1.2.1

Institutional programme brochure/notice

for Certificate/Value added programs with

course modules and outcomes

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St. WILFRED'S P.G. COLLEGE
JAIPUR

Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
Jaipur

Sector-40, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020
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Institutional programme brochure

For Session 2022-23

ST. WILFRED'S P.G. COLLEGE , JAIPUR
Affiliated to University of Rajasthan

VALUE ADDED COURSES OFFERED
Session 2022-23

Courses

- Certificate Program in Digital Marketing
- Life Skills for Computer Professionals Personality
- Development and Inter-Personal Skill Course
- Certificate in Vocal/Instrumental
- Certificate in Artificial Intelligence

DATE OF IMPLEMENTATION
14-09-2022

DURATION
6 WEEKS

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur, Rajasthan 302020

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St. Wilfred Education Society

Date: 02-07-2022

Board of Governing Body
NOTICE

All the members of the BOG are informed that a meeting will be held on 04-07-2022 in Seminar Hall at 11:30 am.

This meeting is all about the annual planning for the Academic year 2022-23.

Agenda

1. Discuss the outcomes of the previous year meeting.

2. Academic Regulation, admission policies & syllabus of Value Added Course for session 2022-23.

3. Budget for the academic year 2022-23.

4. Discuss the upgrade of teaching methods of offline classes.

5. Academic program to be organized in the college.

6. Internal scholarship allotment process for the upcoming session.

7. To present development policies for students, faculty members, alumni and their implementation according to the guidelines of the University Grant Commission policy-UOR Governing policies.

8. To brief the board about the status of Academics, Results and Placement in the previous years.

9. Use of ICT tools by faculty members in the modern education, labs, classroom to enhance the teaching learning process.

10. To strengthen the TPO cell to encourage students for campus placement.

11. To strengthen the sports board to support students in sports career and encourage them to participate in more and more national and international events.

12. To brief the board about awards and honors received by the faculty members or students.

13. Any other matter with permission of Chair.

14. To discuss sanctioned posts of faculty members for the current session.

Secretary
St. Wilfred Education Society

St. Wilfred Education Society

Date: 02-07-2022

BOARD OF GOVERNING BODY
CIRCULAR

All the members of the BOG are informed that a meeting will be held on 04-07-2022 in Seminar Hall. This meeting is all about the annual planning for the Academic year 2022-23.

Members requested to attend the same:

S. No.	Name	Designation
1.	Mr. Suresh Kumar	President
2.	Dr. Keshav Badaya	Secretary
3.	Mr. Ramesh Chand Dusad	Treasurer
4.	Mr. S.R. Gupta	Registrar
5.	Dr. Sudhir Khunteta	Educationist
6.	Smt. Preeti Gupta	Entrepreneur
7.	Sh. K.M. Gupta	Industrialist
8.	Dr. N.M. Sharma	Educationist
9.	Mrs. Archana Gupta	Employer
10.	Sh. T.O. Peter	Member
11.	Smt. Munni Devi	Member
12.	Sh. Satish Sareen	Member
13.	Mrs. Sunita Khunteta	Member
14.	Mrs. Nidhi Katta	Member
15.	Mrs. Smita Sonkhiya	Member
16.	Mrs. Sunita Khandelwal	Member
17.	Dr. Fareeda Hasani	Principal & College Representative, St. Wilfred's PG College Jaipur
18.	Dr. Manisha Tiwari	Member

Copy to:
Members of BOG
Principal
IQAC

Secretary
St. Wilfred Education Society

St. Wilfred Education Society

Date: 04-07-2022

BOARD OF GOVERNING BODY
Minutes of Meeting

The meeting of Board of Governors was held on 04-07-2022 in the points included in agenda have been discussed and recommendations of Board of Governors is attached herewith;

- Discussed the outcomes of the previous year meeting.
- The committee engaged in discussions regarding the upgrade of teaching methods for offline classes. The current approaches and practices were reviewed, and the need for incorporating innovative and effective teaching techniques was emphasized. Various ideas and suggestions were shared to enhance student engagement, promote active learning, and leverage technology in offline classrooms.
- The committee discussed and revised academic policies, admission procedures, and the curriculum for an enrichment program. These discussions and decisions aimed to establish clear guidelines and standards for educational processes, student admissions, and the content of the enrichment initiative.
- The principal discussed the internal scholarship allotment process for the upcoming session. The existing scholarship program and its criteria were reviewed, and suggestions were shared to enhance the efficiency and transparency of the process. A subcommittee was formed to revise the scholarship criteria, with a timeline set for presenting the revised guidelines in the next meeting for final approval.
- The principal discussed the use of ICT tools in modern education to enhance the teaching-learning process, specifically focusing on their implementation in labs and classrooms. The potential benefits and challenges associated with integrating ICT tools were explored, and strategies for effective utilization were discussed. The meeting concluded with an agreement to explore further opportunities and training programs to support teachers in utilizing ICT tools effectively.
- The principal discussed the need to strengthen the Training and Placement Office (TPO) cell to facilitate more students for campus placements. The current functioning of the TPO cell was reviewed, and measures to enhance its effectiveness were explored. Strategies such as expanding industry connections, organizing skill development workshops, and providing career guidance were discussed to improve the campus placement opportunities for students.
- The principal discussed the importance of strengthening the sports board to support students in their sports career and encourage their participation in national and international events. The current role and functioning of the sports board were reviewed, and strategies to enhance its support and resources were explored. Measures such as increasing training opportunities, providing necessary facilities, and establishing collaborations with sports organizations were discussed to promote students' success in sports at various levels.
- The committee approved the budget for the academic year 2022-23. The objective of this deliberation was to ascertain the financial resources at hand and allocate them suitably to bolster diverse academic endeavors, programs, and initiatives.

- The committee actively participated in discussions regarding academic reforms within the college. The objective of these deliberations was to identify areas for improvement and implement changes that would enhance the quality of education and academic processes.
- The committee engaged in discussions regarding the distribution of scholarships for the upcoming session. The aim of these deliberations was to evaluate the scholarship program, review the eligibility requirements, and allocate funds to deserving students.
- The committee discussed the need for enhanced security measures in the college. The goal of these deliberations was to address concerns related to campus safety, reinforce security protocols, and ensure the protection and well-being of students, faculty, and staff.
- The committee strategized the development policies for students, faculty members, employees, and alumni, and devised plans for their implementation in alignment with the guidelines of the University Grants Commission and the UOR Governing policies.
- The committee participated in discussions regarding the Governor's Report on the institution's progress, accomplishments, and strategic plan. The Governor's Report offers a comprehensive assessment of the institution's performance, showcases notable achievements, and outlines the strategic roadmap for future endeavors.
- The committee examined the recommendations put forth by a dedicated selection committee established for a specific objective. The selection committee likely undertook the responsibility of evaluating and shortlisting candidates for various procedures, including job positions, scholarships, awards, or other relevant selection criteria.
- The committee engaged in discussions with the board regarding the institution's alumni initiatives. Committee members shared information, updates, and future plans concerning the active participation and engagement of the alumni community.
- The committee conducted discussions with the board regarding the status of academics, examination results, and placements within the institution. Committee members presented reports, data, and updates on these important aspects to provide an overview of the current situation and progress.
- The committee engaged in deliberations with the board regarding the financial status of the institution. Committee members presented reports, financial statements, and updates on the institution's finances to provide an overview of the current financial situation.
- The committee actively participated in discussions and strategic planning concerning faculty and staff positions within the institution. Committee members assessed the existing faculty and staff structure, analyzed workload distribution, and considered the institution's future needs and requirements.
- The committee actively participated in discussions regarding the recognition and honors received by the institution. Committee members exchanged information .
- about the prestigious awards, accolades, and commendations bestowed upon the institution in various fields.
- The committee engaged in deliberations regarding the progress of St. Wilfred's PG College. They conducted a thorough review and assessment of various aspects encompassing the college's growth, development, and overall performance.
- Other matters with the permission of Chair.

Secretary
St. Wilfred Education Society

Copy to:
Members of BOG
Principal
IQAC

Ref. No.: SWPG/2022/VAC/301   DATE:10/09/2022

NOTICE

We are going to start Value Added Course- **"Digital Marketing"** course at 4 to 5 pm in room no. 237, 238, 239 for UG/PG students. The course will be started from 14/09/2022. Duration of course is 6 weeks. Certificate will be awarded on the completion of the course.

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR

Principal
(Dr. FAREEDA HASANI)
Wilfred's P.G. College
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CIRCULAR

The following faculty members are deputed to conduct **Digital Marketing Course** for students w.e.f 14.09.22 for 6 weeks.

Name	Designation	Signature
Ms. Harshika Mathur	Assistant Professor	
Mr. Gaurav Kumar Vyas	Assistant Professor	
Mr. Zeeshan Qureshi	Assistant Professor	
Ms. Shipra Sharma	Assistant Professor	

(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
Jaipur

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty
    - Ms. Harshika Mathur
    - Mr. Gaurav Kumar Vyas
    - Mr. Zeeshan Qureshi
    - Ms. Shipra Sharma

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Time Table: Digital Marketing Course

W.e.f.: 14/09/2022

Room no: 237

Days	Subject	Time
Monday	Digital Marketing Course	04:00-05:00 PM
Tuesday	Digital Marketing Course	04:00-05:00 PM
Wednesday	Digital Marketing Course	04:00-05:00 PM
Thursday	Digital Marketing Course	04:00-05:00 PM
Friday	Digital Marketing Course	04:00-05:00 PM
Saturday	Digital Marketing Course	04:00-05:00 PM

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty
    - Ms. Harshika Mathur
    - Mr. Gaurav Kumar Vyas
    - Mr. Zeeshan Qureshi
    - Ms. Shipra Sharma

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Time Table: Digital Marketing Course

W.e.f.: 14/09/2022

Room no: 238

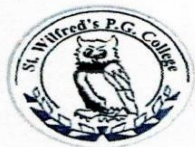| Days	Subject	Time
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Thursday	Digital Marketing Course	04:00-05:00 PM
Friday	Digital Marketing Course	04:00-05:00 PM
Saturday	Digital Marketing Course	04:00-05:00 PM

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- Faculty
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  - Mr. Gaurav Kumar Vyas
  - Mr. Zeeshan Qureshi
  - Ms. Shipra Sharma

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Time Table: Digital Marketing Course

W.e.f.: 14/09/2022

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Saturday	Digital Marketing Course	04:00-05:00 PM

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  - Mr. Gaurav Kumar Vyas
  - Mr. Zeeshan Qureshi
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ST. WILFRED'S P.G. COLLEGE
MEERA MARG, MANSAROVAR, JAIPUR-302020
APPLICATION FORM

Add On Course- "Digital Marketing Course"

Student's Name: Babloo Dangid

Father's Name: Shankar lal

Class: B.A   Date of Birth: 7/7/2006

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 10/4/2022

Phone No. _____

DETAILS OF ADD ON COURSES: Mobile: 9116450931

Parent's Signature _____   Student's Signature _____
Date: 10/09/2029

Reference:
Name of Counsellor: Sona Mishra   Signature of Counsellor: Sona

Remarks of Counsellor...

Remarks of Principal...

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ST. WILFRED'S P.G. COLLEGE
MEERA MARG, MANSAROVAR, JAIPUR-302020

APPLICATION FORM

Add On Course- "Digital Marketing Course"

Student's Name: BHAVYA RAJORIYA

Father's Name: ANIL KUMAR SAINI

Class: B.A   **Date of Birth:** 20/1/20.4

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 29/7/2022

Phone No. 9887703912

Mobile: _____

DETAILS OF ADD ON COURSES:

Parent's Signature 3/0/loy   **Student's Signature** Bhu

Date: 10/09/2022

Reference:

Name of Counsellor: Sona Mishra **Signature of Counsellor:** Song

Remarks of Counsellor..

Remarks of Principal..

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MEERA MARG, MANSAROVAR, JAIPUR-302020
APPLICATION FORM

Add On Course- "Digital Marketing Course"

Student's Name: CHATAN SAIN

Father's Name: SANJAY KUMAR SAIN

Class: B.A   Date of Birth: 10/8/2003

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 24/11/2022

Phone No. _____

Mobile: 7220803726

DETAILS OF ADD ON COURSES:

Parent's Signature *Sanjay*   Student's Signature *Chetan*
Date: 10/09/2022

Reference:
Name of Counsellor: Sona Mis/29. Signature of Counsellor: Sona

Remarks of Counsellor...

Remarks of Principal...

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APPLICATION FORM

Add On Course- "Digital Marketing Course"

Student's Name: Dushyant Gurjar

Father's Name: Nagji Das

Class: B.A.   Date of Birth: 21/9/2002

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 24/9/2022

Phone No. _____

Mobile: 8290833662

DETAILS OF ADD ON COURSES:

Parent's Signature Nagh   Student's Signature D

Date: 10/09/2022

Reference:

Name of Counsellor Sara Mishra. Signature of Counsellor Sara

Remarks of Counsellor..

Remarks of Principal..

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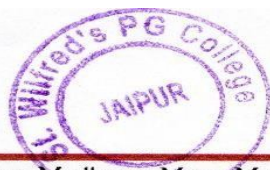
(stamp: St. Wilfred's PG College JAIPUR)

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Jaipur

ST. WILFRED'S P.G. COLLEGE
MEERA MARG, MANSAROVAR, JAIPUR-302020
APPLICATION FORM

Add On Course- "Digital Marketing Course"

Student's Name: Ayush Jangir

Father's Name: Omprakash Jangir

Class: B.A.   Date of Birth: 21/4/2001

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 17/11/2022

Phone No. _____

Mobile: 6390658775

DETAILS OF ADD ON COURSES:

Parent's Signature: Omprakash   Student's Signature:
Date: 12/09/2022

Reference:
Name of Counsellor: Avinash Sir   Signature of Counsellor: ......

Remarks of Counsellor...

Remarks of Principal..

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Syllabus "Digital Marketing" Course

Unit-1

BASICS DIGITAL MARKETING - Introduction to Online Digital Marketing, Importance of Digital Marketing, how did Internet Marketing work? Traditional Vs. Digital Marketing, Types of Digital Marketing, Increasing Visibility, Visitors' Engagement, Bringing Targeted Traffic, Lead Generation.

ANALYSIS AND KEYWORD RESEARCH - Market Research, Keyword Research and Analysis, Types of Keywords, Tools Used for Keyword Research, Localized Keyword Research, Competitor Website Keyword Analysis, Choosing Right Keywords to The Project

Unit-2

ON PAGE OPTIMIZATION - Domain Selection, Hosting Selection, Metadata Optimization, URL Optimization, Internal Linking, 301 Redirection, 404 Error Pages, Canonical Implementation.

OFF PAGE OPTIMIZATION - Link Building Tips & Techniques, Difference Between White Hat and Black Hat SEO, Alexa Rank, Domain, Directory Submission, Social Bookmarking Submission, Search Engine Submission, Web 2.0 Submission.
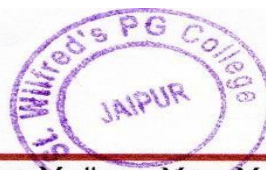
Unit- 3

SOCIAL MEDIA OPTIMIZATION (SMO) - Social Media Optimization, Introduction to Social Media Networks, Types of Social Media Websites, Social Media Optimization Concepts, Facebook, Google+, LinkedIn, YouTube, Pinterest, Hashtags, Image Optimization

CREATING A NEW SIMPLE WEBSITE - Creating A Simple Website for Your Business

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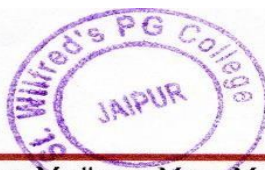Where the mind is without fear! Where the head is held high!!

Digital Marketing

COURSE OUTCOMES:

- **Communication:** Communicate clearly and effectively in both written, oral and digital forms to an intended audience using strategies and methods appropriate to college-level expectations.

- **Critical Thinking and Problem Solving:** Students will demonstrate critical thinking characterized by the ability to define business problems with the evidence available, discern fact from opinion, determine underlying causes, and formulate and evaluate potential solutions.

- **Leadership and Team Collaboration:** Student's leadership skills will be evidenced in taking initiative, communicating objectives, building agreement, ability to change and motivating team members to perform. A key ingredient in the student's development of leadership and teamwork skills is self-assessment; therefore, students will assess their own leadership style, strengths, and areas for improvement.

- **Digital Ethics:** Students will recognize ethical and moral issues, identify needed actions, and demonstrate the moral courage to implement them. They will also review questions of ethics, privacy issues with social media, conflict, and citizenship to frame understanding of digital marketing.

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Digital Marketing Course

Lesson Plan

Room No: 237

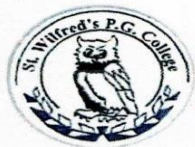| Unit	Topic	Weekdays	Faculty Name
Unit – I	Basics of Digital Marketing, Traditional Vs. Digital, Marketing Bringing Targeted Traffic, Lead Generation	Monday – Saturday	Mr. Zeeshan Qureshi
Unit – I	Analysis and Keyword Research, Keyword Research, and Analysis, Types of Keywords, Localized Keyword Research, Competitor Website Keyword Analysis	Monday – Saturday	Mr. Zeeshan Qureshi
Unit – II	On Page Optimization, Domain Selection, Metadata Optimization, 301 Redirection, 404 Error Pages	Monday-Saturday	Mr. Zeeshan Qureshi
Unit – II	Off Page Optimization, Link Building Tips & Techniques, Difference Between White Hat and Black, Hat SEO Social Bookmarking Submission, Web 2.0 Submission	Monday-Saturday	Mr. Zeeshan Qureshi
Unit – III	Social Media Optimization (SMO), Introduction to Social Media Networks, Types of Social Media Websites, Social Media Optimization Concepts	Monday-Saturday	Mr. Zeeshan Qureshi
Unit – III	Creating a new sample website Creating A Simple Website for Your Business	Monday-Saturday	Mr. Zeeshan Qureshi

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Digital Marketing Course

Lesson Plan

Room No: 238

Unit	Topic	Weekdays	Faculty Name
Unit – I	Basics of Digital Marketing, Traditional Vs. Digital, Marketing Bringing Targeted Traffic, Lead Generation	Monday – Saturday	Mr. Gaurav Kumar Vyas
Unit – I	Analysis and Keyword Research, Keyword Research, and Analysis, Types of Keywords, Localized Keyword Research, Competitor Website Keyword Analysis	Monday – Saturday	Mr. Gaurav Kumar Vyas
Unit – II	On Page Optimization, Domain Selection, Metadata Optimization, 301 Redirection, 404 Error Pages	Monday-Saturday	Mr. Gaurav Kumar Vyas
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Unit – III	Creating a new sample website Creating A Simple Website for Your Business	Monday-Saturday	Mr. Gaurav Kumar Vyas

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Digital Marketing Course

Lesson Plan

Room No: 239

Unit	Topic	Weekdays	Faculty Name
Unit – I	Basics of Digital Marketing, Traditional Vs. Digital, Marketing Bringing Targeted Traffic, Lead Generation	Monday – Saturday	Ms. Shipra Sharma
Unit – I	Analysis and Keyword Research, Keyword Research, and Analysis, Types of Keywords, Localized Keyword Research, Competitor Website Keyword Analysis	Monday – Saturday	Ms. Shipra Sharma
Unit – II	On Page Optimization, Domain Selection, Metadata Optimization, 301 Redirection, 404 Error Pages	Monday-Saturday	Ms. Shipra Sharma
Unit – II	Off Page Optimization, Link Building Tips & Techniques, Difference Between White Hat and Black, Hat SEO Social Bookmarking Submission, Web 2.0 Submission	Monday-Saturday	Ms. Shipra Sharma
Unit – III	Social Media Optimization (SMO), Introduction to Social Media Networks, Types of Social Media Websites, Social Media Optimization Concepts	Monday-Saturday	Ms. Harshika Mathur
Unit – III	Creating a new sample website Creating A Simple Website for Your Business	Monday-Saturday	Ms. Harshika Mathur

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Report of Digital Marketing Course

In Digital Marketing Course 50 students participated. They have learnt so many things through this Digital Marketing Course as:

- **Quantitative Ability:** This sub-test is designed to test the quantitative ability of the candidates. The subtest consists of questions on Addition, Multiplication, Division, Fractions, Percentage, Rate of Interest, Work and Task, Ratio and Proportion, and Distance.

- **Communication Ability and English Comprehension:** This sub-test is aimed at testing the language ability of the candidates in day-to-day communication in English. It includes questions on synonyms, antonyms, words with corresponding meanings, singular, plural, one-word substitutes, idioms and phrases, correct spellings, comprehending a situation from a given passage, etc.

-

- **Goal Setting and Employment Preparation:** After the completion of this unit students will learn to deliver the presentation in a more powerful and persuasive way. It also improves the clarity and confidence of the students. After the completion of this unit, students will learn about the synchronization with the workmate and also gives them an opportunity to unlock their individual potentials.

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Ref. No.: SWPG/2022/VAC/302　　　　　　　　DATE: 10/09/2022

NOTICE

We are going to start additional course of **Life Skills for Computer Professionals** at 4 to 5 pm in room no. 401, 402, 403 on 14-09-2022. Duration of the course is 6 weeks. Certificate will be awarded on the completion of the course.

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Copy to:

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- IQAC Head

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CIRCULAR

The following faculty members are deputed to conduct **Life Skills for Computer Professionals Course** for students w.e.f 14.09.22 for 6 weeks.

Name	Designation	Signature
Dr. Ruchi Dave	Assistant Professor	
Ms. Laxmi Dulawat	Assistant Professor	
Dr. Avinash	Assistant Professor	
Mr. Dheeraj Khandelwal	Assistant Professor	

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PRINCIPAL

Copy to:

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- IQAC HEAD
- Faculty
    - Dr. Ruchi Dave
    - Ms. Laxmi Dulawat
    - Dr. Avinash
    - Mr. Dheeraj Khandelwal

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Time Table for Life Skills for Computer Professionals

W.e.f.: 14/09/2022

Room No.: 401

Days	Subject	Time
Monday	Life Skills For Computer Professionals	04:00-05:00 PM
Tuesday	Life Skills For Computer Professionals	04:00-05:00 PM
Wednesday	Life Skills For Computer Professionals	04:00-05:00 PM
Thursday	Life Skills For Computer Professionals	04:00-05:00 PM
Friday	Life Skills For Computer Professionals	04:00-05:00 PM
Saturday	Life Skills For Computer Professionals	04:00-05:00 PM

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Copy to:

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- IQAC HEAD
- Faculty
    - Dr. Ruchi Dave
    - Ms. Laxmi Dulawat
    - Dr. Avinash
    - Mr. Dheeraj Khandelwal

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Time Table for Life Skills for Computer Professionals

W.e.f.: 14/09/2022

Room No.: 402

Days	Subject	Time
Monday	Life Skills For Computer Professionals	04:00-05:00 PM
Tuesday	Life Skills For Computer Professionals	04:00-05:00 PM
Wednesday	Life Skills For Computer Professionals	04:00-05:00 PM
Thursday	Life Skills For Computer Professionals	04:00-05:00 PM
Friday	Life Skills For Computer Professionals	04:00-05:00 PM
Saturday	Life Skills For Computer Professionals	04:00-05:00 PM

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty
    - Dr. Ruchi Dave
    - Ms. Laxmi Dulawat
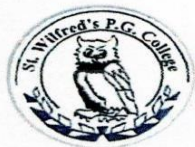   - Dr. Avinash
    - Mr. Dheeraj Khandelwal

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Time Table for Life Skills for Computer Professionals

W.e.f.: 14/09/2022

Room No.: 403

Days	Subject	Time
Monday	Life Skills For Computer Professionals	04:00-05:00 PM
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Friday	Life Skills For Computer Professionals	04:00-05:00 PM
Saturday	Life Skills For Computer Professionals	04:00-05:00 PM

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    - Dr. Avinash
    - Mr. Dheeraj Khandelwal

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APPLICATION FORM

Add On Course – Life Skills For Computer Professionals
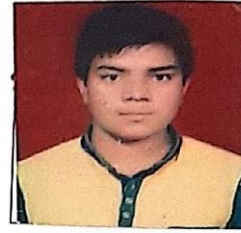
Student's Name: Yogendra Singh

Father's Name: Vikram Singh

Class: B.C.A. Pt-III   Date of Birth: 26-12-2001

Percentage of Marks Obtained in last Qualifying Examination: 66 1/2

Date of Admission in this Institution: 7-03-2022

Phone No. 9992218212

DETAILS OF ADD ON COURSES:

Mobile: —

Parent's Signature Vikram   Student's Signature Yoogendra
Date:

Reference:

Name of Counsellor: Du. Naseems... Signature of Counsellor: ....

Remarks of Counsellor...

Remarks of Principal..

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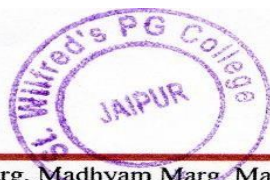
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MEERA MARG, MANSAROVAR, JAIPUR-302020
APPLICATION FORM

Add On Course – Life Skills For Computer Professionals

Student's Name: VISHVENDRA CHAUDHA

Father's Name: MR. SUBAH SINGH

Class: BCA   Date of Birth: 24/10/2002

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 10/06/2021

Phone No. _____

DETAILS OF ADD ON COURSES: Mobile: _____

Parent's Signature _____   Student's Signature V Chaudhary
Date: _____

Reference:
Name of Counsellor: Priti Yadav   Signature of Counsellor: _____

Remarks of Counsellor ....

Remarks of Principal ....

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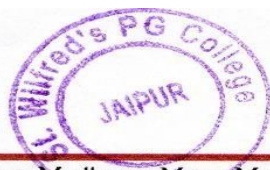
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APPLICATION FORM

Add On Course – Life Skills For Computer Professionals

Student's Name: _Lakhan Saini_

Father's Name: _Sh. Suresh Saini_

Class _BCA_   Date of Birth: _30/1/200_

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: _8/01/2022_

Phone No. _____

DETAILS OF ADD ON COURSES: Mobile: _9814533414_

Parent's Signature _____   Student's Signature _Lakhan_
Date: _____

Reference:

Name of Counsellor: _Kuldeep Kumar_ Signature of Counsellor: _____

Remarks of Counsellor...

Remarks of Principal..

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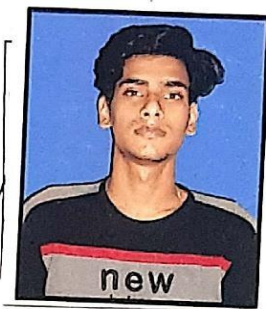Where the mind is without fear! Where the head is held high!!
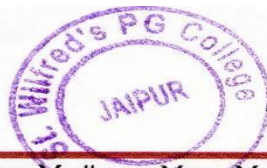
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APPLICATION FORM

Add On Course – Life Skills For Computer Professionals

Student's Name: Zainul Abedeen

Father's Name: Shahjid Alam

Class: BCA   Date of Birth: 25-03-200/

Percentage of Marks Obtained in last Qualifying Examination: 60%

Date of Admission in this Institution: 30-07-20022

Phone No. 8080841231

new

DETAILS OF ADD ON COURSES: Mobile: —

Parent's Signature SkA
Date: _____   Student's Signature Zaid

Reference:
Name of Counsellor: Dr. Kleem   Signature of Counsellor: ....

Remarks of Counsellor..

Remarks of Principal..

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APPLICATION FORM

Add On Course – Life Skills For Computer Professionals

Student's Name: __YASH CHATURVEDI__

Father's Name: __RAVINDRA CHATURVEDI__

Class: __BCA__   Date of Birth: __16/6/2004__

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: __30/07/2022__

Phone No. _____

DETAILS OF ADD ON COURSES: Mobile: __7877785030__

Parent's Signature __Ravindra__   Student's Signature _____
Date: _____

Reference:
Name of Counsellor: __Priti Yadav__ Signature of Counsellor: _____

Remarks of Counsellor...

Remarks of Principal...

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Syllabus: Life Skills for Computer Professionals

Duration: 6 Weeks

Unit-I

Introduction to Life Skills for Computer Professionals, Importance of life skills for computer professionals, Overview of course topics and expectations & Communication Skills, Effective written communication, Effective verbal communication & Listening skills.

Unit-II

Time Management, Time management techniques, prioritizing tasks, avoiding procrastination, Stress Management, identifying sources of stress, Coping with stress, Relaxation techniques.

