

Govt. J.M.C. Mahila Mahavidyalaya, Mandla, Madhya Pradesh



AISHE Code: C-33429


**National Assessment and
Accreditation Council- Cycle: III**

**Brochures and Curricula
for the Certificate Courses**

2022-2023

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Principal
Govt. Jagannath Munnala Choudhary
Mahila Mahavidyalaya, Mandla (M.P.)
Choudhary Mahila
Mahavidyalaya, Mandla, M.P.

Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P.



Towards Excellence...

Department of History organizes

15 Days Skill Based Certificate Course on “Disaster Management” In collaboration with Internal Quality Assurance Cell

Date:

01/01/2022-20/01/2022

Time:

12:00 Hrs-14:00 Hrs

Venue: Seminar Hall

(Room No. 10)



Organizer

Dr. Aradhna Dubey (IQAC Coordinator)



Trainer

Dr. S.N. Khare (Principal)

Curriculum for the Course

Unit-I: Introduction to Disaster Management-

- A. Overview of disasters and their impact on communities.
- B. Historical perspective on Disaster Management.
- C. Key concepts of terminology in Disaster Management.
- D. Role of government, NGOs and communities in disaster response and recovery.
- E. Introduction to risk management and mitigation strategies.

Unit-II: Types of disasters and response strategies-

- A. Natural Disasters: Earthquakes, Floods, Hurricanes Tsunamis etc.
- B. Technological Disasters: Industrial accidents, Nuclear accidents, Chemical spills etc.
- C. Biological Disasters: Pandemics, Epidemics, Bioterrorism etc.
- D. Psychological and social impacts of disasters.
- E. Emergency response procedures and protocol.

Unit-III: Disaster preparedness and resilience building-

- A. Community based Disaster Preparedness Programmes.
- B. Early warning systems and disaster communication strategies.
- C. Developing disaster response plans and contingency plans.
- D. Building resilient infrastructure and sustainable development practices.
- E. Psychological first aid and post disaster mental health support.
- F. Role of technology and innovation in disaster management.

Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P.



Towards Excellence...

Department of Hindi

organizes

**15 Days Skill Based Certificate Course
on “Office Work Procedures”**

**Under the Guidance of Internal Quality
Assurance Cell**

Date:

03/01/2022-28/01/2022

Time:

12:00 Hrs-14:00 Hrs

Venue: Smart Classroom

(Room No. 17)



Trainer

**Dr. S.P. Dhumketi {Associate
Professor (Hindi)}**



Coordinator

**Dr. Aradhna Dubey (IQAC
Coordinator)**



Principal

Dr. S.N. Khare

Curriculum for the Course

Unit-I: Introduction to Work Office Procedures-

- A. Overview of Office Work Procedures.
- B. Importance of following procedures at the workplace.
- C. Common types of office procedures (like- email etiquette, filing system and document management)
- D. Introduction to organizational policies and protocols.
- E. Case studies and examples illustrating the consequences of not following procedures.

Unit-II: Office Communication and Documentation-

- A. Effective communication skills in the office environment.
- B. Verbal and Non-verbal Communication.
- C. Written Communication: Emails, Memos etc.
- D. Report Document Management: Filing, Naming Conventions and Version Control.
- E. Collaborative tools and platforms for office communication (like-Slack, Microsoft Teams etc.)
- F. Practical exercises in drafting professional emails and documents.

Unit-III: Office Workflow Optimization-

- A. Understanding office workflows and processes.
- B. Identifying bottlenecks and inefficiencies.
- C. Time management technique for the office productivity.
- D. Task priority prioritization and delegation.
- E. Automation tools and techniques for streamlining workflows (Like- task management software, macros etc.)

Srin
Principal

Govt. Jagannath Munnalal Chaurbhary
Mahila Mahavidyalaya, Man...

Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P.



Towards Excellence...

Department of Political Science organizes

15 Days Skill Based Certificate Course on “Fundamental Rights and Duties”

Under the Guidance of Internal Quality Assurance Cell

Date:

04/01/2022-22/01/2022

Time:

12:00 Hrs-14:00 Hrs

Venue:

Classroom (Room No. 16)



Trainer

**Dr. Anjali Pandya {Assistant
Professor (Pol. Sc.)}**



Coordinator

**Dr. Aradhna Dubey (IQAC
Coordinator)**



Principal

Dr. S.N. Khare

Curriculum for the Course

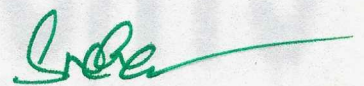
Unit-I: Introduction to Fundamental Rights-

