

Subject: Request for Approval of Certificate Course Proposal

Suman Garg,
Assistant Professor,
[Department of English]
S.D.Mahila Mahavidyalaya, Narwana.
--/ --/ 2023

To

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

Madam,

I am writing to formally request the approval of a certificate course proposal that I have developed for the benefit of our college students.

Course Title: VISHWAS

Duration: 30+ Hours

Course Objective:

The proposed course is designed to provide additional insights and skills beyond the regular curriculum, contributing to their holistic development.

Course Outline:


01.INTRODUCTION : VISHWAS

02 BE POSITIVE


03.BE MORAL

04. BE CREATIVE

05. BE TECHNICAL


Principal
S.D. Mahila Mahavidyalaya
Narwana

06. ACCOUNT SIGNUP
07. PASSWORDS & SIGNIN
08. UNDERSTANDING EMAILS
09. SHOW YOUR SKILLS:RESUME
- 10.SHOW YOUR SKILLS - LINKEDIN
11. FORMS SUBMISSION
12. FORMS CREATION
13. UTILITY PAYMENTS
14. POWERPOINT PRESENTATION
15. POWERPOINT PRESENTATION
16. BE CONFIDENT: SPEAK UP
17. BE CONFIDENT ANCHROING
18. STYLING & APPEARANCE
19. KNOW YOUR PHYSIQUE
20. YOGA FIT
- 21.BE POWERFUL- SELF DEFENCE
22. BE CRITIC
23. DESIGN THINKING
- 24.CONTEMPORARY KNOWLEDGE
25. TIME MANAGEMENT


Principel
S.D. Mahila Mahavdyaye
Narwana

26. DREAM HIGH
27. BE SOPHISTICATED
28. BE MOTIVATED
29. ENTREPRENEURSHIP
30. SMART CAREER CHOICES
- 31 INTERVIEW READY
- 32 ASSESSMENT & FEEDBACKS

Target Students:

Final year of all streams.

Teaching Methodology:

Lectures,
PowerPoint Presentations,
Debates,
Quizzes,
Creative Writing Competitions,
Fun Activities,
Mock drills
Test

Resource Requirements:

Computer Lab,
Projector with Screen.

Faculty:

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


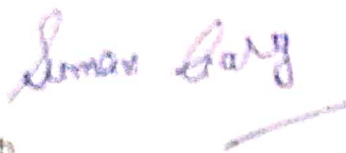

Principal
S.D. Mahila Mahavidyalaya
Narwana

I have thoroughly reviewed the proposed course with Colleagues and made necessary adjustments based on their feedback. The course aligns with the academic goals of our institution and aims to enhance the overall educational experience for our students.

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

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

Sincerely,
Suman Garg,
Assistant Professor,
Department of English



Principal
S.D. Mahila Mahavidyalaya
Narwana



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Suman Garg
Asst. Prof., Dept. of English

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

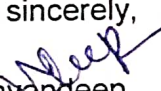
Dear Suman Garg,

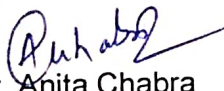
I am pleased to inform you that after careful consideration and review by the Board of Studies, has approved "Vishwas" which spans over 30+ hours of instruction.


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. Nayan Deep
Assoc. Prof. in Eco.
Convener


Dr. Anita Chabra
Asst. Prof. in Hindi
Member


Dr. Shallu 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





S.D. Mahila Mahavidyalaya

NARWANA- 126116 (Jind) Haryana


Accredited by NAAC with Grade 'B'

Affiliated to Kurukshetra University Kurukshetra

Ref. No.....

Dated..18/04/23.

All the students of B.A Final and P.G classes are informed that English Department is conducting an add-on certificate course of 30+ hours on various self empowerment strategies titled VISHWAS. Desirous students can get enrolled by getting their names registered to Ms. Simpi and Ms. Meenu by 21 April 2023. This course will start from 24 April 2023. Certificates will be awarded to the students.


