

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

1. Title of the Practice –

* Skill based course in Tally.ERP 9 with GST

This course has been designed for those students who want to learn and perform accounting, inventory and taxation work in tally. Tally integration can help a students with accounting solutions, inventory management, sales and purchase management, invoicing and reporting. Tally is complete accounting, taxation and payroll software.

Every commerce students should learn Tally.ERP 9 with GST, because majority of Indian small and medium business use Tally for their day to day accounting work Tally.ERP 9 is not included in B.Com. syllabus so these course will certainly help the students to learn accounting in Tally software.

Course Objectives

- 1. To learn and performing accounting, inventory and GST in Tally.ERP 9
- 2. To provide practical knowledge to about tally to students.
- 3. To give introduction to industry & Career Orientation (orienting students to jobs matching their skill sets and exposure to a career path) along with communication skills.
- 4. Course centric practical sessions will be conducted in computer lab.

- 5. Counselling support is available on training days for providing career guidance to students who are enrolled in this program.
- Students will be provided a certificate on successful completion of course (Minimum attendance 90 %)

2. Title of the Practice –

"Spoken English and competitive grammar"

The Context & Practice –

The context of conducting a value added course in Spoken English and Competitive Grammar in college is to enhance students language skills and vocabulary to enable effective communication. The course also contribute to students overall personal development by building their confidence, and problem solving skills.

Course Objectives

The objectives of conducting a value added course in Spoken English And Competitive Grammar are:-

- 1. <u>Improving Language Skills</u> : To enable students to communicate effectively in spoken and written English.
- 2. <u>Preparation for Competitive Exam</u> : To prepare students for various competitive exams such as IAS, IES, Banking, SSC etc.
- 3. <u>Enhancing Grammar and Vocabulary</u>: To help students understand the fundamentals principles of grammar and vocabulary and apply them practically.
- 4. **<u>Building Confidence</u>** : To boost students confidence in their language skills and enable them to speak in English public.

- 5. **Personal and professional development** : To provide students a necessary language skills to advance in their personal and professional lives.
- 6. <u>Enhancing Employment Opportunities</u> : To prepare student for better employment opportunities and help them advance in their careers.

डॉ. श्रीमती ई.व्ही.रेवती

प्रा.प्राचार्य शास. नेहरू स्नातकोत्तर महाविद्यालय डोंगरगढ़, जिला – राजनांदगांव (छ.ग.)



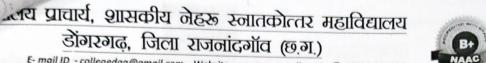
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डोंगरगढ, दिनांक - 25/07/2023

/ / आवश्यक सूचना / /

Tally with GST – वैल्यू एडेड कोर्स

महाविद्यालय के बी.कॉम. अंतिम वर्ष एवं एम.कॉम. प्रथम एवं तृतीय सेमेस्टर के नियमित छात्र—छात्राओं को सूचित किया जाता है कि वाणिज्य विभाग द्वारा दिनांक 01 अगस्त 2023 से Tally with GST का वैल्यू एडेड कोर्स 30 दिवसीय प्रारंभ किया जा रहा है।

उक्त वैल्यू एडेड कोर्स में भाग लेने के इच्छुक छात्र—छात्राएं वाणिज्य विभाग के सहायक प्राध्यापक श्री जी. के. यादव से संपर्क करें दिनांक 30/07/2023 तक निर्धारित <u>पंजीयन शुल्क 300/—</u> रूपये जमा कर अनिवार्य रूप से पंजीयन करा लेवे।

डॉ. श्रीमती ई.व्ही. रेवती प्राचार्य शास. नेहरू स्नातकोत्तर महाविद्यालय डोंगरगढ, जिला – राजनांदगांव (छ.ग.)

Proposal for Value Added Course In Skill Based Course in Tally.ERP9 With GST For Commerce Students

Submitted by:

Department of Commerce (2023-2024)

Value Added Course

Value added course is generally defined as the part of vocational education that provides the specialized professional knowledge and skills, which attribute professional adequacy to the trainee and are the focus of every vocational training program. Value added course can be seen as an activity or a set of activities designed in order to transmit theoretical knowledge and also professional skills that are require for certain types of jobs. The term vocational education is general and includes every form of education that aims to the acquirement of qualifications related to a certain profession, art or employment or that provides the necessary training and the appropriate skills as well as technical knowledge, so that students are able to exercise a profession, art or activity, independently of their age and their training level, even if the training program contains also elements of general education.

