

## Value Added Courses

### Course Title: Introduction to MS Office and Google Productivity Tools

**Introduction:** The course “Introduction to MS Office and Google Productivity Tools” was conducted by Department of Computer Application, RKMV, Shimla under the guidance of Dr. Nishtha and Er. SheetalCharbathia. This course provides an introduction to the fundamental features and functionalities of Microsoft Office and Google Productivity Tools. Students will learn essential skills for using word processing, spreadsheet, presentation, and communication applications effectively in both personal and professional settings. Through hands-on exercises and practical examples, participants will gain proficiency in using Microsoft Word, Excel, PowerPoint, as well as Google forms, and Gmail.

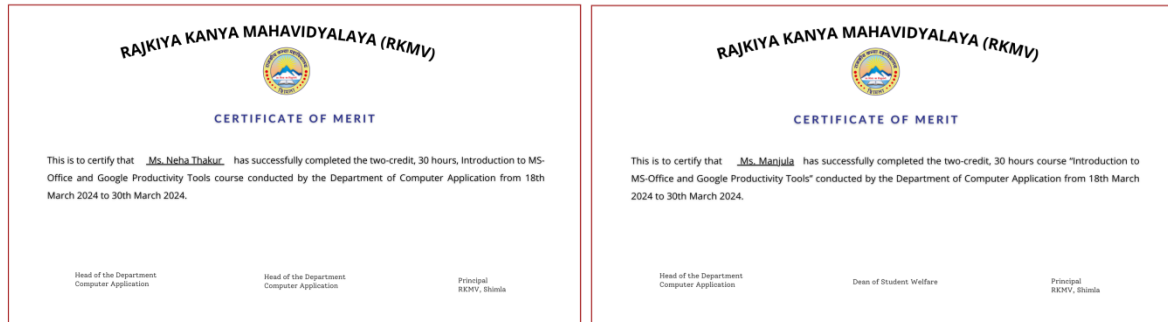
### Course Objectives

- To familiarize students with the basic features and interfaces of MS Office and Google forms, and Gmail.
- To enable students to create and format documents, spreadsheets, and presentations using MS Office.
- To develop students' skills in organizing, analyzing, and presenting data effectively using spreadsheet software.
- To teach students how to create presentations.
- To introduce students to email management and data collection and analysis through Google Forms.
- To equip students with essential digital literacy skills necessary for personal and professional productivity.

**Course Duration:** 30 hours (10 sessions of 3 hours each). The course spanned for a period of 30 hours, beginning on 18<sup>th</sup> March 2024 to 30<sup>th</sup> March 2024 where twenty seven (27) students participated.



Certification: Students have learned essential skills for using word processing, spreadsheet, and presentation through hands-on practical sessions. The participants have gained proficiency in creating Google forms also. After successful completion of the course the students were awarded certificates.



Conclusion: By the end of the course, students are able to create and format documents, spreadsheets, and prepare presentations using MS Office. The students were able to design and use Google Forms.

# Certificate Course In Dance

15 FEB - 20 MARCH, 2024

*COORDINATED BY*

DANCE DEPARTMENT  
RAJKIYA KANYA MAHAVIDYALYA  
SHIMLA



*Ltd by*

*Professor Usha Sharma*

## Introduction

The dance department of RKMV offered a certificate course which aims to explore students' interest in dance which will also give them 2 credit after completing the course, within a structured and educational setting. Led by Usha Sharma, the head of the dance department, the course had an instructor, Tammanna Chauhan, who came to teach on the 18th. Through this program, students not only learn the art of dance but also develop skills that foster creativity and self-expression.



**The Course primarily focused on 2 dance forms: Folk and Classical.**

**Folk Dance:** The workshop highlighted the essence of Himachal Pradesh's folk dance, Nati, Haryanvi Dance, and Bhangra of Punjab, reflecting the cultural heritage and traditions of the regions.

**Classical Dance:** Participants explored the elegance and storytelling elements of Kathak, a major classical dance form of Northern India.

## Course Journey

Running from 15 Feb to 20 March, the course provided a remarkable journey of dance exploration and skill refinement.

### Week 1:

During the first week of the Certificate Course, Professor Usha Sharma initiated the participants into the intricacies of Kathak, Himachal Pradesh's folk dance Nati, Haryanvi dance, and Bhangra. She meticulously taught specific movements and chakkars, emphasizing sharper execution with increased power and energy. Furthermore, she delved into the cultural significance of Nati, enlightening the participants about its rich heritage and traditions. Basic steps of Nati, Haryanvi dance, and Bhangra were practiced, with attention to minute details such as hand positions and wrist movements, laying a strong foundation for the weeks to come. Overall, the week was marked by a deep appreciation for the beauty of Himachali folk dance, Haryanvi dance, and Bhangra, as well as cultural exploration.



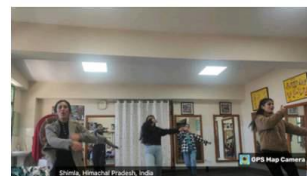
## Week 2:

In the second week of the Certificate Course, Professor Usha Sharma expanded the participants' repertoire by introducing new elements of Kathak, such as tukdas, aamad, tihayi, and paran, alongside various neck movements and footwork techniques. Additionally, the participants were introduced to Dhili Nati, a popular local variant, and Mala Nati, known for its collaborative nature, along with Bhangra. Through these additions, the participants gained a deeper understanding of the nuances within Kathak, Himachali folk dance, and Bhangra, further enriching their dance vocabulary and cultural appreciation.



