

30 Hours certificate Programme (Session 2020-2021)

Name of the certificate Programme

कबीर गुरु नानक वाणी : आध्यात्मिक

कबीर और गुरु नानक वाणी : आध्यात्मिक दार्शनिक चिंतन

Spiritual –Philosophical Contemplation of Kabir's and Guru Nanak's text.

Duration -30 Hours

Curriculum# :-

1. संत कबीर एव श्री गुरु नानक देव का जीवन व साहित्यिक परिचय : संक्षिप्त संक्षिप्त दृश्यावलोकन
2. ब्रह्म का स्वरूप : निराकार एकेश्वर
3. निराकार ईश्वर सृष्टि सष्ट रूप
4. ईश्वरीय सत्ता की सर्वशक्तिमता एवं सर्वव्यापकता
5. सृष्टि निर्माण के तत्व
6. जीवात्मा की स्थिति एवं लक्ष्य
7. कर्म सिद्धांत की स्वीकार्यता
8. मानव शरीर का महत्व
9. माया: परम सत्ता व जीवात्मा की एकाकरता में बाधा
10. मन की स्थिति
11. अह का आवरण
12. सद्गुरु जीवात्मा का मार्गदर्शक
13. दशम द्वार से निसत अनहद -नाद
14. मोक्ष का कारक : नाम जप
15. वसुधैव कटुबन्धक का आधार : अध्यात्म व दर्शन

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Assessment procedure

Kabir and Guru Nanak Vani: Adhyatmik Darshnik Chintan

30 Hours Certificate Programme

Assesement has been done on the basis of attendance, oral and written test.

Summary report

30 hours certificate program 'Kabir and Guru Nanak Vani: Adhyatmik Darshnik Chintan' has been organised by Hindi department of Sri LBS Arya Mahila College Barnala in the month of March 2021. 48 students attended this program . certificates were given to the students who were part of this program on the basis of assessment.

Outcomes:

The program has been started with the aim of inculcate the moral values in students. Kabir and Guru Nanak both are great saint of medieval period of north and West India. Their teachings spread humanity, love, fraternity, equality, high moral character oneness of God and human being without any discrimination on the basis of caste, colour, creed, religion ,gender, sect etc. These values are required in every era in the world as such values make this World worthliving and help the humans to create future they want to experience.

  
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Mahila College, BARNALA

S.No. of the Lecture Delivered													
Date of the Lecture Delivered	1	2	3	4	5	6	7	8	9	10	11	12	13
sr.No.	NAME	Roll No.	BF										
1	Srimanjot Kaur	03											
2	Jasveer Kaur	29											
3	Joti Kaur	43											
4	Pritham Kaur	45											
5	Prabhat Kaur	53											
6	Mandeep Kaur	63											
7	Amanjeet Kaur	64											
8	Gurpreet Kaur	66											
9	Sumandeep Kaur	71											
10	Anju Bala	92											
11	Pooja	105											
12	Jahvir Kaur	109											
13	Jyoti	110											
14	Somandeep Kaur	117											
15	Gurmeet Kaur	118											
16	Samanjeet Kaur	122											
17	Ranjit Kaur	401											
18	Manpreet Kaur	406											
19	Manpreet Kaur	407											
20	Pranajeev Kaur	408											
21	Neetal Kaur	409											
22	Mandeep Kaur	416											
23	Rukhveer Kaur	422											
24	Mandeep Kaur	433											

	9/10	11/10	13/11	15/11	17/11	19/11	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks	
14	X																			Sirhanjot Kaur
15		X																		Jasveer Kaur
16			X																	Joti Kaur
17				X																Pritham Kaur
18					X															Kabir, et al
19						X														Mandeep Kaur
20							X													Amanjeet Kaur
21								X												Gurpreet Kaur
22									X											Sumandeep Kaur
23										X										Anju Bala
24											X									Pooja
25												X								Jahvir Kaur
26													X							Jyoti
27														X						Somandeep Kaur
28															X					Gurmeet Kaur
29																X				Samanjeet Kaur
30																	X			Ranjit Kaur
31																		X		Manpreet Kaur
Total																				Manpreet Kaur

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Class BAT, II, III

Section -

Subject Add on certifi

ate course (Kabin Aur Gussu Narak Vani; Adhyatmik - Darshan)

Month & Year

March, 2021

S.No. of the Lecture Delivered																
Date of the Lecture Delivered	1	2	3	4	5	6	7	8	9	10	11	12	13			
Sr. No.	NAME	Roll No.	BF													
25	Mandeep Kaur	436								X	X	X	X			
26	Harpreet Kaur	448								X	X	X	X			
27	Rashmireet Kaur	456								X	X	X	X			
28	Harpal Kaur	469								X	X	X	X			
29	Ramandeep Kaur	466								X	X	X	X			
30	Amandeep Kaur	471		/												
31	Gurpreet Kaur	475							X	X	X	X	X			
32	Rajpreet Kaur	481		- HALF PAY												
33	Manpreet Kaur	492		- LEAVE												
34	Manpreet Kaur	495		- LEAVE												
35	Harman Kaur	503		/												
36	Simranjit Kaur	504		/												
37	Manpreet Kaur	507							X	X	X	X	X			
38	Manjari	508							X	X	X	X	X			
39	Jaspreet Kaur	509							X	X	X	X	X			
40	Jasmeen Kaur	513							X	X	X	X	X			
41	Sikhinder Kaur	514							X	X	X	X	X			
42	Arijali	517							X	X	X	X	X			
43	Bhawna Goyal	519							X	X	X	X	X			
44	Ashdeep Kaur	521							X	X	X	X	X			
45	Gurmeet Kaur	804							X	X	X	X	X			
46	Manjot Kaur	805							X	X	X	X	X			
47	Simran Verma	810							X	X	X	X	X			
48	Karamjeet Kaur	829							X	X	X	X	X			

		9	11	13	15	17	19			21	23	24	25	27	28	29	30	31	Total	Remarks
		10	12	14	16	18	20			22	23	24	25	26	27	28	29	30	Total	Remarks
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Mandeep Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Harpreet Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Rashmireet Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Harpal Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Ramandeep Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Amandeep Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Gurpreet Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Rajpreet Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Manpreet Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Manpreet Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Harman Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Simranjit Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Manpreet Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Manjari	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Jaspreet Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Jasmeen Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Sikhinder Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Arijali	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Bhawna Goyal	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Ashdeep Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Gurmeet Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Manjot Kaur	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Simran Verma	
		X	X	X	X	X	X			X	X	X	X	X	X	X	X	31	Karamjeet Kaur	

SUNDAY

BUNTIAN - LEAVE

SUNDAY

C-LEAVE

C-LEAVE

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

No. of days  
in which

कबीर और गुरु नानक ज्ञानी: आध्यात्मिक दार्शनिक चिंतन

समय: 1 घंटा.

सभी प्रश्नों का उत्तर संक्षेप में दें - पांच प्रश्नों का उत्तर दें। पूर्णांक: 25

1. कबीर और गुरु नानक देव का जीवन परिकल्प लिखें। 5

2. श्री गुरु नानक देव जी के प्रथम संबंधी विचार बताइए। 5

3. कबीर और श्री गुरु नानक देव जी की रचनाओं के नाम बताइए। 5

4. कबीर द्वारा सद्गुरु के महत्व संबंधी विचारों को उद्घाटित करें। 5

5. कबीर और श्री गुरु नानक के नारी सम्बन्धी दृष्टिकोण को स्पष्ट कीजिए। 5

6. निर्गुण संत परंपरा में भ्रष्टा संबंधी विचारों पर टिप्पणी करें। 5

7. 'बसुधैव कुटुम्बकम्' के आधार पर निर्गुण संत परंपरा के उपर्युक्त दोनों कवियों की वाणी का विश्लेषण कीजिए। 5

ESTD. 1968

# Sh. Lal Bahadur Shastri Arya Mahila College BARNALA

An ISO 9001:2015 Certified Institution.

(Affiliated to Pbi. Uni. Patiala)

Accredited by NAAC (UGC) with 'B' Grade-2.61 CGPA,

\*\*95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to Ms. Rashanpreet Kaur

Class B.A.-II Roll No. 456

Completed Course in शक और आर्थिक - 2

Organised by Hindi Dept.

*[Signature]*  
Organiser

Principal

*[Signature]*  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

ESTD. 1968

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\*\*95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to Ms. Simran Verma

Class B.A. III Roll No. 810

Completed Course in Kabir Aur Guru Nanak Jami: Adhyatmik - Darshid Chidan

Organised by Hindi Dept.

Organiser

Principal

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

**Name of the program**

**Duration- 30 hours**

**curriculum**

**An introduction to Punjabi literature**

**Festival and fairs**

Occupation

Folk Game

Folk songs

Folk Tales

Idioms

Superstitions and Folk beliefs.

Folk song of Punjab

Rituals of birth /marriage /Death

Source of entertainment

Tribal culture of Punjab

Costume and ornament

Superstitions

Media and Punjabi culture

Culture transformation

  
Principal  
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Mahila College, BARNALA



presentation of Punjabi culture out of Punjab

Assessment procedure

The assessment has been done through group discussion and viva

Summary report of the program year wise along with their outcome

Short term course on ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ : ਜਾਣ-ਪਛਾਣ was started by Punjabi department of Shri Lal Bahadur Shastri Arya Mahila College Barnala 22 Student of the college attended the course the main objective of the course was to make students aware of the basic concept of Punjabi culture the course was organized in the month of September in the session 20-20 21 the student who wear a part of the course where given certificate regarding the same.

  
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Name of the program ਮੈਂ ਤੇ ਮੇਰੀ ਸਿਰਜਣ ਪ੍ਰਕਿਰਿਆ

Duration- 30 hours

### Curriculum

There was no curriculum of this course as it was based on writers inspirational videos which explain their struggle in the both of their creative writings

### Assessment procedure your wise

students were assessed by asking oral questions regarding writers and the their books student read their books thoroughly and motivated by their writing it created interested for creative writing group discussion were there.

### Summary report of the program with outcome

Short term course on was started by the Punjabi department of Sri Lal Bahadur Shastri Arya Mahila College Barnala 25 students of the college attended the course the main topic conveyed in the course were that the students were introduce 12 Punjabi local writers from Barnala itself throat their inspirational video which explain is and everything in deep retail about their life source of inspiration struggler etc which were very useful for every single students in future if students what any kind of help and support writing written the course look was organized in the north of November given certificate regarding the same.

Name of the program –An introduction to mess communication

Duration 30 hour

list of the student enrolled 39

### curriculum

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An introduction to mass communication

Advertisement

Different type of media

Print media

Electronic media

Social media

Importance of editorial

Middle writing

Role of radio

Role of TV

Role of social media

Classified advertisement

How to interview eminent writing

Report writing


Blogs

How to lead newspaper

An introduction to famous anchor of TV.

### Summary reports of program with their outcome

Short term course on mass communications was started by Punjabi department of Sri Lal Bahadur Shastri Arya Mahila College Barnala 39 students of the college attended course the main objective of the mass communication the courses was organized in the month of April in the session of 2021 the

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students who were a part of the course where given certificate regarding the same

Assessment procedure your voice the assessment has been done through group discussion and viva.



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Class \_\_\_\_\_ Section \_\_\_\_\_ Subject \_\_\_\_\_

S.No. of the Lecture Delivered

Date of the Lecture Delivered

				1	2	3	4	5	6	7	8	9	10	11	12	13
Sr. No.	NAME	Roll No.	BF													
<p><b>TALLY WITH GST</b>                      (25 Jan - 30 April 2021)                      30 days</p>																

Syllabus for Tally ERP 9 With GST (Basic)

- 1) Introduction of Tally
- 2) Create of Company
- 3) Types of Account
- 4) Golden Rule of Accounting
- 5) All Voucher type
- 6) Understanding of stock Summery
- 7) Taxation

1) Introduction of Accounting

Tally introduction final Accounting Cycle Debit Credit Rules  
 Assets > fixed and current  
 Income > Direct incomes or indirect incomes  
 Expenses > Direct expenses or indirect Exp.  
 Liabilities > Long term /Short Term(CC)

2) Startup Business with capital Investments

Transaction types > Cash, Credit of barter about sundry Debtors and Sundry Creditor  
 Drawings or capital incomes

3) Types of Accounts

Personal Accounts/ Real Account/Nominal Account

4) Golden Rules of Accounting

Ledger creation  
 Non-Trading Accounting in Tally  
 Accounting Voucher Creation  
 Receipt & Payment Voucher  
 Contra Vouchers  
 Understanding of Balance Sheet  
 N.P/G.P, Cash in Hand  
 P. & L A/c

All Vouchers types

Accounts with Inventory  
 Product Trading A/c  
 Purchase or Sales goods  
 Units of Measures

Understanding of Stock Summery

Principal  
 Sh. Lal Bahadur Shastri Arva  
 Mahila College, BARNALA

Class \_\_\_\_\_ Section \_\_\_\_\_ Subject Tally Basic Month & Year Jan. 2021

S.No. of the Lecture Delivered		Date of the Lecture Delivered																															Total	Remarks
Sr. No.	NAME	Roll No.	BF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	Hansprabha	2301																										P		P		P		
2.	Nimantika	2302																										P		P		P		
3.	Sudjit Kaur	2324																									P		P		P			
4.	Pooja Kaur	2317																									P				P			
5.	Anamika Kaur	2324																									P		P		P			
6.	Ananddeep Kaur	2310																									P		P		P			
7.	Pohana	2310																									P		P		P			
8.	Sonia Kaur	2327																									P				P			
9.	Malika Kaur	2322																									P		P		P			
10.	Keishava	2321																									P				P			
11.	Jasleen Kaur	2323																									P		P		P			
12.	Nareg	2308																									P				P			
13.	Priyanka Kaur	2309																									P		P		P			
14.	Simrandeep Kaur	2258																									P				P			
15.	Hemandeep Kaur	2257																									P		P		P			
16.	Ananddeep Kaur	2269																									P		P		P			
17.	Maya Devi	2284																									P		P		P			
18.	Manpreet Kaur	2265																									P		P		P			
19.	Sumanpreet Kaur	2252																									P		P		P			
20.	Parminder Kaur	2254																									P		P		P			
21.	Pooja Pandit	2291																									P				P			
22.	Ravinder Kaur	2263																									P		P		P			
23.	Jahnavi	2261																									P				P			
24.	Pooja (B.A)																										P		P		P			

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Class \_\_\_\_\_ Section \_\_\_\_\_ Subject Tally


Month & Year February 2021

S.No. of the Lecture Delivered \_\_\_\_\_

Date of the Lecture Delivered

Sr. No.	NAME	Roll No.	BF	1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Harshabhathe				P				P				P			P
2.	Nimani Kani				P				P				P			P
3.	Subijitkane				P				P				P			P
4.	Pooja Kumari				P				P				P			P
5.	Anandika Kaur								P				P			P
6.	Anandika Kaur				P				P				P			P
7.	Bhaura								P				P			P
8.	Sonia Rani				P				P				P			P
9.	Hatita Kumari				P				P				P			P
10.	Kishora				P				P				P			P
11.	Jayesh Kaur				P				P				P			P
12.	Nancy				P				P				P			P
13.	Priyanka Rani				P				P				P			P
14.	Shradha Kaur								P				P			P
15.	Hemansha Kaur								P				P			P
16.	Anandika Kaur				P				P				P			P
17.	Mugdha Devi				P				P				P			P
18.	Mahapat Kaur				P				P				P			P
19.	Sumanjit Kaur								P				P			P
20.	Parminder Kaur				P				P				P			P
21.	Pooja Kaur				P				P				P			P
22.	Rupinder Kaur				P				P				P			P
23.	Jahani				P				P				P			P
24.	Priya (BA)				P				P				P			P

