A.S.B.A.S.J.S.M. COLLEGE, BELA

(SESSION 2019-20)

ONE MONTH BRIDGE COURSE

(15TH MAY 2019-15TH JUNE 2019)

BASIC COMPUTER COURSE

ESTD. :1975

One Month

FREE BRIDGE COURSES

On

Basic Computer, Spoken Engilsh Food Processing & Tailoring

15th May to 15th June 2019

Organised by

AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE BELA (ROPAR)

Govt. Aided under 2(f) and 12 (B) of UGC | NAAC Accredited, Post Graduate institute | Affiliated to Punjabi University, Patiala

About College

Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College founded in 1975 to commemorate the supreme martyrdom of Sahibzada Ajit Singh and Sahibzada Jujhar Singh elder sons of the tenth master, Guru Gobind Singh who was not only a great warrior but also a poet and philosopher. The college came into existence to pay tribute to Sahibzadas with honorifics as 'Amar Shaheed Baba' who sacrificed their lives in the battle of Chamkaur Sahib in 1704 for the cause of humanity, independence, righteousness and justice. Sahibzada attained Shaheedi against tyranny and falsehood at their tender teen age.

This College is permanently affiliated to Punjabi University Patiala. It was covered under 95% Grant-in-aid scheme of Punjab in 1978 and 2(f) & 12(B) of UGC in 1981.

The college has sustained the egalitarian tradition of educating men and women from diverse background . The college has a glorious history of 41 years of commitment for the betterment of society. The college embarked on an ambitious plan to enhance the facilities and institution.

The mission of college is to provide opportunities to the rural youth for educational, professional, social, and cultural development to the people of all abilities and backgrounds so that they can discover their potential and fulfill their aspirations.

About Bridge Courses

BASIC COMPUTER COURSE

Course offers basic computer skills to train students to use computer in day to day life for professional and personal purpose, with basic computer course student will able to

- Acquire confidence in using computers
- Recognize computer terminologies and components.
- Learn the use of word processor, spreadsheet and power point presentations.
- Internet.

Course Contents

1.	**Computer Basics**	2.	**MS Office**
	Elements of computer.		MS Word.
	Hardware and Software.		MS Excel.
	Input / Output devices.		MS Power Point.
	Operating Systems		
3.	**Internet**		
	Basic terminology.		Web browsers.
	Search Engines.		Working with mails.
	Online Form Filling.		

SPOKEN ENGLISH

Spoken English course will help students to go ahead in their career and be confident in social and professional situation by:

- Building confidence and increasing fluency.
- Developing listening, speaking and writing skills.
- Improving pronunciation.

Course is designed to train students to use English in day to day life for professional and personal use. Course will develop confidence in students for using English through conversation activities, public speaking and group discussion.

Course Contents

1.	Functional Grammar.	2.	English Vocabulary.
3.	Sentence Construction.	4.	Report and essay writing.
5.	Letter writing.	6.	Pronunciation Accuracy.
7.	Group Discussions.	8.	Presentations.

DRESS DESIGING/ EMBROIDERY AND NEEDLE WORK

The aim of course to clear all the basic stitches, how to make embroidered pillow covers, various types of handkerchiefs, table clothes etc. students can do it with machine or hand embroidery. In cutting and tailoring, practices in basic garments like different types of frocks- umbrella, body frock and yoke frock, suits, plazoo suits, neck design, night suits etc. After this course the learner will be able to

- How to use sewing machine
- Take body measurements systematically.
- Different types of seams.
- Identify and take care of tools and equipments which are used in cutting and tailoring.
- Practice in basic and decorative stitches.
- How to use fastners like hook and eye, buttons etc.

FOOD PROCESSING COURSE

DESCRIPTION:

This course has a basic food processing component and overviews the various conventional food processing methods available to maximize the nutrition levels in the making of foods that are safe, high quality and with maximum shelf life and convenience. The course will give students an understanding of the basic principles of food processing and how to choose a method of preservation in relation to food composition. Occupational health and safety, food safety and food quality aspects of food and beverage processing are an integral component of all course work.

