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ਖ਼ਾਲਸਾ ਕਾਲਜ ਅੰਮ੍ਰਿਤਸਰ

Khalsa College Amritsar

An Autonomous College affiliated to G.N.D.U., Amritsar
UGC Letter No. F.22-1/2013 (AC) Dt. 22-05-2013

☎ (O) : +91-183-2258097
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Fax : +91-183-2255619
Pin : 143002 (Pb.) India

e-mail : khalsacollegeamritsar@yahoo.com

Web : www.khalsacollege.edu.in

◆ A HERITAGE INSTITUTION AND COLLEGE WITH POTENTIAL FOR EXCELLENCE - Status conferred by UGC ◆
◆ NAAC REACCREDITED "A" GRADE (CGPA) ◆ STAR STATUS CONFERRED BY DBT, NEW DELHI ◆ AN ISO CERTIFIED COLLEGE ◆

Capacity Development and Skill Enhancement Activities organised for improving students' capability

❖ Language and Communication Skills

2021-22

- List of Activities
- Proof of Activities

1. Copy of Circular/Brochure/Report of the activity
2. Photographs with date and caption for each activity
3. List of Students participated in each activity



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List of Language & Communication Skills Activities

Sr. No.	Name of Activity	Date of Activity	No. of students enrolled	Resource Person/ Department/agencies involved	Page No.
1	Seminar on Aptitude and Interview Skills for Food Industry	16-11-21	75	Mr. Jatinder Kumar Contact: 80543-73683, 94170-89729 and Mr. Jatin Mohan Sharma, Managers from IBT	3-10
2	Seminar on Personality Development	23-11-21	84	Mr. Gautam Aggarwal, Centre Head, Career Launcher Contact: 98882-50335 email id: amritsar.cl@careerlauncher.com	11-16
3	Workshop on Enhancing Employability Attributes, Quantitative Aptitude and Reasoning	20-04-22	41	Mr. Jatinder Kumar Centre Manager, ETEN IBT Institute	17-24
4	Five days Workshop on "Enhancing Employability attributes" By IBT	11-11-21 to 17-11-21	65	Training And Placement Cell	25-33
5	Value Added Course in Communication skills and Personality development	2021-22	8	P.G. Department of English & Skill Development Centre	34-43
6	Value Added Course in Creative Writing & Composition	2021-22	17	P.G. Department of English & Skill Development Centre	44-51
7	Value Added Course in English for Competitive Exam	2021-22	34	P.G. Department of English & Skill Development Centre	52-59
8	Value Added Course in Functional Hindi	2021-22	10	Department of Hindi & Skill Development Centre	60-73
9	Value Added Course in Content Writing	2021-22	6	P.G. Department of Journalism & Mass Communication & Skill Development Centre	74-88
10	Certificate Course in Urdu	2021-22	5	P.G. Department of Punjabi & Skill Development Centre	89-93



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Seminar on Aptitude and Interview Skills for Food Industry dated 16.11.2021

Name of Activity	Seminar on Aptitude and Interview Skills for Food Industry
Date	16-11-2021
Resource Person	Mr. Jatinder Kumar and Mr. Jatin Mohan Sharma, Managers from IBT
No. of participants	75



Seminar on Aptitude and Interview Skills in Food Industry by IBT Institute in collaboration with Food Science Society

Resource Persons :
Mr. Jatinder Kumar and Mr. Jatin Mohan Sharma

Venue: Skill Development Centre
Dated: 16-11-2021
Timings: 1:30 PM

Resource persons will discuss regarding interview skills and career opportunities in various food sectors such as Government, Semi-Government and Private

Dr. Manbir Singh Head
Dr. Gursharan Kaur Coordinator
Dr. Mehal Singh Principal

Seminar on Aptitude and Interview Skills for Food Industry dated 16.11.2021



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Seminar on Aptitude and Interview Skills for Food Industry dated 16.11.2021



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P.G. DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY

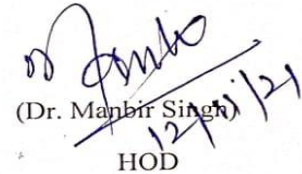
NOTICE

This is to notify the students of P.G. Department of Food Science and Technology organizing a seminar on "**Aptitude and Interview Skills in Food Industry dated 16.11.2021**" from 01:30 p.m. onwards in collaboration with **IBT Institute, Amritsar**. Resource Person will be Mr. Jatinder Kumar and Mr. Jatin Mohan Sharma, Managers from will be providing information about the interview skills and career opportunities in various Food sectors viz. Government, semi government and private.

Interested candidate are requested to contact the following faculty members for further information

Dr. Gursharan Kaur

Dr. Sandeep Singh


(Dr. Manbir Singh)
12/11/21
HOD

Seminar on Aptitude and Interview Skills for Food Industry dated 16.11.2021



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Department of Food Science & Technology

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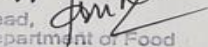
Activity Report

No. 7462/FST/A

Dated 17/11/21

Name of Activity	Seminar on Aptitude and Interview Skills for Food Industry
Date	16-11-2021
Resource Person	Mr. Jatinder Kumar and Mr. Jatin Mohan Sharma, Managers from IBT
No. of participants	75

P.G. Department of Food Science and Technology organized a seminar on **Aptitude and Interview Skills for Food Industry** on November 16, 2021. The head of the Department, Dr. Manbir Singh, officiated the event. Mr. Jatinder Kumar and Mr. Jatin Mohan Sharma, Managers from IBT were invited as an Honorable Speakers. They interacted with the students and shared details about the career opportunities in various Food sectors viz. Government, semi government and private and acquainted students about interview skills. Mr. Jatinder Kumar and Mr. Jatin Mohan Sharma gave an insight into the introduction of interview skills and their importance in career development. They shared their experiences with students about how to prepare themselves for an interview. Self-questioning is very important, developing a variety of self-questions may help you feel more confident during an interview. Food safety professionals should be at home about the enforced laws and regulations. An interview for a food technologist or food safety position requires a complete understanding of regulations, policies, procedures etc. Both the resource persons also touched the topic of aptitude skills along with the subject knowledge. They advised the students that reviewing some of the commonly asked interview questions and example answers can help them feel more confident. Students interacted with the speakers at the end of session. This seminar was effectively culminated with the vote of thanks extended by Dr. Sandeep Singh. Students learned lot of tricks to enhance their interview skills.


Head,
Department of Food
Science & Technology
Khalsa College, Amritsar

Seminar on Aptitude and Interview Skills for Food Industry dated 16.11.2021



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Seminar on Aptitude and Interview Skills for Food Industry dated 16.11.2021



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Seminar on Aptitude and Interview Skills for Food Industry dated 16.11.2021



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Seminar on Aptitude and Interview Skills in Food Industry Dated 16.11.2021 List of Participants

S.No.	Name	Roll No.	Signature
1	Himani Thakur	21511012	Himani Thakur
2	Antarjit Kaur	21511013	Antarjit Kaur
3	Ramandeep Kaur	19501009	Raman
4	Mohitpreet Kaur	19501072	MKaur
5	Supreet Kaur	19501046	Supreet Kaur
6	Ramandeep Kaur	19501050	Ramandeep Kaur
7	Simranjeet Kaur	19501070	Simranjeet Kaur
8	Kamchan	19501036	Kamchan
9	Satinder Kaur	19501007	Satinder
10	Gagandeep Kaur	19501005	Gagandeep Kaur
11	Abhishek Balotra	19501035	Abhishek
12	Ektadeep Kaur	21511008	Ektadeep Kaur
13	Supreet Kaur	19501015	Supreet Kaur
14	Ashpreet Kaur	1901061	Ashpreet
15	Muskaan	19501076	Muskaan
16	Komalpreet Kaur	19501074	Komalpreet
17	Radhika Gill	19501073	Radhika Gill
18	Sandli Grover	19501025	Sandli Grover
19	Sawleen Kaur	19501051	Sawleen Kaur
20	Sumanpreet Kaur	19501047	Suman
21	Arshdeep Singh	19501064	Arshdeep Singh
22	Bhant Singh	19501060	Bhant Singh
23	Jasal Singh	19501014	Jasal
24	Rashandeep Kaur	21511033	Rashandeep Kaur
25	Simranjeet Kaur	21511024	Simranjeet
26	Rajpreet Singh	21511041	Rajpreet Singh
27	Hardeep Kaur	21511014	Hardeep Kaur
28	Harandeep Kaur	19501041	Harandeep Kaur
29	Jaspreet Kaur	21511003	Jaspreet Kaur
30	Parnmeet Kaur	21511039	Parnmeet Kaur
31	Simrandeep Kaur	19501022	Simran
32	Ramandeep Singh	19501048	Ramandeep Singh
33	Ramandeep Kaur	19501031	Ramandeep Kaur
34	Purnima	19501026	Purnima
35	Jyoti Singh	19501062	Jyoti Singh
36	Sidhan Kaur	19501108	Sidhan Kaur
37	Harpreet Singh	19501091	Harpreet Singh
38	Shivangi Gupta	19501094	Shivangi Gupta
39	Abhishek Bhatti	19501116	Abhishek Bhatti
40	Anjali	21511004	Anjali

HEAD
Department of Food
Science & Technology
Khalsa College, Amritsar

TEACHER

Singh

Seminar on Aptitude and Interview Skills for Food Industry dated 16.11.2021



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S.No	Name	Roll No.	Signature
1	Mansoor Singh	20804010	Mansoor Singh
2	Nishan Singh	20804007	Nishan
3	Shreyo	21511023	Shreyo
4	Muskan	21511022	Muskan
5	Simranpreet Kaur	21511009	Simranpreet Kaur
6	Kritika Thakur	21511001	Kritika Thakur
7	Sukhmani Kaur	21511010	Sukhmani Kaur
8	Puneetbir Kaur	21511044	Puneetbir Kaur
9	Ritika Arora	21511030	Ritika Arora
10	Manraj Kaur Kang	21511015	Manraj Kaur
11	Ramanjeet Kaur	21511038	Ramanjeet Kaur
12	Simranpreet Kaur	21511017	Simran Kaur
13	Nayot Saini	21511007	Nayot Saini
14	Vanika Sharma	21511050	Vanika
15	Archi	21511024	Archi
16	Shivam	21511025	Shivam
17	Aashika Bhatia	21511016	Aashika
18	Poonam Chaudhary	21511036	Poonam
19	Navneet Kaur	20501004	Navneet Kaur
20	Sharanjeet Kaur	20501012	Sharanjeet Kaur
21	Tisha	20501036	Tisha
22	Seenam Tanuja	20501010	Seenam
23	Navneet Kaur	20501016	Navneet Kaur
24	Navneet Kaur	20501043	Navneet Kaur
25	Nayot Singh	20501006	Nayot Singh
26	Chetan Chaudhary	20501035	Chetan Chaudhary
27	Subhi Singh	20501020	Subhi Singh
28	Harmeet Singh	20501032	Harmeet Singh
29	Tarshmeet Singh	20501022	Tarshmeet Singh
30	Ashishpal Singh	20501001	Ashishpal Singh
31	Mannat Bagga	20501044	Mannat Bagga
32	Khushoo	20501054	Khushoo
33	Manpreet Kaur	20501027	Manpreet Kaur
34	Robinspreet Singh	20501048	Robinspreet Singh
35	Manraj Singh	20501025	Manraj

HEAD
Department of Food
Science & Technology
Khalsa College, Amritsar

TEACHER

Signature

Seminar on Aptitude and Interview Skills for Food Industry dated 16.11.2021



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Seminar on "Personality Development "on Dated 23.11.2021

Name of Activity	Seminar on "Personality Development "
Date	23.11.2021
Resource Person	Mr. Gautam Aggarwal
No. of participants	84

**PG DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY
IN COLLABORATION WITH
CAREER LAUNCHER**

SEMINAR ON

PERSONALITY DEVELOPMENT

**VENUE
KHALSA GLOBAL REACH
SKILL DEVELOPMENT CENTER
TIME: 12 NOON**

Dr. Manbir Singh (Head)
Dr. Gursharan Kaur (Co-ordinator)
Dr. Mehal Singh (Principal)