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
			P			P				P		P							
			P			P				P		P							
			P			P				P		P							
			P			P				P		P							
			P			P				P		P							
			P			P				P		P							
			P			P				P		P							
			P			P				P		P							
			P			P				P		P							
			P			P				P		P							
			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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Class \_\_\_\_\_ Section \_\_\_\_\_ Subject Tally

Month & Year March 2021

S.No. of the Lecture Delivered					12	13	14				15			
Date of the Lecture Delivered		1	2	3	4	5	6	7	8	9	10	11	12	13
Sr. No.	NAME	Roll No.	BF											
1.	Harpal Singh				P	P				P		P		
2.	Nimishi Rani				P	P				P		P		
3.	Sudhjit Kaur				P	P				P		P		
4.	Parvati Kaur				P	P				P		P		
5.	Anamika Kaur				P	P				P		P		
6.	Ananddeep Kaur				P	P				P		P		
7.	Bhawna				P	P				P		P		
8.	Sonia Rani				P	P				P		P		
9.	Molika Kaur				P	P				P		P		
10.	Kaishave				P	P				P		P		
11.	Jasleen Kaur				P	P				P		P		
12.	Navya				P	P				P		P		
13.	Priyanka Rani				P	P				P		P		
14.	Simrandeep Kaur				P	P				P		P		
15.	Harnamdeep Kaur				P	P				P		P		
16.	Ananddeep Kaur				P	P				P		P		
17.	Maya Devi				P	P				P		P		
18.	Manpreet Kaur				P	P				P		P		
19.	Surajjit Kaur				P	P				P		P		
20.	Padminder Kaur				P	P				P		P		
21.	Pooja Pandit				P	P				P		P		
22.	Rupinder Kaur				P	P				P		P		
23.	Jahnavi				P	P				P		P		
24.	Princy (BA)				P	P				P		P		

		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
14																			
15		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
16		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
17		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
18		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
19		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
20		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
21		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
22		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
23		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
24		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
25		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
26		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
27		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
28		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
29		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
30		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
31		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
Total																			

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA




Class \_\_\_\_\_ Section \_\_\_\_\_ Subject Tally

Month & Year April 2021

S.No. of the Lecture Delivered	22			24	25	26							
Date of the Lecture Delivered	1	2	3	4	5	6	7	8	9	10	11	12	13
r.No	NAME	Roll No.	BF										
1.	Hansh Babha		P		P	P	P						
2.	Nimmi Kaur		P		P	P	P						
3.	Sukhjit Kaur		P		P	P	P						
4.	Pooja Kumari		P		P				P				
5.	Arunika Kaur		P		P				P				
6.	Amandeep Kaur		P		P	P							
7.	Bhavana		P		P				P				
8.	Sonia Kaur		P				P		P				
9.	Malika Kaur		P		P	P	P						
10.	Kainna		P		P	P							
11.	Jasleen Kaur		P		P	P							
12.	Nancy		P		P	P			P				
13.	Priyanka Kaur		P		P	P			P				
14.	Simranjeet Kaur		P		P	P							
15.	Aamandeep Kaur		P				P						
16.	Amandeep Kaur		P				P		P				
17.	Maya Devi		P		P	P			P				
18.	Manpreet Kaur		P		P	P			P				
19.	Sumayee Kaur		P				P		P				
20.	Parminder Kaur		P		P	P			P				
21.	Pooja Pundit		P				P		P				
22.	Rubinder Kaur		P		P	P			P				
23.	Jehannees		P		P	P			P				
24.	Biya (BA)		P		P	P			P				

	27	28	29							30				Total	Remarks					
	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
		P	P	P											P	P			10	Hansh Babha
		P	P	P											P	P			10	Nimmi Kaur
		P	P	P											P	P			10	Sukhjit Kaur
		P	P	P											P	P			10	Pooja Kumari
		P		P											P	P			10	Arunika Kaur
		P	P	P											P	P			10	Amandeep Kaur
			P				P								P	P			10	Bhavana
		P					P								P	P			10	Sonia Kaur
		P		P	P		P								P	P			10	Malika Kaur
		P		P	P										P	P			10	Kainna
		P		P	P										P	P			10	Jasleen Kaur
		P		P	P										P	P			10	Nancy
				P	P											P			10	Priyanka Kaur
				P	P										P				10	Simranjeet Kaur
							P									P			10	Aamandeep Kaur
							P									P			10	Amandeep Kaur
							P								P	P			10	Maya Devi
							P								P	P			10	Manpreet Kaur
							P								P	P			10	Sumayee Kaur
							P								P	P			10	Parminder Kaur
							P								P	P			10	Pooja Pundit
							P								P	P			10	Rubinder Kaur
							P								P	P			10	Jehannees
							P								P	P			10	Biya (BA)

  
**Principal**  
 Sh. Lal Bahadur Shastri Arya  
 Mahila College, BARNALA

## Assessment Procedure


### Tally

For the assessment of students after completion of Value added course

→ Class participation

→ Attendance

→ Tests have been evaluated and students score more than 60% marks awarded with Certificate of the value added course.

  
Principal  
Sh. Lal Bahadur Shastri Arts  
Mahila College, BARNALI

## TALLY

## REPORT

30 days Value Added course on Tally has been organized by Commerce & Management department from 25 Jan to 30th April 2021. In which 24 Students were enrolled and completed the certificate course.

Outcome of course are :-

Students will be able to

- (a) Understand the functions of Tally.
- (b) Basic Knowledge of Financial Accounting
- (c) Types of Accounts
- (d) Types of vouchers in Tally ERP 9
- (e) Taxation in GST
- (f) Entries in Tally ERP 9 Software.
- (g) Making of Financial Accounts i.e Trading Profit and Loss A/c & Balance Sheet.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

## Hobby Classes

Course Name	Year	Course Outcome
Interior Design	2016-2021	To impart basic knowledge about planning principles for designing various interior spaces, history of furniture and apply ergonomics in interior designing to students.
Furniture Design	2017-2021	To provide students knowledge about analyzing markets and consumers, ideas to design a furniture, transfer design drawings to production design drawing, tools and materials used in furniture designing.
Kitchen Design	2018-2021	To give knowledge about importance of ventilation and proper lightening in kitchen, proper storage arrangement safety precautions to prevent accidents.
Down Ceiling Design	2019-2021	Describe variables of ceiling design that impact safety health and welfare, manufacture selection, list ceiling elements and design variables that affect building interior.
Traditional Interior Design	2020-2021	Students successfully apply knowledge of historic design styles accurately through the creation of a notebook , accredited with skills of drawing and usage of various art mediums.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, KANAKA

Hobby class Section 2016-17 Subject Horse science

of the Lecture Delivered		1	2	3	4	5	6	7	8	9	10	11	12	13
NAME	Roll No.													
Muswinder			P	P	P	X	X		X	X	P	P	P	
Sona			X	P	P	P	X	P	X	X	P	P	X	
Manita			P	P	P	P	X	X		X	P	P	X	X
Pooja			X	X	P	P	P	X		X	P	P	X	X
Anita	S		P	P	P	X	P	P	S	X	X	X	P	P
Megha	U		X	X	P	P	P	P	U	P	P	P	X	X
Poojara	V		P	P	P	P	X	P	V	X	X	X	X	P
Jasprit	D		P	P	P	P	X	X	D	P	P	P	P	P
Ashpal	A		X	P	P	X	X	P	A	P	P	X	P	X
Laxmidar	Y		P	P	P	P	X	X	Y	X	P	P	P	P
Gusjit			X	X	X	P	P	P		P	X	X	X	
Anusreet			P	P	P	P	X	X		X	X	X	P	X
Manjot			P	P	P	P	P	P		P	P	P	X	P
Dimpri			P	X	X	X	X	P		P	P	P	X	P
Jasvir			P	P	X	X	P	P		P	P	X	X	X
Manika			P	X	P	P	P	P		X	X	P	P	X
Hema			P	P	P	P	X	X		P	P	P	X	X
Pooja			P	X	X	P	P	P		X	X	P	P	P
Neha	X		P	P	P	X	X	P	X	P	P	X	P	
Nigra			P	P	X	P	P	P		P	P	P	P	

Month & Year may

of the Lecture Delivered		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks	
Muswinder				P	P	P	X	X	P		P	P	X	X	P	P		P	P	Muswinder	
Sapna				P	P	P	P	X	X		X	X	X	P	P	P		P	P	Sapna	
Manita				P	P	P	X	X	P		X	P	P	P	X	X		X	X	Manita	
Pooja				P	P	P	X	X	P		X	X	X	P	P	P		P	P	Pooja	
Anita				P	P	P	X	P	P	S	P	P	P	X	X	P	S	X	P	Anita	
Megha				P	P	P	X	X	P	U	P	P	P	P	P	X	U	X	X	Megha	
Poojara				P	P	P	X	X	P	U	P	X	P	P	P	P		X	P	Poojara	
Jasprit				P	P	P	P	P	P	D		X	X	X	P	P	D	P	P	Jasprit	
Ashpal				P	A	X	X	P	P	X	A		P	P	X	P	X	A	P	X	Ashpal
Laxmidar				P	P	X	X	X	X	P	Y		P	P	P	P	X	P	P	Laxmidar	
Gusjit				X	X	P	P	P	P		X	P	P		X		X	X	X	Gusjit	
Anusreet				P	P	X	X	X	P		P	P	P	P	P		X	P	P	Anusreet	
Manjot				P	P	X	X	X	P		X	X	X	X	X		X	P	P	Manjot	
Dimpri				P	P	P	P	P	X	Y		P	P	P	X	X		P	X	Dimpri	
Jasvir				P	X	X	X	P	P	X		P	P	P	X	P		X	X	Jasvir	
Manika				P	X	X	X	P	P	X		X	P	P	X	P		X	P	Manika	
Hema				P	X	X	X	X	P	P		P	P	P	X	P		P	P	Hema	
Pooja				P	P	P	X	X	P			P	P	P	X	P		P	P	Pooja	
Neha				P	P	X	X	P	P			P	P	P	X	X		P	P	Neha	
Nigra				P	P	X	P	P	P			P	P	X	P	P		P	P	Nigra	

S.No. of the Lecture Delivered		1	2	3	4	5	6	7	8	9	10	11	12	13
Date of the Lecture Delivered														
Sr. No.	NAME	Roll No.												
1.	Chandrika		P	X	P	P	P	P	P	P	P	P	X	P
2.	Muskan		P	P	P	X	X	P	P	X	X	P	P	P
3.	Whisper		P	P	P	P	X	X	P	P	P	X	P	X
4.	Simasheetkaur		X	X	P	P	P	X	P	P	P	X	X	X
5.	Mandeep Kaur		P	X	P	X	P	P	S	X	P	P	X	X
6.	Kamaljeet Kaur		P	P	P	P	X	P	P	P	P	X	X	P
7.	Jaspreet		X	P	P	P	X	X	P	P	X	P	X	P
8.	Kuldeep		P	X	X	P	P	P	P	X	P	X	X	P
9.	Mandeep		P	P	X	P	X	P	A	P	P	P	X	P
10.	Sarbjit		X	X	X	X	P	P	P	X	P	X	P	P
11.	Baljeet		P	P	P	P	P	P	X	X	P	P	P	X
12.	Lovepreet		P	X	P	P	P	P	P	P	P	X	X	X
13.	Bindu		P	P	P	X	P	P	P	P	P	X	P	P
4.	Mandeep		P	P	P	P	P	P	P	P	P	P	P	P
5.	Kulwant		P	P	P	P	P	P	P	P	P	P	P	P
5.	Sumandeep		P	X	X	P	P	P	P	P	P	X	P	P
1.	Heena Rani		P	P	P	P	P	P	P	P	P	P	P	P
1.	Jaspreet		P	P	P	X	P	P	P	X	P	P	P	P
1.	Kamaljeet		P	P	P	P	P	P	P	P	P	P	P	P
1.	Pooja		P	P	P	P	P	P	P	P	P	P	P	P
1.	Jachman Kaur		P	X	P	P	P	P	P	P	P	P	P	X
1.	Aashdeep (Plaw)		P	P	P	P	P	P	P	P	P	P	P	P
1.	Baljeet (03)		P	P	P	P	P	P	X	P	P	P	P	P
1.	Moniya		P	P	P	P	P	P	P	P	P	P	P	P

S.No. of the Lecture Delivered		1	2	3	4	5	6	7	8	9	10	11	12	13
Date of the Lecture Delivered														
Sr. No.	NAME	Roll No.												
14														
15														
16														
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18														
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28														
29														
30														
31														
														Remarks
														Chandrika
														Muskan
														Muskan
														Simasheetkaur
														Mandeep Kaur
														Jaspreet
														Jaspreet
														Kuldeep
														Mandeep
														Sarbjit
														Baljeet
														Lovepreet
														Bindu
														Bindu
														Mandeep
														Kulwant
														Sumandeep
														Heena Rani
														Jaspreet
														Kamaljeet
														Rishi Mani
														Jachman Kaur
														Aashdeep Kaur
														Baljeet Kaur
														Monika

S.No. of the Lecture Delivered			1	2	3	4	5	6	7	8	9	10	11	12	13
Date of the Lecture Delivered															
Sr. No.	NAME	Roll No.													
1	Jyoti		P	P	P	X	P		P	X	X	P	P	P	
2	Aashdeep		P	P	X	P	X		X	X	P	P	P	X	
3	Rajoni Rani		X	X	X	P	P		P	P	P	X	P	P	S
4	Shashmeet		P	P	X	P	P	S	P	X	P	P	P	X	U
5	Harpreet		P	X	P	P	P	U	P	P	P	P	P	X	P
6	Gurmeet		P	P	P	X	P	P	X	X	P	P	P	X	P
7	Navdeep		P	P	X	P	P	P	P	P	P	X	P	X	A
8	Gurpinder		X	P	P	P	X	A	X	X	P	P	P	X	V
9	Jaspreet		P	X	P	P	P	X	P	P	P	P	X	P	
10	Jinderpreet		P	P	P	P	P		P	P	X	X	P	P	
11	Harnveer		P	X	X	P	P		P	P	X	P	P	P	
12	Jas Karam		P	P	P	X	X		P	X	P	P	P	X	
13	namita		X	P	P	X	P		X	X	P	P	P	P	
14	mandeep		P	X	P	P	P		P	P	X	P	P	P	
15	Baljeet		P	X	X	P	P		P	X	P	P	X	P	
16	Vandha		P	P	X	P	P		P	P	P	P	X	P	
17	Komaldeep		P	P	P	P	P		P	P	P	P	P	P	
18	Pooja		X	P	P	P	P		P	P	P	P	P	P	
19	Lashita		P	P	P	X	P		P	P	P	P	P	P	

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks
P	P	X	P	P	P			X	X	P	P	P		X	X	P	P	Jyoti
P	P	P	X	X	X			P	P	P	X	X		P	P	P		Aashdeep
P	X	P	X	P	P	S		P	X	P	P	P	S	P	P	P		Rajoni Rani
P	P	X	P	X	P	U		P	P	P	X	P	U	P	P	X		Shashmeet
P	X	P	P	P	X	N		P	P	X	P	P	P	X	X	P	X	Harpreet
P	X	P	P	X	P	D		X	X	P	P	P	D	P	P	P		Gurmeet
P	P	P	P	X	X	A		P	P	P	P	P	A	X	X	P	X	Navdeep
P	X	X	P	P	P	N		X	X	X	P	P	Y	P	P	X	P	Gurpinder
P	P	P	P	X	P	I		P	P	P	P	P		P	P	P	X	Jinderpreet
P	P	P	P	X	P			X	X	P	P	P		X	P	P	X	Harnveer
P	P	P	X	P	P			P	P	X	P	P		X	P	P		Jas Karam
P	P	P	P	P	P			X	X	X	P	X		P	P	P	X	namita
P	P	X	P	X	P			P	P	X	P	X		P	P	X		mandeep
P	X	X	P	P	P			P	P	P	X	P		P	P	P		Baljeet
P	P	X	P	P	P			P	P	P	P	P		P	P	P		Vandha
P	P	P	P	P	P			P	P	P	P	P		X	P	P		Komaldeep
P	P	P	P	P	P			P	P	P	P	P		P	P	P		Pooja
P	X	P	P	P	P			P	P	P	P	P		P	P	P		Lashita

