



छत्तीसगढ़ युवा विकास संगठन शिक्षण समिति द्वारा संचालित

(उच्च शिक्षा विभाग से मान्यता प्राप्त एवं पं. रविशंकर शुक्ल विश्वविद्यालय से स्थायी संबद्ध)

विप्र कला वाणिज्य एवं शारीरिक शिक्षा महाविद्यालय

जी.ई रोड, रायपुर (छ.ग.)

E-Mail vipracollege1996@gmail.com

Visit on- www.vipracollege.org

पंजीयन क्रं.-17951

Phone No.-9406082000

1.2 Academic Flexibility:


1.2.1: Number of Add on /Certificate/Value added programs offered during the last five years

1.2.2: Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

1.2.2.1: Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

http://vipracollege.org/value_added_cources.ph

http://vipracollege.org/ssr_2nd_cycle.php


PRINCIPAL
Vipra Arts Commerce & Physics
Education College, G. E. Road,
Raipur (C. G.)
Principal

Dr. Meghesh Tiwari
Vipra Kala, Vanijya Avam
Sharirik Shiksha Mahavidyalaya
Raipur, Chhattisgarh

SESSION 2017-2018

VIPRA, ARTS COMMERCE AND PHYSICAL EDUCATION
COLLEGE RAIPUR CHHATTISGARH



Value Added Course

On

Communication Skills and Personality Development

SESSION-2017-18

Organized by

Department of Education

Date -1 Jan-31 Jan 2018

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

PERSONALITY DEVELOPMENT

SYLLABUS

OBJECTIVES:

To understand the scope of communication skills personality and its development

To develop core skills for development of self

To cultivate interpersonal for successful life

UNIT -1 Personality Development Skills

- Introduction to personality
- Definition
- Elements of personality
- Determinants
- Self-Esteem and Self-Confidence
- Thinking and Problem Solving Skills

UNIT-2 Interpersonal Skills

- Hard Skills and Soft Skills
- Effective Communication
- Social Effectiveness
- Leadership
- Personal Grooming
- Personal Hygiene

UNIT-3 Body Language

- Introduction of Body language
- Definition
- Types of body language
- functions of body language
- Role of body language
- Proxemics

UNIT-4 Interview Preparation

- Introduction of Interview Preparation
- Resume Writing
- Dress Code
- Mock Interview
- How to be Successful in an Interview
- Preparation of Self Interview
- Skills for successful interview

COMMUNICATION SKILLS

SYLLABUS

OBJECTIVES:

To understand the scope of communication skills personality and its development

To develop core skills for development of self

To cultivate interpersonal for successful life

UNIT-1 Communication: An Introduction

- Definition ,Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication
- Effective Communication
- Communication Techniques
- Barriers to Communication

UNIT-2 Non-Verbal Communication

- Personal Appearance
- Gestures , Postures
- Facial Expression
- Eye Contacts
- Body Language
- Time Language
- Tips for Improving Non-Verbal Communication

UNIT-3 Listening skills

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening an Effective Listening Skill
- Benefits to Listening
- Academic Listening (Listening to Lectures)
- Listening to Talks and Presentations

UNIT-4 Oral Communication Skills

- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet Symbols
- Spelling and Pronunciation
- Asking for and giving information
- Congratulating people on their success



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Education College, G. E. Road
Wairpur (C. G.)

**PERSONALITY DEVELOPMENT
EXAMINATION, MARCH 2017-18**

Time: Three Hours

Maximum Marks: 80

Notes: Attempt all the five questions. All questions carry equal marks.

UNIT-1

1. What is difference between Self-Esteem and Self-Confidence ?

Or

Write the definition of personality developments and effecting elements ?

UNIT-2

2. What is the Personal Hygiene? Explain it with example ?

Or

What do you understand by Soft Skills?

UNIT-3

3. Write about the Role of Proxemics?

Or

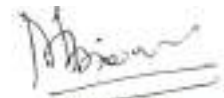
Describe the function of body language?

UNIT-4

4. Write about skills for successful interview?

Or

What is the purpose of mock interview?



COMMUNICATION SKILLS
EXAMINATION, MARCH 2017-18

Time: Three Hours

Maximum Marks: 80

Notes: Attempt all the five questions. All questions carry equal marks.

UNIT-1

1. Explain the nature and scope of communication skills ?

Or

Describe the process of communication skills?

UNIT-2

2. Describe the Non- Verbal communication skills?

Or

What is the role of eye contacts in communication skills?

UNIT-3

3. Write about the good Presentation?

Or

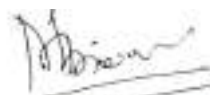
Explain the effective listening skills?

UNIT-4

4. Describe the International Phonetic Alphabet (IPA) Symbols?

Or

Describe the role of Spoken English ?



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Education College, G. E. Road
Raipur, C. G. I.

Vipra, Arts Commerce and Physical Education



College Raipur, Chhattisgarh

Outcomes of Assessment Value Added Course

On

Communication Skills and Personality Development

Session-2017-18

Duration-3h

Maximum Marks: 160

Date of declaration-30 June

S.No.	No. Of students Appearance	No. Of students who score 1 st division	No. Of students below 1 st division
1	130	58	72



Value Added Course

ON

Communication Skills and Personality Development

Vipra, Arts Commerce and Physical Education College Raipur Chhattisgarh

Certificate

This is to certify that **Harish Sahu** has successfully completed one month *Value Added Course* on *Communication Skills & Personality Development* from January 2018 conducted by Education Department, Vipra Arts Commerce and Physical Education College Raipur, Chhattisgarh. We wish all the best for future endeavour.

Dr. Divya Sharma

Course Co-ordination

Dr. Meghesh Tiwari

Principal

PRINCIPAL

Vipra Arts Commerce and Physical Education College, G. E. Road
Raipur (C. G.)

**VIPRA ARTS COMMERCE AND PHYSICAL
EDUCATION COLLEGE, RAIPUR, C.G.
ORGANIZED BY DEPARTMENT OF PHYSICAL EDUCATION
SESSION-2017 -18
Date-01 to 31 January 2018**



Subject- Nutrition and Weight Management

Time table of add on program course

On

Nutrition and weight management

DAY	TIME	TEACHER
MONDAY	01:00 PM TO 02:00 PM	Dr. Kailash Sharma
TUESDAY		
WEDNESDAY		Dr. Prakash baid
THURSDAY		Dr. Karmist
FRIDAY		
SATURDAY		



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Pige Arts Commerce & Physics
Education College, G. E. Road
Raipur (C. G.)

VALUE ADDED COURSE SESSION 2017-18

TOPIC: NUTRITION AND WEIGHT MANAGEMENT

Duration: 30 Hours (1 Month)

SYLLABUS

WEEK 1:

- Meaning and Definition of Nutrition
- Basic Nutrition guidelines
- Role of nutrition in daily life
- Meaning of Weight management Concept of weight management in modern era
Factor affecting weight management.

WEEK 2:

- Carbohydrates, Protein, Fat ,vitamins- Meaning, classification and its function
- Factor to consider for developing nutrition plan and weight management plan
- Role of daily life water balance, Nutrition – daily caloric requirement and expenditure

WEEK 3:

- Concept of BMI (Body Mass Index), Obesity and its hazard .
- Obesity- Definition, meaning and types of obesity.
- Dieting versus exercise for weight control, Common Myths about Weight loss

WEEK 4:

- Nutrition – Daily calorie intake and expenditure



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Raipur (C. G.)

