



**Kanoria
PG Mahila
Mahavidyalaya
Jaipur**

1.2.2

3) Summary report of Add on programs year wise (2016-17 to 2019-20) along with their outcomes

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

CAT Course

Summary Report

2016-17

Certificate in Accounting Technician (CAT) course is designed by the Institute of Cost Accounts in India to bridge the gap between the skills possessed by the youth and the skills expected by the industry. 30 students were enrolled in the CAT course during the session 2016-17 and gained knowledge about accounting techniques including filing of income tax return.

2017-18

CAT course is a short term employment oriented course including theoretical concepts, computer training and industry internship. 15 students were enrolled in the CAT course during the session 2017-18. The first level exam was conducted on 6 January, 2018 and all the students cleared it.

2018-19

15 students were enrolled in the CAT course during the session 2018-19 and gained knowledge about accounting techniques. The students after qualifying become eligible to give intermediate exam attempt for becoming Cost and Management Accountant.

2019-20

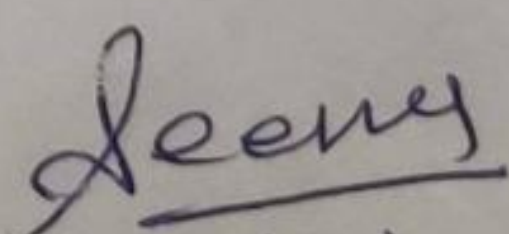
13 students were enrolled in the CAT course during the session 2019-20. Many students who pursued this course in past years are placed in different banks, industries and some are working in Chartered Accountant firms.

2020-21

Due to Covid-19 pandemic, no student enrolled in the course.

Course Outcome

The students learn basic accountancy works needed in the industry. The course is useful in seeking employment in accounts and finance related jobs.


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Certificate Course in Organic Farming

Course Outcome:

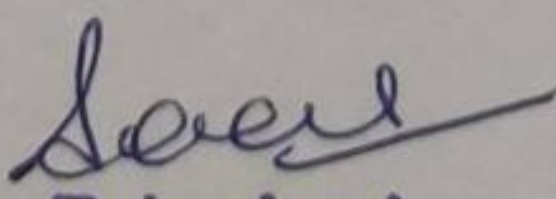
The student, after certification got to know following aspects of the Organic Farming

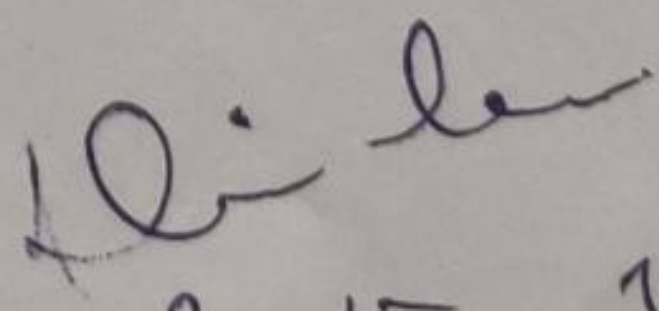
1. Understanding of Basic Principles of Organic Farming
2. Organic Manure, Organic Pesticides & Vermicompost manufacturing Techniques
3. Understanding Organic Farming Practices: Farm Design, Seeding, Plantation, Livestock Management, Water Management, Crop Rotation etc.
4. Internal Quality Control for Organic Produce: Quality control, documentation, monitoring
5. Certification of Organic Farming Produce: Quality Systems, documentation, Inspections, Procedure
6. Business Plan for Organic Produce Marketing: Costs & Benefits analysis, Governmental Schemes, Financial Assistance, Marketing Channels & Functions
7. Practical Knowledge through Field Visits

The above aspects prepare the students for self-employment as producer of organic produce, certification professional, consulting job in organic produce field and also for development of kitchen garden as hobby & self-consumption. In addition it helps in understanding of benefits of organic food vis-à-vis chemical intensive food products.

