



MUKAND LAL NATIONAL COLLEGE

(Affiliated to Kurukshetra University, Kurukshetra)

Estd. 1955

YAMUNA NAGAR – 135 001 (Haryana)

Ph : (Off.) 01732-220960, 225560

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Criterion 1 - Curricular Aspects

1.2 Academic Flexibility

Metric No. 1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Metric No. 1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years.

File - B

S. No.	File Description	Academic Year	Name of the course	Page No.
1	Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	2021-22	Language Lab Course-Beginner Level	2-11
			Language Lab Course-Intermediate Level	
			Language Lab Course-Advance Level	
			Certificate Course in Aptitude	12-17
			Certificate Course in Corel Draw	18-23
			Certificate Course in Wordpress	24-29
			Certificate Course in Canva	30-35
			Certificate Course in Tally and GST	36-42
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		2020-21	Language Lab	56-64
		2019-20		
		2018-19		
2017-18				

Dr. Ritu Kumar

(Offg. Principal)

Principal

Mukand Lal National College,

YAMUNA NAGAR (Haryana)

Notice and Syllabus

Academic Year 2021-22

Language Lab Course-Beginner Level

Language Lab Course-Intermediate Level

Language Lab Course-Advance Level



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Ref. No.....

Date.....

October 19, 2021

NOTICE

LANGUAGE LAB TRAINING PROGRAM ENROLLMENT 2021-22

All the students should note that the enrollment of language labs will begin from 20 October 2021. The interested students may enroll themselves for the following levels:

1. Beginner's Level
2. Intermediate Level
3. Advance Level

Kindly contact the undersigned incharges in language lab.

Incharges:

Komal Kaur 

Kanika Batra 



(Dr. Neeti Daryal)
H.O.D, S.F. Dept.


(Dr. Rahul Khanna)
Offg. Principal

	<u>Particulars</u>	<u>Method</u>
1 st Part	<u>Introduction to Personality & working towards developing it</u>	
	<ul style="list-style-type: none"> Basics of Personality 	Theory Class
	<ul style="list-style-type: none"> Analyzing Strength and Weakness(SW) 	One on One session
	<ul style="list-style-type: none"> Personality Development 	Video Class
	<ul style="list-style-type: none"> Increasing Vocabulary 	Practical Class
	<ul style="list-style-type: none"> Body Language 	Practical Class
	<ul style="list-style-type: none"> Preparation of Self Introduction 	Practical Class
<u>LEARNING OUTCOME</u> <ul style="list-style-type: none"> Enhanced self-awareness and confidence Improved communication and stronger relationships Better emotional intelligence and empathy Positive outlook and resilience Goal-oriented mindset and direction in life Adaptability in various situations Continuous personal and professional growth. Strong ethical foundation and trustworthiness Empowerment to make decisions and advocate for oneself 		
2 nd Part	<u>Techniques in Personality development Stage- I</u>	
	<ul style="list-style-type: none"> Communication Skills Listening-I Communication Barriers-I Overcoming these Barriers-I 	Practical Class, Group Discussion, Impromptu, Just a minute session
	<ul style="list-style-type: none"> Building Self – Esteem and Self – Confidence 	Theory cum Practical Sessions
	<ul style="list-style-type: none"> Working on attitudes.i.e. aggressive, assertive and submissive. 	Questionnaires, Role Play, Games
<u>LEARNING OUTCOME</u> <ul style="list-style-type: none"> Demonstrate improved communication skills, both verbal and non-verbal. Practice active listening and show empathy towards others in conversations. 		

<ul style="list-style-type: none"> • Identify common communication barriers and strategies to overcome them effectively. • Develop a stronger sense of self-esteem and self-confidence. • Differentiate between aggressive, assertive, and submissive attitudes and adopt appropriate behavior in various situations. 		
3 rd Part	<u>English-I</u>	
	Sentence Structures and Transformation- Present Simple; Present Continuous, Present Continuous ;Present Perfect Continuous, Present Perfect, Past Simple, Action Verbs ,State Verbs	Lecture & Questionnaires
	One-word substitutes, Simple Idioms & Proverbs,Vocabulary building; Word Search, Sentence Correction/Editing, Frame grammatically correct sentences in English	Lecture, Games/Activities, Videos,Questionnaires
<u>LEARNING OUTCOMES</u>		
<ul style="list-style-type: none"> • Use various sentence structures confidently, such as present simple, present continuous, present perfect continuous, present perfect, and past simple. • Differentiate between action verbs and state verbs. • Employ one-word substitutes effectively. • Understand and use simple idioms and proverbs. • Enhance vocabulary and word search skills. • Improve sentence correction and editing abilities. • Frame grammatically correct sentences in English. 		
4 th Part	<u>Techniques in Personality development</u>	
	<ul style="list-style-type: none"> • Voice Modulation; Body Language; Self - confidence; Self Esteem. • Habits; Will-Power 	Videos cum discussion
	<u>Time Management</u> <ul style="list-style-type: none"> • Concept • Importance & Need <p>Steps Towards better time management</p>	Time Management Games cum discussion
<u>LEARNING OUTCOME</u>		
<p>Demonstrate improved voice modulation for effective communication.</p> <ul style="list-style-type: none"> • Utilize body language to convey messages confidently and assertively. • Enhance self-confidence and belief in their abilities. • Develop a positive self-esteem, recognizing their self-worth. • Understand the role of habits and willpower in shaping behavior. • Apply effective time management concepts in their daily lives. 		

<ul style="list-style-type: none"> • Recognize the importance and benefits of efficient time management. • Implement steps for better time management, including planning, prioritization, and goal setting. 		
5 th Part	<u>Projecting A Positive Social Image</u>	
	<ul style="list-style-type: none"> • Definition & Importance of Social Image • Looking Great and Attractive • Face Expressions • Positive Thinking/Vibes 	Theory Cum Practical Sessions, Video On Social image, Group Discussion
6 th Part	Student Based Discussion Or Activity	
<p><u>LEARNING OUTCOME</u></p> <ul style="list-style-type: none"> • Utilize body language to convey messages confidently and assertively. • Enhance self-confidence and belief in their abilities. • Develop a positive self-esteem, recognizing their self-worth. • Understand the role of habits and willpower in shaping behavior. • Apply effective time management concepts in their daily lives. • Recognize the importance and benefits of efficient time management. • Implement steps for better time management, including planning, prioritization, and goal setting. 		



 Dr. Rahul Khanna
 (Offg. Principal)
 Mukand Lal National College
 Yamuna Nagar

Language Lab-Level 2**Intermediate Level**

	<u>Particulars</u>	<u>Method</u>
1 st Part	<u>Communication Skills</u>	
	<ul style="list-style-type: none"> • Features of Effective Communication 	Lecture
	<ul style="list-style-type: none"> • Reviewing Strength and Weakness(SW) 	One on One session
	<ul style="list-style-type: none"> • Writing Skills(Emails,Queries,Complaints) 	Practical Class
	<ul style="list-style-type: none"> • Increasing Vocabulary 	Practical Class
	<ul style="list-style-type: none"> • Non-Verbal Communication 	Practical Class
	<ul style="list-style-type: none"> • Self-Introduction Methods 	Practical Class
	<ul style="list-style-type: none"> • Tongue Twisters 	
<u>LEARNING OUTCOME</u>		
<ul style="list-style-type: none"> • Conduct a thorough SW analysis, identifying personal strengths and weaknesses. • Demonstrate proficiency in recognizing and applying features of effective communication. • Exhibit improved writing skills, especially in composing emails, queries, and complaints. • Expand their vocabulary and use a broader range of words in communication. • Understand the significance of non-verbal cues in interpersonal interactions. • Develop various self-introduction methods for different contexts. • Master tongue twisters, enhancing their speech fluency and articulation. 		
2 nd Part	<u>Techniques in Personality development Stage- I</u>	
	<ul style="list-style-type: none"> • Group Communication • Listening-II • Communication Barriers-II • Overcoming these Barriers-II 	Practical Class, Group Discussion, Impromptu,Audios
	<ul style="list-style-type: none"> • Reading Skills • Observation of accent and pronunciation of a given text or audio 	Practical Sessions Videos/Audios
	<ul style="list-style-type: none"> • Killing Nervousness • Goal Setting 	Role Play, Games,Speaking Lecture
	<ul style="list-style-type: none"> • Back to Back Discussions 	Activity
<u>LEARNING OUTCOME</u>		
<ul style="list-style-type: none"> • Demonstrate effective group communication skills, including active listening and participation. • Identify and overcome advanced communication barriers in various contexts. 		

