

BLDE ASSOCIATION'S
SB ARTS AND KCP SCIENCE
COLLEGE VIJAYAPUR

DEPARTMENT ENGLISH (UG)

VALUE ADDED COURSE
ON ENGLISH
FOR INTERVIEW SKILLS

2023-2024



B. L. D. E. ASSOCIATION'S
S. B. ARTS AND K. C. P. SCIENCE COLLEGE
Bngaramma Sajjan Campus, Shri B. M. Patil Road (Solapur Road), Vijayapur-586 103
Accredited with CGPA of 2.99 at 'B++' Grade in 4th Cycle by NAAC
(Affiliated to Rani Channamma University, Belagavi)



Value Added Course on English for Interview Skills 2023-24

Department of English (UG)

Proposal Letter

From

HOD

Department of English (UG)

SB Arts & KCP Science College, Vijayapur.

Date: 17-11-2023

To,

The Principal

SB Arts & KCP Science College, Vijayapur.

Subject: Proposal letter for conducting Value Added Course on English for Interview Skill.

Respected Madam,

As above cited subject, The Department of English (UG) is planning to conduct Value Added Course for BA II semester Students which helps them to improve their interview skill effectively. I request you to grant us permission for the same.

Objectives: To face interview with confidence and to construct simple sentences to answer in interview questions.

Outcomes: At the end of the course students will be able to make positive impression with good interview skill and strong interviewing skills can help them to stand out and demonstrate their professionalism, communication skill and critical thinking.

Name of the Department: English (UG)

Title of the course: English for Interview Skill

Course Code: 23UGVACENG02

Semester: II SEM

Duration of the course: 30 Hours

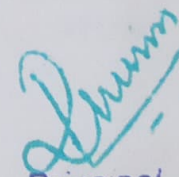
Course Co-Ordinator: Prof Prabhavati Talawar

Type of Assessment: Theory 30 marks and practical 20 marks (Total 50 marks)

Thank You


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S.B. Arts and KCP Science College
VIJAYAPUR


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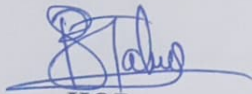


Value Added Course on English for Interview Skills 2023 - 2024

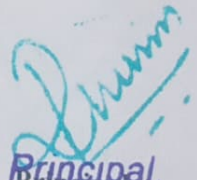
Department English (UG)

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HOD

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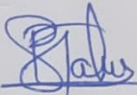


Date: 28 -05-2024

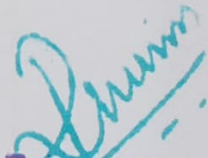
Notice
Department of English (UG)

Value Added Course on English for Interview Skills 2023-24

The students of BA II Semester are hereby informed that, the Department of English (UG) is conducting Value Added Course on **"English for Interview Skills"** from **01/06/2024 to 25/06/2024**. The students, who are interested in certificate course, should enrol their names by consulting course co-coordinator Prof Prabhavati Talwar, Department of English (UG) before **31/05/2024** without fail.


HOD

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Principal
Principal
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Vijayapur.



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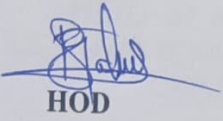
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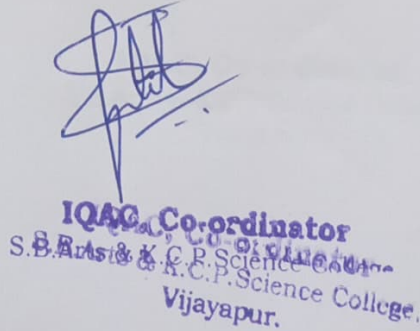


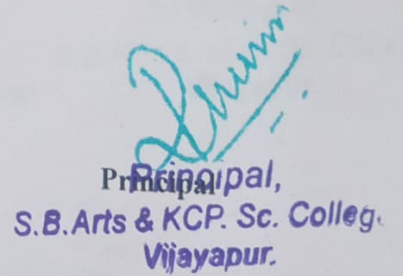
Department of English (UG)
Value Added Course on English for Interview Skills 2023-2024
Students List

