



## Certificate Course in Soft Skills (30 Hours)

Department of English

### Objective to the Programme

The objective of the programme is to inculcate skills so that they can communicate effectively, take initiative, solve problems and demonstrate a positive personality so that they can adhere to challenging work environment. The courses is intended to enhance the employability of the students. The courses will help to bridge the gap between the skill requirements of the employer or industry and the competency of the students. Following are broad objectives of programme:

- To give each student a realistic perspective of work and work expectations.
- Develop effective communication skills (spoken and written).
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.

### Duration of the Programme

Total duration of the course is 30 hours including both theory and practicals.

### Assessment

The course shall have evaluated on base of Continuous evaluation of 100 marks based on student participation and response during the course. Evaluation criterial include regular participation of student in the programme, response of student during the programme and evaluation test conducted during the programme. Final Score for 100 Marks shall be calculated for the continuous evaluation and grade shall be awarded as per the grading system below.

S.No.	Grade	Grade Points	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ (Excellent)	9	80 to 89
3	A (Very Good)	8	70 to 79
4	B+ (Good)	7	60 to 69
5	B (Above Average)	6	50 to 59
6	C (Average)	5	40 to 50
7	F (Fail) -	-	Below 40

**Attested**

PRINCIPAL  
Dr. B.R. Ambedkar  
Govt. College Baloda  
Distt.- Mahasamund





**DR. BHIMRAO AMBEDKAR GOVT. COLLEGE BALODA**  
**DIST. - MAHASMUND (C.G.)**

Website- [www.govtcollegebaloda.ac.in](http://www.govtcollegebaloda.ac.in)

Email- [govtcollegebaloda2012@gmail.com](mailto:govtcollegebaloda2012@gmail.com)

**Eligibility**

All students of Graduation classes.

**Certificate**

Successful students will be awarded certificates issued by the college.

**Curriculum**

Module	Theory	Practical	Duration
1.	<b>Introduction to Soft Skills</b>		
2.	<b>Personal Interview</b> – Meaning, types, dress up, etiquettes, strategies, most common questions	Ice Breaking Session	1
		Student Mock interviews by expert panel.	3
3.	<b>Group Discussion</b> – Meaning, Traits required, evaluation criteria, Dos and Donts of GD, Strategies, Opening the discussion, involvement in discussion, concluding the discussion.	Mock G.D session on various topics.	3
4.	<b>Case Study solving</b> – Meaning of case study, various issues in solving case study, evaluation criteria, strategies for solving cases, Dos and Donts.	Practical case study discussion using real life cases.	2
5.	<b>Communication Skills</b> – Meaning of Communication, Types, Essentials of effective communication, Dos and Donts of communication, Speaking Skill strategies, Listening Skill strategies, Emotional Intelligence	Exercise of Speaking Skill, Listening Skill exercise, Use of non-verbal communication, Extempore speech.	6
<b>Personal Skills</b>			
6.	<b>Time Management</b> – Meaning, Major time wasters, being organized, managing time, completing work on time.	Questionnaire regarding evaluation of time management skill.	1
<b>Job Searching Skills</b>			
7.	<b>Resume Writing</b> – showing personal energy, supervising oneself, building your resume, understanding business, gathering references.	Mock resume preparation by students	2
8.	<b>Profile Building</b> – Meaning of profile, benefits of profile building, Scope of profile, Updation of profile.	Profile making exercise	2

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**Interpersonal Skills**

**Leadership Skills – Good Leader;**

9.	Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behaviour; Assertiveness Skills.	Games for checking leadership abilities, Psychological testing of leadership qualities	2
10.	<b>Team Building</b> – Groups Meaning, Group Dynamics, Team building	Team Building Practices through group exercises, team task / role play, Ability to mixing & accommodation, Ability to work together	2
<b>Information Technology and Social Media Skills</b>			
11.	<b>Presentation using Power Point</b> – introduction, Knowing the audience and their requirements, Effective ways to deliver the presentation, How to prepare the multi-media presentation.	Preparation of presentation on given topic	3
12.	<b>Social Media</b> – Effective usage for personal gains, searching job online, use of social media for marketing, E-mail etiquettes,	Job sites registration, effective use of social sites	3

**G. N. NAYAK**  
Asst. Professor (English)  
Dr. Bhimrao Ambedkar  
Govt. College, Baloda  
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**TIME - TABLE**

Date	First Period	Second Period	Third Period
01.06.2022	Ice Breaking Session	Group Discussion – Meaning, Traits required	Mock G.D session
02.06.2022	Case Study solving	Communication Skills	Exercise of Speaking Skill
03.06.2022	Listening Skill exercise	Use of non-verbal communication, Extempore speech	Time Management
04.06.2022	Resume Writing	Profile Building	Exercise of Resume Writing and Profile Building
05.06.2022	Leadership Theories	Team Building	Team Building Practices
06.06.2022	Presentation using Power Point	Preparation of presentation on given topic	Discussion on ppt
07.06.2022	Social Media	Job sites registration, effective use of social sites	Valediction

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Certificate Course in Soft Skills (30 Hours)  
Department of English  
List of Registered Student

