

**AHM's  
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,  
BHATKAL**

**Add-On Course  
on  
Communication Skill in Hindi**

**Under the  
Department of Hindi**

**Academic Year: 2018-19**

**Course Coordinator**

**Mr. Mansur Ali Khan  
Head of the Department  
Department of Hindi**



From

Mansure Ali khan

HOD

Department of Hindi

Anjuman Arts, Science and Commerce College

Bhatkal

Date: 9-12-2018

To

The Principal

Anjuman Arts, Science and Commerce College

Bhatkal

Sub: Request to grant the permission to start the add-on course on  
Communication skills in Hindi for the academic year 2018-19

Respected Sir,

It is with immense pleasure to let you know that I would like to start the add-on  
Course on "communication Skills in Hindi" for the students who do not know  
to communicate well in Hindi please permit me to start the "Communication  
Skills in Hindi" add-on course for the academic year 2018-19

Thanking You

15/12/18

HOD

Department of Hindi

AHM's  
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

**Meeting Report of Institutional Board of Studies for Add-on Course on  
Communication Skills in Hindi**

The Institutional Board of Studies of the Department of Hindi for an add-on course on introduction to Hindi held on 13-12-2018 in the principal chamber at 10:30 AM.

1. **Prof. Mushtaque K Shaikh**  
Principal , Chairman
2. **Prof. B.H Nadaf**  
IQAC Coordinator
3. **Prof. Mansur Ali Khan**  
Course Coordinator

In the beginning of the meeting the Chairman of BoS Prof. Mushtaque K Shaikh welcomed all the members and briefed them about the academic activity of the Communication Skills in Hindi Course. The members expressed their appreciation and satisfaction about the activities of the department.

The institutional BOS discussed and resolved the following points:

1. **Starting of the add-on course on the introduction to Communication Skills in Hindi**  
BoS discussed the point and resolved to start a course on **Communication Skills in Hindi**  
In order to improve the basic knowledge of daily Hindi speaking
2. **Approval of the syllabus for add-on course**  
The BoS discussed and approved the syllabus for the add-on course on Communication Skills in Hindi
3. **Approval of admission criteria.**  
The BOS discussed and approved the admission criteria and resolved that the students who did not know to speak Hindi can enroll in this course

The meeting of the BoS was concluded with the vote of thanks by the Prof. Mansur Ali Khan Lecturer in the Department of Hindi

The following members were present in the meeting:

1. Prof. Mushtaque K Shaikh
2. Prof. B.H Nadaf
3. Prof. Mansur Ali Khan

*[Handwritten signatures of Prof. Mushtaque K Shaikh and Prof. Mansur Ali Khan]*



*[Handwritten signature of Prof. Mushtaque K Shaikh]*  
Principal

PRINCIPAL  
Anjuman Arts, Science & Commerce  
College BHATKAL (U.K.) 581320

**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**Department of Hindi**

**NOTICE**

Date: 25-12-2018

All the students are hereby informed that the Department of Hindi begins the add- on course on "Communication Skills in Hindi" for the students who do not know about Hindi from the date 9-01-2019. Interested students can enroll their names on or before 04-01-2019 in the Department of Hindi

*15/12/18*

**HOD**

**Department of Hindi**



*T. Shankh*  
**Principal**

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Anjuman Arts, Science & Commerce  
College: BHATKAL (U.K.) 581320

**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**Department of HINDI**  
**Add-on Course - 2018-19**  
**Enrollment List**

