



5.1.2

**Capacity Building and Skills Enhancement
Initiatives taken by the Institution**

**Language and Communication Skills
(B.Tech.)**



Greater Noida Institute of Technology (Engg. Institute)

**Plot No. 7, Knowledge Park II, Greater Noida
Uttar Pradesh 201310 India**

READY RECKONER

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

2. Language and communication skills

Name of the capacity development and skills enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)
2017-18 (CSDC)			
Brushing RWLS Skills	30/03/2018	EE 2nd Yr 4th Sem (52)	CSDC In-house
Brushing RWLS Skills	11/05/2018	MCA 2nd Yr 4th Sem (46)	CSDC In-house
2018-19 (CSDC)			
Language Stress Patterns	21-09-18	MCA 2nd Yr 3rd Sem (47)	CSDC In-house
Daily Sentences	26-02-19	CSE 2nd Yr 4th Sem B (69)	CSDC In-house
Brushing RWLS Skills	08-02-19	IT 2nd Yr 4th Sem A (44)	CSDC In-house
Creative Writing	25-01-19	IT 2nd Yr 4th Sem A (44)	CSDC In-house
2019-20 (CSDC)			
Brushing RWLS Skills	24.03.2020	MCA 2nd Yr 3rd Sem (27)	CSDC In-house
Intonation	06.03.2020	EC 2nd Yr 4th Sem A (42)	CSDC In-house
Brushing RWLS Skills	17.04.2020	ME 2nd Yr 4th Sem A (55)	CSDC In-house
Vowel Chart	31.01.2020	EE 2nd Yr 4th Sem A (29)	CSDC In-house
Intonation	16.09.2019	MBA 1st Yr 1st Sem (46)	CSDC In-house
2020-21 (CSDC)			
Sounds: Silent or Neutral	29.01.2021	CSE 3rd Yr 6th Sem A (60)	CSDC In-house
Characteristics of Voice	16.04.2021	CSE 2nd Yr 4th Sem B (70)	CSDC In-house
Brushing RWLS Skills	19.03.2021	CE 2nd Yr 4th Sem A (34)	CSDC In-house
Sounds: Silent or Neutral	16.02.2021	CSE 2nd Yr 4th Sem (66)	CSDC In-house
Sounds: Silent or Neutral	05.08.2020	MBA 1st Yr 1st Sem (33)	CSDC In-house
2021-22 (CSDC)			
Language Stress Patterns	12.05.2022	AI-ML 2nd Yr 4th Sem (61)	CSDC In-house
Pronunciation	12.04.2022	CSE- IOT 2nd Yr 4th Sem (46)	CSDC In-house
Brushing RWLS Skills	15.03.2022	EC 2nd Yr 4th Sem (51)	CSDC In-house
Building Sentences	22.10.2021	MCA 2nd Yr 3rd Sem (28)	CSDC In-house
Pronunciation	04.06.2022	ME 3rd Yr 6th Sem (51)	CSDC In-house



5.1.2 Following Capacity development and skills enhancement initiatives are undertaken by the institution

- 1. Soft skills**
- 2. Language and communication skills**
- 3. Life skills (Yoga, physical fitness, health and hygiene)**
- 4. ICT/ Computing Skills**

**Language and communication skills
(2017-18)**

Greater Noida Institute of Technology (Engg. Institute)

Plot No. 7, Knowledge Park II, Greater Noida

Uttar Pradesh 201310 India



CIRCULAR

Dated: 23rd Mar, 2018

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **30.3.2018** for **EE 2nd Yr 4th Sem.** The title of the workshop is **"Brushing RWLS Skills"**.

The objective of this workshop is to help participants improve their proficiency in the essential language skills of reading, writing, listening, and speaking.

All are required to attend the workshop.

Signature

(Amit Kumar, HOD, CSDC)

1. **Copy to:**

Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board.