SL.NO	UUCMSNO	STUDENTS NAME
1	U15KM23A0003	Chetan DhareppaNarasagond
2	U15KM23A0019	Vidyarani S Walikar
3	U15KM23A0022	Meenaxi BalappaKolakar
4	U15KM23A0023	Sunita Dundappa Gongi
5	U15KM23A0029	Nrupa Vijaya Mahendrakar
6	U15KM23A0031	Soujanya Raosaheb Kokatanur
7	U15KM23A0036	Kadesh Laxman Adalli
8	U15KM23A0037	Shivanand Suresh Athani
10	U15KM23A0041	Akshata Kamani
11	U15KM23A0044	Rajeshwaree Ballari
12	U15KM23A0070	Ravi Yatanur
13	U15KM23A0075	Ningayya
14	U15KM23A0078	Shakera Choudhari
15	U15KM23A0088	SiddaramningappaWalikare
16	U15KM23A0111	ShasuMallappaGadyal
17	U15KM23A0110	Srushti
18	U15KM23A0131	Suresh Kereppagol
19	U15KM23A0165	Sunil Shreeshail Pujari
20	U15KM23A0170	Kartik Suresh Gaganamali
21	U15KM23A0183	Sunil Badiger


HOD

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S.B. Arts and KCP Science College
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IQAC Co-ordinator
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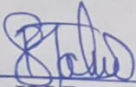


Department of English (UG)

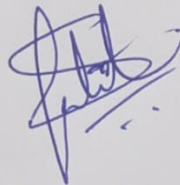
Value Added Course on English for Interview Skills 2023-2024

TEACHING FACULTY

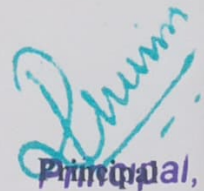
SL.NO	FACULTY
1	Prof Prabhavati Talwar
2	Prof Amin Lain
3	Prof Aneesh Jamakhandi
4	Prof Sharangouda Patil


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Department of English (UG)
B.A Programme, Semester
Value Added Course on English for Interview Skills 2023—2024
Course code 23UGVAENG02

Programme Objectives:

1. To face interviews with confidence
2. To know how to prepare for interviews,
3. To construct simple sentences to answer interview questions.
4. To make presentations.
5. To improve their body language
6. To learn the etiquettes and netiquettes as required today.

Programme Outcomes:

At the end of the course students will be able to make positive impression with good interview skill and strong interviewing skills can help them to stand out and demonstrate their professionalism, communication skill and critical thinking.

Course content:

Unit I (6 Hrs)

1. SWOC (analysis of Self)
2. 1000 words vocabulary
3. Types of Sentences and Sentence construction

Unit II (6 Hrs)

1. Self-grooming
2. Etiquette and netiquette

Unit III (8 Hrs)

1. Resume /CV/ Bio-note
2. Personality enhancement

Unit IV & V (10 Hrs)

1. Getting ready for the interview
2. Stages of interview
3. Group discussions
4. Presentation skills

Unit V

- 1.General Interview Questions and answers
2. Oral communication and Pronunciation
- 3..Mock interview

Assessment:

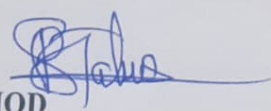
Mode of evaluation and distribution of marks.

- a) The course shall carry a total 50 marks.
- b) There shall be end of the course written examination for all the students conducted by the department of English (UG) for 30 marks and Practical marks will be 20 marks.

