



K. D. PAWAR SHIKSHAN MAHAVIDYALAYA

AANGEWADA, NAGPUR ROAD, SAONER DIST- NAGPUR-441107

(Recognized by N.C.T.E. & R.T.M. Nagpur University, Nagpur)

Mob. No. 9822697899

N.C.T.E. Code: APW03501/1234513


RTM Nagpur University College Code: 348

Ref: NAAC 2024/MLD/Cr-1.2.2

Date-07/05/2024

Criteria: 1.2.2	Average Number of Value-added courses offered during the last five years 1.2.2.1. Number of Value – added courses offered during the last five years
Findings of DVV	Brochure and Course Content along with CLOs of Value added courses
Response/ Clarification	1. Summary report of all value-added program showing duration and course content and course learning outcome (CLO) is attached (Appendix I)




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Appendix I



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1.2.1 : Summary Report on Value Added Courses			
Academic Year - 2018-19			
Name of Value Added Programme	Summary Report of the Course	Duration	Number of Students completing the course in the year
Introduction to Ms-Excel	<p>Course Objective: This course intends to introduce students to MS Word software from Microsoft</p> <p>Enabling students to understand basic concept of this software and make the competitive In today's world.</p> <p>This programme also intends to introduce students to workings of MS Office ad its intricacies so as to make them more professional in corporate world.</p> <p>Course Outcomes:-</p> <ol style="list-style-type: none">1) Student will be able to understand this software and able to do his day to day working.2) Allow student to create simple word processing documents and reports effortlessly3) Allow students to be familiar with components of word interface.	30 Hrs	49
Introduction to Personality Development	<p>Course Objectives:</p> <p>The course intends to develop talent, facilitate employability enabling the incumbent to excel and sustain in a highly competitive world of business. The programme aims to bring about personality development with regard to the diffeient behavioural dimensions that have far reaching significance in the direction of organisational effectiveness. To make students know about self-awareness, life skills, soft skills, need for personal development etc.</p> <p>Course outcomes:</p> <ul style="list-style-type: none">• The student u ill be able to understand, analyse develop and exhibit accurate sense of self.• Think critically.• Demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.• Learn to balance confidence with humility and overcome problems associated with personality.	30 Hrs	49
Intorduction to Ms-Word	<p>Course Objective:</p> <p>This course ilitends to introduce students to MS Word software from Microsoft</p> <p>Enabling students iö understand basic concept of this software and make the competitive In today's world.</p> <p>This, programme also intends to introduce students to</p>	30 Hrs	49



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	<p>workings of MS Office and its intricacies so as to make them more professional in corporate world.</p> <p>Course Outcomes:-</p> <ol style="list-style-type: none">1) Student will be able to understand this software and able to do his day to day working.2) Allow student to create simple word processing documents and reports effortlessly3 Allow students be familiar with components of word interface .		
Introduction to Public Speaking	<p>Course Objective :</p> <p>This course is an introduction to speech communication which emphasizes the practical skill of public speaking, including techniques to lessen speaker anxiety, and the use of visual aids to enhance speaker presentations. Its goal is to prepare students for success in typical public speaking situations and to provide them with the basic principles of organization and research needed for effective speeches.</p> <p>Course Outcome :</p> <p>Identify the elements of a communication situation.</p> <ul style="list-style-type: none">• Perform preliminary audience analysis.• Practice by rehearsal the oral presentation of the speech,• Listen, evaluate, and critique oral presentations by other students.• Incorporate and use of visual aids into an oral presentation.• To acquire a foundation of the basic terminology, concepts, and theories in communication.	30 Hrs	49
Introduction to Research Methods	<p>Course Objective:</p> <p>This course will provide an opportunity for students to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. This value added program on Introduction to Research Methods will offer students the opportunity to learn the various aspects of the research process, framing useful research questions, research design, data collection, analysis, writing and presentation.</p> <p>Course outcomes:</p> <ul style="list-style-type: none">• Understand research terminology• Be aware of the ethical principles of research, ethical challenges and approval processes• Describe quantitative, qualitative and mixed methods approaches to research• Identify the components of a literature review process	30 Hrs	49