REGISTER NOW

MORE INFO
Head
PG Department of Food Science and
Technology

Seminar on "Personality Development "on Dated 23.11.2021



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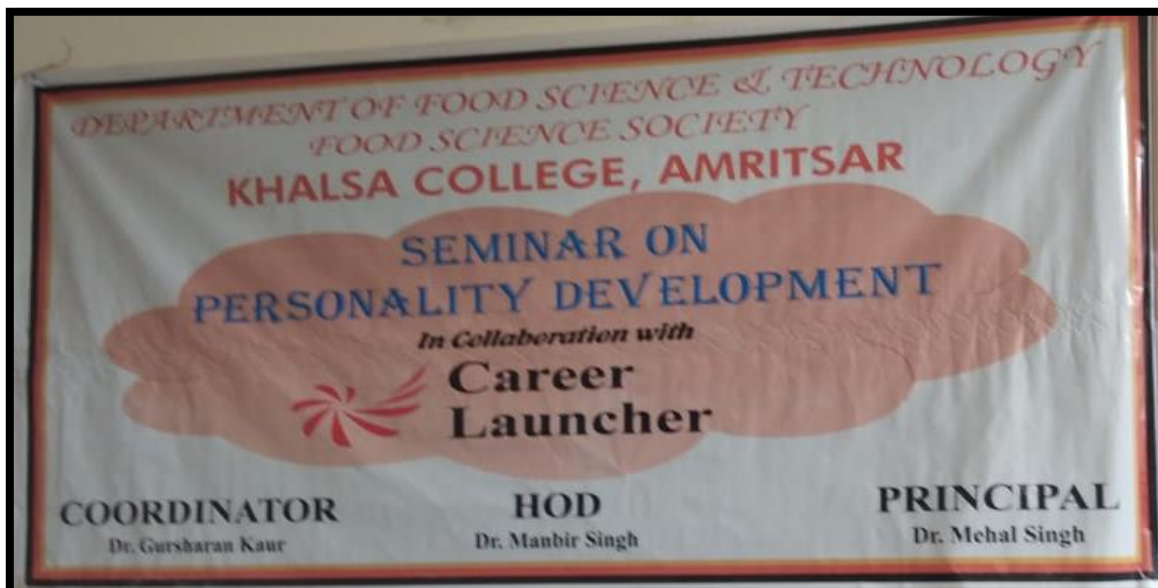
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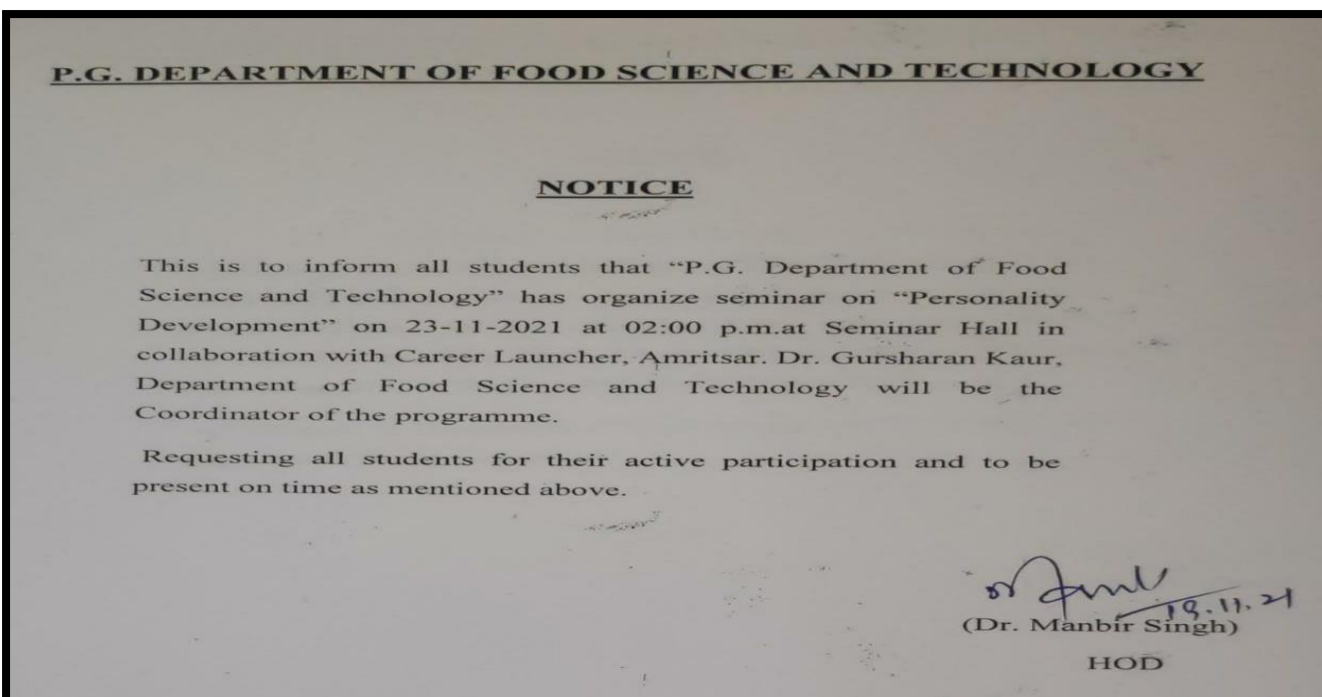
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Seminar on "Personality Development "on Dated 23.11.2021



Seminar on "Personality Development "on Dated 23.11.2021



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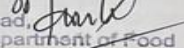
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No. 7460/PST/B
Dated 29/11/21

Activity Report

Name of Activity	Seminar on "Personality Development "
Date	23.11.2021
Resource Person	Mr. Gautam Aggarwal
No. of participants	84

Considering the need for personality grooming in today's corporate world, P.G. Department of Food Science and Technology, Khalsa College, Amritsar invited Career Launcher team to address the food technology students about this topic. On 23rd November, 2021 P.G. Department of Food Science and Technology in collaboration with Career Launcher organized a seminar on "Personality Development". Mr. Gautam Aggarwal, Manager, Career Launcher Institute was the resource person and 84 students participated in this seminar. Dr. Manbir Singh inaugurated the seminar by giving welcome speech. Mr. Gautam Aggarwal enlightened the students about the need for personality development and provided them certain practical tips to polish their personality. The seminar focused mainly upon how to tackle an interview. He conveyed the students that every single one of us has a distinctive personality that can be polished, developed and refined. He also explained that our personality impacts how we think, what we think, our expectations, values and belief. He threw light on the role of good personality in career development by giving an example that in job interview a candidate with groomed personality is likely to get priority over a candidate with slightly higher qualification but an unpolished personality. In today's world personality plays a vital role along with knowledge and technical skills for getting good jobs. At the end, Dr. Gursharan Kaur extended vote of thanks and appreciated the efforts made by department and Career Launcher to provide such a prestigious opportunity for the students to learn how to handle interview questions and cast a positive persona in the interviewers' mind and enhanced their chances to get the job. The seminar was well received by the students and asked lot of questions at the end.


Head,
Department of Food
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Seminar on "Personality Development "on Dated 23.11.2021



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Seminar on "Personality Development "on Dated 23.11.2021



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Khalsa College Amritsar

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Seminar on Personality Development Dated 23.11.2021 Attendance List

S.No.	Name	Roll No.	Signature
1	Himani Thakur	21511012	Himani Thakur
2	Abhishek Sethi	19501116	Abhishek
3	Shivangi Gupta	19501094	Shivangi
4	Supreet Kaur	19501046	Supreet
5	Mohitpreet Kaur	19501078	Mohit
6	Ramandeep Kaur	19501041	Ramandeep Kaur
7	Satinder Kaur	19501007	Satinder
8	Gagandeep Kaur	19501025	Gagandeep Kaur
9	Ramandeep Kaur	19501009	Raman
10	Ramandeep Kaur	21511013	Ramandeep Kaur
11	Ramandeep Kaur	19501050	Ramandeep Kaur
12	Aspreet Kaur	19501061	Aspreet Kaur
13	Abhishek Khatwal	19501055	Abhishek
14	Muskaan	19501076	Muskaan
15	Saurabh Kaur	19501051	Saurabh
16	Surmanpreet Kaur	19501047	Surman
17	Sandli Grover	19501025	Sandli Grover
18	Ektadeep Kaur	21511008	Ektadeep
19	Kanchan	19501036	Kanchan
20	Beant Singh	19501060	Beant Singh
21	Tejal Singh	19501014	Tejal Singh
22	Komal Kaur	19501074	Komal
23	JOSEPH	19501066	JOSEPH
24	Singh Narayan Ji	19501108	Singh Narayan
25	Chandpreet Singh	19501091	Chandpreet Singh
26	Navdeep Kaur	19501034	Navdeep Kaur
27	Supreet Kaur	19501015	Supreet Kaur
28	Jaspreet Kaur	21511003	Jaspreet Kaur
29	Sharminder Kaur	19501063	Sharminder
30	Jadwiga Gill	19501073	Jadwiga
31	Parnmeet Kaur	21511039	Parnmeet Kaur
32	Ramandeep Kaur	19501031	Ramandeep Kaur
33	Simrandeep Kaur	19501022	Simran
34	Purva	19501026	Purva
35	Ramandeep Singh	19501048	Ramandeep Singh
36	Jaya Singh	19501062	Jaya Singh
37	Harninderbir Kaur	19501057	Harninderbir
38	Ranjit Kaur	19501052	Ranjit Kaur
39	Simranjeet Kaur	19501070	Simranjeet Kaur
40	Ashdeep Singh	18501064	Ashdeep Singh
41	Anjali	21511004	Anjali

Department of Food
Science & Technology
Khalsa College, Amritsar

TEACHER

Seminar on "Personality Development" on Dated 23.11.2021



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S.No.	Name	Roll No.	Signature
1.	Supreen Saini	19501088	Supreen Saini
2.	Harnoor Kaur	19501086	Harnoor Kaur
3.	Stuti	19501090	Stuti
4.	Simran Kaur	19501079	Simran Kaur
5.	Vanshika	19501078	Vanshika
6.	Ramandeep Singh	19501095	Ramandeep Singh
7.	Sahil Kumar	19501092	Sahil Kumar
8.	Subhinderpal Singh	19501112	Subhinderpal Singh
9.	Damanpreet Kaur	19501077	Damanpreet Kaur
10.	Amreet Kaur	19501087	Amreet Kaur
11.	Harmanpreet Kaur	19501102	Harmanpreet Kaur
12.	Ramandeep Kaur	19501103	Ramandeep Kaur
13.	Harandeep Kaur	19501113	Harandeep Kaur
14.	Supreen Saini	19501088	Supreen Saini
15.	Harnoor Kaur	19501086	Harnoor Kaur
16.	Humani Thera	21511012	Humani Thera
17.	Amreetpreet Kaur	21511013	Amreetpreet Kaur
18.	Ektadeep Kaur	21511008	Ektadeep Kaur
19.	Roshandeep Kaur	21511033	Roshandeep Kaur
20.	Gurveen Kaur	21511011	Gurveen Kaur
21.	Gurleen Kaur	21511018	Gurleen Kaur
22.	Arpit Sharma	21511052	Arpit Sharma
23.	Rupali	21511034	Rupali
24.	Pooanam	21511036	Pooanam
25.	Simranpreet Kaur	21511017	Simranpreet Kaur
26.	Ranjeet Kaur	21511044	Ranjeet Kaur
27.	Kurtika Kaur	21511001	Kurtika Kaur
28.	Ramandeep Kaur	21511038	Ramandeep Kaur
29.	Ritika Attari	21511030	Ritika Attari
30.	Nayot Saini	21511007	Nayot Saini
31.	Robinderpreet Singh	20501048	Robinderpreet Singh
32.	Harpreet Kaur	20501031	Harpreet Kaur
33.	Khushboo	20501054	Khushboo
34.	Ravneet Kaur	20501043	Ravneet Kaur
35.	Harmeet Singh	20501032	Harmeet Singh
36.	Chetan Choudhary	20501035	Chetan Choudhary
37.	Ashishpal Singh	20501001	Ashishpal Singh
38.	Subhrajit Singh	20501009	Subhrajit Singh
39.	Jagdeep Singh	20501045	Jagdeep Singh
40.	Manpreet Kaur	20501046	Manpreet Kaur
41.	Parvinder Kaur	20501037	Parvinder Kaur
42.	Ravneet Kaur	20501043	Ravneet Kaur
43.	Khushboo	20501054	Khushboo

HEAD
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[Signature]

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Workshop on Enhancing Employability Attributes, Quantative Aptitude and Reasoning

dated:20.04.2022


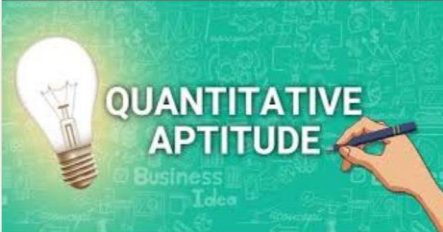

Name of Activity	Workshop on Enhancing Employability Attributes, Quantative Aptitude and Reasoning
Date	20.04.2022
Resource Person	Mr. Jatinder Kumar Manager IBT
No. of participants	41

P.G. DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY

Organized by
**Food Science Society in
collaboration with IBT Institute
Amritsar**

Coordination Committee:
Dr. Gursharan Kaur
Dr. Sandeep Singh

Dr. Manbir Singh Head
Dr. Mehal Singh Principal

EMPLOYABILITY

**QUANTITATIVE
APTITUDE**

**Logical
Reasoning**

Date: April 20, 2022
Venue: Khalsa Global Reach
Foundation Skill Development
Centre
Timings: 12:30 PM

WORKSHOP ON

ENHANCING EMPLOYABILITY ATTRIBUTES, QUANTITATIVE APTITUDE, AND REASONING

RESOURCE PERSON:

Mr. Jatinder Kumar
Manager IBT Institute Amritsar

Workshop on Enhancing Employability Attributes, Quantative Aptitude and Reasoning
dated:20.04.2022



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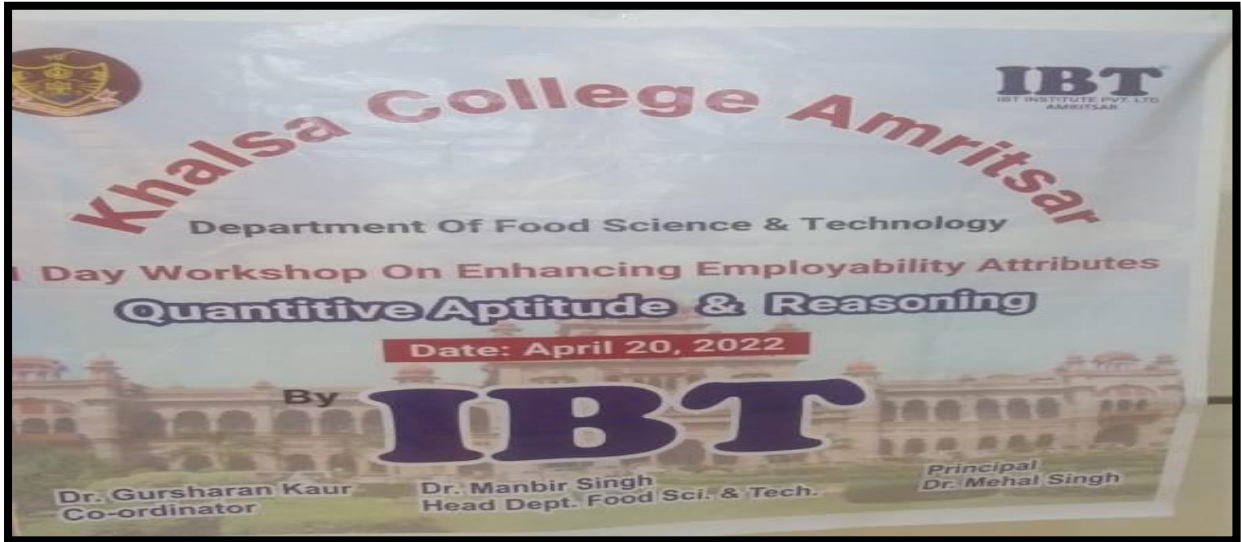
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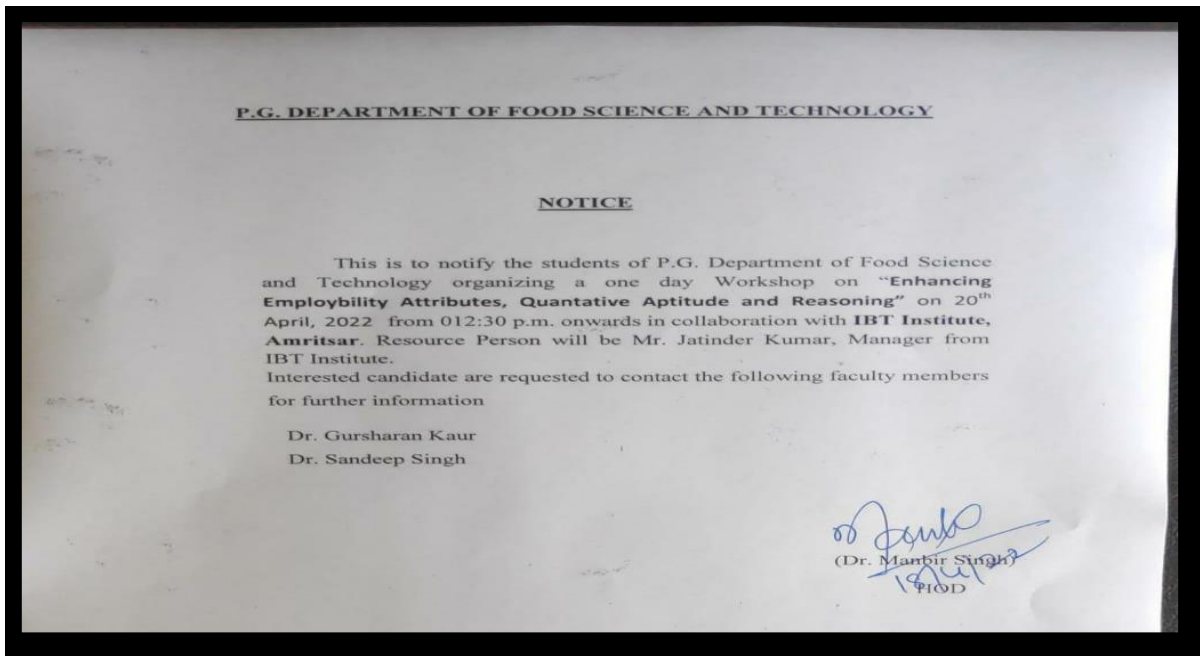
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Department of Food Science & Technology