Value added course Examination Result 2017-18

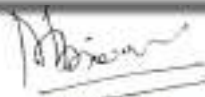
Max. Marks – 20

S.N	Student Name	Max. Marks - 20	Obtain Marks
1	ALOK KUMAR SINGH	20	13
2	AMIT TOPPO	20	12
3	ARCHANA NAYAK	20	10
4	AVINASH KUMAR	20	9
5	CHANDRA PRAKASH	20	10
6	HARSHABARDHAN KU.	20	11
7	INDRAJEET SINHA	20	9
8	JYOTI SAHIS	20	14
9	LAXMAN GURUM	20	10
10	MO.IMRAN KHAN	20	14
11	SHIV KUMAR BAGHEL	20	11
12	NAMESH SAHU	20	10
13	NITESH KUMAR SANU	20	9
14	PRADIP DAXINI	20	13
15	PRATABH KU. DEWANGAN	20	11
16	PRERNA MISHRA	20	12
17	RAJESH KURRE	20	10
18	RUKMANI YADAV	20	15
19	SAVITRI TIWARI	20	13
20	SEEMA BAVARIYA	20	10
21	SHALINI YADAV	20	11
22	SHIV SHANKAR YADAV	20	-
23	SOMA BHOIWNK	20	10
24	TARA CHANDRA NIRMALKAR	20	9
25	SWAPNIL CHUNEKAR	20	13
26	AKASH DEWANGAN	20	10
27	AASHA PATWA	20	-
28	AKASH VISHWAKARMA	20	11
29	ABHISHEK TALMALY	20	14
30	ABILASHA MANIKPURI	20	10
31	ANAND SHRIVASTAVA	20	11
32	ANJALI PANDEY	20	13
33	APNA SAHU	20	10
34	AAYUSHI REDDY	20	14

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Class, Arts, Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

35	ASHOK KUMAR TIGGA	20	11
36	BALRAM	20	10
37	BHUNESHWARI TANDI	20	11
38	CHANDRSH KUMAR PATEL	20	9
39	DEEPAK KUMAR	20	12
40	DEVENDRA SAHU	20	10
41	DINESH PATEL	20	11
42	DIVYA RAO	20	9
43	GEETESHWARI	20	13
44	HEMLATA KAUSHAL	20	11
45	HIMANEE SAINIK	20	14
46	JAGSHWARI SAHU	20	15
47	KAVITA YADAV	20	10
48	KHUSHBOO PANDEY	20	11
49	KIRAN	20	16
50	KOMAL SAHU	20	10



PRINCIPAL

Dept. Arts, Commerce & Physics
Education College, G. E. Road
Raipur (C. G.)



VIPRA ARTS, COMMERCE AND PHYSICAL
EDUCATION COLLEGE, RAIPUR (C.G.)
VALUE ADDED COURSE



ON

'NUTRITION AND WEIGHT MANAGEMENT'

Organized by : Department of Physical Education

Participation certificate

This is to certify that

Mr/Ms.....KIRAN.....

On the....."NUTRITION AND WEIGHT MANAGEMENT".....In the year.....January 2018

At:.....VALUE ADDED COURSE.....

Attendant actively in lecture on "NUTRITION AND WEIGHT MANAGEMENT"

Dr. Megesh Tiwari

Principal

Vipra Arts, Commerce and

Physical Education College, Raipur (C.G.)

Dr. Namasti Divali Ma

Convener

Vipra Arts, Commerce and

Physical Education College, Raipur (C.G.)

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

VIPRA ARTS COMMERCE & PHYSICAL EDUCATION COLLEGE

Raipur(C.G.)



VALUE ADDED COURSE

ON


**WEB DESIGNING
WITH HTML**

Organized By

DEPARTMENT OF COMPUTER & SCIENCE

Date: 1st June -30th June

2018


PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)



VIPRA ARTS, COMMERS AND PHYSICAL
EDUCATION COLLEGE, RAIPUR (C.G.)



VALUE ADDED COURSE

ON

“Web Designing with HTML”

Organized by : Department of Computer & Science

Participation certificate

This is to certify that

Mr/Ms.....LALINI CHANDRA.....

On the“Web Designing with HTML”In the year.....JUNE 2018.....

At:.....VALUE ADDED COURSE

Attendent actively in lecture on ““Web Designing with HTML””

Dr. Megesh Tiwari

Principal

Vipra Arts, Commerce and

Physical Education college, Raipur (c. g.)

Mr. Mohit Shrivastav

Convener

Vipra Arts, Commerce and

Physical Education college, Raipur (c. g.)

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Raipur (C. G.)

VIPRA ARTS COMMERCE & PHYSICAL EDUCATION COLLEGE

Raipur(C.G.)



VALUE ADDED COURSE
ON
E-COMMERCE

Organized By
DEPARTMENT OF COMPUTER & SCIENCE
Date: 1st Dec -30th Dec
2017

PRINCIPAL
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Education College, G. E. Road
Raipur (C. G.)



VIPRA ARTS, COMMERS AND PHYSICAL
EDUCATION COLLEGE, RAIPUR (C.G.)

VALUE ADDED COURSE

ON

'E - COMMERCE'

Organized by : Department of Computer & Science

Participation certificate

This is to certify that

Mr/Ms.....TARUN PANDEY.....

On the "E - COMMERCE....."In the year.....DEC 2017.....

At:.....VALUE ADDED COURSE.....

Attendent actively in lecture on "E - COMMERCE"

Dr. Megesh Tiwari

Principal

Vipra Arts, Commerce and

Physical Education college, Raipur (c.g.)

Mr. Mohit Shrivastav

Convener

Vipra Arts, Commerce and

Physical Education college, Raipur (c.g.)

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

SESSION 2018-2019

**VIPRA, ARTS COMMERCE AND PHYSICAL EDUCATION
COLLEGE RAIPUR CHHATTISGARH**



Value Added Course

On

Communication Skills and Personality Development

SESSION-2018-19

Organized by

Department of Education

Date -15 Jan - 16 Jan 2019

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

PERSONALITY DEVELOPMENT

SYLLABUS

OBJECTIVES:

To understand the scope of communication skills personality and its development

To develop core skills for development of self

To cultivate interpersonal for successful life

UNIT -1 Personality Development Skills

- Introduction to personality
- Definition
- Elements of personality
- Determinants
- Self-Esteem and Self-Confidence
- Thinking and Problem Solving Skills

UNIT-2 Interpersonal Skills

- Hard Skills and Soft Skills
- Effective Communication
- Social Effectiveness
- Leadership
- Personal Grooming
- Personal Hygiene

UNIT-3 Body Language

- Introduction of Body language
- Definition
- Types of body language
- functions of body language
- Role of body language
- Proxemics

UNIT-4 Interview Preparation

- Introduction of Interview Preparation
- Resume Writing
- Dress Code
- Mock Interview
- How to be Successful in an Interview
- Preparation of Self Interview
- Skills for successful interview


PRINCIPAL
Vijaya Arts Commerce & Physics
Education College, G. E. Road
Raipur (C. G.)

COMMUNICATION SKILLS

SYLLABUS

OBJECTIVES:

To understand the scope of communication skills personality and its development

To develop core skills for development of self

To cultivate interpersonal for successful life

UNIT-1 Communication: An Introduction

- Definition ,Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication
- Effective Communication
- Communication Techniques
- Barriers to Communication

UNIT-2 Non-Verbal Communication

- Personal Appearance
- Gestures , Postures
- Facial Expression
- Eye Contacts
- Body Language
- Time Language
- Tips for Improving Non-Verbal Communication

UNIT-3 Listening skills

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening an Effective Listening Skill
- Benefits to Listening
- Academic Listening (Listening to Lectures)
- Listening to Talks and Presentations

UNIT-4 Oral Communication Skills

- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet Symbols
- Spelling and Pronunciation
- Asking for and giving information
- Congratulating people on their success



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Vijaya Arts Commerce & Physical
Education College, G. E. Road
Raipur, C. G. I

**PERSONALITY DEVELOPMENT
EXAMINATION, MARCH 2018-19**

Time: Three Hours

Maximum Marks: 80

Notes: Attempt all the five questions. All questions carry equal marks.

UNIT-1

1. What is difference between Self-Esteem and Self-Confidence ?

Or

Write the definition of personality developments and effecting elements ?

UNIT-2

2. What is the Personal Hygiene? Explain it with example ?

Or

What do you understand by Soft Skills?

UNIT-3

3. Write about the Role of Proxemics?

Or

Describe the function of body language?

UNIT-4

4. Write about skills for successful interview?

Or

What is the purpose of mock interview?


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Vijaya Arts Commerce & Physics
Education College, G. E. Road
Raipur (C. G.)

COMMUNICATION SKILLS
EXAMINATION, MARCH 2018 - 19

Time: Three Hours

Maximum Marks: 80

Notes: Attempt all the five questions. All questions carry equal marks.

UNIT-1

1. Explain the nature and scope of communication skills ?

Or

Describe the process of communication skills?

UNIT-2

2. Describe the Non- Verbal communication skills?

Or

What is the role of eye contacts in communication skills?

UNIT-3

3. Write about the good Presentation?

Or

Explain the effective listening skills?

UNIT-4

4. Describe the International Phonetic Alphabet (IPA) Symbols?

Or

Describe the role of Spoken English ?


PRINCIPAL
Vijaya Arts Commerce & Physics
Education College, G. E. Road
Raipur (C. G.)

Vipra, Arts Commerce and Physical Education



College Raipur, Chhattisgarh

Outcomes of Assessment Value Added Course
On
Communication Skills and Personality Development
Session-2018-19

Duration-3h

Maximum Marks: 160

Date of declaration-30 June

S.No.	No. Of students Appearance	No. Of students who score 1 st division	No. Of students below 1 st division
1	125	82	43



Value Added Course

ON

Communication Skills and Personality Development

Vipra, Arts Commerce and Physical Education College Raipur Chhattisgarh

Certificate

This is to certify that Aayush Jha has successfully completed one month *Value Added Course* on *Communication Skills & Personality Development* from 15 Jan - 16 feb 2019 conducted by Education Department, Vipra Arts Commerce and Physical Education College Raipur, Chhattisgarh. We wish all the best for future endeavour.