<u>Govt. Nehru P.G College Dongargarh</u> Department of Commerce Organizes Value Added Course on Title: - "Skill Based Course in Tally.ERP 9 With GST"

Preamble: - This course has been designed for those students who want to learn and perform accounting, inventory and taxation work in tally. Tally integration can help a student with accounting solutions, inventory management, sales and purchase management, invoicing and reporting. Tally is complete accounting, taxation and payroll software.

Every commerce student should learn Tally.ERP 9 with GST, because majority of Indian small and medium businesses use Tally for their day to day accounting work Tally.ERP 9 is not included in B.com syllabus so this course will certainly help the students to learn accounting in Tally software.

Course Objectives:-

1. To learn and perform accounting, inventory and GST in Tally.ERP 9

2. To provide practical knowledge about Tally to students.

3. To give introduction to Industry & Career Orientation (orienting students to jobs matching their skill sets and exposure to a career path) along with communication skills.

4. Course centric practical sessions will be conducted in computer lab.

5. Counseling support is available on training days for providing career guidance to students who are enrolled in this program.

6. Students will be provided a certificate on successful completion of course (Min attendance 90%)

Value Added Course on

"Skill Based Course in Tally.ERP 9 With GST"

Course Duration: 30Days [30hours] (From 1st Aug.2023 to 12th Sep.2023)

Eligible Students: final year appearing and PG Students

Date of Commencement of course: 1stAug.2023

Time: 08.00am to 9am (Per Lecture time period One hour)

Venue: Computer Lab

Computer system available: 35

Maximum Students capacity: 50

Registration Fee : 300 R.S (Three hundred)

Resources Person And Subject Expert : Mr. J Vijay Reddy (M. Sc in computer Science, B.CA) Director & Trainer VR COMPUTER EDUCATION Dhara Dongargarh.

Total expenses of this course will be handle of institution and by Collection of registration fees.

Course Coordinator: Mr. Gopal Krishan Yadav (Asst. Professor)

Faculty Members: Mr. Bed Prakash sahu (Asst. Professor)

Mrs. Jyoti Sahu (Guest Lecturer)

Course Coordinator Mr. Gopal Krishan Yadav (Asst. Professor)

10.21 Head देवला -- साजनांदगीय (🗰 🖷)

Syllabus

Value Added Course on "Skill Based Course in Tally.ERP 9 With GST"

S.N	Course Contents	Lecture	Marks	
1	Unit 1 :- Company Info Menu Select Company. Shut company, Create company, Alter company, Security control, Change tally vault Split company data, Backup, Restore, Tally audit feature. Accounting Information Accounting Configuration & Features Group Creation, Multiple Group Creation, Ledger Creation, Multiple Ledger Creation ,New Voucher Creation Advance Ledger Creation. Every Saturday will be conducted assignment test 20 marks.	6	20	
2	Unit 2:- Voucner Entry Accounting voucher Inventory voucher, optional & non-accounting voucher Order processing, Advanced voucher entry. Every Saturday will be conducted assignment test 20	6	20	
3	marks. Unit 3:- Inventory Information, Inventory configuration & features Inventory info. Menu Stock ,groups Stock ,Categories Stock item Unit of measurement Bills of materials Locations / Go downs , Batches & Expiry Inventory voucher types. Every Saturday will be conducted assignment test 20 marks.	6	20	
4	Unit 4 :- Advanced Accounting Features Cost category & cost centers Budgets Interest calculations Credit limits Scenario management Price level & price lists. Every Saturday will be conducted assignment test 20 marks.	6	20	
5	Unit 5 :- Introduction to GST Concept of GST, Rate of GST, GST in other countries, Categories of GST Other concepts. Every Saturday will be conducted assignment test 20 marks.	6	20	

Govt. Nehru P.G College Dongargarh

Department of Commerce

Sr. No	Name of Department	Name of Certificate	Duration	Faculty
1	Department of commerce	Value added Course	1st Aug. to 12 th Sep.2023	Mr. Gopal Krishan Yadav (Asst. Prof.) Mr. Bed Prakash sahu (Asst. Prof.) Mrs. Jyoti Sahu (Guest Lect.)

The proposal for Value Added Course (VAC) is prepared for permission to conduct the course.

Head of Department

(Commerce)

NAAC Coordinator

20 Principa pal,

Govt. Nehru P. G. College DONGARGARH Dist. Rajnandgaon (C.G.)

नर्यालय प्राचार्य, शासकीय नेहरू स्नातकोत्तर महाविद्यालय

डोंगरगढ़, जिला राजनांदगॉव (छ.ग.)