Unit-III

Teamwork and Leadership, working effectively in teams, Leadership styles, Leading effective meetings, Ethics and Professionalism, Ethics in the workplace, Professionalism and workplace behavior & Diversity and inclusion.
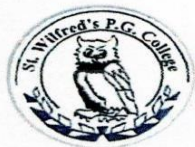
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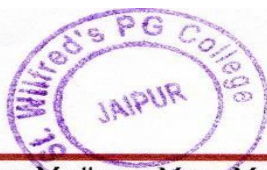
Life Skills for Computer Professionals

Student Learning Outcomes:

By the end of this course, students will be able to:

1. Communicate effectively in a variety of settings, including written and verbal communication

2. Manage their time effectively and prioritize tasks

3. Identify and manage sources of stress

4. Work effectively in teams and lead teams when necessary

5. Understand the importance of ethical behavior in the workplace

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Life Skills for Computer Professionals Course

Lesson Plan

Room No. - 401

Unit	Topic	Week-days	Faculty Name
Unit – I	Introduction to Life Skills for Computer Professionals, Importance of life skills for computer professionals, Overview of course topics and expectations & Communication Skills	Monday - Saturday	Dr. Ruchi Dave
Unit – I	Effective written communication, Effective verbal communication & Listening skills.	Monday - Saturday	Dr. Ruchi Dave
Unit – II	Time Management & Time management techniques, Prioritizing tasks & avoiding procrastination	Monday - Saturday	Dr. Ruchi Dave
Unit – II	Stress Management, Identifying sources of stress, Coping with stress, Relaxation techniques	Monday - Saturday	Dr. Ruchi Dave
Unit – III	Teamwork and Leadership working effectively in teams & Leadership styles, Ethics and Professionalism	Monday - Saturday	Dr. Ruchi Dave
Unit – III	Ethics in the workplace, Professionalism and workplace behavior & Diversity and inclusion	Monday - Saturday	Dr. Ruchi Dave

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Life Skills for Computer Professionals Course

Lesson Plan

Room No. - 402

Unit	Topic	Week-days	Faculty Name
Unit – I	Introduction to Life Skills for Computer Professionals, Importance of life skills for computer professionals, Overview of course topics and expectations & Communication Skills	Monday - Saturday	Ms. Laxmi Dulawat
Unit – I	Effective written communication, Effective verbal communication & Listening skills.	Monday - Saturday	Ms. Laxmi Dulawat
Unit – II	Time Management & Time management techniques, Prioritizing tasks & avoiding procrastination	Monday - Saturday	Ms. Laxmi Dulawat
Unit – II	Stress Management, Identifying sources of stress, Coping with stress, Relaxation techniques	Monday - Saturday	Ms. Laxmi Dulawat
Unit – III	Teamwork and Leadership working effectively in teams & Leadership styles, Ethics and Professionalism	Monday - Saturday	Ms. Laxmi Dulawat
Unit – III	Ethics in the workplace, Professionalism and workplace behavior & Diversity and inclusion	Monday - Saturday	Ms. Laxmi Dulawat

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Life Skills for Computer Professionals Course

Lesson Plan

Room No. - 403

Unit	Topic	Week-days	Faculty Name
Unit – I	Introduction to Life Skills for Computer Professionals, Importance of life skills for computer professionals, Overview of course topics and expectations & Communication Skills	Monday - Saturday	Mr. Avinash
Unit – I	Effective written communication, Effective verbal communication & Listening skills.	Monday - Saturday	Mr. Avinash
Unit – II	Time Management & Time management techniques, Prioritizing tasks & avoiding procrastination	Monday - Saturday	Mr. Avinash
Unit – II	Stress Management, Identifying sources of stress, Coping with stress, Relaxation techniques	Monday - Saturday	Mr. Avinash
Unit – III	Teamwork and Leadership working effectively in teams & Leadership styles, Ethics and Professionalism	Monday - Saturday	Mr. Dheeraj Khandelwal
Unit – III	Ethics in the workplace, Professionalism and workplace behavior & Diversity and inclusion	Monday - Saturday	Mr. Dheeraj Khandelwal

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Report of Life Skills for Computer Professionals

In Life Skill for Computer Professionals course 50 students participated. They have learnt so many things through this Life Skill course as:

➢ This course is designed to help computer professionals develop the necessary life skills to succeed in their personal and professional lives. The course covers a range of topics, including communication, time management, stress management, teamwork, leadership, and ethics.

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Ref. No.: SWPG/2022/VAC/303   DATE:10/09/2022

NOTICE

We are going to start Value Added Course- **Personality Development and Inter Personal Skills Course** at 4 to 5 pm in room no. 228, 229, 230 for UG/PG students. The course will be started from 14/09/2022. Duration of course is 6 weeks. Certificate will be awarded on the completion of the course.

PRINCIPAL

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- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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CIRCULAR

The following faculty members are deputed to conduct **Personality Development and Inter Personal Skills** course for students w.e.f 14.09.22 for 6 weeks.

Name	Designation	Signature
Dr. Neetu Gaur	Assistant Professor	
Ms. Shamim Bano	Assistant Professor	
Dr. Dileep Gupta	Assistant Professor	
Dr. Seema Jacob	Assistant Professor	

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty
  - Dr. Neetu Gaur
  - Ms. Shamim Bano
  - Dr. Dileep Gupta
  - Dr. Seema Jacob

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Time Table: Personality Development and Inter Personal Skills

W.e.f.: 14/09/2022

Room no: 228

Days	Subject	Time
Monday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Tuesday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Wednesday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Thursday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Friday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Saturday	Personality Development and Inter Personal Skills	4 pm – 5 pm

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Time Table: Personality Development and Inter Personal Skills

W.e.f.: 14/09/2022

Room no: 229

Days	Subject	Time
Monday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Tuesday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Wednesday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Thursday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Friday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Saturday	Personality Development and Inter Personal Skills	4 pm – 5 pm

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Time Table: Personality Development and Inter Personal Skills

W.e.f.: 14/09/2022

Room no: 230

Days	Subject	Time
Monday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Tuesday	Personality Development and Inter Personal Skills	4 pm – 5 pm
Wednesday	Personality Development and Inter Personal Skills	4 pm – 5 pm
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APPLICATION FORM

Add On Course – Personality Development and Inter Personal Skills Course

Student's Name: Arjun Singth Nathawat

Father's Name: Devi Singh Nathawat

Class: BCA   Date of Birth: 2/10/2002

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 17/8/2022

Phone No. _____

DETAILS OF ADD ON COURSES: Mobile: 8553666665

Parent's Signature: Devi Singh   Student's Signature: अर्जुन
Date: _____

Reference:
Name of Counsellor: Dr. Meety Craur Signature of Counsellor: _____

Remarks of Counsellor ....

Remarks of Principal ....

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APPLICATION FORM

Add On Course – Personality Development and Inter Personal Skills Course

Student's Name: Sheel Ratana Gautam

Father's Name: Ram Lal

Class: BCA   Date of Birth: 5/3/2004

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 45158

Phone No. 8381987961

Mobile: _____

DETAILS OF ADD ON COURSES:

Parent's Signature _Ramlal_   Student's Signature _____
Date: _____

Reference:
Name of Counsellor: Dr. Neetu Gaur   Signature of Counsellor: _____

Remarks of Counsellor..

Remarks of Principal..

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APPLICATION FORM

Add On Course – Personality Development and Inter Personal Skills Course

Student's Name: Jyoti Rajput

Father's Name: Munnalal Rajput

Class: B.A.   Date of Birth: 24/10/200

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 9/1/2022

Phone No. 9634501 54

Mobile: 9634501 54

DETAILS OF ADD ON COURSES:

Parent's Signature: Munnalal   Student's Signature: Jyoti
Date: _____

Reference:
Name of Counsellor: Dr. Neetu Grover   Signature of Counsellor: _____

Remarks of Counsellor..

Remarks of Principal..

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APPLICATION FORM

<u>**Add On Course – Personality Development and Inter Personal Skills Course**</u>

Student's Name: Ayush Kumar Choubey

Father's Name: Madan Mohan Choubey

Class: B B A   Date of Birth: 21/09/2004

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 20/09/2022

Phone No.   7781836447

Mobile: Ayush

DETAILS OF ADD ON COURSES:

Parent's Signature मोहन   Student's Signature _____
Date: _____

<u>Reference:</u>

Name of Counsellor: payal Sharma Signature of Counsellor: _____

Remarks of Counsellor..

Remarks of Principal..

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APPLICATION FORM

Add On Course – Personality Development and Inter Personal Skills Course

Student's Name: Kajal Khatik

Father's Name: Kishan Khatik

Class: BA   Date of Birth: 01/11/2004

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 9/6/2022

Phone No. 6375633286

DETAILS OF ADD ON COURSES:

Mobile: _____

Parent's Signature _____ रमेश _____   Student's Signature Kajal

Date: _____

Reference:

Name of Counsellor: payal sharma   Signature of Counsellor: _____

Remarks of Counsellor: ....

Remarks of Principal: ....

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Syllabus of Personality Development and Inter Personal Skills Course

Duration: 6 Weeks

UNIT - I

Define Personality, Determinants of Personality Development, Perception – Definition, Perceptual Process. Self Esteem and Maslow, Self Esteem & Erik Erikson, Mind Mapping, Competency Mapping & 360 Degree Assessment, Types of Personalities – Introvert, Extrovert & Ambivert person, Effective Communication & Its key aspects.

UNIT – II

Factors of Association – Relationship, Personality Traits, Developing Effective Habits, Emotional Intelligence. Attitude – Concept -Significance -Factors affecting attitudes – Positive attitude–Advantages –Negative Attitude-Disadvantages -Ways to develop a positive attitude, Carl Jung 's contribution to personality development theory.

UNIT - III

Interpersonal Relationship, Personality – Spiritual journey beyond the management of change, Good manners & Etiquettes, Effective Speech, Understanding Body language, projective positive body language. Motivation, Introspection, Self-Assessment, Self-Appraisal & Self-development, Sigmund Freud Id, Ego & SuperEgo.

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Personality Development and Inter Personal Skills Course: Student Learning Outcomes

- The student will be able to understand, analyze develop and exhibit accurate sense of self. Think critically. demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.

- Learn to balance confidence with humility and overcome problems associated with personality & Recognise the importance of interpersonal skills.

- Describe how good communication with other can influence our working relationships & outline the roles we play in our work groups and teams.

- Discover an interpersonal skills model to create an action plan for the skills you want to develop or improve & Use multiple self-assessments to increase understanding of yourself and the perspectives of others.

- Create supportive workplace relationships by treating others with respect, trust, and dignity & Use strategies to successfully overcome tense situations and restore confidence in relationships.

- Using a competitive game environment, use interpersonal skills to respond to a series of scenarios & Apply positive and productive communication techniques to various types of interactions by receiving feedback from others.

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Personality Development and Inter Personal Skills Course

Lesson Plan

Room No: 228

Unit	Topic	Week-days	Faculty Name
Unit – I	Define Personality & Determinants of Personality Development, Perception Definition & Types of Personalities, Perceptual process & Self Esteem	Monday - Saturday	Dr. Dileep Gupta
Unit – I	Competency Mapping & 360 Degree Assessment, Effective Communication and its key aspects	Monday - Saturday	Dr. Dileep Gupta
Unit – II	Factors of Association Good manners & Etiquettes , Personality trait & Effective Habits & Emotional Intelligence	Monday - Saturday	Ms Shamim Bano
Unit – II	Attitude- Concept & Significance, Factors Affecting attitudes& Development of Positive Attitude, Carl Jung 's contribution to personality development theory	Monday - Saturday	Ms Shamim Bano
Unit – III	Effective Speech & , Understanding of body language, Motivation & Introspection	Monday - Saturday	Ms Shamim Bano
Unit – III	Self-Assessment & Self-Appraisal & Self-development, Sigmund Freud Id, Ego & Superego	Monday - Saturday	Ms Shamim Bano

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Personality Development and Inter Personal Skills Course

Lesson Plan

Room No: 229

Unit	Topic	Week-days	Faculty Name
Unit – I	Define Personality & Determinants of Personality Development, Perception Definition & Types of Personalities, Perceptual process & Self Esteem	Monday - Saturday	Dr. Neetu Gaur
Unit – I	Competency Mapping & 360 Degree Assessment, Effective Communication and its key aspects	Monday - Saturday	Dr. Neetu Gaur
Unit – II	Factors of Association Good manners & Etiquettes , Personality trait & Effective Habits & Emotional Intelligence	Monday - Saturday	Dr. Neetu Gaur
Unit – II	Attitude- Concept & Significance, Factors Affecting attitudes& Development of Positive Attitude, Carl Jung 's contribution to personality development theory	Monday - Saturday	Dr. Neetu Gaur
Unit – III	Effective Speech & , Understanding of body language, Motivation & Introspection	Monday - Saturday	Dr. Neetu Gaur
Unit – III	Self-Assessment & Self-Appraisal & Self-development, Sigmund Freud Id, Ego & Superego	Monday - Saturday	Dr. Neetu Gaur

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Personality Development and Inter Personal Skills Course

Lesson Plan

Room No: 230

Unit	Topic	Week-days	Faculty Name
Unit – I	Define Personality & Determinants of Personality Development, Perception Definition & Types of Personalities, Perceptual process & Self Esteem	Monday - Saturday	Dr. Seema Jacob
Unit – I	Competency Mapping & 360 Degree Assessment, Effective Communication and its key aspects	Monday - Saturday	Dr. Seema Jacob
Unit – II	Factors of Association Good manners & Etiquettes , Personality trait & Effective Habits & Emotional Intelligence	Monday - Saturday	Dr. Seema Jacob
Unit – II	Attitude- Concept & Significance, Factors Affecting attitudes& Development of Positive Attitude, Carl Jung 's contribution to personality development theory	Monday - Saturday	Dr. Seema Jacob
Unit – III	Effective Speech & , Understanding of body language, Motivation & Introspection	Monday - Saturday	Dr. Seema Jacob
Unit – III	Self-Assessment & Self-Appraisal & Self-development, Sigmund Freud Id, Ego & Superego	Monday - Saturday	Dr. Seema Jacob

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36 Days Course Report

Overview:

The 36-day course on Personality Development and Inter Personal Skills Course was designed to provide guidance to enhance student's personality and good interpersonal skills. This course will help to students to build better and longer-lasting relationships, both at home and at work. Students will be able to deal with sales and customer relations management.

Curriculum:

➢ **Week 1: Introduction to Personality development**
1. Define Personality & Determinants of Personality Development
2. Perception Definition & Types of Personalities
3. Perceptual process & Self Esteem

➢ **Week 2: 360 Degree Assessment**
1. 360 Degree Assessment
2. Competency Mapping
3. Introduction to Effective Communication
4. Effective communication key aspects

➢ **Week 3: Factors of good Manners and Etiquettes**
1. Introduction to Manners & Etiquettes
2. Types of Etiquettes
3. Factors of association good manners and etiquettes
4. Personality trait & Effective Habits and Emotional Intelligence

➢ **Week 4: Attitude and personality development theory**
1. Introduction to Attitude and personality development theory
2. Attitude- Concept & Significance
3. Factors affecting attitudes
4. Meaning of Positive attitude
5. Carl Jung's Personality development theory

➢ **Week 5: Computer Vision**
1. Introduction to Effective Speech
2. Understanding of body language
3. Meaning of Motivation
4. Meaning of introspection

➢ **Week 6: Self-assessment and self- appraisal**
1. Introduction to Self – Assessment
2. Introduction to self-Appraisal and Self-development
3. Sigmund Freud ID
4. Ego and superego

Kafila
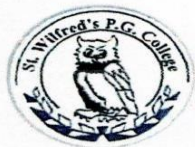**IQAC HEAD**
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Report of Personality Development and Inter Personal Skills Course

In Personality Development and Inter Personal Skills Course 50 students participated. They have learnt so many things through this Personality Development and Inter Personal Skills Course as:

- After completion of this course the student will be able to understand, analyze develop and exhibit accurate sense of self. Think critically. demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.

- Learn to balance confidence with humility and overcome problems associated with personality & Recognise the importance of interpersonal skills & to know how good communication with other can influence our working relationships & outline the roles we play in our work groups and teams.

- Discover an interpersonal skills model to create an action plan for the skills you want to develop or improve & Use multiple self-assessments to increase understanding of yourself and the perspectives of others and Create supportive workplace relationships by treating others with respect, trust, and dignity & Use strategies to successfully overcome tense situations and restore confidence in relationships.

- Using a competitive game environment, use interpersonal skills to respond to a series of scenarios & Apply positive and productive communication techniques to various types of interactions by receiving feedback from others.

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Ref. No.: SWPG/2022/VAC/303   DATE:10/09/2022

<u>NOTICE</u>

We are going to start Value Added Course- **Certificate in Artificial Intelligence** at 4 to 5 pm in room no. 501, 502, 503 for UG/PG students. Course will be started from 14/09/2022. Duration of course is 6 weeks. Certificate will be awarded on the completion of the course.

Fareeda

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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CIRCULAR

Date: 10/09/2022

The following faculty members are deputed to conduct **Certificate in Artificial Intelligence** students w.e.f 14/09/2022 for 6 weeks at 4:00-5:00pm in Room no.- 501,502,503.

Name	Designation	Signature
Mr. Rakesh Kumar Sharma	Assistant Professor	
Mr. Siddharth Jain	Assistant Professor	
Dr. A.K Tiwari	Assistant Professor	

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head
- Faculty Name
  - Mr. Rakesh Kumar Sharma
  - Mr. Siddharth Jain
  - Dr. A.K Tiwari

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Time Table for Certificate in Artificial Intelligence

W.e.f.: 14/09/2022

Room No.: 501, 502, 503

Days	Subject	Time
Monday	Certificate in Artificial Intelligence	04:00-05:00 PM
Tuesday	Certificate in Artificial Intelligence	04:00-05:00 PM
Wednesday	Certificate in Artificial Intelligence	04:00-05:00 PM
Thursday	Certificate in Artificial Intelligence	04:00-05:00 PM
Friday	Certificate in Artificial Intelligence	04:00-05:00 PM
Saturday	Certificate in Artificial Intelligence	04:00-05:00 PM

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty
  - Mr. Rakesh Kumar Sharma
  - Mr. Siddharth Jain
  - Dr. A.K. Tiwari

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Add On Course – Certificate in Artificial Intelligence

Student's Name: Vansh Mathur.

Father's Name: Naveen mathur.

Class: BCA   Date of Birth: 11/11/2003

Percentage of Marks Obtained in last Qualifying Examination: 72%

Date of Admission in this Institution: 10/8/2021

Phone No. 9511513088

Mobile: 9511513088

DETAILS OF ADD ON COURSES:

Parent's Signature: Naveen.   Student's Signature: Van.

Date: 12/9/2022

Reference:

Name of Counsellor: Payal Sharma   Signature of Counsellor: Payal

Remarks of Counsellor...

Remarks of Principal..

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Syllabus: Certificate in Artificial Intelligence

Unit-1

Introduction to Artificial Intelligence
1. Definition and scope of Artificial Intelligence (AI)
2. Brief history of AI and its evolution
3. Types of AI: Narrow AI, General AI and Super AI
4. Applications of AI in different industries

Unit-2

Machine Learning Fundamentals
1. Introduction to machine learning
2. Supervised, unsupervised, and reinforcement learning
3. Data pre-processing and feature selection
4. Training and testing machine learning models
5. Performance evaluation of models

Unit-3

Deep Learning and Neural Networks

1. Introduction to deep learning and neural networks
2. Types of neural networks: feedforward, convolutional, recurrent, etc.
3. Forward and backpropagation algorithms
4. Training and fine-tuning neural networks
5. Common deep learning frameworks and tools

Unit-4

Natural Language Processing (NLP)
1. Introduction to NLP and its applications
2. Text preprocessing and cleaning techniques

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3. Text classification and sentiment analysis
4. Language modeling and sequence generation
5. Common NLP libraries and tools

Unit-5

Computer Vision

1. Introduction to computer vision and its applications
2. Image processing and feature extraction
3. Object detection and recognition
4. Image segmentation and classification
5. Common computer vision libraries and tools

Unit-6

Ethics and Future of AI

1. Ethical issues and concerns in AI
2. Bias and fairness in AI systems
3. Explain ability and interpretability of AI models
4. Future of AI and its potential impact on society and economy
5. Resources for further learning and development in AI
6. Case studies and examples
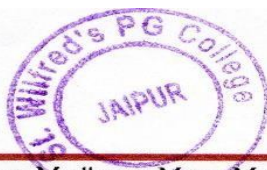
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Certificate in Artificial Intelligence

COURSE OUTCOMES:

On completion of the course, student will be able to–

- Student will understand of the basic concepts, principles, and techniques in artificial intelligence.
- AI can automate repetitive tasks and processes, leading to increased efficiency and productivity in industries such as manufacturing, logistics, and customer service.
- AI can assist in medical diagnosis, drug discovery, personalized treatment plans, and medical image analysis, potentially leading to improved patient outcomes and reduced healthcare costs.
- AI-generated content, such as art, music, and literature, challenges traditional notions of creativity and opens up new possibilities for artistic expression.
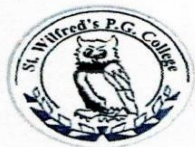- The students will explore various real-world applications of AI, such as natural language processing, computer vision, robotics, and recommendation systems.

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Lesson Plan

Certificate in Artificial Intelligence

Room No.-501

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to Artificial Intelligence	Monday-Saturday	Mr. Rakesh Kumar Sharma
Unit – II	Machine Learning Fundamentals	Monday-Saturday	Mr. Rakesh Kumar Sharma
Unit – III	Deep Learning and Neural Networks	Monday-Saturday	Mr. Rakesh Kumar Sharma
Unit – IV	Natural Language Processing (NLP)	Monday-Saturday	Mr. Rakesh Kumar Sharma
Unit – V	Computer Vision	Monday-Saturday	Mr. Rakesh Kumar Sharma
Unit – VI	Ethics and Future of AI	Monday-Saturday	Mr. Rakesh Kumar Sharma

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Lesson Plan

Certificate in Artificial Intelligence

Room No.-502

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to Artificial Intelligence	Monday-Saturday	Mr. Siddharth Jain
Unit – II	Machine Learning Fundamentals	Monday-Saturday	Mr. Siddharth Jain
Unit – III	Deep Learning and Neural Networks	Monday-Saturday	Mr. Siddharth Jain
Unit – IV	Natural Language Processing (NLP)	Monday-Saturday	Mr. Siddharth Jain
Unit – V	Computer Vision	Monday-Saturday	Mr. Siddharth Jain
Unit – VI	Ethics and Future of AI	Monday-Saturday	Mr. Siddharth Jain

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Lesson Plan

Certificate in Artificial Intelligence

Room No.-503

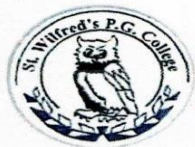| Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to Artificial Intelligence	Monday-Saturday	Dr. A.K Tiwari
Unit – II	Machine Learning Fundamentals	Monday-Saturday	Dr. A.K Tiwari
Unit – III	Deep Learning and Neural Networks	Monday-Saturday	Dr. A.K Tiwari
Unit – IV	Natural Language Processing (NLP)	Monday-Saturday	Dr. A.K Tiwari
Unit – V	Computer Vision	Monday-Saturday	Dr. A.K Tiwari
Unit – VI	Ethics and Future of AI	Monday-Saturday	Dr. A.K Tiwari

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36 Days Course Report

Overview:

The 36-day course on Artificial Intelligence was designed to provide students with the knowledge and skills necessary to analyze data and make informed business decisions. The course covered a range of topics, including Introduction to Artificial Intelligence, Machine Learning Fundamentals and Deep Learning and Neural Networks etc.

Curriculum:

➢ **Week 1: Introduction to Artificial Intelligence**
   5. Definition and scope of Artificial Intelligence (AI)
   6. Brief history of AI and its evolution
   7. Types of AI: Narrow AI, General AI and Super AI
   8. Applications of AI in different industries

➢ **Week 2: Machine Learning Fundamentals**
   6. Introduction to machine learning
   7. Supervised, unsupervised, and reinforcement learning
   8. Data pre-processing and feature selection
   9. Training and testing machine learning models
   10. Performance evaluation of models

➢ **Week 3: Deep Learning and Neural Networks**
   6. Introduction to deep learning and neural networks
   7. Types of neural networks: feedforward, convolutional, recurrent, etc.
   8. Forward and backpropagation algorithms
   9. Training and fine-tuning neural networks
   10. Common deep learning frameworks and tools

➢ **Week 4: Natural Language Processing (NLP)**
   6. Introduction to NLP and its applications
   7. Text preprocessing and cleaning techniques
   8. Text classification and sentiment analysis
   9. Language modeling and sequence generation
   10. Common NLP libraries and tools

➢ **Week 5: Computer Vision**
   6. Introduction to computer vision and its applications
   7. Image processing and feature extraction
   8. Object detection and recognition
   9. Image segmentation and classification
   10. Common computer vision libraries and tools

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> **Week 6: Ethics and Future of AI**
> 7.   Ethical issues and concerns in AI
> 8.   Bias and fairness in AI systems
> 9.   Explain ability and interpretability of AI models
> 10.   Future of AI and its potential impact on society and economy
> 11.   Resources for further learning and development in AI
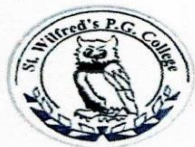> 12.   Case studies and examples

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Report of "Certificate in Artificial Intelligence"

In Certificate in Artificial Intelligence 340 students participated. They have learnt so many things through Certificate in Artificial Intelligence as:

- After completion of this course the student will be understanding of the basic concepts, principles, and techniques in artificial intelligence.
- The students will learn the fundamentals of machine learning algorithms, including supervised and unsupervised learning, neural networks, decision trees, and regression.
- The students will develop practical skills in implementing and applying AI techniques, such as data pre-processing, feature extraction, model training, and evaluation.
- The students will acquire proficiency in programming languages commonly used in AI, such as Python, and learn how to develop AI applications using popular frameworks and libraries.
- The students will explore the ethical and social implications of AI technologies, including privacy concerns, bias, and fairness, and develop an understanding of responsible AI development and deployment.
- The students will learn data analysis and visualization techniques to gain insights from data and effectively communicate findings.
- The students will explore various real-world applications of AI, such as natural language processing, computer vision, robotics, and recommendation systems.

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Ref. No.: SWPG/2022/VAC/304   DATE:10/09/2022

NOTICE

We are going to start Value Added Course- **Certificate in Vocal/Instrumental** at 4 to 5 pm in room no. 236 for UG/PG students. Course will be started from 14/09/2022. Duration of course is 6 weeks. Certificate will be awarded on the completion of the course.
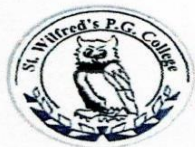
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CIRCULAR

The following faculty members are deputed to conduct **Personality Development and Inter Personal Skills** course for students w.e.f 14.09.22 for 6 weeks.

Name	Designation	Signature
Dr. Shyam Sunder Sharma	Assistant Professor	

PRINCIPAL

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- IQAC HEAD
- Faculty
  - Dr. Shyam Sunder Sharma

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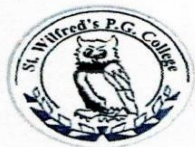
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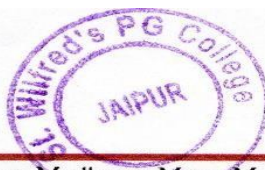
Time Table for Certificate in Vocal/Instrumental

W.e.f.: 14/09/2022

Room No.: 236

Days	Subject	Time
Monday	Certificate in Vocal/Instrumental	04:00-05:00 PM
Tuesday	Certificate in Vocal/Instrumental	04:00-05:00 PM
Wednesday	Certificate in Vocal/Instrumental	04:00-05:00 PM
Thursday	Certificate in Vocal/Instrumental	04:00-05:00 PM
Friday	Certificate in Vocal/Instrumental	04:00-05:00 PM
Saturday	Certificate in Vocal/Instrumental	04:00-05:00 PM

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- Faculty
    - Dr. Shyam Sunder Sharma

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Add On Course – Certificate in Vocal/Instrumental

Student's Name: __Mahipal choudhary.__

Father's Name: __Savaram choudhary.__

Class: __B.Sc__   Date of Birth: __6/6/2003__

Percentage of Marks Obtained in last Qualifying Examination: __63·75/__

Date of Admission in this Institution: __8/8/2021__

Phone No. __9628756608__

Mobile: __9628756608__

DETAILS OF ADD ON COURSES:

Parent's Signature ___लवाराम___   Student's Signature ___Mahipal.___

Date: __11/9/2022__

Reference:

Name of Counsellor: __Payal Sharma__ Signature of Counsellor: __Payal__

Remarks of Counsellor...

Remarks of Principal...

Kapila

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Syllabus: Certificate in Vocal/Instrumental Course

Unit-1

Definition and explanation of the following –Naad, Struti, Swar Saptak, Sthai, Antara, Rag, Thaot, Vadi, Samvadi, Alankar, Avartan.

Unit-2

Knowledge of musical Instrumentals- Tanpura, harmonium, Sitar, Voilin, Guitar,

Sinthesizer, Tabla, Drum, Octopad, etc.

Unit-3

Techniques of making Regarding Musical Instrumentals.

Unit-4

Techniques of Sound production and Voice.

Unit-5

Knowledge of Musical Taal- Tritaal, Kharwa, Dadra, Jhaptal, Deepchindi, Roopak, Ektaal, Choutaal.

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Certificate in Vocal/Instrumental Course

COURSE OUTCOMES:

Classical Music:
- Rich and complex compositions
- Use of traditional forms and structures (e.g., sonata, symphony, concerto)
- Emphasis on instrumental music
- Prominent use of orchestras and chamber ensembles
- Composers like Mozart, Beethoven, Bach, and Tchaikovsky

Light Music:
- Catchy and melodic tunes
- Upbeat and enjoyable rhythms
- Often used in background settings (e.g., films, commercials)
- Popular genres include pop, jazz, folk, and easy listening
- Prominent use of vocals and popular instruments
- Artists like Frank Sinatra, Ella Fitzgerald, Norah Jones, and The Beatles

Vocal Music:
- Expressive delivery of lyrics and melodies
- Use of different vocal techniques such as belting, vibrato, and falsetto
- Conveyance of emotions and storytelling through the lyrics
- Ability to create a strong connection with the audience through vocal performance
- Potential for improvisation and embellishments in certain genres
- Range of vocal styles, from classical opera to contemporary pop

Instrumental Music:
- how case of instrumental skill and technique
- Ability to convey emotions and tell a story through instrumental melodies
- Utilization of different playing techniques and styles specific to each instrument
- Potential for improvisation and solos in various genres like jazz and rock
- Collaboration with other instrumentalists to create harmonies and textures
- Opportunities for instrumentalists to explore their unique musical voice and express their creativity.

