AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE, BELA ROPAR

DEPARTMENT OF COMPUTER SCIENCE

REPORT OF ONE WEEK ORIENTATION/INDUCTION PROGRAMME

SESSION 2019-20

NAME OF DEPARTMENT : **DEPARTMENT OF COMPUTER SCIENCE**

DATE AND DURATION OF PROGRAMME : **ONE WEEK 15th to 19th JULY, 2019**

COORDINATOR OF PROGRAMME : **A.P. TARANJEET KAUR**

TIME TABLE OF EVENTS : **ONE WEEK ORIENTATION PROGRAMME**

DAY 1 **DATE:15/7/2019**

MORNING SESSION

S.N.	TIME	EVENT	REMARKS
I	9.30 to 10.00	Welcome Session	A.P. Taranjeet Kaur, Coordinator President, IT Society
II	10.00 to 11.30	Principal's Address	Principal, Sr. Surmukh Singh ASBASJSM College, Bela (Ropar)
III	11.30 to 12.30	Department's Introduction	HOD, A.P. Rakesh Joshi Department of Computer Science
IV	12:30 to 1:30	Teacher - Student Interaction Programme	A.P. Mamta Devi, Class Inchage and Other class faculty
V	1.30 to 2.30	BREAK	

EVENING SESSION

S.N.	TIME	EVENT	REMARKS
VI	2.30 to 3.30	College Visit	A. P. Mamta Devi, Class Incharge
VII	3.30 to 4.00	Library Visit	A. P. Mandeep Singh
VIII	4:00 to 4.30	IQ Test	A. P. Mamta Devi, Class Incharge

DAY 2 **DATE:16/7/2019**

MORNING SESSION

S.N.	TIME	EVENT	REMARKS
I	9.30 to11.00	Poster Making And Presentation	A. P. Iqbal Singh
II	11.00 to 12.00	Computer lab's visit and Familiarization	A. P. Manpreet Kaur
III	12.00 to 12.30	Write First Day Experience in MS-word (Typing Skills)	Mr. Gurmeet Singh, Lab In charge
IV	12.30to 1.30	BREAK	

EVENING SESSION

S.N.	TIME	EVENT	REMARKS
V	1.30 to 2.30	Mentor-Mentee introduction and discussion	A. P. Mamta Devi and A. P. Harpreet Kaur (Mentors)
VI	2.30 to 3.30	Interaction with IT society	President of IT Society
VII	3.30 to 4.30	Cultural Event	A. P. Sandeep Saini Members of IT Society

DAY 3 **DATE:17/7/2019**

MORNING SESSION

S.N.	TIME	EVENT	REMARKS
I	9.30 to 10.30	Programme and Courses Introduction	A. P. Mamta Devi. Class In Charge
II	10.30to 12.00	Ragging and its impact Online Form filling on Anti Ragging	A. P. Mandeep singh
III	12.00 to12.30	Essay Writing on use of computer	A. P. Gagandeep Kaur Humanities
IV	12.30to1.30	BREAK	

EVENING SESSION

S.N.	TIME	EVENT	REMARKS
V	1.30 to 2.30	Understanding University Exam Pattern and Attempting Questions	A. P. Rakesh Joshi
VI	230 to 3.30	GK on Current event	A. P. Dinesh

VII	3.30 to 4.30	Defining Continuous Evaluation System	A. P. Taranjeet Kaur

DAY 4 DATE:18/7/2019

MORNING SESSION

S.N	TIME	EVENT	Remarks
I	9.30 to 12.30	Screening of inspirational Movie (*3 IDIOTS)* seminar hall	A. P. Iqbal Singh and A. P. Dinesh Kumar

Evening session

S.N	TIME	EVENT	Remarks
II	12.30 to 1.30	**BREAK**	
III	1.30 to 2.30	Awareness of various Scholarship Schemes	A. P. Mandeep Singh
IV	2.30 to 3.30	Game: Antakshari (Between girls and boys)	A.P. Manpreet Kaur A.P. Sandeep Saini
V	3.30 to 4.30	Importance of E-Mail & Creation	IT Society

Day 5 DATE:19/7/2019

S.N	TIME	EVENT	Remarks
I	9.30 to 10.30	Lecture on Moral Ethics and Human Values	Prof Ishu Bala (HOD, Dept of Commerce)
II	10.30 to 11.00	Open Debate	A. P. Mamta Devi
III	11.00 to 11.30	Introduction to College CO- Curricular Activities	A.P. Sunita (Coordinator Of Youth Festival)
IV	11:30 to 12:00	NCC & NSS Importance and Enrollment Process	A. P. Preetpal singh In Charge NCC
V	12:00 to 12:30	Creativity Session Using Paint	A. P. Mandeep Singh
	1.30 to 2.30	**BREAK**	
VI	2.30 to 4.00	Outdoor Games	A. P. Amarjeet Singh, DP A. P. Dinesh Kumar
VII	4.00 to 4.30	Valediction	Department of Comp. Sci.