<ul style="list-style-type: none"> • Develop strong reading skills, understanding and interpreting texts effectively. • Observe and analyze accents and pronunciations to improve their own language skills. • Manage and reduce nervousness when speaking or presenting in public. • Set clear and achievable goals for personal and academic growth. • Engage in productive back-to-back discussions, fostering critical thinking and collaborative communication. 		
3 rd Part	<u>English-II</u>	
	<ul style="list-style-type: none"> • Invitation ;Making Request ;Expressing Gratitude ; Complimenting and Congratulating; Asking for Information Seeking Permission Complaining and Expressing Regret 	Lecture & Practical Class/audios-videos
	<ul style="list-style-type: none"> • Word Replacement, More Idioms & Proverbs, Vocabulary building; Word Search, Sentence,Crosswords,Puzzles 	Lecture, Games/Activities, Videos, Questionnaires
	<ul style="list-style-type: none"> • Synonyms And Antonyms 	Class
<p><u>LEARNING OUTCOME</u></p> <p><u>Communication Skills:</u></p> <ul style="list-style-type: none"> • Compose invitations effectively. • Make requests politely and appropriately. • Express gratitude sincerely. • Compliment and congratulate others with genuine appreciation. • Seek information in a clear and concise manner. • Request permission respectfully. • Handle complaints and express regret diplomatically. <p><u>Language Proficiency:</u></p> <ul style="list-style-type: none"> • Demonstrate word replacement skills for varied and precise language usage. • Apply a wider range of idioms and proverbs in communication. • Enhance vocabulary through word search, sentence completion, crosswords, and puzzles. • Identify and use synonyms and antonyms accurately for better word choices 		
4 th Part	<u>Real Life Situation Conversations</u>	
	<ul style="list-style-type: none"> • Travelling, • Telephonic Communication, • At College canteen, • Meeting Friends etc. 	Videos cum discussion/Activity/Role Play
	<ul style="list-style-type: none"> • Handling Customer Care Calls • Booking Room in a Hotel • Travel Agencies 	Role Play/Activities

	<ul style="list-style-type: none"> Asking Queries to Teachers 	
<p><u>LEARNING OUTCOME</u></p> <ul style="list-style-type: none"> Effectively communicate while traveling, making inquiries and seeking directions. Conduct professional telephonic conversations. Interact confidently at the college, outside circle and during social gatherings. Handle customer care calls with empathy and problem-solving skills. Successfully book hotel rooms and engage with travel agencies for trip planning. Articulately ask queries to teachers for better understanding and clarification. 		
5 th Part	<p align="center"><u>Personality Development-II</u></p>	
	<ul style="list-style-type: none"> Descriptive Sessions Marketing Practices General Speaking Strategies Facing Interviews-I Abstract Group Discussions Note Taking Practices 	Practical Sessions, Videos, Group Discussion, Activities
6 th Part	Student Based Discussion Or Activity	
<p><u>LEARNING OUTCOME:</u></p> <ul style="list-style-type: none"> Master descriptive language for vivid expression. Understand marketing concepts and present strategies effectively. Apply speaking strategies for different contexts. Gain confidence in facing interviews and articulating responses. Engage in abstract group discussions with critical thinking skills. Develop efficient note-taking techniques for effective study. Collaborate and communicate effectively in student-based discussions or activities 		



 Dr. Rahul Khanna
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Language Lab-Level 3**Advance Level**

	<u>Particulars</u>	<u>Method</u>
1 st Part	<u>Communication Skills</u>	
	<ul style="list-style-type: none"> Working on Neutralizing the accent 	Practical Class
	<ul style="list-style-type: none"> Interpersonal Skills 	One on One session
	<ul style="list-style-type: none"> Writing Skills (Emails, Queries, Complaints) 	Practical Class
	<ul style="list-style-type: none"> Increasing Vocabulary 	Practical Class
	<ul style="list-style-type: none"> Focus on voice modulation 	Practical Class
	<ul style="list-style-type: none"> Initiating a Conversation 	Practical Class
<u>LEARNING OUTCOME</u>		
<ul style="list-style-type: none"> Successfully neutralize their accent for clearer communication. Enhance interpersonal skills, including active listening and empathy. Improve writing skills for composing effective emails, queries, and complaints. Expand vocabulary for more varied and precise language usage. Master voice modulation techniques for engaging and impactful communication. Confidently initiate conversations in different situations and with various individuals 		
2 nd Part	<u>Techniques in Personality development Stage- I</u>	
	<ul style="list-style-type: none"> Group Communication Listening-II Communication Barriers-II Overcoming these Barriers-II 	Practical Class, Group Discussion, Impromptu, Audios
	<ul style="list-style-type: none"> Reading Skills Observation of accent and pronunciation of a given text 	Practical Sessions Videos/Audios
	<ul style="list-style-type: none"> Killing Nervousness Goal Setting 	Role Play, Games, Discussions Lecture
	<ul style="list-style-type: none"> Back to Back Discussions 	Activity
<u>LEARNING OUTCOME</u>		
<ul style="list-style-type: none"> Excel in group communication, fostering effective collaboration and exchange of ideas. Demonstrate advanced listening skills, understanding and empathizing with others. Enhance reading skills, comprehending and analysing texts more effectively. Observe and improve accent and pronunciation for clearer and more confident speech. Manage and overcome nervousness in public speaking or challenging situations. Set clear and achievable goals for personal and professional development. Engage in productive back-to-back discussions, refining critical thinking & communication abilities. 		

3 rd Part	<u>English-II</u>	
	Invitation ;Making Request ;Expressing Gratitude ; Complimenting and Congratulating; Asking for Information Seeking Permission Complaining and Expressing Regret	Lecture & Practical Class
	Word Replacement, More Idioms & Proverbs, Vocabulary building; Word Search, Sentence,Crosswords,Puzzles	Lecture, Games/Activities, Videos, Questionnaires
<u>LEARNING OUTCOME</u>		
<ul style="list-style-type: none"> Effectively communicate invitations, requests, gratitude, compliments, congratulations, inquiries, permissions, complaints, and regrets. Improve language proficiency through word replacement, idioms, proverbs, vocabulary building, and word-based activities. 		

	<u>Particulars</u>	<u>Method</u>
4 TH PART	<u>Interview Skills</u>	Practical Session/ questionnaires/ Mock Preparation
	<ul style="list-style-type: none"> Overview of session Interview Preparation What preparations should you make? The application template A winning first impression Grooming Going after the job Verbal Aptitude Resume Designing The Interview Dos and Don'ts for the interview The interviewer's questions The candidate's questions 	
<u>LEARNING OUTCOME</u>		
<ul style="list-style-type: none"> Understand the interview process and make necessary preparations. Create an effective application template and make a strong first impression. Improve grooming and communication skills for a professional appearance. Pursue job opportunities actively and handle interviews confidently. Design an impactful resume and ask insightful questions during the interview. 		


