

**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.

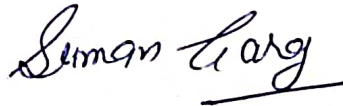
**Course Outcome:**

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 Bata

  
Principal  
S.D. Mahila Mahavidyalaya  
Narwana

2022

Suman Garg  
Asst. Prof., Dept. of English

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

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

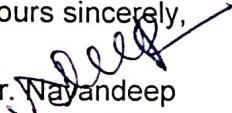
Dear Suman Garg & Renu Bala,

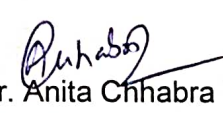
I am pleased to inform you that after careful consideration and review by the Board of Studies, has approved "Samwaad" which spans over 30+ hours of instruction.

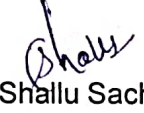
This course has been evaluated thoroughly to ensure its alignment with our institution's academic standards and objectives. We believe that it will significantly contribute to the academic enrichment of our students and align with our commitment to providing high-quality education.

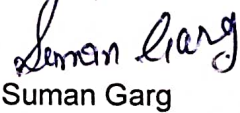
Thank you for your interest and support in our academic endeavors.


Yours sincerely,


  
Dr. Navandeep  
Assoc. Prof. in Eco.  
Convener

  
Dr. Anita Chhabra  
Asst. Prof. in Hindi  
Member

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

  
Suman Garg  
Asst. Prof. in Eng.  
Member

  
Nisha  
Asst. Prof. in Chem.  
Member

  
Principal  
S.D. Mahila Mahavidyalaya  
Narwana

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241933



# S.D. Mahila Mahavidyalya

Narwana - 126116 (Jind) Haryana

Accredited by NAAC with Grade 'B'

Affiliated to Ch. Ranbir Singh University, Jind

Sr. No.

Dated.....Sept. 2022

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 15 September 2022 to 29 Oct. 22. Certificates will be awarded to the students with more than 75% attendance. Students can get enrolled by getting their name registered to Ms. Kusum Kundu and Mrs. Meenu Anyaa.

Sanam Singh  
Simpibedi  
Wajid  
Jasumbebi

Jasumbebi  
Principal  
S.D. Mahila Mahavidyalya  
Narwana

5/17



**S.D MAHILA MAHAVIDYALAYA NARWANA**



**DEPARTMENT OF ENGLISH & COMPUTER**

**PROUDLY OFFERS**

**ADD ON CERTIFICATE COURSE**

**SAMWAAD**

**(Computer-assisted English Communication)**

**STARTING FROM 15 SEP 2022**

**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 :-.....**  
**from ...15. Sep.....**  
**Session...2022-2023.....**

| Sr.No. | Name                       | Roll No.      | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 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 | Total | Signature |    |         |        |        |          |         |        |
|--------|----------------------------|---------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|-----------|----|---------|--------|--------|----------|---------|--------|
| 1      | KASHISH                    | 1221913002031 | 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  | P  | P  | P  | P  | P  | P  | P  | 26    | Kashish   |    |         |        |        |          |         |        |
| 2      | KAJAL                      | 1221913002032 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | 26 | Kajal   |        |        |          |         |        |
| 3      | ANJU                       | 1221913002033 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | 26      | Anju   |        |          |         |        |
| 4      | MUSKAN                     | 1221913002034 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | 27      | Muskan |        |          |         |        |
| 5      | SHEETAL KUMARI             | 1221913002035 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | 26 | Sheetal |        |        |          |         |        |
| 6      | MUSKAN                     | 1221913002036 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | 25      | Muskan |        |          |         |        |
| 7      | SAVETA                     | 1221913002038 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | 26      | Saveta |        |          |         |        |
| 8      | PRINCI                     | 1221913002039 | 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  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | 27      | Princi |        |          |         |        |
| 9      | PREETI                     | 1221913002040 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | 27      | Preeti |        |          |         |        |
| 10     | REENU                      | 1221913002041 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | 26      | Reenu  |        |          |         |        |
| 11     | SIVANI                     | 1221913002042 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | 27      | SIVANI |        |          |         |        |
| 12     | RAJNI                      | 1221913002043 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | 27     | Rajni  |          |         |        |
| 13     | PUSHPA                     | 1221913002044 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | 27     | Pushpa |          |         |        |
| 14     | MADHU                      | 1221913002045 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | 26     | Madhu  |          |         |        |
| 25     | HARSH KUMARI               | 1221913002046 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | 28     | Harsh    |         |        |
| 16     | RINKU                      | 1221913002047 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | 26     | Rinku    |         |        |
| 17     | ANNU                       | 1221913002048 | 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  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | 27     | Annu     |         |        |
| 18     | MANISHA DEVI               | 1221913002050 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | 27     | Manisha  |         |        |
| 19     | MAHAK                      | 1221913002051 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | 26     | Mahak    |         |        |
| 20     | VANITA                     | 1221913002052 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | 27     | Vanita   |         |        |
| 21     | BHATERI                    | 1221913002053 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | P      | 27       | Bhateri |        |
| 22     | PRIYANKA                   | 1221913002054 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | 26     | Priyanka |         |        |
| 23     | REENU                      | 1221913002056 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | P      | 27       | Reenu   |        |
| 24     | SNEHA                      | 1221913002057 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | P      | 27       | Sneha   |        |
| 25     | PRIYA                      | 1221913002058 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | P      | P        | 26      | Priya  |
| 26     | ANJU                       | 1221913002059 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | P      | P        | 27      | Anju   |
| 27     | NANCY                      | 1221913002060 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | P      | 27       | Nancy   |        |
| 28     | <del>KAUR Samanpreet</del> | 1221913002061 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | P      | 27       | Kaur    |        |
| 29     | MAMTA KUMARI               | 1221913002062 | 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  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | P      | 26       | Mamta   |        |
| 30     | BULBUL                     | 1221913002065 | 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  | P  | P  | P  | P  | P  | P  | P  | P     | P         | P  | P       | P      | P      | P        | 27      | Bulbul |