Yearly Course Summary of Last 5 Years

- I. 2019-20: Total enrolments during the year were 51, out of which 3 were not the student of the college. Certificate could not be distributed due to COVID Pandemic.
- II. 2018-19: Total enrolments during the year were 36. During field visit of the farm as well as processing facility students showed keen interest. General Manager of Morarka Foundation Sh Bapana also addressed the students.
- III. 2017-18: Total enrolments during the year were 25. During field visit of the farm as well as processing facility students were addressed by the Executive Director of Morarka Foundation Sh Mukesh Gupta.
- IV. 2016-17: Total enrolments during the year were 32 with 3 non collegiate enrolments. Field visit to the textile & food processing units of Morarka Foundation was organised, during which Executive Director of Morarka Foundation Sh Mukesh Gupta enlightened about the prospects of organic farming.
- V. 2015-16: Total enrolments during the year including 3 non collegiate were 31. The students were allotted trays for hands-on cultivation of plants as amalgamation of theory & practice.


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Chitra Jain
1st July 20

Functional English Report

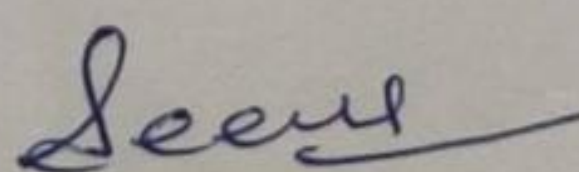
2016-17

English as a language has been embraced as a universal language. It has become an important part of our education system as well. English is now not just a mere language but a tool of evaluation of one's personality. Kanoria P.G Mahila Mahavidyalaya has always paid attention to the need of the hour and designed its curriculum in the necessary manner.

The institution has numerous add on courses which intends at developing a student's skills and works on her over all personality improvement. One such course is "Functional English". It is a free of cost course which helps in improving a student's English language communication skills. Command on English is required in the present times for interviews, competitive exams, personality development etc. Other than offering English as a subject the college also offers an add on course for those students who are keen to learn and communicate in English.

In this year's session twelve students enrolled into this course and benefitted themselves. The course focused on grammar, pronunciation, overcoming the hesitation of speaking in English and personality development. Beginning with an introductory session the course proceeded with the objective of building confident individuals. Various activities were conducted in order to break the monotony of the classroom teaching and to create a pleasurable atmosphere for the students. It was noted that the students were getting rid of their hitch and were now becoming confident with communicating in English. Activities such as extempore, group discussion, games etc. was really helpful for the class.

In January an exam was conducted for the students to check their improvement and the students performed exceptionally well.



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Functional English Report

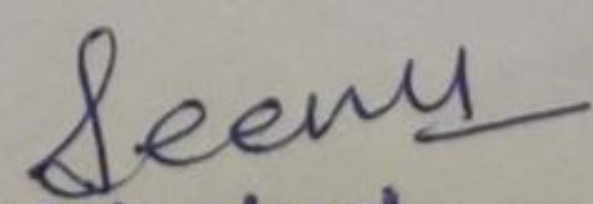
2017-18

Kanoria P.G Mahila Mahavidyalaya has been known for providing more than the regular courses. The institution believes in developing a student's over all personality so that, the student is well prepared for the outer world. There are multiple add on courses available in the college out of which one is "Functional English". This is a free of cost course which primarily aims at building a student's English language foundation. In today's scenario English communication skills are an indispensable part of one's personality. It is crucial for career advancement and also for numerous competitive exams.

The Functional English course has been curated in similar fashion in order to cater all these needs of a student. The course pays special attention to basics of English grammar, pronunciation, communication skills such as writing, speaking, reading and listening and personality development.

This year 20 students from different streams actively took part into the course. All the students were taught from the basic level irrespective of their previous knowledge of the language. First few classes were dedicated to break the ice and to know what was making learning and speaking in English difficult for them. Students were encouraged to speak in English in order to get rid of any sort of hesitance. Initially the aim was to make them comfortable in the class and make them believe that they were not being judged for poor fluency. The students worked on their fluency, vocabulary and gradually developed confidence.

Various class activities such as games, quizzes, storytelling, group discussion etc. were held to create a fun atmosphere for the students which resulted in great participation. In the month of January an exam was conducted in order to test their growth. All the students performed splendidly.


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Functional English Report

2018-19

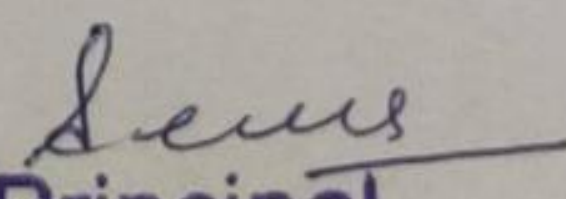
Functional English is an add on or a certificate course which is offered to every student of Kanoria P.G Mahila Mahavidyalaya for the development of the student's English communicational skills along with personality development. The course pays special attention to learning of basic grammar and soft skills such as communication skills which includes, Listening, Speaking, Reading and Writing skills. The curriculum of the course has been designed in accordance to the requirement of the students so that, students can highly benefit from it.