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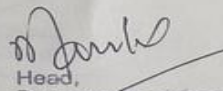
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No. 7483/FST/18
Dated 22/4/22

Activity Report

Name of Activity	Workshop on Enhancing Employability Attributes, Quantitative Aptitude and Reasoning
Date	20.04.2022
Resource Person	Mr. Jatinder Kumar Manager IBT
No. of participants	41

P.G. Department of Food Science and Technology has organized a workshop on “**Enhancing Employability Aspect in Food Sector**” on September 8th, 2022, in collaboration with IBT Institute Pvt. Ltd. Amritsar. Mr. Jatinder Kumar and Mr. Jatin Mohan Sharma, Managers from IBT were the speakers. Main objective of the workshop was to create awareness among students about the career opportunities in various Food sectors viz. Government, semi government and private. The Indian food processing sector is expanding rapidly, increasing its annual contribution to the global food trade. Due to its enormous potential for value addition, particularly within the food processing industry, the food sector has emerged as a high-growth and high-profit industry. They provide information to students regarding the growth of food processing sector by 2024 which is expected to employ 9 million people in India. With encouraging growth in the food retail sector, favourable economic policies, and alluring fiscal incentives, India's food ecosystem presents enormous investment opportunities. By 2025, the Indian food processing market may reach 470 billion dollars, and by 2025 to 2026, 535 billion dollars are anticipated to be produced. The resource persons during the session provided a huge information regarding the preparation of competitive exams for government jobs and motivated them. India's food processing industry is becoming more and more recognized as a potential engine for rural economic growth as it creates a synergy between consumers, business, and agriculture. At the end of workshop students interacted with the resource persons. Over all it was very enriching and knowledgeable session for the students.


 Head,
 Department of Food
 Science & Technology
 Khalsa College, Amritsar

**Workshop on Enhancing Employability Attributes, Quantative Aptitude and Reasoning
dated:20.04.2022**



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**Workshop on Enhancing Employability Attributes, Quantative Aptitude and Reasoning
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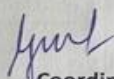
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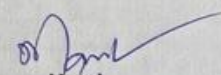
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WORKSHOP ON ENHANCING EMPLOYABILITY ATTRIBUTES, QUANTATIVE APTITUDE AND REASONING
DATED: 20.04.2022
LIST OF PARTICIPANTS

S.no.	Name	Designation
1	Dr. Manbir Singh	Associate Professor
2	Dr. Gursharan Kaur	Assistant Professor
3	Dr. Sandeep Singh	Assistant Professor
4	Dr. Seeratpreet Kaur	Assistant Professor
5	Dr. Shubhpreet kaur	Assistant Professor
6	Dr. Manoj Kumar	Assistant Professor
7	Prof. Ritupriya Jaiswal	Assistant Professor
8	Dr. Ravinder Singh	Assistant Professor
9	Dr. Amritpal Kaur	Assistant Professor
10	Prof. Amandeep Kaur	Assistant Professor
11	Prof. Sapna Devi	Assistant Professor
12	Prof. Sakshi Saini	Assistant Professor
13	Prof. Harkirat Kaur	Assistant Professor
14	Prof. Rhythm Chopra	Assistant Professor
15	Prof. Ripendeep Kaur	Assistant Professor
16	Kulbir Singh	Lab Attendant
17	Gursimran Singh	Lab Attendant
18	Shashi	Lab Attendant


Coordinator


Head
Department of Food
Science & Technology
Khalsa College, Amritsar

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S.No.	Name	Roll No.	Signature
1	PARAS SINGH	208040001	Paras Singh
2	Sanjeet Singh	20804016	Sanjeet Singh
3	Haritaj Singh	20804023	Haritaj Singh
4	Susmita Singh	20804021	Susmita Singh
5	BhomiKa Mehta	20804009	BhomiKa Mehta
6	Nishan Singh	20804002	Nishan Singh
7	Mandeep Singh	20804010	Mandeep Singh
8	Manpreet Kaur	2018501004	Manpreet Kaur
9	Karanpreet Kaur	18501018	Karanpreet Kaur
10	Manjit Singh	21511037	Manjit Singh
11	Nurleen Kaur	21511020	Nurleen Kaur
12	Komalpreet Kaur	21511021	Komalpreet Kaur
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23	Ramandeep Kaur	19501031	Ramandeep Kaur
24	Supreet Kaur	19501048	Supreet Kaur
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26	Kamran	19501038	Kamran
27	Komalpreet Kaur	19501011	Komalpreet Kaur
28	Seemantamija	20501010	Seemantamija
29	Muskaan	19501076	Muskaan
30	Tisha	20501036	Tisha
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HEAD
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Training & Placement Cell

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5 Days Workshop on Enhancing Employability Attributes

by **Institute of Banking & Training**

- Day 1** Quantitative Aptitude
- Day 2** Reasoning
- Day 3** Communication Skills
- Day 4** Current Affairs
- Day 5** Mock Test



Nov. 13 - Nov. 17, 2021



Venue: P.G. Dept. of Computer Science & Application

Dr. Anureet Kaur
Asst. Director
Training & Placement Cell

Prof. Harbhajan Singh Randhawa
Director
Training & Placement Cell

Dr. Mehal Singh
Principal



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Training and Placement Cell

KHALSA COLLEGE, AMRITSAR

(An Autonomous College)

(M) +91-95010-24212
(M) +91-98146-12521
Pin : 143002 (Pb.) India

E-mail : placementcell@khalsacollege.edu.in

Website : www.khalsacollege.edu.in

No. 24901 /TPC

Dated 28/9/22

Activity Report

Name of the event: Five days workshop on "Enhancing employability attributes"

Date of Event: 13 November 2021 to 17 November 2021

Resource Person: Mr. Jatinder, Manager, IBT

Training and Placement Cell of Khalsa College, Amritsar organized "5 Days Workshop on Enhancing Employability attributes" with collaboration of the Institute of Banking and Training. This workshop was organized for the aspirants who wish to appear for the various placement drives organized by the training and placement cell of the College. The workshop had been possible only because of able guidance of our esteemed principal Dr. Mehal Singh. The key Facilitator for the workshop was Mr. Jatinder, Manager, IBT. He guided the students that how to enhance the employability skills by explaining each and every part of placement process, so that the students of final year classes can outshine in achieving their goals. The workshop started on Nov 13, 2021 at 1:00 PM and will end on Nov 17, 2021. Day 1 focused on improving the Quantitative abilities of the students, followed by Day 2 enhanced the Reasoning Ability and Day 3 sharpened the Communication Skills of the aspirants followed by Day 4 which provided the knowledge about current affairs. Last Day ended up with the mock test. Skilled faculty of IBT delivered the lectures. 84 students participated in this workshop. Director Training and Placement, Prof. Harbhajan Singh assured the students that these kinds of more workshops and seminars will be organized by the Training and Placement Cell so that no stone is left unturned in shaping the future of the students. Asst. Director, Dr. Anureet Kaur, Placement Coordinator Prof. Ravi Patni organized this workshop under the guidance of Prof. Harbhajan Singh. Principal Dr. Mehal Singh congratulated the training and placement team for organizing such events.



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Respected Principal Dr. Mehal Singh, Prof. Harbhajan Singh (Director Training and Placement Cell), Prof. Anureet Kaur (Asst. Director Training and Placement Cell), Prof. Ravi Patni (Placement Coordinator) with delegates IBT Jatinder Kumar (13-11-2021)



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Attendance Chart Day 1: 13.11.21

Sr. No	Name	Class	Signature
1	Aarti	BSC IT semester 5	Aarti
2	Harmeet	Bsc IT	Harmeet
3	Abhishek singh	B. Sc(IT) 5th semster	Abhishek
4	Aarti	BSC IT sem 5	Aarti
5	Mandeep singh	Bsc comp sci	Mandeep
6	Saranjeet kaur	B.sc com sci sem 5	Saranjeet
7	Gurpreet singh	Bsc cs sem 5	Gurpreet Singh
8	Mankirat kaur	Bca sem V	Mankirat
9	Surbhi	Bsc(computer.science) semi 5	Surbhi
10	Inderjeet Kaur	Bsc comp.sci sem5	Inderjeet Kaur
11	Gurpreet Kaur	Bsc computer science	Gurpreet Kaur
12	Samiksha	BSC (computer science) 5th sem	Samiksha
13	Tamana	Bsc IT	Tamana
14	Varinderdeep kaur	B.Sc comp sci Vth sem	Varinderdeep
15	Harjotdeep kaur	B.sc computer science sem-5th	Harjotdeep
16	Parav sharma	B sc computer science sem 5	Parav Sharma
17	Sarbdhian singh	BCA(sem 5th)	Sarbdhian Singh
18	Lovepreet Singh	Bca sem5th	Lovepreet Singh
19	Kartik Arora	BCA Sem-V	Kartik
20	Karanbir Singh	BCA SEM 5	Karanbir
21	Gurkamal	Bsc computer science	Gurkamal
22	Manreet Singh	B.C.A(sem 5)	Manreet Singh
23	Gurkamaldeep kaur	Bsc computer science	Gurkamaldeep
24	Jyotika	BCA sem 5th	Jyotika
25	Gurkamaldeep kaur	Bsc computer science	Gurkamaldeep
26	Sanchit Kaushal	BCA(SEM-5)	Sanchit
27	Lovepreet kaur	BCA	Lovepreet Kaur
28	Manpreet kaur	BCA 5th sem	Manpreet Kaur
29	Gurleen kaur	BCA(sem 5th)	Gurleen
30	Harmanpreet Singh	BCA	Harmanpreet Singh
31	Damanpreet kaur	BCA	Damanpreet
32	Rohan	Bsc it	Rohan
33	Sourav	Bca v	Sourav
34	Sunali	Bca (5 sem)	Sunali
35	Sanjeev kumar	B.Sc IT(Sem 5)	Sanjeev
36	Karvinderpal Singh	B.Sc IT Sem-5	Karvinderpal Singh
37	Manmohit singh	Bsc it sem 5	Manmohit
38	Rakshit sharma	Bsc(it) sem 5th	Rakshit Sharma
39	Sujata Rani	Bsc. It (5th sem)	Sujata
40	Isha devi	Bsc.it (5th sem)	Isha
41	Twinkle	Bsc it (5 sem)	Twinkle
42	Anureet kaur	BSC IT(sem 5)	Anureet
43	Mandra	Bsc(IT) sem5th	Mandra
44	Krishna sharma	Bsc(IT) 5th sem.	Krishna
45	Labh Kaur	BCA (sem-5)	Labh Kaur
46	Mandeep Kaur	Bca sem 5	Mandeep Kaur
47	Shifali	BCA Sem 5	Shifali
48	Navpreet Kaur	BCA 5sem	Navpreet Kaur
49	kiranjot kaur	bsc cs sem 5	Kiranjot
50	kiranjot kaur	Bsc cs sem 5	Kiranjot
51	kiranjot kaur	bsc cs sem 5	Kiranjot Kaur
52	Lovepreet kaur	BSC(cs) (5th semester)	Lovepreet Kaur
53	Navsangeet saini	B. Sc. Com. Sci. 5th sem	Navsangeet
54	Navsangeet saini	B. Sc. Com. Sci. 5th sem	Navsangeet
55	Karan Bhandari	Bca Sem V	Karan Bhandari
56	Navraj Randhawa	Bca sem 5th	Navraj



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57	Karambir kaur	BCA sem5	Karambir
58	Anurag Bharti	B.C.A sem 5 (A)	Anurag Bharti
59	Gurkirat kaur	Bsc IT (sem -5)	Gurkirat
60	Harsimran kaur	BCA sem 5	Harsimran kaur
61	Harsimran kaur	BCA sem 5	Harsimran kaur
62	Tarandeep kaur	Bca sem 5	Tarandeep kaur
63	Chetanpal singh	BCA(5 sem)	Chetanpal Singh

64 Achit Pandey BA Arts (3sem) Achit Pandey
65 Mehakdeep Kaur B.Sc economics(3sem) Mehakdeep Kaur

Total 65



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Attendance Chart Day 2: 15.11.21