Principal
S.D. Mahila Mahavidyalaya
Narwana

Suman Garg

Simpi Monks

Jusumda

Suman Khattar

Maya
18/04/23

Bishta



S D. MAHILA
MAHAVIDYALYA
NARWANA

ADD-ON CERTIFICATE COURSE

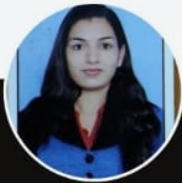
VISHWAS

BY ENGLISH DEPARTMENT

OUR TEAM



Suman Garg
Course
Manager



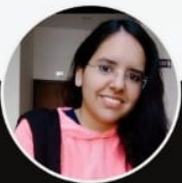
Suman
Khatkar
Coordinators



Meenu Arya
Coordinators



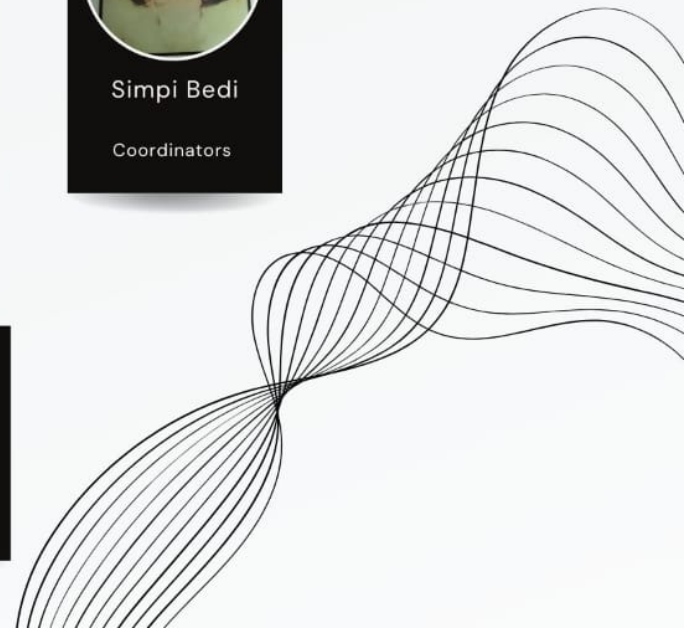
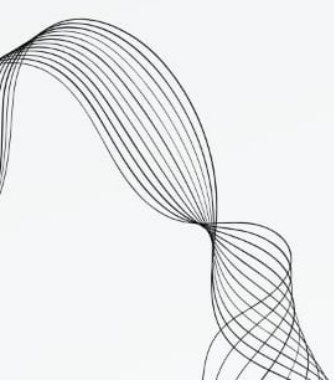
Simpi Bedi
Coordinators



Kusum
Kundu
Coordinators



Monika
Sheokand
Coordinators



AGENDA

- 17** BE CONFIDENT - ANCHROING
- 18** STYLING & APPEARANCE
- 19** YOGA FIT
- 20** KNOW YOUR PHYSIQUE
- 21** BE POWERFUL - SELF DEFENCE
- 22** BE CRITIC
- 23** DESIGN THINKING
- 24** TIME MANAGEMENT

- 25** CONTEMPORARY KNOWLEDGE
- 26** DREAM HIGH
- 27** BE SOPHISTICATED
- 28** BE MOTIVATED
- 29** ENTREPRENEURSHIP
- 30** SMART CAREER CHOICES
- 31** INTERVIEW READY
- 32** ASSESSMENT & FEEDBACKS

VISHWAS

AGENDA

- 01** INTRODUCTION
- 02** BE POSITIVE
- 03** BE MORAL
- 04** BE CREATIVE
- 05** BE TECHNICAL
- 06** ACCOUNT SIGNUP
- 07** PASSWORDS & SIGNIN
- 08** UNDERSTANDING EMAILS
- 09** SHOW YOUR SKILLS - RESUME
- 10** SHOW YOUR SKILLS - LINKEDIN
- 11** FORMS SUBMISSION
- 12** FORMS CREATION
- 13** UTILITY PAYMENTS
- 14** POWERPOINT PRESENTATION
- 15** POWERPOINT PRESENTATION 2
- 16** BE CONFIDENT - SPEAK UP

VISHWAS

VISHWAS



♀ women ♀
empowerment

FORWARDED



Principal, Dr Anjana Lohan

This whole thought process of **VISHWAS** would guide and inspire our students to develop their potential and positive attitude towards life. Best of luck to whole team and students.