Every year many students enroll into the Functional English course from different streams with the objective of developing command over English language and personality development in order to be a confident candidate in the competitive world. This year a total of eighteen students enrolled into the course. The students were from different streams and years. Irrespective of their year or subject everyone was taught from square one that is basics.

The course duration was of 6 months and the fees was five hundred rupees. The session began with a general introduction in order to break the ice and get know their short comings with the language. Along with grammar lessons simultaneous attention was given upon personality development. Majority of the students were hesitant to talk in English language even after having a decent knowledge of English. So, numerous fun activities were conducted in order to remove the hitch and make them comfortable around each other and with the language also. Such as Extempore, Group Discussions, Games, Story Telling etc.

Language lab of Kanoria P.G Mahila Mahavidyalaya took the course to a next level. It had quizzes, video and audio lectures which instantly caught the student's attention and thus improved their skills. It considerably helped them with pronunciations. Gradually the students acquired confidence and became comfortable with the language and got over their hitch. Their grammar along with vocabulary improved. On 28th January 2019 an exam was conducted to test their learning.

All the students performed really well and scored brilliantly. Moreover, by the end of the course the students were confident and trained individuals.


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Functional English Report

2019-20

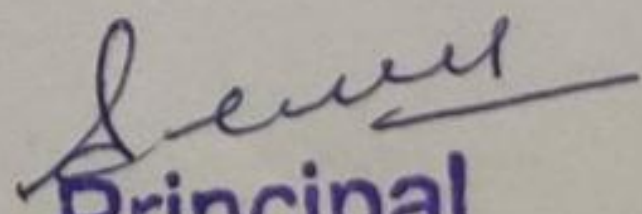
Kanoria P.G Mahila Mahavidyalaya offers numerous certificate courses in order to enrich the students with some essential and educative skills. Other than the course curriculum the institution believes in offering many add on courses in order to prepare the students for the outer world.

One such certificate course is "Functional English". It is a six months course with a minimum fee of five hundred rupees. The course aims at developing a student's English communication skills along with personality development. Many students every year grab this opportunity and learn new skills. English soft skills and confident personality are some features which have become crucial for excelling in career.

The course curriculum includes basic knowledge of grammar, English speaking and writing skills, personality development etc. Every student is trained from the very basic level. They are motivated to speak in English and get over any sort of hesitance. Fun activities such as games, discussions, storytelling, extempore etc. are held in order to involve them and make them participate in class overcoming their hitch. This way they learn communication skills as well as it helps in their personality development.

We make sure to use our language lab to the utmost. Students get a chance to learn correct pronunciation, they take grammar quizzes and learn from audio and video lectures. This year students from Kanoria P.G Mahila Mahavidyalaya and Rajasthan School of Law for Women enrolled into the course.

On 12th February an exam was conducted in order to analyze the student's progress. The exam was based on grammar, vocabulary and writing skills.


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SUMMARY REPORT

DIPLOMA IN NUTRITION AND DIETETICS

COURSE OUTCOME:

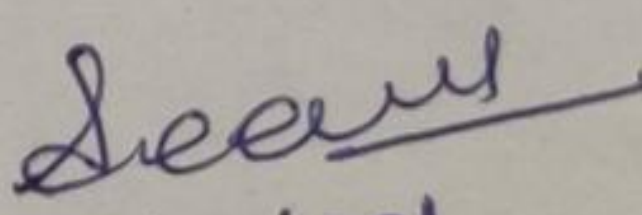
DNDCO1	Understanding of basic working of various organs, systems and overall human body.
DNDCO2	Knowledge of utilisation of nutrients by the body-digestion, absorption, metabolism
DNDCO3	Knowledge of modification of normal diet into therapeutic diet as per various disease conditions.
DNDCO4	Understanding of various points for planning diets and providing proper counselling to patients.
DNDCO5	To learn how to plan and cook nutritious and palatable food for patients
DNDCO6	Develop an understanding of functioning of Dietetics Department in different setups such as : hospitals, gymnasiums, weight reduction centre.

