

DR. N.S.A.M. FIRST GRADE COLLEGE
KRISHNARAJAPURA VILLAGE, BENGALURU-89

DEPARTMENT OF LANGUAGES
CERTIFICATE COURSE IN SPOKEN ENGLISH

AY 2020-21

Duration of Course - 36 Hours

Topics to be covered :

- Listening skills, pronunciation and comprehension. ----- 12 Hours
- Basics of Grammar, words and phrases ----- 12 Hours
- Dialogues, Public Speech and Telephonic Conversation ----- 12 Hours

Assessment Method Written (Online) -- 25 Marks

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**DEPARTMENT OF LANGUAGES
ACADEMIC YEAR 2020-21**

CIRCULAR

Date: 5/01/2021

All the students of B.Com and BBA are informed that the Department of English has planned to conduct an online certificate course in **Spoken English** for 36 hours during the academic year 2020-21. The resource person for this program will be Prof. J.B. Janardana, HoD, Department of English.

The interested students are instructed to register their names to Prof Janardana on or before 12/01/2021.

Note:

1. 80% attendance is mandatory to appear for the test.
2. Minimum of 50% marks for being eligible to get certificate.

Classes will begin from 19/01/2021 onwards.



PRINCIPAL

**Dr.N.S.A.M. First Grade College
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DEPARTMENT OF LANGUAGES
A REPORT ON SPOKEN ENGLISH CERTIFICATE COURSE
ACADEMIC YEAR 2020-21

English department of Dr. N.S.A.M., First Grade College conducted a certificate course on Spoken English during the academic year 2020-21. Prof. J.B. Janardana, the HoD of the Department of Languages was the resource person for this course. The course curriculum designed was for 36 hours and was conducted in 18 sessions of 2 hours each. The classes were conducted **Online due to pandemic**.

This certificate program was conducted having the objectives of developing Basic Language Skills among the students, improving the vocabulary and communication skills and training students to use the language with confidence and have error free communication.

During the course, the sessions conducted were interactive and experimental for the students with many activity based learning. Students were given practical exposure through more of verbal interactive sessions to make them confident about their usage of English as a media for communication.

At the end of session an online written test for 25 marks was conducted. The successful students were given certificates.

Outcome of the certificate program was noticed as by the end of the session the students were able to speak in English much better with confidence without fear. They could interact with their teachers and co-participants more comfortably and some of them could participate in group discussion too.

Students feedback for the course was very positive and they expressed the desire of having such courses in future too to facilitate them to become more effective while communicating in English so as to make them employable.



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DR. N.S.A.M. FIRST GRADE COLLEGE
KRISHNARAJAPURA VILLAGE, BENGALURU-89
DEPARTMENT OF LANGUAGES

CERTIFICATE COURSE IN SOFT SKILLS
ACADEMIC YEAR 2020-21

Soft skills training program helps create a confident, organized, efficient, and adaptable individual who can work to the best of ability in any place.

Keeping this in the mind and based on the feedback given the stakeholders Dr. N.S.A.M. First Grade college has taken the initiative of conducting a Soft skill Training course for the students.

Duration of Course - 30 Hours

Topics to be covered:

Module 1:

10 Hours

- Interpersonal Communication
- Presentation Skills
- Email and Virtual Communication

Module 2:

10 Hours

- Assertiveness.
- Negotiation Skills

Module 3:

10 Hours

- Working in Teams
- Leadership Management
- Art of Effective Pitching

Assessment Method Written and Oral -- 25 Marks Each

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DEPARTMENT OF LANGUAGES
A REPORT ON SOFT SKILLS CERTIFICATE COURSE
ACADEMIC YEAR 2020-21

English department of Dr. N.S.A.M., First Grade College conducted an **Online certificate** course on **Soft Skills** for graduating students of the college during the academic year 2020-21 understanding the need of the hour and based on the review given by the HR professionals of various companies visited the campus. The course curriculum designed was for 30 hours and was conducted in 15 sessions of 2 hours each. Prof. JB Janardana and with Mr. Abhijit Naha were the resource person for the course.

The objective of this certificate program was developing various skills among the students like Interpersonal communication and Virtual Communication with good vocabulary. The program also aims at inculcating leadership skills in students.

During the course, the sessions conducted were dialogue based. Students were asked to come up with multiple online activities on their own to make the training session better impactful. The session attracted students to involve themselves and come out with many ideas for making the session learner centric.

At the end of session written test for 25 marks and mock presentation for 25 marks was conducted. The successful students were given certificates.

Outcome of this certificate program was seen in effective participation of students in Group Discussion, Impromptu presentation and convincing negotiation ability in many activities conducted by the college.



