

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

ONE MONTH BRIDGE COURSE
(15TH MAY 2019-15TH JUNE 2019)
TAILORING



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



**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

TAILORING

DUTIES

- **AP AMNINDER KAUR**

Tailoring

- Basic Stitches
- Different types of frocks
- Night Suit
- Ladies suit
- Ladies Garments
- Biding Handkerchief
- Plazzo
- Various embroiding Stitches.

REPORT

One month free bridge course of basic computer course was organized by college from 15th May, 2019 to 15th June, 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, 10 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
(TAILORING)

SR.NO	NAME OF THE STUDENT	CERTIFICATE NO.
1	PARMINDER KAUR	Ascb19/314
2	RAVINDER KAUR	Ascb19/278
3	HARWINDER KAUR	Ascb19/279
4	KIRANJEET KAUR D/O JARNAIL SINGH	Ascb19/283
5	RAMANPREET KAUR	Ascb19/335
6	JYOTI RANI	Ascb19/284
7	GURLEEN KAUR	Ascb19/334
8	KULDEEP KAUR	Ascb19/336
9	AMARJOT KAUR	Ascb19/345
10	KULVIR SINGH	Ascb19/336

ATTENDANCE OF STUDENTS

ATTENDANCE OF STUDENTS (TAILORING)											
SR.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	PARMINDER KAUR	P	P	x	P	P	P	x	P	P	P
2	RAVINDER KAUR	P	P	P	x	P	x	P	x	P	P
3	HARWINDER KAUR	P	x	P	P	P	x	P	x	P	P
4	KIRANJEET KAUR D/O JARNAIL SINGH	x	P	P	P	x	P	x	P	P	P
5	RAMANPREET KAUR	P	x	P	P	P	P	x	P	P	P
6	JYOTI RANI	P	P	P	x	P	P	P	P	x	P
7	GURLEEN KAUR	x	P	P	P	x	P	P	P	P	x
8	KULDEEP KAUR	P	P	P	P	P	x	P	P	x	P
9	AMARJOT KAUR	P	x	P	P	x	P	x	P	x	P
10	KULVIR SINGH	P	P	x	P	P	x	P	P	P	P

Principal
A.S.B.A.S.
College, Bala...

Amir/...

**ATTENDANCE OF STUDENTS
(TAILORING)**

SR.NO	NAME OF THE STUDENT	29/5	30/5	3/6	4/6	5/6	7/6	10/6	11/6	12/6	13/6
1	PARMINDER KAUR	P	x	P	P	P	P	x	P	P	x
2	RAVINDER KAUR	x	P	P	P	x	P	P	P	x	P
3	HARWINDER KAUR	P	x	P	P	x	P	x	P	P	P
4	KIRANJEET KAUR D/O JARNAIL SINGH	P	P	P	P	x	P	P	P	x	P
5	RAMANPREET KAUR	P	P	P	x	P	P	P	P	P	P
6	JYOTI RANI	P	P	x	P	P	P	P	x	P	P
7	GURLEEN KAUR	P	P	P	P	P	x	P	P	P	P
8	KULDEEP KAUR	x	P	P	P	x	P	P	P	P	P
9	AMARJOT KAUR	P	x	P	P	P	P	x	P	P	P
10	KULVIR SINGH	P	P	x	P	P	P	P	P	P	P

Principal
A.S.B.A.S. J.S.S. Sahi
College, Bala (Rupnagar)

Amrit L