Type of Assessment	Weightage	Duration
Summative Assessment	Theory (30)	1 hr
	Practical (20)	1.30hr

References:

1. Resumes and Interviews: The Art of Winning by Ashraf Rizwi Pubby McGraw Hill Education.
2. How to turn a Job Interview into Job Offers by Martin Yale Pubby Adam Media
3. The quick and Complete guide to Winning Interview by Thea Keily Kindle book.
4. The principles of Netiquette by David Chiles Pubby Create Space Publishing.
5. Netiquette: Modern Manners for a World :The Ultimate Guide to Online Etiquette by Nasrine Abushakra.

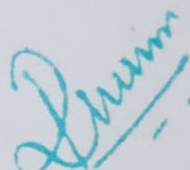


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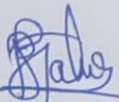


Department of English(UG)

Value Added Course on English for Interview Skills 2023-2024

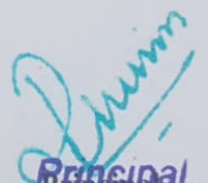
Distribution of Syllabus

SL. No	Name of the Teacher	Syllabus	Hours
1	Prof Prabhavati Talawar	Unit I 1. SWOC (analysis of Self) 2. 1000 words vocabulary 3. Types of Sentences and s sentence construction	6Hrs
2	Prof Amin Lain	Unit II 1. Self-grooming 2. Etiquette and netiquette	6Hrs
3	Prof Aneesh Jamkhandi	Unit III Resume /CV/ Bionote Personality enhancement	8Hrs
4	Prof Sharangoud Patil	Unit IV 1. Getting ready for the interview (General Awareness) 2. Stages of interview 3. Group discussions 4. Presentation Skill Unit V 1. Oral Communication and Pronunciation 2. Mock Interview	10 Hrs


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Value Added Course on English for Interview Skills 2023-2024

TIME TABLE

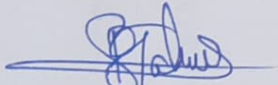
Day/time	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	Class/ Faculty	LH.NO	Class/ Faculty	LH.NO	Class/ Faculty	LH.NO	Class/ Faculty	LH.NO	Class/ Faculty	LH. NO	Class/ Faculty	LH.NO
3:00 to 4:30 pm	BA II- AL	7	BA II -PT	8	BA II - AJ	7	BA II- SP	8	BA II -AL	7	BA II-PT	8

PT: Prof Prabhavati Talwar

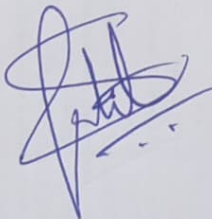
AL: Prof Amin Lain

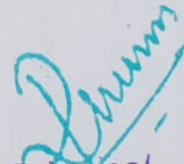
AJ: Aneesh Jamkhandi

SP: Sharangouda Patil


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DEPARTMENT OF ENGLISH (UG) VALUE ADDED COURSE ON ENGLISH FOR INTERVIEW SKILL (ATTENDANCE SHEET 2023-2024)

DEPARTMENT OF ENGLISH (UG) VALUE ADDED COURSE ON ENGLISH FOR INTERVIEW SKILL (ATTENDANCE SHEET 2023-2024)																									
S.N.	REG.NO	STUDENTS NAME	1/6/24	3/06/24	4/06/24	5/06/24	6/06/24	7/06/24	8/06/24	10/6/24	11/06/24	12/06/24	13/06/24	14/06/24	15/06/24	18/06/24	19/06/24	20/06/24	21/06/24	22/06/24	24/06/24	25/06/24	Total class	Total Present	Sign
1	U15KM23 A0003	Chetan Dhareppa Narasagond	1	2	3	3	4	5	6	7	8	8	9	10	11	12	13	14	15	16	18	19	20	19	Chetan
2	U15KM23 A0019	Vidyarani S Walikar	1	2	3	4	5	6	6	7	8	9	10	11	11	12	13	14	15	16	16	17	20	17	Uday
3	U15KM23 A0022	Meenaxi Balappa Kolakar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	15	16	17	18	19	20	19	Meenaxi
4	U15KM23 A0023	Sunita Dundappa Gongi	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	Sunita
5	U15KM23 A0029	Nrupa Vijaya Mahendrakar	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	18	18	19	20	19	Nrupa
6	U15KM23 A0031	Soujanya Raosaheb Kokatanur	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	ARKUNG
7	U15KM23 A0036	Kadesh Laxman Adalli	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	20	20	S.S. Athani
8	U15KM23 A0037	Shivanand Suresh Athani	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	Shivanand
10	U15KM23 A0041	Akshata Kamani	1	2	2	3	4	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	20	18	R. B. Bhat
11	U15KM23 A0044	Rajeshwaree Ballari	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	Rajeshwaree
12	U15KM23 A0070	Ravi Yatanur	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	19	19	20	20	20	Ravi
13	U15KM23 A0075	Ningayya	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	Ningayya
14	U15KM23 A0078	Shakera Choudhari	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	Shakera

