



RKSD COLLEGE, KAITHAL

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Affiliated to Kurukshetra University Kurukshetra

5.1.2 Soft Skills

Website Link for Geo Photos:- <https://rksdcollege.ac.in/capacity-building-enhancement-schemes/>

Virtual Leadership Training Program(13th August to 14th August 2020)

Website Link :- <https://rksdcollege.ac.in/blog/two-day-virtual-leadership-training-program-for-ug-and-pg-students/>

Call for Participation in
Virtual Leadership Training Program (2020-21)
(For UG/PG Students of any Stream of our Institution)
on **August 13-14, 2020**



Organized by
Department of Economics
R.K.S.D.(PG) College Kaithal, Haryana (India)
(NAAC Accredited Grade 'A' with CGPA 3.10 in Cycle 2 & Affiliated to K.U. Kurukshetra)
In Association with
M. R. Pai Foundation & Forum of Free Enterprise, Mumbai

Dr. Ritu Kang Walia (Organizing Secretary)	Dr. V. P. Goyal (Convener & Head, Dept. of Economics)	Dr. S. K. Goyal (Patron & Principal)
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About the Program: *Department of Economics is Associate Member of M.R. Pai Foundation and Forum of Free Enterprises, Mumbai from last seven years. In Association with M.R. Pai foundation & Forum, Department of Economics have been organizing Elocution competitions since last seven years. This leadership training program is an another initiative of Department of Economics to develop the leadership qualities among students of our institution. Student of today's is the future of tomorrow, keeping this aspect in mind, our institution is committed to overall development of students.*

Theme of the Program:
LEARN TO LEAD/ नेतृत्व के लिए सीखे

Instructions:

1. Any student from UG/PG can join the program on First Come First Serve Basis.
2. Total Number of Seats are Ninety (90) & program will be conducted through Zoom app.
3. Certificates will be provided by M.R.Pai Foundation, Mumbai only to those who will actively participate in all sessions and submit their feedback.
4. Total Four sessions of 1:30 minutes will be conducted on both the days.
5. For any query mail us at ecoeventrksd@gmail.com
6. Last date to register through following link is August 11, 2020 till 11:59 pm

Link for Registration: <https://forms.gle/sf5Sy9NWPJMHZMA8>



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Schedule	
Day 1 (August 13, 2020)	
10:30 to 10:40 AM	Joining of Meeting by the Participants through Zoom https://us02web.zoom.us/j/86444806246?pwd=IjJlUzcxViFvMGltZmx2cmBYckhMOT09 Meeting ID: 864 4480 6246, Passcode: 689834
10:40 to 10:45 AM	Introduction of the Program (<i>Dr. Ritu Kang Walia, Assistant Prof. of Economics</i>)
10:45 to 10:52 AM	Address by the College Principal (<i>Dr. S.K. Goyal</i>)
10:52 to 11:00 AM	Introduction of the Resource Person by Convener (<i>Dr. Virander Goyal, Head, Department of Economics</i>)
Session- I	
11:00 to 12:30 AM	Sharpening Vital Skills (<i>Presentation by: Mrs. Clarissa Jathanna</i>)
Session- II	
02:25 to 02:30 PM	Joining of Meeting by the Participants
02:30 to 04:00 PM	Understanding Self & Others (<i>Presentation by: Mrs. Clarissa Jathanna</i>)
Day 2 (August 14, 2020)	
10:40 to 10:50 AM	Joining of Meeting by the Participants through Zoom https://us02web.zoom.us/j/6388267701?pwd=bS8vTmwwOEIiVFlpZDZrUjhia0tRQT09 Meeting ID: 638 826 7701, Passcode: 080420
10:50 to 10:55 AM	Introduction (<i>Dr. Ritu Kang Walia, Assistant Prof. of Economics</i>)
10:55 to 11:00 AM	Introduction of the Resource Person by Convener (<i>Dr. Virander Goyal, Head, Department of Economics</i>)
Session- III	
11:00 to 12:30 AM	Setting & Achieving Goal (<i>Presentation by: Sh. Sachin Kamath</i>)
Session- IV	
02:25 to 02:30 PM	Joining by the Participants
02:30 to 04:00 PM	The Power of Habits (<i>Presentation by: Sh. Sachin Kamath</i>)
4:00 PM Onwards	Feedback from the Participants Vote of Thanks (<i>Dr. Suraj Walia, Assistant Prof. of Economics</i>)