Sh. Lal Bahadur Shastri  
Mahila College, BARNALA  
Principal

S.No. of the Lecture Delivered															
Date of the Lecture Delivered															
Sl. No.	NAME	Roll No.	1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Simby Bansal		P	P	P		P				P	P		P	
2.	Simran Verma		P	P	P		P				P	P		P	
3.	Jyoti		P	P	P		P				P	P		P	
4.	Jashansheet Kaur		P	P	P		P				P	P		P	
5.	Sahjivreet Kaur		P	P	P		P				P	P		P	
6.	Jashreet Kaur		P	P	P		P				P	P		P	
7.	Jashrat Kaur		P	P	P		P				P	P		P	
8.	Jashandeep K.		P	P	P		P				P	P		P	
9.	Harjivreet K.		P	P	P		P				P	P		P	
10.	Ishani Kaur		P	P	P		P				P	P		P	
11.	Pansmitti K.		P	P	P		P				P	P		P	
12.	Aashideep Kaur		P	P	P		P				P	P		P	
13.	Amraddha		P	P	P		P				P	P		P	
14.	Jashwan Kaur		P	P	P		P				P	P		P	
15.	Sumaira		P	P	P		P				P	P		P	
16.	Richa Bansal		P	P	P		P				P	P		P	
17.	Jashreet Kaur		P	P	P		P				P	P		P	
18.	Harshdeep Kaur		P	P	P		P				P	P		P	
19.	Rachansheet		P	P	P		P				P	P		P	
20.	Dinya		P	P	P		P				P	P		P	
21.	Komaldeep		P	P	P		P				P	P		P	
22.	Reekh		P	P	P		P				P	P		P	
23.	Anjali		P	P	P		P				P	P		P	

Month & Year <u>Sep.</u>																	Remarks	
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks
				P	P	P	P		P	P	P	P	P	P	P	P		Simby Bansal
				P	P	P	P		P	P	P	P	P	P	P	P		Simran Verma
				P	P	P	P		P	P	P	P	P	P	P	P		Jyoti
				P	P	P	P		P	P	P	P	P	P	P	P		Jashansheet Kaur
				P	P	P	P		P	P	P	P	P	P	P	P		Sahjivreet Kaur
				P	P	P	P		P	P	P	P	P	P	P	P		Jashreet Kaur
				P	P	P	P		P	P	P	P	P	P	P	P		Jashandeep K.
				P	P	P	P		P	P	P	P	P	P	P	P		Harjivreet K.
				P	P	P	P		P	P	P	P	P	P	P	P		Ishani Kaur
				P	P	P	P		P	P	P	P	P	P	P	P		Pansmitti K.
				P	P	P	P		P	P	P	P	P	P	P	P		Aashideep Kaur
				P	P	P	P		P	P	P	P	P	P	P	P		Amraddha
				P	P	P	P		P	P	P	P	P	P	P	P		Jashwan Kaur
				P	P	P	P		P	P	P	P	P	P	P	P		Sumaira
				P	P	P	P		P	P	P	P	P	P	P	P		Richa Bansal
				P	P	P	P		P	P	P	P	P	P	P	P		Jashreet Kaur
				P	P	P	P		P	P	P	P	P	P	P	P		Harshdeep Kaur
				P	P	P	P		P	P	P	P	P	P	P	P		Rachansheet
				P	P	P	P		P	P	P	P	P	P	P	P		Dinya
				P	P	P	P		P	P	P	P	P	P	P	P		Komaldeep
				P	P	P	P		P	P	P	P	P	P	P	P		Reekh
				P	P	P	P		P	P	P	P	P	P	P	P		Anjali

Due to Death of Father Kansal Simal

Principal  
Sh. Lal Bahadur Shastri  
Arya Mahila College, Barnala



Student Daily Attendance Register For Traditional Interior Style 20

Class \_\_\_\_\_ Section 2020-2021 Subject \_\_\_\_\_

S.No. of the Lecture Delivered													
Date of the Lecture Delivered	1	2	3	4	5	6	7	8	9	10	11	12	13
Sr.No.	NAME	Roll No.											
1	Mamprate Kaur												
2	Banideep Kaur												
3	Shehnaaj												
4	Mam												
5	Kiranjeet												
6	Mamprate												
7	Jasveer Kaur												
8	Ramandeep												
9	Ramandeep												
10	Mamprate												
11	Amandeep												
12	Sukhpreet												
13	Sukhmani												
14	Simranjeet												
15	Tamvira												
16	Hardeep												
17	Ramandeep												
18	Kamaljeet												
19	Kiranjeet												
20	Mamprate												
21	Mekha Kaur												
22	Mandeep												

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala

Month & Year November 20

																	Remarks	
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
																		Mamprate
																		Sandeep Kaur
																		Shehnaaj
																		Mam
																		Kiranjeet
																		Mamprate
																		Mamprate
																		Jasveer Kaur
																		Ramandeep
																		Ramandeep
																		Mamprate
																		Amandeep
																		Sukhpreet
																		Simranjeet
																		Simranjeet
																		Tamvira
																		Hardeep
																		Ramandeep
																		Kamaljeet
																		Kiranjeet
																		Mamprate
																		Mekha Kaur
																		Mandeep

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Sleshadri globally educational competency techniques

Course: Corporate (Company) Social Responsibility

*M. M. M. M.*

1. CSR-What?Why?
2. Theories of CSR
3. Emergence of CSR-History & current scenario
4. Evolution of CSR-in India
5. Global timeline
6. Stakeholders [Organisation, Government, Society & Regulatory environments
7. Stakeholders identification, approach
8. Stakeholders management, Theory in action, Perspectives
9. Corporate social performance
10. CSR process, activities
11. Measurement of CSR-Sustainability indexes
12. Bases of Evaluation of CSR activities

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
CORPORATE																			
SOCIAL																			
RESPONSIBILITY																			

Duration 1 Sept - 30 Sept 2018

SGECT AUTHORITY.

*[Signature]*  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Student Daily Attendance Register For

Sept. 20/18

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala

Class Bcom / BBA

Section

Subject CSR

Month &amp; Year Sept, 2018

S.No. of the Lecture Delivered				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks		
Date of the Lecture Delivered																																						
Sr. No.	NAME	Roll No.	BF																																			
1	Harpreet Kaur	1501		P	P	P	P	S	.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Harpreet Kaur	
2	Amandeep Kaur	1502		P	P	P	P	U		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amandeep Kaur	
3	Harpreet Kaur	1504		P	P	P	P	N		P	.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Harpreet Kaur	
4	Amandeep Kaur	1505		P	P	P	P	A		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amandeep Kaur	
5	Rajwinder Kaur	1506		P	P	P	P	A		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rajwinder Kaur	
6	Sukhvinder Kaur	1507		P	P	P	P	Y		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sukhvinder Kaur	
7	Manpreet Kaur	1508		P	P	P	P	.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Manpreet Kaur	
8	Rani Kaur	1511		P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rani Kaur	
9	Bhagwandeep Kaur	1518		P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Bhagwandeep Kaur	
10	Heena Sharma	1401		P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Heena Sharma	
11	Gurpreet Kaur	1404		P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Gurpreet Kaur	
12	Yogita Sharma	1405		P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Yogita Sharma	
13	Amanpreet Kaur	1407		P	P	P	P	S		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amanpreet Kaur	
14	Pooja Sharma	2261		P	P	P	P	U		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Pooja Sharma	
15	Yashika Singh	2262		P	P	P	P	N		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Yashika Singh	
16	Manpreet Kaur	2263		P	P	P	P	A		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Manpreet Kaur
17	Neeraj Ravi	2260		P	P	P	P	A		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Neeraj Ravi	
19	Devi Kaur	2251		.	P	P	P	V		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Devi Kaur	
20	Nawjot Kaur	2256		P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Nawjot Kaur	
21	Maya Devi	2264		.	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Maya Devi	
22	Amandeep Kaur	2269		P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amandeep Kaur	

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

## Assessment Procedure

### CSR

For the assessment of students after completion of Value added course

→ Class participation

→ Attendance

→ Tests have been evaluated and students score more than 60% marks awarded with Certificate of the value added course.

  
Principal  
Shasti Arya  
Mahila College, BARNALA

CSR  
CORPORATE SOCIAL RESPONSIBILITY

REPORT

One Month Value Added course on CSR has been organized by Commerce & management department from 1 Sept 2018 to 30th Sept 2018 in which 22 students were enrolled & completed the certificate course.

Course outcomes are, -

- (a) Students will be able to understand meaning of CSR. / Theories of CSR
- (b) Emergence of CSR
- (c) Evolution of CSR in India
- (d) Stakeholders Identification Approach
- (e) CSR Process & Activities.
- (f) measurement of CSR - Sustainability Indexes.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Sheshiadri globally educational competency techniques

Course: CORPORATE COMMUNICATION  
 TECHNIQUES *Mrs Menka*

1. What is business organisation-types & charecteristics of responsibilities of business organisations
2. Objectives & process of communication
3. Types of communication—verbal; nonverbal
4. Importance of communication
5. Different forms of communication barriers to communication causes
6. Business correspondence
7. Electronic communication

SGECT AUTHORITY.

Duration

1 Aug - 31 Aug 2017

*[Signature]*  
 Principal  
 Sh. Lal Bahadur Shastri Arya  
 Mahila College, BARNALA

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
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CORPORATE  
 COMMUNICATION  
 TECHNIQUES

Student Daily Attendance Register For

August 20, 17

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala

Class B.P.A. 1st / 1A Section

Subject Corporate Communication

Month & Year August 17

S.No. of the Lecture Delivered				Techniques												
Date of the Lecture Delivered				1	2	3	4	5	6	7	8	9	10	11	12	13
Sr. No.	NAME	Roll No.	BF													
151	Rani Kaur	151		P	P	P	P	P	P	P	P	P	P	P	P	P
152	Amanjeet Kaur	152		U	P	P	P	P	P	P	P	P	P	P	P	P
153	Harpreet Kaur	153		N	P	P	P	P	P	P	P	P	P	P	P	P
154	Sarbjit Kaur	154		A	P	P	P	P	P	P	P	P	P	P	P	P
155	Harpreet Kaur	155		A	P	P	P	P	P	P	P	P	P	P	P	P
156	Amanjeet Kaur	156		Y	P	P	P	P	P	P	P	P	P	P	P	P
157	Rajwinder Kaur	157			P	P	P	P	P	P	P	P	P	P	P	P
158	Surbhree Kaur	158			P	P	P	P	P	P	P	P	P	P	P	P
159	Harpreet Kaur	159			P	P	P	P	P	P	P	P	P	P	P	P
160	Chamanjeet Kaur	160			P	P	P	P	P	P	P	P	P	P	P	P
161	Ramanjeet Kaur	161			P	P	P	P	P	P	P	P	P	P	P	P
162	Bhagwinder Kaur	162			P	P	P	P	P	P	P	P	P	P	P	P
163	Amanjeet Kaur	163		S	P	P	P	P	P	P	P	P	P	P	P	P
164	Ashwinder Kaur	164		U	P	P	P	P	P	P	P	P	P	P	P	P
165	Amrit Kaur	165		N	P	P	P	P	P	P	P	P	P	P	P	P
166	Rajwinder Kaur	166		A	P	P	P	P	P	P	P	P	P	P	P	P
167	Sandeep Kaur	167		A	P	P	P	P	P	P	P	P	P	P	P	P
168	Satveer Kaur	168		Y	P	P	P	P	P	P	P	P	P	P	P	P
169	Yogita Goyal	169			P	P	P	P	P	P	P	P	P	P	P	P

Month & Year <u>August 17</u>																																Total	Remarks
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
								S																									
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rani Kaur														
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amanjeet Kaur														
P	S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Harpreet Kaur														
P	U	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sarbjit Kaur														
P	N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Harpreet Kaur														
P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amanjeet Kaur														
P	Y	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rajwinder Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Surbhree Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Harpreet Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Chamanjeet Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ramanjeet Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Bhagwinder Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amanjeet Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ashwinder Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amrit Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rajwinder Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sandeep Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Satveer Kaur														
P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Yogita Goyal														

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Assessment procedure  
Corporate Communication Techniques

For the assessment of students after completion of Value added course

→ Class participation

→ Attendance

→ Tests have been evaluated and students score more than 60% marks awarded with Certificate of the value added course.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA



## Corporate Communication Techniques

REPORT

One month Value Added course on Corporate Communication techniques has been organized by Commerce & Management department from 1 Aug 2017 to 31 Aug 2017. In which 19 Students were enrolled & Completed the course.

Course Outcomes were:-

After the Completion of Course Students would be able to understand

- (a) Business organisation - Types & Features
- (b) Objectives & Process of Communication
- (c) Types of Communication
- (d) Barriers of Communication
- (e) Business Correspondence
- (f) Electronic Communication

  
Principal  
Sh. Lal Chandra Shastri Arya  
Manna College, BARNALA

**SYLLABUS FOR VALUE ADDED COURSE FOR  
GOODS & SERVICE TAX**

1. Introduction / History / Pre- GST Region
2. Registration Process for GST Suppliers
3. Supply - Time / Valuation / Place
4. GST Portal and Network
5. Input Tax Credit
6. E - Way Bill
7. Assessment for GST
8. Filing Returns under GST
9. Payment procedure under GST
10. GST Council

Duration — (2 NOV - 30 NOV 2019)

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
Value Added Course on Goods & Service Tax																			
for Principal Sh. Lal Bahadur Shastri Arya Mahila College, BARNALA																			

S.No. of the Lecture Delivered	1	2	3	4	5	6	7	8	9	10	11	12	13
Date of the Lecture Delivered	1	2	3	4	5	6	7	8	9	10	11	12	13
Sr. No.	NAME	Roll No.	BF										
1.	Amandeep Kaur 1454			P	P	P	P	P	P	P	P	P	P
2.	Bhagwati Kaur 1455			P	P	P	P	P	P	P	P	P	P
3.	Subhram Kaur 1460			P	P	P	P	P	P	P	P	P	P
4.	Amandeep Kaur 1462			P	P	P	P	P	P	P	P	P	P
5.	Harsheet Kaur 1451			P	P	P	P	P	P	P	P	P	P
6.	Charanjit Kaur 1459			P	P	P	P	P	P	P	P	P	P
7.	Aashdeep Kaur 2205			P	P	P	P	P	P	P	P	P	P
8.	Bushjit Kaur 1505			P	P	P	P	P	P	P	P	P	P
9.	Ramrajit Kaur 1461			P	P	P	P	P	P	P	P	P	P
10.	Mansheet Kaur			P	P	P	P	P	P	P	P	P	P
11.	Pooja Sharma			P	P	P	P	P	P	P	P	P	P
12.	Alisha 2218			P	P	P	P	P	P	P	P	P	P
13.	Jayanti Kaur 2205			P	P	P	P	P	P	P	P	P	P
14.	Neha Raj 2220			P	P	P	P	P	P	P	P	P	P
15.	Yogita Goyal 1401			P	P	P	P	P	P	P	P	P	P
16.	Harjit Kaur 2255			P	P	P	P	P	P	P	P	P	P
17.	Sumanjit Kaur 2222			P	P	P	P	P	P	P	P	P	P
18.	Rajwinder Kaur 1405			P	P	P	P	P	P	P	P	P	P
19.	Ashdeep Kaur 1402			P	P	P	P	P	P	P	P	P	P
20.	Lovepreet Kaur 1507			P	P	P	P	P	P	P	P	P	P

			12	13	14	15	16	17	18	19	20	21	22	23	31	Total	Remarks
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amandeep kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Bhagwati
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Subhram Kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amandeep kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Harsheet kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Charanjit kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Aashdeep kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Bushjit kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ramrajit Kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mansheet kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Pooja Sharma
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Alisha
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jayanti kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Neha Raj
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Yogita Goyal
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Harjit kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sumanjit kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rajwinder kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ashdeep kaur
			P	P	P	P	P	P	P	P	P	P	P	P	P	P	Lovepreet kaur

Principal  
 Sh. Lal Bahadur Shastri Arya  
 Mahila College, BARNALA

## Assessment procedure


### GST

For the assessment of students after completion of Value added course

→ Class participation

→ Attendance

→ Tests have been evaluated and students score more than 60% marks awarded with Certificate of the value added course.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

# Goods & Services Tax

GST

Report

One Month Value Added course on GST has been held from 1 Nov 2019 to 30 Nov 2019 which was organised by commerce & management department in which 20 students were enrolled & completed the certificate course.

