



OFFICE, PRINCIPAL GOVERNMENT TULSI COLLEGE, ANUPPUR

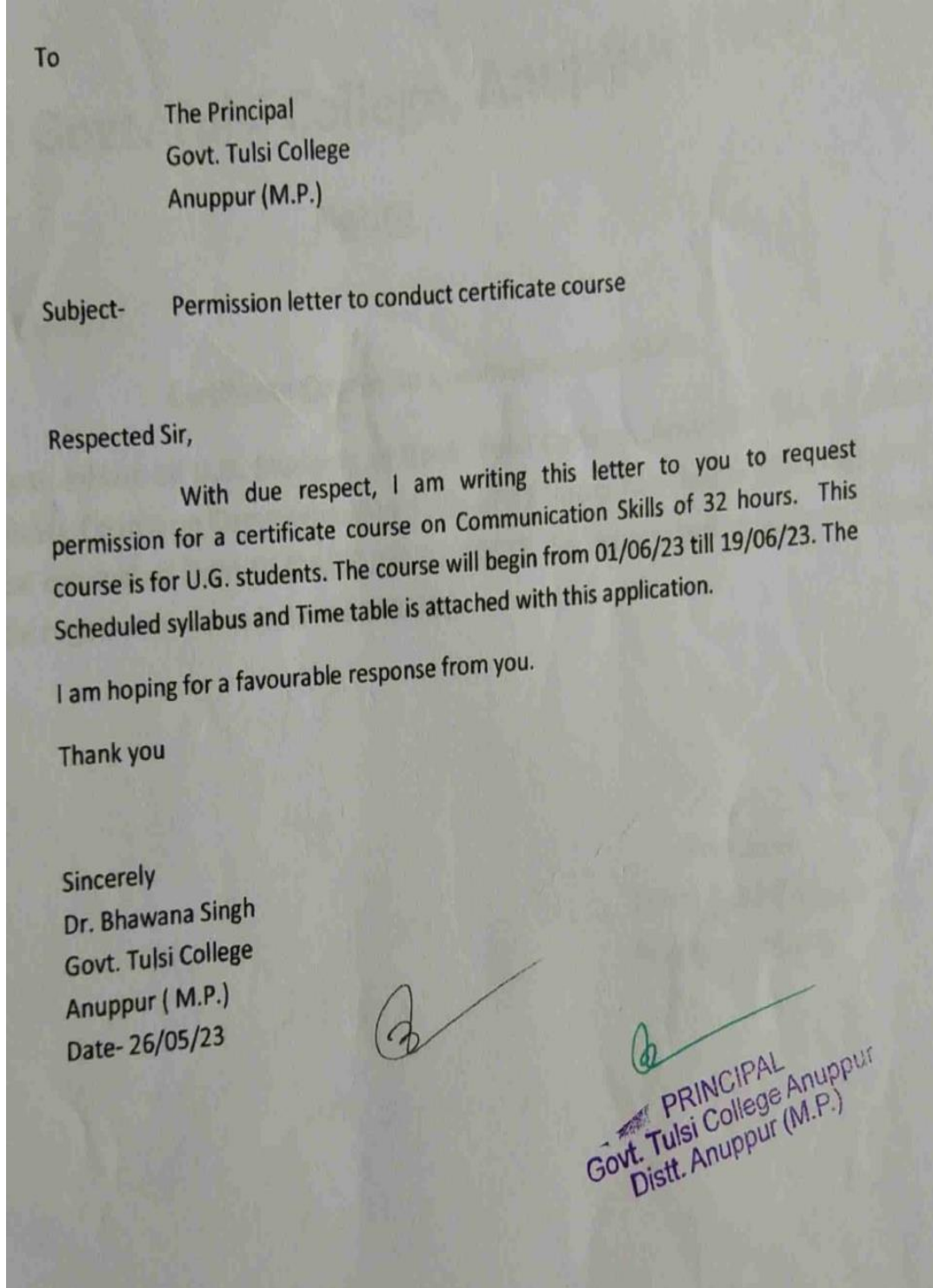
Affiliated to Awadhesh Pratap Singh University Rewa (MP)

Registered Under Section 2 (F) & 12 (B) of UGC Act

E-mail: hegtdcano@mp.gov.in

9893076404

32 hours English communication skills





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Govt. Tulsi College, Anuppur (M.P.)

Notice

Date- 29/05/23

Certificate Course on Communication Skills

This is to inform all U.G. Students of Govt. Tulsi College, Anuppur (M.P.) That a Certificate Course on Communication Skills of 32 hours has been planned and it will be conducted from 01/06/23 till 19/06/23. So interested students Should get the registration form before 01/06/23

Principal

**Govt. Tulsi College
Anuppur (M.P.)
Distt. Anuppur (M.P.)**



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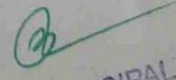
Government Tulsi College, Anuppur (M.P)

Certificate Course On Communication Skills

32: Hours

Time- Table

S.N.	DATE	TOPIC	NAME OF Faculty	HOURS	SIGN
1	01/06/23	Introduction Functional Grammar Concepts	Dr. Bhawna Singh (Asst. Professor-English)	2	
2	02/06/23	Revision of Grammar Concepts	Dr. Rama Naidu (Asst. Professor-English)	2	
3	03/06/23	Parts of Speech, Sentence Structure	Dr. Rama Naidu (Asst. Professor-English)	2	
4	05/06/23	Article, Gender, Singular, Plural	Dr. Rama Naidu (Asst. Professor-English)	2	
5	06/06/23	Reading Skills, Punctuation	Dr. Bhawana Singh (Asst. Professor-English)	2	
6	07/06/23	Usage of voice (Active and Passive) And Tense	Dr. Bhawana Singh (Asst. Professor-English)	2	
7	08/06/23	Usage of voice (Active and Passive) And Tense	Dr. Bhawana Singh (Asst. Professor-English)	2	
8	09/06/23	Comprehension Activities	Dr. Bhawana Singh (Asst. Professor-English)	2	
9	10/06/23	Introduction of Communication And meaning	Dr. Durgesh Dwivedi (Asst. Professor- Chemistry)	2	
10	12/06/23	Theory And Process Of Communication	Dr. Durgesh Dwivedi (Asst. Professor- Chemistry)	2	
11	13/06/23	Barriers to communication	Miss Pragya Tiwari (Asst. Professor- Botany)	2	
12	14/06/23	Listening Skills	Miss Pragya Tiwari (Asst. Professor- Botany)	2	
13	15/06/23	Non – Verbal communication, Body Language Tips	Miss Pragya Tiwari (Asst. Professor- Botany)	2	
14	16/06/23	Art Of Professional Skills	Dr. Bhawana Singh (Asst. Professor- English)	2	
15	17/06/23	Writing Skills – Emails, Report, Precise	Dr. Sanjeev Dwivedi (Asst. Professor- Botany)	2	
16	19/06/23	Writing Skills- Resume, Quotation, Planning Drafting	Dr. Sanjeev Dwivedi (Asst. Professor- Botany)	2	
		Total Hours		32	


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Certificate Course On Communication Skills

32: Hours

Course Objectives

The Objectives of communication skills course is:-

- .Build better communication skills: oral and written expressions and body language
- . improve critical thinking and listening skills

Course Outcomes

After completion of this course, the students shall be able to;

- . Improve their English speaking ability
- .Improve writing, reading skills.

Course Content

Module 1: Grammar Introduction

Speech, article, tense, voice, synonym, antonym, punctuation, Homophones

Module 2: Communication

Meaning, process, importance and barriers

Module 3: Non-Verbal Communication

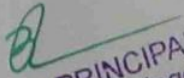
Introduction-listening, cross culture, visual communication, active listening

Module:4 Writing Skills

Introduction and importance-Report, precise, E-mail, drafting;

Module:5 English reading skills

Techniques for smart reading


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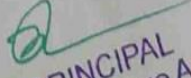
Govt. Tulsi College Anuppur (M.P.)