- A. Introduction to fundamental Rights.
- B. Article 12-35 of the Indian Constitution.
- C. Right to equality (Article 14–18)
- D. Right to freedom (Article 19–22)
- E. Right against exploitation (Article 23–24)
- F. Right to freedom of religion (Article 25–28)
- G. Cultural and educational rights (Article 29–30)
- H. Right to constitutional remedies (Article 32–35)

Unit-II: Fundamental Duties-

- A. Introduction to Fundamental Duties.
- B. Enforcement of Fundamental Duties
- C. Criticism of Fundamental Duties
- D. Swaran Singh Committee
- E. Conclusion

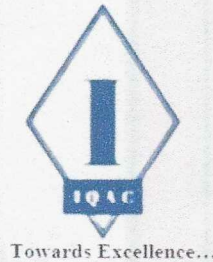
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Principal

Govt. Jagannath Munnalal Choudhary
Mahila Mahavidyalaya, Mandla (M.P.)

Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P.



Department of Sociology organizes

15 Days Skill Based Certificate Course on "Health and Hygiene" Under the Guidance of Internal Quality Assurance Cell

Date:

13/01/2022-02/02/2022

Time:

12:00 Hrs-14:00 Hrs

Venue: Seminar Hall (Room No.
10)



Trainer:

**Dr. Anju Singh {Faculty
Member (Sociology)}**



Coordinator

**Dr. Aradhna Dubey (IQAC
Coordinator)**



Principal

Dr. S.N. Khare

Curriculum for the Course

Unit-I: Introduction to Health and Hygiene-

- A. Introduction to Health and Hygiene.
- B. Basic concepts of maintaining Hygiene.
- C. Personal Environmental Food and Oral Hygiene.
- D. Common illness related to poor Hygiene.

Unit-II: Personal Hygiene-

- A. Daily routine to maintain personal hygiene.
- B. Healthy Hygiene Habits.
- C. proper care while bathing handwashing and dental cleaning process.
- D. Proper use of personal care products like soap shampoo toothpaste etc.
- E. importance of clean clothes and grooming.
- F. discussion on puberty related hygiene for adolescents.

Unit-III: Environmental and Food Hygiene-

- A. Keeping Living hey species clean and organised.
- B. waste management and recycling.
- C. safe food handling practices like storage preparation cooking.
- D. importance of clean water and sanitation.
- E. awareness of environmental pollution and its impact on health.

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Govt. Jagannath Munnalai Choudhary
Mahila Mahavidyalaya, Mandla (M.P.)

Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P.



Towards Excellence...

Department of Economics organizes

15 Days Skill Based Certificate Course on “Environmental Conservation Measures”

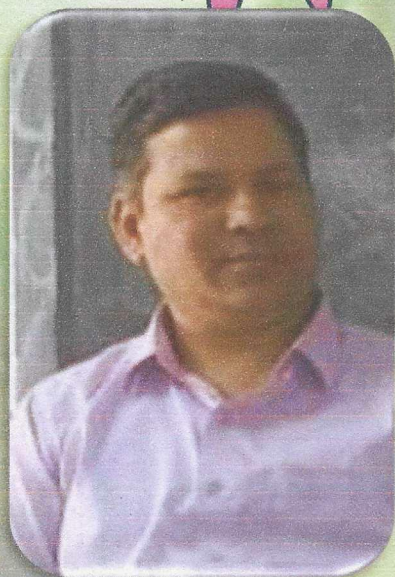
Under the
Guidance
of IQAC

Date:

Time:

21/02/2022-10/03/2022 12:00 Hrs-14:00 Hrs

Venue: Seminar Hall (Room
No. 10)



Trainer

Dr. Pradeep Kumar Soni
{Faculty Member
(Economics)}



Coordinator

Dr. Aradhna Dubey(IQAC
Coordinator)



Principal

Dr. S.N. Khare

Curriculum for the Course

Unit-I: Introduction to Environmental Conservation Issues-

- A. Overview of key environmental issues such as climate change, pollution, deforestation and loss of biodiversity.
- B. Understanding the interconnectedness of environmental problems and their impact on the ecosystem, human health and the economy.
- C. Introduction to Environmental Science principles including sustainability, conservation and natural resources management.

Unit-II: Strategies for Environmental Conservation-

- A. Examination of various conservation strategies and practices including Sustainable Resource Management, Recycling and Renewable Energy.
- B. Case studies highlighting successful conservation projects and their impact on local and global ecosystems.
- C. Exploration of Policy initiatives, regulations and International agreements aimed at addressing environmental challenges.

Unit-III: Environmental Advocacy and Action-

- A. Empowering students to become environmental advocates and agents of change in their communities.
- B. Developing skills in communication, collaboration and leadership to effectively address environmental issues.
- C. Engaging in hands-on activities, projects and campaigns to promote environmental awareness education and activism.

