
18	नेहा गुप्ता	बी.ए. तृतीय वर्ष	7891875599	
19	गीता मीणा	बी.ए. तृतीय वर्ष	9828023118	
20	नेहा यादव	बी.एससी. प्रथम वर्ष	7023615930	
21	सोमवती यादव	बी.एससी. प्रथम वर्ष	7426963456	
22	दिलराज कँवर	बी.ए. द्वितीय वर्ष	9460186861	
23	इति शर्मा	बी.एससी. प्रथम वर्ष	7728988954	


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Kanoria PG Mahila Mahavidyalaya
JAIPUR

कानोडिया पीजी महिला महाविद्यालय, जयपुर

हिन्दी भाषा-कौशल
प्रमाण-पत्र परीक्षा 2018-19

क्रमांक	छात्रा का नाम	कक्षा	सम्पर्क	
1	खुशबू गौतम	बी.ए. तृतीय वर्ष	6350322284	
2	साक्षी पाराशर	बी.ए. तृतीय वर्ष	7296967692	
3	भानु वर्मा	बी.ए. तृतीय वर्ष	9982330502	
4	विनिता ओलिया	बी.ए. द्वितीय वर्ष	9928372319	
5	रेणु कँवर	एम.कॉम. पूर्वार्द्ध	7891576024	
6	भावना प्रजापत	बी.ए. द्वितीय वर्ष	9462842179	
7	कविता कुमावत	बी.ए. द्वितीय वर्ष	8769726159	
8	दर्शन कुमारी जैमनी	बी.ए. द्वितीय वर्ष	7742595508	
9	वर्षा कुमारी	बी.ए. द्वितीय वर्ष	9377239150	
10	विनिता महावर	बी.ए. द्वितीय वर्ष	9929263917	
11	मनीषा गोयर	बी.ए. द्वितीय वर्ष	8302347295	
12	संध्या	बी.ए. द्वितीय वर्ष	7425981400	
13	जोशना प्रीतानी	बी.ए. द्वितीय वर्ष	8947990169	
14	भारती मीणा	बी.ए. द्वितीय वर्ष	6378562491	
15	शालू कँवर	बी.ए. द्वितीय वर्ष	9982016194	
16	प्रियंका मीणा	बी.ए. द्वितीय वर्ष	9530149357	
17	गुलाब कुमारी मीणा	बी.ए. द्वितीय वर्ष	9116572175	


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Kanoria PG Mahila Mahavidyalaya
JAIPUR

हिन्दी भाषा की महत्व कौशल - पाठ्यक्रम

अ. व्याकरण

1. हिन्दी ध्वनियों का वर्गीकरण तथा व्याकरण
2. संधि, समास, उपसर्ग, प्रत्यय
3. पर्यायवाची, विलोम शब्द, समानार्थक शब्द, अनेकार्थक शब्द, शब्द युग्म आदि
4. शुद्ध लेखन (वर्तनी, शब्द, वाक्य एवं विराम चिह्न सम्बंधी)
5. संक्षेपण, वृद्धीकरण
6. अपठित गद्यांश/पद्यांश (शीर्षक एवं सारांश)
7. मुहावरे व लोकोक्तियाँ
8. पारिभाषिक शब्दावली

ब. पत्र लेखन : व्यक्तिगत, व्यावसायिक, प्रशासनिक पत्र, प्रारूप, टिप्पणी, विज्ञापन, प्रेस विज्ञप्ति, निविदा आदि

स. वाचन और वार्तालाप


1. वाद-विवाद
2. समूह चर्चा
3. साक्षात्कार
मौखिक संप्रेषण के तौर-तरीके एवं आधारभूत शिष्टाचार

द. संचार माध्यम और हिन्दी

1. प्रिंट मीडिया
 - समाचार पत्र
 - पत्रिकाएँ (साहित्यिक, सामाजिक, आर्थिक, फिल्मी पत्रिकाएँ)
2. इलेक्ट्रॉनिक मीडिया
 - आकाशवाणी, दूरदर्शन
 - इंटरनेट (वार्ता, चर्चा, लेख, संपादकीय इत्यादि)

य. प्रमुख निबन्ध शीर्षक

- जन संचार माध्यम : उपयोगिता
- संचार माध्यम एवं समाज
- मीडिया में स्त्री की छवि
- जनसंचार माध्यम और किशोर/बच्चे
- सिनेमा और समाज
- पर्यावरण चेतना और मीडिया
- दूरदर्शन - जन संचार की महत्वपूर्ण कड़ी
- शिक्षा और संचार माध्यम
- आतंकवाद - एक विभीषिका
- भ्रष्टाचार
- भारतीय नारी और बाजारवाद
- पर्यावरण संरक्षण
- आर्थिक नीतियाँ और बेरोजगारी


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NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course Dilpoma in Nutrition and Dietetics

Name of Faculty Coordinator Dr. Richa Chaturvedi

Duration of the Course One Year

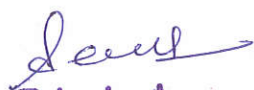
Year 2017-18

S.No	Name of the Student	Certificate Awarded (Yes or No)
1	ADIBA ALAM	No
2	ALVIRA ALI	Yes
3	ANINDITA DAS	No
4	ASTHA MISHRA	No
5	AYUSHI VIJAY	Yes
6	FARKHANDA REHAMAN RANA	Yes
7	GARIMA SAINI	Yes
8	HARSHA JAIN	No
9	JASBEER KAUR	Yes
10	KAJAL MOTHIA	Yes
11	KANU FAUJDAR	No
12	KARISHMA PARDWANI	Yes
13	KHYATI SIKRI	Yes
14	KRIKA MATHUR	Yes
15	LAKSHITA GUPTA	No
16	NEHA SHISHODIYA	Yes
17	NEHAL SORITHYA SHARMA	Yes
18	PRAGYA BHATNAGER	Yes
19	PRIYA SINGH	Yes
20	RAGINI VIJAY	Yes
21	RIDA SUHAIL	Yes
22	RIYA GAUR	No
23	SHANTA KOTHARI	Yes
24	SHREYA CHATURVEDI	Yes

Leena
Principal

25	SHRUTI BOHRA	Yes
26	SIMRAN ASNANI	No
27	SIMRAN RATANCHANDANI	Yes
28	SNEH GUPTA	No
29	SNEHA JOSHI	No
30	SURBHI SHARMA	Yes

Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.


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 Kanoria PG Mahila Mahavidyalaya
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NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course Dilpoma in Nutrition and Dietetics

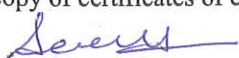
Name of Faculty Coordinator Dr. Richa Chaturvedi

Duration of the Course One Year

Year 2018-19

S.No	Name of the Student	Certificate Awarded (Yes or No)
1	MOIZA FAROOQ	Yes
2	SHUBHALI CHOUDHARY	Yes
3	SANIA HAQ	No
4	PALLAVI MAHARWAL	Yes
5	MEENAKSHI SISODIYA	Yes
6	AALIYA NAQVI	Yes
7	TULSI SHARMA	No
8	SABA ZAHEER KHAN	Yes
9	UMMAMA KHAN	Yes
10	SADAF QURESHI	Yes
11	SARAH KHAN	Yes
12	VARNIKA SHARMA	Yes
13	SAKSHI AGARWAL	Yes
14	MEENAL SHARMA	No
15	AAKANSHA BHARDWAJ	No
16	KRITIKA KARNANI	Yes
17	AKSHITA JAIN	Yes
18	VANDANA SOLANKI	Yes
19	HIMANSHI YADAV	Yes
20	RINKI BAIRWA	No
21	ILMA ALVI	Yes
22	MANISHA SHARMA	Yes
23	SANIA KHAN	Yes

Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.


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LIST OF STUDENTS

NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course Dilpoma in Nutrition and Dietetics

Name of Faculty Coordinator Dr. Richa Chaturvedi

Duration of the Course One Year

Year 2019-20

S.No	Name of the Student	Certificate Awarded (Yes or No)
1	Rinku Chauhan	Not yet exam could not be conducted due to pandemic
2	Sushmita Yadav	
3	Neha	
4	Aanchal Deidanka	
5	Sophia Johan	
6	Akanksha Jaiswal	
7	Yashasvi Latta	
8	Ujeja Qureshi	
9	Urusa Aafreen	
10	Divya Chaturvedi	
11	Khushi Mudgal	
12	Itisha Jain	
13	Divya Goyal	
14	Sakshi Bumb	
15	Ishika Ranga	
16	Komal Gupta	
17	Siddhi Rajawat	
18	Ritu	

Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.


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SESSION 20.19-20

TERM.....

Class

Section

MonthSep. 19.....

Subject Diploma in
Paper Nutrition & Dietetics
Lecturers Delivered

S. No.	Scholar No.	Subject Code	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
1			Rimku Chauhan				P	A	A			A		P	P	A
2			Sushmita Yadav				P	P	A			P		P	P	A
3			Neha				P	P	P			-		-	P	P
4			Aanchal Deidamka				P	P	P			P		P	P	P
5			Sophia Johan				P	A	P		S	P	M	P	P	A
6			Akanksha Jaiswal				P	A	A		N	P	O	P	P	A
7			Yashasvi Latta				P	A	A		N	P	Y	P	P	P
8			Ujeja Qureshi				P	A	A		D	P	DAY	A	P	A
9			Unusa Aafreen				P	A	P		A	P	LI	A	P	A
10			Divya Chaturvedi				A	P	P		Y	P	O	A	P	P
11			Khushi Mudgal				A	P	P			P	I	A	P	P
12			Itisha Jain				P	-	-			P		A	P	A
13			Divya Goyal				-	P	-			-		P	A	A
14			Sakshi Bamba				-	P	-			-		P	A	A
15			Tshika Ranga													
16			Komal Gupta													
17			Siddhi Rajawat													
18			Ritu													
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32																
33																

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
A	A	A	P	P	A				P	P	P	P	A			A		10
A	A	P	P	P	P				P	P	P	P	P			P		15
A	P	P	P	P	P				A	P	P	P	P			P		15
A	P	P	P	P	P				P	P	P	P	P			P		18
A	A	-	P	A	P			S	A	A	P	P	P			P		11
A	A	-	P	P	-			N	P	P	A	P	P			P		11
A	P	P	P	P	P			N	P	P	P	P	P		S	P		18
A	A	P	A	P	P			D	A	A	P	P	P		U	A		11
A	A	-	P	P	A			A	P	P	P	P	A		N	A		10
P	P	P	P	P	P			X	P	P	P	P	A		D	P		17
P	A	P	P	P	P				P	P	P	P	P		A	P		16
A	A	-	-	-	-				-	P	-	-	-		Y	-		4
A	A	-	-	-	P				-	P	-	P	-		-	-		5
A	A	-	-	-	P				-	-	-	P	-		-	-		3
		P	P	P	P				P	P	A	-	-			P		7
																P		7
																P		4

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Kanoria PG Mahila Manavidyalaya
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S. No.	Scholar No.	Subject Code	Name of Student
1			Rinku Chauhan
2			Sushmita Yadav
3			Neha
4			Aanchal Deidan
5			Sophia Johan
6			Akanksha Jaiswa
7			Yashasvi Latta
8			Ujeja Qureshi
9			Unusa Aafreen
10			Divya Chaturvedi
11			Khrushi Mudgal
12			Itisha Jain
13			Divya Goyal
14			Sakshi Bumb
15			Tshika Ranga
16			Komal Gupta
17			Siddhi Rajawat
18			Ritu
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31			

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended	27	28
-	-	-	-	-	-												10	10		
-	20	21	22	23	24												23	23		
-	20	21	22	23	-												23	23		
25	26	27	28	29	-												29	29		
-	-	16	-	17	18												18			
-	16	17	18	19	20												20			
-	-	-	-	24	25												25			
15	16	-	17	-													17			
-	13	14	-	-	15												16			
23	24	25	26	27	28												28			
22	23	24	25	26	27												27			
-	5	-	-	-	-												5			
-	-	-	-	-	-												6			
-	-	-	-	-	-												3			
13	14	15	16	-	-												16			
13	14	15	-	-	-												15			
8	9	10	11	12	13												13			
9	10	11	12	13	14												14			

Seenu

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Kanoria PG Mahilaavidyalaya

JAIPOUR

Dr. Arun
Principal
Kanoria PG Manila Mahavidyalaya
JAIPUR

S. No.	Scholar No.	Subject Code	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
						SUN DAY							SUN DAY			
1			Rimku Chauhan	10	A	A	A	A	A	A	A					
2			Sushmita Yadav	24	A	25	25	26	27	A	A					28
3			Neha	23	A	A	A	24	25	26	27					28
4			Aanchal Deidam	30	31	32	32	33	34	35	36					37
5			Sophia Joham	19	A	A	A	A	20	21	22					23
6			Akanksha Jaiswal	21	A	A	A	22	23	A	A					24
7			Yashasvi Latta	26	27	28	28	29	30	31	32					
8			Ujeja Qureshi	17	A	A	A	18	19	20	A					
9			Unusa Aafreen	16	A	17	17	18	19	20	A					
10			Divya Chaturvedi	28	A	29	29	30	A	31	32					33
11			Khrushi Mudgal	27	A	28	28	29	30	31	32					33
12			Itisha Jain	5	A	6	6	7	8	9	A					
13			Divya Goyal	6	A	A	A	A	A	A	A					
14			Sakshi Barmb	3	A	A	A	A	A	A	A					
15			Tshika Ranga	16	A	A	A	A	17	A	A					18
16			Komal Gupta	15	A	A	A	16	17	18	19					20
17			Siddhi Rajawat	13	A	14	14	15	A	16	17					18
18			Ritu	14	15	16	16	17	18	19	20					21
19																
20																
21																
22																
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24																
25																
26																
27																
28																
29																
30																
31																

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended	27	28
			SUN DAY																	
A	A	A		A	A			A			A	A	A	A	A	A	A			
29	30	31		A	32			A			A	A	A	A	33	34				
29	30	31		32	33			34			35	36	37	38	39	40				
38	39	A		40	41			A			42	A	A	A	43	44	S			
2-23	A			A	24			A			A	A	A	A	A	A	U			
25	26	A		A	A			27			A	A	28	A	A	A	N			
-33	34			35	36			A			37	38	39	40	41	D				
21	A	A		A	22			A			23	24	25	26	A	A	A			
21	A	A		22	23			A			24	25	26	A	27	X				
34	35	A		36	37			A			38	39	A	A	40	41				
34	35	A		36	37			A			38	39	A	40	41	42				
A	A	A		A	10			A			A	A	A	A	A	11				
A	A	A		A	A			A			A	A	A	A	A	A				
A	A	A		A	A			A			A	A	A	A	A	A				
19	20	21		A	22			A			A	A	A	A	23	24				
21	22	23		24	25			A			26	A	27	A	28	A				
19	20	A		21	22			23			A	A	A	A	A	A				
22	23	24		25	26			27			28	29	30	31	32	33				

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Kanoria PG Mahila Mahavidyalaya
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S. No.	Scholar No.	Subject Code	Name of Student
1			Rimku Chauhan
2			Sushmita Yadav
3			Neha
4			Aanchal Deidam
5			Sophia Johan
6			Axanksha Jaiswal
7			Yashasvi Latta
8			Ujeja Qureshi
9			Urusa Aojneen
10			Divya Chaturvedi
11			Krushik Mudgal
12			Itisha Jain
13			Divya Goyal
14			Sakshi Bham
15			Tshika Ranga
16			Komal Gupta
17			Siddhi Rajawat
18			Ritu
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[illegible]

SESSION 20.19-20
TERM.....

Class
Section
Month Jan, 2020

Subject Diploma in
Paper Nutrition & Dietetics
Lecturers Delivered

[illegible]

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended	27
Leave																			
			A	A		A	A	A	A	A	A	A	A	A	A	A	A		
		46	47			A	48	49	A	A	A		A	A	A	A	A		
		A	54		55	A	56	57	A	A			A	A	58	A	A		
		A	A		58	A	A	59	A	A			A	A	A	A	A		
		A	34		35	36	37	A	38	A			A	A	A	39	A		
		A	41		42	43	44	45	A	A			A	46	A	A	47		
		A	A		A	A	A	A	A	A	S		A	A	A	A	A		
		A	38		39	40	41	42	A	43			A	A	A	44	45		
		35	37		38	39	40	41	A	42			A	A	A	43	44		
		A	A	N	A	A	A	A	A	A			A	A	A	A	A		
		A	A	D	A	A	A	A	A	A	X		A	A	A	A	A		
		A	A	A	A	A	A	A	A	A			A	A	A	A	A		
		A	A	X	A	A	A	A	A	A			A	A	A	A	A		
		A	A		A	A	A	A	A	A			A	A	A	A	A		
		31	32		A	33	34	35	A	A			A	A	A	36	A		
		40	A		41	A	A	42	43	A			A	A	A	44	A		
		A	A		39	40	41	42	A	A			A	A	A	A	A		
		A	50		51	52	53	54	A	A			A	A	55	A	A		

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S. No.	Scholar No.	Subject Code	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
1			Rinku Chauhan	A		A	A	A	A				A	A	A	A
2			Sushmita Yadav	A		50	A	A	A				A	A	A	A
3			Neha	A		A	59	60	61				62	63	A	A
4			Aanchal Deidam	A		A	A	A	60				A	A	A	A
5			Sophia Joham	A		40	41	42	43				A	44	45	46
6			Akanksha Jaiswal	A		A	A	A	A				48	A	A	49
7			Yashasvi Latta	A	S	A	A	A	56			S	A	A	A	A
8			Ujeja Qureshi	A	S	46	A	48	48			U	A	49	50	51
9			Unisa Aafreen	A	N	45	A	46	A			N	A	47	48	49
10			Divya Chaturvedi	A	N	A	A	A	A			B	A	A	A	A
11			Khushi Mudgal	A	D	A	A	A	A			A	A	A	A	A
12			Itisha Jain	A	A	A	A	A	A			X	A	A	12	13
13			Divya Goyal	A	X	A	A	A	A				A	A	A	A
14			Sakshi Bambi	A		A	A	A	A				A	A	A	A
15			Ishika Ranga	A		37	A	A	A				A	A	A	A
16			Komal Gupta	A		A	A	A	145				A	A	A	A
17			Siddhi Rajawat	A		A	A	A	A				A	A	A	A
18			Ritu	A		A	56	57	58				59	60	A	A
19																
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31																

	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended	27
1	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
2	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
3	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
4	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
5	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
6	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
7	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
8	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
9	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
10	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
11	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
12	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
13	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
14	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
15	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
16	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
17	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
18	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		

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SYLLABUS

Kanoria PG Mahila Mahavidyalaya, Jaipur Department of Home Science

Diploma in Nutrition and Dietetics

Sr. No.	Paper	Total theory marks		Total Period/Practical/week	Total Marks
		Written	Internal		
1	Human Physiology	80	20	2	100
2	Nutritional Biochemistry	80	20	2	100
3	Clinical Nutrition	80	20	2	100
4	Dietetics and Diet Counselling	80	20	2	100
5	Lab Course	-	-	2	100
6	Report*	-	-		100
	Total	320	80	10	600

* Students need to complete one month internship at hospital/ gymnasium/ slimming centre/ food industry/ and submit a report for partial fulfilment of the Diploma


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Paper I HUMAN PHYSIOLOGY

- 1. Organization of human body:** Definition of anatomy, physiology, General anatomy of human body. Cell, Tissues - Structure and functions of various types of tissues, systems
- 2. Digestive System**
Brief study of the anatomical organization of the digestive tract and process of digestion, absorption and assimilation of food
- 3. Circulatory System:** Heart Structure and working of heart, Blood pressure, Cardiac cycle, cardiac output, heart rate
- 4 Haematology:** Composition and functions of blood. Mechanism of blood coagulation, blood group systems
- 5. Lymphatic system.-**Composition & Formation, organs involved, functions of lymph
- 6. Defence mechanisms of the body:** First line, second and third line of defence, active immunity, passive immunity, Factors affecting immunity
- 7. Respiratory System:** Basic anatomy of the respiratory system. Mechanism of respiration.
- 8. Excretory System:** Excretory organs- Structure and functions of Kidneys, Formation of urine Composition of urine
- 9. Nervous system:** Physiology of the nerve cell, Parts of the Central Nervous System and functions.
- 10. Endocrine system:** Various endocrine glands – hormones and functions

References:-

1. L Antony, C.A (1963), 'Text Book of Anatomy and Physiology', The c.v. Mosby Co., Saint Louis
2. Bell G.H., Davidson, J.N., and Scarborough H. (1972) 'Textbook of Physiology and Biochemistry' London E.S. Livingston Ltd.
3. Best. C.H., and Taylor. R.B. (1975), 'The Physiological Basis for Medical Practice' Calcutta, The Williams and Wilkinson Scientific Book Agency.
4. Guytons, AC. (1966), 'Text book of Medical Physiology', London, W.B. Saunders & Co.
5. Rogers, T.S, Elementry (1961), 'Human Physiology', New York, John Willey and Sons, Inc.
6. Green, IH.(1972), 'An Introduction to Human Physiology' London, Oxford University Press.