ACADEMIC YEAR: 2017-18

Summary Report: Workshop on Brushing RWLS

Branch E.E Year 2nd Sem 4th Sem

Number of Participants: 52

Date: 30/3/18

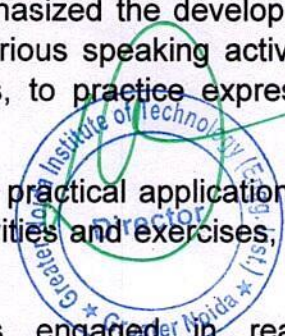
Overview: Brushing RWLS (Reading, Writing, Listening, Speaking) Skills Workshop was conducted at GNIOT. The workshop aimed to help participants improve their proficiency in the essential language skills of reading, writing, listening, and speaking. The primary objective was to enhance participants' language abilities, enabling them to effectively communicate and comprehend information in various contexts. The workshop attracted participants from diverse backgrounds, all seeking to sharpen their RWLS skills and achieve greater fluency and accuracy.

Key Topics Discussed:

1. **Reading Comprehension Strategies:** The workshop began with an exploration of reading comprehension strategies. Participants learned techniques for active reading, such as skimming, scanning, and summarizing, to enhance their understanding of written texts.
2. **Effective Writing Techniques:** This session focused on developing effective writing skills. Participants learned about the importance of organization, clarity, and coherence in writing. They practiced techniques for structuring paragraphs, constructing clear sentences, and conveying their ideas effectively.
3. **Active Listening Skills:** The workshop addressed the significance of active listening in effective communication. Participants learned strategies for improving their listening skills, such as focusing on key points, understanding context, and taking effective notes during lectures or conversations.
4. **Enhancing Speaking Proficiency:** This session emphasized the development of speaking proficiency. Participants engaged in various speaking activities, such as role-plays, presentations, and discussions, to practice expressing their ideas clearly, fluently, and confidently.

Activities and Exercises: To facilitate active learning and practical application, the Brushing RWLS Skills Workshop incorporated various activities and exercises, such as:

1. **Reading Comprehension Exercises:** Participants engaged in reading comprehension exercises that involved analyzing texts, identifying main ideas, and answering comprehension questions. These exercises helped participants develop their reading skills and improve their ability to extract information from written material.

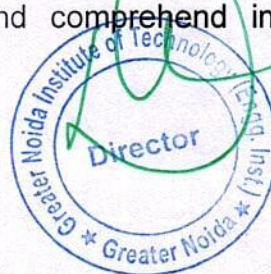


2. **Writing Practice Sessions:** Participants had dedicated writing practice sessions where they worked on different writing tasks, such as essays, reports, or emails. They received feedback from facilitators and peers to improve their writing skills and enhance the clarity and effectiveness of their written communication.
3. **Listening Comprehension Activities:** Interactive listening comprehension activities allowed participants to practice their listening skills. They listened to audio recordings, watched videos, and engaged in discussions to improve their ability to understand spoken language, identify main points, and grasp key information.
4. **Speaking Exercises and Role-Plays:** Participants participated in speaking exercises and role-plays to enhance their speaking proficiency. They engaged in discussions, delivered short presentations, and simulated real-life conversations to practice expressing themselves clearly, fluently, and confidently.

Key Outcomes: The Brushing RWLS Skills Workshop resulted in several key outcomes for the participants, including:

1. **Improved Reading Comprehension:** Participants developed their reading comprehension skills, enabling them to understand written texts more effectively. They gained strategies for active reading and extracting relevant information from various types of written material.
2. **Enhanced Writing Skills:** The workshop empowered participants to improve their writing skills. They learned techniques for organizing their ideas, structuring paragraphs, and conveying their thoughts coherently and concisely in written form.
3. **Enhanced Listening Comprehension:** Participants acquired improved listening comprehension skills. They learned strategies for active listening, understanding context, and extracting key information from spoken language, enabling them to comprehend lectures, conversations, and audio materials more effectively.
4. **Improved Speaking Proficiency:** The workshop focused on developing participants' speaking proficiency. They gained confidence in expressing their ideas, improved their fluency, and learned techniques for effective communication in various speaking contexts.

Conclusion: Brushing RWLS Skills Workshop provided participants with valuable knowledge, strategies, and practical exercises to enhance their language skills in reading, writing, listening, and speaking. By focusing on comprehension, communication, and practice, participants gained the confidence and abilities necessary to communicate effectively and comprehend information in various personal and professional settings.