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Notice and Syllabus
Academic Year 2021-22

Certificate course in Aptitude

Details of Certificate Courses

Respective Classes	Proposed Additional Inputs	Respective Classes	Shortlisted Additional Inputs	Duration	Action Plan
BCA/B.Sc 1 st Sem	Assembly & Installation of PC	BCA/B.Sc 1 st Sem & BCA/B.Sc 2 nd Sem	Certificate course in Canva App.	18.75 hours in one session	Incorporated in time table as - 01 day (01 lecture) per week in a semester
	Applications of MS-Excel				
	Student presentations on Basic Computer topics				
	Aptitude				
	Canva App.				
BCA/B.Sc 2 nd Sem	Project using C	BCA/B.Sc 3 rd Sem & BCA/B.Sc 4 th Sem	Certificate Course in Aptitude	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Student presentations on Programming Languages				
	Aptitude				
	Canva App.				
BCA/B.Sc 3 rd Sem	Corel Draw	BCA/B.Sc 3 rd Sem & BCA/B.Sc 4 th Sem	Certificate Course in Corel Draw	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Aptitude				
	Networking Tools				
	Student presentations on Utility Software's				
	Word Press				
BCA/B.Sc 4 th Sem	SQL using Oracle	BCA/B.Sc 3 rd Sem & BCA/B.Sc 4 th Sem	Certificate Course in Word Press	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Networking Tools				
	Student presentations on Projects				
	Aptitude				
	Word Press				
4 th Sem (Summer vacations)	JAVA / Web development using PHP / Android	--	--	--	--
BCA/B.Sc 5 th Sem	Project using JAVA / PHP / Android	BCA/B.Sc 5 th Sem & BCA/B.Sc 6 th Sem	Projects	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Student presentations on latest Technologies				
BCA/B.Sc 6 th Sem	Student presentations on Projects	BCA/B.Sc 6 th Sem			


Dr. Neeti Baryal
(HOD, SF Dept.)

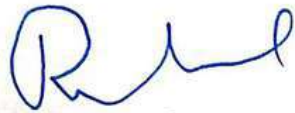
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NOTICE (2021-2022)

All the interested students of BCA/ B.Sc (CS)/ B.Sc(Hons.)-IT are hereby advised to note the following mentioned time-table schedule for various Certificate Courses and report to the concerned teacher in charges.

S.No.	Additional Input Course	Class / Semester	Day and Time	Teacher-Incharge
1	Certificate course in Canva App	B.Sc/BCA I Sem	Tuesday, 2:30p.m.-3:15p.m.	Ms. Preeti
2	Certificate course in Aptitude	B.Sc/BCA I Sem	Wednesday, Thursday 3:15p.m.-4:00p.m.	Ms. Poonam Rai
		B.Sc/BCA III Sem	For BCA Monday, Tuesday 3:15p.m.-4:00p.m. For B.Sc Friday, Saturday 11:30 a.m.-12:15p.m.	
3	Certificate course in Corel Draw	B.Sc/BCA III Sem	Wednesday, Thursday 3:15p.m.-4:00p.m.	Ms. Sunyana
4	Certificate course in Word Press	B.Sc/BCA III Sem	Friday, Saturday 3:15p.m.-4:00p.m.	Ms. Richa Grover
5	Project	B.Sc/BCA V Sem	Monday, Tuesday 3:15p.m.-4:00p.m.	Ms. Navdeep



Dr. Neeraj Daryal
(HoD, SF Dept.)


Dr. Rahul Khanna
(Offg. Principal) Principal
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S.No.	Additional Input Course	Class / Semester	Day and Time	Teacher-Incharge
1	Certificate course in Canva App	B.Sc/BCA II Sem	Tuesday, 2:30p.m.-3:15p.m.	Ms. Preeti
2	Certificate course in Aptitude	B.Sc/BCA II Sem	For BCA Thursday, Friday 3:15p.m.-4:00p.m. For B.Sc Friday, Saturday 2:30p.m.-3:15p.m.	Ms. Suman
		B.Sc/BCA IV Sem	For BCA/B.Sc(CS) Monday, Tuesday 3:15p.m.-4:00p.m. For B.Sc (Hons.) IT Friday, Saturday 11:30 a.m.-12:15p.m.	
3	Certificate course in Corel Draw	B.Sc/BCA IV Sem	Wednesday, Thursday 3:15p.m.-4:00p.m.	Ms. Sunyana
4	Certificate course in Word Press	B.Sc/BCA IV Sem	Friday, Saturday 3:15p.m.-4:00p.m.	Ms. Pooja Sharma
5	Projects	B.Sc/BCA VI Sem	Monday, Tuesday 3:15p.m.-4:00p.m.	Ms. Navdeep


Dr. Neeti Daryal
(HoD, SE dept.)


Dr. Rahul Khanna
Principal
Mukand Lal National College
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MODULE FOR CERTIFICATE COURSE IN APTITUDE

Semester-I

Quantitative Aptitude

Course Objective:

- To prepare students for the Aptitude tests that are conducted by many Government and Private sectors as a part of their recruitment process to test the analytical and logical reasoning skills of the applicants.
- Develop a strong foundation in quantitative aptitude
- Enhance problem-solving and analytical skills.
- Improve speed and accuracy in mathematical calculations.
- Familiarize students with a wide range of logical reasoning concepts.
- Equip students with effective strategies to approach competitive exams.
- Foster critical thinking and decision-making abilities.
- Provide ample practice opportunities and evaluate progress regularly.

Course Outcomes:

After completing the Quantitative Aptitude Course, the students will be able to

- Solve the problems using the basics of the topic.
- Solve the questions with greater accuracy.
- Use the shortcuts, tricks and techniques to increase their speed of question solving.
- Students will be able to perform better in various campus placements aptitude papers, competitive exams like CAT, GMAT, GATE, GRE, UPSC, IBPS RRB PO, SSC CHSL, SSC CGL, SSC CPO, RRB NTPC etc.

SYLLABUS

UNIT-I

Percentage, Profit & Loss, Ratio & Proportion, Partnership

UNIT-II

Time & work, Pipes & Cistern, Time & Distance, Problems on Trains, Boats & Streams

UNIT-III

Mixture, Simple Interest, Compound Interest

UNIT-IV

Raw and Grouped Data, Bar Graphs, Pie charts, Mean, Median and Mode, Events and Sample Space, Probability

Recommended Books:

1. R. S. Aggarwal, *Quantitative Aptitude for Competitive Examinations* S Chand Publishing.
2. Arun Sharma, *how to prepare for Quantitative Aptitude for CAT*, McGrawhill publications (10th Edition).
3. Abhijit Guha, *Quantitative Aptitude for All Competitive Examinations*, McGraw hill publications (6th Edition).



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Notice and Syllabus
Academic Year 2021-22

Certificate Course in Corel Draw

Details of Certificate Courses

Respective Classes	Proposed Additional Inputs	Respective Classes	Shortlisted Additional Inputs	Duration	Action Plan
BCA/B.Sc 1 st Sem	Assembly & Installation of PC	BCA/B.Sc 1 st Sem & BCA/B.Sc 2 nd Sem	Certificate course in Canva App.	18.75 hours in one session	Incorporated in time table as - 01 day (01 lecture) per week in a semester
	Applications of MS-Excel				
	Student presentations on Basic Computer topics				
	Aptitude				
	Canva App.				
BCA/B.Sc 2 nd Sem	Project using C	BCA/B.Sc 2 nd Sem	Certificate Course in Aptitude	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Student presentations on Programming Languages				
	Aptitude				
	Canva App.				
BCA/B.Sc 3 rd Sem	Corel Draw	BCA/B.Sc 3 rd Sem & BCA/B.Sc 4 th Sem	Certificate Course in Corel Draw	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
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	Networking Tools				
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BCA/B.Sc 4 th Sem	SQL using Oracle	BCA/B.Sc 4 th Sem	Certificate Course in Word Press	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Networking Tools				
	Student presentations on Projects				
	Aptitude				
	Word Press				
4 th Sem (Summer vacations)	JAVA / Web development using PHP / Android	--	--	--	--
BCA/B.Sc 5 th Sem	Project using JAVA / PHP / Android	BCA/B.Sc 5 th Sem & BCA/B.Sc 6 th Sem	Projects	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Student presentations on latest Technologies				
BCA/B.Sc 6 th Sem	Student presentations on Projects	BCA/B.Sc 6 th Sem			


Dr. Neeti Baryal
(HOD, SF Dept.)