Course outcomes are:-

After the completion of course the students would be able - to learn the concepts of Indirect Taxes and GST from Pre-GST Period to Post GST Period. To understand the Importance of Indirect Taxes (GST) in Indian Global Economy - GST Portal and its working. Assessment of GST. Filing of Returns under GST. GST council and Payment Procedure of GST.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA



Class B.Com Section \_\_\_\_\_ Subject E-Commerce

Month & Year April, 2017

S.No. of the Lecture Delivered	1	2	3	4	5	6	7	8	9	10			
Date of the Lecture Delivered	1	2	3	4	5	6	7	8	9	10			
Sr.No.	NAME	Roll No.	BF	1	2	3	4	5	6	7	8	9	10
1.	Simran	2254		P	P	P	P	P	P	P	P	P	P
2.	Rupinder Kaur	2253		P	P	P	P	P	P	P	P	P	P
3.	Sumanjot Kaur	2252		P	P	P	P	P	P	P	P	P	P
4.	Neeraj Kaur	2250		P	P	P	P	P	P	P	P	P	P
5.	Jaspreet Kaur	2257		P	P	P	P	P	P	P	P	P	P
6.	Gurjit Kaur	2251		P	P	P	P	P	P	P	P	P	P
7.	Pooja Sharma	2251		P	P	P	P	P	P	P	P	P	P
8.	Husanpreet Kaur	2227		P	P	P	P	P	P	P	P	P	P
9.	Affsha	2218		P	P	P	P	P	P	P	P	P	P
10.	Husanpreet Kaur	2259		P	P	P	P	P	P	P	P	P	P
11.	Ramanpreet Kaur	451		P	P	P	P	P	P	P	P	P	P
12.	Manpreet Kaur	2253		P	P	P	P	P	P	P	P	P	P
13.	Jaspreet Kaur	2205		P	P	P	P	P	P	P	P	P	P
14.	Rupinder Kaur	2214		P	P	P	P	P	P	P	P	P	P
15.	Rohanpreet	2212		P	P	P	P	P	P	P	P	P	P
16.	Hanisha	2207		P	P	P	P	P	P	P	P	P	P
17.	Kiranpreet Kaur	2225		P	P	P	P	P	P	P	P	P	P
18.	Lovepreet Kaur	2217		P	P	P	P	P	P	P	P	P	P
19.	Simran Kaur	2203		P	P	P	P	P	P	P	P	P	P
20.	Gurpreet Kaur	2216		P	P	P	P	P	P	P	P	P	P

	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
14																						
15																						
16																						
17																						
18																						
19																						
20																						
21																						
22																						
23																						
24																						
25																						
26																						
27																						
28																						
29																						
30																						
31																						

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Assessment Procedure  
E-Commerce Techniques

For the assessment of students after  
completion of Value added course

→ Class participation

→ Attendance

→ Tests have been evaluated and  
students score more than 60%,  
marks awarded with Certificate  
of the value added course.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA



## E-COMMERCE

## REPORT

One Month Value added course on E-Commerce has been organized by Commerce and management department from 1 April 2017 to 30<sup>th</sup> April 2017. In which 20 Students has been enrolled and Completed the Certificate course.

Outcomes of the Course are:-

After completion of this course Students will be Able to Explore how e-Business & E-commerce fit together. To identify the Impact of E-commerce.

- Present scenario of E-Commerce in India.
- Meaning of B2C, B2B, C2C, & P2P.
- Problems & opportunities in E-Commerce in India
- Legal issues evolved in E-Commerce.
- E Payments
- Instant Paid Payment System, Debit card, Electronic Cash, Digi-cash, Net cash, cyber cash, Smart cards. & Their Usage.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA





8. Ranganathan, S.R. Colon classification. 6<sup>th</sup> revised edition.
9. Sears' List of Subject Headings.
10. Kumar, P.S.G & Riaz, Muhammad. Cataloguing Theory and Practice. New Delhi: S.Chand & Company Ltd.
11. Taylor, Arlene G. Introduction to Cataloguing and Classification. New Delhi. Atlantic Pub. Latest ed.

### DELB1103T: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Objectives: This paper aims to train students in organizing and managing library and information centres while applying principles, techniques and functions of management. It also aims to highlight managerial skills in LIS professionals in routine housekeeping functions of a library/information centre.

Max. Marks: 100

Written Examination: 70 Marks

Internal Assessment: 30 Marks

Time allowed: 3 hours

Pass Marks: 50%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

### SECTION-A

1. Concept of Management: Principles and functions of scientific management and their application to libraries and information centres. Levels of management.

*Nakharu Khan*

*Shawar*

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*Sh*  
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2. Library Organisation: Policy making bodies of library; library authority and library committee. Organisational structure in libraries.
3. Library Finance : Sources of finance, Budgeting procedure and accounts.
4. Human Resource Management : Importance and Role of Human Resource management in library, staff manual. Outsourcing.
5. Collection Development and Access Management : Need, purpose, Principles and factors. Collection Development policy. Procedure of ordering, appointing vendors. Book trade problems with special reference to India, Accessioning. Good Offices Committee (GOC). Acquisition of non-print/ multimedia materials.
6. Management of Technical Section & Service.
7. Storage and Maintenance Section : Planning and policies, Open vs Closed access, Stacking arrangement, stack maintenance, binding, stock-rectification and stock verification.

#### SECTION-B

8. Periodical section: Acquisition, methods of recording with special reference to Kardex.
9. Circulation Section : Membership/Registration : Charging and discharging systems, Library rules.
10. Reference and Information Section : Organisation of reference and Information section.
11. Library Building : Planning, responsibilities; Standards and Norms for Planning. Furniture and Equipment : Criteria for selection and qualities.
12. Public Relations and Extension Service : Definition, need, objectives and methods.
13. Library Statistics : Need, purpose and types.
14. Annual report : Need purpose and contents.

#### RECOMMENDED READINGS

1. Evans, G.E. Management techniques for librarians.
2. Lock, R.N Brown's manual of library economy. latest ed.
3. Lock, R.N., Ed. Manual of library economy: conspectus of professional librarianship for students and practitioners. London: Clive Bingley. Latest ed.
4. Mittal, R.L. Library administration: theory and practice. Latest ed
5. Narayana, G.J. Library and information management.

*Narayan G. J.* *Shankar*

*[Signature]*

*[Signature]*  
 Principal,  
 Sh. Lal Bahadur Shastri Arya  
 Mahila College, BARNALA

## Report.

### Management of Library & Inf. Centres.

one month value Added Course on Management of Lib & Inf. centres, has been organized by library Department from 1 Sept. 2018 - 31 Oct 2018, in which 9 students were enrolled completed the certificate course.



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S.No. of the Lecture Delivered				Date of the Lecture Delivered																															Total	Remarks					
Sr. No.	NAME	Roll No.	BF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
1.	Amayot kam	1		P			P	P	P	P	P	P	P	P	P	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P			20	Amayot k.					
2.	Jyoti	2		P			P	P	P	P	P	P	P	P	P	P		A	P		P	P	P	P	P	P	P	P	P	P	P	P			19	Jyoti					
3.	Prabhat	3		P			P	P	P	P	P	P	P	P	P	P		A	P		P	P	P	P	P	P	P	P	P	P	P	P	P			18	Prabhat				
4.	Charanjit k.	4		P			P	P	P	P	P	P	P	P	P	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P	P			17	Charanjit k.				
5.	Kiran	12		P			P	P	P	P	P	P	P	P	P	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P	P			19	Kiran				
6.	Sindupal	14		P			P	P	P	P	P	P	P	P	P	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P	P			20	Sindupal				
7.	Charanjit k.	20		P			P	P	P	P	P	P	P	P	P	P		A	P		P	P	P	P	P	P	P	P	P	P	P	P	P			20	Charanjit k.				
8.	Meenu	21		P			P	P	P	P	P	P	P	P	P	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P	P			18	Meenu				
9.	Jyoti	26		P			P	P	P	P	P	P	P	P	P	P		A	P		P	P	P	P	P	P	P	P	P	P	P	P	P			17	Jyoti				
10.	Mandeep k.	28		P			P	P	P	P	P	P	P	P	P	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P	P			19	Mandeep k.				
11.	Rajni	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			19	Rajni				
				Holiday 10-UL-2017				Sunday				Sunday				-Golt. leave				leave				Sunday				Holiday				Holiday				Dussehra Holiday					

Student Daily Attendance Register For Foundation of Library & Inf. Science 2017-18

Class BAI Section \_\_\_\_\_ Subject \_\_\_\_\_

S.No. of the Lecture Delivered				Date of the Lecture Delivered												
				1	2	3	4	5	6	7	8	9	10	11	12	13
Sr. No.	NAME	Roll No.	BF													
1.	Amayot kaur	1	20				P	P				P	P	P	P	P
2.	Jyoti	2	19				P	P				P	A	P	P	P
3.	Prabhat	3	18				P	P				P	P	P	P	P
4.	Charanjit k.	4	17				P	P				P	P	P	P	P
5.	Kisan	12	19				P	P				P	A	P	P	P
6.	Sinderpal	14	20				P	P				P	P	P	P	P
7.	Charanjit k.	20	20				P	P				P	P	P	P	P
8.	Meenu	21	18				P	P				P	A	P	P	P
9.	Jyoti	26	17				P	P				P	P	P	P	P
10.	Mandeep k.	28	19				P	P				P	P	P	P	P
11.	Rajni	30	19				P	P				P	A	P	P	P


Sunday  
 Mahuli Jyoti  
 Leave  
 Mahaveer Balimki Holiday  
 Chanderpal Shiksha Samit Day  
 Sunday

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala

Month & Year Oct. 2017-18

Date of the Lecture Delivered																	Total	Remarks
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
P	P	P	P						P	P	P	P	A	P		P	P	
A	P	P							P	A	P	P	P	P		P	A	
P	P	P							P	P	P	P	A	P		P	P	
P	P	P							P	P	P	P	P	P		P	A	
P	P	P							P	P	P	P	P	P		P	P	
A	P	P							P	A	P	P	P	P		P	P	
P	P	P							P	P	P	P	P	P		P	P	
P	P	P							P	A	P	P	P	P		P	P	
P	P	P							P	P	P	P	A	P		P	P	
P	P	P							P	A	P	P	P	P		P	P	
P	P	P							P	P	A	P	P	A		P	A	

Sunday  
 Mahuli Holiday  
 Vistarana Day  
 Leave  
 Sunday

  
 Principal,  
 Shri Lal Bahadur Shastri Arya  
 Mahila College, BARNALA



\*The nature of these papers is that of a theory paper.

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**  
**FIRST SEMESTER**

**DELBI101T: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE**

Objective: To acquaint students with basic philosophy of library and information science while describing the role and evolution of library as a social institution, and appreciate the library and information profession.

Max. Marks: 100

Written Examination: 70 Marks

Internal Assessment: 30 Marks

Time allowed: 3 hours

Pass Marks: 50%

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections: A, B and C, Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

**Note:** 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Concept of Library: Definition, purpose and functions. Five laws of Library Science.

*Nakur*

*Ikaur*

*add*

*Principai,*  
**Sh. Lal Bahadur Shastri Arya**  
**Mahila College, BARNALA**

2. Library in Society : Place of Library in dissemination of information. Changing role of library in socio-economic development, education and recreation.
3. Types of libraries : Public, academic, special and national libraries, Definition, Purpose and functions of each type of library. Brief introduction of automated, digital, Polymedia and virtual libraries.
4. Library cooperation: Definition, types levels, Resource sharing and Networking, Library Consortia.

#### SECTION-B

5. Library development : Modern Librarianship in India
6. Library Legislation: Need, Purpose and Factors. A brief account of its present position in India. Copyright Act, Press and Registration Act and Delivery of Books and Newspaper(Public Libraries) Act, 1954.
7. Library profession : Librarianship as a profession, Professional ethics. Role of library associations : ILA, IASLIC, ALA, CILIP.
8. Promoters of Library and Information Services : At National Level: RRRLF, and at International Level: UNESCO and IFLA : Their role in promotion and development of libraries.

#### RECOMMENDED READINGS

1. Butler, P. An introduction to library science.
2. Gardner, Frank M. Public library legislation: a comparative study. 1971.
3. Gates, J.K. Introduction to librarianship. Latest ed.
4. Gupta, B.M. Hand Book of Libraries Archives & Information Centres in India.
5. Harrison, K.C. First steps in librarianship: a students' guide. Ed London: Andre Deutsch, 1980,
6. India Advisory Committee for libraries: Report, 1971.
7. Jefferson, G. Libraries and Society. London: James Clarks and Co..1969.
8. Jefferson, G. Library cooperation. Latest ed.
9. Kelly, Thomas. History of public libraries in Great Britain, 1845-1975, 1977.
10. Khanna, J.K. Fundamentals of Library Organisation.
11. Khanna, J.K. Library and Society. Kurukshetra: Research Publication, 1987.
12. Lock, R.N. A manual of library economy: A conspectus of professional librarianship for students and practitioners. London: Clive Bingley, 1977.
13. Martin, William. J. The Information Society. London: Aslib, 1990
14. Maurice B & Line, Joyce. National Libraries. London: Aslib, 1979
15. Mittal, R.L. Public library law: an international survey, Delhi: Metropolitan, 1971.

