

## Annexure C-2 (2.11.2)

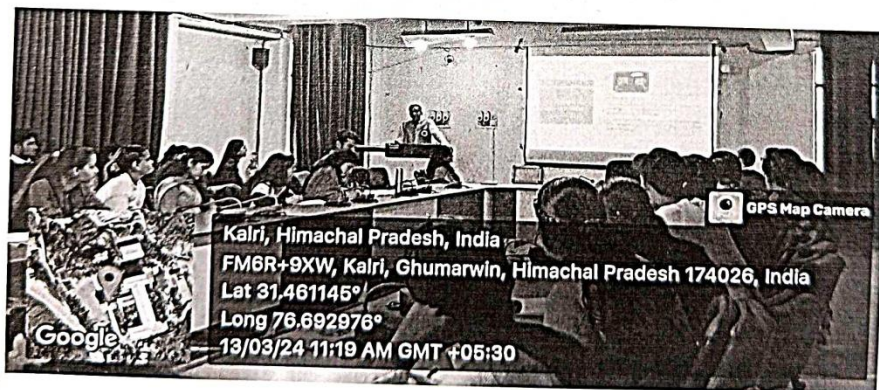
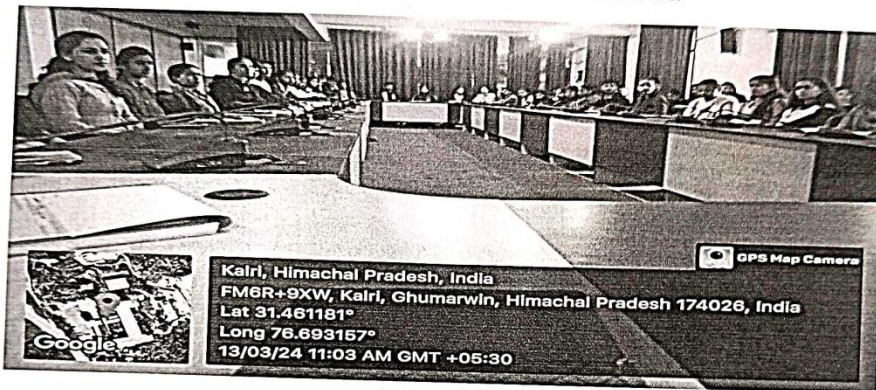
### Language-cum-Graduate attributes Development Programmes

Different activities are conducted in Language-cum-Graduate attributes Development Programmes given below:

<b>S.No.</b>	<b>Programme Organized</b>	<b>College Unit/Cell</b>	<b>Invited Resource person</b>
1.	Improving Communicative Competence	OSWC College	Prof. Arun Sharma
2.	Lecture Series on Communication Skills	Deptt. Of English	-----
3.	हिंदी दिवस समारोह-हिन्दी विषय अवसर एवं चुनौतियाँ	Deptt. Of English	Sh. Rajender Rajan

## Report on a Lecture organized by 'Old Students' Welfare Committee' and the Department of English on 'Improving Communicative Competence'

A lecture on the topic 'Improving Communicative Competence' was organized by the Old Students' Welfare Committee (OSWC) in collaboration with the Department of English on 13<sup>th</sup> March 2024 in the college's conference hall. Prof. Arun Sharma from Government College Sarkaghat Dist. Mandi was the invited speaker in this lecture. Dr. Arun Sharma shared his views with the students on topics like communication skills as well as soft skills, life skills, personality development etc. Dr. Arun Sharma said that students should focus on communication skills to be successful in their life.



While answering the questions of the students, he gave detailed information about interview skills. He said that during the interview, students' creative thinking, decision making, communication skills, confidence, body language will also be tested. And it is very important to smile and maintain eye contact

*Handwritten signature:*  
Arun Sharma

while answering questions. Apart from this, Prof. Sharma also provided information about various professions related to English subject to the students.



On this occasion, Dr. Chanchal Sharma, Convenor of Old Students' Welfare Committee while thanking the invited speaker, said that various programs are being organized by the cell for the overall development of students. He also thanked the Department of English for its cooperation. On this occasion Prof. Reena Sharma, Prof. Rakesh, Prof. Praveen, Prof. Pooja were present.

