

A.S.B.A.S.J.S.MEMORIAL COLLEGE, BELA
(SESSION 2019-20)

ONE MONTH BRIDGE COURSE

(15TH MAY 2019-15TH JUNE 2019)

SPOKEN ENGLISH



One Month

FREE BRIDGE COURSES

On

**Basic Computer, Spoken English
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 be 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 DESIGNING/ 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
- Postprocessing packaging & storage
- Hygiene and food safety

SPOKEN ENGLISH

DUTIES

- AP GAGANDEEP KAUR
- AP LOVEPREET SINGH

ESTD. 1975



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

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 Spoken English

Basic patterns of introduction

Parts of speech

Sentence structures

Sentences of daily use

Tense rules

Transformation of sentences

Transformation of degrees

Use of Modal verbs

REPORT

One month free bridge course of spoken English was organized by college from 15th may to 15th june of 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 sir addressed the students about the benefits of bridge courses in modern era. These courses help to students from rural background and we brush their academic knowledge .around 65 students successfully completed the course.The certificates were awarded to the students for successful completion of the course on 13th june of 2019.

LIST OF STUDENTS

(ENGLISH SPOKEN BRIDGE COURSE)

SR.NO	NAME OF THE STUDENT	CERTIFICATE NO.
1	AMANPREET KAUR	Ascb19/309
2	REENU KAUR	Ascb19/310
3	NAVDEEP KAUR	Ascb19/311
4	RAVINDER KAUR	Ascb19/312
5	AMANPREET KAUR D/O HARNEK SINGH	Ascb19/313
6	PARMINDER KAUR	Ascb19/314
7	RAMANDEEP KAUR	Ascb19/315
8	MANDEEP KAUR	Ascb19/316
9	SIMRAN DEVI	Ascb19/317
10	LOVEPREET KAUR	Ascb19/318
11	VEERAN RANI	Ascb19/319
12	ROZY	Ascb19/320
13	MANPREET KAUR	Ascb19/321
14	SUKHVEER KAUR	Ascb19/288
15	SIMRANJIT KAUR	Ascb19/289
16	HARPREET KAUR	Ascb19/290
17	NISHA DEVI	Ascb19/291
18	JASSEN KAUR	Ascb19/292
19	GAZAL SHARMA	Ascb19/293
20	KIRTI MATHATRU	Ascb19/294
21	PRIYA	Ascb19/295
22	KULWINDER KAUR	Ascb19/296
23	KUNAL SHARMA	Ascb19/297
24	SAURABH SHARMA	Ascb19/298
25	HARDEEP SINGH	Ascb19/299
26	JAGDEEP SINGH	Ascb19/300
27	GURAMRIT SINGH	Ascb19/301
28	AJIT SINGH	Ascb19/302
29	HARMANDEEP SINGH	Ascb19/303
30	SAHILPREET SINGH	Ascb19/304
31	MANDEEP SINGH	Ascb19/305
32	PRINCEDEEP SINGH	Ascb19/306
33	RAVINDER SINGH	Ascb19/307
34	RAMANPREET SINGH	Ascb19/308
35	KIRANJEET KAUR	Ascb19/322
36	KIRANPREET KAUR	Ascb19/323
37	HARPREET KAUR D/O SAWARN SINGH	Ascb19/324
38	HARPREET KAUR D/O HARBHAJAN SINGH	Ascb19/325
39	JASSPREET KAUR	Ascb19/326
40	KIRANPREET KAUR D/O MAHINDER SINGH	Ascb19/327
41	ARSHPREET KAUR	Ascb19/328
42	AMRIT KAUR	Ascb19/329
43	KAMALJEET KAUR	Ascb19/330
44	JASSVIR KAUR	Ascb19/331
45	MANPREET KAUR D/O GURPAL SINGH	Ascb19/332

46	SANDEEP KAUR	Ascb19/277
47	RAVINDER KAUR	Ascb19/278
48	HARWINDER KAUR	Ascb19/279
49	JASSPREET KAUR D/O JAGTAR SINGH	Ascb19/280
50	BABLI VERMA	Ascb19/281
51	SIMRAN KAUR	Ascb19/282
52	KIRANJEET KAUR D/O JARNAIL SINGH	Ascb19/283
53	JYOTI RANI	Ascb19/284
54	RAMANPREET KAUR	Ascb19/285
55	KIRANPREET KAUR D/O KULDEEP SINGH	Ascb19/286
56	AMAR NOORI	Ascb19/287
57	MANPREET KAUR D/O SURJIT SINGH	Ascb19/333
58	GURLEEN KAUR	Ascb19/334
59	KULDEEP KAUR	Ascb19/336
60	JASSPREET KAUR	Ascb19/337
61	RAJINDER KAUR	Ascb19/338
62	AMRITPAL KAUR	Ascb19/339
63	MANPREET KAUR	Ascb19/341
64	HARDEEP SINGH	Ascb19/347
65	GURWINDER SINGH	Ascb19/348