15	U15KM23 A0088	Siddaramningappa Walikare	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	<i>[Signature]</i>
16	U15KM23 A0111	Shasu Mallappa Gadyal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	<i>[Signature]</i>
17	U15KM23 A0110	Srushti	1	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	20	18	Srushti
18	U15KM23 A0131	Suresh Kereppagol	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	<i>[Signature]</i>
19	U15KM23 A0165	Sunil Shreesail Pujari	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	<i>[Signature]</i>
20	U15KM23 A0170	Kartik Suresh Gaganamali	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	20	K.S.G.
21	U15KM23 A0183	Sunil Badiger	1	2	3	4	5	6	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	19	<i>[Signature]</i>

[Signature]

HOD of English
S.B. Arts and KCP Science College
VIJAYAPUR

[Signature]

IQAC, Co-ordinator
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Vijayapur.

[Signature]

Principal,
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Date: 25-06-2024

Value Added Course on English for Interview Skills 2023-2024
Department of English (UG)

EXAM NOTICE

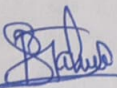
All the students of "Value Added Course" are hereby, informed that their "English for Interview Skills" practical exam will be held on as per schedule given below.

Theory

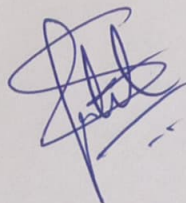
DATE	TIME	NO OF STUDENT	SUBJECT	L.H. NO
26-06-2024	1:30PM to 2:30PM	21	English for Interview skills	SH 7

Practical

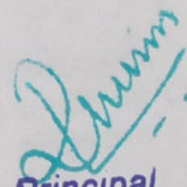
DATE	TIME	NO OF STUDENT	SUBJECT	L.H.NO
26-06-2024	3 to 4:30 PM	21	English for interview skills	SH 7


HOD

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Department of English (UG)
Theory Exam on Value added Course 2023-2024

SEM: II

Sub: English for Interview Skill

Marks: 30

Date: 26/06/24

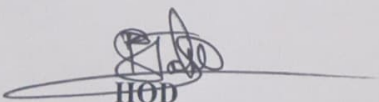
Time: 1:30 to 2:30 pm

Sub Code: 23UGVAENG02

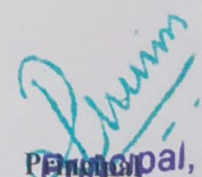
Q.No.1 Answer any six of the following questions

5X6=30

1. Discuss the importance of etiquette in a professional setting.
2. Explain the role of effective oral communication and pronunciation in telephonic interviews.
3. How should you respond if you do not know the answer to an interview question?
4. What is one way to prepare for a telephonic interview?
5. Write note on Good presentation Skill.
6. How to prepare for interview - Explain.
7. Explain different stages of Interview skills.
8. What is the real purpose of "RESUME" - Explain.


HOD

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Department of English (UG)
Viva- Voce Examination on Value added Course 2023-2024

SEM: II

Sub: English for Interview Skills

Marks: 20

Date: 26 /06/24

Time: 3pm

Sub Code: 23UGVAENG02

Q.NO.I Answer the following questions.