Sl. No	Name	Class	Signature
1	Aarti	BSC IT semester 5	Aarti
2	Harmeet	Bsc IT	Harmeet
3	Abhishek singh	B. Sc(IT) 5th semster	Abhishek
4	Aarti	BSC IT sem 5	Aarti
5	Mandeep singh	Bsc comp sci	Mandeep
6	Saranjeet kaur	B.sc com sci sem 5	Saranjeet kaur
7	Gurpreet singh	Bsc cs sem 5	Gurpreet Singh
8	Mankirat kaur	Bca sem V	Mankirat Kaur
9	Surbhi	Bsc(computer.science) semi 5	Surbhi
10	Inderjeet Kaur	Bsc comp.sci sem5	Inderjeet kaur
11	Gurpreet Kaur	Bsc computer science	Gurpreet Kaur
12	Samiksha	BSC (computer science) 5th sem	Samiksha
13	Tamara	Bsc IT	Tamara
14	Varinderdeep kaur	B:Sc comp sci Vth sem	Varinderdeep kaur
15	Harjotdeep kaur	B.sc computer science sem-5th	Harjotdeep kaur
16	Parav sharma	B sc computer science sem 5	Parav sharma
17	Sarbdhian singh	BCA(sem 5th)	Sarbdhian Singh
18	Lovepreet Singh	Bca sem5th	Lovepreet
19	Kartik Arora	BCA Sem-V	Kartik
20	Karanbir Singh	BCA SEM 5	Karanbir
21	Gurkamal	Bsc computer science	Gurkamal
22	Manreet Singh	B.C.A(sem 5)	Manreet Singh
23	Gurkamaldeep kaur	Bsc computer science	Gurkamaldeep
24	Jyotika	BCA sem 5th	Jyotika
25	Gurkamaldeep kaur	Bsc computer science	Gurkamal
26	Sanchit Kaushal	BCA(SEM-5)	Sanchit
27	Lovepreet kaur	BCA	Lovepreet kaur
28	Manpreet kaur	BCA 5th sem	Manpreet kaur
29	Gurleen kaur	BCA(sem 5th)	Gurleen kaur
30	Harmanpreet Singh	BCA	Harmanpreet Singh
31	Damanpreet kaur	BCA	Damanpreet kaur
32	Rohan	Bsc it	Rohan
33	Sourav	Bca v	Sourav
34	Sunali	Bca (5 sem)	Sunali
35	Sanjeev kumar	B Sc IT(Sem 5)	Sanjeev
36	Karvinderpal Singh	B.Sc IT Sem-5	Karvinderpal
37	Manmohit singh	Bsc it sem 5	Manmohit
38	Rakshit sharma	Bsc(it) sem 5th	Rakshit sharma
39	Sujata Rani	Bsc. It (5th sem)	Sujata Rani
40	Isha devi	Bsc.it (5th sem)	Isha
41	Twinkle	Bsc it (5 sem)	Twinkle
42	Anureet kaur	BSC IT(sem 5)	Anureet kaur
43	Mandra	Bsc(IT) sem5th	Mandra
44	Krishna sharma	Bsc(IT) 5th sem.	Krishna
45	Labh Kaur	BCA (sem-5)	Labh kaur
46	Mandeep Kaur	Bca sem 5	Mandeep
47	Shifali	BCA Sem 5	Shifali
48	Navpreet Kaur	BCA 5sem	Navpreet Kaur
49	kiranjot kaur	bsc cs sem 5	kiranjot kaur
50	kiranjot kaur	Bsc cs sem 5	kiranjot kaur
51	kiranjot kaur	bsc cs sem 5	kiranjot kaur
52	Lovepreet kaur	BSC(cs) (5th semester)	Lovepreet kaur
53	Navsangeet saini	B. Sc. Com. Sci. 5th sem	Navsangeet Saini
54	Navsangeet saini	B. Sc. Com. Sci. 5th sem	Navsangeet Saini
55	Karan Bhandari	Bca Sem V	Karan



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Attendance Chart Day 3: 16.11.21

Sl. No	Name	Class	Signature
1	Aarti	BSC IT semester 5	Aarti
2	Harmeet	Bsc IT	Harmeet
3	Abhishek singh	B. Sc(IT) 5th semester	Abhishek
4	Aarti	BSC IT sem 5	Aarti
5	Mandeep singh	Bsc comp sci	mandeep
6	Saranjeet kaur	B.sc com sci sem 5	Saranjeet Kaur
7	Gurpreet singh	Bsc cs sem 5	Gurpreet Singh
8	Mankirat kaur	Bca sem V	Mankirat Kaur
9	Surbhi	Bsc(computer.science) semi 5	Surbhi
10	Inderjeet Kaur	Bsc comp.sci sem5	Inderjeet Kaur
11	Gurpreet Kaur	Bsc computer science	Gurpreet Kaur
12	Samiksha	BSC (computer science) 5th sem	Samiksha
13	Tamana	Bsc IT	Tamana
14	Varinderdeep kaur	B.Sc comp sci Vth sem	Varinderdeep Kaur
15	Harjotdeep kaur	B.sc computer science sem-5th	Harjotdeep Kaur
16	Parav sharma	B sc computer science sem 5	Parav Sharma
17	Sarbdhian singh	BCA(sem 5th)	Sarbdhian Singh
18	Lovepreet Singh	Bca sem5th	Lovepreet Singh
19	Kartik Arora	BCA Sem-V	Kartik Arora
20	Karanbir Singh	BCA SEM 5	Karanbir Singh
21	Gurkamal	Bsc computer science	Gurkamal
22	Manreet Singh	B.C.A(sem 5)	Manreet Singh
23	Gurkamaldeep kaur	Bsc computer science	Gurkamaldeep
24	Jyotika	BCA sem 5th	Jyotika
25	Gurkamaldeep kaur	Bsc computer science	Gurkamal
26	Sanchit Kaushal	BCA(SEM-5)	Sanchit
27	Lovepreet kaur	BCA	Lovepreet Kaur
28	Manpreet kaur	BCA 5th sem	Manpreet Kaur
29	Gurleen kaur	BCA(sem 5th)	Gurleen Kaur
30	Harmanpreet Singh	BCA	Harmanpreet Singh
31	Damanpreet kaur	BCA	Damanpreet Kaur
32	Rohan	Bsc it	Rohan
33	Sourav	Bca v	Sourav
34	Sunali	Bca (5 sem)	Sunali
35	Sanjeev kumar	B.Sc IT(Sem 5)	Sanjeev
36	Karvinderpal Singh	B.Sc IT Sem-5	Karvinderpal
37	Manmohit singh	Bsc it sem 5	Manmohit
38	Rakshit sharma	Bsc(it) sem 5th	Rakshit Sharma
39	Sujata Rani	Bsc. It (5th sem)	Sujata Rani
40	Isha devi	Bsc.it (5th sem)	Isha
41	Twinkle	Bsc it (5 sem)	Twinkle
42	Anureet kaur	BSC IT(sem 5)	Anureet Kaur
43	Mandra	Bsc(IT) sem5th	Mandra
44	Krishna sharma	Bsc(IT) 5th sem.	Krishna
45	Labh Kaur	BCA (sem-5)	Labh Kaur
46	Mandeep Kaur	Bca sem 5	Mandeep
47	Shifali	BCA Sem 5	Shifali
48	Navpreet Kaur	BCA 5sem	Navpreet Kaur
49	kiranjot kaur	bsc cs sem 5	Kiranjot Kaur
50	kiranjot kaur	Bsc cs sem 5	Kiranjot Kaur
51	kiranjot kaur	bsc cs sem 5	Kiranjot Kaur
52	Lovepreet kaur	BSC(cs) (5th semester)	Lovepreet Kaur
53	Navsangeet saini	B. Sc. Com. Sci. 5th sem	Navsangeet Saini
54	Navsangeet saini	B. Sc. Com. Sci. 5th sem	Navsangeet Saini
55	Karan Bhandari	Bca Sem V	Karan
56	Navraj Randhawa	Bca sem 5th	Navraj



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57	Karambir kaur	BCA sem5	Karambir
58	Anurag Bharti	B.C.A sem 5 (A)	Anurag Bharti
✓ 59	Gurkirat kaur	Bsc IT (sem -5)	Gurkirat Kaur
✓ 60	Harsimran kaur	BCA sem 5	Harsimran Kaur
61	Harsimran kaur	BCA sem 5	Harsimran Kaur *
62	Tarundeep kaur	Bca sem 5	Tarundeep Kaur
63	Chetanpal singh	BCA(5 sem)	Chetanpal Singh
✓	Sowdab Thapa	Bsc.(IT) 5 Sem	Sowdab Thapa
✓	Tarvish Kaur	B.sc LIT) 5 sem	Tarvish Kaur
✓	Simranjeet kaur	B.sc(IT) 5 Sem	Simranjeet Kaur
✓	Dolly	B.sc (IT) 5 Sem	Dolly
✓	Abhishek Bhanot	B.sc (Eco) 5 Sem	Abhishek
✓	Anmolpreet kaur	B.Sc (Eco) 5 Sem	Anmolpreet Kaur
✓	Akashdeep Singh	BCA Sem V	Akashdeep Singh
✓	Archit Pandey	B.A - III sem	Archit Pandey
✓	Mehakdeep Kaur	BSC - III sem	Mehakdeep Kaur
✓	Varinderdeep Singh	B.Sc (Eco) 5 Sem	Varinder

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Attendance Chart Day 4 & 5: 17.11.21 (2 Sessions)

Sl. No	Name	Class	Signature
1	Aarti	BSC IT semester 5	Aarti
2	Harmeet	Bsc IT	Harmeet
3	Abhishek singh	B Sc(IT) 5th semster	Abhishek
4	Aarti	BSC IT sem 5	Aarti
5	Mandeep singh	Bsc comp sci	Mandeep
6	Saranjeet kaur	B sc com sci sem 5	Saranjeet kaur
7	Gurpreet singh	Bsc cs sem 5	Gurpreet Singh
8	Mankirat kaur	Bca sem V	Mankirat Kaur
9	Surbhi	Bsc(computer science) semi 5	Surbhi
10	Inderjeet Kaur	Bsc comp sci sem5	Inderjeet kaur
11	Gurpreet Kaur	Bsc computer science	Gurpreet Kaur
12	Samiksha	BSC (computer science) 5th sem	Samiksha
13	Tamana	Bsc IT	Tamana
14	Varinderdeep kaur	B Sc comp sci Vth sem	Varinderdeep kaur
15	Harjotdeep kaur	B sc computer science sem-5th	Harjotdeep kaur
16	Parav sharma	B sc computer science sem 5	Parav sharma
17	Sarbhian singh	BCA(sem 5th)	Sarbhian Singh
18	Lovepreet Singh	Bca sem5th	Lovepreet
19	Kartik Arora	BCA Sem-V	Kartika
20	Karanbir Singh	BCA SEM 5	Karanbir
21	Gurkamal	Bsc computer science	Gurkamal
22	Manreet Singh	B C A(sem 5)	Manreet Singh
23	Gurkamaldeep kaur	Bsc computer science	Gurkamaldeep
24	Jyotika	BCA sem 5th	Jyotika
25	Gurkamaldeep kaur	Bsc computer science	Gurkamaldeep
26	Sanchit Kaushal	BCA(SEM-5)	Sanchit
27	Lovepreet kaur	BCA	Lovepreet kaur
28	Manpreet kaur	BCA 5th sem	Manpreet Kaur
29	Gurleen kaur	BCA(sem 5th)	Gurleen kaur
30	Harmanpreet Singh	BCA	Harmanpreet Singh
31	Damanpreet kaur	BCA	Damanpreet kaur
32	Rohan	Bsc it	Rohan
33	Sourav	Bca v	Sourav
34	Sunali	Bca (5 sem)	Sunali
35	Sanjeev kumar	B Sc IT (Sem 5)	Sanjeev
36	Karvinderpal Singh	B Sc IT Sem-5	Karvinderpal
37	Manmohit singh	Bsc it sem 5	Manmohit
38	Rakshit sharma	Bsc(it) sem 5th	Rakshit sharma
39	Sujata Rani	Bsc. It (5th sem)	Sujata Rani
40	Isha devi	Bsc.it (5th sem)	Isha
41	Twinkle	Bsc it (5 sem)	Twinkle
42	Anureet kaur	BSC IT(sem 5)	Anureet kaur
43	Mandra	Bsc(IT) sem5th	Mandra
44	Krishna sharma	Bsc(IT) 5th sem	Krishna
45	Labh Kaur	BCA (sem-5)	Labh kaur
46	Mandeep Kaur	Bca sem 5	Mandeep
47	Shifali	BCA Sem 5	Shifali
48	Navpreet Kaur	BCA 5sem	Navpreet kaur
49	kiranjot kaur	bsc cs sem 5	kiranjot kaur
50	kiranjot kaur	Bsc cs sem 5	kiranjot kaur
51	kiranjot kaur	bsc cs sem 5	kiranjot kaur
52	Lovepreet kaur	BSC(cs) (5th semester)	Lovepreet kaur
53	Navsangeet sahani	B. Sc. Com. Sci. 5th sem	Navsangeet sahani



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An Autonomous College affiliated to G.N.D.U., Amritsar
UGC Letter No. F.22-1/2013 (AC) Dt. 22-05-2013

(O) : +91-183-2258097
: +91-183-5015511
Fax : +91-183-2255619
Pin : 143002 (Pb.) India

e-mail : khalsacollegeamritsar@yahoo.com

Web : www.khalsacollege.edu.in

◆ A HERITAGE INSTITUTION AND COLLEGE WITH POTENTIAL FOR EXCELLENCE - Status conferred by UGC ◆
◆ NAAC REACCREDITED "A" GRADE (CGPA) ◆ STAR STATUS CONFERRED BY DBT, NEW DELHI ◆ AN ISO CERTIFIED COLLEGE ◆



Khalsa College Amritsar



(An Autonomous College Affiliated To GNDU Amritsar)

KHALSA GLOBAL REACH SKILL DEVELOPMENT CENTRE

Tel.: +91-183-2258097, 5015511 • Email : sdckca@gmail.com • Website : www.khalsacollege.edu.in

Ref. No. ...SDC/VAC 001 Date ...02.08.2021

NOTICE

Skill Development centre is starting the following value added courses. The students can get registered for these courses on or before 14.08.2021 by filling the prescribed form available with the Skill Development centre/Registrar office. The classes will commence from August/Sept. Total duration of each course will be 30 hrs with one class every day.

S.No.	Certificate course in	Department
1.	Soft skills	Skill Development centre
2.	Acting and theatrical arts	Department of Theatre Studies
3.	Punjabi Folk Dance-Bhangra	Department of Theatre Studies
4.	Punjabi Folk Dance-Gidha	Department of Theatre Studies
5.	Office Automation	Department of Computer
6.	Communication skills and Personality development	Department of English



Dr. M.S. Batra
(Director, Skill Development Centre)



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LIST OF STUDENTS

Sr No.	Course	Roll No.	Name
1	Communication skills and Personality development	21856001	Banjot Kaur
2	Communication skills and Personality development	21856002	Kirandeep Kaur
3	Communication skills and Personality development	21856003	Akashdeep Singh
4	Communication skills and Personality development	21856004	Refund Case
5	Communication skills and Personality development	21856005	Maninder Singh
6	Communication skills and Personality development	21856006	Himanshu Chauhan
7	Communication skills and Personality development	21857001	Sahilpreet Singh
8	Communication skills and Personality development	21853001	Amritpal Singh



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COURSE CONTENTS:

Communication Skills & Personality Development

Time 1 hours

Max marks: - 50

COURSE OBJECTIVE:-

1. To train the students how to speak in public.
2. To build up confidence in the speaker to speak a foreign language.

Instructions for the paper setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. Each question will carry 7 marks each. (5x7=35 marks)

SECTION- A

Communication skills, types, importance of communication, Understanding Communication Barriers, An Overview of Common Barriers, Language Barriers, Cultural Barriers, Introduction to RPI sounds and symbols i.e. Vowels, Consonants and Diphthongs Introduction to ESP, Varieties of English (British, American)

SECTION B

Non-Verbal Communication, Body Language, Interpreting Gestures, Active Listening Skills, Asking Good Questions

SECTION C

SWOT Analysis, Importance of Self Confidence, Out of box thinking, Lateral Thinking, Factors influencing Attitude, Etiquette

SECTION D

Meditation, self-talk, Goal settings, wish list, SMART Goals



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PRACTICAL /ORAL TESTING

PRACTICAL TRAINING

Marks: - 15

Self-introduction, Greeting , See and Tell Competition, Presentation, Cue- Cards, Mockinterviews, Loud Reading , Situational Conversation, Extempore, Group Discussions, Telephone interviews, Role Play, Situational Conversations, Call Centre Training.