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डोंगरगढ, दिनांक - 24/0-

क्रमांक / 500 / VAC / 2023-24

प्रति ,

अपर संचालक, उच्च शिक्षा संचालनालय, नवा रायपूर, अटल नगर छ.ग.

वैल्यू एडेड कोर्स (VAC) महाविद्यालय स्तर पर प्रारंभ करने बाबत्। विषयः-

कार्यालय आयुक्त उच्च शिक्षा का पत्र कमांक १८४५/आउशि/मु.प्र/2021 संदर्भ:-नवा रायपुर अटल नगर दिनांक 23/08/2021

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उपरोक्त विषयांतर्गत संदर्भित पत्रानुसार महाविद्यालय में अध्ययनरत छात्र—छात्राओं के सर्वागीण विकास हेतु तथा उनमें कौशल अभिवृत्ति के साथ रोजगार परक शिक्षा प्रदान करने के उद्देश्य से इस महाविद्यालय में "Skill Based Course in Tally ERP9 with GST" विषय पर 30 घंटे का वैल्यू एडेड कोर्स का प्रस्ताव संलग्न कर आवश्यक कार्यवाही हेतु आपकी ओर प्रेषित है।

प्रस्ताव। संलग्न :-

डॉ. (श्रीमती) ई.व्ही. रेवती प्रभारी प्राचार्य शास. नेहरू स्नातकोत्तर महाविद्यालय डोंगरगढ़ जिला-राजनांदगॉव(छ.ग.)

कार्यालय प्राचार्य, शासकीय नेहरू स्नातकोत्तर महाविद्यालय डोंगरगढ़, जिला राजनांदगॉव (छ.ग.)

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क्रमांक / 500 / वैल्यू एडेड कोर्स / 2023-24

डोंगरगढ़ दिनांक - 27/07/2023

प्रति, 550

श्री जे. विजय रेड्डी डायरेक्टर एंड ट्रेनर वी.आर. कम्प्यूटर एजुकेशन, ढारा डोंगरगढ़ (छ.ग.)

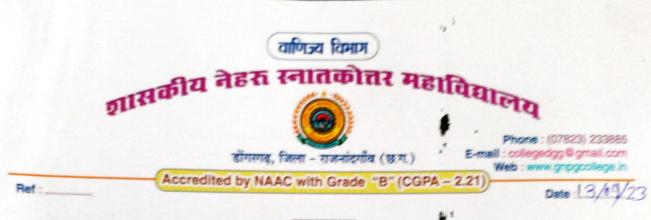
विषय :- Tilly.ERP-9 With GST विषय पर 30 दिवसीय वैल्यू एडेड कोर्स के ट्रेनर्स के रूप में संध्मति प्रदान करने बाबत्।

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उपरोक्त विषयांतर्गत लेख है कि शासकीय नेहरू स्नातकोत्तर महाविद्यालय, डोंगरगढ़ जिला राजनांदगांव के वाणिज्य एवं आई.क्यू.ए.सी. के तत्वावधान दिनांक 01/08/2023 से 30 दिवसीय Tally.ERP-9 With GST का वैल्यू एडेड कोर्स/सर्टिफिकेट ट्रेनिंग प्रोग्राम का आयोजन किया जा रहा है। उक्त ट्रेनिंग प्रोग्राम में आपको ट्रेनर/विषय विशेषज्ञ के रूप में सादर आमंत्रित है। आपको प्रति व्याख्यान (1 ¹ंटे) 300/– रूपये मानदेय प्रदान किया जायेगा। कृप्या अपनी सहमति प्रदान करने का कष्ट करेंगे।

डॉ. श्रीमती ई.व्ही. रेवती

प्रभारी प्राचार्य शास. नेहरू स्नातकोत्तर महाविद्यालय डोंगरगढ़ जिला–राजनांदगॉव(छ.ग.)



सूचना

महाविधालय के वाणिज्य विभाग द्वारा संचालित 30 दिवसीय वैल्यू एडेड कोर्स टैली में भाग लेने वाले बी.कॉम. एवं एम.कॉम के छात्र/छात्राओं को सूचित किया जाता है कि दिनांक 15/09/2023, दिन शुक्रवार को समय 10.00 बजे कांफ्रेंस हाल में वैल्यू एडेड कोर्स टैली का प्रमाण पत्र वितरित किया जाना है।

अतः संबंधित छात्र / छात्राएं उक्त तिथि पर'निर्धारित समयावधि में अपनी उपस्थिति सुनिश्चित करें।

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(जी.के. यादव) विभागाध्यक्ष – वाणिज्य शास. नेहरू स्नातंकोत्तर महाविद्यालय डोंगरगढ़ जिला –राजनांदगांव (छ.ग.)

