Criteria 1.2.2 and 1.2.3

Session : 2020-21

1.2.2 Number of Add-on /Certificate programs offered during the last five years

1.2.3 Average number of students enrolled in Add-on/ Certificate programs as against the total number of students during the last five years

S. No.	Name of Add on/Certificate programs offered	Course code (if any)	Year of offering	No. of times offered during the same year	Duration of the course	Number of students enrolled in the year	Number of students completing the course in the year
1	Ethical Hacking		2020-21	1	30 hours	65	61
2	Practical taxation		2020-21	1	30 hours	60	60
3	Banking and Financial Services		2020-21	1	30 hours	60	60
4	Green Chemistry		2020-21	1	30 hours	55	55
5	Creative Writing		2020-21	1	30 hours	30	30

Permission letter of value added courses from DHE, Panchkula

From

Principal Secretary to Govt. Haryana,
Higher Education Department,
Chandigarh.

To

The Principals, Government Colleges in the State (as per list attached),

Memo No: 3|3 - 2020 C-I (1)
Dated. Panchkula the August 14ᵗʰ , 2020.

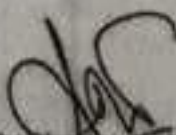Subject:- Regarding grant of permission for " Value Added Courses" in
Government Colleges
****

May please peruse the subject cited above.

I have been directed to inform you that under the NAAC criteria for NAAC accreditation under the Key Performance Indicators and Weightage and further under 1.2.2 of the aforementioned, it is mentioned that " Number of Add on/value added courses with Number of students" 30 points have been assigned to Value Added Courses of 30 hours durations.

In light of the ongoing accreditation process in the Government Colleges the State government has decided to grant permission for 5 such Value Added Courses of 30 hours durations to the Government Colleges (as per list attached) with the conditions that :-

1. These courses will be taught by the regular faculty members posted in different faculties in the Government Colleges.

2. Each Value Added Course will be a "Certificate Course" and will be of 30 hours durations.

3. Under these courses in a given semester at least 1/2 batches of around 50 students each shall be enrolled for each such Certificate Course. On successful completion of f the course i.e., the student has more than 80% attendance in such course and after examination the "Certificate" shall be awarded on the recommendation of the concerned College Principal, the committee at the individual College level and the teacher in-charge who has/have taught the course by the Department of Higher Education, Haryana .

4. An MIS will be maintained at HQ for students attendance which will be updated by the Principal concerned.

5. In first phase the final year students/ passing out students may be enrolled by all the colleges w.e.f the academic session 2020-21.

6. The selected teachers who will be teaching these courses will be provided on line training from the experts from Ashoka University and G.D. Goenka University.

7. The certified course curriculum of 30 hours durations for each of these Value Added Courses is being sent to the college separately through email.

Deputy Director Cadet Corps,
for Principal Secretary to Govt. Haryana
Higher Education Department
Panchkula.

Sr No	College Name	Year of Estt.	Name of Value Added Courses Sanctioned to the Govt. College
		LIST OF GOVERNMENT COLLEGES WHERE SANCTION OF VALUE ADDED COURSES GRANTED	
1	GC Ambala Cantt.	1997	1. Certificate course in Ethical Hacking 2. Certificate course in Creative Writing 3. Certificate course in Banking and Financial services 4. Certificate course in Practical Taxation 5. Certificate course in Green Chemistry
2	MHS GC Bhiwani	1971	1. Certificate course in Database Administration 2. Certificate course in Councelling Skills 3. Certificate course in Animation and Web Designing 4. Certificate course in Banking and Financial services 5. Certificate course in Presentation Skills
3	GCW Bhiwani	2003	1. Certificate course in Leadership and Teamwork 2. Certificate course in Business Communications 3. Certificate course in Yoga and Fitness / Nutrition 4. Certificate course in Practical Taxation 5. Certificate course in Tourism
4	GC Faridabad	1971	1. Certificate course in Computer Networking Course 2. Certificate course in Professional Etiquettes 3. Certificate course in Marketing and Advertising 4. Certificate course in Radio Jockeying, Anchoring and TV Journalism 5. Certificate course in Green Chemistry
5	GCW Faridabad	1992	1. Certificate course in Creative Writing 2. Certificate course in ENTREPRENEURSHIP 3. Certificate course in Radio Jockeying, Anchoring and TV Journalism 4. Certificate course in Office Automation 5. Certificate course in Tally & GST
6	GCW Bhodia Khera	1998	1. Certificate course in Public Speaking 2. Certificate course in Business Communications 3. Certificate course in Python 4. Certificate course in Banking and Financial services 5. Certificate course in Tourism
7	D GC Gurugram	1980	1. Certificate course in Database Administration 2. Certificate course in Digital Marketing 3. Certificate course in Tally & GST 4. Certificate course in Horticulture & Landscaping 5. Certificate course in Gender studies
8	GCG Sector-14 Gurugram	1963	1. Certificate course in Cyber Security 2. Certificate course in Professional Etiquettes 3. Certificate course in Office Automation 4. Certificate course in Marketing and Advertising 5. Certificate course in Green Chemistry
9	GC Sector-9 Gurugram	2004	1. Certificate course in Leadership and Teamwork 2. Certificate course in Councelling Skills 3. Certificate course in Business Communications 4. Certificate course in Practical Taxation 5. Certificate course in Computer Networking
10	GC Hisar	1950	1. Certificate course in Oracle SQL and PL/SQL 2. Certificate course in Presentation Skills 3. Certificate course in Leadership and Teamwork 4. Certificate course in Horticulture & Landscaping 5. Certificate course in Marketing and Advertising

Examination notice for the value added courses

OFFICE OF PRINCIPAL GOVTERNMENT P.G. COLLEGE AMBALA CANTT

URGENT NOTICE

MEMO NO: GCA/21/1474   DATED: 01|07|2021

All the students of certificate courses are hereby informed that the final examination of their respective add on course will held on 09.07.2021 through online mode (Google Meet) from 10:00 am to 1:00 pm. The concerned teacher in-charge will share the link for the Google meet at 9:45 am with the students in their respective watsapp groups. Further link for the Google form will also be shared with the students during the exam for the purpose of uploading and submission of the answer sheets.

Important timings for 09-07-2021

1	Sharing of link for Google meet	9:45 am
2	Start of exam	10:00 am
3	Sharing of link of Google form	11:00 am
4	Uploading of answer sheets	Upto 1:15 pm

Students can contact with their respective teacher in charge in case of any query regarding the examination which are as follow:

S.No	Certificate course	Teacher In-Charge
1	Banking and Financial Services	Dr. Shagun Ahuja
2	Practical Taxation	Dr. Usha Chahal
3	Green Chemistry	Dr. Monika
4	Ethical Hacking	Ms. Sarabjeet Kaur
5	Creative Writing	Mr Munish Trighatia

Principal
Principal
Govt. P.G. College
Ambala Cantt.

Session 2020-21

Name of Add on/Certificate programs offered	Year of offering	No. of times offered during the same year	Duration of the course	Number of students enrolled in the year	Number of students completing the course in the year
Ethical Hacking	2020-21	1	30 hours	65	61

Syllabus- Ethical Hacking

Paper Code:
Nomenclature: Ethical Hacking (Theory)

Maximum Marks: 40
Minimum Marks: 20
Time: 3 hours

Note: Examiner will be required to set Nine Questions in all. First Question will be compulsory consisting of four (short-answer type) questions covering the entire syllabus. In addition to that eight more questions will be set, two questions from each Unit. A candidate will be required to answer five questions in all, selecting one question from each unit in addition to compulsory Question No. 1. All questions will carry equal marks.

UNIT I

Ethical Hacking Overview & Footprinting

Understanding the importance of security, Concept of ethical hacking, Threat, Attack, Vulnerabilities, Exploit, Phases involved in hacking.

Footprinting - Introduction to foot printing, Understanding the information gathering methodology of the hackers, Tools used for the reconnaissance phase.

