



Skill Enhancement Course in

1. ENGLISH LANGUAGE & COMMUNICATION SKILLS
2. GOOD LABORATORY PRACTICES

ABOUT US

Hindi Vidya Prachar Samiti was incepted on the auspicious day of Shri Krishna Janmashtami, 15th August 1938. A brain child of a visionary Late Shri Nandkishore Singh Jairamji, samiti was established with the objective of catering to the educational needs of the Hindi speaking community. Ramniranjan Jhunjhunwala College came into existence in 1963, enabling a larger section of the society to take advantage of the facilities provided for higher education.

From 1999-2000 the College has added a number of self-financing courses like B.M.S., B.B.I., B.Sc. in Computer Science, Information Technology, Biotechnology, M.Sc. in Computer Science, Biotechnology and Information Technology as well as add on courses, which further hone the special skills of the students.

The college has been reaccredited with 'A' Grade by NAAC in 2014 with a CGPA 3.50 and received the Best College Award (2007-2008) of the University of Mumbai. The College has been bestowed with IMC "Ramkrishna Bajaj Performance Excellence Trophy", 2010.

The Principal of the college was awarded "Best Teacher" by Government of Maharashtra in 2011.

Government of Maharashtra conferred the college with "JAAGAR JAANIVANCHA" (First in Mumbai Suburban- in 2013 and Second in Mumbai Suburban- in 2014) for safety of girls.

Semester : **I**

Course Code: **RJSUSEC101**

Credits : **01**

Semester : **II**

Course Code: **RJSUSEC201**

Credits : **01**

ENGLISH LANGUAGE & COMMUNICATION SKILLS**Paper Code: RJSUSEC 101****COURSE OUTCOMES**

- To enhance the various aspects of communication skills- speaking, writing & listening so that students would be confident in interview, group discussion, social conversation, presentation etc thus to increase the chances of their employability.

LEARNING OUTCOMES

- On successful completion of this course, the students would be able to Strengthen the basic concepts of English language and use it effectively to communicate Demonstrate corporate etiquettes and build professional competencies.

COURSE CONTENT

- Grammar, pronunciation, improving writing skills – letter writing, SOP writing, Listening skills.
- Recitation of short stories, interview skills, group discussion, social conversation skills, presentation skills and grooming for corporate.

GOOD LABORATORY PRACTICES**Paper Code: RJSUSEC 201****COURSE OUTCOMES**

- To acquaint students with concepts of good laboratory practices in industry and science laboratories.

LEARNING OUTCOMES

- By the end of the course the student will be able to:
- Understand the importance of good lab practices and validation procedures.

COURSE CONTENT:

- GLP – Concept, Practice, Guidelines; Documentation of Laboratory work; Preparation of Standard Operating Procedures; Calibration records; Validation of methods.
- Documentation of results; Audits & Audit reports Emergency procedures for microbiological laboratories.