30th March 2018



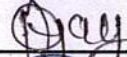
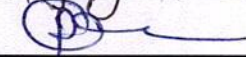
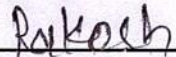
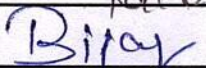

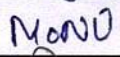
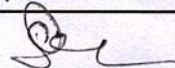
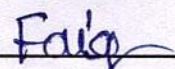
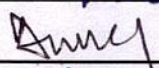
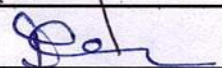
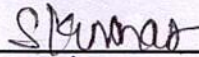
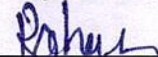
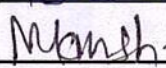
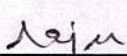
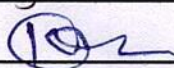
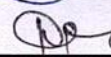
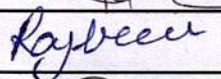
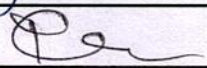
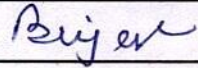
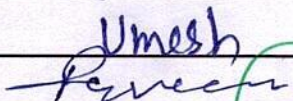
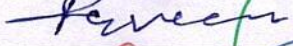

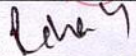
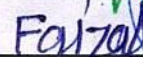
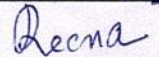
CSDC Workshop on Brushing RWLS skills

Academic Year 2017-2018
Branch EE, 2nd Year, 4th Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	150351	ABHISHEK BHARDWAJ	Abhisheka
2	150352	CHANDRA PRAKASH	A
3	150499	NIKHIL SHARMA	Nikhil
4	160037	MD SHOAIB KHAN	Shoaib
5	160051	RAFIULLAH ALAM	Rafiullah
6	160089	SUHEL KHAN	Suhel
7	160093	PAWAN RAUT	Pawan
8	160125	MD TAUSHIF RAJA	Taushif
9	160205	SHIVAM MISHRA	Shivam
10	160248	MD AAMIR SOHAIL KHAN	Aamir Sohal
11	160254	RASHID QUDDUS	Rashid
12	160255	AKHLAQUE AHMAD KHAN	Akhlaque
13	160259	AKASH SRIVASTAV	Akash
14	160282	AMIT KUMAR MAURYA	Amit
15	160301	AMIT KUMAR	Amit
16	160357	SACHIN GUPTA	Gupta
17	160373	JAYKANT KUMAR	Jaykant
18	160386	RAHUL ROUSHAN	Rahul
19	160424	MOHD ZEESHAN	Zeeshan
20	160437	ADARSH SINHA	Adarsh
21	160438	AJIT KUMAR YADAV	Ajit
22	160490	HIRA LAL VERMA	H L Verma
23	160578	MANISH CHAURASIA	Manish
24	160593	SURENDRA KUMAR PATEL	Surender
25	160599	GAGAN VEER SINGH	Gagan



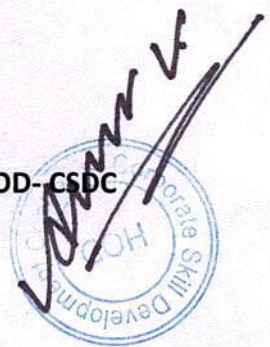
26	160625	VISHAL GAURAV	
27	160664	SHIVENDRA SRIVASTAVA	
28	160670	AJEY PRATAP SINGH	
29	160671	PRANJAL PATHAK	
30	160696	RAKESH CHAUHAN	
31	160776	BIJAY KUMAR	
32	160777	SUDDU KUMAR	
33	160799	MONU KUMAR	
34	160815	MOHD SAQIB MASOOD	
35	160863	MD FAIZ AKRAM	
36	160874	ANURAG YADAV	
37	160890	MD IRFAN ALAM	
38	160915	SHAILENDRA KUMAR	
39	161034	ROHAN KUMAR	
40	170091	MANISH KUMAR	
41	170189	RAJU YADAV	
42	170366	KRISHNA CHANDRA RAI	
43	170445	HUMAZA AMIN SOFI	
44	170544	RAJVEER SINGH	
45	170549	TOUFEEQ AHMAD KACHOO	
46	170588	BRIJESH KUMAR	
47	170589	UMESH CHANDRA	
48	170592	PRAVEEN KUMAR	
49	170706	TARUN KUMAR PRABHAKAR	
50	170731	REHAN FAZAL	
51	170765	FAIZAL	
52	170800	REENA GAUTAM	