| Sl no | Name                          | Class   |
|-------|-------------------------------|---------|
| 1     | KUSUM KRISHNA GOND            | BA I    |
| 2     | N.J. LIKHITA                  | BA I    |
| 3     | RESHMA MADEV NAIK             | BA I    |
| 4     | ROGE BIBI MEHRUNNISA          | BA I    |
| 5     | TANUJA GANAPATI NAIK          | BA I    |
| 6     | VINAYAK HONNAPPA NAIK         | BA I    |
| 7     | SHREEKANT SUBRAY MOGER        | BA V    |
| 6     | SHREENIVAS ANNAPPA MOGER      | BA V    |
| 7     | SHRIDHAR TIMAPPA GOND         | BA V    |
| 8     | VINOD SUBRAYA DEVADIGA        | BA V    |
| 9     | YASHODHAR RAMA NAIK           | BA V    |
| 10    | RAVIRAJ LAXMAN NAIK           | BA V    |
| 11    | ABDUL MATEEN                  | Bsc I   |
| 12    | BHAVANA PARAMESHWAR MOGER     | Bsc I   |
| 13    | CHANDRIKA NAGAPPA GOND        | Bsc I   |
| 14    | DARSHAN SUBRAYA MOGER         | Bsc I   |
| 15    | DENIYAL BASTYANV LOUIS        | Bsc I   |
| 16    | GAYATRI GANAPATI SHETTY       | Bsc I   |
| 17    | FRANCIS PIYA LOUIS            | Bsc I   |
| 18    | GANAPATI RAMA NAIK            | Bsc I   |
| 19    | GANESH SHANKAR NAIK           | Bsc V   |
| 20    | GANESH SUBRAYA DEVADIGA       | Bsc V   |
| 21    | HEMANT SHREEDHAR NAIK         | Bsc V   |
| 22    | VISHWANATH MANJUNATH DEVADIGA | Bsc V   |
| 23    | ABDUL MATEEN                  | Bsc V   |
| 24    | SHAHBAZ AHMED IBBU            | Bsc V   |
| 25    | MITHUN SHREEDHAR NAIK         | Bsc V   |
| 26    | ABDUL FARAAS E. F             | B.COM I |
| 27    | ABDUL SAMRAN KAMPA            | B.COM I |
| 28    | ABRAR AHMED MEERZAN           | B.COM I |
| 29    | AMEER MAWIYA                  | B.COM I |
| 30    | DURGESH MASTI MOGER           | B.COM I |
| 31    | ABDUL ALEEM                   | B.COM I |
| 32    | ABDUL FATTAH                  | B.COM I |



*T. Shantik*  
 PRINCIPAL  
 Anjuman Arts, Science and Commerce College  
 Bhatkal  
 19/11/2019

**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**Department of HINDI**  
**Add-on Course - 2018-19**  
**Enrollment List**

| Sl no | Name                 | Class   |
|-------|----------------------|---------|
| 33    | ABDUL RABEET         | B.COM I |
| 34    | ABDULLAH             | B.COM I |
| 35    | ABEER AHMED          | B.COM I |
| 36    | ABDUL LAIS           | B.COM I |
| 37    | ALI JIBRAN           | B.COM I |
| 38    | HUSSAIN              | B.COM I |
| 39    | KHALEEL AHMED        | B.COM I |
| 40    | MANEGAR RASHID       | B.COM I |
| 41    | MOHAMMED ARZAN MOMIN | B.COM I |
| 42    | MOHAMMED ASFAR       | B.COM I |
| 43    | MOHAMMED SAQEEF      | B.COM I |
| 44    | MOHAMMED SIHAN       | B.COM I |
| 45    | ABDUL KADIR FAIHAN   | B.COM V |
| 46    | ABDUL MAJID SHAIKH   | B.COM V |
| 47    | ABDUL MUHEED         | B.COM V |
| 48    | ABDUL RUMAN          | B.COM V |
| 49    | ABDULLAH HIBBAN      | B.COM V |
| 50    | ABDUR RAHIM DANISH   | B.COM V |
| 51    | MOHAMMED SAAD KOLA   | B.COM V |
| 52    | MOHAMMED SHAHNAWAZ   | B.COM V |
| 53    | MOHAMMED TAMJEED     | B.COM V |
| 54    | MOHIDDIN ABDUL VASIL | B.COM V |
| 55    | SHABAZ               | B.COM V |
| 56    | SYED MOHSIN          | B.COM V |
| 57    | UBADA                | B.COM V |
| 58    | ABDUS SUBHAN CHAMPA  | B.COM V |
| 59    | SYED MOHAMMED MINAAM | B.COM V |
| 60    | SHIVRAJ              | B.COM V |
| 61    | ISMAIL MIBZAAL       | B.COM V |
| 62    | ASHAS KOLA           | B.COM V |
| 63    | MIHAD SALIH          | B.COM V |
| 64    | MAAZ AHMED           | B.COM V |