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Paper II
NUTRITIONAL BIOCHEMISTRY

- 1) **Carbohydrates:** Definition, classification, physical and chemical properties, sources, biological role, metabolism, deficiency diseases, inborn errors and other metabolic disorders.
- 2) **Proteins:** Definition, classification, physical and chemical properties, sources, biological role, Biological value of protein, protein metabolism, protein deficiency diseases, and inborn errors and other metabolic disorders.
- 3) **Lipids:** Definition, classification, physical and chemical properties, sources, biological role, metabolism, and inborn errors and other metabolic disorders.
- 4) **Vitamins:** Definition, classification, characteristics, absorption & role of vitamins in metabolism, deficiency diseases.
- 5) **Minerals:** Definition, types, absorption & role of minerals, minerals deficiency diseases.
- 6) **Interrelation between Nutrients:** Interrelation between carbohydrates, proteins and fats, Inter-conversion between carbohydrates, proteins and fats, Regulation of metabolic pathway

References:

- 1) Yadav S. 'Food Chemistry' New Delhi, Anmol Publications Pvt. Ltd.
- 2) Meyer 'Food Chemistry' New Delhi, C. B. S. Publications & distributors.
- 3) LubertStryer 'Biochemistry'
- 4) Lehninger A. L. (1990) 'Principles of Biochemistry' New Delhi - CBS Publisher and Distributor.
- 5) Potter N. N. (1987), 'Food Science, New Delhi, CBS Publication and Distributor.
- 6) Sukumar De. (1997), 'Outlines of Dairy Technology' New Delhi, Oxford University Press.


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Paper III

LIFE CYCLE APPROACH TO NUTRITION

1. **MEAL PLANNING:** Balanced diet, RDA, Factors affecting meal planning, Steps in Meal Planning
2. **NORMAL NUTRITION:** Nutrition for adult man and woman, Nutrition in pregnancy and lactation
3. **PEDIATRIC NUTRITION:** Growth and Development , Nutritional Considerations of LBW Infants Nutritional Considerations of Children Nutritional Concerns Childhood Obesity Under nutrition, Nutrition in adolescence
4. **GERIATRIC NUTRITION** Physiological changes and Nutritional requirements
5. **NUTRIENT AND DRUG INTERACTIONS:** Basic Concept, Effect of Nutrition on Drugs Drug Effects on Nutritional Status
6. **FOOD INTOLERANCES AND FOOD ALLERGY:** Adverse food reactions Treatment and Management Prevention

REFERENCES:

1. Mahan L. K. and Escott- Stump, S. (2000): "Krause's Food, Nutrition and Diet Therapy", 11th Edition, W.B. Saunders Ltd.
2. Shils, M. E., Olson, J.A., Shike, M. and Ross, A.C. (1999): Modern Nutrition in Health and Disease, 9th Edition, Williams and Wilkins.
3. Garrow, J.S., James, W.P.T. and Ralph, A.. (2000): Human Nutrition and Dietetics, 10th Edition, Churchill Livingstone.
4. Guyton, A.C. and Hall, J. E. (1999): Textbook of Medical Physiology, 9th Edition, W.B. Saunders Co.
5. Antia F.P (1986): Clinical Dietetics and Nutrition, Bombay, 3rd edition, Oxford University Press.
- 6 Walker, W.A. and Watkins, J.B. (Ed) (1985): Nutrition in Pediatrics, Boston, Little Brown and Co.
7. Davis J. and Sherer, K. (1994): Applied Nutrition and Diet Therapy for Nurses, 2nd Edition, W.B. Saunders Co.


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Paper IV

DIETETICS AND DIET COUNSELLING

1. **THERAPEUTIC DIETS:** Basic Concept, Therapeutic Adaptation of Normal Diet Factors Considered, Routine Hospital Diets Mode of feeding methods Role of dietician in the Hospital and Community Patient Care and Counselling
2. **DIET IN FEVER:** Nutrition and Infection , Metabolic changes during Infection
Typhoid fever ,Tuberculosis HIV Infection and AIDS
3. **DIET IN WEIGHT IMBALANCE AND COUNSELING:** Obesity and Underweight – Causes and Dietary Management
4. **DIET IN DISEASES OF GASTRO INTESTINAL TRACT AND COUNSELING:** Upper GI Tract Disorders , Disorders of Esophagus Disorders of Stomach, Lower GI Tract Disorders ,Common Intestinal Disorders, Disorders of Small intestine , Intestinal Brush Border Enzyme Deficiencies Inflammatory Bowel Diseases, Disorders of Large Intestine
5. **DIET IN LIVER DISEASES AND COUNSELING:** Hepatitis Cirrhosis of Liver Hepatic coma Diseases of Gall Bladder Diseases of Pancreas
6. **DIET IN KIDNEY DISEASES AND COUNSELING:** Glomerulonephritis Nephrotic Syndrome Acute Renal Failure, Chronic Renal Failure End Stage Liver Diseases Urolithiasis
7. **DISEASES OF METABOLIC DISORDER AND COUNSELING:** Diabetes Mellitus Gout
8. **DIET IN CANCER & COUNSELING:** Risk factors-Metabolic Alterations and Nutritional Problems related to Cancer Nutritional requirements of Cancer patients related to Cancer Therapy Cancer Prevention
9. **DIET IN CARDIOVASCULAR DISEASES & COUNSELING:** Coronary Heart Diseases (CHD) Prevalence, Risk Factors Patho-physiology, Dyslipidemia Atherosclerosis, Hypertension Angina Pectoris Myocardial infarction, Congestive Cardiac Failure

Reference: -

1. Mahan L. K. and Escott- Stump, S. (2000): "Krause's Food, Nutrition and Diet Therapy", 11th Edition, W.B. Saunders Ltd.
2. Shils, M. E., Olson, J.A., Shike, M. and Ross, A.C. (1999): Modern Nutrition in Health and Disease, 9th Edition, Williams and Wilkins.
3. Crampton E.W. and L. E. Lloyd (1915): Fundamentals of Nutrition, San Francisco, W. H. Freeman.
4. Davidson S.R, Passmore and IF. Brock (1986): 'Human Nutrition and Dietetics' London Churchill, Livingstone
5. Antia F.P (1986): Clinical Dietetics and Nutrition, Bombay, 3rd edition, Oxford University Press.
6. Garrow, J. S., James, W.P.T. and Ralph, A. (2000): Human Nutrition and Dietetics, 10th Edition, Churchill Livingstone.

Lab Course

1. Weights and measures
2. Standardized recipes
2. Preparation of therapeutic diets –clear liquid diet, full fluid, soft and normal diet.
3. Diet in fever.
4. Diet in gastro intestinal diseases
5. Diet in liver diseases.
6. Diet in cardiovascular diseases
7. Diet in kidney diseases
8. Diet in disease of metabolic disorder such as Diabetes mellitus and gout.
9. Diet in cancer

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EXAMINATION PATTERN

Theory: - 100 Marks

External Assessment: - 80 Marks

Internal Assessment: - 20 Marks

Distribution of the External Marks

Objective Questions:

10 Marks

- Fill in the blanks.
- Match the following
- True or False

Short Notes:

20 Marks

Subjective Questions:

50 Marks

Solve any five questions out of seven.

Practical Paper:

80 Marks

- Journals:
- Viva:

10 Marks

10 Marks

Project

100 Marks

⌚ Report

60 Marks

⌚ Presentation

40Marks

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JAIPUR**

NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: DIPLOMA IN OFFICE MANAGEMENT

Name of Faculty Coordinator: DR. SARLA SHARMA

Duration of the Course: ONE YEAR (2 Semesters)

Year 2017-18

S.No	Name of the Student	Certificate Awarded (Yes or No)
1	Abhilasha Sharma	Yes
2	Ankita Lakhani	Yes
3	Apoorva Bhardwaj	Yes
4	Madhu Kumari	Yes
5	Neerja Kumari	Yes
6	Nikita Soni	Yes
7	Ojasvi Mishra	Yes
8	Ridhima Gurung	Yes
9	Sanskriti Yadav	Yes
10	Simran Sharma	Yes
11	Sisina Thomas	Yes
12	Tanuja Tailor	Yes

Seem
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NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: DIPLOMA IN OFFICE MANAGEMENT

Name of Faculty Coordinator: DR. SARLA SHARMA

Duration of the Course: ONE YEAR (2 Semesters)

Year 2018-19

S.No	Name of the Student	Certificate Awarded (Yes or No)
1	Aditi Tiwari	Yes
2	Arpita Jain	Yes
3	Dakshita K Jain	Yes
4	Deeksha Jain	Yes
5	Garima Saini	Yes
6	Himanshi Verma	Yes
7	Kenika Gaur	Yes
8	Mariya Bakshi	Yes
9	Monika Mantri	Yes
10	Neha Shekhawat	Yes
11	Neha Shishodiya	Yes
12	Pratibha Sharma	Yes
13	Preeti Soni	Yes
14	Reetika Kumawat	Yes
15	Renu Gupta	Yes
16	Sarah Bakshi	Yes
17	Varsha	Yes

Sarla
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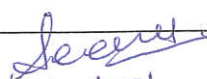
List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: DIPLOMA IN OFFICE MANAGEMENT

Duration of the Course: ONE YEAR (2 Semesters)

Year 2019-20

S.No	Name of the Student	Certificate Awarded (Yes or No)
1	Astha Saxena	Yes
2	Bhavya Paliwal	Yes
3	Charul Goyal	Yes
4	Chhavi Khunteta	Yes
5	Deepika Yadav	Yes
6	Janvi Balani	Yes
7	Kamakshi Kaushik	Yes
8	Krishna Mantri	Yes
9	Muskan Khan	Yes
10	Neelam Ojha	Yes
11	Nidhi Singh	Yes
12	Pooja Choudhary	Yes
13	Prajeeta Poddar	Yes
14	Priya Verma	Yes
15	Ritika Sharma	Yes
16	Vandana	Yes
17	Vithika Sonia	Yes


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Diploma in Office Management (Paper- Tally Accounting)
Attendance Sheet (Session 2019-20)

Name Students	11-08-2020	13-08-2020	14-08-2020	15-08-2020	16-08-2020	17-08-2020	18-08-2020	19-08-2020	20-08-2020	21-08-2020	22-8-20200	24-08-2020	25-06-2018	26-08-2020	27-08-2020	28-08-2020	29-08-2020	31-08-2020	01-09-2020	02-09-2020	03-09-2020	04-09-2020	05-09-2020	07-09-2020	08-09-2020	09-09-2020	10-01-1900	11-09-2020	12-09-2020	14-09-2020	15-09-2020	16-09-2020	17-09-2020	18-09-2020	19-09-2020	20-09-2020	21-09-2020		
Aastha Saxena	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	p	P	P	A	A	P	A		
Bhavya Paliwal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	p	P	A	P	P	P	P		
Charul Goyal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	p	P	P	P	P	P	P		
Chhavi Khunteta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	p	P	P	P	P	P	P		
Deepika Yadav	P	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	A	P	A	P	P	P	A	P	A	P	P	P	P	A	P	A	A	P	P	P	P	P	
Janvi Balani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	p	P	P	P	P	P	P	
kamakshi Kaushik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	p	P	P	P	P	P	P	
Krishna Mantri	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	p	P	P	P	P	P	A	P
Muskan Khan	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	p	P	P	P	P	P	P	
Neelam Ojha	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	p	P	P	P	P	P	P	
Nidhi Singh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	p	P	P	P	P	P	P	
Pooja Choudhary	A	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	p	P	P	P	P	P	A	P
Prajeeta Poddar	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	p	P	P	P	A	P	P	
Priya Verma	P	P	P	P	P	P	P	P	A	A	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	A	P	P	P	P	p	P	P	A	A	P	A	
Ritika Sharma	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	p	P	A	A	A	A	P	A
Vandana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	
Vithika Sonia	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	p	P	P	P	P	P	P	

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Kanoria PG Mahila Mahavidyalaya, Jaipur
Diploma in Office Management (Paper- Graphic Designing)
Attendance Sheet (Session 2019-20)

Name Students	23-09-2020	28-09-2020	29-09-2020	30-09-2020	01-10-2020	02-10-2020	03-10-2020	05-10-2020	06-10-2020	07-10-2020	08-10-2020	09-10-2020	10-10-2020	12-10-2020	13-10-2020	14-10-2020	15-10-2020	16-10-2020	18-10-2020	19-10-2020	20-10-2020	21-10-2020	22-10-2020	23-10-2020	24-10-2020	25-10-2020	26-10-2020
Aastha Saxena	P	P	A	P	A	A	A	A	A	A	A	A	A	A	A	A	P	A	A	A	A	A	A	A	A	A	A
Bhavya Paliwal	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
Charul Goyal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Chhavi Khunteta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Deepika Yadav	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Janvi Balani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kamakshi Kaushik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Krishna Mantri	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Muskan Khan	P	P	P	P	P	P	P	P	P	A	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Neelam Ojha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Nidhi Singh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Pooja Choudhary	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A	P	A	P	P	A
Prajeeta Poddar	P	P	A	P	A	P	A	P	P	A	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Priya Verma	P	A	A	A	A	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P	A	A	P	A	A	P	A
Ritika Sharma	P	A	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	A	p	P	P	P	P	A
Vandana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	p	P	P	P	P	P
Vithika Sonia	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	p	P	P	P	P	P


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23 Aug → Janmashtmi holiday
 3rd Oct → No class (Spic Macay)
 4th Oct → Dandiya event
 2nd Oct → No class (Wed)
 21-29 Oct → Diwali holidays

Kanoria PG Mahila Mahavidyalaya, Jaipur

Diploma in Office Management

Office Practice
 Started from 19th August 2019

No. of classes held in the month.....

18 (Aug) 19 (Sept)

Attendance Sheet for the month of August Sept Oct Nov Dec 19/11

(Nov)

SN	Name of Student	22	24	29	30	6	7	12	13	19	20	26	27	10	11	17	18	31	1	4	5	7	8	14	15	16	21	22	23	28	29		
1	Vihika Saini	1		2	3	A	4	5	6	1	7	8	9	10	11	12				13	14			A	A	A	A	15	16		17	A	A
2	Nidhi Singh	1		2	3	4	5	6	7		8	9	10	11	12		13			14	15			16	17	18	19	A	20	21	22	23	24
3	Neelam Dha	1		A	2	3	4	5	6		7	8	A	9	10		11			12	13			14	15	16	17	18	A	A	19	20	21
4	Tanvi Balani	1		2	3	4	5	6	7		8	9	10	11	12		13			14	15			16	17	18	19	20	21	22	23	24	25
5	Praveeta Poddar	1		2	3	4	5	6	A		7	A	8	A	A		A			A	9			A	A	A	A	A	10	A	11	12	13
6	Kanishk Koushik	1		2	3	4	5	6	A		7	8	9	10	11		12			13	14			A	A	15	16	A	A	A	17	18	19
7	Chhavi Khuneta	1		2	3	4	5	6	7		8	A	9	10	11		A			A	12			A	A	A	A	A	A	A	A	A	A
8	Ritika Sharma	1		A	A	A	A	A	2		A	3	4	A	A		A			A	A			A	A	A	A	A	5	A	A	A	A
9	Gurshan Khan	1		2	3	A	A	4	5		A	6	7	A	8		9			10	11			12	13	A	A	A	14	A	A	A	A
10	Priya Verma	A		A	A	A	2	3	4		A	A	4	5	6		A			7	8		A	9	10	A	A	A	A	A	A	A	A
11	Cherul Goyal	1		A	A	2	3	4	5		A	6	A	7	8		9			10	11		0	12	13	A	A	14	A	15	16	17	18
12	Vandana	1		2	3	4	5	6	7		8	9	10	A	11		A			A	12			13	14	15	16	17	18	19	20	21	22
13	Bhavya Paliwal	1		2	3	A	4	5	A		A	A	6	A	A		A			A	A		C	A	A	A	A	A	A	A	A	A	A
14	Keishna Gauti	1		A	A	A	A	A	A		A	2	3	4	5		A			A	6		L	V	A	A	A	A	A	A	A	A	A
15	Pooja Choudhary	1		2	3	4	5	6	7		8	9	10	A	A		11			A	12	13		A	14	15	16	17	A	A	A	A	A
16	Deepika Yadav	1		A	A	A	A	A	2		A	A	A	3	A		A			A	A		S		A	A	A	A	A	4	A	A	A
17	Gartha Saxena	1		2	A	3	A	A	A		A	A	A	A	A		A			A	A		S		A	A	A	A	A	A	A	A	A
18																																	
Signature of the Teacher		P	P	P	P	P	P	P	P		P	P	P	P	P		P			P	P			P	P	P	P	P	P	P	P	P	P

No. of Classes taken:

Name of Teacher	No. of Classes
Priya Verma	40

9th Nov → College off
 17th Nov → Management fest
 23rd Nov → On leave

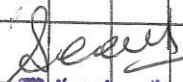
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 JAIPUR

Diploma in office Management (19-20)

/12 (Dec)

/01 (Jan 2020)

S.No	Names	5	6	7	17	19	21	23	24	3	6	7							
1	Vithika sonia	18	19	A	A	20	21	A	A	A	A	A	22	23	24	25			
2	Nidhi Singh	25	26	27	28	29	30	31	32	33	A	A	34	35	36	37			
3	Neelam Ojha	22	23	A	A	A	A	A	A	A	A	A	24	25	26	A			
4	Janvi Balani	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40			
5	Praveela Poddar	14	15	A	A	17	18	A	A	A	A	A	A	A	A	19			
6	Kamakhya Kaulik	A	A	A	20	21	22	23	24	25	26	27	28	29	30	31			
7	Chhavi Khunela	14	15	A	A	A	A	A	A	A	A	A	16	A	A	A			
8	Ritika Sharma	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A			
9	Muskan Khan	15	16	A	17	A	A	A	A	A	A	A	18	19	20	A			
10	Pritya Verma	A	A	11	12	A	A	13	14	A	15	A	16	17	18	A			
11	Charul Goyal	19	20	21	22	23	24	25	26	A	27	28	29	30	31	32			
12	Vandana	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37			
13	Bhavya Paliwal	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A			
14	Krishna Martti	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A			
15	Pooja Choudhary	20	21	A	22	A	A	A	A	A	A	A	A	A	A	A			
16	Deepika Yadav	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A			
17	Aastha Saxena	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A			
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DIPLOMA IN OFFICE MANAGEMENT

(Syllabus: Semester – I)

Paper I (DOM 101) - Office Practices

Unit 1

Office & Office Management: Meaning of Office, Functional of Office, Primary & Administration Functions. Relation of Office with other Departments of Business Organizations, Concept of Paperless Office, Back & Front Office, Definition and Elements of Office Management, Duties of an Office Manager

Unit 2

Filing & Indexing: Meaning & Importance of Filing, Essentials of Good Filing System. Meaning, Need and Types of Indexing used in Business Organizations

Unit 3

Office Forms: Meaning & Types of Forms used in Business Organizations, Form Designing, Principles of Form Designing, Specimens of Forms used in Office

Unit 4

Office Record Management: Meaning and Importance of Record Keeping Management, Principles of Record Management and Types of Records kept in a Business Organization.

Unit 5

Office Machines & Equipments, Office Manuals- Meaning, Need & Types of Office Manuals.


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DIPLOMA IN OFFICE MANAGEMENT

(Syllabus: Semester - I)

Paper II (DOM 102) - Business Communication and Methods

Unit 1

Meaning and Importance of Communication, Types of Communication (Verbal and Non-Verbal), Barriers to Communication, Process of Communication.

Unit 2

Business Correspondence: Letter Writing (Sales Letter, Claim & Adjustment Letter, Formal, Semi-Formal), Memo, E-Mail Writing

Unit 3

Notice, Agenda, Placing Orders, Resolutions, Minutes & Confirmation of Minutes

Unit 4

Business Reports: Correspondence with Public Bodies, Government Authorities, Inviting Quotations & Tenders (Government and Private)

Unit 5

Abbreviation and Terms used in Business Correspondence, Office Meetings: Meaning & Need of Office Meetings, Correspondence Regarding to Office Meetings.