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Principles of Management	<p>Course Objective: This will enable to present the learner in a better way and leave positive impact. This will enable the learner to leave a good impression with pleasing and confident personality. This will help the learner to create their image in the organization and at any place where they meet and interact with people. To imbibe the right body language for a professional environment To help improve public speaking with confidence.</p> <p>Course Outcome :</p> <ul style="list-style-type: none">• Self-Development Skills• Interpersonal Skills• Thinking and Problem-Solving Skills• Personality and image building• Effective Communications• Right Body Language	30 Hrs	49
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1.2.1 : Summary Report on Value Added Courses			
Academic Year - 2019-20			
Name of Value Added Programme	Summary Report of the Course	Duration	Number of Students completing the course in the year
Introduction to Ms-Excel	<p>Course Objective:</p> <p>This course intends to introduce students to MS Word software from Microsoft. Enabling students to understand basic concept of this software and make the competitive in today's world. This programme also intends to introduce students to workings of MS Office and its intricacies so as to make them more professional in corporate world.</p> <p>Course Outcomes:-</p> <p>1) Student will be able to understand this software and able to do his day to day working. 2) Allow student to create simple word processing documents and reports effortlessly 3) Allow students to be familiar with components of word interface.</p>	30 Hrs	50
Introduction to Personality Development	<p>Course Objectives:</p> <p>The course intends to develop talent, facilitate employability enabling the incumbent to excel and sustain in a highly competitive world of business. The programme aims to bring about personality development with regard to the different behavioral dimensions that have far reaching significance in the direction of organizational effectiveness. To make students know about self-awareness, life skills, soft skills, need for personal development etc.</p> <p>Course outcomes:</p> <ul style="list-style-type: none">• The student I'll be able to understand, analyze develop and exhibit accurate sense of self.• Think critically.• Demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.• Learn to balance confidence with humility and overcome problems associated with personality.	30 Hrs	50



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	Course Objective: This course introduce students to MS Word software from Microsoft. Enabling students to understand basic concept of this software and make the competitive In today's world. This, programme also intends to introduce students to workings of MS Office ad its intricacies so as to make them more professional in corporate world. Course Outcomes:- 1) Student will be able to understand this software and able to do his day to day working. 2) Allow student to create simple word processing documents and reports effortlessly 3 Allow students be familiar with components of word interface .	30 Hrs	50
	Course Objective : This course is an introduction to speech communication which emphasizes the practical skill of public peaking, including techniques to lesson speaker anxiety, and the use of visual aids to enhance speaker presentations. Its goal is to prepare students for success in typical public speaking situations and to provide them with.the basic principles of organization and research needed for effective speeches. Course Outcome : Identify the elements of a communication situation. • Perform preliminary audience analysis. • Practice by rehearsal the oral presentation of the speech, • Listen, evaluate, and critique oral presentations by other students. • Incorporate and use of visual aids into an oral presentation. • To acquire a foundation of the basic terminology, concepts, and theories in communication.	30 Hrs	50
	Course Objective: This course will provide an opportunity for students to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. This value added program on Introduction to Research Methods will offer students the opportunity to learn the various aspects of the research process, framing useful research questions, research design, data collection, analysis, writing and presentation. Course outcomes: • Understand research terminology • Be aware of the ethical principles of research, ethical challenges and approval processes • Describe quantitative, qualitative and mixed methods approaches to research • Identify the components of a literature review process	30 Hrs	50



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Principles of Management	<p>Course Objective: This will enable to present the learner in a better way and leave positive impact. This will enable the learner to leave a good impression with pleasing and confident personality. This will help the learner to create their image in the organization and at any place where they meet and interact with people. To imbibe the right body language for a professional environment To help improve public speaking with confidence.</p> <p>Course Outcome :</p> <ul style="list-style-type: none">• Self-Development Skills• Interpersonal Skills• Thinking and Problem-Solving Skills• Personality and image building• Effective Communications• Right Body Language	30 Hrs	50



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1.2.1 : Summary Report on Value Added Courses**Academic Year - 2020-21**

