

5.1.5. Average percentage of students benefitted by Vocational Education and training (VET) during the last five years

Summary Report

DIPLOMA/ADVANCED DIPLOMA IN COMMUNICATION & PRINTING SKILL

Background: In an endeavor to augment the professional abilities, especially of girl students, the College is running one year Diploma/Advanced Diploma in Communication & Printing Skill Programme (Short Hand & Type Writing) since 2015. The Diploma is approved by University Grants Commission under the scheme of Community College Course.

Objectives & Aim: Under this sponsorship of this programme, students are sought to be trained for an Advance Diploma in Communication and Printing Skill of shorthand and typing English/Hindi in which the ceiling on the intake of students is 50, with a normal charge.

Course duration: 01 year (two semesters)

Course Curriculum: The Course Curriculum got designed by the Expert's Committee constituted by the Board of Studies. The Committee so constituted was having in-house as well as external resource persons. Subject Experts and Academicians from the Committee strongly recommended the framing of Curriculum more practice-learning then to having only the theory sessions. Certain vital and broad aspects of the curriculum mentioned below:

a. Orientation	b. Theory Sessions	c. Practical Sessions
d. Dictation	e. Experts' Sessions	f. Industrial Visits/Educational Tours
g. Seminars	h. Project Work	i. Holiday Assignments

Students (course): The Girl students who have completed class 12th in any discipline and students of any college of University of Allahabad & constituent/ state college (B.A., B.Sc., B.Com, M.A., M.Sc....B.Ed) has taken admission in this course.

SADANLAL SANWALDAS KHANNA GIRLS DEGREE COLLEGE

(A Constituent College of the University of Allahabad)

ACCREDITED GRADE ' A ' BY NAAC WITH CGPA 3.46

Diploma/Advanced Diploma in Communication & Printing Skill Programme

(A UGC Approved Programme)

SYLLABUS

1 YEAR DIPLOMA IN COMMUNICATION & PRINTING SKILL - ENGLISH

I SEMESTER (6 Months)

PAPERS – ENGLISH	Credits (30)	Hour
General Education: Chapter: 1 to 12	12 Credits	180 Hrs
1. Introduction and the consonants 2. The Vowels 3. Intervening Vowels and Position Grammalogues, Punctuation 4. Alternative Signs for r and h 5. Diphthongs Abbreviated w 6. Phraseography, Tick the 7. Circle S and Z - Left and Right Motion 8. Stroke S and Z 9. Large Circles sw and ss or sz 10. Loops at and str 11. Initial hooks to straight strokes and curves 12. Alternative Forms for fr, vr, etc. intervening vowels		
Skill Component: PRACTICAL (Based on content of theory paper)	18 Credits	270 Hrs
Grand Total	30 Credits	450 Hrs

II Semester (6 Months)

PAPERS – ENGLISH	Credits (30)	Hour
General Education: Chapter: 13 to 24	12 Credits	180 Hrs
13. Circle or loop preceding initial hook 14. n and f Hooks 15. Circles and loops to final hooks 16. The shun hook 17. The Aspirate 18. Upward and Downward r 19. Upward and Downward l and sh 20. Compound Consonants 21. Vowel Indication 22. The Halving Principle (Section 1) 23. The Halving Principle (Section 2) 24. The Doubling Principle		
Skill Component: PRACTICAL (Based on content of theory paper)	18 Credits	270 Hrs
Grand Total	30 Credits	450 Hrs

III Semester (6 Months)

PAPERS – ENGLISH	Credits (30)	Hour
General Education: Chapter: 25 to 36	12 Credits	180 Hrs
25. Di-phonic or two vowel signs 26. Medial Semicircle 27. Prefixes Negative words 28. Suffixes and Terminations 29. Contractions 30. Figures, etc. Proper Names 31. Note-Taking, Transcriptions, etc. 32. Essential vowels 33. Special Contractions 34. Advanced Phraseography 35. Intersections 36. Business Phrases		
Skill Component: PRACTICAL (Based on content of theory paper)	18 Credits	270 Hrs
Grand Total	30 Credits	450 Hrs

IV Semester (6 Months)

PAPERS – ENGLISH	Credits (30)	Hour
General Education: Chapter: 37 to 48	12 Credits	180 Hrs
37. Political Phrases 38. Banking and Stock Broking Phrases 39. Insurance and Shipping Phrases 40. Technical and Railway Phrases 41. Legal Phrases 42. Theological Phrases 43. Special List of Words 44. Shorthand in Practice 45. Outlines for the Names of the Chief Cities and Towns of the Empire 46. Grammalogues arranged alphabetically 47. Grammalogues arranged Phonetically 48. Special List of Contractions		
Skill Component: PRACTICAL (Based on content of theory paper)	18 Credits	270 Hrs
Grand Total	30 Credits	450 Hrs