**S.D. Mahila Mahavidyalya, Narwana**  
**Participant Attendance Sheet :- Course Title Samvaad (Ritika)**  
**from 15 Sep**  
**Session 2022-2023 (First Year Students)**

| Sr.No. | Name           | Roll No.      | 15 | 16 | 17 | 19 | 21 | 22 | 24 | 27 | 28 | 29 | 30 | 1 | 3 | 4 | 6 | 7 | 8 | 10 | 11 | 12 | 14 | 15 | 17 | 18 | 19 | 20 | 21 | 27 | 28 | 29 | Total | Signature |        |         |
|--------|----------------|---------------|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|-----------|--------|---------|
| 1      | NEELAM         | 1221913002001 | 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  | 28    | Neelam    |        |         |
| 2      | DIKSHA         | 1221913002002 | 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     | 29        | Diksha |         |
| 3      | PREETI         | 1221913002003 | 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  | P  | P     | 28        | Preeti |         |
| 4      | KOMAL          | 1221913002004 | P  | P  | P  | P  | P  | P  | P  | A  | P  | P  | P  | A | P | P | P | A | P | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | 27        | Komal  |         |
| 5      | SHALU          | 1221913002005 | P  | 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  | P  | P  | P  | P  | P     | 27        | Shalu  |         |
| 6      | NEHA           | 1221913002006 | 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  | P     | 27        | NeHA   |         |
| 7      | KHUSHI         | 1221913002007 | A  | A  | P  | P  | A  | P  | P  | P  | P  | P  | A  | P | P | P | P | P | P | P  | P  | P  | P  | P  | P  | A  | P  | P  | P  | P  | P  | P  | P     | 26        | Khushi |         |
| 8      | PREETI         | 1221913002008 | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P | P | A | P | A | P | A  | P  | A  | P  | A  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | 28     | Preeti  |
| 9      | ANKITA         | 1221913002009 | P  | P  | P  | A  | A  | P  | P  | A  | P  | P  | P  | A | P | P | P | P | P | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | 27     | Ankita  |
| 10     | MUSKAN         | 1221913002010 | 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         | 27     | Muskan  |
| 11     | NEETU          | 1221913002011 | P  | P  | P  | A  | P  | P  | P  | A  | P  | P  | P  | P | P | A | P | P | P | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | 27     | Neetu   |
| 12     | SHEETAL        | 1221913002012 | 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         | 28     | Sheetal |
| 13     | ANNU DEVI      | 1221913002013 | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P | P | A | P | P | P | A  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P     | P         | 27     | Annu    |
| 14     | MUSKAN         | 1221913002014 | 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     | P         | 27     | Muskan  |
| 15     | NEHA           | 1221913002015 | 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  | P  | P  | P  | P     | P         | 26     | NeHA    |
| 16     | MANISHA        | 1221913002016 | 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         | 27     | Manisha |
| 17     | SAVITA         | 1221913002017 | 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         | 27     | Savita  |
| 18     | ANJALI         | 1221913002018 | 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         | 27     | Anjali  |
| 19     | SAPNA          | 1221913002019 | 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         | 27     | Sapna   |
| 20     | KHUSHBU        | 1221913002020 | P  | A  | 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         | 27     | Khushbu |
| 21     | SONIA          | 1221913002021 | 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         | 28     | Sonia   |
| 22     | GRIMA          | 1221913002022 | P  | P  | P  | A  | P  | P  | A  | 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         | 26     | Grima   |
| 23     | KHUSHBU        | 1221913002023 | 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         | 27     | KhushBU |
| 24     | JASMEET DESWAL | 1221913002024 | 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         | 27     | Jasmeet |
| 25     | RINU           | 1221913002025 | P  | P  | A  | 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         | 27     | Rinu    |
| 26     | USHA           | 1221913002026 | 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         | 27     | Usha    |
| 27     | ANU            | 1221913002027 | 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         | 27     | Anu     |
| 28     | MUSKAN         | 1221913002028 | P  | P  | P  | P  | A  | 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         | 27     | Muskan  |
| 29     | ANU            | 1221913002029 | 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         | 27     | Anu     |
| 30     | MUSKAN X       | 1221913002030 | P  | P  | P  | A  | 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         | 28     | Muskan  |



