

कार्यालय प्राचार्य
शासकीय नवीन महाविद्यालय--बोरी, जिला --दुर्ग (छ.ग.)

www.govtcollegebori.com
Email-govtcollegebori@gmail.com
College Code - 1609

क.प. 184 / 2021

बोरी, दिनांक 09.12.2021

प्रति

आपर संचालक

उच्च शिक्षा संचालनालय

नवा रायपुर छत्तीसगढ़

विषय : वैल्यू एडेड कोर्स महाविद्यालय में प्रारंभ करने विषयक

सन्दर्भ : आपका पत्र क्रमांक 1845 / आउ शी / गुणवत्ता प्रकोष्ठ / 2021 नवा रायपुर 23.08.2021

उपरोक्त संदर्भित पत्र में आपके द्वारा दिए गए निर्देश के अनुसार महाविद्यालय में वैल्यू एडेड कोर्स से सम्बंधित सम्पूर्ण तैयारी कर दिनांक 11.12.2021 से प्रारंभ किया जाना है, कोर्स से सम्बंधित आवश्यक दस्तावेज निर्धारित प्रपत्र में आपके ओर आवश्यक कार्यवाही हेतु प्रेषित है

Chavishukla
Principal
Govt. Neveen College Bori
Dist. Durg (C.G.)

ENCLOSURE 1

3(C) Short description about the course enclosure - I

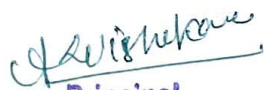
Developing Communication and other life skills

OBJECTIVE OF THE VALUE-ADDED COURSE

1. The basic objective of this value-added course is to develop primarily certain skills in communication especially in the English language for the rural students of this area whose anxiety and apprehension for English creates multiple problems for them in the job market.
2. The course envisages a certain exposure to the students of this area to both the spoken and written form of English so that their listening, speaking, reading and writing skills may be improved.
3. The methodology of communicative language teaching (CLT) will be adopted to ensure a stress-free atmosphere in the classrooms so that communication becomes easy and stress free.
4. The course also includes other areas of life skills like financial literacy, personality development and the basics of internet so that students can shape themselves according to the demands of the industry.

DELIVERY

1. The course has been divided in to 5 units, spanning 30+ hours that includes both theory and practice .
2. The contents of the course has been divided into separate units .
3. Each area will be addressed by a team of experts .
4. The contents of the course have been designed as separate modules that will be delivered within the specified period.
5. Periodic assessments will be made to evaluate the performance of the students.


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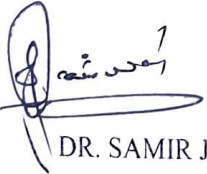
ANNEXURE - II

APPLICATION FOR CONDUCTING VALUE ADDED COURSES

1. NAME OF DEPARTMENT: ENGLISH
2. UG/ PG PROGRAM: UG/ PG
3. DETAILS OF THE VALUE-ADDED COURSES
 - a. NAME OF THE VALUE-ADDED COURSES: **DEVELOPING COMMUNICATIONS & OTHER LIFE SKILLS**
 - b. TYPE OF VALUE-ADDED COURSES i) THEORY / LAB
 - c. SHORT DESCRIPTION ii) ENCLOSURE 1, ENCLOSED - YES
 - d. SYLLABUS INCLUDING MARKS & THEORY / PRACTICAL HOURS iii) ENCLOSURE 2, ENCLOSED - YES
4. TARGET AUDIENCE: UG/ PG STUDENTS
5. DETAILS OF FACULTY HANDLING THE COURSE :
 - a) NAME OF FACULTY / HANDLING THE VALUE-ADDED COURSE: DR. SAMIR JAISWAL (COURSE COORDINATOR / NODAL OFFICER)
 - b) DETAILS INCLUDING DESIGNATION & EXPERTISE. ENCLOSURE NO.3 ENCLOSED - YES
 - c) CONTACT DETAILS
samirjaiswal.bori@gmail.com
mobile : + 91- 78691 - 98296
6. Tentative Time table including dates of internal assessment
Enclosure No. 4 , Enclosed Yes
7. Proposed of students opting for the course :
8. IQAC Minutes Enclosure 5, Enclosed - Yes
9. Name & Designation of the Coordinator : DR. TAPAS MUKHERJEE

Email : tapasmukherjee6@gmail.com

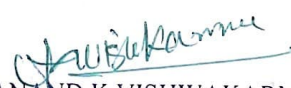
Mobile : +91- 98931- 95885



DR. SAMIR JAISWAL
ASST. PROFESSOR
DEPARTMENT OF COMMERCE


IQAC COORDINATOR


(Dr. Tapas Mukherjee)



DR. ANAND.K VISHWAKARMA
Principal
Govt. Newson College Bori
PRINCIPAL
Dist. Durg (C.G.)