Convener IQAC, Dr Nayandeep

VISHWAS will equip our students with soft skills and digital literacy. It is a powerful step in the direction of providing quality education to our young ladies.

MESSAGE

Dear Students,

Course VISHWAS has been designed with the thought of 360 degree development of our students including wide variety of courses ranging from physical, mental and technical development. We want our students to be confident, sophisticated and modern with a heartful of empathy and humility. The whole team of VISHWAS is dedicated to prepare students for their future journey.

We hope you will enjoy and apply the teachings. Wish you a blessed life!



SUMAN GARG
COURSE MANAGER

VISHWAS

All you need
in this life
Confidence and
them success
is sure.....



May 11, 2023

DATE



SMART CAREER
CHOICES
&
ENTREPRENEURSHIP
⇓
DR. NAYANDEEP

KNOW YOUR
PHYSIQUE
⇓
DR. ANJANA
LOHAN



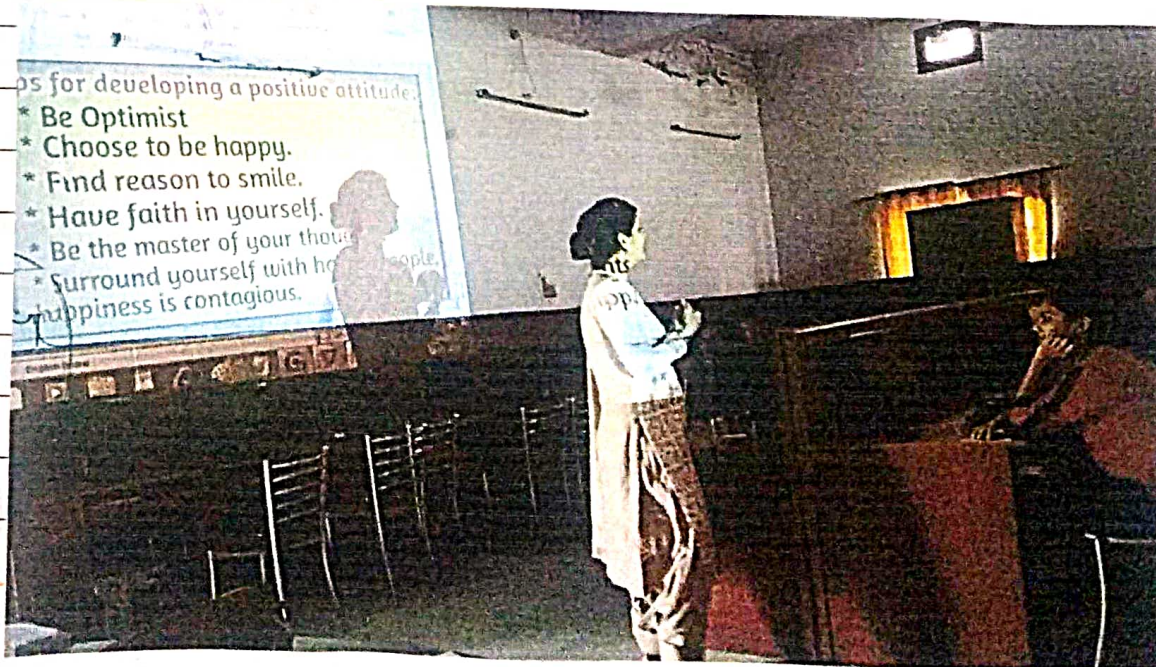
Principal
S.D. Mahila
Narwana
Mahavidyalaya