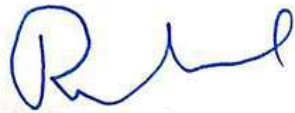
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		B.Sc/BCA IV Sem	For BCA/B.Sc(CS) Monday, Tuesday 3:15p.m.-4:00p.m. For B.Sc (Hons.) IT Friday, Saturday 11:30 a.m.-12:15p.m.	
3	Certificate course in Corel Draw	B.Sc/BCA IV Sem	Wednesday, Thursday 3:15p.m.-4:00p.m.	Ms. Sunyana
4	Certificate course in Word Press	B.Sc/BCA IV Sem	Friday, Saturday 3:15p.m.-4:00p.m.	Ms. Pooja Sharma
5	Projects	B.Sc/BCA VI Sem	Monday, Tuesday 3:15p.m.-4:00p.m.	Ms. Navdeep


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Module for Certificate Course in CORELDRAW

1. Introduction to CorelDRAW

- Overview of vector graphics and CorelDRAW software
- Understanding the interface and workspace
- Navigating and customizing the tools

2. Basic Drawing and Editing

- Creating simple shapes and lines
- Using the drawing tools: Rectangle, Ellipse, Polygon, etc.
- Editing objects: Selecting, moving, resizing, and rotating

3. Working with Curves and Nodes

- Drawing curves using the Pen tool
- Manipulating curves and nodes for precise control
- Creating and editing Bézier curves

4. Working with Text

- Adding artistic and paragraph text
- Formatting text: fonts, size, spacing, etc.
- Applying text effects and artistic text transformations

5. Object Transformation and Alignment

- Scaling, skewing, and rotating objects
- Aligning and distributing objects on the page
- Grouping and ungrouping objects

6. Working with Colors and Fills

- Applying solid colors, gradients, and patterns
- Creating custom color palettes
- Editing fill and outline properties

7. Advanced Drawing Tools

- Using the Shape tool for complex object creation
- Working with the Artistic Media tool for freehand drawing
- Creating blends and contours

8. Working with Images

- Importing and exporting bitmap and vector images
- Using the PowerTRACE feature for tracing bitmap images
- Image editing and manipulation within CorelDRAW

9. Layers and Object Management

- Understanding the concept of layers
- Organizing and managing objects on different layers
- Applying layer properties and effects

10. Special Effects and Filters

- Applying special effects to objects and text
- Using Interactive and Non-destructive effects
- Applying distortion and artistic effects

11. Page Layout and Printing

- Setting up the document and page properties
- Creating multi-page documents
- Preparing files for printing and exporting

12. Real-World Projects and Practical Exercises

- Applying the learned skills to create posters, brochures, logos, etc. □ Completing hands-on exercises to reinforce concepts

Learning Outcome:

The certificate course in CorelDRAW aims to provide students with essential skills in graphic design and vector illustration. By the course's conclusion, students will gain proficiency in CorelDRAW's interface and tools, enabling them to create and edit vector graphics effectively. They will learn to apply text formatting, manage objects through grouping and layers, and utilize color schemes, gradients, and patterns to enhance their designs. Additionally, the course covers advanced techniques such as creating complex shapes and applying artistic effects. Through real-world projects, students will develop problem-solving abilities and a professional approach to design. Overall, completing the CorelDRAW certificate course equips students with the necessary expertise to pursue careers in graphic design and related fields confidently.



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Notice and Syllabus
Academic Year 2021-22

Certificate Course in Wordpress

Details of Certificate Courses

Respective Classes	Proposed Additional Inputs	Respective Classes	Shortlisted Additional Inputs	Duration	Action Plan
BCA/B.Sc 1 st Sem	Assembly & Installation of PC	BCA/B.Sc 1 st Sem & BCA/B.Sc 2 nd Sem	Certificate course in Canva App.	18.75 hours in one session	Incorporated in time table as - 01 day (01 lecture) per week in a semester
	Applications of MS-Excel				
	Student presentations on Basic Computer topics				
	Aptitude				
	Canva App.				
BCA/B.Sc 2 nd Sem	Project using C	BCA/B.Sc 2 nd Sem	Certificate Course in Aptitude	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Student presentations on Programming Languages				
	Aptitude				
	Canva App.				
BCA/B.Sc 3 rd Sem	Corel Draw	BCA/B.Sc 3 rd Sem & BCA/B.Sc 4 th Sem	Certificate Course in Corel Draw	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Aptitude				
	Networking Tools				
	Student presentations on Utility Software's				
	Word Press				
BCA/B.Sc 4 th Sem	SQL using Oracle	BCA/B.Sc 3 rd Sem & BCA/B.Sc 4 th Sem	Certificate Course in Word Press	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Networking Tools				
	Student presentations on Projects				
	Aptitude				
	Word Press				
4 th Sem (Summer vacations)	JAVA / Web development using PHP / Android	--	--	--	--
BCA/B.Sc 5 th Sem	Project using JAVA / PHP / Android	BCA/B.Sc 5 th Sem & BCA/B.Sc 6 th Sem	Projects	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Student presentations on latest Technologies				
BCA/B.Sc 6 th Sem	Student presentations on Projects	BCA/B.Sc 6 th Sem			


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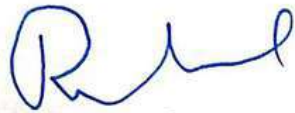
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		B.Sc/BCA III Sem	For BCA Monday, Tuesday 3:15p.m.-4:00p.m. For B.Sc Friday, Saturday 11:30 a.m.-12:15p.m.	
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4	Certificate course in Word Press	B.Sc/BCA III Sem	Friday, Saturday 3:15p.m.-4:00p.m.	Ms. Richa Grover
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Module for Certificate Course in WordPress

A Certificate course in WordPress typically covers various aspects of creating and managing websites using the WordPress platform. Below are some suggested learning modules that can be included in such a course:

Introduction to WordPress:

- Overview of WordPress and its features.
- Understanding the difference between WordPress.com and WordPress.org.
- Setting up a local development environment (using software like XAMPP or MAMP).

WordPress Installation and Configuration:

- Installing WordPress on a web server.
- Configuring basic settings, including site title, tagline, and time zone.
- Understanding the WordPress dashboard and navigation.

Creating and Managing Content:

- Adding and formatting posts and pages.
- Working with media (images, videos, and audio).
- Creating categories and tags to organize content.
- Understanding and using the WordPress editor (Gutenberg).

Themes and Customization:

- Installing and activating themes.
- Customizing themes using the WordPress Customizer.
- Understanding child themes and their importance.
- Introduction to CSS and how to make basic customizations.

Plugins and Functionality:

- Installing and activating plugins.
- Popular plugins for different purposes (e.g., contact forms, SEO, security).
- Configuring and managing plugins.
- Best practices for choosing and using plugins.

WordPress Security:

- Understanding common security threats.
- Best practices for securing WordPress websites.
- Using security plugins and tools.
- Regular maintenance and updates.

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Search Engine Optimization (SEO):

- Basics of SEO and how it applies to WordPress.
- Optimizing content and meta tags for search engines.
- Using SEO plugins to enhance website visibility.