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Lesson Plan

Certificate in Vocal/Instrumental

Room No.-236

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to Artificial Intelligence	Monday-Saturday	Dr. Shyam Sunder Sharma
Unit – II	Machine Learning Fundamentals	Monday-Saturday	Dr. Shyam Sunder Sharma
Unit – III	Deep Learning and Neural Networks	Monday-Saturday	Dr. Shyam Sunder Sharma
Unit – IV	Natural Language Processing (NLP)	Monday-Saturday	Dr. Shyam Sunder Sharma
Unit – V	Computer Vision	Monday-Saturday	Dr. Shyam Sunder Sharma
Unit – VI	Ethics and Future of AI	Monday-Saturday	Dr. Shyam Sunder Sharma

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Report of "Vocal/Instrumental Course"

In Classical/ Light Music/Vocal/Instrumental Course 73 students participated. They have learnt so many things through Classical/ Light Music/Vocal/Instrumental Course as:

- After completion of this **course** the student will be able to rich and complex compositions. Use of traditional forms and structures (e.g., sonata, symphony, concern) Emphasis on instrumental music. Prominent use of orchestras and chamber ensembles. Composers like Mozart, Beethoven, Bach, and Tchaikovsky

- They also learn Implementation of different Catchy and melodic tunes. Upbeat and enjoyable rhythms. Often used in background settings (e.g., films, commercials). Popular genres include pop, jazz, folk, and easy listening. Prominent use of vocals and popular instruments. Artists like Frank Sinatra, Ella Fitzgerald, Norah Jones, and The Beatles

- After the completion of this unit students will learn to Expressive delivery of lyrics and melodies. Use of different vocal techniques such as belting, vibrato, and falsetto. Conveyance of emotions and storytelling through the lyrics. Ability to create a strong connection with the audience through vocal performance. Potential for improvisation and embellishments in certain genres. Range of vocal styles, from classical opera to contemporary pop

- Student also understanding how case of instrumental skill and technique. Ability to convey emotions and tell a story through instrumental melodies. Utilization of different playing techniques and styles specific to each instrument. Potential for improvisation and solos in various genres like jazz and rock. Collaboration with other instrumentalists to create harmonies and textures. Opportunities for instrumentalists to explore their unique musical voice and express their creativity.

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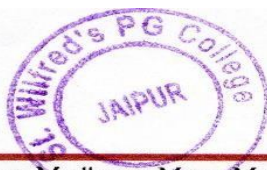
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VALUE ADDED COURSES OFFERED

Session 2021-22

Courses

- **Aptitude and Career Enhancement Course**
- **Yoga & Stress Management**
- **Web Technology & Web Designing**
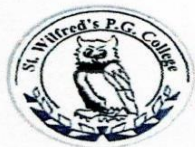- **Project Management Course**

DATE OF IMPLEMENTATION
20-09-2021

DURATION
6 WEEKS

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur, Rajasthan 302020

Ref. No.: SWPG/2021/VAC/201   DATE:13/09/2021

NOTICE

We are going to start **Project Management Course** at 4 to 5 pm in room no. 236, 237 for UG/PG students. Course will be started from 20/09/2021. Duration of course is 6 weeks. Certificate will be awarded on the completion of the course.

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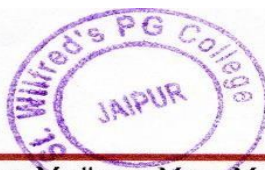
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CIRCULAR

The following faculty members are deputed to conduct **Project Management Course** for students w.e.f 20.09.21 for 6 weeks.
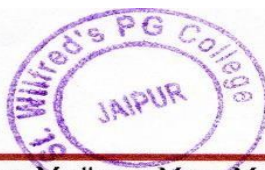
Name	Designation	Signature
Dr. Nupur Jain	Assistant Professor	
Dr. Neetu gaur	Assistant Professor	Neetu gaur
Dr. S.K Gupta	Assistant Professor	
Dr. Dileep Gupta	Assistant Professor	

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- Faculty
  - Dr. Nupur Jain
  - Dr. Neetu gaur
  - Dr. S.K Gupta
  - Dr. Dileep Gupta

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Time Table: Project Management Course

W.e.f.: 20/09/2021

Room no: 236, 237

Days	Subject	Time
Monday	Project management course	04:00-05:00 PM
Tuesday	Project management course	04:00-05:00 PM
Wednesday	Project management course	04:00-05:00 PM
Thursday	Project management course	04:00-05:00 PM
Friday	Project management course	04:00-05:00 PM
Saturday	Project management course	04:00-05:00 PM

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- Faculty
  - Dr. Nupur Jain
  - Dr. Neetu gaur
  - Dr. S.K Gupta
  - Dr. Dileep Gupta

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Add On Course- "Project Management" Course

Student's Name: Dushyant Thuria

Father's Name: Mr. Narender Thuria

Class: B.A.   Date of Birth: 1/5/2021

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 24/12/2001

Phone No. _____
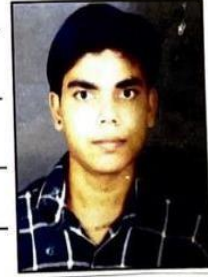
Mobile: _____

DETAILS OF ADD ON COURSES:

Parent's Signature Narender   Student's Signature Deeshyant
Date: _____

Reference:

Name of Counsellor: Payal   Signature of Counsellor: Payal

Remarks of Counsellor...

Remarks of Principal...

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Add On Course- "Project Management" Course

Student's Name: BHAVESH GOYAL

Father's Name: MR. MANOJ GOYAL

Class: B.A.   Date of Birth: 18/5/2001

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 16/9/2020

Phone No. _____

DETAILS OF ADD ON COURSES: Mobile: 8769047476

Parent's Signature *Manoj*   Student's Signature *Bhavesh*
Date: _____

Reference:
Name of Counsellor: ...Payal....... Signature of Counsellor: ...Payal...

Remarks of Counsellor...

Remarks of Principal...

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Add On Course- "Project Management" Course

Student's Name: Diya

Father's Name: Mr. Devender Niyal

Class: B.A.   Date of Birth: 30/7/2022

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 6/1/2011

Phone No. _____

Mobile: 9828482951

DETAILS OF ADD ON COURSES:

Parent's Signature _____   Student's Signature _____
Date: _____

Reference:
Name of Counsellor: .....Payal.....   Signature of Counsellor: .....Payal.....

Remarks of Counsellor...

Remarks of Principal...

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Add On Course- "Project Management" Course

Student's Name: Bharat Goelarg

Father's Name: MR. Jaypal

Class: B.A.   Date of Birth: 18/5/2001

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 16/9/2020

Phone No. _____

Mobile: 9829010418

DETAILS OF ADD ON COURSES:

Parent's Signature _Jaypal_   Student's Signature _Bharat_
Date: _____

Reference:
Name of Counsellor: .....Payal.............. Signature of Counsellor: .....Payal.....

Remarks of Counsellor...

Remarks of Principal...
....

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Add On Course- "Project Management" Course

Student's Name: ANKUSH KAMBOJ

Father's Name: MR. NEERAJ KUMAR

Class: B.A.   Date of Birth: 1/01/2003

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 8/8/2020

Phone No. _____

Mobile: 8426022257

DETAILS OF ADD ON COURSES:

Parent's Signature Neeraj   Student's Signature

Date: _____

Reference:

Name of Counsellor: Payal   Signature of Counsellor: Payal

Remarks of Counsellor..

Remarks of Principal..

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Syllabus "Project Management" Course

Unit-1

Introduction to project management and project selection, Importance of project management, Types of projects, Project management life cycle, Project selection, Feasibility study: Types of feasibility steps in feasibility study

Unit-2

Project planning and implementation, Project Scope- Estimation of Project cost – Cost of Capital, Project Representation and Preliminary Manipulations, Basic Scheduling Concepts

Unit- 3

Project monitoring and control, setting a base line, Project management Information System, Importance of Contracts in projects, Teamwork in Project Management

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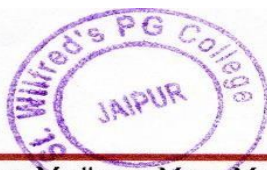
Project Management

COURSE OUTCOMES:

- Companies regularly use project management to achieve optimum results through the use of limited resources and under critical time constraints. In the services sector, the use of project management to achieve the objectives of an organization is quite common. Advertising campaigns, political campaigns, family vacations planning or even a project management course, like this one, are organized as projects.

- In recent years a relatively new growth area in the use of project management is the use of projects as a way of accomplishing organizational change. Indeed, there is a rapid increase in the number of firms that use projects as the preferred way of accomplishing almost everything they undertake.

The main objective of this course is to introduce the student to the rich world of Project Management methodologies and its application at a global scale. In a world that has become globalized, the need for leaders capable of facing challenges is growing every day. We need leaders and project managers who are capable of understanding cultural and ideological differences, are respectful of different habits than their original environments, and are able to succeed in project goals.

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Project Management Course

Lesson Plan

Room No.: 236

Unit	Topic	Weekdays	Faculty Name
Unit – I	Introduction to project management and project selection, Importance of Project Management, Types of Projects, Project Management Life Cycle	Monday - Saturday	Dr. Nupur Jain
Unit – I	Project Selection, Feasibility study: Types of feasibility Steps in feasibility study	Monday - Saturday	Dr. Nupur Jain
Unit – II	Project planning and implementation, Project Scope- Estimation of Project cost – Cost of Capital	Monday - Saturday	Dr. Nupur Jain
Unit – II	Project Representation and Preliminary Manipulations, Basic Scheduling Concepts	Monday - Saturday	Dr. Nupur Jain
Unit – III	Project monitoring and control, setting a base line, Project management Information System	Monday - Saturday	Dr. Dileep Gupta
Unit – III	Importance of Contracts in projects, Teamwork in Project Management	Monday - Saturday	Dr. Dileep Gupta

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Project Management Course

Lesson Plan

Room No.: 236

Unit	Topic	Weekdays	Faculty Name
Unit – I	Introduction to project management and project selection, Importance of Project Management, Types of Projects, Project Management Life Cycle	Monday - Saturday	Dr. Nupur Jain
Unit – I	Project Selection, Feasibility study: Types of feasibility Steps in feasibility study	Monday - Saturday	Dr. Nupur Jain
Unit – II	Project planning and implementation, Project Scope-Estimation of Project cost – Cost of Capital	Monday - Saturday	Dr. Nupur Jain
Unit – II	Project Representation and Preliminary Manipulations, Basic Scheduling Concepts	Monday - Saturday	Dr. Nupur Jain
Unit – III	Project monitoring and control, setting a base line, Project management Information System	Monday - Saturday	Dr. Dileep Gupta
Unit – III	Importance of Contracts in projects, Teamwork in Project Management	Monday - Saturday	Dr. Dileep Gupta

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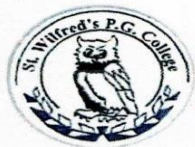St. WILFRED'S P.G. COLLEGE
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Project Management Course

Lesson Plan

Room No.: 236

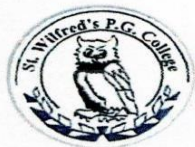| Unit	Topic	Weekdays	Faculty Name
Unit – I	Introduction to project management and project selection, Importance of Project Management, Types of Projects, Project Management Life Cycle	Monday - Saturday	Dr. Neetu Gaur
Unit – I	Project Selection, Feasibility study: Types of feasibility Steps in feasibility study	Monday - Saturday	Dr. Neetu Gaur
Unit – II	Project planning and implementation, Project Scope-Estimation of Project cost – Cost of Capital	Monday - Saturday	Dr. Neetu Gaur
Unit – II	Project Representation and Preliminary Manipulations, Basic Scheduling Concepts	Monday - Saturday	Dr. Neetu Gaur
Unit – III	Project monitoring and control, setting a base line, Project management Information System	Monday - Saturday	Dr. S. K Gupta
Unit – III	Importance of Contracts in projects, Teamwork in Project Management	Monday - Saturday	Dr. S. K Gupta

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36 Days Course Report

Overview:

The 36-day course on Project management Course helps to develop initiation, planning, execution, regulation and closure as well as the guidance of the project team's operations towards achieving all the agreed upon goals within the set scope, time, quality and budget standards.

Curriculum:

➢ **Week 1: Introduction to project management**
  1. Introduction to project management and project selection
  2. Importance of project management
  3. Types of projects
  4. Project management life cycle

➢ **Week 2: Introduction to Project selection**
  1. Project selection
  2. Feasibility study
  3. Types of feasibility
  4. Steps in feasibility study

➢ **Week 3: Introduction to Project planning**
  1. Project planning and implementation
  2. Project scope- Estimation of project cost
  3. Cost of capital

➢ **Week 4: Introduction to Project representation**
  1. Project representation
  2. Preliminary manipulations
  3. Basic scheduling concepts

➢ **Week 5: Project monitoring**
  1. Project monitoring and control
  2. Setting a base line
  3. Project management information system

➢ **Week 6: Introduction to Contracts in projects**
  1. Contracts in projects
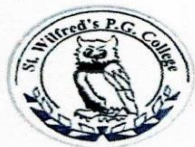 2. Importance of contracts in projects
  3. Teamwork in project management

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Report of Project Management Course

In Project Management Course 379 students participated. They have learnt so many things through this Project Management Course as:

- After completion of this course the students will be able to understand about Companies that regularly use project management to achieve optimum results through the use of limited resources and under critical time constraints. In the services sector, the use of project management to achieve the objectives of an organization is quite common. Advertising campaigns,political campaigns, family vacations planning or even a project management course, like this one, are organized as projects.

- The main objective of this course is to introduce the student to the rich world of Project Management methodologies and its application at a global scale. In a world that has become globalized, the need for leaders capable of facing challenges is growing every day.

- The need of leaders&project managers who are capable of understanding cultural and ideological differences, are respectful of different habits than their original environments, and are able to succeed in project goals.

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Ref. No.: SWPG/2021/VAC/202   DATE:13/09/2021

NOTICE

We are going to start Value Added Course- **Aptitude and Career Enhancement Course** at 4 to 5 pm in room no. 228, 229, 230 for UG/PG students. Course will be started from 20/09/2021. Duration of course is 6 weeks. Certificate will be awarded on the completion of the course.

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- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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CIRCULAR

The following faculty members are deputed to conduct **Aptitude and Career Enhancement Course** for students w.e.f 20.09.21 for 6 weeks.

Name	Designation	Signature
Dr. Pratibha Jain	Assistant Professor	*Pratibha*
Dr. Sudheer Verma	Assistant Professor	*Sudheer*
Ms. Aditi Joshi	Assistant Professor	*Aditi*
Dr. Neema Shekhawat	Assistant Professor	*Nama*

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty
  - Dr. Pratibha Jain
  - Dr. Sudheer Verma
  - Ms. Aditi Joshi
  - Dr. Neema Shekhawat

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Time Table: Aptitude and Career Enhancement Course

W.e.f.: 20/09/2021

Room no: 228, 229, 230

Days	Subject	Time
Monday	Aptitude and Career Enhancement Course	04:00-05:00 PM
Tuesday	Aptitude and Career Enhancement Course	04:00-05:00 PM
Wednesday	Aptitude and Career Enhancement Course	04:00-05:00 PM
Thursday	Aptitude and Career Enhancement Course	04:00-05:00 PM
Friday	Aptitude and Career Enhancement Course	04:00-05:00 PM
Saturday	Aptitude and Career Enhancement Course	04:00-05:00 PM

Principal

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty
    - Dr. Pratibha Jain
    - Dr. Sudheer Verma
    - Ms. Aditi Joshi
    - Dr. Neema Shekhawat

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Add On Course – Aptitude and Career Enhancement Course

Student's Name: ANUPAM SAINI

Father's Name: MR. RAJA RAMSAINI

Class: B.A.   Date of Birth: 5/10/2002

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 13/08/2020

Phone No. _____

Mobile: 8107437622

DETAILS OF ADD ON COURSES:

Parent's Signature _____   Student's Signature _____

Date: _____

Reference:

Name of Counsellor: Sangeeta Kumar   Signature of Counsellor: _____

Remarks of Counsellor: ....

Remarks of Principal: ....

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Add On Course – Aptitude and Career Enhancement Course

Student's Name: GORANSHU SONWAL

Father's Name: MR. RAKESH

Class: B.A.   Date of Birth: 8/3/2004

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 31/12/2020

Phone No. _____

Mobile: 9784272030

DETAILS OF ADD ON COURSES:

Parent's Signature _____   Student's Signature _____
Date: _____

Reference:

Name of Counsellor: Sangeeta .... Signature of Counsellor: ....

Remarks of Counsellor: ....

Remarks of Principal: ....

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Add On Course – Aptitude and Career Enhancement Course

Student's Name: Harsh Chaudhary

Father's Name: Mr Pusshpander Singh

Class: B.A.   Date of Birth: 14/12/2000

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 09/11/2020

Phone No. _____

DETAILS OF ADD ON COURSES: Mobile: 941477 5800

Parent's Signature _____   Student's Signature _____
Date: _____

Reference:

Name of Counsellor: Sangeeta .... Signature of Counsellor: _____

Remarks of Counsellor: ....

Remarks of Principal: ....

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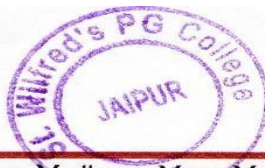
Add On Course – Aptitude and Career Enhancement Course

Student's Name: Garima Kuril

Father's Name: Surendra Kumar Kuril

Class: B-Com.   Date of Birth: 2/2/2003

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 11/8/2021

Phone No. _____

DETAILS OF ADD ON COURSES: Mobile: 8239898981

Parent's Signature: Surendra   Student's Signature: Garima
Date: _____

Reference:

Name of Counsellor: Sangeeta .... Signature of Counsellor: ....

Remarks of Counsellor: ....

Remarks of Principal: ....

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Syllabus of Aptitude and Career Enhancement Course

Duration: 6 Weeks

UNIT - I

- Quantitative Ability
- Communication Ability and English Comprehension
- Analytical Ability and Logical Ability
- General Knowledge and Current Affairs:

UNIT – II

- Self-Assessment
- Decision Making
- Communication Skills
- Career Awareness
- Career Decision Making

UNIT - III

- Goal Setting
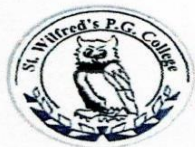- Employment Preparation
- Cultural Competence
- Interpersonal Skills

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Aptitude and Career Enhancement Course: Student Learning Outcomes

- **Quantitative Ability:** This sub-test is designed to test the quantitative ability of the candidates. The subtest consists of questions on Addition, Multiplication, Division, Fractions, Percentage, Rate of Interest, Work and Task, Ratio and Proportion, and Distance.

- **Communication Ability and English Comprehension:** This sub-test is aimed at testing the language ability of the candidates in day-to-day communication in English. It includes questions on synonyms, antonyms, words with corresponding meanings, singular, plural, one-word substitutes, idioms and phrases, correct spellings, comprehending a situation from a given passage, etc.

- **Analytical Ability and Logical Ability:** This sub-test is designed to test the candidate's capacity for inference and logic from the given information and to evaluate the candidate's ability to identify a given problem and apply reasoning in solving the core issues of the problem. Concepts and practices of creative and lateral thinking are likely to be useful.

- **General Knowledge and Current Affairs:** This sub-test is designed to test the candidate's general knowledge and current affairs. The number of questions may vary in each section and for each course year to year. The level of difficulty in questions for all courses may vary.

- **Self- Assessment, Decision Making and Communication Skills:** The students will have learnt about the way of quality communication with the co-workers and it will also help to build a strong social relationship with outside society. The student will have develop listening and conversing skills with respect to adaptable situations. At the end of this unit, students will have developed themselves in the active thinking and also learns about the effective usage of words.

- **Goal Setting and Employment Preparation:** After the completion of this unit students will learn to deliver the presentation in a more powerful and persuasive way. It also improves the clarity and confidence of the students. After the completion of this unit, students will learn about the synchronization with the workmate and also gives them an opportunity to unlock their individual potentials.

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Aptitude and Career Enhancement Course

Lesson Plan

Room No.: 228

Unit	Topic	Weekdays	Faculty Name
Unit – I	Quantitative Ability Communication Ability and English Comprehension	Monday - Saturday	Dr. Pratibha Jain
Unit – I	Analytical Ability and Logical Ability General Knowledge and Current Affairs	Monday - Saturday	Dr. Pratibha Jain
Unit – II	Self-Assessment Decision Making Communication Skills	Monday - Saturday	Dr. Pratibha Jain
Unit – II	Career Awareness Career Decision Making	Monday - Saturday	Dr. Pratibha Jain
Unit – III	Goal Setting Employment Preparation	Monday - Saturday	Dr. Pratibha Jain
Unit – III	Cultural Competence Interpersonal Skills	Monday - Saturday	Dr. Pratibha Jain

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Room No.: 229

Unit	Topic	Weekdays	Faculty Name
Unit – I	Quantitative Ability Communication Ability and English Comprehension	Monday - Saturday	Dr. Sudheer Verma
Unit – I	Analytical Ability and Logical Ability General Knowledge and Current Affairs	Monday - Saturday	Dr. Sudheer Verma
Unit – II	Self-Assessment Decision Making Communication Skills	Monday - Saturday	Dr. Sudheer Verma
Unit – II	Career Awareness Career Decision Making	Monday - Saturday	Dr. Sudheer Verma
Unit – III	Goal Setting Employment Preparation	Monday - Saturday	Dr. Sudheer Verma
Unit – III	Cultural Competence Interpersonal Skills	Monday - Saturday	Dr. Sudheer Verma

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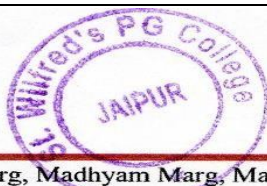
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Lesson Plan

Room No.: 230

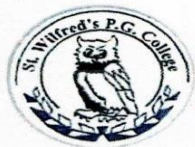| Unit	Topic	Weekdays	Faculty Name
Unit – I	Quantitative Ability Communication Ability and English Comprehension	Monday - Saturday	Dr. Neema Shekhawat
Unit – I	Analytical Ability and Logical Ability General Knowledge and Current Affairs	Monday - Saturday	Dr. Neema Shekhawat
Unit – II	Self-Assessment Decision Making Communication Skills	Monday - Saturday	Dr. Neema Shekhawat
Unit – II	Career Awareness Career Decision Making	Monday - Saturday	Dr. Neema Shekhawat
Unit – III	Goal Setting Employment Preparation	Monday - Saturday	Ms. Aditi Joshi
Unit – III	Cultural Competence Interpersonal Skills	Monday - Saturday	Ms. Aditi Joshi

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Sector-40, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020
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36 Days Course Report

Overview:

The 36-day course on Aptitude and career enhancement Course was designed to Provide Career guidance is a space of counselling that spotlights on assisting people with tracking down the right career pathway. In career counselling the people get guidance from proficient instructors that give master counsel on the possibilities, aptitude, inspirations, abilities and deficiencies with the utilization of painstakingly planned appraisal apparatuses. These evaluation apparatuses are both emotional and objective. After cautiously examining the person's interests and aptitude, career instructors guide people to lay out their career objectives.

Curriculum:

➢ **Week 1: Introduction to Quantitative ability**
1. Quantitative ability
2. **Communication ability**
3. **English comprehension**

➢ **Week 2: Introduction to analytical ability**
1. Analytical ability
2. **Logical ability**
3. **General knowledge**
4. **Effective verbal Current affairs**

➢ **Week 3: Introduction to Self-assessment**
1. Self-assessment
2. Decision making
3. Communication skills

➢ **Week 4: Introduction to Career awareness**
1. Career awareness
2. Career decision making

➢ **Week 5: Goal Setting techniques**
1. Goal setting ways
2. Employment preparation

➢ **Week 6: Introduction to Cultural competence**
1. Cultural competence
2. Interpersonal skills

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Report of Aptitude and Career Enhancement Course

In Aptitude and Career Enhancement Course 315 students participated. They have learnt so many

things through this Aptitude and Career Enhancement Course as:

- **Quantitative Ability:** This sub-test is designed to test the quantitative ability of the candidates. The subtest consists of questions on Addition, Multiplication, Division, Fractions, Percentage, Rate of Interest, Work and Task, Ratio and Proportion, and Distance.

- **Communication Ability and English Comprehension:** This sub-test is aimed at testing the language ability of the candidates in day-to-day communication in English. It includes questions on synonyms, antonyms, words with corresponding meanings, singular, plural, one-word substitutes, idioms and phrases, correct spellings, comprehending a situation from a given passage, etc.

- **Goal Setting and Employment Preparation:** After the completion of this unit students will learn to deliver the presentation in a more powerful and persuasive way. It also improves the clarity and confidence of the students. After the completion of this unit, students will learn about the synchronization with the workmate and also gives them an opportunity to unlock their individual potentials.

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Ref. No.: SWPG/2021/VAC/203   DATE:13/09/2021

NOTICE

We are going to start Value Added Course- **Web Technology & Web Designing Course** at 4 to 5 pm in room no. 238, 239, 240 for UG/PG students. Course will be started from 20/09/2021. Duration of course is 6 weeks. Certificate will be awarded on the completion of the course.

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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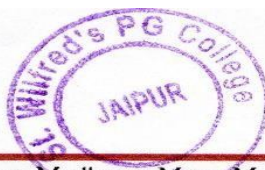
CIRCULAR

The following faculty members are deputed to conduct **Web Technology & Web designing** course for students w.e.f 20.09.2021 for 6 weeks.

Name	Designation	Signature
Avinash Kr. Tiwari	Assistant Professor	
Shipra Sharma	Assistant Professor	
Dr. Gaurav Kumar	Assistant Professor	

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty Name
  - Avinash Kr. Tiwari
  - Shipra Sharma
  - Dr. Gaurav Kumar
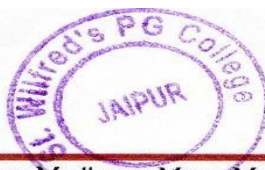
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Time Table: Web Technology & Web Designing Course

W.e.f.: 20/09/2021

Room no: 238, 239, 240

Days	Subject	Time
Monday	Web Technology & Web Designing Course	04:00-05:00 PM
Tuesday	Web Technology & Web Designing Course	04:00-05:00 PM
Wednesday	Web Technology & Web Designing Course	04:00-05:00 PM
Thursday	Web Technology & Web Designing Course	04:00-05:00 PM
Friday	Web Technology & Web Designing Course	04:00-05:00 PM
Saturday	Web Technology & Web Designing Course	04:00-05:00 PM

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty
  - Dr. Avinash Kr. Tiwari
  - Ms. Shipra Sharma
  - Dr. Gaurav Kumar

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Add On Course – Web Tech & Web design Course

Student's Name: Amit Chaudhary

Father's Name: Mr. Mahavir Shah

Class: B-Sc   Date of Birth: 25/9/2002

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 9/3/2020

Phone No. _____

DETAILS OF ADD ON COURSES: Mobile: 9783303024

Parent's Signature _Medalles_   Student's Signature _Amit_
Date: _____

Reference:

Name of Counsellor: ....Avinash...... Signature of Counsellor: ....A.........

Remarks of Counsellor: ....

Remarks of Principal: ....

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Add On Course – Web Tech & Web design Course

Student's Name: AKSHAY KUMAR JANGIR

Father's Name: MR KAILASH CHAND JANGIR

Class: BSC   Date of Birth: 18/12/2001

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 1/7/2021

Phone No. _____

Mobile: 9413048590

DETAILS OF ADD ON COURSES:

Parent's Signature: Kailash   Student's Signature: _____
Date: _____

Reference:

Name of Counsellor: Avinash ..... Signature of Counsellor: A

Remarks of Counsellor: ....

Remarks of Principal: ....

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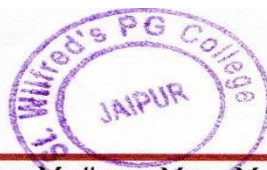
(JAIPUR stamp)

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Jaipur

Add On Course – Web Tech & Web design Course

Student's Name: Aman Singh

Father's Name: Mr. Rajesh Kumar

Class: B Sc   Date of Birth: 1/05/1999

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 20/09/2020

Phone No. _____

Mobile: 6378146809

DETAILS OF ADD ON COURSES:

Parent's Signature जयपुर

Date: _____

Student's Signature

Reference:

Name of Counsellor: Avinash   Signature of Counsellor: A

Remarks of Counsellor: ....

Remarks of Principal: ....

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Add On Course – Web Tech & Web design Course

Student's Name: Aman Chaudhary

Father's Name: Mr. Rajesh Chaudhary

Class: BSc   Date of Birth: 2/12/1998

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 28/9/2020

Phone No. _____

DETAILS OF ADD ON COURSES: Mobile: 968014825

Parent's Signature: _Rajesh_   Student's Signature: _Aman_

Date: _____

Reference:

Name of Counsellor: ....Avinash...... Signature of Counsellor: ....A....

Remarks of Counsellor:...

Remarks of Principal:...

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Add On Course – Web Tech & Web design Course

Student's Name: Shubham Saini

Father's Name: Mr. Hanuman Saini

Class: BCA pt - IInd   Date of Birth: 22/02/2002

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 19/08/2020

Phone No. 9694817266

Mobile: 9694817266

DETAILS OF ADD ON COURSES:

Parent's Signature __Hanuman__   Student's Signature __Subh__

Date: 10/09/2022

Reference:

Name of Counsellor: Mr. Shipra Sharma   Signature of Counsellor: _____

Remarks of Counsellor: ....