SUMMARY:

2019-20: Eighteen students registered for the program. Training and exam could not be conducted yet due to pandemic situation. Faculty for session was Dr. Kamlesh Walia Mishra.

2018-19: Twenty Three students registered for the program. Students attended training in various hospitals of Jaipur such as Santokba Durlabh Ji Memorial Hospital, CK Birla, Bhagwan Mahaveer Cancer Hospital. Eighteen students successfully completed the program. Faculty for session was Dr. Richa Chaturvedi.

2017-18: Twenty nine students registered for the program. Students attended training in various hospitals of Jaipur such as Santokba Durlabh Ji Memorial Hospital, CK Birla, Bhagwan Mahaveer Cancer Hospital. Nineteen students successfully completed the program. Faculty for session was Dr. Richa Chaturvedi.


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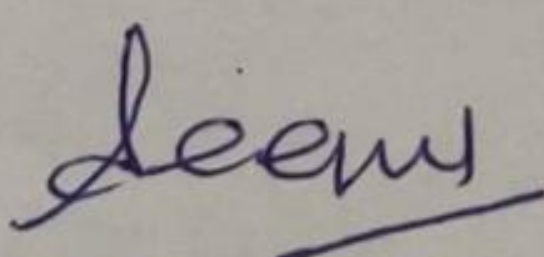
Kanoria PG Mahila Mahavidyalaya, Jaipur

DIPLOMA IN OFFICE MANAGEMENT

(2017-18)

Report

The college started one year diploma in office management skills enhancement course. Regular classes for the two semester course started from the month of July 2017. 13 students showed their interest by enrolling in the one year diploma course. As a part of practical the students visited the office of Dainik Bhaskar newspaper located on JLN Marg to observe and understand the working of office. The students were enthusiastic about the visit and learnt many things about how news is collected, prepared and finally sent for print. The students also faced mock interview as a part of their practical.



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DR. SARLA SHARMA

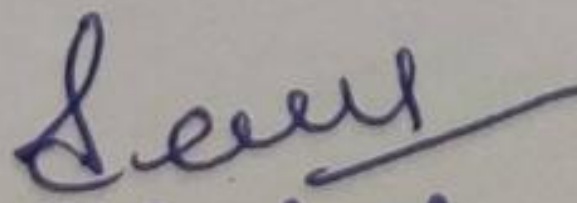
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DIPLOMA IN OFFICE MANAGEMENT

(2018-19)

Report

The college started many diploma and certificate courses, Diploma in Office Management is one amongst them. In past two years, students showed great enthusiasm towards this course. Regular classes for the two semester course started in July 2018. This year the number increased to 17. As a part of practical training, the students visited a factory named as Triveni Pump Pvt. Ltd in Kaladera to observe and understand the working of a factory and its office. In the previous year, 13 students joined internship for partial fulfillment of the diploma and out of them one students got the job immediately after internship.


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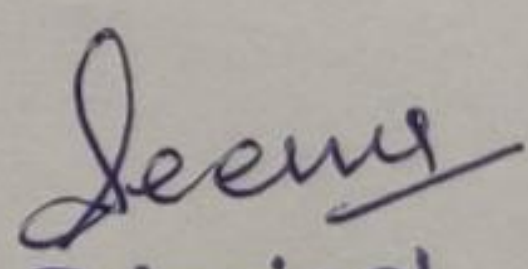
DR. SARLA SHARMA

Diploma in Office Management

Summary Report

2019-20

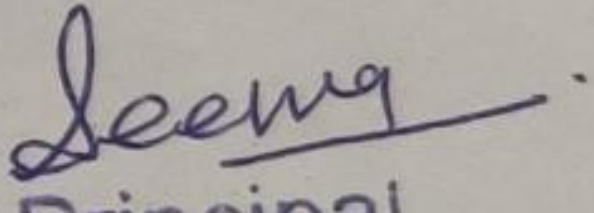
17 students enrolled in the course during the session 2019-20. The course has been professionally carried and the classes for the session commenced from July, 2019. The students effectively interacted with various successful entrepreneurs and officials of banking, insurance, hotel and other industries.