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LEADERSHIP TRAINING PROGRAMME

Karnal: A two-day virtual leadership training programme 'Learn to Lead' for undergraduate and postgraduate students commenced online. The programme was organized by the Department of Economics, RKSD PG College, here in collaboration with the MR Pai Foundation, Mumbai. Principal Sanjay Goyal extended a vote of thanks to both the organisers and emphasised on various aspects of leadership. While explaining the theme of the event, Head of Economics Department, RKSD PG College, Virender Goyal introduced the speaker Prof Clarissa Jathanna who spoke on 'Sharpening Vital Skills' and 'Understanding Self & Others'. Around 80 students got themselves registered and participated in the programme.

आरकेएसडी कॉलेज में वर्चुअल लीडरशिप ट्रेनिंग कार्यक्रम शुरू

कैथल। आरकेएसडी कॉलेज अर्थशास्त्र विभाग व एमआर पाई फाउंडेशन के संयुक्त तत्वाधान में लीडरशिप ट्रेनिंग कार्यक्रम का आयोजन किया गया। इसका शीर्षक लीडरशिप के लिए सीखें रखा गया है। शुभारंभ करते हुए कॉलेज प्राचार्य डॉ. एस्के गोयल ने विद्यार्थियों के सामने लीडरशिप के विभिन्न आयामों को स्पष्ट किया। डॉ. गोयल ने एमआर पाई फाउंडेशन मुंबई का धन्यवाद कर प्रशंसा की। कार्यक्रम के संयोजक एवं अर्थशास्त्र विभाग के अध्यक्ष डॉ. वीरेंद्र गोयल ने कार्यक्रम की मुख्य वक्ता कैलेरिसा जथाना का परिचय दिया। सभी संकायों से लगभग 80 विद्यार्थियों ने भाग लिया व मिस कैलेरिसा से अपने प्रश्नों को पूछ कर जिज्ञासाओं को शांत किया। इस प्रोग्राम के सदस्य डॉ. सूरज वालिया व डॉक्टर रितु वालिया ने भी महत्वपूर्ण योगदान दिया। संवाद

दो दिवसीय वर्चुअल लीडरशिप ट्रेनिंग प्रोग्राम शुरू

कैथल, 14 अगस्त (प्रदीप हरित) : आरकेएसडी कॉलेज के अर्थशास्त्र विभाग द्वारा दो दिवसीय वर्चुअल लीडरशिप ट्रेनिंग प्रोग्राम का प्रारंभ किया गया। अर्थशास्त्र विभाग तथा एमआर पाई फाउंडेशन के संयुक्त तत्वाधान में इस ट्रेनिंग प्रोग्राम का



आयोजन किया जा रहा है। इस प्रोग्राम का शीर्षक लीडरशिप के लिए सीखें था। कार्यक्रम का शुभारंभ कॉलेज प्राचार्य डॉ. एस्के गोयल द्वारा किया गया। प्राचार्य ने विद्यार्थियों को संबोधित करते हुए लीडरशिप के विभिन्न आयामों को स्पष्ट किया।



ऑनलाईन कार्यक्रम में भाग लेते हुए छात्र व प्राध्यापक।

डॉक्टर गोयल ने अपने संबोधन में एमआर पाई फाउंडेशन मुंबई का धन्यवाद करते हुए कहा कि अर्थशास्त्र विभाग और आपकी संस्था के द्वारा विद्यार्थियों के सर्वांगीण विकास के लिए उठाया गया यह कदम प्रशंसनीय है। कार्यक्रम के संयोजक एवं अर्थशास्त्र विभाग के अध्यक्ष डॉ.