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Principal

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N. Chila Mahavidyalaya

Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P.



Department of Political Science
organizes

15 Days Skill Based Certificate Course on
“Conservation of Natural Resources”

Date:

08/09/2022-25/09/2022

Time:

12:00 Hrs-14:00 Hrs

**Under the Guidance
of IQAC**

Venue:

Seminar Hall (Room No. 10)



Trainer:

**Dr. Anjali Pandya {Assistant
Professor (Pol. Sc.)}**



Coordinator:

**Dr. Aradhna Dubey(IQAC
Coordinator)**



Principal :

Dr. S.N. Khare

Curriculum for the Course

Unit-I: Introduction to Conservation of Natural Resources-

- A. Overview of key environmental issues such as climate change, pollution, deforestation and loss of biodiversity.
- B. Understanding the interconnectedness of environmental problems and their impact on the ecosystem, human health and the economy.
- C. Introduction to Environmental Science principles including sustainability, conservation and natural resources management.

Unit-II: Strategies for Conservation of Natural Resources-

- A. Examination of various conservation strategies and practices including Sustainable Resource Management, Recycling and Renewable Energy.
- B. Case studies highlighting successful conservation projects and their impact on local and global ecosystems.
- C. Exploration of Policy initiatives, regulations and International agreements aimed at addressing environmental challenges.

Unit-III: Environmental Advocacy and Action-

- A. Empowering students to become environmental advocates and agents of change in their communities.
- B. Developing skills in communication, collaboration and leadership to effectively address environmental issues.
- C. Engaging in hands-on activities, projects and campaigns to promote environmental awareness education and activism.

Principal

Govt. Jagannath Munnalal Choudhary
Mahila Mahavidyalaya, Mandla (M.P.)

Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P.



Towards Excellence...

Department of History organizes

15 Days Skill Based Certificate Course on “Cultural Heritage of India”

Under the Guidance of Internal Quality Assurance Cell

Date:

01/11/2022-20/11/2022

Time:

12:00 Hrs-14:00 Hrs

Venue: Seminar Hall

(Room No. 10)



Coordinator

Dr. Aradhna Dubey

IQAC Coordinator



Trainer

Dr. S.N. Khare (Principal)

Curriculum for the Course

Unit-I:

- A. How to Study Art & Culture?
- B. What is Art and Culture? What is the difference between the two?
- C. Architecture
- D. Sculpture

Unit-II:

- A. Indian Paintings
- B. Religion
- C. Philosophy
- D. Indian Music
- E. Indian Dance

Unit-III:

- A. Theatre
- B. Puppetry
- C. Indian Cinema and Circus
- D. Bhakti & Sufi Movement
- E. Language & Literature

Unit-IV:

- A. Fairs, Festivals and Craft
- B. Science & Technology[Art & Culture]
- C. Promotion and Preservation of Indian Heritage
- D. Pottery tradition in India
- E. Martial Arts in India

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Principal

Govt. Jagannath Munnalal Choudhary
Mahila Mahavidyalaya, Mandla (M.P.)

Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P.



Towards Excellence...

Department of Economics

organizes

15 Days Skill Based Certificate Course on “Digital Awareness”

Under the Guidance of Internal Quality
Assurance Cell

Date:

15/12/2022-31/12/2022

Time:

12:00 Hrs-14:00 Hrs

Venue: Seminar Hall

(Room No. 10)



Trainer

Dr. Pradeep Kumar Soni

Faculty Member (Economics)



Coordinator

Dr. Aradhna Dubey

IQAC Coordinator



Principal

Dr. S.N. Khare

Curriculum for the Course

Unit-I:

- A. Internet concepts ISP etc.
- B. Like web-browser, Wi-Fi etc.
- C. Client Server
- D. Website
- E. Webpage

Unit-II:

- A. Domain name.
- B. Server space.
- C. Hosting
- D. Search Engine.(Google, Msn, yahoo -2-3 Search engines)
- E. E-mail

Unit-III:

- A. Simple Email
- B. Email with attachments,
- C. Download attachments.
- D. How to create Email account
- E. How to search

Unit-IV:

- A. Keywords search engine.
- B. How to fill forms online
- C. How to book tickets online
- D. How to pay bills (telephone bills, electricity bills etc.)
- E. How to use e-banking

Unit-V

- A. How to use Facebook and other social media sites
- B. How to do shopping on internet
- C. How to learn watch you tube videos
- D. How to do online classes using Google Meet
- E. How to use all this on mobile and tablets



Principal

Govt. Jagannath Munnalal Choudhary
Mahila Mahavidyalaya, Mandla (M.P.)

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