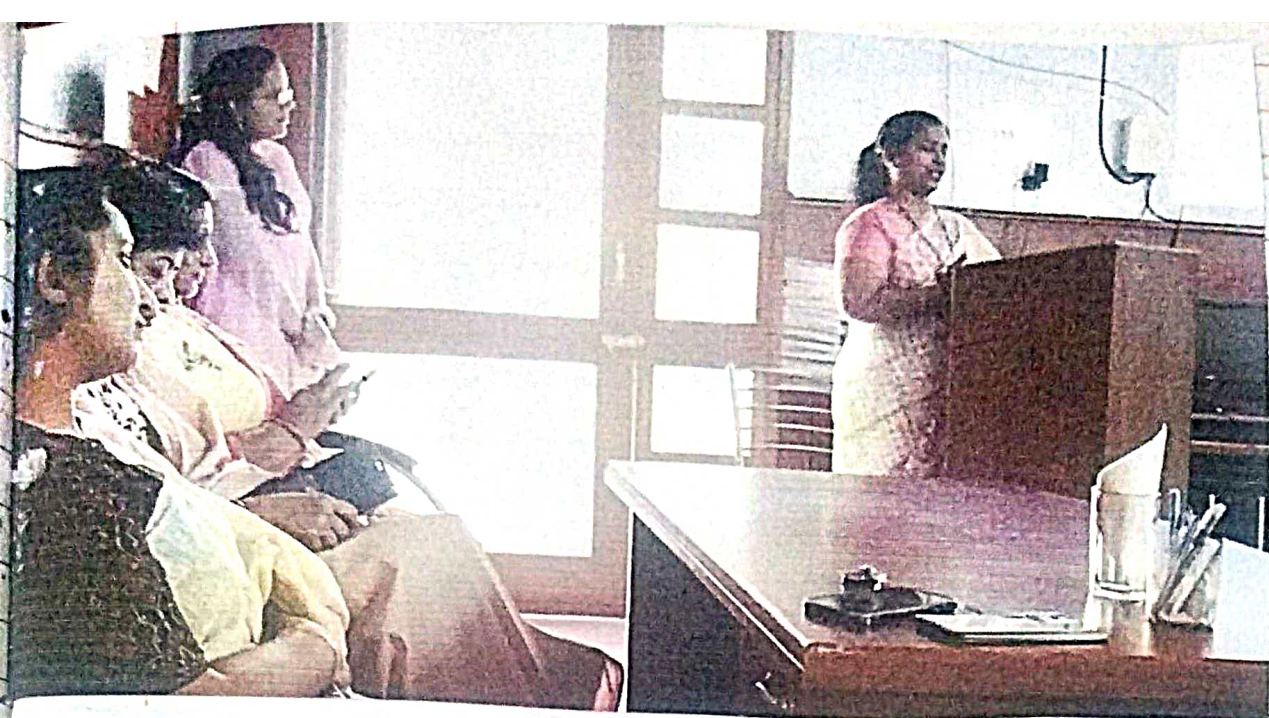
Narwana, Haryana, India
H4V8+JH8, Bir Bal Nagar, Narwana, Haryana 126116, India
Lat 29.594131°
Long 76.109162°
11/05/23 01:03 PM GMT +05:30