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कार्यालय प्राचार्य, शासकीय नेहरू स्नातकोत्तर महाविद्यालय डोंगरगढ़, जिला राजनांदगॉव (छ.ग.)

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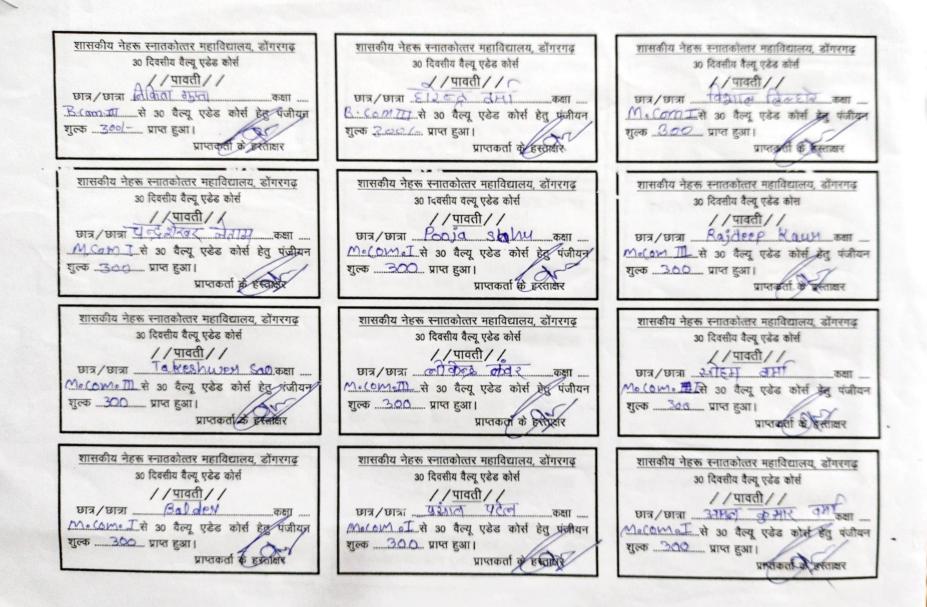
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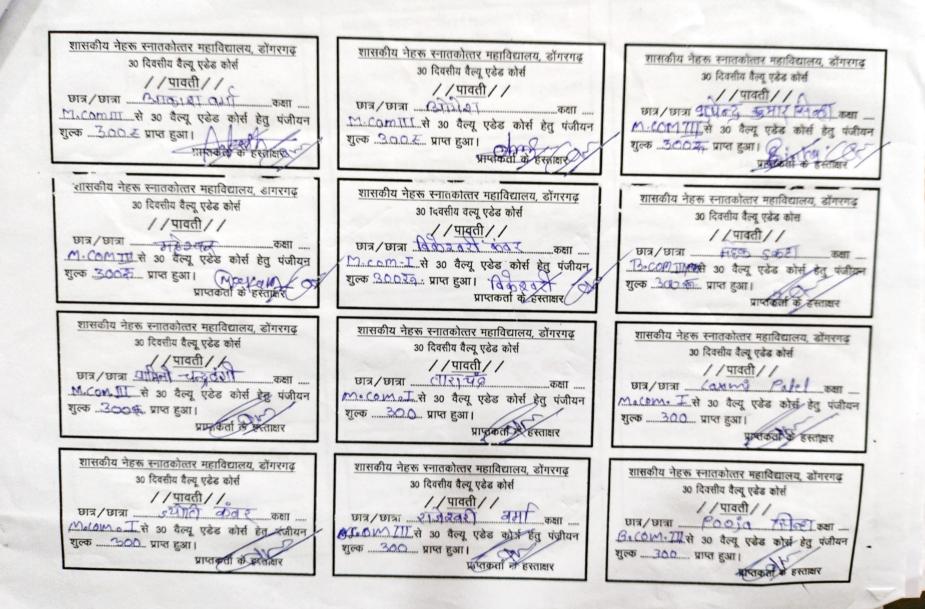
