

Subject: Request for Approval of Certificate Course Proposal

Suman Garg,
Assistant Professor,
[Department of English]

And

Renu Bala
Assistant Professor,
[Department of Computer],
S.D.Mahila Mahavidyalaya, Narwana.
--/ --/ 2021

To
Chairperson,
Board of Studies,
S.D.Mahila Mahavidyalaya,
Narwana.

Madam,

We are writing to formally request the approval of a certificate course proposal that we have developed for the benefit of our First year students of all Streams.

Title: Samwaad (संवाद)

Computer-Assisted English Communication Certificate Course

Duration: 30+ hours

Overview:

This certificate course, jointly designed by the Computer and English Departments, aims to equip participants with the necessary skills to communicate effectively in English using computer-assisted tools and platforms. This course will blend theoretical knowledge with practical application to ensure participants develop comprehensive skills.

Course Structure:

1. An introduction to computer-assisted Communication tools and platforms.
2. Developing basic communication skills through speaking, listening, reading, and writing exercises.
3. Utilizing word processing software for document creation and editing.
4. Introduction to presentation software for effective communication of ideas.
5. Exploring grammar checking tools and language learning apps to improve English proficiency.
6. Online Communication Platforms Understanding the etiquette and conventions of online communication.
7. Practice in using email, instant messaging, and video conferencing for professional communication.
8. Project Work integrating computer-assisted tools with English communication skills.
9. Analysis of case studies highlighting real-world applications.
10. Assessment and Feedback

Certification:

Participants who successfully complete all modules and assignments will be awarded a joint certificate by the Computer and English Departments.

Target Students:

1st year of all streams.

Requirements:

Basic proficiency in English language and access to a computer with internet connectivity.

Faculty:

Experienced faculty members from both departments will deliver lectures and mentor participants throughout the course.

Mode of Instruction:

The course will be delivered through a combination of lectures, practical exercises, group discussions, and online resources.

Admission Process:

Interested students can get themselves registered by filling a registration form.

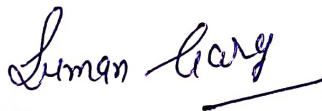
Course Outcome:

Upon completion of the course, participants will be equipped with the necessary skills to effectively communicate in English using computer-assisted tools and platforms, thereby enhancing their professional prospects in various fields.

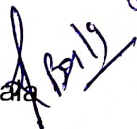
We request the Board of Studies to consider and approve this proposal. Your support in this matter is crucial, and we are willing to provide any further information or clarification if required.


Thank you for your time and consideration. We look forward to a positive response and the opportunity to contribute to the enrichment of our student's academic journey.

Sincerely,
Suman Garg,



Renu Bala




Officiating Principal
S.D. Mahila Mahavidyalaya
NARIWANA



.....2021.....

Suman Garg
Asst. Prof., Dept. of English

Renu Bala
Asst. Prof., Dept. of Comp. Sc.

Subject: Approval for "Samwaad" by the Board of Studies

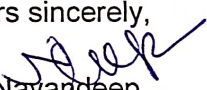
Dear Suman Garg and Renu Bala,

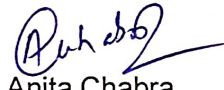
I am pleased to inform you that after careful consideration and review by the Board of Studies, has approved "Samwaad" which spans over 30+ hours of instruction.


This course has been evaluated thoroughly to ensure its alignment with our institution's academic standards and objectives. We believe that it will significantly contribute to the academic enrichment of our students and align with our commitment to providing high-quality education.

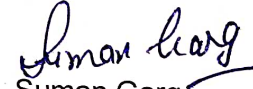
Thank you for your interest and support in our academic endeavors.


Yours sincerely,



Dr. Nayandeep
Assoc. Prof. in Eco.
Convener


Dr. Anita Chabra
Asst. Prof. in Hindi
Member


Dr. Shailu Sachdeva
Asst. Prof. in Hist.
Member


Suman Garg
Asst. Prof. in Eng.
Member


Nisha
Asst. Prof. in Physics
Member


Officiating Principal
S.D. Mahila Mahavidyalaya
NARWANA



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241933



S.D. Mahila Mahavidyalaya

Narwana - 126116 (Jind) Haryana

Accredited by NAAC with Grade 'B'

Affiliated to Ch. Ranbir Singh University, Jind

Sr. No.

Dated.....Nov. 2021

All the students of B.A. Ist class are informed that English Department and Computer Department is conducting a certificate course SAMWAAD (Computer - Assisted Communication Course) of 30+ hours. This course will start from 11 November 2021 to 17 Dec. 2021. Certificates will be awarded to the students with more than 75% attendance. Students can get enrolled by getting their name registered to Mrs. Meenu Aryaa and Mrs. Monika Sheokand.

Suman hary

YBala

Waryy.