- 1.Oral exam to be conducted based on topics of practical training.
- 2.Internal and external examiner to be set for the conduct of the examination.

References:-

1. SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications.
2. Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers,1998.
3. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster 1998
4. Communicative English Grammar Geoffrey Leach Rutledge
5. Spoken English P.V. Dhamija Tata McGraw Hill



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ATTENDANCE:

KHALSA COLLEGE AMRITSAR																	Lectures Attended	Lectures Brought Forward	Total	Remarks				
Class <u>Com Skills & Personality Development</u> <u>Aug.</u> 20 <u>21.</u>																								
Roll No.	August					Sept.																		
	M	T	W	T	F	M	T	W	T	F														
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4				
21856001	P	P	P	P	P	P	P	P	P	P	P	P	P	P							12			
21856002	P	P	P	P	P	P	P	P	P	P											11			
21856003	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						14			
21856004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						14			
21856005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						12			
21856006	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						12			
21857001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						13			
21853001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						11			



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		KHALSA COLLEGE AMRITSAR																	26			
Class		Com. Skills & Personality Development															Sept		2022			
Roll No.	Sept															Lectures Attended	Lectures Brought Forward	Total	Remarks			
	M	T	W	Th	F	S	M	T	W	Th	F	S	M	T	W					Th	F	S.
	6	7	8	9	10	11	13	14	15	16	17	18	20	21	22	23	24	25	18	15	33	
21856002	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P		15	12	27	
21856002	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		14	11	25	
21856003	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		13	14	27	
21856004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		14	14	28	
21856005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		14	12	26	
21856006	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		14	12	26	
21857001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		14	13	27	
21853001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		13	11	24	



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KHALSA COLLEGE AMRITSAR (3)

Class *Form Skills + Per-Dev* Sept-Oct 2021

S. No.	Roll No.	Name	Attendance B.F.	Sept - Oct																Total	
				27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12		13
21856001		Sahilpreet Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	13
21856002		Kirandeep Kaur		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12
21856003		Akashdeep Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	14
21856004		Nanjot Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	13
21856005		Maninder Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15
21856006		Himanshu Arora		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12
21857001		Banjot Kaur		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	13
21853001		Amritpal Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	11



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CERTIFICATES:

S.No. _____ Reg. No. 202 /KCA/SDC/21856003

 **KHALSA COLLEGE AMRITSAR**
(An Autonomous College)
KHALSA GLOBAL REACH

SKILL DEVELOPMENT CENTRE

Certificate

This is to certify that Mr./Ms. Akashdeep Singh

S/d/of Dilbag Singh and Mrs. Ranjit Kaur

having pursued the prescribed course in Communication Skills and Personality Development

in the Department of Skill Development Centre has been placed in A⁺ grade.

Jamatsingh
Registrar / Head, Department of
Amritsar.....202

M. Kato
Director
Skill Development Centre

M. Kato
Principal



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S.No.	Reg. No. 202 /KCA/SDC/21856005	
	KHALSA COLLEGE AMRITSAR (An Autonomous College)	
	KHALSA GLOBAL REACH	
	SKILL DEVELOPMENT CENTRE	
	<i>Certificate</i>	
This is to certify that Mr./Ms. <i>Maninder Singh</i>		
S/d/of <i>Gurmukh Singh</i> and Mrs. <i>Anajit Kaur</i>		
having pursued the prescribed course in <i>Communication Skills and Personality Development</i>		
in the Department of <i>Skill Development Centre</i> has been placed in <i>A</i> grade.		
<i>Jamvinder Singh</i> Registrar / Head, Department of Amritsar.....202	<i>Arbato</i> Director Skill Development Centre	<i>M. J.</i> Principal



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KHALSA COLLEGE AMRITSAR



P.G. DEPARTMENT OF ENGLISH
INVITES
**STUDENTS
TO JOIN
VALUE ADDED COURSES**

FOR DETAILS
CONTACT
H.O.D.
P.G. DEPARTMENT OF ENGLISH



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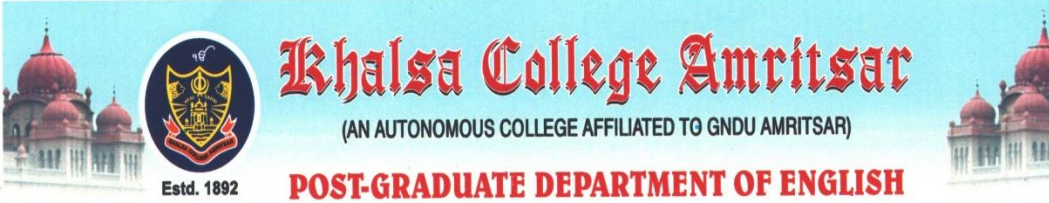
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ANNOUNCEMENT NOTICE:



Khalsa College Amritsar
(AN AUTONOMOUS COLLEGE AFFILIATED TO GNDU AMRITSAR)
POST-GRADUATE DEPARTMENT OF ENGLISH

Ph.: 0183-2258097 Email : deptengka@gmail.com

Ref. No. 1175/2 Date 14/08/21

Notice

Post Graduate Department is going to commence a Value Added Course in 'Creative Writing and Composition' for Students of M.A. English Sem-III from August 16, 2021. The course will help the Students to enhance their writing skills.

Supriinder Jassi
H.O.D HOS



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List of Students: MA Sem III

Sr No.	Course	Roll No.	Name
1	Creative Writing	20213001	Ramandeep Kaur
2	Creative Writing	20213002	Shweta Saini
3	Creative Writing	20213003	Sonia
4	Creative Writing	20213004	Arpandeep Kaur
5	Creative Writing	20213005	Avinash
6	Creative Writing	20213006	Jasleen Saini
7	Creative Writing	20213008	Harmanpreet Singh
8	Creative Writing	20213010	Isha Sharma
9	Creative Writing	20213011	Anikta Sachdeva
10	Creative Writing	20213012	Jaspreet Kaur
11	Creative Writing	20213015	Harpreet Kaur
12	Creative Writing	20213017	Vishal
13	Creative Writing	20213018	M P Masih
14	Creative Writing	20213019	Abhishek Makkar
15	Creative Writing	20213020	Amanpreet Kaur
16	Creative Writing	20213022	Harjot Singh
17	Creative Writing	20213023	Jatin Singh Rathore



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COURSE CONTENTS:

SYLLABUS

PG DEPARTMENT OF ENGLISH VALUE ADDED COURSE 2023 CREATIVE WRITING AND COMPOSITION Module-I

M. Marks:50
Theory: 25
Practical: 25

General Aims and Objectives of Writing

Introduction to various genres:

- Novel & Kinds of Novels -Historical, Picaresque, Gothic, Epistolary.
- Poetry & types of Poetry- Ode, Satire, Sonnet, Elegy.
- Drama & kinds of Drama- One act play, Tragedy, Comedy, Poetic Drama.
- Short story
- How to write a poem
- How to write a short story
- How to write one act play
- How to write a novel

NOTE: 25 MCQs will be asked .Each carries one mark.

Module-II

Writing Project:

1. The students are to write a creative piece of writing in any genre.
2. Plagiarism is to be avoided.

References:-

1. Zen in The Art of Writing -Ray Bradbury
2. Writer's Workshop -Stephan Koch



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Attendance:

KHALSA COLLEGE AMRITSAR																									
Class M.A. II year _____ 2021-22																									
S. No.	Roll No.	Name	Attendance B/E	August										Sep		Total									
				16	17	18	19	20	21	22	23	24	25	26	27		28	29	30	31	1	2	3	4	
01	20213001	Ramandeep K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
02		Shweta Saini		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
03		Sonia		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
04		Amandeep Kaur		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
05		Aurash		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
06		Jasleen Saini		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
08		Harmanpreet J.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
10		Jsha Sharma		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
11		Azika Sachdeva		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
12		Jaspreet Kaur		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
15		Harpreet Kaur		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
17		Vishal		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
18		M.P. Mehta		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
19		Abhishek Malik		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
20		Amanpreet Kaur		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
22		Hajjot Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
23		Jatin Singh Kohli		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			

KHALSA COLLEGE AMRITSAR																									
Class _____ 20																									
Remarks	Roll No.	Sep										Lectures Attended	Lectures Brought Forward	Total											
		8	9	10	11	13	14	15	16	17	18				20	21	22	23	24	25					
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									



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Khalsa College Amritsar

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UGC Letter No. F.22-1/2013 (AC) Dt. 22-05-2013

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Web : www.khalsacollege.edu.in

◆ A HERITAGE INSTITUTION AND COLLEGE WITH POTENTIAL FOR EXCELLENCE - Status conferred by UGC ◆
◆ NAAC REACCREDITED "A" GRADE (CGPA) ◆ STAR STATUS CONFERRED BY DBT, NEW DELHI ◆ AN ISO CERTIFIED COLLEGE ◆

KHALSA COLLEGE AMRITSAR														
Class <u>M.A. II year</u> 2021-22														
S. No.	Roll No.	Name	Attendance B.F.	Oct										Total
				29	30	1	4	5	6	7	8	9	11	
	20213001	Ramandeep K	30	P	P	P	P	P	P	P	P	P	P	41
	02	Shweta Saini	31	P	P	P	P	P	P	P	P	P	39	
	03	Sonia	27	P	P	P	P	P	P	P	P	P	37	
	04	Arpandeepkaur	29	P	P	P	P	P	P	P	P	P	36	
	05	Avinash	28	P	P	P	P	P	P	P	P	P	37	
	06	Jasleen Saini	26	P	P	P	P	P	P	P	P	P	38	
	08	Harmanpreet S	27	P	P	P	P	P	P	P	P	P	37	
	10	Tisha Sharma	29	P	P	P	P	P	P	P	P	P	40	
	11	Anikta Sachdan	30	P	P	P	P	P	P	P	P	P	39	
	12	Jaypreet kaur	29	P	P	P	P	P	P	P	P	P	39	
	15	Harpreet kaur	30	P	P	P	P	P	P	P	P	P	40	
	17	usshal	27	P	P	P	P	P	P	P	P	P	37	
	18	M.P. - Masih	27	P	P	P	P	P	P	P	P	P	38	
	19	Abhinav Mehta	29	P	P	P	P	P	P	P	P	P	39	
	20	Amanpreet Kaur	29	P	P	P	P	P	P	P	P	P	40	
	22	Harjot Singh	28	P	P	P	P	P	P	P	P	P	39	
	23	Jahri Singh	30	P	P	P	P	P	P	P	P	P	40	



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CERTIFICATES:

S.No. 008 Reg. No. 202 /KCA/SDC/

 **KHALSA COLLEGE AMRITSAR**
(An Autonomous College)

KHALSA GLOBAL REACH

SKILL DEVELOPMENT CENTRE

Certificate

This is to certify that Mr./Ms. Harmanpreet Singh
S/d/of Lakhwinder Singh and Mrs. Hardeep Kaur
having pursued the prescribed course in Creative Writing
in the Department of English has been placed in A+ grade.


Registrar / Head, Department of
Amritsar.....Oct 22.....2021


Director
Skill Development Centre


Principal



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S.No. 011 Reg. No. 202 /KCA/SDC/

 **KHALSA COLLEGE AMRITSAR**
(An Autonomous College)
KHALSA GLOBAL REACH

SKILL DEVELOPMENT CENTRE

Certificate

This is to certify that Mr./Ms. Jaspreet Kaur
S/d/of Mamjinder Paul Singh Aulakh and Mrs. Swinder Kaur
having pursued the prescribed course in Creative Writing
in the Department of English has been placed in A grade.


Registrar / Head, Department of
Amritsar.....Oct 22.....2021


Director
Skill Development Centre


Principal



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KHALSA COLLEGE AMRITSAR



P.G. DEPARTMENT OF ENGLISH
INVITES
STUDENTS
TO JOIN
VALUE ADDED COURSES

FOR DETAILS
CONTACT
H.O.D.
P.G. DEPARTMENT OF ENGLISH



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ANNOUNCEMENT NOTICE:



Khalsa College Amritsar

(AN AUTONOMOUS COLLEGE AFFILIATED TO GNDU AMRITSAR)

POST-GRADUATE DEPARTMENT OF ENGLISH

Ph.: 0183-2258097 Email : deptengka@gmail.com

Ref. No. 1175/2 Date 14/08/21

Notice

Post Graduate Department is going to commence a Value Added Course in 'English for Competitive Exam' for Students of B.A. (Hons) English Sem-V from August 16, 2021. The course will help the Students to clear various competitive exams.