*Nashwan*

*Shaur*

*SK*

*SK*  
Principal,  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

## Report

### Foundations of Lib. & Inf. Science.

one month value Added course on Foundations of Lib & Inf Science has been organized by library Department from 1 Sept. 2017. to 31 Oct 2017. In which 11 students were enrolled completed the certificate course,



Principal,  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

of the Lecture Delivered		1	2	3	4	5	6	7	8	9	10	11	12	13
NAME	Rd.No.	BF												
Amandeep K.	1		P	P	P	P	P	P	P	P				
Lovelypreet K.	2		P	P	P	A	P	P	P	P				
Sukhvinder K.	3		P	P	P	P	P	A	P	P				
Rasme Lani	4		P	P	P	P	P	P	P	P				
Gagandeep K.	5		P	A	P	P	P	A	P	P				
Chharyjeet K.	6		P	P	P	P	P	A	P	P				
Manpreet K.	7		P	P	P	P	A	P	P	P				
Kamaldeep K.	8		P	P	P	P	P	P	P	P				
Jaspreet K.	9		P	P	P	P	P	P	P	P				
Jasveer K.	10		P	A	P	P	P	A	P	P				
Kathwinder K.	11		P	P	P	P	P	P	P	P				
M. deep K.	12		P	P	P	A	P	P	P	P				
Amaninder K.	13		P	P	P	P	P	P	P	P				
Sumandeep K.	14		P	A	P	P	P	P	P	P				

Leave: Shri Gurnu Gillani  
 Sunday  
 Holiday: Baba Shri Chand Ji  
 Sunday  
 Leave  
 Baisaad Holiday

of the Lecture Delivered		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
Amandeep K.		P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	19	Amandeep K.
Lovelypreet K.		P	P	P	P	P	P	A	P	P	P	P	P	P	P	Holiday	P	A	P	18	Lovelypreet K.
Sukhvinder K.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	Holiday	P	A	P	19	Sukhvinder K.
Rasme Lani		P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	19	Rasme Lani
Gagandeep K.		P	P	P	A	P	P	P	P	P	P	P	P	P	P	Holiday	P	P	P	17	Gagandeep K.
Chharyjeet K.		P	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	P	17	Chharyjeet K.
Manpreet K.		P	A	P	P	P	P	P	P	P	P	P	P	P	P	Holiday	P	A	P	17	Manpreet K.
Kamaldeep K.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	Holiday	P	A	P	18	Kamaldeep K.
Jaspreet K.		P	A	P	P	P	P	P	P	P	P	P	P	P	P	Holiday	P	P	P	19	Jaspreet K.
Jasveer K.		P	A	P	P	P	P	P	P	P	P	P	P	P	P	Holiday	P	P	P	17	Jasveer K.
Kathwinder K.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	Holiday	P	P	P	18	Kathwinder K.
M. deep K.		P	A	P	P	P	P	P	P	P	P	P	P	P	P	Holiday	P	A	P	18	M. deep K.
Amaninder K.		P	A	P	P	P	P	P	P	P	P	P	P	P	P	Holiday	P	A	P	19	Amaninder K.
Sumandeep K.		P	A	P	P	P	P	P	P	P	P	P	P	P	P	Holiday	P	P	P	18	Sumandeep K.

Holiday: Shri Bhagat Singh Ji  
 Sunday

No. of the Lecture Delivered			1	2	3	4	5	6	7	8	9	10	11	12	13
Name of the Lecture Delivered			1	2	3	4	5	6	7	8	9	10	11	12	13
Sl. No.	NAME	Roll No.	BF												
1	Amandeep Kaur	1	19		P	P	P	A			P	P	P	P	
2	Lovepreet Kaur	2	18		P	P	P	P			P	P	P	P	
3	Sukhwinder Kaur	3	19		P	P	P	P			P	A	P		
4	Rajina Rani	4	19		P	P	P	P			P	P	P		
5	Gagandeep Kaur	5	17		P	P	P	P			P	P	P		
6	Charanjeet Kaur	6	17		P	P	P	P			P	A	P		
7	Manspreet Kaur	7	17		P	P	P	R			P	P	P	P	
8	Kamaldeep Kaur	8	18		P	P	P	A			P	P	P	P	
9	Jaspreet Kaur	9	19		P	A	P	P			P	P	P	P	
10	Jasveer Kaur	10	17		P	P	P	P			P	P	P	P	
11	Lakshwinder Kaur	11	18		P	P	P	P			P	P	P	P	
12	Mandeep Kaur	12	18		P	P	A	P	P		P	P	P	P	
13	Amalinder Kaur	13	19		P	P	P	P	P		P	P	P	P	
14	Sumandeep Kaur	14	18		P	P	P	P			P	P	P	P	

Holiday / gagandeep / SUNDAY

Leave

Leave

Dussehra

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
A	P		P	P			P	P		P	P	P	P	P				34	Amandeep K.
P	P		P	P			P	P		A	P	P	P	A				33	Lovepreet K.
P	P		P	P			P	P		P	P	P	P	P				35	Sukhwinder K.
P	P		P	P			P	P		P	P	P	P	A				35	Rajina Rani
P	P		P	P			P	P		A	P	P	P	P				33	Gagandeep K.
P	P		P	P			A	P		P	P	A	P	P				31	Charanjeet Kaur
A	P		P	P			P	P		P	P	P	P	P				33	Manspreet Kaur
P	P		P	P			A	P		P	P	P	P	P				33	Kamaldeep K.
P	P		P	P			A	P		P	P	P	P	A				33	Jaspreet Kaur
P	P		P	P			P	P		P	P	P	P	P				33	Jasveer K.
P	P		P	P			P	P		P	P	A	P	P				34	Lakshwinder K.
P	P		P	P			P	P		P	P	A	P	A				32	Mandeep Kaur
P	P		P	P			A	P		P	P	P	P	P				35	Amalinder Kaur
P	P		P	P			P	P		P	P	P	P	A				34	Sumandeep K.

Gurupurab Ekam Namdev Ji Holiday

Leave

Leave

Sunday

Sunday

Sunday

Sunday

Principal

o/c

3046402  
03 Shastri

## Syllabus of Diploma in Library Science for 2007-08 and 2009 examination

**Paper-I Foundations of Library Science**  
Credits: 6

Lecture delivered: 90  
(One lecture of one hour duration)  
Time 3 hours

Mx Marks: 100

### Instruction for the paper setter

Theory paper carries 100 marks. Duration of the paper in 3 hours. There should be nine essay type Questions covering Entire syllabus uniformly. The 10<sup>th</sup> question will include 8 short type questions. Out of which candidate will be required to attempt any four. In all the candidate is required to attempt any five.  
(Only basic introduction to the course components)

1. Library Organisation, purpose and functions of libraries. Library movement in India after 1947.  
Qualities of Librarian.
2. Different sections of Library and their functions – Acquisition, Periodical, Technical, Reference, Circulation and maintenance.
3. Reference Service:- Definition & kinds and uses of reference services  
Reference and information sources. Initiation of Fresh reader. Definition need and purpose of Document Bibliography
4. Library Classification:- Fundamental categories and facet Analysis: Notation, call number, Book number and collection number.
5. Library Cataloguing:- Physical forms of Catalogues, kinds of entries and their function.  
(elementary knowledge about above topics needs to be imparted.)

*h*  
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Sh. Lal Bahadur Shastri Arya  
Principal

  
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Paper-II

(A) Library Classification (Practice)

Credits: 7

Lecture delivered: 105

(One lecture of one hour duration)

Mx Marks: 50

Time 2 hours

- (1) 10 Titles according to colon classification out of which five titles are to be classified.
- (2) 10 titles according to DDC. Out of which five titles are to be classified.

(B) Library Cataloguing (Practice)

Credits: 7


Lecture delivered: 105


(One lecture of one hour duration)

Mx Marks: 50

Time 2 hours

1. 10 titles according to AACR out of which 5 titles are to be catalogued.
2. 10 titles according to classified catalogue code out of which 5 titles are to be catalogued.

  
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~~2016~~

Report

Library Science

One month value Added course on Library Science has been organized by Library Department from 1 Sept 2016 to 31 Oct 2016. In which 14 Students were enrolled completed the certificate course.

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S.No. of the Lecture Delivered	1	2	3	4	5	6	7	8	9	10	11	12	13
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Date of the Lecture Delivered	r. No.	NAME	Roll No.	BF
	1.	Manpreet K	4	
	2.	Nisha	5	
	3.	Manpreet Kaur	8	
	4.	Rakha Rani	13	
	5.	Usha	15	
	6.	Harmanpreet Kaur	14	
	7.	Richa Rani	19	
	8.	Jaswindar	20	
	9.	Mansi	22	
	10.	Manjeet Kaur	25	
	11.	Harpreet K	27	
	12.	Gagandeepika	28	
	13.	Sonia	29	

	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
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			P	P	P	P	P	A		P	P	P	P	A	P		P		18	Manpreet K
			P	A	P	P	P	P		P	P	P	P	P		A			19	Nisha
			P	P	P	P	P	A		P	P	P	P	A	P		P		19	Manpreet Kaur
			P	P	P	P	P	P		P	P	P	P	A	P		A		19	Rakha
			P	A	P	P	P	A		P	P	A	P	P		A			16	Usha
			P	A	P	P	P	P		P	P	P	P	P		P			19	Harmanpreet Kaur
			P	P	P	P	P	P		P	P	P	P	P		P			22	Richa
			P	P	P	P	P	P		P	A	P	P	A	P		P		19	Jaswindar
			P	P	P	P	P	P		P	P	P	P	P		A			20	Mansi
			P	A	P	P	P	A		P	P	P	P	P		P			18	Manjeet Kaur
			P	P	P	P	P	P		P	P	P	P	A	P		P		21	Harpreet K
			P	P	P	P	P	P		P	P	A	P	A	P		A		18	Gagandeepika
			P	A	P	P	P	A		P	A	P	P	P		P			19	Sonia

Class BAT Section \_\_\_\_\_ Subject \_\_\_\_\_

Month & Year Oct-2019-20

S.No. of the Lecture Delivered				1	2	3	4	5	6	7	8	9	10	11	12	13
Date of the Lecture Delivered																
Sr. No.	NAME	Roll No.	BF													
1.	Mampreet k.	4	18	P			P	P		P		P	P			
2.	Nisha	5	19	P			P	P		A		P	P			
3.	Mampreet k.	8	19	P			P	P		P		P	P			
4.	Rakha Rani	13	19	P			P	P		A		P	P			
5.	Usha	15	16	P			P	P		P		P	P			
6.	Harmanspreet k.	14	19	P			P	P		P		P	P			
7.	Richa Rani	19	22	P			P	A		R		P	P			
8.	Jaswinder k.	20	19	R			P	P		P		P	P			
9.	namsi	22	20	R			P	A		A		P	P			
10.	Mampreet k.	25	18	P			P	P		P		P	P			
11.	Harpreet k.	27	21	P			P	P		P		P	P			
12.	Gagandeep k.	28	18	P			P	P		P		P	P			
13.	Sonia	29	19	P			P	P		P		P	P			

Chandni Jayot

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Sunday

Dussehra

Leave

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on duty

Sunday

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
P		P	P	A	P		P	P	A	P	P	P			A	P	A	35	Mampreet k.
P		A	P	P	P		P	P	P	P	P	P			P	P	P	37	Nisha
P		P	P	P	P		P	P	P	A	P	P			A	P	P	37	Mampreet k.
P		A	P	A	P		P	P	P	A	P	P			P	P	P	38	Rakha
P		A	P	A	P		P	P	A	P	P	P			P	P	P	33	Usha
P		P	R	P	P		P	P	P	P	P	P			A	P	A	37	Harmanspreet
P		P	P	P	P		P	P	P	P	P	P			A	P	A	39	Richa
P		P	P	P	P		P	P	A	P	P	P			P	P	P	38	Jaswinder
P		A	P	P	P		P	P	A	P	P	P			P	P	P	36	Namsi
P		P	P	P	P		P	P	P	A	P	P			P	P	A	36	Mampreet k.
P		P	P	P	P		P	P	P	P	P	P			P	P	P	41	Harpreet k.
P		A	P	P	P		P	P	P	P	P	P			P	P	A	36	Gagandeep k.
P		A	P	P	P		P	P	P	A	P	P			P	P	A	36	Sonia

Sunday

Vidyalaya Day

**DELBI207T: INFORMATION SOURCES AND SERVICES**

Objectives: The aim of this paper is to impart knowledge regarding basic reference and information sources to students and to give them practice in the use of these in answering queries of users.

Max. Marks: 100

Internal Assessment: 20 Marks

Theory: 60 Marks

Practical: 20 Marks

Time allowed: 3 hours

Pass Marks: 50%

**PART-I: THEORY (Max. Marks: 60)**

Time allowed: 3 hours

Pass Marks: 50%

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 60

Pass Marks: 50%

- Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.  
2. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Reference and Information sources.
2. Documentary sources of Information; print and non-print: categories: primary, secondary and tertiary source of information.

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- Human and institutional sources. The internet, Web as a source of information.
- Evaluation of Information and Reference sources: Different types of reference and information sources. Criteria for evaluation of reference sources.
- Introduction to Encyclopedia, Dictionaries, Geographical and Biographical sources of information. Sources of current information, News Digests, Union catalogues, Indexing and Abstracting Services.
- Bibliographical sources: function, types, uses and evaluation criteria.

#### SECTION-B

- Reference and Information Services: Concept, definition, need and trends. Basics of digital and virtual reference services. (Ask Jeeves, Question point).
- CAS and SDI Services: Need, purpose, techniques and evaluation.
- Bibliography, Referral, Document delivery and Translation services.
- Introduction to Documentation and Information Centres. Information Systems and Networks.
- Services and Products of Documentation and Information Centres and Information systems and networks at national level: NISCAIR, DESIDOC, NASSDOC; INFLIBNET, DELNET.
- Services and products of Documentation and Information Centres, Information Systems and Networks at International level: OCLC.

#### PART-II: PRACTICAL (20 Marks)

Time Allowed: 1 Hour.

The practical exam for this paper will be in written form where a candidate will have to mention one reference/information source with complete bibliographical details for each ready reference question. Candidate will have to attempt 10 questions out of 20 in one hour.

NOTE: List of reference sources for evaluation attached (Appendix).

#### RECOMMENDED READINGS

- Bunch, Allan. Basics of information work, London: Clive Bingley, 1995.
- Chakarabarty. Reference service.

  
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Report :

Inf. Source & Services.

one month value Added course on Inf. Source & Services. of has been organized by library Department from. 1 Sept. 2019 - 31 Oct 2019. In which 13 Students. were enrolled completed the certificate course,



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2020-21

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala

Month & Year March 2021

Student Daily Attendance Register For TCT in Library & Inf. Centres 2020-21

Class BAT Section \_\_\_\_\_ Subject \_\_\_\_\_

S.No. of the Lecture Delivered		Date of the Lecture Delivered												
		1	2	3	4	5	6	7	8	9	10	11	12	13
Sr. No.	NAME	Roll No.	BF											
1.	Kajal Rani	13		P	P	A	P	P	P	P	P	P	P	P
2.	Ranjit Kaur	28		P	P	P	P	P	P	P	A	P	P	P
3.	Karamjit Kaur	35		P	P	P	P	P	P	P	A	P	P	P
4.	Harpreet Kaur	75		P	P	P	P	P	P	P	P	P	P	P
5.	Nandeep Kaur	96		P	P	P	P	P	P	P	P	P	P	P
6.	Kamaljeet Kaur	100		P	P	A	P	P	P	P	P	P	P	P
7.	Namraj Kaur	94		P	P	P	P	P	P	P	P	P	P	P
8.	Harpreet K.	90		P	P	P	P	P	P	P	P	P	P	P
9.	Sandeep K.	79		P	P	P	P	P	P	P	P	P	P	P
10.	Harpreet K.	78		P	P	P	P	P	P	P	P	P	P	P
11.	Gurpreet K.	99		P	P	P	P	P	P	P	P	P	P	P
12.	Gagandeep	91		P	P	P	P	P	P	P	P	P	P	P

		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
		P	P	P	P	P	P					P						A	P	18	Kajal
		A	P	P	P	P	P					P						P	P	17	Ranjit K
		P	P	P	P	P	P					P						P	A	17	Karamjit K
		P	P	P	P	P	P					P						A	P	19	Harpreet
		P	P	P	P	P	P					P						A	P	18	Nandeep
		A	P	P	P	P	P					P						A	P	16	Kamaljeet K
		A	P	P	P	P	P					P						P	P	17	Namraj K
		P	P	P	P	P	P					P						P	A	18	Harpreet
		P	P	P	P	P	P					P						P	P	18	Sandeep
		P	P	P	P	P	P					P						A	P	16	Harpreet
		P	P	P	P	P	P					P						A	P	17	Gurpreet
		P	P	P	P	P	P					P						P	P	18	Gagandeep

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Sunday

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Sunday

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3. Chandler, G. How to find out: A guide to sources of information for all, Ed. 4. Oxford: Pergamon, 1971.
4. Girja Kumar & Krishan Kumar. Bibliography.
5. Katz, W.A. Introduction to reference work. 7<sup>th</sup>ed. New York: McGraw-Hill, 1996. 2 vols.
6. Krishan Kumar. Reference Service.
7. Madan Mohan Singh. Reference sources and services in library science.
8. Murfin Marjorie E. & Wynar, Lubomyr R. Reference Service: An Annotated Bibliographic Guide. Littleton: Libraries Unlimited. Allied Pub.
9. Paithankar, Rajiv R. Library reference practices, services and new avenues.
10. Ranganathan, S. R. Reference service.
11. Satija, M.P. & Sewa Singh. Sandharab ate Soochna Sarot. Patiala: Punjabi University Publication Bureau, 1996 (in Punjabi).
12. Satija, M.P., Sukhdev Singh & Harish Chander. Punjabi Reference Sources: A descriptive guide. New Delhi: Satija Research Foundation for Library and Information Science, 2018.
13. Sheehy, E.P. Guide to reference books.
14. Shores, L. Basic reference Sources
15. Tripathi, S. M. Modern bibliographical control, Bibliography and documentation. Agra: Y.K., 1992.
16. Walford, A.J. Ed. Guide to reference material. London: LA. 3vols.