Report on Certificate course in English Communication Skills

2022-2023

Certificate course on communication skills in English commenced from 01 June 2023 to 19 June 2023 in Govt. Tulsi College Anuppur. Classes were conducted by various Astd. Professors of the college. The college offers certificate course to the U.G. Students. This course helps to develop latent talents of the students and facilitate better communication skills. The students learn to communicate with ease and fluency in English. At the beginning sessions students were taught, grammar, vocabulary enhancement practice, techniques to develop critical thinking skills next sessions on communication in daily life.

In the English communication skills course, students were taught basic day to day relevant conversations, detailed grammar usage, pronunciations and sentence formation techniques. Students were given different activities. The Function was concluded by giving away certificates to the students participated in the course.


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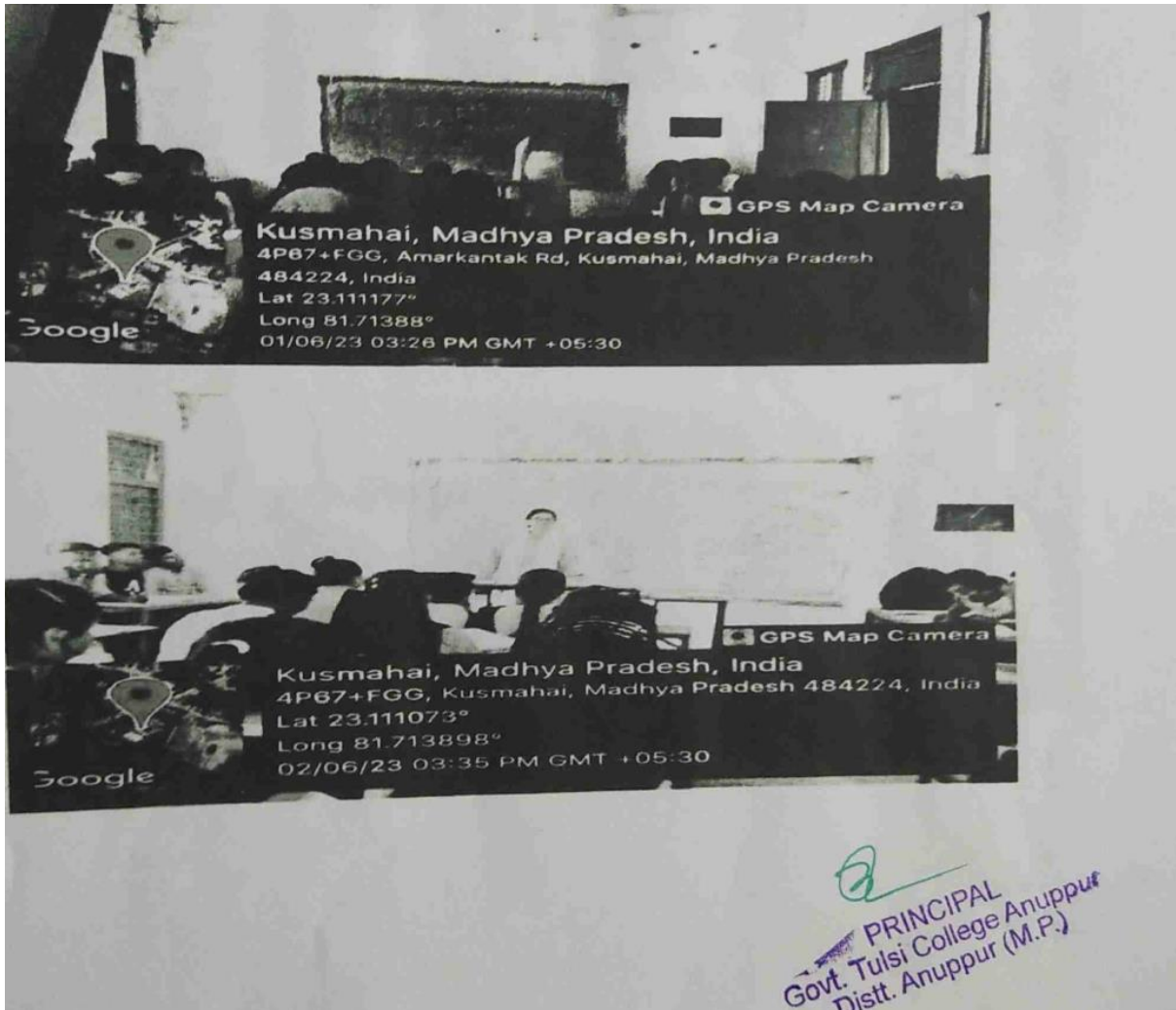
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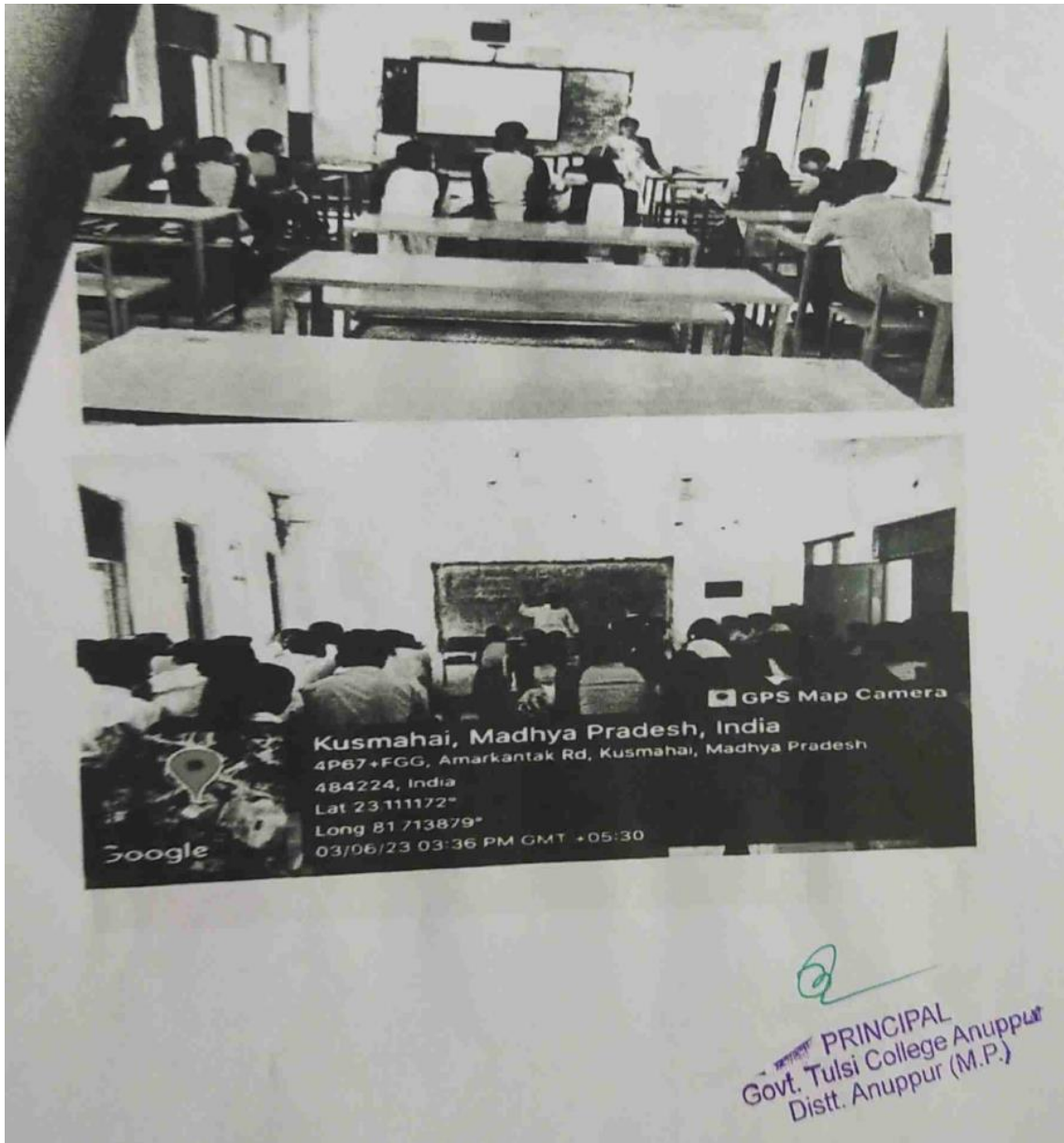
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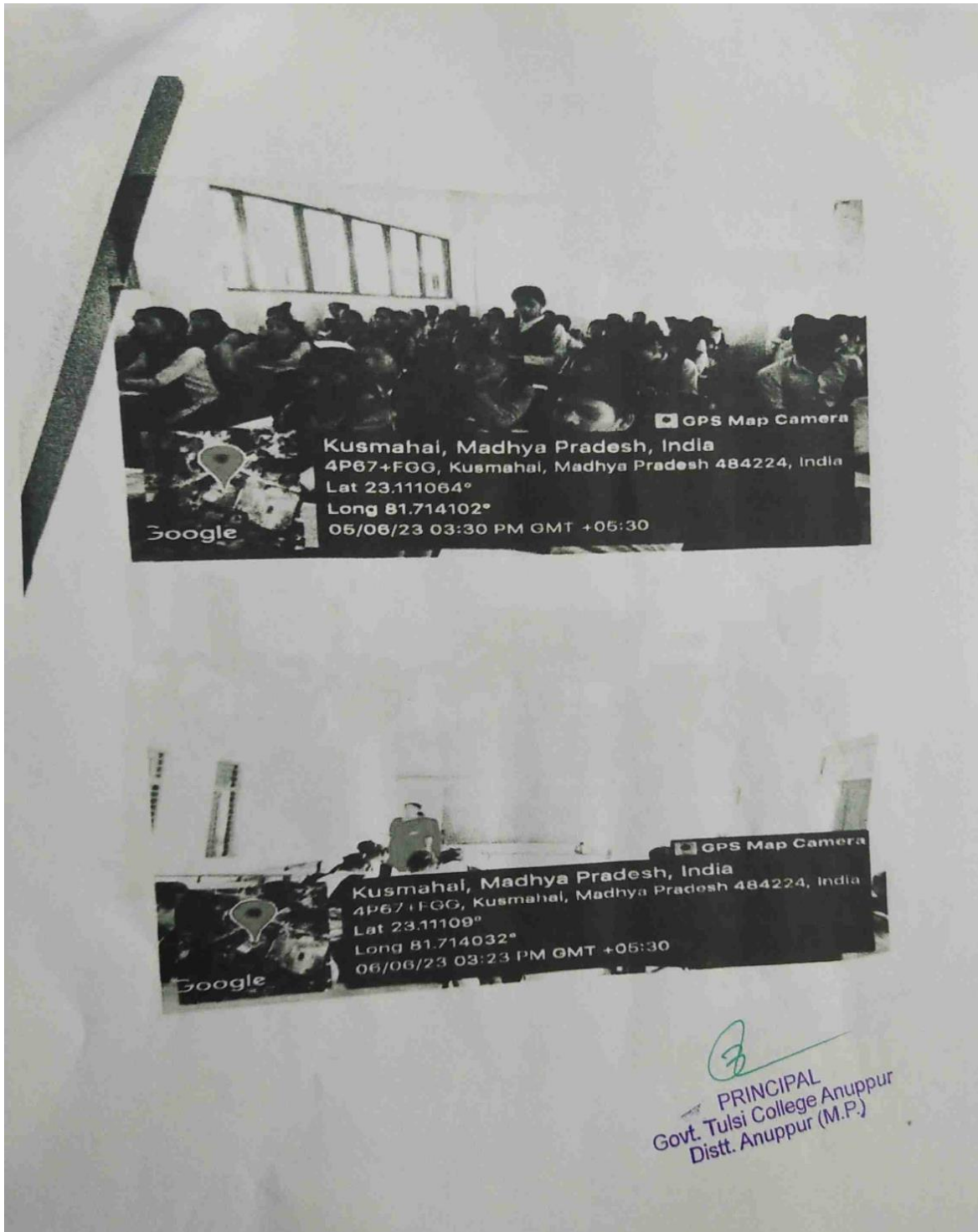