1. Ms. Reena Sharma *Reena Sharma*  
 2. Dr. Chanchal Kumar *Chanchal Kumar*

*[Signature]*  
 Principal

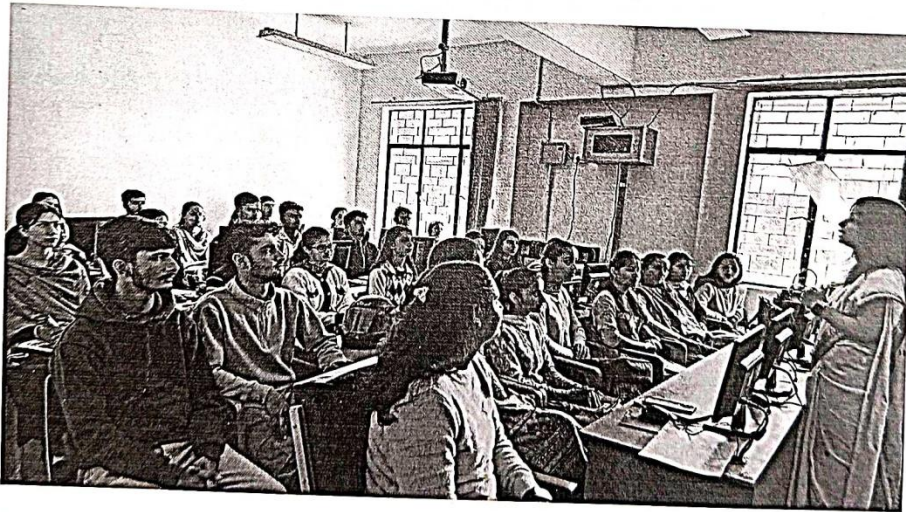
SVGC Ghumarwin Dist. Bilaspur  
 Himachal Pradesh



## A Report on the Lecture Series on 'Communication Skills'

A lecture series on 'Communication Skills' was organized by the Department of English in the session 2023-24. The first lecture of the series was organized on 18<sup>th</sup> August 2023. Prof. Pooja (Certified trainer of Communication Skills) was the invited speaker. The topic of discussion was Listening Skills. Listening effectively is hearing and understanding what a speaker is saying and how it applies to you, and then remembering it for future use and evaluation. There are ways to improve your listening skills. The following is a list of some basic techniques:

1. Recognize how ideas are organized.
2. Become involved in what is being said. Be an avid listener. Constantly analyze what is being said.
3. Cut through (or screen out) distractions. • background noise • unusual accents, dialects, and language mistakes • speaker disorganization, emotion, or habits • unrelated material • your own inner voice
4. Organize statements into main points and supporting reasons. Using an outline form may be helpful.
5. Discriminate between relevancies and irrelevancies. Remember that not all information is important.
6. Maintain an active body state. Keeping alert and having eye-contact with the speaker will help you listen more effectively.
7. In order to improve your listening skills, you will need to practice using the suggested techniques until they become automatic.



The second lecture of the series was organized on 5<sup>th</sup> Sept. 2023 in the Language Lab. Prof. Pooja (Certified trainer of Communication Skills) was the invited speaker. The topic of discussion was Reading and Writing Skills. Reading skills include a variety of abilities that help people understand what they read, including: Decoding: The ability to sound out words that you've heard before but not seen written down, Fluency: The ability to read smoothly at a good pace, grouping words together to help with meaning, Vocabulary: The ability to understand

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words, Comprehension: The ability to understand what you're reading, Word recognition: The ability to recognize words instantly by sight, Reasoning and background knowledge: The ability to use reasoning and background knowledge to understand what you're reading, Working memory and attention: The ability to use working memory and attention to understand what you're reading. Prof. Pooja also provided some tips for improving reading skills:

1. Practice reading quickly: Time yourself to read a set amount of words in a set amount of time, and try to improve your speed over time.
2. Read things you're interested in: Reading about something you're interested in can help you read and understand it faster.
3. Identify key themes: When reading a paragraph, identify the key themes in the first couple of sentences, and write them down or underline them.
4. Read every day: Even if you don't have time to read a book, you can improve your reading skills by reading anything you see in English every day, like menu items, billboards, or street signs.

Prof. Pooja further avers that Writing is a technical skill that allows us to communicate effectively through the written word. Though these may vary depending on your writing, several transcend categories. Writing skills can more specifically include: Grammar, Vocabulary, Spelling, Sentence construction, Structure, Research and accuracy, Clarity, Persuasiveness. Each of these components can influence the quality of writing.