Dr. Divya Sharma

Course Co-ordination

Dr. Meghesh Tiwari

Principal

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, D.D. Road
Raipur-491 001

VIPRA ARTS COMMERCE & PHYSICAL EDUCATION COLLEGE

Raipur(C.G.)



VALUE ADDED COURSE
ON
MS.OFFICE

Organized By

DEPARTMENT OF COMPUTER & SCIENCE

Date: 1st Sep - 30th Sep

2018

A handwritten signature in black ink, appearing to read 'M. B. Singh', is written over a horizontal line.

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

VIPRA ARTS COMMERCE AND PHYSICAL EDUCATION COLLEGE

DEPARTMENT OF COMPUTR

MICROSOFT OFFICE

SESSION-2018-19

Students Name-----

Time – 30 min

MM - 20

ANSWER THE FOLLOWING QUESTION:-

Q1. How many margins are there on a page?

- A. Two (header and footer)
- B. Four (top, bottom, right and left)
- C. Two (landscape and portrait)
- D. four (center, top, left and bottom)

Q2. Word has Web authoring tool allow you to incorporate _____ on Web pages.

- A. bullets
- B. hyperlinks
- C. sounds
- D. all of the above

Q3.10. Home Key

- A. Moves the cursor beginning of the document
- B. Moves the cursor beginning of the paragraph
- C. Moves the cursor beginning of the screen
- D. Moves the cursor beginning of the line

Q4. To copy cell contents using drag and drop press the

- A. End key
- B. Shift key
- C. Esc key
- D. Ctrl key

Q5. What type of chart is useful for comparing values over categories ?

- A. Pie Chart B. Column Chart
- C. Line Chart D. Dot Graph


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Vipra Arts Commerce & Physical
Education College, G. E. Road
Balour K. G.

Q6. Which function in Excel tells how many numeric entries are there ?

A. NUMB.COUNT

C. SUMD.CHKNUM

Q7. Which one is not a Function in MS Excel ?

A. SUMB.AVG

C. MAXD.MIN

Q8. A feature of MS Office that saves the document automatically after certain interval is called ____

A. Save B. Save As

C. Auto Save D. Backup

Q9. ____ is a presentation program.

(A) U-torrent

(B) Mozilla Firefox

(C) MS PowerPoint

(D) Slide Panel

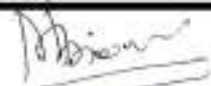
Q10. The slide that is used to introduce a topic and set the tone for the presentation is called the

(A) Title slide

(B) Bullet slide

(C) Table slide

(D) Graph slide



VALUE ADDED COURSE SESSION 2018-19

TOPIC : MICROSOFT OFFICE

DURATION : 30 HOURS (1 MONTH)

SYLLABUS:Ms. Office course trains students how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

WEEK 1:Ms. word

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Mail Merge

WEEK 2:Ms. Excel

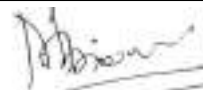
- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color & autoformats

WEEK 3:MS.Excel

- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

WEEK 4: Ms. Power Point

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data : Charts & Graphs
- Creating Professional Slide for Presentation.



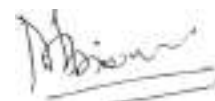
TIME TABLE FOR ADD ON PROGRAME

ON

MICROSOFT OFFICE

1ST SEPTEMBER TO 30 SEPTEMBER 2018

DAY	TIME	TEACHER
MONDAY	01:00PM TO 02:00PM	MR. Mohit Shriwastav
TUESDAY		MRS. Preety Yadav
WEDNESDAY		
THURSDAY		
FRIDAY		MISS CHANDANI SAWLANI
SATURDAY		



**VIPRA ARTS, COMMERCE AND PHYSICAL
EDUCATION COLLEGE,
RAIPUR (C.G)**



2018-2019

VALUE ADDED COURSE

ON

TALLY

ORGANIZED BY

DEPARTMENT OF COMMERCE

Date: 1 Jan 2019 - 31 Jan 2019

A handwritten signature in black ink, appearing to read 'Abhinav', written over a horizontal line.

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

VALUEADDED COURSE

ON

TALLY 2018-2019

Name of Add On Certificate Programs Offered	Course Code(if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of students completing the course in the year	Number of Pass Students
BASIC KNOWLEDGE OF COMPUTER AND TALLY	NA	2018-19	ONCE	30 DAYS	222	182	125

VALUEADDED COURSE


2018-19

TOPIC-TALLY COURSE

DURATION: 1 MONTH

SYLLABUS

S.NO	SESSION HEAD
UNIT-I	<ul style="list-style-type: none"> INTRODUCTION OF MS OFFICE MSWORD-FILE CREATING, SHORTCUT KEYS, MS EXCEL- HOW TO USE MATHEMATICAL FUNCTIONS MS POWERPOINT- HOW TO CREATE PPT SLIDES
UNIT-II	<ul style="list-style-type: none"> Introduction to Accounting Software [Ex.- Tally] Creation of Company Ledgers & Groups. Advance features of Accounting Software.
UNIT-III	<ul style="list-style-type: none"> Accounting Transactions : Operating Cycle, Journal, Concept of Accounts Receivable and payable, Compound Journal entry, Opening entry of ledger
	<ul style="list-style-type: none"> PRACTICAL Voucher Entry : Types of Voucher, Capital and Revenue, Income, Expenditure
	<ul style="list-style-type: none"> Methods of Depreciation, Depreciation of assets Depreciation of replacement cost


PRINCIPAL
 Vignya Arts Commerce & Physical Education College, G. E. Road, Raibur K. G.

VALUE ADDED COURSE SESSION 2018-19

TOPIC: TALLY COURSE

DURATION: (1 MONTH)

SYLLABUS WEEKLY

WEEK1:

- INTRODUCTION OF MS OFFICE
- FILE CREATING SHORTCUT
- KEYS IN EXCEL -

WEEK2:

- HOW TO USE MATHEMATICAL FUNCTIONS IN EXCEL
- MS POWERPOINT - HOW TO CREATE PPT SLIDES

WEEK3:

- Introduction to Accounting Software
(Ex. Tally Creation of Company Ledgers & Groups).
- Advance features of Accounting Software.

WEEK4:

- Accounting Transactions: Operating Cycle.
- Journal, Concept of Accounts Receivable and payable.
- Compound Journal entry, Opening entry of ledger

TIMETABLE FOR ADD ON PROGRAM

ON

VALUE ADDED COURSE ON TALLY

1st JAN to 31st JAN 2019

Day	Time	Teacher's Name
Monday	01:00pm to 02:00pm	Ms. CHANDNISAWLANI
Tuesday		Ms. CHANDNISAWLANI
Wednesday		Ms. CHANDNISAWLANI
Thursday		Mr. VIPUL PATEL
Friday		Mr. VIPUL PATEL
Saturday		Mr. VIPUL PATEL



PRINCIPAL
Vigna Arts Commerce & Physics
Education College, G. E. Road
Rajpur C. G.



VIPRA ARTS, COMMERCE AND PHYSICAL

EDUCATION COLLEGE, RAIPUR (C.G.)



VALUE ADDED COURSE

ON

-TALLY COURSE-

Organized by : Department of "COMMERCE"

PARTICIPATION CERTIFICATE

This is to certify that

Mr/Ms.....

On the....."TALLY COURSE".....In the Year....."JAN 2019 to 31" JAN 2019.....

At.....VALUE ADDED COURSE.....

Attendant actively in lecture on "TALLY COURSE"

HOD

Mr. VIVEK SHARMA

Vipra Arts, Commerce and
Physical Education College Raipur (C.G.)

Ms. CHANDNI SAWLANI

Convener

Vipra Arts, Commerce and
Physical Education College Raipur (C.G.)

Dr. MEGHESH TIWARI

Principal

Vipra Arts, Commerce and
Physical Education College Raipur (C.G.)

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

DEPARTMENT OF "COMMERCE"

"TALLYCOURSE"

SESSION – 2018-19

QUESTION PAPER

TIME -1Hour

MM -60

StudentsName.....

1. किस कमांड द्वारा डॉक्यूमेंट को
प्रिंट करने के पूर्व देख सकते हैं 2

- a) Print
- b) WebPagePreviw
- c) Print Previw
- d) Sendto

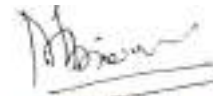
2 MSEXCELको किस नाम से जाना जाता है | 2

- a) WordProcessingprogram
- (b) Presentation
- (c) SpreadSheetProgram
- (d) इनमे से कोई नहीं

2

3 एक्सेल में वर्कशीट के समूह को
क्या कहा जाता है ?