वीरेंद्र गोयल ने आज के कार्यक्रम की मुख्य वक्ता क्लेरिसा जथाना का परिचय दिया। इस प्रोग्राम में सभी संकायों से लगभग 80 विद्यार्थियों ने भाग लिया। इस प्रोग्राम को सफल बनाने में विभाग के सदस्य डॉ. सूरज वालिया तथा डॉक्टर ऋतु वालिया ने भी महत्वपूर्ण योगदान दिया।

Media Report of the Event in Hindi Newspaper



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LIST OF PARTICIPANTS

SR.No	NAME	CLASS	ROLLNO
1	SAMIKSHA	BA FINAL YEAR	1568520131
2	KOMAL	B.A.-III	2304020165
3	POOJA	B.A.FINAL YEAR	2304020062
4	VANDANA	B.A.FINAL YEAR	1568520025
5	POOJA	BA 5TH SEM	2304020025
6	TINKU	B.A.FINAL YEAR	1568520140
7	AVNIMITTAL	BCOM	3185420020
8	SEEMA	B.COM FINAL YEAR	1568620011
9	ANU	BCOM	1568620005
10	LUCKY	BA 3RD YEAR	2304020133
11	SHRUTIGOYAL	M.A.ECONOMICS	3219520002
12	VISHALI	BCOM HONS	2338420014
13	DEEPAK BANSAL	B.COM(HONORS)6SEM	1602910002
14	MONIKA	BCOM. (HONS)2ND YEAR	2338420022
15	CHAHAT	M.COM(PREVIOUS)	3220020004
16	TANVI	BCOM FINAL	1568620018
17	SAPNADEMLA	BA 3RD YEAR	2304020059
18	PALLAVI	B.COM.FINAL YEAR	1568620006
19	ANKUSH	B.COM	3185410004
20	NEHA	B.A.1ST YEAR	3185320042
21	MANDEEP SINGH	MA POLITICAL	3186310020
22	SHUBHAM	M.COM FINAL	2338710011
23	TANNU	B.COM(FINAL 'A')	1568620002
24	SWATI	M.COM(FINAL)	180190062
25	GURPARBHAT SINGH	BCOM 2ND YEAR	3185410022
26	SIMRAN	B.A. 3RD YEAR	2304020027
27	AKHILGOYAL	BCOM	1568610040
28	YASH	BCOM	2304110022
29	RADHIKA SHARMA	BA 3RD	2304020002
30	PARUL GUPTA	MASTERS IN ENGLISH	3186220028



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31	ANJUSHARMA	MAENGLISH	3186220021
32	PURVI	BCOM(HONOURS)	2338420002
33	SONIA	M.APREVIOUS(ENGLISH)	3186220013
34	KULDEEPSINGH	PGDT	2.0202E+11
35	YOGESH	B.COM HONS	3219710013
36	TANNU	B. ASECONDYEAR	3185320001
37	VIKASKA USHAL	M.A.ENGLISH	191048740
38	DINKY	MAECONOMICS	3219520001
39	SUNNY	M.A(ECONOMICS)	3219510001
40	RAJNIRANI	MA.ECONOMICS(PREVIOUS)	3219520020
41	MONIKA	M.A(PREVIOUS)ENGLISH	3186220015
42	NIKITASINGLA	B.COM.2NDYR.	2304120017
43	KARTIK	BA3RDYEAR	2304010403
44	NITISH	B.COMFINALYEAR	1568610058
45	GULSHAN	B.ASEMESTER6TH	1602610348
46	MEENAKSHI	BAFIRSTYEAR	3185320044
47	KUSHCHAU DHRY	M.A	3219810002
48	SHUBHAM	B.COM	191016884
49	KANISHJAIN	BAFINAL	1568510326
50	KAMAL	B.COM 2NDYEAR	3185410073
51	ANKIT	B.A1ST	3185310419
52	SANGEETA	B. A(FINAL YEAR)	2304020037
53	DINESHS HARMA	BA2ND	3185310410
54	PALAK	BCOM	3289120010
55	ANUJ	B.COM	1678410031
56	VIKASH	B.COM	3185410053
57	YOGESHSAINI	B.A	2304010107
58	TRIPTIGOYAL	B.COM(1STYR.)	3185420068
59	SANAMBANSAL	B.COMSEMESTER6	180017775
60	CHETNA	BCOM.	3185420081
61	RAJAT KUMAR	B.AFINALYEAR	1568510396
62	KULDEEP	BBA	2304710006
63	MITHANLAL	B.A.III	1568510054
64	KUSAM	BAFIRSTYEAR	3185320092
65	JYOTIRANI	B.A.5THSEM	2304020085
66	SAHIL	B.A3RD YEAR	2304010307
67	PARVEEN JANGRA	B.AFINAL	210062
68	ANU	B.AFINAL	2304020084
69	MOHITDUA	B.A.III	1568510329