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DIPLOMA IN OFFICE MANAGEMENT

(Syllabus: Semester - I)

Paper III (DOM 103) – Computer Data Processing

Unit I

Operating System: Installing Windows 10, System Settings of Windows 10 OS, difference between 32 bit and 64-bit version, Indian Keyboard layout and Typing skills, Installing and Uninstalling application software, Keyboard shortcuts and other Tips and tricks for fast and effective use in office, Document handling using File explorer

Unit II

Internet browsing: Use of Chrome browser for effective Internet experience, Learning advance settings of Gmail

Unit III

Microsoft Word software: Format and Styling the document, Page and Paragraph settings, Working with Tables, Graph, Pictures and other objects, Document print settings, Creating document with references like use of footnote, end note, citation, etc, Mail merge, Creating and editing PDF documents

Unit IV

Microsoft Excel spreadsheet software: Understanding excel environment, difference between cell, range and tables, Keyboard shortcuts in working in excel, Relative and Absolute referencing, Page setup, Sorting and filtering data, Excel formula, Lookup functions, conditional functions etc, Creating summary of data using Pivot Reports

Unit V

Microsoft PowerPoint software: Creating designs with Slide master, Use of different style layouts, Slide transitions and animations, Use of drawing tools , icons, pictures and other objects in Power point, Recording and Time rehearsal of PowerPoint for online presentations, Adding Video and audio


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DIPLOMA IN OFFICE MANAGEMENT

(Syllabus: Semester - I)

Paper IV (DOM 104) – Soft Skills

Unit 1

Behavioural Skills- Self Improvement, Goal Setting, Planning, Body Language and Sub-Skills

Unit 2

Confidence and Leadership Skills- Empowering Responsibility, Motivation and Relationship Skills

Unit 3

Time Management- Prioritization, Art of Scheduling, Organising and Execution

Unit 4

Grooming and Personality Development- Etiquettes and Mannerism in Professional Life, Spontaneity, Promptness

Unit 5

Flexibility and Adaptability- Interpersonal Skills, Problem Solving, Work Ethics


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DIPLOMA IN OFFICE MANAGEMENT

(Syllabus: Semester-II)

Paper I (DOM 201) Tally Accounting

Unit I

Introduction and Fundamentals: Fundamental of Accounts, Getting function with Tally, Company information (Create, Shut, alter, Backup, Restore, Spilt, Security Control), Accounting Master (Ledger, Group, Voucher Type), Inventory Master (Stock Group, Stock Categories, stock item, units Godowns), Accounting Voucher (Payment, Receipt, Contra, Journal, Purchase, Sale, Debit & Credit Note), Inventory Voucher (Stock Journal, Manufacturing, Consumption, Physical Stock), Advanced Voucher (Post Dated, Reversing, Optional, Memorandum

Unit II

Payroll, Job Costing, Maintain Cost Centre and Cost Categories, Budget and Scenario, Banking Feature and Multi-Currency, Maintain non trading Accounts, Maintain Bill by bill and Interest Calculation

Unit III

Actual and Billed Quantity and Zero value, Manufacturing and Expiry Dates or Batch No, Purchase & Sales order Processing, Receipt and Delivery Note, Job in and Job out Processing, Material in and Material out, Price list (whole seller and Retailer), Track additional cost of Purchase, Bill of Material and Point of Sales, Cost Tracking and Separate discount Colum in invoice

Unit IV

Taxation Feature: Introduction of Goods and Service Tax, Understanding input tax Credit, Set Tax rate on Company and Stock Level, Set tax rate on Ledger Level, Supply B2b, B2cs, B2cl

Unit V

M.I.S Reporting System (Accounts and Inventory analysis), Import and Export and ODBC, Logo and Printing configuration, TDL Add on


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DIPLOMA IN OFFICE MANAGEMENT

(Syllabus: Semester-II)

Paper II- (DOM 202) – Business and Service Law

Unit 1

Law of Contract- Nature of Contract, Types, Offer and Acceptance, Capacity to Contract, Free Consent, Consideration, Legality of Object, Agreement Declared Void, Performance of Contract, Discharge of Contract, Remedies for Breach of Contract

Unit 2

Special Contract: Indemnity, Guarantee, Agency

Unit 3

The Consumer Protection Act, 1986, Negotiable Instruments Act: Definition of Negotiable Instruments, Features, Promissory Note, Bills of Exchange & Cheques, Crossing of Cheque, Dishonour of Cheque, Holder and Holder in Due Course

Unit 4

Sexual Harassment (Prevention, Prohibition and Redressal) Act, 2013

Unit 5

The Employees Provident Fund Act, 1947, The Maternity Benefit Act, 1961


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DIPLOMA IN OFFICE MANAGEMENT

(Syllabus: Semester-II)

Paper III (DOM 203)– Graphic Design

Unit 1

Introduction of Corel Draw, Fundamental of Design, Creating Colors and their Theory, Exploring the Corel draw startup Screen, Vector Graphics VS Raster Graphics, Navigation in Corel Draw, Using short key and multiple work space, Customizing tool bars, Page Layout Setting in Corel draw, Reset Corel draw setting

Unit II

Objects – Creation and their properties, Drawing and Selection Objects (Rectangle tool, Ellipse Tool, Polygon Tool), Transform objects (Skew, Rotate, Position, Scale and Mirror, Size), Align and Distribute object, Using Order, Group, Break, Power Clip, Manipulation object (Shape tool, Trim, Weld, Intersect, Simply, Front minus back, Back mins front, Create Boundary), Outlining and color Fill tool (Interactive fill Uniform, Fountain, Two Color, texture), Object effect tool (Drop Shadow, Contour, Blend, distort, Envelop, Extrude, Transparency), Using Convert to curve, Duplicate, Repeat, Clone

Unit III

Corel Draw tool and Option: Zoom tool, hand tool, Crop, knife, Eraser, Artistic Media tool, Bezier tool, freehand tool, Pen tool, Smart Drawing tool, Polyline tool, Text tool, Table tool, Mesh fill tool, View option (Normal, Enhanced, Ruler, Guidelines, Snap), Import and Export option, Print and Merge option, Layer option (Edit Layer, Moving Coping and Layer, Edit Layer), Bitmap, Tracing Option, Treat as Fill, Calligraphy, Printing Feature

Unit IV

Creating a Project on Corel Draw: Visiting Card, Logo Design, Marriage Card Design, Hording and Letter Head Design, Poster and Handbill Design, Packaging and Box Design, Die cut and dangler Design

Unit V

Photoshop: Introduction of Photoshop, Layer Option (Basic), Photoshop tool (All Basic Tool), Background Changing, Photo Cutting


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DIPLOMA IN OFFICE MANAGEMENT

(Syllabus: Semester-II)

Paper IV (DOM 204)- Human Resource Development and Behaviour

Unit-I

Human Resource Development- Meaning, Importance & Objectives, Training & Development; Objectives, Importance, Methods and Types of Training, Objectives, Importance and Techniques of Development

Unit-II

Counselling- Meaning, Objectives, Benefits, Functions, Counselling and Coaching, Types of Counselling Techniques, Mentoring- Meaning & Definition, Qualities of Mentors as per Mentors and Mentees, Mentoring Relationship Development Process

Unit-III

Organizational Development- Meaning & Definition, Characteristics, Objectives, Benefits & Limitations, Process of Organizational Development Program, Management Development- Purpose & Objectives, Factors, Techniques of Management Development

Unit- IV

Organizational Behaviour- Meaning, Disciplines, Theories of Organizational Behaviour, Role of Organizational Behaviour in Today's Business Organizations, Organizational Change- Major Forces of Change, Resistance to Change, Process of Change

Unit- V

Perception- Meaning, Types, Factors, Influencing Perception, Learning- Meaning, Definition, Theories of Learning, Personality- Concept & Definition, Determinants of Personality, Theories of Personality


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NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: German Language Certificate Course (2017-2018)

Name of Faculty Coordinator: Dr. Preeti Sharma

Duration of the Course: 80 Hours

Year : 2017-2018

<i>S.No</i>	<i>Name of the Student</i>	<i>Certificate Awarded (Yes or No)</i>
1.	Aashi Jain	Yes
2.	Diksha Sharma	Yes
3.	Harshita Mathur	Yes
4.	Khushi Gupta	Yes
5.	Neeba Lukose Babu	Yes
6.	Pooja Ray	Yes
7.	Sakshi Jain	Yes
8.	Unnati Sahay	Yes

Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.


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NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course : Certificate Course In German Language (2018-2019)

Name of Faculty Coordinator : Dr. Preeti Sharma

Duration of the Course: 80 Hours

Year 2018-2019

S.No	Name of the Student	Certificate Awarded (Yes or No)
1.	Aayushi Gupta	Yes
2.	Aditi Pankaj	Yes
3.	Akshita Tyagi	No*
4.	Anushri Adhikary	Yes
5.	Apoorva Bharadwaj	Yes
6.	Devyansha Joshi	Yes
7.	Dolly Khandelwal	No*
8.	Kajal Sharma	Yes
9.	Kashish Sharma	Yes
10.	Khushi Sharma	No*
11.	Mahima	Yes
12.	Mahima Bissa	Yes
13.	Meenal Arora	No*
14.	Nehal Sharma	No*
15.	Pallavi Purohit	Yes
16.	Radhika Bhagat	Yes
17.	Radhika Shukla	Yes
18.	Riya Bharti	No*
19.	Sejal Sharma	Yes
20.	Varsha	Yes

****Students who did not qualify/appear the examination were not certified***

Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.


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NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: German Language Certificate Course (2019-20)

Name of Faculty Coordinator: Dr. Preeti Sharma

Duration of the Course: 100 Hours

Year: 2019-2020

<i>S.No</i>	<i>Name of the Student</i>	<i>Certificate Awarded (Yes or No)</i>
1.	Akshita Didwania	Yes
2.	Arika Pushp	Yes
3.	Dolly Khandelwal	Yes
4.	Meenal Arora	Yes
5.	Kriti Parashar	Yes
6.	Sushila Kharadi	Yes

Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.


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German Certificate Course

Module

(Duration: 100 Hours)

Textbook followed: Netzwerk A1, Starten wir! A1

Introduction:
1) Begrüßung
- Greetings
- General introductory communication(asking someone's name, age, phone number etc.)
2) Alphabets A-Z and ä, ö, ü, ß
3) Pronunciation and accent
- alphabets
- sounds for ä, ö, ü, ß
- Accents (all accents and their usages)
- Combination sounds (au, ou, eu, ei, ie etc.)
Unit 1
<u>Grammar and vocabulary</u>
1) Subject pronouns
2) Uses of du and Sie
3) W- Fragen (Question Words)
4) Regular verbs
- (kommen, wohnen, studieren, machen etc.)
5) Countries, Nationalities and languages
6) Definite Article in nominative case (der, die, das)
7) Ja – Nein Fragen (Yes – No questions)
8) Numbers 0- 100
9) Indefinite Article (ein, eine, ein)
10) Negation (Kein, keine, kein)
11) Verb conjugations
12) Prepositions aus and in
13) Possessive Article
- mein, dein, sein, unser, ihr ,euer
14) Imperative sentences
<u>Reading</u>
- Messages
- Emails


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- Newspaper articles
<u>Speaking-</u>
- Introducing oneself and talking about one's likes and dislikes
- Talking about doing, liking and disliking any activity
- Talking about near future, making plans for the weekend etc
- Talking about a friend or family
- Asking questions
<u>Writing</u>
- A brief email of introduction
- Brief invitations
- Accepting and refusing invitations
- A brief description of one's city
<u>Listening</u>
- The stories, dialogues and exercises in the book
<u>Unit 2</u>
<u>Grammar and vocabulary</u>
1) Verb conjugation
- Separable verbs (einladen, ankommen, abholen, zurückgehen, umziehen etc.)
- verbs (sagen, gehen, schreiben, lesen, sprechen etc.)
- modalverben (können, sollen, wollen, mögen, dürfen, müssen, möchten)
- unregelmäßige Verben
2) Personal pronouns in Accusative case
3) Question words (Wer, wen, wem)
4) Numbers 101-
5) Prepositons
- Akkusativ
- Dativ
- Wechselpräpositionen
6) Vocabulary
- Profession
- daily routine


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- Free time and hobbies
- city, country and life
7) Telling the date and the time
8) Days of the week
9) Months of the year
10) Describe a house and a room
11) Adjectives and their endings
12) Role plays
<u>Reading</u>
- Articles and interviews
- Personal diary/ journal
- Menu cards at a restaurant
- Brochure
- visiting card
<u>Writing</u>
- Writing about a day
- Simple recipes (Tea, coffee etc)
- Description of one's family/ best friend
- Description of one's house
- Writing a visiting card
<u>Speaking</u>
- Tell about your profession, life, origin and hobbies
- Replying to negative questions etc
- Giving advice/ orders/requests in specific situations
- Talking about my city and my apartment etc
- talking about favorite month, favorite food etc
- talking about weather
<u>Listening</u>
- day to day life conversations
- stories
- stories from the text book
<u>Unit 3</u>
Grammar and vocabulary
1) Personal pronouns in dative case


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2) Connectors
- aber
- denn
- und
- sondern
- oder
3) Past tense of sein and haben
4) Present perfect tense
- regular verbs
- irregular verbs
5) Question Pronoun
- Welch
6) Answer pronoun
- dies
7) Parts of the body
8) Colors
9) Cloths
10) Directions (links, rechts, geradeaus, hinter, vorne etc)
11) Orientation in a city
12) Vocabulary
- Transport
- Things in a fleamarket
- Restaurent, food and drinks
- Social media
- Activities in a vacation
13) Prepositions
<u>Reading</u>
- Emails
- Forums on the internet
- Memoirs
- Newspaper/ classified advertisements
- Messages
- Instructions
<u>Speaking</u>


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- Describing one's favorite moment of the day
- Talking about travelling, modes of transport etc
- Purchasing train/ airplane/ bus tickets, one way/ round trip tickets etc
- Placing an order at a café or a restaurant and paying
- Asking for giving and understanding directions (and following them on a map)
- Talking about feeling sick, angry, hungry, tired, cold etc
- Talking briefly about the weather
<u>Listening</u>
- Announcements in a railway station/ airport
- Telephonic conversations and messages left on answering machines
- Other exercises and stories in the book
<u>Culture and civilization</u>
- Videos about life in Germany, discovering Berlin, Munich, food stalls, short films etc
- General information about the states, famous cities, specialties, traditions, festivals, monuments, and famous personalities of Germany (through PPT's)
- Series
1. Nicos Weg
2. Mein Weg nach Deutschland
- Songs
1. Morgen ist auch noch ein Tag
2. Auf dir Plätze fertig – Beatrice Egli
3. Leben Lieben Lachen – Beatrice Egli
4. Sowie so – Mark Forster


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NAAC Documentation: Criteria I- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

***Name of the Certificate/Diploma Course: German Language Diploma Course
(2019-2020)***

Name of Faculty Coordinator : Dr. Preeti Sharma

Duration of the Course: 100 Hours

Year 2019-2020

<i>S.No</i>	<i>Name of the Student</i>	<i>Certificate Awarded (Yes or No)</i>
1.	Aditi Pankaj	Yes
2.	Devyansha Joshi	Yes
3.	Diksha Sharma	Yes
4.	Harshita Mathur	Yes
5.	Mahima Bissa	Yes
6.	Neeba Lukose Babu	Yes
7.	Sejal Sharma	Yes
8.	Varsha	Yes

Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.


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TERM.....

Section A-2

Month September

Paper

Lecturers Delivered9.....

S. No.	Scholar No.	Subject Code	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
1			Aditi Pankaj													
2			Dervansha Joshi													
3			Diksha Sharma													
4			Marshita Mathur													
5			Neeha Lukose Babu													
6			Mahima Bissa													
7			Sejal Sharma													
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Class German
Section A-2
Month October

Subject
 Paper
 Lecturers Delivered 13

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SESSION 2019 - 20
TERM.....

Class
Section
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Lecturers Delivered ... 20

S. No.	Scholar No.	Subject Code	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
1			Aditi Pankaj	P			P	P	P	P	P			A		P	A	P		P	P	P	P	A			A	A	P	P	P		15		
2			Dervansha Joshi	A			A	A	A	A	A			A		P	P	P		P	P	P	A	P			P	A	P	P	P		11		
3			Diksha Sharma	A			A	A	P	P	A			A		A	A	A		A	A	P	P	A			P	A	P	P	A				
4			Marshita Mathur	P			P	P	P	A	A			A		P	A	A		P	P	P	A	P			A	P	P	P	A				
5			Neeba Lukose Babu	A			P	P	P	P	P			A		A	A	P		P	P	A	A	A			A	A	P	P	P				
6			Mahima Bissa	P	Saturday	Sunday	P	P	P	P	A			P		P	A	P		A	P	A	P	P			A	P	P	A	P				
7			Sejal Sharma	A			P	A	A	P	P			P		A		P		A	P	A	P	P			P	P	A	A	A				
8			Varsha	P	Saturday	Sunday	P	P	P	A	P			P		P		P		P	P	P	A	P			P	P	P	P	P				
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TERM

Month

December

Lecturers Delivered14.....

S. No.	Scholar No.	Subject Code	Name of Student
1			Aditi Pankaj
2			Dhanyasha Joshi
3			Diksha Sharma
4			Marshita Mathur
5			Neeba Lukose Babu
6			Mahima Bissa
7			Sejal Sharma
8			Varsha
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TERM.....

Month January

Lecturers Delivered

S. No.	Scholar No.	Subject Code	Name of Student
1			Aditi Pankaj
2			Denyansha Joshi
3			Diksha Sharma
4			Marshita Mathur
5			Neeha Lukose Babu
6			Mahima Bissa
7			Sejal Sharma
8			Varsha
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TERM.....

Month .

Lecturers Delivered

S. No.	Scholar No.	Subject Code	Name of Student
1			Aditi Pankaj
2			Dervansha Joshi
3			Diksha Sharma
4			Marushita Mathur
5			Neeba Lukose Babu
6			Mahima Bissa
7			Sejal Sharma
8			Varsha
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German Diploma Course

Module

Textbook followed: Netzwerk A2

Introduction:

1) Revision of A1

- Make appointments
- General introductory communication (asking someone's name, age, phone number etc.)
- Introduce oneself in German

2) Regional and cultural quiz

Unit 1

Grammar and Vocabulary

1) Nebensätze mit Weil, dass, a

2) Reflexive Verben

3) Modalverben im Präteritum

4) Positionsverben

- hängen, legen, liegen, stecken, stellen, stehen

5) Wechselprepositionen mit Dativ und Akkusativ

6) Komperativ, Superlativ

7) Vergleichssätze mit als, wie

8) Possessivartikel im Dativ

9) Wortschatz

- Küche und Kochen
- Essgewohnheiten
- Gefühlsverben
- Schulzeit
- , Schultypen
- Medien
- Familie

Reading


- Texte verstehen und auf die Fragen antworten
- Bildgeschichte verstehen
- Zeitungsartikel verstehen

Speaking-


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- Über Gefühle sprechen
- sich und andere vorstellen
- Über die Schulzeit sprechen
- Vor- und Nachteile eines Themas
- Fragen stellen
<u>Writing</u>
- Themen schreiben
- Einladung schreiben
- Schulerinnerungen schreiben
- Über Medien schreiben
<u>Listening</u>
- Film : was gibt es heute?
- Die Schulzeit
- Alte und neue Medien
<u>Unit 2</u>
<u>Grammar and Vocabulary</u>
1) Adjektivendungen nach
- dem bestimmten Artikel
- dem unbestimmten Artikel
- ohne Artikel
2) Nebensatz mit wenn, als
3) Zukunft (werden+ infinitive)
4) Indirekte Fragesätze
5) Wiederholung von Präpositionen
6) W- Fragen mit Präpositionen
8) zu + Infinitiv
9) Wortschatz
- Feste und Ereignisse
- Gefühle
- Arbeitsmittel und Tätigkeiten
- Verkehr
- Weg zur Arbeit
10) Rolle spielen
<u>Reading</u>


Principal
 Kanoria PG Mahila Mahavidyalaya
 JAIPUR

- Text über Berufswünsche verstehen
- neue Wörter lernen
- Zeitungsartikel verstehen
<u>Writing</u>
- Über Traumberuf schreiben
- eine Reise beschreiben
- Über ein Fest schreiben
<u>Speaking</u>
- über eine Reise sprechen
- Personen vorstellen
- Über Berufswünsche sprechen
- über Gefühle sprechen
<u>Listening</u>
- Ein Lied hören 'Ende - Anfang'
- Texte hören
<u>Unit 3</u>
1) Konjunktiv ii
2) Temporale Präpositionen
3) Genetiv
4) Sätze verbinden
- Deswegen, daher, deshalb
- Trotzdem
5) Interrogativartikel
- Was für ein/ eine
6) Relativsätze
7) Finsätze
8) Passivsätze
9) Wortschatz
- Wohnen
- Musik
- Zeit
- Sozial Median
- Lernen, Prüfung
<u>Reading</u>


Principal
 Kanoria PG Mahila Mahavidyalaya
 JAIPUR

- Erfahrungsberichte verstehen
- Internet Beiträge lesen
- Zeitungsmeldungen verstehen
- Nachrichten
- Aussagen
<u>Speaking</u>
- Ein Gespräch vorbereiten
- über Vergangenheit sprechen
- Information über andere Kultur geben
- Bildbeschreiben
<u>Listening</u>
- Ein Lied 'Leben Lieben Lachen' hören
- Übungen aus dem Buch hören
<u>Culture and civilization</u>
- Videos about life in Germany, discovering Berlin, Munich, food stalls, short films etc
- General information about the states, famous cities, specialties, traditions, festivals, monuments, and famous personalities of Germany (through PPT's)
- Series
1. Jojo sucht das Glück


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 Kanoria PG Mahila Mahavidyalaya
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NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: French Certificate Course

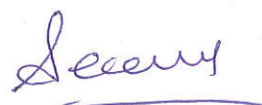
Name of Faculty Coordinator: Dr. Preeti Sharma

Duration of the Course: 80 Hours

Year: 2017-2018

<i>S.No</i>	<i>Name of the Student</i>	<i>Certificate Awarded (Yes or No)</i>
1.	Aayushi Saxena	Yes
2.	Amaya Sharma	Yes
3.	Kanika Dahiya	No*
4.	Komal Kumawat	Yes
5.	Kritika Sharma	Yes
6.	Nidhi Roy	No*
7.	Ojaswi Bidsar	Yes
8.	Pragya Lodha	Yes
9.	Radhika Upadhyaya	Yes
10.	Renu Pareek	Yes
11.	Tanisha Sihag	No*
12.	Yashika Jain	Yes

****Students who did not qualify/appear the examination were not certified***



Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR

017-18

Class

Section

Month SeptemberSubject French

Paper

Lecturers Delivered 16

ject de	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
	Aayushi Saxena				1	2	3	4	A			5	6	7
	Amaya Sharma				1	A	2	A	3			4	A	5
	Kanika Dahiya				1	2	A	A	A			A	A	A
	Komal Kumawat				1	2	3	4	5			6	7	A
	Kritika Sharma				A	A	1	A	A			2	3	4
	Nidhi Roy				1	2	A	A	A			A	A	A
	Ojaswi Bidsar				1	2	3	4	A			A	A	5
	Pragya Lodha				1	2	3	4	A			5	6	7
	Ranu Pareek				1	2	3	4	5			A	6	7
	Tarisha Sihag				1	2	3	4	A			5	6	7
	Yashika Jain				1	A	2	3	A			4	5	6
	Radhika Upadhyaya													

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
8	A			9	10	A					11	12	13					
6	A			7	8	A					A	9	A					
A	A			A	A	A					3	4	A					
8	9			10	11	12					13	14	15					
5	A			6	7	A					A	A	A					
A	A			A	A	A					3	4	A					
6	A			7	8	A					A	A	A					
8	A			9	10	A					11	12	13					
8	9			10	A	A					11	A	12					
8	A			9	10	11					A	12	13					
A	7			8	9	10					11	12	A					
				1	2	3					4	5	6					

Saxena
Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR

TERM.....