- (a) Excel Sheet
- (b) Worksheet
- (c) ExcelWorksheet
- (d) WorkBook



4 Excel application window में सबसे ऊपर होता है। 2

- a) Title Bar
- b) Menu Bar
- c) Formatting Bar
- d) Non of Above

5 Micro Soft Word क्या है? 2

- a) Operating System
- b) Word Processing Program
- c) Microsoft Windows
- d) NonofAbove

6. Micro Soft Word विशेषताएं क्या है। 2

- a) Spelling Checking
- (b) Graphics
- (c) Both
- (d) None of above

7. M/S Word में बनाई गई फाइल को किस नाम से जाना जाता है? 2

- a) Program
- b) Text
- c) Graph
- d) Document



8. किसी टेक्स्ट के लिए कौन सा ऑपरेशन है?

2

- a) Text को त्रुटि कराना
- (b) टेक्स्ट को हाईलाइट करना
- (c) टेक्स्ट के बीचोंबीच एकरेखा खींचना
- (d) उपरोक्त सभी

9. Slide दिखाते हुए शुरू करने की शुरुआत की कुंजी कौन सी है?

2

- (a) F5
- (b) shift+f
- (c) ctrl+f
- (d) tab+

F5

10. MS power point

(b) shift+f5 (c) ctrl+f5 (d) tab+F5

(a) F5

Slide show
की शुरुआत की कुंजी कौन सी है?

2

- 11 . Tally म॥ companyकैसे createकरतेहैं? 5
- 12 Tally म॥ ledgerकैसे createकरतेहैं? 5
13. Vouture d type dk।g। 5
14. tallye company d। create djrg। 5
- 15 Capital vkjRevenuedk।e>kb;\ 5
- 16 Income vkj Expenditure dk ।e>kb;\ 5
- 17 Depriiciation ofassets dk।e>kb;\ 5

Firm's Name			Monthly												Atter											
जगत			Jan - 2018-19												हजिद											
No.	Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	ABHIJIT BUDSIE	2120	P	P	P	P		P	P	P	P			P	P	P					P	P	P	P	P	P
2	ABHISHEK THOMI	2120	P	P	P	P		P	P	P	P	P		P		P					P	P	P	P	P	P
3	AKASH KUMAR	2091	P		P	P			P	P	P			P	P	P					P		P	P	P	P
4	AAKASH SAHU	2120	P	P				P	P			P	P	P		P					P	P	P	P	P	P
5	ANJALI YADAV	13121	P	P		P			P	P	P			P	P						P		P	P	P	P
6	ANJALI SHARMA	2120	P		P			P	P			P			P	P					P		P	P	P	P
7	ANMOL Singh	02123	P	P				P	P	P	P			P	P	P						P		P	P	P
8	ANSHU JAIN	13121	P	P	P	P		P	P	P	P	P			P	P					P		P	P	P	P
9	ANURADHA Singh	14123	P		P			P		P	P	P			P	P	P				P	P	P	P	P	P
10	AASHISH KUMAR	30123	P	P				P		P			P		P						P		P	P	P	P
11	DIHARTI MATHUR	24123	P		P	P			P			P			P						P		P	P	P	P
12	BHAVNA KADSI	06123	P		P	P			P			P			P	P	P				P		P	P	P	P
13	BHOLE B. AMH	13121	P	P	P	P			P	P	P	P			P	P	P				P		P	P	P	P
14	BHUMESHWARI	02123	P		P	P			P	P	P			P		P					P		P	P	P	P
15	CHANDRA KUMAR	25120	P		P	P			P	P	P			P		P					P		P	P	P	P
16	CHELAN SANE	20120	P		P	P			P	P	P			P		P					P		P	P	P	P
17	DEVYANI BANSAL	14123	P	P	P	P			P	P	P	P			P	P	P				P		P	P	P	P
18	DHANENDRA SINHA	30120	P	P	P	P			P	P	P	P			P	P	P				P		P	P	P	P
19	DHARESHVAR BHOS	30120	P		P	P			P			P			P						P		P	P	P	P
20	DHARESHVAR VERMA	31123	P		P	P			P			P			P						P		P	P	P	P
21	DHANIRAM SINGH	31211	P	P	P	P			P			P	P	P	P	P	P				P		P	P	P	P
22	DIKSHA DEWANE	20120	P		P				P			P			P						P		P	P	P	P
23	DINESHWAR Deep	30120	P		P	P			P			P			P						P		P	P	P	P
24	DILRUPA SINGH	31123	P		P	P			P			P			P						P		P	P	P	P
25	DURGESH BANWA	26123	P		P	P			P			P			P						P		P	P	P	P
26	DURGESH KUMAR	61211	P		P	P			P			P			P						P		P	P	P	P
27	COUBRY BAGDI	21211	P	P	P	P			P			P			P						P		P	P	P	P
28	DEETANJALI DEKA	14123	P		P	P			P			P			P						P		P	P	P	P
29	INDIYA SINGH	31123	P	P	P	P			P			P			P						P		P	P	P	P
30	UJMALYNZSHAD	21211	P		P	P			P			P			P						P		P	P	P	P


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 Wairour (C. O.)

RESULT OF VALUE ADDED COURSE

2018-19

S.NO	TOTAL APPEAR STUDENTS	PASS STUDENTS
1	182	172



SESSION 2019 - 2020

**VIPRA, ARTS COMMERCE AND PHYSICAL EDUCATION
COLLEGE RAIPUR CHHATTISGARH**



Value Added Course

On

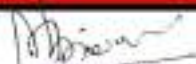
Communication Skills and Personality Development

SESSION-2019 - 20

Organized by

Department of Education

Date -20 Jan - 20 feb 2020


PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C, G.I)

PERSONALITY DEVELOPMENT

SYLLABUS

OBJECTIVES:

To understand the scope of communication skills personality and its development

To develop core skills for development of self

To cultivate interpersonal for successful life

UNIT -1 Personality Development Skills

- Introduction to personality
- Definition
- Elements of personality
- Determinants
- Self-Esteem and Self-Confidence
- Thinking and Problem Solving Skills

UNIT-2 Interpersonal Skills

- Hard Skills and Soft Skills
- Effective Communication
- Social Effectiveness
- Leadership
- Personal Grooming
- Personal Hygiene

UNIT-3 Body Language

- Introduction of Body language
- Definition
- Types of body language
- functions of body language
- Role of body language
- Proxemics

UNIT-4 Interview Preparation

- Introduction of Interview Preparation
- Resume Writing
- Dress Code
- Mock Interview
- How to be Successful in an Interview
- Preparation of Self Interview
- Skills for successful interview



COMMUNICATION SKILLS

SYLLABUS

OBJECTIVES:

To understand the scope of communication skills personality and its development

To develop core skills for development of self

To cultivate interpersonal for successful life

UNIT-1 Communication: An Introduction

- Definition ,Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication
- Effective Communication
- Communication Techniques
- Barriers to Communication

UNIT-2 Non-Verbal Communication

- Personal Appearance
- Gestures , Postures
- Facial Expression
- Eye Contacts
- Body Language
- Time Language
- Tips for Improving Non-Verbal Communication

UNIT-3 Listening skills

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening an Effective Listening Skill
- Benefits to Listening
- Academic Listening (Listening to Lectures)
- Listening to Talks and Presentations

UNIT-4 Oral Communication Skills

- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet Symbols
- Spelling and Pronunciation



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Salpur K. G. J.

- Asking for and giving information
- Congratulating people on their success

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Raipur (C. G.)

PERSONALITY DEVELOPMENT
EXAMINATION, MARCH 2019 - 20

Time: Three Hours

Maximum Marks: 80

Notes: Attempt all the five questions. All questions carry equal marks.

UNIT-1

1. What is difference between Self-Esteem and Self-Confidence ?

Or

Write the definition of personality developments and effecting elements ?

UNIT-2

2. What is the Personal Hygiene? Explain it with example ?

Or

What do you understand by Soft Skills?

UNIT-3

3. Write about the Role of Proxemics?

Or

Describe the function of body language?

UNIT-4

4. Write about skills for successful interview?

Or

What is the purpose of mock interview?


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COMMUNICATION SKILLS
EXAMINATION, MARCH 2019 - 2020

Time: Three Hours

Maximum Marks: 80

Notes: Attempt all the five questions. All questions carry equal marks.

UNIT-1

1. Explain the nature and scope of communication skills ?

Or

Describe the process of communication skills?

UNIT-2

2. Describe the Non- Verbal communication skills?

Or

What is the role of eye contacts in communication skills?