BRIEF REPORT OF ACTIVITIES:

Day 1 on 15th July, 2019

1. Welcome Session: The new beginning for all the first year students has started on the very first day of induction program on 15th July,2019 in which all the students had entered into a new world of professional, and technically educative course of BCA. While into the seminar room, all the new students were felicitated and welcomed by the student members of IT Society as well as faculty of the department by giving roses.

2. Principal, Sr. Surmukh Singh: After welcome session, college principal Sr. Surmukh Singh address the students regarding all the skills which need to be infuse for a professional student such as leadership, courtesy, behaviour, attitude, integrity. He also gives brief introduction of college i.e. history, growth, achievements and future perspectives.

3. Department Introduction: HOD Rakesh Joshi (A.P.) of Department of Computer Science express his cultivating ideas and gives brief introduction of the department i.e. history, growth, achievements, faculty profile and future perspectives.

4. Teacher - Student Interaction Programme: This is an important session for students because Teachers who have positive interaction with their students create classroom environments more helpful to learning and meet students' developmental, emotional and educational needs.

5. College Visit: Visiting the different parts college allows students to gain perspective on what kind of environment they are looking for, and it also helps applicants highlight the facilities of the college.

6, Library Visit: A separate session for library visit is organized. Library plays a very healthy role throughout student's life. College Library provide the students very healthy environment for learning as well as making notes or completing an assignment.

7. IQ Test: To conclude the day, there is an interactive session at end to check the IQ of students. The class in charge host it and ask some tricky questions to the students.

Day 2 on 16th July, 2019

1. Poster Making and Presentation:

Poster making contest aims for the students to use their knowledge, understanding and awareness in creating their visuals (posters) to share their knowledge, understanding and awareness about the theme.

2. Computer lab's visit and Familiarization: A computer Lab is a space which offers computer services to students of the department and provides space to perform various practical. A.P Manpreet Kaur guided all students to 3 labs and a hardware lab and explain working of all Labs.

3. Write First day experience in MS-Word (Typing Skill): Just after the visit to computer labs, students perform their very first practical. Typing is the process of writing or inputting text by pressing keys on a computer keyboard. We want check students typing skills and knowledge about Ms-word by writing First Day Experience in MS-Word.

4. Mentor Mentee Introduction and Discussion: A mentor (A.P. Mamta Devi and Harpreet Kaur) is an advisor and role model who are willing to invest in the mentee's personal growth and professional development. Mentees (BCA-1) are someone who has identified a specific personal or professional goal.

5. Interaction with IT Society: A group of senior and responsible students from the department called IT Society. They interacted with new students, welcomed them and describe the roll, importance and responsibilities of IT Society.

6. Cultural Event: At the 2nd day IT Society students organized a cultural event under the supervisor of A.P. Sandeep Saini. Students enjoyed and involved in this event.

Day 3 on 17th July, 2019

1. Programme and course introduction: In this session class incharge of BCA-1, A.P. Mamta Devi described about the importance of BCA programme and she also guided about various courses, which they will study under this programme.

2. Lecture on Ragging: Its impacts and online form filling on Anti Ragging: Ragging is an offence and it is strictly banned in our college. Sometimes its impacts are so dreadful that it can ruin the student's whole life. A.P. Mandeep Singh aware the students about Anti Ragging Act and he also started the online form filling process on Anti Ragging.

3. Essay writing completion on Use of Computer: This session was conducted by A.P. Gagandeep Kaur (English). The main aim of essay writing competition is to check student's English writing skills, awareness about computers, so that they can be guided accordingly to improve their skill.

4. Understanding University Exam pattern and attempting Questions: Panjabi University has different exam patterns for different programmes. So in this session A.P. Rakesh Joshi interacted with students to elaborate university exam pattern and also guided on attempting questions in final examination.