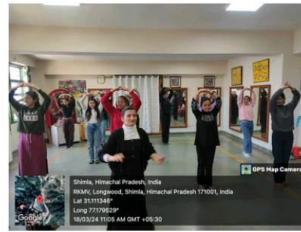
## Week 3:

Week three of the Certificate Course focused on refining the participants' expressions and interpretations through the introduction of common concept such as Krishna kavit. Moreover, the participants explored Mujra, Tauli Nati, and Haryanvi dance, delving into the historical and contextual origins of these dance forms. Professor Usha Sharma provided insightful discussions on the evolution and significance of these dances, enhancing the participants' understanding of their cultural heritage and artistic expression.



## Week 4:

The final week of the Certificate Course culminated in the choreography and presentation of the participants' learning journey over the past three weeks. Professor Usha Sharma worked closely with the participants to refine their movements, ensuring synchronization and finesse in their performance, incorporating Kathak, Himachali folk dance Nati, Haryanvi dance, and Bhangra.



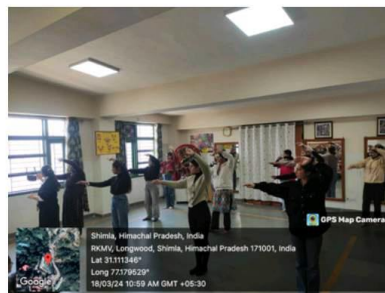
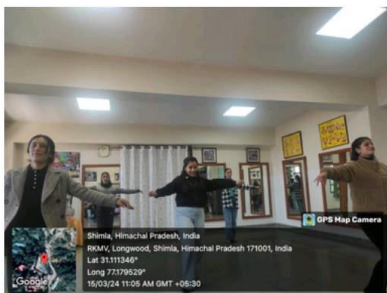
## Attendance of students

CERTIFICATE  
LIST of DANCE  
1st Feb 2020 to 20th March 2020

Name	Class	Roll No.	Subject	Signature
1. Kajal	B.A.II	22010022	Pol Science	[Signature]
2. Raksha	"	22010151	Music	[Signature]
3. Divyangi	"	22010201	History	[Signature]
4. Neha	"	22010	History	[Signature]
5. Varnika	"	2201026	History	[Signature]
6. Tanvina	"	2201018	History	[Signature]
7. Chanchala	"	22010053	History	[Signature]
8. Muskan	"	22010007	Physical Edu	[Signature]
9. Nanshita	"	22010026	Pol Science	[Signature]
10. Tanvina	B.A.II	2201010	Geography	[Signature]
11. Tanvina	B.A.II	22010239	History	[Signature]
12. Anshika	B.A.II	22010114	Economics	[Signature]
13. Anshika	B.A.II	22010055	Psychology	[Signature]
14. Anshika	"	22010278	Economics	[Signature]
15. Anshika	B.Sc.II	222101002	Economics	[Signature]
16. Anshika	B.Sc.II	222101003	Economics	[Signature]
17. Kajal	B.A.II	22010029	History	[Signature]
18. Anshika	B.A.II	22010085	Pol Science	[Signature]
19. Anshika	B.A.II	22010175	Economics	[Signature]
20. Kajal	"	22010192	Pol Science	[Signature]
21. Anshika	"	22010193	History	[Signature]
22. Anshika	"	22010108	English	[Signature]
23. Anshika	"	22010192	English	[Signature]
24. Anshika	"	22010001	English	[Signature]
25. Anshika	"	22010198	English	[Signature]

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## Key Highlights:



- **Vibrant Ambiance:** The certificate course venue sparkled with energy, adorned with lively decorations and accompanied by enchanting traditional music, providing participants with an immersive journey into Nati and Kathak.
- **Guidance from a Maestro:** Professor Usha Sharma's profound expertise and unwavering passion for dance illuminated the path as she expertly navigated participants through the intricacies of Nati and Kathak, leaving an indelible mark on their dance journey.
- **Active Engagement:** With bustling participants, ranging from beginners to seasoned dancers, the course fostered a dynamic learning environment, brimming with shared enthusiasm and dedication.
- **Interactive Learning:** Professor Usha Sharma curated engaging sessions, fostering an atmosphere of open dialogue, where questions were welcomed, guidance was sought, and experiences were shared, nurturing a strong sense of community and collective learning.
- **Cultural Immersion:** Participants delved deep into the cultural tapestry woven within Nati, transcending mere dance steps to embrace its profound traditions and rituals, enriching their understanding of Himachali heritage.
- **Refinement of Skills:** The certificate course meticulously dissected intricate Nati and Kathak sequences, breaking them down into manageable steps, ensuring accessibility and fostering enjoyment for all participants, irrespective of their skill levels.
- **Celebration of Diversity:** Embracing performers from diverse backgrounds and experiences, the course provided a vibrant platform for cultural exchange and mutual appreciation, uniting individuals through their shared passion for dance and cultural exploration.

Networking Opportunities: Participants seized upon invaluable chances to connect with like-minded individuals, forging new friendships and networks within the realm of dance and cultural exploration, extending the bonds beyond the confines of the course.

## Conclusion



In conclusion, this certificate course offers a comprehensive exploration of various dance forms, including Nati, Kathak, Haryanvi dance, and Bhangra, under the expert guidance of Professor Usha Sharma. With its vibrant ambiance, interactive sessions, and cultural enrichment, the course not only hones dance skills but also deepens cultural understanding. Participants emerge equipped with refined skills, enriched cultural knowledge, and a network of connections. Moreover, this course provides tangible benefits, such as