15/6/20  
**Course Coordinator**



*T. Shalish*  
**Principal**

Anjuman Arts, Science & Commerce College  
 8 F.B. Circle  
 BHATKAL-581320

**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,**  
**BHATKAL**  
**Department of Hindi**

**Add-on course on Hindi**  
**Time Table for the academic year 2018-19**

| Days                 | Timings                              | Room No. |
|----------------------|--------------------------------------|----------|
| Saturday to Thursday | 2:00 P.M. to 4:00<br>P.M.<br>(2 hrs) | 09       |

*1/3/19*  
**Course Coordinator**

*[Signature]*  
**IQAC Coordinator**

*[Signature]*  
**Principal**



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College, BHATKAL (U.K.) 581320

**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,**  
**BHATKAL**

**Department of Hindi**  
**Syllabus of Communication Skills in Hindi**

**Total Hours: 30**

- Day 1-2: परिचय और मौलिक संचार कौशल (4 Hours)
1. परिचय और उद्देश्यों का विवरण
  2. संचार के महत्व पर चर्चा
  3. संचार प्रक्रिया की समझ
  4. मौलिक संचार कौशल
    - सुनने की कला
    - बोलने की कला
    - लिखने की कला
- Day 3-4: प्रभावी सुनने और बोलने की कला (4 Hours)
1. प्रभावी सुनने की तकनीक
    - सक्रिय सुनना
    - बाधाओं को पहचानना और दूर करना
  2. प्रभावी बोलने की तकनीक
    - स्पष्टता और संक्षिप्तता
    - आत्मविश्वास से बोलना
- Day 5-6: लिखित संचार (4 Hours)
1. लेखन के प्रकार
    - औपचारिक और अनौपचारिक लेखन
    - पत्र लेखन
    - ईमेल लेखन
  2. प्रभावी लेखन के सिद्धांत
    - संरचना
    - भाषा और शैली
- Day 7-8: गैर-मौखिक संचार (4 Hours)
1. गैर-मौखिक संकेत
    - शारीरिक भाषा
    - चेहरे के भाव
    - दृष्टिकोण
  2. गैर-मौखिक संचार के महत्व



  
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- Day 9-10: प्रस्तुति कौशल (4 Hours)
1. प्रस्तुति की तैयारी
    - सामग्री का चयन
    - स्लाइड्स बनाना
  2. प्रभावी प्रस्तुति देना
    - दृश्य संपर्क
    - आवाज़ और गति
    - प्रश्नों के उत्तर देना
- Day 11-12: साक्षात्कार कौशल (4 Hours)
1. साक्षात्कार की तैयारी
    - बायोडाटा और कवर लेटर
    - सामान्य प्रश्नों की तैयारी
  2. साक्षात्कार के दौरान प्रभावी संचार
    - आत्मविश्वास
    - सही उत्तर देना
- Day 13-14: टीम संचार (4 Hours)
1. टीम संचार के महत्व
  2. टीम में प्रभावी संचार के तरीके
    - बैठकें
    - समूह चर्चा
- Day 15: पुनरावृत्ति और मूल्यांकन (2 Hours)
1. सीखाई गई सामग्रियों की पुनरावृत्ति
  2. व्यावहारिक अभ्यास
  3. प्रश्नोत्तरी और मूल्यांकन



