

Department of Library & Information Science

Subharti Puram, Delhi Haridwar Meerut Bypass Road, NH-58, Meerut-250005 Email:
subharti@subharti.org, Website: www.subharti.org

Value Added Course on English Communication Skills

From 08/11/2021 to 16/11/2021

Timing: 01:30 pm to 03:30 pm

Duration: 16 Hours

Co-ordinator: Dr. Javed Khan & Dr. Sapna Sharma





Raja Kunwar Singh Subharti
Department of Library & Information Science
Faculty of Arts & Social Science



Web: subharti.org, e-mail: librarianscience@subharti.org, Ph.:0121-2439043/52 (Extn: 2885, 2886), Telefax: 0121-3058030, 2439067

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)


Office of the HOD

Ref. No.: FASS/DLIS/2021

Dated: 06/11/2021

Notice

All Students of BLIS programme are hereby informed that value added course “English Communication Skills” will be start from 08/11/2021 to 16/11/2021 at 01:30 pm to 03:30 pm. All interested students are advised to contact Dr. Javed Khan, Associate Professor & Dr. Sapna Sharma, Assistant Professor for registration and other information.


(Dr. Sudhir Tyagi)
HOD

Copy To:-

- Dr. Javed Khan, Associate Professor, DLIS
- Dr. Sapna Sharma, Assistant Professor, DLIS
- Department Notice Board, DLIS

Syllabus
Value Added Course 2021-22
English Communication Skills
Code: LIS-VAC-09
Duration - 16 hours

Objective:

The purpose of commencing English communication skills course is to develop in students fundamental communication skills being integral to personal, social and professional interactions. One of the significant associations among human beings is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. The present course hopes to address most of these aspects through an interactive approach of teaching learning process; focusing on various dimensions of communication skills. The course also focuses on enhancing the ability to handle casual and formed situations in terms of personal and intellectual grooming.

Syllabus Modules:

Module 01 – Self Introduction

- Introducing self
- Speaking about achievements
- Voicing future aspects

Module 02 – Non verbal Communication

- Body Language
- Paralanguage skills

Module 03 – Manners and Etiquettes

- Personal grooming
- Dress code
- Telephone etiquettes
- Intellectual grooming

Module 04 – Conversation in Real life situations

- Meeting people,
- Traveling
- Visiting Places
- Shopping

Module 05 – Public Speaking skills

- Extempore
- Role Play
- Group Discussion

Module 06 – Practical Assessment

- Presentations


Registrar
Swam Vivekanand
Subharti University
MEERUT




Department of Library & Information Science
Faculty of Arts & Social Science
Web: subharti.org, e-mail: libraryscience@subharti.org, Ph.:0121-2439043/52 (Extn: 2835,2836), Telefax: 0121-3058030, 2439067
SWAMI VIVEKANAND SUBHARTI UNIVERSITY
(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)



List of Students Registered in Value Added Course
English Communicaiton Skills
2021-22

S. No.	Programme	Name of Students	Father/Husband's Name
1	BLIS	Km. Farzana	Ashmohammad
2	BLIS	Anjali Raj	Shri Bhagwan Singh
3	BLIS	Amit Kumar	Santpal
4	BLIS	Mukesh Kumar	Ramkishan
5	BLIS	Km. Kavita	Nepal Singh
6	BLIS	Deepika Aggarwal	Balwant Kumar
7	BLIS	Kanta Sharma	Ved Prakash
8	BLIS	Shivani Rathi	Narender Singh


(Dr. Sudhir Tyagi)
HOD



Raja Kunwar Singh
Subharti Department of Library & Information Science
Faculty of Arts & Social Science

Website: subharti.org, e-mail: libraryscience@subharti.org, Ph.: 0121-2439043 / 52 (Extn: 2835, 2836), Telefax: 0121-3058030, 2439067

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)



Office of the HOD

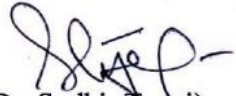
Ref. No.: FASS/DLIS/2021/ 7337

Dated: 18/11/2021

Reports on Value Added Course 'English Communication Skills'

Department of Library and Information Science strategically planned value added course 'English Communication Skills' for the session 2021-22. Applications from BLIS were invited. All admitted students in BLIS were approached for the admission. Classes of value added course was conducted on 08/11/2021 to 16/11/2021 from 01:30pm to 03:30pm. Coordinator of this course was Dr. Javed Khan & Dr. Sapna Sharma. All admitted BLIS students successfully completed this course.

The purpose of this course was to deal students systematically with many aspects of language i.e. reading, writing, listening and speaking and increase ability to make quality speeches/presentation which is helpful to enhance their personality traits. Under this skill course, the students were trained in Basic Communication Skills, to use language effectively to face interviews, group discussions, public speaking, and ethical values and inculcate organizational behavior.


(Dr. Sudhir Tyagi)

HOD
Deptt. of Library and Inf. Sc.
S. V. Subharti University
MEERUT



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Meerut
UGC Approved

Where Education is a Passion ...



Raja Kunwar Singh Subharti Department of Library & Information Science

CERTIFICATE

This is to certify that *Shivani Rathi* of BLIS session 2021-22 has attended & successfully completed 16 hours value added course “**English Communication Skills**” at Department of Library & Information Science, Swami Vivekanand Subharti University, Meerut.

Dr. Sudhir Tyagi
Head

Dept. of Library & Info. Science



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Meerut
UGC Approved

Where Education is a Passion ...



Raja Kunwar Singh Subharti Department of Library & Information Science

CERTIFICATE

This is to certify that *Km. Kavita* of BLIS session 2021-22 has attended & successfully completed 16 hours value added course “**English Communication Skills**” at Department of Library & Information Science, Swami Vivekanand Subharti University, Meerut.

Dr. Sudhir Tyagi
Head

Dept. of Library & Info. Science