VALUE ADDED COURSE (TENTATIVE SYLLABUS INCLUDING MARKS)
DEVELOPING COMMUNICATION & OTHER LIFE SKILLS
ORGANISED BY DEPARTMENT OF ENGLISH

SNO.	UNIT	TOPIC	HOURS	CREDIT
1.	UNIT I LIFE SKILLS	<ul style="list-style-type: none"> • INAUGURAL SESSION • HIERARCHY OF NEEDS 	07	25
2.	UNIT I LIFE SKILLS	<ul style="list-style-type: none"> • MANAGEMENT CONCEPTS FROM THE BHAGWAD GITA 		
3.	UNIT I LIFE SKILLS	<ul style="list-style-type: none"> • TAKING CHARGE OF YOUR TIME • TIME MANAGEMENT SKILLS 		
4.	UNIT II COMMUNICATION SKILLS	<ul style="list-style-type: none"> • DEVELOPING FINANCIAL LITERACY • FINANCIAL SKILLS FOR BEGINNERS 	6	20
5.	UNIT II COMMUNICATION SKILLS	<ul style="list-style-type: none"> • COMMUNICATIONS SKILLS • VERBAL & NON-VERBAL • BODY LANGUAGE 		
6.	UNIT II COMMUNICATION SKILLS	<ul style="list-style-type: none"> • DEVELOPING READING SKILLS • CZS (COMFORT ZONE SPEED) <ul style="list-style-type: none"> • EYE SPAN • SCHEMA 		
		<ul style="list-style-type: none"> • DEVELOPING VOCABULARY <ul style="list-style-type: none"> • DENOTATION • CONNOTATION 		
7	UNIT III COMMUNICATIVE	<ul style="list-style-type: none"> • GROUP ACTIVITIES THROUGH CLT • DEVELOPING LSRW SKILLS THROUGH CLT ACTIVITIES 	4	20


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	LANGUAGE TEACHING			
8.	UNIT IV PERSONALITY DEVELOPMENT & LEADERSHIP SKILLS	<ul style="list-style-type: none"> • PRESENTATION SKILLS • INTERVIEW SKILLS • PERSONALITY DEVELOPMENT • LEADERSHIP SKILLS • TEAM BUILDING • STRESS MANAGEMENT • EXPLORING INTERNET 	8	20
9.	UNIT 5 EXPLORING INTERNET	<ul style="list-style-type: none"> • INTRODUCTION TO GOOGLE DRIVE • EXPLORING GOOGLE SEARCH ENGINE 	6	20


DR. SAMIR JAISWAL

NODAL OFFICER


DR. MEENA CHAKRABORTY

NAAC COORDINATOR


DR. TAPAS MUKHERJEE

IQAC COORDINATOR


DR. ANAND K. VISHWAKARMA

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GOVT. NAVEEN COLLEGE BORI CHATTISGARH

ACADEMIC SESSION 2021-2022

TIME TABLE FOR VALUE ADDED COURSE

ON

DEVELOPING COMMUNICATION & OTHER LIFE SKILLS


ORGANISED BY THE DEPARTMENT OF ENGLISH

SNO.	DATE	UNIT	TOPIC	NAME OF SPEAKER	TIME OF EVENT	
					THEORY	INTERACTION PRACTICAL
1.	11.12.2021	I	INAUGURAL SESSION	DR. ANAND KUMAR VISHWAKARMA	60 minutes	
2.	11.12.2021	I	DEVELOPING READING SKILLS	DR. TAPAS MUKHERJEE	60 minutes 60 minutes	30 minutes
3	11.12.2021	I	DEVELOPING VOCABULARY	DR. TAPAS MUKHERJEE	60 minutes	30 minutes
4	12.12.2021	I	GROUP ACTIVITIES THROUGH CLT	DR. TAPAS MUKHERJEE	60 minutes 60 minutes	30 minutes
5	13.12.2021	II	COMMUNICATION SKILLS	DR. ASHA DEWAN	60 minutes 60 minutes	30 minutes
6	14.12.2021	II	HIERARCHY OF NEEDS & MANGEMENT CONCEPTS FROM THE BHAGWAD GITA	DR. SAMIR JAISWAL	60 minutes 60 minutes	30 minutes