Date 30/3/18

Signature of Workshop Coordinator

Signature of HOD- CSDC





5.1.2

Capacity Building and Skills Enhancement Initiatives taken by the Institution

**Language and Communication Skills
(PG: MBA/MCA)**



Greater Noida Institute of Technology (Engg. Institute)

**Plot No. 7, Knowledge Park II, Greater Noida
Uttar Pradesh 201310 India**



CIRCULAR

Dated: 04th May, 2018

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **11.05.2018** for **MCA 2nd Yr 4th Sem.** The title of the workshop is **"Brushing RWLS Skills"**.

The objective of this workshop is to help participants improve their proficiency in the essential language skills of reading, writing, listening, and speaking.

All are required to attend the workshop.



Signature
(Amit Kumar, HOD, CSDC)

1. **Copy to:**

Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board.














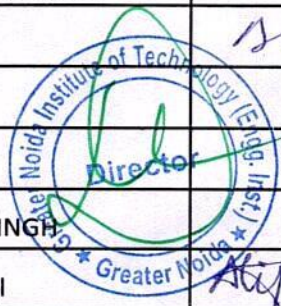
11 May 2018

CSDC Workshop on Brushing RWLS skills

Academic Year 2017-2018
Branch MCA, 2nd Year, 4th Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1613214002	PRABHAT RANJAN	
2	1613214001	MOHAMMAD MOSIN	Mosin
3	1713214920	NAND JEE	Nand
4	1713214916	JITENDRA KUMAR YADAV	
5	1713214940	VIKASH KUMAR PANDEY	Vikash
6	1713214907	AMIT KUMAR PATHAK	Amit
7	1713214932	SANGEETA NAYAL	Sangeeta
8	1713214927	RAJEEV YADAV	
9	1713214931	SAKSHI SHREE	Sakshi
10	1713214942	ZEBA GANIYA	Zeba
11	1713214928	RAKESH MANDAL	
12	1713214934	SAURABH DIXIT	Saurabh
13	1713214908	AMIT SINGHAL	
14	1713214925	PRADEEP KUMAR	Pradeep
15	1713214803	HEENA	
16	1713214936	SHUBHAM MALLIK	
17	1713214922	NITISH KUMAR	Nitish
18	1713214914	GAURAV KUMAR KAUSHAL	
19	1713214802	AMMAR KHAN	Ammar
20	1713214906	AMIT KUMAR	
21	1713214901	AASHISH KUMAR	Aashish
22	1713214912	AVINASH KUMAR SINGH	
23	1713214918	MOHD ATIF SIDDIQI	Atif
24	1713214935	SAURABH PRATAP SINGH	
25	1713214910	ARUN KUMAR	Arun

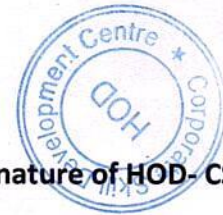


26	1713214909	ANJALI SHARMA	Amj
27	1713214921	NITESH KUMAR SINGH	Nitesh
28	1713214905	ALOK KUMAR SINGH	Alok
29	1713214933	SATENDRA	Satendra
30	1713214923	PAVAN KUMAR RAJ	(P)
31	1713214926	RAJ YADAV	Raj
32	1713214938	SURBHI	Surbhi
33	1713214930	SAGAR GAUTAM	Sagar
34	1713214915	GAURAV SINGH	Gaurav
35	1713214904	AKASH KUMAR YADAV	(A)
36	1713214911	ASHUTOSH VERMA	Ashutosh
37	1713214903	AJEET KUMAR	Ajeet
38	1713214941	VISHAL KUMAR	Vishal
39	1713214801	AMIT GUPTA	Amitgupta
40	1713214808	VISHAL KUMAR TRIPATHI	(V)
41	1713214939	VIKASH KUMAR	Vikash
42	1713214937	SHUBHAM RAJ	Shubham
43	1713214805	RUDRESH SRIVASTAVA	Rudresh
44	1713214929	RASHMI	Rashmi
45	1713214924	PARMINDER SINGH	Parminder
46	1713214917	MD FARUQUE ALAM	Md Faruque Alam