*T. Shukla*  
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**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**ATTENDANCE SHEET FOR THE VALUE ADDED COURSE COMMUNICATION SKILLS IN HINDI - 2018-19**

|       |                           |        | 1   | 2    | 3    | 4    | 5    | 6    | 7    | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 15   |      |
|-------|---------------------------|--------|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
|       |                           | Date>  | 9/1 | 14/1 | 11/1 | 12/1 | 13/1 | 14/1 | 16/1 | 17/1 | 18/1 | 19/1 | 20/1 | 21/1 | 23/1 | 24/1 | 27/1 | 28/1 |
| S.No. | Name                      | Class  |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 1     | KUSUM KRISHNA GOND        | BA I   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 2     | N.J. LIKHITA              | BA I   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 3     | RESHMA MADEV NAIK         | BA I   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 4     | ROGE BIBI MEHRUNNISA      | BA I   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 5     | TANUJA GANAPATI NAIK      | BA I   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 6     | VINAYAK HONNAPPA NAIK     | BA I   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 7     | SHREEKANT SUBRAY MOGER    | BA V   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 8     | SHREENIVAS ANNAPPA MOGER  | BA V   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 9     | SHRIDHAR TIMMAPPA GOND    | BA V   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 10    | VINOD SUBRAYA DEVADIGA    | BA V   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 11    | YASHODHAR RAMA NAIK       | BA V   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 12    | RAVIRAJ LAXMAN NAIK       | BA V   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 13    | ABDUL MATEEN              | B.Sc I |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 14    | BHAVANA PARAMESHWAR MOGER | B.Sc I |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 15    | CHANDRIKA NAGAPPA GOND    | B.Sc I |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 16    | DARSHAN SUBRAYA MOGER     | B.Sc I |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 17    | DENIYAL BASTYANV LOUIS    | B.Sc I |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 18    | GAYATRI GANAPATI SHETTY   | B.Sc I |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 19    | FRANCIS PIYA LOUIS        | B.Sc I |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |



*T. Shrikant*

**PRINCIPAL**

Anjuman Arts, Science & Commerce  
 College, BHATKAL (K.R.) 581204

**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**ATTENDANCE SHEET FOR VALUE ADDED COURSE COMMUNICATION IN HINDI - 2018-19**

|       |                               |         | 1                | 2                | 3                | 4                | 5                | 6                | 7                | 8                | 9                | 10               | 11               | 12               | 13               | 14               | 15               |
|-------|-------------------------------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|       |                               | Date>   | 9/1              | 10/1             | 11/1             | 12/1             | 13/1             | 14/1             | 16/1             | 17/1             | 19/1             | 20/1             | 21/1             | 23/1             | 24/1             | 27/1             | 28/1             |
| Sl no | Name                          | Class   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| 18    | GANAPATI RAMA NAIK            | Bsc I   | B                | B                | B                | B                | B                | B                | B                | AB               | B                | B                | B                | B                | B                | B                | B                |
| 19    | GANESH SHANKAR NAIK           | Bsc V   | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> | <del>Green</del> |
| 20    | GANESH SUBRAYA DEVADIGA       | Bsc V   | B                | B                | B                | AB               | B                | B                | B                | AB               | B                | B                | AB               | B                | B                | B                | B                |
| 21    | HEMANT SHREEDHAR NAIK         | Bsc V   | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                |
| 22    | VISHWANATH MANJUNATH DEVADIGA | Bsc V   | Hand             | Hand             | Hand             | Hand             | Hand             | Hand             | Hand             | Hand             | Hand             | Hand             | Hand             | Hand             | Hand             | Hand             | Hand             |
| 23    | SHAHBAZ AHMED IBBU            | Bsc V   | Su               | Su               | Su               | Su               | Su               | Su               | Su               | Su               | Su               | Su               | Su               | Su               | Su               | Su               | Su               |
| 24    | MITHUN SHREEDHAR NAIK         | Bsc V   | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                |
| 25    | ABDUL FARAAS E. F             | B.COM I | Long             | Long             | Long             | Long             | Long             | Long             | Long             | AB               | Long             | Long             | Long             | Long             | Long             | Long             | Long             |
| 26    | ABDUL SAMRAN KAMPA            | B.COM I | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                |
| 27    | ABRAR AHMED MEERZAN           | B.COM I | Au               | Au               | Au               | Au               | Au               | Au               | AB               | Au               | Au               | Au               | Au               | Au               | Au               | Au               | Au               |
| 28    | AMEER MAWIYA                  | B.COM I | HA               | HA               | HA               | HA               | HA               | HA               | HA               | AB               | HA               | HA               | HA               | HA               | HA               | HA               | HA               |
| 29    | DURGESH MASTI MOGER           | B.COM I | B                | B                | B                | AB               | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                | B                |
| 30    | ABDUL ALEEM                   | B.COM I | Alle             | Alle             | Alle             | Alle             | Alle             | Alle             | Alle             | Alle             | Alle             | Alle             | Alle             | Alle             | Alle             | Alle             | Alle             |
| 31    | ABDUL FATTAH                  | B.COM I | Af               | Af               | Af               | Af               | Af               | Af               | Af               | Af               | AB               | Af               | Af               | Af               | Af               | Af               | Af               |
| 32    | ABDUL RABEET                  | B.COM I | A                | A                | A                | A                | A                | A                | AB               | A                | A                | A                | A                | A                | A                | A                | A                |
| 33    | ABDULLAH                      | B.COM I | AB               | AB               | AB               | AB               | AB               | AB               | AB               | AB               | AB               | AB               | AB               | AB               | AB               | AB               | AB               |