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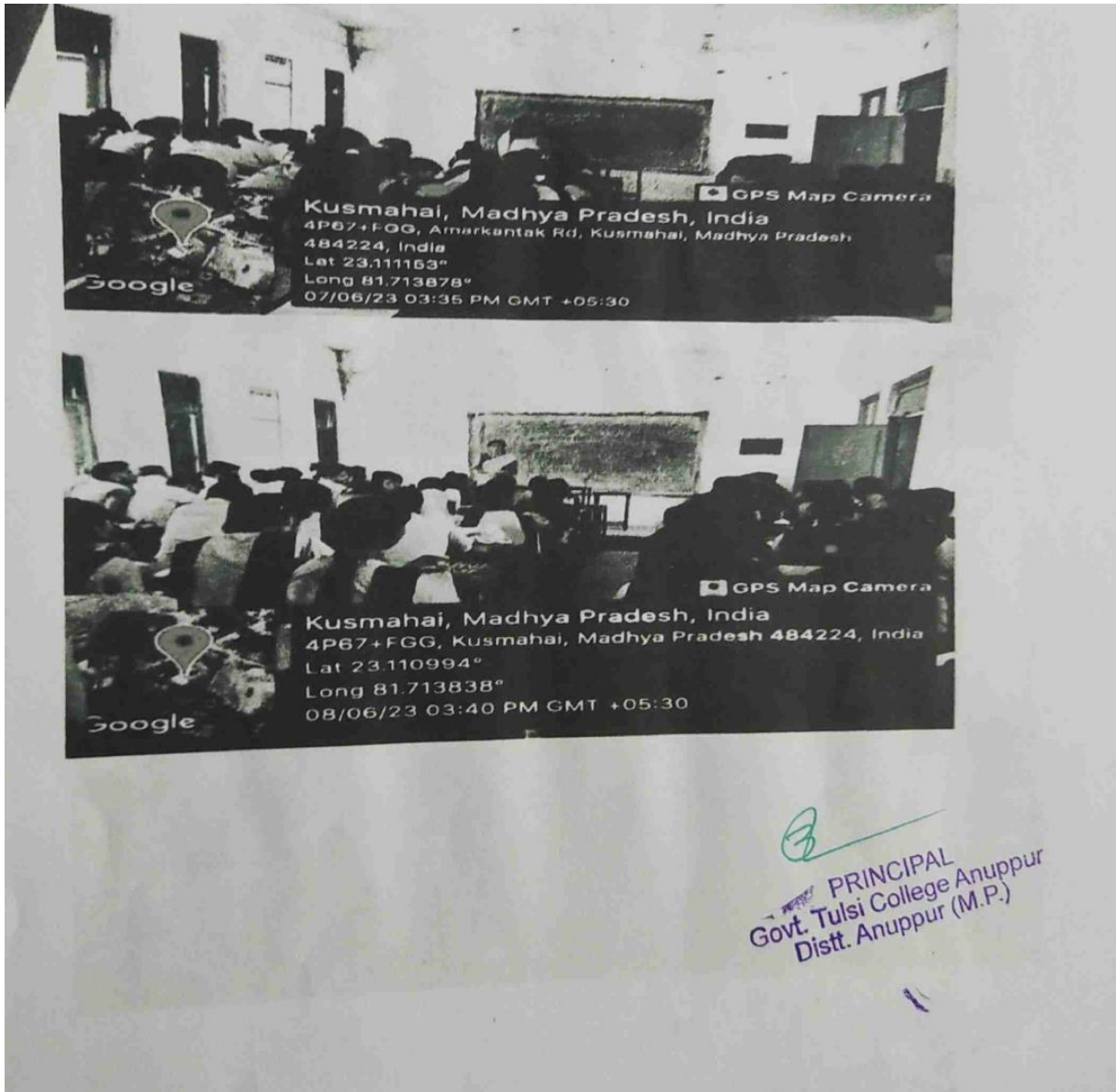
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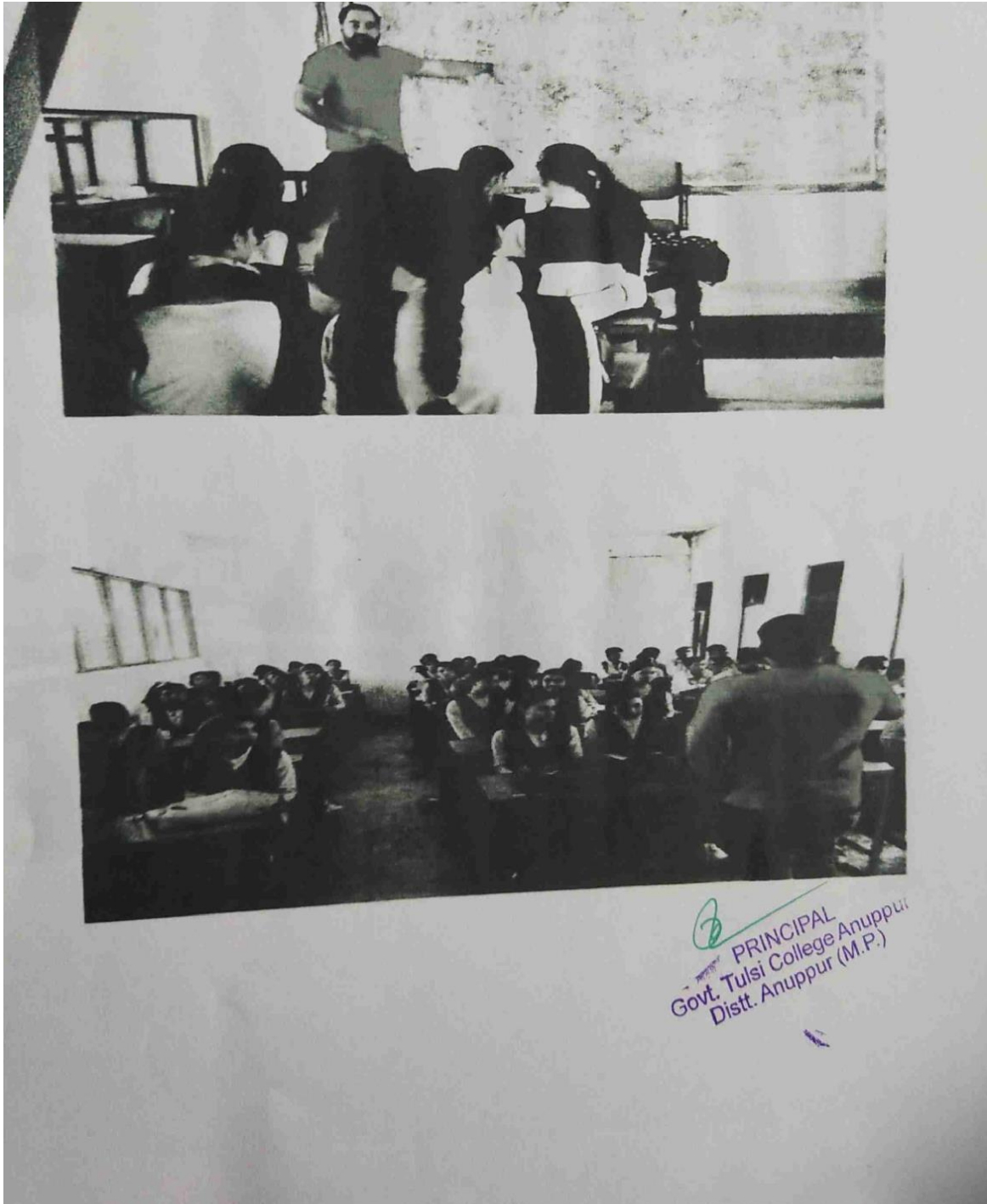
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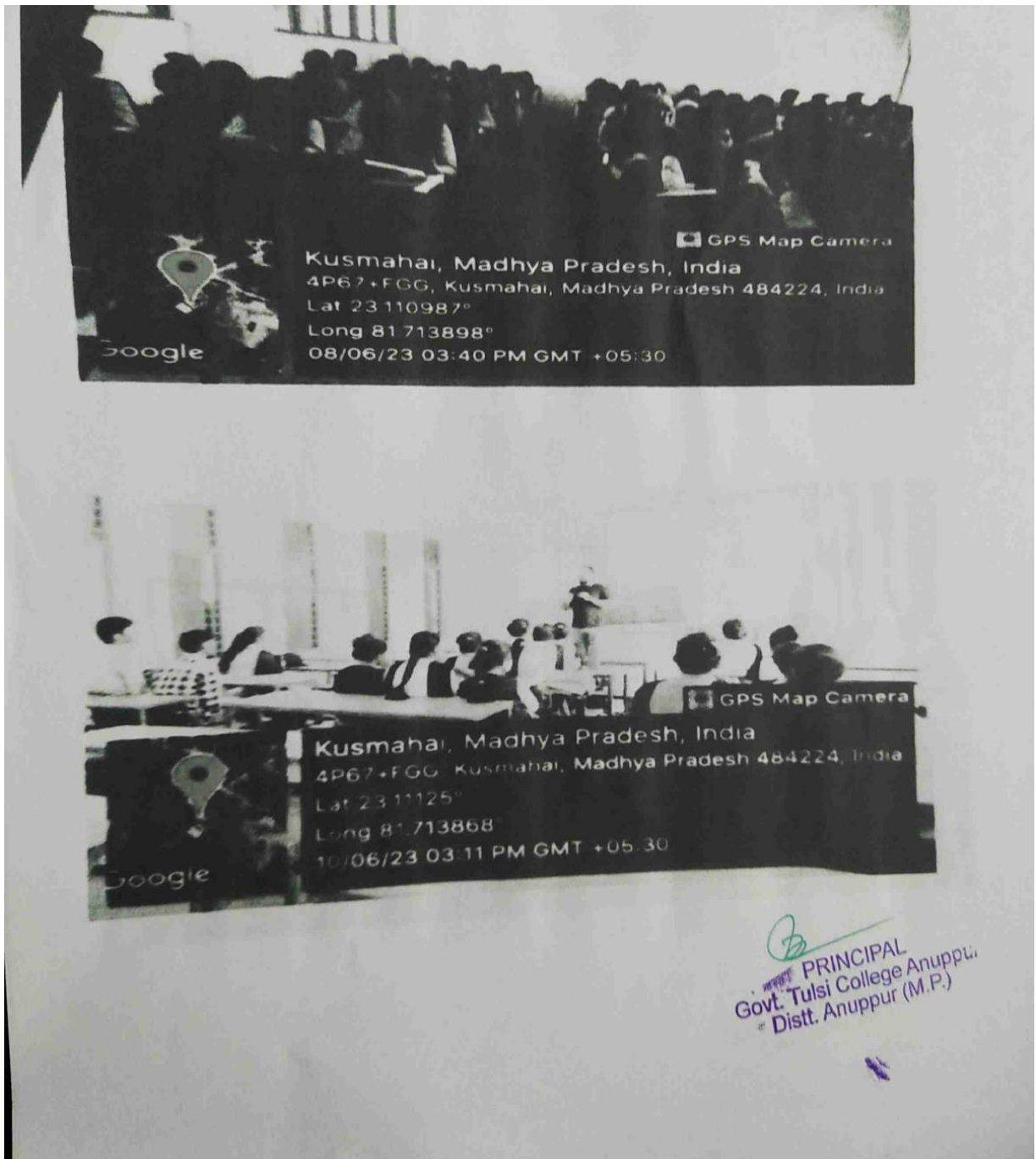
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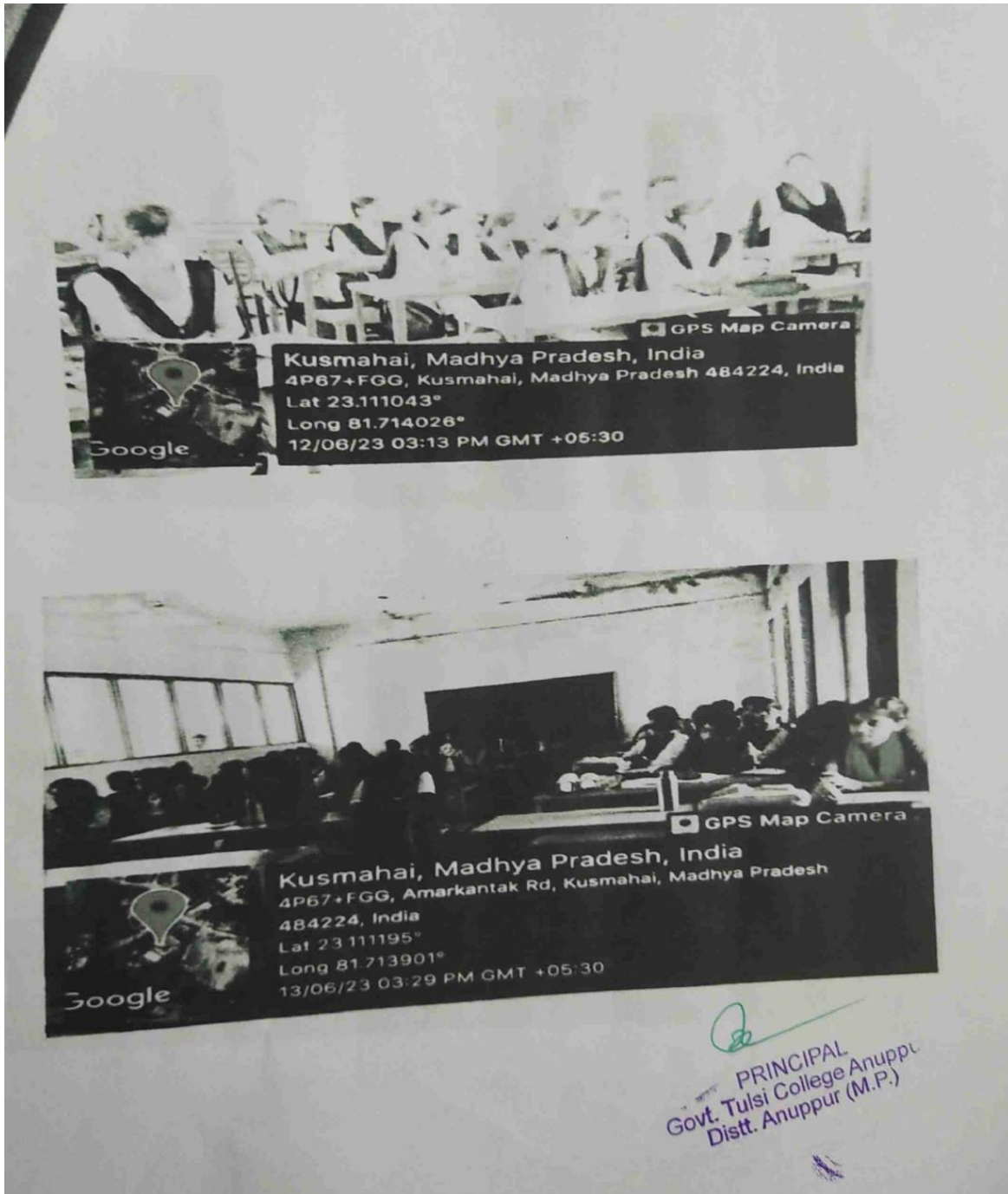
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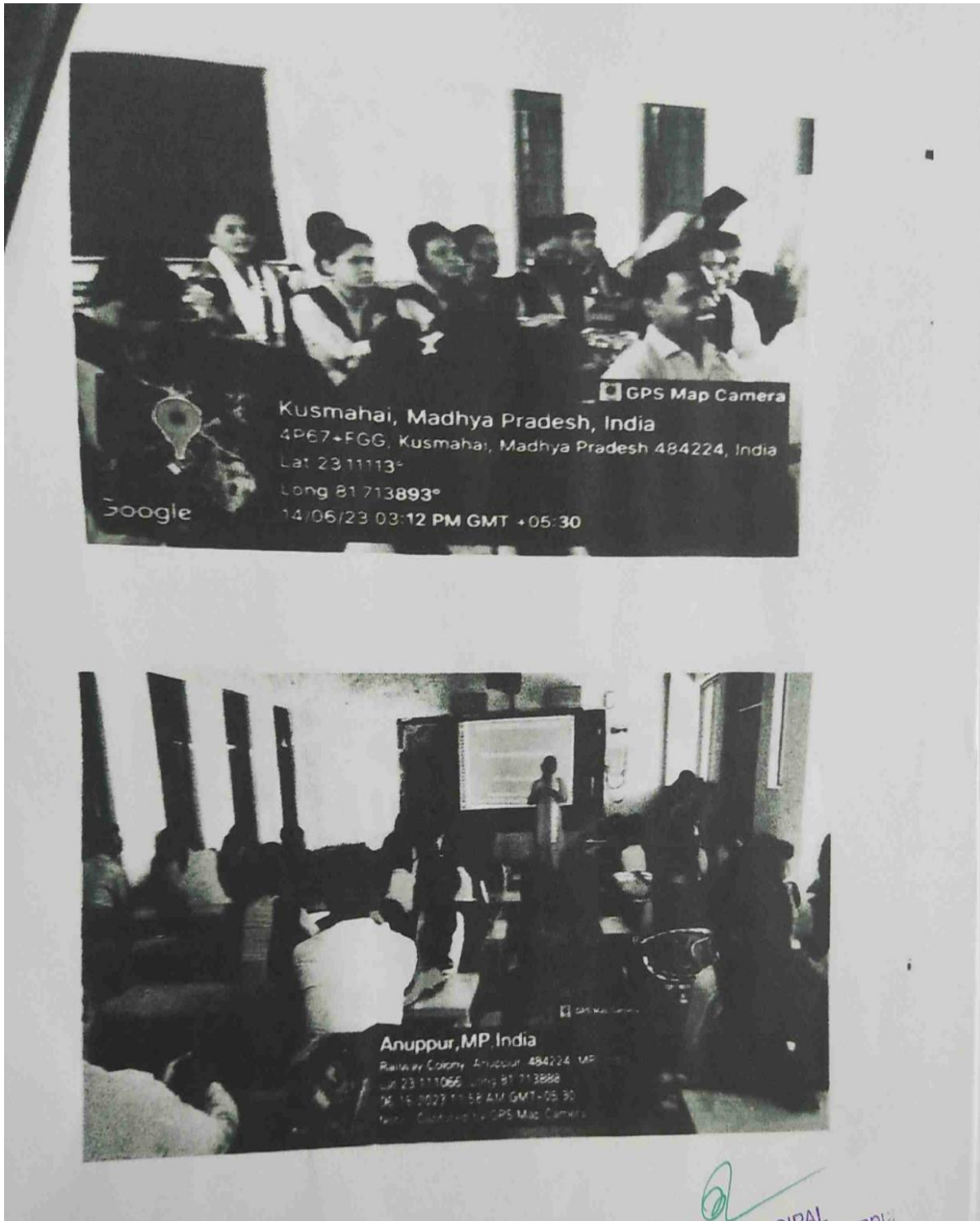