ATTENDANCE OF STUDENTS

ATTENDANCE OF STUDENTS (ENGLISH SPOKEN BRIDGE COURSE)													
SR.NO	NAME OF THE STUDENT	15/5	16/5	17/5	20/5	21/5	22/5	23/5	24/5	25/5	26/5	27/5	28/5
1	AMANPREET KAUR	1	2	3	4	5	6	x	7	x	x	x	x
2	REENU KAUR	1	2	3	4	5	x	x	6	7	8	9	9
3	NAVDEEP KAUR	1	2	3	x	4	5	6	7	8	9	9	9
4	RAVINDER KAUR	1	2	3	4	5	x	6	7	8	9	9	9
5	AMANPREET KAUR D/O HARNEK SINGH	1	2	3	4	5	6	x	7	8	9	9	9
6	PARMINDER KAUR	x	1	2	3	4	5	x	6	7	8	9	9
7	RAMANDEEP KAUR	x	1	2	3	4	5	x	6	7	8	9	9
8	MANDEEP KAUR	1	2	3	4	5	6	7	8	x	x	x	x
9	SIMRAN DEVI	1	2	3	x	4	5	6	7	8	9	9	9
10	LOVEPREET KAUR	1	2	3	4	x	5	6	7	8	9	9	9
11	VEERAN RANI	1	2	3	4	5	6	7	8	9	9	9	9
12	ROZY	1	2	3	4	5	6	7	8	9	9	9	9
13	MANPREET KAUR	1	2	3	x	4	5	x	x	6	7	8	9
14	SUKHVEER KAUR	1	2	3	4	5	6	x	7	8	9	9	9
15	SIMRANJIT KAUR	1	2	3	4	5	x	6	7	8	9	9	9
16	HARPREET KAUR	1	2	3	4	5	6	7	8	9	9	9	9
17	NISHA DEVI	1	2	x	3	4	5	6	7	x	8	9	9
18	JASSEN KAUR	1	2	3	4	5	6	x	7	8	9	9	9
19	GAZAL SHARMA	1	2	x	3	4	5	6	7	8	9	9	9
20	KIRTI MATHATRU	x	1	2	3	4	5	6	7	8	9	9	9
21	PRIYA	x	1	2	3	4	5	6	7	8	9	9	9
22	KULWINDER KAUR	1	2	3	4	5	6	7	8	9	9	9	9
23	KUNAL SHARMA	1	2	3	4	5	6	7	8	9	9	9	9
24	SAURABH SHARMA	1	2	3	4	5	6	7	8	x	9	9	9
25	HARDEEP SINGH	1	2	3	4	5	6	7	8	9	9	9	9
26	JAGDEEP SINGH	1	2	3	4	5	6	7	8	9	9	9	9
27	GURAMRIT SINGH	1	2	3	4	5	6	7	8	9	9	9	9
28	AJIT SINGH	x	1	2	3	4	5	6	7	8	9	9	9
29	HARMANDEEP SINGH	1	2	3	4	5	6	7	8	9	9	9	9
30	SAHILPREET SINGH	1	2	3	4	5	6	7	8	9	9	9	9
31	MANDEEP SINGH	1	2	3	x	4	5	6	7	8	9	9	9
32	PRINCEDEEP SINGH	x	1	2	3	4	5	6	7	8	9	9	9
33	RAVINDER SINGH	1	2	3	4	5	6	x	7	8	9	9	9
34	RAMANPREET SINGH	1	2	3	4	5	6	7	8	9	9	9	9
35	KIRANJEET KAUR	1	2	3	4	5	6	7	8	9	9	9	9
36	KIRANPREET KAUR	1	2	3	4	5	x	6	7	8	9	9	9
37	HARPREET KAUR D/O SAWARN SINGH	1	2	3	x	x	x	4	5	6	7	8	9
38	HARPREET KAUR D/O HARBHAJAN SINGH	1	2	3	4	5	6	7	8	9	9	9	9
39	JASSPREET KAUR	1	2	3	4	5	6	7	8	9	9	9	9