Learning Outcome

Canva Learning in Education aims to equip learners with graphic design skills and creativity using the Canva platform. Students will explore Canva's features, templates, and design tools to create visually engaging content like posters, presentations, and infographics. They will learn design principles, color theory, and typography to enhance their visual communication. The curriculum covers practical application of Canva in educational projects, empowering students to express ideas effectively. Through tutorials, practice, and experimentation, learners will gain proficiency in graphic design and develop the ability to produce captivating visual content for various academic and personal purposes.



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Notice and Syllabus
Academic Year 2021-22

Certificate Course in Canva

Details of Certificate Courses

Respective Classes	Proposed Additional Inputs	Respective Classes	Shortlisted Additional Inputs	Duration	Action Plan
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	Student presentations on Basic Computer topics				
	Aptitude				
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	Aptitude				
	Canva App.				
BCA/B.Sc 3 rd Sem	Corel Draw	BCA/B.Sc 3 rd Sem & BCA/B.Sc 4 th Sem	Certificate Course in Corel Draw	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Aptitude				
	Networking Tools				
	Student presentations on Utility Software's				
	Word Press				
BCA/B.Sc 4 th Sem	SQL using Oracle	BCA/B.Sc 3 rd Sem & BCA/B.Sc 4 th Sem	Certificate Course in Word Press	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Networking Tools				
	Student presentations on Projects				
	Aptitude				
	Word Press				
4 th Sem (Summer vacations)	JAVA / Web development using PHP / Android	--	--	--	--
BCA/B.Sc 5 th Sem	Project using JAVA / PHP / Android	BCA/B.Sc 5 th Sem & BCA/B.Sc 6 th Sem	Projects	30+ hours in one session	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Student presentations on latest Technologies				
BCA/B.Sc 6 th Sem	Student presentations on Projects	BCA/B.Sc 6 th Sem			


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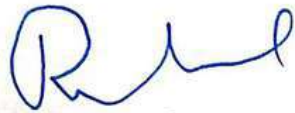
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Module for Certificate Course in CANVA

A certificate course in Canva learning, focusing on posters and graphic designing, can cover various modules to provide participants with comprehensive skills and knowledge in using the Canva platform effectively. Below are some suggested modules for the course:

Part 1: Introduction to Canva

- Overview of Canva's features and capabilities
- Creating an account and navigating the platform
- Understanding the workspace and interface

Part 2: Design Basics

- Introduction to graphic design principles
- Understanding color theory and typography
- Designing for different mediums (print, web, social media)

Part 3: Creating Posters

- Using templates and customizing them
- Incorporating images and illustrations into posters
- Adding text and applying various fonts and styles

Part 4: Graphics Designing for Social Media

- Designing graphics for various social media platforms (Facebook, Instagram, Twitter, etc.)
- Optimizing designs for different dimensions and aspect ratios
- Creating engaging social media posts and stories

Learning Outcome

Canva Learning in Education aims to equip learners with graphic design skills and creativity using the Canva platform. Students will explore Canva's features, templates, and design tools to create visually engaging content like posters, presentations, and infographics. They will learn design principles, color theory, and typography to enhance their visual communication.

The curriculum covers practical application of Canva in educational projects, empowering students to express ideas effectively. Through tutorials, practice, and experimentation, learners will gain proficiency in graphic design and develop the ability to produce captivating visual content for various academic and personal purposes.



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Notice and Syllabus
Academic Year 2021-22

Certificate Course in Tally and GST

Details of Certificate Courses

Respective Classes	Proposed Additional Inputs	Additional Inputs	Duration	Action Plan
BBA 1 st year	Introduction	Certified course Tally & GST	30+ hours in one session	Incorporated in time table as – 02 day (02 lectures) per week in a semester
	Overview of Goods and Services Tax (GST)			
	Levy of and Exemption from Tax			
	Guest lecture			
	Introduction			Incorporated in time table as - 02 day (02 lectures) per week in a semester
	General Entries			
	<ul style="list-style-type: none"> Debit and Credit note Ledger account formation Inventory Purchase processing Sale processing 			
	Pay roll			
BBA 2 nd year	Introduction to Digital Marketing	Certified course Digital Marketing	30+ hours in one session	Incorporated in time table as - 03 day (03 lectures) per week in a semester
	Digital Marketing History Graphic Guide			
	Types of Digital Marketing approaches			
	Case study			
	<ul style="list-style-type: none"> Concept of social media Blogging Content marketing Know your target Audiences and Influencers 			
BBA 3 rd year	<ul style="list-style-type: none"> Introduction to Capital Market 	Certified course Capitaline	30+ hours in one session for each course	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Overview of Capitaline			


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1	Certificate course in GST	BBA Sem-II	Monday, Tuesday Wednesday 10:00 am to 10:45 am	Mr. Rajiv Sharma
2	Certificate course in Digital Marketing	BBA Sem-IV	Monday, Tuesday, Wednesday 8:30 am to 9:15 am	Ms. Radhika Monga
3	Certificate course in Capitaline	BBA Sem-VI	Monday, Tuesday 10:45 am–11:30 am	Dr. Mamta Bhargava

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1	Certificate course in Tally	BBA Sem-I	Monday, Tuesday 10:00 am to 10:45 am	Ms. Gunjan
2	Certificate course in Digital Marketing	BBA Sem-III	Monday, Tuesday, Wednesday 2:30 pm to 3:15 pm	Ms. Pallavi
3	Certificate course in Capitaline	BBA Sem-V	Monday, Tuesday 1:00 pm.-1:45 pm	Dr. Mamta Bhargava

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Module for Certificate Course in Tally + GST

Tally Modules:

UNIT- I

- Introduction to computerised accounting system
- double entry system accounting equations
- rules of accounting
- company creation
- groups
- ledgers in tally

UNIT - II

- Inventory and godowns in tally
- stock categories
- GST
- Reports In tally – working with profit & loss account
- balance sheet
- trial balance
- understanding ratio analysis.

GST Modules:

Overview of Goods and Services Tax (GST)

- Levy of and Exemption from Tax
- Composition Levy
- Registration-Persons liable for Registration under the Act
- Amendment of Registration
- Cancellation of Registration
- Meaning and Scope of Supply
- Time of Supply
- Valuation in GST

GST payment of Tax

- TDS and TCS in GST
- Electronic Commerce and Tax Collected at Source
- Job Work
- Input Tax Credit
- Concept of Input Service Distributor in GST
- Returns Process
- Types of Returns and Formats

- Filling of Returns
- Practical Session on filling of online forms and returns under GST

Assessment and Audit

- Tax Invoice, Credit/Debit Notes
- Accounts and Records under GST
- E Way Bill
- Refunds
- Refunds by UIN's
- Demands, Recovery and Refund
- Appeals/Revision
- Advance Ruling

Inspecting, Search, Seizure and Penalties

- Offences, Penalties, Prosecution and Compounding
- Overview of IGST Act
- Exports and Imports
- Export
- Export of Services
- Duty Drawback Scheme
- Special Economic Zone (SEZ)
- Imports

Place of Supply of Goods & Services

- Place of Supply of Goods
- Place of Supply of Services (Location of supplier as well as recipient is outside India)
- GSTN and Frontend Business Process on GST Portal
- Transitional Provisions
- Anti-profiteering Provisions
- Compensation to States under GST
- Cross-utilization of IGST & Funds Transfer

Learning Outcome

- Proficiency in Tally Software Usage
- Competence in Basic Accounting Concepts
- Accurate Data Entry and Transactions
- Financial Reporting Skills
- Understanding of Goods and Services Tax (GST)
- GST Compliant Transactions
- Tally Integration with GST

- GST Return Filing
- Tax Calculation and Compliance
- Practical Hands-on Experience