1 YEAR DIPLOMA IN COMMUNICATION & PRINTING SKILL - HINDI

I Semester (6 Months)

PAPERS HINDI	Credits (30)	Hour
General Education: Chapter: 1 to 12	12 Credits	180 Hrs
1. आधार चित्र और वर्णमाला 2. वर्णाक्षरों की पहचान 3. संकेत लिपि/वर्णमाला 4. व्यंजन 5. व्यंजन को मिलाना 6. स्वर (मोटे बिन्दु और मोटे डैश के प्रयोग) 7. स्वर (हल्के बिन्दु और हल्के डैश के प्रयोग) 8. दो व्यंजनों के बीच स्वर का स्थान 9. त वर्ग की दायीं-बायीं रेखाओं का प्रयोग 10. स और म - न का प्रयोग 11. शब्द चिह्न 12. स, श और ज के प्रयोग (1 और 2)		
Skill Component: PRACTICAL (Based on content of theory paper)	18 Credits	270 Hrs
Grand Total	30 Credits	450 Hrs

II Semester (6 Months)

PAPERS HINDI	Credits (30)	Hour
General Education: Chapter: 13 to 24	12 Credits	180 Hrs
13. सर्वनाम 14. त आंकड़े का प्रयोग 15. न आंकड़े का प्रयोग 16. र आंकड़े का प्रयोग 17. ल आंकड़े का प्रयोग 18. स्व के वृत्त 19. स्त, स्थ या ष्ट का चाप 20. दार, धार या त्र का चाप 21. म्प या म्ब का प्रयोग 22. लिंग और वचन 23. स, स्व और र ल के कुछ प्रयोग 24. र और ल के उपर और नीचे लिखे जाने के नियम		
Skill Component: PRACTICAL (Based on content of theory paper)	18 Credits	270 Hrs
Grand Total	30 Credits	450 Hrs

III Semester (6 Months)

PAPERS HINDI	Credits (30)	Hour
General Education: Chapter: 25 to 36	12 Credits	180 Hrs
25. स्वर (लोप करने के नियम) 26. कटे हुए व्यंजनों का प्रयोग 27. प, ब, ज और ठ (आंकड़े) 28. द्विध्वनिक मात्राएं 29. त्रिध्वनिक मात्राएं 30. ट, त और क (व्यंजनों को आधा करने का नियम) 31. तर, दर, टर या डर (लृजनों को दूना करने का नियम) 32. व और य के आंकड़े का प्रयोग 33. षन, छण या शन का प्रयोग 34. व्व, लर, रर 35. कुछ प्रत्यय शब्द और उनके संकेत 36. उपसर्ग		
Skill Component: PRACTICAL (Based on content of theory paper)	18 Credits	270 Hrs
Grand Total	30 Credits	450 Hrs

IV Semester (6 months)

PAPERS HINDI	Credits (30)	Hour
General Education: Chapter: 37 to 48	12 Credits	180 Hrs
37. सन्धि		
38. क्रिया		
39. संख्या वाचक संकेत		
40. विराम चिन्ह		
41. कुछ विशेष नियम		
42. वर्णाक्षरों से काटने पर नये शब्द		
43. शब्द चिन्ह		
44. विशिष्ट शब्द चिन्ह-1		
45. विशिष्ट शब्द चिन्ह-2		
46. अति विशिष्ट शब्द चिन्ह-1		
47. अति विशिष्ट शब्द चिन्ह-2		
48. वाक्यांश		
Skill Component: PRACTICAL (Based on content of theory paper)	18 Credits	270 Hrs
Grand Total	30 Credits	450 Hrs

Notice

<http://sskhannagiralsdc.ac.in/web.php?pageurl=archive>

Admission Notification for Community College Skill Development (Short Hand & Type Writing)

Admission form for U.G.C. approved Diploma/Advanced Diploma in Communication & Printing Skill Programme (**Short Hand & Type Writing**) is available in S.S. Khanna Girls Degree College. The Girl student who has completed class 12th in any discipline and students of any college of University of Allahabad & constituent/ state college (B.A., B.Sc., B.Com., M.A., M.Sc.) can take admission in this course. Scholarships are available on the basis of 100% attendance. Students can collect the form from college (10 A.M. to 12 P.M.)