CONTENTS:

- What is food processing & its importance?
- Post harvest handling and storage of food and vegetables?
- Processing: Introduction to general principles
- Principles of food preservation
- Fruit & vegetable processing techniques
- Pre treatment for fruit & vegetables
- Processing methods for fruit & vegetables
- Post processing packaging & storage
- Hygiene and food safety

BASIC COMPUTER COURSE

DUTIES

- AP Rakesh Joshi(HOD, Department of Computer Science)
- AP Taranjeet Kaur(Department of Computer Science)
- AP Iqbal Singh(Department of Computer Science)

AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE BELA, ROOPNAGAR (PUNJAB)

ESTD. :1975

Certificate of Completion

Awarded to

_____

for successfully completing

Basic Computer Course/Spoken English/Tailoring/Food Processing

15 May 2019 to 15 June 2019

Principal

Syllabus Basic Computer Course

1. Fundamentals of computer: Introduction of computer, history of computer, types of computer, components of computer; CPU, Memory, Output & Input Devices, Applications of computer.

2. Computer Hardware & Software: Hardware; types of different ports, connecting input output devices, Software; System software & Application software

3. Operating System: Types of o.s., Inroduction of windows user interface, Utility software

4.Word processing: **M.S. Word**; Introduction, Word Processing Basics, Menu Bar, Save and Save as, Document Creation, Formatting the Text, Table Manipulation, Editing Text, Page Setup, Print Preview, Printing of Documents,

5.M.S. Excel; Elements of Electronic Spread Sheet, Manipulation of Cells

6. M.S. PowerPoint: Creating a Presentation Using M.S. PowerPoint

7.Internet & WWW: Concept of Internet, WWW, E-mail, Browsers, Internet Security, Search Engines

REPORT

One month free bridge course of basic computer course was organized by college from 15th May, 2019 to 15thJune, 2019 for 12th pass and graduate students. The course was inaugurated by S. Sangat Singh Longia(President, Management committee),S.Sukhwinder Singh Whisky (Manager, Management committee), Principal S.Surmukh Singh and other committee members by enlightening the lamp. Principal addressed the students about the benefits of bridge courses especially for students from rural background and the importance of it in brushing their academic knowledge. In total, 40 students successfully completed the course.The certificates were awarded to the students for successful completion of the course by the Management committee.

LIST OF STUDENTS

(BASIC COMPUTER COURSE)

SR.NO	NAME OF THE STUDENT	CERTIFICATE NO.
1	NAVDEEP KAUR	Ascb19/311
2	RAVINDER KAUR	Ascb19/312
3	AMANPREET KAUR D/O HARNEK SINGH	Ascb19/313
4	PARMINDER KAUR	Ascb19/314
5	VEERAN RANI	Ascb19/319
6	ROZY	Ascb19/320
7	JASSLEN KAUR	Ascb19/292
8	GAZAL SHARMA	Ascb19/293
9	KIRTI MATHATRU	Ascb19/294
10	PRIYA	Ascb19/295
11	KUNAL SHARMA	Ascb19/297
12	SAURABH SHARMA	Ascb19/298
13	HARDEEP SINGH	Ascb19/299
14	JAGDEEP SINGH	Ascb19/300
15	MANDEEP SINGH	Ascb19/305
16	PRINCEDEEP SINGH	Ascb19/306
17	RAVINDER SINGH	Ascb19/307
18	RAMANPREET SINGH	Ascb19/308
19	KIRANJEET KAUR	Ascb19/322
20	KIRANPREET KAUR	Ascb19/323
21	HARPREET KAUR D/O SAWARN SINGH	Ascb19/324
22	HARPREET KAUR D/O HARBHAJAN SINGH	Ascb19/325
23	AMRIT KAUR	Ascb19/329
24	KAMALJEET KAUR	Ascb19/330
25	JASSVIR KAUR	Ascb19/331
26	MANPREET KAUR D/O GURPAL SINGH	Ascb19/332
27	JASSPREET KAUR D/O JAGTAR SINGH	Ascb19/280
28	KIRANJEET KAUR D/O JARNAIL SINGH	Ascb19/283
29	JYOTI RANI	Ascb19/284
30	GURLEEN KAUR	Ascb19/334
31	KULDEEP KAUR	Ascb19/336
32	JASPAL SINGH	Ascb19/340
33	MANPREET KAUR	Ascb19/341
34	SHIVALI	Ascb19/342
35	AKANSHA CHOPRA	Ascb19/343
36	HARSIMRAN KAUR	Ascb19/344
37	VARINDER SINGH	Ascb19/349
38	GURDEEP SINGH	Ascb19/350
39	HARDEEP SINGH	Ascb19/347
40	GURWINDER SINGH	Ascb19/348