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**DEPARTMENT OF LANGUAGES
ACADEMIC YEAR 2020-21**

CIRCULAR

Date: 10 /07 /2021

This is to inform all the students of Final year B.Com and BBA that the Department of English has planned to conduct a 30 hours certificate course in **Soft Skills** for the academic year 2020-21. The resource persons for this program will be Prof. JB Janardana, HoD, and Mr. Abhijit Naha, the Assistant Professor from the Department of English.

Interested students are instructed to register their names to Mr. Abhijit Naha on or before 12/07/2021.

Note:

1. 80% attendance is mandatory to appear for the test.
2. Minimum of 50% marks for being eligible to get certificate.

Classes will begin from 19/07/2021 onwards.



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DR. N.S.A.M. FIRST GRADE COLLEGE
KRISHNARAJAPURA VILLAGE, BENGALURU-89
DAPARTMENT OF LANGUAGES

CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH
ACADEMIC YEAR: 2020-21

Duration of Course - 30 Hours

Topics to be covered:

Module 1.

2 x 10 =20 Hours

- Ideas flow & Fluency (self-introduction) ----
- Listening skills, Speech generation, Initiating Communication,
- Confident Communication; Eye contact, Body language
- Fluency in asking Questions
- Impromptu Speech-flow techniques
- Fluency & moment to moment Speech Production
- Group communication
- Communication in writing, drafting an effective resume
- Presentation skills, speaking on Various Occasions
- Fluency & moment to moment Speech Production

Module 2.

10 Hours

- Soft Skills
- Group Discussions
- Mock Interviews

In Addition: Students asked to register at www.theinterviewguys.com

Assessment Method Written and Oral -- 25 Marks Each

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KRISHNARAJAPURA VILLAGE, BENGALURU-89**

**DEPARTMENT OF LANGUAGES
ACADEMIC YEAR 2020-21
CIRCULAR**

Date: 5/06/2021

This is to inform to all the students of Final year B.Com and BBA that the Department of English has planned to conduct a certificate Course in **Communicative English** for 30 hours during the academic year 2020-21. Mr. Abhijit Naha, the Assistant Professor, Department of English will be the resource person for this program.

The interested students can enrolled their names with Mr. Abhijit Naha on or before **12/06/2021**.

Note:

1. 80% attendance is mandatory to appear for the test.
2. Minimum of 50% marks for being eligible to get certificate.

Classes will begin from **19/06/2021** onwards.



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DEPARTMENT OF LANGUAGES

A REPORT ON COMMUNICATIVE ENGLISH CERTIFICATE COURSE
ACADEMIC YEAR 2020-21

On the basis of the feedback received from various stakeholders regarding the need of effective Communication in English for the graduating students, the Department of English of Dr. N. S. A. M. First Grade College planned to conduct a course on **Communicative English (Online Due to Pandemic)** during the academic year 2020-21. The course curriculum was designed by the faculty members of the English Department and Mr. Abhijith Naha, Assistant Professor, Department of English was given the responsibility to be the resource person for this course. The course curriculum designed was for 30 hours and was conducted in 15 sessions of 2 hours each.

This certificate program has the objective of developing effective communication skills with confidence in the graduating students.

During the course, the sessions conducted were made interactive and interesting through many activity based sessions involving students. Students were given practical exposure through the activities so as to make them more confident about their usage of English as a media for communication. Special training was given to focus on pronunciation and vocabulary used during practice session. At the end of session a written test as well as oral test by giving the topic for presentation was conducted for 25 marks each. The successful students were awarded certificates later.

The Outcome of this certificate program was very encouraging, as students learnt how to present their views and convince the audience with their views on any given topic. Active involvement of students in group discussion clearly indicates that the certificate program on Communicative English has created lot of difference in students capacity of presenting their thoughts effectively.

Students feedback for the course was very positive about the course and they expressed that if such courses are conducted every year it would be helpful to make students job ready and



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KRISHNARAJAPURA VILLAGE, BENGALURU-89
DAPARTMENT OF PHYSICAL EDUCATION

CERTIFICATE COURSE IN YOGA
ACADEMIC YEAR: 2020-21

Duration of Course - 30 Hours

It is a Universal fact that regular practice of YOGA helps an individual in improving the concentration and brings equanimity of mind, heart and soul. It also proven to be instrumental in enhancing the academic performance of the students. Keeping this in mind, a Yoga Certificate Course is recommended to be provided to the interested students.

Topics to be covered:

Module 1.