Suman Chatter

Devi.
Officiating Principal
S.D. Mahila Mahavidyalaya
NARWANA

Bm



S.D MAHILA MAHAVIDYALAYA NARWANA



DEPARTMENT OF ENGLISH & COMPUTER

PROUDLY OFFERS

ADD ON CERTIFICATE COURSE

SAMWAAD

(Computer-assisted English Communication)

STARTING FROM 11 NOV2021

MODE- OFFLINE

DURATION - 30 HOURS

**MS. SUMAN GARG
MS. RENU BALA
PROGRAM MANAGER**

**DR. NAYAN DEEP
IQAC CONVENOR**

**DR. ANJANA LOHAN
PRINCIPAL**

S.D. Mahila Mahavidyalya, Narwana
 Participant Attendance Sheet :-.....SAMVAAD.....
 from11 Nov. 2021..... to.....17 Dec. 2021.....
 Session.....2021-22 (B.A. Ist).....

Total Signature

Sr.No.	Name	Roll No.	11	12	13	15	16	17	18	20	22	23	24	25	26	27	29	1	2	3	4	6	7	8	9	10	11	13	14	15	16	17	Total	Signature
34	Sheetal	199	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	27		
35	Jyoti	231	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	28		
36	Khushi	240	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	26		
37	Tamanna	244	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	26		
38	Asha	246	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	27		
39	Muskam	248	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	28		
40	Diksha	252	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	28		
41	Annu	263	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	27		
42	Puenna	264	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	28		
43	Deebak kumari	266	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	28		
44	Seema	267	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	25		
45	Anjali	276	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	27		
46	Pushpa	283	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	27		
47	Shashi	303	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	28		
48	Monika	301	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	27		
49	Usha	313	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	28		
50	Ashu	314	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	27		
51	Sakshi	321	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	26		
52	Anisha	330	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	27		
53	Manika	334	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	28		
54	Annur	336	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	28		
55	Savitri	024	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	27		
56	Priyanka	104																																

Samwaad

Paper Code: SAM2122

Session:- 2021-22

Time 1:30 Hours

MM 40 Marks

- 1) What do you mean by Speaking Skill? Explain various tips to develop fluency in speaking. (7)
- 2) What do you mean by Presentation? Explain various tips to improve Presentation Skills. (7)
- 3) Write a conversation between a father and a son.(7)
- 4) Write an email to the editor of a newspaper regarding pros and cons of social media.(7)
- 5) Write about few language learning and grammar checking tools and applications you are using.(7)
- 6) Write keyboard shortcut keys in MS Word
 - a) To select all
 - b) To cut the selected data
 - c) To copy the selected data
 - d) To paste
 - e) To create a new document(5)

Roll No.	Name	Total Marks	Marks Obtained
1. 1211913002002	Annu	40	32
2. 121913002007	Bharti	40	35
3. 1211913002008	Suman	40	31
4. 2010	Ujjawal	40	36
5. 2015	Geetika	40	34
6. 2017	Muskan	40	32
7. 2028	Khushi	40	35
8. 2030	Ritu Rani	40	33
9. 2044	Saloni	40	32
10. 2046	Mamta	40	31
11. 2053	Reetu	40	35
12. 2055	Monika	40	32
13. 2057	Manisha	40	36
14. 2059	Deepika	40	34
15. 2061	Rashmi	40	37
16. 2067	Nisha	40	32
17. 2068	Anjali	40	31
18. 2077	Kajal	40	35
19. 2081	Monika	40	32
20. 2084	Annu	40	31
21. 2091	Rinku	40	35
22. 2093	Shikha	40	32
23. 2094	Manjeet	40	36

No.	Roll No.	Name	Total Marks	Marks obtained
24.	2096	Sheetal	40	35
25.	2104	Priyanka	40	36
26.	2106	Rubbal	40	32
27.	2108	Neetu	40	31
28.	2109	Nishu	40	30
29.	2116	Manisha	40	32
30.	2119	Nikita	40	31
31.	2120	Shinu	40	30
32.	2173	Seema	40	35
33.	2196	Anshul	40	32
34.	2199	Sheetal	40	31
35.	2231	Jyoti	40	34
36.	2240	Khushi	40	36
37.	2244	Tamanna	40	32
38.	2246	Asha	40	31
39.	2248	Muskan	40	32
40.	2252	Diksha	40	35
41.	2263	Annu	40	36
42.	2264	Preerna	40	33
43.	2266	Deepak Kumari	40	32
44.	2267	Seema	40	35
45.	2276	Anjali	40	37
46.	2283	Pushpa	40	32
47.	2303	Shashi	40	33
48.	2311	Monika	40	32

	Roll No.	Name	Total Marks	Marks Obtained
49.	2313	Usha	40	35
50.	2314	Ashu	40	34
51.	2321	Sakshi	40	36
52.	2330	Anisha	40	
53.	2334	Monika	40	32