According to Prof. Pooja here are some strategies for developing our written communication:

1. **Review grammar and spelling basics:** Grammar and spelling form the foundation of good writing. Writing with proper grammar and spelling communicates your professionalism and attention to detail to your reader. It also makes your writing easier to understand.
2. **Read what you want to write:** Knowing what finished writing can look like can guide your own. Read humorous short stories if you're trying to write a short story. If you want to write a book review, find a few and take note of how they're structured. Pay attention to what makes them good and what you want to emulate (without plagiarising).
3. **Proofread:** While it's tempting to submit work as soon as you're done with it, build in some time to revisit what you've written to catch errors big and small. Here are a few proofreading tips to keep in mind:
4. **Set your work aside before you edit:** Try to step away from your writing for a day or more so you can return to it with fresh, more objective eyes. Crunched for time? Allotting 20 minutes between writing and proofreading can allow you to approach your work with renewed energy.
5. **Start with easy fixes, then progress to bigger changes:** Starting with easier changes can get you in the rhythm of proofreading, allow you to read through your work once more, and clear distractions so you can focus on bigger edits. Read through your work to catch misspellings, inconsistencies, and grammar errors. Then, address the larger problems with the structure or awkward transitions.
6. **If you could say something in fewer words, do so:** Being unnecessarily wordy can cloud your message and confuse the reader. Avoid phrases that are redundant, repetitive, or obvious.

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7. **Read out loud:** Reading aloud can help you find awkward phrases and areas where your writing doesn't flow well.

8. **Should you use computer spelling and grammar tools?**

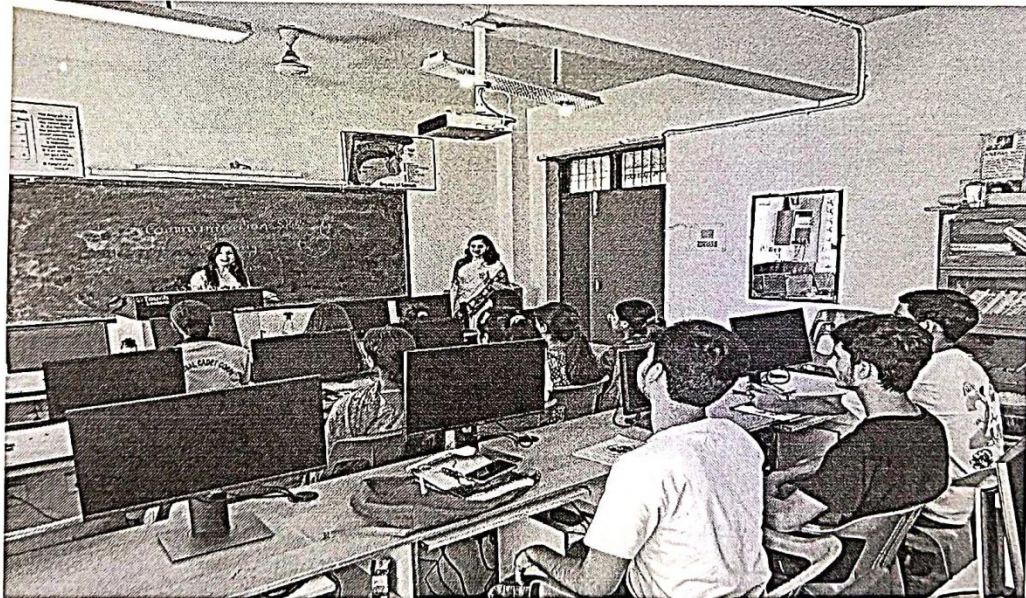
Many computer-based tools—like spell check on your word processor or Grammarly— can help you find and fix simple spelling and grammar errors. These tools are imperfect but can help even the most seasoned writers avoid mistakes. Take note of any frequently highlighted words or phrases to avoid the same mistakes in the future.

9. **Get feedback:** Whether you're writing emails or essays, asking for feedback is a great way to see how someone else will interpret your text. Have an idea of what you'd like your proofreader to focus on—the structure, conclusion, persuasiveness of an argument, or otherwise.

10. **Think about structure:** Grammar and spelling keep your writing consistent and legible, but the structure ensures the big ideas get across to the reader.