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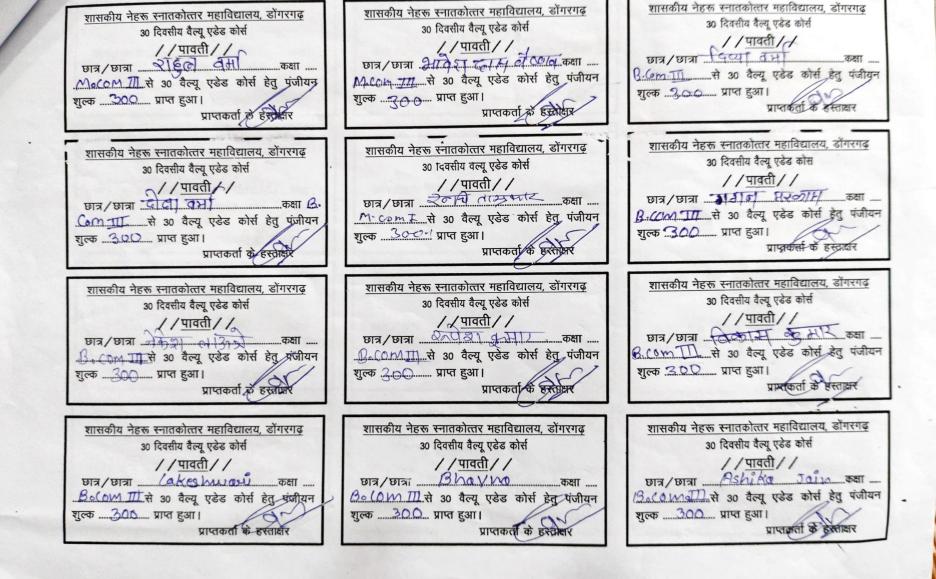
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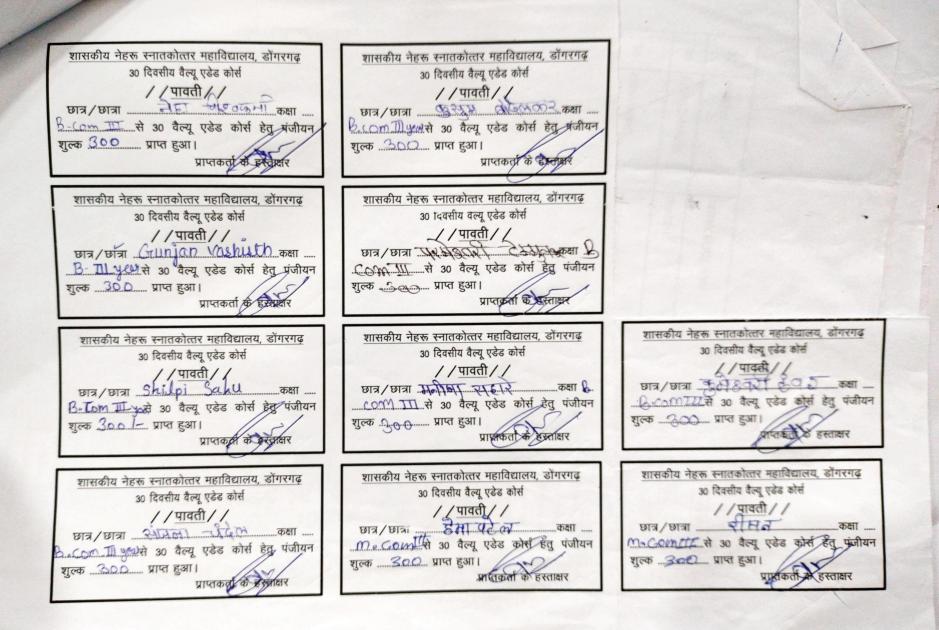
उक्त प्रशिक्षण हेतु इन्हे प्रति प्रशिक्षण दिवस 300 / – रूपयें के अनुसार मानदेय के रूप मे 9000.00 रू. (नौ हजार रूपये मात्र) ऑनलाइन माध्यम से प्रदाय किया जाता हैं।

