

# Govt. College Chamba, HP

## ADD-ON COURSES

### Introduction

Presently, in the globalized job market requires vocationally and professionally oriented add-on programmes along with traditional graduation degrees. By keeping this requirement into consideration, UGC has decided to prepare Indian universities and affiliated colleges for add-on programmes through the regulation in 1990s to vocationalize and professionalize undergraduate education during the eighth and ninth five-year plan periods (1992-97 and 1997-2002). Many professional and vocational institutions were established in the existing universities and their constituent colleges and introduced vocationally oriented courses and curricula.

In the 10<sup>th</sup> five-year plan, UGC has introduced a new initiative, and funding, that would allow colleges to supplement their degree offerings with value-added, job-oriented certificate, diploma, and advanced diploma programs. By keeping the employability skills into consideration, it was thought that graduates studying in conventional method in addition to their existing curriculum, should be given some additional skills which may be helpful in their career. Therefore, add-on programs have been introduced by the Chairman of UGC, **Sh. Arun Nigavekar**. Add-on programme allow students to supplement degree programs with shorter, practical and industry-focused certificate and diploma programs. In 2004, *Education World* quoted Nigavekar as stating:

“Out of the 9.28 million students in higher education, only 17 percent are pursuing professional streams while the remaining 83 percent are in conventional higher education streams, such as; B. Sc., B. Com. and B.A. degree programs. We want to make education more meaningful for these students. Dual qualifications will enable students to get conventional plus vocational education simultaneously, as well as generate more funds for institutions.”

With this vision, the UGC recast the vocationalization programme at the undergraduate level under a modified scheme of its **Career Orientation Program** during the 10<sup>th</sup> plan period. The new programs, as envisioned by the UGC, would be a flexible system of certificate/diploma/advanced diploma programs, which would run in parallel with conventional undergraduate and graduate degrees. The new initiative was also backed by the knowledge that “administrative” government jobs would decline in the future and more jobs would be available in the private sector due to economic liberalization.

Keeping in view above understanding on Add-on courses, *Govt. College Chamba* has started following courses from the 2016-17 academic session onwards for the students other than their core subjects and presently following team is working for these courses:

Sr. No.	Name of the Course	Course Code	Scope of the Course	Coordinator	Co-coordinator	Duration of the Course	From to
1.	Personality Development Through Communication Skills	PDCS	For all students (all streams)	Sanjeev Kumar	Ashish Kumar	30 Hours	1 <sup>st</sup> November to 29 <sup>th</sup> November, 2016
2.	Soft Skills in English	SSE	For all students (all streams)	Dr. Jai Shree	Purnima Sharma	30 Hours	1 <sup>st</sup> August to 29 August, 2016
3.	Human Resources Management	HRM	For commerce students	Dr. Shelly Mahajan	Dr. Vidushi Sharma	30 Hours	1 <sup>st</sup> September to 29 <sup>nd</sup> October, 2017

4.	Geography of India for Competition	GIC	For all students	Shivani Thakur	Nisha Kumari	30 Hours	3 <sup>rd</sup> September to 2 October, 2018
5.	Basic Skills in Computer	BSC	Non-computer science students (all streams)	Dr. Chaman Singh	Dr. Ashish Kumar	30 Hours	1 <sup>st</sup> August to 29 August, 2018
6.	Research Skills for Social Sciences	RSSS	For all the students of social sciences	Dr. Mohinder Slariya	Dr. Ajay Kumar	30 Hours	1-29 October, 2019

The detail of the courses is as follows:

## **1. Personality Development Through Communication Skills**



### **Department of Journalism and Mass Communication**

Govt. College Chamba, HP

### **Urgent Notice**

It is informed to all interested on-roll students, studying at Govt. College Chamba that Department of Journalism and Mass Communication is going to start institutional Add-on course from:

So, all interested students of this college can get registered for the said program latest by **15<sup>th</sup> October, 2016** or can give their names to co-ordinator Prof. Ashish Kumar (History).

There will be maximum 40 seats and will be considered on *First Come-First Serve* basis. The final selected list will be displayed on 20<sup>th</sup> October, 2016.

**Place: Chamba**

Dated: 5<sup>th</sup> October, 2016

**Prof. Sanjeev Kumar**

Coordinator

To

**The Principal**  
Govt. College Chamba  
Himachal Pradesh

**Subject: Permission to Start Institutional Add-on Course: Regarding**

Madam

With due regards, it is submitted for your kind consideration that Department of Journalism and Mass Communication, Govt. College Chamba want to start institutional add-on course on Personality Development Through Communication Skills. The course will be of 30 hours aiming to target all on-roll students of all faculties (Arts, Science and Commerce) studying at GC Chamba. The course will start from November 1 and will closed on November 29 (30 days). The class will be daily from 4:00 PM to 5:00 PM and on holidays from 11:00 AM to 12:00 Noon.

You are therefore requested to permit to start the mentioned course. The detail of the course along with tentative syllabus is also being enclosed herewith for your kind reference. All participants of the course will be given certificates on the completion of the course as well as the evaluation process.

I shall be thankful to you for this.

Yours Truly

Place: Chamba  
**Dated: 4<sup>th</sup> October, 2016**

**Sanjeev Kumar**  
Assistant Professor  
Journalism and Mass Communication  
Govt. College Chamba, HP

Name of Course	Personality Development Through Communication Skills (PDCS)
Scope	For all students (all streams)
Coordinators	Sanjeev Kumar and Ashish Kumar
Duration	30 Hours
Time Frame	November 1 to 29 On daily basis from 4:00 PM to 5:00 PM and on holidays from 11:00 AM to 12:00 Noon
<b>Rationale of the Course</b>	
<p>Personality refers to the characteristics of any individual including; style, behaviour, mindset, attitude, ways of perceiving things and seeing the world differently as compared to others. Effective communication skills play a crucial role in development of personality and make students most saleable in the modern market of career. Communication helps students to express themselves in the most convincing way. The thoughts, feelings and knowledge of the students should pass- on in the most desirable manner, and an effective communication skill plays an important role in this regard.</p> <p>The objective of this course is to develop personality of the students studying in govt. college Chamba by using communication skill so that they can be different from others and can make their career in more effective manner. The course will help the students to gain confidence, self-esteem, and as effective communicator he/she will be capable to be a success in their career.</p>	
<b>Syllabus</b>	
<p><b>Module-1: Good Communication</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Elements and process of communication</li> <li>• Verbal &amp; Non-Verbal Communication</li> <li>• 7Cs of Effective Communication</li> </ul> <p><b>Module-2: Personality Development</b></p> <ul style="list-style-type: none"> <li>• Personality meaning</li> <li>• importance of personality development</li> <li>• Grooming the self</li> <li>• Self-confidence</li> </ul> <p><b>Module-3: Self Analysis</b></p>	

- Group Discussion
- Do's and Don't
- Time Management

## Department of Journalism and Mass Communication

Govt. College Chamba, HP

### Add-on Course on

### Personality Development Through Communication Skills

#### Attendance Chart of the Students who have Completed the Course from November 1 to 29, 2016

Sr. No	Student Name	Father Name	Class Roll No.	Signature
1	Jahanvi Rana	Yog Singh Rana	161997	
2	Pooja Devi	Hem Raj	161996	
3	Sanjana Kumari	Bhupender Singh	161995	
4	Priyanka Sharma	Tilak Raj	161994	
5	Sakshi Kashyap	Bhupender Kumar	161993	
6	Kavita	Madan Lal	161992	
7	Yukti Sharma	Prem Lal	161990	
8	Prachi Sharma	Raj K. Sharma	161989	
9	Jyoti	Bhawan Kumar	161988	
10	Usha	Tek Chand	161987	
11	Divya Thakur	Mukesh Kumar	161985	
12	Yogita Sharma	Mahinder Singh	161983	
13	Bhuvnesh Kumari	Om.Parkash	161982	
14	Krishma Kumari	Govind Singh	161240	
15	Khushboo	Ganesh Kumar	161239	
16	Kumari Neelam	Jagar Ram	161238	
17	Aruna Devi	Anil Kumar	161236	
18	Sapna Kumari	Kala Ram	161234	