NO.	Name	Class	Father's name	Mother's Name	Mobile No.	Village	ईमेल पता
1	Bhavani Shankar Sahu	Bsc 2 year	Govind sahu	Laxmi sahu	9301094040	Paterapali	bhavanishankarsahu440@gmail.com
2	Aditya Yadav	Bsc III	Kunj Bihari Yadav	Janhvi yadav	6261195532	Kesratal	yadawaadity@gmail.com
3	Ashish Dadsena	Bsc1st year	Dillip Dadsena	Nilandri Dadsena	6268627089	Baldoa	dadsenaashish98@gmail.com
4	Shobha Pradhan	B.sc.2nd year	Mr.sunil Pradhan	Mrs.chhaya Pradhan	7987311735	Kisdi	shobhapradhan37@gmail.com
5	Ajay Pradhan	Bsc 1 year	Vimal Pradhan	Vimala Pradhan	7974440605	Anterjhol	ajaybhai212003@gmail.com
6	Khageswar seth	1st year	Pramod seth	Kamini seth	9302043280	Mundpahar	sethkhageswar5@gmail.com
7	Roshni Behera	B.sc final	Nand Kishor Behera	JaneK Behera	9754843940	Jognipali	roshnibeheraji@gmail.com
8	Kamal	B.sc 1st year	Kaibal das	Umakanti	7489803540	Palidih	kd456622@gmail.com
9	Avinash gwal	BSc. Second year	Bhojraj gwal	Surekha gwal	6260019157	Chhuipali	avinashgwal99@gmail.com
10	Anjali choudhary	Bsc fainal year	Narmada Kumar choudhary	Shushila choudhary	8103223978	Saraipali	choudharyanjali684@gmail.com
11	Gulshan yadav	b.com1	Jugesh yadav	Jasvasini	7999031130	Kusmisarar	yadavgulshankumar613@gmail.com
12	Gulshan yadav	B.com	Jugesh yadav	Jasvasini yadav	7999031130	Kusmisarar	yadavgulshankumar613@gmail.com
13	Koushal Routiya	B.com2	Rajkumar Routiya	Tilotama Routiya	6268901665	Baloda	kaushalroutiya11@gmail.com
14	Gulshan yadav	B.com 1	Jugesh yadav	Jasvasini yadav	7999031130	Kusmisarar	yadavgulshankumar613@gmail.com
15	Amar sahu	B_A_II	Sakirtan sahu	Anjali sahu	7828626088	Kasalba	amarsahu@gmail.com
16	Sunili barik	Bsc1st year	Satyawan barik	Shantilata barik	6260203882	Kusamisrar	neelambarik3033@gmail.com
17	Amar sahu	B_A_I	Sakirtan sahu	Anjali sahu	7828626088	Kaslaba	amarsahu@gmali.com
18	Virendra Seth	BSC 3 YEAR	Shankar seth	Kalpna Seth	6263020331	Toresingha	virendrayadse234@gmail.com
19	Khilesh Barik	B. S. C 2nd year	Mr Prakash Barik	Mrs Jashowanti Barik	8815096696	Kusmisarar	khileshbarik12@gmail.com
20	Jharina bariha	B.com.2year	Ramlal bariha	Sushila bariha	9301012981	Kusmisarar	jharinabariha@gmail.com
21	Ankit Sahu	B.A 1 year	Madhumangal sahu	Kalpna sahu	9340653864	Kusmisarar	ankitsahu4344@gmail.com
22	Luchika yadav	BSC 3 YEAR	Shishupal yadav	Surekha yadav	8817226744	Toresingha	luchikayadav2@gmail.com
23	Makhanlal sona	B.COM 3	BHARATLAL BHOI	CHANDRAKANTI BHOI	9302990590	PAIKPARA	bhoirakesh765@gmail.com
24	Ashok bhoi	B com 2 year	Alekh bhoi	Sureshwari bhoi	7489064745	Hardasarar	sushantbhoi107@gmail.com
25	Makhanlal sona	B.com . third year	Vishwanath sona	Rahi sona	6355155568	Palsapali	arvindsona1995@gmail.com

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27	Udaminee sidar	Bsc final year	Chatur Singh sidar				
28	Himanshu bhoi	B A 2 year	Ramesh bhoi	Sarojini sidar			
29	Hemlata sidar	B A 3rd year	Nayan kumar sidar	Chandralata bhoi	9165400583	Joganipali	pinkysidar169@gmail.com
30	Lokesh soni	Bsc1st	Dhaneswar	Kekti sidar	9691341731	Hardasarar	bhoi969134@gmail.com
31	Hemlata sidar	B. A 3rd	Nayan sidar	Sunita soni	7067705808	Khokhepur	ranusidar4@gmail.com
32	Neha agrawal	Bsc final year	Mahaveer agrawal	Kekati sidar	6268730478	Baloda	lokeshtsoni6596@gmail.com
33	Anjana Dhawal	B.sc 2nd year	prem dhawal	Chandani agrawal	7067705808	Khokhepur	ranusidar4@gmail.com
34	Manisha bhoi	Bsc 2 nd year	Kishan bhoi	Shashi dhawal	8435031231	Baloda	nehaagrawalspl07@gmail.com
35	Shriram Pradhan	B.com 1year	Nalkumar Pradhan	Jayanti bhoi	9301951615	Saldih	anjanadhawal3@gmail.com
36	Balram tandi	Bsc 2 year	Trinath tandi	mahendri Pradhan	9302069275	Toresingha	mbhoi836@gmail.com
37	Bhuvaneshwer bagj	B a second year	Chandrbhanu bagh	Kamla tandi	9131762350	Kena	pradhanrupesh533@gmail.com
38	RAGHUPATI SIDAR	BA-2nd year	Sundarlal sidar	Gel bagh	6261983111	Saldih	balramtandi60@gmail.com
39	Sameer bagh	B.com 1year	Pancham bagh	Savitri sidar	7999458503	Kisadi	bhuvaneshwerbagh56@gmail.com
40	Jharana Dadsena	Bsc II	Padmalochan Dadsena	Lata bagh	9589767428	Amaldih.	pkittusidar2002@gmail.com
41	Manju Vishal	B. Sc. 3year	Dewshankar vishal	Jasobanti Dadsena	7999301041	Kisadi	sameerbagh912@gmail.com
42	Raj Kamal Azad	B.A	Kishor Mahapatra	Savita vishal	7879826226	Baloda	jharanadadsena1609@gmail.com
43	Pushpa patel	B.Sc.2nd year	Mr.pyarilal patel	Jaishree Mahapatra	8878486766	Tiharipali	vinodbishi84@gmail.com
44	Pushpa patel	B.Sc.2nd year	Mr.pyarilal patel	Mrs.sohadra patel	6267261316	Mohgaon	mahapatraromeo150@gmail.com
45	Nilandri dash	Bsc 3rd year	Laxmidhar dash	Mrs.sohadra patel	9098471047	Kapukunda	pushpapatelpatel1@gmail.com
46	Babita Yadav	B.Sc 1year	Babulal Yadav	Ayodhya dash	9098471047	Kapukunda	pushpapatelpatel1@gmail.com
47	Sovit Sahu	B.Sc. 3rd year	Laxmidhar dash	Ayodhya dash	7879233728	Arjunda	nilandridash09@gmail.com
48	Jayant sahu	Bsc final year	Subhash Sahu	Swarnlata	6261323495	Kusmisarar	bahitayadav1008@gmail.com
49	Sovit Sahu	B.Sc. 3rd year	Subhash Sahu	Bhojmati sahu	7879233728	Arjunda	nilandridash09@gmail.com
50		Bsc final year	Shobharam sahu	Swarnlata	8770130001	Kusamisarar	sovitsahu6@gmail.com
51		Bsc final year	Shobharam sahu	Bhojmati sahu	6265144394	Kusmisarar	jayantsahu0608@gmail.com
52	TULSI BAI	B. Com 2 year	GUHARAM	LANKESHWARI	6265144394	Kusmisarar	jayantsahu0608@gmail.com
53	Roshani barik	B.sc.final year	Satrugan barik	Bilasini barik	6265679297	PALSAPALI	tanuratre02@gmail.com
54	Geeta netam	B. Sc 1year	Taruni netam	Ahilya netam	7974579480	Kusamisarar	barikroshani64@gmail.com
55	Seema Netam	B. A final year	Rajendra netam	Basanti netam	6265820402	Antarjhola	geetanetam223@gmail.com
56	Purnima bhoi	B.sc 1st year	Mangan bhoi	Ulas bhoi	9329290331	Antarjhola	seemanetam920@gmail.com
57	Gajanand chhatre	BA 1 year	Ishwar chhatre	Shatyavati	7879125202	Salhepali pos	purnimabhoi783@gmail.com
58	Himanshi Patel	B. Sc 2 year	Satish Patel	Champi Patel	8518896703	Lakhanpur	gaganchhatre703@gmail.com
59	Hemant Nand	B.Sc.2nd year	Mr.Rajendra Nand	Mrs.Mamata Nand	9399986533	Baloda	himanshipatel2118@gmail.com
60	PremSagar Patel	Bsc 2	Radheshyam Patel	Ramkumari Patel	8770423092	Kisadi	hemantnand5@gmail.com
61	Manohar matari	B.sc. final year	Vishrava matari	Gulapi matari	7828057765	PndakiPali	patelpremSagar409@gmail.com
					9399027385	Nayagaon	manoharmatari@gmail.com