UNIT II

Port Scanning & System Hacking

Port Scanning - Introduction, using port scanning tools, ping sweeps, Scripting Enumeration: Introduction, Enumerating windows OS & Linux OS

Aspect of remote password guessing, Role of eavesdropping ,Various methods of password cracking, Keystroke Loggers, Understanding Sniffers ,Comprehending Active and Passive Sniffing, ARP Spoofing and Redirection, DNS and IP Sniffing, HTTPS Sniffing.

UNIT III

Hacking Web Services & Session Hijacking:

Web application vulnerabilities, application coding errors, SQL injection into Back-end Databases, cross-site scripting, cross-site request forging, authentication bypass, web services and related flaws, protective http headers Understanding Session Hijacking, Phases involved in Session Hijacking,Types of Session Hijackingand Session Hijacking Tools

UNIT IV

Hacking Wireless Networks & Cryptography

Introduction to 802.11,Role of WEP, Cracking WEP Keys, Sniffing Traffic, and Wireless DOS attacks,WLANScanners,WLANSniffers,HackingTools, and Securing Wireless Networks. Cryptography and its types.

Text books:
1. Patrick Engebretson, The Basics of Hacking and Penetration Testing, Elsevier, 2013
2. Network Security and Ethical Hacking, RajatKhare, Luniver Press, 2006

REFERENCES
1. Kimberly Graves, "Certified Ethical Hacker", Wiley India Pvt Ltd, 2010

Nomenclature: Project based on Ethical Hacking (Viva)

MM: 50
Time: 3 hrs

Course Outcomes:

After learning the course the students should be able to

1. Evaluate the countermeasures of advanced hacking techniques.
2. Perform techniques used to break into an insecure web application and identify relevant countermeasures
3. Demonstrate an advanced security topic with an independent project

Note:

Each student shall be required to undertake a real life project problem under the supervision of a faculty. The project may be development assignment in a real environment on below given areas or any other area related to ethical hacking.

List of Projects:

i. Web Server Fingerprinting tool
ii. IP Spoofing attack demonstration
iii. ARP Spoofing attack and demonstration
iv. ICMP Flood attack simulation
v. Mac flooding attack demonstration and mitigation
vi. ARP cache poisoning and man in the middle attack
vii. Syn flood tool
viii. Web Exploitation and Privilege Escalation
ix. Wireless Exploitation
x. Web Network Sniffing
xi. Network Spoofing Attacks
xii. Web Back-doors
xiii. Unauthorized Access to Resources etc

Report-on Project work will consist of the following:

1. Index
2. A duly signed certificate from supervisor certifying that the candidate has done the project under his supervision and the work done in the project is the result of candidate's own effort.
3. A certificate from college principal certifying that the candidate is the student of this college and he has attended the college IT Labs for required no of days.
4. Acknowledgement duly signed by student.
5. Introduction of Topic
6. Objective of the project
7. Definition of the problem.
8. System documentation and flowchart

2 Michael T. Simpson, "Hands-on Ethical Hacking & Network Defense", Course Technology
3 Ramachandran V. BackTrack
4 Wireless Penetration Testing Beginner's Guide (3rd ed.) Packt Publishing, 2011 5. Thomas
Mathew, "Ethical Hacking", OSB publishers, 2003

Paper Code:
Nomenclature: Lab based on Ethical Hacking (Practical)

M.M: 50
Time: 3 hours

<u>Distribution of Marks</u>
Experiment: 25
Practical Work Book: 15
Viva Voce: 10

Course Outcome

After learning the course the students should be able to:
i. Understand the basics of the ethical hacking.
ii. Perform the foot printing and scanning.
iii. Perform the techniques for system hacking.
iv. Characterize the malware and their attacks, detect and prevent them.
v. Determine the signature of different attacks and prevent them.
vi. Detect and prevent the security attacks in different environments.

List of Experiments:

1. List the tools for Ethical Hacking
2. Implement Footprinting and Reconnaissance using tools 3d Traceroute, Alchemy Eye, DNS Tools and Network Solution Whois.
3. Implement Network scanning using tools Advanced Port Scanner, Colasoft Ping Tool, Hide Your IP Address, Nessus and Nmap.
4. Implement Enumeration using tools Default Password List, Default Password List, OpUtil Network Monitoring Tool and OpUtil Network Monitoring Tool
5. Implement system hacking using tools Actual spy, Alchemy Remote Executor, Armor Tool and FSecureBlackLight
6. Implement Trojan and Backdoors using tools Absolute Startup Manager, Absolute Startup Manager, Netwrx Services Monitor and StartEd Lite.
7. Implement Viruses and Worms using tools Anubis Analyzing UnknownBinaries, Filtechir, Sunbelt CWSandbox and ThreatExpert
8. Implement sniffers using tools ColasoftCapsa Network Analyzer, EffeTech HTTP Sniffer, Packet Sniffer and PRTG Network Monitor.

Major Equipment's: - Latest PC's with related software

List of Open Source Software/learning website:

- https://hackaday.com
- https://breakthesecurity.cysecurity.org
- https://www.eccouncil.org/programs/certified-ethical-hacker-ceh
- https://www.hackthissite.org

Attendance Record- Ethical Hacking

Sr. No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Fine	Remarks
24	Ravi Partap	P	P	P	P	P	P	A	A	A	P	P	A	P	P	A	P	P	A	P	P	A	P	A	P	A	P	A	P	P	P	P		
25	Nitin Kumar	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P				
18	Amit Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P						
29	Aman Kumar	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						
30	Ishan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P							
08	Rahul	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	A	P	A	P	P						
09	Priyanka	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P							
11	Kushboo Sharma	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P							
50	Vishal (PCA)	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P							
13	Ankit (PCA)	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P							
19	Ashu Lodhi	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P							
22	Rohit Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P							
10	Azad Kumar	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P							
12	Neeraj Kumar	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P							
38	Amit	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P								
09	Kamal	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P									
25	Pooja	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P								

Sr. No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Fine	Remarks
25	Sonia	P	P	P	A	P	P	P	P	P	P	P	A	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P					
27	Ritika	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P								
28	Tudu	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P								
02	Manpreet Kaur	P	P	P	A	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	A	P								
03	Rekha Devi	P	P	P	P	P	A	P	P	A	P	P	A	P	T	P	P	P	P	P	P	A	A	P	P	P	P	P	P					
04	Malini	P	P	P	A	A	P	P	A	P	P	A	P	T	P	A	P	A	A	A	A	A	A	A	A	A	A							
05	Kaushboo	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P								
06	Komal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P								
07	Bhoomika	P	A	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	A	P	P	P	P	P	P	P								
13	Priyanka	P	A	A	A	P	P	P	P	P	P	P	P	P	P	A	A	P	A	A	A	A	A	P	P	A	A	A	A					
13	Ritika	P	P	P	P	P	P	P	P	A	P	P	A	P	P	A	A	P	P	P	P	P	P	P	P	P								
15	Shivi Gupta	P	P	P	A	P	A	P	P	P	A	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P								
17	Anjali	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P								
18	Sheeya Gupta	P	A	P	P	P	A	A	P	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P								
19	Ankita	P	P	P	P	P	P	A	P	P	P	A	P	P	A	A	P	P	A	A	P	P	P	P	P	P								
21	Anjani Devi	P	P	P	P	P	A	P	P	A	P	P	P	A	P	A	A	P	A	A	P	P	A	A	P	P	P	P	P					
22	Ekta Sharma	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	A	P								
24	Kalyani	P	P	A	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	P	A	P	A	A	A							
05	Rohit	P	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	A	P	P									
19	Abhishek	P	P	P	A	A	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	A	A	P	P							