19	Muskan	Kuldeep Mehta	161233	
20	Reena Kumari	Karnail Singh	161231	
21	Reema Kumari	Rajesh Chand	161229	
22	Tarika Sharma	Kanhieya Lal	161227	
23	Sonika Devi	Saino Ram	161226	
24	Sheenam Mahajan	Harish Mahajan	161224	
25	Kamla	Devinder Raj	161223	
26	Tanvi Gautam	Tilak Raj Gautam	161221	
27	Tanu Kumari	Sarban Singh	161220	
28	Manisha	Des Raj	160960	
29	Sapna	Bhutia Ram	160959	
30	Anjlee Kumari	Dharam Singh	160958	
31	Vaishali	Anil Kumar	160957	
32	Monika	Suresh Kumar	160956	
33	Sohita Devi	Devi Lal	160953	
34	Monika Kumari	Nandu	160949	
35	Pooja Devi	Tej Singh	160946	
36	Lalita Kumari	Prem singh	160944	
37	Kajal	Raj Kumar	160943	
38	Aarti	Gurvachan Singh	160940	
39	Sapna Devi	Jassa Ram	160939	
40	Subha Devi	Om Prakash	160938	

Certified that above mentioned students have undergone the add-on course and completed the lectures as well as curriculum, hence verified.

**Course Coordinator**

### Evaluation Process

Evaluation of what taught during this entire course is an important and pertinent part of the process of the course. To evaluate the learners, personal interview/presentation method was adopted, in which every learner has made presentation in front of the *evaluation committee* constituted for this purpose. The committee was comprising of following assistant and associate professors:

Sr. No	Name of the Member	Designation	Role
1.	Dr. Mohinder Slariya	Associate Professor	Overall Course Coordinator
2.	Prof. Sanjiv Kumar	Assistant Professor	Course coordinator
3.	Dr. Hemant Pal	Assistant Professor	IQAC Coordinator
4.	Dr. Jai Shree	Assistant Professor	Member
5.	Dr. Santosh Kumar	Assistant Professor	Member

### **List of the students undergone the evaluation Process**

Sr. No	Student Name	Father Name	Class Roll No.
1	Jahanvi Rana	Yog Singh Rana	161997
2	Pooja Devi	Hem Raj	161996
3	Sanjana Kumari	Bhupender Singh	161995
4	Priyanka Sharma	Tilak Raj	161994
5	Sakshi Kashyap	Bhupender Kumar	161993
6	Kavita	Madan Lal	161992
7	Yukti Sharma	Prem Lal	161990
8	Prachi Sharma	Raj K. Sharma	161989
9	Jyoti	Bhawan Kumar	161988
10	Usha	Tek Chand	161987
11	Divya Thakur	Mukesh Kumar	161985
12	Yogita Sharma	Mahinder Singh	161983

13	Bhuvnesh Kumari	Om.Parkash	161982
14	Krishma Kumari	Govind Singh	161240
15	Khushboo	Ganesh Kumar	161239
16	Kumari Neelam	Jagar Ram	161238
17	Aruna Devi	Anil Kumar	161236
18	Sapna Kumari	Kala Ram	161234
19	Muskan	Kuldeep Mehta	161233
20	Reena Kumari	Karnail Singh	161231
21	Reema Kumari	Rajesh Chand	161229
22	Tarika Sharma	Kanhieya Lal	161227
23	Sonika Devi	Saino Ram	161226
24	Sheenam Mahajan	Harish Mahajan	161224
25	Kamla	Devinder Raj	161223
26	Tanvi Gautam	Tilak Raj Gautam	161221
27	Tanu Kumari	Sarban Singh	161220
28	Manisha	Des Raj	160960
29	Sapna	Bhulia Ram	160959
30	Anjlee Kumari	Dharam Singh	160958
31	Vaishali	Anil Kumar	160957
32	Monika	Suresh Kumar	160956
33	Sohita Devi	Devi Lal	160953
34	Monika Kumari	Nandu	160949
35	Pooja Devi	Tej Singh	160946
36	Lalita Kumari	Prem Singh	160944
37	Kajal	Raj Kumar	160943
38	Aarti	Gurvachan Singh	160940
39	Sapna Devi	Jassa Ram	160939
40	Subha Devi	Om Prakash	160938

After conducting the evaluation process, the committee is of the view that all mentioned students have attained the skill for which this course was designed and executed, hence recommended to be considered for the certification. All students from Sr. 1 to 40 should be given certificates.

**Dr. Mohinder Slariya Prof. Sanjeev Kumar Dr. Hemant Pal Dr. Jai Shree Dr. Santosh Kumar**

**Principal**

## **1. Research Skills for Social Sciences**



## Department of Sociology & Public Administration

Govt. College Chamba, HP

### Admission Notice

It is for the general information of all interested on-roll students of social sciences studying at Govt. College Chamba that Department of Sociology and Public Administration is going to start institutional Add-on course from 1<sup>st</sup> October, 2019.

Therefore, all interested students of social sciences of this institution are directed to get registered for the said program latest by **15<sup>th</sup> September, 2019** or can give their names to Assistant Coordinator Dr. Ajay Kumar.

There will be maximum 40 seats and will be considered on *First Come-First Serve* basis. The final selected list will be displayed on 20<sup>th</sup> September, 2019.

**Place: Chamba**

Dated: 4<sup>th</sup> September, 2019

**Dr. Mohinder Slariya**

Coordinator

To

**The Principal**

Govt. College Chamba  
Himachal Pradesh

**Subject: Permission to Start Add-on Course: Regarding**

Sir

With utmost regards, it is submitted for your kind consideration that Department of Sociology and Public Administration, Govt. College Chamba want to start an add-on course on

**Research Skills for Social Sciences.** The course will be of 30 hours aiming to target all on-roll students of social sciences studying at GC Chamba. The course will start from October 1 and will be closed on 29<sup>th</sup> of October, 2019 (30 days). The classes will be taken on daily basis from 4:00 PM to 5:00 PM and on holidays from 11:30 AM to 12:30 PM.

Therefore, your goodself is requested to accord necessary permission to start the mentioned course. The detail of the course along with tentative syllabus is also being enclosed herewith for your kind reference. All participants of the course will be given certificates on the completion of the course as well as the evaluation process.

I shall be thankful to you for this.

Yours Truly

Place: Chamba

**Dated: 2<sup>nd</sup> September, 2019**

**Dr. Mohinder Slariya**

Associate Professor

Department of Sociology

Govt. College Chamba, HP

Name of Course	Research Skills for Social Sciences
Scope	For all students of Social Sciences
Coordinators	Dr. Mohinder Slariya and Dr. Ajay Kumar
Duration	30 Hours
Time Frame	October 1 to 29 On daily basis from 4:00 PM to 5:00 PM and on holidays from 11:30 AM to 12:30 PM
<b>Rationale of the Course</b>	
The objective of this course to pay attention to the most important dimension of research i.e., research methodology. This course will enable the researchers to develop the most appropriate methodology for their research studies. The mission of the course is to impart research skills to the beginners and help to improve the quality of research skills of the existing researchers. The course will appeal to those of you who require an understanding of research approaches and skills, and importantly an ability to deploy those skills in their studies or in professional lives. In particular, this course will aid those who have	

to conduct research as part of their graduate as well as post-graduate studies but do not perhaps have access to research methods courses and it will be additional support for their self-improvement. No prior knowledge or experience in research is required to take this course and as such, the course is for everyone and free of cost.