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63	Renuka Barik	BSc 2	Uttar Barik	Bhishma Barik	8234057795	Baloda	r2428704@gmail.com
64	Shriram Pradhan	B. Com. first year	Chitrasen sahu	Dulna sahu	9301679744	Nanakpali	lovekush_sahusahu19@gmail.com
65	Love sahu	B. Com. 1st year	Nalkumar Pradhan	Mahendri Pradhan	9131762350	Kena	pradharrupesh533@gmail.com
66	Love sahu	B. Com. first year	Chitrasen sahu	Dulna sahu	9301679744	Nanakpali	lovekush_sahusahu19@gmail.com
67	Sheetal sao	B. sc. 3rd year	Chaitan sao	Dulna sahu	9301679744	Nanakpali	lovekush_sahusahu19@gmail.com
68	Sheetal sao	B. sc. 3rd year	Chaitan sao	Dulna sahu	9301679744	Nanakpali	lovekush_sahusahu19@gmail.com
69	Dhaneshwari khute	B. sc. 3rd year	Chaitan sao	Rukhamani	6264067709	Baloda	sheetalsao6@gmail.com
70	Niharika Vibhar	B. com 2 year	Ramanand	Rukhamani sao	6264067709	Baloda	sheetalsao6@gmail.com
71	Niharika Vibhar	B. A. second year	Mr Yuvraj Vibhar	Girija	6268489268	Baloda	sheethaneswari@gmail.com
72	Nirmam bartha	B. A. Second Year	Yuvraj vibhar	Mrs lata Vibhar	7974305074	Palasapali	knutedhaneswari@gmail.com
73	Neetu dadkena	B. sc final year	BABULAL BARIHA	Lata Vibhar	7974305074	Semliya	niharikavibhar@gmail.com
74	Jharina bartha	B. com 2nd year	Gaulam dadkena	Sumitra Bartha	8103159965	Semliya	nirmambartha@gmail.com
75	Jyoti sidar	B. com 2year	Ramjal bartha	Mangmoti dadkena	8817508754	Sahipani	neetudadkena24@gmail.com
76	Chandrakanti tandi	B. A. First year	Mr. Akshay sidar	Sushila bartha	9301012981	Palasapali	neetudadkena24@gmail.com
77	Meelam bhoi	BSC second year	Sooraj tandi	Mrs. Chandrakanti sidar	81030852553	Kusmisarar	jharinabartha@gmail.com
78	Suman sahu	Bsc2nd	Ashwini Bhoi	Aladini tandi	7999373543	Antarhola	jyotisidar829@gmail.com
79	Suman sahu	Bsc-3(non collage)	Bhagat ram sahu	Shobhagani Bhoi	9098863756	Kisadi	chandrakantitandi108@gmail.com
80	Ankita sahu	Bsc-3(non collage)	Bhagat ram sahu	Digeshwari sahu	8815166015	Semliya	neelambhoi025@gmail.com
81	Bhumisuta vaishnav	B. sc. 1st year	Narash sahu	Digeshwari sahu	8845166015	Kasdol	rshau345@gmail.com
82	B. A. First Year	Tikeshwar vaishnav	Damayanti Vaishnav	Subhashini sahu	79745332630	Kasdol	rshau345@gmail.com
83	ANJALI CHOUHAN	B. Sc. final year	Let. Mister Khabal chouhan	Mrs Chandrakanti Sidar	9302975557	Kusamisasar	ankusahu003@gmail.com
84	Kalpiana chhatre	BA1st year	Shoukial chhatre	Mis Sulochana chouhan	9981533965	Saidh	bhumiVaishnav2003@gmail.com
85	Annu Bartha	B.COM 1st year	Kamal Bartha	Shankra chhatre	8770010733	Antarhola	jyotisidar829@gmail.com
86	Vijaya behra	B. sc 1 year	Mr. Narsingh behra	Kanti Bartha	7067689450	Antarhola	chouhananjali0799@gmail.com
87	Bsc-3( non collage)	Bhagat ram Sahu	Mrs. premshila behra	Digeshwari Sahu	90984474705	Lakhampur	kaipanachatre13@gmail.com
88	B. a. first year	mr akshay sidar	mrs. chandrakanti sidar	Digeshwari Sahu	8815166015	Srapali	annubartha44@gmail.com
89	Basanti sidar	B. A. first year	Pancharam sidar	Madhura sidar	9301966839	Antarhola	nbehrar87@gmail.com
90	Neha barik	B. A. 2 year	Nishamani barik	Uma barik	6268505533	Antarhola	jyotisidar829@gmail.com
91	Nishamani barik	B. A. 2 year	Nishamani barik	Uma barik	6268505533	Antarhola	ranisidar00@gmail.com

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 Department of English  
 Attendance List