Remarks of Principal: ....

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Syllabus of Web Technology & Web Designing Course

Duration: 6 Weeks

UNIT - I

- Basics of Web Designing
- Multimedia & Its Application
- Web Technologies
- Introduction to Web Design & Applications
- Computer Graphics
- Mathematical Structure for Computer Science

UNIT – II

- HTML
- CSS
- JavaScript
- Bootstrap
- Adobe Dreamweaver
- Adobe Flash

UNIT - III

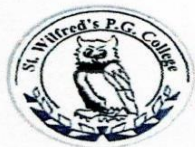- Available Software's for Graphic Designing

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Web Technology & Web Designing Course: Student Learning Outcomes

At the end of the course the student will be able to:

- **BASICS OF WEB DESIGNING**: How to design a website. Creating different themes for different layouts. How to design the look and feel of a website? How to create and design banners, advertisements, etc. Learning about the tools and techniques of web design covers using software applications.
- **WEB TECHONOLOGY**: How does a website work? Web standards and W3C elements, Domains and Hosting. Clients and Server Scripting Languages. Responsive Web Designing.
- **HTML**: To understand how HTML elaborates the general structure of a web page design as well as tags and the concept of HTML files. After which designing a web page will be taught along with hyperlinking and the tools that you can use in a web page design process. The recent version of HTML is HTML 5 on which you will get familiarized with the tools featured on it.
- **CSS:** It is the language used to comprehend a web page's overall presentation that consists of its layout, fonts as well as colors and themes. Another unique fact about CSS is that it doesn't require HTML and function independently. This separation assists CSS in adapting a webpage to different environments. The latest CSS3 is replete with amazing features that will be introduced to you in this course and you will also get to learn the tips and tricks of it.
- **JAVA SCRIPT**: It is a logic-based language in programming and interactive websites with cool tabs, sliders, calls to action and other dynamic features that are made with JavaScript.
- **BOOT STRAP**: it can be described as useful bits of code that are written in programming languages of HTML, CSS, and JavaScript. What it does is that it turns a website into a responsive one. Also, it is an open-source and free tool that ensures that you do not write too many CSS codes thus decreasing the load. As part of the web design course syllabus, you will get to learn this front-end development framework to furnish a better understanding of both web development as well as web design.
- **GRAPHIC DESIGNING**: To understand graphic designing to create cool graphics for a website. For grasping the concept of graphic design there are a number of software's.

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Web Technology & Web Designing Course

Lesson Plan

Room No.: 238

Unit	Topic	Weekdays	Faculty Name
Unit – I	Basics of Web Designing, Multimedia & Its Application	Monday - Saturday	Dr. Avinash Kr. Tiwari
Unit – I	Web Technologies, Introduction to Web Design & Applications,	Monday-Saturday	Dr. Avinash Kr. Tiwari
Unit – I	Computer Graphics Mathematical Structure for Computer Science	Monday- Saturday	Dr. Avinash Kr. Tiwari
Unit – II	HTML, CSS, JavaScript	Monday -Saturday	Dr. Avinash Kr. Tiwari
Unit – II	Bootstrap, Adobe Dreamweaver, Adobe Flash	Monday- Saturday	Dr. Avinash Kr. Tiwari
Unit – III	Graphic Designing	Monday -Saturday	Dr. Avinash Kr. Tiwari

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Web Technology & Web Designing Course

Lesson Plan

Room No.: 239

Unit	Topic	Weekdays	Faculty Name
Unit – I	Basics of Web Designing, Multimedia & Its Application	Monday - Saturday	Dr. Gaurav Kumar
Unit – I	Web Technologies, Introduction to Web Design & Applications,	Monday-Saturday	Dr. Gaurav Kumar
Unit – I	Computer Graphics Mathematical Structure for Computer Science	Monday- Saturday	Dr. Gaurav Kumar
Unit – II	HTML, CSS, JavaScript	Monday -Saturday	Dr. Gaurav Kumar
Unit – II	Bootstrap, Adobe Dreamweaver, Adobe Flash	Monday- Saturday	Dr. Gaurav Kumar
Unit – III	Graphic Designing	Monday -Saturday	Dr. Gaurav Kumar

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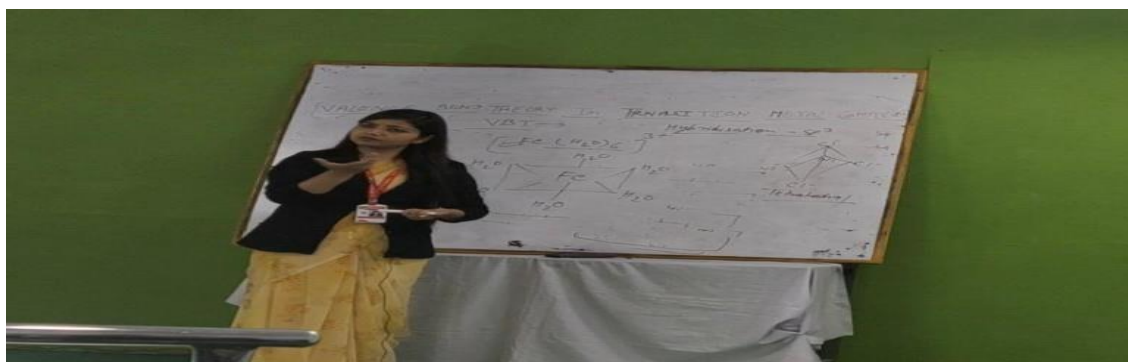(Dr. FAREEDA HASANI)
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Sector-40, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020
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Web Technology & Web Designing Course

Lesson Plan

Room No.: 240

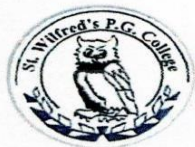| Unit	Topic	Weekdays	Faculty Name
Unit – I	Basics of Web Designing, Multimedia & Its Application	Monday - Saturday	Ms. Shipra Sharma
Unit – I	Web Technologies, Introduction to Web Design & Applications,	Monday-Saturday	Ms. Shipra Sharma
Unit – I	Computer Graphics Mathematical Structure for Computer Science	Monday- Saturday	Ms. Shipra Sharma
Unit – II	HTML, CSS, JavaScript	Monday -Saturday	Ms. Shipra Sharma
Unit – II	Bootstrap, Adobe Dreamweaver, Adobe Flash	Monday- Saturday	Ms. Shipra Sharma
Unit – III	Graphic Designing	Monday -Saturday	Ms. Shipra Sharma

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36 Days Course Report

Overview:
The 36-day course on Web tech & Web design will introduce students to the realm of web design. The first and necessary step for that goal is to understand how HTML works, and then we will proceed to more advanced and complicated structures and concepts of web design, such as CSS and layout control. A series of tasks (website evaluation, website development, reflective report, collaborative website development, website self-assessment), as well as several group activities (discussions, online resource sharing, collaborative work) will help you gain practical experience on web development and a thorough understanding of web design issues.

Curriculum:

➢ **Week 1: Introduction to web designing**
1. Basics of Web Designing
2. Uses of multimedia
3. Multimedia application

➢ **Week 2: Introduction to Web Technologies**
1. Web technologies
2. Web Design and Applications

➢ **Week 3: Introduction to Computer Graphics**
1. Computer graphics
2. Mathematical structure for computer science

➢ **Week 4: Introduction to HTML, CSS, JavaScript**
1. Explanation of HTML
2. Introduction to CSS
3. Introduction to JavaScript

➢ **Week 5: Introduction to Bootstrap, Adobe Dreamweaver, Adobe Flash**
1. Bootstrap
2. Adobe Dreamweaver
3. Adobe Flash

➢ **Week 6: Introduction to Graphic Designing**
1. Create visual concepts
2. Using computer software
3. Communicate ideas

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Web Technology & Web Designing Course

In Web Technology and Web Designing Course 351 students participated. They have learnt so many things through this Aptitude and Career Enhancement Course as:

- **BASICS OF WEB DESIGNING**: How to design a website. Creating different themes for different layouts. How to design the look and feel of a website? How to create and design banners, advertisements, etc. Learning about the tools and techniques of web design covers using software applications.
- **WEB TECHONOLOGY:** How does a website work? Web standards and W3C elements, Domains and Hosting. Clients and Server Scripting Languages. Responsive Web Designing.
- **HTML:** To understand how HTML elaborates the general structure of a web page design as well as tags and the concept of HTML files. After which designing a web page will be taught along with hyperlinking and the tools that you can use in a web page design process. The recent version of HTML is HTML 5 on which you will get familiarized with the tools featured on it.
- **JAVA SCRIPT**: It is a logic-based language in programming and interactive websites with cool tabs, sliders, calls to action and other dynamic features that are made with JavaScript.
- **BOOT STRAP**: it can be described as useful bits of code that are written in programming languages of HTML, CSS, and JavaScript. What it does is that it turns a website into a responsive one. Also, it is an open-source and free tool that ensures that you do not write too many CSS codes thus decreasing the load. As part of the web design course syllabus, you will get to learn this front-end development framework to furnish a better understanding of both web development as well as web design.
- **GRAPHIC DESIGNING**: To understand graphic designing to create cool graphics for a website. For grasping the concept of graphic design there are a number of software's.

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Ref. No.: SWPG/2021/VAC/204   DATE:13/09/2021

NOTICE

We are going to start Value Added Course- **Yoga & Stress Management Course** at 4 to 5 pm in room no. 401, 402, 403 for UG/PG students. Course will be started from 20/09/2021. Duration of course is 6 weeks. Certificate will be awarded on the completion of the course.

Fareeda

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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CIRCULAR

The following faculty members are deputed to conduct **Yoga & Stress Management** course for students w.e.f 20.09.21 for 6 weeks.

Name	Designation	Signature
Mr. Lakkha Singh	Assistant Professor	
Dr. Muktika Ahaskar	Assistant Professor	
Dr. Poonam Parihar	Assistant Professor	
Dr. Ritu Jain	Assistant Professor	

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty
  - Mr. Lakkha Singh
  - Dr. Muktika Ahaskar
  - Dr. Poonam Parihar
  - Dr. Ritu Jain

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Time Table: Yoga & Stress Management Course

W.e.f.: 20/09/2021

Room no: 401, 402, 403

Days	Subject	Time
Monday	Yoga & Stress Management Course	4 pm - 5 pm
Tuesday	Yoga & Stress Management Course	4 pm - 5 pm
Wednesday	Yoga & Stress Management Course	4 pm - 5 pm
Thursday	Yoga & Stress Management Course	4 pm - 5 pm
Friday	Yoga & Stress Management Course	4 pm - 5 pm
Saturday	Yoga & Stress Management Course	4 pm - 5 pm

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty
  - Mr. Lakkha Singh
  - Dr. Muktika Ahaskar
  - Dr. Poonam Parihar
  - Dr. Ritu Jain

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Add On Course – Yoga & Stress Management Course

Student's Name: Sunil Mahawar

Father's Name: Hukum Mahawar

Class: B Com   Date of Birth: 7/7/1996

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 19/7/2014

Phone No. 9785584993

Mobile: _____

DETAILS OF ADD ON COURSES:

Parent's Signature _____   Student's Signature _____
Date: _____

Reference:

Name of Counsellor: .... Signature of Counsellor: ....

Remarks of Counsellor ....

Remarks of Principal...

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Add On Course – Yoga & Stress Management Course

Student's Name: Manish Godara

Father's Name: Subhash Godara

Class: BA   Date of Birth: 25/2/2004

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 1/7/2021

Phone No. 7023306724

Mobile: _____

DETAILS OF ADD ON COURSES:

Parent's Signature सुभाष गोदारा   Student's Signature Manish
Date: _____

Reference:

Name of Counsellor: Kavita Sharma Signature of Counsellor: KV

Remarks of Counsellor ....

Remarks of Principal ....

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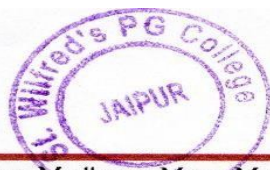
Add On Course – Yoga & Stress Management Course

Student's Name: _Nisha Choudhary_

Father's Name: _Shyoji Ram Choudhary_

Class: _BA_   Date of Birth: _8/11/2004_

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: _1/7/2021_

Phone No. _9413344340_

Mobile: _____

DETAILS OF ADD ON COURSES:

Parent's Signature _श्योजीराम_   Student's Signature _Nisha_

Date: _____

Reference:

Name of Counsellor: _Deepak_ Signature of Counsellor: _D._

Remarks of Counsellor..

Remarks of Principal...

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Add On Course – Yoga & Stress Management Course

Student's Name: __Praveen Kumar__

Father's Name: __Sunder Singh__

Class: __BA__   Date of Birth: __6/10/2003__

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: __1/7/2021__

Phone No. __7021069269__
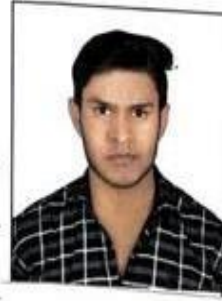
DETAILS OF ADD ON COURSES: Mobile: _____

Parent's Signature __Sunder Singh__ Student's Signature __Praveen__

Date: _____

Reference:

Name of Counsellor: __Deepak__ .... Signature of Counsellor: __D....__

Remarks of Counsellor...

Remarks of Principal...

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Add On Course – Yoga & Stress Management Course

Student's Name: Sapna Saini

Father's Name: Ganga Ram Saini

Class: BA   Date of Birth: 1/2/2004

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 1/7/2021

Phone No. 9116922357

Mobile: _____

DETAILS OF ADD ON COURSES:

Parent's Signature गंगाराम सैनी   Student's Signature Sapna Saini

Date: _____

Reference:

Name of Counsellor: Deepak .... Signature of Counsellor: D....

Remarks of Counsellor ....

Remarks of Principal ....

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Report of Yoga & Stress Management Course

In Yoga & Stress Management Course 372 students participated. They have learnt so many things through this Yoga & Stress Management Course as:

- After Completion of the course the student will be able to understand the Meaning and definition of Yoga – aims & objectives of yoga – misconception about yoga. Historical perceptive on yoga – yoga before the time of Patanjali (Indus valley civilization, Vedas, Brahmnas, Upanishads, Epics, Puranas). Contributions of Patanjali and Thirumular to yoga. Yoga practices and other systems of exercises. Schools of Yoga: Bhakthi Yoga, Jnana Yoga, Karma Yoga, Kundalini Yoga, Mantra Yoga, Hatha Yoga, Raja Yoga.

- The student will be able to understand the Meaning and Definition of Stress. Types: Eustress, Distress, Anticipatory Anxiety, Intense Anxiety and Depression. Meaning of Management – Stress Management. Concept of Stress according to Yoga: Patanjali, Bhagavad – Gita, Yoga Vasistha and Upanishad. Impact of Yoga on Muscular system, Respiratory System, Circulatory system, Nervous system, Digestive system and Endocrine system & Yoga and development of Social qualities of personality – Co-operation – Simplicity – Tolerance – Social adjustments – Yoga and personal efficiency. Improvement of personal efficiency through yoga.

- Stress Management through Yoga. Will be able to understand the importance of Yoga.

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Affiliated to University of Rajasthan

VALUE ADDED COURSES OFFERED

Session 2020-21

Online Courses

- **Career Counseling**
- **Soft Skill & English Communication**

DATE OF IMPLEMENTATION
01-09-2020

DURATION
6 WEEKS

St. Wilfred Education Society

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Date: 08-07-2020

Board of Governing Body
NOTICE

All the members of the BOG are informed that a meeting will be held on 13-07-2020 in Seminar Hall. This meeting is all about the annual planning for the Academic year 2020-21.

Agenda

1. Discuss the outcomes of the previous year meeting.
2. Academic Regulation, admission policies for session 2020-21.
3. Budget for the academic year 2020-21.
4. Discuss the upgrade of teaching methods from offline to online classes.
5. Academic programmes to be organized in the college.
6. Scholarship allotment process for the upcoming session.
7. To present development policies for students, faculty members, alumni and their implementation according to the guidelines of the University Grant Commission policy-UOR Governing policies.
8. To brief the board about the status of Academics, Results and Placement in the previous years.

9. To brief the board about awards and honors received by the faculty members or students
10. Any other matter with permission of Chair.
11. To discuss sanctioned posts of faculty members for the current session.

Secretary
St. Wilfred Education Society

St. Wilfred Education Society

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E-mail : st.wilfreds@gmail.com • Website : www.stwilfreds.com

Date: 08-07-2020

BOARD OF GOVERNING BODY
CIRCULAR

All the members of the BOG are informed that a meeting will be held on 13-07-2020 in Seminar Hall. This meeting is all about the annual planning for the Academic year 2020-21.

Members requested to attend the same:

S. No.	Name	Designation
1.	Mr. Suresh Kumar	President
2.	Dr. Keshav Badaya	Secretary
3.	Mr. Ramesh Chand Dusad	Treasurer
4.	Mr. S.R. Gupta	Registrar
5.	Dr. Sudhir Khunteta	Educationist
6.	Smt. Preeti Gupta	Entrepreneur
7.	Sh. K.M. Gupta	Industrialist
8.	Dr. N.M. Sharma	Educationist
9.	Mrs. Archana Gupta	Employer
10.	Sh. T.O. Peter	Member
11.	Smt. Munni Devi	Member
12.	Sh. Satish Sareen	Member
13.	Mrs. Sunita Khunteta	Member
14.	Mrs. Nidhi Katta	Member
15.	Mrs. Smita Sonkhiya	Member
16.	Mrs. Sunita Khandelwal	Member
17.	Dr. Fareeda Hasani	Principal & College Representative St. Wilfred's PG College Jaipur
18.	Dr. Manisha Tiwari	Member

Copy to:
Members of BOG
Principal
IQAC

Secretary

St. Wilfred Education Society

Date: 13-07-2020

BOARD OF GOVERNING BODY
Minutes of Meeting

The meeting of Board of Governors was held on 13-07-2020 in The points included in agenda have been discussed and recommendations of Board of Governors is attached herewith;

- Discussed the outcomes of the previous year meeting.
- The principal discussed the upgrade of teaching methods from offline to online classes due to the COVID-19 pandemic. This transition was necessary to ensure the continuity of education while adhering to social distancing measures and ensuring the safety of students and staff.
- The committee deliberated and formulated academic guidelines, entrance protocols, and the syllabus for an enrichment initiative. These exchanges and determinations aimed to establish explicit parameters and benchmarks for educational procedures, student admissions, and the substance of the enrichment program.
- The committee allocated the budget for the academic year 2020-21. The purpose of this discussion was to determine the financial resources available and to allocate them appropriately to support various academic activities, programs, and initiatives.
- The committee engaged in deliberations concerning academic reforms within the college. The goal of these discussions was to pinpoint areas for enhancement and execute modifications that would elevate the caliber of education and academic procedures.
- The committee deliberated on the allocation of scholarships for the upcoming session. The purpose of these discussions was to review the scholarship program, assess the eligibility criteria, and distribute funds to deserving students.
- The committee deliberated on the necessity for heightened security measures in the college. The objective of these discussions was to tackle concerns regarding campus safety, strengthen security protocols, and safeguard the well-being of students, faculty, and staff.
- Planned about development policies for students, faculties employee, alumni and their implementation according to the guidelines of the University Grant Commission policy-UOR Governing policies.
- The committee engaged in discussions concerning the Governor's Report on the institution's progress, achievements, and strategic plan. The Governor's Report provides a holistic overview of the institution's performance, highlights noteworthy accomplishments, and outlines the strategic roadmap for future endeavors.
- The committee reviewed the recommendations presented by a selection committee established for a specific purpose. The selection committee may have been responsible for assessing and shortlisting candidates for various processes, such as job positions, scholarships, awards, or any other pertinent selection criteria.

Reg. No. 214/2000-2001

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- The committee participated in discussions with the board regarding the alumni initiatives of the institution. The committee members exchanged information, updates, and future plans regarding the active involvement and engagement of the alumni community.
- The committee held discussions with the board regarding the state of academics, examination results, and placements within the institution. The committee members presented reports, data, and updates on these significant aspects to offer an overview of the present situation and progress.
- The committee held deliberations with the board regarding the financial standing of the institution. The committee members presented reports, financial statements, and updates on the institution's finances to offer an overview of the present financial situation.
- The committee actively engaged in discussions and strategic planning regarding faculty and staff positions within the institution. Committee members evaluated the current structure of the faculty and staff, analyzed the allocation of workload, and considered the institution's future needs and requirements.
- The committee actively engaged in discussions concerning the recognition and honors bestowed upon the institution. Committee members shared information about the prestigious awards, accolades, and commendations received by the institution across various domains.
- The committee deliberated on the advancement of St. Wilfred's PG College. They conducted a comprehensive review and assessment of multiple facets encompassing the college's growth, development, and overall performance.
- Other matters with the permission of Chair.

Secretary
St. Wilfred Education Society

Copy to:
Members of BOG
Principal
IQAC

Ref. No. SWPG/2020/VAC/301   Date: 05/10/2020

STUDENT NOTICE

All students are hereby informed that our College is conducting certificate course of Soft Skills & English Communication. The course prepares students for various positions in the corporate sector.

Students from any stream, who wish to enroll in this course, can submit their names to Dr. Monika Sharma by 13th October 2020 till 04:00 pm. The course will start from 26/10/2020 and will run till 16/12/2020. Interested candidates are directed to go through all conditions, including eligibility criteria (obtained from the respective department/college website) very carefully. For details in this regard students can contact to following faculty in charge.

Contact Person – Dr. Monika Sharma
Contact No - 9351207315

Dr. Fareeda Hasani
Principal

Copy to

IQAC Head
All Members of PAC

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Date: 05/10/2020

PROGRAMME ADVISORY COMMITTEE

Certificate Course of Soft Skills & English Communication

(26th Oct. 2020 till 16th Dec. 2020)

Overview	Certificate Course of Soft Skills & English Communication
Duration	45 Hr.
Focus Area	A certification program in Soft Skills & English Communication is designed for students in order to improve their Communication skills such as active listening, public speaking, and writing. 1. Interpersonal skills such as empathy, teamwork, and conflict resolution. 2. Leadership skills such as decision-making, delegation, and motivation. 3. Adaptability and problem-solving skills such as creativity, critical thinking, and time management.
Admission Criteria	Merit-based or written test/personal interview
Eligibility Criteria	10+2 passed from a recognized board
Average Course Fees	No fees

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Certificate Course of Soft Skills & English Communication
(26th Oct. 2020 till 16th Dec. 2020)

SYLLABUS

- Introduction to Soft Skills

- Definition of Soft Skills and their importance in the workplace

- Different types of Soft Skills and their applications

- Assessing your own Soft Skills and identifying areas for improvement

- Effective Verbal Communication Techniques

- Non-Verbal Communication, Body Language & Gestures

- Active Listening and Responding

- Written Communication Skills (e.g. Email Etiquette, Report Writing)

- Building Positive Relationships with colleagues and clients

- Conflict Resolution and Negotiation Techniques

- Teamwork and Collaboration

- Empathy and Emotional Intelligence

- Leadership Styles and their impact

- Motivation and Delegation

- Critical Thinking and Problem-Solving

- Time Management and Prioritization

- Planning and Preparing Presentations

- Techniques for Engaging and Maintaining Audience Attention

- Overcoming Nerves and Delivering Confidently

- Handling Q&A Sessions Effectively

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Faculty Profile

1. **MR. VAIBHAV RASTOGI** is an MBA (Marketing & Finance) with **more than 17 years** of experience in diversified fields such as Sales, Business Development, Marketing, Training, Recruitments and Client Relationship Management for Education and Service Industry. He is *presently associated with **St. Wilfred's P.G. College, Jaipur as Head – Marketing***

   He started his professional career with Insurance Sector in 2006 and was associated with brands like Birla Sun Life Insurance & ICICI Prudential Life Insurance. He also displayed his competencies in the field of Training & Placements. He finally moved to Education sector and possesses more than 14 Years of vast experience in the field of education.

   He is an orator and guest speaker with renowned institutions like University of Rajasthan, JIMS, ICFAI University and many more. He also writes blogs & articles and has rendered his professional services to National Level Sports Magazine "Cricket Today".

2. **MS. SHRUTI SHARMA** is an MBA (Marketing & Human Resource) with **more than 15 years** of experience in diversified fields such as Sales, Business Development, Marketing, Teaching for Education and Service Industry. She is *presently associated with **St. Wilfred's P.G. College, Jaipur as Assistant Professor.***

   She started his professional career with Media Sector in 2009 and was associated with brands like **Dainik Bhaskar**, Hospitality Brands, Academic Institutions. She also displayed her competencies in the field of Education sector and possesses more than 10 Years of vast experience in the field of education.

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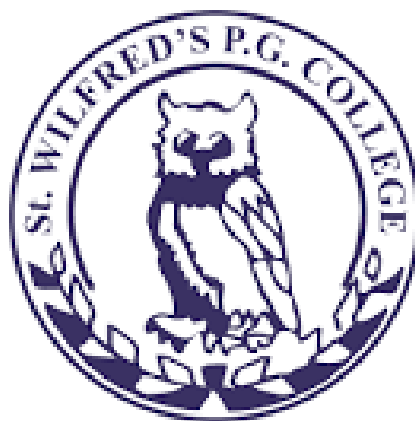
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Certificate Course on Soft Skills & English Communication
(26th Oct. 2020 till 16th Dec. 2020)

Learning Objectives

The learning objectives of Soft Skills & English Communication course are:

1. Understand the basics of Soft Skills & English Communication.
2. Improving the ability to communicate clearly, listen actively, and express ideas and opinions in a constructive manner.
3. Recognize the importance of Soft Skills & English Communication in the modern world.

Course Outcome

Based on the above learning objectives, the course outcomes for the Soft Skills & English Communication certification course could be:

1. Students will have a solid understanding of the fundamentals of Soft Skills & English Communication, including various channels and their impact on modern business.
2. Improved communication skills: Participants can develop effective verbal and written communication skills, including active listening, expressing themselves clearly, and responding appropriately to others.
3. Increased self-awareness and self-management: Participants can learn techniques for managing their emotions, improving their self-confidence, and identifying personal strengths and weaknesses.
4. Upon successful completion of the course, students will earn a Soft Skills & English Communication certification that will enhance their employability and provide them with the skills necessary to succeed in the competitive world of business.

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Career Prospects

Here are some potential career paths in Soft Skills & English Communication:

1. **Sales:** Sales professionals need excellent communication skills, persuasion skills, and the ability to build strong relationships with customers.
2. **Management:** Managers need strong leadership skills, communication skills, and the ability to manage and motivate a team.
3. **Human Resources:** HR professionals need excellent communication skills, emotional intelligence, and the ability to handle sensitive and confidential information.
4. **Customer Service:** Customer service representatives need strong communication skills, problem-solving skills, and empathy to effectively resolve customer issues.
5. **Marketing:** Marketers need strong communication skills, creativity, and the ability to think strategically to develop effective marketing campaigns.
6. **Teaching/Training:** Teachers and trainers need excellent communication skills, the ability to motivate and engage learners, and the ability to adapt their teaching style to different audiences.
7. **Project Management:** Project managers need strong leadership skills, communication skills, and the ability to manage timelines and resources to ensure successful project completion.

Certificate Course on Soft Skills & English Communication
(26th Oct. 2020 till 16th Dec. 2020)
General Guidelines of the Course

❖	**Registration opens**	: 09th Oct 2020
❖	**Registration closes**	: 13th Oct. 2020
❖	**Announcement of batch**	: 14th Oct. 2020
❖	**Commencement of classes**	: 16th Oct. 2020

Note:

1. The enrolment for the course will be done on first come first serve basis.

2. The names of the students will be put up in a separate notice.

3. On the commencement of the course, it is mandatory for the students to attend allthe classes pertaining to the course.

4. The certificate shall be provided by the college to the students upon successful completion of the course.

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Certificate Course of Soft Skills & English Communication
(26th Oct. 2020 till 16th Dec. 2020)

Schedule of the Classes

Day	3 PM - 4 PM	Deputed Faculty
Monday	Theory	Ms. Shruti Sharma
Tuesday	Theory	Mr. Vaibhav Rastogi
Wednesday	Theory	Ms. Shruti Sharma
Thursday	Mock Session	Mr. Vaibhav Rastogi
Friday	Mock Session	Ms. Shruti Sharma
Saturday	Mock Session	Mr. Vaibhav Rastogi

The mode of classes will be Online depending upon the prevalent situation.

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A Report on

"Value Added Course"

Soft Skills & English Communication

Submitted By

Mr. Vaibhav Rastogi

(Course Consultant)

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45 Days Course Report:

Overview:

The 45-day course on Soft Skills & English Communication was designed to provide students with the knowledge and skills necessary to effective verbal and non-verbal communication skills. The course covered a range of topics, including Introduction to Soft Skills & English Communication and presentation skills.

Curriculum:

Week 1: Communication Skills
- Verbal and non-verbal communication
- Listening skills
- Assertiveness
- Empathy
- Public speaking
- Effective writing

Week 2: Emotional Intelligence
- Self-awareness
- Self-regulation
- Motivation
- Social skills

Week 3: Time Management and Productivity
- Goal setting
- Prioritization
- Delegation
- Planning and organizing
- Managing distractions

Week 4: Leadership and Teamwork
- Leadership styles
- Team building
- Conflict resolution

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- Collaboration
- Decision making
- Coaching and mentoring

Week 5: Creativity and Innovation
- Brainstorming
- Problem-solving
- Critical thinking
- Design thinking
- Innovation mindset

Week 6: Personal Branding and Career Development
- Personal branding
- Networking
- Job search strategies
- Resume and cover letter writing
- Interview skills

Methodology:

The course was conducted online, with a combination of live lectures, pre-recorded videos, and interactive assignments. Students were required to complete weekly assignments and a final project, which involved analyzing a real-world data set and presenting insights and recommendations to a business audience.