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70	SHAGUN	BA2NDYEAR	52
71	KAUSHALK UMAR	B.A2ND	3185310217
72	MEENUDEVI	B.A	2304020055
73	MEHAKDEVI	B.COM3	2407820004
74	SONAM	B.COM2ND	3185420040
75	AKSHITA	M.A.ECONOMIC (FINALYEAR)	2338220009
76	EKTA	M.A.(ECONOMICS)	3219520004
77	SONIAMANGLA	M.A.FINALYEARINEC ONOMICS	3219520007
78	SHEENA	M.AECONOMICS	3219520019
79	RAKESH	B.A2NDYEAR	2304010314
80	RANDEEP SINGH	B.A.6THSEM.	1568510027
81	MR. NITESH	B.COM.FINALYEAR	1568610007
82	AJAYKUMAR	B.A.2 ND YEAR	3185310022

Virtual Leadership Training Program on Theme "Learn to Lead"(7th July to 8th July 2021)

Website Link :- <https://rksdcollege.ac.in/blog/virtual-leadership-training-program/>

Virtual Leadership Training Program was organized by the Department of Economics in Association with M.R. Pai Foundation & Forum of Free Enterprises, Mumbai on July 7-8, 2021. The theme of the program was 'Learn to Lead'. The program was inaugurated by College Principal Dr. S. K. Goyal. Near about 100 participants from twelve colleges and university from Haryana and outside Haryana have participated in it. Mr. Rajiv Kumar Luv and Mr. Vivek Pataki were the resource persons. They have conducted the sessions on different topics like Setting & Achieving Goals, The Power of Habits, Sharpening Vital Skills and Understanding Self & Others. Students actively participated and interacted with the resource persons.



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Time	Program
Day 1 (July 7, 2021)	
9:30 to 9:40 AM	Joining by the Participants <i>Join Zoom Meeting</i> https://us02web.zoom.us/j/89536468115?pwd=cmtEVGRheU1pTUpxRGlwSmh2bTVXQT09 Meeting ID: 895 3646 8115 Pass code: NYybu7
9:40 to 9:45 AM	Introduction of the Program (Dr. Ritu Kang Walia)
9:45 to 9:52 AM	Welcome Address by the Principal (Dr. S.K. Goyal)
9:52 to 10:00 AM	Convenor's Address (Dr. ViranderGoyal)
SESSION- I	
10:00 to 11:30 AM	Setting & Achieving Goals (Mr. Rajiv Luv, Faculty from FFE, Mumbai)
SESSION- II	
11:55 AM to 12:00 PM	Joining by the Participants
12:00 to 1:30 PM	The Power of Habits (Mr. Rajiv Luv, Faculty from FFE, Mumbai)
1:30 PM Onwards	Vote of Thanks (Dr. Suraj Walia)
Day 2 (July 8, 2021)	
9:40 to 9:50 AM	Joining by Participants <i>Join Zoom Meeting</i> https://us02web.zoom.us/j/4281439899?pwd=cnlrMVFrblkwN25NcURGYjhQeEY0dz09 Meeting ID: 428 143 9899 Pass code: 593545
9:50 to 9:55 AM	Introduction (Dr. Ritu Kang Walia)
9:55 to 10:00 AM	Convenor's Address (Dr. ViranderGoyal,)
SESSION- III	
10:00 to 11:30 AM	Sharpening Vital Skills (Mr. VivekPatki, Faculty from FFE, Mumbai)
SESSION- IV	
11:55AM to 12:00 PM	Joining by the Participants
12:00 to 1:30 PM	Understanding Self & Others (Mr. VivekPatki, Faculty from FFE, Mumbai)
1:30 Onwards	Valedictory Session
	Vote of Thanks (Dr. Suraj Walia)