S.NO	Name	01.06.2022	02.06.2022	03.06.2022	04.06.2022	05.06.2022	06.06.2022	07.06.2022
1	Bhavani Shankar Sahu	Bhu	Bhu	Bhu	Bhu	Bhu	Bhu	Bhu
2	Aditya Yadav	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya
3	Ashish Dadsena	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya
4	Shobha Pradhan	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya
5	Ajay Pradhan	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha
6	Khageswar seth	Abdul	Abdul	Abdul	Abdul	Abdul	Abdul	Abdul
7	Roshni Behera	Kesht	Kesht	Kesht	Kesht	Kesht	Kesht	Kesht
8	Kamal	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
9	Avinash gwal	Kamal	Kamal	Kamal	Kamal	Kamal	Kamal	Kamal
10	Anjali choudhary	Anand	Anand	Anand	Anand	Anand	Anand	Anand
11	Gulshan yadav	Devi	Devi	Devi	Devi	Devi	Devi	Devi
12	Gulshan yadav	Devi	Devi	Devi	Devi	Devi	Devi	Devi
13	Koushal Routiya	Devi	Devi	Devi	Devi	Devi	Devi	Devi
14	Gulshan yadav	Devi	Devi	Devi	Devi	Devi	Devi	Devi
15	Amar sahu	-	-	-	-	-	-	-
16	Sunili barik	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू
17	Amar sahu	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू
18	Virendra Seth	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू
19	Khilesh Barik	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू
20	Jharina bariha	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू	अमरसाहू
21	Ankit Sahu	Jharina Barik	Jharina Barik	Jharina Barik	Jharina Barik	Jharina Barik	Jharina Barik	Jharina Barik
22	Luchika yadav	Aschu	Aschu	Aschu	Aschu	Aschu	Aschu	Aschu
23	RAKESH BHOI	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
24	Ashok bhoi	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
25	Makhanlal sona	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
26	Saudaminee sidar	Msona	Msona	Msona	Msona	Msona	Msona	Msona
27	Himanshu bhoi	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
28	Hemlata sidar	हिमांशुभोई	हिमांशुभोई	हिमांशुभोई	हिमांशुभोई	हिमांशुभोई	हिमांशुभोई	हिमांशुभोई
29	Lokesh soni	Hemlata	Hemlata	Hemlata	Hemlata	Hemlata	Hemlata	Hemlata
30	Hemlata sidar	हिमांशुभोई	हिमांशुभोई	हिमांशुभोई	हिमांशुभोई	हिमांशुभोई	हिमांशुभोई	हिमांशुभोई
31	Neha agrawal	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
32	Anjana Dhawal	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
33	Manisha bhoi	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
34	Shriram Pradhan	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
35	Balram tandi	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
36	Bhuvaneshwer bagj	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
37	RAGHUPATI SIDAR	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
38	Sameer bagh	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
39	Jharana Dadsena	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक	अशोक
40	Manju Vishal	Manju Vishal	Manju Vishal	Manju Vishal	Manju Vishal	Manju Vishal	Manju Vishal	Manju Vishal

**Attested**

**PRINCIPAL**  
**Dr. B.R. Ambedkar**  
**Govt. College baloda**  
**Mahasamund (C.G.)**



42	Raj Kamal Azad	Poo	Poo	Poo	Poo	Poo	Poo	Poo
43	Pushpa patel	Pushpa	Pushpa	Pushpa	Pushpa	Pushpa	Pushpa	Pushpa
44	Nilandri dash	Nilandri	Nilandri	Nilandri	Nilandri	Nilandri	Nilandri	Nilandri
45	Babita Yadav	Babita	Babita	Babita	Babita	Babita	Babita	Babita
46	Sovit Sahu	Sovit	Sovit	Sovit	Sovit	Sovit	Sovit	Sovit
47	Jayant sahu	Jayant	Jayant	Jayant	Jayant	Jayant	Jayant	Jayant
48	Sovit Sahu	Sovit	Sovit	Sovit	Sovit	Sovit	Sovit	Sovit
49	TULSI BAI	Tulsi	Tulsi	Tulsi	Tulsi	Tulsi	Tulsi	Tulsi
50	Roshani barik	Roshani	Roshani	Roshani	Roshani	Roshani	Roshani	Roshani
51	Geeta netam	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta
52	Seema Netam	Seema	Seema	Seema	Seema	Seema	Seema	Seema
53	Purnima bhoi	Purnima	Purnima	Purnima	Purnima	Purnima	Purnima	Purnima
54	Gajanand chhatre	Gajanand	Gajanand	Gajanand	Gajanand	Gajanand	Gajanand	Gajanand
55	Himanshi Patel	Himanshi	Himanshi	Himanshi	Himanshi	Himanshi	Himanshi	Himanshi
56	Hemant Nand	Hemant	Hemant	Hemant	Hemant	Hemant	Hemant	Hemant
57	Premsagar Patel	Premsagar	Premsagar	Premsagar	Premsagar	Premsagar	Premsagar	Premsagar
58	Manohar matari	Manohar	Manohar	Manohar	Manohar	Manohar	Manohar	Manohar
59	Renuka Barik	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka
60	kush sahu	Kush	Kush	Kush	Kush	Kush	Kush	Kush
61	Shriram Pradhan	Shriram	Shriram	Shriram	Shriram	Shriram	Shriram	Shriram
62	Love sahu	Love	Love	Love	Love	Love	Love	Love
63	Love sahu	Love	Love	Love	Love	Love	Love	Love
64	Sheetal sao	Sheetal	Sheetal	Sheetal	Sheetal	Sheetal	Sheetal	Sheetal
65	Sheetal sao	Sheetal	Sheetal	Sheetal	Sheetal	Sheetal	Sheetal	Sheetal
66	Dhaneshwari khute	Dhaneshwari	Dhaneshwari	Dhaneshwari	Dhaneshwari	Dhaneshwari	Dhaneshwari	Dhaneshwari
67	Niharika Vibhar	Niharika	Niharika	Niharika	Niharika	Niharika	Niharika	Niharika
68	Nirmam bariha	Nirmam	Nirmam	Nirmam	Nirmam	Nirmam	Nirmam	Nirmam
69	Neetu dadsena	Neetu	Neetu	Neetu	Neetu	Neetu	Neetu	Neetu
70	Jharina bariha	Jharina	Jharina	Jharina	Jharina	Jharina	Jharina	Jharina
71	Jyoti sidar	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti
72	Chandrakanti tandi	Chandrakanti	Chandrakanti	Chandrakanti	Chandrakanti	Chandrakanti	Chandrakanti	Chandrakanti
73	Neelam bhoi	Neelam	Neelam	Neelam	Neelam	Neelam	Neelam	Neelam
74	Suman sahu	Suman	Suman	Suman	Suman	Suman	Suman	Suman
75	Ankita sahu	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita
76	Bhumisuta vaishnav	Bhumisuta	Bhumisuta	Bhumisuta	Bhumisuta	Bhumisuta	Bhumisuta	Bhumisuta
77	ANJALI CHOUHAN	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
78	Kalpna chhatre	Kalpna	Kalpna	Kalpna	Kalpna	Kalpna	Kalpna	Kalpna
79	Annu Bariha	Annu	Annu	Annu	Annu	Annu	Annu	Annu
80	Vijiya behra	Vijiya	Vijiya	Vijiya	Vijiya	Vijiya	Vijiya	Vijiya
81	iyoti sidar	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti
82	Basanti sidar	Basanti	Basanti	Basanti	Basanti	Basanti	Basanti	Basanti
83	Neha barik	Neha	Neha	Neha	Neha	Neha	Neha	Neha
84	Renuka Dadsena	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka
85	Neha Pradhan	Neha	Neha	Neha	Neha	Neha	Neha	Neha

**G. N. NAYAK**  
Asst. Professor (English)  
Dr. Bhimrao Ambedkar  
Govt. College, Baloda  
Mahasamund (C.G.)

*[Signature]*  
PRINCIPAL  
Dr. B.R. Ambedkar  
Govt. College baloda  
Distt.- Mahasamund (C.G.)