Outcome:

The outcomes of a 45-day Soft Skills & English Communication course could vary based on the course's specific learning objectives and curriculum. However, some of the potential outcomes of such a course could include:

- **Comprehensive Understanding of Soft Skills & English Communication:** Students will gain a thorough understanding of the key concepts and principles of Soft Skills & English Communication.

- **Certification:** Upon successful completion of the course, students may receive a Soft

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Skills & English Communication certification that they can add to their resume and showcase to potential employers.

- **Career Opportunities:** Completing a Soft Skills & English Communication course can open up various career opportunities in Soft Skills & English Communication and related fields.

- **Sales:** Sales professionals need excellent communication skills, persuasion skills, and the ability to build strong relationships with customers.

- **Management:** Managers need strong leadership skills, communication skills, and the ability to manage and motivate a team.

- **Human Resources:** HR professionals need excellent communication skills, emotional intelligence, and the ability to handle sensitive and confidential information.

- **Customer Service:** Customer service representatives need strong communication skills, problem-solving skills, and empathy to effectively resolve customer issues.

- **Marketing:** Marketers need strong communication skills, creativity, and the ability to think strategically to develop effective marketing campaigns.

- **Teaching/Training:** Teachers and trainers need excellent communication skills, the ability to motivate and engage learners, and the ability to adapt their teaching style to different audiences.

- **Project Management:** Project managers need strong leadership skills, communication skills, and the ability to manage timelines and resources to ensure successful project completion

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Conclusion:

The 45-day course on Soft Skills & English Communication provided students with a comprehensive introduction to the field of Soft Skills & English Communication. A 45-day course in soft skills can prepare individuals for a wide range of career paths that require effective communication, teamwork, leadership, problem-solving, and emotional intelligence. Students here also learnt about the exposures they are going to get after the completion of this certificate course. The jobs of their perspective are:

1. Government Sector
2. MNCs
3. Freelancing (Consultant, Advisor, Strategist, and more)

In this with new concepts and students successfully completed the course with all new vibrancy and zeal.

Kafila

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JAIPUR

Fareeda

Principal
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Wilfred's P.G. College
Jaipur

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Value Added Courses Feedback Performa

(Session 2020-21)

Number of Participate in the feedback: 60

S. No.	Parameters	High	Moderate	Poor	Impact of Feedback
1.	Fulfillment of Objectives	46	12	02	77%
2.	Fundamentals Coverage	48	09	03	80%
3.	Extent of Syllabus Coverage	44	14	02	74%
4.	Relevance of work with Outer Exposure or Practical Approach	43	15	02	72%
5.	Terminology in Reference to Soft Skills & English Communication	46	16	03	77%

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Action taken for students Queries/Complaints/Missed Classes:

1. Extra remedial classes on Saturdays & Sundays for student's queries.
2. Calling to the students & asked them the reason for not attending the classes & arranged remedial classes.
3. Given guidance for completing assignments.
4. Arrange practical classes for students.
5. Interaction with students and teachers.

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Ref. No. SWPG/2020/VAC/303   Date: 12/08/2020

NOTICE

All students are hereby informed that our college is conducting Online Value added course of Career Counseling. Students from any stream, who wish to enroll in this course, can submit their names to Dr. Monika Sharma by 28th August 2020 till 04:00 pm. The course will start from 01/09/2020 and will run till 16/09/2020. Interested candidates are directed to go through all conditions, including eligibility criteria (obtained from the respective department/college website) very carefully. For details in this regard students can contact to following faculty in charge.

Contact Person – Dr. Monika Sharma
Contact No - 9351207315

Dr. Fareeda Hasani
Principal

Copy to

  IQAC Head
  All Members of PAC

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PROGRAMME ADVISORY COMMITTEE

Online Value Added Course of Career Counseling
(01st Sep. 2020 till 16th Oct. 2020)

Overview	Online Value Added Course of Career Counseling
Duration	45 Hr.
Focus Area	A certification program in Career Counseling is designed for students to explore the latest information and knowledge about the emerging & most sought after specializations in the academic field. Moreover, it provides deep insights about the particular streams and scope for professional development & growth.
Admission Criteria	Merit-based or written test/personal interview.
Eligibility Criteria	10+2 passed from a recognized board.
Average Course Fees	No fees

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Online Value Added Course of Career Counseling
(01st Sep. 2020 till 16th Oct. 2020)

SYLLABUS:

- Effective Communication Skills
- Understanding Personality Traits and Self-Awareness
- Body Language & Gestures
- Personality Assessments and Its Importance
- SWOT Analysis
- Understanding Personal Values, Interests, and Skills
- Developing Self-Awareness for Personal and Professional Growth
- Listening Skills and the Art of Active Listening
- Effective Speaking and Writing Skills
- Understanding the Job Market and Career Options
- Exploring different Career Paths
- Designing a Career Plan and Setting Career Goals
- Building a Strong Resume and Cover Letter
- Preparing for Job Interviews & Panel Discussions
- Mock Interviews & Group Discussions
- Introduction to Entrepreneurship
- Understanding the Basics of Entrepreneurship
- Developing a Business Plan
- Identifying Funding Sources and Financial Management
- Marketing and Selling Products and Services
- Understanding Digital Literacy and Technology Trends
- Using Digital Tools for Personal and Professional Development
- Developing Online Presence and Networking Skills

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Faculty Profile:

1. **MR. VAIBHAV RASTOGI** is an MBA (Marketing & Finance) with **more than 17 years** of experience in diversified fields such as Sales, Business Development, Marketing, Training, Recruitments and Client Relationship Management for Education and Service Industry. He is *presently associated with **St. Wilfred's P.G. College, Jaipur as Head – Marketing***

   He started his professional career with Insurance Sector in 2006 and was associated with brands like Birla Sun Life Insurance & ICICI Prudential Life Insurance. He also displayed his competencies in the field of Training & Placements. He finally moved to Education sector and possesses more than 14 Years of vast experience in the field of education.

   He is an orator and guest speaker with renowned institutions like University of Rajasthan, JIMS, ICFAI University and many more. He also writes blogs & articles and has rendered his professional services to National Level Sports Magazine "Cricket Today".

2. **MS. SHRUTI SHARMA** is an MBA (Marketing & Human Resource) with **more than 15 years** of experience in diversified fields such as Sales, Business Development, Marketing, Teaching for Education and Service Industry. She is *presently associated with **St. Wilfred's P.G. College, Jaipur as Assistant Professor.***

   She started his professional career with Media Sector in 2009 and was associated with brands like Dainik Bhaskar, Hospitality Brands, Academic Institutions. She also displayed her competencies in the field of Education sector and possesses more than 10 Years of vast experience in the field of education.

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Online Value Added Course of Career Counseling
(01st Sep. 2020 till 16th Oct. 2020)

Learning Objectives

Some general learning objectives that such a course might aim to achieve:

1. **Setting Career Goals:** Students will learn how to set SMART (Specific, Measurable, Achievable, Realistic & Trainable) goals to achieve their career objectives, and steps required to reach their goals.

2. **Building Job Search Skills:** Students will learn how to use relevant keywords for profile matching and prepare suitable cover letter, and how to effectively apply for jobs online.

3. **Interview Preparation:** Students will learn how to build a strong resume, prepare for job interviews, including how to do research about the company and the position and its responsibilities, how to answer common interview questions, and how to make a good impression.

4. **Professional Networking:** Students will learn how to build a professional network and how to use networking to find job opportunities and advance their career.

Course Outcome

1. **Understand Career Counselling:** To provide the student an understanding of Career Counselling.

2. **Improved Aptitude Skills:** The course may help students develop and improve their skills in areas such as quantitative aptitude, logical reasoning, verbal ability, and data interpretation.

3. **Career Guidance and Planning:** Students may gain a better understanding of their strengths, interests, values and skill sets, and how these can be applied to different career paths. They may also learn about various industries, job roles, and the skills and qualifications required succeeding in them.

4. **Professional Skills Development:** The course may help students develop skills such as

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communication skills, body language, teamwork, leadership, time management, and critical thinking & problem-solving, which are valuable in any career.

5. **Networking Opportunities:** The course may provide students with opportunities to connect with professionals in various fields, which can help them build their professional network and gain valuable insights and advice.

Career Prospects

Some of the career prospects in Career Guidance that students can explore after completing a certification course are:

1. **Career Counselor:** Career counselors help individuals make well informed decisions about their careers by providing them with guidance, resources, and information about different career paths across all industries. They work with people of all ages and backgrounds, from fresher's to home makers to experienced professionals who are either willing to kick start their career or considering a career change.

2. **Human Resources Specialist**: Human resources specialists are responsible for recruiting, screening, and hiring employees for organizations. They may also be involved in training and development, compensation and benefits, grievance handling and managing employee relations.

3. **Education Counselor:** Education counselors work with students of all ages to help them develop academic and career goals. They may provide guidance on choosing a college major, applying for college or graduate school, and developing study skills.

4. **Life Coach:** Life coaches work with individuals to help them achieve personal and professional goals. They may focus on areas such as career development, relationship building, personal growth and self-actualization.

5. **Business Consultant:** Business consultants work with organizations to help them improve their business image, manage operations, increase profitability, and develop new strategies. They may provide guidance on marketing, finance, and human resources.

6. **Entrepreneur:** Individuals who take a career guidance course may also be interested in starting their own business. The skills and knowledge gained from a career guidance course can be useful in developing a business plan, identifying areas of operations and funding sources, and marketing products or services.

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Online Value Added Course of Career Counseling

(01st Sep. 2020 till 16th Oct. 2020)

General Guidelines of the Course

- ❖ **Registration opens** : **17th Aug 2020**
- ❖ **Registration closes** : **28th Aug 2020**
- ❖ **Announcement of batch** : **31st Aug. 2020**
- ❖ **Commencement of classes** : **01st Sep. 2020**

Note:

1. The enrolment for the course will be done on first come first serve basis.
2. The names of the students will be put up in a separate notice.
3. On the commencement of the course, it is mandatory for the students to attend all the classes pertaining to the course.
4. The certificate shall be provided by the college to the students upon successful completion of the course.

Online Value Added Course of Career Counseling

(01st Sep. 2020 till 16th Oct. 2020)
Schedule of the Classes

Day	3 PM - 4 PM	Deputed Faculty
Monday	Theory	Mr. Vaibhav Rastogi
Tuesday	Theory	Ms. Shruti Sharma
Wednesday	Theory	Mr. Vaibhav Rastogi
Thursday	Mock Session	Ms. Shruti Sharma
Friday	Mock Session	Mr. Vaibhav Rastogi
Saturday	Mock Session	Ms. Shruti Sharma

The mode of classes will be Online depending upon the prevalent situation.

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Jaipur

A Report On

"Online Value Added Course"

On

Career Counselling
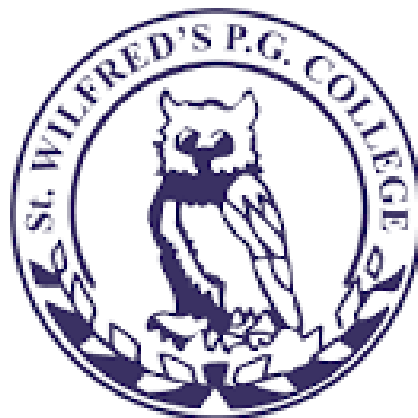
Submitted By

Mr. Vaibhav Rastogi
(Course Consultant)

Kafila

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45 Days Course Report

Overview:

The 45-day course on a career guidance course can provide individuals with the skills and knowledge needed to counsel and guide students, professionals and businesses to pursue a variety of courses, career paths, choosing right institutions and developing strategies for image building & managing operations effectively. The course can be particularly helpful for those who are considering an institute selection, career change, starting their own business, or looking for guidance on how to achieve their personal and professional goals.

Curriculum:

Week 1: Aptitude Tests and Assessments
- Introduction to Aptitude Tests and various types of Assessments
- Data Interpretation Skills and Practice Tests
- Verbal Reasoning Skills and Practice Tests
- Logical Reasoning Skills and Practice Tests
- Quantitative Skills and Practice Tests
- General Awareness

Week 2: Communication and Interpersonal Skills
- Importance of Effective Communication
- Verbal and Non-Verbal Communication Skills
- Listening and Feedback Skills
- Emotional Intelligence and Interpersonal Skills
- Conflict Resolution & Grievance Handling Skills

Week 3: Time Management and Goal Setting
- Importance of Time Management
- Identifying Time Wasters and Prioritization
- Planning and Scheduling Techniques
- SMART Goals and Action Planning
- Overcoming Procrastination

Week 4: Leadership and Teamwork
- Understanding Leadership Styles

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- Developing Leadership Skills
- Building Effective Teams
- Outlining Team Roles and Dynamics
- Managing Conflicts in Teams

Week 5: Resume Writing and Interview Skills

- Cover Letter Writing
- Crafting a Winning Resume
- Interview Preparation and Techniques
- Handling Interview Questions
- Follow-up Strategies

Week 6: Industry Insights and Career Pathways

- Overview of Different Industries and Sectors
- Emerging Career Trends and Opportunities
- Industry-Specific Skills and Qualifications
- Career Pathways and Job Search Strategies
- Entrepreneurship and Self-Employment Opportunities

Methodology:

The course was conducted with a combination of live lectures, pre-recorded videos, and interactive assignments in offline mode. Students were required to complete weekly assignments and a final examination in an offline mode.

Outcome:

The course helps students to identify their strengths and weaknesses and identify the potential opportunities & understand the threats (if any) and to improve their aptitude skills. It helps them perform better in examinations and other assessments.

The course provides students with guidance on various career options available to them based on their skills, interests, and aptitude. It helps them make informed decisions about their future career path. The course also focuses on developing soft skills such as communication, time management, and teamwork, which are essential for success in any career.

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Conclusion:

The 45-day course on Career Guidance provided students with:

1. Improved Job Readiness: By developing a range of soft skills and practical career-related knowledge, students can improve their chances of being hired for their desired jobs.

2. Increased Confidence: Engaging in career-enhancing courses and developing effective communication skills with right preparation of interviews can help students gain confidence in their abilities and feel more prepared to enter the workforce.

3. Expanded Career Options: With a better understanding of their skills and interests, students/professionals may be able to explore new career paths and expand their options beyond their current major or field of study.

4. Enhanced Employability: By acquiring a diverse set of skills and abilities, students may become more attractive to potential employers, making them more likely to secure job offers and advance in their careers.

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Online Value Added Course on Career Counseling

Feedback Performa

(Session 2020-2021)

Number of Participants in the feedback: 25

S.No.	Parameters	High	Moderate	Poor	Impact of Feedback
1.	Fulfillment of objectives	19	05	01	76%
2.	Fundamentals coverage	23	01	01	92%
3.	Extent of Syllabus Coverage	17	06	02	68%
4.	Relevance of work with outer exposure or practical approach	22	02	01	88%
5.	Terminology in reference to Career Counseling	20	03	02	80%

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ST. WILFRED'S P.G. COLLEGE , JAIPUR

Affiliated to University of Rajasthan

VALUE ADDED COURSES OFFERED

Session 2019-20

Courses

- **Certificate Program in Event Management**
- **Certificate Program in Business Analytics**
- **Certificate Program in MS-Office Specialist**
- **Certificate in Marketing and HR**
- **Technical Writing**

DATE OF IMPLEMENTATION

02-09-2019

DURATION

6 WEEKS

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur, Rajasthan 302020

St. Wilfred Education Society

Sector-10, Meera Marg, New Sanganer Road, Mansarovar, JAIPUR - 302020
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E-mail : st.wilfreds@gmail.com • Website : www.stwilfreds.com

Date: 08-07-2019

Board of Governing Body
NOTICE

All the members of the BOG are informed that a meeting will be held on 15-07-2019 in Seminar Hall. This meeting is all about the annual planning for the Academic year 2019-20.

Agenda

1. Discuss the outcomes of the previous year meeting.
2. Academic Regulation, admission policies & syllabus of Value Added Course.
3. Budget for the academic year 2019-20.
4. Academic programmes to be organized in the college.
5. Scholarship allotment process for the upcoming session.
6. Important events to be conducted by the college.
7. To present development policies for students, faculty members, alumni and their implementation according to the guidelines of the University Grant Commission policy-UOR Governing policies.
8. To brief the board about the status of Academics, Results and Placement in the previous years.

9. To brief the board about awards and honors received by the faculty members or students
10. Any other matter with permission of Chair.
11. To discuss sanctioned posts of faculty members for the current session.

Secretary
St. Wilfred Education Society

St. Wilfred Education Society

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Ph. : 0141-2780436, 2780904 • Fax : 0141-2784426
E-mail : st.wilfreds@gmail.com • Website : www.stwilfreds.com

Date: 08-07-2019

BOARD OF GOVERNING BODY
CIRCULAR

All the members of the BOG are informed that a meeting will be held on 15-07-2019 in Seminar Hall. This meeting is all about the annual planning for the Academic year 2019-20.

Members requested to attend the same:

S.NO.	Name	Designation
1.	Mr. Suresh Kumar	President
2.	Dr. Keshav Badaya	Secretary
3.	Mr. Ramesh Chand Dusad	Treasurer
4.	Mr. S.R. Gupta	Registrar
5.	Dr. Sudhir Khunteta	Educationist
6.	Smt. Preeti Gupta	Entrepreneur
7.	Sh. K.M. Gupta	Industrialist
8.	Dr. N.M. Sharma	Educationist
9.	Mrs. Archana Gupta	Employer
10.	Sh. T.O. Peter	Member
11.	Smt. Munni Devi	Member
12.	Sh. Satish Sareen	Member
13.	Mrs. Sunita Khunteta	Member
14.	Mrs. Nidhi Katta	Member
15.	Mrs. Smita Sonkhiya	Member
16.	Mrs. Sunita Khandelwal	Member
17.	Dr. Anupama Parashar	Principal & College Representative St. Wilfred's PG College Jaipur
18.	Dr. Anju Katara	Member

Copy to:
Members of BOG
Principal
IQAC

Secretary

St. Wilfred Education Society

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Date: 15-07-2019

BOARD OF GOVERNING BODY
Minutes of Meeting

The meeting of Board of Governors was held on 15-07-2019 in The points included in agenda have been discussed and recommendations of Board of Governors is attached herewith;

- Discussed the outcomes of the previous year meeting.
- The committee discussed and devised academic regulations, admission policies, and the curriculum for an enrichment program. These discussions and decisions aimed to establish clear guidelines and standards for academic processes, student admissions, and the content of the enrichment program.
- The committee allocated the budget for the academic year 2019-20. The purpose of this discussion was to determine the financial resources available and to allocate them appropriately to support various academic activities, programs, and initiatives.
- The committee held discussions on academic reforms within the college. The objective of these discussions was to identify areas for improvement and implement changes to enhance the quality of education and academic processes.
- The committee deliberated on the allocation of scholarships for the upcoming session. The purpose of these discussions was to review the scholarship program, assess the eligibility criteria, and distribute funds to deserving students.
- The committee engaged in thoughtful discussions concerning notable college events that have transpired in the past, as well as future events in the pipeline. The primary goal of these discussions was to evaluate the achievements of past events, identify areas for improvement, and devise strategies for upcoming events to enrich the college experience for students and encourage community participation.
- The committee discussed the need for advanced security measures in the college. The purpose of these discussions was to address concerns related to campus safety, enhance security protocols, and ensure the well-being of students, faculty, and staff.
- Planned about development policies for students, faculties employee, alumni and their implementation according to the guidelines of the University Grant Commission policy-UOR Governing policies
- The committee deliberated on the Governor's Report regarding the institution's progress, achievements, and strategic plan. The Governor's Report offers a comprehensive overview of the institution's performance, emphasizes notable accomplishments, and delineates the strategic roadmap for the future.
- The committee reviewed the recommendations presented by a selection committee established for a specific purpose. The selection committee may have been responsible for assessing and shortlisting candidates for various processes, such as job positions, scholarships, awards, or any other pertinent selection criteria.

Reg. No. 214/2000-2001

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- The committee engaged in discussions with the board regarding the alumni activities of the institution. The committee members shared updates, progress, and plans related to engaging and involving the alumni community.
- The committee held discussions with the board regarding the state of academics, examination results, and placements within the institution. The committee members presented reports, data, and updates on these significant aspects to offer an overview of the present situation and progress.
- The committee held deliberations with the board regarding the financial standing of the institution. The committee members presented reports, financial statements, and updates on the institution's finances to offer an overview of the present financial situation.
- The committee participated in discussions and strategic planning concerning faculty and staff positions within the institution. The committee members evaluated the existing faculty and staff structure, analyzed the distribution of workload, and took into account the institution's future requirements.
- The committee actively engaged in discussions concerning the recognition and honors bestowed upon the institution. Committee members shared information about the prestigious awards, accolades, and commendations received by the institution across various domains.
- The committee discussed the progress of St. Wilfred's PG College. They reviewed and assessed various aspects of the college's growth, development, and performance.
- Other matters with the permission of Chair.

Secretary
St. Wilfred Education Society

Copy to:
Members of BOG
Principal
IQAC

Ref. No. SWPG/2019/VAC/101   DATE: 26/08/2019

NOTICE

The college is going to start Value Added Course- **Certificate Program in Event Management** for UG/PG students. The course will be started on 02/09/2019 for 6 weeks from 4:00 to 5:00 pm in room no.-237,238,239. The certificate will be awarded on the completion of the course.

For to further details the students can contact the faculty coordinator

Dr. Sudhir Verma

Contact no.-9460556505

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
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Principal
(Dr. Anupama Parashar)
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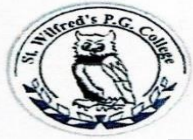
Date: 26/08/2019

CIRCULAR

The following faculty members are deputed to conduct **Certificate Program in Event Management** for UG/PG students w.e.f 02/09/2019 for 6 weeks at 4:00-5:00pm in Room no.-237,238,239.

Name	Designation	Signature
Dr. Sudhir Verma	Assistant Professor	Sudhir
Ms. Shipra Sharma	Assistant Professor	Shipra
Dr. Monika Sharma	Assistant Professor	Monika
Dr. Prerna Sharma	Assistant Professor	Prerna

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Dr. Sudhir Verma
- Ms. Shipra Sharma
- Dr. Monika Sharma
- Dr. Prerna Sharma
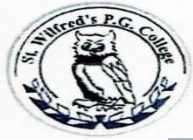
Kafila

IQAC HEAD

St. WILFRED'S P.G. COLLEGE
JAIPUR

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St. Wilfred's P.G. College
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Time Table

Event Management Course

W.e.f.: 02/09/2019

Room no: 237,238,239

Days	Subject	Time
Monday	Event Management Course	04:00-05:00 PM
Tuesday	Event Management Course	04:00-05:00 PM
Wednesday	Event Management Course	04:00-05:00 PM
Thursday	Event Management Course	04:00-05:00 PM
Friday	Event Management Course	04:00-05:00 PM
Saturday	Event Management Course	04:00-05:00 PM

PRINCIPAL

Copy to:
- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Dr. Sudhir Verma
- Ms. Shipra Sharma
- Dr. Monika Sharma
- Dr. Prerna Sharma

IQAC HEAD
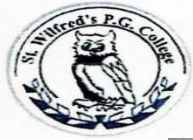St. WILFRED'S P.G. COLLEGE
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APPLICATION FORM
Add On Course- "Event Management"

Student's Name : Suraj Pandey

Father's Name : Sh. Suresh Pandey

Class : B.B.A II

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 21 may 2016

Phone No. : 8502811035

Mobile : ....

DETAILS OF ADD ON COURSES

Parent's Signature : सुरेश

Student's Signature : Pandey

Date : ....

Date : ....

Reference

Signature of Counsellor :

Name of Counsellor : Ms. Shipra Sharma

Remarks of Counsellor : ....

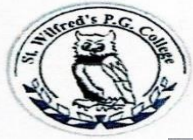**Remarks of Principal** : ....

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APPLICATION FORM
Add On Course- "Event Management"

Student's Name : Chirag Paliwal

Father's Name : Mr. Avinash Paliwal

Class : BA II year

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 31 July 2018

Phone No. : ....

Mobile : ....

DETAILS OF ADD ON COURSES

Parent's Signature : Paliwal   Student's Signature : Chirag

Date : ....   Date : ....

Reference

Signature of Counsellor : Shipra

Name of Counsellor : Ms Shipra Sharma

Remarks of Counsellor : ....

Remarks of Principal : ....

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APPLICATION FORM
Add On Course- "Event Management"

Student's Name : Kulwant Kaur

Father's Name : Mr. Hakam Singh

Class : BCA - II

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 4 June 2018

Phone No. : 8952870952

Mobile : ......

DETAILS OF ADD ON COURSES

Parent's Signature : .... Student's Signature : ....

Date : .... Date : ....

Reference

Name of Counsellor : Ms. Shipra Sharma

Signature of Counsellor :

Remarks of Counsellor : ....

Remarks of Principal : ....

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IQAC HEAD

St. WILFRED'S P.G.C. JAIPUR

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APPLICATION FORM
Add On Course- "Event Management"

Student's Name : Jitendra Singh

Father's Name : Mr. Hanuman Singh

Class : BCA II

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 12 may 2018

Phone No. : 8741029038

Mobile : ......

DETAILS OF ADD ON COURSES

Parent's Signature : ....   Student's Signature : ....

Date : ....   Date : ....

Reference

Signature of Counsellor : Shipra

Name of Counsellor : Ms. Shipra Sharma

Remarks of Counsellor : ....

Remarks of Principal : ....

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APPLICATION FORM
Add On Course- "Event Management"

Student's Name : Krishan Sharma

Father's Name : Purushottam Sharma

Class : BCA II

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 16 June 2018

Phone No. : ......

Mobile : 8769374356

DETAILS OF ADD ON COURSES

Parent's Signature : पुरुषोत्तम   Student's Signature :

Date : ......   Date : ......

Reference

Signature of Counsellor : Shipra

Name of Counsellor : Ms. Shipra Sharma

Remarks of Counsellor : ......

Remarks of Principal : ......

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Jaipur

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Syllabus: Certificate Program in Event Management

Unit-1

Introduction to Event Management
- Overview of the event management industry
- Key skills and qualities for event managers
- Types of events and event planning process
- Understanding event stakeholders.

Unit-2

Budgeting and Financial Management

- Budgeting basics for events
- Revenue sources for events
- Cost management and control
- Understanding financial statement

Unit-3

Event Planning and Coordination

- Venue selection and management
- Vendor management and contract negotiation
- Event logistics and scheduling
- On-site event coordination and management

Unit-4

Event Evaluation and Future Planning
- Post-event evaluation and analysis
- Feedback collection and analysis
- Identifying areas for improvement
- Planning for future events

Unit-5

Marketing and Promotions
- Event marketing strategies and techniques
- Market research and targeting
- Branding and visual identity
- Event promotion through various channels

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Jaipur

Certificate Program in Event Management

COURSE OUTCOMES:

On completion of the course, student will be able to–

1. Plan and organize events from start to finish, including budgeting, venue selection, vendor management, and event promotion.
2. Develop effective event marketing strategies and promotional materials to reach target audiences and maximize attendance.
3. Implement risk management strategies to ensure the safety of attendees and minimize liability for the event organizer.
4. Evaluate event success and identify areas for improvement in future events.
5. Demonstrate knowledge of the legal and ethical considerations involved in event planning and management.

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Lesson Plan

Event Management Course

Room No.-237

	Topic	**Weekdays**	**Allotment**
Unit – I	Introduction to Event Management	Monday-Saturday	Dr. Sudhir Verma
Unit – II	Budgeting and Financial Management	Monday-Saturday	Dr. Sudhir Verma
Unit – III	Event Planning and Coordination	Monday- Saturday	Dr. Sudhir Verma
Unit – IV	Event Evaluation and Future Planning	Monday- Saturday	Dr. Sudhir Verma
Unit – V	Marketing and Promotions	Monday- Saturday	Dr. Sudhir Verma

Copy to: **PRINCIPAL**

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Dr. Sudhir Verma
- Dr. Shipra Sharma
- Dr. Monika Sharma
- Dr. Prerna Sharma

IQAC HEAD
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Lesson Plan

Event Management Course

Room No.-238

	Topic	Weekdays	Allotment
Unit – I	Introduction to Event Management	Monday-Saturday	Ms. Shipra Sharma
Unit – II	Budgeting and Financial Management	Monday-Saturday	Ms. Shipra Sharma
Unit – III	Event Planning and Coordination	Monday- Saturday	Ms. Shipra Sharma
Unit – IV	Event Evaluation and Future Planning	Monday- Saturday	Ms. Shipra Sharma
Unit – V	Marketing and Promotions	Monday- Saturday	Ms. Shipra Sharma

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Dr. Sudhir Verma
- Dr. Shipra Sharma
- Dr. Monika Sharma
- Dr. Prerna Sharma

IQAC HEAD
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Lesson Plan

Event Management Course

Room No.-239

	Topic	Weekdays	Allotment
Unit – I	Introduction to Event Management	Monday-Saturday	Dr. Monika Sharma
Unit – II	Budgeting and Financial Management	Monday-Saturday	Dr. Monika Sharma
Unit – III	Event Planning and Coordination	Monday- Saturday	Dr. Monika Sharma
Unit – IV	Event Evaluation and Future Planning	Monday- Saturday	Dr. Prerna Sharma
Unit – V	Marketing and Promotions	Monday- Saturday	Dr. Prerna Sharma

Copy to: **PRINCIPAL**

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Dr. Sudhir Verma
- Dr. Shipra Sharma

- Dr. Monika Sharma
- Dr. Prerna Sharma

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IQAC HEAD
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Prepare lesson plan according to 6 weeks.