Class
Section
Month October

Subject French
Paper.....
Lecturers Delivered 14

S. No.	Scholar No.	Subject Code	Name of Student
1			Aayushi Saxena
2			Amaya Sharma
3			Kanika Dahiya
4			Komal Kumari
5			Kritika Sharma
6			Nidhi Roy
7			Ojaswi Bidsar
8			Pragya Lodha
9			Ranu Pareek
10			Tarisha Sihag
11			Yashika Jain
12			Radhika Upadhyay
13			
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29			
30			
31			
32			
33			

1	2	3	4	5	6	7	8	9	10	11	12	13
A	1	2	3	4				5	6	7	8	
1	A	A	2	A				A	A	A	A	
A	1	A	A	A				A	A	A	A	
A	1	A	2	3				4	5	6	7	
A	1	2	A	B	Saturday	Sunday		4	5	A	6	
A	1	2	A	A				A	A	A	A	
A	1	2	A	A				3	4	5	A	
A	1	A	2	3				4	5	6	7	
A	1	2	3	4				A	5	6	7	
A	1	2	3	A				4	5	6	7	
1	2	3	4	5				6	7	A	8	
1	2	3	4	5				6	7	8	9	

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
									A	A	9	10	11					
									A	A	A	3	A					
									A	A	A	A	A					
									A	A	A	A	A					
									A	A	A	A	A					
									A	A	A	A	A					
									A	6	7	A	8					
									A	A	A	A	A					
									A	8	9	10	11					
									A	8	9	10	11					
									9	A	A	A	A					
									10	11	12	13	14					

Principal
Kandria PG Mahila Mahavidyalaya
JAIPUR

TERM.....

Section

Month November

Paper

Lecturers Delivered 21

S. No.	Scholar No.	Subject Code	Name of Student
1			Aayushi Saxena
2			Anaya Sharma
3			Kanika Dahiya
4			Komal Kumari
5			Kritika Sharma
6			Nidhi Roy
7			Ojaswi Bidsar
8			Priyanka Lodha
9			Rani Pareek
10			Tanisha Sihag
11			Yashika Jain
12			Radhika Upadhyay
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32			
33			

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
A	A		A			6	7	A	A	A			A	8	9	10		
3	A		A			A	A	A	A	A			A	A	A	A		
A	A		A			A	A	A	A	A			A	A	A	A		
5	A		6			7	8	9	10	11			12	A	13	A		
6	A		A			7	8	9	10	11			12	13	14	A		
A	A		A			A	A	A	A	A			A	A	A	A		
6	A		A			7	8	A	9	A			10	11	A	A		
A	A		A			6	7	A	A	A			A	8	9	10		
A	A		A			A	6	A	7	8			9	10	A	A		
A	A		A			A	A	A	6	A			A	A	7	A		
7	8		A			9	10	11	A	12			13	A	14	15		
A	A		8			9	A	A	A	A			10	11	12	13		

Saturday *Sunday*
Saturday *Sunday*

Deepti
Principal
 Kanoria PG Mahila Mahavidyalaya
 JAIPUR

Singh
Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR

Class

Section

Month DecemberSubject French

Paper

Lecturers Delivered 16

Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
Aayushi Saxena	A			1	2	3	A	4			5	A	6
Amaya Sharma	A			A	A	A	A	A			A	A	A
Kanika Dahiya	A			A	A	A	A	A			A	A	A
Komal Kumalwa	A			A	A	1	2	3			4	5	6
Kritika Sharma	A			A	A	A	1	2			A	3	4
Nidhi Roy	A			A	A	A	A	A			A	A	A
Ojaswi Bidsar	A			1	A	A	2	A			3	4	5
Pragya Lodha	A			1	2	3	A	4			5	A	6
Rani Pareek	1			2	A	3	4	5			A	A	6
Tarisha Sihag	1			2	3	A	4	5			6	7	8
Yashika Jain	A			A	A	1	2	3			4	5	6
Radhika Upadhyay	1			2	3	4	5	6			A	7	8

	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
A 7					A	A	A	8	9										
A A					A	A	A	A	A										
A A					A	A	A	A	A										
7 8					9	A	10	11	12										
5 6					7	A	8	9	A										
A A					A	A	A	A	A										
A A					6	7	8	9	10										
A 7					A	A	A	8	9										
A 7					A	A	A	A	A										
9 A					A	A	A	A	A										
7 8					9	10	11	12	13										
9 10					11	12	13	14	15										

Seen
Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR

TERM.....

Class
Section
Month January

Subject French
Paper 1
Lecturers Delivered 16

S. No.	Scholar No.	Subject Code	Name of Student
1			Ayushi Saxena
2			Anaya Sharma
3			Kanika Dahiya
4			Komal Kumalwa
5			Kritika Sharma
6			Nidhi Roy
7			Ojaswi Bidsar
8			Pragya Lodha
9			Ranu Pareek
10			Tanisha Sihag
11			Yashika Jain
12			Radhika Upadhyay
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[illegible]

017-18

Class

Section

Month FebruarySubject French

Paper

Lectures Delivered 17ject
de

Name of Student

1	2	3	4	5	6	7	8	9	10	11	12	13
1	2			3	4	5	A	A			6	7
A	1			2	A	3	A	A			5	6
A	A			A	A	A	A	A			A	A
A	A			A	1	2	A	A			3	4
1	2			A	A	3	A	4			A	A
A	A			A	A	A	A	A			A	A
1	A			A	A	A	A	A			A	A
1	2			A	A	A	A	A			3	4
1	2			3	4	5	6	7			8	9
A	A			A	A	A	A	A			A	A
1	2			A	3	4	5	6			7	8
1	2			3	4	5	6	7			8	9

Ayushi Saxena
 Anaya Sharma
 Kanika Dahiya
 Komal Kumari
 Kritika Sharma
 Nidhi Roy
 Ojaswi Bidsar
 Pragya Lodha
 Rani Pareek
 Tarisha Sihag
 Yashika Jain
 Radhika Upadhi

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
8						9	A	10	11			12	13	14				
7						8	A	9	10			11	A	12				
A						A	A	A	A			A	A	A				
A						5	6	7	A			A	A	A				
A						A	5	6	7			8	9	10				
A						A	A	A	A			A	A	A				
A						A	A	A	A			A	2	3				
5						6	A	7	8			9	10	11				
A						A	10	11	12			13	14	15				
A						A	A	A	A			A	A	A				
9						10	A	11	A			12	13	14				
10						11	12	13	14			15	16	17				

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 Principal
 Kanoria PG Mahila Mahavidyalaya
 JAIPUR

NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: French Certificate Course

Name of Faculty Coordinator: Dr. Preeti Sharma

Duration of the Course: 80 Hours

Year: 2018-2019

S.No	Name of the Student	Certificate Awarded (Yes or No)
1.	Harshita Maheshwari	Yes
2.	Pallavi Gupta	Yes
3.	Aayushi Faujdar	No*
4.	Labdhi Jain	Yes
5.	Khushi Singhal	Yes
6.	Samriddhi Golecha	No*
7.	Malvika Singh	Yes
8.	Agrima Vashishtha	No*
9.	Rimjhim Rathore	Yes
10.	Samina Khan	Yes
11.	Maansi Ajit Mathew	Yes
12.	Michelle Veronica Bhagwar	Yes
13.	Swati	No*
14.	Madhu	Yes
15.	Purvee Sharma	Yes
16.	Aanchal Saxena	Yes
17.	Chelsea Pareek	Yes

Seema

Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

18.	Harshika Sharma	Yes
19.	Khushi Khurana	Yes
20.	Kiran Meghurani	Yes

**Students who did not qualify/appear the examination were not certified*


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Kanoria PG Mahila Mahavidyalaya
JAIPUR

TERM.....

Class

Section

Month August

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
							1	2		3	4			A	5	6	7	7
							A	A		A	A			A	A	A	A	0
							A	A		A	A			A	A	A	A	0
							A	A		1	2			3	4	5	6	6
							1	2		A	A			3	4	5	6	6
							1	2		3	4			5	6	7	8	8
							A	A		A	A			A	A	1	2	2
							1	2		3	4			5	6	A	7	7
							A	A	E	A	A	S	S	A	A	A	1	1
							1	2	1	3	4	A	U	5	6	7	8	8
							1	2	D	3	A	T	N	A	A	A	4	4
							1	2		3	4	U	D	5	6	7	A	6
							1	2		3	A	R	A	A	A	A	A	03
							1	2		3	4	D	Y	5	6	7	8	8
							1	2		A	3	A		4	5	6	A	6
							A	A		1	2	Y		3	A	A	A	3
							A	A		A	A			A	A	A	1	1
							1	2		3	4			5	6	7	8	8
														A	1	2	A	2

Subject French
Paper
Lecturers Delivered 8

SESSION 2018-19
TERM.....

Class
Section
Month September

S. No.	Scholar No.	Subject Code	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
1			Aanchal Saxena					1		2					A	
2			Aayushi Faujdar					A		A					A	
3			Adrima Vashistha					A		A					A	
4			Chelsea Pareek					1		2						
5			Harshita Maheshwari					1		2					3	
6			Khushi Singhal	S	S			1		2					3	
7			Laladhi Jain	A	U			A		1					2	
8			Maansi Ajit Mathe	T	N			A		A					A	
9			Madhu	U	D			1		2					3	
10			Malvika Singh	R	A			A		A					1	
11			Michelle Veronica B	D	Y			1		2					A	
12			Pallavi Gupta	A				A		1					2	
13			Purvi Sharma	Y				1		2					3	
14			Rimjhim Rathore					1		A					A	
15			Samina Khan					A		1					A	
16			Samridhi Golech					1		2					3	
17			Swati					A		1					2	
18			Vaishnavi Sharma					1		A					2	
19			Harshika Sharma					1		2					3	
20			Khushi Khurana					A		1					A	
21			Kiran Meghwani					A		A					A	
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																

Subject French
Paper
Lecturers Delivered

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
3			A	4						5	6							
A			3	A	4					5	6	7	8					
A			A	A										1				
A			A	A														
A			3	A	R	4				5	6			7				
4			5	6	A	7				8	9	10	11	12				
4	S	S	A	A	M	5			S	S	6	7	8	9	10	S	S	
3	A	U	4	A	D	5			A	U	6	7	8		9	A	U	
A	T	N	A	A	E	1	M	T	N		2	3	4		T	N		
4	U	D	A	A	V	5	0	U	D	6	7	8	9	10	U	D		
2	R	A	3	A		4	H	R	A		5				R	A		
3	D	Y	4	A	J		A	D	Y		5				D	Y		
3	A		4	5	A	6	R	A		7	8		9		A			
4	Y		5	6	Y	7	R	Y		8	9				Y			
2			3	4	A	5	A			6	7		8	9				
A			2	A	N		M											
4			A	A	T	5				6	7	8	9					
3			4	A	1					5	6	7	8	9				
3			4	5						6	7	8	9	10				
4			A	5						6	7	8	9					
A			A	2		3				4								
A			A	A														

Suresh
Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR

SESSION 2018-19
TERM.....

Class
Section
Month OCTOBER

Subject French
Paper
Lecturers Delivered

S. No.	Scholar No.	Subject Code	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
1			Aanchal Saxena	A	A	A	1	2			A	3	A	A	A	
2			Aayushi Faujdar	1	2	3	4	A			A	A	A	A	5	
3			Agrima Vashistha	A	A	A	A	A			A	A	A	A	A	
4			Chelsea Pareek	A	A	1	2	3			4	A	A	A	5	
5			Harshita Maheshwari	1	2	3	4	5			6	7	8	A	9	
6			Khushi Singhal	1	2	3	4	5			6	7	8	A	9	
7			Kalindi Jain	A	A	1	2	A			3	4	5	A	6	
8			Maansi Ajit Mathe	1	2	A	A	A			A	A	A	A		
9			Madhu	1	2	A	A	3			4	5	6	A	7	
10			Malvika Singh	A	A	A	A	A			A	A	A	A		
11			Michelle Veronica B	1	2	3	4	5			6	A	A	A	7	
12			Pallavi Gupta	1	2	3	4	5			6	A	7	A		
13			Purvi Sharma	1	2	3	4	5			6	7	8	A	9	
14			Rimjhim Rathore	1	2	3	A	4			5	6	A	A	7	
15			Samina Khan	A	A	A	A	A			A	A	A	A		
16			Samriddhi Golech	1	2		3	4			A	A	5	A		
17			Swati	1	2	3	4	5			6	7	8	A	9	
18			Vaishnavi Sharma	1		2	3	4			5	6	A	A	7	
19			Harshika Sharma	1	2	3	A	4			A	A	A	A	A	
20			Khushi Khurana	A	A	A	A	A			1	2	A	A	3	A
21			Kiran Meghwani													
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
4	5							A	6	7	8	9	A		A	10		
6	A							A	7	A	A	8	9		9	10	A	
A	A							A	A	A	A	A	A		A	A	A	
A	A							A	A	A	A	A	A		A	A	A	
A	A							6	7	8	9	10	11		11	12	13	
A	A							10	11	12	13	14	15		15	16	A	
10	11							12	13	14	15	16	17		17	18	19	
7	A							8	A	A	A	A	9		9	10	11	
A	A							A	A	A	A	A	A		A	A	A	
8	9							A	A	10	11	12	13		13	14	A	
1	2							A	3	A	A	A	A		4	5	6	
A	A							A	8	A	9	10	A		A	11	12	
A	A							A	A	A	8	9	A		10	11	A	
10	11							A	12	13	14	15	A		16	A	A	
8	A							A	A	9	10	11	A		12	13	A	
A	A							A	A	A	A	A	A		A	A	A	
A	6							7	A	A	A	A	A		A	A	A	
10	11							12	13	14	15	16	A		17	18	A	
8	A							A	A	9	10	11	A		12	13	A	
A	A							5	6	7	8	9	A		10	11	13	
A	A	1						A	4	A	5	A	A		6	A	A	

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Kanoria PG Mahila Mahavidyalaya
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TERM.....

Class
Section
Month NOVEMBER

Subject French.....
 Paper
 Lecturers Delivered

[illegible][illegible]

SESSION 2018-19
TERM.....

Class
Section
Month December

Subject French
Paper
Lecturers Delivered

S. No.	Scholar No.	Subject Code	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
1			Aanchal Saxena			A	A						A	A	1	2
2			Aayushi Faujdar			A	A						A	A	A	A
3			Adrima Vashistha			A	A						A	A	A	A
4			Chelsea Pareek			1	2						A	A	3	4
5			Harshita Maheshwari			1	2						3	A	4	5
6			Khushi Singhal			1	2						3	A	4	5
7			Laladhi Jain			1	2						A	A	A	A
8			Maansi Ajit Mathia			A	A						A	A	A	A
9			Madhu			A	A						A	A	1	A
10			Malvika Singh			A	A						A	A	A	A
11			Michelle Veronica B			A	A						A	A	1	2
12			Pallavi Gupta			1	2						3	A	4	5
13			Purvi Sharma			1	2						3	A	4	5
14			Rimjhim Rathore			1	2						3	A	4	5
15			Samina Khan			A	A						A	A	A	A
16			Samridhi Golech			A	A						A	A	A	A
17			Swati			A	1						2	A	3	4
18			Vaishnavi Sharma			1	A						2	A	3	4
19			Harshika Sharma			1	2						3	A	4	5
20			Khushi Khurana			1	A						2	A	A	A
21			Kiran Meghwani													
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
A			3	A	A	A	4											
A			A	A	A	A	A											
A			A	A	A	A	A											
A			A	A	A	A	A											
5			6	7	A	A	A											
6			7	8	9	10	11											
6			7	8	9	10	11											
A			3	A	A	4	5											
A			A	A	A	A	A											
A			2	3	4	A	5											
1			A	2	A	A	A											
A			3	4	A	A	A											
A			6	7	8	9	10											
A			6	7	8	9	10											
6			A	7	8	A	9											
A			A	A	A	A	A											
A			A	A	A	A	A											
A			5	A	A	A	6											
A			A	5	6	7	7											
6			7	8	9	10	11											
A			A	A	A	A	A											

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SESSION 2018-19
TERM.....

Class
Section
Month January.....

Subject French
Paper
Lecturers Delivered

S. No.	Scholar No.	Subject Code	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
1			Aanchal Saxena		A	A	A			A	A					
2			Aayushi Faujdar		A	A	A			A	A					
3			Agrima Vashistha		A	A	A			A	A					
4			Chelsea Pareek		1	2	3			4	5					
5			Harshita Maheshwari		1	2	3			4	5					
6			Khushi Singhal		1	2	3			4	5					
7			Lakshmi Jain		A	A	A			A	1					
8			Maansi Ajit Mathe		A	A	A			A	A					
9			Madhu		A	1	2			3	4					
10			Malvika Singh		A	A	A			A	A					
11			Michelle Veronica B		A	A	A			1	A					
12			Pallavi Gupta		A	A	A			A	1					
13			Purvesh Sharma		1	2	3			4	5					
14			Rimjhim Rathore		A	A	A			A	A					
15			Samina Khan		A	A	A			A	A					
16			Samriddhi Golech		A	A	A			A	A					
17			Swati		A	1	A			2	A					
18			Vaishnavi Sharma		A	1	A			2	3					
19			Harshika Sharma		1	2	3			4	5					
20			Khushi Khurana		A	A	A			A	A					
21			Kiran Meghwani													
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
6	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
A	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
1	2	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
3	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
A	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

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NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course Certificate in French

Name of Faculty Coordinator Dr.Preeti Sharma

Duration of the Course. 100 hours

Year 2019-2020

S.N o	Name of the Student	Certificate Awarded (Yes or No)
1	Ruchi	No*
2	Jeevanjot kaur	Yes
3	Nazia	No*
4	Ritika	No*
5	Urvi	No*
6	Bhawana Sharma	Yes
7	Bhumika Tiwari	Yes
8	Samia Hasan	Yes
9	Mubashshira	Yes
10	Nidhi Singh	Yes
11	Gargi Singh Kumawat	Yes
12	Neha Kumari	No*
13	Ayushi Panwar	Yes
14	Richer Pal	Yes
15	Ayushi Faujdar	Yes

****Students who did not qualify/appear the examination were not certified***

Note: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.