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



		15/5	16/5	17/5	20/5	21/5	22/5	23/5	24/5	27/5	28/5
40	KIRANPREET KAUR D/O MAHINDER SINGH	1	2	3	4	5	6	7	8	9	10
41	ARSHPREET KAUR	1	2	3	4	5	6	7	8	9	10
42	AMRIT KAUR	1	2	3	4	5	6	7	8	9	10
43	KAMALJEET KAUR	1	2	3	4	5	6	7	8	9	10
44	JASSVIR KAUR	1	2	3	4	5	6	7	8	9	10
45	MANPREET KAUR D/O GURPAL SINGH	1	2	3	4	5	6	7	8	9	10
46	SANDEEP KAUR	1	2	3	4	5	6	7	8	9	10
47	RAVINDER KAUR	1	2	3	4	5	6	7	8	9	10
48	HARWINDER KAUR	1	2	3	4	5	6	7	8	9	10
49	JASSPREET KAUR D/O JAGTAR SINGH	1	2	3	4	5	6	7	8	9	10
50	BABLI VERMA	1	2	3	4	5	6	7	8	9	10
51	SIMRAN KAUR	1	2	3	4	5	6	7	8	9	10
52	KIRANJEET KAUR D/O JARNAIL SINGH	1	2	3	4	5	6	7	8	9	10
53	JYOTI RANI	1	2	3	4	5	6	7	8	9	10
54	RAMANPREET KAUR	1	2	3	4	5	6	7	8	9	10
55	KIRANPREET KAUR D/O KULDEEP SINGH	1	2	3	4	5	6	7	8	9	10
56	AMAR NOORI	1	2	3	4	5	6	7	8	9	10
57	MANPREET KAUR D/O SURJIT SINGH	1	2	3	4	5	6	7	8	9	10
58	GURLEEN KAUR	1	2	3	4	5	6	7	8	9	10
59	KULDEEP KAUR	1	2	3	4	5	6	7	8	9	10
60	JASSPREET KAUR	1	2	3	4	5	6	7	8	9	10
61	RAJINDER KAUR	1	2	3	4	5	6	7	8	9	10
62	AMRITPAL KAUR	1	2	3	4	5	6	7	8	9	10
63	MANPREET KAUR	1	2	3	4	5	6	7	8	9	10
64	HARDEEP SINGH	1	2	3	4	5	6	7	8	9	10
65	GURWINDER SINGH	1	2	3	4	5	6	7	8	9	10

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 Pr
 S.A.S.J.S.M
 Eela (Ropar)