36 Days Course Report

Overview:

6. The 36-day course on Event Management course was designed to provide students with the knowledge and skills necessary to develop effective event marketing strategies and promotional materials to reach target audiences and maximize attendance.

Curriculum:

➢ **Week 1**: **Introduction to Event Management**

- Overview of the event management industry
- Key skills and qualities for event managers
- Types of events and event planning process
- Understanding event stakeholders.

➢ **Week 2: Budgeting and Financial Management**
- Budgeting basics for events
- Revenue sources for events
- Cost management and control
- Understanding financial statement

➢ **Week 3: Event Planning and Coordination**

- Venue selection and management
- Vendor management and contract negotiation
- Event logistics and scheduling
- On-site event coordination and management

➢ **Week 4: Event Evaluation and Future Planning**

- Post-event evaluation and analysis
- Feedback collection and analysis
- Identifying areas for improvement
- Planning for future events

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➢ **Week 5: Marketing and Promotions**

- Event marketing strategies and techniques
- Market research and targeting

➢ **Week 6: Marketing and Promotions**

- Branding and visual identity
- Event promotion through various channels

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Report of "Event Management Course"

In Event Management Course 256 students participated. They have learnt so many things through Event Management Course as:

- After completion of this course the student will be able to understand develop effective event marketing strategies and promotional materials to reach target audiences and maximize attendance.
- Implement risk management strategies to ensure the safety of attendees and minimize liability for the event organizer.
- This program is designed to equip students with the knowledge and skills necessary to plan and execute successful events. The course covers a range of topics including event planning, budgeting, marketing, risk management, and event evaluation.

> The class will guide students to learn various plan and organize events from start to finish, including budgeting, venue selection, vendor management, and event promotion

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Ref. No. SWPG/2019/VAC/103

DATE: 02/09/2019

NOTICE

The college is going to start Value Added Course- **Certificate Program in Business Analytics** for UG/PG students. The course will be started on 09/09/2019 for 6 weeks from 4:00 to 5:00 pm in room no.-228,229,230. The certificate will be awarded on the completion of the course.

For to further details the students can contact the faculty coordinator

Ms. Sangeeta Kumari

Contact no.-9928353932

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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CIRCULAR

Date: 02/09/2019

The following faculty members are deputed to conduct **Certificate Program in Business Analytics** for students w.e.f 09/09/2019 for 6 weeks at 4:00-5:00pm in Room no.-228,229,230.

Name	Designation	Signature
Ms. Sangeeta kumari	Assistant Professor	Sangeeta
Mr. Hardyan Baberwal	Assistant Professor	Hardyang
Ms. Pratibha Gupta	Assistant Professor	Pratibha

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Ms. Sangeeta kumara
- Mr. Hardyan Baberwal
- Ms. Pratibha Gupta

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Time Table

Certificate Program in Business Analytics   W.e.f.: 09/09/2019

Room no: 228,229,230

Days	Subject	Time
Monday	Certificate Program in Business Analytics	04:00-05:00 PM
Tuesday	Certificate Program in Business Analytics	04:00-05:00 PM
Wednesday	Certificate Program in Business Analytics	04:00-05:00 PM
Thursday	Certificate Program in Business Analytics	04:00-05:00 PM
Friday	Certificate Program in Business Analytics	04:00-05:00 PM
Saturday	Certificate Program in Business Analytics	04:00-05:00 PM

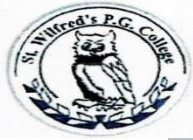**Copy to:**   **PRINCIPAL**

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Ms. Sangeeta kumara
- Mr. Hardyan Baberwal
- Ms. Pratibha Gupta

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APPLICATION FORM

Add On Course- **Certificate Program in Business Analytics**

Student's Name : MR. NAVED QURESHI

Father's Name : MAINUDDIN QURESHI

Class : B.B.A I year

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 7.08.19

Phone No. : ......

Mobile : 98 62 042786

DETAILS OF ADD ON COURSES

Parent's Signature : *mainuddin*   Student's Signature :

Date : ......   Date : ......

Reference

Name of Counsellor : Ms. Sangeeta Kumari   Signature of Counsellor :

Remarks of Counsellor : ......

Remarks of Principal : ......

Kafila

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JAIPUR

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APPLICATION FORM

Add On Course- **Certificate Program in Business Analytics**

Student's Name : ....NAMAN PARASHAR....

Father's Name : ....VISHNU SHARMA....

Class : ....BBA I year........

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : ....29.|08.|19........

Phone No. : ....

Mobile : ....98 87 26 67974........

DETAILS OF ADD ON COURSES

Parent's Signature : ...Vishnu....   Student's Signature : ...Naman....

Date : ....   Date : ....

Reference

Signature of Counsellor :

Name of Counsellor : MS. Sangeeta Kumari

Remarks of Counsellor : ....

Remarks of Principal : ....

Principal
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APPLICATION FORM

Add On Course- **Certificate Program in Business Analytics**

Student's Name : NIKHIL BHATT

Father's Name : VIJAY Roy

Class : BA AI year

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 20/08/19

Phone No. : ......

Mobile : 8789663074

DETAILS OF ADD ON COURSES

Parent's Signature : Vijay

Student's Signature : Nikhil

Date : ......

Date : ......

Reference

Signature of Counsellor :

Name of Counsellor : MS. Sangeeta Kumar

Remarks of Counsellor : ......

Remarks of Principal : ......

APPLICATION FORM

Add On Course- Certificate Program in Business Analytics

Student's Name : NITESH KUMAR JAWUIR

Father's Name : RAMAVTAR JAWUIR

Class : BBA I year

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 30.08.19

Phone No. : ......

Mobile : 8619422789

DETAILS OF ADD ON COURSES

Parent's Signature : *(signature)*   Student's Signature : *(signature)*

Date : ......   Date : ......

Reference

Name of Counsellor : MS. Sangeeta Kumari

Signature of Counsellor : *(signature)* Sangeeta

Remarks of Counsellor : ......

Remarks of Principal : ......

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(stamp: St. Wilfred's PG College JAIPUR)

(signature)
Principal
(Dr. Anupama Parashar)
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APPLICATION FORM

Add On Course- Certificate Program in Business Analytics

Student's Name : ..... PANKAJ TIWARI ....

Father's Name : .... SANDEEP TIWARI ....

Class : .... BPI I year ....

Percentage of Marks obtained in Last Qualifying Examination : ....

Date of Admission in this Institution : .... 22.08.19 ....

Phone No. : ....

Mobile : .... 95 09231299 ....

DETAILS OF ADD ON COURSES

Parent's Signature : ....   Student's Signature : ....

Date : ....   Date : ....

Reference

Signature of Counsellor :

Name of Counsellor : ..Ms. Sangeeta Kumari'

Remarks of Counsellor : ....

Remarks of Principal : ....

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Syllabus: Certificate Program in Business Analytics

Unit-1

Introduction to Business Analytics:

- Overview of business analytics and its applications
- Importance of data-driven decision-making in organizations

Unit-2

Data Management and Manipulation

- Data collection methods and sources
- Data cleaning, integration, and transformation
- Data exploration and descriptive statistics

Unit-3

Statistical Analysis for Business Analytics:
- Probability theory and distributions
- Hypothesis testing and statistical inference
- Regression analysis and correlation

Unit-4

Predictive Analytics and Data Mining

- Regression analysis and forecasting techniques
- Classification and clustering methods
- Introduction to data mining algorithms and techniques

Unit-5

Data Analytics with Python/R
- Introduction to programming languages for data analytics (Python/R)
- Data manipulation and transformation using Python/R
- Statistical analysis and predictive modelling with Python/R

Unit-6

Machine Learning for Business Analytics

- Supervised and unsupervised learning algorithms
- Decision trees, random forests, and ensemble methods
- Evaluation and validation of machine learning models

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Value Added Course: Certificate Program in

Business Analytics

COURSE OUTCOMES:

- Participants will learn how to leverage data to make informed decisions. They will gain the skills to collect, organize, analyze, and interpret data, enabling them to make strategic choices that drive business growth and efficiency.

- Business Analytics involves identifying problems, formulating hypotheses, and testing solutions using data. Completing a certificate program in this field will enhance participants' problem-solving abilities by teaching them how to use data and analytical tools to address complex business challenges effectively.

- The program focuses on teaching participant's various analytical techniques and tools, such as statistical analysis, data mining, and predictive modeling. By mastering these skills, participants can extract valuable insights from large datasets, uncover patterns and trends, and make data-driven recommendations.

- Business Analytics enables organizations to optimize their operations by identifying inefficiencies and areas for improvement. Participants will acquire the skills to analyze business processes, identify bottlenecks, and propose data-backed solutions that enhance efficiency and productivity.

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Lesson Plan

Certificate Program in Business Analytics

Room No.-228

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to Business Analytics	Monday-Saturday	Ms. Sangeeta kumari
Unit – II	Data Management and Manipulation	Monday-Saturday	Ms. Sangeeta kumari
Unit – III	Statistical Analysis for Business Analytics	Monday-Saturday	Ms. Sangeeta kumari
Unit – IV	Predictive Analytics and Data Mining	Monday-Saturday	Ms. Sangeeta kumari
Unit – V	Data Analytics with Python/R	Monday-Saturday	Ms. Sangeeta kumari
Unit – VI	Machine Learning for Business Analytics	Monday-Saturday	Ms. Sangeeta kumari

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Lesson Plan

Certificate Program in Business Analytics

Room No.-229

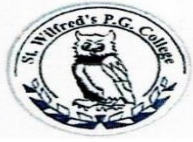| Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to Business Analytics	Monday-Saturday	Mr. Hardyan Baberwal
Unit – II	Data Management and Manipulation	Monday-Saturday	Mr. Hardyan Baberwal
Unit – III	Statistical Analysis for Business Analytics	Monday-Saturday	Mr. Hardyan Baberwal
Unit – IV	Predictive Analytics and Data Mining	Monday-Saturday	Mr. Hardyan Baberwal
Unit – V	Data Analytics with Python/R	Monday-Saturday	Mr. Hardyan Baberwal
Unit – VI	Machine Learning for Business Analytics	Monday-Saturday	Mr. Hardyan Baberwal

Kafila

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Lesson Plan

Certificate Program in Business Analytics

Room No.-230

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to Business Analytics	Monday-Saturday	Ms. Sangeeta kumari
Unit – II	Data Management and Manipulation	Monday-Saturday	Ms. Sangeeta kumari
Unit – III	Statistical Analysis for Business Analytics	Monday-Saturday	Ms. Sangeeta kumari
Unit – IV	Predictive Analytics and Data Mining	Monday-Saturday	Ms. Sangeeta kumari
Unit – V	Data Analytics with Python/R	Monday-Saturday	Ms. Sangeeta kumari
Unit – VI	Machine Learning for Business Analytics	Monday-Saturday	Ms. Sangeeta kumari

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Prepare lesson plan according to 06 weeks

36 Days Course Report

Overview:
The 36-day course on Business Analytics was designed to provide students with the knowledge and skills necessary to analyse data and make informed business decisions. The course covered a range of topics, including Introduction to Business Analytics, Machine Learning Fundamentals and Deep Learning and Neural Networks etc.

Curriculum:
- ➢ **Week 1: Introduction to Business Analytics**
  - Overview of business analytics and its applications
  - Importance of data-driven decision-making in organizations

- ➢ **Week 2: Data Management and Manipulation**
  - Data collection methods and sources
  - Data cleaning, integration, and transformation
  - Data exploration and descriptive statistics

- ➢ **Week 3: Statistical Analysis for Business Analytics**
  - Probability theory and distributions
  - Hypothesis testing and statistical inference
  - Regression analysis and correlation

- ➢ **Week 4: Predictive Analytics and Data Mining**
  - Regression analysis and forecasting techniques
  - Classification and clustering methods
  - Introduction to data mining algorithms and techniques

- ➢ **Week 5: Data Analytics with Python/R**
  - Introduction to programming languages for data analytics (Python/R)
  - Data manipulation and transformation using Python/R
  - Statistical analysis and predictive modelling with Python/R

- ➢ **Week 6:   Machine Learning for Business Analytics**
  - Supervised and unsupervised learning algorithms
  - Decision trees, random forests, and ensemble methods
  - Evaluation and validation of machine learning models

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[Stamp: St. Wilfred's PG College JAIPUR]

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Report of "Certificate Program in Business Analytics"

In Certificate Program in Business Analytics 210 students participated. They have learnt so many things through Certificate Program in Business Analytics as:

- After completion of this course the student will be able understanding of the basic concepts of business analytics and its role in organizations.
- The students will be able to acquire skills to collect, clean, and manipulate data for analysis
- The students will understand the importance of data quality in analytics projects
- The students will develop proficiency in descriptive analytics techniques
- The students will recognize the ethical implications of data analytics
- The students will learn to present and communicate insights effectively through data visualization

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Ref. No. SWPG/2019/VAC/104   DATE: 02/09/2019

NOTICE

The college is going to start Value Added Course- **Certificate course in Marketing and HR** for UG/PG students. The course will be started on 09/09/2019 for 6 weeks from 4:00 to 5:00 pm in room no. - 401,402,403. The certificate will be awarded on the completion of the course.

For to further details the students can contact the faculty coordinator

Ms. Sangeeta Kumari

Contact no.-9928353932

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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CIRCULAR

Date:02/09/2019

The following faculty members are deputed to conduct Certificate Course in Marketing and HR for students w.e.f 09/09/2019 for 6 weeks at 4:00-5:00pm in Room no.-401,402,403.

Name	Designation	Signature
Ms. Sangeeta Kumari	**Assistant Professor**	Sangeeta
Ms. Pratibha Gupta	**Assistant Professor**	Pratibha
Dr. Kapila Parihar	**Assistant Professor**	Kapila

PRINCIPAL

Copy to:
- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Ms. Sangeeta Kumari
- Ms. Pratibha Gupta
- Dr. Kapila Parihar

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Time Table

Certificate Course in Marketing and HR

W.e.f.: 09/09/2019

Room No: -401,402,403

Days	Subject	Time
Monday	Certificate Course in Marketing and HR	04:00-05:00 PM
Tuesday	Certificate Course in Marketing and HR	04:00-05:00 PM
Wednesday	Certificate Course in Marketing and HR	04:00-05:00 PM
Thursday	Certificate Course in Marketing and HR	04:00-05:00 PM
Friday	Certificate Course in Marketing and HR	04:00-05:00 PM
Saturday	Certificate Course in Marketing and HR	04:00-05:00 PM

PRINCIPAL

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- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Ms. Sangeeta Kumari
- Ms. Pratibha Gupta
- Dr. Kapila Parihar

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APPLICATION FORM
Add On Course- "Certificate Course in Marketing and HR"

Student's Name : महेश वर्मा

Father's Name : ईश्वर वर्मा

Class : B.B.A IYr

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 12|06|2019

Phone No. : ....

Mobile : 6376431880

DETAILS OF ADD ON COURSES

Parent's Signature : Hansraj   Student's Signature : Mahesh

Date : ....   Date : ....

Reference

Signature of Counsellor : Kapila

Name of Counsellor : Dr. Kapila Parihar

Remarks of Counsellor : ....

Remarks of Principal : ....

Kapila
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APPLICATION FORM
Add On Course- "Certificate Course in Marketing and HR"

Student's Name : Dheeraj Dadhich

Father's Name : Banwari Lal Dadhich

Class : B. BBA I

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 19/07/2019

Phone No. : ....

Mobile : 9782942912

DETAILS OF ADD ON COURSES

Parent's Signature : Banwarilal   Student's Signature : Dheeraj

Date : ....   Date : ....

Reference

Signature of Counsellor : Kapila

Name of Counsellor : Dr. Kapila Parihar

Remarks of Counsellor : ....

Remarks of Principal : ....

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APPLICATION FORM
Add On Course- "Certificate Course in Marketing and HR"

Student's Name : Chotu Mahar

Father's Name : Ram Vilas Mahar

Class : B.B.A. I

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 28/05/2019

Phone No. : ....

Mobile : 9829532582

DETAILS OF ADD ON COURSES

Parent's Signature : रामविलास

Student's Signature : छोटूराम

Date : ....

Date : ....

Reference

Name of Counsellor : Dr. Kapila Parihar

Signature of Counsellor :

Remarks of Counsellor : ....

Remarks of Principal : ....

Kapila
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APPLICATION FORM
Add On Course- "Certificate Course in Marketing and HR"

Student's Name   : निखिल पारीक

Father's Name   : नरेश पारीक

Class   : B.B.A. I

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 16/05/2019

Phone No.   : ....

Mobile   : 9414387823

DETAILS OF ADD ON COURSES

Parent's Signature : *Naresh P*   Student's Signature : *Nikhil*

Date : ....   Date : ....

Reference

Signature of Counsellor : *Kapila*

Name of Counsellor   : Dr. Kapila Parihar

Remarks of Counsellor : ....

Remarks of Principal   : ....

Principal
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APPLICATION FORM
Add On Course- "Certificate Course in Marketing and HR"

Student's Name   : .....RAJAT SHARMA....

Father's Name   : VINOD KUMAR SHARMA

Class   : ........B.B.A IYR....

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : ....16/05/2019.........

Phone No.   : ....

Mobile   : ....7073791495.........

DETAILS OF ADD ON COURSES

Parent's Signature : ...Vinod S...   Student's Signature : Rajat

Date : ....   Date : ....

Reference

Signature of Counsellor : Kapila

Name of Counsellor   : ...Dr. Kapila Parihar

Remarks of Counsellor : ....

Remarks of Principal   : ....

Kapila

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Syllabus: <u>Certificate Course in Marketing and HR</u>

Unit-1

1. Introduction to Marketing
   Basics of marketing
   Marketing Concepts and principles
   The marketing mix (product, price, place, promotion)
2. Consumer Behavior

   Understanding consumer needs and motivations
   Factors influencing consumer behavior
   Market research and analysis

Unit-2

3. Marketing Strategy

   Segmentation, targeting, and positioning

   Developing marketing objectives and plans

   Marketing budgeting and forecasting

4. Digital Marketing

   Introduction to digital marketing
   Website development and optimization
   Social media marketing
   Search engine optimization (SEO) and search engine marketing (SEM)

Unit-3

5. Introduction to HR management

   Recruitment and selection
   Employee training and development
   Performance management

   Compensation and benefits
   Employee relations

Unit-4

6. Organizational Behavior
   Understanding individual and group behavior in organizations
   Motivation and job satisfaction
   Leadership and team dynamics
   Organizational Culture and change management

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Lesson Plan

Certificate Course in Marketing and HR   **W. e. f.: 09/09/2019**

Room no:-401

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to Marketing Consumer Behavior	Monday-Saturday	Ms. Sangeeta Kumari
Unit – II	Marketing Strategy Digital Marketing	Monday-Saturday	Ms. Sangeeta Kumari
Unit – III	Introduction to HR management	Monday- Saturday	Ms. Sangeeta Kumari
Unit – IV	Organizational Behavior	Monday- Saturday	Ms. Sangeeta Kumari

Kafila

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Lesson Plan

Certificate Course in Marketing and HR   **W. e. f.: 09/09/2019**

Room no:-402

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to Marketing Consumer Behavior	Monday-Saturday	Ms. Pratibha Gupta
Unit – II	Marketing Strategy Digital Marketing	Monday-Saturday	Ms. Pratibha Gupta
Unit – III	Introduction to HR management	Monday- Saturday	Ms. Pratibha Gupta
Unit – IV	Organizational Behavior	Monday- Saturday	Ms. Pratibha Gupta

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Lesson Plan

Certificate Course in Marketing and HR　　　　**W. e. f.: 09/09/2019**

Room no:-403

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to Marketing Consumer Behavior	Monday-Saturday	Dr. Kapila Parihar
Unit – II	Marketing Strategy Digital Marketing	Monday-Saturday	Dr. Kapila Parihar
Unit – III	Introduction to HR management	Monday- Saturday	Dr. Kapila Parihar
Unit – IV	Organizational Behavior	Monday- Saturday	Dr. Kapila Parihar

Kapila

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Report of "Certificate Course in Marketing and HR"

In Certificate Course in Marketing and HR Course 231 students participated. They have learned so many things through Certificate Course in Marketing and HR.

- After completion of this course the student will be able to Understanding of marketing concepts and strategies. Ability to conduct market research and analysis.

- The students will be able to create proficiency in developing marketing plans and budgets. Knowledge of digital marketing techniques and tools.

- The students will gain the ability to Familiarity with advertising and promotional strategies. Understanding of HR management principles and practices.

- The students will gain to Ability to handle recruitment, training, and performance management. Knowledge of HR laws, regulations, and ethical considerations.

- The students will acquire skills in organizational behavior, leadership, and team management. Awareness of diversity and inclusion issues in the workplace.

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Ref. No. SWPG/2019/VAC/105   DATE: 02/09/2019

NOTICE

The college is going to start Value Added Course- **Certificate Course in MS Office Specialist for** UG/PG students. The course will be started on 09/09/2019 for 6 weeks from 4:00 to 5:00 pm in room no.-501,502,503. The certificate will be awarded on the completion of the course.

For to further details the students can contact the faculty coordinator

Mr. Rohit Barotiya

Contact no.-9351399392

PRINCIPAL

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- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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Principal
St. Wilfred's P.G. College
Jaipur

CIRCULAR

Date:02/09/2019

The following faculty members are deputed to conduct Certificate Course in MS Office Specialist for students w.e.f 09/09/2019 for 6 weeks at 4:00-5:00pm in Room no.-501,502,503.

.

Name	Designation	Signature
Mr. Rohit Barotiya	Assistant Professor	
Mr. Gaurav Vyas	Assistant Professor	
Mr. Pradeep Giri	Assistant Professor	

PRINCIPAL

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- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Mr. Rohit Barotiya
- Mr. Gaurav Vyas
- Mr. Pradeep Giri

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Time Table

Certificate Course in MS- Office Specialist

W.e.f.: 09/09/2019

Room no:501,502,503

Days	Subject	Time
Monday	Certificate Course in MS- office Specialist	04:00-05:00 PM
Tuesday	Certificate Course in MS- office Specialist	04:00-05:00 PM
Wednesday	Certificate Course in MS- office Specialist	04:00-05:00 PM
Thursday	Certificate Course in MS- office Specialist	04:00-05:00 PM
Friday	Certificate Course in MS- office Specialist	04:00-05:00 PM
Saturday	Certificate Course in MS- office Specialist	04:00-05:00 PM

PRINCIPAL

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- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Mr. Rohit Barotiya
- Mr. Gaurav Vyas
- Mr. Pradeep Giri
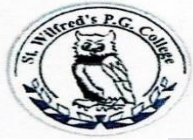
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APPLICATION FORM

Add On Course- "Certificate Course in MS- Office Specialist"

Student's Name : MOHIT YADAV

Father's Name : RATAN LAL YADAV

Class : B. Com. II
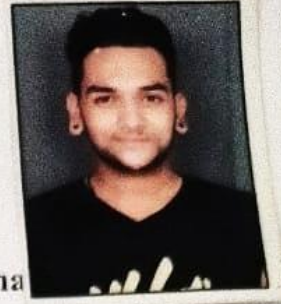
Percentage of Marks obtained in Last Qualifying Examina

Date of Admission in this Institution : 10/17/98

Phone No. : 9660008012

Mobile : ....

DETAILS OF ADD ON COURSES

Parent's Signature : Ratanlal   Student's Signature : (M) yadav

Date : ....   Date : ....

Reference

Name of Counsellor : Mr. Rohit Barotia   Signature of Counsellor : Rohit

Remarks of Counsellor : ....

Remarks of Principal : ....

Kafila
IQAC HEAD

Principal
(Dr. Anupama Parashar)
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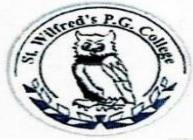
APPLICATION FORM
Add On Course- "Certificate Course in MS- Office Specialist"

Student's Name : Mohit Saxena

Father's Name : Mr. Rajkumar Saxena

Class : B. Com II

Percentage of Marks obtained in Last Qualifying Examina

Date of Admission in this Institution : 29/06/018

Phone No. : 9414073756

Mobile :

DETAILS OF ADD ON COURSES

Parent's Signature : Rajkumar Saxena   Student's Signature : Mohit

Date : ....   Date : ....

Reference

Name of Counsellor : Mr. Rohit Barotia   Signature of Counsellor : Rohit

Remarks of Counsellor : ....

Remarks of Principal : ....

Kafila
IQAC HEAD
St. WILFRED'S P.G. COLLEGE
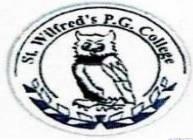JAIPUR

JAIPUR
St. Wilfred's PG College

Aparna
Principal
(Dr. Anupama Parashar)
St. Wilfred's P.G. College
Jaipur

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APPLICATION FORM
Add On Course- "Certificate Course in MS- Office Spec

Student's Name : प्रदीप कुमार चौधरी

Father's Name : शिवराज चौधरी

Class : B. Com. II

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 13|6|018

Phone No. : 9166900958

Mobile : ....

DETAILS OF ADD ON COURSES

Parent's Signature : शिवराज चौधरी   Student's Signature : प्रदीप

Date : ....   Date : ....

Reference

Name of Counsellor : Mr. Rohit Barotia

Signature of Counsellor : Rohit

Remarks of Counsellor : ....

Remarks of Principal : ....

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JAIPUR

(Dr. Anupama Parashar)
Principal
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APPLICATION FORM
Add On Course- "Certificate Course in MS- Office Specialist"

Student's Name : MAYANK JAIN

Father's Name : MR KOMAL JAIN

Class : B. Com. II
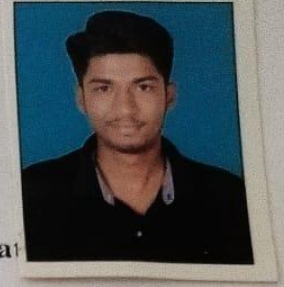
Percentage of Marks obtained in Last Qualifying Examina[tion]

Date of Admission in this Institution : 16/6/018

Phone No. : 9783134454

Mobile : ....

DETAILS OF ADD ON COURSES

Parent's Signature : Komalj   Student's Signature : Mayank

Date : ....   Date : ....

Reference

Name of Counsellor : Mr Rohit Barotia

Signature of Counsellor : Rohit

Remarks of Counsellor : ....

Remarks of Principal : ....

Kafila

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APPLICATION FORM
Add On Course- "Certificate Course in MS- Office Specialist"

Student's Name : Prakash Singh

Father's Name : Vinod Kumar

Class : B. Com. II

Percentage of Marks obtained in Last Qualifying Examin

Date of Admission in this Institution : 25/07/018

Phone No. : 9929858597

Mobile : ....

DETAILS OF ADD ON COURSES

Parent's Signature : Vinod K.

Student's Signature : P. Singh.

Date : ....

Date : ....

Reference

Name of Counsellor : Mr. Rohit Baroria

Signature of Counsellor : Rohit

Remarks of Counsellor : ....

Remarks of Principal : ....

Kafila

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Syllabus: Certificate Course in MS- Office Specialist

Unit-1

Introduction to MS Office:

- Overview of MS Office applications (Word, Excel, PowerPoint, Outlook, Access, etc.)
- Exploring the user interface and common features
- Customizing the interface and setting

Unit-2

Microsoft Word:

- Creating and formatting documents
- Working with tables, images, and graphics
- Applying styles and themes
- Managing references and citations
- Collaborating on documents

Unit-3

Microsoft Excel:

- Working with spreadsheets and data entry
- Formatting cells and worksheets
- Creating formulas and functions
- Analyzing data using charts and graphs
- Using conditional formatting and data validation

Unit-4

Microsoft PowerPoint:

- Creating and designing presentations
- Adding and formatting text, images, and multimedia
- Applying themes and slide layouts
- Incorporating animations and transitions
- Delivering effective presentations

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Unit-5

Microsoft Outlook

- Managing emails, contacts, and calendars
- Organizing and categorizing messages
- Setting up rules and filters
- Scheduling meetings and appointments
- Working with tasks and notes

Unit-6

Microsoft Access (optional, depending on the course)

- Database creation and management
- Designing tables, forms, queries, and reports
- Data entry and validation
- Sorting, filtering, and querying data
  Building simple database applicatio

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Certificate Course in MS- Office Specialist

COURSE OUTCOMES:

1. Proficiency in using Microsoft Office applications: Upon completing the course, participants should have a strong command of Word, Excel, PowerPoint, and Outlook, enabling them to efficiently perform various tasks and operations within these applications.

2. Document creation and formatting skills: Participants will be able to create and format professional-looking documents, including reports, letters, memos, and other types of written communication.

3. Spreadsheet management and data analysis: Participants will gain the ability to effectively manage data using Excel, including creating formulas, analyzing data using functions and charts, and presenting information in a clear and organized manner.

4. Presentation design and delivery: Participants will learn to create visually appealing presentations in PowerPoint, incorporating multimedia elements and delivering engaging presentations.

5. Email and communication management: Participants will acquire skills in managing email accounts, organizing messages, scheduling appointments and meetings, and effectively using Outlook for communication and task management.