2X10= 20

1. What does SWOT stand for?
2. Which of the following is considered good email netiquette?
3. What is a primary difference between a resume and a CV?
4. Which is not a component of self-grooming?
5. What is important during a telephonic interview?
6. Which of the following is essential for an effective presentation?
7. Which of the following practices can improve pronunciation?
8. What is the primary purpose of conducting a SWOT analysis?
9. Which of the following is considered bad etiquette in a meeting?
10. What should you avoid including in a professional resume?

HOD

HOD of English
S.B. Arts and KCP Science College
VIJAYAPUR

Principal,
S.B. Arts & KCP. Sc. College
Vijayapur.



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 Accredited with CGPA of 2.99 at 'B++' Grade in 4th Cycle by NAAC
 (Affiliated to Rani Channamma University, Belagavi)



Department of English (UG)
Value Added Course on English for Interview Skill 2023-2024
Exam Attendance Sheet

SL.NO	UUCMSNO	STUDENTS NAME	SIGN
1	U15KM23A0003	Chetan Dhareppa Narasagond	
2	U15KM23A0019	Vidharani S Walikar	
3	U15KM23A0022	Meenaxi Balappa Kolakar	
4	U15KM23A0023	Sunita Dundappa Gongi	
5	U15KM23A0029	Nrupa Vijaya Mahendrakar	
6	U15KM23A0031	Soujanya Raosaheb Kokatanur	
7	U15KM23A0036	Kadesh Laxman Adalli	
8	U15KM23A0037	Shivanand Suresh Athani	
10	U15KM23A0041	Akshata Kamani	
11	U15KM23A0044	Rajeshwaree Ballari	
12	U15KM23A0070	Ravi Yatanur	
13	U15KM23A0075	Ningayya	
14	U15KM23A0078	Shakera Choudhari	
15	U15KM23A0088	Siddaramningappa Walikare	
16	U15KM23A0111	Shasu Mallappa Gadyal	
17	U15KM23A0110	Srushti	
18	U15KM23A0131	Suresh Kereppagol	
19	U15KM23A0165	Sunil Shreeshail Pujari	
20	U15KM23A0170	Kartik Suresh Gaganamali	
21	U15KM23A0183	Sunil Badiger	

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Department of English (UG)

Value Added Course on English for Interview Skill 2023-2024

STUDENTS RESULT SHEET

SL.NO	REGISTER NO	NAME OF THE STUDENT	TOTAL MARKS (50)	THEORY (30)	PRACTICAL (20)	MARKS OBTAINED (50)	SIGN
1	U15KM23A0003	Chetan Narasagond	50	28	16	44	Chetan
2	U15KM23A0019	Vidharani S Walikar	50	28	15	41	Vidharani
3	U15KM23A0022	Meenaxi BalappaKolakar	50	27	17	44	Meenaxi
4	U15KM23A0023	Sunita Dundappa Gongi	50	28	16	44	Sunita
5	U15KM23A0029	Nrupa Vijaya Mahendrakar	50	25	16	41	Nrupa
6	U15KM23A0031	Soujanya Kokatanur	50	26	15	41	Soujanya
7	U15KM23A0036	Kadesh Laxman Adalli	50	27	14	41	Kadesh
8	U15KM23A0037	Shivanand Suresh Athani	50	25	16	41	Shivanand
10	U15KM23A0041	Akshata Kamani	50	26	14	41	Akshata
11	U15KM23A0044	Rajeshwaree Ballari	50	27	16	43	Rajeshwaree
12	U15KM23A0070	Ravi Yatanur	50	25	15	40	Ravi
13	U15KM23A0075	Ningayya	50	26	16	40	Ningayya
14	U15KM23A0078	Shakera Choudhari	50	22	18	40	Shakera
15	U15KM23A0088	SiddaramningappaWalikar	50	24	16	40	Siddaram
16	U15KM23A0111	ShasuMallappaGadyal	50	26	14	40	Shasu
17	U15KM23A0110	Srushti	50	27	14	41	Srushti
18	U15KM23A0131	Suresh Kereppagol	50	26	16	42	Suresh
19	U15KM23A0165	Sunil Shreeshail Pujari	50	28	17	45	Sunil
20	U15KM23A0170	Kartik Suresh Gaganamali	50	26	16	42	Kartik
21	U15KM23A0183	Sunil Badiger	50	25	16	41	Sunil