*[Signature]*  
PRINCIPAL  
Dr. B.R. Ambedkar  
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Distt.- Mahasamund (C.G.)

**Attested**





**DR. BHIMRAO AMBEDKAR GOVT. COLLEGE BALODA**  
 OFFICE OF THE PRINCIPAL  
 DIST. - MAHASMUND (C.G.)  
 Website- www.govtcollegebaloda.ac.in  
 Email- govtcollegebaloda2012@gmail.com

**Certificate Course in Soft Skills (30 Hours)**  
 Department of English

**Marks List**

Certificate No.	Name	Class	Personal Interview	Group Discussion	Case Study	Communication Skill	Time management	Resume Writing	Profile Building	Team Building	PPT	Social Media	Total Marks	CGPA	Grade
CCSS/22/001	Bhavani Shankar Sahu	B.Sc. II	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/002	Aditya Yadav	B.Sc. III	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/003	Ashish Dadsena	B.Sc.I	6	6	6	7	6	6	7	7	8	8	67	7	B+
CCSS/22/004	Shobha Pradhan	B.Sc. II	6	6	6	6	5	6	7	7	7	6	59	6	B
CCSS/22/005	Ajay Pradhan	B.Sc.I	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/006	Khageswar Seth	B.Sc.I	7	8	7	8	7	7	8	8	9	9	78	8	A
CCSS/22/007	Roshni Behera	B.Sc. III	7	8	7	8	7	7	8	8	9	7	76	8	A
CCSS/22/008	Kamal	B.Sc.I	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/009	Avinash Gwal	B.Sc. II	7	8	7	8	7	7	8	8	9	6	75	8	A
CCSS/22/010	Anjali Choudhary	B.Sc. III	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/011	Gulshan Yadav	B.Com.I	6	6	6	7	6	6	7	7	8	8	67	7	B+
CCSS/22/012	Koushal Routiya	B.Com.II	7	8	7	8	7	7	8	8	9	6	75	8	A
CCSS/22/013	Amar Sahu	B.A.II	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/014	Sunili Barik	B.Sc.I	8	8	8	8	9	8	9	8	8	9	83	9	A+
CCSS/22/015	Amar Sahu	B_A_I	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/016	Virendra Seth	B.Sc. III	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/017	Khilesh Barik	B.Sc. II	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/018	Jharina Bariha	B.Com.II	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/019	Ashik Sahu	B.A.I	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/020	Luchika Yadav	B.Sc. III	7	8	7	8	7	7	8	8	9	9	78	8	A
CCSS/22/021	RAKESH BHOI	B.COM 3	6	6	6	6	5	5	6	6	7	6	59	6	B

**Attested**

PRINCIPAL  
 Dr. B.R. Ambedkar  
 Govt. College baloda  
 Distt.- Mahasamund (C.G.)

Govt. College  
 Distt.- Mahasamund

Address

493500



CCSS/22/022	Ashok Bhoi	B.Com.II	6	6	6	6	5	5	6	6	7	7	60	6	B
CCSS/22/023	Makhanlal Sona	B.com .III	7	8	7	8	7	7	8	8	9	6	75	8	A
CCSS/22/024	Saudaminee Sidar	Bsc -III	7	8	7	8	7	7	8	8	9	7	76	8	A
CCSS/22/025	Himanshu Bhoi	B A -II	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/026	Hemlata Sidar	B A -III	6	6	6	7	6	6	7	8	9	7	66	7	B+
CCSS/22/027	Lokesh Soni	B.Sc.I	6	6	6	6	5	5	6	7	8	6	59	6	B
CCSS/22/028	Hemlata Sidar	B. A -III	7	8	7	8	7	7	8	8	9	9	78	8	A
CCSS/22/029	Neha Agrawal	B.Sc. III	9	10	9	9	10	9	9	10	9	9	93		O
CCSS/22/030	Anjana Dhawal	B.Sc. II	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/031	Manisha Bhoi	B.Sc. II	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/032	Shriram Pradhan	B.Com.I	6	6	6	6	5	5	6	6	7	7	60	6	B
CCSS/22/033	Balram Tandi	B.Sc. II	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/034	Bhuvaneshwer Bagj	B a -II	6	6	6	6	5	5	6	6	7	9	62	6	B
CCSS/22/035	RAGHUPATI SIDAR	BA-II	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/036	Sameer Bagh	B.Com.I	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/037	Jharana Dadsena	B.Sc. II	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/038	Manju Vishal	B.Sc. III	7	8	7	8	7	7	8	8	9	7	76	8	A
CCSS/22/039	Raj Kamal Azad Mahapatra	B.A	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/040	Pushpa Patel	B.Sc. II	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/041	Nilandri Dash	B.Sc. III	7	8	7	8	7	7	8	8	9	9	78	8	A
CCSS/22/042	Babita Yadav	B.Sc.I	7	8	7	8	7	7	8	8	9	6	75	8	A
CCSS/22/043	Nilandri Dash	B.Sc. III	8	8	8	8	9	8	9	8	8	9	83	9	A+
CCSS/22/044	Sovit Sahu	B.Sc. III	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/045	Jayant Sahu	B.Sc. III	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/046	Sovit Sahu	B.Sc. III	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/047	Jayant Sahu	B.Sc. III	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/048	TULSI BAI	B.Com.II	7	8	7	8	7	7	8	8	9	9	78	8	A
CCSS/22/049	Roshani Barik	B.Sc. III	7	8	7	8	7	7	8	8	9	6	75	8	A
CCSS/22/050	Geeta Netam	B.Sc.I	8	8	8	8	9	8	9	8	8	9	83	9	A+
CCSS/22/051	Seema Netam	B. A-III	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/052	Purnima Bhoi	B.Sc.I	6	6	6	6	5	5	6	6	7	6	59	6	B