### **Syllabus**

#### **Module-1: Research: Basic Understanding**

- Meaning & Characteristics of Research
- Types of Research
- Significance of Research in Modern World
- Qualities of a Good Researcher

#### **Module-2: From Information to Knowledge Through Scientific Method**

- Meaning and Characteristics of Scientific Method
- Steps to Convert Information into Knowledge
- Structure of Research Report and Paper

#### **Module-3: Research Process**

- Research Designs: Exploratory, Descriptive, Diagnostic & Experimental
- Tools of Data Collection: Observation, Interview Schedule & Questionnaire
- Sources of Data: Secondary and Primary
- Sampling: Probability & Non-Probability
- Analysis of Data: Coding, Tabulation & Interpretation

**Department of Sociology and Public Administration**

Govt. College Chamba, HP

Add-on Course on

**Research Skill for Social Sciences**

**Attendance Chart of the Students who have Completed the Course from October 1 to 29, 2019**

<b>Sr. No</b>	<b>Student Name</b>	<b>Father Name</b>	<b>Class Roll No.</b>	<b>Signature</b>
1	Diwan Singh	Jagdish	190001	

2	Vinod Kumar	Bhdhiya	190003	
3	Akhil	Suresh Kumar	190004	
4	Sheesh Pal	Mahender Kumar	190005	
5	Suman Kumar	Bheekham	190006	
6	Vijay Kumar	Jarmo	190007	
7	Virender Kumar	Narayan Singh	190008	
8	Sabu	Vyaso	190009	
9	Ankush	Hukmo	190010	
10	Pradyuman Sharma	Ramesh Sharma	190011	
11	Abhinav Sharma	Mool Dutt	190012	
12	Sunil Kumar	Pratap Singh	190013	
13	Mohit Kumar	Parso	190014	
14	Prem Singh	Moti Singh	190015	
15	Ankit Rana	Tilak Raj	193001	
16	Pritam Singh	Bainsu Ram	193002	
17	Abhay Deep Verma	Gian Chand	193003	
18	Jatin Gautam	Tilak Raj	193004	
19	Narender Kumar	Chain Lal	193005	
20	Khem Raj	Hari Chand	193006	
21	Prem Singh	Chet Singh	193007	
22	Rohit Kumar	Bishnu	193008	
23	Vishal Thakur	Joginder Singh	193018	
24	Ritvik Thakur	Jasvant Singh	193019	
25	Sidharath	Deepak Kumar	193020	
26	Kashish Sharma	Ajay Sharma	193021	
27	Man Singh	Chaino	193024	
28	Shiv Kumar	Mohinder Kumar	192001	
29	Anmol Chauhan	Dharminder Kumar	192002	
30	Rohit Kumar	Tek Chand	192003	
31	Abhishek Thakur	Madan lal	192004	
32	Abhishek Bhardwaj	Khyali Ram	192005	
33	Rahul Kumar	Kaku	192006	
34	Manjeet Singh	Jai Singh	192007	
35	Milan	Dhian Singh	192008	
36	Harsh Kumar	Vijay Kumar	192009	
37	Nitish Kumar	Omkar	192010	
38	Keshav Sharma	Parmod Sharma	192011	
39	Kanishk Sharma	Dujesh Sharma	192012	
40	Ayaan Ali	Mohd Shabbir Tarannum	192013	

Certified that mentioned students in the list above from Sr. No. 1- 40 have completed 30 hours of the mentioned course, hence verified.

**Dr. Ajay Kumar**  
Assistant Course Coordinator

**Dr. Mohinder Slariya**  
Course Coordinator

### Evaluation Process

Evaluation of what taught during this entire course is an important and pertinent part of the process of the course. To evaluate the learners, personal interview/presentation method was adopted, in which every learner has made presentation in front of the **evaluation committee** constituted for this purpose. The committee was comprising of following assistant and associate professors:

<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Role</b>
1.	Dr. Mohinder Slariya	Associate Professor	Overall Course Coordinator
2.	Dr. Ajay Kumar	Assistant Professor	Assistant Coordinator
3.	Dr. Hemant Pal	Assistant Professor	IQAC Coordinator
4.	Dr. Jai Shree	Assistant Professor	Member
5.	Dr. Santosh Kumar	Assistant Professor	Member

The evaluation committee, evaluate all students mentioned in the list below:

<b>Sr. No</b>	<b>Student Name</b>	<b>Father Name</b>	<b>Class Roll No.</b>
1	Diwan Singh	Jagdish	190001
2	Vinod Kumar	Bhdhiya	190003
3	Akhil	Suresh Kumar	190004
4	Sheesh Pal	Mahender Kumar	190005
5	Suman Kumar	Bheekham	190006
6	Vijay Kumar	Jarmo	190007
7	Virender Kumar	Narayan Singh	190008
8	Sabu	Vyaso	190009
9	Ankush	Hukmo	190010
10	Pradyuman Sharma	Ramesh Sharma	190011
11	Abhinav Sharma	Mool Dutt	190012
12	Sunil Kumar	Pratap Singh	190013
13	Mohit Kumar	Parso	190014
14	Prem Singh	Moti Singh	190015
15	Ankit Rana	Tilak Raj	193001
16	Pritam Singh	Bainsu Ram	193002
17	Abhay Deep Verma	Gian Chand	193003
18	Jatin Gautam	Tilak Raj	193004
19	Narender Kumar	Chain Lal	193005
20	Khem Raj	Hari Chand	193006
21	Prem Singh	Chet Singh	193007
22	Rohit Kumar	Bishnu	193008
23	Vishal Thakur	Joginder Singh	193018
24	Ritvik Thakur	Jasvant Singh	193019
25	Sidharath	Deepak Kumar	193020
26	Kashish Sharma	Ajay Sharma	193021
27	Man Singh	Chaino	193024
28	Shiv Kumar	Mohinder Kumar	192001
29	Anmol Chauhan	Dharminder Kumar	192002
30	Rohit Kumar	Tek Chand	192003
31	Abhishek Thakur	Madan lal	192004
32	Abhishek Bhardwaj	Khyali Ram	192005
33	Rahul Kumar	Kaku	192006
34	Manjeet Singh	Jai Singh	192007
35	Milan	Dhian Singh	192008
36	Harsh Kumar	Vijay Kumar	192009
37	Nitish Kumar	Omkar	192010
38	Keshav Sharma	Parmod Sharma	192011
39	Kanishk Sharma	Dujesh Sharma	192012

40	Ayaan Ali	Mohd Shabbir Tarannum	192013
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Certify that the students from Sr. 1 to 40 have successfully completed the mentioned course as per the time schedule, attended required hours of the course and had undergone the evaluation process of what they learnt. After conducting the evaluation process, the committee is of the view that all mentioned students have attained the skill for which this course was designed and executed, hence recommended to be considered for the certification. All students from Sr. 1 to 40 in the list should be given certificates. Submitted to the office of the principal to do the needful.

**Dr. Mohinder Slariya    Dr. Ajay Kumar    Dr. Hemant Pal    Dr. Jai Shree    Dr. Santosh Kumar**

Place: Chamba

Date: November 2, 2019

**Principal**



## **2. Geography of India for Competition**

**Department of Geography**

Govt. College Chamba, HP

**Urgent Notice**

It is informed to all interested on-roll students, studying at Govt. College Chamba that Department of Geography is going to start institutional Add-on course from:

So, all interested students of this college can get registered for the said program latest by **3<sup>rd</sup>, September, 2018** or can give their names to coordinator Prof. Shivani Abrol (Geography).