2 x 10 =20 Hours

- History and Background of Yoga
- Yoga for students, its importance and benefits
- Techniques of Yogaasana
- Meditative asanas for enhancing learning ability and memory
- Yogaasanas for Spine and Posture
- Yogaasanas for Relaxation

Module 2.

10 Hours

- Breathing Exercise and Pranayama
- Meditation

Assessment:

It will have Viva Voce test from theory for 10 marks and on Demonstration of Aasanas learnt for 15 marks. Total marks is 25.

Minimum marks to get certificate is 08.

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**DEPARTMENT OF PHYSICAL EDUCATION & SPORTS
ACADEMIC YEAR 2020-21
CIRCULAR**

Date: 5/11/2021

This is to inform to all the students of B.Com and BBA that the Department of English has planned to conduct an Online Certificate Course in Yoga for 30 hours during the Academic Year 2020-21. Mr. Thirumallesh, the Yoga Instructor will be the expert and resource person for this certificate program.

The interested students can enrol their names with Mr. Vinoda BS, HoD, Physical Education Director of the college on or before **12/11/2021**.

Note:

1. 80% attendance is mandatory to appear for the test.
2. Minimum of 50% marks for being eligible to get certificate.

Classes will begin from **19/11/2022** onwards.



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DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS

A REPORT ON CERTIFICATE COURSE IN YOGA
ACADEMIC YEAR 2020-21

The Department of Physical Education and Sports of Dr. N. S. A. M. First Grade College planned to conduct a certificate course in Yoga (**Online Due to Pandemic**) during the academic year 2020-21. The course curriculum was designed by the Department and Mr. Thirumallesh was invited as the expert resource person for this course. The course curriculum designed was for 30 hours and was conducted in 15 sessions of 2 hours each.

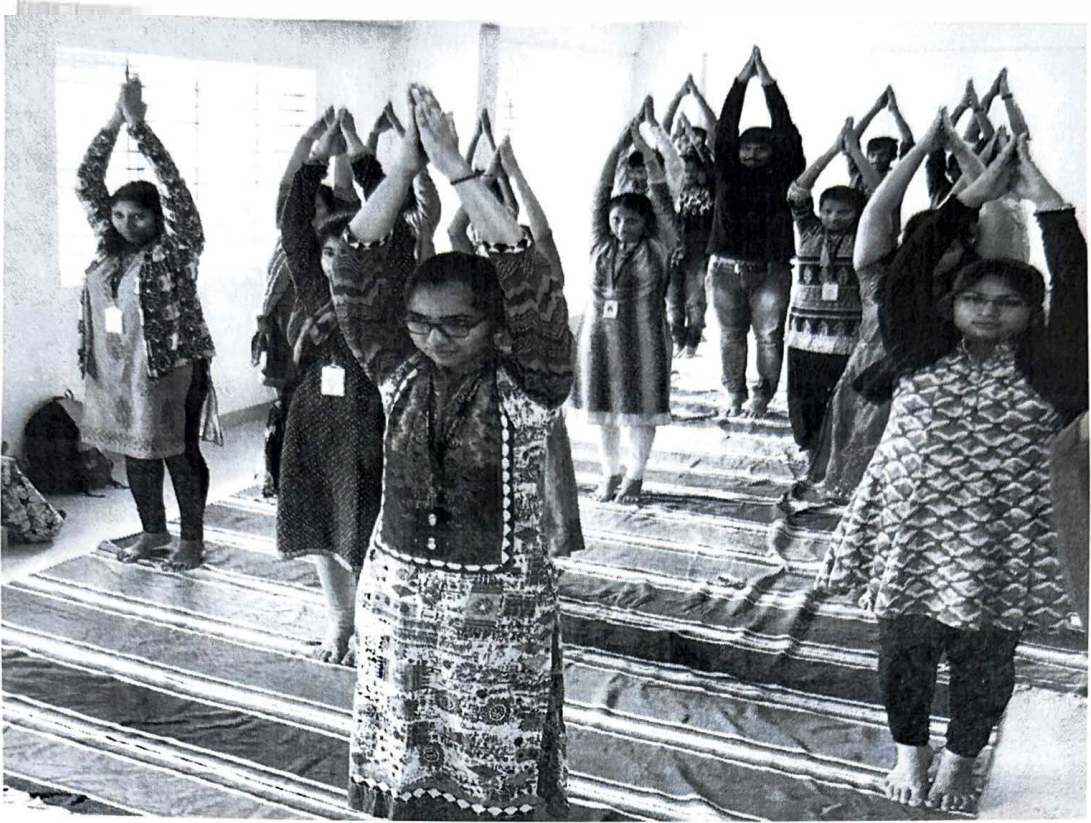
This certificate course was basically offered to the students mainly to keep themselves physically and mentally sound so as to combat with the stress of modern days. The objective of this program was to help students to cope up with the situation of rat race in all the field be it employment or academics.