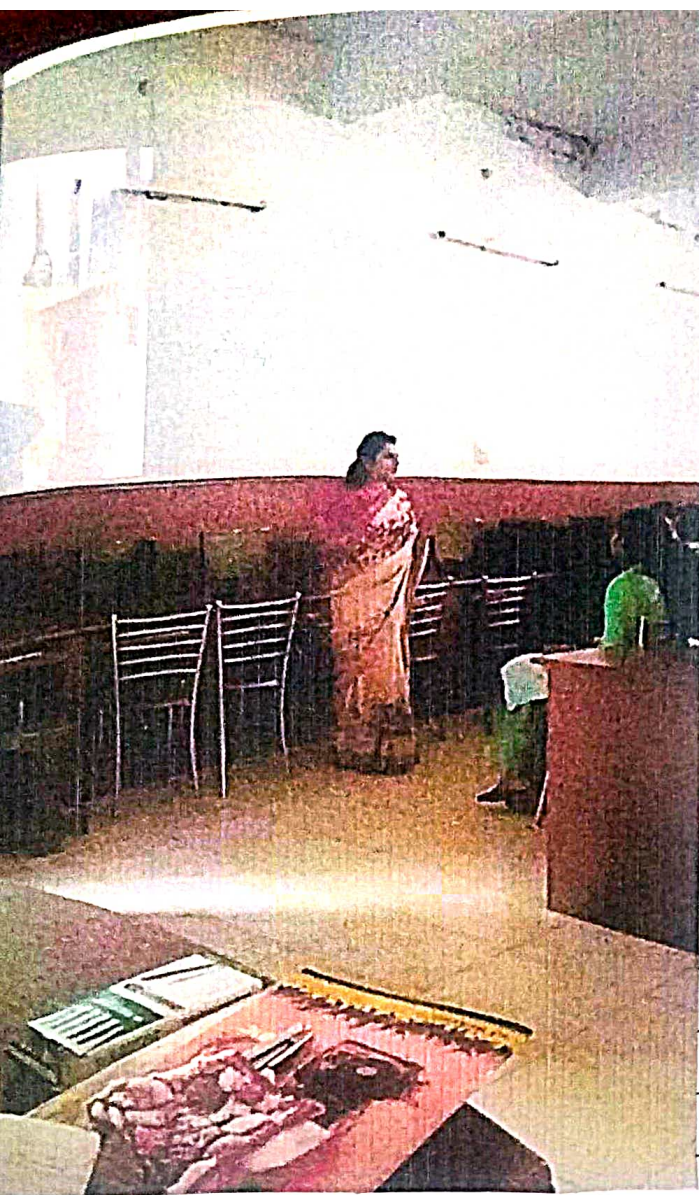
Glimpses Of The Course



* VISHWAS *







'BE SOPHISTICATED
&

DATE			
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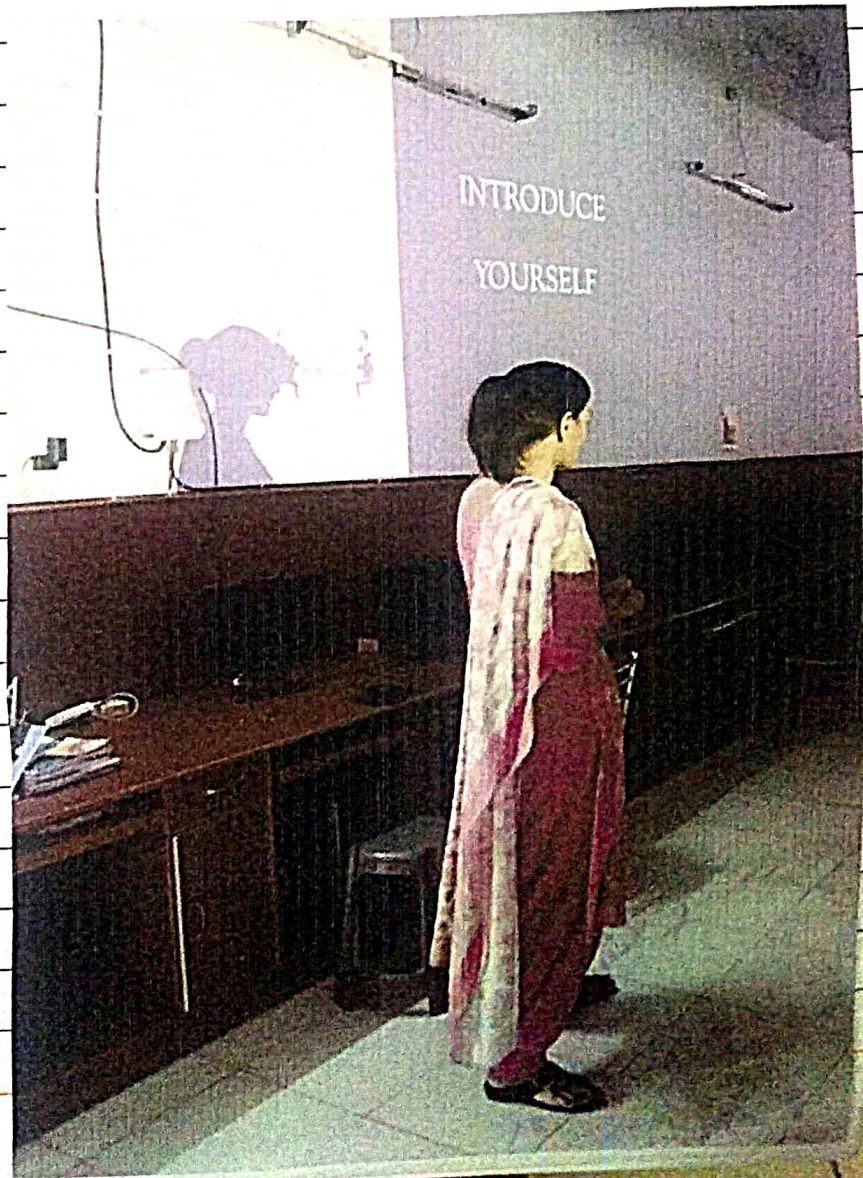
PUBLIC SPEAKING
⇓
DR. SHALU GARG