PRINCIPAL  
Anjuman Arts, Science & Commerce College, Bhatkal  
Bhatkal

|    |                      |         |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----------------------|---------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 34 | ABEER AHMED          | B.COM I | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 35 | AEDUL LAIS           | B.COM I | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 36 | ALI JIBRAN           | B.COM I | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 37 | HUSSAIN              | B.COM I | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 38 | KHALEEL AHMED        | B.COM I | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 39 | MANEGAR RASHID-      | B.COM I | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 40 | MOHAMMED ARZAN MOMIN | B.COM I | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 41 | MOHAMMED ASFAR       | B.COM I | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 42 | MOHAMMED SAQEEFF     | B.COM I | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 43 | MOHAMMED SIHAN       | B.COM I | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 44 | ABDUL KADIR FAIHAN   | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 45 | ABDUL MAJID SHAIKH   | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 46 | ABDUL MUHEED         | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 47 | ABDUL RUMAN          | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 48 | ABDULLAH HIBBAN      | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 49 | ABDUR RAHIM DANISH   | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 50 | MOHAMMED SAAD KOLA   | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 51 | MOHAMMED SHAHNAWAZ   | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 52 | MOHAMMED TAMJEED     | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 53 | MOHIDDIN ABDUL VASIL | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 54 | SHABAZ               | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |
| 55 | SYED MOHSIN          | B.COM V | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB | AB |



*T. Shakh*  
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Ajmalpur Ans, Science (U.K.)

|    |                      |        |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|----|----------------------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 56 | URADA                | BCOM V | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | AB  | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr |
| 57 | ABDUS SUBHAN CHAMPA  | BCOM V | Ukr | AB  | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr |
| 58 | SYED MOHAMMED MINAAM | BCOM V | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr |
| 59 | SHIVPAI              | BCOM V | Ukr | Ukr | Ukr | AB  | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr |
| 60 | EMAIL MIRZAAL        | BCOM V | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr |
| 61 | ASHAN KOJA           | BCOM V | Ukr | Ukr | AB  | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr |
| 62 | MUHAMMAD NALHI       | BCOM V | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | AB  | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr |
| 63 | MAAZ AHMED           | BCOM V | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr | Ukr |

13 km  
Course Coordinator



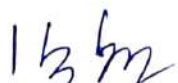
*[Signature]*  
Principal  
B.P.G. College  
Bhatkal-20 370

**AHM's  
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,  
BHATKAL**

**Department of Hindi  
Add-on course on Hindi**

**Exam Time Table for the academic year 2018-19**

| Date       | Timings                     | Room No |
|------------|-----------------------------|---------|
| 07/01/2019 | 2:00 PM to 3.00 PM<br>(1hr) | 09      |

  
**Course Coordinator**

  
**IQAC Coordinator**



  
**Principal**  
Anjuman Arts, Science, Commerce College  
& P.G. Centre  
BHATKAL-581 320

**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,**  
**BHATKAL**

**Department of Hindi**

(MCQs) on communication skills in Hindi

15x2=30

A) मौलिक संचार कौशल

1. संचार प्रक्रिया के कौन से तत्व नहीं है?