Dr. Vishwakarma
Principal

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7	15.12.2021	II	TAKING CHARGE OF YOUR TIME	DR. SAMIR JAISWAL	60 minutes 60 minutes	30 minutes
8	16.12.2021	III	DEVELOPING FINANCIAL LITERACY	DR. SAMIR JAISWAL	60 minutes 60 minutes	30 minutes
9	17.12.2021	III	GROUP ACTIVITIES THROUGH CLT	DR. TAPAS MUKHERJEE	60 minutes	30 minutes
10	18.12.2021	III	PERSONALITY DEVELOPMENT	DR. MEENA CHAKRABORTY / SMT. KAVITA THAKUR	60 minutes 60 minutes	30 minutes
11	19.12.2021	III	LEADERSHIP SKILLS	DR. MEENA CHAKRABORTY / SMT. KAVITA THAKUR	60 minutes 60 minutes	30 minutes
12	20.12.2021	IV	TEAM BUILDING	DR. AMARNATH SHARMA	60 minutes	30 minutes
13	21.12.2021	IV	STRESS MANAGEMENT	DR. AMARNATH SHARMA	60 minutes 60 minutes	30 minutes
14	22.12.2021	V	EXPLORING INTERNET	DR. SAMIR JAISWAL / SMT. KAVITA THAKUR	60 minutes 60 minutes	30 minutes
15	22.12.2021	V	INTRODUCTION TO GOOGLE DRIVE	DR. SAMIR JAISWAL / KAVITA THAKUR	60 minutes 60 minutes	30 minutes
16	22.12.2021	V	EXPLORING GOOGLE SEARCH ENGINE VALEDICTORY FUNCTION	DR. SAMIR JAISWAL / DR. ANAND KUMAR VISHWAKARMA	60 minutes	30 minutes

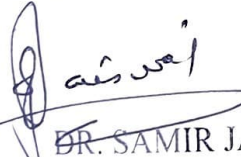

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ENCLOSURE NUMBER 3 :

DEVELOPING COMMUNICATIONS & OTHER LIFE SKILLS

LIST OF RESOURCE PERSON

NAME OF RESOURCE PERSON	DESIGNATION	AREA OF EXPERTISE
1. DR. TAPAS MUKHERJEE	ASST. PROFESSOR & HOD DEPARTMENT OF ENGLISH	ELT
2. DR. ASHA DEWAN	ASST. PROFESSOR & HOD DEPARTMENT OF HINDI	COMMUNICATION SKILLS
3. DR. AMARNATH SHARMA	ASST. PROFESSOR & HOD DEPARTMENT OF SOCIOLOGY	LIFE SKILLS LEADERSHIP SKILLS
4. DR. MEENA CHAKRABORTY	ASST. PROFESSOR & HOD DEPARTMENT OF CHEMISTRY	LEADERSHIP & PERSONALITY DEVELOPMENT
5. DR. HANSRAJ THAKUR	ASST. PROFESSOR & HOD DEPARTMENT OF ECONOMICS	ECONOMICS & FINANCE
6. DR. SAMIR JAISWAL	ASST. PROFESSOR DEPARTMENT OF COMMERCE	FINANCE & MANAGERIAL SKILLS
7. SMT. KAVITA THAKUR	ASST. PROFESSOR DEPARTMENT OF ZOOLOGY	INTERNET EXPLORING SKILLS


DR. SAMIR JAISWAL


DR. ANAND.K VISHWAKARMA

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PRINCIPAL

NODAL OFFICER

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MINUTES OF THE MEETING OF THE IQAC CONVENED AT
THE COLLEGE ON 01.09.2021 REGARDING THE CONDUCT OF
VALUE-ADDED COURSE

A meeting of all the IQAC was convened in the Principal's chamber on 01.09.2021 regarding the conduct of Value added course for the academic session 2021-22

1. It was agreed to conduct a value-added course on **Communication Skills and other Life Skills** in the month of December 2021.
2. Dr. Samir Jaiswal was designated as the nodal officer for this value-added course and was asked to prepare a detailed syllabus for this course which should be at least for a duration of 30 hours.
3. A detailed objective for this course was also required to be drawn for which the committee gave consent for the inclusion of communication skills in English, Personality development, Time management skills, Financial literacy and Internet acquaintance.
4. The timing of this valued added course would be after the class hours so that the normal academic time table is not affected.
5. The committee also gave a consent that the vision, mission statement of the institution be kept in mind for the preparation of the syllabus so that the content can be used fruitfully by the students of this rural belt.