BENEFITS OF MILLETS
⇓

DR. REENA

KNOWLEDGE DREAM
HIGH
⇓

MONIKA
SHEOKAND



S.D. MAHILA

Certificate Course

MAHAVIDYALYA NARWANA

Class		Month																	Year										Lecturer Delivered										Previous Lecturer Delivered										Total		Remarks
Uh.	Ph.	April																	2021-22										30 Hours																				Lecturer Attended	Previous Lecturer Attended	
Roll No.	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	31	Lecturer Attended	Previous Lecturer Attended	Total Attended																
082	Anjali																							P	P	P	P	P	P	S																					
208	Ramanpreet																								P	P	P	P	P	P	U																				
659	Kavita																								P	P	P	P	P	N																					
146	Jyoti																								P	P	P	P	P	D																					
256	Preeti																								A	P	P	P	P	P																					
084	Poonam																								P	P	A	P	P	P	Y																				
179	Sarita																							S	P	P	P	P	P																						
124	Reeta																							J	P	P	P	P	P																						
176	Manjot																							N	P	P	P	P	P																						
028	Shweta	S																						D	A	P	P	P	P																						
037	Simran	U																						A	P	P	P	P	P																						
100	Reetu	N																						Y	P	P	P	P	P																						
88	Sumesh	D																						P	A	P	P	P																							
132	Sudeek	A																						P	P	P	P	P																							
01	Icajal	Y																						P	D	A	P	P	P																						
035	Tannu																							P	P	P	A	P	P																						
97	Shruti																							P	A	P	P	P	P																						
42	Shaktal																							A	P	P	P	P	A																						
91	Deepika																							P	P	P	P	P	P																						
193	Rubi																							P	P	P	P	P	P																						
131	Jyoti																							S	P	P	P	A	P	P																					
204	Poonam																							U	P	P	P	P	A	P																					
233	Suman																							N	P	A	P	P	P	P																					
061	Nikita																							D	D	P	P	P	P	A																					
46	Madhu																							A	P	A	P	P	P	P																					
49	Poonam																							Y	P	P	P	A	P	P																					
250	Nishu																							P	P	P	P	A	P																						
168	Ritu																							P	P	P	P	A	P																						
141	Neha																							P	A	P	P	P	A																						
216	Kavita																							P	A	P	A	P	A																						
629	Mamta																							P	P	P	P	P	A																						
..	n																							P	A	P	P	P	P																						

Certificate Course.