Signature of Workshop Coordinator

Date 11 May 2018

Signature of HOD- CSDC



ACADEMIC YEAR: 2017-18

Summary Report: Workshop on Brushing RWLS

Branch MCA Year 2nd Sem 4th Sem

Number of Participants: 46

Date: 11/05/18

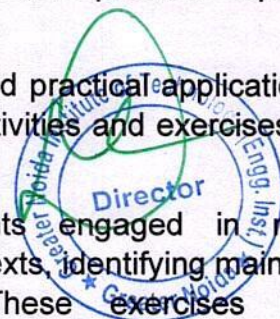
Overview: Brushing RWLS (Reading, Writing, Listening, Speaking) Skills Workshop was conducted at GNIOT. The workshop aimed to help participants improve their proficiency in the essential language skills of reading, writing, listening, and speaking. The primary objective was to enhance participants' language abilities, enabling them to effectively communicate and comprehend information in various contexts. The workshop attracted participants from diverse backgrounds, all seeking to sharpen their RWLS skills and achieve greater fluency and accuracy.

Key Topics Discussed:

1. **Reading Comprehension Strategies:** The workshop began with an exploration of reading comprehension strategies. Participants learned techniques for active reading, such as skimming, scanning, and summarizing, to enhance their understanding of written texts.
2. **Effective Writing Techniques:** This session focused on developing effective writing skills. Participants learned about the importance of organization, clarity, and coherence in writing. They practiced techniques for structuring paragraphs, constructing clear sentences, and conveying their ideas effectively.
3. **Active Listening Skills:** The workshop addressed the significance of active listening in effective communication. Participants learned strategies for improving their listening skills, such as focusing on key points, understanding context, and taking effective notes during lectures or conversations.
4. **Enhancing Speaking Proficiency:** This session emphasized the development of speaking proficiency. Participants engaged in various speaking activities, such as role-plays, presentations, and discussions, to practice expressing their ideas clearly, fluently, and confidently.

Activities and Exercises: To facilitate active learning and practical application, the Brushing RWLS Skills Workshop incorporated various activities and exercises, such as:

1. **Reading Comprehension Exercises:** Participants engaged in reading comprehension exercises that involved analyzing texts, identifying main ideas, and answering comprehension questions. These exercises helped participants develop their reading skills and improve their ability to extract information from written material.



2. **Writing Practice Sessions:** Participants had dedicated writing practice sessions where they worked on different writing tasks, such as essays, reports, or emails. They received feedback from facilitators and peers to improve their writing skills and enhance the clarity and effectiveness of their written communication.
3. **Listening Comprehension Activities:** Interactive listening comprehension activities allowed participants to practice their listening skills. They listened to audio recordings, watched videos, and engaged in discussions to improve their ability to understand spoken language, identify main points, and grasp key information.
4. **Speaking Exercises and Role-Plays:** Participants participated in speaking exercises and role-plays to enhance their speaking proficiency. They engaged in discussions, delivered short presentations, and simulated real-life conversations to practice expressing themselves clearly, fluently, and confidently.

Key Outcomes: The Brushing RWLS Skills Workshop resulted in several key outcomes for the participants, including:

1. **Improved Reading Comprehension:** Participants developed their reading comprehension skills, enabling them to understand written texts more effectively. They gained strategies for active reading and extracting relevant information from various types of written material.
2. **Enhanced Writing Skills:** The workshop empowered participants to improve their writing skills. They learned techniques for organizing their ideas, structuring paragraphs, and conveying their thoughts coherently and concisely in written form.
3. **Enhanced Listening Comprehension:** Participants acquired improved listening comprehension skills. They learned strategies for active listening, understanding context, and extracting key information from spoken language, enabling them to comprehend lectures, conversations, and audio materials more effectively.
4. **Improved Speaking Proficiency:** The workshop focused on developing participants' speaking proficiency. They gained confidence in expressing their ideas, improved their fluency, and learned techniques for effective communication in various speaking contexts.

Conclusion: Brushing RWLS Skills Workshop provided participants with valuable knowledge, strategies, and practical exercises to enhance their language skills in reading, writing, listening, and speaking. By focusing on comprehension, communication, and practice, participants gained the confidence and abilities necessary to communicate effectively and comprehend information in various personal and professional settings.