### DELBI208T: INFORMATION AND COMMUNICATION TECHNOLOGY: BASICS

Objectives: To acquaint students with Computers, computer architecture, the System Software and application software, and use of ICT in library and information centres. It also aims to impart practical knowledge of library automation software.

Max. Marks: 100

Internal Assessment: 20 Marks

Theory: 60 Marks

Practical: 20 Marks

Time allowed: 3 hours

Pass Marks: 50%

#### PART-I: THEORY (Max. Marks: 60)

Time allowed: 3 hours

Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective

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sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours

Max. Marks: 60  
Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

1. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

#### SECTION-A

1. Computer: Hardware, input and output Devices, Storage Devices, Software: System Software and Application Software.
2. Information and Communication Technologies: Concept and Impact on Society.
3. ICT: Application in Libraries.
4. Library Automation: Need, Purpose and Application.
5. Information Retrieval: Search engines, Boolean operators.
6. Computer Networks: Concept. Classification of Computer Network on the basis of size (LAN, MAN and WAN) and Topologies and Advantage of networks.

#### SECTION-B

7. Library and Information networks with special reference to India: Delnet, Inlibnet, Ernet, Nicnet.
8. The Internet: World Wide Web (WWW). Hypertext, Hypermedia, Multimedia, Intranet, Extranet.
9. Common Software: Introduction to Open/Proprietary software. Word Processing Software: MS Word-All features. Presentation Software: MS Power Point - Basic features.
10. Digital, Virtual and Hybrid Libraries: Definition and scope, Recent Developments and trends.
11. Library Software: Essential features.

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12. Study of features of select library software packages: LIBSYS, SOUL and KOHA.

**Part-II (PRACTICAL) 20 Marks**

- |  |          |
|--|----------|
| 1. Use of any one Library software package | 10 Marks |
| 2. Viva- Voice                             | 10 Marks |

**RECOMMENDED READINGS**

- Bharathiar University. Introduction to Information Technology. Link: [http://buc.edu.in/sde\\_book/bcom\\_ca.pdf](http://buc.edu.in/sde_book/bcom_ca.pdf)
- Bharihoke, Deepak. Fundamentals of Information Technology. 4th Ed. New Delhi: Excel Books, 2012.
- Devarajan, G. Information technology in libraries. Delhi: Ess Ess, 1990
- Gill, Nasib Singh. Handbook of Computer Fundamentals. Delhi: Jain Book Agency, 2016.
- Gookin, Dan. Word 2013 for Dummies. Wiley & Sons, 2013.
- Introducing Windows 10. Microsoft Press, Preview eBook. Link: [http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft\\_Press\\_eBook\\_Introducing\\_Windows\\_10\\_Preview\\_PD\\_F.pdf](http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft_Press_eBook_Introducing_Windows_10_Preview_PD_F.pdf)
- Lambert, Joan & Cox, Joyce. Step by Step Microsoft Word 2013. Washington: Microsoft Press, 2013.
- Lambert, Joan & Frye, Curtis. Microsoft Office 2016 Step by Step. Washington. Microsoft Press, 2015. Link: <https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf>
- Leon, Alexis & Leon Mathews. Fundamentals of Information Technology. 2nd Ed. New Delhi: Vikas, 2009.
- Leon-Garcia, Alberto & Widjaja, Indra. Communication Networks: Fundamental concepts and key architectures. 2nd Ed. McGraw-Hill, 2006.
- Lowe, Doug. PowerPoint 2013 for Dummies. Wiley & Sons, 2013.
- Lowe, Doug. PowerPoint 2016 for Dummies. Wiley & Sons, 2015.
- McFedries, Paul. Teach Yourself Visually Windows 10. Wiley, 2015.
- Nagpal, DP. Computer Fundamentals. New Delhi: S. Chand, 2008.
- Norton, Peter. Introduction to Computers. 6th Edition. New York: Tata McGraw-Hill, 2008. Link: <https://onlinestudy4u.files.wordpress.com/2012/10/introduction-to-computers-by-peter-norton-6th-ed.pdf>
- RavichandraRao, I.K. Library automation. New Delhi: Wiley Eastern.
- Rowley, Jennifer. Computers for libraries. 3rd ed. Library Association. London. 1993.

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18. Rowley, J. The electronic library. 4<sup>th</sup> ed. London: LA, 1998.
19. Salaria, R.S. Computer Fundamentals. 2015. Jain Book Agency, Delhi.
20. Satyanarayana, N.R. A manual of computerization in libraries.
21. Sinha, P.K. & Sinha, P. Foundations of computing. BPB Publications, 2008. Link: <http://www.edptechlearners.com/computer-fundamentals-p-k-sinha-free-pdf/>
22. Tanenbaum, Andrew S. & Wetherall, David J. Computer networks. 5th Ed. Prentice Hall, 2011. Link: <https://inspirit.net.in/books/networking/Computer%20Networks%20-%20A%20Tanenbaum.pdf>
23. Umesh Kumar Singh. Fundamentals of Computer and Information Technology. Delhi: Jain Book Agency, 2013.
24. Wang, Wallace. Office 2013 for Dummies. Wiley & Sons, 2013.
25. Weverka, Peter. Microsoft Office Home and Student Edition 2013 All-in-One for Dummies. John Wiley & Sons, 2013.

**TEACHING METHODS:** Barring specific requirements of particular papers, following will be the teaching methods: Lectures, discussion or assignments/demonstration, observation, tutorials and seminars.

**TEACHINGS AIDS:** Black-board and chalk are mainly used as teaching aids. Students are shown different types of print and non-print materials being used in libraries. Besides these, projectors and computers for demonstration are used.

**ACTIVITIES OF STUDENTS:** Listening, notes-taking, raising questions and answering questions raised in the class, discussing, observing and analyzing various activities and problems. They will be required to write assignments, tutorials and seminar papers and to search for information regarding the various points of view presented in the class. In this respect they are supposed to spend some time in the departmental library and the university library.

#### APPENDIX

##### Dictionaries:

1. The Oxford English Dictionary. Second edition. Oxford, N.Y.: the Clarendon Press, 1993, 20 vols.
2. Webster's Third New International Dictionary of the English language, Chicago: Encyclopedia Britannica. Inc., 1961.3 vols.
3. Roget's International Thesaurus. Ed3.1968.
4. PSUTB English-Punjabi Dictionary. Chandigarh: Punjab State University Text-Book Board.

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**Encyclopedias:****General:**

5. The New Encyclopedia Britannica, Chicago: Encyclopedia Britannica Inc. Latest ed.
6. Encyclopedia Americana. New York: Grolier Inc. 30 vols.

**Subject:**

7. International Encyclopedia of Social Sciences, N.Y.: The McMillan and The Free Press, 1968. 18 vols.
8. McGraw- Hill Encyclopedia of Science and Technology, N.Y.: McGraw-Hill.
9. Encyclopedia of Library and Information Services 3rd ed. Chicago: American Library Association, 1993.

**Biographical Dictionaries:**

10. The International Who's Who. London: Europa.
11. Dictionary of National Biography, edited by S.P. Sen. Calcutta, Institute of Historical Studies, 1972-74, 4 vols.
12. India Who's Who, New Delhi ( India ) : INFA Publications

**Gazetteers/ Geographical Dictionaries:**

13. Columbia Lippincott Gazetteer of the World, N.Y.: Columbia University Press, 1952.
14. The Gazetteer of India, New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt. Of India, 1978.

**Year Books:**

15. The Europa World Year book., London: Europa Publications, 1926-
16. The Statesman's Year book, New York: St. Mazarin's Press, 1864 -
17. India: A Reference Annual, New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt.of India, 1953-
18. Commonwealth University Year book. The Association of Commonwealth Universities, 1914-
19. The World of Learning, London : Europa Publications, 1947-
20. Universities Handbook, New Delhi : AIU

**News Digests:**

21. Keesings Record of World Events, (Formerly Keesing's Contemporary Archives), 1931- Longman Group, UK.

**Statistical Sources:**

22. UNO Statistical Yearbook

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23. Census of India
24. Statistical Abstracts of Punjab, Chandigarh: Economic Advisor to Punjab Government.

**Bibliographies:**

25. Indian National Bibliography (INB), Calcutta : Central Reference Library, 1957-(Monthly)
26. Indian Books in Print. New Delhi: Indian Bibliographies Bureau.
27. Books in Print: A World List of Books in English Language. N.Y.: H.W. Wilson, 1933-
28. Ulrich's International Periodicals Directory: A Classified Guide to Current Periodicals, Foreign and Domestic. N.Y : R.R. Bowker, 1932-( Annual)
29. Punjabi Reference Sources: A descriptive guide by M.P. Satija, Sukhdev Singh and Harish Chander. New Delhi: Satija Research Foundation for Library and Information Science, 2018.

**Union Catalogues:**

30. National Union Catalogue of Scientific Serials in India (NUCSSI), Print form and database.
31. Union Catalogues, published by National Social Science Documentation Centre, New Delhi.

**Indexing Services:**

32. Guide to Indian Periodical Literature, Gurgon: Indian Documentation Services, 1982-(Quarterly).

**Abstracting Services:**

33. Library and Information Science Abstracts (LISA), London: Library Association, 1969- (Monthly)

*Nakha Khan*


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## Report.

### ICT in Library of Inf Centres.

One month value added course on ICT in library of inf centres. of has been organized by library Department from ~~Sept.~~ 1 March 2021 to 30 April/2021, in which 12 students were enrolled completed the certificate course.



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S.No. of the Lecture Delivered										X	X	X	
Date of the Lecture Delivered	1	2	3	4	5	6	7	8	9	10	11	12	13

Sr. No.	NAME	Roll No.	BF	1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Anandee K.			P	P			P	P	P		P				P
2.	Anil Kumar K.			P	P			P	P		P	P				P
3.	Chanda					P		P	P	P	P	P				
4.	Beant Kaur					P										P
5.	Geetpreet K.			P				P	P	P	P					P
6.	Jasvinder K.			P				P		P	P	P				P
7.	Jaspreet K.					P		P	P	P	P	P				
8.	Harpreet K.			P		P		P	P	P	P					P
9.	Geetpreet K.			P				P	P	P	P					
10.	Aggandeep K.			P				P	P	P	P					P
11.	Mehita Kumari					P		P	P	P	P	P				P
12.	Lovepreet K.			P		P		P	P		P	P				P
13.	Kuldeep K.			P		P		P	P	P	P					P
14.	Laakshmi					P		P	P	P	P					P
15.	Kirna Kaur			P				P	P	P		P				P
16.	Richa Gill			P		P		P	P	P	P					P
17.	Maya K.			P		P		P	P	P	P					P
18.	Manspreet K.					P		P	P	P	P					P
19.	Rajinder K.					P		P	P	P	P					P
20.	Sandeep K.			P				P	P	P	P					P
21.	Anandee K.			P		P		P	P	P	P					P
22.	Geetpreet K.					P		P	P	P	P					P
23.	Paras Devi					P		P	P	P	P					P
24.	Mehita Kaur			P				P	P	P	P					P

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks	
				X							X			X						Anandee K.
P	P	P			P	P	P	P				P	P		P	P				Geetpreet K.
P	P	P			P	P	P	P				P	P		P	P				Chanda
		P	P	P		P	P	P		P		P	P		P	P				Beant Kaur
P	P	P			P	P	P	P		P		P								Geetpreet K.
P	P	P			P	P	P	P		P		P								Jasvinder Kaur
P	P	P			P	P	P	P		P		P								Jaspreet K.
		P	P	P		P	P	P		P		P								Harpreet K.
P	P	P			P	P	P	P		P		P								Geetpreet K.
P	P	P			P	P	P	P		P		P								Aggandeep K.
P	P	P			P	P	P	P		P		P								Mehita Kumari
P	P	P			P	P	P	P		P		P								Lovepreet K.
P	P	P			P	P	P	P		P		P								Kuldeep K.
		P	P	P		P	P	P		P		P								Laakshmi
P	P	P			P	P	P	P		P		P								Kirna Kaur
P	P	P			P	P	P	P		P		P								Richa Gill
P	P	P			P	P	P	P		P		P								Maya K.
P	P	P			P	P	P	P		P		P								Manspreet K.
P	P	P			P	P	P	P		P		P								Rajinder K.
		P	P	P		P	P	P		P		P								Sandeep K.
		P	P	P		P	P	P		P		P								Anandee K.
P	P	P			P	P	P	P		P		P								Geetpreet K.
P	P	P			P	P	P	P		P		P								Sandhya
P	P	P			P	P	P	P		P		P								Mehita Kaur






Class B.A Section \_\_\_\_\_ Subject \_\_\_\_\_

S.No. of the Lecture Delivered																
Date of the Lecture Delivered																
Sr. No.	NAME	Roll No.	BF	1	2	3	4	5	6	7	8	9	10	11	12	13
49	Harpreet K.			P				P	P	P	P					P
50	Jasvinder K.			P	P			P	P	P	P					P
51	Gurpreet K.				P			P	P	P	P					
52	Amandeep K.			P	P			P	P	P	P					P
53	Amandeep K.			P				P	P	P	P					P
54	Harpreet K.			P	P			P	P	P	P					P
55	Harpreet K.				P			P	P	P	P					P
56	Kamaljeet K.			P				P	P	P	P					
57	Manjit Bhatt			P				P	P	P	P					
58	Manpreet K.				P			P	P	P	P					P
59	Manjit K.			P	P			P	P		P					P
60	Swaranjit K.			P	P			P	P	P	P					P
61	Sukhpal K.			P				P	P	P	P					P
62	Amandeep K.			P				P	P	P	P					P
63	Harpreet K.				P			P	P	P	P					P
64	Harpreet K.			P	P			P	P	P	P					P