Sr. No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Fine	Remarks
49	Vivek Sharma	P	P	P	P	P	P	A	P	P	A	P	A	P		P	P	P	P	A	P	P	P	A	P	P	A	P	P					
4a	Lovedeep	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						
54	Sahil	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	A	P	A	A	P	A	P	P	P	P	P						
55	Vacku	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P	A	P	P	A	P	P	A	P	P									
63	Hasshu	P	P	A	P	P	A	P	A	P	A	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P								
04	Riya Gupta	A	A	A	A	P	A	A	A	P	P	P	A	A	A	A	A	P	A	A	A	A	A	A	A	A								
05	Priyanshi Sharma	P	P	P	A	P	A	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	A	A	P									
01	Kanchan Rani	A	P	P	A	A	A	P	P	P	P	A	A	A	A	P	A	A	A	A	A	A	P	A	P	P	P							
09	Shivani	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	A	P	P							
11	Bhumika	P	P	P	A	P	P	A	P	P	P	A	A	A	P	P	P	A	P	P	A	P	P	P	A	P	P							
12	Nandni	A	P	P	A	P	A	P	A	A	A	P	P	P	P	P	P	A	P	P	A	P	A	A	A	R	A							
13	Deepika	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	A	P	P								
14	Neha Devi	P	P	P	A	P	A	P	P	A	P	A	P	P	P	P	A	P	P	A	P	P	P	A	A	P	P							
15	Priya	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	A	P	P							
16	Kavita	A	P	P	A	A	A	P	A	P	A	A	A	A	A	A	A	A	A	A	A	P	A	A										
18	Payal	P	P	P	A	A	A	P	P	A	P	A	A	P	A	P	A	A	A	P	P	P	A	A	A									
19	Mehak chaudhary	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	A	P	A	P	P	A	A	P	P	P	P							
20	Nisha	P	P	A	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	A	A	P	P	P	P							
21	Anjali Devi	A	A	A	P	P	A	P	A	P	A	P	P	P	A	A	A	P	P	P	A	A	P	P	P	P								
24	Manisha Rani	P	P	A	P	P	P	P	A	P	P	P	P	A	A	A	P	P	A	P	P	P	P	P	P	P								

Sr. No.	NAME	Fine	Remarks
u33	Yash Kumar		
06	Sahil Kumar		
011	Vishal		
014	Neeraj Kumar		
015	Simranjeet Singh		
16	Udham Singh		
18	Tarun Pal		
20	Sahil		
21	Sourav		
23	Gautam		
26	Aryan Chaudhary		
28	Anup Kumar		
30	Kanwar Singh		
32	Shashank		
35	Abhishek		
37	Naman Sharma		
40	Abhishek		
43	Ashish Kumar		
44	Gurdeep Singh		
45	Raman		

Question Paper- Ethical Hacking

Add-on Course
Ethical Hacking

Time: 2 hrs   **Max Marks: 50**

Note: Attempt any Five questions. All questions carry equal marks.   **Date: 9/07/21**
_____

Q 1) What do you understand by Hacking? Define Ethical Hacking and different types of Ethical
Hackers.   10 marks

Q2) What is foot printing? What are the different types of footprinting? Which tools or techniques are
used for it?   10 marks

Q3) Explain Any two from the following terms: 5*5 marks

   a) IP Spoofing
   b) Enumeration
   c) SQL Injection

Q4) Explain different phases of Ethical Hacking.   10 marks

Q5) What is Social Engineering? Explain the types of Social Engineering attacks.   10 marks

Q6)   What is Vulnerability in Computer Security and how is it different from Cyber Threat? Explain
different types of security vulnerability and security threats using suitable example. 10 marks

Result – Ethical Hacking 2020-21

Govt PG College, Ambala Cantt
Marks List of Ethical Hacking, Session 2020-21

Sr. No.	Student Name	University Roll No.	College Roll No.	Class	Theory Marks 50	Practical Marks 50	Total Marks 100
1	Harish Kumar	180007715	2133310004	BCA-III	39	40	79
2	Sahil Kumar	180007714	2133310006	BCA-III	37	39	76
3	Vishal	180007765	2133310011	BCA-III	42	46	88
4	Neeraj Kumar	180007705	2133310012	BCA-III	32	38	70
5	Ankit	180007724	2133310013	BCA-III	29	32	61
6	Neeraj Kumar	180007709	2133310014	BCA-III	33	37	70
7	Simranjeet Singh	180007748	2133310015	BCA-III	39	39	78
8	Arun	180007754	2133310019	BCA-III	38	40	78
9	Sahil		2133310020	BCA-III	AB	AB	0
10	Rohit Kumar	180007758	2133310022	BCA-III	37	39	76
11	Aryan Choudhary	180007707	2133310026	BCA-III	42	48	90
12	Anup Kumar	180007701	2133310028	BCA-III	34	37	71
13	Karmvir Singh	180007735	2133310030	BCA-III	35	34	69
14	Shashank	180007753	2133310032	BCA-III	32	36	68
15	Amit	180007764	2133310038	BCA-III	30	33	65
16	Ashish Kirat	180007757	2133310043	BCA-III	34	38	72
17	Gurdeep Singh	180007744	2133310044	BCA-III	35	38	73
18	Raman	180007716	2133310045	BCA-III	36	39	75
19	Vivek Sharma	180007711	2133310048	BCA-III	34	38	72
20	Vishal Singh	180007745	2133310050	BCA-III	30	32	62
21	Love Deep	180007759	2133310049	BCA-III	41	44	85
22	Sahil	180007760	2133310054	BCA-III	36	39	75
23	Varun	180007768	2133310055	BCA-III	38	40	78
24	Harshu	180007723	2133320003	BCA-III	42	43	85
25	Priyanshi Singh	180007725	2133320005	BCA-III	42	44	86
26	Shivani	180007763	2133320009	BCA-III	40	38	78
27	Bhumika	180007731	2133320011	BCA-III	41	42	83
28	Deepika	180007749	2133320013	BCA-III	38	40	78
29	Neha Devi	180007719	2133320014	BCA-III	40	40	80
30	Priya	180007732	2133320015	BCA-III	40	39	79

	Student Name	University Roll No.	College Roll No.	Class	Theory Marks 50	Practical Marks 50	Total Marks 100
31	Mehak Chaudhary	180007738	2133320019	BCA-III	40	43	83
32	Nisha	180007770	2133320020	BCA-III	38	40	78
33	Anjali Devi	180007739	2133320021	BCA-III	37	39	76
34	Manisha Rani	180007728	2133320024	BCA-III	36	39	75
35	Sonia	180007764	2133320025	BCA-III	39	39	78
36	Ritika	180007717	2133320027	BCA-III	40	42	82
37	Indu	180007762	2133320028	BCA-III	39	37	76
38	Shivani	180033727	2133320009	BCA-III	36	37	73
39	Udham Singh	180007755	2133310016	BCA-III	40	45	85
40	Khushboo	180033768	2133520005	B.Sc (NM)-III	35	37	72
41	Bhumika	180033804	2133520007	B.Sc (NM)-III	39	40	79
42	Priyanka	180033790	2133520008	B.Sc (NM)-III	37	38	75
43	Anjani Devi	180033769	2133520021	B.Sc (NM)-III	36	39	75
44	Ekta Sharma	180033830	2133520022	B.Sc (NM)-III	37	40	77
45	Amit Kumar	180033755	2133510028	B.Sc (NM)-III	36	38	74
46	Aman Kumar	180033822	2133510029	B.Sc (NM)-III	36	38	74
47	Rohit	180033713	2133510005	B.Sc (NM)-III	39	41	80
48	Ankita	140033839	2133520019	B.Sc (NM)-III	39	40	79
49	Khushboo Sharma	180033759	2133520011	B.Sc (NM)-III	40	43	83
50	Pooja	180033799	2133520025	B.Sc (NM)-III	36	38	74
51	Kamal	180033727	2133510009	B.Sc (NM)-III	36	37	73
52	Priyanka	180033813	2133520012	B.Sc (NM)-III	35	37	72
53	Abhishek	180007708	2133310035	B.Sc (NM)-III	32	35	67
54	Rekha Devi	180033798	2133520003	B.Sc (NM)-III	37	37	74
55	Shruti Gupta	180033705	2133520015	B.Sc (NM)-III	20	30	50
56	Anjali	180033808	2133520017	B.Sc (NM)-III	37	38	75
57	Shreya Gupta	180033706	2133520018	B.Sc (NM)-III	20	30	50
58	Ishan	180033836	2133510030	B.Sc (NM)-III	33	38	71
59	Tarun Pal	180007712	2133310018	B.Sc (NM)-III	38	42	80
60	Komal	180033797	2133520006	B.Sc (NM)-III	40	41	81
61	Nitin Kumar	180033812	2133510025	B.Sc (NM)-III	30	35	65

Seen

Course Outcome- Ethical Hacking

Govt PG College, AmbalaCantt

Course Outcome of Add-On Course "Ethical Hacking"

As a consequence of technical advancements that have resulted in several risks in the technology arena throughout the globe, there has been an unexpected increase in the demand for ethical hacking services. The role of an ethical hacker is to secure an organization's system and information against unlawful hackers, which is more important as cyber-attacks and cyber terrorism become more prevalent.