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CCSS/22/053	Gajanand Chhatre	BA I	8	8	8	8	9	8	9	8	8	9	83	9	A+
CCSS/22/054	Himanshi Patel	B.Sc. II	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/055	Hemant Nand	B.Sc. II	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/056	Premsagar Patel	B.Sc. II	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/057	Manohar Matari	B.Sc. III	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/058	Renuka Barik	B.Sc. II	7	8	7	8	7	7	8	8	9	8	75	8	A
CCSS/22/059	kush Sahu	B.Com.I	6	6	6	6	5	5	6	6	7	6	60	6	B
CCSS/22/060	Shriram Pradhan	B.Com.I	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/061	Love Sahu	B.Com.I	6	6	6	6	5	5	6	6	7	6	61	6	B
CCSS/22/062	Sheetal sao	B.Sc. III	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/063	Dhaneshwari khute	B.Com.II	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/064	Niharika Vibhar	B.A. II	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/065	Nirmam bariha	B.Sc. III	7	8	7	8	7	7	8	8	9	8	75	8	A
CCSS/22/066	Neetu dadsena	B.Com.II	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/067	Jharina bariha	B.Com.II	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/068	Chandrakanti tandi	BSC-II	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/069	Neelam bhoi	B.Sc. II	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/070	Suman sahu	B.Sc. III	7	8	7	8	7	7	8	8	9	8	75	8	A
CCSS/22/071	Ankita sahu	B.Sc.I	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/072	Bhumisuta vaishnav	B.Sc.I	6	6	6	6	5	5	6	6	7	6	59	6	B
CCSS/22/073	Jyoti Sidar	B A-I	6	6	6	7	6	6	7	7	8	7	66	7	B+
CCSS/22/074	ANJALI CHOUHAN	B.Sc. III	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/075	Kalpna chhatre	BA-II	7	8	7	8	7	7	8	8	9	8	78	8	A
CCSS/22/076	Annu Bariha	B.Com.-I	8	8	8	8	9	8	9	8	8	9	83	9	A+
CCSS/22/077	Vijiya Behra	B.Sc.I	8	8	8	8	9	8	9	8	8	9	83	9	A+
CCSS/22/078	Basanti Sidar	B.A.-III	7	8	7	8	7	7	8	8	9	8	77	8	A
CCSS/22/079	Neha Barik	B.A-II	7	8	7	8	7	7	8	8	9	8	75	8	A
CCSS/22/080	Renuka Dadsena	BSc	7	8	7	8	7	7	8	8	9	8	78	8	A

**G. N. NAYAK**  
Asst. Professor (English)  
Dr. Bhimrao Ambedkar  
Govt. College, Baloda  
Mahasamund (C.G.)

**Attested**  
PRINCIPAL  
Dr. B.R. Ambedkar  
Govt. College Baloda  
Distt.- Mahasamund (C.G.)  
PRINCIPAL  
Dr. B.R. Amb  
Govt. College  
Distt.- Mahasamund

Place  
Pin Code - 493000  
Hichangh





Dr. Bhimrao Ambedkar Govt. College Baloda, Dist.- Mahasamund  
(Affiliated to Pt. Ravishankar Shukla University Raipur, Chhattisgarh)

*Certificate Course in Soft Skills*  
**Certificate of Completion**

This is to certify that Basanti Sidar from Class **B.A I** has  
successfully completed "Certificate Course in Soft Skills" with **A** grade,  
conducted by the Department of English and Internal Quality Assurance Cell  
Dr. Bhimrao Ambedkar Govt. College Baloda, Dist.- Mahasamund from 1<sup>st</sup> to 7<sup>th</sup>  
June 2022.

**Attested**

अस्ते ज्ञानात् न मुक्ति

Mrs. Anita Patel  
In-Charge Principal

Mr. G.N.Nayak  
IQAC Co-ordinator

Mrs. Kamla Diwan  
Convener

Mrs. Kiran Kumari  
Joint Convener

PRINCIPAL  
Dr. B.R. Ambedkar  
Govt. College Baloda  
Distt.- Mahasamund (C.G.)

G. N. NAYAK  
Asst. Professor (English)  
Dr. Bhimrao Ambedkar  
College Baloda

PRINCIPAL  
Dr. B.R. Ambedkar  
Govt. College Baloda  
Distt.- Mahasamund (C.G.)





**Dr. Bhimrao Ambedkar Govt. College Baloda, Dist.- Mahasamunda**  
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*Certificate Course in Soft Skills*  
**Certificate of Completion**

This is to certify that Annu Bariha from Class **B.Com.I** has  
successfully completed "Certificate Course in Soft Skills" with **A+** grade,  
conducted by the Department of English and Internal Quality Assurance Cell  
Dr. Bhimrao Ambedkar Govt. College Baloda, Dist.- Mahasamund from 1<sup>st</sup> to 7<sup>th</sup>  
June 2022. **Attested**

अस्ते ज्ञानात् न मुक्ति

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Mrs. Kamla Diwan  
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Joint Convener

**G. N. NAYAK**  
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Dr. Bhimrao Ambedkar  
Govt. College, Baloda  
Dist.- Mahasamund (C.G.)

**PRINCIPAL**  
Dr. B.R. Ambedkar  
Govt. College Baloda  
Dist.- Mahasamund (C.G.)



Name - Annu Bariha  
Class - B.Com I year  
Sub. - Certificate Course in  
Soft Skill

Questions

- Q. ① Resume Writing  
Q. ② Interview Questions  
Q. ③ Feedback

Answer No. - 1

Ans. := Resume Writing

① Contact Information :=

Name - Annu Bariha  
Father Name - Mr. Kamal Bariha  
Date of Birth - 23/10/2003  
Address - Village - Antarihola  
Pin Code - 493558  
State - Chhattishgarh  
Gender - Female  
Caste - ST  
Nationality - Indian

**Attested** (3)

Page No. 1

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Distt.- Mahasamund (C.G.)



Phone No. - 7067689450

Email ID - annubariha@44@gmail.com

②

Academy History

Course	School Name Board Exam	Percentage	Year of pass
12 <sup>th</sup>	Govt H.S. School Baloda	91.04%	2020 - 21
10 <sup>th</sup>	Govt. H.S. School Baloda	75%	2019

③

Qualification and Skill

Hard Skill ⇒ E Reading  
Writing, Painting  
Learning and practice  
Thinking Thinking

**Attested**

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Distt. - Mahasamund (C.G.)