# Samwaad

Paper Code: SAM2223

Session:- 2022-23

Time 1:30 Hours

MM 40 Marks

- 1) What do you mean by Writing Skill? Explain various tips to improve writing skills. (7)
- 2) What do you mean by Presentation? Explain various tips to improve Presentation Skills. (7)
- 3) Write a conversation between a teacher and a student (7)
- 4) Write an email to the editor of a newspaper regarding issue of environmental pollution.(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 open a document
  - b) To save a document
  - c) To copy the selected data
  - d) To undo
  - e) To create a new document(5)

## Result of Certificate Course

Session ...2022-23...

M.M 40

| SrNo. | Student Name   | College Roll No. | Marks |
|-------|----------------|------------------|-------|
| 1     | NEELAM         | 1221913002001    | 32    |
| 2     | DIKSHA         | 1221913002002    | 31    |
| 3     | PREETI         | 1221913002003    | 34    |
| 4     | KOMAL          | 1221913002004    | 33    |
| 5 ✓   | SHALU          | 1221913002005    | 30    |
| 6     | NEHA           | 1221913002006    | 36    |
| 7     | KHUSHI         | 1221913002007    | 30    |
| 8     | PREETI         | 1221913002008    | 32    |
| 9     | ANKITA         | 1221913002009    | 35    |
| 10    | MUSKAN         | 1221913002010    | 33    |
| 11    | NEETU          | 1221913002011    | 34    |
| 12    | SHEETAL        | 1221913002012    | 31    |
| 13    | ANNU DEVI      | 1221913002013    | 32    |
| 14    | MUSKAN         | 1221913002014    | 35    |
| 15    | NEHA           | 1221913002015    | 34    |
| 16    | MANISHA        | 1221913002016    | 32    |
| 17    | SAVITA         | 1221913002017    | 30    |
| 18    | ANJALI         | 1221913002018    | 31    |
| 19    | SAPNA          | 1221913002019    | 35    |
| 20    | KHUSHBU        | 1221913002020    | 33    |
| 21    | SONIA          | 1221913002021    | 34    |
| 22    | GRIMA          | 1221913002022    | 32    |
| 23    | KHUSHBU        | 1221913002023    | 30    |
| 24    | JASMEET DESWAL | 1221913002024    | 32    |
| 25    | RINU           | 1221913002025    | 34    |
| 26    | USHA           | 1221913002026    | 33    |
| 27    | ANU            | 1221913002027    | 35    |
| 28    | MUSKAN         | 1221913002028    | 31    |
| 29    | ANU            | 1221913002029    | 32    |
| 30    | MUSKAN         | 1221913002030    | 33    |
|       |                |                  |       |
|       | Present        | 30               |       |
|       | Absent         | 0                |       |
|       | Total          | 30               |       |

## Result of Certificate Course

Session ...2022-23...