During the course, the practical sessions were conducted to train them various Asanas, Pranayama, Breathing exercises and Meditation. Before the practical session the students were explained about the importance and significance of specific Aasana and other exercise. Later the asana was demonstrated and asked students to perform and then practice at home. At the end of session a Theory and Practical test was conducted on Online mode for 25 marks. The successful students were awarded certificates later.

Learning Outcome:

By the end of the session the students were able to understand the importance of Yoga practice in daily life and grasp the breathing techniques easily. Yogaasanas for spine and posture helped many students to keep them physically fit and get rid of back pain.

Students feedback for the course was very positive about the course and they expressed that if such courses are conducted every year it would be helpful to make students to take care of their mind and body fit.



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Principal
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DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS

*This is to Certify that Mr. Aksah Prasad of V Semester
B. Com/BBA has successfully completed Certificate Course
in **YOGA** conducted in the college in the Academic Year
2020-2021.*


Coordinator


Principal

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DR. N.S.A.M. FIRST GRADE COLLEGE
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CERTIFICATE COURSE MICROSOFT EXCEL
ACADEMIC YEAR: 2020-21

Duration of Course - 30 Hours

Topics to be covered:

- Introduction to Excel (2 Hours)
- Excel Basic (2 Hours)
- Essential Excel Functions (4 Hours)
- Data Tools (4 Hours)
- Formatting Data and Tables (8 Hours)
- Knowledge of all the essential Excel formulas (4 Hours)
- Excel Chart/Graph (6 Hours)

Assessment: (Online)

1. Viva Voce test from theory for 10 marks
2. Practical learnt to work with Excel for 15 marks Total marks is 25.

Minimum marks to get certificate is 12.

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ACADEMIC YEAR 2020-21
CIRCULAR

Date: 5/10/2021

This is to inform to all the students of B.Com and BBA that the College has planned to conduct an Online Certificate Course in **Microsoft Excel** for 30 hours in association with our knowledge partner "**Pro Edge Edutech Pvt Ltd.**" during the Academic Year 2020-21. The course curriculum is designed by the experts from Pro Edge Edutech Pvt Ltd. The interested students can enrol their names with Mr. Srinivas HS, the Assistant Professor, Department of Commerce and Management, on or before **07/10/2021**.

Note:

1. 80% attendance is mandatory to appear for the test.
2. Minimum of 50% marks for being eligible to get certificate.

Classes will begin from **10/10/2021** onwards.



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***A REPORT ON CERTIFICATE COURSE IN MICROSOFT EXCEL
ACADEMIC YEAR 2020-21***

Dr. N. S. A. M. First Grade College planned to conduct a certificate course in Microsoft Excel (Basic) (**Online Due to Pandemic**) during the academic year 2020-21. The course curriculum was designed by knowledge partner “**Pro Edge Edutech Pvt Ltd.**” and the expert to train the students was also from Pro Edge for this course. The course curriculum designed was for 30 hours and was conducted in 15 sessions of 2 hours each.

This certificate course was basically offered to the students mainly to keep them updated with the knowledge of minimum required basic technological tools essential in present scenario to be placed or to do any job better.

The training was given to students online to make them proficient in Excel data tools like Sorting, Filtering, Data validations and Data importing. They were trained to use all the essential Excel formulas and create Pivot tables with slicers. The students were asked to Visually discuss about the data given with their peer using Bar charts, Scatter Plots, Histograms etc.

At the end of course Online Viva Voce for Theory and Practical test was conducted on Online mode for 10 and 15 marks respectively. The successful students were awarded certificates later.

Learning Outcome:

By the end of the course the students were able to understand the use of Excel in data feeding, maintenance, analysis, plotting graphs and analysing them and to interpret them.

Students feedback for the course was very encouraging about the course and they expressed that if such courses are conducted every year it would be helpful to make students to better employable.



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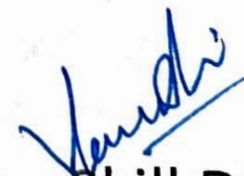
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CERTIFICATE

*This is to Certify that Mr./Ms. Anush Sharma of III Semester B. Com/BBA has successfully completed Certificate Course in **MS Office** conducted in the college in association with ProEdge Skill Development and Edutech Pvt Ltd. during the Academic Year 2020-2021.*



Principal



ProEdge Skill Development
and Edutech Pvt Ltd