Exploring the psychology and practices of hackers, as well as learning how to breach systems via the identification and evaluation of vulnerabilities in computer software and computer networks, are all part of understanding and becoming adapted to ethical hacking. The pursuit of ethical hacking may provide enormous value to a business if it is studied and executed in an effective and appropriate manner.

Banks are easily susceptible to cyber threats as they are heavily and constantly targeted by hackers. Banks spend a large amount, in billions worldwide to safeguard themselves against such attacks and heighten digital security. Security is a valued requirement in today's times due to the amount of data hacks and information breaches happening every day around the world. In order to catch a hacker, one needs to have the mentality of a hacker, which is the fundamental of ethical hacking. Ethical hackers almost always work with the organization's consent to protect their computer and network systems.Students may benefit from learning how to protect the system against security threats as well as which security breaches exist in the system.

Course Scheme: It was a thirty-hour course. Total 65 students were enrolled in this course and 65 successfully finished the course and sat in the theoretical test. And all 65 students passed the 50-point theoretical test, as well as the 50-point practical and project exams.

SARBJIT KAUR
Asst. Prof.
Dept. of Comp. Sci.

Session 2020-21

Name of Add on/Certificate programs offered	Year of offering	No. of times offered during the same year	Duration of the course	Number of students enrolled in the year	Number of students completing the course in the year
Practical Taxation	2020-21	1	30 hours	60	60

Syllabus- Practical Taxation

Certificate course in Practical Taxation

Scheme of Course

Course Code	Course Name	Duration of the course	Maximum Marks			Duration of Exam	Medium of Instruction
			Theory	Practical	Total		English & Hindi
	PAPER 1	30 hours	50	--	100	3 Hours	
	PAPER 2		-	50			

Program Objectives and Curriculum :-

- Indian taxation system, types of taxes, Pre and post GST taxation system.
- Income Tax: Residential Status, Income under 5 Heads.
- Residential Status, Exempts Income U/s 10, Computation of Total Income
- Concept of TDS/TCS, Rates & Deductions under TDS/TCS,
- E-Fillings of Returns, Generation of Challans and payments,
- Penalties, and revised returns process.

Practical: Computation and e-Filing of Income Tax.

Attendance Record- Practical Taxation

Attendance Register of the **Certificate Course in Practical Taxation** — (30 hrs. duration)

For the month of _____ Feb. _____ 2021

VEER

Sr. No.	NAME	... attendance ...	Fine/Present	Remarks Practical
1	Sahil Bansal			J+P (les)
2	Kriti (M.Com 3rd)			
3	Shivani (M.Com 3)		Present	L 39+41 = 80
4	Muskan (M.Com)			
5	Divya Bagga (M.Com)			
6	Monika (M.Com)		Present	L 35+40 = 8
7	Deepa Rani (M.Com 3)		Present	L 38+40 = 78
8	Madhu (M.Com 3)			
9	Simalpreet (M.Com)		Present	L 40+42 = 82
10	Akshya (M.Com)		Present	L 40+41 = 81
11	Preeti Bhandari (M.Com)		Present	L 46+46 = 92
12	Neeraj (M.Com 3)			
13	Khushbu Sharma (M.Com)		Present	L 38+40 = 78
14	Sandeep (M.Com)		Present	40+40 = 80
15	Kritika (M.Com 3)		Present	41+40 = 81
16	Pooja (M.Com 3)		Present	L 41+41 = 82
17	Isha (M.Com 3)		Present	41+41 = 82
18	Riya Rani (M.Com)		Present	L 44+48 = 92
19	Mani Mehta (M.Com)		Present	39+49 = 88
20	Priyanka (M.Com)		Present	L 40+40 = 80

Certificate Course in Practical Taxation — (30 hrs. duration)

Attendance Register of the _____

For the month of _____ Feb. _____ 2021

VEER

Sr. No.	NAME	... attendance ...	Fine	Remarks
21	Mandeep Kaur (M.Com)		Present	L 39+40 = 79
22	Pooja Kaur (M.Com 3)		Present	L 43+45 = 83
23	Anjali (M.Com 3)		Present	L 43+45 = 88
24	Nandita (M.Com)		Present	L 40+41 = 81
25	Simranjeet Kaur		Present	L 43+44 = 87
26	Muskan (B.Com VA)		Present	L 40+41 = 81
27	Aanchal (B.Com VB)		Present	L 40+41 = 81
28	Neha (B.Com VB)		Present	L 42+43 = 85
29	Reenu (CAV)			
30	Urvashi Devi (VA)		Present	L 42+44 = 86
31	Kiran Preet Kaur (VB)		Present	L 43+47 = 90
32	Bablu (VC)		Present	L 40+45 = 85
33	Renu (CAV)		Present	L 40+41 = 81
34	Deepika (CAV)		Present	L 40+42 = 82
35	Bharti (VA)			
36	Sukhdeep Singh (CAV)		Present	L 40+44 = 84
37	Mahak deep (VC)		Present	L 41+46 = 87
38	Diksha (VC)		Present	L 44+44 = 88
39	Simran Kaur (VC)		Present	L 40+
40	Jasbinder Kaur			

Attendance Register of the **... Practical Taxation** — (30 hrs. duration)

For the month of _____ Feb. _____ 2021

VEER

Sr. No.	NAME	... attendance ...	Fine	Remarks
41	Harsh Nayyar (VA)		Present	40
42	Preeti (CAV)		Present	L 50+42 = 88
43	Aakash Verma (VC)		Present	42+
44	Manisha Kumari (VA)		Present	L 39+
45	Neeru (VC)			88
46	Dilpreet Kaur (VA)			
47	Mahak Jain		Present	39+
48	Aarti (VB)		Present	L 44+4
49	Jyoti Rani (VB)			
50	Pushplata (VC)		Present	40+4
51	Sachin (VA)		Present	39+
52	Simran Kaur (VB)		Present	L 40+4
53	Kavita Rani (CAV)		Present	L 33+
54	Puja Devi (CAV)		Present	L 42+
55	Ritika Gulati (CAV)		Present	→ 3
56	Neelam (CAV)		Present	3
57	Anki Devi (VA)		Present	40
58	Ritu (VA)		Present	3
59	Neha (VB)		Present	4
60	Ritik (VB)			

Question paper- Practical Taxation

Certificate course in Practical Taxation
(09-06-2021)

Note: Attempt any five questions in all carrying 10 marks each

Q.1 What do you mean by Income Tax? Discuss its features.

Q.2 What are the different categories into which the assessees are divided with regard to residence? Give a brief account of each of them.

Q.3 Discuss any ten items of income which are totally exempted from tax.

Q.4 What is meant by ITR? Is it compulsory to file return of income? In what circumstances is the return treated as defective?

Q.5 What do you understand by PAN? What are the consequences for failure to apply for the allotment of a PAN?

Q.6 What do you mean by e-filing of ITR? Discuss its procedure/steps.

Q.7 Discuss the steps for computing tax liability of an Individual with a suitable example.

Q.8 Write a note on Best Judgement Assessment and Regular Assessment.

Q.9 Discuss the provisions of Income Tax Act regarding penalties.