Month & Year September, 2016

															Total	Remarks			
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
				X							X			X					
	P	P	P			P	P	P	P	P		P			P	P			Harpreet K.
	P	P	P			P	P	P	P	P		P				P			Jasvinder K.
	P	P	P	P		P	P	P	P	P		P			P	P			Gurpreet K.
	P	P	P	P		P	P	P	P	P		P	P		P				Amandeep K.
	P	P	P			P	P	P	P	P		P			P	P			Amandeep K.
	P	P	P			P	P	P	P	P		P			P	P			Harpreet K.
	P	P	P			P	P	P	P	P		P	P						Kamaljeet K.
	P	P	P			P	P	P	P	P		P			P	P			Manjit Bhatt
	P	P	P			P	P	P	P	P		P	P			P			Manpreet K.
	P	P	P			P	P	P	P	P		P	P			P			Manjit K.
	P	P	P			P	P	P	P	P		P	P			P			Swaranjit K.
	P	P	P			P	P	P	P	P		P				P			Sukhpal K.
	P	P	P			P	P	P	P	P		P				P			Amandeep K.
	P	P	P			P	P	P	P	P		P	P			P			Harpreet K.
	P	P	P			P	P	P	P	P		P			P				Harpreet K.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Student Daily Attendance Register For L.B.S. College Barnala 2017-18

Class B.A Section Advertisement

Medium English  
Subject

S.No. of the Lecture Delivered														
Date of the Lecture Delivered		1	2	3	4	5	6	7	8	9	10	11	12	13
Sr. No.	NAME	Roll No.	BF											
1	Jaswinder K.			P	P	P	P	P	P	P	P	P	P	P
2	Sandeep K.			P	P	P	P	P	P	P	P	P	P	P
3	Lachmi Devi			P	P	P	P	P	P	P	P	P	P	P
4	Raju Kaur			P	P	P	P	P	P	P	P	P	P	P
5	Mandeep K.			P	P	P	P	P	P	P	P	P	P	P
6	Mandeep K.			P	P	P	P	P	P	P	P	P	P	P
7	Mandeep K.			P	P	P	P	P	P	P	P	P	P	P
8	Kamaljeet K.			P	P	P	P	P	P	P	P	P	P	P
9	Jaspreet K.			P	P	P	P	P	P	P	P	P	P	P
10	Purbhjit K.			P	P	P	P	P	P	P	P	P	P	P
11	Jasveer K.			P	P	P	P	P	P	P	P	P	P	P
12	Dilpreet K.			P	P	P	P	P	P	P	P	P	P	P
13	Shalini Devi			P	P	P	P	P	P	P	P	P	P	P
14	Satwati			P	P	P	P	P	P	P	P	P	P	P
15	Palwinder K.			P	P	P	P	P	P	P	P	P	P	P
16	Rupinder K.			P	P	P	P	P	P	P	P	P	P	P
17	Jaspreet K.			P	P	P	P	P	P	P	P	P	P	P
18	Veerpal K.			P	P	P	P	P	P	P	P	P	P	P
19	Bindu Kani			P	P	P	P	P	P	P	P	P	P	P
20	Jasvir K.			P	P	P	P	P	P	P	P	P	P	P
21	Heena Rani			P	P	P	P	P	P	P	P	P	P	P
22	Joddi			P	P	P	P	P	P	P	P	P	P	P
23	Jashandeep K.			P	P	P	P	P	P	P	P	P	P	P
24	Jaspreet K.			P	P	P	P	P	P	P	P	P	P	P

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala

Month & Year Feb 2018

														Total	Remarks						
		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jaswinder Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sandeep Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Lachmi Devi
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Raju Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mandeep Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mandeep Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mandeep Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Kamaljeet Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jaspreet Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Purbhjit Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jasveer Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Dilpreet Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shalini Devi
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Satwati
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Palwinder Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rupinder Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jaspreet Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Veerpal Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Bindu Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jasvir Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Heena Rani
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Joddi
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jashandeep Kaur
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jaspreet Kaur

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

S.No. of the Lecture Delivered																
Date of the Lecture Delivered				1	2	3	4	5	6	7	8	9	10	11	12	13
Sr. No.	NAME	Roll No.	BF													
25	Manpreet Kaur.			P	P	P	P	P	P	P	P	P	P	P	P	P
26	Prinyanta			P	P	P	P	P	P	P	P	P	P	P	P	P
27	Balwinder K.			P	P	P	P	P	P	P	P	P	P	P	P	P
28	Ramandeep K.			P	P	P	P	P	P	P	P	P	P	P	P	P
29	Manpreet K.			P	P	P	P	P	P	P	P	P	P	P	P	P
30	Pooja Rani			P	P	P	P	P	P	P	P	P	P	P	P	P
31	Kuljeet Kaur			P	P	P	P	P	P	P	P	P	P	P	P	P
32	Veerpal K.			P	P	P	P	P	P	P	P	P	P	P	P	P
33	Manpreet K.			P	P	P	P	P	P	P	P	P	P	P	P	P
34	Talvir K.			P	P	P	P	P	P	P	P	P	P	P	P	P
35	Manpreet Kaur.			P	P	P	P	P	P	P	P	P	P	P	P	P
36	Subhweer K.			P	P	P	P	P	P	P	P	P	P	P	P	P
37	Kuldeep K.			P	P	P	P	P	P	P	P	P	P	P	P	P
38	Jaswinder K.			P	P	P	P	P	P	P	P	P	P	P	P	P
39	Divya Rani			P	P	P	P	P	P	P	P	P	P	P	P	P
40	Nisha Rani			P	P	P	P	P	P	P	P	P	P	P	P	P
41	Ranjit Kaur			P	P	P	P	P	P	P	P	P	P	P	P	P
42	Mandeep Kaur			P	P	P	P	P	P	P	P	P	P	P	P	P
43	Sandeep Kaur			P	P	P	P	P	P	P	P	P	P	P	P	P
44	Sumandeep K.			P	P	P	P	P	P	P	P	P	P	P	P	P
45	Nisha Rani			P	P	P	P	P	P	P	P	P	P	P	P	P
46	Subhinder K.			P	P	P	P	P	P	P	P	P	P	P	P	P
47	Palwinder K.			P	P	P	P	P	P	P	P	P	P	P	P	P
48	Subhijet K.			P	P	P	P	P	P	P	P	P	P	P	P	P

Date of the Lecture Delivered																	Total	Remarks	
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Manpreet Kaur
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Prinyanta
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Balwinder K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Ramandeep K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Manpreet K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Pooja Rani
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Kuljeet Kaur
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Veerpal K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Manpreet K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Talvir K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Manpreet Kaur.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Subhweer K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Kuldeep K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Jaswinder K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Divya Rani
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Nisha Rani
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Ranjit Kaur
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Mandeep K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Sandeep Kaur
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Sumandeep K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Nisha Rani
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Subhinder K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Palwinder K.
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					Subhijet K.

Student Daily Attendance Register For L.B.S College Barnala 2017-18


Class B.A Section Advertisement Subject English

S.No. of the Lecture Delivered				1	2	3	4	5	6	7	8	9	10	11	12	13
Date of the Lecture Delivered							X							X		
Sr. No.	NAME	Roll No.	BF													
49	Manpreet K.			P	P	P		P	P	P	P	P	P	P	P	
50	Dilpreet K.			P	P	P		P	P	P	P	P	P	P	P	
51	Subhpreet K.			P	P	P		P	P	P	P	P	P	P	P	
52	Baljinder K.			P	P	P		P	P	P	P	P	P	P	P	
53	Manpreet K.			P	P	P		P	P	P	P	P	P	P	P	

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala

Month & Year Feb 2018

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
				X									X						
P	P	P	P		P	P	P	P	P	P			P	P	P				
P	P	P	P		P	P	P	P	P	P			P	P	P				Manpreet
P	P	P	P		P	P	P	P	P	P			P	P	P				Dilpreet
P	P	P	P		P	P	P	P	P	P			P	P	P				Subhpreet
P	P	P	P		P	P	P	P	P	P			P	P	P				Baljinder K.
P	P	P	P		P	P	P	P	P	P			P	P	P				Manpreet K.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

S.No. of the Lecture Delivered																
Date of the Lecture Delivered																
Sr.No.	NAME	Roll No.	BF	1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Rajinder K.				X	X							X	X		
2.	Amandeep K.			P			P	P	P		P			P	P	
3.	Gagandeep K.						P		P		P				P	P
4.	Saroj K.			P			P	P	P	P				P	P	P
5.	Jaspreet K.			P			P		P					P		P
6.	Nandeep K.			P				P	P	P	P				P	P
7.	Pawandeep K.						P	P	P	P	P			P	P	P
8.	Veerpal K.			P			P		P	P	P			P	P	
9.	Kirna K.			P			P	P	P	P					P	P
10.	Gurpreet K.						P	P	P	P	P			P	P	
11.	Sandeep K.			P			P	P	P	P	P			P	P	P
12.	Rubby						P	P	P	P				P	P	
13.	Jaspreet K.			P				P	P	P	P			P	P	
14.	Beant K.			P			P	P		P	P			P	P	
15.	Gurleen K.			P			P	P	P	P				P	P	P
16.	Manpreet K.						P	P		P	P			P	P	
17.	Harpreet K.			P			P	P	P	P				P	P	P
18.	Nayot K.			P				P	P	P				P		P
19.	Manjeet K.						P	P	P	P				P	P	
20.	Narinder K.						P	P	P	P				P	P	P
21.	Kuldeep K.			P			P	P	P	P				P	P	P
22.	Kamajit K.			P			P	P	P	P				P	P	
23.	Broeti			P										P	P	P
24.	Jaspreet K.						P	P	P	P				P	P	P

															Total	Remarks					
		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
				X							X		X					X			
																					Rajinder Kaur
																					Amandeep Kaur
																					Gagandeep Kaur
																					Saroj Kaur
																					Jaspreet Kaur
																					Nandeep Kaur
																					Pawandeep Kaur
																					Veerpal Kaur
																					Kirna Kaur
																					Gurpreet Kaur
																					Sandeep Kaur
																					Rubby
																					Jaspreet Kaur
																					Beant Kaur
																					Gurleen Kaur
																					Manpreet Kaur
																					Harpreet Kaur
																					Nayot Kaur
																					Narinder Kaur
																					Kuldeep Kaur
																					Broeti

S.No. of the Lecture Delivered				1	2	3	4	5	6	7	8	9	10	11	12	13
Date of the Lecture Delivered					X	X						X	X			
Sr.No.	NAME	Roll No.	BF													
25	Lado			P		P	P	P						P	P	
26	Richa Gill			P			P	P	P	P					P	P
27	Paranjit K.					P	P		P	P				P	P	
28	Rajinder K.					P	P	P	P	P				P	P	P
29	Rajinder K.			P		P		P	P	P				P	P	
30	Sarabjeet K.			P		P	P	P	P					P	P	P
31	Kulwinder K.			P		P	P	P	P					P	P	P
32	Maema Rani					P	P		P	P				P	P	P
33	Nanddeep K.			P		P	P	P	P					P	P	
34	Lavpreet K.			P		P	P	P	P					P	P	P
35	Amandeep K.			P		P	P	P	P					P	P	P
36	Harman K.					P	P	P	P	P				P	P	P
37	Manjit K.			P		P		P	P	P				P	P	
38	Subhal			P		P	P		P	P				P	P	
39	Breeta			P		P	P	P	P					P	P	P
40	Ramandeep K.					P	P	P		P				P	P	P
41	Harshamal K.			P		P	P	P		P				P	P	
42	Justi Rani					P		P	P	P				P	P	
43	Paranjit K.			P		P	P	P	P					P	P	
44	Veerpal K.			P		P	P	P	P					P	P	
45	Manpreet K.					P	P		P	P				P	P	P
46	Gurleen K.			P		P	P	P	P					P	P	P
47	Mandeep K.			P		P	P		P					P	P	P

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks	
	X				X				X	X						X				
P	P		P	P		P	P			P		P	P	P						Lado
P	P		P		P	P	P				P		P	P	P					Paranjit K.
P	P		P	P		P	P			P		P		P	P					Rajinder K.
P	P		P		P	P	P			P		P		P	P					Rajinder K.
P			P	P	P	P				P		P		P	P					Sarabjeet K.
P			P	P		P	P				P		P	P	P					Kulwinder K.
	P		P		P	P				P		P		P	P					Maema Rani
P	P		P		P	P				P		P		P	P					Nanddeep K.
P	P		P	P		P	P			P		P		P	P					Lavpreet K.
P	P		P		P	P				P		P		P	P					Amandeep K.
P	P		P		P	P				P		P		P	P					Harman K.
P	P		P	P		P	P			P		P		P	P					Manjit K.
P	P		P		P	P				P		P		P	P					Subhal
P			P	P		P	P				P		P	P	P					Breeta
P	P		P		P	P				P		P		P	P					Ramandeep K.
P	P		P		P	P				P		P		P	P					Harshamal K.
P	P		P	P		P	P			P		P		P	P					Justi Rani
P	P		P		P	P				P		P		P	P					Paranjit K.
P	P		P		P	P				P		P		P	P					Veerpal K.
P			P	P		P	P				P		P	P	P					Manpreet K.
P	P		P		P	P				P		P		P	P					Gurleen K.
P	P		P		P	P				P		P		P	P					Mandeep K.

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Student Daily Attendance Register For L.B.S college 20.19-20

Class B.A Section Advertisement Subject English

S.No. of the Lecture Delivered														
Date of the Lecture Delivered		X	X				X	X						X
1	2	3	4	5	6	7	8	9	10	11	12	13		
Sr. No.	NAME	Roll No.	BF											
25	Laxpreet Kaur			P	P	P	P	P	P	P	P	P		
26	Taivir Kaur			P	P	P	P	P	P	P	P	P		
27	Sonia Rani			P	P	P	P	P	P	P	P	P		
28	Pooja kaur			P	P	P	P	P	P	P	P	P		
29	Rajju Kaur			P	P	P	P	P	P	P	P	P		
30	Bindu Rani			P	P	P	P	P	P	P	P	P		
31	Raj Rani			P	P	P	P	P	P	P	P	P		
32	Rakha Rani			P	P	P	P	P	P	P	P	P		
33	Huma Rani			P	P	P	P	P	P	P	P	P		
34	Pooja Rani			P	P	P	P	P	P	P	P	P		
35	Laxpreet Kaur			P	P	P	P	P	P	P	P	P		
36	Seema Kaur			P	P	P	P	P	P	P	P	P		
37	Sanjeev Kaur			P	P	P	P	P	P	P	P	P		
38	Gurpreet Kaur			P	P	P	P	P	P	P	P	P		
39	Pagudhan Kaur			P	P	P	P	P	P	P	P	P		
40	Lakshmi			P	P	P	P	P	P	P	P	P		
41	Rupinder Kaur			P	P	P	P	P	P	P	P	P		
42	Kamalpreet Kaur			P	P	P	P	P	P	P	P	P		

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala

Month & Year Oct 2019

		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Total	Remarks
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jasvir Kaur
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rooja Rani
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Seema Kaur
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Laxpreet Kaur
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Lakshmi
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Kamalpreet Kaur

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## Advertising Add-on courses-

S.No-	Course Name	Session	No. of students
1.	Advertisement and Sales Marketing	2016-17	64
2.	Service Marketing	2017-18	53
3.	Advertising and Public Relation	2018-19	47
4.	Advertising and Training.	2019-20	42
5.	Sales forecasting and Advertising	2020-21	48



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# Advertisement & Sale Marketing

Session - 2016-17

Sec - A

Chapter - 1 - Introduction Advertising; objectives, Introduction, Definitions of advertising, features of advertising; Objectives of Advertising.

Sec - B

Chapter - Advertising Media; Radio Advertising, Internet advertising, Television Advertising, Press advertising, film advertising, etc.



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Service Marketing  
Session - 2017-18

Sec-A

Chapter-1 - Role of Advertising in Marketing Mix;  
Advertising and Product, Advertising and Price,  
Advertising and place, Advertising and Packaging.

Sec-B

Chapter-2 - Integrated Marketing communication;  
Introduction, Meaning of IMC, Tools of IMC,  
Importance of IMC, Framing Integrated Marketing.