डॉ. श्रीमती ई.व्ही. रेवती प्राचार्य शास. नेहरू स्नातकोत्तर महाविद्यालय डोंगरगढ़ जिला–राजनांदगॉव(छ.ग.)









Govt. Nehru PG College Dongargarh Dist Rajnandgaon (C.G.) Email ID - collegedgg@gmail.com . Website- www.gnpgcollege.in . Phone No 07823-296011 Accredited by NAAC with Grade "B+" (CGPA - 2.61)
30 days Value Added Course on Tally- ERP-9 With G.S.T. Certificate of Participation
This is to certify that Mf./Miss

Jointly organized by Department of Commerce and I.Q.A.C.

The organization wishes all the best for his/her bright future.

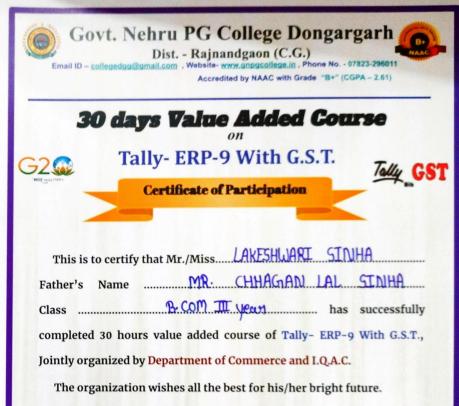
Date : 15/09/2023

Mr. J.Vijay Reddy Director & Trainer VR COMPUTER EDUCATION, Dhara ,Dongargarh.

Mr. G.K. Yadav

H. O.C. H.O.D. Department of Commerce Govt. Nehru PG College, Dongargarh Dist. - Rajnandgaon (C.G.)

Dr. (Smt.) E.V. Revaty Principal (In Charge) Govt. Nohru PG College, Dongargarh Dist. - Rajnandgaon (C.G.)



Date : 15/09/2023

Mr. J.Vijay Reddy Director & Trainer VR COMPUTER EDUCATION, Dhara ,Dongargarh.

Ku.du Mr. G.K. Yadav

H.O.D. Department of Commerce Govt. Nehru PG College, Dongargarh Dist. - Rajnandgaon (C.G.)

Dr. (Smt.) E.V. Revaty

Principal (In Charge) Govt. Nehru PG College, Dongargarh Dist. - Rajnandgaon (C.G.)

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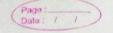
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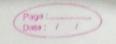
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कार्यालय प्राचार्य, शासकीय नेहरू स्नातकोत्तर महाविद्यालय



डोंगरगढ़, जिला राजनांदगॉव (छ.ग.) E- mail ID - <u>collegedgg@gmail.com</u>, Website - <u>www.gnpgcollege.in</u> **2**: 07823-296011

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डोंगरगढ, दिनांक - 16/09/2023

!! सूचना !!

महाविद्यालय के समस्त छात्र—छात्राओं को सूचित किया जाता है की अंग्रेजी विभाग द्वारा वैल्यू एडेड सर्टिफिकेट कोर्स के लिए दिनांक 20 सितंबर 2023 से दोपहर 12:00 बजे तक महाविद्यालय के पुराने भवन में अंग्रेजी विभाग में भौतिक रूप से उपस्थित होकर निर्धारित पंजीयन शुल्क 100/- रूपयें जमा कर अपना रजिस्ट्रेशन (पंजीयन) करा सकते हैं।

जिन विद्यार्थियों ने गूगल फॉर्म के माध्यम से रजिस्ट्रेशन नहीं किया है, वह भी रजिस्ट्रेशन कर सकते हैं।

डॉ. श्रीमती ई.व्ही. रेवर्ती 2023

प्रभारी प्राचार्य प्रभारी प्राचार्य शास. नेहरू स्नातकोत्तर महाविद्यालय डोंगरगढ़ जिला–राजनांदगॉव(छ.ग.)

Proposal for

30 Hours Value Added Course on Spoken English and

Competitive Grammar

For all regular students

Submitted by

English Department (2023-24)

The Principal Govt. N PG College Dongargarh Sub: Regarding organising of 30 hours Value Added Certificate Course. With due respect & would like to state that the Department of English is going to organizing of 30 hours (2 hours perday) value added certibicate course on "Spoken English and competitive Gramman" from 20 September onwords. This course is being provided to the students of the college to avoid the bear of the English longage So-findly grant your permiseio boc this. The English department will be gratebul to you for this Thank you Chimby-16109123 your sincerely Date 6 Principal, College Principal, College Sout. DONGARGARH C.G. DONGARDGR.DN C.G. Mr. G. K. Sinha 16/09/23 HOD, English Mo.No. 9131944640

कार्यालय प्राचार्य, शासकीय नेहरू स्नातकोत्तर महाविद्यालय डोंगरगढ़, जिला राजनांदगॉव (छ.ग.)