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Kanoria P.G. Mahila Mahavidyalaya

French Certificate Course

Module


(Duration :100 Hours)

Textbook followed: **Echo A1**

Introduction
1) Les Salutations:
- Greetings
- General introductory communication (asking someone's name, age, how they are doing etc.)
2) Alphabets A-Z
3) Pronunciation and accents
- Alphabets
- Nasal sounds (an, em, on, ien, ain etc)
- Combination sounds (ou, eau, ai, ei, ch etc)
- Accents (all accents and their usages)
- Liaison
Unit 1
Grammar and Vocabulary
1) Subject pronouns
2) Tu and Vous
3) Countries, Nationalities and languages
4) Articles
- Definite and Indefinite articles and their usage.
5) Qu'est-ce que c'est and Qui est-ce
6) Fiche de Renseignements
- Filling various forms (based on DELF A1 exams)
7) Conjugation of -er verbs
8) Negation
9) Question words
10) Contractive articles (de and a)
11) Verbs Etre, Avoir, Faire, Aller, -oir verbs
12) Pronouns used after prepositions (moi, toi etc)
13) Futur Tense (Near future/Futur Proche)
Reading
- Post cards
- Messages
- Emails
- Newspaper articles
Speaking-


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- Introducing oneself and talking about one's likes and dislikes
- Talking about doing, liking and disliking any activity
- Talking about near future, making plans for the weekend etc
- Asking questions
Writing
- A brief email of introduction
- Brief invitations
- Accepting and refusing invitations
- A brief description of one's city
Listening
- The stories, dialogues and exercises in the book
Unit 2
Grammar and Vocabulary
1) Adjectives and their accord
2) Numbers
3) Telling the date and the time
4) Days of the week
5) Months of the year
6) Comparison (of quality/adjectives)
7) Demonstratives (ce, cet, cette, ces/ this, these)
8) Possessive adjectives (mon, ton son, notre, votre leur etc)
9) Verbs Prendre, Mettre, Lire, Écrire, -ir verbs
10) Construction of interrogative sentences (Intonation, Est-ce que, Inversion)
11) Partitive articles (du, de la, des, de l')
12) Negatives with articles (un, une, des, du, de la, des, de l' = de)
13) Past Tense with être and avoir
Reading
- Articles and interviews
- Personal diary/ journal
- Menu cards at a restaurant
- Brochure
Writing
- Writing and maintaining a journal
- Simple recipes (Tea, noodles etc)
- Description of one's family/ best friend
Speaking
- Saying if one has understood or not understood something
- Replying to negative questions etc (Si, non plus, aussi etc)
- Talking about food and what one usually eats for breakfast etc
- Talking about travelling, modes of transport etc
- Purchasing train/ airplane/ bus tickets, one way/ round trip tickets etc
Listening
- Railway station conversations
- Numbers


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- Other stories and exercises from the book
Unit 3
Grammar and Vocabulary
1) Irregular verbs (-re, -oir, -cer, -ger etc)
2) Pronominal verbs
3) Imperative sentences
4) Recent past
5) Present continuous (être en train de+verb)
6) Past Imperfect tense
7) Prepositions
8) Il faut
9) Special negation (ne jamais, ne plus, ne rien, ne personne, ne ni ni)
10) Expressions with avoir, être and faire
11) Object pronouns with direct and indirect pronouns (C.O.D/ C.O.I)
12) Colours
13) Clothes
14) Parts of the body
Reading
- Emails
- Forums on the internet
- Memoirs
- Newspaper/ classified advertisements
- Messages
- Instructions
Writing
- Invitations and replies
- Post cards
- Description of one's house
- Writing one's daily routine
Speaking
- Describing one's favorite moment of the day
- Giving advice/ orders/requests in specific situations
- Buying vegetables/ stationery items/ clothes in a shop, asking for change, asking for discounts, etc
- Placing an order at a café or a restaurant and paying
- Asking for, giving and understanding directions (and following them on a map)
- Talking about feeling sick, angry, hungry, tired, cold etc
- Talking briefly about the weather
- Talking briefly about childhood memories
Listening
- Announcements in a railway station/ airport
- Telephonic conversations and messages left on answering machines
- Other exercises and stories in the book
Culture and civilization
- Videos about life in France, discovering Paris, food stalls, very short films etc

Seema
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- General information about the states, famous cities, specialties, traditions, festivals, monuments, and famous personalities of France (through PPT's)
- Songs
i) Aicha- Cheb Khaled
ii) Natalie- Gerard Becaud
iii) Sympathique- Pink Martini
iv) Chant de Noel : Vive le vent


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NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: DIPLOMA IN ART & CRAFT DESIGN

Name of Faculty Coordinator : DR. SARIKA KAUL

Duration of the Course : 150 HOURS

Year: 2018-2019

S.No	Name of the Student	Certificate Awarded (Yes or No)
1.	Bloosom Bliss Fernandes	YES
2.	Rakshita Agrawal	YES
3.	Ruplai Joshi	YES
4.	Pooja Singh	YES
5.	Aditi Agrawal	YES
6.	Kirti Gautam	YES
7.	Samia Haq	NO(DROPPED OUT DUE TO MEDICAL CONDITION)
8.	Aashi Jain	NO (Joined further study in other Town- LEFT)
9.	Ankita Yadav	NO (Not completed the work)



Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.



Principal

Kanoria PG Mahila Mahavidyalaya

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Attendance Sheet for the month of October 2018

SN	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Samia Haq	P	P	P	N	A	A	A	N	S				P	N	S						S		P	P							
2	Blossom Fernandes		P	P	O		A	A			H											S										
3	Rakshita Agrawal	P	P	P			P	P			P	P	O	P										P	P							
4	Rupali Joshi			L	P	P	P								C	N						N										
5	Pooja Singh				P	P	P				P	P		P									D	P	P	P	P					
6	Aditi Agarwal									P	P	P												P	P	P	P					
7	Kirti Gautam			K						P	P												A									
8	Aashi Jain			S						P	P													P	P	P						
9																																
10																																
11																																
12																																
	Signature of the Teacher	Preeti	Ayesha	Sunny	Sunny	Sunny	Sunny	Sunny	Preeti	Ayesha	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny

No. of Classes taken:

Dr. Sarika Kaul	03
Ms. Preeti Kaushal	04
Ms. Ayesha Parveen	04
Ms. Sunny Kumari Choudhary	17

28

(10) - 03
(11) - 04
(12) - 04

- 17

Sarika
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Sarika
31/10/18

Kanoria PG Mahila Mahavidyalaya, Jaipur

Department of Drawing & Painting

Diploma in Art & Craft Design

No. of classes held in the month.....24.....

Attendance Sheet for the month ofNovember 2018.....

SN	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Samia Haq												P	P	P	P	P				P	P	P	P							P		
2	Blossom Fernandes																																
3	Rakshita Agarwal																										P	P	P	P		P	
4	Rupali Jashi																																
5	Pooja Singh												P	P	P	P	P	P			P	P	P	P	P	P		P	P	P	P	P	
6	Karti Gautam																										P	P	P	P	P	P	P
7	Aashi Jain																				P	P	P	P			P	P	P	P	P	P	
8	Aditi Agarwal													P	P	P	P				P	P	P	P	P		P	P	P	P	P	P	
9	Ankita Yadav																																P
10																																	
11																																	
12																																	
	Signature of the Teacher												P	P	P	P	P				P	P	P	P			P	P	P	P	P	P	

No. of Classes taken:	
Dr. Sarika Kaul	03
Ms. Preeti Kaushal	03
Ms. Ayesha Parveen	03
Ms. Sunny Kumari Choudhary	15

Sarika
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Kanoria PG Mahila Mahavidyalaya, Jaipur

Department of Drawing & Painting

Diploma in Art & Craft Design

No. of classes held in the month... 20

S S

Attendance Sheet for the month of December 2018 S S

SN	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Samia Haq				P P									P P																			
2	Blossom Fernandes							T																									
3	Rakshita Agarwal			P P P P				A			P P		P	P P					P P P P		P P												
4	Rupali Joshi							B																									
5	Pooja Singh			P P P P		P P		S			P P								P P P P		P P												
6	Kirti Gautam							S																									
7	Harshi Jain				P P P			T																									
8	Aditi Agarwal			P P P P P		P P							P	P P					P P P P		P P												
9	Ankita Yadav			P P																													
10																																	
11																																	
12																																	
	Signature of the Teacher			P P P P		P P							P P P P						P P P P		P P												

No. of Classes taken:	
Dr. Sarika Kaul	NIL
Ms. Preeti Kaushal	03
Ms. Ayesha Parveen	03
Ms. Sunny Kumari Choudhary	14 + 4 = 18

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Kanoria PG Mahila Mahavidyalaya, Jaipur

Department of Drawing & Painting

Diploma in Art & Craft Design

Attendance Sheet for the month of ^{February} February

No. of classes held in the month..... 20

SN	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Samia Haq											P	P	P							P	P	P	P								
2	Blossom Fernandes																															
3	Rapsli ta Agarwal											P	P	P																		
4	Rupali joghi																															
5	Pooja Singh											P	P	P	P	P	P	P			P											
6	Kirti Gautam																															
7	Aashi Jain																						P	P								
8	Aditi Agarwal											P	P	P	P						P	P	P	P								
9	Ambika Yadav																															
10																																
11																																
12																																
	Signature of the Teacher																															

No. of Classes taken:	
Dr. Sarika Kaul	06
Ms. Preeti Kaushal	04
Ms. Ayesha Parveen	05
Ms. Sunny Kumari Choudhary	05

Sunny
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Attendance Sheet for the month ofMarch:.....

SN	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Samia Haq																																
2	Blossom Fernandes																																
3	Rakshita Agarwal																																
4	Rupali Jashi																																
5	Pooja Singh																																
6	Kirti Gautam																																
7	Aarti Jain																																
8	Aditi Agarwal																																
9	Ampita Yadave																																
10																																	
11																																	
12																																	
	Signature of the Teacher																																

No. of Classes taken:	
Dr. Sarika Kaul	02
Ms. Preeti Kaushal	02
Ms. Ayesha Parveen	06
Ms. Sunny Kumari Choudhary	NIL

Sunny
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Attendance Sheet for the month of ...April.....

Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sarika Haq	AA							AA								AAAA				AA				AAAA					AAAA		
Blessamfermand	PP							P								P PP				P				P PP					PPPP		
Rupshita Agarwal	PPPP							PP								PPPP				PP			PPPP	NO	PPPP	PPPP			PPPP		
Rupali Joshi	P	P						P								P P				PP			P PP	S +	P P P				P PP		
Pooja Singh	PPPP							PP								PPPP								ud							
Kirti Gautam																							en								
Aashi Jain		PP						PA								PPPP							+								
Aditi Agarwal		PP						PP												PP			PPPP			PPPP			PPPP		
Ampita Yadav																															
Signature of the Teacher	Dr. Sarika Kaul	Ms. Preeti Kaushal	Ms. Ayesha Parveen	Ms. Sunny Kumari Choudhary				Dr. Sarika Kaul								Dr. Sarika Kaul	Ms. Preeti Kaushal	Ms. Ayesha Parveen	Ms. Sunny Kumari Choudhary	Dr. Sarika Kaul	Ms. Preeti Kaushal	Ms. Ayesha Parveen	Ms. Sunny Kumari Choudhary	Dr. Sarika Kaul	Ms. Preeti Kaushal	Ms. Ayesha Parveen	Ms. Sunny Kumari Choudhary	Dr. Sarika Kaul	Ms. Preeti Kaushal	Ms. Ayesha Parveen	Ms. Sunny Kumari Choudhary

No. of Classes taken:

Dr. Sarika Kaul	08
Ms. Preeti Kaushal	09
Ms. Ayesha Parveen	09
Ms. Sunny Kumari Choudhary	NW

Dr. Sarika Kaul

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Kanoria PG Mahila Mahavidyalaya, Jaipur
Department of Drawing & Painting
Diploma in Art & Craft Design

No. of classes held in the month.....20.....

Attendance Sheet for the month ofMay.....

Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sania Hay	A	AA	AA						AA	AA			AAAA																		
Blossom Fernandez	P	PP							PP				PP																		
Rakshita Agarwal	P	PP	P	PP					PP	PP	PP		PP	PP																	
Rupali Joshi	P	PP	P					P	PP	PP			P	PP																	
Pooja Singh		PP	P					P	PP	PP	PP		P	PP																	
Rigeti Gautam																															
Aashi Jain		PP						P	PP	PP	PP																				
Aditi Agarwal	P	PP	PP	PP	PP			P	PP	PP	PP		P	PP																	
Ampita Yachne																															
Signature of the Teacher	Ayesha	Preeti	Ayesha	Preeti	Ayesha	Preeti							Ayesha	Preeti	Ayesha	Preeti															

No. of Classes taken:	
Dr. Sarika Kaul	09
Ms. Preeti Kaushal	09
Ms. Ayesha Parveen	09
Ms. Sunny Kumari Choudhary	NIL

Sarika

Sarika
Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR

Kanoria PG Mahila Mahavidyalaya, Jaipur

Department of Drawing & Painting

Diploma in Art & Craft Design

No. of classes held in the month...20.....

Attendance Sheet for the month ofJuly.....

SN	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
1	Samia Haq											A	P	A	A	A	A		A	A	A			A	A	A	A					A	A	A	A
2	Blossom Fernandez											P	P	P	P	P		P	P					P	P	P	P					P	P	P	P
3	Rakshita Agarwal											P	P	P	P	P		P	P					P	P	P	P					P	P	P	P
4	Rupali Joshi											P	P	P	P	P		P	P					P	P	P	P					P	P	P	P
5	Pooja Singh											P	P	P	P	P		P	P					P	P	P	P					P	P	P	P
6	Kirti Gautam																																		
7	Aashi Jain											A	A																						
8	Aditi Agarwal											P	P	P	P	P		P	P					P	P	P	P					P	P	P	P
9	Ankita Yadav																																		
10																																			
11																																			
12																																			
	Signature of the Teacher											Preeti Agarwal	Preeti Agarwal	Preeti Agarwal	Preeti Agarwal		Preeti Agarwal	Preeti Agarwal	Preeti Agarwal				Preeti Agarwal	Preeti Agarwal	Preeti Agarwal								Preeti Agarwal	Preeti Agarwal	Preeti Agarwal

No. of Classes taken:

Dr. Sarika Kaul	NIL
Ms. Preeti Kaushal	10
Ms. Ayesha Parveen	10
Ms. Sunny Kumari Choudhary	NIL

Sunny
Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR

NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: DIPLOMA IN ART & CRAFT DESIGN

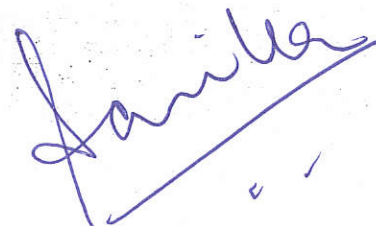
Name of Faculty Coordinator : DR. SARIKA KAUL

Duration of the Course : 150 HOURS

Year: 2019-2020

S.No	Name of the Student	Certificate Awarded (Yes or No)
1.	Akanksha Gupta	Course still in Progress
2.	Ishita Gupta	Course still in Progress
3.	Supriya	Course still in Progress

Note : Course will end by the end of 2020.



Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.



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**Kanoria PG Mahila Mahavidyalaya
JAIPUR**

Diploma in Art & Craft Design

Minimum qualification: 10+2 in any stream with creative aptitude.

Duration : 1 Year (150 Hours)

Fee : Rs.5000

This course will provide students of various streams with an insight into the world of Painting & Craft design. This course will provide opportunity to students to gain vocational training and providing knowledge about various Painting & Craft medium including water, oil, acrylic, dry-pastel, charcoal, Paper Mache, wood, scraps etc. The course will cover Colour theory and Principles of composition with practical knowledge about Painting various techniques and mediums.

Syllabus:

Maximum Marks :100

Assessment of work done throughout the duration of the course will be done by 'DISPLAY'

Practical Submission: 1) Sketches: Total 50 (Pencil/ Charcoal/ Dry Pastel/ Water etc.)
Object Drawings /Birds/ animals / Plant study/ Portrait/ etc.

2) Paintings: Oil/ Acrylic- 2 Canvas

3) Mural : 2

3) Craft Articles: Kettle Painting-1 etc.

Total: 5 articles

Scheme of Examination: Display Method

Note: Diploma will be granted after successful completion of the course by Department of Drawing & Painting, Kanoria P.G. Mahila Mahavidyalaya, Jaipur

Sarika
Course Supervisor:

Dr. Sarika Kaul
Head, Department of
Drawing & Painting

Deepa
Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course..... Certificate Course in Tally Accounting

Name of Faculty Coordinator ..DR. RANJULA JAIN

Duration of the Course..... 3 months

Year ..2019-20

Teacher - Gaurav Singhal

S.No	Name of the Student	Certificate Awarded (Yes or No)
1.	RIDDHI MARWARI	Yes
2.	SAKSHI VERMA	Yes
3.	ESHA RAGHAV	Yes
4.	SUJATA SINGH	Yes
5.	JAISHREE	Yes
6.	ALKA YADAV	Yes
7.	SHIVANI	Yes
8.	SUBHAGYA	Yes
9.	TULSI GURJAR	Yes

Singhal

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JAIPUR

Ranjula Jain
ABST

Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.

SESSION 2019-20

TERM.....

Attendance sheet

Class

Section

Month.....

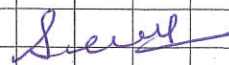
Certificate Course in
Tally Accounting

2 hrs per day

2019

S. No.	Scholar No.	Subject Code	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13
1			<u>Tally</u>	5/12	6/12	7/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12
2	1		Ridhi Marwari	P	P	P	P	-	P	-	P		P	P	P	A
3	2		Sakshi Verma	P	P	P	P	P	P	P	P		P	P	P	P
4	3		Tulsi Gurjar	P	P	P	P	P	P	-	-		P	P	P	A
5	4		Lujata Singh	P	P	P	P	P	P	P	-		P	P	P	A
6	5		Esha Raghav	P	P	P	P	P	P	P	-		P	P	P	A
7	6		Alka Yadav	P	P	P	P	P	P	-	-		P	P	P	A
8	7		Jaishree	P	P	P	P	P	P	P	-		P	P	P	A
9	8		Subhagya Sharma	P	P	P	P	P	P	P	P		P	P	P	A
10	9		Shivani Tiwari	P	P	P	P	P	P	P	P		P	P	P	A
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40																

Initial of Teacher/s



Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

Lecturers Delivered.....2 hrs. per day

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14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
20/12	21/12	22/12	23/12	24/12	15/1	16/1	17/1	18/1	19	20	21	22/1	23/1	24/1	25/1	26/1	27/1	
A	A			A	A	A	A	A		A	A	P	P	P	A	P	P	
A	A			A	A	P	P	A		P	P	P	P	A	A	A	P	
A	A			A	P	P	P	A		A	A	P	A	A	P	P	P	
A	A			A	A	A	A	A		A	A	P	P	P	P	P	P	
A	A			A	P	P	P	A		A	A	P	P	P	P	P	P	
A	A			A	P	P	A	A		P	P	P	P	A	A	A	P	
P	P			A	A	P	P	A		P	P	P	P	A	P	P	P	
P	A			A	A	A	A	A		P	P	P	A	P	P	P	P	
P	A			P	A	A	A	A		P	P	P	A	P	P	P	P	

Seena
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G Mahila Mahavidyalaya
JAIPUR

S. No.	Scholar No.	Subject Code	Name of Student
1			<u>Tally</u>
2	1		Ridhi Marwar
3	2		Sakshi Verma
4	3		Tulsi Gurjar
5	4		Shujata Singh
6	5		Esha Raghav
7	6		Alka Yadav
8	7		Taishree
9	8		Sulabhagya Sharma
10	9		Shivani Tiwari
11			
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40			

Initial of Teacher/s

1	2	3	4	5	6	7	8	9	10	11	12	13
01/02	02/02	03/02	04/02	05/02	06/02	07/02	08/02					
P		P	P		P	P	P					
P		P	P		P	P	P					
A		A	A		A	A	A					
A		A	A		A	A	A					
A		A	A		A	A	A					
A		A	A		A	A	A					
P		P	P		P	P	P					
P		P	P		P	P	P					
P		P	P		P	P	P					

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[Signature]
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Kanoria PG Mahila Mahavidyalaya
JAIPUR



Power of Simplicity

- **Detailed Syllabus of Tally.ERP9 With GST**

1. Company Info Menu

- Select Company
- Shut company
- Create company
- Alter company
- Security control
- Change tally vault
- Split company data
- Backup
- Restore
- Tally audit feature

2. Accounting Information

- Accounting Configuration & Features
- Group Creation
- Multiple Group Creation
- Ledger Creation
- Multiple Ledger Creation
- New Voucher Creation
- Advance Ledger Creation

3. Inventory Information

- Inventory configuration & features
- Inventory info. Menu
- Stock groups

- Stock categories
- Stock item
- Unit of measurement
- Bills of materials
- Locations / Godowns
- Batches & Expiry
- Inventory voucher types
- HSN Code Updates

4. Voucher Entry

- Accounting voucher
- Inventory voucher
- optional & non-accounting voucher
- Order processing
- Advanced voucher entry

5. Advanced Accounting Features

- Cost category & cost centres
- Budgets
- Interest calculations
- Cheque printing
- Credit limits
- Scenario management
- Reorder levels & reorder quantity
- Price level & price lists


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6. Quick setup

- Tally .net
- Tax deducted at source
- Tax collected at source

7. Taxation

- Tax deducted at source(TDS)&TCS

8. Data management & Administration

- Backup & Restore
- Split a company, export & Import of data
- E-Capabilities (E-mail a report from tally. E.R.P9)
- Uploading the reports generated from tally.E.R.P9
- Tally ODBC, Inward connectivity
- Security controls
- Tally Audit Feature
- Tally Vault

9. Reports

- Display financial statements (Display balance – sheet, configuring the balance sheet, Integrate accounts with inventory, setting closing-stock manually in the balance sheet with different stock valuation methods)
- Display profit & loss A/c(configuring profit & loss A/c , income/expense statement instead of P&L)
- Display trial balance (configuring in trial balance)
- Display registers & ledgers (display sales register , purchase register, cash book , bank book, journal register, day book, statement of accounts)

10. Online Taxation Return

- Fill online ITR(Income Tax Return) download and filling forms.
- TCS,TDS return

11. Introduction to GST

- Concept of GST
- Rate of GST
- GST in other countries
- Categories of GST
- Other concepts.