There will be maximum 40 seats and will be considered on *First Come-First Served* basis. The final selected list will be displayed on **25, August, 2018**.

**Place: Chamba**

Dated: 5<sup>th</sup> august, 2018

**Prof. Shivani Abrol**

Coordinator

To

**The Principal**

Govt. College Chamba

Himachal Pradesh

**Subject: Permission to Start Institutional Add-on Course: Regarding**

Sir

With due regards, it is submitted for your kind consideration that Department of Geography, Govt. College Chamba want to start institutional add-on course on Geography. The course will be of 30 hours aiming to target all on-roll students of all faculties (Arts, Science and Commerce) studying at GC Chamba. The course will start from 3<sup>rd</sup> September and will closed on 2<sup>nd</sup>, October (30 days). The class will be daily from 4:00 PM to 5:00 PM and on holidays from 11:00 AM to 12:00 Noon.

You are therefore requested to permit to start the mentioned course. The detail of the course along with tentative syllabus is also being enclosed herewith for your kind reference. All participants of the course will be given certificates on the completion of the course as well as the evaluation process.

I shall be thankful to you for this.

Yours Truly

Place: Chamba

**Dated: 4<sup>th</sup> August, 2018**

**Prof. Shivani Abrol**

Assistant Professor

Department of Geography

Govt. College Chamba, HP

Name of Course	Geography of India for Competition (GIC)
Scope	For all students (all streams)
Coordinators	Shivani Abrol
Duration	30 Hours
Time Frame	3 <sup>rd</sup> September to 2 <sup>nd</sup> October On daily basis from 4:00 PM to 5:00 PM and on holidays from 11:00 AM to 12:00 Noon
<b>Rationale of the Course</b>	
Indian Geography is a key subject for many competitive examinations. Geography as a subject is dynamic and diverse and its relevance cannot be ignored for many competitive exams like UPSC, SSC, HPPSC, NET, and entrance examination such as ALIET exam, NEST exam, ALIEED exam etc. The geography syllabus also overlaps with other subjects of Science which covers various dimensions of Geographical concepts. Considering the importance of the subject we have created a comprehensive study material on Indian Geography with five major	

sections like General Geography & Physical Features, Climate, Soil & Vegetation, Drainage System, Economic Geography, Human Geography. This course helps them to understand basic physical system that affect everyday life. It helps us to understand earth and climate with spatial awareness on the globe.

### **Syllabus**

- **Module -1 Basic Concepts in Geography**
- The Universe
- The Solar System
- Latitudes, Longitudes and Standard Time
- Internal structure of Earth
- Physical Division
- Classification of the Indian Rocks
- Trans-Himalayas Mountain Region or Tibet Himalayan Region
- The Eastern or Purvanchal Hills
- The Aravali Mountain Range
- The Peninsular Plateau
- The Great Plains of India
- Structural division of Plains
- Indian Desert
- The Western Ghats Mountain Range
- The Eastern Ghats Mountain Range
- The Western Ghats Coastal Plain
- The Eastern Coastal Plains
- The Island Groups
- Important Passes in India
  
- **Module -2. Climate, Soil & Vegetation**
- Seasons in India
- Factors affecting India's Climate
- The Indian Monsoon
- The Onset of the Monsoon and Withdrawal
- The Jet Stream Theory
- The El Nino Theory
- Soil profile of India
- Natural Vegetation
- Forest Resources
- Biosphere Reserves in India
- Wild Life and National Parks
- Report of Red Data Book
  
- **Module -3. Drainage System**
- Drainage pattern
- Drainage System
- The Indus System
- The Ganga River System
- The Brahmaputra River System
- The Peninsular River System
- Peninsular River Flowing towards the East
- Peninsular River Flowing Towards the West
- Lakes in India

- **Module-4. Economic Geography**

- Industrial Regions in India
- Mineral belts in India
- Coal Resources of India
- Petroleum and Natural Gas
- Iron and Steel Industry

- **Module-5. Human Geography**

- Human Settlement
- Rural Settlement
- Urban Settlements in India
- Urbanisation in India
- Functional Classification of Towns
- Schedule Tribes in India

Add-on Courses

# Department of Geography

Govt. College Chamba, HP

## Add-on Course on

## Geography of India for Competition (GIC)

Attendance Chart of the Students who have Completed the Course from 3<sup>rd</sup>  
September to 2<sup>nd</sup> October

Sr. No	C.R.N.	Student Name	Name of the Father	Signature
1	180003	Vinod Kumar	Jagdish Kumar	
2	180016	Dharm Pal	Gopala	
3	180019	Hemant Kumar	Sunit Singh	
4	180029	Lucky	Vakil	
5	180034	Ajay Kumar	Bhagat Ram	
6	180035	Champu Kumar	Chain Lal	
7	180048	Sanjeev Garg	Karmo	
8	180059	Lesh	Bhagat Ram	
9	180065	Vipul	Shiv Kesh	
10	180093	Kishan Chand	Chater Singh	
11	180095	Akshay Kumar	Rajesh Kumar	
12	180161	Harish Kumar	Jaram Singh	
13	180162	Sunil Kumar	Chaman	
14	180215	Yuvraj Singh	Satish Kumar	
15	181006	Karishma	Chuni Lal	
16	181025	Kiran Kumari	Jeet Kumar	
17	181029	Shilpa Kumari	Chaman Singh	
18	181030	Nisha Devi	Rajinder	
19	181032	Nitika	Deepak Kumar	
20	181035	Deepanjali	Yogesh	
21	181037	Shivangi	Sant Singh	
22	181043	Akshita Kapoor	Om Prakash	
23	181044	Jyoti Kumari	Mansa Ram	
24	181045	Shabnam	Narender Kumar	
25	181047	Mandvi Dhiman	Bhupinder Dhiman	
26	181481	Archana Devi	Dhar Singh	
27	182003	Vishal Thakur	Hem Raj	
28	182006	Rohit	Vinod Kumar	
29	182010	Yogesh Kumar	Gurdev	
30	182014	Aman Thakur	Devo	
31	182022	Rohit Kumar	Amar Nath	
32	182035	Tek Singh	Noki Ram	

33	183015	Swastik Mahajan	Harsh Vardhan	
34	183031	Dhanajay Singh	Nul	
35	183039	Vivek Sharma	Daleep Kumar	
36	183044	Ashok Kumar	Maan Singh	
37	183051	Sanjeev Thakur	Hari Lal	
38	183056	Mohd. Afzal	Mohd. Nizam	
39	183501	Praveen Kumari	Mangat Ram	
40	183513	Anjali Mahajan	Kirpal Singh	

Certified that mentioned students in the list above from Sr. No. 1- 40 have completed 30 hours of the mentioned course, hence verified.

**Smt. Shivani Abrol**  
Course Co-ordinator

### Evaluation Process

Certify that the students from Sr. 1 to 40 have took the mentioned course as per the time schedule, attended required hours of the course and had undergone the evaluation process of what they learnt. To evaluate, personal interview/presentation method was adopted, in which every learner has made the presentation before the evaluation panel constituted for this purpose. The panel was comprising of following assistant and associate professors:

Sr. No	Name of the Member	Designation	Role
1.	Dr. Mohinder Slariya	Associate Professor	Overall Course Coordinator
2.	Prof. Shivani Abrol	Assistant Professor	Course coordinator
3.	Dr. Hemant Pal	Assistant Professor	IQAC Coordinator
4.	Dr. Jai Shree	Assistant Professor	Member
5.	Dr. Santosh Kumar	Assistant Professor	Member

After conducting the evaluation process, the committee is of the view that all mentioned students have attained the skill for which this course was designed and executed, hence recommended to be considered for the certification. All students from Sr. 1 to 40 should be given certificates.