E- mail ID – <u>collegedgg@gmail.com</u>, Website – <u>www.gnpqcollege.in</u> **2**:07823-296011 Accredited by NAAC with Grade "B+" (CGPA – 2.61) Br

डोंगरगढ, दिनांक — 12/09/2023

// आवश्यक सूचना //

महाविद्यालय के जिन छात्र—छात्राओं ने 'स्पोकन इग्लिश एवं कम्पिटेटिव ग्रामर' के 'वैल्यू एडेड सर्टिफिकेट कोर्स' के लिए अपना पंजीयन गूगल फार्म के माध्यम से किया है, उन समस्त छात्र—छात्राओं को सूचित किया जाता है कि वे निम्नलिखित सहायक प्राध्यापकों के पास 'दिनाँक 16/09/2023 तक' निर्धारित शुल्क 100/— रूपयें जमा कर अपना पंजीयन पूर्ण करें —

कला संकाय –

1. कु. अंजलि देवांगन (अंग्रेजी विभाग)

2. कु. नीलम सिन्हा (हिन्दी विभाग)

विज्ञान संकाय —

1. कु. प्रिया ठाकुर (गणित विभाग)

वाणिंज्य संकाय –

1. श्रीमती ज्योति साहू (वाणिज्य विभाग)

टीप :–

- पंजीयन शुल्क जमा करनें वाले प्रथम 150 छात्र–छात्राओं को कोर्स में शामिल होने का मौका दिया जाएगा।
- उक्त कोर्स महाविद्यालय के पुराने बिल्डिंग में 'दिनाँक 20/09/2023 से' आयोजित किया जाएगा जिसका समय दोपहर 02:30 बजें से 04:30 बजें तक होगा।
- कोर्स की समय सारणी पंजीकृत विद्यार्थियों का व्हाट्सएप ग्रुप बनाकर ग्रुप के माध्यम से सूचित किया जाएगा।

डॉ. (श्रीमती) ई.व्ही. रेवती

प्रभारी प्राचार्य शास. नेहरू स्नातकोत्तर महाविद्यालय डोंगरगढ़ जिला–राजनांदगॉव(छ.ग.)

-	Value Fldde	Course							
	Value Added Course (Department of English)								
		e-Table	Time: 2:30pm-4:30						
rit	Subject	Date	Teacher's name						
1.	Parts of Speech & Activity	20 09/23	Mr. Gulshan Sinha						
	Parts of Speech & Activity	21/09/23	Mr. Dhanesh Sinha						
•		22/09/23	Mr. G:K.Sinha						
	C. Lipst Nech Apreements	26/09/23	Ms. Padma Khunte						
)	Subject-verb Agreement (& Activity	27/09/23	Mrs. Anjali Dewangen						
		29 09 23	Mr. G.K. Sinha						
	Tense Voice	30/09/23	Mr. G.K. Sinha						
	Auxiliary verbs & Modals Activity	4/10/23	Mr. Avinesh Singh						
}	Activity	5 /10/23	Mr. Kundan Yadav						
· ·	Sentence formation (Writing Skills) Antonyms	6/10/23	Ms. Radma khunte						
	Synonyms formon Groors	7/10/23	Ms. Anjali Dewangan						
1.1	Activity	9/10/23	Mr. G.K. Sinha						
	Proverbs Idions & Phreses	10/10/23	Mr. G.K. Sinha						
5.	RACHIVITY	11/10/23	Mrs. Rajkumani Jain						
		12/10/23	Ms. Padma khunte						
		14/10/23	Certificate Distribution						
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Office of the Principal, Govt. Nehru PG College



Dongargarh, Dist. – Rajnandgaon (C.G.)

E- mail ID – <u>collegedgg@gmail.com</u>, Website – <u>www.gnpgcollege.in</u> **2**: 07823-296011 Accredited by NAAC with Grade "B+" (CGPA – 2.61)

Letter No. / 586 /Gu.Lec. / 2023-24

Date - 16/09/2023

To,

Mr. Dhanesh Sinha

Principal of Aatmanand English Medium School Chhuriya Dist. Rajnandgaon

Sub :- Invitation letter for lecture on "Spoken English and Competitive Grammar"

----00-----

Dear Sir

It is with great pleasure that I write this letter to invite you as a resource person for the Value Added Certificate Course on "Spoken English and Competitive Grammar" which is being organised by theEnglish Department at the Old building of the college.

The date for the lecture conducted by you will be on 20 September 2023 and the session will begin at 2:30. The remuneration for two hours lecture is 1000/-.

Kindly communicate your acceptance at earliest. This will enable us to prepare for a successful lecture.

Anticipating a favorable reply from your end.

Dr. Smt. E.V. Rev

Inch. Principal Govt. Nehru PG College Dongargarh Dist. – Rajnandgaon (C.G.)



Office of the Principal Govt. Nehru PG College, Dongargarh Dist. Rajnandgaon (C.G.)