Marks List- Practical Taxation

GOVERNMENT P.G. COLLEGE, AMBALA CANTT.
Final Marks of CERTIFICATE COURSE IN PRACTICAL TAXATION

S.No. As per Enrolment list	Student Name	College Roll No.	Class	Theory Marks (50)	Practical Marks (50)	Total Marks (100)	Grade
1	Sahil Bansal	220002168043	M.Com Sem. I	Absent	Absent	Absent	--
2	Kriti	220002168008	M.Com Sem. I	Absent	Absent	Absent	--
3	Shivani	220002168015	M.Com Sem. I	39	41	80	A
4	Muskan	220002168030	M.Com Sem. I	Absent	Absent	Absent	--
5	Divya Dangwal	220002168032	M.Com Sem. I	Absent	Absent	Absent	--
6	Monika	220002168058	M.Com Sem. I	35	40	75	A
7	Deepa Rani	3015420008	M.Com Sem. III	38	40	78	A
8	Madhu	220002168041	M.Com Sem. I	Absent	Absent	Absent	--
9	Simranjeet Kaur	220002168049	M.Com Sem. I	40	42	82	A
10	Akshya	220002168029	M.Com Sem. I	40	41	81	A
11	Preeti Dhiman	220002168006	M.Com Sem. I	46	46	92	A+
12	Nancy	3015420045	M.Com Sem. III	Absent	Absent	Absent	--
13	Khushvinder Kaur	220002168048	M.Com Sem. I	38	40	78	A
14	Sandeep Singh	3015410002	M.Com Sem. III	40	40	80	A
15	Kritika	3015420010	M.Com Sem. III	41	40	81	A
16	Pooja	3015420031	M.Com Sem. III	41	41	82	A
17	Isha	3015420038	M.Com Sem. III	41	43	84	A
18	Riya Bansal	3015420027	M.Com Sem. III	44	48	92	A+
19	Mani Mehta	3015420037	M.Com Sem. III	39	41	80	A
20	Priyanka	220002168028	M.Com Sem. I	40	41	81	A
21	Mandeep Kaur	3015420018	M.Com Sem. III	39	40	79	A
22	Gunja	3015420025	M.Com	43	45	88	A

	Kaushal		Sem. III				
23	Anjali	220002168012	M.Com Sem. I	43	45	88	A
24	Nandita	220002168039	M.Com Sem. I	40	41	81	A
25	Simranjeet Kaur	3015420039	M.Com Sem. III	43	44	87	A
26	Purushotam	2135110031	B.Com V A	40	41	81	A
27	Aanchal	2135120041	B.Com V B	40	41	81	A
28	Nisha	2135120095	B.Com V B	42	43	85	A
29	Renu	2136920014	B.Com V(C.A.V)	Absent	Absent	Absent	--
30	Urvashi Devi	2135120073	B.Com V A	42	44	86	A
31	Kiranpreet Kaur	2135120004	B.Com V A	43	47	91	A+
32	Babli	2135120066	B.Com V C	40	45	85	A
33	Renu	2136920027	B.Com V(C.A.V)	40	41	81	A
34	Deepika	2136920032	B.Com V(C.A.V)	40	42	82	A
35	Bharti	2135120061	B.Com V A	Absent	Absent	Absent	--
36	Suryadeep Singh	2136910005	B.Com V(C.A.V)	40	47	87	A
37	Mehakdeep	2135120024	B.Com V C	41	46	87	A
38	Diksha	2135120117	B.Com V C	Absent	Absent	Absent	--
39	Simran Kaur	2135120003	B.Com V C	44	47	91	A+
40	Jasbinder Kaur	2135120015	B.Com V C	40	41	81	A
41	Harsh Mehta	2135110073	B.Com V A	40	41	81	A
42	Preeti	2136920025	B.Com V(C.A.V)	38	42	80	A
43	Anush Verma	2135120075	B.Com V C	42	40	82	A
44	Manish Kumar	2135110016	B.Com V A	39	41	80	A
45	Neeru	2135120099	B.Com V C	Absent	Absent	Absent	--
46	Dilpreet Kaur	2135120046	B.Com V A	Absent	Absent	Absent	--

Sem

Usha Chahal

47	Mehak Saini	2135120059	B.Com V	39	42	81	A
48	Aarti	2135120086	B.Com V B	44	48	92	A+
49	Jyoti Rani	2135120098	B.Com V B	Absent	Absent	Absent	--
50	Pusplata	2135120009	B.Com V C	40	42	82	A
51	Sachin	2135110058	B.Com V A	39	41	80	A
52	Simran Kaur	2135120029	B.Com V B	40	42	82	A
53	Kavita Rani	2136920028	B.Com V(C.A.V)	33	40	73	A
54	Puja Devi	2136920031	B.Com V(C.A.V)	42	45	87	A
55	Ritik Gulati	2136910004	B.Com V(C.A.V)	36	42	78	A
56	Neelam	2136920018	B.Com V(C.A.V)	39	43	82	A
57	Pinki Devi	2135120007	B.Com V A	40	43	83	A
58	Ritu	2135120043	B.Com V A	36	42	78	A
59	Neha	2135120008	B.Com V B	41	40	81	A
60	Ritik	2135110035	B.Com V B	Absent	Absent	Absent	--

Teacher Incharge:

Usha Chahal

Dr. Usha Chahal, Asstt. Prof . of Commerce

Course outcome - Practical Taxation

Certificate course in Practical Taxation

Tax is one of the most important sources of revenue to the Government. At the same time tax is a deciding parameter for economic growth. Income tax is an important direct tax. Every person, whose taxable income for the previous financial year exceeds the minimum taxable limit is liable to pay income tax during the current financial year on the income of the previous financial year at the rates applicable during the current financial year. Keeping in view the above objective a certificate course in Practical Taxation was started during the session 2020-2021. The objectives of this program was to give an overview of Indian Taxation System, various concepts and income under 5 heads, E-filing of returns, generation of challans and payments, penalties and revise return filing process.

Scheme of this course: It was a 30 hours course. Total 60 students were enrolled in this program out of which 46 students appeared for the final examination and 46 students qualified the theory and practical exam.

Hence, this program would enhance their practical knowledge and skills regarding this topic. The students have benefited through this course. They need not depend on any person for calculating their tax and E- filing of income tax returns for themselves and their near and dear ones in the near future when they are in need of.

Usha Chahal

Dr. Usha Chahal
Asst. Professor of Commerce
Govt. P.G. College, Ambala Cantt.
Haryana

Session 2020-21

Name of Add on/Certificate programs offered	Year of offering	No. of times offered during the same year	Duration of the course	Number of students enrolled in the year	Number of students completing the course in the year
Banking and Financial Services	2020-21	1	30 hours	60	60

Syllabus- Banking and Financial Services

Certificate Course in Banking & Financial Services

Scheme of Course

Course Code	Course Name	Duration of the course	Maximum Marks			Duration of Exam	Medium of Instruction
			Theory	Practical	Total		English & Hindi
	PAPER 1	30 hours	50	-	100	3 Hours	
	PAPER 2		-	50			

Program Objectives and Curriculum :-

- Basics of Banking: Types of Banking Accounts, Interest Rates, Understanding Products and pitching products.
- Know Your Customer (KYC) Documents and Procedures.
- Form Filling – Manual & Electronic, Account Opening Process, Cheque acceptance and pay – in- slip process.
- Banking in the digital era:
- Understanding Wallets, BHIM, UPI, Understanding NEFT / RTGS, Plastic money, CBIL.
- Risks in Online Banking, online frauds, countermeasures.

Practical: Processing of a loan application

Attendance Record - Banking and Financial Services

For the month of **feb.**

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For the month of ___ Feb / May / June / 20__

Question Paper - Banking and Financial Services

Serial no	Candidates are required to attempt five questions in all. Each question will carry 10 marks	Marks
Q.1	Explain the concept and meaning of banking? Elaborate the various functions of banking?	(10)
Q.2	What do you mean by interest? Explain the various types of interest used in banking system?	(10)
Q.3.	What is KYC? Explain the procedure of KYC and the various documents required for KYC?	(10)
Q.4	Write short note on:	
a.	Types of Bank Accounts	(10)
b.	Pitching of Banking Products	(10)
Q.5	What do you mean by E Wallets? Explain the merits and demerits of e wallets?	(10)
Q.6.	Explain in detail the Account Opening Process followed in various banks?	(10)
Q.7.	What are the various risks in Online Banking? How these can be overcome?	(10)
Q.8	Elaborate the various types of products offered by the banks to their customers, which attract them to join the particular bank?	(10)
Q.9.	Write short note on:	(10)
a.	BHIM, UPI	
b	NEFT, RTGS	