Name of Value Added Programme	Summary Report of the Course	Duration	Number of Students completing the course in the year
Introduction to Ms-Excel	<p>Course Objective:</p> <p>This course intends to introduce students to MS Word software from Microsoft. Enabling students to understand basic concept of this software and make the competitive in today's world.</p> <p>This programme also intends to introduce students to workings of MS Office and its intricacies so as to make them more professional in corporate world.</p> <p>Course Outcomes:-</p> <p>1) Student will be able to understand this software and able to do his day to day working. 2) Allow student to create simple word processing documents and reports effortlessly 3) Allow students to be familiar with components of word interface.</p>	30 Hrs	50
Introduction to Personality Development	<p>Course Objectives:</p> <p>The course intends to develop talent, facilitate employability enabling the incumbent to excel and sustain in a highly competitive world of business. The programme aims to bring about personality development with regard to the different behavioral dimensions that have far reaching significance in the direction of organizational effectiveness. To make students know about self-awareness, life skills, soft skills, need for personal development etc.</p> <p>Course outcomes:</p> <ul style="list-style-type: none">• The student I'll be able to understand, analyze develop and exhibit accurate sense of self.• Think critically.• Demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.• Learn to balance confidence with humility and overcome problems associated with personality.	30 Hrs	50



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Intorduction to Ms-Word	<p>Course Objective: This course introduce students to MS Word software from Microsoft. Enabling students to understand basic concept of this software and make the competitive In today's world. This, programme also intends to introduce students to workings of MS Office ad its intricacies so as to make them more professional in corporate world.</p> <p>Course Outcomes:- 1) Student will be able to understand this software and able to do his day to day working. 2) Allow student to create simple word processing documents and reports effortlessly 3 Allow students be familiar with components of word interface .</p>	30 Hrs	50
Introduction to Public Speaking	<p>Course Objective : This course is an introduction to speech communication which emphasizes the practical skill of public peaking, including techniques to lesson speaker anxiety, and the use of visual aids to enhance speaker presentations. Its goal is to prepare students for success in typical public speaking situations and to provide them with.the basic principles of organization and research needed for effective speeches.</p> <p>Course Outcome : Identify the elements of a communication situation. • Perform preliminary audience analysis. • Practice by rehearsal the oral presentation of the speech, • Listen, evaluate, and critique oral presentations by other students. • Incorporate and use of visual aids into an oral presentation. • To acquire a foundation of the basic terminology, concepts, and theories in communication.</p>	30 Hrs	50
Introduction to Research Methods	<p>Course Objective: This course will provide an opportunity for students to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. This value added program on Introduction to Research Methods will offer students the opportunity to learn the various aspects of the research process, framing useful research questions, research design, data collection, analysis, writing and presentation.</p> <p>Course outcomes: • Understand research terminology • Be aware of the ethical principles of research, ethical challenges and approval processes • Describe quantitative, qualitative and mixed methods approaches to research • Identify the components of a literature review.</p>	30 Hrs	50



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1.2.1 : Summary Report on Value Added Courses

Academic Year - 2021-22

Name of Value Added Programme	Summary Report of the Course	Duration	Number of Students completing the course in the year
Introduction to Ms-Excel	<p>Course Objective:</p> <p>This course intends to introduce students to MS Word software from Microsoft. Enabling students to understand basic concept of this software and make the competitive in today's world.</p> <p>This programme also intends to introduce students to workings of MS Office and its intricacies so as to make them more professional in corporate world.</p> <p>Course Outcomes:-</p> <p>1) Student will be able to understand this software and able to do his day to day working. 2) Allow student to create simple word processing documents and reports effortlessly 3) Allow students to be familiar with components of word interface.</p>	30 Hrs	50
Introduction to Personality Development	<p>Course Objectives:</p> <p>The course intends to develop talent, facilitate employability enabling the incumbent to excel and sustain in a highly competitive world of business. The programme aims to bring about personality development with regard to the different behavioral dimensions that have far reaching significance in the direction of organizational effectiveness. To make students know about self-awareness, life skills, soft skills, need for personal development etc.</p> <p>Course outcomes:</p> <ul style="list-style-type: none">• The student I'll be able to understand, analyze develop and exhibit accurate sense of self.• Think critically.• Demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.• Learn to balance confidence with humility and overcome problems associated with personality.	30 Hrs	50