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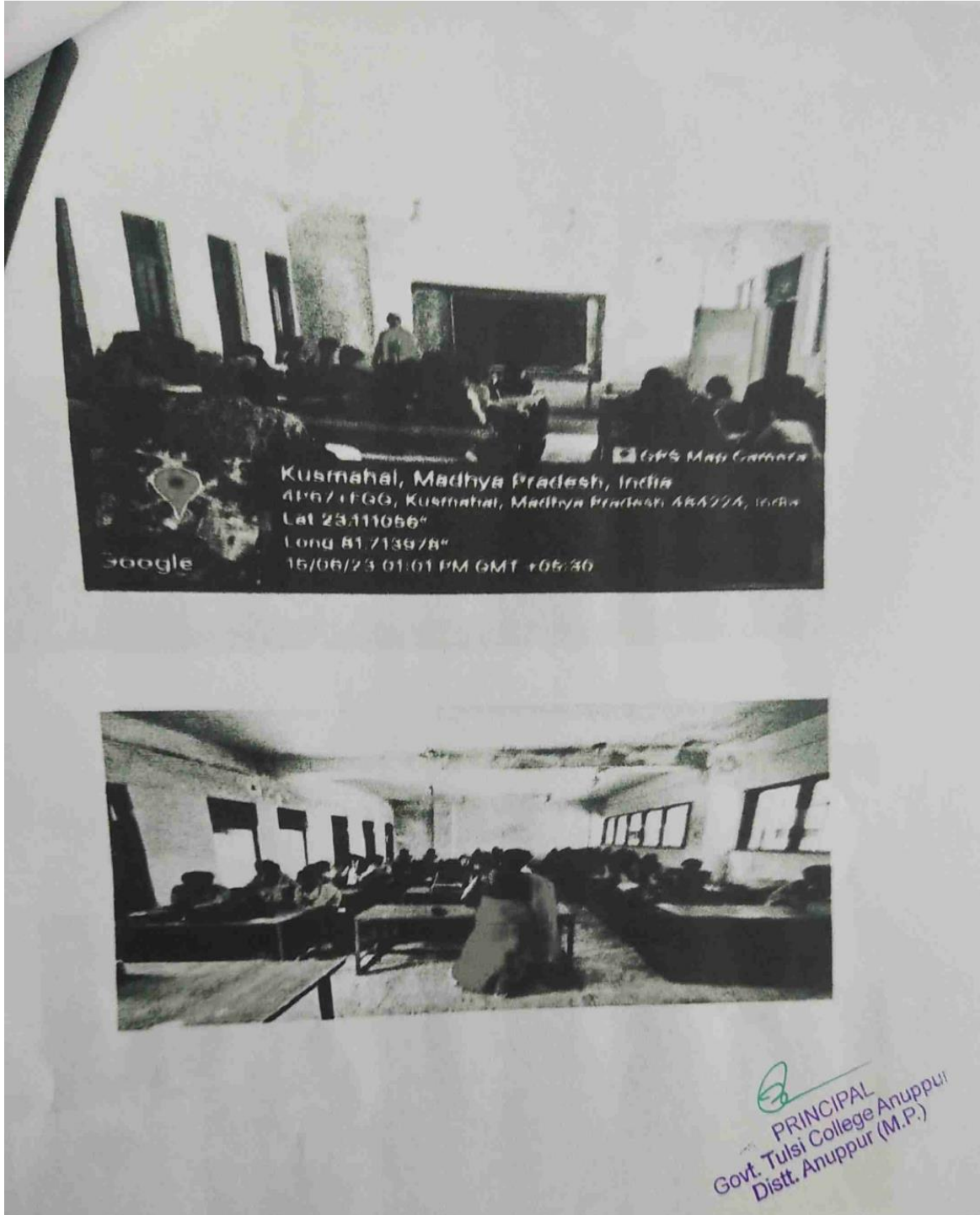
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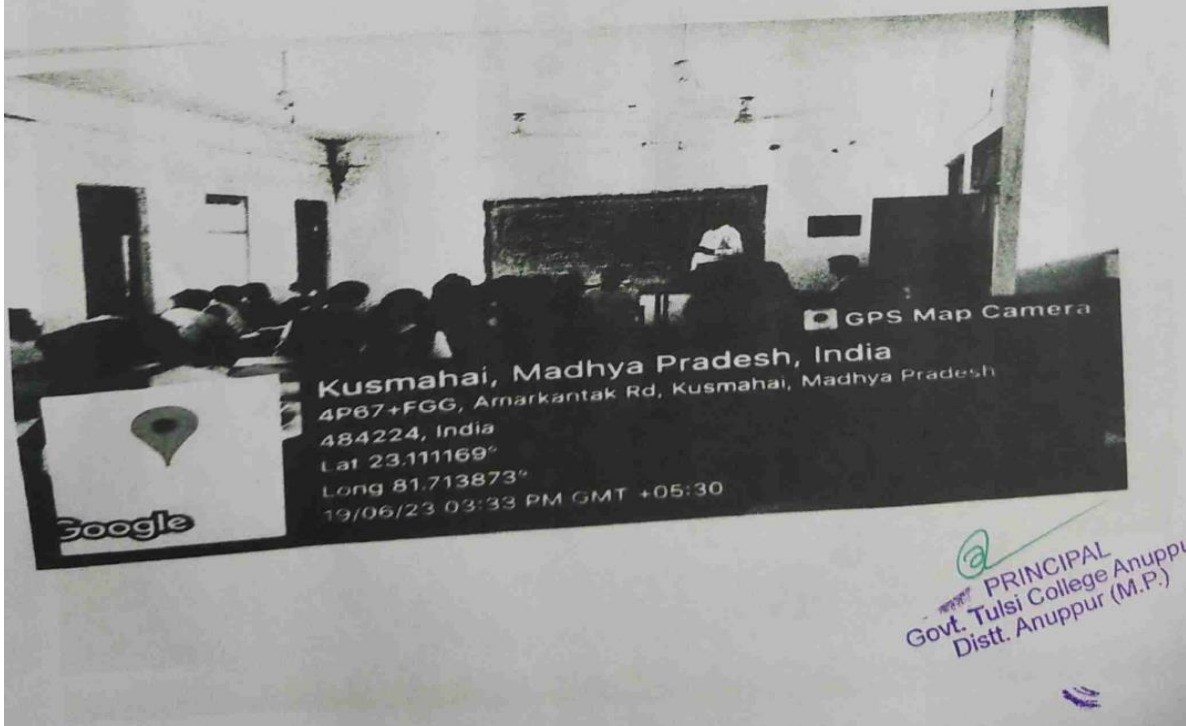
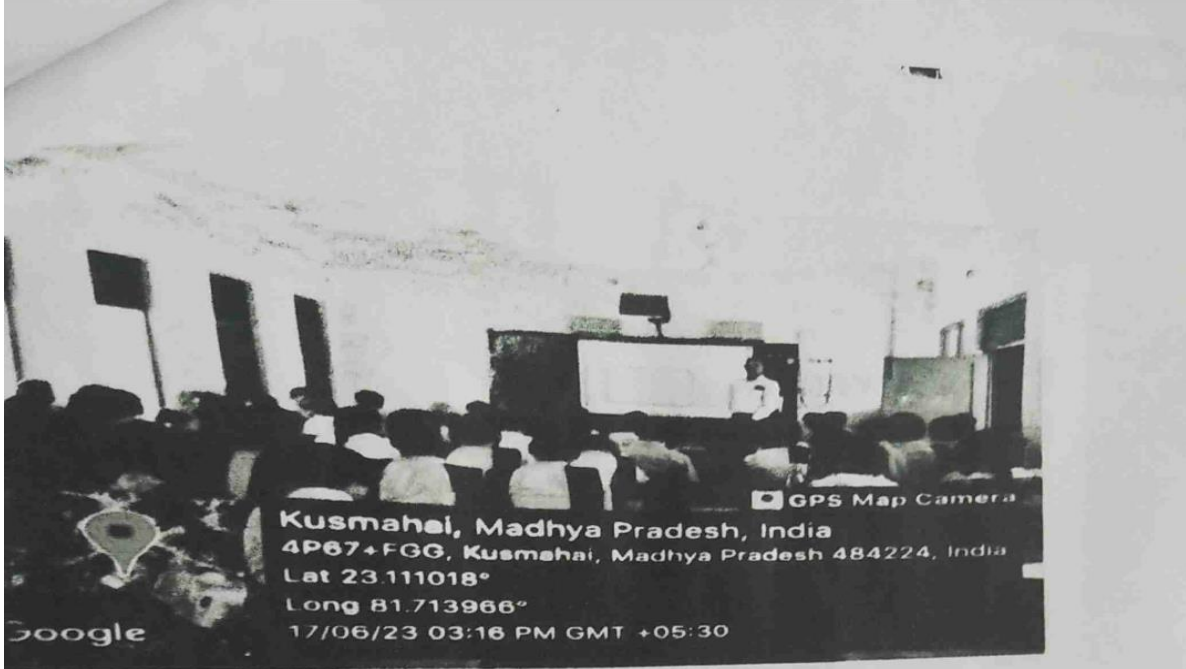
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**GOVERNMENT TULSI COLLEGE, ANUPPUR (M.P.)**
Certificate Course on Communication Skills
Hours: 32 hours