**Dr. Mohinder Slariya Prof. Shivani Abrol Dr. Hemant Pal Dr. Jai Shree Dr. Santosh Kumar**

**Principal**

### **3. Basic Skills in Computer**



## **Department of Computer Science**

Govt. College Chamba (H.P.)

### **Admission Notice**

It is for the information of all the on-roll students of Govt. College Chamba that Department of Computer Science is going to start institutional Add-on course on **Basic Skills in Computers** w.e.f. 1<sup>st</sup> August 2018. So, all the students who are interested to join this course can get registered themselves latest by **09<sup>th</sup> August, 2018**. They can give their names to Co-ordinator Dr. Chaman Singh.

There will be 40 seats. The criteria of the admission will be on *First Come-First Serve* basis. The final list of the selected students will be displayed on **11<sup>th</sup> August, 2018**.

**Place: Chamba**  
**Dated: 01<sup>st</sup> August, 2018**

**Dr. Chaman Singh**  
Coordinator

**To**

The Principal,  
Govt. College Chamba,  
Distt. Chamba (H.P.)

**Subject:** - Permission to start the add-on course in Computer Science

Respected Sir,

The department of Computer Science is going to start the add-on course in Computer Science for the session 2018-2019. The title of the course is "Certificate course in Basic Skills in Computers (BSC)". The course consists of 30 Hours lecture. Kindly grant the permission to start the said course.

I shall be thankful to you for this.

Yours thankfully

Dated:-20/07/2018

**Dr. Chaman Singh**  
Assistant Professor  
Computer Science  
Govt. College Chamba

Name of Course	<b><u>Basic Skills in Computers</u></b>
Scope	For 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year students
Coordinators	Dr. Chaman Singh/ Dr. Ashish Kumar
Duration	30 Hours
Time Frame	August 1 to 29 <sup>th</sup> August On daily basis from 4:00 PM to 5:00 PM and from 10:30 to 11:30 AM on holidays
<b>Rationale of the Course</b>	
<p>The objective of the course is:</p> <p>The course is designed to aim at imparting a basic level appreciation programme for the computer illiterate students. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, calculations, presentations and so on. This allows a student to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program.</p>	
<b>Syllabus</b>	
<b>SYLLABUS OUTLINE:</b>	
<b>Module: 1. Knowing Computer:</b>	
<p>What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.</p>	
<b>Module: 2. Operating Computer using GUI Based Operating System:</b>	
<p>What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.</p>	
<b>Module: 3. Word Processing:</b>	
<p>Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.</p>	
<b>Module:4. Spread Sheet:</b>	

Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

**Module: 5. Making Small Presentation:**

Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / hand-outs.

**Module: 6. Communications and collaboration:**

Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

**Attendance Sheet**

Sr. No.	College Roll Number	Name of the Student	Class of the Student	Signature
1	160005	Rinku Kumar	BA 5th Sem	
2	160022	Rajnish Sharma	BA 5th Sem	
3	160025	Yashvinder Singh	BA 5th Sem	
4	160038	Yog Raj	BA3 Sem	
5	160072	Dunesh Kumar	BA 5th Sem	
6	160212	Ajay Kumar	BA 5th Sem	
7	160243	HariLal	BA 5th Sem	
8	160260	Manesh Kumar	BA 5th Sem	
9	160300	Des raj	BA 5th Sem	
10	160005	Rinku Kumar	BA 5th Sem	
11	160332	Dheeraj Singh	BA 5th Sem	
12	171001	Paras	BA 5th Sem	
13	171002	Sachin Sharma	BA 3rd Sem	
14	171004	Rajneesh Kumar	BA 3rd Sem	
15	171005	Sachin Kumar	BA 3rd Sem	
16	171006	Vishwajeet Singh	BA 3rd Sem	
17	171038	Varun Sharma	BA 3rd Sem	
18	171040	Navneet Thakur	BA 3rd Sem	
19	171041	Sunil Kumar	BA 3rd Sem	
20	171042	Ritik	BA 3rd Sem	
21	171044	Rohit Thakur	BA 3rd Sem	
22	171063	RoshanLal	BA 3rd Sem	
23	171065	Yogesh Kumar	BA 3rd Sem	
24	183016	Akshay Kumar	B.SC.I Year	
25	183018	Sachin Singh	B.SC.I Year	

26	183027	Rohit	B.SC.I Year	
27	183038	Dheeraj Kumar	B.SC.I Year	
28	183052	Rohit Kumar	B.SC.I Year	
29	183145	Vishal Thakur	B.SC.I Year	
30	183016	Akshay Kumar	B.SC.I Year	

Certified that above listed students from Sr. No. 1-30 have attended the add-on course and complete the syllabus, hence verified.

**Coordinator**

Add-on Courses

## Evaluation Process

Evaluation of what taught during this entire course is an important and pertinent part of the process of the course. To evaluate the learners, personal interview/presentation method was adopted, in which every learner has made presentation in front of the **evaluation committee** constituted for this purpose. The committee was comprising of following assistant and associate professors:

Sr. No	Name of the Member	Designation	Role
1.	Dr. Mohinder Slariya	Associate Professor	Overall Course Coordinator
2.	Dr. Chaman Singh	Assistant Professor	Course Co-coordinator
3.	Dr. Hemant Pal	Assistant Professor	IQAC Coordinator
4.	Dr. Ashish Kumar	Assistant Professor	Member
5.	Dr. Ajay Kumar	Assistant Professor	Member

The evaluation committee, evaluate all students mentioned in the list below on dated 10.12.2018:

Sr. No.	Class Roll Number	Name of the Student	Class
1	160005	Rinku Kumar	BA 5th Sem
2	160022	Rajnish Sharma	BA 5th Sem
3	160025	Yashvinder Singh	BA 5th Sem
4	160038	Yog Raj	BA3 Sem
5	160072	Dunesh Kumar	BA 5th Sem
6	160212	Ajay Kumar	BA 5th Sem
7	160243	Hari Lal	BA 5th Sem
8	160260	Manesh Kumar	BA 5th Sem
9	160300	Des raj	BA 5th Sem
10	160005	Rinku Kumar	BA 5th Sem
11	160332	Dheeraj Singh	BA 5th Sem
12	171001	Paras	BA 5th Sem
13	171002	Sachin Sharma	BA 3rd Sem
14	171004	Rajneesh Kumar	BA 3rd Sem
15	171005	Sachin Kumar	BA 3rd Sem
16	171006	Vishwajeet Singh	BA 3rd Sem
17	171038	Varun Sharma	BA 3rd Sem
18	171040	Navneet Thakur	BA 3rd Sem
19	171041	Sunil Kumar	BA 3rd Sem

20	171042	Ritik	BA 3rd Sem
21	171044	Rohit Thakur	BA 3rd Sem
22	171063	RoshanLal	BA 3rd Sem
23	171065	Yogesh Kumar	BA 3rd Sem
24	183016	Akshay Kumar	B.SC.I Year
25	183018	Sachin Singh	B.SC.I Year
26	183027	Rohit	B.SC.I Year
27	183038	Dheeraj Kumar	B.SC.I Year
28	183052	Rohit Kumar	B.SC.I Year
29	183145	Vishal Thakur	B.SC.I Year
30	183016	Akshay Kumar	B.SC.I Year

All the students from Sr. 1 to 30 have successfully completed the mentioned course as per the time schedule, attended required hours of the course and had undergone the evaluation process of what they learnt. After conducting the evaluation process, the committee is of the view that all mentioned students have attained the skill for which this course was designed and executed, hence recommended to be considered for the certification. All students from Sr. 1 to 30 in the list should be given certificates. Submitted to the office of the principal to do the needful.