In many cases, forming an **outline** will help solidify the structure. An outline can clarify what you hope to convey in each section, allowing you to visualise the flow of your piece and surface parts that require more research or thought.

The structure might look different depending on what you're writing. An essay typically has an introduction, body paragraphs, and a conclusion. A fiction piece might follow the six-stage plot structure: exposition, rising action, climax, falling action, resolution, and denouement. Choose what's best for your purposes.



11. **Write:** Keep writing to become a good writer. Here are a few ways you can get started:

- Start a journal or a blog.
- Join a class or writing workshop.
- Practise free writing.

*Reena Sh...*  
*Sh...*



Write letters to friends or family.

Put together an opinion piece for your local newspaper or publication you like.

**12. Know some common fixes:** Even if a text is grammatically correct, you can make it more dynamic and interesting with some polish. Here are some common ways you can sharpen your writing:

- Choose strong verbs (for example, “sprinted,” “dashed,” or “bolted” instead of “ran”).
- Avoid passive voice.
- Vary sentence length.
- Cut unnecessary words.
- Replace clichés with original phrasing.



The third lecture of the series was organized on 11<sup>th</sup> March 2024 in the Language Lab. Prof. Pooja (Certified trainer of Communication Skills) was the invited speaker. The topic of discussion was Speaking Skills. According to Prof. Pooja Speaking skills are one of the most important skills we learn, as they allow us to communicate with others and express our thoughts and feelings. Speaking skills can be separated into formal and informal speaking skills, and we use both types of speaking skills in a variety of contexts throughout life.

Informal speaking skills are important for conversations with friends and family, helping us to form emotional connections. Formal speech, on the other hand, is necessary for workplaces, in presentations or for conversations with people you don't know. Formal language is important as it helps us to make a good impression on people and communicate politely.

As an ESL or EAL student, speaking skills are considered the most important part of learning a language. In fact, many language learners measure their performance by how well they can speak it. As most effective foreign language learning takes place through interaction, it's a skill that can be honed to really build an understanding of the language and culture of English-speaking countries.

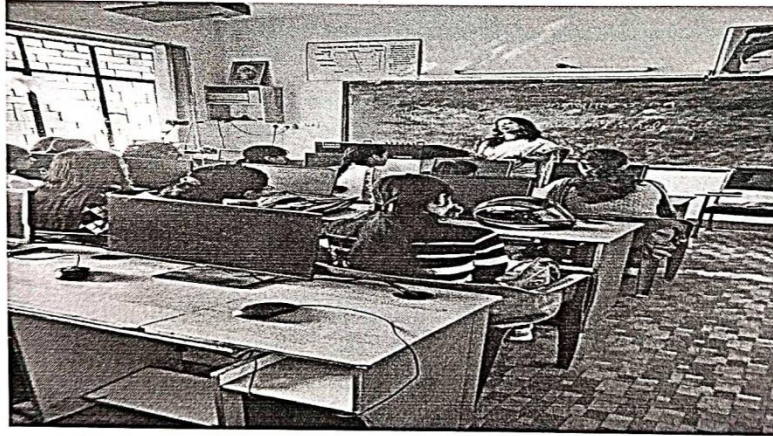
Yet it can be so easy to find speaking daunting or challenging. It isn't as straightforward as we may like. Teachers need to encourage students to speak as much as possible. They can make it as fun as the structure of their lessons will allow. This might be through role-play, group work or even projects. Here are some helpful tips on how to develop English speaking skills:

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Learn new vocabulary in phrases - although learning new words and their pronunciation is always beneficial, some words need to be learnt in phrases to be of much use when speaking in English.

*For example, a cup of coffee might be more useful than just learning "coffee"*

- Focus on pronunciation. Although learning lots of vocabulary can boost English skills, if these words aren't pronounced correctly it can be easy to misunderstand what the student is saying. A top tip to ensure students pronounce the words they've learnt correctly could be to try some tongue twisters.
- Ensure they understand how English flows. With ESL students, an important focus on how to develop English speaking skills is to get them into the flow of how English is usually spoken. This is because often their native language has a very different flow. Native speakers of English link words together, often resulting in a sound disappearing, or a new sound being made. There are often some syllables stressed that wouldn't be in other languages or a different rhythm overall.
- Get them to practice self-talk. This involves getting them to talk loudly in English to themselves. This could be before completing a task, such as "shall we go and grab a coffee?" to "I need to go to the gym tonight."
- Students may download practice apps. This can break down difficult language into manageable chunks that can be practiced on the go at regular intervals.