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Notice and Syllabus
Academic Year 2021-22

Certificate Course in Digital Marketing

Details of Certificate Courses

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Pay roll				
BBA 2 nd year	Introduction to Digital Marketing	Certified course Digital Marketing	30+ hours in one session	Incorporated in time table as - 03 day (03 lectures) per week in a semester
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	Types of Digital Marketing approaches			
	Case study			
	<ul style="list-style-type: none"> • Concept of social media • Blogging • Content marketing • Know your target Audiences and Influencers 			
BBA 3 rd year	<ul style="list-style-type: none"> • Introduction to Capital Market 	Certified course Capitaline	30+ hours in one session for each course	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Overview of Capitaline			


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Digital Marketing Module

UNIT I

Introduction to Digital Marketing (5 sessions)

S. No.	Topics	No. of Sessions	References Material Link
1	Introduction to Digital marketing 1.1 Introduction 1.2 History 1.3 What is digital marketing?	2 Sessions	Suggested Reading: <ul style="list-style-type: none"> (Source: https://www.simplilearn.com/history-and-evolution-of-digital-marketing-article) . Reference Link: <ul style="list-style-type: none"> (Source: http://www.mediaocean.com/digital-marketing-guide/overview-history) Source : "Definition of digital marketing. Source: <ul style="list-style-type: none"> https://www.zazzlemedia.co.uk/blog/coca-cola-digital-marketing/#gref. http://youtu.be/ZVuHLPI69mM https://youtu.be/rchKaSMQ_8
2	1.4 Digital Marketing History Graphic Guide 1.5 History and evolution of digital marketing 1.6 Difference between traditional marketing and digital marketing Benefits		
3	1.8 Types of digital marketing approaches – pull and push digital marketing		
4	1.9 How can an organization use both digital and traditional marketing? <ul style="list-style-type: none"> Types of digital marketing 1.10 Types of online presence		
5	CASE STUDY- How Coca Cola became Digital Rockstars!! Digital Marketing Presence of Amazon.com		

Digital Marketing Module 2

UNIT II Social Media Marketing

S. No.	Topics	No. of Sessions	References Material Link
1	Concept of social media 2.1 Consumer generated content 2.2 Impact of social media 2.3 Advantages of social media 2.4 Disadvantages of social media	2 Sessions	Suggested Reading: <ul style="list-style-type: none"> • (Source: https://neilpatel.com/blog/target-audience/) • https://growandconvert.com/content-marketing/going-viral-medium/ • . Reference Link: <ul style="list-style-type: none"> • (Source: https://youtu.be/l2pwcAVonKI) • https://youtu.be/Q8rN3JKqUc8 • https://youtu.be/Q8rN3JKqUc8 Source: https://youtu.be/FSTY5fU9YA4
2	2.5 Types of social media 2.6 Social networks and online communities 2.7 Community building strategies 2.8 Virtual worlds		
3	2.9 Suggestions for designing virtual worlds <ul style="list-style-type: none"> • Viral world • Stages in viral world • Types of viral mechanisms • Blogging 	2 Sessions	
4	2.10 Principles of blogging <ul style="list-style-type: none"> • Video marketing • Factor contributing to the popularity of videos • Social media performance metrics 		
5	Assignment	1 Sessions	

Digital Marketing Module 3

UNIT III Content Marketing

S. No.	Topics	No. of Sessions	References Material Link
1	Content Marketing 3.1 Set Goals and Objectives 3.2 Plan Your Budget 3.3 Research the Market	3 Sessions	<p>Suggested Reading:</p> <ul style="list-style-type: none"> (Source: https://drive.google.com/file/d/1FAJQfF3b-MgCXc9j3SygOdXSp6-idCJE/view?usp=drivesdk) <p>Reference Link:</p> <ul style="list-style-type: none"> https://youtu.be/OR_3iarc8IA https://contentmarketinginstitute.com/what-is-content-marketing/
2	3.4 Know Your Target Audiences and Influencers 3.5 Existing Content 3.6 Benchmark the Competition		
3	3.7 Fine-Tune Your Ideas, Messages, and Themes 3.7 Identify Your Channels and Tactics	2 Sessions	
	3.8 Settle on Your Process, Team, and Tools 3.9 Establish Measurement and Reporting Guidelines		
5	Assignment	1 Sessions	

Table of Contents

Introduction

Step 1 » Set Goals and Objectives

Step 2 » Plan Your Budget

Step 3 » Research the Market

Step 4 » Know Your Target Audiences and Influencers

Step 5 » Assess Existing Content

Step 6 » Benchmark the Competition

Digital Marketing Module

UNIT 5

Introduction to Search Engine Optimization (SEO)

S. No.	Topics	No. of Sessions	References Material Link
1	Introduction to Search Engine optimization (SEO) <ul style="list-style-type: none"> • What is SEO. • How to Approach Your SEO Strategy. • How Search Engines Work 	2 Sessions	<p>Suggested Reading: https://drive.google.com/file/d/1YfvphnzXmsyk</p> <p>https://drive.google.com/file/d/1FROowgPKXJfmZFO2JOEE/view?usp=drivesdk</p> <p>Reference Link</p> <ul style="list-style-type: none"> • (Source:) https://youtu.be/spf_AhwMT_k https://youtu.be/C0a55KXjbRc. https://youtu.be/D7UxlkwdYc0 https://youtu.be/V80Vr_CgF5M https://youtu.be/sZEu5Ylhs60
2	Understanding On-Page SEO <ul style="list-style-type: none"> • Website Content • Pictures, Title Tags & Meta Tags • URL Structure • Internal Linking • Headline Tags 		
3	Concept of Off-Page SEO <ul style="list-style-type: none"> • Using Social Media to Spread Content. • Using Email to Spread Content 	2 Sessions	
4	Defining a Keyword Strategy <ul style="list-style-type: none"> • How to Identify Long-Tail Keywords • Keyword Research Tools • Search for Keywords 		
5	Measuring Success Traffic <ul style="list-style-type: none"> • Summary • Keywords • Assignment 	1 Session	



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Principal
MCCO, Lal National College
Yamuna Nagar

Notice and Syllabus
Academic Year 2021-22

Certificate Course in Captialine

Details of Certificate Courses

Respective Classes	Proposed Additional Inputs	Additional Inputs	Duration	Action Plan
BBA 1 st year	Introduction	Certified course Tally & GST	30+ hours in one session	Incorporated in time table as – 02 day (02 lectures) per week in a semester
	Overview of Goods and Services Tax (GST)			
	Levy of and Exemption from Tax			
	Guest lecture			
	Introduction			Incorporated in time table as - 02 day (02 lectures) per week in a semester
	General Entries			
	<ul style="list-style-type: none"> • Debit and Credit note • Ledger account formation • Inventory • Purchase processing • Sale processing 			
	Pay roll			
BBA 2 nd year	Introduction to Digital Marketing	Certified course Digital Marketing	30+ hours in one session	Incorporated in time table as - 03 day (03 lectures) per week in a semester
	Digital Marketing History Graphic Guide			
	Types of Digital Marketing approaches			
	Case study			
	<ul style="list-style-type: none"> • Concept of social media • Blogging • Content marketing • Know your target Audiences and Influencers 			
BBA 3 rd year	<ul style="list-style-type: none"> • Introduction to Capital Market 	Certified course Capitaline	30+ hours in one session for each course	Incorporated in time table as - 02 day (02 lectures) per week in a semester
	Overview of Capitaline			


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MUKAND LAL NATIONAL COLLEGE

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NOTICE

(2021-2022)

All the interested students of BBA are hereby advised to note the following mentioned time-table schedule for various Certificate Courses and report to the concerned teacher in charges.