ATTENDANCE OF STUDENTS

(BASIC COMPUTER COURSE)

S.NO	NAME OF THE STUDENT	15/5	16/5	17/5	20/5	21/5	22/5	23/5	24/5	27/5	28/5
1	NAVDEEP KAUR	P	P	P	P	P	P	P	P	X	P
2	RAVINDER KAUR	P	P	P	X	X	P	P	P	P	X
3	AMANPREET KAUR D/O HARNEK SINGH	P	X	P	P	P	X	P	P	P	P
4	PARMINDER KAUR	P	P	P	P	P	P	P	P	X	P
5	VEERAN RANI	X	X	P	P	P	P	P	P	P	P
6	ROZY	P	P	P	X	P	P	X	P	P	P
7	JASSLEN KAUR	P	P	P	P	P	X	X	P	P	P
8	GAZAL SHARMA	P	P	P	P	P	P	P	P	P	P
9	KIRTI MATHATRU	P	P	P	X	P	P	P	X	P	P
10	PRIYA	P	P	P	P	X	P	P	P	X	P
11	KUNAL SHARMA	P	P	X	P	P	P	P	P	P	P
12	SAURABH SHARMA	P	P	P	P	P	P	P	P	P	X
13	HARDEEP SINGH	P	P	X	P	X	P	P	P	X	P
14	JAGDEEP SINGH	P	P	P	X	P	X	P	P	P	X
15	MANDEEP SINGH	P	P	X	P	P	P	P	P	P	P
16	PRINCEDEEP SINGH	P	P	P	P	P	P	X	P	P	P
17	RAVINDER SINGH	P	P	P	P	P	P	P	P	P	P
18	RAMANPREET SINGH	P	P	P	P		P	P	P	P	P
19	KIRANJEET KAUR	P	P	P	P	X	P	P	P	P	P
20	KIRANPREET KAUR	P	P	P	P	P	X	P	P	P	P
21	HARPREET KAUR D/O SAWARN SINGH	P	P	P	P	P	P	P	X	P	P
22	HARPREET KAUR D/O HARBHAJAN SINGH	P	P	P	P	X	P	P	P	P	P
23	AMRIT KAUR	P	P	P	P	P	P	P	P	P	P
24	KAMALJEET KAUR	P	P	P	P	P	P	P	P	P	P
25	JASSVIR KAUR	P	P	P	P	P	P	P	P	X	P
26	MANPREET KAUR D/O GURPAL SINGH	P	P	P	P	P	X	P	P	P	P
27	JASSPREET KAUR D/O JAGTAR SINGH	P	P	P	P	P	P	X	P	P	P
28	KIRANJEET KAUR D/O JARNAIL SINGH	P	P	P	P	X	P	P	X	P	X
29	JYOTI RANI	P	P	P	P	P	P	P	P	P	P
30	GURLEEN KAUR	P	P	P	P	P	P	P	P	P	P
31	KULDEEP KAUR	P	P	P	P	P	P	P	P	P	P
32	JASPAL SINGH	P	P	P	P	P	P	P	P	P	P
33	MANPREET KAUR	P	P	P	P	P	P	P	P	P	P
34	SHIVALI	P	P	P	P	P	P	P	P	P	P
35	AKANSHA CHOPRA	P	P	P	P	P	P	P	P	P	P
36	HARSIMRAN KAUR	P	P	X	P	P	P	X	P	P	P
37	VARINDER SINGH	P	P	P	P	P	P	P	P	P	P
38	GURDEEP SINGH	P	P	P	P	X	X	P	P	P	P
39	HARDEEP SINGH	P	P	P	P	P	P	P	P	P	P
40	GURWINDER SINGH	P	P	P	P	P	X	P	P	P	P