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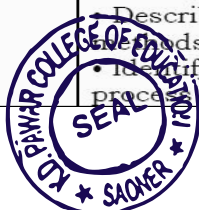
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Intorduction to Ms-Word	<p>Course Objective: This course introduce students to MS Word software from Microsoft. Enabling students to understand basic concept of this software and make the competitive In today's world. This, programme also intends to introduce students to workings of MS Office ad its intricacies so as to make them more professional in corporate world.</p> <p>Course Outcomes:- 1) Student will be able to understand this software and able to do his day to day working. 2) Allow student to create simple word processing documents and reports effortlessly 3 Allow students be familiar with components of word interface .</p>	30 Hrs	50
Introduction to Public Speaking	<p>Course Objective : This course is an introduction to speech communication which emphasizes the practical skill of public peaking, including techniques to lesson speaker anxiety, and the use of visual aids to enhance speaker presentations. Its goal is to prepare students for success in typical public speaking situations and to provide them with.the basic principles of organization and research needed for effective speeches.</p> <p>Course Outcome : Identify the elements of a communication situation. • Perform preliminary audience analysis. • Practice by rehearsal the oral presentation of the speech, • Listen, evaluate, and critique oral presentations by other students. • Incorporate and use of visual aids into an oral presentation. • To acquire a foundation of the basic terminology, concepts, and theories in communication.</p>	30 Hrs	50
Introduction to Research Methods	<p>Course Objective: This course will provide an opportunity for students to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. This value added program on Introduction to Research Methods will offer students the opportunity to learn the various aspects of the research process, framing useful research questions, research design, data collection, analysis, writing and presentation.</p> <p>Course outcomes: • Understand research terminology • Be aware of the ethical principles of research, ethical challenges and approval processes • Describe quantitative, qualitative and mixed methods approaches to research • Identify the components of a literature review process</p>	30 Hrs	50



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Principles of Management	<p>Course Objective: This will enable to present the learner in a better way and leave positive impact. This will enable the learner to leave a good impression with pleasing and confident personality. This will help the learner to create their image in the organization and at any place where they meet and interact with people. To imbibe the right body language for a professional environment To help improve public speaking with confidence.</p> <p>Course Outcome :</p> <ul style="list-style-type: none">• Self-Development Skills• Interpersonal Skills• Thinking and Problem-Solving Skills• Personality and image building• Effective Communications• Right Body Language	30 Hrs	50
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1.2.1 : Summary Report on Value Added Courses**Academic Year - 2022-23**

Name of Value Added Programme	Summary Report of the Course	Duration	Number of Students completing the course in the year
Introduction to Ms-Excel	<p>Course Objective:</p> <p>This course intends to introduce students to MS Word software from Microsoft. Enabling students to understand basic concept of this software and make the competitive in today's world.</p> <p>This programme also intends to introduce students to workings of MS Office and its intricacies so as to make them more professional in corporate world.</p> <p>Course Outcomes:-</p> <p>1) Student will be able to understand this software and able to do his day to day working. 2) Allow student to create simple word processing documents and reports effortlessly 3) Allow students to be familiar with components of word interface.</p>	30 Hrs	50
Introduction to Personality Development	<p>Course Objectives:</p> <p>The course intends to develop talent, facilitate employability enabling the incumbent to excel and sustain in a highly competitive world of business. The programme aims to bring about personality development with regard to the different behavioral dimensions that have far reaching significance in the direction of organizational effectiveness. To make students know about self-awareness, life skills, soft skills, need for personal development etc.</p> <p>Course outcomes:</p> <ul style="list-style-type: none">• The student I'll be able to understand, analyze develop and exhibit accurate sense of self.• Think critically.• Demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.• Learn to balance confidence with humility and overcome problems associated with personality.	30 Hrs	50



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	Course Objective: This course introduce students to MS Word software from Microsoft. Enabling students to understand basic concept of this software and make the competitive In today's world. This, programme also intends to introduce students to workings of MS Office ad its intricacies so as to make them more professional in corporate world. Course Outcomes:- 1) Student will be able to understand this software and able to do his day to day working. 2) Allow student to create simple word processing documents and reports effortlessly 3 Allow students be familiar with components of word interface .	30 Hrs	50
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