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Department of English (UG)
Value Added Course on English for Interview Skills 2023-2024

Report

The Department of English (UG) conducted Value-Added Course title English for interview skills from 01/06/2024 to 25-06-2024 for the BA II semester students to improve their skill ability to indulge in interview skill. The Syllabus for the course was framed by the department level committee which was approved in the college Academic Council Meeting held on 21/11/2023.

The department informed the students about the conduct of Value Added Course, The course was conducted for 30 hours for 21 students. After the completion of course the students appeared for a written exam and Viva – Voce examination. Result was issued to 21 students on successful completion of course.

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S.B.ARTS AND K.C.P. SCIENCE COLLEGE, VIJAYAPUR
DEPARTMENMT OF ENGLISH (UG)

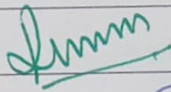
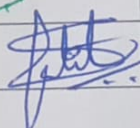
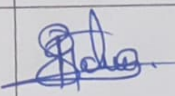
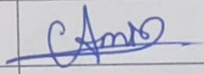
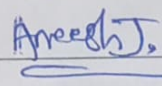
The meeting of Value-Added Course committee for the academic year 2023-2024 was held on 02/01/2024 in the English (UG) department to discuss on the agenda.

The detail information about value added course was given below

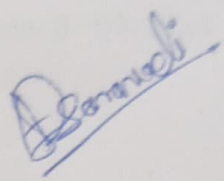
Name of the department: English (UG)
Title of the course: English for Interview Skills
Course code: 23UGVAENG02
Semester: BA II SEM
Duration of the course: 30 Hours
Course Coordinator: Smt. Prabhavati Talwar
Type of Assessment: Theory 30 marks and practical 20 marks (Total 50 Marks).

The following value added course committee members were present.

I. INTERNAL MEMBERS

Sl. NO.	Name of the member	Designation	Signature
1	Dr. R.M Mirdhe	Principal	
2	Dr. P.S.Patil	IQAC Coordinator	
5	Smt. Prabhavati Talwar	Course coordinator and Head of the department of English (UG)	
6	Amin Lain	Member	
7	Aneesh Jamakhandi	Member	

II. EXTERNAL MEMBER

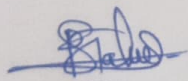
Sl. NO.	Name of the member	Designation	Signature
1	Dr Anantha Savaranadi Assistant Professor and HOD SSPO Government First Grade college, Basavan Bhagevadi	Member	

Agenda:

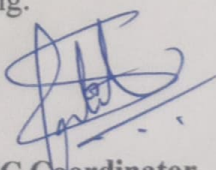
- 1) To discuss about introduction of value-added course for BA II Semester students.
- 2) Approval of the syllabus of the value added course.

Proceeding:

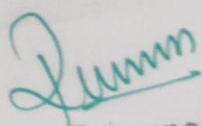
- The meeting of value added course for the academic year 2023-2024 started at 11am in the presence of Principal.
- The HOD of English (UG) department welcomed all the members of value-added course committee.
- The meeting was started with the discussion of the agenda.
- The meeting concluded with the approval of the syllabus of value-added course for the BA II semester students.
- The meeting was ended with vote of thanks by Prof Amin Lain to all the members present in the meeting.