Supinderjit for
H.O.D



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List of Students: BA HONS. (ENGLISH) Sem V

Sr.No	Course Name	Roll No.	Name
1	English for Competitive Exam	19205001	Paawanpreet Kaur
2	English for Competitive Exam	19205002	Jaspreet Kaur
3	English for Competitive Exam	19205004	Mansi Soni
4	English for Competitive Exam	19205005	Kiranpreet Kaur
5	English for Competitive Exam	19205006	Kajal Bhandari
6	English for Competitive Exam	19205007	Ennette John
7	English for Competitive Exam	19205008	Harpreet Kaur
8	English for Competitive Exam	19205009	Simran Kaur
9	English for Competitive Exam	19205014	Prabhleen Kaur
10	English for Competitive Exam	19205016	Prabhsimran
11	English for Competitive Exam	19205017	Mehakpreet Kaur
12	English for Competitive Exam	19205018	Manitapreet Kaur
13	English for Competitive Exam	19205020	Ramandeep Kaur
14	English for Competitive Exam	19205021	Sukhmandeep Kaur
15	English for Competitive Exam	19205022	Navneet Kaur
16	English for Competitive Exam	19205023	Isha
17	English for Competitive Exam	19205024	Mehakdeep Kaur
18	English for Competitive Exam	19205025	Yukta
19	English for Competitive Exam	19205026	Rajiv Kumar
20	English for Competitive Exam	19205027	Vikrant
21	English for Competitive Exam	19205028	Shweta
22	English for Competitive Exam	19205031	Manjot Kaur
23	English for Competitive Exam	19205035	Henry
24	English for Competitive Exam	19205037	Karamveer
25	English for Competitive Exam	19205038	Riya Saini
26	English for Competitive Exam	19205039	Siddhant
27	English for Competitive Exam	19205040	Pawandeep Singh
28	English for Competitive Exam	19205041	Dawinder Singh
29	English for Competitive Exam	19205042	Simranjeet Kaur
30	English for Competitive Exam	19205043	Ravgun Kaur
31	English for Competitive exam	19205046	Harmanjeet Singh
32	English for Competitive Exam	19205047	Komaljeet Singh
33	English for Competitive Exam	19205048	Ranvir Singh
34	English for Competitive Exam	19205049	Simran Kaur



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COURSE CONTENTS:

PG DEPARTMENT OF ENGLISH VALUE ADDED COURSE 2023 ENGLISH FOR COMPETITIVE EXAMINATION

TIME: 30 MINUTES

MAX MARKS :- 30

THEORY:- 30

Important Instructions:-

1. The examination will be based on MCQ set for the purpose.
2. There will be 15 questions of 2 marks each.

Module I:-

Synonyms, antonyms, one word substitution, idioms, spelling

Module II:-

Sentence completion, spotting errors, sentence improvement, reconstruction of sentences

Module III:-

Comprehension, paragraph writing, precis writing

Suggested readings:-

- a. Objective English for examination by R. K. Aggarwal
- b. English for competition by Arihant publication



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Attendance:

KHALSA COLLEGE AMRITSAR																		
Class BA-III (Hons) English <u>August</u> 2021																		
S. No.	Roll No.	Name	Attendance B.F.	August												Total		
				16	17	18	19	20	21	22	23	24	25	26	27		28	29
1420501	Poawanspurt		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
504	Jaspreet K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
508	Manvi Jassi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
508	Kiampreet K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Kajal Bhandari		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Monette John		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Harpreet K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Simran K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Prabbeer K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Prashunam		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Mehakpreet K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Harishpreet K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Ramandeep K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Sikhmandeep		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Harmit K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Jiha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Nehakdeep K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Hukta		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Kajiv kumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Vikasw		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Shweta		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	Manjot K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	Harv		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	Karamveer		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	Riya Jassi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	Utkham		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	Ramandeep		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	Ramandeep		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	Gurmeharpreet K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	Harpreet K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	Harbhajpreet S		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

KHALSA COLLEGE AMRITSAR																				
Class BA-III (Hons) <u>Sept</u> 2021 8																				
Roll No.	September												Lectures Attended	Lectures Brought Forward	Total	Remarks				
	4	6	8	9	10	11	14	15	16	17	18	20					21	22	23	24
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



Estd. 1892

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Khalsa College Amritsar

An Autonomous College affiliated to G.N.D.U., Amritsar
UGC Letter No. F.22-1/2013 (AC) Dt. 22-05-2013

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◆ A HERITAGE INSTITUTION AND COLLEGE WITH POTENTIAL FOR EXCELLENCE - Status conferred by UGC ◆
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KHALSA COLLEGE AMRITSAR																			
Class <u>BA (Hons) Sem IV</u> _____ 20																			
S. No.	Roll No.	Name	Attendance B.F.	August										Total					
				16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	47	Komaljit S.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	48	Kamini S.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	49	Gurman K.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

KHALSA COLLEGE AMRITSAR															
Class _____ 20															
Roll No.	September										Lectures Attended	Lectures Brought Forward	Total	Remarks	
4	5	6	7	8	9	10	11	12	13	14	15	30			
	P	P	P	P	P	P	P	P	P	P	P				
	P	P	P	P	P	P	P	P	P	P	P				
	P	P	P	P	P	P	P	P	P	P	P				



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CERTIFICATES:

S.No. 017 Reg. No. 202 /KCA/SDC/

 **KHALSA COLLEGE AMRITSAR**
(An Autonomous College)

KHALSA GLOBAL REACH

SKILL DEVELOPMENT CENTRE


Certificate


This is to certify that ~~Mr./Ms.~~ MANSI SONI


~~of~~ RAKESH KUMAR and Mrs. NEETU

having pursued the prescribed course in ENGLISH FOR COMPETITIVE EXAMS.

in the Department of ENGLISH has been placed in A grade.


Registrar / Head, Department of
Amritsar..... Oct 24,2021


Director
Skill Development Centre


Principal



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This is to certify that Mr./Y. ENNETTE JOHN.

S/d/of PANKAJ KUMAR and Mrs. SONIA

having pursued the prescribed course in ENGLISH FOR COMPETITIVE EXAMS.

in the Department of ENGLISH has been placed in A grade.


Registrar / Head, Department of
Amritsar.....01.05.20.....2021


Director
Skill Development Centre


Principal



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DEPARTMENT OF HINDI

KHALSA COLLEGE AMRITSAR

VALUE ADDED COURSE

ON

FUNCTIONAL HINDI

FOR SESSION
(2021-22)
TO BE COMMENCED FROM
17TH JANUARY 2022

The course will help the students in learning practical use of Hindi in daily administrative functions, script writing and media use of Hindi, like in advertising, press reporting etc. Interested students can contact

DR. SURJEET KAUR
(CONTACT NO. - 98726-49285)



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Notice



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(Registration Branch)
E-mail : registrar@khalsacollegeamritsar@gmail.com

(O) : +91-183-5055390
(M) : 95010-24508
Pin : 143002 (Pb.) India

Notice

The Department of Hindi is going to commence a value-added course in 'Functional Hindi' for the students from January 17, 2022. The course will help the students in learning practical use of Hindi in administrative functions, script writing and advertising etc. Interested students can contact Dr. Surjeet Kaur.

Surjeet Kaur
Registrar
Khalsa College Amritsar

Copy to:

- All HoD's and Incharges of various departments for the information of students
- DAA
- Registrar /Deputy Registrar
- All Notice Boards
- File



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List of students


Khalsa College Amritsar

Value Added Course

Functional Hindi

(Session 2021-22)

S. No	Name	Father Name	Roll No	Class	Signature
1.	Avneet	Manoj Kumar	20201004	B.A. IV	Avneet
2.	Vishal Singh	Tardeep Singh	20201018	B.A. IV	Vishal Singh
3.	Ravneet Kaur	Satnam Singh	20201028	B.A. IV	Ravneet Kaur
4.	Vijaypal Singh	Rajpal Singh	20201087	B.A. IV	Vijaypal Singh
5.	Rohit	Dev Raj	20201149	B.A. IV	Rohit
6.	Radhika	Raju	20201150	B.A. IV	Radhika
7.	Bobby Deol	Lalita Singh	20201152	B.A. IV	Bobby Deol
8.	Yogesh Kumar	Diyal Chand	20201348	B.A. IV	Yogesh Kumar
9.	Sandeep Kaur	Alona Singh	20201377	B.A. IV	Sandeep Kaur
10.	Khushi	Rakesh Kumar	20201475	B.A. IV	Khushi


Teacher Incharge
(Dr. Surjeet Kaur)



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Syllabus

VALUE ADDED COURSE

(FUNCTIONAL HINDI)

Credit Hours : 30

iz;kstuewyd fgUnh

(Functional Hindi)

ewY; of/kZr ikB~;Øe

(Value Added Course)

Time for Exam = 1 hr.

Maximum Marks : 50

Note: fo|kFkhZ dks nks&nks vadksa ds iz"uksa dk mRrj nsuk gksxkA

I kz;kstu (Objective)

1. bl dkslZ dk mls"; fo|kFkZ;ksa esa iz"kklfud "kCnkoyh dk Kku nsuk gSA
2. fo|kFkZ;ksa dks izk:i.k rFkk fVIiu tSls dkedkth fgUnh ds fofHkUu :iksa ls ifjpr djokuk gSA
3. fgUnh Hkk'kk esa iVdFkk&ys[ku rFkk laokn&ys[ku dh tkudkj nsuk gSA
4. foKkiu&ys[ku esa fgUnh Hkk'kk dk iz;ksx rFkk bl {ks= esa jkst+ xkj ds voljksa ls ifjpr djokuk gSA
5. ehfM;k ds {ks= esa fjiksfVZax ds <ax ls ifjpr djokuk gSA

[k.M&d

dk;kZy;h fgUnh ds izeq[k izdk;Z

fu/kkZfjr ikB~;Øe

1. izk:i.k% vFkZ] izk:i.k&ys[ku dh fo"ks'krk,a ;k fu;e
2. fVIi.k% vFkZ] fVIi.k&ys[ku dh fo"ks'krk,a ;k fu;e

[k.M&[k

lkfgR; fo/kkvksa dk n"; ek;eksa esa :ikarj.k

fu/kkZfjr ikB~;Øe

1. iVdFkk&ys[ku % vFkZ] Lo:i] xq.k
2. Lakokn&ys[ku % vFkZ] xq.k ;k fu;e



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[k.M&x

foKkiu rFkk fjksrkZt

fu/kkZfjr ikB~;Øe

1. foKkiu % vFkZ] izdkj] foKkiu&ys[ku ds fu;e
2. fjksrkZt % vFkZ] Lo:i] fjksrkZt&ys[ku ds fu;e

[k.M&?k

ikfjHkkf'kd "kCnkoyh rFkk dk;kZy;h fVlif.k;ka@ vuqns'k

¼lwph layXu gS½

cSadksa esa iz;qDr 'kCnkoyh

'kkL= vkSj fo|kvksa ls lEcfU/kr 'kCnkoyh

1. Account	[kkrk	1. Agriculture	Ñf"k
2. Cheque	psd] /kukns'k	2. Anthropology	u`foKku] ekuo&foKku
3. Current Account	pkyw [kkrk	3. Archaeology	iqjkr`Ùo foKku
4. Debtor	nsunkj	4. Astronomy	[kxksy fo k] [kxksy foKku
5. Depositor	tekdrkZ	5. Dental Surgery	nUr&'kY;&fpfdRik
6. Exchange Bank	fofue; cSad	6. Biology	tho foKku
7. Fixed Deposit	lkof/k tek	7. Botany	ouLifr foKku
8. Guaranter	tekurnkj	8. Commerce	okf.kT;'kkL=
9. Instalment	fd'r	9. Economics	vFkZ'kkL=
10. Investment	fuos'k] fofu;ksx	10. Engineering	vfHk;kaf=dh
11. Ledger	cgh	11. Ethics	uhfr'kkL=
12. Lease	iV~Vk	12. Forestry	Okfudh



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13.	Pawn	fxjoh	13.	Geography	Hkwxksy
14.	Payee	ikus okyk	14.	Mythology	iqjk.k'kkL=] feFkd 'kkL=
15.	Payable	ns;	15.	Neurology	raf=dk foKku
16.	Payment	Hkqxrku	16.	Oriental Learning	izkP; fo k
17.	Refund	/ku okilh	17.	Pedology	cky foKku
18.	Release	fueksZpu] NksM+uk	18.	Penology	naM'kkL=
19.	Re-Monetization	iqueqZæhdj.k	19.	Philosophy	n'kZu'kkL=
20.	Rental Value	yxku ewY;	20.	Psychology	euksfoKku
21.	Withdrawal	okilh]fudklh] vkgj.k	21.	Psychiatry	euksjksx foKku
22.	Borrower	m/kkjdrkZ	22.	Statistics	lkaf[;dh
23.	Transaction	ysu&nsu	23.	Surgery	'kY; fpdfRlk
24.	Transfer	varj.k	24.	Technology	izkS ksfxdh
25.	Validity	oS/krk	25.	Veterinary Science and Animal Husbandry	i'kq fpdfRlk rFkk i'kqikyufoKku

ea=ky;ksa ds uke

1.	Ministry of Home Affairs	x`g ea=ky;
2.	Ministry of Finance	foYk ea=ky;
3.	Ministry of Defence	j{kk ea=ky;
4.	Ministry of Railways	jsy ea=ky;
5.	Ministry of External Affairs	fons'k ea=ky;
6.	Ministry of Information & Broadcasting	lwpuk vkSj izlkj.k ea=ky;
7.	Ministry of Education & Social Welfare	f'k{kk vkSj lekt dY;k.k ea=ky;
8.	Ministry of Law	fof/k ea=ky;
10.	Ministry of Food, Agriculture & Irrigation	[kk] d`f`k rFkk flapkbZ ea=ky;
12.	Ministry of Trade & commerce	O;kikj] vkSj okf.kT; ea=ky;



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- | | | |
|-----|----------------------------------|-------------------------------|
| 21. | Ministry of International Trade | vUrjkZ"Vªh; O;kikj ea=ky; |
| 22. | Ministry of Science & Technology | foKku rFkk izkS ksfxdh ea=ky; |

dk;kZy;ksa ds uke

- | | | |
|-----|--|----------------------------------|
| 1. | All India Institute of Medical Science | vf[ky Hkkjrh; vk;qfoZKku lLaFkku |
| 2. | All India Handicrafts Board | vf[ky Hkkjrh; gLrf'kYi ckMZ |
| 3. | All India Radio | vkdk'kok.kh |
| 4. | Income Tax Department | vk;dj foHkkx |
| 6. | Central Bureau of Investigation | dsUnzh; tk;ip C;wjks |
| 8. | Central Vigilance Commission | dsUnzh; lrdZrk vk;ksx |
| 9. | Central Social Welfare Board | dsUnzh; lekt dY;k.k cksMZ |
| 10. | Central Hindi Directorate | dsUnzh; fgUnh funs'kky; |
| 11. | Department of Atomic Energy | ijek.kq ÅtkZ foHkkx |
| 12. | Department of Transport & Shipping | ifjogu vkSj tgktjkuh foHkkx |
| 13. | Supreme Court of India | Hkkjr dk mPPkre U;k;ky; |
| 14. | Archaeological Survey of India | Hkkjrh; iqjkr'Uo losZ{k.k |
| 18. | Printing & Stationery Department | eqnz.k rFkk ys[ku foHkkx |
| 22. | National Council of Educational | jk"Vªh; 'kSf{k d vuqla/kku |
| 23. | Public Works Department | yksd fueZk.k foHkkx |
| 24. | Union Public Service Commission | la?k yksd Isok vk;ksx |
| 25. | Life Insurance Corporation of India | Hkkjrh; thou chek fuxe |

dk;kZy;h fVIif.k;ka

fgUnh ls vaxzst+h

- | | | |
|----|--------------------------------|---------------------------------|
| 1. | izLrko ds vuqlkj dk;Zokgh djsa | Action may be taken as proposed |
| 2. | ;FkklaLrqr Lohdkj | Accepted as recommended |
| 3. | vkosnu i= fujLr fd;k tk;s | Application may be rejected |
| 4. | vfxe /ku LohÑr fd;k tk;s | Advance may be sanctioned |