S.D. MAHILA

MAHAVIDYALYA NA

Class UG, P6

Month MAY

Year 2022-23

Lecturer Delivered 30 Hours. Previous Lecturer Delivered

Roll No	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	31	Lecturer Attending		
055	Manju	P	P	A	P	P	P	}	P	P	P	P	P	P	A	P	P	P	P	}															
87	Mullean	P	P	P	A	P	A		P	A	P	P	P	P	A	P	P	P	P																
219	Krushboo	P	A	P	P	P	P		A	P	P	A	P	P	S	A	P	P	P		A	S													
169	Moniya	P	P	P	P	P	P		P	A	P	P	P	A	U	P	A	P	P		P	J													
112	Prityl	P	A	P	P	P	P		P	P	P	P	P	N	P	P	A	P	A		N														
	M.A (Eng) Pre																					D													
03	Preeti	P	P	P	P	P	P		A	P	P	P	P	A	U	P	P	P	P		P	U													
05	Neha	A	A	P	P	P	P		P	P	P	P	P	P	A	P	P	P	A																
08	Annu	P	P	A	P	P	P		P	A	P	A	P	P	P	P	P	P	A																
01	Preeti	P	P	P	A	P	P		P	P	P	A	P	P	P	P	P	P	P																
12	Komal	P	A	P	P	P	P		P	P	A	P	P	P	P	A	P	P	A		P														
16	Pavnan	P	P	P	P	A	P		P	P	P	A	P	P	P	P	P	P	A																
18	Tammana	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P																	
	M.A (Hindi) Pre							S																											
203	Preeti	P	A	P	P	P	P	U	P	P	P	P	P	P	A	A	P	A	P																
305	Manjeet	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A																	
3011	Ankita	P	P	P	A	P	P	D	P	P	P	P	P	A	P	P	A	P																	
	M.A (Hindi) Final							U																											
04	Ankush	P	P	P	P	P	A	P	P	P	P	P	P	P	A	A	A	P	P																
07	Meena	P	A	P	P	P	P	A	P	P	P	P	P	S	A	P	P	A	P																
01	Payal	P	P	P	A	P	A	P	P	A	P	P	P	U	P	A	P	P	A																
12	Renu	P	P	P	P	A	P	P	P	P	P	P	A	N	P	A	A	A	P																
17	Reetu	P	A	P	P	P	P	P	P	P	P	P	A	D	A	P	P	P	A																
08	Dimpal	P	P	A	P	P	P	P	A	P	P	P	P	A	P	A	P	A	P																
21	Annu	P	P	P	A	P	P	P	P	P	P	P	P	A	U	P	P	P	P	A															
11	Pragti	A	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	A																
03	Kavita	P	A	P	P	P	A	P	A	P	P	P	P	P	P	A	P	A																	
06	Manisha	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A																
09	Manisha	P	A	P	A	P	A	P	P	P	A	P	P	P	P	A	P	A																	

Principal
S.D. Mahila Mahavidyalaya
Narwana

S.D. MAHILA

Certificate Course

MAHA

Class U.S. P6 Month MAY Year 2022-23 Lecturer Delivered 20+

Roll No	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	
099	Arjali	P	P	P	P	P	A		P	A	P	P	P	P		P	A	P	P	A							
208	Ramapreet	P	P	A	P	P	P		P	P	A	P	P	P		P	P	P		P	P						
055	Kavita	P	A	P	P	P	P		P	P	A	P	A	P		P	A	P		P	P						
146	Tyoti	P	A	P	P	P	P		A	P	P	P	P	P		P	A	A		A	P						
256	Preeti	P	P	P	P	A	P		P	A	P	A	P	P		P	P	P		A	P						
084	Pooam	P	P	P	A	P	P		P	P	P	P	A	P		P	P	P		P	P						
179	Sarita	P	P	P	P	A	P		P	P	P	P	A			P	P	A		A	P						
124	Reeta	P	P	P	A	P	P		P	A	P	A	P	A		P	A	P		P	P						
176	Manjeet	P	P	P	P	A	P	S	P	P	P	P	P	P	S	P	P	P		A	P						
028	Shweta	P	P	P	P	P	P	U	P	P	A	P	P	P	U	P	P	P		P	A	S					
031	Simson	A	P	P	P	P	A	N	P	P	P	A	P	P	N	P	A	P		P	P	U					
100	Reetu	P	P	P	A	P	P	D	P	A	P	P	A	P	P	P	A		P	P	N						
88	Suresh	A	P	P	P	P	P	A	P	A	P	P	P	A	A	P	P	A		A	P	D					
132	Sudesh	P	P	P	P	P	P	Y	P	P	A	P	P	P	Y	P	P	P		P	A	A					
01	Icajal	P	A	P	P	P	P		P	P	A	P	P	P		A	A	P		A	P	Y					
035	Tannu	P	P	P	A	P	P		P	A	P	A	P	P		P	P	P		A	A						
97	Shruti	P	P	P	P	A	P		P	A	P	A	P	P		P	P	A		P	P						
42	Sheetal	P	P	P	P	P	A		P	P	P	P	P	A		P	P	A		A	A						
91	Deepika	P	A	A	D	P	A		P	P	A	D	P	P		P	P	A		P	A						
193	Rubi	P	P	P	A	A	P		P	P	A	P	P			A	P	P		A	P						
131	Tyoti	A	A	D	D	P	P		P	P	A	P	P	P		P	P	P		P	A						
204	Pooam	P	P	P	P	P	P		P	P	P	P	A	P		A	P	P		P	P						
233	Suman	A	P	P	A	P	A		P	P	A	P	P	P		A	P	P		P	P						
061	Nikita	P	P	P	P	D	P		P	P	P	A	P			P	A	P		A	P						
46	Madhu	P	A	D	P	P	P		A	A	P	P	P	P		P	P	P		P	P						
49	Pooam	P	P	P	P	A	P		P	P	A	P	P	A		P	A	P		P	P						
250	Nishu	P	P	P	P	P	P		P	P	P	P	A	P		P	P	P		A	P						
168	Ritu	P	P	P	A	P	P		P	P	A	P	P	A		P	P	P		P	P						
141	Neha	P	P	P	P	A	P		P	P	P	A	P	P		P	P	P		A	P						
216	Kavita	P	A	P	P	P	P		P	A	P	P	P	A		P	P	P		P	P						
020	Anu	A	P	P	P	A	P		P	P	A	P	P	A		P	A	P		A	P						
027	Mamta	P	P	P	P	A	P		P	P	A	P	P	P		A	P	A		P	P						