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Diploma in Office Management

Course Outcomes

Students are able to perform confidently as an office manager. They are able to manage paper work, correspondence, filing system, maintenance of executive plan and organize meetings with staff. Students can apply for front office managers in banks, organizations, etc.


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Certificate Course in French and German language

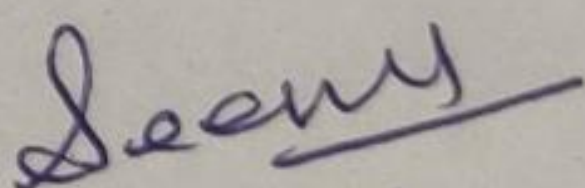
Summary Report

2017-18

8 students were enrolled in the Certificate Course in German language and 12 students were enrolled in the Certificate Course in French language during the session 2017-18. A talk was organized on "The scope of learning foreign language" on 21st September, 2017. The talk was delivered by Prof. Pawan Surana, Vice-President, Indo-German Society for German language, Prof. Asha Pandey, Former Head, and Dr. Nidhi Agnihotri Head, Department of European Language, literature and cultural studies, University of Rajasthan, Jaipur.

2018-19

20 students were enrolled in the Certificate Course in German language and 20 students were enrolled in the Certificate Course in French language during the session 2018-19. The teachers took students for interactive and learning sessions of language like German Days and a seminar for Opportunities in French Language.


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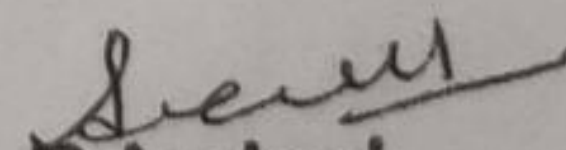
French and German Language Certificate/Diploma Course

Report and Learning Outcome

Language course helps students in multidimensional ways, along with studying in classrooms students get opportunity to explore the subject out of classroom too. Kanoria P.G. Mahila Mahavidyalaya is offering its students with Certificate courses in French and German language from the session 2017-18. These courses provide students with an opportunity to learn a global language and become a multilingual speaker. The courses were designed to offer skills of reading, writing, listening and speaking as well as learning grammar and building vocabulary. College has not only focused on regular certificate course in foreign language but has also initiated Diploma Course in German to build a new choice for the students in the field of career as well as for learning purpose. Diploma course in German began for the students in 2019 to learn the language more exorbitantly. The duration of the course when we began in 2017 was 80 hours but now it has been reframed to 100 hours looking into the need of the hour.

In the initial months, students are taught about the greetings, alphabets, numbers, sentence formation, sounds, adjectives and articles followed by verbs, conjugations and tenses. Lastly students were taught more practical usage of the languages as making purchases, describing a place, filling forms, giving directions, etc. The courses also comprised of various activities like listening and singing French or German music, celebrating their respective cultural festivals like 'Joyeux Noel', and watching live clips and videos of France and Germany. The teachers also took students for interactive and learning sessions of language like 'German Days' (A national seminar for German teachers and learners), a seminar for 'Opportunities in French Language'. A musical fest in which a German music band 'RAGGABUND' performed was also attended by the students. The first batch of the students rendered a beautiful Hindi song 'Kolaveri Di' translated by them in German and French during the Youth Festival of the college.

In due course of the session faculties keep updating the students about the career opportunities with foreign languages as a language trainer, tour guide, translator for Government Organizations and MNCs, as well as an interpreter for corporate and Government Organizations. Dr. Preeti Sharma and Ms. Hina Nahta with this perspective organized a visit of two French Universities 'Rennes Business School' and 'IESEG, Paris' on 15th January 2019. The representatives from both the Universities Ms. Maud Le Bars and Mr. Nithin Joseph accompanied by Mr. Romain Camus, French Institute Representative in India and Ms. Sanjana Sarkar, Manager, Campus France interacted with the


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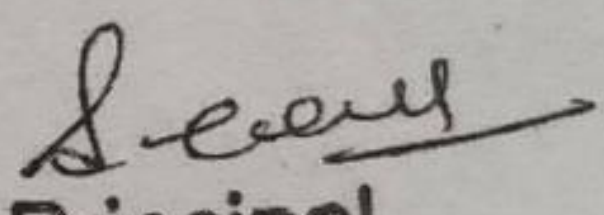
students and guided them with academic prospects available in France. Both the courses in this academic session also were a huge learning source for the students and opened doors of new opportunities in their career. On 24th October 2019, there was a visit to Rajasthan University guest house where students got the golden opportunity to meet the former Humboldt fellow and Professor of German, IIT Mandi -Prof. Dr. B. Subramaniam for discussion. On 28th and 29th November 2019, college invited Professor Elke Liebs for a lecture in simple German.