**Dr. Mohinder Slariya Dr. Chaman Singh Dr. Hemant Pal Dr. Ashish Thakur Dr. Ajay Kumar**

Place: Chamba

Date: 11/12/2018

**Principal**

## 4. Soft Skills in English



### **Department of English**

Govt. College Chamba, HP

### Admission Notice

It is for the information of all the on-roll students of Govt. College Chamba that Department of English is going to start institutional Add-on course on **Soft Skills in English** w.e.f. 1<sup>st</sup> August 2016.

So, all the students who are interested to join this course can get registered themselves latest by **15<sup>th</sup> July, 2016**. They can give their names to co-ordinator Dr. Jai Shree and Smt. Purnima Sharma.

There will be maximum 40 seats. The criteria of the admission will be on *First Come-First Serve* basis. The final list of the selected students will be displayed on 20<sup>th</sup> July, 2016.

**Place: Chamba**

Dated: 4<sup>th</sup> July, 2016

**Dr. Jai Shree**

Coordinator

To

**The Principal**

Govt. College Chamba  
Himachal Pradesh

**Subject: Permission to Start Add-on Course**

Sir

With due respect, it is submitted that department of English wants to start an add-on course on **Soft Skills in English**. The course will be of 30 hours aiming to target all on-roll students of 2<sup>nd</sup> year and 3<sup>rd</sup> year who are studying at GC Chamba. The course will be starting w.e.f. 1<sup>st</sup> August to 29 August (30 days). The classes will be held daily from 4:00 PM to 5:00 PM and on holidays from 11:30 AM to 12:30 PM.

You are therefore, requested to grant permission to start the above-mentioned course. The detail of the course along with tentative syllabus is enclosed herewith. At the end of the course, all the successful participants will be awarded certificates after following the evaluation process.

You are humbly requested to accord necessary permission.

Thanking you.

Yours Truly

Place: Chamba

**Dated: 2<sup>nd</sup> July, 2016.**

**Dr. Jai Shree**

Assistant Professor  
Department of English  
Govt. College Chamba, HP

Name of Course	Soft Skills in English
Scope	For 2 <sup>nd</sup> and 3 <sup>rd</sup> year students
Coordinators	Dr. Jai Shree and Smt. Purnima Sharma
Duration	30 Hours
Time Frame	August 1 <sup>st</sup> to 29 <sup>th</sup> August On daily basis from 4:00 PM to 5:00 PM and on holidays from 10:30 AM to 11:30 AM

### **Rationale of the Course**

The objectives of the course are:

- 1) To enhance learners English language proficiency in social and work situations particularly in spoken interaction.
- 2) To make learners aware of the social features of the format and style of informal communication through various modes.
- 3) At the end of the course, students will have enough confidence to face competitive exams. They shall also acquire language skills required to write their Reviews/Projects/Reports. They shall be able to arrange their thoughts in English and hence, face job interviews more confidently.

### **Syllabus**

#### **Module-1: Functional Grammar**

- Common errors
- Transformation of Sentences, phrases, idioms and proverbs

#### **Module-2: English for Competitive Exams and Interview Techniques**

- IPA (Vowel and Consonant phoneme)
- Word building
- Technical Jargons
- One word substitute
- Types and Techniques of Interview

#### **Module-3: Formal Correspondence**

- Business Letters
- E-mail etiquettes
- Orders, Complaints, Enquiries

- Job Applications and Resume Writing
- Writing Memorandum
- Circular, Notices

#### **Module- 4: Analytical Comprehension**

- Four Fictional and Non-fictional passages from unseen texts

#### **Module- 5: Technical Writing**

- Features of Technical Writing
- Technical Report Writing
- Manuals
- Writing Project Proposals
- Writing Research Papers

Add-on Courses

## Department of English

Govt. College Chamba, HP

### Add-on Course on

### Soft Skills in English

### Attendance Chart of the Students who have Completed the Course from 1<sup>st</sup> August to 29<sup>th</sup> August, 2016.

Sr. No	Student Name	Father Name	Class Roll No.	Signature
1	Viren	Devender Sharma	130155	
2	Sunaina Kaushal	Naginder Kaushal	130571	
3	Pomila Heera	Kamal Kishor	130508	
4	Meenakshi	Rajender Kumar	130568	
5	Shailza	Hari Singh	130683	
6	Jyoti	Tilak Raj	130637	
7	Manisha	Puran Chand	130623	
8	Anju Devi	Bainsu Ram	130673	
9	Manorama	Pooran Dev	141612	
10	Tejinder Negi	Bhima Ram	140183	
11	Tamanna Jariyal	Surinder Jariyal	140691	
12	Rubina Begum	Kala Khan	140765	
13	Huma Mubeen	Muneer Mohd	150761	
14	Priyanka	Sanjay Mahajan	150502	
15	Sandeep Kumar	Prakash Chand	150067	
16	Sunny	Jaso	150346	
17	Pawan Kumar	Bali Raj	150266	
18	Jyoti	Seetha Ram	150701	
19	Neelam	Jaiso	150720	
20	Avinash Kumar	Hari Nath	150280	
21	Seema Kumari	Pritam Singh	150773	
22	Anjana Kumari	Kuldeep Singh	150634	

23	Praveen Kumar	Saihno Ram	150073	
24	Ankush Sharma	Chain Lal	150220	
25	Suneel Kumar	Prem Raj	150128	
26	Harsh Mehta	Roshan Lal	150207	
27	Pankaj Kumar	Nirmal Singh	150094	
28	Abhishek Kumar	Pawan Kumar	150231	
29	Sapna	Laxman Das	150768	
30	Neha	Naresh	150769	
31	Rajeev Kumar	Yog Raj	150213	
32	Lucky	Chain Lal	150064	
33	Rinku	Premo	150216	
34	Raman Kumar	Amro	150323	
35	Rajani	Om Prakash	150681	
36	Manju Devi	Prahllad	150741	
37	Seema	Rajender Singh	150806	
38	Sazad Khan	Saleem Mohd	150286	
39	Ishan Shaikh	Mohd. Yaseen	150132	
40	Sahil Sharma	Shiv Kumar Sharma	150100	

Certified that mentioned students in the list above from Sr. No. 1- 40 have completed 30 hours of the mentioned course, hence verified.

**Dr. Jai Shree**  
Course Co-ordinator

## Evaluation Process

Evaluation of what taught during this entire course is an important and pertinent part of the process of the course. To evaluate the learners, personal interview/presentation method was adopted, in which every learner has made presentation in front of the **evaluation committee** constituted for this purpose. The committee was comprising of following assistant and associate professors:

Sr. No	Name of the Member	Designation	Role
1.	Dr. Mohinder Slariya	Associate Professor	Overall Course Coordinator
2.	Dr. Jai Shree	Assistant Professor	Course co-coordinator
3.	Dr. Hemant Pal	Assistant Professor	IQAC Coordinator
4.	Prof. Purnima Sharma	Assistant Professor	Member
5.	Prof. Sanjeev Kumar	Assistant Professor	Member

The evaluation committee, evaluated all students mentioned in the list below:

Sr. No	Student Name	Father Name	Class Roll No.
1	Viren	Devender Sharma	130155
2	Sunaina Kaushal	Naginder Kaushal	130571
3	Pomila Heera	Kamal Kishor	130508
4	Meenakshi	Rajender Kumar	130568
5	Shailza	Hari Singh	130683
6	Jyoti	Tilak Raj	130637
7	Manisha	Puran Chand	130623
8	Anju Devi	Bainsu Ram	130673
9	Manorama	Pooran Dev	141612
10	Tejinder Negi	Bheema Ram	140183
11	Tammana Jariyal	Surinder Jariyal	140691
12	Rubina Begum	Kala Khan	140765
13	Huma Mubeen	Muneer Mohd	150761
14	Priyanka	Sanjay Mahajan	150502
15	Sandeep Kumar	Prakash Chand	150067
16	Sunny	Jaso	150346
17	Pawan Kumar	Bali Raj	150266
18	Jyoti	Seetha Ram	150701
19	Neelam	Jaiso	150720
20	Avinash Kumar	Hari Nath	150280
21	Seema Kumari	Pritam Singh	150773
22	Anjana Kumari	Kuldeep Singh	150634
23	Praveen Kumar	Saihno Ram	150073
24	Ankush Sharma	Chain Lal	150220
25	Suneel Kumar	Prem Raj	150128
26	Harsh Mehta	Roshan Lal	150207

27	Pankaj Kumar	Nirmal Singh	150094
28	Abhishek Kumar	Pawan Kumar	150231
29	Sapna	Laxman Das	150768
30	Neha	Naresh	150769
31	Rajeev Kumar	Yog Raj	150213
32	Lucky	Chain Lal	150064
33	Rinku	Premo	150216
34	Raman Kumar	Amro	150323
35	Rajni	Om Prakash	150681
36	Manju Devi	Prahllad	150741
37	Seema	Rajender Singh	150806
38	Sazad Khan	Saleem Mohd	150286
39	Ishan Shaikh	Mohd.Yaseen	150132
40	Sahil Sharma	Shiv Kumar Sharma	150100

All the students from Sr. 1 to 40 have successfully completed the mentioned course as per the time schedule, attended required hours of the course and had undergone the evaluation process of what they learnt. After conducting the evaluation process, the committee is of the view that all mentioned students have attained the skill for which this course was designed and executed, hence recommended to be considered for the certification. All students from Sr. 1 to 40 in the list should be given certificates. Submitted to the office of the principal to do the needful.

**Dr. Mohinder Slariya Dr. Jai Shree Dr. Hemant Pal Prof. Purnima Sharma Prof. Sanjeev Kumar**

Place: Chamba

Date: 10 September, 2016

**Principal**

## 5. Human Resources Management



### **Department of Commerce**

Govt. College Chamba, HP

### **Admission Notice**

It is informed to all interested on-roll students, studying at Govt. College Chamba that Department of Commerce is going to start Add-on course from 1<sup>st</sup> September, 2017.

So, all interested students of this college can get registered for the said program latest by **14<sup>th</sup> August, 2017** or can give their names to coordinator Ms. Shelly Mahajan (Commerce)

There will be maximum 40 seats and will be considered on *First Come-First Serve* basis. The final selected list will be displayed on 21<sup>th</sup> August, 2017

**Place: Chamba**

Dated: 2<sup>nd</sup> August, 2017

**Shelly Mahajan**  
**Assistant Professor**  
Coordinator

To

**The Principal**

Govt. College Chamba  
Himachal Pradesh

**Subject: Permission to Start Add-on Course**

Madam

With due regards, it is submitted for your kind consideration that Department of Commerce, Govt. College Chamba want to start add-on course on Human Resource Management. The course will be of 30 hours aiming to target all on-roll students of Commerce Faculty studying at GC Chamba. The course will start from September 1 and will close on 29<sup>th</sup> September (30 days). The class will be daily from 4:00 PM to 5:00 PM and on holidays from 11:00 AM to 12:00 Noon.

You are therefore requested to permit to start the mentioned course. The detail of the course along with tentative syllabus is also being enclosed herewith for your kind reference. All participants of the course will be given certificates on the completion of the course as well as the evaluation process.

I shall be thankful to you for this.

Yours Truly

Place: Chamba

**Dated: 28<sup>th</sup> July, 2017**

**Shelly Mahajan**

Assistant Professor

Department of Commerce

Govt. College Chamba, HP

Name of Course	Human Resource Management
Scope	For students of Commerce stream
Coordinators	Ms Shelly Mahajan
Duration	30 Hours
Time Frame	September 1 <sup>st</sup> to 30 <sup>th</sup> On daily basis from 4:00 PM to 5:00 PM and on holidays from 11:00 AM to 12:00 Noon

### **Rationale of the Course**

This is specialised management program with a clear-cut focus on the HRM as one the most important function in an organisation. HRM is a process of bringing people together. So, that the goals of the organisation can be achieved. This programme helps the candidates. To understand the role of the HR manager in the ever-growing competitive industry. It is a program which should be done by candidate who wants to pursue their career. In Recruitment, Training and Development and Organisational design management. The course aims to acquaint students with the techniques and principles to manage human resource of an organisation.

### **Syllabus**

#### **Module-1: Introduction Human Resource**

- Management: Concept and Functions,
- Role, Status and competencies of HR Manager,
- HR Policies, Evolution of HRM,
- HRMvsHRD. Emerging Challenges of Human Resource Management;

#### **Module-2: Acquisition of Human Resource**

- Human Resource Planning - Quantitative and Qualitative dimensions;
- job analysis - job description and job specification;
- Recruitment - Concept and sources;
- Selection - Concept and process;
- test and interview; placement and induction.

#### **Module-3: Training and Development**

- Concept and Importance;
- Identifying Training and Development Needs;
- Training Process Outsourcing;
- Career Development.

#### **Module-4: Performance Appraisal**

- Nature, objectives and importance;
- Modern techniques of performance appraisal;
- job changes transfers and promotions;
- Compensation: concept and policies;
- job evaluation; methods of wage payments and incentive plans;
- fringe benefits

#### **Module-5: Maintenance**

- Employee health and safety;
- employee welfare;
- social security;

## Department of Commerce

Govt. College Chamba, HP

### Add-on Course on

### Human Resource Management

#### Attendance Chart of the Students who have Completed the Course from September 1<sup>st</sup> to 30<sup>th</sup>

Sr. No.	Name of the Student	Father's Name	Class Roll Number	Signature
1	Tekchand	Udho ram	161001	
2	Vishal Kumar	Daleep Chand	161010	
3	Himanshu Aggrawal	Vikas Aggarwal	161019	
4	Jeevan Singh	Inder Singh	161021	
5	Uttam Singh	Partap Chand	161037	
6	Akhil Sharma	Ajeet Kumar	161040	
7	Shradhay Mahajan	Manoj Mahajan	161043	
8	Aakash Kumar	Ashok Kumar	161048	
9	Laldeen	Kadir Khan	161049	
10	Anmol Mahajan	Ramesh Mahajan	161053	
11	Sanjay Kumar	Hans Raj	161064	
12	Mitali Rana	Rajesh Rana	161207	
13	Ganika Ratra	Jagdish Ratra	161214	
14	Pallavi Devi	Sanjay Kumar	161216	
15	Kamla	Devender Raj	161223	
16	Sheenam Mahajan	Harish Mahajan	161224	
17	Tarika Sharma	Kanhieya	161227	
18	Reema Kumari	Rajesh Chand	161229	
19	Muskan	Kuldeep Mehta	161233	
20	Krishma Kumari	Govind Singh	161240	
21	Lavish Rukata	Bablu	151002	
22	Kushal Kumar	Surinder kumar	151007	
23	Amit Kumar	Rajmal	151012	
24	Manoj Barotra	Maan Singh	151018	
25	Rohit Thakur	Tilak Singh	151019	
26	Vijay Kumar	Krishan Chand	151023	
27	Abhinav Mahajan	Anil mahajan	151024	
28	Sumit Kumar	Ranjeet Singh	151030	
29	Sayam Mahajan	Atul Mahajan	151034	
30	Umesh Nandan	Madan Lal	151036	
31	Vikas Kumar	Surjeet Singh	151041	
32	Atul Sharma	Hem Raj	151044	
33	Aaushi Mahajan	Anoop Mahajan	151201	
34	Tamanna	Kartar Singh	151202	
35	Kanta Devi	Bhagat Ram	151206	
36	Deepali	Naresh Kumar	151208	
37	Sana Sayed	Nadeem Ali Shah	151213	

38	Soniya	Rohit Kumar	151220	
39	Himani thakur	Ravinder kumar	151222	
40	Ekta	Pushap Nath	151226	

Certify that above enlisted students have attended the classes of this add-on and complete the syllabi, hence verified.