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LIST OF PARTICIPANTS

Sr No	Registration No	Name	College	Class
1	2	Ankita	CISKMV Pundri	B.Com 1st year(2nd sem)
2	3	Bhawnadeviverma	Ch. Ishwarsinghkanayamahavidyalayapundri	B.com 1st year
3	6	Aakansha	Ciskmv College FatehpurPundri	B. Com first year
4	7	Khushi	CISKMV PUNDRI Kaithal	Bcom
5	8	NipunDhingra	Department Of Education,CDLU,Sirsa	B.Ed 2nd year
6	9	Sartaj Singh	Department Of Political Science, Panjab University, Chandigarh	M.A-1st Year
7	10	Khushi	Government College chachroli	B. Com first year
8	11	Sarvjeetkaur	Government College Chhachhrauli	B.Com 1 year
9	12	Anjali	Govt college chhachhrauliyamunanagar Haryana	B.Com 2nd sem
10	13	Bharti	Government college chhachhrauli	B. A. Final
11	17	Riya Malik	Guru Nanak Girls College, Santpura, Yamunanagar	B.A Economic honour (2semester)
12	18	Jyoti	Guru Nanak Girls College, Yamunanagar	M.A(Economics)Ist year
13	19	Shweta Rani	Guru Nanak Girls College, Ynr	M.A.Eco (P)
14	20	Anu	Guru Nanak KhalsaCollege,Karnal	M.Com
15	25	Simran	I.B. College ,Panipat	B.A. first 2nd semester
16	28	Jagriti	IB PG College Panipat	BA 1st year
17	30	Mr. DharamdeepRandeV	Institute Of Mass Communication And Media Technology, Kurukshetra	M.Sc. Mass Communication (PG)
18	32	Dimple Juneja	VidyaBhawan G S Teachers'training College	Research Scholar
19	33	Komal	R.K.S.D.(Pg) College , Kaithal	PGDCA
20	37	Shikha	R.K.S.D College	B.A final year
21	38	Komal	R.K.S.D. (Pg) College, Kaithal	B.A. III
22	41	Love	RKSD College Kaithal	BA2year
23	42	Kaifi	R. K. S. D(P.G) College	B. A 2nd year
24	43	Rupinder	RKSD (PG) College , Kaithal	BA 2nd year
25	44	Gurpreet	R.K.S.D. College Kaithal	B.A. 2nd
26	46	Tanu	R.K.S.D.College, Kaithal	B.A.2nd year
27	47	Pankaj	R.K.S.D. (Pg) College Kaithal	B.A. 2nd. Year 4th Sem.
28	48	Meenakshi	Rksd(Pg)College Kaithal	BA 2nd year
29	49	Monika Chahar	RKSD(PG) College Kaithal	BA 2nd year
30	50	Kusam	Rksd(Pg) College Kaithal	BA 2nd year
31	51	Mohit Kumar	RKSD PG College Kaithal	BA 2nd year
32	52	Manjeet	RksdcollegeKaithal	Ba 2nd year
33	53	Karan Singh	R.K.S.D (Pg) College Kaithal	BA II year
34	55	RituDhanda	R. K. S. D (P. G) Collage (Kaithal)	B. A 1st year