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- | | | |
|-----|---|--|
| 5. | fuEufyf[kr vkifÙk;ksa lfgr fcy dks okil fd;k tk;s | Bill may be returned with the following objections |
| 6. | fu.kZ; okil ysa | Call back decision |
| 7. | dksVs'ku@fuosfnr Hkko eaxk;sa | Call for quotations |
| 8. | lcdks fn[kkdj Qkby djsa | Circulate and file |
| 9. | fLFkfr Li"V djsa | Clarify position |
| 10. | fuEufyf[kr dks NwV nh tk, | Exemption may be given to the following |
| 11. | fLFkfr rqjUr Li"V djsa | Explain the position immediately |
| 12. | ekeys ij fopkj gks jgk gSA | Matter is under consideration |
| 13. | vko';d dk;Zokgh gsrq izLrqr fd;k tk, | May be recommended for necessary action |
| 14. | fVI.kh dh vko';drk ugha | Need no comments |
| 15. | Ñi;k tkjh djsa | Please issue |
| 16. | lkjka'k izLrqr djsa | Put up summary |
| 17. | lq>ko ds vuqlkj izLrqr djsa | Put up as suggested |
| 18. | Ñi;k bl ekeys dks fiNys dkxt+ksa ds lkFk izLrqr djsa | Please put up the case with previous papers |
| 19. | Ñi;k rqjUr vuqLekjd HkstsA | Please send a reminder immediately |
| 20. | bls 'kh?kz fuiVk ysa@bls vfr vko';d le>sa | This may be treated as urgent |
| 21. | ds vuqlkj | According to |
| 22. | lgefr gS | Agreed |
| 23. | vuqeksfnr | Approved |
| 24. | fdlh izdkj ls | By any means |
| 25. | ds vkns'k ls | By order |
| 26. | Ñi;k iqf"V djsa | Kindly confirm |
| 27. | Ñi;k 'kh?kz izLrqr djsa | Please put up early |
| 28. | Ñi;k bl ekeys dh 'kh?kz Nkuchu djka, vkSj foLr`r uksV 'kh?kz izLrqr djsaA | Please have the matter examined early and put up detailed note |
| 29. | izLrqr djsa | Put up |
| 30. | fuEufyf[kr | under mentioned |



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31.	ds IUnHkZ esa	With reference to
32.	mifjfyf[kr	Above mentioned
33.	foyEc u djsa	Delay may be avoided
34.	vko';d dk;ZokbZ gsrq	Do the needful
35.	fof/kor~ Hkjk gqv	Duly filled in
36.	fof/kor~ IR;kfir	Duly verified
37.	'kh?kZ dk;ZokbZ djsa	Early action please
38.	ik=rk izekf.kr	Eligibility is certified
39.	i{k vFkok foi{k esa	For or against
40.	Ñi;k fopkj djsa	Kindly consider
41.	dh vksj ls	On behalf of

Qykxe (Outcomes)

1. bl dkslZ ds mijkar fo|kFkhZ iz"kklfud "kCnkoyh ds iz;ksx esa fuiq.k gksxkA
2. ;g dkslZ fo|kFkhZ dks iz"kklfud foHkkxksa esa dke ds volj fnyk,xkA
3. bl dkslZ dss ckn fgUnh flusek, Vh-oh- rFkk ehfM;k ds fofHkUu {ks=ksa esa fo|kFkhZ ds fy, jkst+xxkj ds volj [kqysaxsA
4. ;g dkslZ foKkiu ds {ks= esa fo|kFkhZ dks jkst+xxkj fnyk,xkA
5. i=dkfjrk ds {ks= esa fo|kFkhZ dks jkst+xxkj ds fofHkUu volj izkIr gksaxsA



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Attendance

KHALSA COLLEGE AMRITSAR												KHALSA COLLEGE AMRITSAR 31																								
Class <u>B.A. IV</u> Value added Course 2021-22 20												Class <u>Functional Hindi</u> 20																								
S. No.	Roll No.	Name	Attendance B.F.	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	Total	Remarks	Roll No.	Lectures Attended	Lectures Brought Forward	Total	Remarks						
	20201004	Arnet		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P													
	1018	Vishal Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P													
	1028	Rameet Kaur		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P													
	1087	Vijaypal Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P													
	1149	Rohit		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P													
	1150	Radhika		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P													
	1152	Bobby Paul		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P													
	1348	Yogesh Kumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P													
	1377	Adwesh Kaur		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P													
	1475	Khushi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P													



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KHALSA COLLEGE AMRITSAR														KHALSA COLLEGE AMRITSAR 32											
Class <u>B.A. IV</u> <u>Value Added Course 2021-22</u> <u>20</u>														Class _____ <u>20</u>											
S. No.	Roll No.	Name	Attendance B.F.	28	01 March	03	04	05	07	08	09	10	11	14	15	17	18	19	Total	Remarks	Roll No.	Lectures Attended	Lectures Brought Forward	Total	
	1004	Ameet	P	P	P	P	P		P	P	P	P	P	P	P	P	P								
	1018	Vishal Singh	P	P	P	P			P	P	P	P	P	P		P									
	1038	Ravneet Kaur	P	P	P					P	P	P	P	P		P									
	1087	Vijaybal Singh	P	P	P					P	P	P	P	P		P									
	1149	Rohit	P	P	P					P	P	P		P		P									
	1150	Radhika	P	P	P	P				P	P	P	P	P		P									
	1152	Bobby Deol	P	P	P	P				P	P	P	P	P		P									
	1348	Yogesh Kumar	P	P	P	P				P	P	P	P	P		P									
	1377	Sandeep Kaur	P	P	P	P				P	P	P	P	P		P									
	1475	Khyati	P	P	P	P				P	P	P	P	P		P									

Sardar Bhagat Singh



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Certificates

S.No. _____ Reg. No. 202 /KCA/SDC/ _____

 **KHALSA COLLEGE AMRITSAR**
(An Autonomous College)
KHALSA GLOBAL REACH
SKILL DEVELOPMENT CENTRE
Certificate

This is to certify that Mr./Ms. Arneet
S/d/of Manoj Kumar and Mrs. _____
having pursued the prescribed course in Functional Hindi (Value Added Course)
in the Department of Hindi has been placed in A grade.

Sujit Kaur
Registrar / Head, Department of
Amritsar.....30-03-2022

Chhota
Director
Skill Development Centre

M. L. L.
Principal



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S.No.	Reg. No. 202 /KCA/SDC/	
	KHALSA COLLEGE AMRITSAR (An Autonomous College)	
	KHALSA GLOBAL REACH	
	SKILL DEVELOPMENT CENTRE	
	<i>Certificate</i>	
This is to certify that Mr./Ms. <u>Vishal Singh</u>		
S/d/of <u>Tersem Singh</u> and Mrs. _____		
having pursued the prescribed course in <u>Functional Hindi (Value Added Course)</u>		
in the Department of <u>Hindi</u> has been placed in <u>A</u> grade.		
<i>Subject Head</i> Registrar / Head, Department of Amritsar.....30.3.2022	<i>Director</i> Director Skill Development Centre	<i>Principal</i> Principal



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S.No. _____ Reg. No. 202 /KCA/SDC/

 **KHALSA COLLEGE AMRITSAR**
(An Autonomous College)

KHALSA GLOBAL REACH

SKILL DEVELOPMENT CENTRE

Certificate

This is to certify that ~~Mr./Ms.~~ *Jaskaranjeet Kaur* (19201750) _____
S/d/of _____ and Mrs. _____
having pursued the prescribed course in *History & Historiography* _____
in the Department of *History* _____ has been placed in *B⁺* grade.


Registrar / Head, Department of
Amritsar.....202


Director
Skill Development Centre


Principal



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VALUE ADDED COURSE

IN

CONTENT WRITING



SESSION 2021-22

P.G. DEPARTMENT OF JOURNALISM & MASS
COMMUNICATION

KHALSA COLLEGE AMRITSAR

(An Autonomous College)

PUNJAB-143002



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ABOUT DEPARTMENT:

Department of Journalism & Mass Communication offers a New – age digital Journalism and media program that also borrows the fundamentals of design , New Media Journalism , Mo JO (Mobile Journalism) & digital Communication Platforms, Online, Print and broadcast Media has immense scope for carrier opportunities in this digital age. Department of Journalism & Mass Communication provides a unique atmosphere to learn and practice the skills to shine in media. The architectural grandeur of the newly built building and the layout of the campus mesmerizes the learners and invokes the creativity in them. Many students of this department are now working with leading newspapers, news and entertainment channels and online media. The PG Department of Journalism & Mass Communication combine 70% practical exposure with 30% theoretical Study.

COURSE OBJECTIVE:

- Introduction to Content Writing.
- How to develop the content for events, advertising and other work.

ELIGIBILITY FOR ADMISSION:

Regular college students can join.

DURATION:

40 Hours

FOR MORE INFORMATION CONTACT:

Incharge Prof. Jagdeep Singh 86998-08231
Prof. Ferry Bhatia 90566-27482



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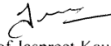
NOTICE

**Khalsa College Amritsar**
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FACULTY OF ARTS AND SOCIAL SCIENCES
Estd. 1892

Ref. No. AH/11 Date 24.01.2022

Notice

The PG Department of Journalism & Mass Communication is going to start a Value –Added Course in 'Content Writing' for the Post Graduate Classes from February 1st 2022 for the session 2021-22 This course will enhance the understanding of students about how to create the content.


Prof Jaspreet Kaur
Dean Arts & Social Sciences

Copy to:

- All HoD's & Incharge of various departments for the information of students
- DAA
- Notice Boards
- File

Tel.: +91-183-5015511, 2258097 Email : artsandsocialsciences.kca@gmail.com Website : www.khalsacollege.edu.in



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LIST OF STUDENTS:

S.No.	Course Name	Roll No.	Student's Name
1	Content Writing	21217002	Harjeet Singh
2	Content Writing	21217005	Davinder Singh
3	Content Writing	21217006	Loveljeet Kaur
4	Content Writing	21217007	Sakshi Sharma
5	Content Writing	21217008	Amanpreet Kaur
6	Content Writing	21217009	Khushpreet Kaur



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COURSE CONTENTS:

P.G. Department of Journalism & Mass Communication

SYLLABUS

Content Writing

Value Added Course (VAC-101)

Time: 40min.

Max. Marks: 50

Total Teaching Hours: 30

Theory: 25

Practical: 25

Instructions of Paper Setters:

The question paper will consist of 50 multiple choice questions of One mark each (theory and practical) are to be set from whole syllabus.

Course objective:

To develop an understanding among students regarding basic concepts of data as well as its analysis and interpretation with the help of statistical techniques to make them able to handle statistical analysis independently.

Course Content:

Section – A

Meaning, definition, scope, importance, types, skills required for writing content, content writing as a career option, content writing for e-commerce sites, freelance content, resume writing, problems faced in content writing, plagiarism in content writing.

Section – B

Copyrighting, creative writing, social media writing, SEO:- definition, how to SEO web content, elements of SEO, SEO strategy, Blogging and e-book, story writing techniques, Legal writing, Business writing, wordpress.



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KHALSA COLLEGE AMRITSAR																				
Class <u>MATMC (Value added course)</u>																				
S. No.	Roll No.	Name	Attendance B.F.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
	2	Harjeet Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	5	Jawinder		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	6	Lovliet		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	7	Sakshi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	8	Aman		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	9	Khusmeet		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



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KHALSA COLLEGE AMRITSAR		41		Remarks
Content Writing (theory)		Feb	20 March	
Roll No.	Class	Lectures Attended	Lectures Brought Forward	Total
19	19	12+12		24
20	20	12+12		24
21	21	12		24
22	22	12		21
23	23	12		19
24	24	12		21
25	25	12		19



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KHALSA COLLEGE AMRITSAR																	
Class <u>M.A.J.M.C (Value added course) (Theory)</u>																	
S. No.	Roll No.	Name	Attendance B.F.	1	2	3	4	5	6	7	8	9	10	11	12	Total	Remarks
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
2		Haseet Singh		P	P	P	P	P	P	P	P	P	P	P	P		
5		Darinder		P	P	P	P	P	P	P	P	P	P	P	P		
6		Lovjeet		P	P	P	P	P	P	P	P	P	P	P	P		
7		Jukshi		P	P	P	P	P	P	P	P	P	P	P	P		
8		Aman		P	P	P	P	P	P	P	P	P	P	P	P		
9		Khusmeet		P	P	P	P	P	P	P	P	P	P	P	P		



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UGC Letter No. F.22-1/2013 (AC) Dt. 22-05-2013

(O) : +91-183-2258097
: +91-183-5015511
Fax : +91-183-2255619
Pin : 143002 (Pb.) India

e-mail : khalsacollegeamritsar@yahoo.com

Web : www.khalsacollege.edu.in

◆ A HERITAGE INSTITUTION AND COLLEGE WITH POTENTIAL FOR EXCELLENCE - Status conferred by UGC ◆
◆ NAAC REACCREDITED "A" GRADE (CGPA) ◆ STAR STATUS CONFERRED BY DBT, NEW DELHI ◆ AN ISO CERTIFIED COLLEGE ◆