5. GK on Current Event: A.P. Dinesh Kumar organized a GK session on current events to check the awareness of the students and he also guided student to read newspapers.

6. Defining Continuous Evaluation System: It is a regularly evaluation system that includes class tests, unit test, MSTs, class behaviour to diagnose the learning gap and also used for preparing final internal assessment. A.P. Taranjeet Kaur elaborated the mechanism for calculating internal assessment and also motivated students to grab good assessment.

Day 4 on 18th July, 2019

1. Screening of inspirational Movie: Students watched an inspirational movie '3 IDIOTS" under the surveillance of A.P. Dinesh kumar and A.P. Iqbal Singh in the seminar hall. It was a great learning experience for student as teachers were guiding them using the examples from movie.

2. Awareness of various Scholarship Schemes: A.P. Mandeep Singh delivered the detailed information about the various scholarships schemes available for the students and the benefits, eligibility of the schemes available.

3. Game – Antakshari competition was organised for the students between girls and boys with the involvement of faculty members, A.P. Manpreet Kaur and A.P. Sandeep Saini.

4. Importance of E-Mail & Creation: Seminar on importance and uses of E-Mail was given by the members of IT Society and they also gave a demonstration how to create e-mail id.

Day 5 on 19th July, 2019

1. Lecture on Moral Ethics and Human Values: Lecture on importance of moral ethics and human values in the day to day life, delivered by A.P. Ishu Bala, HOD Commerce Department.

2. Open Debate: Students were given the chance to express their views on the topic "Pros and Cons of computer invention in human life" through open debate under the guidance of A.P. Mamta Devi.

3. Introduction to College CO- Curricular Activities: A.P. Sunita Rani, Youth Coordinator informed the students about various co- curricular activities organized in the college and discussed their importance in student life.

4. NCC & NSS Importance and Enrolment Process: A.P. Pritpal Singh, Incharge NCC delivered the lecture on the importance of NSS and NCC in student life and discussed the enrolment process.

5. Creativity Session Using Paint: Students were given the platform to showcase their creativity on computers using paint under the guidance of A.P. Mandeep Singh.

6. Outdoor Games: Students were taken to ground and made aware of physical activities to stay healthy and they played simple games under the guidance of A.P. Amarjit Singh (DPE) and A.P. Dinesh Kumar.

7. Valediction: The induction programme was concluded by planting a Bael (Aegle marmelos) plant by the students and faculty of the Department with the motto of clean and green environment.

LIST OF STUDENTS (ALONG WITH SIGNATURE):

Sheet1

A.S.B.A.S.J.S.MEMORIAL COLLEGE, BELA
DEPARTMENT OF COMPUTER SCIENCE
ORIENTATION/INDUCTION PROGRAMME
STUDENT LIST

SR NO.	COLLEGE ROLL NO.	CANDIDATE NAME	SIGNATURE OF STUDENT
1	1601	JASHANPREET KAUR	
2	1602	HARSHDEEP KAUR	
3	1603	AKWINDER KAUR	
4	1604	RIPANJOT KAUR VIRK	
5	1605	HARPREET KAUR	
6	1606	KULWINDER KAUR	
7	1607	MAMTA RANI	
8	1608	HARSIMRAN KAUR	
9	1609	AKANSHA CHOPRA	
10	1610	MANPREET KAUR	
11	1611	SIMRAN KAUR	
12	1612	HARMANJOT KAUR	
13	1613	RAMANJOT KAUR	
14	1614	KIRANPREET KAUR	
15	1615	ARSHDEEP KAUR	
16	1616	HARPREET KAUR	
17	1617	BANDANA	

Sheet2

18	1618	PUSHPA KUMARI	Pushpa Kumari
19	1619	KAJAL KUMARI	Kajal Kumari
20	1620	SIMRANPREET KAUR	Simranpreet Kaur
21	1621	ANJU	Anju
22	1622	MANPREET KAUR	Manpreet Kaur
23	1623	GURPREET KAUR	Gurpreet Kaur
24	1624	JASMEEN KAUR	Jasmeen Kaur
25	1651	JASHANVIR SINGH	Jashanvir Singh
26	1652	NAKUL WAHI	Nakul Wahi
27	1654	SIMRANJEET SINGH	Simranjeet Singh
28	1656	SURAJ SINGH	Suraj Singh
29	1657	HARPREET SINGH	Harpreet Singh
30	1658	PRABHJOT SINGH	Prabhjot Singh
31	1659	DAMANJEET SINGH	Damanjeet Singh
32	1660	KULVIR SINGH	Kulvir Singh
33	1661	BHUPINDER SINGH	Bhupinder Singh
34	1662	PRINCEPREET SINGH	Princepreet Singh
35	1663	MOHIT RANA	Mohit Rana
36	1664	SOURAV KUMAR	Sourav Kumar
37	1665	JASPREET SINGH	Jaspreet Singh
38	1666	HARMEET SINGH	Harmeet Singh