12. GST (Goods & Services Tax)


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- Start Using Tally.ERP9 For GST Compliance
- Activating GST For Your Company
- Setting Up GST Rates
- Updating Stock Items and Stock Groups for GST Compliance
- Updating a Service Ledger for GST Compliance
- Updating Sales and Purchase Ledgers for GST Compliance
- Updating Party GSTIN
- Creating GST Ledgers
- Creating Income and Expense Ledgers
- Recording Sales and Printing Invoices
- Recording Purchases
- Recording a Tax Payment
- Transferring Tax Credits of VAT, excise and service tax to GST
- Other Scenarios
- Sales - Nil Rated, Exempt, SEZ, and Deemed Export
- Recording Sales Returns
- Recording Purchase Returns
- Recording Export Sales
- Reverse Charge under GST
- Recording an Advance Receipt from Customer
- Recording an Advance Payment to Supplier
- Recording Journal Vouchers for

Adjustments Against Tax Credit

- Recording a Journal Voucher for TDS Adjustment
- Recording a Journal Voucher for TCS Adjustment
- Recording a Journal Voucher for Refund of Tax Credit
- Recording a Journal Voucher for ISD Credit
- Recording a Journal Voucher for Transitional Credit
- Recording Journal Vouchers for Other Liabilities
- Recording Journal Vouchers for Reversal of Tax Credit
- GSTR-1
- Returns Summary
- Particulars (Computation Details)
- Summary of Exceptions
- Table-wise GSTR-1
- Status Reconciliation
- Exporting GSTR-1
- Challan Reconciliation


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JAIPUR

NAAC Documentation: Criteria 1- Curricular Aspects

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course: Communication Skills Certificate Course

Name of Faculty Coordinator: Dr. Charu Goyal

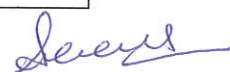
Duration of the Course: 5 months

Year: 2019-2020

<i>S.No</i>	<i>Name of the Student</i>	<i>Certificate Awarded (Yes or No)</i>
1	Aishwarya Sharma	Yes
2	Aishwarya Sharma	Yes
3	Akanksha	No*
4	Alka Pandey	Yes
5	Anisha	Yes
6	Anjali Nair	Yes
7	Apeksha Jain	Yes
8	Apoorva Tiwari	Yes
9	Bharti Chouhan	No*
10	Bharti Jadon	Yes
11	Bhavna Singh	No*
12	Bhawana Mainani	Yes
13	Deepika Rajput	Yes
14	Dimple Kumawat	Yes
15	Divya Devnani	Yes
16	Divya Kawlani	Yes
17	Divyanshi Gaur	No*
18	Falguni Sharma	Yes
19	Gargi Singh	No*
20	Geetanjali Rajawat	Yes
21	Harshita Shekhawat	No*
22	Himshikha Singh	Yes
23	Ishika Mathur	No*


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24	Kavita Bajar	Yes
25	Khushi Bhardwaj	No*
26	Khushi Khandelwal	Yes
27	Khushi Sharma	Yes
28	Khushi Singhal	Yes
29	Kiran Singh	Yes
30	Komal Soni	Yes
31	Mahi Rajawat	Yes
32	Maithli Mishra	Yes
33	Manisha Todia	Yes
34	Meghali Kachari	Yes
35	Muskan	Yes
36	Nidhi Singh	Yes
37	Nupur Agarwal	Yes
38	Pallavi Mathur	Yes
39	Paridhi Shekhawat	Yes
40	Phalguni Sharma	Yes
41	Poorvika Mandia	Yes
42	Priyanka Yadav	Yes
43	Rashmi Chauhan	No*
44	Riya Goyal	Yes
45	Riya Jakhar	Yes
46	Riya Shivani	Yes
47	Roop Kanwar Shekhawat	Yes
48	Ruchita Sharma	Yes
49	Sakshi Garg	Yes
50	Shailja Madan	Yes
51	Shruti Agrawal	Yes
52	Shruti Rathore	Yes
53	Shruti Sharma	Yes
54	Shubhi Sharma	Yes
55	Simran Ramani	Yes
56	Sneha Chatterjee	No*
57	Sneha Soni	Yes
58	Sonam Meena	Yes
59	Sonam Mittal	No*



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60	Sonia Meerchandani	Yes
61	Soniya Gavendra	Yes
62	Suchita Sharma	Yes
63	Suman	Yes
64	Swati Agarwal	Yes
65	Tanu Agarwal	Yes
66	Tavishi Rao	Yes
67	Tejaswini Gupta	Yes
68	Trupti Singh	Yes
69	Yakshita Sharma	Yes

**Students who did not qualify/appear the examination were not certified*


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Kanoria PG Mahila Mahavidyalaya
JAIPUR

SESSION 2019

TERM.....

Class

Section - A

Month AUGUST, SEPTEMBER, OCTOBER, NOVEMBER

S. No	S. No	Scholar No	Subject Code	Name of Student	5/8	7/8	12/8	14/8	19/8	21/8	26/8	28/8	2/9	4/9	9/9	11/9	16/9
1				SANGEETA MEENA	A	A	A	A	A	A	A	A		A	A		
2				SANSKRITI SOLANKI	1	A	2	A	3	A	4	A		5	6	A	A
3				SARIKA YADAV	A	A	1	A	2	A	3	A		A	4	A	A
4				SHAIWA MADAN	A	1	2	3	4	5	6	A		A	A	A	A
5				SHRUTI AGRANAL	1	2	3	4	5	6	7	8		9	10	A	A
6				SHRUTI RATHORE	A	A	A	A	A	1	A	2		3	4	A	A
7				SHRUTI SINGH	1	2	A	3	4	A	5	A		A	A	A	5
8				SIMARPREET KAUR	A	A	A	A	A	A	A	A		A	A	A	A
9				SIMRAN RAMANI	A	A	A	1	2	3	4	5		6	7	A	A
10				SNEHA CHATTERJEE	A	A	1	2	3	4	5	6		A	7	A	8
1				SONIA MEERCHANDANI	A	A	A	1	2	3	4	5		6	7	A	8
2				SONU SINSINWAR	A	A	1	2	A	3	A	A		A	4	A	8
				SUCHITA SHARMA	1	2	3	4	5	6	7	8		9	10	A	A
				SUMAN	1	2	A	3	4	5	6	A		7	A	A	A
				SURABHI MITTAL	A	1	2	A	3	4	5	A		A	6	A	A
				TANU AGARWAL	A	A	A	A	A	A	A	A		A	A	A	A
				TRUPTI SINGH	1	2	3	4	5	6	7	8		9	10	A	11
				VIPASHA MORDHANI	A	A	A	1	A	A	A	A		A	A	A	2
				YAKSHITA SHARMA	1	A	2	3	A	4	5	A		A	A	A	A

GANESH CHATURTHI

English Communication

Subject ENGLISH COMMUNICATION
Paper

Lecturers Delivered 27

18/9	23/9	25/9	30/9	2/10	7/10	9/10	14/10	16/10	21/10	22/10	24/10	27/10	28/10	30/10	4/11	6/11	11/11	13/11	20/11	Lectures Attended
A	A	A	A	A		A	A	A	A	A					A	A	A	A	A	0
A	A	A	A	A		A	A	A	A	A					A	A	A	A	A	6
A	5	6	A	7		A	A	A	A	A					A	A	A	A	A	7
7	A	A	A	A		A	8	A	A	A					9	10	A	A	11	11
11	A	A	12	A		A	13	A	A	A					14	15	A	16	17	17
6	7	8	9	10		A	A	A	A	A					A	A	A	A	A	10
A	A	6	A	7		A	A	A	A	A					A	A	A	A	A	7
A	A	A	A	A		A	A	A	A	A					A	A	A	1	A	1
9	10	11	12	13		A	A	A	A	A					14	A	A	15	16	16
9	10	11	12	13		A	14	A	A	A					15	16	A	17	18	18
9	10	11	12	13		A	A	A	A	A					A	14	A	15	16	16
A	A	A	A	A	RAM NGUNI	A	A	A	A	A					A	A	A	A	A	4
A	A	A	A	A		A	11	A	A	A					A	A	A	A	A	11
9	A	A	A	A	RAM	A	A	A	A	A					A	10	A	A	A	10
7	A	8	A	9		A	A	A	A	A					A	A	A	A	A	9
A	A	A	A	A		A	A	A	A	A					A	A	A	A	A	0
12	13	14	15	16		A	17	A	A	A					18	19	A	20	21	21
A	A	A	A	A		A	A	A	A	A					A	A	A	A	A	2
A	A	A	A	A		A	A	A	A	A					6	7	A	8	9	9

Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

SESSION 2019
TERM

S No	S No	Scholar No	Subject Code	Name of Student
1	1			SANGEETA MEEN
2	2			SANSKRITI SOLANI
3	3			SARIKA YADAV
4	4			SHAILJA MADAN
5	5			SHRUTI AGRANIA
6	6			SHRUTI RATHORE
7	7			SHRUTI SINGH
8	8			SIMARPREET KAU
9	9			SIMRAN RAMANI
10	10			SNEHA CHATTERJE
11	11			SONIA MEERCHANI
12	12			SONU SINSINWAR
13	13			SUCHITA SHARMA
14	14			SUMAN
15	15			SURABHI MITTAL
16	16			TANU AGARWAL
17	17			TRUPTI SINGH
18	18			VIPASHA MORDHA
19	19			YAKSHITA SHARMA

2/12	4/12	9/12	11/12	16/12	18/12	7	8	9	10	11
A	A	A	A	1	A					
A	A	A	A	A	A					
A	A	A	A	A	A					
12	A	A	A	A	A					
A	A	A	A	A	A					
11	12	A	A	A	A					
A	A	A	A	13	14					
A	A	A	A	A	A					
A	A	A	A	A	A					
A	19	A	A	A	A					
17	18	A	A	A	20					
A	A	A	A	A	A					
A	A	A	A	A	A					
A	A	A	A	A	A					
1	2	3	A	A	A					
22	A	A	23	24	A					
A	A	A	A	A	A					
A	A	A	A	A	A					

English Communication

Subject: ENGLISH COMMUNICATION
Paper:
Lectures Delivered: 33

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended	7	28	29	30	31	Lectures Attended
																			1					
																			6					
																			7					
																			12					
																			17					
																			14					
																			7					
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																			3					
																			24					
																			2					
																			9					

[Signature]
Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR

S. No.	Scholar No.	Subject Code	Name of Student
--------	-------------	--------------	-----------------

1		AISHWARYA SHARMA
2		AKANSHA AGRAWAL
3		ALKA PANDEY
4		ANISHA
5		ANJALI NAIR
6		ANSHU SINGH
7		APEKSHA JAIN
8		APORVA JAIN
9		APORVA TIWARI
10		BHARTI CHOUHAN
11		BHAVYA KAITA
12		BHAVANA MAINANI
13		CHANCHAL MASURE
14		CHANDNI JASWANI
15		DIMPLE NATHANI
16		DIVYA DEWANNI
17		DIVYANSHI GAUR
18		FALGUNI SHARMA
19		GEETANJALI RAJAWAT
20		HARSHITA SHEKHAWAT
21		HIMSHIKHA SINGH
22		ISHIKA MATHUR
23		KHUSHI SINGHAL
24		KIRAN SINGH
25		KOMAL SONI
26		LAKSHYA SHARMA
27		MAHI RAJAWAT
28		MAITHILI MISHRA
29		MANSI MATHUR
30		MUSKAN
31		NAINA MATHUR
32		NIKITA RANAWAT
33		RUPUR AGARWAL
34		SARIDHI SHEKHAWAT
35		SARUL LALA
36		SHANKY KUMARI
37		SORVIKA MANDIA
38		YANKA YADAV

8 PRO A

SHI 3130 18
CAMERA

English Communication

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Lecture
Attendance

13

4

1

Principles
Kanoria PG Mahila
JAIPUR

[Signature]
Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

SESSION 2019

TERM

Class

Section A

Month AUGUST, SEPTEMBER, OCTOBER, NOVEMBER

S. No.	S. No.	Scholar No.	Subject Code	Name of Student	5/8	7/8	12/8	14/8	19/8	21/8	26/8	28/8	2/9	4/9	9/9	11/9	12/9
1				SANGEETA MEENA	A	A	A	A	A	A	A	A	A	A	A	A	A
2				SANSKRITI SOLANKI	1	A	2	A	3	A	4	A	5	6	A	A	A
3				SARIKA YADAV	A	A	1	A	2	A	3	A	4	5	A	A	A
4				SHAILWA MADAN	A	1	2	3	4	5	6	A	7	8	A	A	A
5				SHRUTI AGRAWAL	1	2	3	4	5	6	7	8	9	10	A	A	A
6				SHRUTI RATHORE	A	A	A	A	A	1	A	2	3	4	A	A	A
7				SHRUTI SINGH	1	2	A	3	4	A	5	A	6	7	A	A	A
8				SIMARPREET KAUR	A	A	A	A	A	A	A	A	A	A	A	A	A
9				SIMRAN RAMANI	A	A	A	1	2	3	4	5	6	7	A	A	A
10				SNEHA CHATTERJEE	A	A	1	2	3	4	5	6	7	8	A	A	A
11				SONIA MEERCHANDANI	A	A	A	1	2	3	4	5	6	7	A	A	A
12				SONU SINSINWAR	A	A	1	2	A	3	A	A	4	5	A	A	A
				SUCHITA SHARMA	1	2	3	4	5	6	7	8	9	10	A	A	A
				SUMAN	1	2	A	3	4	5	6	A	7	8	A	A	A
				SURABHI MITTAL	A	1	2	A	3	4	5	A	6	7	A	A	A
				TANU AGARWAL	A	A	A	A	A	A	A	A	A	A	A	A	A
				TRUPTI SINGH	1	2	3	4	5	6	7	8	9	10	A	A	A
				VIPASHA MORDHANI	A	A	A	1	A	A	A	A	A	A	A	A	A
				YAKSHITA SHARMA	1	A	2	3	A	4	5	A	A	A	A	A	A

CHATURTHI
GANESHSubject ENGLISH COMMUNICATION
Paper
Lecturers Delivered 27

1/9	10/9	18/9	25/9	2/10	7/10	9/10	14/10	16/10	21/10	23/10	24/10	25/10	26/10	27/10	28/10	29/10	30/10	31/10	Lectures Attended
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	6
A	5	6	A	7	A	A	A	A	A	A	A	A	A	A	A	A	A	A	7
7	A	A	A	A	A	8	A	A	A	A	A	A	A	A	A	A	A	A	11
11	A	A	12	A	A	13	A	A	A	A	A	A	A	A	A	A	A	A	17
6	7	8	9	10	A	A	A	A	A	A	A	A	A	A	A	A	A	A	10
A	A	6	A	7	A	A	A	A	A	A	A	A	A	A	A	A	A	A	7
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	1
9	10	11	12	13	A	A	A	A	A	A	A	A	A	A	A	A	A	A	16
9	10	11	12	13	A	14	A	A	A	A	A	A	A	A	A	A	A	A	18
9	10	11	12	13	A	A	A	A	A	A	A	A	A	A	A	A	A	A	16
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	4
A	A	A	A	A	A	11	A	A	A	A	A	A	A	A	A	A	A	A	11
9	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	10
7	A	8	A	9	A	A	A	A	A	A	A	A	A	A	A	A	A	A	9
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0
12	13	14	15	16	A	17	A	A	A	A	A	A	A	A	A	A	A	A	21
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	2
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	9

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DINALI BREAK
DINALI BREAK

Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

SESSION 2019
TERM

S No	S No	Scholar No	Subject Code	Name of Student
1	1			SANGEETA MEEN
2	2			SANSKRITI SOLANI
3	3			SARIKA YADAV
4	4			SHALWA MADAN
5	5			SHRUTI ABRANA
6	6			SHRUTI RATHORE
7	7			SHRUTI SINGH
8	8			SIMARPREET KAU
9	9			SIMRAN RAMANI
10	10			SNEHA CHATTERJE
11	11			SONIA MEERCHANI
12	12			SONU SINSINWAR
13	13			SUCHITA SHARMA
14	14			SUMAN
15	15			SURABHI MITTAL
16	16			TANU AGARWAL
17	17			TRUPTI SINGH
18	18			VIPASHA MORDHA
19	19			YAKSHITA SHARM

2/12	4/12	9/12	11/12	16/12	18/12	7	8	9	10	11
A	A	A	A	1	A					
A	A	A	A	A	A					
A	A	A	A	A	A					
12	A	A	A	A	A					
A	A	A	A	A	A					
11	12	A	A	13	14					
A	A	A	A	A	A					
A	A	A	A	A	A					
A	A	A	A	A	A					
A	19	A	A	A	20					
17	18	A	A	A	A					
A	A	A	A	A	A					
A	A	A	A	A	A					
A	A	A	A	A	A					
1	2	3	A	A	A					
22	A	A	23	24	A					
A	A	A	A	A	A					
A	A	A	A	A	A					

Subject English COMMUNICATION
Paper
Lecturers Delivered 33

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended	Lecturers Attended
																		1	
																		6	
																		7	
																		12	
																		17	
																		14	
																		7	
																		1	
																		16	
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																		18	
																		4	
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																		10	
																		9	
																		3	
																		24	
																		2	
																		9	

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Kanoria PG Mahila Mahavidyalaya, Jaipur

Certificate Course in English Communication Skills Syllabus

Unit-1: Communication: An Introduction

- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication

Unit-2: Non-Verbal Communication

- Personal Appearance
- Gestures, Postures, Facial Expression, Eye Contacts
- Body Language(Kinesics)
- Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication

- Essentials of Effective Communication
- Communication Techniques
- Barriers to Communication

Unit-4: Listening Skills


- Listening to Conversation (Formal and Informal)
- Active Listening- an Effective Listening Skill
- Benefits of Effective Listening
- Barriers to Listening

Unit-5: Reading Skills

- Purpose, Process, Methodologies
- Skimming and Scanning
- Levels of Reading

Unit-6: Writing Skills

- Main Forms of Written Communication
- Paragraph Writing
- Letter Writing(formal and informal)
- Précis Writing
- Note-making
- Preparing a CV/Resume and Effective Profiling