Professor In charge IQAC

Dr. Tapas Jaiswal

Principal
Govt. Neveen College Bori
Dist. Durg (C.G.)

GOVT. NAVEEN COLLEGE BORI

VALUE ADDED COURSE : 1.12.21 - 21-12.2021

MARK LIST MAXIMUM MARKS 100

MAX MARKS 100

SNO.	NAME OF STUDENT	CLASS	MARKS OBTAINED
1.	JYOTI DESHMUKH	B.COM I	58
2.	DAKESHWARI VERMA	BA FINAL	50
3.	NEHA SAHU	BA I	35
4.	RADHIKA DESHMUKH	BSC I MATHS	56
5.	SAKSHI YADU	BSC I	61
6.	DIKESH	B.COM II	39
7.	SAVITA SAHU	BA II	48
8.	KHEMESHWARI SAHU	BA I	40
9.	VARSHA SAHU	BA I	40
10.	HEERAMANI PANDEY	BA I	46
11.	MANISHA NISHAD	BA I	42
12.	PUSHPANJALI	BSC I MATHS	44
13.	BABITA NIRMALKAR	M.COM I SEMESTER	68
14.	RUPALI MADHARIYA	M.COM I SEMESTER	65
15.	TARINI DEHMUKH	BSC I BIO	50
16.	HEMPRABHA	BA II	40
17.	AISHVARYA DESHMUKH	M.COM I SEMESTER	53
18.	POOJA UMARE	M.COM I SEMESTER	54
19.	LAXMI SAHU	BA I	40
20	THANDESHWARI PATEL	BA I	54

21.	KIRAN DESHMUKH	M.COM IV SEMESTER	69
22	MAHESHWARI SAHU	M.COM I SEMESTER	46
23.	LEENA NISHAD	BSC I BIO	54
24	DEVENDRA KUMAR	B.COM III	42
25.	MANISHA SAHU	BSC I BIO	43
26	ROSHANI DESHMUKH	B.COM III	50
27.	DEVKI NISHAD	BA I	48
28.	RESHMA SAHU	BA I	51
29	RAHUL KUMAR	M.COM III SEM	70
30.	SIBBU NISHAD	BA I	63
31.	PINTU RAM VISHWAKARMA	B.COM III	62


Course Coordinator


Principal
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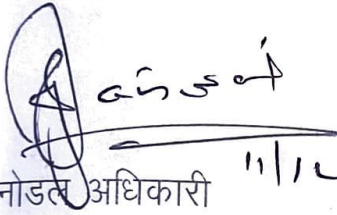
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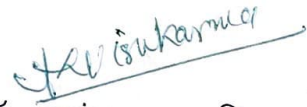
बोरी, दिनांक 11/12/2021

सूचना

महाविद्यालय के समस्त प्राध्यापको को सूचित किया जाता है कि आज दिनांक 11.12.2021 को वैल्यू एडिट कोर्स का शुभारंभ महाविद्यालय के प्राचार्य द्वारा अपरान्ह 3.00 बजे कक्ष क्रं. 01 में किया जायेगा। आप सभी की उपस्थिति उक्त कार्यक्रम में अपेक्षित है।


नोडल अधिकारी
वैल्यू एडिट कोर्स
11/12/21

डॉ. समीर जायसवाल


(डॉ. आनंद कुमार विश्वकर्मा)

प्राचार्य
शासकीय नवीन महाविद्यालय बोरी
जिला - दुर्ग (छ.ग.)

4
11/12/21
M. I. Sew
Bhambhani
Garims
Duley
Dhole
11/12/21

GOVT. NAVEEN COLLEGE BORI

ACADEMIC SESSION 2021-2022

VALUE ADDED COURSE

INTERNAL ASSESSMENT ENGLISH COMMUNICATION & OTHER LIFE SKILLS

Max Marks 40 (Marks xQ)

Attempt all the Questions. All Questions are compulsory.

Each Questions carry equal marks.

Unseen Passage (10 MARKS)

Educating boys and girls together has always been an important and stressful issue. Many parents believe that the educational process can be more effective if the classes are divided according to the gender of the students. Although same-sex schools are considered too conservative and strict in today's times. Nevertheless, there are still supporters of this manner of education. Some parents are not in favour of a co-educational system as they feel that the presence of the opposite gender distracts the attention of students and prevents them from concentrating on studies.