HOD

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IQAC Coordinator

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S.B. ARTS AND K.C.P. SCIENCE COLLEGE, VIJAYAPUR
DEPARTMENT OF ENGLISH (UG)
2023-2024**

Value Added Course on English for Interview Skills (UG)

Date: 27-06-2024

Student's Feedback

Rate the following aspects with tick marks (✓)

Aspects	Ratings			
	Satisfactory (1)	Good (2)	Very Good (3)	Excellent (4)
1. Course Contents and Relevance				
2. Organization and Conduction				
3. Trainers Expertise				
4. Usefulness of Course / Skill Development				

Comments (if any):

Feedback Question Analysis

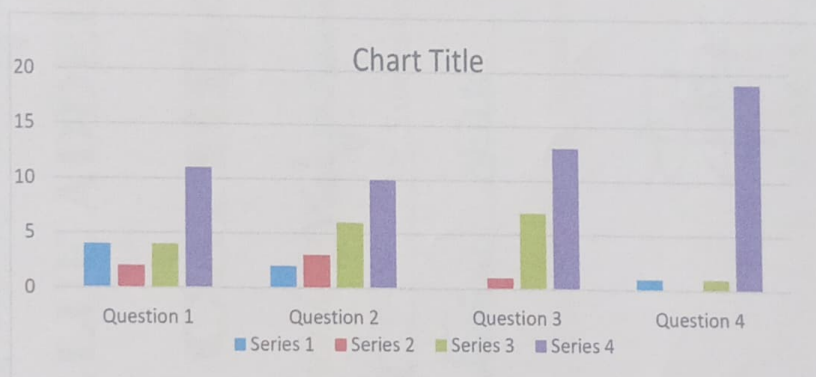
Questions Asked

Q1. Course Contents and Relevance
Q2. Organization and Conduction
Q3. Trainers Expertise
Q4. Usefulness of Course / Skill Development

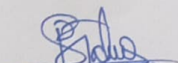
Ratings

1. Satisfactory
2. Good
3. Very Good
4. Excellent

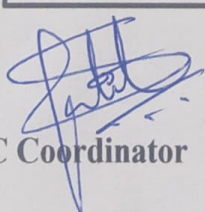
Ratings \ Questions	1	2	3	4
Q1	2	4	8	7
Q2	0	1	3	17
Q3	0	1	5	15
Q4	1	0	1	19



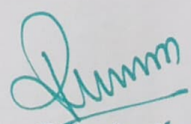
Ratings


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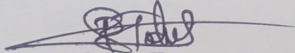


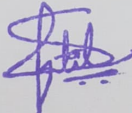
Internal Quality Assurance Cell Initiative

VALUE ADDED COURSE

Certificate

This is to certify that Mr./Ms. Vidhyasani S. Walikar of BA
Programme Studying II Semester has completed the Value Added Course on
English for Interview skills Conducted by the Department
of English (UG) during the Academic Year 2023-24


Head of the Department


IQAC Co-ordinator


Principal



B.L.D.E. Association's

S.B ARTS & K.C.P. SCIENCE COLLEGE, VIJAYAPUR

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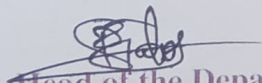


Internal Quality Assurance Cell Initiative

VALUE ADDED COURSE

Certificate

This is to certify that Mr./Ms. Sunil. Badiger of B.A.
Programme Studying II Semester has completed the Value Added Course on
English for Interview skills Conducted by the Department
of English (VQ) during the Academic Year 2023-24


Head of the Department



IQAC Co-ordinator


Principal



B.L.D.E. Association's

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Internal Quality Assurance Cell Initiative

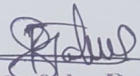
VALUE ADDED COURSE

Certificate

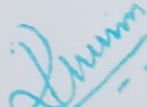
This is to certify that Mr./Ms. Kartik S. Gagananali of B.A.

Programme Studying II Semester has completed the Value Added Course on

English for Interview Skills Conducted by the Department
of English [UG] during the Academic Year 2023-24


Head of the Department


IQAC Co-ordinator


Principal