UNIT-3

3. Write about the good Presentation?

Or

Explain the effective listening skills?

UNIT-4

4. Describe the International Phonetic Alphabet (IPA) Symbols?

Or

Describe the role of Spoken English ?


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Raipur (C. G.)

Vipra, Arts Commerce and Physical Education



College Raipur, Chhattisgarh

Outcomes of Assessment Value Added Course

On

Communication Skills and Personality Development

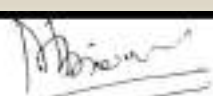
Session-2019 - 20

Duration-3h

Maximum Marks: 160

Date of declaration-30 June

S.No.	No. Of students Appearance	No. Of students who score 1 st division	No. Of students below 1 st division
1	140	87	53


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Raipur (C. G.)



Value Added Course

ON

Communication Skills and Personality Development

Vipra, Arts Commerce and Physical Education College Raipur Chhattisgarh

Certificate

This is to certify that **Madhuri Verma** has successfully completed one month *Value Added Course* on *Communication Skills & Personality Development* from 20 Jan - 20 feb 2020 conducted by Education Department, Vipra Arts Commerce and Physical Education College Raipur, Chhattisgarh. We wish all the best for future endeavour.

Dr. Divya Sharma

Course Co-ordination

Dr. Meghesh Tiwari

Principal

**VIPRA, ARTS COMMERCE AND PHYSICAL EDUCATION
COLLEGE RAIPUR CHHATTISGARH**



Value Added Course

On

आधुनिक आहार से उत्पन्न समस्याएं एवं योगिक आहार के द्वारा समाधान

SESSION-2019 - 20

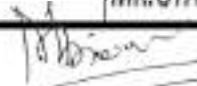
Organized by

Department of Physical Education

Date -11 Nov - 27 Nov 2019

TIME TABLE**SESSION 2019 - 20****आधुनिक आहार से उत्पन्न समस्याएं एवं यौगिक आहार के द्वारा समाधान****TIME : 08:00 - 10:15**

S.NO.	DAY		PRACTICAL		BREAK		THEORY
			08:00 - 09:00		09:00-09:15		09:15-10:15
1	MONDAY		MR.SANJIV KUMAR		B		DR.RANJANA MISHRA
2	TUESDAY		DR.RANJANAMISHRA				MR.SANOIVKUMAR
3	WEDNESDAY		MR.GYANEDRA BHAI				DR.RANJANA MISHRA
4	THURSDAY		DR.RANJANA MISHRA		R		MR.GYANEDRA BHAI
5	FRIDAY		MR.SANJIV KUMAR				DR.RANJANA MISHRA
6	SATURDAY		DR.RANJANA MISHRA		E		MR.SANJIV KUMAR
7	MONDAY		MRSANJIV KUMAR				MR.GYANEDRA BHA)
8	TUESDAY		MR.GYANEDRA BHAI		A		DR.RANJANA MISHRA
9	WEDNESDAY		MR.SANJIV KUMAR				MR.GYANEDRA BHAI
10	THURSDAY		DR.RANJANA MISHRA		K		MR.SANJIV KUMAR
11	FRIDAY		MR.GYANEDRA BHA)				DR.RANJANA MISHRA
12	SATURDAY		MR.SANJIV KUMAR				MR.GYANEDRABHA
13	MONDAY		DR.RANJANA MISHRA				MR.SANJIV KUMAR
14	TUESDAY		MR.GYANEDRABHAI				DR.RANJANA MISHRA
15	WEDNESDAY		MR.SANJIV KUMAR				MR.GYANEDRABH


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Raipur (C. G.)

Vipra, Arts Commerce and Physical Education



College Raipur, Chhattisgarh

Outcomes of Assessment Value Added Course

On

आधुनिक आहार से उत्पन्न समस्याएं एवं योगिक आहार के द्वारा समाधान

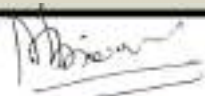
Session-2019 - 20

Duration-3h

Maximum Marks: 100

Date of declaration- 04 JAN

S.No.	No. Of students Appearance	No. Of students who score 1 st division	No. Of students below 1 st division
1	88	60	28


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Raipur (C. G.)

**VIPRA, ARTS COMMERCE AND PHYSICAL EDUCATION
COLLEGE RAIPUR CHHATTISGARH**



Value Added Course

On

TALLY

SESSION-2019 - 20

Organized by

Department of COMMERCE

Date - 1 JAN UARY 2020 - 31 JANUARY 2020

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

VALUE ADDED COURSE

ON

TALLY 2019-2020

Name of Add On Certificate Programs Offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of courses	Number of students enrolled in the year	Number of students completing the course in the year	Number of students Passed
BASIC KNOWLEDGE OF COMPUTER AND TALLY	NA	2019-20	ONCE	30 DAYS	185	124	98

VALUE ADDED COURSE

2019-20

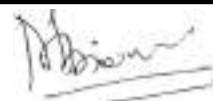
TOPIC - TALLY COURSE

DURATION -30 HOURS(1 MONTH)

SYLLABUS

S.NO	SESSION HEAD
UNIT-I	<ul style="list-style-type: none"> INTRODUCTION OF MS OFFICE MS WORD -File Creating , Short Cut Keys, Ms Excel- How To Use Mathematical Functions MS POWER POINT - How To Create PPT Slides
UNIT-II	<ul style="list-style-type: none"> INTRODUCTION OF CORELDRAW 11 Added new tools for drawing basic shapes Ability to convert objects into symbols A new Pan tool has been introduced- Easy to use. Conversion from object to symbol made simple. INTRODUCTION OF PHOTOSHOP Get the picture you want with industry standard in photo editing tools. From major colour adjustments to minor blemish removal. Photoshop gives you the power to realize your vision.
UNIT-III	<ul style="list-style-type: none"> Introduction to Accounting Software (Ex.-Tally Creation of Company Ledgers-Groups-Advance features of Accounting Software.
UNIT-IV	<ul style="list-style-type: none"> Accounting Transactions : Operating Cycle, Journal, Concept of Accounts Receivable and payable, Compound Journal entry, Opening entry of Ledger PRACTICAL Voucher Entry : Types of Voucher, Capital and Revenue, Income, Expenditure Methods of Depreciation, Depreciation of assets Depreciation of replacement cost

Note:- In this year an additional topic will be learn to students like as COREL DRAW Added new tools for drawing basic shapes
Ability to convert objects into symbols



PRINCIPAL
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Education College, G. E. Road
Raipur (C. G.)

VALUE ADDED COURSE SESSION 2019-20

TOPIC : TALLY COURSE

DURATION : 30 HOURS (1MONTHS)

SYLLABUS WEEKLY

WEEK 1:

INTRODUCTION OF MS OFFICE MS WORD - File Creating , Short Cut Keys.

MS EXCEL- How To Use Mathematical Functions

MS POWER POINT - How To Create Attractive Ppt Slides.

WEEK 2:

INTRODUCTION OF COREL DRAW 11 Added new tools for drawing basic shapes ,

Ability to convert objects into symbols

A new Pen tool has been introduced.Easy to use.Conversion from object to symbol made simple.

INTRODUCTION OF PHOTOSHOP

Get the picture you want with industry standard in photo editing tools.

From major colour adjustments to minor blemish

removal,Photoshop gives you the power to realise your vision.

WEEK 3 :

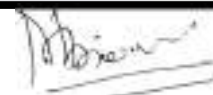
Introduction to Accounting Software

[Ex. Tally Creation of Company Ledgers & Groups].Advance features of Accounting Software.

WEEK 4 :

Accounting Transactions :

Operating Cycle, Journal, Concept of Accounts Receivable and payable, Compound Journal entry, Opening entry of Ledger.



TIME TABLE FOR ADD ON PROGRAME

ON

VALUE ADDED COURSE ON TALLY

1 January 2020 to 31 January 2020

Day	Time	Teacher's Name
Monday	01:00 pm to 02:00 pm	Ms. CHANDNI SAWLANI
Tuesday		Ms. CHANDNI SAWLANI
Wednesday		Mrs. PREETI YADAV
Thursday		Mrs. PREETI YADAV
Friday		Mr. VIPUL PATEL
Saturday		Mr. VIPUL PATEL



VIPRA ARTS , COMMERCE AND PHYSICAL EDUCATION COLLEGE ,RAIPUR(C.G)



VALUE ADDED COURSE

ON

-TALLY COURSE -

Organized by : Department of "COMMERCE"

PARTICIPATION CERTIFICATE

This is to Certify that

Mr./Ms
On the " TALLY COURSE" In the Year 1 JAN 2020 to 31ST JAN 2020

At VALUE ADDED COURSE

Attendent actively in lactare on "TALLY COURSE"

HOD

Mr. Vivek Sharma

Vipra Arts ,Commerce and physical
Education College Raipur(C.G)

Miss CHANDNI SAWLANI

Care taker

Vipra Arts ,Commerce and
Physical Education College Raipur(C.G)

Dr. MEGHESH TIWARI

Principal

Vipra Arts ,Commerce and Physical
Physical Education College Raipur(C.G.)