(a) प्रेषक (b) संदेश (c) ग्रहणकर्ता (d) व्याकरण

2. संचार में सबसे महत्वपूर्ण पहलू क्या है?

(a) शब्दावली (b) उच्चारण (c) संदेश की स्पष्टता (d) भाषा की जटिलता

B) प्रभावी सुनने और बोलने की कला

3. सक्रिय सुनने में क्या शामिल नहीं है?

(a) ध्यान से सुनना (b) प्रश्न पूछना (c) ध्यान भटकाना (d) प्रतिक्रिया देना

4. प्रभावी बोलने के लिए क्या आवश्यक नहीं है?

(a) आत्मविश्वास (b) शारीरिक भाषा (c) संक्षिप्त (d) तेजी से बोलना

C) लिखित संचार

5. औपचारिक लेखन का उदाहरण क्या है?

(a) व्यक्तिगत डायरी (b) ईमेल लेख (c) दोस्त को पत्र (d) नौकरी आवेदन

6. प्रभावी लेखन में सबसे महत्वपूर्ण तत्व कौन सा है?

(a) भाषा की कठिनाई (b) विचारों की स्पष्टता  
(c) अधिक शब्दों का प्रयोग (d) अनौपचारिक शैली

D) गैर-मौखिक संचार

7. गैर-मौखिक संचार का एक उदाहरण क्या है?

(a) ईमेल (b) आवाज (c) शारीरिक भाषा (d) पुस्तक

8. गैर-मौखिक संचार के लिए क्या महत्वपूर्ण है?

(a) शारीरिक संकेत (b) उच्चारण (c) व्याकरण (d) शब्दावली

E) प्रस्तुति कौशल

9. प्रस्तुति की तैयारी के समय सबसे महत्वपूर्ण क्या है?

(a) आकर्षक स्लाइड्स बनाना (b) बहुत सारी जानकारी शामिल करना  
(c) सामग्री का स्पष्ट चयन (d) उच्चारण पर ध्यान देना

10. प्रभावी प्रस्तुति के दौरान क्या महत्वपूर्ण नहीं है?

(a) दृश्य संपर्क (b) तेजी से बोलना  
(c) प्रश्नों के उत्तर देना (d) आवाज की स्पष्टता



*T. Shakti*  
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F) साक्षात्कार कौशल

11. साक्षात्कार की तैयारी में क्या शामिल नहीं है?

- (a) बायोडेटा बनाना (b) कवर लेटर लिखना  
(c) सामान्य प्रश्नों की तैयारी (d) साक्षात्कारकर्ता की जानकारी

12. साक्षात्कार के दौरान क्या महत्वपूर्ण है?

- (a) आत्मविश्वास (b) अधिक बोलना  
(c) ध्यान भटकाना (d) ऊँची आवाज़ में बोलना

G) टीम संचार

13. टीम संचार के लिए क्या आवश्यक नहीं है?

- (a) मीटिंग्स (b) समूह चर्चा (c) व्यक्तिगत ईमेल (d) फीडबैक

14. टीम संचार में सबसे महत्वपूर्ण क्या है?

- (a) सबकी सुनना (b) केवल अपने विचार रखना  
(c) बहस करना (d) चुप रहना

H) पुनरावृत्ति और मूल्यांकन

15. सीखे गए कौशल की पुनरावृत्ति के लिए क्या महत्वपूर्ण है?