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JAIPUR

S.No.	Course Name	Batch ID	Batch Start Date	Name	Admission Status
1	Skill Enhancement Advance Course In Digital Marketing (MES03)	ME0101/S03/B01/J17	22-10-2016	Ms Ankita Sharma	Active
2	Skill Enhancement Advance Course In Digital Marketing (MES03)	ME0101/S03/B01/J17	22-10-2016	Mr Neelesh Sharma	Active
3	Skill Enhancement Advance Course In Digital Marketing (MES03)	ME0101/S03/B01/J17	22-10-2016	Mrs Swati Sharma	Active
4	Skill Enhancement Advance Course In Digital Marketing (MES03)	ME0101/S03/B01/J17	22-10-2016	Ms Prachi Jain	Active
5	Skill Enhancement Advance Course In Digital Marketing (MES03)	ME0101/S03/B01/J17	22-10-2016	Ms Manglam Kushwaha	Active


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Kanoria PG Mahila Mahavidyalaya
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Course Name	Batch ID	Batch Start Date	Name
Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Ms Radhika Priya Agrawal
Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Ms Divya Mantri
Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Ms Anamika Sharma
Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Ms Divya Kawlani
Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Ms Smriti Singh
Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Ms Isha Sharma
Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Ms Prachi Singhal
Skill Enhancement Advance Course in Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Mr Garvit Agrawal
Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Ms Pooja Shukla
Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Ms Smridhi Jain
Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J18	01-09-2017	Ms Hezal Purohit

Shruti
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Kanoria PG Mahila Mahavidyalaya
JAIPUR

TISS 2018-19

Course Name	Batch ID	Batch Start Date	Name	Admission Status
Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B02/J19	01-12-2018	Ms Dimple Bairwa	Active
Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B02/J19	01-12-2018	Ms Monika Jangid	Active
Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B02/J19	01-12-2018	Ms Nancy Garg	Active

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Kanoria PG Mahila Mahavidyalaya
JALPUR

TISS 2019-20

Course Name	Batch ID	Batch Start Date	Name
1: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Aakanksha Singh
2: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Adrija Milan
3: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Anjali Goyal
4: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Anjali Mahlawat
5: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Anushka Goyal
6: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Archie Agarwal
7: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Diksha Arora
8: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Ishika Kulshrestha
9: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Janvi Khandelwal
10: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Kunika Bhadra
11: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Nishtha Patni
12: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Sana Warsi
13: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Sanskriti Sharma
14: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Seema Mahto
15: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Sejal Sethi
16: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Shreya Jaiswal
17: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Shrishti Jain
18: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Ms Vidhisha Paliwal
19: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Mr Hari Kishan Pradhan
20: Skill Enhancement Advance Course In Digital Marketing(MES03)	ME0101/S03/B01/J20	16-09-2019	Mr Abhishek Puri

Serail
Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

Digital marketing

September onwards

TISS

(19-20)

Skill Enhancement Advance Course In Digital Marketing (MES03) 19-20

S.No.	Student ID	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	ME0101/0009/J20	Ms Aakanksha Singh	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P	P	P	A	P	P	P	P	P
2	ME0101/0010/J20	Ms Adrija Milan	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
3	ME0101/0011/J20	Ms Anjali Goyal	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
4	ME0101/0012/J20	Ms Anjali Mahlawat	P	A	P	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
5	ME0101/0013/J20	Ms Anushka Goyal	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
6	ME0101/0014/J20	Ms Archie Agarwal	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
7	ME0101/0015/J20	Ms Diksha Arora	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
8	ME0101/0016/J20	Ms Ishika Kulshrestha	P	P	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
9	ME0101/0017/J20	Ms Janvi Khandelwal	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
10	ME0101/0018/J20	Ms Kunika Bhadra	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
11	ME0101/0019/J20	Ms Nishtha Patni	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
12	ME0101/0020/J20	Ms Sana Warsi	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P
13	ME0101/0021/J20	Ms Sanskriti Sharma	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
14	ME0101/0022/J20	Ms Seema Mahto	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
15	ME0101/0023/J20	Ms Sejal Sethi	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
16	ME0101/0024/J20	Ms Shreya Jaiswal	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	ME0101/0025/J20	Ms Shrishti Jain	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
18	ME0101/0026/J20	Ms Vidhisha Paliwal	P	P	P	A	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P
19	ME0101/0027/J20	Mr Hari Kishan Pradhan	P	P	A	A	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
20	ME0101/0028/J20	Mr Abhishek Puri	P	P	A	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P


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Kanoria PG Mahila Mahavidyalaya
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	Course Name	Batch ID	Batch Start Date	Name
1:	Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B01/J20	16-09-2019	Ms Aaina Mahala
2:	Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B01/J20	16-09-2019	Ms Garima Mahawar
3:	Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B01/J20	16-09-2019	Ms Mahima Sharma
4:	Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B01/J20	16-09-2019	Ms Neha Kumari
5:	Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B01/J20	16-09-2019	Ms Sheryl Baryawal
6:	Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B01/J20	16-09-2019	Ms Tanya Paliwal
7:	Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B01/J20	16-09-2019	Ms Jividha
8:	Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B01/J20	16-09-2019	Ms Paridhi Sharma
9:	Skill Enhancement Course In Anchoring / Newsreading / Vjing(MES15)	ME0101/S15/B01/J20	16-09-2019	Ms Tanushri Jain

	Course Name	Batch ID	Batch Start Date	Name
1:	Skill Enhancement Course In Graphic Design - Photoshop(MES12)	ME0101/S12/B02/D20	01-01-2020	Ms Ghoomar Shekhawat
2:	Skill Enhancement Course In Graphic Design - Photoshop(MES12)	ME0101/S12/B02/D20	01-01-2020	Ms Khushboo Kanwar Bhati
3:	Skill Enhancement Course In Graphic Design - Photoshop(MES12)	ME0101/S12/B02/D20	01-01-2020	Ms Purvi Khandelwal
4:	Skill Enhancement Course In Graphic Design - Photoshop(MES12)	ME0101/S12/B02/D20	01-01-2020	Ms Pushpa Yadav


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Anchoring / Newsreading 19-20 October onwards

Skill Enhancement Course In Anchoring /
Newsreading / Vjing (MES15) 19-20

Skill Enhancement Course in Anchoring / Newsreading / Vjing(MES15) 19-20			3/10	4/10	10/10	11/10	18/10	1/11	7/11	8/11	14/11	15/11	21/11	28/11	29/11	5/12	6/12	12/12	13/12	19/12	26/12	3/1	4/1	10/1	11/1	17/1	24/1	31/1	7/2	14/2	21/2	28/2	5/3
S.No	Student ID	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	ME0101/0001/J20	Ms Aaina Mahala	A	P	P	A	A	P	P	P	P	A	A	P	P	A	A	P	P	A	P	A	A	P	P	P	P	P	A	P	P	P	
2	ME0101/0002/J20	Ms Garima Bhawar	A	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
3	ME0101/0003/J20	Ms Mahima Sharma	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	
4	ME0101/0004/J20	Ms Neha Kumari	A	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	ME0101/0005/J20	Ms Sheryl Aryawal	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	
6	ME0101/0006/J20	Ms Tanya Paliwal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	A	P	P	P	P	P	P	P	P	
7	ME0101/0007/J20	Ms Jividha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	ME0101/0008/J20	Ms Paridhi Sharma	P	P	P	P	P	P	P	A	A	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	ME0101/0029/J20	Ms Tanushri Jain	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	A	A	A	A	A	P	P	P	P	P	

Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.

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Anchal Pri...

Graphic Design - 20-21

January Onwards

Skill Enhancement Course In
Graphic Design -
Photoshop(MES12) 2020-21

Photoshop(MES12) 2020-21			6/1	7/1	8/1	17/1	18/1	19/1	23/1	24/1	25/1	30/1	31/1	3/2	4/2	5/2	10/2	11/2	12/2	17/2	18/2	19/2	24/2	25/2	26/2	2/3	3/3	4/3	11/3	12/3	13/3	14/3
S.No.	Student ID	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	ME0101/S12/B02/D20	Ms Ghoomar Shekhawat	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	ME0101/S12/B02/D20	Ms Khushboo Kanwar Bhati	P	P	P	P	P	P	P	P	A	A	P	P	P	P	A	P	A	P	A	P	A	P	P	P	P	A	P	P	P	P
3	ME0101/S12/B02/D20	Ms Purvi Khandelwal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P
4	ME0101/S12/B02/D20	Ms Pushpa Yadav	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Seen

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C. SKILL ENHANCEMENT COURSE IN DIGITAL MARKETING

1.1 Key Features:

Introduction and Course Objectives:

The objective of this course is to prepare students for a career in Digital Marketing. This course is focused on understanding the effectiveness of Digital Marketing and the emphasis is on exploring "why and when" works and "how" Digital Marketing is prepared.

Overview of Digital Marketing Industry

India's purchasing power has improved significantly since the turn of the millennium. People are more aware of the products they buy, and marketers are constantly trying to provide the best deals to their current and potential clients. The biggest beneficiary of advertising spends in 2014 will be digital advertising which is expected to grow by 35 per cent over the Rs 3,042 crores (US\$ 507.41 million) spent in 2013, as per a report named 'This Year, Next Year 2014' by Group M, WPP group's media planning and media buying division. The challenge is immense. Out of the \$5 billion Indian advertising industry, \$900 million go to digital marketing. The share of digital is poised to grow larger every year & slated to touch 30% of the total market by 2015.

SWOT Analysis of Digital Marketing

Strengths <ul style="list-style-type: none">-- Direct contact with audience-- Useful for product development (e.g. Marmite)-- Promote help and support-- Great for monitoring campaigns (#hashtags)-- Pages and posts often show up in organic searches-- Product image pins and re-pins drive more sales than any other channel	Weaknesses <ul style="list-style-type: none">-- Your fans may be unhappy when you're not at work and share widely (e.g. Virgin Trains)-- Fast paced nature can make reaching large audiences hard-- If you don't have visual based business it can be hard to find content
Opportunities <ul style="list-style-type: none">-- Digital Marketing offers a wide range of opportunities to projects and business development.-- Digital Marketing provide possibilities for external growth (more sales, new business models, new ways of selling and/or communicating) as well as internal growth (higher productivity, increased margin, optimum relationship with customer and/or affiliated channel).	Threats <ul style="list-style-type: none">-- The greatest obstacle would have to be measuring ROI and justifying efforts and resources when investing in social media.-- Time, ability to source content and cut-through-- Traditional Marketing


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Objective:

The Learning objective of this course is to prepare students for an entry level career in Digital Marketing

1.2. Eligibility for Admission

- HSC

1.3. Employability

The programme combines a theoretical approach with practical skills relevant for digital marketing and promotes an understanding of key concepts from an applied perspective. Students from the programmes will have developed transferable employability skills such as research, problem solving, market research, data interpretation and critical thinking as well as gaining the knowledge and practical skills applicable to digital marketing. Students will benefit from extensive external engagement with the sector through applied research, live projects and by assisting students in gaining relevant work experience.

2. Course Structure:

This is a 60-hour course to be delivered in classes of 2 hours each. Classes will be held on 3 weekdays every month. Thus, this course will run for a total of 20 weeks. Instruction will be via lectures, screenings, demonstrations and hands on practical work. Students will do 3 projects / assignments in groups at the end of the 1st, 3rd & 4th chapters.

Examination and Assessment

Assignments and Written Examination

SYLLABUS FOR SKILL ENHANCEMENT COURSE IN DIGITAL MARKETING:**Introduction:**

Digital Marketing strategy is the process of specifying an organization's vision, goals, opportunities and initiatives in order to maximize the business benefits of digital initiatives to the organization. These can range from an enterprise focus, which considers the broader opportunities and risks that digital potentially creates (e.g., changes in the publishing industry) and often includes customer intelligence, collaboration, new product/market exploration, sales and service optimization, enterprise technology architectures and processes, innovation and governance; to more marketing and customer-focused efforts such as web sites, mobile, eCommerce, social, site and search engine optimization, and advertising.

Main Concepts:

- Introduction to Digital Marketing
- Google Analytics
- Search Engine Optimization
- Pay Per Click Advertising
- Online Display and Banner Advertising
- Social Media Marketing
- Mobile Marketing


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Learning Objectives:

At the end of the course students will:

- Understand what is Digital Marketing – needs, benefits, limitations
- Develop Analytical skills useful in planning and evaluating Digital Marketing
- Learn to examine the role of Digital Marketing.
- Develop an awareness about the major types of Digital Marketing problems faced by organizations

Course Content:

Introduction to Digital Marketing

- Aligning Internet with Business Objectives
- Examples of Great Case Studies
- User Behaviour & Navigation
- Branding and User Experience
- Developing a digital plan

Google Analytics

- Understand the benefits of using website analytics
- Recognise and use the data provided by web analytics packages
- Google Analytics interface
- Analytics terminology
- Implement, configure and use Google Analytics
- Use web analytics to improve your website
- Key Performance Indicators (KPIs)
- Top 5 Areas to focus on for your business
- Key tools and diagnostics based on different web site objectives
- Reporting

Search Engine Optimization

- What is SEO
- Why do you need SEO?
- The current SEO landscape
- How people search
- Overview of Keywords
- Making your web site search engine friendly – using meta tags
- How to Write Search Engine Friendly Meta Tags
- Google Webmaster Central Developments
- Linking Strategies
- Starting a Link building Campaign
- Innovative techniques for building inbound links
- Video Optimisation
- Overview of Terminology
- Optimising your Web Site
- Creating Content
- Developing a Link Strategy
- Top 10 SEO Tips


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- How to use Blogging as an SEO tool
- Staying out of trouble with search engines

Pay Per Click Advertising

- Overview of Search Engine Marketing - Paid Advertising or Pay per Click (PPC) Advertising
- Introduction to Paid Advertising Services
- How Google AdWords works
- How to set up an effective Google Adwords Campaign
- Using professional tools to pick the right keywords for success
- Analysing your market online
- How to write effective Adword Ad copy
- How to set budgets
- How to set up a locally targeted campaign
- Improving your Click Through Rate (CTR)
- Landing pages for success
- Managing Your Campaigns on an ongoing basis
- Advanced Keyword Research
- How to see what the competition is bidding on
- Writing even more compelling ads
- Advanced Campaign Optimisation
- Creating Reports
- Automating Report Generation
- Why CTR is Important
- Improving CTR
- Regional Targeting
- Using the Google Keyword Tool
- Keyword Bracketing

Online Display and banner advertising

- Display Advertising Overview
- Summary of top advertisers
- Overview of advertising industry
- Banner types and sizes
- Advertising rates and revenue
- Types & sizes of Banner Ads
- Cost per click
- Cost per impression
- Developing your campaigns
- Flash, multimedia & interactive advertising
- Tracking, Metrics and Measuring
- Getting better results
- Maximising revenues
- Ad creative and ad copy

Social Media Marketing


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- Establishing your goals for social media marketing success
- Writing for the social web
- Listening and researching online conversations
- Tips for building visibility of your social networking profiles
- Attract leads, boost sales and retain customers through social networks
- Customising your Facebook Page to ensure that it is integrated into your overall marketing and sales plan
- Running promotions that comply with Facebook guidelines
- Promoting your events on Facebook
- Exploring new opportunities to promote your business through Facebook Places
- Increasing awareness and visibility of your brand on Twitter
- Building a strategic network of influencers on Twitter
- Best practice for promoting your offers and increasing sales of your products and services
- The etiquette of building your network on LinkedIn
- Building your online visibility with strategic contacts through participating in LinkedIn groups
- Developing your company profile on LinkedIn

Mobile Marketing

- SMS marketing
- Mobile Internet
- Mobile Applications
- Mobile Advertising
- M-Commerce
- Bluetooth and Proximity Marketing
- QR codes
- Mobile Coupons
- Emerging Mobile Technologies.
- Where mobile fits within the marketing mix
- Integration with traditional media

Method of Teaching: The classes conducted and mode of teaching will be through Lectures, Demonstrations, Hands on practicals & review.

Method of Assessment & Weightage:

Assessment Tasks: A) Written Examination

B) Projects/ Assignments

Weightage:

A) Written Examination – 70Marks

B) Projects/ Assignments – 30Marks.

Reading Lists & References

- 1) Contagious: Why Things Catch On (Jonah Berger)
- 2) Permission Marketing (Seth Godin)
- 3) Social Media ROI (Olivier Blanchard)
- 4) YOUTility: Why Smart Marketing is about Help Not Hype (Jay Baer)
- 5) Influence: The Psychology of Persuasion (Robert Cialdini)


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- 6) Epic Content Marketing (Joe Pulizzi)
- 7) Simple: Conquering the Crisis of Complexity (Alan Siegel and Irene Etzkorn)
- 8) Audience: Marketing in the Age of Subscribers, Fans, and Followers (Jeff Rohrs)
- 9) Creative Confidence (Tom Kelley and David Kelley)
- 10) QR Code Kill Kittens (Scott Stratten)


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Tata Institute of Social Sciences – School of Vocational Education

Skill Enhancement course in Graphic Design – Photoshop

Content

1. Introduction
 - 1.1. Key Features
 - 1.2. Eligibility for Admission
 - 1.3. Employability
2. Course Structure

1. Introduction

In December 2011, Tata Institute of Social Sciences set up the School of Vocational Education (SVE) to provide immediate and definite interventions to improve the lives of the disadvantaged and marginalized youth, especially who are excluded by the formal school education system, through appropriate vocational training programmes. It has been set up with a vision of creating an ecosystem that would bring back the dignity of labour for blue collar streams of work and create sustainable sources of income. This project has been initiated under the aegis of All India Council for Technical Education (AICTE) proposed by the Ministry of HRD, Government of India.

In addition to the B. Voc programs TISS: SVE will be conducting short term programs to cater to the skill enhancement requirements. These programs will focus on imparting and upgrading the skill and knowledge of individuals who are already part of the workforce. Thereby providing opportunities to individuals of enhance their employability and growth prospectus.

1.1 Key Features:

Introduction and Course Objectives:


The objective of the course is to give students detailed nuances and skills to become a graphic designer using Photoshop and gain an understanding of the software tools and their best use.

Overview of Graphic Design – Photoshop

Graphic Design has existed for centuries. It is now an integral part of our society, mainly through media. Although the tools have evolved over the years, the concept has remained. Photoshop has made the process much easier and made it more accessible, raising the bar higher. Being optimally able to use the software has taken Graphic Designing to new levels.

SWOT Analysis of Graphic Design – Photoshop

Strengths Greater reach than print if executed well. Working on software increases efficiency.	Weaknesses Designs can be duplicated easily, which can lead to a lack of authenticity. Any software is perpetually developing. It is the need of a graphic designer to keep him/her self abreast with the latest developments.
Opportunities Being a universal aspect, there will always be a	Threats Easy access, through piracy, makes the software


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<p>demand for it. Although there is an evident transition from print to digital, graphic designing still remains an integral part.</p>	<p>easily mastered and can reduce the market. Easy access also cheapens labour, putting experts out of jobs.</p>
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Objective:

The objective of this course is to prepare students for a career in Graphic Designing. To that end, they will be introduced to using Photoshop as a designing software.

1.2. Eligibility for Admission

1.3. Employability

Students from the programmes will have developed transferable employability skills and jobs range from being employed by an individual or firm, such as a Graphic Designer to Creative Head.

2. Course Structure:

This is a 60-hour course to be delivered in classes of 2 hours each. Classes will be held on 3 weekdays every month. Thus, this course will run for a total of 20 weeks. Instruction will be via lectures, screenings, demonstrations and hands-on practical work. Students will do 3 projects / assignments in groups at the end.

Examination and Assessment

Assignments and Written Examination


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Syllabus for Skill Enhancement course in Graphic Design – Photoshop

Introduction:

In Graphic Designing the candidates ideate, design, and create graphics, while also editing and refining images. They combine theory and practicality to create that which is pleasing to the eye as well as mind.

Main Concepts:

What is Graphic Designing?

Colour Theory

Colour Modes

Introduction to Photoshop

Tools

Image Adjustments

Filters

Layer Style

Learning Objectives:

At the end of the course students will:

Understand what is Graphic Designing

Understand Colour Theory and its use in Designing

Know how to use the various tools in Photoshop

Understand how to edit an image and create designs from scratch

Course Content:

What is Graphic Designing?

Applications

Skills

Image-based Design

Type-based Design

Image and Type

Symbols, Logos and Logotypes

Colour Theory

Colour Wheel

Colour Harmony

Colour Context

Colour Modes

Subtractive Colour

Additive Colour

Introduction to Photoshop

User Interface

Setting up the Document

Image Formats

Layers

Seema
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Tools

Selection Tools, Alteration Tools

Drawing and Selection Tools

Other Tools

Image Adjustments

Adjust Levels Auto

Levels Command

Curves Command

Exposure Command

Vibrance Command

Photo Filter Command

Colour Balance Command

Hue/Saturation Command

Match Colour Command

Replace Colour Command

Selective Colour Command

Channel Mixer Command

Filters

Filter Gallery

Layer Styles

Layer Style Options

Method of Teaching: The classes conducted and mode of teaching will be through Lectures, Demonstrations, Hands-on Practical and Reviews.