S.No	Additional Input Course	Class/ Semester	Day and Time	Teacher-In charge
1	Certificate course in GST	BBA Sem-II	Monday, Tuesday Wednesday 10:00 am to 10:45 am	Mr. Rajiv Sharma
2	Certificate course in Digital Marketing	BBA Sem-IV	Monday, Tuesday, Wednesday 8:30 am to 9:15 am	Ms. Radhika Monga
3	Certificate course in Capitaline	BBA Sem-VI	Monday, Tuesday 10:45 am–11:30 am	Dr. Mamta Bhargava

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S.No.	Additional Input Course	Class/Semester	Day and Time	Teacher-In charge
1	Certificate course in Tally	BBA Sem-I	Monday, Tuesday 10:00 am to 10:45 am	Ms. Gunjan
2	Certificate course in Digital Marketing	BBA Sem-III	Monday, Tuesday, Wednesday 2:30 pm to 3:15 pm	Ms. Pallavi
3	Certificate course in Capitaline	BBA Sem-V	Monday, Tuesday 1:00 pm.-1:45 pm	Dr. Mamta Bhargava

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Module for Certificate Course in Capitaline Database

Modules:

UNIT- 1

- Introduction to Capitaline Database
- History and Top Management of Companies
- Understanding Financial Information of Companies
- Studying Disclosures of Companies.
- Historical Data Comparison
- Data related to interim results and shares

UNIT -11

- Practical knowledge of Capitaline Database
- Workshop by Capitaline team
- Company module
- Industry module
 - House module
- Peer set module
- Screener

Learning Outcome

- Proficiency in Capitaline database
- Competence in understanding financial structure of companies
- Accurate Data comparison of companies
- Financial Reporting Skills
- Understanding of disclosures, bulletins and notices
- Analyzing share price data of companies
- Understanding balance sheets investments and profit and loss aspects
- Exploring R&D of companies
- Practical Hands-on Experience



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Notice and Syllabus
Academic Years 2017-18, 2018-19,
2019-20, 2020-21
Language Lab Course

Language Lab-Level 1

	<u>Particulars</u>	<u>Method</u>
1 st Part	<u>Introduction to Personality & working towards developing it</u>	
	<ul style="list-style-type: none"> Basics of Personality 	Theory Class
	<ul style="list-style-type: none"> Analyzing Strength and Weakness(SW) 	One on One session
	<ul style="list-style-type: none"> Personality Development 	Video Class
	<ul style="list-style-type: none"> Increasing Vocabulary 	Practical Class
	<ul style="list-style-type: none"> Body Language 	Practical Class
	<ul style="list-style-type: none"> Preparation of Self Introduction 	Practical Class
<p><u>LEARNING OUTCOME</u></p> <ul style="list-style-type: none"> Enhanced self-awareness and confidence Improved communication and stronger relationships Better emotional intelligence and empathy Positive outlook and resilience Goal-oriented mindset and direction in life Adaptability in various situations Continuous personal and professional growth. Strong ethical foundation and trustworthiness Empowerment to make decisions and advocate for oneself 		
2 nd Part	<u>Techniques in Personality development Stage- I</u>	
	<ul style="list-style-type: none"> Communication Skills Listening-I Communication Barriers-I Overcoming these Barriers-I 	Practical Class, Group Discussion, Impromptu, Just a minute session
	<ul style="list-style-type: none"> Building Self – Esteem and Self – Confidence 	Theory cum Practical Sessions
	<ul style="list-style-type: none"> Working on attitudes.i.e. aggressive, assertive and submissive. 	Questionnaires, Role Play, Games
<p><u>LEARNING OUTCOME</u></p> <ul style="list-style-type: none"> Demonstrate improved communication skills, both verbal and non-verbal. Practice active listening and show empathy towards others in conversations. 		

<ul style="list-style-type: none"> • Identify common communication barriers and strategies to overcome them effectively. • Develop a stronger sense of self-esteem and self-confidence. • Differentiate between aggressive, assertive, and submissive attitudes and adopt appropriate behavior in various situations. 		
3 rd Part	<u>English-I</u>	
	Sentence Structures and Transformation- Present Simple; Present Continuous, Present Continuous ;Present Perfect Continuous, Present Perfect, Past Simple, Action Verbs ,State Verbs	Lecture & Questionnaires
	One-word substitutes, Simple Idioms & Proverbs,Vocabulary building; Word Search, Sentence Correction/Editing, Frame grammatically correct sentences in English	Lecture, Games/Activities, Videos,Questionnaires
<u>LEARNING OUTCOMES</u>		
<ul style="list-style-type: none"> • Use various sentence structures confidently, such as present simple, present continuous, present perfect continuous, present perfect, and past simple. • Differentiate between action verbs and state verbs. • Employ one-word substitutes effectively. • Understand and use simple idioms and proverbs. • Enhance vocabulary and word search skills. • Improve sentence correction and editing abilities. • Frame grammatically correct sentences in English. 		
4 th Part	<u>Techniques in Personality development</u>	
	<ul style="list-style-type: none"> • Voice Modulation; Body Language; Self - confidence; Self Esteem. • Habits; Will-Power 	Videos cum discussion
	<u>Time Management</u> <ul style="list-style-type: none"> • Concept • Importance & Need <p>Steps Towards better time management</p>	Time Management Games cum discussion
<u>LEARNING OUTCOME</u>		
<p>Demonstrate improved voice modulation for effective communication.</p> <ul style="list-style-type: none"> • Utilize body language to convey messages confidently and assertively. • Enhance self-confidence and belief in their abilities. • Develop a positive self-esteem, recognizing their self-worth. • Understand the role of habits and willpower in shaping behavior. • Apply effective time management concepts in their daily lives. 		

<ul style="list-style-type: none"> • Recognize the importance and benefits of efficient time management. • Implement steps for better time management, including planning, prioritization, and goal setting. 		
5 th Part	<u>Projecting A Positive Social Image</u>	
	<ul style="list-style-type: none"> • Definition & Importance of Social Image • Looking Great and Attractive • Face Expressions • Positive Thinking/Vibes 	Theory Cum Practical Sessions, Video On Social image, Group Discussion
6 th Part	Student Based Discussion Or Activity	
<p><u>LEARNING OUTCOME</u></p> <ul style="list-style-type: none"> • Utilize body language to convey messages confidently and assertively. • Enhance self-confidence and belief in their abilities. • Develop a positive self-esteem, recognizing their self-worth. • Understand the role of habits and willpower in shaping behavior. • Apply effective time management concepts in their daily lives. • Recognize the importance and benefits of efficient time management. • Implement steps for better time management, including planning, prioritization, and goal setting. 		

Language Lab-Level 2

	<u>Particulars</u>	<u>Method</u>
1 st Part	<u>Communication Skills</u>	
	<ul style="list-style-type: none"> • Features of Effective Communication 	Lecture
	<ul style="list-style-type: none"> • Reviewing Strength and Weakness(SW) 	One on One session
	<ul style="list-style-type: none"> • Writing Skills(Emails,Queries,Complaints) 	Practical Class
	<ul style="list-style-type: none"> • Increasing Vocabulary 	Practical Class
	<ul style="list-style-type: none"> • Non-Verbal Communication 	Practical Class
	<ul style="list-style-type: none"> • Self-Introduction Methods 	Practical Class
	<ul style="list-style-type: none"> • Tongue Twisters 	
<u>LEARNING OUTCOME</u>		
<ul style="list-style-type: none"> • Conduct a thorough SW analysis, identifying personal strengths and weaknesses. • Demonstrate proficiency in recognizing and applying features of effective communication. • Exhibit improved writing skills, especially in composing emails, queries, and complaints. • Expand their vocabulary and use a broader range of words in communication. • Understand the significance of non-verbal cues in interpersonal interactions. • Develop various self-introduction methods for different contexts. • Master tongue twisters, enhancing their speech fluency and articulation. 		
2 nd Part	<u>Techniques in Personality development Stage- I</u>	
	<ul style="list-style-type: none"> • Group Communication • Listening-II • Communication Barriers-II • Overcoming these Barriers-II 	Practical Class, Group Discussion, Impromptu,Audios
	<ul style="list-style-type: none"> • Reading Skills • Observation of accent and pronunciation of a given text or audio 	Practical Sessions Videos/Audios
	<ul style="list-style-type: none"> • Killing Nervousness • Goal Setting 	Role Play, Games,Speaking Lecture
	<ul style="list-style-type: none"> • Back to Back Discussions 	Activity
<u>LEARNING OUTCOME</u>		
<ul style="list-style-type: none"> • Demonstrate effective group communication skills, including active listening and participation. • Identify and overcome advanced communication barriers in various contexts. 		