For any query kindly Contact College office- 0532-2451692

List of VET programs and students enrolled year-wise

Year	Name of the VET programs	No. of students enrolled	Details
2018-19	Diploma in Communication & Printing skill	45	Table 1
2017-18	-----	0	--
2016-17	Diploma in Communication & Printing skill	46	Table 2
	Advanced Diploma in communication & Printing skill	07	Table 3
2015-16	Diploma in Communication & Printing skill	53	Table 4
2014-15	-----	00	---

Table 1: Diploma in Communication & Printing skill	
2018-19	
S.N	Name of students
1.	Laraiba Rayeen
2.	Pragti Kesharwani
3.	Nitika Saraswat
4.	Shalini Kesarwani
5.	Anjali
6.	Maira Mansoor
7.	Riya Gupta
8.	Sukanya Mishra
9.	Ritika Kesarwani
10.	Nishita Pathak
11.	Vaishali Singh
12.	Neelima Tripathi
13.	Kainat Fatima
14.	Saniya Irshad
15.	Shamiya Parveen
16.	Ifra Adeeb
17.	Harshita Pandey
18.	Shivani
19.	Ashra Nagi
20.	Kausain Hafeez
21.	Zeba Parveen

22.	Palak Malviya
23.	Shubhanshi Tandon
24.	Aisha Rais
25.	Kajal Kesarwani
26.	Preeti Jaiswal
27.	Akansha Singh
28.	Prafullita Chaudhary
29.	Bushra Rahman
30.	Nishi Panday
31.	Rahnuma Ansari
32.	Ayushi Malviya
33.	Riya Singh
34.	Priyanka Lakhmani
35.	Farha Mirza
36.	Archana Singh
37.	Rukhsar Fatima
38.	Fauzia Iftekhar
39.	Deepali Devi
40.	Shayna Parvez
41.	Alina Khan
42.	Vaishnavi Mishra
43.	Samra Mabood
44.	Shruti Surya
45.	Sareen Bano

Table 2: Diploma in Communication & Printing skill 2016-17	
S.N	Name of students
1	Tanu Kumari
2	Ritika Srivastava
3	Afreen Naaz
4	Manju Patel
5	Umra Gulrez
6	Samra Begum
7	Taiba Ilyas
8	Parul Srivastava
9	Subhana Rabbi
10	Divya Kumari
11	Kanchan Sharma
12	Anjali Gond
13	Chandni Kumari
14	Mansi Tiwari

15	Alina Rizvi
16	Ushma
17	Rupali Kushwaha
18	Garima Gupta
19	Bushra Ali
20	Asifa Siddiqui
21	Shazia Jamal
22	Saumya Jaiswal
23	Hena Mansoori
24	Shubhi Kapoor
25	Hifza Mohsin
26	Muskan Sahu
27	Shraddha Mishra
28	Siddika Aflaq
29	Ayushi Agarwal
30	Ayushi Tiwari
31	Shaily Kesarwani
32	Vaishali Gupta
33	Ishita Gupta
34	Sneha Gaur
35	Simran Gupta
36	Shabnam Khan
37	Shruti Srivastava
38	Anjali Shivhare
39	Mala Nishad
40	Shweta Singh
41	Sangeeta
42	Mamta Devi
43	Shivangi Yadav
44	Priyanka Patel
45	Preeti Sahu
46	Sakshi Verma

Table 3: Advanced Diploma in communication & Printing skill

1	Pooja Singh
2	Aparna Garg
3	Simran Raj
4	Sonali
5	Deepanjali Jain
6	Purva Kesarwani
7	Reetika Srivastava

Table 4: Diploma in Communication & Printing skill**2015-16**

S.N	Name of students
1	Sonali
2	Simran Raj
3	Purva Kesarwani
4	Pooja Singh
5	Shreshtha Soni
6	Ariba Shahab
7	Naweer Anjum
8	Nazan Shamim
9	Wajiha Hashmi
10	Rashmi Lakhmani
11	Zainab Butool
12	Deepanjali Kanojia
13	Shivangi Sharma
14	Shivangi Yadav
15	ZariaTariq
16	Reetika Srivastava
17	Sejal Gupta
18	Riya Chaddha
19	Harsha Mehrotra
20	Shivani Mehta
21	Aparna Garg
22	Sushmita Jain
23	Astha Srivastava
24	Juhi pahuja
25	Samreen Haseen
26	Srishti Khare
27	Divya Tiwari
28	Deepanjali Jain
29	Aditi Verma
30	Alima Umar
31	Pallavi Shukla
32	Kashish Makhija
33	Alisha Razi
34	Priya Chakravarty
35	Rukhsar Ali
36	Anjali Shivhare
37	Mala Nishad
38	Sanyukta Sinha
39	Saman Hussain
40	Yashi Jaiswal
41	Mohvish Farooqui
42	Ambarah Kareem
43	Rukhsar Bano

44	Ruquaiya Sakeel
45	Ruquaiya Bano Rizvi
46	Sama Rizvi
47	Priya Pal
48	Sakshi singh
49	Shivangi Shukla
50	Yukti Jaiswal
51	Ayushi Singh
52	Firdaus Aman
53	Apoorva Srivastava