The trainers for French are Ms. Hina Nahta and Dr. Manali Agarwal and for German is Ms. Harshita Jangid. Both the courses are coordinated by Dr. Preeti Sharma.

Learning Outcome

With completion of this course, students are able to Communicate effectively in the foreign language in a variety of speaking situations and also become proficient in writing. The students who regularly attended the classes demonstrated notable command over language. This opens lot of avenues for them in career like Content writers, Translators, Tour Escorts, Embassy jobs, Corporate trainers and alike.

Dr.Preeti Sharma
(Course Coordinator)


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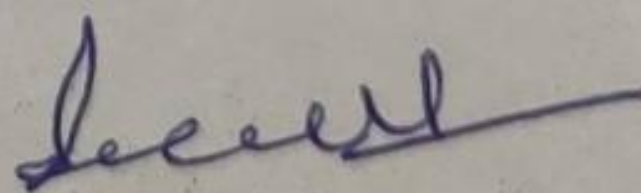
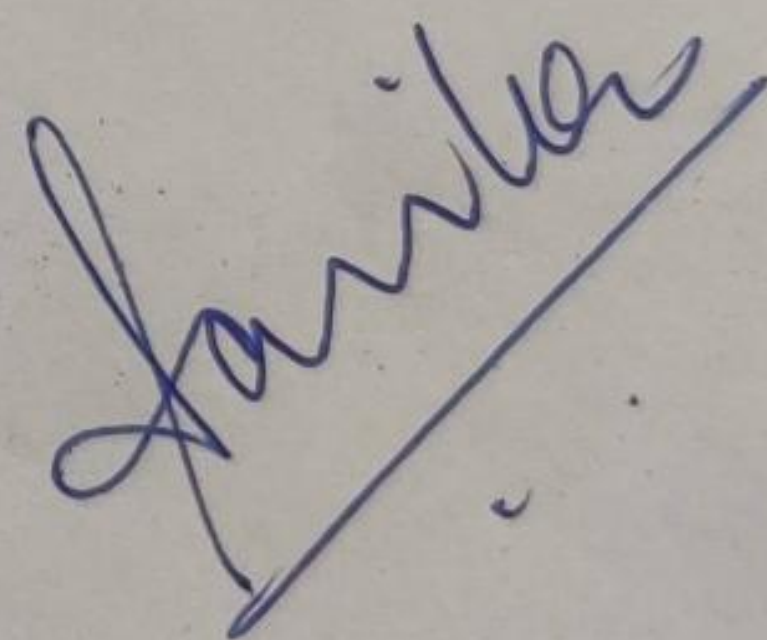
DIPLOMA IN ART & CRAFT DESIGN

LEARNING OUTCOME FOR THE YEAR 2018-2019

Objectives: This course provides 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.

Learning Outcome: After successful completion of the course the students have a fair knowledge about the art of Paintings. They are well versed with the basics of paintings techniques, sketching, Mural art and craft design. Through practical knowledge their sketching skills are enhanced and can easily deal with painting mediums like - Oil/ Acrylic & Watercolour.

Job Opportunities : Students once trained can run their own Hobby Classes, Work as Free-lance artists & added qualification for students of Art who wish to work as Art & Craft Teacher in school.