6. Collaborative work capabilities: The course may emphasize collaboration features within Microsoft Office applications, enabling participants to work collaboratively on documents, spreadsheets, presentations, and databases.
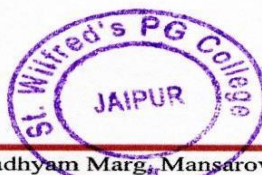
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Lesson Plan

Certificate Course in MS- Office Specialist

W.e.f.: 09/09/2019
Room no:501

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to MS Office	Monday-Saturday	Mr. Pradeep Giri
Unit – II	Microsoft Word	Monday-Saturday	Mr. Pradeep Giri
Unit – III	Microsoft Excel	Monday- Saturday	Mr. Pradeep Giri
Unit – IV	Microsoft PowerPoint	Monday- Saturday	Mr. Pradeep Giri
Unit – V	Microsoft Outlook	Monday- Saturday	Mr. Pradeep Giri
Unit – VI	Microsoft Access (optional, depending on the course)	Monday- Saturday	Mr. Pradeep Giri

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Lesson Plan

Certificate Course in MS- Office Specialist

W.e.f.: 09/09/2019
Room no:501

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to MS Office	Monday-Saturday	Mr. Rohit Barotiya
Unit – II	Microsoft Word	Monday-Saturday	Mr. Rohit Barotiya
Unit – III	Microsoft Excel	Monday- Saturday	Mr. Rohit Barotiya
Unit – IV	Microsoft PowerPoint	Monday- Saturday	Mr. Rohit Barotiya
Unit – V	Microsoft Outlook	Monday- Saturday	Mr. Rohit Barotiya
Unit – VI	Microsoft Access (optional, depending on the course)	Monday- Saturday	Mr. Rohit Barotiya

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Lesson Plan

Certificate Course in MS- Office Specialist

W.e.f.: 09/09/2019

Room no:501

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to MS Office	Monday-Saturday	Mr. Gaurav Vyas
Unit – II	Microsoft Word	Monday-Saturday	Mr. Gaurav Vyas
Unit – III	Microsoft Excel	Monday- Saturday	Mr. Gaurav Vyas
Unit – IV	Microsoft PowerPoint	Monday- Saturday	Mr. Gaurav Vyas
Unit – V	Microsoft Outlook	Monday- Saturday	Mr. Gaurav Vyas
Unit – VI	Microsoft Access (optional, depending on the course)	Monday- Saturday	Mr. Gaurav Vyas

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Report of "Certificate Course in MS- Office Specialist"

In Certificate Course in MS- Office Specialist Course 352 students participated. They have learned so many things through Certificate Course in MS- Office Specialist.

- After completion of this course the student will be able to have a strong command of Word, Excel, PowerPoint, and Outlook, enabling them to efficiently perform various tasks and operations within these applications.

- The students will be able to create and format professional-looking documents, including reports, letters, memos, and other types of written communication.

- The students will gain the ability to effectively manage data using Excel, including creating formulas, analyzing data using functions and charts, and presenting information in a clear and organized manner.

- The students will gain to create visually appealing presentations in PowerPoint, incorporating multimedia elements and delivering engaging presentations.

- The students will acquire skills in managing email accounts, organizing messages, scheduling appointments and meetings, and effectively using Outlook for communication and task management The students will develop an appreciation for the place of leisure and lifestyle development as aspects of career development.

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Ref. No. SWPG/2019/VAC/102

DATE: 02/09/2019

NOTICE

We are going to start Value Added Course- Technical Writing for UG/PG students. The course will be started on 09/09/2019 for 6 weeks from 4:00 pm to 5:00 pm in room no. – 505,507,508. The certificate will be awarded on the completion of the course.

For to further details the students can contact the faculty coordinator

Dr. Sudhir Verma

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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CIRCULAR

Date:02/09/2019

The following faculty members are deputed to conduct Certificate Course in Technical Writing for students w.e.f. 09/09/2019 for 6 weeks at 4:00-5:00pm in Room no.- 505,507,508.

Name	Designation	Signature
Dr. Sudhir Verma	Assistant Professor	
Dr. Pratibha Gupta	Assistant Professor	
Dr. Leher Khatri	Assistant Professor	
Dr. Sangeeta Kumari	Assistant Professor	

PRINCIPAL

Copy to:
- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Dr. Sudhir Verma
- Dr. Pratibha Gupta
- Dr. Leher Khatri
- Dr. Sangeeta Kumari

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Time Table

<u>Certificate course in Technical Writing</u>

W.e.f.: 09/09/2019   **Room No: -** 505,507,508

Days	Subject	Time
Monday	Certificate course in Technical Writing	04:00-05:00 PM
Tuesday	Certificate course in Technical Writing	04:00-05:00 PM
Wednesday	Certificate course in Technical Writing	04:00-05:00 PM
Thursday	Certificate course in Technical Writing	04:00-05:00 PM
Friday	Certificate course in Technical Writing	04:00-05:00 PM
Saturday	Certificate course in Technical Writing	04:00-05:00 PM

                                                                    PRINCIPAL

Copy to:
- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Dr. Sudhir Verma
- Dr. Pratibha Gupta
- Dr. Leher Khatri
- Dr. Sangeeta Kumari

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Syllabus: Certificate course in Technical Writing

Unit-1

1. Technical Writing Fundamentals

2. Role of a Technical Writer

3. Instruction Manual: Getting Started

Unit-2

4. Instruction Manual: Finalizing the Document

5. Technical Writing skills

6. Writing a Technical Description

Unit-3

7. Structures and File Management

8. SDLC & DDLC

Value Added Course: Technical Writing

COURSE OUTCOMES:

1. Apply knowledge of sentence grammar to produce effective, correct, and rhetorically appropriate sentence constructions.
2. Identify personal areas for improvement in common grammar, punctuation, and syntax errors
3. Demonstrate rhetorical knowledge to create effective technical writing documents for end-users.
4. Apply and adapt flexible writing process strategies to produce clear, high-quality deliverables in a multitude of technical writing genres.
5. Use professional technical writing conventions of clean and clear design, style, and layout of written materials.
6. Gather and apply researched information that is appropriate to your field, as demonstrated by reading and analyzing documents, and citing sources correctly.
7. Write clearly, correctly, and concisely.

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Lesson Plan

Certificate course in Technical Writing   **W. e. f.: 09/09/2019**

Room no:- 505

Unit	Topic	Weekdays	Allotment
Unit – I	1. Technical Writing Fundamentals 2. Role of a Technical Writer 3. Instruction Manual: Getting Started	Monday-Saturday	Dr. Sudhir Verma
Unit – II	4. Instruction Manual: Finalizing the Document 5. Technical Writing skills 6. Writing a Technical Description	Monday-Saturday	Dr. Sudhir Verma
Unit – III	7. Data Analysis 8. General knowledge and Verbal	Monday- Saturday	Dr. Sudhir Verma

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Lesson Plan

Certificate course in Technical Writing   **W. e. f.: 09/09/2019**

Room no:- 507

Unit	Topic	Weekdays	Allotment
Unit – I	1.Technical Writing Fundamentals 2.Role of a Technical Writer 3.Instruction Manual: Getting Started	Monday-Saturday	Dr. Pratibha Gupta
Unit – II	4.Instruction Manual: Finalizing the Document 5.Technical Writing skills 6.Writing a Technical Description	Monday-Saturday	Dr. Pratibha Gupta
Unit – III	7. Data Analysis 8. General knowledge and Verbal	Monday- Saturday	Dr. Pratibha Gupta

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Lesson Plan

Certificate course in Technical Writing   **W. e. f.: 09/09/2019**

Room no:- 508

Unit	Topic	Weekdays	Allotment
Unit – I	1.Technical Writing Fundamentals 2.Role of a Technical Writer 3.Instruction Manual: Getting Started	Monday-Saturday	Dr. Lahar Khatri
Unit – II	4.Instruction Manual: Finalizing the Document 5.Technical Writing skills 6.Writing a Technical Description	Monday-Saturday	Dr. Lahar Khatri
Unit – III	7. Data Analysis 8. General knowledge and Verbal	Monday- Saturday	Dr. Sangeeta Kumari

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Report of "Technical Writing Course"

In Technical Writing Course 212 students participated. They have learnt so many things through Technical Writing Course as:

- After completion of this course the student will be able Apply knowledge of sentence grammar to produce effective, correct, and rhetorically appropriate sentence constructions.
- They also learn Implement different programming constructs and decomposition of problems into functions.
- Edit and finish an Instruction Manual document with the end-user in mind.
- Write a short technical description of an everyday object with a detailed breakdown of its key components.
- After the completion of this unit students will learn to how to produce an Instruction Manual for a variety of products and projects

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ST. WILFRED'S P.G. COLLEGE , JAIPUR

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VALUE ADDED COURSES OFFERED

Session 2018-19

Courses

- **Soft Skills**
- **Stenography (Hindi and English)**
- **Basic Computing**
- **Certificate Program in Entrepreneurship**
- **Aptitude Test Course**

DATE OF IMPLEMENTATION
10-09-2018

DURATION
6 WEEKS

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur, Rajasthan 302020

St. Wilfred Education Society

Sector-10, Meera Marg, New Sanganer Road, Mansarovar, JAIPUR - 302020
Ph. : 0141-2780436, 2780904 • Fax : 0141-2784426
E-mail : st.wilfreds@gmail.com • Website : www.stwilfreds.com

Date: 12-07-2018

Board of Governing Body
NOTICE

All the members of the BOG are informed that a meeting will be held on 13-07-2018 in Seminar Hall. This meeting is all about the annual planning for the Academic year 2018-19.

Agenda

1. Discuss the outcomes of the previous year meeting.
2. Academic Regulation, admission policies & syllabus of Value Added Course.
3. Budget for the academic year 2018-19.
4. Academic programmes to be organized in the college.
5. Scholarship allotment process for the upcoming session.
6. Important events to be conducted by the college.
7. To present development policies for students, faculty members, alumni and their implementation according to the guidelines of the University Grant Commission policy-UOR Governing policies.
8. To brief the board about the status of Academics, Results and Placement in the previous years.
9. To brief the board about awards and honors received by the faculty members or students
10. Any other matter with permission of Chair.
11. To discuss sanctioned posts of faculty members for the current session.

Secretary
St. Wilfred Education Society

St. Wilfred Education Society

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E-mail : st.wilfreds@gmail.com • Website : www.stwilfreds.com

Date: 12-07-2018

BOARD OF GOVERNING BODY
CIRCULAR

All the members of the BOG are informed that a meeting will be held on 13-07-2018 in Seminar Hall. This meeting is all about the annual planning for the Academic year 2018-19.

Members requested to attend the same:

S.NO.	Name	Designation
1.	Mr. Suresh Kumar	President
2.	Dr. Keshav Badaya	Secretary
3.	Mr. Ramesh Chand Dusad	Treasurer
4.	Mr. S.R. Gupta	Registrar
5.	Dr. Sudhir Khunteta	Educationist
6.	Smt. Preeti Gupta	Entrepreneur
7.	Sh. K.M. Gupta	Industrialist
8.	Dr. N.M. Sharma	Educationist
9.	Mrs. Archana Gupta	Employer
10.	Sh. T.O. Peter	Member
11.	Smt. Munni Devi	Member
12.	Sh. Satish Sareen	Member
13.	Mrs. Sunita Khunteta	Member
14.	Mrs. Nidhi Katta	Member
15.	Mrs. Smita Sonkhiya	Member
16.	Mrs. Sunita Khandelwal	Member
17.	Dr. Anupama Parashar	Principal & College Representative St. Wilfred's PG College Jaipur
18.	Dr. Anju Katara	Member

Copy to:
Members of BOG
Principal
IQAC

Secretary
St. Wilfred Education Society

St. Wilfred Education Society

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E-mail : st.wilfreds@gmail.com • Website : www.stwilfreds.com

Date: 13-07-2018

BOARD OF GOVERNING BODY
Minutes of Meeting

The meeting of Board of Governors was held on 13-07-2018 in The points included in agenda have been discussed and recommendations of Board of Governors is attached herewith;

- Discussed the outcomes of the previous year meeting.
- The committee discussed and designed academic regulations, admission policies, and the syllabus for a value-added course. These discussions and decisions aimed to establish clear guidelines and standards for academic processes, student admissions, and the curriculum of the value-added course.
- The committee allocated the budget for the academic year 2018-19. The purpose of this discussion was to determine the financial resources available and to allocate them appropriately to support various academic activities, programs, and initiatives.
- The committee engaged in discussions regarding academic reforms in the college. The purpose of these discussions was to identify areas for improvement and make changes to enhance the quality of education and academic processes.
- The committee discussed the scholarship allotment for the new session. The purpose of these discussions was to review the scholarship program, evaluate the eligibility criteria, and allocate funds to deserving students.
- The committee discussed important events that were conducted by the college in the past as well as events planned for the future. The purpose of these discussions was to review the success of previous events, identify areas for improvement, and plan upcoming events to enrich the college experience for students and engage the wider community.
- The committee discussed the need for advanced security measures in the college. The purpose of these discussions was to address concerns related to campus safety, enhance security protocols, and ensure the well-being of students, faculty, and staff.
- Planned about development policies for students, faculties employee, alumni and their implementation according to the guidelines of the University Grant Commission policy-UOR Governing policies
- The committee discussed the Governor's Report on the progress, achievements, and strategic plan of the institution. The Governor's Report provides an overview of the institution's performance, highlights significant accomplishments, and outlines the strategic direction for the future.
- The committee considered the recommendations put forth by a selection committee that was constituted for a specific purpose. The selection committee could have been responsible for evaluating and shortlisting candidates for a job position, scholarship, award, or any other relevant selection process.

Reg. No. 214/2000-2001

St. Wilfred Education Society

Sector-10, Meera Marg, New Sanganer Road, Mansarovar, JAIPUR - 302020
Ph. : 0141-2780436, 2780904 • Fax : 0141-2784426
E-mail : st.wilfreds@gmail.com • Website : www.stwilfreds.com

- The committee engaged in discussions with the board regarding the alumni activities of the institution. The committee members shared updates, progress, and plans related to engaging and involving the alumni community.
- the committee engaged in discussions with the board regarding the status of academics, results, and placement in the institution. The committee members presented reports, data, and updates on these important aspects to provide an overview of the current situation and progress.
- The committee engaged in discussions with the board regarding the financial position of the institution. The committee members presented reports, financial statements, and updates on the institution's finances to provide an overview of the current financial status.
- The committee engaged in discussions and planning regarding the faculty and staff positions in the institution. The committee members reviewed the current faculty and staff structure, assessed the workload distribution, and considered the institution's future needs.
- The committee engaged in discussions about the awards and honors received by the institution. The committee members shared information about the prestigious awards, accolades, and recognition received by the institution in various domains.
- The committee discussed the progress of St. Wilfred's PG College. They reviewed and assessed various aspects of the college's growth, development, and performance.
- Other matters with the permission of Chair.

Secretary
St. Wilfred Education Society

Copy to:
Members of BOG
Principal
IQAC

Ref. No. SWPG/2018/50   DATE: 03/09/2018

<u>NOTICE</u>

The college is going to start Value Added Course- **Certificate Program in Entrepreneurship** for UG/PG students. The course will be started on 10/09/2018 for 6 weeks from 4:00 to 5:00 pm in room no.-237,238,239. The certificate will be awarded on the completion of the course.

For to further details the students can contact the faculty coordinator

Dr. Neelu Jain

Contact no.-

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

Principal
(Dr. Anupama Parashar)
St. Wilfred's P.G. College
Jaipur

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR

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CIRCULAR

Date: 03/09/2018

The following faculty members are deputed to conduct Certificate Program in Entrepreneurship for students w.e.f 10/09/2018 for 6 weeks at 4:00-5:00pm in Room no. - 237,238,239.

Name	Designation	Signature
Dr. Neelu Jain	Assistant Professor	*Neelu*
Dr. Rohit Barodiya	Assistant Professor	*Rohit*
Dr. Pratibha Gupta	Assistant Professor	*Pratibha*
Mr. Nikesh Jain	Assistant Professor	

PRINCIPAL

Copy to:
- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Dr. Neelu Jain
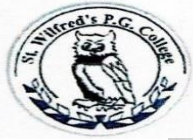- Mr. Rohit Barotiya
- Dr. Pratibha Gupta
- Mr. Nikesh Jain

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR

Principal
(Dr. Anupama Parashar)
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Time Table

Certificate Program in Entrepreneurship   **W.e.f.: 10/09/2018**

                                                     Room no: 237,238,230

Days	Subject	Time
Monday	Certificate Program in Entrepreneurship	04:00-05:00 PM
Tuesday	Certificate Program in Entrepreneurship	04:00-05:00 PM
Wednesday	Certificate Program in Entrepreneurship	04:00-05:00 PM
Thursday	Certificate Program in Entrepreneurship	04:00-05:00 PM
Friday	Certificate Program in Entrepreneurship	04:00-05:00 PM
Saturday	Certificate Program in Entrepreneurship	04:00-05:00 PM

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Dr. Neelu Jain
- Mr. Rohit Barotiya
- Dr. Pratibha Gupta
- Mr. Nikesh Jain

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ST. WILFRED'S P.G. COLLEGE

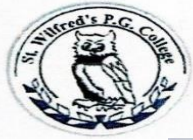*(Affiliated to the University of Rajasthan)*

APPLICATION FORM

Add On Course-"Certificate Program in Entrepreneurship"

Student's Name   : Bhal Singh

Father's Name   : Sandeep Kemar

Class   : B.A II Year

Percentage of Marks obtained in Last Qualifying Exami

Date of Admission in this Institution : 31/07/2017

Phone No.   : ....

Mobile   : ....

DETAILS OF ADD ON COURSES

Parent's Signature : Sandeep   Student's Signature : Bhal

Date : ....   Date : ....

Reference

Signature of Counsellor : Neelu

Name of Counsellor   : Dr. Neelu Jain

Remarks of Counsellor : ....

Remarks of Principal : ....

Kafila
IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR

JAIPUR
St. Wilfred's PG College

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ST. WILFRED'S P.G. COLLEGE

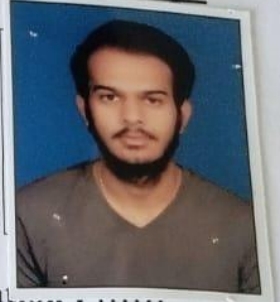*(Affiliated to the University of Rajasthan)*

APPLICATION FORM
Add On Course- "Certificate Program in Entrepreneurship"

Student's Name   : Anirudh Yadav

Father's Name   : Ram babu Yadav

Class   : B.A II nd year
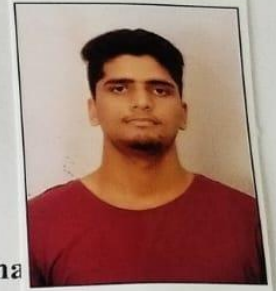
Percentage of Marks obtained in Last Qualifying Examina

Date of Admission in this Institution : 25/07/2017

Phone No.   : —

Mobile   : 8559995179

DETAILS OF ADD ON COURSES

Parent's Signature : Ram   Student's Signature : Anirudh

Date : ....   Date : ....

Reference

Name of Counsellor   : Dr. Neelu Jain

Signature of Counsellor : Neelu

Remarks of Counsellor : —

Remarks of Principal : —

Kafila

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(Dr. Anupama Parashar)
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Jaipur

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APPLICATION FORM

Add On Course- "Certificate Program in Entrepreneurship"

Student's Name : ANSHUMAN SINGH RATHORE

Father's Name : BHAWANI SINGH RATHORE

Class : B.A II YEAR

Percentage of Marks obtained in Last Qualifying Examination : ....

Date of Admission in this Institution : 22/06/2017

Phone No. : ....

Mobile : 8290244090

DETAILS OF ADD ON COURSES

Parent's Signature : अंशुमी

Student's Signature : Anshuman

Date : ....

Date : ....

Reference

Signature of Counsellor : *Neelu*

Name of Counsellor : Dr. Neelu Jain

Remarks of Counsellor : ....

Remarks of Principal : ....
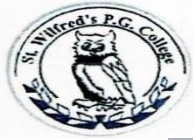
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APPLICATION FORM

Add On Course- "Certificate Program in Entrepreneurship"

Student's Name   : BHAGWAN SAHAY CHOUDHARY

Father's Name   : RADHAMOHAN CHOUDHARY

Class   : B.A 2nd Year

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 14/06/2017

Phone No.   : ....

Mobile   : 7232081090

DETAILS OF ADD ON COURSES

Parent's Signature : *Radhu*   Student's Signature : *Bhagwan*

Date : ....   Date : ....

Reference

Name of Counsellor   : Dr. Neelu Jain   Signature of Counsellor : *Neelu*

Remarks of Counsellor : ....

Remarks of Principal : ....

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APPLICATION FORM

Add On Course- "Certificate Program in Entrepreneurship"

Student's Name : Avnish Sahu

Father's Name : Rajeev Kumar Sahu

Class : B.A. 2nd year

Percentage of Marks obtained in Last Qualifying Examin

Date of Admission in this Institution : 21/07/2017

Phone No. :

Mobile : 9466185086

DETAILS OF ADD ON COURSES

Parent's Signature : Rajeev   Student's Signature : Avnish

Date : ....   Date : ....

Reference

Signature of Counsellor : Neelu

Name of Counsellor : Dr. Neelu Jain

Remarks of Counsellor : ....

Remarks of Principal : ....

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Syllabus: Program in Entrepreneurship

Unit-1

- Introduction to Entrepreneurship:
- Overview of entrepreneurship and its significance
- Characteristics and traits of successful entrepreneurs
- Introduction to different types of businesses and industries

Unit-2

- Business Ideation and Opportunity Assessment:
- Methods for generating business ideas
- Evaluating market opportunities and conducting market research
- Assessing feasibility and viability of business ideas

Unit-3

- Marketing and Sales Strategies:
- Understanding target markets and customer segmentation
- Developing marketing plans and strategies
- Implementing effective sales techniques and customer acquisition strategies

Unit-4

- Innovation and Creativity:
- Encouraging innovation and creativity in business
- Identifying opportunities for innovation
- Implementing innovative strategies and practices

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Certificate Program in Entrepreneurship

COURSE OUTCOMES:

On completion of the course, student will be able to–

- Knowledge and Understanding:
    - Gain a solid understanding of entrepreneurship concepts, principles, and practices.
    - Acquire knowledge of different aspects of starting and managing a business.
- Business Planning:
    - Develop the ability to create a comprehensive business plan.
    - Learn to analyze market opportunities and assess business feasibility.
- Marketing and Sales:
    - Gain skills in developing marketing plans and strategies.
    - Learn effective sales techniques and customer acquisition strategies.
- Innovative Thinking:
    - Foster creativity and innovation in identifying business opportunities and solving problems.
    - Develop an entrepreneurial mindset to drive innovation in business.

Principal
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Lesson Plan

Certificate Program in Entrepreneurship

W.e.f.: 10/09/2018

Room No.-237

	Topic	**Weekdays**	**Allotment**
Unit – I	Introduction to Entrepreneurship: • Overview of entrepreneurship and its significance. • Characteristics and traits of successful entrepreneurs. • Introduction to different types of businesses and industries.	Monday-Saturday	Dr. Neelu Jain
Unit – II	Business Ideation and Opportunity Assessment: • Methods for generating business ideas. • Evaluating market opportunities and conducting market research. • Assessing feasibility and viability of business ideas.	Monday-Saturday	Dr. Neelu Jain
Unit – III	Marketing and Sales Strategies: • Understanding target markets and customer segmentation. • Developing marketing plans and strategies. • Implementing effective sales techniques and customer acquisition strategies	Monday- Saturday	Dr. Neelu Jain
Unit – IV	Innovation and Creativity: • Encouraging innovation and creativity in business. • Identifying opportunities for innovation. • Implementing innovative strategies and practices.	Monday- Saturday	Dr. Neelu Jain

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Lesson Plan

Certificate Program in Entrepreneurship   **W.e.f.: 10/09/2018**

Room No.-238
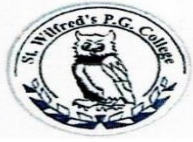
	Topic	**Weekdays**	**Allotment**
Unit – I	Introduction to Entrepreneurship: • Overview of entrepreneurship and its significance. • Characteristics and traits of successful entrepreneurs. • Introduction to different types of businesses and industries.	Monday-Saturday	Mr. Rohit Barotiya
Unit – II	Business Ideation and Opportunity Assessment: • Methods for generating business ideas. • Evaluating market opportunities and conducting market research. • Assessing feasibility and viability of business ideas.	Monday-Saturday	Mr. Rohit Barotiya
Unit – III	Marketing and Sales Strategies: • Understanding target markets and customer segmentation. • Developing marketing plans and strategies. • Implementing effective sales techniques and customer acquisition strategies	Monday- Saturday	Mr. Rohit Barotiya
Unit – IV	Innovation and Creativity: • Encouraging innovation and creativity in business. • Identifying opportunities for innovation. • Implementing innovative strategies and practices.	Monday- Saturday	Mr. Rohit Barotiya

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Lesson Plan

Certificate Program in Entrepreneurship   **W.e.f.: 10/09/2018**

Room No.-239

	Topic	Weekdays	Allotment
Unit – I	Introduction to Entrepreneurship: • Overview of entrepreneurship and its significance. • Characteristics and traits of successful entrepreneurs. • Introduction to different types of businesses and industries.	Monday-Saturday	Dr. Pratibha Gupta
Unit – II	Business Ideation and Opportunity Assessment: • Methods for generating business ideas. • Evaluating market opportunities and conducting market research. • Assessing feasibility and viability of business ideas.	Monday-Saturday	Dr. Pratibha Gupta
Unit – III	Marketing and Sales Strategies: • Understanding target markets and customer segmentation. • Developing marketing plans and strategies. • Implementing effective sales techniques and customer acquisition strategies	Monday- Saturday	Mr. Nikesh Jain
Unit – IV	Innovation and Creativity: • Encouraging innovation and creativity in business. • Identifying opportunities for innovation. • Implementing innovative strategies and practices.	Monday- Saturday	Mr. Nikesh Jain

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Report of "Entrepreneurship Course"

In Basic Computing Course 305 students participated. They have learnt so many things through Basic Computing Course as:

- Develop a comprehensive business plan, including a solid value proposition and revenue model.

- Create effective marketing strategies to reach target audiences and establish a brand presence.

- Understand different funding options and prepare a financial plan for a startup venture.

- Navigate legal and ethical challenges that entrepreneurs may encounter.

- Demonstrate effective teamwork and leadership skills in a startup environment.

- Deliver persuasive pitches and presentations to potential investors and stakeholders.

- Evaluate the challenges of scaling a startup and devise appropriate growth strategies.

- Embrace an entrepreneurial mindset characterized by innovation, adaptability, and calculated risk-taking.

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Ref. No. SWPG/2018/51   DATE:03/09/2018

NOTICE

We are going to start Value Added Course- Aptitude Test (Logic, Math, Reasoning, Data Analysis, G.K. and Verbal) for UG/PG students. The course will be started on 10/09/2018 for 6 weeks from 4:00 pm to 5:00 pm in room no. – 505,507,508. The certificate will be awarded on the completion of the course.

For to further details the students can contact the faculty coordinator

Ms. Vandana Palsaniya

Contact no.-9461481058

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

Principal
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St. Wilfred's P.G. College
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CIRCULAR

Date: 03/09/2018

The following faculty members are deputed to conduct Aptitude Test (Logic, Math, Reasoning, Data Analysis, G.K. and Verbal) Course for students w.e.f. 10/09/2018 for 6 weeks at 4:00 pm-5:00 pm in Room no.- 505,507,508.

Name	Designation	Signature
Dr. Sanjay Sharma	Assistant Professor	*Sanjay*
Ms.Vandana Palsaniya	Assistant Professor	*Vandana*
Ms. Shweta Sharma	Assistant Professor	*Shweta*
Ms. Jyoti khurana	Assistant Professor	*Jyoti*

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Dr. Sanjay Sharma
- Ms. Vandana Palsaniya
- Ms. Shweta Sharma
- Ms. Jyoti khurana

Principal
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Time Table

Certificate course in Aptitude Test

W.e.f.: 10/09/2018   **Room No: -** 505,507,508

Days	Subject	Time
Monday	Certificate course in Aptitude Test	04:00-05:00 PM
Tuesday	Certificate course in Aptitude Test	04:00-05:00 PM
Wednesday	Certificate course in Aptitude Test	04:00-05:00 PM
Thursday	Certificate course in Aptitude Test	04:00-05:00 PM
Friday	Certificate course in Aptitude Test	04:00-05:00 PM
Saturday	Certificate course in Aptitude Test	04:00-05:00 PM

PRINCIPAL

Copy to:
- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Dr. Sanjay Sharma
- Ms. Vandana Palsaniya
- Ms. Shweta Sharma
- Ms. Jyoti Khurana

Kafila

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Syllabus: Certificate course in Aptitude Test

Unit-1

Quantitative Ability (Basic Mathematics)

Quantitative Ability (Applied & Engineering Mathematics)

Unit-2

Data Interpretation

Logical Reasoning (Deductive Reasoning)

Unit-3

Data Analysis

General knowledge and Verbal

Value Added Course: Aptitude Test

COURSE OUTCOMES:

On successful completion of the course the students will be able to:

- Understand the basic concepts of quantitative ability.
- Understand the basic concepts of logical reasoning Skills.
- Acquire satisfactory competency in use of reasoning.
- Solve campus placements aptitude papers covering Quantitative Ability, Logical Reasoning ability.
- Compete in various competitive exams like CAT, CMAT, GATE, GRE, GATE, UPSC, GPSC etc.