REGISTRATION FORM

Please use CAPITAL letters to fill the form.

Name: ICHCHA GAUTAM

In Hindi: इच्छा जीवित

Enrollment No. 991091070109

Father's Name: Mr. Vasudev Gautam

Mother's Name: Mrs. Deepthi Gautam

Class: B.A. 1st year

Address: P.W.D Basti Road Anuppur

Mobile Number: 8349879532


Alternate Mobile Number: 8349879532


Email: ichchagautam91@gmail.com

Gender: female Category: General

Date of Birth: (dd/mm/yyyy) 10/05/2004

Signature of Student: Ichcha Date: 31/05/23


ICHCHA GAUTAM
24/07/2023


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DEPARTMENT OF ENGLISH
GOVERNMENT TULSI COLLEGE, ANUPPUR (M.P.)
 Certificate Course on Communication Skills in English
 Hours: 30 hours (01 June to 19 June 2023)

Course Feedback Form

Please fill the short question makes the course better.
 Please respond below with 1, 2, 3, 4 or 5, where 1 and 5 are explained.

THE DESIGN OF THE COURSE

A. Were objectives of the course met to you? Y / N

B. The course contents met with your expectations?
 1. Strongly disagree 5. Strongly agree

C. The lecture sequence was well planned?
 1. Strongly disagree 5. Strongly agree

D. The contents were illustrated with
 1. Too few examples 5. Adequate examples

E. The level of the course was
 1. Too low 5. Too high

F. The course contents compared with your expectations
 1. Too theoretical 5. Too empirical

G. The course exposed you to new knowledge and practices
 1. Strongly disagree 5. Strongly agree

THE CONDUCT OF THE COURSE

A. The lectures were clear and easy to understand
 1. Strongly disagree 5. Strongly agree

B. The teaching aids were effectively used
 1. Strongly disagree 5. Strongly agree

C. The course material handed out was adequate
 1. Strongly disagree 5. Strongly agree

D. The instructors encouraged interaction and were helpful
 1. Strongly disagree 5. Strongly agree

E. Were objectives of the course realized? Y N

Please give over all rating of the course

90% - 100% ()	60% - 70% ()
80% - 90% ()	below 50% ()
70% - 80% (✓)	

Optional
 Name Shobha Gautam Class B.A. Ist year

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**GOVERNMENT TULSI COLLEGE, ANUPPUR (M.P.)**
Certificate Course on Communication Skills
Hours: 32 hours

REGISTRATION FORM

Please use CAPITAL letters to fill the form

Name: VIJAY LAXMI SINGH SIKARWAR

In Hindi: विजय लक्ष्मी सिंह सिकारवार

Enrollment No. 221021070326

Father's Name: NEERJ KUMAR SINGH

Mother's Name: SARVESH SINGH SIKARWAR

Class: B.A 3rd Year

Address: Bundwana Road ward no. 4

Mobile Number: 8305031310


Alternate Mobile Number: 8305031310

Email: tuchisingh0311@gmail.com

Gender: Female Category: General

Date of Birth: (DD/MM/YYYY) 30/11/2005

Signature of Student: [Signature] Date: 31/05/2023


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DEPARTMENT OF ENGLISH
GOVERNMENT TULSI COLLEGE, ANUPPUR (M.P.)
Certificate Course on Communication Skills in English
Hours: 30 hours (01 hour to 10 hours 20/21)

Course Feedback Form

Please fill the short question make the course better.
Please respond below with 1, 2, 3, 4 or 5, where 1 and 5 are explained.

THE DESIGN OF THE COURSE

A. Were objectives of the course clear to you? Y N

B. The course contents met with your expectations?
1. Strongly disagree 2. Disagree 3. Slightly disagree 4. Slightly agree 5. Strongly agree

C. The lecture sequence was well planned?
1. Strongly disagree 2. Disagree 3. Slightly disagree 4. Slightly agree 5. Strongly agree

D. The contents were illustrated with
1. Too few examples 2. Adequate examples 3. Too high 4. Too low 5. Too empirical

E. The level of the course was
1. Too low 2. Too high 3. Too empirical 4. Strongly agree 5. Strongly disagree

F. The course contents compared with your expectations
1. Too theoretical 2. Too empirical 3. Strongly agree 4. Strongly disagree

G. The course exposed you to new knowledge and practices
1. Strongly disagree 2. Disagree 3. Slightly disagree 4. Slightly agree 5. Strongly agree

THE CONDUCT OF THE COURSE

A. The lectures were clear and easy to understand
1. Strongly disagree 2. Disagree 3. Slightly disagree 4. Slightly agree 5. Strongly agree

B. The teaching aids were effectively used
1. Strongly disagree 2. Disagree 3. Slightly disagree 4. Slightly agree 5. Strongly agree

C. The course material handed out was adequate
1. Strongly disagree 2. Disagree 3. Slightly disagree 4. Slightly agree 5. Strongly agree

D. The instructors encouraged interaction and were helpful
1. Strongly disagree 2. Disagree 3. Slightly disagree 4. Slightly agree 5. Strongly agree

E. Were objectives of the course realized? Y N

Please give over all rating of the course.

90% - 100% ()	60% - 70% ()
80% - 90% ()	50% - 60% ()
70% - 80% ()	below 50% ()

Optional
Name Vijaylaxmi Singh Sikarun class B.A 1st year

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GOVERNMENT TULSI COLLEGE, ANUPPUR (M.P.)
Certificate Course on Communication Skills
Hours: 32 hours

REGISTRATION FORM

Please use CAPITAL letters to fill the form.

Name: ANJALI MAHARA

In Hindi: अंजलि महरा

Enrollment No. 2210210700983

Father's Name: Santosh mahra

Mother's Name: Chanda kai mahra

Class: B.A.-I Year

Address: Khulava Anuppur

Mobile Number: 7999311354


Alternate Mobile Number: 7999311354

Email: anandmahra2@gmail.com

Gender: F Category: SC

Date of Birth: (dd/mm/yyyy) 7/11/2006

Signature of Student: Anjali mahra Date: 31/05/23


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Certificate Course on Communication Skills in English
Hours: 30 hours (01 June to 19 June 2023)

Course Feedback Form

Please fill the short question make the course better.
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THE DESIGN OF THE COURSE

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1. Too few examples 5. Adequate examples

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1. Too low 5. Too high

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1. Too the oretical 5. Too empirical

G. The course exposed you to new knowledge and practices
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C. The course material handed out was adequate
1. Strongly disagree 5. Strongly agree

D. The instructors encouraged interaction and were helpful
1. Strongly disagree 5. Strongly agree

E. Were objectives of the course realized? Y N

Please give over all rating of the course

90% - 100% ()	60% - 70% ()
80% - 90% ()	50% - 60% ()
70% - 80% (<input checked="" type="checkbox"/>)	below 50% ()

Optional
Name Anjali Mahara Class B. N. I Year

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28
30

Exam
Name of Exam: certificate course
Year 2022-23 Max.30

Student's Name:- Abha Chaudhary
Class B.A. Ist Year
Date of exam 20.10.2022
Student's sign: Abha

Note:- There are 15 questions all are to be Attempt. Each carries 2 marks.