- (a) नयी सामग्री सीखना (b) पुराने ज्ञान को दोहराना  
(c) प्रश्नोत्तरी करना (d) केवल व्यावहारिक अभ्यास



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**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**Department of HINDI Add-on Course - 2018-19**  
**Marks List**

| Sl no | Name                          | Class   | Marks obtained (30) |
|-------|-------------------------------|---------|---------------------|
| 1     | KUSUM KRISHINA GOND           | BA I    | 26                  |
| 2     | N.J. LIKHITA                  | BA I    | 24                  |
| 3     | RESHMA MADEV NAIK             | BA I    | 20                  |
| 4     | ROGE BIBI MEHRUNNISA          | BA I    | 22                  |
| 5     | TANUJA GANAPATI NAIK          | BA I    | 28                  |
| 6     | VINAYAK HONNAPPA NAIK         | BA I    | 30                  |
| 7     | SHREEKANT SUBRAY MOGER        | BA V    | 24                  |
| 6     | SHREENIVAS ANNAPPA MOGER      | BA V    | 24                  |
| 7     | SHRIDHAR TIMAPPA GOND         | BA V    | 28                  |
| 8     | VINOD SUBRAYA DEVADIGA        | BA V    | 28                  |
| 9     | YASHODHAR RAMA NAIK           | BA V    | 26                  |
| 10    | RAVIRAJ LAXMAN NAIK           | BA V    | 28                  |
| 11    | ABDUL MATEEN                  | Bsc I   | 26                  |
| 12    | BHAVANA PARAMESHWAR MOGER     | Bsc I   | 28                  |
| 13    | CHANDRIKA NAGAPPA GOND        | Bsc I   | 28                  |
| 14    | DARSHAN SUBRAYA MOGER         | Bsc I   | 24                  |
| 15    | DENIYAL BASTYANV LOUIS        | Bsc I   | 26                  |
| 16    | GAYATRI GANAPATI SHETTY       | Bsc I   | 24                  |
| 17    | FRANCIS PIYA LOUIS            | Bsc I   | 24                  |
| 18    | GANAPATI RAMA NAIK            | Bsc I   | 26                  |
| 19    | GANESH SHANKAR NAIK           | Bsc V   | 28                  |
| 20    | GANESH SUBRAYA DEVADIGA       | Bsc V   | 30                  |
| 21    | HEMANT SHREEDHAR NAIK         | Bsc V   | 28                  |
| 22    | VISHWANATH MANJUNATH DEVADIGA | Bsc V   | 24                  |
| 23    | ABDUL MATEEN                  | Bsc V   | 26                  |
| 24    | SHAHBAZ AHMED IBBU            | Bsc V   | 28                  |
| 25    | MITHUN SHREEDHAR NAIK         | Bsc V   | 28                  |
| 26    | ABDUL FARAAS E. F             | B.COM I | 26                  |
| 27    | ABDUL SAMRAN KAMPA            | B.COM I | 24                  |
| 28    | ABRAR AHMED MEERZAN           | B.COM I | 26                  |
| 29    | AMEER MAWIYA                  | B.COM I | 26                  |
| 30    | DURGESH MASTI MOGER           | B.COM I | 28                  |
| 31    | ABDUL ALEEM                   | B.COM I | 28                  |
| 32    | ABDUL FATTAH                  | B.COM I | 28                  |



*T. Shantik*  
Principal  
Anjuman Arts, Science & Commerce College  
Bhatkal  
Bhatkal 581320

**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**Department of HINDI**  
**Add-on Course - 2018-19**  
**Marks List**