M.M 40

| SrNo. | Student Name     | College Roll No. | Marks |
|-------|------------------|------------------|-------|
| 1     | KASHISH          | 1221913002031    | 32    |
| 2     | KAJAL            | 1221913002032    | 34    |
| 3     | ANJU             | 1221913002033    | 30    |
| 4     | MUSKAN           | 1221913002034    | 31    |
| 5     | SHEETAL KUMARI   | 1221913002035    | 33    |
| 6     | MUSKAN           | 1221913002036    | 36    |
| 7     | SAVETA           | 1221913002038    | 32    |
| 8     | PRINCI           | 1221913002039    | 34    |
| 9     | PREETI           | 1221913002040    | 30    |
| 10    | REENU            | 1221913002041    | 31    |
| 11    | SIVANI           | 1221913002042    | 36    |
| 12    | RAJNI            | 1221913002043    | 35    |
| 13    | PUSHPA           | 1221913002044    | 30    |
| 14    | MADHU            | 1221913002045    | 32    |
| 15    | HARSH KUMARI     | 1221913002046    | 33    |
| 16    | RINKU            | 1221913002047    | 30    |
| 17    | ANNU             | 1221913002048    | 34    |
| 18    | MANISHA DEVI     | 1221913002050    | 30    |
| 19    | MAHAK            | 1221913002051    | 31    |
| 20    | VANITA           | 1221913002052    | 33    |
| 21    | BHATERI          | 1221913002053    | 35    |
| 22    | PRIYANKA         | 1221913002054    | 36    |
| 23    | REENU            | 1221913002056    | 30    |
| 24    | SNEHA            | 1221913002057    | 32    |
| 25    | PRIYA            | 1221913002058    | 33    |
| 26    | ANJU             | 1221913002059    | 30    |
| 27    | NANCY            | 1221913002060    | 34    |
| 28    | SAMAN PREET KAUR | 1221913002061    | 32    |
| 29    | MAMTA KUMARI     | 1221913002062    | 30    |
| 30    | BULBUL           | 1221913002065    | 33    |
|       |                  |                  |       |
|       | Present          | 30               |       |
|       | Absent           | 0                |       |
|       | Total            | 30               |       |



**S.D MAHILA MAHAVIDYALAYA NARWANA**



**DEPARTMENT OF ENGLISH & COMPUTER**

**PROUDLY OFFERS**

**ADD ON CERTIFICATE COURSE**

**SAMWAAD**

**(Computer-assisted English Communication)**

**STARTING FROM 15 SEP2022**

**MODE- OFFLINE**


**DURATION - 30 HOURS**

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

**DR. NAYAN DEEP  
IQAC CONVENOR**

**DR. ANJANA LOHAN  
PRINCIPAL**



 GPS Map Camera

**Narwana, Haryana, India**

H4V5+CW6, Old Ct Rd, Bir Bal Nagar, Narwana, Narwana Rural, Haryana  
126116, India


Lat 29.593809°

Long 76.109686°

29/10/22 11:17 AM GMT +05:30





 GPS Map Camera

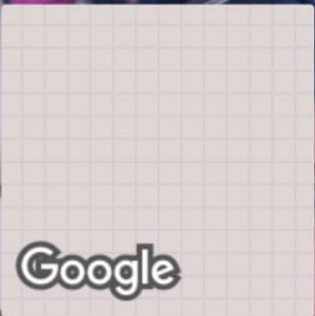
**Narwana, Haryana, India**

H4V5+CW6, Old Ct Rd, Bir Bal Nagar, Narwana, Narwana Rural, Haryana  
126116, India


Lat 29.593809°

Long 76.109686°

29/10/22 11:18 AM GMT +05:30





 GPS Map Camera

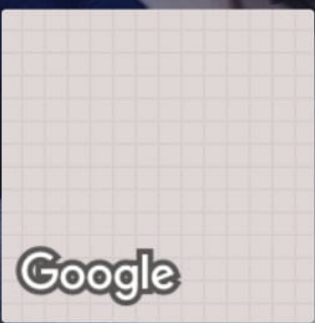
**Narwana, Haryana, India**

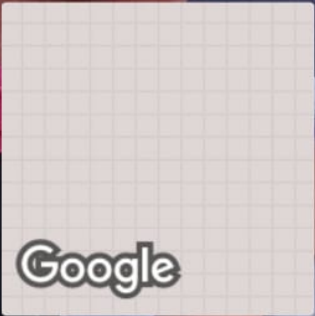
H4V5+CW6, Old Ct Rd, Bir Bal Nagar, Narwana, Narwana Rural, Haryana  
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Lat 29.593809°  
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 **GPS Map Camera**