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Raipur (C. G.)

VIPRA ARTS , COMMERCE AND PHYSICAL EDUCATION COLLEGE ,RAIPUR(C.G)

DEPARTMENT OF "COMMERCE"

"TALLY COURSE"

SESSION - 2019-20

QUESTION PAPER

TIME -1 Hour

MM -60

Students Name.....

- 1 .किस कमांड द्वारा डॉक्यूमेंट को प्रिंट करने से पूर्व देख सकते है ? 2
- a)Print
b)Web Page Preview
c)Print Preview
d)Send to
- 2 MS EXCEL को किस नाम से जाना जाता है। 2
- (a)Word Processing program
(b)Presentation
(c) Spread Sheet Program
(d) इनमेसेकोईनहीं
- 3 Excel में worksheet के समूह को क्या कहा जाता है 2
- (a) Excel Sheet
(b) Worksheet
(c) Excel Worksheet
(d) Work Book

- 4 MicroSoft Word क्या है ? 2
a) Operating System
b) Word Processing Program
c) Microsoft Windows
d) Non of Above
- 5 M/S Word में बनाई गई फाइल को किस नाम से जाना जाता है ? 2
a) Program
b) Text
c) Graph
d) Document
- 6 किसी टेक्स्ट के स्ट्रिक थू का तात्पर्य क्या है ? 2
(a) Text को तिरछा करना ।
(b) टेक्स्ट को हाईलाईड करना
(c) टेक्स्ट के बीचों बीच एकरेखा खींचना
(d) उपरोक्त सभी
- 7 Slide को starting से show करने के लिये कौन सी short cut key का use होता है ? 2
(a) F5
(b) shift+f5
(c) ctrl+f5
(d) tab+F5

8 MS power point में Slide show को करने हेतु कौन सी short cut key का use होता है ?	2
(a) F5	
(b) shift+f5	
(c) ctrl+f5	
(d) tab+F5	
9 Shadow Can be dropped in Corel draw by using ?	2
10 In Coreldraw the default size for the design of complementary card is ?	2
11 In Coreldraw the default size for the design of complementary card is	2
12 What is the usage of interactive fill tool	2
13 What is the usage of texture fill	2
14 What is the usage of uniform fill	2
15 what is adobe photoshope	2
16. Tally में company कैसे create करते है ?	5
17. Tally में ledger कैसे create करते है ?	5
18. how you can resize the image ?	5
19. tally मे company कैसे create करते है ?	5
20. Capital और Revenue को समझाइये ?	5
21 Tally में कंपनी को कैसे डिलीट करते है ?	5

(Handwritten Signature)

Firm's Name

Monthly

Jan-2018-19

गुरुवारी 20

नाम

अति

हारी

Sl. No.	Name	Date	Date																				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	AACHA BHOSLE	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	ABHISHEK	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	AKASH KUMAR	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4	AAKASH SARDI	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	ANIL YADAV	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	ANINI SHARMA	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	ANMOL Singh	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	ANSHU JAIN	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	ANURADHA SINGH	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10	ASHISH	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11	BHARTI	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	BHAVNA	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13	BHOLE BAOB	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14	BHUNESHWARI	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15	CHANDRAKUMAR	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16	CHEEN SARTI	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17	DEVYANTI	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18	DHANENDRA SINGH	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19	DHANESHWAR	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20	DHANESHWAR VERMA	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
21	DHANTRAM SARDI	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22	DEKHA DEVPRAKASH	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23	DINESHWARI DEEP	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24	DURGA SARDI	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25	DURJESH DASH	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26	DURGESH KUMAR	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
27	GAURAV	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
28	DEEPTANJALI DEVI	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
29	GAURAV SINGH	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
30	ISMALYANISHAD	21/1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

(Signature)

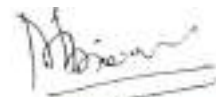
PRINCIPAL
Vijaya Arts Commerce & Physics
Education College, G. E. Road
Wairpur K. G.

ATTENDANCE OF STUDENTS

RESULT OF VALUE ADDED COURSE

2019-20

S.NO	TOTAL APPEAR STUDENTS	PASS STUDENTS
1	124	98



PRINCIPAL
Vijaya Arts Commerce & Physics
Education College, G. E. Road
Raipur, C. G. I.

SESSION 2020 - 2021

VIPRA ARTS COMMERCE AND PHYSICAL EDUCATION COLLEGE RAIPUR(C.G)



2020-21

Value added course

on

Tally and basic advance computer course

Organized by

department of Commerce

Date: 15 feb to 15 March 2020-21


PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

Value Added Course

on

Tally and basic advance computer course 2020-21

Name of add on certificate Program offered	Course code (if any)	Year of offering	No. of times offered during the same year	Duration of courses	Number of students enrolled in the year	Number of students completing the course in the year	Number of students pass
Tally and basic advance computer course	NA	2020-21	Once	30 days	200	150	72


PRINCIPAL
Vigna Arts Commerce & Physics
Education College, G. E. Road
Rajpur K. G.

VALUE -ADDED COURSE SESSION -2021

TOPIC -TALLY AND BASIC ADVANCE COMPUTER COURSE

DURATION

(30 HOURS) 1MONTH

SYLLABUS WEEKLY

UNIT - I

MSWord:

Word Processing , shape clipart ,Page Setup, Margins, header footer, mailing,Spelling and Grammer ,Creating hyperlink Check ,Page break etc.

MS Excel : Excel Formula , sort and filter data, Sheet Protect , Protect

Workbook Power Point : Creating Attractive Slides , adding sound and video,

UNIT-II

TALLY :

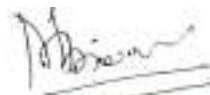
Introduction to Accounting Software [Ex.-Tally Creation of Company Ledgers &Groups. Advance features of Accounting Software.

Accounting Transactions : Operating Cycle, Journal, Concept of Accounts Receivable and payable, Compound Journal entry, Opening entry of Ledger

UNIT - III

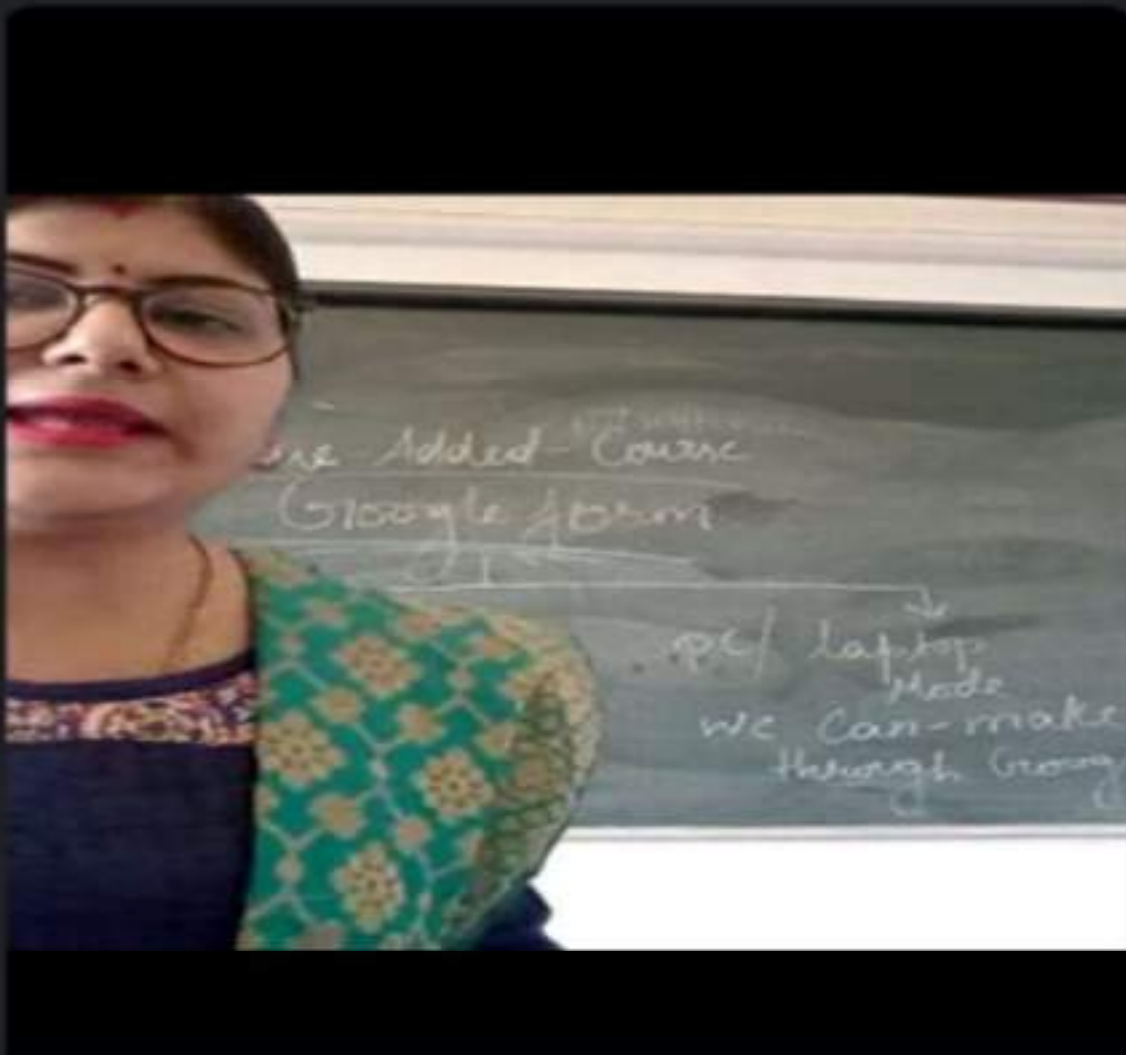
Google Form :