KHALSA COLLEGE AMRITSAR				March	20	April	42	Remarks
				Lectures Attended	Lectures Brought Forward	Total		
MOHA	19	P		6	24	30		
MOHA	20	P		5	24	29		
MOHA	21	P		4	24	28		
MOHA	22	P		4	21	25		
MOHA	23	P		6	19	25		
MOHA	24	P		6	21	27		
MOHA	25	P		6	19	25		
MOHA	26	P		6	19	25		
MOHA	27	P		6	19	25		
MOHA	28	P		6	19	25		
MOHA	29	P		6	19	25		
MOHA	30	P		6	19	25		
MOHA	31	P		6	19	25		
MOHA	1	P		6	19	25		
MOHA	2	P		6	19	25		
MOHA	3	P		6	19	25		
MOHA	4	P		6	19	25		
MOHA	5	P		6	19	25		
MOHA	6	P		6	19	25		
MOHA	7	P		6	19	25		
MOHA	8	P		6	19	25		
MOHA	9	P		6	19	25		
MOHA	10	P		6	19	25		
MOHA	11	P		6	19	25		
MOHA	12	P		6	19	25		
MOHA	13	P		6	19	25		
MOHA	14	P		6	19	25		
MOHA	15	P		6	19	25		
MOHA	16	P		6	19	25		
MOHA	17	P		6	19	25		
MOHA	18	P		6	19	25		
MOHA	19	P		6	19	25		
MOHA	20	P		6	19	25		
MOHA	21	P		6	19	25		
MOHA	22	P		6	19	25		
MOHA	23	P		6	19	25		
MOHA	24	P		6	19	25		
MOHA	25	P		6	19	25		
MOHA	26	P		6	19	25		
MOHA	27	P		6	19	25		
MOHA	28	P		6	19	25		
MOHA	29	P		6	19	25		
MOHA	30	P		6	19	25		
MOHA	31	P		6	19	25		
MOHA	1	P		6	19	25		
MOHA	2	P		6	19	25		
MOHA	3	P		6	19	25		
MOHA	4	P		6	19	25		
MOHA	5	P		6	19	25		
MOHA	6	P		6	19	25		
MOHA	7	P		6	19	25		
MOHA	8	P		6	19	25		
MOHA	9	P		6	19	25		
MOHA	10	P		6	19	25		
MOHA	11	P		6	19	25		
MOHA	12	P		6	19	25		
MOHA	13	P		6	19	25		
MOHA	14	P		6	19	25		
MOHA	15	P		6	19	25		
MOHA	16	P		6	19	25		
MOHA	17	P		6	19	25		
MOHA	18	P		6	19	25		
MOHA	19	P		6	19	25		
MOHA	20	P		6	19	25		
MOHA	21	P		6	19	25		
MOHA	22	P		6	19	25		
MOHA	23	P		6	19	25		
MOHA	24	P		6	19	25		
MOHA	25	P		6	19	25		
MOHA	26	P		6	19	25		
MOHA	27	P		6	19	25		
MOHA	28	P		6	19	25		
MOHA	29	P		6	19	25		
MOHA	30	P		6	19	25		
MOHA	31	P		6	19	25		
MOHA	1	P		6	19	25		
MOHA	2	P		6	19	25		
MOHA	3	P		6	19	25		
MOHA	4	P		6	19	25		
MOHA	5	P		6	19	25		
MOHA	6	P		6	19	25		
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MOHA	11	P		6	19	25		
MOHA	12	P		6	19	25		
MOHA	13	P		6	19	25		
MOHA	14	P		6	19	25		
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MOHA	16	P		6	19	25		
MOHA	17	P		6	19	25		
MOHA	18	P		6	19	25		
MOHA	19	P		6	19	25		
MOHA	20	P		6	19	25		
MOHA	21	P		6	19	25		
MOHA	22	P		6	19	25		
MOHA	23	P		6	19	25		
MOHA	24	P		6	19	25		
MOHA	25	P		6	19	25		
MOHA	26	P		6	19	25		
MOHA	27	P		6	19	25		
MOHA	28	P		6	19	25		
MOHA	29	P		6	19	25		
MOHA	30	P		6	19	25		
MOHA	31	P		6	19	25		
MOHA	1	P		6	19	25		
MOHA	2	P		6	19	25		
MOHA	3	P		6	19	25		
MOHA	4	P		6	19	25		
MOHA	5	P		6	19	25		
MOHA	6	P		6	19	25		
MOHA	7	P		6	19	25		
MOHA	8	P		6	19	25		
MOHA	9	P		6	19	25		
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MOHA	14	P		6	19	25		
MOHA	15	P		6	19	25		
MOHA	16	P		6	19	25		
MOHA	17	P		6	19	25		
MOHA	18	P		6	19	25		
MOHA	19	P		6	19	25		
MOHA	20	P		6	19	25		
MOHA	21	P		6	19	25		
MOHA	22	P		6	19	25		
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MOHA	5	P		6	19	25		
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MOHA	9	P		6	19	25		
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MOHA	12	P		6	19	25		
MOHA	13	P		6	19	25		
MOHA	14	P		6	19	25		
MOHA	15	P		6	19	25		
MOHA	16	P		6	19	25		
MOHA	17	P		6	19	25		
MOHA	18	P		6	19	25		
MOHA	19	P		6	19	25		
MOHA	20	P		6	19	25		
MOHA	21	P		6	19	25		
MOHA	22	P		6	19	25		
MOHA	23	P		6	19	25		
MOHA	24	P		6	19	25		
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MOHA	26	P		6	19	25		
MOHA	27	P		6	19	25		
MOHA	28	P		6	19	25		
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MOHA	30	P		6	19	25		
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MOHA	1	P		6	19	25		
MOHA	2	P		6	19	25		
MOHA	3	P		6	19	25		
MOHA	4	P		6	19	25		
MOHA	5	P		6	19	25		
MOHA	6	P		6	19	25		
MOHA	7	P		6	19	25		



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KHALSA COLLEGE AMRITSAR

Class MATM 6 Content writing (Practical) 20

S. No.	Roll No.	Name	Attendance B.F.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2		Hajret Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5		Ravinder		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6		Lovejot		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7		Sarvesh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8		Aman		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9		Khuspreet		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	



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KHALSA COLLEGE AMRITSAR 43

Feb 20 March

Roll No.	19 Feb	20 Feb	21 Feb	22 Feb	23 Feb	24 Feb	25 Feb	26 Feb	27 Feb	28 Feb	1 Mar	2 Mar	3 Mar	4 Mar	5 Mar	Lectures Attended	Lectures Brought Forward	Total	Remarks
1	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	24		24	
2	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	20		15	
3	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	22		22	
4	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	19		19	
5	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	22		22	
6	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	23		23	
7	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	18		18	



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KHALSA COLLEGE AMRITSAR																				
Class		MAJMC (Content Writing Practical)																		20
S. No.	Roll No.	Name	Attendance B.F.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total
2		Harjeet		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3		Darinder		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6		Lovjeet		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7		Jaspreet		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8		Aman		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9		Khuspreet		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	



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KHALSAS COLLEGE AMRITSAR															
44															
March April															
2022															
Class Value added course															
Roll No.												Lectures Attended	Lectures Brought Forward	Total	Remarks
19	P	P	P	P	P	P	P	P	P	P	P	6	24	30	
20	P	P	P	P	P	P	P	P	P	P	P	4	15	19	
21	P	P	P	P	P	P	P	P	P	P	P	6	22	28	
22	P	P	P	P	P	P	P	P	P	P	P	6	19	25	
23	P	P	P	P	P	P	P	P	P	P	P	6	22	28	
24	P	P	P	P	P	P	P	P	P	P	P	5	23	28	
25	P	P	P	P	P	P	P	P	P	P	P	6	18	24	



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STUDENTS' CERTIFICATES:

S.No. _____ Reg. No. 202 /KCA/SDC/JMC01

KHALSA COLLEGE AMRITSAR
 (An Autonomous College)
KHALSA GLOBAL REACH
SKILL DEVELOPMENT CENTRE

Certificate

This is to certify that Mr./Ms. Hanjeet Singh

S/d/of _____ and Mrs. _____

having pursued the prescribed course in Content Writing

in the Department of Journalism & Mass Comm. has been placed in A grade.

Registrar / Head, Department of
 Amritsar...10 March...2022

Chheta
 Director
 Skill Development Centre

meetha
 Principal



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Khalsa College Amritsar





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S.No.	Reg. No. 202 /KCA/SDC/ JMC02	
	KHALSA COLLEGE AMRITSAR (An Autonomous College)	
KHALSA GLOBAL REACH		
SKILL DEVELOPMENT CENTRE		
<i>Certificate</i>		
This is to certify that Mr./Ms. <u>Davinder Singh</u>		
S/d/of _____ and Mrs. _____		
having pursued the prescribed course in <u>Content Writing</u>		
in the Department of <u>Journalism & Mass Comm.</u> has been placed in <u>A</u> grade.		
 Registrar / Head, Department of Amritsar... <u>19 March</u>202 <u>2</u>	 Director Skill Development Centre	 Principal



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ਉਰਦੂ ਕਲਾਸਾਂ ਸੰਬੰਧੀ ਸੂਚਨਾ

ਸੈਸ਼ਨ 2021-2022

ਕਾਲਜ ਵੱਲੋਂ ਉਰਦੂ ਜ਼ਬਾਨ ਅਤੇ ਸ਼ਾਹਮੁਖੀ ਲਿੱਪੀ ਸਿੱਖਣ ਦੇ ਚਾਹਵਾਨ
ਸਿਖਿਆਰਥੀਆਂ (ਵਿਦਿਆਰਥੀ/ਅਧਿਆਪਕ ਅਤੇ ਨੈਨ-ਟੀਚਿੰਗ ਸਟਾਫ) ਲਈ

ਕਾਲਜ ਵਿਚ ਉਰਦੂ ਭਾਸ਼ਾ ਦੇ

ਮਾਹਿਰ ਅਧਿਆਪਕ

ਦਾ ਪ੍ਰਬੰਧ ਕੀਤਾ ਗਿਆ ਹੈ,

ਜੋ ਕਿ ਬਾਅਦ ਦੁਪਹਿਰ ਇੱਕ ਵਜੇ ਤੋਂ ਤਿੰਨ ਵਜੇ ਤੱਕ

ਪੰਜਾਬੀ ਵਿਭਾਗ ਦੀ ਲਾਇਬ੍ਰੇਰੀ ਨੇੜਲੇ ਕਮਰਾ ਨੰਬਰ 38 ਵਿੱਚ

ਕਲਾਸਾਂ ਲਗਾ ਰਹੇ ਹਨ।

ਉਰਦੂ ਭਾਸ਼ਾ ਸਿੱਖਣ ਦੇ ਚਾਹਵਾਨ ਇਸ ਸਮੇਂ ਦੌਰਾਨ ਆਪਣੀ ਸੁਵਿਧਾ ਅਨੁਸਾਰ

ਕਲਾਸਾਂ ਲਗਾ ਸਕਦੇ ਹਨ।

ਸਰਟੀਫਿਕੇਟ ਕੋਰਸ (ਤਿੰਨ ਮਹੀਨੇ) ਲਈ ਕੁੱਲ ਫੀਸ : 2500 ਰੁਪਏ

ਤਿੰਨ ਮਹੀਨੇ ਸਿਰਫ ਉਰਦੂ-ਅੱਖਰ ਸਿੱਖਣ ਲਈ ਕੁੱਲ ਫੀਸ : 1500 ਰੁਪਏ

ਸੰਪਰਕ : ਡਾ. ਹੀਰਾ ਸਿੰਘ

ਇੰਚਾਰਜ : ਉਰਦੂ ਕਲਾਸਾਂ, ਪੰਜਾਬੀ ਵਿਭਾਗ

ਫੋਨ- 9417534823



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◆ A HERITAGE INSTITUTION AND COLLEGE WITH POTENTIAL FOR EXCELLENCE - Status conferred by UGC ◆
◆ NAAC REACCREDITED "A" GRADE (CGPA) ◆ STAR STATUS CONFERRED BY DBT, NEW DELHI ◆ AN ISO CERTIFIED COLLEGE ◆

Certificate Course in Urdu (Part-Time)

ਉਰਦੂ

URDU-0001

Urdu: General Information

Time: 3 Hours
Total Hours: 60

Credit Per Week: 04
Maximum Marks: 100

Note: Instructions for Paper Setters/Examiners and Candidates:

The question paper shall consist of four Sections: A, B, C and D. All the Sections A, B, C and D have two questions each of equal marks (20). Candidates are required to attempt one question each from four Sections A, B, C and D and one question from any Section of the question paper. The medium of the paper will be Urdu/Shahmukhi.

Course Objectives

- Knowledge of Urdu language and literature.
- Ability to read texts in relation to their historical & cultural contexts.
- Ability to translate Urdu into other languages and vice versa.

Course Outcomes (CO's)

- Students will get basic knowledge of Urdu language and opportunity to learn the Urdu Language.
- With this course students will be able to read and write the Urdu Language.
- To identify and understand the meaning of words of Urdu language used in Punjabi Language.
- This will establish student's affinity with urdu language.

Syllabus and courses of reading

Books Prescribed: Lazmi Urdu Nisab (1st half of Prose and 1st half of Poetry) by Khalida Naheed published by Educational Book House, A.M.U. Market, Aligarh.

Units and Themes

Section-A

Passages for Translation

Section-B

Stanzas for Explanation

Section-C

Word Meanings and their use in the Sentences

Section-D

General Information: Names of Days, Months, Seasons, Relations, Colours, Body Parts, Animals, Birds, Fruits, Vegetables, Counting etc.

Books Recommended:

1. **University Punjabi-Urdu Qaida** by Dr. Amarwant Singh, 2006
2. **Urdu Ki Pehli Kitab** by Maulvi Mohammad Isma'eel Merathi, Farid Book Depot, 422- Matia Mahal, Jama Masjid, Delhi



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ਖ਼ਾਲਸਾ ਕਾਲਜ ਅੰਮ੍ਰਿਤਸਰ

Khalsa College Amritsar

An Autonomous College affiliated to G.N.D.U., Amritsar
UGC Letter No. F.22-1/2013 (AC) Dt. 22-05-2013

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Attendance

KHALSA COLLEGE AMRITSAR														KHALSA COLLEGE AMRITSAR 21										
Class Basic Urdu (Certificate Course) 14-10-2021 2021-11-21														Class _____ 20										
S.No.	Roll No.	Name	Attendance B.F.	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	Total	Remarks
3101		manbir Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3102		Jagdeep Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3103		Jasbharan Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3104		Ravinder Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3105		Harsh Kumar		X	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

KHALSA COLLEGE AMRITSAR														KHALSA COLLEGE AMRITSAR 20											
Class Basic Urdu (Certificate Course) 1-9-2021 2021-10-20														Class _____ 20											
S.No.	Roll No.	Name	Attendance B.F.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total	Remarks
3101		manbir Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3102		Jagdeep Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3103		Jasbharan Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3104		Ravinder Singh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3105		Harsh Kumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	



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Certificates

Sr. No.01.....

Regd. No.

Roll No. 2101.....

KHALSA COLLEGE AMRITSAR

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BASIC URDU CERFICATE COURSE

Certificate

This is to certify that Mr./Mrs. Mansur Singh

S/D/ of Kartar Singh and Mrs. Manjit Kaur

having pursued the prescribed course in Basic Urdu

Session 2021-2022 of duration 3 months has been placed in A Grade.

Issued Date: 4.4.2022

Dr. Mehal Singh
Dr. Mehal Singh
Principal



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Sr. No. ...02...

Regd. No.

Roll No. ...2102...

KHALSA COLLEGE AMRITSAR

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BASIC URDU CERFICATE COURSE

Certificate

This is to certify that Mr./Mrs. Jagroop Singh

S/D/ of Gurbachan Singh and Mrs. Gurjit Kaur

having pursued the prescribed course in Basic Urdu

Session 2021-2022 of duration 3 months has been placed in A Grade.

Issued Date:

5.4.2022


Dr. Mehal Singh
Principal