Soft Skill → Team Working, Self  
 Management, Time  
 Management, Networking Skill,  
 Listning, Self discipline.

ssh

21

④

## Professional Experience

• Organization Name → MI LIFE STYLE  
 MARKETING  
 GLOBAL PRIVATE LIMITED

• Post - Distributer

• Ditaill about diuties - Plan Presentation

Hi • Knowlege - Treaning and Meeting,  
 Networking Skill,

GTS - Get way to Success

RTP - Residential treaning program

BBS - Business Building Seminar

**Attested**

Page No. \_\_\_\_\_

**PRINCIPAL**  
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(5)

Personal Information

My Hobbies are: Reading, Writing, learning, poetry writing, leadership training, painting, Cooking, dancing, singing, Decorating, listening, and Time management.

(6)

Language

Hindi and Odia

**Attested**

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Answer No - 2Interview Question and Answer

Q. ①.

उत्तर :-

मुझे अपने बारे में बताओं ?  
सर,

मेरा नाम अन्नु बरिहा है और मैंने अपनी स्कूल की पढ़ाई बलौदा में की है जहाँ 10th में मेरे 75% और 12th में 91.4% प्रतिशत आये हैं मैं छोड़ा सा अपने परिवार के बारे में बताना चाहूँगी। हमारा एक छोटा सा परिवार है जिसमें 8 लोग हैं। पिता जी किसान हैं 2 बहन और 1 भाई स्कूल में पढ़ाई कर रहे हैं और दादा, दादी जी हैं। मैं गृहणी हूँ मैं Self Motivate हूँ। मैं बहुत ज्यादा जिज्ञासु हूँ इसलिये मैं हर वक्त कुछ ना कुछ पढ़ती रहती हूँ सिखते रहती हूँ। यही मेरी एक बहुत अच्छी ताकत है साथ ही साथ मुझे photography का भी शौक है।

**Attested**

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प्र. (2) आपकी ताकत क्या है ? बताइये ।  
 उत्तर: ⇒ मुझे हर हाल में Business करना है  
 ये मेरी ताकत है । मेरा लक्ष्य मेरी  
 ताकत है । मेरी ताकत ये है कि  
 मुझमें ग्रहण करने की क्वालिफिकेशन  
 है । सिखने की इच्छा है । अपने  
 आप पर प्रशंसा है , विश्वास है ,  
 में धैर्य वान हूँ , में आशा कि कि  
 अपनी जिंदगी में हमेशा अगरे रहती  
 हूँ । में अपना काम पूरे निष्ठा और  
 सत्यनिष्ठा से पूर्ण करती हूँ । में  
 हमेशा कृतज्ञ रहती हूँ । कभी मैंने  
 किसी से शिकायत नहीं किया मैंने  
 कामयाबी पायी तो उसका श्रेय दूसरे  
 को दिया । कुछ गलत हुआ तो  
 जिम्मेदारी मैंने स्वयं पर लिया ।  
 मैंने हमेशा अपने आपको सुधारने  
 का प्रयास किया क्योंकि मेरी महत्व  
 कांक्षाएँ बहुत बड़ी हैं । और अपने  
 लक्ष्य को हासिल करना ही मेरे  
 जीवन का परम उद्देश्य है । (4)  
 दुनिया के साथ कदम से कदम  
 मिलाकर चलना इस मौके को मैंने  
 कभी नहीं गवाँगी

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प. (3)

उत्तर: →

आपकी कमजोरी क्या है ? बताइये ।

मेरी कमजोरी मेरी Family Problem है । जिसके चलते मैं बस अपने बारे में नहीं सोच सकती हूँ । कुछ भी करने से पहले सबके बारे में सोचना पड़ता है जो मेरे लिए मेरी कमजोरी है । और अपने Goal को achieve करने के लिये मैं अपने अंदर धुन, लगातार मेहनत, रचनात्मक, प्रतिबद्धता, साहस, शांति और प्रतियोगी भावना का विकास करूँगी । इच्छा को तेज, नियत, दुसरो की गलती से सिखूँगी । चुनौतियों का सामना करूँगी । अपनी कमजोरी को पहचानूँगी और अपने आपको कि विकसित करूँगी ।

④

आपको क्या प्रेरित करता है ?

किसी की भी कामयाबी के पीछे सिर्फ उसका होसला और Talent नहीं होता वजह होते है वो लोग जो जरूरत पड़ने पर साथ देते है । Nursing से लेकर 12th तक मैंने सिर्फ खुद को के मार्गदर्शन का पालन किया है ।

Page No. ....

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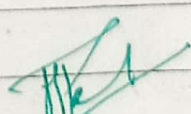


जिंदगी के किसी भी क्षेत्र में गुरुओं का होना बहुत ही आवश्यक है। कहा जाता है गुरु बिना ज्ञान नहीं है। गुरुओं का जिंदगी में होना उतना ही आवश्यक है जितना की जिंदगी जिने के लिये साँसो का।

मेरी जिंदगी में एक ऐसे साँस है जो खुद तो Motivate रहते हैं साथ ही मुझे भी Motivate करते हैं। चाहे सुख हो या दुख किसी भी परिस्थिति में हिम्मत मत ना हरने के होसका देने हैं। वो ना ही Negative सोचते हैं और ना ही मुझे Negative होने देते हैं। उन Teacher's का मेरी life में आना सायद जिंदगी को बदलने एक सुनहरा अवसर है मेरी कामयाबी के लिये और वही मेरे Roll Model भी हैं।

और जो मुझे Motivate करती हैं हैं Books and Motivated Ved में Self Motivate रहती हैं

Book Reading करके | **Attested**

  
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Q. (5) अविष्य में आपके क्या लक्ष्य हैं ?  
बताइये ?

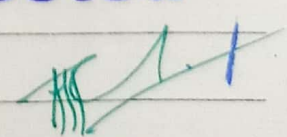
उत्तर :- लक्ष्य तीन तरिके का होता है :-

- (i) Short time Goal
- (ii) Middle time goal
- (iii) Long time goal
- (iv) Life Time goal

i) Short time goal :- 1 year goal  
 2021 - 22 → B. Com I year  
 2022 - 23 → B. Com II year  
 Computer → DCA for Education

ii) Middle time goal :- 5 year goal  
 2023 - 24 → B. Com III year  
 2024 - 25 → M. BA I year  
 2025 - 26 → MBA II year

iii) Long time goal :- A good Writer,  
 and Teacher.  
 Educated Person and successful  
 Business Women.

**Attested**  
  
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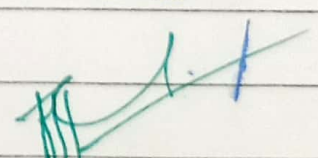
Date: 7/6/2022

## My Life Time Goal

- ①. 1 सुनहरा कमर का स्वयं का घर अपनी मेहनत से बनाना है 1 करोड़ रुपये का ।
- ②. Blue Colour की कार खरिदनी है । BMW ।
- ③. Rank - Diamond
- ④. Income - 30 lakh per month
- ⑤. Publicity - 10 lakh लोग
- ⑥. MI LIFE MOLL - 100 CR की एक shope.