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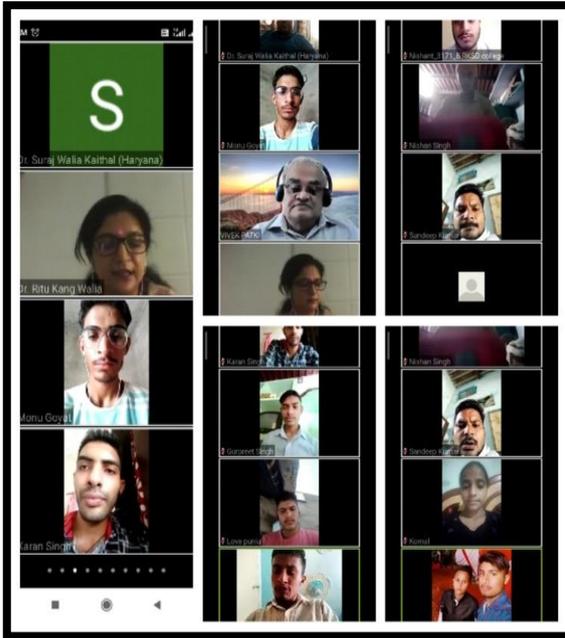
35	57	Manishadevi	R. K. S. D. (P.G) College Kaithal	B. A.1st
36	59	Ritika	R. K. S. D College, Kaithal Kurukshetra University	B. A first year
37	60	Bhumika	R. K. S. D(P.G) College, kaithal	B. A1st year
38	61	Rakhi	R.K.S.D (PG) College Kaithal	B.A (1 year)
39	63	Monu	R.K.S.D College Kaithal	B.A 1st year
40	64	Priyankadevi	R K S D PG College Kaithal	BA first year
41	66	Nishan Singh	R.K.S.D.(PG) College, Kaithal	B.A. 1st Year
42	70	Sanjay Kumar	R.K.S.D.(PG) College Kaithal	BA 1st year
43	71	Sheetal	RKSD (PG) College Kaithal	BA1st Year
44	72	Mansi Devi	R.K.S.D(Pg) College, Kaithal Haryana	BA (1st)
45	74	Baskar	Rksd College Kaithal	Ba 1st year
46	76	Komal	Rksd (Pg) College, Kaithal	B. A. First year
47	77	Bhupender Ram	RKSD Pg College Kaithal.	BA 1st year
48	80	Shubham	RKSD College Kaithal	BA IST YEAR
49	81	Tanishka	R.K.S.D(PG) College,Kaithal	BA(1st year)
50	82	Ankit	Rksd College Kaithal	B.A.Ist year
51	83	Sandhya rani	R. K. S. D (PG) College, Kaithal	B. Com 1year
52	84	Deepika	R. K. S. D College	B. Com 1 st Year
53	85	Prince	Rksd(P. G) College Kaithal	B. Com 1st year
54	87	Om Moudgil	R.K.S.D College Kaithal	B.Com Ist Year
55	88	NishantBansal	R.K.S.D.Pg.College,Kaithal	B.com II semester
56	89	Rohit	R.K.S.D(P.G) College, Ktl	B.Com Ist Year
57	90	Mr.Sagar Sharma	RKSD(PG) College Kaithal	<u>B.com</u> Ist Year
58	91	Komal	R.K.S.D (PG) College Kaithal	B.com.Ist year Isem.
59	93	Sarishty	RKSD . P.G Colg	Bcom
60	96	VikasSharma	R. K. S. D. (P.G.) College	BBA (2nd year)
61	97	Yash	R.K.S D(P.G) College	<u>B.Com</u> I Year
62	99	Muskan	R.K.S.D College,Kaithal	B.Com Ist year A
63	101	Ravinder Sharma	R.K.S.D. (P.G) College Kaithal	B.Com 1st year
64	102	Tarun	R.K.S.D. (PG) College Kaithal	B.Com I
65	103	Seema	R.K.S.D. College	BCom (2nd sem.)



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VIRTUAL LEADERSHIP TRAINING

Kaithal: The department of economics of RKSD PG College, Kaithal, organised a two-day virtual leadership training programme in association with MR Pai Foundation and Forum of Free Enterprise, Mumbai. The programme was inaugurated by principal Sanjay Goyal, while head of the economics department of the college Virander Goyal introduced the speakers, Rajiv Kumar Luv and Vivek Patki, faculties of MR Pai foundation. They spoke on the topics 'Setting and achieving goals', 'The power of habits', 'Development of important skills', and 'Understanding of the self and others'.

Short Term Certificate Course in Communication Skills and Soft Skills

Date: - w.e.f. from December 2021

Website Link:- <https://rksdcollege.ac.in/blog/ten-days-on-workshop-on-skill-development-and-employability/>

Salient Features

- > One semester course
- > Duration: 40 hours
- > No. of seats – 40 (first come, first served basis)
- > Open for: All the students of UG and PG course of morning & evening session
- > Offline sessions
- > Timings: 02.15 PM onwards
- > Course Fee: Rs 900/- only
- > Fee deposition: Window no. 9 with Mr Rakesh Gupta, fee clerk
- > Last date to register: November 25, 2021
- > Registration Link: <https://forms.gle/FinDU3UKoxhYnrXH8> or

Scan QR code for registration

Our Unique Visualization

- ✓ Reading and Writing Skills
- ✓ Personality Development
- ✓ Professional Approach
- ✓ Enrich Vocabulary
- ✓ Attitude and Behaviour
- ✓ Group Discussions
- ✓ Interview Skills
- ✓ Verbal and Non Verbal Communication

Department of English & Career Guidance, Placement & Counselling Cell Of RKSD (PG) College, Kaithal ANNOUNCES

Short Term Certificate Course in Communication Skills & Soft Skills (w.e.f. December, 2021)

Contact us Dr. Geeta Goyal Convener Mob. No. 94167-82583	Dr. Suruchi Sharma Convener Mob. No. 90347-7841
Ms. Richa Langyan Organising Secretary Mob. No. 89011-30308	Ms. Rachna Sardana Organising Secretary Mob. No. 81683-5870
Dr. Surender Singh Convener Add-On- Courses	Dr. Rajbir Parashar HoD Dept. of English
	Dr. Sanjay Goyal Principal