Marks List - Banking and Financial Services

GOVERNMENT P.G. COLLEGE AMBALA CANTT
BANKING AND FINANCIAL SERVICES SESSION 2020-21
AWARD LIST

S.No	Name	Class	Roll No	Theory Marks	Practical Marks	Total	Grade
1	Soniya	M com IIIrd Sem	3015420002	34	48	82	A
2	Manisha Verma	M com IIIrd Sem	3015420024	34	40	74	B
3	Gurpreet Kaur	M Com Ist Sem	220 002168025	36	46	82	A
4	Shivani	M Com Ist Sem	220 002168050	37	44	81	A
5	Komal Verma	M Com Ist Sem	220 002168047	34	49	83	A
6	Mehak jain	M com IIIrd Sem	3015420011	36	48	84	A
7	Monika	M Com Ist Sem	220 002168003	38	44	82	A
8	Jasmita Handa	M Com Ist Sem	220 002168042	35	50	85	A
9	Kavita chaudhary	M com IIIrd Sem	3015420004	35	47	82	A
10	Jaspreet Kaur	M com IIIrd Sem	3015420055	38	50	88	A
11	Simran	M Com Ist Sem	220 002168037	39	47	86	A
12	Neha Rani	M com IIIrd Sem	3015420026	32	44	76	A
13	Sanjeev Kumar	M com IIIrd Sem	3015410006	31	28	59	C
14	Aarti	M com IIIrd Sem	3015420021	37	45	82	A
15	Bhawika	M com IIIrd Sem	3015420019	37	43	80	A
16	Priya Dhoundiyal	M com IIIrd Sem	3015420041	38	44	82	A
17	Ritka	M Com Ist Sem	220 002168016	38	49	87	A
18	Happy	M com IIIrd Sem	3015420022	37	48	85	A
19	Meenakshi Sharma	M com IIIrd Sem	3015420016	35	48	83	A
20	Uma	M Com Ist Sem	220 002168009	36	43	79	A
21	Kavita	M Com Ist Sem	220 002168058	39	48	87	A
22	Meeta	M com IIIrd Sem	3015420044	31	48	79	A
23	Rachna	M com IIIrd Sem	3015420032	35	45	80	A
24	Mandeep kaur	M Com Ist Sem	220 002168036	36	44	80	A
25	MANJEET KAUR	M com IIIrd Sem	3015420053	36	48	84	A
26	Divya Jain	M Com Ist Sem	220 002168046	38	43	81	A
27	Kashish	M Com Ist Sem	220 002168018	34	44	78	A
28	Poonam	M Com Ist Sem	220 002168045	42	48	90	A+
29	Nisha	M Com Ist Sem	220 002168044	33	45	78	A
30	Radhika Sharma	M Com Ist Sem	220 002168027	37	48	85	A
31	Amandeep kaur	M Com Ist Sem	220 002168060	39	48	87	A
32	Simran	M com IIIrd Sem	3015420029	34	43	77	A
33	Aastha	M Com Ist Sem	220 002168051	33	44	77	A
34	Priyanka devi	M com IIIrd Sem	3015420030	36	48	84	A
35	Deepika	M Com Ist Sem	220 002168033	36	42	78	A
36	Deepali Arora	M com IIIrd Sem	3015420054	39	45	84	A
37	Bindu Rani	M Com Ist Sem	220 002168022	38	49	87	A
38	Nancy	M Com Ist Sem	220 002168055	35	50	85	A
39	Mansi	M Com Ist Sem	220 002168002	38	45	83	A
40	Sunita rani	M Com Ist Sem	220 002168053	44	50	94	A+
41	Anjali Devi	M Com Ist Sem	220 002168021	36	35	71	B

42	Neeraj	M com IIIrd Sem	3015420034	37	49	86	A
43	Priyamvada	M com IIIrd Sem	3015420017	35	47	82	A
44	Vaishali	M com IIIrd Sem	3015420020	39	49	88	A
45	SHUBHAM GUPTA	M Com Ist Sem	220 002168028	26	45	71	B
46	Komal Devi	M Com Ist Sem	220 002168059	37	42	79	A
47	Ankit kumar	M Com Ist Sem	220 002168023	37	44	81	A
48	Asha Devi	M com IIIrd Sem	3015420003	38	46	84	A
49	Kushba Rani	M com IIIrd Sem	3015420001	34	46	80	A
50	Dimple	M Com Ist Sem	220 002168019	41	44	85	A
51	Nishu	M com IIIrd Sem	3015420028	38	43	81	A
52	POONAM RANI	M Com Ist Sem	220 002168040	39	50	89	A
53	Priyanka devi	M Com Ist Sem	220 002168038	35	43	78	A
54	Archana	M com IIIrd Sem	3015420036	33	40	73	B
55	Jyoti	M com IIIrd Sem	3015420046	38	30	68	B
56	Vikas	M com IIIrd Sem	3015410004	24	30	54	C
57	Neetu Rani	M Com Ist Sem	220 002168017	36	30	66	B
58	Rahul	M com IIIrd Sem	3015410005	25	30	55	C
59	Upasana	M Com Ist Sem	220 002168057	26	43	69	B
60	Lalit Rana	M Com Ist Sem	220 002168004	Absent	Absent	Absent	Absent

INCHARGE

PRINCIPAL

Course Outcome- Banking and Financial Services

COURSE OUTCOME FOR BANKING AND FINANCIAL SERVICES

This course gives participants a pragmatic view of banks and financial services industry and helps the participants have a detailed understanding of the concept of banking operations. This course gives an overview of banking operations, role and functions of banking, types of bank account, latest developments in banking sector, E Wallets and Risks associated with the e banking. On successful completion of the course, the learners can get employment opportunities in investment banking, equity research, project finance, commercial banking, credit analyst, wealth management and risk management. Upon successful completion of the program students will be able to:

- Understand the basic concepts of Banking and Financial Services
- Understand the various services offered by Banking and Financial Services Industry
- Appreciate the role of Banking and Financial Services industry in the growth of a country's economy
- Understand the risks involved in the E Banking.

Session 2020-21

Name of Add on/Certificate programs offered	Year of offering	No. of times offered during the same year	Duration of the course	Number of students enrolled in the year	Number of students completing the course in the year
Green Chemistry	2020-21	1	30 hours	55	55

Syllabus- Green Chemistry

Certificate Course in Certificate course in Green Chemistry

Scheme of Course

Course Code	Course Name	Duration of the course	Maximum Marks			Duration of Exam	Medium of Instruction
			Theory	Practical	Total		English
	PAPER 1	30 hours	50	-	100	3 Hours	
	PAPER 2		-	50			

Program Objectives and Curriculum :-

- Concept of green chemistry; Definition; Current status of chemistry and the Environment; Evolution of the Environmental movement and role of chemistry.
- Environmental chemistry methods, environmental laboratories and application of green chemistry.
- Tools of Green Chemistry: Alternative feed stocks starting material, Alternative Reagents, Alternative Solvents etc. किस ध्यान of fundi ch-2
- Application of green chemistry, benign design, and lifecycle analysis; green chemistry and sustainable technologies in polymers and materials; Green Chemistry Using Bio Catalytic Reactions; Fermentation and Bio transformations.
- Controlled Environmental Agriculture; Greenhouse Technology, Advantages and disadvantages of protected cultivation, Greenhouse effect and Global Warming.

Practical: Green chemistry and sustainable technologies in polymers and materials.