This lecture series on 'Communication Skills' was organized by the Department of English to acquaint students with the basic knowledge of the four skills of Communication. The students really spared their time and got benefitted by this series.

1. Ms. Reena Sharma

*Reena Sharma*

*[Signature]*  
Principal

SVGC Ghumarwin

Dist. Bilaspur H.P.

2. Dr. Chanchal Kumar

*Chanchal Kumar*



# दिनचर्या में हिंदी भाषा का प्रयोग करें छात्र : राजेंद्र



संवाद मूल्य पुरोही

पुष्पारवली (खिलासपुर)। स्वामी विवेकानंद राजकीय महाविद्यालय पुष्पारवली में हिंदी पखवाड़े का आयोजन किया गया। कार्यक्रम को आयोजित करने में अमरउजाला के संपादक राजेंद्र अग्रवाल, प्रो. अशोक कुमार और कविता आर्य ने सहयोग दिया। कार्यक्रम में प्राथमिक, माध्यमिक और उच्च माध्यमिक के छात्रों का भाग लेना शामिल था।

पठ प्रतियोगिता में केंकरी ने हिंदी भाषा के प्रयोग और लेखन पर प्रथम स्थान प्राप्त किया। इस अवसर पर प्रिंसिपल अशोक कुमार एवं लेखक राजेंद्र अग्रवाल ने कविता प्रतियोगिता का विजेता को प्रशंसित किया। कार्यक्रम में अमरउजाला के संपादक राजेंद्र अग्रवाल, प्रो. अशोक कुमार और कविता आर्य ने भाग लिया। कार्यक्रम में प्राथमिक, माध्यमिक और उच्च माध्यमिक के छात्रों का भाग लेना शामिल था।

पुष्पारवली महाविद्यालय में आयोजित हिंदी पखवाड़े कार्यक्रम में उपस्थित मुख्यअतिथि और छात्रों। स्क्रॉल

Principal  
S.V.D.C. Ghumraon

18 सितंबर 2023 हिन्दी पखवाड़ा

स्वामी विवेकानंद राजकीय महाविद्यालय पुष्पारवली में हिन्दी पखवाड़े का आयोजन वृत्तमध्यम से किया गया। कार्यक्रम के मुख्य अतिथि प्रिंसिपल कायें एवं लेखक श्री राजेंद्र अग्रवाल रहे। श्री राजेंद्र अग्रवाल ने छात्रों को 'हिन्दी विषय: अवसर एवं 'सुनौतियां' पर अपना वक्तव्य दिया। उन्होंने छात्रों को अपनी दिनचर्या में अंग्रेजी भाषा के शब्दों का प्रयोग न करते हुए हिन्दी भाषा के प्रयोग पर ध्यान देने का आग्रह किया। श्री राजेंद्र अग्रवाल ने वृत्तमध्यम के छात्रों को प्रशंसित किया। कार्यक्रम के अंतर्गत राजकीय महाविद्यालय के प्राचार्य जे. रामकृष्ण ने छात्रों को हिन्दी भाषा का अधिक प्रयोग करने का आग्रह किया। कार्यक्रम में अमरउजाला के संपादक राजेंद्र अग्रवाल, प्रो. अशोक कुमार और कविता आर्य ने भाग लिया। कार्यक्रम में प्राथमिक, माध्यमिक और उच्च माध्यमिक के छात्रों का भाग लेना शामिल था।

जर्मेश  
हिन्दी विभाग

Principal  
S.V.D.C. Ghumraon

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## घुमारवीं कॉलेज में मनाया हिंदी दिवस समारोह