2035 तक अपने Goal को Achiev करना है ।

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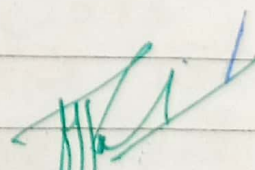


प्र. (6)  
उत्तर: →

आपको क्या अद्वितीय बनाता है ?

• नरसरी से लेकर 12th तक मैं  
Topper Student रही हूँ यानि Success  
काबिलियत काबिलियत से मिलती है  
मैंने Field Work भी 1 Month  
किया है। प्लानिंग, Organizing  
ये हर कोई जानता है लेकिन Science  
में Reserch कहती है कि औरत  
की mental stability मर्दों से कही  
जादा होती है Business में भी  
अगर औरतें योगदान दे तो Business  
अच्छी तरह से run किया जा  
सकता है। अगर मुझे काम मिले  
तो मैं उसे पूरे निष्ठा से करती हूँ  
यही गुण मुझे अद्वितीय बनाता है।  
अगर मुझे कही नौकरी मिली तो  
विश्वास किजिए मैं अपना काम पूरी  
निष्ठा से Time को manage करते  
हुए पूरा करूँगी और Company  
का Best employ भी बनूँगी।

**Attested**

  
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## Feedback

### प्रतिक्रिया

एक ऐसा मौका अपनी उकाउ को develop करने का 7 दिन का Course बहुत ही अच्छा था। साथ मुझे कब से इस कोर्स की तलाश थी जो शायद पास पास कही सिखाया नहीं जाता। मुझे इन Certificate Course in Soft Skill में पहले class attend करने का मौका मिला। मैं बहुत खुशनुसीब हूँ। मौका सबको एक बार मिलता है उसे खीना नहीं चाहिए बल्कि मौके का उपयोग अपनी life पर Implement करना चाहिए। मौसम में बदलने के बावजूद गम बदलने के बाद भी हम class attend किये। क्योंकि अपने लिए मेरे सपने से बड़ा और अच्छा नहीं है उसे पूरा करना मेरी जिंदागी का सबसे बड़ा लक्ष्य है। मैंने Soft Skill की class attend किया क्योंकि ये मेरी रुची था।

**Attested**

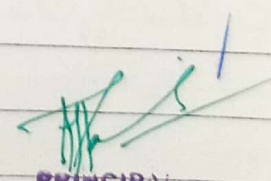
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हर दिन कुछ ना कुछ सिखना मेरी रूची है। अपने अपने अपने लक्ष्य को हासिल करने के लिये मुझसे जो कुछ भी बन पड़ेगा मैं वो सब करूँगी। इसलिये मैंने Certificate Courses in Soft Skill & class attend किया है मेरी कामवालि का रूक बड़ा हिस्सा है।

क्र.	दिन	क्या सिखा
1.	1/6/2022	Skill set
2.	2/6/2022	Resume Writing
3.	3/6/2022	Interview Skill
4.	4/6/2022	Group discussion
5.	5/6/2022	Sunday Leave
6.	6/6/2022	Success
7.	7/6/2022	Revision किये

**Attested**

  
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 Page No.: .....

Personal detail → Resume Writing

Name - Nilandri Dash

Father Name - Mr. Laxmidhar Dash

Mother's Name - Mrs. Ayodhya Dash

Date of Birth - 01-01-2001

Gender - Female

Nationality - Indian

Language knowledge - Hindi, Odia

Address - Asijunda, P.O. - Kisadi, Teh. - Saraipali  
Mahasamund C.G.

Pincode - 493558

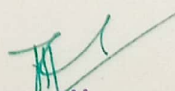
Mobile No. - 7879233728

Email id - nilandridash9@gmail.com

Academic history →

- (i) 12th - Marksheet
- (ii) 10th - Marksheet
- (iii) 8th - Marksheet
- (iv) 5th - Marksheet

**Attested**

  
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## Qualification and Skills :-

- (i) Hard skill - Reading and Writing
- (ii) Soft skill - self Reliance, Patience, Passion, A desire to improve, Resilience, courage, Willpower

## Introduction Questions =>

(1) Tell me About yourself ?

Ans => First of all thank you for giving me this opportunity to introduce myself.

I am Nilandri Dash

I am from Arjunda.

I belong to a joint family

My hobbies are reading comics, cooking, singing and, dancing and study.

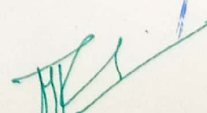
That's all about me

Thank you so much

2) What is your strength

Ans. My hardwork is my strength

**Attested**

  
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(3) What is your weakness?

Ans - My weakness is speaking and hearing.

(4) What motivates you?

Ans - My family and my teachers are motivated.


(5) What are your goals of the future?

Ans - My future goals are to become a teacher.

(6) What makes you unique?

Ans My behaviour makes me unique.

**Attested**

  
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Name - Renuka Dadaseny

Class - B.Sc. III year

Sub. Certificate Course in Soft Skill

-) Tell me about yourself?

Good afternoon Sir / mam

I am Renuka Dadaseny

I am from Baloda

I like to cook and listening  
to punjabi song.

I want to be good teacher

(2) What is your weakness?

my weakness is family  
problem.

**Attested**

(3) what is motivated you?

my mom and my elder brother

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~~Resume~~

(4)

what are your goals of the future.


my future goals good teacher

(5)

what make you unique.

my behaviour make me Unique.

**Attested**

  
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Resume

Name

Renuka Dadsena

Father Name

Mr. Galbadan Dadsena

Mother Name

Mrs. Damyanti Dadsena

Date of Birth

03 30 - 09 - 2001

Gender

Female

Nationality

Indian

Language Knowledge

Hindi, Odia, G.A.

State

Chhattisgarh

Address

Baloda, post, Baloda  
teh. Saraipali

Pin code

493558

Phone Number


91 9873 0652

**Attested**

Email ID

Renukadadsena143@gmail.com

Renuka Dadsena 143@gmail.com

  
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Distt.- Mahasamund (C.G.)

PRINCIPAL  
Dr. B.R. Ambedkar

Interview

Academic history

- I 12<sup>th</sup> marksheet
- II 10<sup>th</sup> marksheet
- III 8<sup>th</sup> marksheet
- IV 5<sup>th</sup> marksheet


Qualification and skill :-

Hard skill - Reading and writing

Soft skill - Communication skill

Team working, Problem Solving,

**Attested**

  
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