1. Communication is a non-stop.....
a. Paper b. Process c. Programme d. Plan
2. The..... is the person who transmits the message
a. Receiver b. Driver c. Sender d. Cleaner
3. is the person who notices and decodes and attaches some meaning to a message.
 a. Receiver b. Driver c. Sender d. Cleaner
4. A..... is defined as the name of a person, place or thing
a. Verb b. Noun c. Pronoun d. Adverb
5. It is of paramount importance that one need to construct a ~~Correct~~ Sentence is the day to day affairs.
6. Letter, E-mail telephone are examples of
a. Message b. Feedback c. Channel d. Encoding
7. communication in clues tone of voice body language, facial expressions etc.
 a. Oral Nonverbal b. Verbal c. Letter d. Notice
8. Our dress code is an example of communication.
a. Verbal b. Non verbal c. Writer d. Spoken
9. The Response to a Sender's message is called
a. Food bank b. Feedback c. Food d. Back
10. The..... is an exclamation mark.
a. ? b. . c. , d. !
11. The..... Speech is also called as reported speech.
a. Direct b. Indirect c. Indefinite d. Definite
12. 'A' and 'an' are the..... articles.
Indefinite

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32

Exam
Name of Exam: certificate course
Year 2022-23

Student's Name:- Vijay Laxmi Singh Sikarwar Max.30
Class B.A. 1st Year
Date of exam 22/06/2023
Student's sign [Signature]

Note:- There are 15 questions all are to be Attempt. Each carries 2 marks.

1. Communication is a non-stop.....
a. Paper b. Process c. Programme d. Plan
2. The..... is the person who transmits the message
a. Receiver b. Driver c. Sender d. Cleaner
3. is the person who notices and decodes and attaches some meaning to a message.
 a. Receiver b. Driver c. Sender d. Cleaner
4. A..... is defined as the name of a person, place or thing
a. Verb b. Noun c. Pronoun d. Adverb
5. It is of paramount importance that one need to construct a Correct sentence is the day to day affairs.
6. Letter, E-mail telephone are examples of ..
a. Message b. Feedback c. Channel d. Encoding
7. communication in clues tone of voice body language, facial expressions etc.
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a. Verbal b. Non verbal c. Writer d. Spoken
9. The Response to a sender's message is called ..
a. Food bank b. feedback c. Food d. Back
10. The..... is an exclamation mark.
a. ? b. . c. , d. !
11. The..... Speech is also called as reported speech.
a. Direct b. indirect c. Indefinite d. Definite
12. 'A' and 'an' are the..... articles.
Indefinite

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OFFICE, PRINCIPAL GOVERNMENT TULSI COLLEGE, ANUPPUR

Affiliated to Awadhesh Pratap Singh University Rewa (MP)

Registered Under Section 2 (F) & 12 (B) of UGC Act

E-mail: hegtdcano@mp.gov.in

9893076404

Exam
NAME OF EXAM: ENGLISH
Year: 2017-18

Student's Name: _____
Class: _____
Date of exam: _____
Student's sign: _____

Note: There are 15 questions all are to be Attempt. Each carries 2 marks.

1. Communication is a non-stop.....
a. Paper b. Process c. Programme d. Plan
2. The..... is the person who transmits the message
a. Receiver b. Driver c. Sender d. Cleaner
3. is the person who notices and decodes and attaches some meaning to a message.
a. Receiver b. Driver c. Sender d. Cleaner
4. A..... is defined as the name of a person, place or thing
a. Verb b. Noun c. Pronoun d. Adverb
5. It is of paramount importance that one need to construct a Sentence is the day to day affairs.
6. Letter, E mail telephone are examples of
- a. Message b. Feedback c. Channel d. Encoding
7. communication in clues tone of voice body language, facial expressions etc.
a. Oral Nonverbal b. Verbal c. Letter d. Notice
8. Our dress code is an example of communication.
a. Verbal b. Non verbal c. Writer d. Spoken
9. The Response to a sender's message is called
- a. Food bank b. feedback c. Food d. Back
10. The..... is an exclamation mark.
a. ? b. . c. , d. !
11. The..... Speech is also called as reported speech.
a. Direct b. indirect c. Indefinite d. Definite
12. 'A' and 'an' are the articles.

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1) Manasvi Senu 7987175702	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	Manasvi	
2) Duraga Chaurasia 8827865237	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	Duraga	
3) Sanjana Tulpatti 6265683884	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	
4) Kangana Patel 9770132808	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	Kangana	
5) Sandhyarani 9340912236	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	
6) Ichchika Tiwari 7879903099	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	Ichchika	
7) Manakshree 6266194570	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	Manakshree	
8) Gaurangi 9303526725	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	Gaurangi	
9) Prachi 9697720106	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	

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(1) Ashish Gupta 9754101635	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
(2) Krishna Kant Patel 8155124719	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
(3) Anurag Kumar 9767751931	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
(4) Anurag Kumar 9767751931	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
(5) Anurag Kumar 9767751931	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
(6) Anurag Kumar 9767751931	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
(7) Anurag Kumar 9767751931	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
(8) Anurag Kumar 9767751931	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
(9) Anurag Kumar 9767751931	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
(10) Anurag Kumar 9767751931	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

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(8) Rakish Kauri 7067518843																	
(9) Man Singh 6266173596	Man	Man	Man	Man	Man												
(10) Atul Kumar Saktet 8815824987																	
(11) Prakash Kumar 9399319591	Prk	Prk	Prk	Prk	Prk	Prk	Prk	Prk	Prk	Prk	Prk	Prk	Prk	Prk	Prk	Prk	Prk
(12) Md Nasir Hussain 6260830389	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir	Nasir
(13) Anirudh Kumar 9970598841	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh
(14) Anas Kumar 7829942547	Anas	Anas	Anas	Anas	Anas	Anas	Anas	Anas	Anas	Anas	Anas	Anas	Anas	Anas	Anas	Anas	Anas
(15) NASIR ALI 9630166236																	
(16) Saroj Mehra 8518976752	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj	Saroj

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(17) Janki Kewat 8315764803	Janki	Janki	Janki	Janki	Janki	Janki	Janki	Janki	Janki	Janki	Janki	Janki	Janki	Janki
(18) Ishwari Kewat 8252046639	Ishwari	Ishwari	Ishwari	Ishwari	Ishwari	Ishwari	Ishwari	Ishwari	Ishwari	Ishwari	Ishwari	Ishwari	Ishwari	Ishwari
(19) Neha Grantam 8309392539	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha
(20) Vijaylaxmi Singh 8305091310	Vijaylaxmi	Singh	Singh	Singh	Singh	Singh	Singh	Singh	Singh	Singh	Singh	Singh	Singh	Singh
(21) Beeti Kewat 7879474371	Beeti	Beeti	Beeti	Beeti	Beeti	Beeti	Beeti	Beeti	Beeti	Beeti	Beeti	Beeti	Beeti	Beeti
(22) Anjali Mahra 7999311854	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
(23) Anjali Yadav 7828542411	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
(24) Reenu Mahra 7024564572	Reenu	Reenu	Reenu	Reenu	Reenu	Reenu	Reenu	Reenu	Reenu	Reenu	Reenu	Reenu	Reenu	Reenu
(25) Rosi Bano 8815377152	Rosi	Rosi	Rosi	Rosi	Rosi	Rosi	Rosi	Rosi	Rosi	Rosi	Rosi	Rosi	Rosi	Rosi

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