Principal
A.S.B.A.S.J.S.M
College Bela (Ropar)

ATTENDENCE OF STUDENTS
(BASIC COMPUTER COURSE)

S.NO	NAME OF THE STUDENT	29/5	30/5	3/6	4/6	6/6	7/6	10/6	11/6	12/6	13/6
1	NAVDEEP KAUR	P	P	P	P	P	P	P	P	P	P
2	RAVINDER KAUR	P	P	P	P	P	P	X	P	P	P
3	AMANPREET KAUR D/O HARNEK SINGH	P	P	P	P	X	P	P	P	X	P
4	PARMINDER KAUR	P	P	P	P	P	P	P	P	P	P
5	VEERAN RANI	P	P	P	X	P	P	P	P	P	P
6	ROZY	P	P	P	P	X	P	P	P	P	P
7	JASSLEN KAUR	P	P	P	P	P	P	P	P	P	P
8	GAZAL SHARMA	P	P	P	P	P	P	P	P	X	P
9	KIRTI MATHATRU	P	P	P	P	P	P	P	P	P	P
10	PRIYA	P	P	P	X	P	P	P	P	P	P
11	KUNAL SHARMA	P	P	P	P	P	P	P	P	P	P
12	SAURABH SHARMA	P	P	P	P	P	P	P	P	P	P
13	HARDEEP SINGH	P	P	P	P	P	P	P	P	P	P
14	JAGDEEP SINGH	P	P	P	P	P	P	P	P	P	P
15	MANDEEP SINGH	P	P	P	P	P	P	P	P	P	P
16	PRINCEDEEP SINGH	P	P	P	P	X	P	P	P	P	P
17	RAVINDER SINGH	P	P	P	P	P	P	P	P	X	P
18	RAMANPREET SINGH	P	P	P	P	P	P	P	X	P	P
19	KIRANJEET KAUR	P	P	P	P	P	P	P	P	P	P
20	KIRANPREET KAUR	P	P	P	P	P	P	P	P	X	P
21	HARPREET KAUR D/O SAWARN SINGH	P	P	P	X	X	P	P	P	P	P
22	HARPREET KAUR D/O HARBHAJAN SINGH	P	P	P	P	P	P	P	P	P	P
23	AMRIT KAUR	P	P	P	P	P	P	P	P	P	P
24	KAMALJEET KAUR	P	P	P	P	P	P	P	P	P	P
25	JASSVIR KAUR	P	P	P	P	X	P	P	P	P	P
26	MANPREET KAUR D/O GURPAL SINGH	P	P	P	P	P	P	P	X	P	P
27	JASSPREET KAUR D/O JAGTAR SINGH	P	P	P	P	P	P	P	P	P	P
28	KIRANJEET KAUR D/O JARNAIL SINGH	P	P	P	P	P	P	P	P	P	P
29	JYOTI RANI	P	P	P	P	P	P	P	P	P	P
30	GURLEEN KAUR	P	P	P	P	P	P	P	P	P	P
31	KULDEEP KAUR	P	P	P	P	P	P	P	P	P	P
32	JASPAL SINGH	P	P	P	P	P	P	P	P	P	P
33	MANPREET KAUR	P	P	P	P	P					
34	SHIVALI	P	P	P	P	P	P				
35	AKANSHA CHOPRA	P	P	P	P	P	P	P	P	P	P
36	HARSIMRAN KAUR	P	P	P	P	P	P	P	P	P	P
37	VARINDER SINGH	P	P	P	P	P	P	P	P	P	P
38	GURDEEP SINGH	P	P	P	P	P	P	P	P	P	P
39	HARDEEP SINGH	P	P	P	P	P	P	P	P	P	P
40	GURWINDER SINGH	P	P	P	P	P	P	P	P	P	P

Principal
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