How to Design Google Form , How to Design Certificate from Google Form. How send link Or Invite to other .

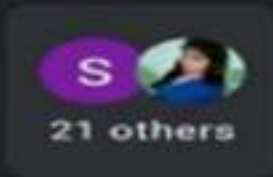
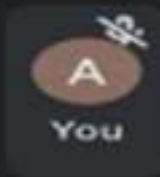


PRINCIPAL
Vijaya Arts Commerce & Physics
Education College, G. E. Road
Raipur (C. G.)

Lecture by Mrs. Nidhi Shukla



Pooja Sahu left



PRINCIPAL
Vijra Arta Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

ExcelSheet of no of students pass exam

VALUE ADDED COURSE-2021 (Responses)

1	2	3	4	5	6	7	8	9	10
1	Enrol Address	Score	Student Name	Class with Year	1)Master Footer Center	2)Font Color of Copy	3)The ability to combine	4)CMH is used to	5)No 1
20	guy73@gmail.com	50/100	Jaysh goyal	7 year	Insert	Color	Wrap Merge	Open Document	Right
21	kg71717@gmail.com	50/100	Khushi Gupta	8 com 1st year	Insert	Color	Document formatting	New Document	Left
22	g0707@gmail.com	55/100	Rahul sharma	8 com 1st year	Insert	Color	Wrap Merge	New Document	Left
23	namtanenhal304@gmail	50/100	RASHIKA SHUKLA	8 com 1st year	Insert	Color	Wrap Merge	New Document	Left
24	yashraj744@gmail.com	50/100	Gaurav Singh	8 com 1st year	Page Layout	Color	Wrap Merge	New Document	Left
25	namtanenhal304@gmail	50/100	RASHIKA SHUKLA	8 Com 1st year	Insert	Color	Wrap Merge	New Document	Left
26	sharadsharma78@gmail	60/100	Sharad sharma	3rd year 3 com	Home	Color	Document formatting	New Document	Both
27	shahidsharma78@gmail	50/100	Shahidul Sirwar	End 1 SEM 2021	Insert	Color	Wrap Merge	New Document	Left
28	Caransh34@gmail.co	55/100	Aman shah	BCK 2 year	Home	Color	Wrap Merge	New Document	Left
29	satvisharma7@gmail	60/100	Pratima rath	Exam 1 year	Insert	Color	Wrap Merge	New Document	Left
30	harvisharma7@gmail.co	55/100	SHRI KUNAL VERMA	8 ad 1st semester	Insert	Color	Wrap Merge	New Document	Both
31	rajeshkumar711@gmail	70/100	rajeshkumar	8 com 1st year	Insert	Color	Wrap Merge	Save Document	Left
32	anish7117@gmail	60/100	Anish kumar	8 com 1st year	Insert	Color	Wrap Merge	New Document	Left
33	namtanenhal303@gmail	45/100	Mansi sharma	8 ad 1 sem 2021	Page Layout	Color	Wrap Merge	New Document	Left
34	hasthisharma@gmail	75/100	Shahara parveen	8 com 2nd year	Page Layout	Color	Wrap Merge	New Document	Left
35	satish20@gmail.com	60/100	Satish mishra	8 Com 3rd year	Page Layout	Color	Database Management	Open Document	Left
36	satish20@gmail.com	60/100	Satish mishra	8 Com 3rd year	Page Layout	Color	Database Management	Open Document	Left
37	gaurav711@gmail	50/100	GAURAV KUMAR	Assistant professor	Insert	Color	Wrap Merge	New Document	Both
38	satish20@gmail.co	55/100	ABHIRAMA	Exam	Insert	Color	Database Management	Save Document	Left

(Signature)
PRINCIPAL
Vijaya Arts Commerce & Physics
Education College, G. E. Road
Rajour K. G.

Certificate of Student

Vipra Arts Commerce and Physical Education College Raipur (C.G.)
E-Certificate



Value Added Course 20-21

On

Tally & Basic Advance Computer Course Participation -Certificate

This is to certify that Mr/Ms/Mrs.....**Pooja sahu**.....student of VIPRA COLLEGE RAIPUR has participated in the one month value added course on the "TALLY AND BASIC ADVANCE COMPUTER COURSE" In the Year 2021 . from 15 Feb to 15 March organized by COMMERCE DEPARTMENT VIPRA ARTS COMMERCE AND PHYSICAL EDUCATION COLLEGE RAIPUR (C.G)

Cordinator

Dr. Anubhava Shukla

Co-Cordinator

Ms. Chandani Sawlani

Principal

Dr. Meghesh Tiwari

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur (C. G.)

SESSION 2021 - 2022

VIPRA, ARTS COMMERCE AND PHYSICAL EDUCATION
COLLEGE RAIPUR CHHATTISGARH



Value Added Course

On

TALLY AND BASIC ADVANCE COMPUTER WITH GST
SESSION-2021 - 22

Organized by

Department of COMMERCE

Date - 15 FEB 2022 - 15 MAR 2022

PRINCIPAL
Vipra Arts Commerce & Physical
Education College, G. E. Road
Raipur C.C. G.I