E- mail ID – collegedgg@gmail.com , Website – <u>www.qnpqcolleqe.in</u> **2**: 07823-296011 Accredited by NAAC with Grade "B+" (CGPA – 2.61)



Letter No./ 6 🔗 / Val.Add. /2023-24

Dated : 03/10/2023

Тο,

Mr. Kundan Singh Guest lecture, English Department Govt VYT PG Autonomous College Durg.

Sub :- Invitation letter for lecture on "Spoken English and Competitive Grammar"

Dear Sir,

It is with great pleasure that I write this letter to invite you as a resource person for the Value Added Certificate Course on "Spoken English and Competitive Grammar" which is being organised by the English Department at the Old building of the college.

The date for the lecture conducted by you will be **on 05th October 2023 and the session will begin at 2:30.** Your lecture topic is **"Suject- Verb Agreement"** Kindly communicate your acceptance at earliest. This will enable us to prepare for a successful lecture. Anticipating a favorable reply from your end.

Dr. (Smt.) E.V. Revaty Principal Govt. Nehru PG Colleg Dongargarh Dist – Rajnandgaon (C.G.)

Dated : 03/10/2023

Ref.No./ / Val.Add. /2023-24 1- Principal, Govt VYT PG Autonomous College Durg. (C.G.)

Dr. (Smt.) E.V. Revaty Principal Govt. Nehru PG Colleg Dongargarh Dist – Rajnandgaon (C.G.)





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Govt. Nehru PG College Dongargarh

Dist. - Rajnandgaon (C.G.)





30 Hours Value Added Certificate Course

OI

Spoken English and Competitive Grammar

Certificate



Mr. Kundan Kumar Yadav Guest Lecturer - English Govt. V.Y.T. Autonomous College,

Durg (C.G.)

Presented his lecture as a Resource Person in Value Added Certificate Course by the English Department & I.Q.A.C. of Government Nehru Post Graduate College, Dongargarh, on the topic "Spoken English and Competitive Grammar" dated on

The organization wishes him all the best for his bright future.

Date :-

ysinha

Mr. Gulshan Sinha

Coordinator H.O.D.- English Dept, Govt. Nebru PG College, Dongargarh Dist. - Rajnandgaon (C.G.)

Dr. R.R. Koche Coordinator- I.Q.A.C. H.O.D.- Economics Govt. Nehru PG College, Dongargarh Dist. - Rajnandgaon (C.G.)

Dr. E.V. Revaty Principal & Patron Govt. Nehru PG College, Dongargarh Dist. - Rajnandgaon (C.G.)



Office of the Principal, Govt. Nehru PG College Dongargarh, Dist. – Rainandgaon (C.G.)



E- mail ID - <u>collegedge @gmail.com</u>, Website - <u>www.gnpgcollege.in</u> **E**: 07823-296011 Accredited by NAAC with Grade "B+" (CGPA - 2.61)

Letter No. / Q=1 /Val. Add. Cou./ 2023-24

Date - 10/10/2023

To,

Smt.Rajkumari Jain Incharge Principal (Lecturer - English) Govt. Higher Secondary School, Uraidabari Dongargarh (C.G.)

Subject - Invitation letter for lecture on "Spoken English and Competitive Grammer.

It is with great plesure that i write this letter to invite you as a resource personfor the value added certificate course on "Spoken English and Competitive Grammar" which is being organized by the English department at the old building of the college.

The date for the lecture conducted by you will be on 11/10/2023 and the session will begin at 02:30 PM. Your lecture topic is "Spoken English and Competitive Grammar". Kindly communicate your acceptance at earliest. This will enable us to prepare for a successful lecture.

Anticipating a favorable reply form your end.

Dr. Smt. E.V. Revaty Inch. Principal Govt. Nehru PG College Dongargarh Dist. – Rajnandgaon (C.G.)



and Competitive Grammar", Jointly organized by English Department and I.Q.A.C.

The organization wishes all the best for his/her bright future.

Date :14/10/2023

Mr. Gulshan Sinha

Convenor H.O.D.- English Dept, Govt. Nehru PG College, Dongargarh Dist. - Rajnandgaon (C.G.)

Dr. R.R. Koche Coordinator - I.Q.A.C. H.O.D.- Economics Dept. Govt. Nehru PG College, Dongargarh Dist. - Rajnandgaon (C.G.)

Dr. E.V. Revaty Principal & Patron Govt. Nahru PG Collega, Dongargarh Dist. - Rajnandgaon (C.G.)