ATTENDANCE OF STUDENTS (ENGLISH SPOKEN BRIDGE COURSE)													
SR.NO	NAME OF THE STUDENT	29/5	30/5	31/5	4/6	6/6	7/6	10/6	11/6	12/6	13/6	14/6	15/6
1	AMANPREET KAUR	8	9	10	11	12	X	13	14	15	16	17	18
2	REENU KAUR	10	11	12	13	14	15	16	17	18	19	20	21
3	NAVDEEP KAUR	10	11	12	13	14	15	16	17	18	19	20	21
4	RAVINDER KAUR	10	11	12	13	14	15	X	16	17	18	19	20
5	AMANPREET KAUR D/O HARNEK SINGH	10	11	12	13	14	15	16	17	18	19	20	21
6	PARMINDER KAUR	9	10	11	12	13	14	15	16	17	18	19	20
7	RAMANDEEP KAUR	9	10	11	12	13	14	15	16	17	18	19	20
8	MANDEEP KAUR	9	10	11	12	13	14	15	16	17	18	19	20
9	SIMRAN DEVI	10	11	12	13	14	15	16	17	18	19	20	21
10	LOVEPREET KAUR	10	11	12	X	13	14	15	16	17	18	19	20
11	VEERAN RANI	10	11	12	13	14	15	X	16	17	18	19	20
12	ROZY	10	11	12	X	13	14	X	15	16	17	18	19
13	MANPREET KAUR	8	9	10	11	12	13	14	X	15	16	17	18
14	SUKHVEER KAUR	10	11	12	13	14	15	16	17	X	18	19	20
15	SIMRANJIT KAUR	10	11	12	13	14	15	16	17	18	19	20	21
16	HARPREET KAUR	10	11	12	13	14	15	16	X	17	18	19	20
17	NISHA DEVI	9	10	11	12	13	14	15	16	17	18	19	20
18	JASLEN KAUR	10	11	12	13	14	15	16	17	18	19	20	21
19	GAZAL SHARMA	10	11	12	13	14	X	15	16	17	18	19	20
20	KIRTI MATHATRU	10	11	12	X	13	14	15	16	17	18	19	20
21	PRIYA	10	11	12	13	14	15	16	17	18	19	20	21
22	KULWINDER KAUR	10	11	12	13	14	15	16	X	17	18	19	20
23	KUNAL SHARMA	10	11	12	13	14	X	15	16	17	18	19	20
24	SAURABH SHARMA	9	10	11	12	13	14	15	16	X	17	18	19
25	HARDEEP SINGH	10	11	12	13	14	X	15	16	17	18	19	20
26	JAGDEEP SINGH	10	11	12	13	14	X	15	16	17	18	19	20
27	GURAMRIT SINGH	10	11	12	13	14	15	16	X	17	18	19	20
28	AJIT SINGH	10	11	12	13	14	15	16	X	17	18	19	20
29	HARMANDEEP SINGH	10	11	12	13	14	15	X	16	17	18	19	20
30	SAHILPREET SINGH	10	11	12	13	14	15	X	16	17	18	19	20
31	MANDEEP SINGH	10	11	12	13	14	15	16	17	18	19	20	21
32	PRINCEDEEP SINGH	9	10	11	12	13	14	15	16	17	18	19	20
33	RAVINDER SINGH	10	11	12	13	14	15	16	17	18	19	20	21
34	RAMANPREET SINGH	10	11	12	13	14	15	16	X	17	18	19	20
35	KIRANJEET KAUR	10	11	12	13	14	15	16	17	X	18	19	20
36	KIRANPREET KAUR	8	9	10	11	12	13	14	15	X	16	17	18
37	HARPREET KAUR D/O SAWARN SINGH	8	9	10	11	12	13	14	15	X	16	17	18
38	HARPREET KAUR D/O HARBHAJAN SINGH	10	11	12	13	14	15	16	17	18	19	20	21
39	JASSPREET KAUR	10	11	12	13	14	15	16	17	18	19	20	21

Principal
A.S.B.A.S.J.S.M
College, Eela (Ropar)



40	KIRANPREET KAUR D/O MAHINDER SINGH	8	9	10	11	X	12	13	14	15	16
41	ARSHPREET KAUR	9	10	11	12	X	X	13	14	15	16
42	AMRIT KAUR	10	11	12	X	13	14	15	16	17	18
43	KAMALJEET KAUR	9	10	11	12	13	14	15	16	17	18
44	JASSVIR KAUR	9	10	11	X	12	13	14	15	16	17
45	MANPREET KAUR D/O GURPAL SINGH	10	11	12	X	13	14	15	16	17	18
46	SANDEEP KAUR	10	11	12	13	14	15	16	17	18	19
47	RAVINDER KAUR	10	11	12	13	14	15	16	17	18	19
48	HARWINDER KAUR	10	11	12	13	14	X	15	16	17	18
49	JASSPREET KAUR D/O JAGTAR SINGH	10	11	X	12	13	14	15	16	17	18
50	BABLI VERMA	10	11	13	13	14	15	16	17	18	19
51	SIMRAN KAUR	10	11	13	X	13	14	15	16	17	18
52	KIRANJEET KAUR D/O JARNAIL SINGH	10	11	12	13	X	15	16	17	18	19
53	JYOTI RANI	10	11	12	13	14	15	X	17	18	19
54	RAMANPREET KAUR	10	11	12	13	14	15	16	17	18	19
55	KIRANPREET KAUR D/O KULDEEP SINGH	10	11	12	13	14	15	16	17	18	19
56	AMAR NOORI	9	10	11	12	13	14	15	16	17	18
57	MANPREET KAUR D/O SURJIT SINGH	10	11	12	13	14	15	16	17	18	19
58	GURLEEN KAUR	10	11	12	13	14	15	X	16	17	18
59	KULDEEP KAUR	10	X	11	12	13	14	15	16	17	18
60	JASSPREET KAUR	10	11	12	13	14	15	16	17	18	19
61	RAJINDER KAUR	10	11	12	13	14	15	16	17	18	19
62	AMRITPAL KAUR	10	11	12	13	14	15	16	17	18	19
63	MANPREET KAUR	10	11	12	13	14	15	16	17	18	19
64	HARDEEP SINGH	10	11	12	13	14	15	16	17	18	19
65	GURWINDER SINGH	9	10	11	12	13	14	15	16	17	18

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Principal
A.S.B.A.S.J.S.M.
College Fateh (Bhujana)