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Lesson Plan

Certificate course in Aptitude Test   **W. e. f.: 10/09/2018**

Room no:- 505
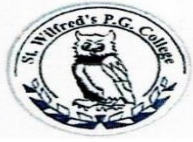
Unit	Topic	Weekdays	Allotment
Unit – I	Quantitative Ability (Basic Mathematics) Quantitative Ability (Applied & Engineering Mathematics)	Monday-Saturday	Dr. Sanjay Sharma
Unit – II	Data Interpretation Logical Reasoning (Deductive Reasoning)	Monday-Saturday	Dr. Sanjay Sharma
Unit – III	Data Analysis General knowledge and Verbal	Monday- Saturday	Dr. Sanjay Sharma

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Lesson Plan

Certificate course in Aptitude Test   **W. e. f.: 10/09/2018**

Room no:- 507

Unit	Topic	Weekdays	Allotment
Unit – I	Quantitative Ability (Basic Mathematics) Quantitative Ability (Applied & Engineering Mathematics)	Monday-Saturday	Vandana Palsaniya
Unit – II	Data Interpretation Logical Reasoning (Deductive Reasoning)	Monday-Saturday	Vandana Palsaniya
Unit – III	Data Analysis General knowledge and Verbal	Monday- Saturday	Vandana Palsaniya

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Lesson Plan

Certificate course in Aptitude Test   **W. e. f.: 10/09/2018**

Room no:- 508

Unit	Topic	Weekdays	Allotment
Unit – I	Quantitative Ability (Basic Mathematics) Quantitative Ability (Applied & Engineering Mathematics)	Monday-Saturday	Ms. Shweta Sharma
Unit – II	Data Interpretation Logical Reasoning (Deductive Reasoning)	Monday-Saturday	Ms. Shweta Sharma
Unit – III	Data Analysis General knowledge and Verbal	Monday- Saturday	Ms. Jyoti Khurana

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Report of "Aptitude Test Course"

In Aptitude Test Course 206 students participated. They have learnt so many things through Aptitude Test Course as:

- After completion of this course the student will be able Understand the basic concepts of quantitative ability and the basic concepts of logical reasoning Skills.
- The students will acquire satisfactory competency in use of reasoning.
- The students will be able to solve campus placements aptitude papers covering Quantitative Ability, Logical Reasoning Ability.
- The students will gain an understanding Compete in various competitive exams like CAT, CMAT, GATE, GRE, GATE, UPSC, GPSC etc.

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Ref. No SWPG/2018/52   DATE: 03/09/2018

NOTICE

The college is going to start Value Added Course- **Certificate course in Stenography (Hindi & English)** for UG/PG students. The course will be started on 10/09/2018 for 6 weeks from 4:00 to 5:00 pm in room no. - 401,402,403. The certificate will be awarded on the completion of the course.

For to further details the students can contact the faculty coordinator.

Dr. B.R. Saini

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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CIRCULAR

Date:03/09/2018

The following faculty members are deputed to conduct Certificate course in Stenography (Hindi & English) for students w.e.f. 10/09/2018 for 6 weeks at 4:00-5:00pm in Room no.-401,402,403.

Name	Designation	Signature
Dr. B. R. Saini	Assistant Professor	*B.R Saini*
Mr. Rohit Barotiya	Assistant Professor	*Rohit*
Dr. Monika Sharma	Assistant Professor	*Monika.*
Dr. Shipra Sharma	Assistant Professor	*Shipra*

PRINCIPAL

Copy to:
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- IQAC Head
- Dr. B.R.Saini
- Mr. Rohit Barotiya
- Dr. Monika Sharma
- Dr. Shipra Sharma

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Time Table

Certificate course in Stenography (Hindi & English)   **W.e.f.: 10/09/2018**

Room No: -401,402,403

Days	Subject	Time
Monday	Certificate course in Stenography (Hindi & English)	04:00-05:00 PM
Tuesday	Certificate course in Stenography (Hindi & English)	04:00-05:00 PM
Wednesday	Certificate course in Stenography (Hindi & English)	04:00-05:00 PM
Thursday	Certificate course in Stenography (Hindi & English)	04:00-05:00 PM
Friday	Certificate course in Stenography (Hindi & English)	04:00-05:00 PM
Saturday	Certificate course in Stenography (Hindi & English)	04:00-05:00 PM

PRINCIPAL

Copy to:
- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Dr. B.R.Saini
- Mr. Rohit Barotiya
- Dr. Monika Sharma
- Dr. Shipra Sharma

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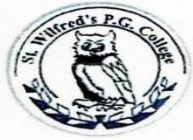Jaipur

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APPLICATION FORM

Add On Course- "Stenography (Hindi & English)"

Student's Name   : ..... AKSHAY GURJAR ....

Father's Name   : .. BABU LAL GURJAR ...

Class   : .... B.A I Year ....

Percentage of Marks obtained in Last Qualifying Examina

Date of Admission in this Institution : .... 18/06/2018 ....

Phone No.   : ....

Mobile   : ....

DETAILS OF ADD ON COURSES

Parent's Signature : *Babu Lal Gurjar*   Student's Signature : *A.G.*

Date : ....   Date : ....

Reference

Signature of Counsellor : *B.R.Saini*

Name of Counsellor   : Dr. B.R Saini.

Remarks of Counsellor : ....

Remarks of Principal   : ....

Principal
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APPLICATION FORM
Add On Course- "Stenography (Hindi & English)"

Student's Name   : CHIRAG PALIWAL

Father's Name   : AVINASH PALIWAL

Class   : B.A I Year

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 22/05/2018

Phone No.   : ......

Mobile   : 6376763940

DETAILS OF ADD ON COURSES

Parent's Signature : Avinash   Student's Signature : Chirag

Date : ......   Date : ......

Reference

B.R.Saini

Signature of Counsellor :

Name of Counsellor   : Dr. B.R.Saini

Remarks of Counsellor : ......

Remarks of Principal : ......

Principal
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APPLICATION FORM
Add On Course- "Stenography (Hindi & English)"

Student's Name : Akash Yadav

Father's Name : Ramesh Chand Yadav

Class : B.A I Year

Percentage of Marks obtained in Last Qualifying Examination :

Date of Admission in this Institution : 12/06/2018

Phone No. : —

Mobile : 9928098307

DETAILS OF ADD ON COURSES

Parent's Signature : रमेश चन्द्र यादव   Student's Signature : akash yadav

Date : —   Date :

Reference

Name of Counsellor : Dr. B R Saini

Signature of Counsellor : B.R Saini

Remarks of Counsellor :

Remarks of Principal :

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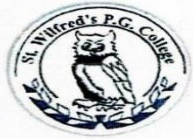Jaipur

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APPLICATION FORM

Add On Course- "Stenography (Hindi & English)"

Student's Name : CHIRAYU SHARMA

Father's Name : NARESH SHARMA

Class : B.A I YEAR

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : ......06.06.2018............

Phone No. : ....

Mobile : ....8890445138..................

DETAILS OF ADD ON COURSES

Parent's Signature : Narshama.   Student's Signature : Chirayu Sharma

Date : ....   Date : ....

Reference

Name of Counsellor : Dr. B.R Saini   Signature of Counsellor : B.R Saini

Remarks of Counsellor : ....

Remarks of Principal : ....

Head, IQAC
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APPLICATION FORM

Add On Course- "Stenography (Hindi & English)"

Student's Name : DALPAT SINGH

Father's Name : SHIVRAJ SINGH

Class : B.A I YEAR
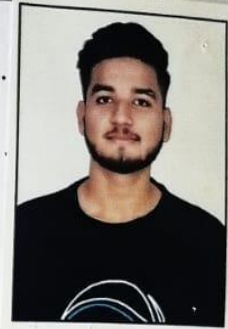
Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 23/05/2018

Phone No. : ......

Mobile : ......

DETAILS OF ADD ON COURSES

Parent's Signature : *Shiv Sng*   **Student's Signature :** *Dalpatsngh*

Date : ......   **Date :** ......

Reference

B.R Saini

Signature of Counsellor :

Name of Counsellor : Dr. B.R Saini

Remarks of Counsellor : ......

Remarks of Principal : ......

Aparna

Principal
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Syllabus: Certificate course in Stenography (Hindi & English)

Unit-1

- Introduction to Hindi/English shorthand

- Basic principles of shorthand

Unit-2

- Consonants and vowels in Hindi/English shorthand

- Joining of consonants and vowels

- Words formation and Phrases

Unit-3

- Sentence dictation and transcription

- Practice exercises for speed building

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Lesson Plan

Certificate course in Stenography (Hindi & English)   **W. e. f.: 10/09/2018**

Room no:-401

Unit	Topic	Weekdays	Allotment
Unit – I	• Introduction to Hindi/English shorthand • Basic principles of shorthand	Monday-Saturday	Dr. B.R.Saini
Unit – II	• Consonants and vowels in Hindi/English shorthand • Joining of consonants and vowels • Words formation and Phrases	Monday-Saturday	Dr. B.R.Saini
Unit – III	• Sentence dictation and transcription • Practice exercises for speed building	Monday- Saturday	Dr. B.R.Saini

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Lesson Plan

Certificate course in Stenography (Hindi & English)   W. e. f.: 10/09/2018

Room no:-402

Unit	Topic	Weekdays	Allotment
Unit – I	• Introduction to Hindi/English shorthand • Basic principles of shorthand	Monday-Saturday	Mr. Rohit Barotiya
Unit – II	• Consonants and vowels in Hindi/English shorthand • Joining of consonants and vowels • Words formation and Phrases	Monday-Saturday	Mr. Rohit Barotiya
Unit – III	• Sentence dictation and transcription • Practice exercises for speed building	Monday- Saturday	Mr. Rohit Barotiya

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Lesson Plan

Certificate course in Stenography (Hindi & English)   **W. e. f.: 10/09/2018**

Room no:-403

Unit	Topic	Weekdays	Allotment
Unit – I	• Introduction to Hindi/English shorthand • Basic principles of shorthand	Monday-Saturday	Dr. Monika Sharma
Unit – II	• Consonants and vowels in Hindi/English shorthand • Joining of consonants and vowels • Words formation and Phrases	Monday-Saturday	Dr. Monika Sharma
Unit – III	• Sentence dictation and transcription • Practice exercises for speed building	Monday- Saturday	Dr. Shipra Sharma

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Report of "Stenography (Hindi & English) Course"

In Stenography (Hindi & English) Course 182 students participated. They have learned so many things through this Course as:

- After completing this course, the student will be able to Stenography, a technique of writing in shorthand, which involves using symbols, abbreviations, and special characters to represent words and phrases. It is a useful skill for those who need to transcribe speeches, meetings, court proceedings, and other live events.

- They also learn in Hindi, stenography is known as "आशुलेखन" (Aashulekhan) or "शिघ्रलेखन" (Shigralekhan), while in English, it is simply called "stenography". Hindi and English stenography have their own unique set of symbols and abbreviations, although many are similar.

- After completing this unit, students will learn that Stenography can be a valuable skill for journalists, court reporters, and other professionals who need to quickly and accurately transcribe spoken language. It requires a significant amount of practice and training to master, but can greatly increase efficiency and productivity in certain professions.

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Ref. No. SWPG/2018/53

DATE: 10/09/2018

<u>NOTICE</u>

The college is going to start Value Added Course- **Certificate Program in Basic Computing** for UG/PG students. The course will be started on 17/09/2018 for 6 weeks from 4:00 to 5:00 pm in room no.-228,229,230. The certificate will be awarded on the completion of the course.

For to further details the students can contact the faculty coordinator

Mr. Rohit Barotiya

Contact no.-9351399392

PRINCIPAL

Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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CIRCULAR

Date: 10/09/2018

The following faculty members are deputed to conduct Certificate Program in Basic Computing for students w.e.f 17/09/2018 for 6 weeks at 4:00-5:00pm in Room no. - 228,229,230.

Name	Designation	Signature
Mr. Rohit Barotiya	Assistant Professor	*Rohit*
Ms. Shipra Sharma	Assistant Professor	*Shipra*
Mr. Gaurav Sharma	Assistant Professor	*Gaurav*
Dr. Amit Thakur	Assistant Professor	*Amit*

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- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Mr. Rohit Barotiya
- Ms. Shipra Sharma
- Mr. Gaurav Sharma
- Dr. Amit Thakur

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Time Table

Certificate Program in Basic Computing   **W.e.f.: 10/09/2018**

Room no: 228,229,230

Days	Subject	Time
Monday	Certificate Program in Basic Computing	04:00-05:00 PM
Tuesday	Certificate Program in Basic Computing	04:00-05:00 PM
Wednesday	Certificate Program in Basic Computing	04:00-05:00 PM
Thursday	Certificate Program in Basic Computing	04:00-05:00 PM
Friday	Certificate Program in Basic Computing	04:00-05:00 PM
Saturday	Certificate Program in Basic Computing	04:00-05:00 PM

PRINCIPAL

Copy to:
- Vice Principal/All Deans/HOD's of all Depart
- IQAC Head
- Mr. Rohit Barotiya
- Ms. Shipra Sharma
- Mr. Gaurav Sharma
- Dr. Amit Thakur

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APPLICATION FORM
Add On Course- "Basic Computing"

Student's Name : NIKETA KANWAR

Father's Name : BAJRANG SINGH

Class : B.A II Year

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 22/06/2017

Phone No. : ......

Mobile : 9416386138

DETAILS OF ADD ON COURSES

Parent's Signature : Bajrang   Student's Signature : Nikita

Date : ......   Date : ......

Reference

Name of Counsellor : Mr. Rohit Barotia   Signature of Counsellor : Rohit

Remarks of Counsellor : ......

Remarks of Principal : ......
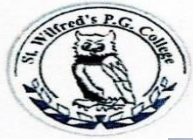
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APPLICATION FORM
Add On Course- "Basic Computing"

Student's Name   : Utkarsh Singh Sahu

Father's Name   : Ramsuara OP Sahu

Class   : B.A III rd year

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 17/05/2016

Phone No.   : ......

Mobile   : 9460526370

DETAILS OF ADD ON COURSES

Parent's Signature : Ramsuara   Student's Signature : Utkarsh

Date : ......   Date : ......

Reference

Name of Counsellor   : Mr. Rohit Barotia   Signature of Counsellor : Rohit

Remarks of Counsellor   : ......

Remarks of Principal   : ......

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APPLICATION FORM
Add On Course- "Basic Computing"

Student's Name : Umang Sharma

Father's Name : Grhanshyam Sharma

Class : B.A III rd year

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 16/05/2016

Phone No. : ....

Mobile : 9549613970

DETAILS OF ADD ON COURSES

Parent's Signature : Grhanshyam   Student's Signature : Umang

Date : ....   Date : ....

Reference

Name of Counsellor : Mr. Rohit Barotia

Signature of Counsellor : Rohit

Remarks of Counsellor : ....

Remarks of Principal : ....

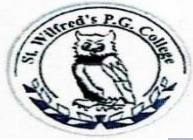Kafila
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APPLICATION FORM
Add On Course- "Basic Computing"

Student's Name : N.I.T.A.S.H.A. MADHIWAL

Father's Name : LATE SH. RAM JASH

Class : B.A IInd YEAR

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 19/06/2017

Phone No. : ......

Mobile : 94.13.00.41.51

DETAILS OF ADD ON COURSES

Parent's Signature : ....   Student's Signature : Nitasha

Date : ....   Date : ....

Reference

Name of Counsellor : Mr. Rohit Barotia   Signature of Counsellor : Rohit

Remarks of Counsellor : ....

Remarks of Principal : ....

Kafila

IQAC HEAD

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APPLICATION FORM
Add On Course- "Basic Computing"

Student's Name : Niranjan

Father's Name : Krishan Kumar

Class : B.A. II Year

Percentage of Marks obtained in Last Qualifying Examination : ......

Date of Admission in this Institution : 10/07/2017

Phone No. : ....

Mobile : 9831256178

DETAILS OF ADD ON COURSES

Parent's Signature : Krishan   **Student's Signature** : Niranjan

Date : ....   **Date** : ....

Reference

Name of Counsellor : Mr. Rohit Barotia   Signature of Counsellor : Rohit

Remarks of Counsellor : ....

Remarks of Principal : ....

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Syllabus: Basic Computing Course

Unit-1

- Introduction to computers
- Operating systems
- Word processing

Unit-2

- Internet and email
- Word processing
- Internet and email

Unit-3

- Presentation software
- Basic programming concepts

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Value Added Course: Basic Computing

COURSE OUTCOMES:

On completion of the course, student will be able to–

1. Proficiency in computer usage: Students will be able to use a computer efficiently and effectively, understand the basic concepts of computer hardware and software, and use various computer applications and tools.
2. Productivity: Students will be able to use word processing, spreadsheet, and presentation software to create and format documents, spreadsheets, and presentations.
3. Internet and email skills: Students will be able to browse the internet, use search engines, send and receive emails, and practice basic online security measures.
4. Basic programming concepts: Students will have an understanding of basic programming concepts, such as algorithms and data structures.
5. Troubleshooting skills: Students will be able to identify and solve common computer problems related to hardware and software.
6. Ethical considerations: Students will understand ethical considerations related to technology use, including privacy, security, and intellectual property.

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Lesson Plan

Certificate Program in Basic Computing   **Room No.-228**

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to computers Operating systems	Monday-Saturday	Mr. Rohit Barotiya
Unit – I	Word processing	Monday-Saturday	Mr. Rohit Barotiya
Unit – II	Internet and email Word processing	Monday-Saturday	Mr. Rohit Barotiya
Unit – II	Internet and email	Monday-Saturday	Mr. Rohit Barotiya
Unit – III	Presentation software	Monday-Saturday	Mr. Rohit Barotiya
Unit – III	Basic programming concepts	Monday-Saturday	Mr. Rohit Barotiya

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Lesson Plan

Certificate Program in Basic Computing   Room No.-228

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to computers Operating systems	Monday-Saturday	Ms. Shipra Sharma
Unit – I	Word processing	Monday-Saturday	Ms. Shipra Sharma
Unit – II	Internet and email Word processing	Monday-Saturday	Ms. Shipra Sharma
Unit – II	Internet and email	Monday-Saturday	Ms. Shipra Sharma
Unit – III	Presentation software	Monday-Saturday	Mr. Gaurav Sharma
Unit – III	Basic programming concepts	Monday-Saturday	Mr. Gaurav Sharma

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Lesson Plan

Certificate Program in Basic Computing   Room No.-228

Unit	Topic	Weekdays	Allotment
Unit – I	Introduction to computers Operating systems	Monday-Saturday	Dr. Amit Thakur
Unit – I	Word processing	Monday-Saturday	Dr. Amit Thakur
Unit – II	Internet and email Word processing	Monday-Saturday	Dr. Amit Thakur
Unit – II	Internet and email	Monday-Saturday	Dr. Amit Thakur
Unit – III	Presentation software	Monday-Saturday	Dr. Amit Thakur
Unit – III	Basic programming concepts	Monday-Saturday	Dr. Amit Thakur

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Report of "Basic Computing Course"

In Basic Computing Course 365 students participated. They have learnt so many things through Basic Computing Course as:

- After completion of this course the student will be able to learner's skills and knowledge necessary to use a computer effectively and efficiently.

- Provide learners with an understanding of the basic concepts of computer hardware and software.

- Enable learners to use various computer applications and tools, such as word processing, spreadsheets, and presentation software.

- Teach learners how to browse the internet, use search engines, send and receive emails, and practice basic online security measures.

- Introduce learners to basic programming concepts, such as algorithms and data structures.

- Teach learners how to identify and solve common computer problems related to hardware and software.

- Develop learners' understanding of ethical considerations related to technology use, including privacy, security, and intellectual property.

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Ref.No. SWPG/2018/54   DATE: 05/09/2018

<u>NOTICE</u>

We are going to start Value Added Course –**Soft skills and Career Enhancement Course** at 4 to 5 pm in room no. 501, 502, 503 for UG/PG students. The course will be start from 10/09/2018. Duration of the course is 6 weeks. Certificate will be awarded on the completion of the course.

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Copy to:

- Vice Principal/ Deans/HOD's of all Departments
- IQAC Head

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CIRCULAR

The following faculty members are deputed to conduct **Soft skills and Career Enhancement Course** for students w.e.f 10.09.19 for 6 weeks.

Name	Designation	Signature
Mr. Gaurav Kumar Vyas	Assistant Professor	*Gaurav*
Dr. Kapila Parihar	Assistant Professor	*Kapila*
Mr. Amit Kumar Thakore	Assistant Professor	*Amit*
Mr. Manoj Agarwal	Assistant Professor	*Manoj*

PRINCIPAL

Copy to:

- Vice Principal/All Deans/HOD's of all Department
- IQAC HEAD
- Faculty Name
  - Mr. Gaurav Kumar Vyas Dr. Kapila Parihar
  - Dr. Kapila Parihar
  - Mr. Amit Kumar Thakore
  - Mr. Manoj Agarwal

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Time Table: Soft Skills and Career Enhancement Course

W.e.f.: 10/09/2019

Room no: 501, 502, 503

Days	Subject	Time
Monday	Soft Skills and Career Enhancement Course	04:00-05:00 PM
Tuesday	Soft Skills and Career Enhancement Course	04:00-05:00 PM
Wednesday	Soft Skills and Career Enhancement Course	04:00-05:00 PM
Thursday	Soft Skills and Career Enhancement Course	04:00-05:00 PM
Friday	Soft Skills and Career Enhancement Course	04:00-05:00 PM
Saturday	Soft Skills and Career Enhancement Course	04:00-05:00 PM

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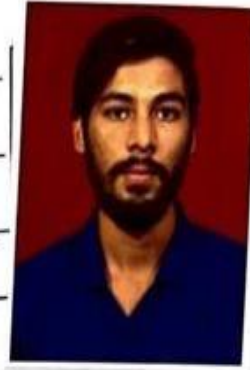Where the mind is without fear! Where the head is held high!!

Add On Course- "Soft Skills and Career Enhancement Course"

Student's Name: Bharat Medatwal

Father's Name: Surendra medatwal

Class: B.A.   Date of Birth: 28/8/2009

Percentage of Marks Obtained in last Qualifying Examination: _____

Date of Admission in this Institution: 7/4/2019

Phone No. 9785749251

Mobile: _____

DETAILS OF ADD ON COURSES:

Parent's Signature _____   Student's Signature Bharat

Date: 10/9/2019

Reference:

Name of Counsellor: Neema Mam.   Signature of Counsellor: _____

Remarks of Counsellor...

Remarks of Principal...

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Soft Skills & Career Enhancement Course Syllabus

Duration: 6 WEEKS

UNIT-1

Introduction to Soft Skills Unit, Communication Skills, Presentation Skills, Time Management Skills, Body Language & EtiquettesUnit, Group Discussion & Interview Skills, Preparation of CV, Emotional Intelligence Skills, Life Skills, Presentation on Soft Skills, Activities related to Soft Skills

UNIT-2

Introduction to Computer, Windows, Basic Concepts, Application in Organization, Issues & Challenges, Starting MS Word, working with symbols andpictures, working with tables, working with headers,footers and other controls, Working with shortcuts

UNIT-3

Starting MS Excel, working with Graphics, formatting a worksheet, working with Charts and other controls, Starting MS Power point, working with textboxes andslides, Features of Power Point, Features of Power Point, Sharing a presentation

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Course Outcomes – Soft Skills and Career Enhancement Course

- Aims to increase learner's computer knowledge and unique soft skills so as to develop attributes that enhance an individual's interactions, earningpower and job performance.

- The objective of the programme is to inculcate potential skills in the learners to prepare them to deal with the external world in a collaborativemanner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact.

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Soft skills and Career Enhancement Course

Lesson Plan

Room No.: 501

Unit	Topic	Weekdays	Faculty Name
Unit – I	Introduction to Soft SkillsUnit, Communication Skills, Presentation Skills, Time Management Skills, Body Language & EtiquettesUnit	Monday -Saturday	Dr. Kapila Parihar
Unit – I	Group Discussion & Interview Skills, Emotional Intelligence Skills, Presentation on Soft Skills, Life Skills, Activities related to Soft Skills	Monday -Saturday	Dr. Kapila Parihar
Unit – II	Preparation of CV Introduction to Computer, Windows, Basic Concepts, Application in Organization, Issues & Challenges	Monday -Saturday	Dr. Kapila Parihar
Unit – II	Starting MS Word, working with symbols andpictures, working with tables, working with headers,footers and other controls	Monday -Saturday	Dr. Kapila Parihar
Unit – III	Working with shortcuts, Starting MS Excel, working with Graphics, Formatting a worksheet Working with Charts andother controls	Monday -Saturday	Dr. Kapila Parihar
Unit – III	Starting MS Power point, Working with textboxes andslides, Features of Power Point, Features of Power Point, Sharing a presentation	Monday -Saturday	Dr. Kapila Parihar

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Soft skills and Career Enhancement Course

Lesson Plan

Room No.: 502

Unit	Topic	Weekdays	Faculty Name
Unit – I	Introduction to Soft SkillsUnit, Communication Skills, Presentation Skills, Time Management Skills, Body Language & EtiquettesUnit	Monday -Saturday	Mr. Amit Kumar Thakore
Unit – I	Group Discussion & Interview Skills, Emotional Intelligence Skills, Presentation on Soft Skills, Life Skills, Activities related to Soft Skills	Monday -Saturday	Mr. Amit Kumar Thakore
Unit – II	Preparation of CV Introduction to Computer, Windows, Basic Concepts, Application in Organization, Issues & Challenges	Monday -Saturday	Mr. Amit Kumar Thakore
Unit – II	Starting MS Word, working with symbols andpictures, working with tables, working with headers,footers and other controls	Monday -Saturday	Mr. Amit Kumar Thakore
Unit – III	Working with shortcuts, Starting MS Excel, working with Graphics, Formatting a worksheet Working with Charts andother controls	Monday -Saturday	Mr. Amit Kumar Thakore
Unit – III	Starting MS Power point, Working with textboxes andslides, Features of Power Point, Features of Power Point, Sharing a presentation	Monday -Saturday	Mr. Amit Kumar Thakore

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Soft skills and Career Enhancement Course

Lesson Plan

Room No.: 503

Unit	Topic	Weekdays	Faculty Name
Unit – I	Introduction to Soft SkillsUnit, Communication Skills, Presentation Skills, Time Management Skills, Body Language & EtiquettesUnit	Monday -Saturday	Dr. Manoj Agarwal
Unit – I	Group Discussion & Interview Skills, Emotional Intelligence Skills, Presentation on Soft Skills, Life Skills, Activities related to Soft Skills	Monday -Saturday	Dr. Manoj Agarwal
Unit – II	Preparation of CV Introduction to Computer, Windows, Basic Concepts, Application in Organization, Issues & Challenges	Monday -Saturday	Dr. Manoj Agarwal
Unit – II	Starting MS Word, working with symbols andpictures, working with tables, working with headers,footers and other controls	Monday -Saturday	Dr. Manoj Agarwal
Unit – III	Working with shortcuts, Starting MS Excel, working with Graphics, Formatting a worksheet Working with Charts andother controls	Monday -Saturday	Dr. Gaurav Kumar Vyas
Unit – III	Starting MS Power point, Working with textboxes andslides, Features of Power Point, Features of Power Point, Sharing a presentation	Monday -Saturday	Dr. Gaurav Kumar Vyas

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36 Days Course Report

Overview:

The 36-day course on Soft Skills and Career Enhancement was designed to cause an enhanced awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Hard or technical skills help securing a basic position in one's life and career. But only soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence, and derive fulfilment and supreme joy. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills. The focus of this course is on interpersonal and management skills.

Curriculum:

- ➢ **Week 1: Introduction to Soft Skills**
  1. Introduction to Soft Skills
  2. Communication Skills
  3. Presentation Skills
  4. Time Management Skills
  5. Body Language & Etiquettes
- ➢ **Week 2: Group discussion and Interview skills**
  1. Group Discussion & Interview Skills
  2. Emotional Intelligence Skills
  3. Presentation on Soft Skills
  4. Activities related to Soft Skills
- ➢ **Week 3: Basic introduction of computer and preparation of CV**
  1. Introduction to Computer
  2. Windows, Basic Concepts
  3. Application in Organization
  4. Issues & Challenges
- ➢ **Week 4: MS Word**
  1. Starting MS Word
  2. Working with symbols andpictures
  3. Working with tables
  4. working with headers,footers and other controls
- ➢ **Week 5: MS Excel**
  1. Working with shortcuts
  2. Starting MS Excel
  3. working with Graphics
  4. Formatting a worksheet
  5. Working with Charts andother controls
- ➢ **Week 6: MS PowerPoint**
  1. Starting MS Power point
  2. Working with textboxes and slides
  3. Features of Power Point
  4. Sharing a presentation

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<u>Report</u>: <u>Soft Skills and Career Enhancement Course</u>

In Soft Skills and Career Enhancement Course 310 students participated. They have learnt so many things through this Soft Skills and Career Enhancement Course as:

•It will be helpful to encourage the all-round development of students by focusing on soft skills & to make the college students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice & develop and nurture the soft skills of the students through individual and group activities.

•Effectively communicate through verbal/oral communication and improve the listening skills & to expose students to right attitudinal and behavioral aspects and to build the same through activities.

•Actively participate in group discussion / meetings / interviews and prepare & deliver presentations & Write precise briefs or reports and technical documents & students will become more effective individual through goal/target setting, self-motivation and practicing creative thinking.

•Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.

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