| Sl no | Name                 | Class   | Marks obtained (30) |
|-------|----------------------|---------|---------------------|
| 33    | ABDUL RABEET         | B.COM I | 28                  |
| 34    | ABDULLAH             | B.COM I | 26                  |
| 35    | ABEER AHMED          | B.COM I | 24                  |
| 36    | ABDUL LAIS           | B.COM I | 26                  |
| 37    | ALI JIBRAN           | B.COM I | 28                  |
| 38    | HUSSAIN              | B.COM I | 28                  |
| 39    | KHALEEL AHMED        | B.COM I | 28                  |
| 40    | MANEGAR RASHID       | B.COM I | 26                  |
| 41    | MOHAMMED ARZAN MOMIN | B.COM I | 26                  |
| 42    | MOHAMMED ASFAR       | B.COM I | 30                  |
| 43    | MOHAMMED SAQEEF      | B.COM I | 30                  |
| 44    | MOHAMMED SIHAN       | B.COM I | 28                  |
| 45    | ABDUL KADIR FAIHAN   | B.COM V | 28                  |
| 46    | ABDUL MAJID SHAIKH   | B.COM V | 28                  |
| 47    | ABDUL MUHEED         | B.COM V | 28                  |
| 48    | ABDUL RUMAN          | B.COM V | 30                  |
| 49    | ABDULLAH HIBBAN      | B.COM V | 30                  |
| 50    | ABDUR RAHIM DANISH   | B.COM V | 28                  |
| 51    | MOHAMMED SAAD KOLA   | B.COM V | 28                  |
| 52    | MOHAMMED SHAHNAWAZ   | B.COM V | 28                  |
| 53    | MOHAMMED TAMJEED     | B.COM V | 30                  |
| 54    | MOHIDDIN ABDUL VASIL | B.COM V | 30                  |
| 55    | SHABAZ               | B.COM V | 28                  |
| 56    | SYED MOHSIN          | B.COM V | 28                  |
| 57    | UBADA                | B.COM V | 26                  |
| 58    | ABDUS SUBHAN CHAMPA  | B.COM V | 24                  |
| 59    | SYED MOHAMMED MINAAM | B.COM V | 28                  |
| 60    | SHIVRAJ              | B.COM V | 28                  |
| 61    | ISMAIL MIBZAAL       | B.COM V | 30                  |
| 62    | ASHAS KOLA           | B.COM V | 28                  |
| 63    | MIHAD SALIH          | B.COM V | 28                  |
| 64    | MAAZ AHMED           | B.COM V | 30                  |

*13/12*  
**Course Coordinator**



*T. Shaikh*  
**Principal**

Anjuman Arts, Science, Commerce College  
 & P.G. Centre  
 BHATKAL-581320

**A.H.M.s**

**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE**



Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

**CERTIFICATE**

This is to certify that Mr/Miss Hemanth Shridhar Naik with  
register No. 16615367 has successfully completed Add-On Course on Communication Skills  
in Hindi during 09-01-2019 to 28-01-2019 and secured 'A+' grade.

  
Prof. Mansur Ali Khan  
Course Co-Ordinator

  
Prof. B.H. Nadaf  
IQAC Co-Ordinator

  
Prof. Mushtaque K. Shaikh  
Principal

H.K.S. D.F.A.L.  
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BHATKAL-581320





**A.H.M.s**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE**

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC



This is to certify that Mr/Miss Abdul Mujeeb Sheikh with  
register No. 18k29306 has successfully completed Add-On Course on Communication Skills  
in Hindi during 09-01-2019 to 28-01-2019 and secured A<sup>+</sup> grade.

137m  
Prof. Mansur Ali Khan  
Course Co-Ordinator

[Signature]  
Prof. B.N. Nadaf  
IQAC Co-Ordinator

[Signature]  
Prof. Mushtaque K. Shaikh  
Principal

Anjuman Arts, Science & Commerce College  
& P.G. Centre  
Bhatkal-581320



**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**Department of Hindi**  
**Report and Outcome Analysis**

**Name of the Course: Communication Skill in Hindi**

**Name of the Department: Hindi**

**Number of students enrolled: 64**

**BoS meeting Date: 12/12/2018**

**Start Date of the Course: 09/01/2019**

**End Date of the Course: 28/01/2019**

The Department of Hindi has conducted an add-on course on Communication Skill in Hindi from 09/01/2019 to 28/01/2019 for the Students who do not know how to communicate in Hindi. The course was about the "To enable the student to communicate and improve the speaking skills in Hindi."

A total 64 students were enrolled in this course and they benefited with the fundamental knowledge for communication in Hindi. Students also applied these skills and concepts during the assignments.

Course concluded with final examination and certificate distribution.

**Outcomes of the Course:**

- The course was about the development of communication skills in Hindi.
- Involve students in practical activity oriented classes rather than traditional study methods.
- To identify the common mistakes or errors occurring during basic or normal conversation in the Hindi language.
- To properly converse in Hindi language concerned to government officers To improve the interest of communication in Hindi language.



  
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