<ul style="list-style-type: none"> • Develop strong reading skills, understanding and interpreting texts effectively. • Observe and analyze accents and pronunciations to improve their own language skills. • Manage and reduce nervousness when speaking or presenting in public. • Set clear and achievable goals for personal and academic growth. • Engage in productive back-to-back discussions, fostering critical thinking and collaborative communication. 		
3 rd Part	<u>English-II</u>	
	<ul style="list-style-type: none"> • Invitation ;Making Request ;Expressing Gratitude ; Complimenting and Congratulating; Asking for Information Seeking Permission Complaining and Expressing Regret 	Lecture & Practical Class/audios-videos
	<ul style="list-style-type: none"> • Word Replacement, More Idioms & Proverbs, Vocabulary building; Word Search, Sentence,Crosswords,Puzzles 	Lecture, Games/Activities, Videos, Questionnaires
	<ul style="list-style-type: none"> • Synonyms And Antonyms 	Class
<p><u>LEARNING OUTCOME</u></p> <p><u>Communication Skills:</u></p> <ul style="list-style-type: none"> • Compose invitations effectively. • Make requests politely and appropriately. • Express gratitude sincerely. • Compliment and congratulate others with genuine appreciation. • Seek information in a clear and concise manner. • Request permission respectfully. • Handle complaints and express regret diplomatically. <p><u>Language Proficiency:</u></p> <ul style="list-style-type: none"> • Demonstrate word replacement skills for varied and precise language usage. • Apply a wider range of idioms and proverbs in communication. • Enhance vocabulary through word search, sentence completion, crosswords, and puzzles. • Identify and use synonyms and antonyms accurately for better word choices 		
4 th Part	<u>Real Life Situation Conversations</u>	
	<ul style="list-style-type: none"> • Travelling, • Telephonic Communication, • At College canteen, • Meeting Friends etc. 	Videos cum discussion/Activity/Role Play
	<ul style="list-style-type: none"> • Handling Customer Care Calls • Booking Room in a Hotel • Travel Agencies 	Role Play/Activities

	<ul style="list-style-type: none"> Asking Queries to Teachers 	
<p><u>LEARNING OUTCOME</u></p> <ul style="list-style-type: none"> Effectively communicate while traveling, making inquiries and seeking directions. Conduct professional telephonic conversations. Interact confidently at the college, outside circle and during social gatherings. Handle customer care calls with empathy and problem-solving skills. Successfully book hotel rooms and engage with travel agencies for trip planning. Articulately ask queries to teachers for better understanding and clarification. 		
5 th Part	<p align="center"><u>Personality Development-II</u></p>	
	<ul style="list-style-type: none"> Descriptive Sessions Marketing Practices General Speaking Strategies Facing Interviews-I Abstract Group Discussions Note Taking Practices 	<p>Practical Sessions, Videos, Group Discussion, Activities</p>
6 th Part	<p>Student Based Discussion Or Activity</p>	
<p><u>LEARNING OUTCOME:</u></p> <ul style="list-style-type: none"> Master descriptive language for vivid expression. Understand marketing concepts and present strategies effectively. Apply speaking strategies for different contexts. Gain confidence in facing interviews and articulating responses. Engage in abstract group discussions with critical thinking skills. Develop efficient note-taking techniques for effective study. Collaborate and communicate effectively in student-based discussions or activities 		

Language Lab-Level 3

	<u>Particulars</u>	<u>Method</u>
1 st Part	<u>Communication Skills</u>	
	<ul style="list-style-type: none"> Working on Neutralizing the accent 	Practical Class
	<ul style="list-style-type: none"> Interpersonal Skills 	One on One session
	<ul style="list-style-type: none"> Writing Skills (Emails, Queries, Complaints) 	Practical Class
	<ul style="list-style-type: none"> Increasing Vocabulary 	Practical Class
	<ul style="list-style-type: none"> Focus on voice modulation 	Practical Class
	<ul style="list-style-type: none"> Initiating a Conversation 	Practical Class
<u>LEARNING OUTCOME</u>		
<ul style="list-style-type: none"> Successfully neutralize their accent for clearer communication. Enhance interpersonal skills, including active listening and empathy. Improve writing skills for composing effective emails, queries, and complaints. Expand vocabulary for more varied and precise language usage. Master voice modulation techniques for engaging and impactful communication. Confidently initiate conversations in different situations and with various individuals 		
2 nd Part	<u>Techniques in Personality development Stage- I</u>	
	<ul style="list-style-type: none"> Group Communication Listening-II Communication Barriers-II Overcoming these Barriers-II 	Practical Class, Group Discussion, Impromptu, Audios
	<ul style="list-style-type: none"> Reading Skills Observation of accent and pronunciation of a given text 	Practical Sessions Videos/Audios
	<ul style="list-style-type: none"> Killing Nervousness Goal Setting 	Role Play, Games, Discussions Lecture
	<ul style="list-style-type: none"> Back to Back Discussions 	Activity
<u>LEARNING OUTCOME</u>		
<ul style="list-style-type: none"> Excel in group communication, fostering effective collaboration and exchange of ideas. Demonstrate advanced listening skills, understanding and empathizing with others. Enhance reading skills, comprehending and analysing texts more effectively. Observe and improve accent and pronunciation for clearer and more confident speech. Manage and overcome nervousness in public speaking or challenging situations. Set clear and achievable goals for personal and professional development. Engage in productive back-to-back discussions, refining critical thinking & communication abilities. 		

3 rd Part	<u>English-II</u>	
	Invitation ;Making Request ;Expressing Gratitude ; Complimenting and Congratulating; Asking for Information Seeking Permission Complaining and Expressing Regret	Lecture & Practical Class
	Word Replacement, More Idioms & Proverbs, Vocabulary building; Word Search, Sentence,Crosswords,Puzzles	Lecture, Games/Activities, Videos, Questionnaires
<u>LEARNING OUTCOME</u> <ul style="list-style-type: none"> Effectively communicate invitations, requests, gratitude, compliments, congratulations, inquiries, permissions, complaints, and regrets. Improve language proficiency through word replacement, idioms, proverbs, vocabulary building, and word-based activities. 		

	<u>Particulars</u>	<u>Method</u>
4 TH PART	<u>Interview Skills</u>	Practical Session/ questionnaires/ Mock Preparation
	<ul style="list-style-type: none"> Overview of session Interview Preparation What preparations should you make? The application template A winning first impression Grooming Going after the job Verbal Aptitude Resume Designing The Interview Dos and Don'ts for the interview The interviewer's questions The candidate's questions 	
<u>LEARNING OUTCOME</u> <ul style="list-style-type: none"> Understand the interview process and make necessary preparations. Create an effective application template and make a strong first impression. Improve grooming and communication skills for a professional appearance. Pursue job opportunities actively and handle interviews confidently. Design an impactful resume and ask insightful questions during the interview. 		