Method of Assessment & Weightage:

Assessment Tasks:

Written Examination

Projects / Assignments

Weightage:

Written Examination – 70Marks, Projects / Assignments – 30Marks

Reading Lists & References

http://en.wikipedia.org/wiki/Graphic_design

<http://www.aiga.org/guide-what-is-graphic-design/>

<http://www.colourmatters.com/colour-and-design/basic-colour-theory>

<http://www.worqx.com/colour/>

http://simplephotoshop.com/photoshop_interface/index.htm

<http://www.photoshopessentials.com/photo-editing/adjustment-layers/>

<http://helpx.adobe.com/photoshop/using/colour-adjustments.html>

Adobe Photoshop CS6 – Classroom in a Book

Adobe Photoshop CS6 Tutorial

Practical Photoshop CS6 – Level 1



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Name of the Certificate/Diploma Course Certificate in Fashion Design

Name of Faculty Coordinator Dr. Richa Chaturvedi

Duration of the Course Six Months

Year 2016-17

S.No	Name of the Student	Certificate Awarded (Yes or No)
1	AAKANKSHA	Yes
2	SANGITA	Yes
3	VARSHA SHARMA	Yes
4	PARUL	Yes
5	MAHIMA	Yes


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TERM.....

Class Fashion design (certificate)
Section _____
Month Aug 2016 (Theory)

Class

Section

Month

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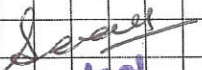
12

Subject _____

Paper

Lecturers Delivered

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
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TERM.....

Section
Month Sep 2016 (Theory)

Subject

Paper

Lecturers Delivered

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										Ramdaywa		

Sareen
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TERM.....

Month Oct.....

S. No.	Scholar No.	Subject Code	Name of Student	Class
1			Askanaksha	
2			Sangita P.	
3			Vaishya Sharma	
4			Pavul	
5			Mahima	
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Sat + Day													
Sun Day													
Sunday - Chapter Test													
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			A	A	A	A		13				14	
			14	A	15	16	17	18		19	20	21	22
			A	A	A	A	3						

14

Lecturers Delivered

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Required Attendance
22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
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15							16	17	18	19	20	21	22	23				
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MARKET SURVEY

JANUARY

Suresh

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TERM.....

Class Fashion Designing
Section _____
Month December ~~to~~ Jan. Feb.

S. No.	Scholar No.	Subject Code	Name of Student	CL
1			Ankanksha	
2			Sangita P.	
3			Vaishya Sharma	
4			Pavul	
5			Mahima	
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14, 21, 23, 27

16

Subject C.C.P.P.
Paper

SACHIN KUMAR

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
Jan 2017																		
2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th	14 th	15 th	16 th	17 th	18 th		
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P	P	P	A	A			A	A	A	A	A				A	A	A	
			P	P			P	P	P	P	P				P	P	P	

26th Dec to 1st Jan Winter Breaks

2020

SAKSHI SAKRANTI

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TERM.....

Month

SACHIN KUMAR

14, 21, 29, 27

[illegible]

~~Secret~~
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SESSION 20.16-17
TERM.....

Class
Section
Month

S. No.	Scholar No.	Subject Code	Name of Student	C. No.
1			Aakanksha	
2			Sangita P.	
3			Vaishya Sharma	
4			Pavul.	
5			Mahima	
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(18)

Subject

Paper

Lecturers Delivered

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Lectures Attended
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	
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1507	1508	1509																

List of Students enrolled in Add on Certificate and Diploma Courses

Name of the Certificate/Diploma Course Certificate in Fashion Design

Name of Faculty Coordinator Dr. Richa Chaturvedi

Duration of the Course Six Months

Year 2017-18

S.No	Name of the Student	Certificate Awarded (Yes or No)
1	Pooja Verma	Yes
2	Kirti Verma	Yes
3	Monika Sharma	Yes
4	Akanksha Jain	Yes
5	Sapna Gora	No

Note*: Along with this sheet attach the attendance sheet of the course and the photocopy of certificates of each student.


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Name of the Certificate/Diploma Course Certificate in Fashion Design

Name of Faculty Coordinator Dr. Richa Chaturvedi

Duration of the Course Six Months

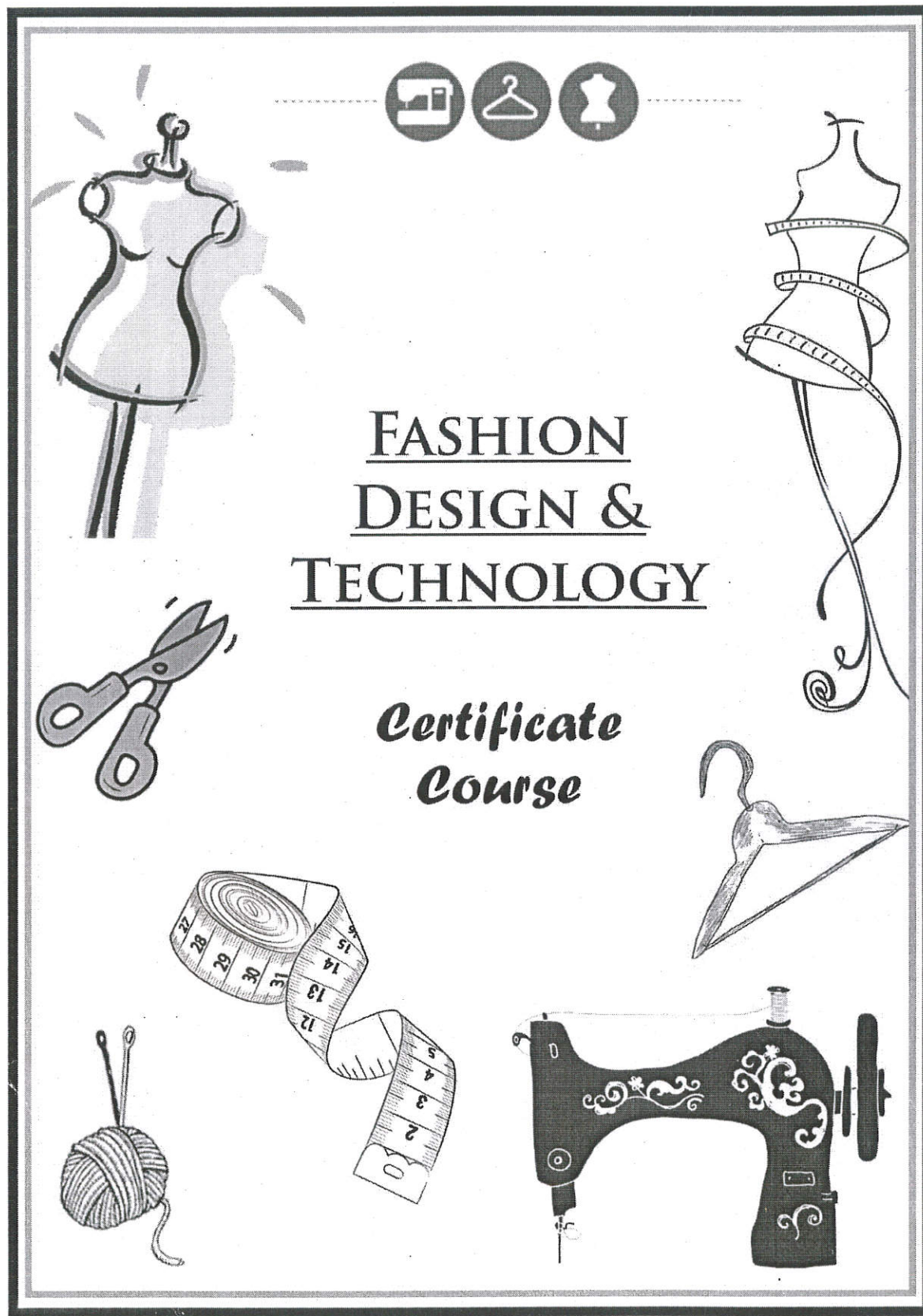
Year 2018-19

<i>S.No</i>	<i>Name of the Student</i>	<i>Certificate Awarded (Yes or No)</i>
1	Ranu Tinker	Yes
2	Aiman Khanam	Yes
3	Kunika Singh	Yes
4	Sonal Panwar	Yes
5	Manju Sharma	Yes
6	Rakhi Basarmalani	Yes
7	Dimple Chouhan	Yes
8	Sanya	Yes
9	Sapna Gora	Yes
10	Jyoti Agarwal	Yes


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SYLLABUS



Seenu
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Subject Title: Introduction to Fashion

Subject Code: 101

Course Content:

- Understanding Fashion: Introduction and Definition
- Factors influencing Fashion
 - Dominating Events
 - Influence of Celebrities
 - Economic Factors
 - Psychological Factors
 - Social Factors
 - Cultural Factors
 - Political Events & Personalities
 - Historical Inspiration
 - Geographical Factors
 - Spread of Information Technology
- Key Concepts & Terminology
 - Art, Design & Craft
 - Trends
 - Collection
 - Style
 - Haute couture, prêt a porter & Avant garde
 - Mass fashion, Knock-offs & Limited fashion
 - Imports & Exports
- Fashion Cycles and Phases of Fashion
 - Classics
 - Standard styles
 - Fad


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- Movement and Direction of Fashion
 - Fashion Forecasting
 - Pendulum Swing
 - Cycle within Cycle
 - Recurring Cycle
- Theories of Fashion Movements
 - Trickle Down
 - Trickle Up
 - Trickle Across
- Role of Fashion Designer
- The Fashion Design Process
 - Understanding Concept of Design Process
 - Design Development Cycle
 - Boards – Inspiration, Mood, Color, Theme, Swatch
 - Doodles, Illustrations, Spec Sheets, Prototypes, Development of final garments


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Subject Title: Textile Science

Subject Code: 102

Course Content:

- Introduction and Classification of Textile Fibres
- Natural Fibres
 - Cotton
 - Silk
 - Jute
 - Wool
 - Flax
- Manmade Fibres
 - Viscose Rayon
 - Polyester
 - Nylon
 - Acrylic
- High Performance Fibres
- Yarns, Yarn formation & Yarn Count
- Weaving and its process
- Weave Structures
 - Plain Weave
 - Twill Weave
 - Satin and Sateen Weave
- Dyeing
 - Dyeing auxiliaries
 - Classification of Dyes
 - Advantages & Limitations of Natural Dyes & Synthetic Dyes
- Printing
 - Printing Auxiliaries
 - Methods of Printing – Block Printing, Screen Printing, Transfer Printing, Digital Printing


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Course Content:

Elements of Design

- Point/Dot
- Line
- Shape
 - Organic Shapes
 - Geometric Shapes
 - Abstract Shapes
- Texture
 - Real Texture
 - Implied Texture
- Color
 - Hue, Tint, Shade, Tone
 - Color Theory – Primary, Secondary & Tertiary Colors
 - Color Wheel
 - Color Schemes – Analogous, Complimentary, Triadic, Monochromatic, Achromatic
 - Color Palette
 - Color Psychology

Principles of Design

- Balance
- Proportion
- Rhythm
- Emphasis
- Harmony

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Course Content:

- Free hand drawing of lines and strokes
- Female Croquis – 8.5", 10.5", 12.5"
- Stick Figures
- Transformation into block figures and flesh figures
- Drawing different body parts – faces, hairstyles, facial features, arms, hands, legs
- Illustrating women in front view, back view, side view
- Rendering of different fabrics
- Flat Sketches
 - Necklines
 - Collars
 - Bows & Ties
 - Skirts
 - Blouses
 - Pants & Trousers
 - Sleeves
- Flat Sketches for Women
 - Casual Wear
 - Sportswear
 - Nightwear
 - Beach wear
 - Party wear
 - Maternity wear
- Flat Sketches for Men
 - Casual Wear
 - Formal Wear
 - Party Wear

Seema
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Course Content:

- Decorative Hand Embroideries
 - Running Stitch
 - Back Stitch
 - Stem Stitch
 - French Knot
 - Bullion Knot
 - Fly Stitch
 - Blanket Stitch
 - Buttonhole Stitch
 - Spider Web
 - Phulkari
 - Shadow Stitch
 - Chain Stitch
 - Cross Stitch
 - Herringbone
 - Chevron
 - Satin Stitch
 - Lazy Daisy
 - Long & Short Stitch
 - Fish Bone Stitch
 - Feather Stitch
 - Mirror Work
 - Kasuti
 - Gujarati
- Mirror Work
- Patch Work
- Applique Work



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Subject Title: Pattern Making

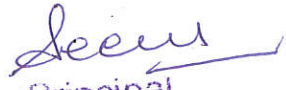
Subject Code: 106

& Garment Construction

Course Content:

Pattern Making

- Introduction of Pattern Development
- Concept and Terminology
- Symbols and Abbreviations
- Methods of measuring body and dress form
- Understanding Standard Measurements
- Tools and equipment of pattern making
- Garment Fitting
- Basic Bodice & Sleeveless Bodice
- Necklines & Variations
- Neckline Finishes
- Introduction to Dart Manipulation
 - Shoulder dart to waist
 - Waist dart to centre front
 - Shoulder dart to armhole side seam intersection
- Skirt
 - Basic Skirt
 - One Dart Basic Skirt
 - A-Line Skirt
 - Flared Skirt
- Basic Sleeve Block
- Collar
 - Principles of Collar Development
 - Mandarin Collar
 - Peter Pan Collar


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Garment Construction

- Introduction to Garment Making
- Sewing machine & its various parts
- Threading the machine
- Needles
- Sewing aids
- Hand Stitches
 - Backstitch
 - Even backstitch
 - Half backstitch
 - Prick stitch
 - Basting
 - Blanket stitch
 - Hemming
 - Catch stitch
 - Overcast
 - Slip stitch
- Seams
 - Plain Seam
 - Stitched & pinked seam
 - Turned & stitched seam
 - French Seam
 - Fell Flat Seam
 - Mock French Seam
 - Top Stitch
 - Mock Flat Seam
- Gathers
- Pleats - Side Pleats, Box Pleats, Inverted Pleats
- Tucks – Blind Tucks, Spaced Tucks, Pin Tucks
- Garment submission
 - Kid's Top
 - Women's Top & Skirt


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Name of the Certificate/Diploma Course Diploma in Fashion Design


Name of Faculty Coordinator Dr. Richa Chaturvedi

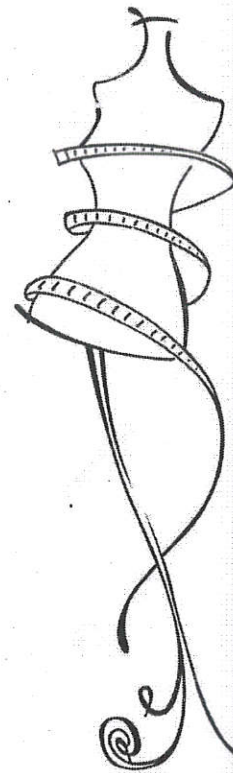
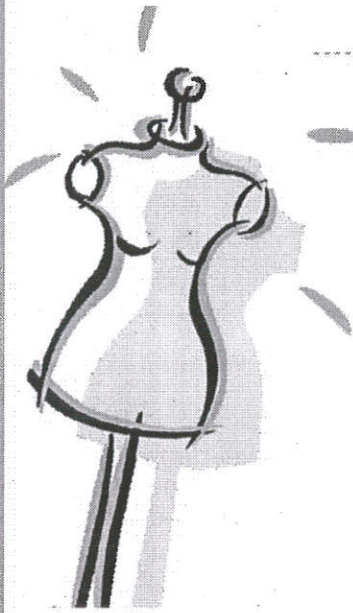
Duration of the Course One Year

Year 2018-19

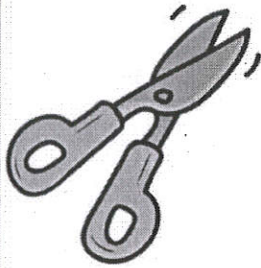
S.No	Name of the Student	Certificate Awarded (Yes or No)
1	Ranu Tinker	Yes
2	Aiman Khanam	Yes
3	Kunika Singh	Yes
4	Sonal Panwar	Yes

**These 4 students upgraded from certificate course*

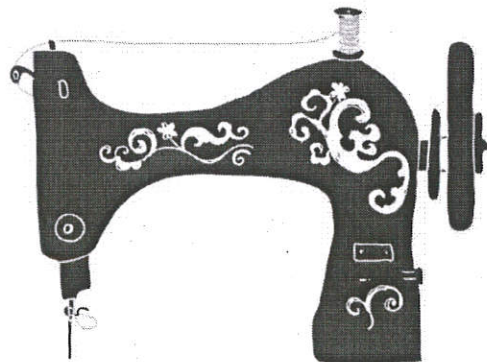
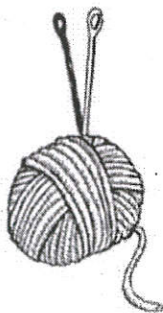
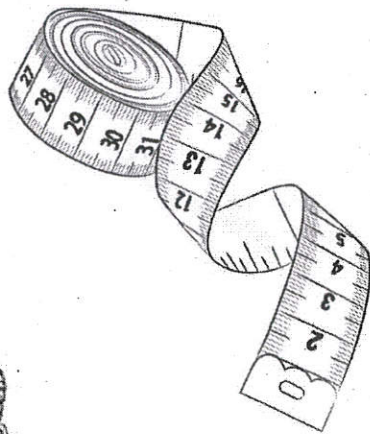
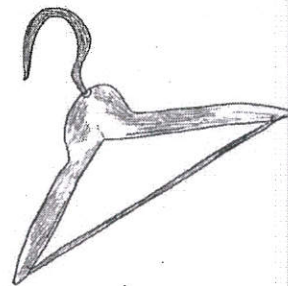

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FASHION DESIGN & TECHNOLOGY



*Diploma
Course*



Seema

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Subject Title: Fashion Marketing & Merchandizing Subject Code: 201

Course Content:

- Introduction to Marketing
- Marketing plan & process
- Overview of the garment industry – design, production and marketing
- Market Targeting and Positioning
- Consumer Segmentation
- Introduction to Fashion Merchandising – the activities involved
- Role of a Merchandiser
- Qualities of a Merchandiser
- Reading and making Tech Packs
- Visual Merchandising and its advantages for the buyer and seller today
- Fashion Calender
- The planning cycle
- Merchandise Planner


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Subject Title: Textile Design

Subject Code: 202

Course Content:

- Designing Motifs
- Grading and Scaling
- Print Repeats
 - One Way
 - Two Way
 - Half Drop
 - Brick
- Prints based on color schemes
 - Complimentary
 - Analogous
 - Triadic
 - Monochromatic
 - Achromatic
- Theme based prints
 - Mughal Architecture / Jali Design
 - Vintage
 - Floral
 - Stylized
 - Geometric
 - Abstract
- Final product submission created using any of the prints developed



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Subject Title: Portfolio and Design Collection

Subject Code: 203

Course Content:

- Design and produce a collection to a self-initiated theme
- Inspiration Board
- Color Board
- Mood Board
- Theme Board
- Swatch Board
- Accessory Board
- Trim Board
- Doodles
- Illustrations
- Specification Sheets
- Prototypes
- Final Garments



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Subject Title: Draping

Subject Code: 204

Course Content:

- Introduction to Draping
- Tools for Draping
- Process of draping and accurate pinning of muslin
- Method of marking, trueing and trimming the block
- Method of accurately transferring the muslin block on pattern making paper
- Develop basic bodice blocks with muslin on the dress form
- Understanding ways of dart manipulation
- Develop blocks for bodice, skirt and sleeves
- Garment Project – final submission



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Subject Title: Surface Ornamentation - II

Subject Code: 205

Course Content:

- Tie and Dye
 - Bandhani
 - Lehariya
 - Shivori
 - Umbrella
 - Cording
 - Sunflower
 - Checks
 - Marble
 - Knotting
 - Stripes
 - Border
 - Coin
 - Clamp
 - Object
- Batik
- Fabric Painting
- Block Printing
- Screen Printing



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Course Content:

Pattern Making

- Skirt Variations
 - Gathered Skirt
 - Circular/Umbrella Skirt
 - Pleated Skirt
- Sleeve Variations
 - Puffed
 - Trumpet
 - Leg 'o' mutton
 - Ruffle
 - Cap
 - Bishop
 - Tulip/Petal
 - Bell sleeve
- Women's Salwar
- Women's Churidar
- Women's Blouse
- Women's Straight Trouser
- Palazzo Pants
- Plain Kurta
- Kalidar Kurta


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Sewing

- Construction of Women's Salwar
- Construction of Women's Churidar
- Construction of Women's Blouse
- Construction of Women's Trouser
- Construction of Palazzo Pants
- Construction of Gathered Skirt
- Construction of Umbrella Skirt
- Construction of Plain Kurta
- Construction of Kalidar Kurta

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