On the other hand, supporters of co-education feel that as boys and girls are different, it is a valuable experience for both genders to communicate with each other. Moreover, the earlier boys and girls begin to communicate, the sooner they acquire social skills, which are crucial to communicating freely in the world. Further, if there are girls in the class, boys may well possibly try to behave better in order not to lose face in front of the girls.

Apart from all that has been mentioned above, educating boys and girls together helps them understand and mutually respect each other from an early stage in life. This can possibly help in building a generation that doesn't suffer from gender bias and is open to a healthy competition even between the two genders.

On the basis of the above unseen passage, answer all the questions below:

Question 1. Why according to the writer are some parents not in favour of the co-education system?

Question 2. Why are socializing skills important?

Question 3. Same-sex schools are considered

Question 4. What according to the writer helps girls and boys develop mutual respect for each other?

Question 5. Find words from the passage that mean

a. traditional

b. paying attention

c. vital

d. unfairness

Answer:

a. conservative

b. concentration

c. crucial

d. bias

2. GIVE A SHORT INTRODUCTION ABOUT YOUR SELF. 10
3. DESCRIBE THE VARIOUS LIFE SKILLS AS ENUMERATED BY THE WHO. - 10
4. LIFE SKILLS AND COMMUNICATION SKILLS का यह VALUE ADDED COURSE आपके जीवन में कितनी उपयोगी है ? 200 शब्दों में अंग्रेजी या हिंदी में इसका उत्तर लिखिए। 10

GOVT. NAVEEN COLLEGE BORI

ACADEMIC SESSION 2021-2022

VALUE ADDED COURSE

INTERNAL ASSESSMENT COMPUTER FUNDAMENTALS & INTERNET

Max Marks 20 (2 Marks x10Q)

Attempt all the Questions. All Questions are compulsory.

Each Questions carry equal marks.

Q.1 The two kinds of main memory are

- (A) CDs and DVDs
- (B) RAM and ROM
- (C) Primary and secondary
- (D) Direct and sequential

Q.2 RAM is also called as

- (A) Virtual memory
- (B) Volatile memory
- (C) Non - Volatile memory
- (D) Cache memory

Q.3 Using Microsoft word we can simply ____

- (A) Paste picture
- (B) Type
- (C) Format a text
- (D) All the above functions

Q.4 Internal hard disk is

- (A) Removable but not fixed
- (B) Removable
- (C) Not fixed
- (D) Fixed

Q.5 The main memory of computer is also called as

- (A) Hard-disk
- (B) Primary storage
- (C) Secondary storage

(D) Internal memory

Q.6 How much data can be stored in a CD?

- (A) 300 MB
- (B) 400 MB
- (C) 670 MB
- (D) 700 MB

Q.7 CD-ROM stands for

- (A) Compactable Disc Read Only Memory
- (B) Compact Data Read Only Memory
- (C) Compactable Read Only Memory
- (D) Compact Disc Read Only Memory

Q.8 A program that is used to view websites is called a

- (A) Browser
- (B) Web viewer
- (C) Spreadsheet
- (D) Word processor

Q.9 What is the term for unsolicited Email?

- (A) Spam
- (B) Backbone
- (C) Usenet
- (D) News group

Q.10 Sending an E-mail is similar to

- (A) Sending a package
- (B) Talking on the phone
- (C) Writing a letter
- (D) Drawing a picture

REPORT

On

VALUE ADDED COURSE CONDUCTED BY DEPARTMENT OF ENGLISH ON COMMUNICATION AND OTHER LIFE SKILLS SESSION 2021 -2022

DATE OF EVENT: 11.12.2021- 22.12.2021

The Institution conducted a Value-added Course during the academic session 2021-2022, The course spanned a total of 12 days (11.12.2021- 22.12.2021). The total duration of the course was 35 hours. **Focal area of the Course** was development of communication and other life skills. The basic objective of the course was to develop communication skills in English among students so that they may be able to compete with their urban counterparts in the job market. The Course also included the development of other life skills like Personality development, Financial literacy and the knowledge of the Internet. The Course was divided into 5 units and each unit being sub divided into separate modules. A team of experts delivered the contents through lectures and through interaction and practicals. Periodic assessments were made in class and the final assessment was made through a written examination (100 marks) . All the 31 beneficiaries were declared passed in the Value-added course. The Value-added course was conducted by the Department of English. Dr Samir Jaiswal Asst. Professor of Commerce was the Nodal officer of the value-added course.

K. Venkanna
Principal
Govt. Neveen College Bar
Dist. Durg (C.G.)