अनंत ज्ञान, घुमारवीं। स्वामी विवेकानंद राजकीय महाविद्यालय घुमारवीं में हिंदी दिवस बड़े उत्साह के साथ मनाया गया। इस कार्यक्रम के मुख्य अतिथि महाविद्यालय के कार्यकारी प्राचार्य प्रोफेसर प्रीतम लाल रहे। हिंदी दिवस के उपलक्ष्य पर महाविद्यालय में भाषण प्रतियोगिता, नारा लेखन प्रतियोगिता एवं पोस्टर मेकिंग प्रतियोगिता का आयोजन किया गया। भाषण प्रतियोगिता में प्रथम स्थान आरती बंसल, द्वितीय स्थान यमुना एवं सुधि ने प्राप्त किया। नारा लेखन प्रतियोगिता में प्रथम स्थान सोनिका कुमारी, द्वितीय स्थान श्वेता कुमारी एवं पोस्टर मेकिंग प्रतियोगिता में प्रथम स्थान शालिनी धीमान, द्वितीय स्थान वंशिका ठाकुर ने प्राप्त किया। इसके अलावा महाविद्यालय में कविता पाठ, नृत्य, नुक्कड़ नाटक आदि विभिन्न गतिविधियों का प्रस्तुतीकरण छात्रों के द्वारा किया गया। इस कार्यक्रम के समन्वयक डॉ. अंजना कुमारी रही। इस कार्यक्रम में प्रोफेसर सीताराम ने हिंदी भाषा के महत्त्व एवं उपयोगिता पर अपने विचार प्रस्तुत किए एवं कार्यक्रम के मुख्यातिथि ने हिंदी भाषा की विशेषता एवं इस भाषा के साहित्य को और समृद्ध बनाने हेतु बल दिया। कार्यक्रम के निर्णायक मंडल में प्रोफेसर रीना शर्मा, प्रोफेसर चंचल शर्मा, प्रोफेसर ज्योति बरवाल, प्रोफेसर पूनम, प्रोफेसर परवीन रहे। इस कार्यक्रम में सौ से अधिक छात्र उपस्थित रहे।

स्वामी विवेकानंद राजकीय महाविद्यालय घुमारवीं में 14 सितंबर 2024 को हिंदी दिवस के रूप में मनाया गया। कार्यक्रम के मुख्य अतिथि महाविद्यालय के कार्यकारी प्राचार्य प्रोफेसर प्रीतम लाल रहे। राष्ट्रभाषा हिंदी को सच्चे समुन्नत बनाने के उद्देश्य से हिंदी विभाग के द्वारा विभिन्न गतिविधियों का आयोजन करवाया गया। हिंदी दिवस के उपलक्ष्य पर महाविद्यालय में भाषण प्रतियोगिता, नारा लेखन प्रतियोगिता एवं पोस्टर मेकिंग प्रतियोगिता का आयोजन किया गया। इसके अलावा महाविद्यालय में कविता पाठ, नृत्य, नुक्कड़ नाटक आदि विभिन्न गतिविधियों का प्रस्तुतीकरण छात्रों के द्वारा किया गया। कार्यक्रम को अद्यतन करते हुए महाविद्यालय के मुख्य अतिथि प्रोफेसर प्रीतम लाल ने स्वामी को हिंदी दिवस की बधाई दी और कहा हिंदी हमारी राजभाषा है और इसे राष्ट्रभाषा बनाने के लिए हमें सतत प्रयत्न करना चाहिए। विद्यार्थियों के बीच हिंदी भाषा को जोड़ कर रखने का काम करनी है। इस कार्यक्रम के समन्वयक डॉ. अंजना कुमारी रही। इस कार्यक्रम में सौ से अधिक छात्र उपस्थित रहे।

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Principal  
S.V.G.D.C. Ghumarwin

प्रो. सी. आर. प्रीतम  
Principal  
S.V.G.D.C. Ghumarwin

FREEMIND





भाषा एवं संस्कृति विभाग हिमाचल प्रदेश द्वारा राजमाहा हिन्दी परववाड़ा 2024 के अंतर्गत प्रदेश भर में जिला स्तर पर ऊन्तर विद्यालय आयोजन, निबंध एवं प्रश्नोत्तरी प्रतियोगिता का आयोजन गौयरी शिबिर शिमला में हुआ। इस कार्यक्रम में महाविद्यालय के तीन प्रतिस्पर्धी ने भाग लिया जिनका स्वरण निम्न प्रकार से है -

क्र.सं.	प्रतिस्पर्धी के नाम	प्रतियोगिता	स्तर
1	स्वामी	हिन्दी भाषण	जिला स्तर
2	शिवानी शर्मा	हिन्दी प्रश्नोत्तरी	Shivani
3	ज्वाला देवी	हिन्दी निबंध लेखन	Jwala Devi

जिला  
हिन्दी विभाग

प्रधान  
स्वामी विवेकानंद राजकीय महाविद्यालय  
S.V.G.I.C. शिमला जिला किलासपुर