**Course Coordinator**

Add-on Courses

### Evaluation Process

Evaluation of what taught during this entire course is an important and pertinent part of the process of the course. To evaluate the learners, personal interview/presentation method was adopted, in which every learner has made presentation in front of the *evaluation committee* constituted for this purpose. The committee was comprising of following assistant and associate professors:

Sr. No	Name of the Member	Designation	Role
1.	Dr. Mohinder Slariya	Associate Professor	Overall Course Coordinator
2.	Prof. Shelly Mahajan	Assistant Professor	Course coordinator
3.	Dr. Hemant Pal	Assistant Professor	IQAC Coordinator
4.	Dr. Jai Shree	Assistant Professor	Member
5.	Prof. Avinash pal	Assistant Professor	Member

**The evaluation committee evaluates all the students mentioned in the list below:**

Sr. No.	Name of the Student	Father's Name	Class Roll Number	Signature
1	Tekchand	Udho ram	161001	
2	Vishal Kumar	Daleep Chand	161010	
3	Himanshu Aggrawal	Vikas Aggarwal	161019	
4	Jeevan Singh	Inder Singh	161021	
5	Uttam Singh	Partap Chand	161037	
6	Akhil Sharma	Ajeet Kumar	161040	
7	Shradhay Mahajan	Manoj Mahajan	161043	
8	Aakash Kumar	Ashok Kumar	161048	
9	Laldeen	Kadir Khan	161049	
10	Anmol Mahajan	Ramesh Mahajan	161053	
11	Sanjay Kumar	Hans Raj	161064	
12	Mitali Rana	Rajesh Rana	161207	
13	Ganika Ratra	Jagdish Ratra	161214	
14	Pallavi Devi	Sanjay Kumar	161216	
15	Kamla	Devender Raj	161223	
16	Sheenam Mahajan	Harish Mahajan	161224	
17	Tarika Sharma	Kanhieya	161227	
18	Reema Kumari	Rajesh Chand	161229	
19	Muskan	Kuldeep Mehta	161233	
20	Krishma Kumari	Govind Singh	161240	
21	Lavish Rukata	Bablu	151002	
22	Kushal Kumar	Surinder kumar	151007	
23	Amit Kumar	Rajmal	151012	
24	Manoj Barotra	Maan Singh	151018	
25	Rohit Thakur	Tilak Singh	151019	
26	Vijay Kumar	Krishan Chand	151023	
27	Abhinav Mahajan	Anil mahajan	151024	
28	Sumit Kumar	Ranjeet Singh	151030	
29	Sayam Mahajan	Atul Mahajan	151034	

30	Umesh Nandan	Madan Lal	151036	
31	Vikas Kumar	Surjeet Singh	151041	
32	Atul Sharma	Hem Raj	151044	
33	Aaushi Mahajan	Anoop Mahajan	151201	
34	Tamanna	Kartar Singh	151202	
35	Kanta Devi	Bhagat Ram	151206	
36	Deepali	Naresh Kumar	151208	
37	Sana Sayed	Nadeem Ali Shah	151213	
38	Soniya	Rohit Kumar	151220	
39	Himani thakur	Ravinder kumar	151222	
40	Ekta	Pushap Nath	151226	

Certify that the students from Sr. 1 to 40 have took the mentioned course as per the time schedule, attended required hours of the course and had undergone the evaluation process of what they learnt. After conducting the evaluation process, the committee is of the view that all mentioned students have attained the skill for which this course was designed and executed, hence recommended to be considered for the certification. All students from Sr. 1 to 40 should be given certificates.

**Dr. Mohinder Slariya Prof. Shelly Mahajan Dr. Hemant Pal Dr. Jai Shree Prof. Avinash pal**

**Principal**

**Annexure-I**

**Govt. College Chamba, HP**

**ADMISSION FORM FOR ADD-ON COURSES**



College Admission No: .....

Class: \_\_\_\_\_ Course to Which Admitted: \_\_\_\_\_

Roll No.: \_\_\_\_\_

**PARTICULARS OF THE STUDENT**

(Admission to the Courses is subject to the discretion of the Principal)

**Form is to be filled in Block Letters.**

(All entries from 1 to 4 should be the same as entered in the Matriculation Examination Certificate)

1. Name: .....

2. Father's Name: .....

3. Mother's Name: .....

4. Date of Birth (in figures) ..... (in words) .....

5. Courses you want to undertake - (Tick (√) any one of the following)

Sr. No.	Name of the Course	Course Code	Scope of the Course	Use Tick Mark to choose
1.	Research Skills for Social Sciences	RSSS	For all the students of social sciences	
2.	Geography of India for Competition	GIC	For all students	
3.	Basic Skills in Computer	BSC	Non-computer science students (all streams)	
4.	Soft Skills in English	SSE	For all students (all streams)	
5.	Human Resources Management	HRM	For commerce students	
6.	Personality Development Through Communication Skills	PDCS	For all students (all streams)	

The applicant is directed to get the application checked by the **Course Co-ordinator** and get it signed by the Principal before depositing finally.

### **DECLARATION**

I do hereby declare that:

1. I have noted all information and instructions given by the college.
2. I will abide by the Rules and Regulations of College, UGC and Govt. of Himachal Pradesh.
3. I will not associate myself with any activity that goes against the discipline of the Institution while doing the course.
4. I solemnly declare that I have not been disqualified by the university for the class I am joining this college.
5. I further declare that the facts stated above are true. I have not concealed any fact and I have so far not been admitted to any affiliated college in the class to which I am seeking admission in this college.
6. If I am found guilty of any misconduct of the above rules, my admission may be cancelled.
7. I declare that I have taken admission to this course of my free-will and will persue it enthusiastically.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of the Father/Guardian

(Give full signature in a legible hand)

Date of Application: \_\_\_\_\_

### **Note:**

1. The Principal has the right to cancel/reject admission of any candidate at any stage.
2. There is no guarantee of seats on next day.
3. The Course will run only if minimum 20 students are there in the course.

Certified that the entries made in the Application form by the applicant have been checked and found correct.

\_\_\_\_\_  
Course Co-ordinator

\_\_\_\_\_  
Incharge Admission Committee

\_\_\_\_\_  
Principal

.....

**FOR OFFICE USE ONLY**

Admitted to Class: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Roll No. Allotted: \_\_\_\_\_

Signature of Clerk: \_\_\_\_\_

**Annexure-II**



***Certificate for Add-on Courses***

**This is to certified that Mr./Miss \_\_\_\_\_ Son/daughter of Sh.**

\_\_\_\_\_

**has successfully completed Add-on course on: \_\_\_\_\_**

**\_\_\_\_\_ organised by the department of \_\_\_\_\_ of  
this college from: \_\_\_\_\_ to \_\_\_\_\_.**

**The institution wishes the participant of the course a bright career ahead.**

**Place: Chamba**

**Date:**

**Course Coordinator**

**IQAC Coordinator**

**Principal**

Add-on Courses