Hurry ! Limited Seats



RKSD COLLEGE, KAITHAL

(“A” Grade, NAAC Accredited)

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Report and Learning Outcomes

Short-Term Certificate Course in ‘Communication Skills and Soft Skills’

Department of English in collaboration with Career Guidance, Advancement and Counselling Cell of the College organised Add-on course namely ‘Short-term Certificate Course in Communication Skills and Soft Skills’ w.e.f. 9th December, 2021 to 19th February, 2022. The course was open for all the students of BA/B.Sc/B.Com/ BCA/BBA/MA/M.Sc/M.Com. of Morning and Evening sessions of the college. Applications were invited through google form provided by notice circulated on 23.11.2021. It was planned that the duration of the course would be 40 hours with Rs. 900/- as total fee, collected by Mr. Rakesh Kumar, fee clerk for the morning session and Ms Neha Fee clerk, evening session. 26 students got enrolled.

The syllabus was designed in a well-planned manner after a number of meetings, deliberations and discussions with the HoD of English, senior faculty of the Department, Convener and members of Career Guidance Cell. The syllabus was divided among seven faculty members: Dr Rajbir Parashar, Dr Geeta Goyal and Dr Suruchi Sharma, Dr Naresh Garg, Ms. Richa Langyan from the Department; Ms Rachna Sardana, Commerce Department and Dr Naresh Kumar, Librarian. To make the course more convenient for students, classes were held in blended mode.

Four modules were prepared which covered almost all the aspects of communication and soft skills such as communication and its types, effective communication and ineffective self-expression, speech, elocution, extempore, debate, nuances of group discussion, dialogue in formal and informal situations, techniques of reading, grammatical concepts, vocabulary building, business writing skills, self-presentation for employment, listening to text, CDs, interpretation of text, leadership, teamwork, interpersonal skills and success in interviews etc.

Students were evaluated through written worksheets, assignments and presentations. Attendance and class performance was also considered. Interview and viva was held teacher-wise at the end of the programme. Thereafter, grades were awarded and certificates were issued. Total duration of the course was 38hrs and teachers were paid Rs. 500/- per lecture. Three students got ‘O’ grade with 85% marks, 7 ‘A+ (70-80%) and 13 got ‘A’ grade with 69% marks. Dr Geeta Goyal and Dr Suruchi Sharma acted as conveners whereas Ms. Richa Langyan, Ms. Rachna Sardana were organising secretaries of the programme.

Learning Outcomes:

1. Qualitative enhancement of major skills in formal and informal communication.
2. Self-confident Personality orientation for career and life goals.



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RKSD (PG) College, Kaithal

List of Students Enrolled in Short-Term Certificate Course in 'Communication Skills and Soft Skills' (Session 2021-22)

Sr. No.	Admission No.	Name	Class
1	120198002582	Jyoti Rani	BA-II
2	120198002602	Anisha	BA-II
3	120198003010	Gurvinder	BCom IInd (S)
4	120198015001	Snesha	BSc IInd (NM)
5	120198015005	Mohit Kundu	BSc IInd (NM)
6	120198015182	Kanta	BSc IInd (NM)
7	1211982003039	Parmanand	BCom Ist (S)
8	1211982003047	Yogeshwar	BCom Ist (S)
9	1211983010006	Sanjana	BBA 1
10	1211983010011	Anurag	BBA 1
11	1211983010022	Aryan	BBA 1
12	121198301009	Indu	BBA 1
13	121198301021	Sandeep	BBA 1
14	1211983011007	Mega	BCA 1
15	220198152049	Shivani	MA IInd (Eng.)
16	220198152051	Sahil Malik	MA IInd (Eng.)
17	221198152002	Lucky	MA Ist (Eng.)
18	221198152006	Shagun	MA Ist (Eng.)
19	221198152052	Sagar	MA Ist (Eng.)
20	3185310268	Love	BA III
21	3185320087	Babita	BA III
22	3185320089	Priyanka	BA III
23	3185320092	Kusam	BA III
24	3185320096	Ankita	BA III
25	3185320100	Sonu Devi	BA III
26	3185710006	Abhishek	BSc III
27	3185710014	Deepak	BSc III