Attendance Record - Green Chemistry

Attendance Register   of the **B.Sc III** (Green Chemistry)   For the month of _____ 20___   **VEER**

Sr. No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Fine	Remarks
	→ B.silmal																																	22	SRJ
1	Pragyans Dahal	P	A	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					24	
2	Aadarsh Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					26	34,93,81
3	Vishal Saini	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P					26	34,92,26
4	Sumit	P	A	A	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P					24	34,93,7
5	Sourabh Saini	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					26	
6	Aman kumar	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					26	
7	Samarth Anand	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P					25	34,92,32
8	Akash Sharma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					25	R4,92,35
9	Gaurav Prabhat	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P					29	
10	Ritika Bansal	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P					24	
11	Shaha	P	A	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					23	34,92,8
12	Ravindra kaur	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					26	3492,13
13	Pooran kaur	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					27	
14	Muskan Saini	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	A	P	P	P	P	P	P					25	34,92,72
15	Jaya puri	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					25	34,93,16
16	Suvabui	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P					26	3492,81
17	Komelon	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					25	
18	Anushka Gupta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					26	
19	Rahul Sahu	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P					23	
20	Sud	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P						

Sr. No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Fine	Remarks
1	Riki Devi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					27	34 9391
2	Nimble	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					24	34 9247
3	Nisha Rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P					27	34 9382
4	Nancy	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P					25	34 9251
5	Mano	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P					26	
6	Mousha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					27	
7	Manjit kaur	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P					23	34 9296
8	Priyeshsma	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P					24	34 9286
9	Ankita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					26	
10	Gauyasi	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					26	34 9234
11	Simran	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					25	34 9332
12	Pankey	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					25	
13	Rajvehoupkoun	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					25	34
14	Khushi	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A						25	34 9222
15	6 Su (Mumid)	P	A	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P					27	Ausent
16	05 Khushul kaur	P	P	P	P	P	A	P	P	P	P	P	P	P	P		P	P	P	P	P	A	P	P	P	P	P	P					26	34 9355
17	08 Ritko	P	A	P	P	P	P	A	P	P	P	P	P	A	P		P	A	P	P	P	P	P	P	P	P	P	P					23	34 9217
18	09 Rakhi	P	P	P	P	P	P	P	P	P	A	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P					25	
19	12 Preety	P	P	P	P	P	P	P	P	P	P	P	P	A	P		P	P	P	P	P	A	P	P	P	P	P	P					25	34 9265

Sr. No	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Fine / Remarks
1	Jyoti Mehra	P	P	P	P	P	P	P	P	A	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	A						23
2	Priti	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P						22
3	Kubalika	P	P	A	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P						25
4	Kanchan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P						34935
5	Vaishnav	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						23
6	Raindar kaur	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						24
7	Rubindar kaur	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						25
8	Bhishi	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						26
9	Anju	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P						24
10	Kirthia	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						25
11	Madhu Kumari	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						25
12	Ruti	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						34930S
13	Manisha Sharma	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P						26
14	Sonam	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						34920 49
15	Prachickson	P	A	P	P	P	P	P	P	P	P	P	P	P	A	A	P	A	P	P	P	P	P	A	P	P	P						34920 24
16	Kajal	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P						24

Total lecture delivered — 27

Question Paper - Green Chemistry

B.sc-IIIrd (Green chemistry)
Paper-1
Total Marks - 50

Attempt five questions in all. Each question carry 10 marks.

1Q- What is green chemistry and why it is important. Write down the benefits of green chemistry.

2Q- Explain about the twelve principles of green chemistry in detail.

3Q- How the pollution prevention Act of 1990 by US environmental protection agency (EPA) relating risk, exposure and hazards leads to a paradigm shift to green chemistry.

4Q- Write short notes on any two of the following:
(i) Alternative Reagents
(ii) Fermentation
(iii) Alternative feed stocks

5Q- What are the environmental laboratories. Explain in detail.

6Q- Explain Green house technology and its importance.

7Q- Write down the advantages and disadvantages of protected cultivation.

8Q- Explain the following terms (any two):
(i) Global warming
(ii) Toxic chemical
(iii) Bio-transformation

9Q- Suggest the role of green chemistry in sustainable technologies (in polymer & material).

Marks List - Green Chemistry

Govt PG College, Ambala Cantt
Final result of Green Chemistry

S.No	Student Name	College Roll No.	Class	Theory Marks 50	Practical Marks 50	Total Marks 100
1	OMKAR	2193410003	BSC MED	46	44	90
2	ASHISH KUMAR	2193410007	BSC MED	43	43	86
3	VISHAL SAINI	2193410008	BSC MED	46	45	91
4	SUMIT	2193410009	BSC MED	44	43	87
5	SOURABH SAINI	2193410013	BSC MED	45	46	91
6	AMAN KUMAR	2193410016	BSC MED	47	45	92
7	SOURABH ANAND	2193410017	BSC MED	47	46	93
8	AKASH SHARMA	2193410021	BSC MED	45	46	91
9	CHAHAK	2193420004	BSC MED	44	43	87
10	RITIKA BANSAL	2193420005	BSC MED	47	46	93
11	SNEHA	2193420006	BSC MED	45	44	89
12	RAVINDER KAUR	2193420007	BSC MED	43	44	87
13	POONAM RANI	2193420008	BSC MED	45	44	89
14	MUSKAN SAINI	2193420009	BSC MED	46	44	90
15	JAYA PURI	2193420010	BSC MED	45	43	88
16	SHIVANI	2193420011	BSC MED	47	46	93
17	KANCHAN	2193420014	BSC MED	47	45	92
18	HARSHITA GUPTA	2193420017	BSC MED	47	47	94
19	NEHA SAHNI	2193420019	BSC MED	46	46	92
20	SNEH	2193420020	BSC MED	46	43	89
21	RITU DEVI	2193420021	BSC MED	47	47	94
22	DIMPLE	2193420024	BSC MED	46	45	91
23	NISHA RANI	2193420025	BSC MED	47	47	94
24	NANCY	2193420027	BSC MED	43	44	87
25	MEGHA	2193420028	BSC MED	46	46	92
26	MANISHA	2193420030	BSC MED	45	44	89
27	MANPREET KAUR	2193420032	BSC MED	47	46	93
28	SHREYA SHARMA	2193420033	BSC MED	46	46	92
29	ANKITA	2193420034	BSC MED	47	46	93
30	GUNJAN	2193420035	BSC MED	46	45	91
31	SUMAN	2193420036	BSC MED	44	44	88
32	PINKY	2193420038	BSC MED	46	45	91
33	RAJENDER KAUR	2193420039	BSC MED	44	44	88
34	KHUSHI	2193420040	BSC MED	47	46	93
35	SONIA SHARMA	2133120002	BSC NM	46	45	91
36	CHANPREET KAUR	2133120005	BSC NM	45	45	90

Govt PG College, Ambala Cantt
Final result of Green Chemistry

37	RITIKA	2133120008	BSC NM	44	45	89
38	RAKHI	2133120009	BSC NM	43	45	88
39	PREETY	2133120012	BSC NM	45	45	90
40	SWATI SHARMA	2133120013	BSC NM	45	44	89
41	PREETI	2133120014	BSC NM	42	45	87
42	LEEPAKSHI	2133120015	BSC NM	43	44	87
43	KANCHAN	2133120017	BSC NM	43	45	88
44	YASHVI SHARMA	2133120018	BSC NM	46	45	91
45	RAVINDER KAUR	2133120019	BSC NM	44	44	88
46	RUPINDER KAUR	2133120022	BSC NM	46	46	92
47	ANJALI	2133120023	BSC NM	43	44	87
48	AARJU	2133120026	BSC NM	45	46	91
49	KIRTIKA	2133120029	BSC NM	43	44	87
50	MADHU KUMARI	2133120030	BSC NM	43	44	87
51	ANITA	2133120031	BSC NM	45	43	88
52	MANISHA SHARMA	2133120032	BSC NM	45	45	90
53	SONAM	2133120033	BSC NM	45	44	89
54	PRACHI CHAUHAN	2133120034	BSC NM	45	44	89
55	KAJAL	2133120035	BSC NM	45	45	90

Course Outcome- Green Chemistry

Report of Value added course on GreenChemistry(Session 2020-2021)

Value added course on 'Green Chemistry' was held by Chemistry Department during session 2020-21(from 2/2/21-8/5/21) through online mode. Fifty five students of B.Sc.3rd year Medical and Non-Medical were enrolled in the course. The course was conducted by Dr.Monika, Assistant Professor, Chemistry Department. During the course the regular attendance of students was must. The duration of course was 30 hours. Green Chemistry is the design of chemical products and processes that eliminates the use of hazardous substances. Such sustainable technologies provide benefits including safer products, reduced use of energy, less waste and variable resources. In the course, we discussed how green chemistry and sustainability ideas can impact society. To aware the students regarding future threat to environment this course was introduced. This course involves principles of green chemistry, environment chemistry methods, industrial pollution control engineering, industrial waste water management, industrial biotechnology, environmental law and policy, catalysis, green house effect, climate change, applications of green chemistry, fermentation and bio-transformation and controlled environmental agriculture. This course was conducted in two papers: Paper 1(Theory) and Paper 2 (Practical).