Sheet3

39	1667	SADEEK	Sadeek
40	1668	DALJEET SINGH	Daljeet Singh
41	1669	AMANDEEP SINGH	Amandeep Singh
42	1670	SANJIV KUMAR	Sanjiv Kumar
43	1671	KUNAL SHARMA	Kunal Sharma
44	1672	HARDEEP SINGH	Hardeep Singh
45	1673	RAHUL SHARMA	Rahul Sharma
46	1674	SATWINDER SINGH	Satwinder Singh
47	1675	NARINDER SINGH	Narinder Singh
48	1676	TUSHAR KUMAR	Tushar Kumar
49	1677	MANJOT SINGH	Manjot Singh
50	1678	SANTOSH SINGH	Santosh Singh
51	1679	JASPREET SINGH	Jaspreet Singh
52	1680	PAWAN PUROHIT	Pawan Purohit
53	1681	SIMRANJIT SINGH	Simranjit Singh
54	1682	HARMAN KUMAR	Harman Kumar
55	1683	HARMANJEET SINGH	Harmanjeet Singh
56	1684	SANJEEV KUMAR	Sanjeev Kumar
57	1685	AKSHIT	Akshit

FEEDBACK:

DEPARTMENT OF COMPUTER SCIENCE

	FEEDBACK FORM FOR STUDENTS ON ORIENTATION /INDUCTION	Review Date: _____

S.N.	Description	Excellent	Very good	Good	Average
1	How you rate the Admission process?				
2	Rate the Admission Process in terms of transparency and fairness.				
3	Was the Orientation program clear and easy to understand in terms of following:				
	i. College Environment				
	ii. Department and Faculty Interaction				
	iii. Course Introduction				
	iv. Anti-Ragging & Discipline				
	v. Time table, Professional Societies, Departmental Library and other departmental				
	vi. Library and Laboratories				
	vii. Scholarship Schemes				
	viii. NCC Information				
	ix. NSS Information				
	x. Understanding Continuous Evaluation System				
	xi. Understanding University Examination System				
	xii. Understanding Mentor – Mentees Importance				
	xiii. IT Society Interaction				
	xiv. Canteen Facilities				
	xv. Transport Facilities				

Also give suggestions for further improvement of the Orientation program.

_____

_____

Date:_____   Signature:_____

EVIDENCES:

Department Meeting and Duties

Minutes of meeting held on 10th July 2019 at 10:30 am in Computer Lab-1

Members Present

S.No.	Name	Signature
1.	A.P. Rakesh Joshi	
2.	A.P. Taranjeet Kaur	Tarajit Kaur
3.	A.P. Dinesh Kumar	
4.	A.P. Manpreet Kaur	Manpreet Kaur
5.	A.P. Mandeep Singh	
6.	A.P. Iqbal Singh	
7.	A.P. Mamta Devi	Mamta Devi

Agenda 1: To organize the induction programme for newly admitted students, to make them comfortable and adjust them in college environment

Action Taken: induction programme Is scheduled from 15th July to 19th July 19

Agenda 2: Schedule preparation.

Action Taken: Schedule to be prepared

Agenda 3: Report preparation and feedback from students.

Action Taken: Duties assigned:
1. Report preparation: 1. AP Manpreet Kaur
2. AP Mamta Devi

2. Feedback from students 1. A.P. Dinesh
2. A.P. Mandeep

Notice for students and faculty

DEPARTMENT OF COMPUTER SCIENCE
SCHEDULE FOR ONE WEEK ORIENTATION/INDUCTION PROGRAM

DAY 1   **DATE:15/7/2019**

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IV	12:30 to 1:30	Teacher - Student Interaction Programme	A.P. Mamta Devi, Class Inchage and Other class faculty
V	1.30 to 2.30	BREAK	