Principal
S.D. Mahila Mahavidyalaya
Narwana

VISHWAS
SESSION – 2022-23

Time – 1:30 hours


Max marks : 40

- 1) Write self-introduction. How can you introduce yourself in an interview effectively.(7)
- 2) What are millets? Write about different types of millets and their benefits.(7)
- 3) Write seven tips for improving Public Speaking Skills.(7)
- 4) Write pros and cons of technological advancements and use of various social media platforms.(7)
- 5) Write a note on 'Developing Life Skills through Yoga'.(7)
- 6) Write some practical tips to take smart career decisions.(5)



Principal
S.D. Mahila Mahavidyalaya
Narwana

VISHWAS (2022-23)

M.A. English (Pre.)		Total Marks	Marks Obtained
Roll No.	Name		
03	Preeti	40	38
05	Neha	40	37
08	Annu	40	37
01	Preeti	40	39
12	Komal	40	40
16	Poonam	40	38
18	Tammaana	40	40
M.A. (Hindi) Pre.			
3003	Preeti	40	36
3005	Manjeet	40	38
3011	Ankita	40	38


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S.No.	Roll No.	Name	Total Marks	Marks Obtained
M.A. Hindi (final)				
1.	04	Ankush	40	35
2.	07	Meena	40	38
3.	01	Payal	40	32
4.	12	Renu	40	33
5.	17	Reetu	40	32
6.	08	Dimpal	40	34
7.	21	Annu	40	35
8.	11	Pragati	40	33
9.	03	Kavita	40	39
10.	06	Manisha	40	37
11.	09	Manisha	40	32
B.A. final				
1.	250	Nishu	40	30
2.	168	Ritu	40	34
3.	141	Neha	40	36
4.	216	Kavita	40	34
5.	020	Annu	40	32
6.	029	Mamta	40	35
7.	55	Manju	40	35
8.	87	Muskan	40	32
9.	219	Khushboo	40	32
10.	169	Moniya	40	30
11.	112	Prity	40	34


 Principal
 S.D. Mahila Mahavidyalaya
 Narwana

Class - B.A. IIIrd

S.No.	Roll No.	Name	Total Marks	Marks Obtained
1.	022	Anjali	40	38
2	208	Ramanpreet	40	39
3	059	Kavita	40	32
4	146	Jyoti	40	35
5	256	Preeti	40	32
6	084	Poonam	40	34
7	179	Sarita	40	33
8	124	Reeta	40	33
9	176	Manjeet	40	32
10	028	Shweta	40	35
11.	031	Simean	40	35
12.	100	Reetu	40	34
13.	88	Sumesh	40	32
14.	132	Sudesh	40	34
15.	01	Kajal	40	33
16.	035	Tannu	40	34
17.	97	Shrutti	40	37
18.	42	Sheetal	40	31
19.	41	Deepika	40	31
		Rubi	40	32
20.	193		40	34
21.	131	Jyoti	40	35
22.	204	Poonam	40	32
23.	233	Suman	40	33
24	061	Nikita	40	37
25	46	Madhu	40	34
26.	49	Poonam	40	30

Principal
S.D. Mahila Mahavidyalaya
Narwana