TimeStamp	Email Address	Student Name	Fathers Name :	Mobile number :	Class Name
2/10/2022 10:13:15	saivishu1301@gmail.com	Aradhana	Mr D N Sharma	9871872288	B Com 1
2/10/2022 10:13:43	kashishgupta1601@gmail.com	Kashish Gupta	Kashov Kumar Gupta	9106230051	B COM
2/10/2022 10:40:25	avikansha66@gmail.com	Avikansha	Anand mishra	6291122136	B.com 2 year
2/10/2022 10:40:29	monu26012000@gmail.com	Prabhat Kumar miy	Pradeep Kumar miy	9111910194	B.com 3rd year
2/10/2022 10:41:54	swatrac536@gmail.com	N. Soniya	N. Chalapati Rao	7999165329	B. Com 3rd year
2/10/2022 10:41:51	amanewar2002@gmail.com	Chhatwaker swan	Lalit swan	789231332	B. Com 1st year
2/10/2022 10:45:50	dubeyreeta@gmail.com	Reet dubey	Vivek dubey	6306070155	Bcom 2nd year
2/10/2022 10:45:54	khushiharma2092@gmail.com	Khushi sharma	Raj sharma	9817943442	Bcom 3rd year
2/10/2022 10:46:06	chandanaamahra266@gmail.com	Chandana Mahra	Debabrata Mahra	+918903983359	Bcom 2nd year
2/10/2022 10:47:23	he5548320@gmail.com	Mukesh kumar sahu	Santosh sahu	7974987367	B.com 2 year
2/10/2022 10:47:28	twandhyansh09@gmail.com	Dhyansh Tiwari	Rama Shankar Tiwari	9903148908	B. com 2nd year
2/10/2022 10:49:02	indranidewangan1220@gmail.com	Indran Dewangan	Vijay Dewangan	9802248936	B.com 3rd year
2/10/2022 10:49:08	kishan.yadu595@gmail.com	Kishan yadu	Kalash yadu	8889970009	B.com 3rd
2/10/2022 10:49:43	mayanka1301@gmail.com	Mayank sharma	Santosh sharma	7067694950	Bcom 2 year
2/10/2022 10:50:47	konakshuku320@gmail.com	Komal sahu	Dip sahu	6261694663	B. Com 2nd year
2/10/2022 10:50:55	uddeshyan65@gmail.com	Uddeshay Mishra	Nitesh Mishra	6266428969	B.com 2nd year
2/10/2022 10:52:32	manjari137@gmail.com	Manja gri	Bhagwan gri	6266791591	B. Com 2 year
2/10/2022 10:54:00	pathakakshita101@gmail.com	Rakshita Pathak	Om Prakash Pathak	7960000269	M.com 1 year
2/10/2022 10:54:06	parik26003@gmail.com	Parik Patel	Gajpal Patel	9340090007	BE&I 1st semester
2/10/2022 10:54:38	kunarakesh30@gmail.com	RAKESH KUMAR	GANPAT RAM	9606233683	B. Ed 1st Semester
2/10/2022 10:56:10	ra4013716@gmail.com	Neha Singh	Ramesh Singh	7415771843	B. Ed 3rd semester
2/10/2022 10:56:23	divyendrabihar@gmail.com	Vivendra Bihar	Pramod Bihar	6268118968	B.Ed 1st sem
2/10/2022 10:56:55	jwendradyadav@gmail.com	Jwendra Yadav	Kritina kumar yadav	9303872333	B.Ed 1st sem
2/10/2022 10:57:05	guchouhan0888@gmail.com	Gestanjali Chouhan	Nandkumar Chouhan	9131780499	Bed 1 semester
2/10/2022 10:57:15	rahulganes12@gmail.com	Rahul Ganes	Prakash ganes	7898844367	Bcom 1st year
2/10/2022 10:58:56	yogeshsahu030172@gmail.com	Yogesh kumar sahu	Jagrit sahu	9301729232	B.com 2nd year
2/10/2022 10:59:29	gairnarupali524@gmail.com	Gairna Pate	Bhuvan Lal Pate	8518082762	M.com 1 semester
2/10/2022 10:59:48	ashaypandey172003@gmail.com	Ashay Pandey	ANAND MOHAN PANDE	6261 863 862	B.com 1year
2/10/2022 11:00:06	bhejrasahu4321@gmail.com	Bhejra Sahu	Toran sahu	9131420117	B Com 1st year
2/10/2022 11:00:54	deepyogita54@gmail.com	Yogtadeep	Mhendra Kumar deep	9903356164	B.com1 year
2/10/2022 11:01:20	doh1326@gmail.com	Dohy Parchai	Ranjan Singh Parchai	9399453379	B. Ed. 1 semester
2/10/2022 11:02:02	subhi238@gmail.com	Subhi Mishra	Sunil Mishra	808043625	www.ijournal.com
2/10/2022 11:02:09	nkhilank05@gmail.com	Nilamber Tandi	Govind Ram Tandi	9131779621	BCom 1st
2/10/2022 11:02:16	maneesha.kemro@gmail.com	Maneesha kemro	M.K.L.kemro	6296790368	B.Ed (j) semester
2/10/2022 11:03:02	ayushsharma02062000@gmail.com	Ayush Sharma	Romnath Sharma	8348318068	B.com 3yar
2/10/2022 11:03:06	fareeshbhuarya1998@gmail.com	Fareesh Kumar Bhuarya	Chhatar Singh Bhuarya	9340122582	B.Ed
2/10/2022 11:04:45	neelanikushwaha273@gmail.com	Neelan kushwaha	Vineel kushwaha	6232673625	B.com 2nd year
2/10/2022 11:04:50	ujwaltripathi15@gmail.com	Ujwal Tripathi	Ajay Tripathi	9111889428	B Com 3rd Year
2/10/2022 11:06:40	veshalkandekar2938@gmail.com	veshali	bharati lai	7897300384	bed 3rd semester
2/10/2022 11:06:50	ashutoshsapathi85@gmail.com	Ashutosh Sapathi	Rajesh Kumar Sapathi	6263809969	B.com 2nd year
2/10/2022 11:07:17	ramansahu2001@gmail.com	Raman sahu	Devul sahu	9131060358	B.com 2nd year
2/10/2022 11:08:15	anjukumar@theta101@gmail.com	Anuj Kumar	Rajendra Singh	6268115906	B.com. 1st year



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Ugta Arts Commerce & Physics
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Raipur C. G.



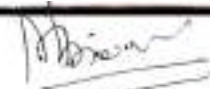
PRINCIPAL
Vigna Arts Commerce & Physics
Education College, G. E. Road
Raipur (C. G.)

Report
Value Added course
Organized by
Department of Education

विश्व कॉलेज में उत्तम जीवन शैली हेतु
तीन दिवसीय कार्यशाला का आयोजन
किया गया, जिसमें विद्यार्थियों ने बढ़कर
हिस्सा लिया, इस कार्यक्रम में 30
विद्यार्थियों ने हिस्सा लिया। जिसमें
उन्होंने योग के महत्व को सिखा,
जिसमें सूर्यनमस्कार की प्रस्तुति की।
भारत दस हजार वर्ष पुराना इतिहास
वाला एकमात्र राष्ट्र है, जिसका आज भी
अस्तित्व है। और यह सिर्फ हमारे योग
आयुर्वेदिक और संस्कृति के कारण ही
संभव हुआ है। साथ ही विद्यार्थियों ने नृत्य
की मनमोहक प्रस्तुति की। इस कार्यशाला में
विश्व महविद्यालय की प्राध्यापिका श्रीमति अपूर्वा
वर्मा ने नृत्य में विद्यार्थियों को अलग-
अलग विधा में नृत्य सिखाया जिसमें
संज्ञीकतासिकल, लोक नृत्य, योग नृत्य, देशभक्ती
नृत्य सिखाया।

Report
Value Added course
Organized by
Department of Education

विभिन्न कॉलेज में उत्तम जीवन शैली हेतु तीन दिवसीय कार्यशाळा का आयोजन किया गया, जिसमें विद्यार्थियों ने बढ़कर हिस्सा लिया, इस कार्यक्रम में 30 विद्यार्थियों ने हिस्सा लिया। जिसमें उन्होंने योग के महत्व को सिखा, जिसमें सूर्यनामस्कार की प्रस्तुति दी। भारत दस हजार वर्ष पुराना इतिहास वाला सभ्यता राष्ट्र है, जिसका आज भी अस्तित्व है। और यह सिर्फ हमारे योग आयुर्वेदिक और संस्कृति के कारण ही संभव हुआ है। साथ ही विद्यार्थियों ने नृत्य की मनमोहक प्रस्तुति दी। इस कार्यशाळा में विभिन्न महाविद्यालय की प्राध्यापिका श्रीमति अपूर्ता शर्मा ने नृत्य में विद्यार्थियों को अलग-अलग विधा में नृत्य सिखाया जिसमें क्षेत्रीयतासिकन, लोक नृत्य, योग नृत्य, देशभक्ती नृत्य सिखाया।



TOPIC -TALLY AND BASIC ADVANCE COMPUTER WITH GST COURSE

DURATION
(30 HOURS)

SYLLABUS WEEKLY

UNIT-I

Basic Introduction of Computer Operation Slides, adding sound and video

UNIT-II MSWord: Word Processing, shape clipart, Page Setup, Margins, header/footer, mailing, Spelling and Grammar, Creating hyperlink, Check, Page break etc.

MS Excel: Excel Formula, sort and filter data, Sheet Protect, Protect Workbook Power Point: Creating Attractive

TALLY: Introduction to Accounting Software [Ex.-Tally Creation of Company Ledgers & Groups. Advance features of Accounting Software. Accounting Transactions: Operating Cycle, Journal, Concept of Accounts Receivable and payable, Compound Journal entry, Opening entry of Ledger

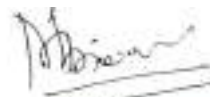
UNIT-III

Google Form:

How to Design Google Form, How to Design Certificate from Google Form. How other send link Or Invite to.

UNIT-IV

GST- Good and Service Tax: Introduction, Types of GST, Calculation Method of IGST, SGST, CGST & Practical Regarding Syllabus.



PRINCIPAL
Vijaya Arts Commerce & Physics
Education College, G. E. Road
Raipur (C. G.)



Value Added Course
On
Yoga & Meditation and Performing Arts

Organized by

Department of Education

Vipra Arts, Commerce and Physical Education College, Raipur, Chhattisgarh

Certificate

This is to certify that Mr./Ms./Mrs.....
has successfully completed *Value Added Course* on Yoga & Meditation and
Performing Arts (Folk dance) organized by Department of Education, Vipra
Arts, Commerce and Physical Education College Raipur, Chhattisgarh from
2/3/2022 to 17/03/2022 .

Dr. Divya Sharma
Convener

Dr. Meghesh Tiwari
Principal

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M. Srinivas

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