EVENING SESSION

S.N.	TIME	EVENT	REMARKS
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VII	3.30 to 4.00	Library Visit	A. P. Mandeep Singh
VIII	4:00 to 4.30	IQ Test	A. P. Mamta Devi, Class Incharge

DAY 2   **DATE:16/7/2019**

MORNING SESSION

S.N.	TIME	EVENT	REMARKS
I	9.30 to 11.00	Poster Making And Presentation	A. P. Iqbal Singh
II	11.00 to 12.00	Computer lab's visit and Familiarization	A. P. Manpreet Kaur
III	12.00 to 12.30	Write First Day Experience in MS-word (Typing Skills)	Mr. Gurmeet Singh, Lab In charge
IV	12.30 to 1.30	BREAK	

EVENING SESSION

S.N.	TIME	EVENT	REMARKS
V	1.30 to 2.30	Mentor-Mentee introduction and discussion	A. P. Mamta Devi and A. P. Harpreet Kaur (Mentors)
VI	2.30 to 3.30	Interaction with IT society	President of IT Society
VII	3.30 to 4.30	Cultural Event	A. P. Sandeep Saini Members of IT Society

DAY 3   **DATE:17/7/2019**

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VI	230 to 3.30	GK on Current event	A. P. Dinesh
VII	3.30 to 4.30	Defining Continuous Evaluation System	A. P. Taranjeet Kaur

DAY 4   **DATE:18/7/2019**

MORNING SESSION

S.N	TIME	EVENT	Remarks
I	9.30 to 12.30	Screening of inspirational Movie (3 IDIOTS) seminar hall	A. P. Iqbal Singh and A. P. Dinesh Kumar

Evening session

S.N	TIME	EVENT	Remarks
II	12.30 to 1.30	BREAK	
III	1.30 to 2.30	Awareness of various Scholarship Schemes	A. P. Mandeep Singh
IV	2.30 to 3.30	Game: Antakshari (Between girls and boys)	A.P. Manpreet Kaur A.P. Sandeep Saini
V	3.30 to 4.30	Importance of E-Mail & Creation	IT Society

Day 5   **DATE:19/7/2019**

S.N	TIME	EVENT	Remarks
I	9.30 to 10.30	Lecture on Moral Ethics and Human Values	Prof Ishu Bala (HOD, Dept of Commerce)
II	10.30 to 11.00	Open Debate	A. P. Mamta Devi
III	11.00 to 11.30	Introduction to College CO- Curricular Activities	A.P. Sunita (Coordinator Of Youth Festival)

IV	11:30 to 12:00	NCC & NSS Importance and Enrollment Process	A. P. Pardpal singh In Charge NCC
V	12:00 to 12:30	Creativity Session Using Paint	A. P. Mandeep Singh
	1.30 to 2.30	BREAK	
VI	2.30 to 4.00	Outdoor Games	A. P. Amarjeet Singh, DP A. P. Dinesh Kumar.
VII	4.00 to 4.30	Valediction	Department of Comp. Sci.

Rakesh Joshi
(Dept. of Comp. Sci.)

Principal
ASBASJS Memorial
College Bela (Ropar)

Various Events

Filled Feedback Form

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

DEPARTMENT OF COMPUTER SCIENCE

	FEEDBACK FORM FOR STUDENTS ON ORIENTATION /INDUCTION	Review Date: 19/07/19 4:30 PM

S.N.	Description	Excellent	Very good	Good	Average
1	How you rate the Admission process?	✓			
2	Rate the Admission Process in terms of transparency and fairness.		✓		
3	Was the Orientation program clear and easy to understand in terms of following:				
	i. College Environment	✓			
	ii. Department and Faculty Interaction		`	✓	
	iii. Course Introduction	✓			
	iv. Anti-Ragging & Discipline		✓		
	v. Time table, Professional Societies, Departmental Library and other departmental		✓		
	vi. Library and Laboratories		✓		
	vii. Scholarship Schemes		✓		
	viii. NCC Information		✓	✓	
	ix. NSS Information			✓	
	x. Understanding Continuous Evaluation System			✓	
	xi. Understanding University Examination System		✓		
	xii. Understanding Mentor – Mentees Importance			✓	
	xiii. IT Society Interaction			·	
	xiv. Canteen Facilities	✓		·	
	xv. Transport Facilities			✓	·

Also give suggestions for further improvement of the Orientation program.

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Date: 16-12-19   Signature: Inderpret Singh