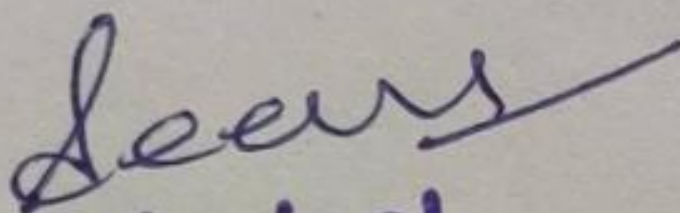


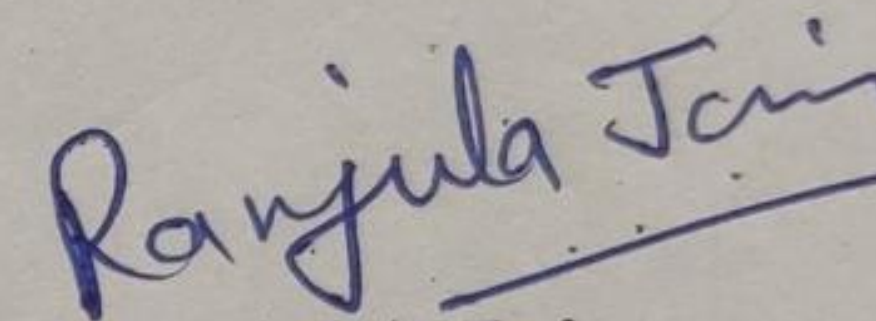
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CERTIFICATE COURSE IN TALLY ACCOUNTING

Certificate course in Tally accounting was introduced by college from this session to enhance commerce students for accounting work, filing of E-return and preparation of cost statement. This course is useful in seeking employment in Accounts and Finance related jobs including filing of Income Tax Returns, GST Returns etc. In the current session 2019-20, 09 students enrolled for this certificate course and gained knowledge about the computer accounting.


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Dr. Ranjula Jain
Dean, College Development

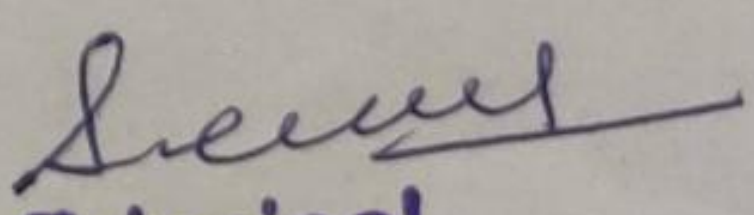
English Communication Skills Certificate Course

Report and Learning Outcome

Department of English was pleased to have The Fulbright-Nehru English Teaching Assistant Azelle Bahadory for the session 2019-20. Ms. Bahadory very meticulously organised sessions on English Communication Skills Certificate course which concluded with exceptional success. The course began on 5th August, 2019 and continued until 24th December, 2019. The course consisted of 2-3 hours per day of lessons. The lessons included some lecture; however, they were primarily designed to facilitate full active participation among all students in attendance. This objective was achieved through the facilitation of activities centered around developing the following skills and comprehensions: Confidence and proficiency in the use of spoken English, public speaking, interpersonal communication, self-reflection, self-expression, critical thinking, conflict resolution, decision-making, variations in types and styles of communication, overcoming barriers to communication, and job interview strategies. Lessons were adaptive and tailored to student needs based on intermittent class surveys. The findings of these surveys showed that the highest demand was on confidence in English speaking, public speaking, and overcoming grammar mistakes

Learning Outcome

All students who were in attendance for over 80% of the course demonstrated notable improvement in all of the above proficiencies through practical application. A written exam covering theory has been administered to the students who have achieved the benchmark of 80% or higher attendance. All feedback from the students who took part has been overwhelmingly positive.


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TISS - Advanced Certificate in Digital Marketing

Summary Report

2016-17

A six month advanced certificate course in Digital Marketing in association with Tata Institute of Social Sciences – School of Vocational Education and vertical anchor Whistling Woods International Mumbai commenced in the college. It opened up immense employability opportunities in the fast growing industry for the students. 5 students were enrolled in the TISS - Advanced Certificate in Digital Marketing during the session 2016-17.

2017-18

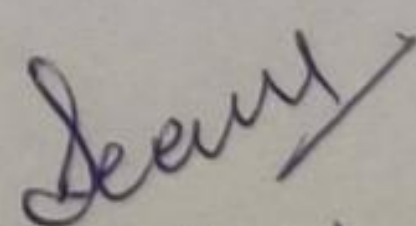
11 students were enrolled in TISS - Advanced Certificate in Digital Marketing course during the session 2017-18. Talks by Prof. Rajan Mahan from Department of Mass Communication and Journalism, University of Rajasthan and Mridul Kabra, CO-founder of Digital Marketing Company Quadridgo opened up the minds of young students to explore new age careers.

2019-20

20 students were enrolled in TISS - Advanced Certificate in Digital Marketing course during the session 2019-20. On 22 January, 2020 a workshop on sexual harassment was organized by Tata Institute of Social Sciences – School of Vocational Education in the college in which all the TISS-SVE hubs of Rajasthan participated.