Session 2020-21

Name of Add on/Certificate programs offered	Year of offering	No. of times offered during the same year	Duration of the course	Number of students enrolled in the year	Number of students completing the course in the year
Creative Writing	2020-21	1	30 hours	30	30

dealt with both the situations?

26. CREATIVE WRITING

Introduction to Creative Writing

Situational Imagination – Expression of Imagination in Language – Creation of Word Pictures – Creation of Ambience

Copy Writing and Advertisement

Introduction to Copy Writing – Copy Writing and Creativity – Copy Writing for Target Groups – Use of Language in Effective Copy Writing

Writing Poetry

The Art of Poiesis – Poetic Devices –Simile – Metaphor – Sound Devices – Sound and Sense – Symbols – Imagery

Writing Narrative Fiction

Elements of Narration – Story and Plot – Characterization – Choice of Medium of Narration – Point of View – Short-stories – Novellas – Extended Narratives

Writing for Stage and Screen

Basics of Script Writing for Stage and Screen – Characterization on Stage – Dialects and Characterization through Dialogue – Stage Devices and Ambience Creation

Attendance Record -Creative Writing

Sr. No	NAME
1	Monika 04
2	Rimpika 20
3	Nardeep 23
4	Preeti 02
5	Sapna 10
6	Jyoti 01
7	Mansi 06
8	Raychop 35
9	Anu 22
10	Ekta 05
11	Satinder 05
12	Rasmani 19
13	Amar 02
14	Pooja 15
15	Mahinra 04
16	Ishu 12
17	Gareema 13
18	Nisha 11
19	Kamna 20
20	Mandeep 19

Sr. No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No.Pres	Sign	Remarks
21	Shalini 10	P	P	P		P	P	P	P		P	P		P	P		P	P	P	P	P	P	P	P	A	P	P	A	P	A	P	A	P		
22	Maman 33	P	P	P	P	A	P	P	P	P	P	P	P	P	P		P	A	P	P	P	A	P	P	P	A	P	P	P	P	P		P		
23	Simran 22	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	A		P		
24	Harpreet 23	P	A	P	P	P	P	P	A	P	P	P	P	P			P	P	P	P	P	P	P	A	P	P	P	P	P	P	P		P		
25	Gurwinder 27	P	P	P	P	P	P	P	P	P	P	P	P	P			P	P	P	P	P	P	P	A	P	P	P	P	P	P	P		P		
26	Harpreet 36	P	P	P	P	P	P	P	P	P	P	P	P	P			P	P	P	P	P	P	A	P	P	P	A	P	P	A	P	A			
27	Mandeep 01	P	P	P	P	P	P	P	P	A	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	A	P	A	P		P		
28	Neha 02	P	P	P	A	P	P	P	P	P	P	P				A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P		P		
29	Puneet Kaur	P	P	P	P	P	P	P	P	P	P	P				A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P		P		
30	Rajat Kumar	P	P	P	P	P	P	A	P	P	P	P	P			A	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P		A		

Question Paper - Creative Writing

PAPER NAME: CREATIVE WRITING IN ENGLISH   PAPER CODE: 011

DURATION: TWO HOURS   MAXIMUM MARKS: 50

SESSION: JULY 2021

All questions are compulsory

1. Locate and comment on any *three* Figures of Speech used in the following poem :

                                                          3x5 = 15

What the Snow Man said *by* Vachel Lindsay

The Moon's a snowball. See the drifts

Of white that cross the sphere.

The Moon's a snowball, melted down

A dozen times a year.

Yet rolled again in hot July

When all my days are done

And cool to greet the weary eye

After the scorching sun.

The moon's a piece of winter fair

Renewed the year around,

Behold it, deathless and unstained,

Above the grimy ground!

It rolls on high so brave and white

Where the clear air-rivers flow,

Proclaiming Christmas all the time

And the glory of the snow!

2. Define any *five* of the following with appropriate examples : 5×3=15

   (*i*)   Free Verse

   (*ii*) Costumes in Drama

   (*iii*) Alliteration

   (*iv*) Metaphor

   (*v*) Onomatopoeia

   (*vi*) Neologism

   (*vii*) Antithesis

   (*viii*) Metonymy

3. Define/Explain any *three* of the following with examples 3×5=15

   (*i*)   Language of TV News

   (*ii*) Writing for the Radio

   (*iii*) Editing and Proofreading

   (*iv*) Ethics of Media Reporting

   (*v*) Editorials

4. Define any *five* of the following with appropriate examples : 5×1 = 5

   (*i*)   Free Verse

   (*ii*) Costumes in Drama

   (*iii*) Alliteration

   (*iv*) Metaphor

   (*v*) Onomatopoeia

   (*vi*) Neologism

   (*vii*) Antithesis

   (*viii*) Metonymy

Marks List - Creative Writing

Govt. College, Ambala Cantt
Paper Type: FULL PAPERS Session : Apr-May 2021
final result
Subject Name : creative writing (Add on Course)
College Name : Govt. College, Ambala Cantt

Maximum Marks : 50

S.No.	College Roll No	Student Name	Obtained Marks	Absent/ present
1	3071520008	MONIKA	24	P
2	3071520020	PRIYANKA DHIMAN	26	P
3	3071520023	NAVDEEP KAUR	29	P
4	3071520002	PREETI	28	P
5	3071520010	SAPNA DEVI	30	P
6	3071520001	JYOTI RANI	42	P
7	3071520006	MANSI	41	P
8	3071520025	ROZY CHUGH	35	P
9	3071520022	INDU SHARMA	33	P
10	3071520005	EKTA	38	P
11	3071510005	SATINDER WALIA	37	P
12	3071520019	RAJMANI	29	P
13	3071510003	AMAR GAUTAM	35	P
14	3071520015	POOJA DEVI	33	P
15	3071520004	MAHIMA	38	P
16	3071520012	ISHU CHAUHAN	37	P
17	3071520013	GAREEMA	29	P
18	3071520011	NISHA RANI	24	P
19	220002152025	KAMNA	26	P
20	220002152018	MANDEEP KAUR	29	P
21	220002152010	SHALINI	28	P
22	220002152033	HARMAN	30	P
23	220002152022	SIMRAN	42	P
24	220002152023	HARPREET KAUR	41	P
25	220002152027	GURWINDER SINGH	35	P
26	220002152038	HARPREET SINGH	33	P
27	220002152001	MANDEEP KUMAR	38	P
28	220002152002	NEHA DEVI	37	P
29	220002152040	PARNEET KAUR	29	P
30	220002152034	RAJAT KUMAR	33	P

HOD Signature :

Teacher's Signature :

Principal

Course Outcome -Creative Writing

Course outcome - creative writing   30 hours

Learning outcomes

After studying this course, students should be able to:

- understand the importance of reading as part of a creative writer's development
- engage analytically and critically with a range of literary and texts
- recognize how critical reading supplies writers with inspiration and ideas
- understand through writing practice one or more of the genres of fiction, creative nonfiction, poetry and scriptwriting
- engage with modes of reading and writing practice
- Creative Writing and Rewriting – Understand that writing involves knowledge of craft as well as creativity, and that rewriting is an integral part of the overall writing process involving a change in such elements as plot, conceit, tone, and numerous structural and stylistic aspects of craft.
- Language and Voice – Understand that a creative writer needs to have a strong command of the English language and be able to employ both formal and conversational modes of writing; understand that a writer must be technically proficient in grammar; and understand that the writer's voice develops over time and involves the writer's style, worldview, and personality.
- Be able to write and revise a well-organized essay and incorporate research from scholars in the appropriate literary and theoretical fields.
- Reading and Interpretation – Be able to read texts closely for form, aesthetics, content, genre, and historical significance; be able to articulate (in class discussion or through writing) textually-grounded interpretations of poems, short stories, novels, and creative essays.
- Contribute to a writers' community by providing constructive feedback on peer writing in workshops, by attending and participating in campus creative writing readings, and by submitting writing to literary journals for publication.

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ENGLISH