Course outcomes

1. Understand needs, benefits and limitations of Digital Marketing
2. Develop analytical skills useful in planning and evaluating Digital Marketing.
3. Learn to examine the role of Digital Marketing.


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TISS-Certificate in Anchoring/NewsReading/VJingcourse

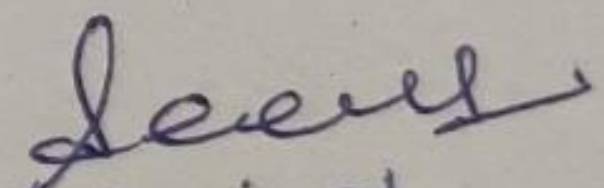
Summary Report

2018-19

3 students were enrolled in TISS-Certificate in Anchoring/NewsReading/VJingcourse during the session 2018-19.

2019-20

9 students were enrolled in TISS-Certificate in Anchoring/NewsReading/VJing during the session 2019-20. On 22 January, 2020 a workshop on sexual harassment was organized by Tata Institute of Social Sciences – School of Vocational Education in the college in which all the TISS-SVE hubs of Rajasthan participated.


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TISS- Certificate in Graphic Design – Photoshop

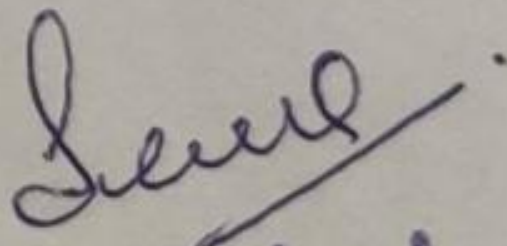
Summary Report

2019-20

4 students were enrolled in TISS- Certificate in Graphic Design – Photoshop during the session 2019-20. On 22 January, 2020 a workshop on sexual harassment was organized by Tata Institute of Social Sciences – School of Vocational Education in the college in which all the TISS-SVE hubs of Rajasthan participated.

Course outcomes

1. Understand graphic designing
2. Understand color theory and its use in designing
3. Understand how to use various tools in photoshop


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Certificate Course in Fashion Designing

Summary Report

2016-17

A certificate/ diploma course is being run in collaboration with iECEN, Milan, Italy with the objective to introduce the students to various commercial aspects of the apparel industry and to understand fashion business. 5 students were enrolled in the Certificate Course in Fashion Designing during the session 2016-17.

2017-18

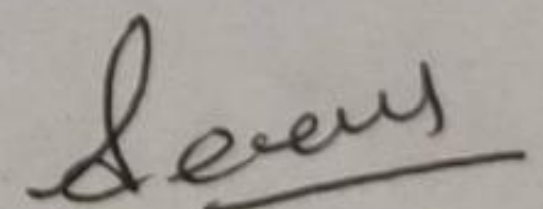
5 students were enrolled in the Certificate Course in Fashion Designing during the session 2017-18. Two contests "Catwalk Competition" and "Hair-do Competition" were organized on 1st and 15th November respectively. A fashion show "Innovana" based on theme of recycling old clothes and recreating trendy and wearable clothes was organized on 20th January, 2018.

2018-19

10 students were enrolled in the Certificate Course and 4 in Diploma course in Fashion Designing course during the session 2018-19.

Course Outcome

The students opting for these courses are able to start their own boutiques or work as designers.


Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR

Diploma Course in Fashion Designing

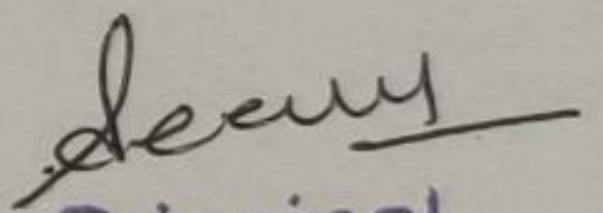
Summary Report

2018-19

The course teaches advanced techniques of textiles surface ornamentation, female bodies block and garment construction projects and assignments. 4 students were enrolled in Diploma course in Fashion Designing course during the session 2018-19.

Course Outcome

The students opting for these courses can create and develop an extensive portfolio containing their fashion design work and ideas.


Principal
Kanoria PG Mahila Mahavidyalaya
JAIPUR