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# Advertising and Public Relation

Session-2018-19


## Syllabus

### Sec-A

Chapter-1 - Advertising budget; Meaning, Process of Advertising budget, Methods of framing advertising budget, Approaches to advertising Budget.

### Sec-B

Role of Advertising in Marketing, Advertising and Product; Advertising Appeal; Media Research.

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Advertising and Training  
Session - 2019-20

Syllabus

Sec-A

Advertising Campaign ; Introduction , Process of planning the advertising campaign , Market Segmentation , DAGMAR Model , AIDA , unique Selling Proposition , Advertising appeal .

Sec-B

Advertising Media ; Radio Advertising , Internet advertising , Television Advertising , Press advertising , Film advertising etc .



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# Sales Forecasting and Advertising

Session - 2020-21

## Sec - A

Media Research = Introduction, Role of Media Research, Audit Bureau of Circulation (ABC), Television Rating Points (TRPS), National Readership Survey (NRS), Media Survey.

## Sec - B

Chapter - Advertising Media, Radio Advertising, Internet advertising, Television Advertising, Press advertising, film advertising etc.

  
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\*\*95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)




## CERTIFICATE FOR ONLINE/ OFFLINE COURSES


This Certificate is awarded to Jaspreet Kaur (2016-17)

Class B.A.-II Roll No. 7

Completed Course in Advertisement and sales Marketing

Organised by Commerce dept

  
Organiser

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

  
Principal

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95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES


This Certificate is awarded to... Navjot kaur ..... (2016-17) .....

Class... B:A-III ..... Roll No. 17 .....

Completed Course in... Advertisement and Sales Marketing .....

Organised by... Commerce dept. ....

  
Organiser

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

  
Principal

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to Veerpal kaur ..... Feb 2018  
Class B.A.-I ..... Roll No. 18 .....  
Completed Course in Service Marketing .....

Organised by Commerce dept. .....

Organiser

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Sh. Lal Bahadur Shastri Arya  
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95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES


This Certificat is awarded to... Laddi ..... Feb 2018 .....

Class... B.A-T ..... Roll No. 22 .....

Completed Course in... Service Marketing .....

Organised by... Commence dept. .....

  
Organiser

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

  
Principal

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\*\*95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES


This Certificat is awarded to... Rubby ..... Sep 2018 .....

Class... B.A-T ..... Roll No... 12 .....

Completed Course in... Advertisement and Public Relation .....

Organised by... Commerce dept... .....

  
Organiser

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

  
Principal

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(Affiliated to Pbi. Uni. Patiala

Accredited by NAAC (UGC) with 'B' Grade-2.61 CGPA,

95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to Nardeep kaur Sept 2018


Class B.A- II Roll No. 6

Completed Course in Advertisement and Public Relation

Organised by Comm. dept

  
Organiser

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

  
Principal

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95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to Rajni ..... Oct 2019  
Class B.A-III ..... Roll No. 867 (3)  
Completed Course in Advertising and Training  
Organised by Comm. dept.

  
Organiser

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

  
Principal

ESTD. 1968

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Accredited by NAAC (UGC) with 'B' Grade-2&1 CGPA,

95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to Amandeep kaur Oct 2019  
Class B.A -III Roll No. 861 (1)  
Completed Course in Advertising and Training

Organised by Comm. dept.

Organiser

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

  
Principal



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An ISO 9001:2015 Certified Institution.

(Affiliated to Pbl. Uni. Patiala)

Accredited by NAAC (UGC) with 'B' Grade-2.61 CGPA,

\*\*85% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to Jyoti (2020-21)

Class B.A.-I Roll No. 7

Completed Course in Sales forecasting and Advertisement

Organised by Comm. dept

  
Organiser

  
Principal  
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Principal

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Accredited by NAAC (UGC) with 'B' Grade-2.61 CGPA,

85% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to Akki kaur (2020-21)

Class B:A -II Roll No. 1

Completed Course in Sales forecasting and Advertisement

Organised by Comm. dept

Organiser

Principal  
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Mahila College, BARNALA

Principal

## {-English language Add-on Courses 2}

S.No.	Name of Course	Session	No. of Students
1.	Spoken English	2016-17	48
2.	Let's learn language (learning of language)	2017-18	42
3.	Indian Writings in English	2018-19	41
4.	"Go speak Fluent"	2019-20	36
5.	Communication skills and speaking abilities	2020-21	39

  
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# Spoken English

## Syllabus

### Sec - A

- (i) Need to learn English
- (ii) Tenses ; Types ; Various Examples.
- (iii) Voice
- (iv) Narration
- (v) Word recognition
- (vi) Oral Expression of the Language
- (vii) Grammar

### S/c B

- (i) Phonetics
- (ii) Pronunciation of words
- (iii) Spoken Skills
- (iv) Practice

## Let's learn language

### Section - A.

- What is language ?
- Beginning of English language
- Effect of other languages on English
- Pronunciation
- Translation
- Use of Idioms and Phrases
- One word substitution
- Blended learning / Use of Technology.

### Section - B

- Editing and Omission
- Hold shadow conversations
- Use of Dictionary and Thesaurus
- Finding real-life sources
- Learning through activities
- Bilingual study
- Major text-books cross referenced
- Practice exercises.

Session: 2018-19

## Indian writings

### Syllabus

### Section-A

- Introduction of Indian writing in English
- Introduction of drama, Novel in India in English
- First drama in India
- First Novel in India

### Section-B

### Indian writers in English

- R.K. Narayan
- Anita Desai
- Rabindra Nath Tagore
- Mulk Raj Anand
- Khushwant Singh
- Amitav Ghosh
- Raja Rao
- Sarojini Naidu

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# "Go Speak Fluent"

## Syllabus

### Sec-A

- (i) Need to learn language
- (ii) Tense - Types ; various examples.
- (iii) Voice
- (iv) Narration
- (v) Word Recognition
- (vi) Oral Expression
- (vii) Grammar

### Sec-B

- (i) Phonetics
- (ii) Pronunciation of words
- (iii) Spoken skills
- (iv) Practice

Session 2021-22  
Communication Skills and Speaking abilities

Syllabus

30 hrs.

Sec-A

- I - What is communication; types; importance; objectives; Barriers; Process of communication.
- II Pronunciation - I
- III Basic Sentences.

Sec-B

- IV. Reading skills and their strategies; types; Reading purposes. Silent reading and its advantages.
- V Pronunciation - II

Sec-C

- VI - Communication - Types; Verbal and non-verbal, communication; Body language; Tips of effective communication; Role of Media; Cultural effect on communication various styles.
- VII Pronunciation - III

Sec-D

- VIII - Speaking skills; Meaning; Elements; framework; Importance.
- IX Basic speaking skills; effective speaking; voice
- X Better public speaking
- XI Teaching speaking skills classroom.











Sl. No.	Date of the Lecture Delivered		S.No. of the Lecture Delivered														
	Sl. No.	NAME	Roll No.	BF	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Ashdeep K.				x												
2	Shruti Bansal																
3	Shantanu Verma																
4	Jyoti																
5	Mandeep K.																
6	Ramandeep K																
7	Sakshdeep K.																
8	Akanksha																
9	Tashandeep K.																
10	Sanshreet K.																
11	Jashreet K.																
12	Karal Ravi																
13	Jashdeep K.																
14	Sanshreet K.																
15	Mandeep K.																
16	Amandeep K.																
17	Tashandeep K.																
18	Prii Ravi																
19	Rashdeep Kous																
20	Mandeep Kous																
21	Tasvir K																
22	Sandeep K.																
23	Ganeshdeep K.																
24	Rajpal K.																

Sl. No.	Date of the Lecture Delivered		S.No. of the Lecture Delivered													Remarks									
	Sl. No.	NAME	Roll No.	BF	14	15	16	17	18	19	20	21	22	23	24		25	26	27	28	29	30	31	Total	
14																									
15																									
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30																									
31																									
Total																									
14	Ashdeep																								
15	Shruti Bansal																								
16	Shantanu																								
17	Jyoti																								
18	Mandeep Kous																								
19	Ramandeep K.																								
20	Sakshdeep K.																								
21	Akanksha																								
22	Tashandeep K.																								
23	Sanshreet K.																								
24	Jashreet K.																								
25	Karal																								
26	Tashreet																								
27	Sanshreet																								
28	Mandeep																								
29	Amandeep																								
30	Prii																								
31	Rashdeep																								
32	Mandeep																								
33	Tasvir Kous																								
34	Mandeep Kous																								
35	Sandeep K.																								
36	Ganeshdeep K.																								
37	Rajpal																								

Principal

Sh. Lal Bahadur Shastri Arya

Mahila College, BARNALA









S.No. of the Lecture Delivered	Date of the Lecture Delivered														Total	Remarks
		1	2	3	4	5	6	7	8	9	10	11	12	13		
1	Ansdeep K. 801	P	P	P	P	P	P	P	P	P	P	P	P	P	13	X
2	Ansdeep K. 802	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
3	Mayat K. 805	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
4	Srinoyat K. 806	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
5	Harpreet K. 807	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
6	Abhinav K. 811	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
7	Srinoyat K. 812	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
8	Surender K. 815	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
9	Garvrat K. 816	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
10	Manpreet K. 819	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
11	Amrinder K. 821	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
12	Nanddeep K. 823	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
13	Srinoyat K. 824	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
14	Rajvi Kaur 825	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
15	Harpreet 826	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
16	Karnpreet K. 829	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
17	Ranvir Kaur 841	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
18	Sandeep K. 843	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
19	Randeep K. 844	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
20	Amrinder K. 846	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
21	Satdeep K. 848	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
22	Karnpreet K. 849	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
23	Randeep K. 852	P	P	P	P	P	P	P	P	P	P	P	P	P	13	
24	Amrinder K. 853	P	P	P	P	P	P	P	P	P	P	P	P	P	13	

S.No.	Date																																Total	Remarks			
		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																		
1		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
2		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
3		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
4		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
5		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
6		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
7		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
8		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
9		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
10		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
11		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
12		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
13		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
14		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
15		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
16		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
17		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
18		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
19		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
20		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
21		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
22		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
23		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	
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	31	

Principal  
Sh. Lal Bahadur Shastri Arya  
Matrita College, BARNALA

S.No. of the Lecture Delivered

Date of the Lecture Delivered

S.No.	NAME	Roll No.	BF	1	2	3	4	5	6	7	8	9	10	11	12	13
25	Tashtanant E.	856	P	P	P	P	P	P	P							
26	Wanhsant E.	857	P				P	P	P							
21	Tant	859	P	P	P				P							
28	Lehant E.	860		P	P	P	P									
29	Tashtanant E.	863	P	P	P	P										
30	Hanhsant E.	864	P	P	P	P	P									
31	Shanhsant E.	858		P	P	P	P	P								
32	Wanhsant E.	861	P	P												
23	Wanhsant E.	862	P		P	P	P	P								
24	Shanhsant E.	865	P	P												
35	Tanhsant E.	866	P	P	P	P	P									
36	Ramanhsant E.	867		P	P	P	P									
27	Nanhsant E.	868	P	P	P	P										
28	Shanhsant E.	869	P	P	P	P	P									
39	Amanhsant E.	870	P	P	P	P	P									

Month & Year March 2021

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks	
	P	P	P					P	P	P	P	P								Tashtanant
	P	P						P	P	P										Wanhsant
	P							P	P	P										Tant
	P	P						P	P	P										Lehant
	P	P						P	P	P										Tashtanant
	P	P						P	P	P										Hanhsant
	P	P						P	P	P										Shanhsant
	P	P						P	P	P										Wanhsant
	P	P						P	P	P										Shanhsant
	P	P						P	P	P										Tanhsant
	P	P						P	P	P										Ramanhsant
	P	P						P	P	P										Nanhsant
	P	P						P	P	P										Shanhsant
	P	P						P	P	P										Amanhsant

Principal  
Sh. Lal Bahadur Shastri Arya  
 Mahila College, BARNALA

ESTD. 1968

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\*\*85% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to.....Sukhpreet Kaur.....  
Class.....B.A. - I..... Roll No.....6.....  
Completed Course in.....Spoken English..... in.....August 2016.....

Organised by.....English Department.....

*Deepti*  
Organiser

*km*  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

*km*  
Principal

ESTD. 1968

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to..... Ravi Kaur.....  
Class..... B.A. - II..... Roll No..... 20.....  
Completed Course in..... Spoken English..... in..... August 2016.....

Organised by..... English Department.....

Deptt  
Organiser

hr Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

hr  
Principal

ESTD. 1968

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to... Kuldeep Kaur .....

Class... B.A. - I ..... Roll No. .... 12 .....

Completed Course in... Let's learn language ... in November 2017 .....

Organised by... English Dept. .....

Shagun  
Organiser

hr  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

hr  
Principal

ESTD. 1968

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to..... Lado .....

Class..... B.A- II ..... Roll No..... 35 .....

Completed Course in..... lets learn language in November 2014 .....

Organised by..... English Dept. .....

Shagun  
Organiser

for Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

for  
Principal

ESTD. 1968

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to... Jyoti ..... sept. 2018

Class..... B.A-I ..... Roll No. 4 .....

Completed Course in... Indian Writings in English .....

Organised by... English dept .....

Organiser

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Principal

ESTD. 1968

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to Akanksha ..... Sept. 2018

Class..... B:A-I ..... Roll No. 8

Completed Course in Indian Writings in English

Organised by English dept.....

Organiser

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Principal



ESTD. 1968

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to Kirandeep kaur Aug 2019

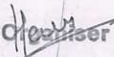
Class B:A-II Roll No. 10

Completed Course in "Sp. Spesh. Fluent"

Organised by Eng. Dept.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

  
Principal

  
Officer

ESTD. 1968

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Accredited by NAAC (UGC) with 'B' Grade-2.61 CGPA,

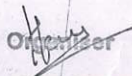
\*\*95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to..... Bibi Rafia ..... Aug 2019  
Class..... B.A II ..... Roll No. 3 .....  
Completed Course in..... "Go speak, Fluent" .....

Organised by..... English Dept .....

  
Organizer

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

  
Principal

ESTD. 1968

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(Affiliated to Pbi. Uni. Patiala

Accredited by NAAC (UGC) with 'B' Grade-2.61 CGPA,

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to Neha Rani ..... March 2021  
Class B.A. III ..... Roll No. 868 .....  
Completed Course in Communication skills and speaking abilities .....

Organised by Eng. Dept.:

Hansa  
Organiser

[Signature]  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

[Signature]  
Principal

ESTD. 1968

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to Lachmi kaur ..... March 2021

Class..... B:A-III ..... Roll No..... 860 .....

Completed Course in..... Communication skills and speaking abilities .....

Organised by..... Eng. deht .....

deht  
Organiser

br Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

br  
Principal


Session - (2016-2017)

Short term course on **Advertisement and Sales Marketing** was started by Commerce department of Sh. LBS Arya Mahila College, Barnala. 64 students of the college attended the course. The main topic covered in the course were Advertising, Media, Radio Advertising, Internet and Film advertising etc. The main objective of the course was to make students aware of the basic aspects of advertising. The course was organized in the month of September in the session 2016-2017. The students who were a part of the course were given certificates regarding the same. Assessment was done on the criteria of group discussion.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Session (2017-2018)

Short term course on 'Service Marketing' was started by commerce department of Sh. LBS Arya Mahila College, Barnala. 53 students of the college attended the course. The main topics covered in the course were: Advertising in Marketing Mix, Product, Price, Place and Packaging. The main objective of the course was to make students aware of the basic aspects of Marketing. The course was organised in the month of February in the session of 2017-2018. The students who were a part of the course were given certificates regarding the same. Assessment was done on the criteria through viva.

 Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Session (2018-2019)

Short term course on 'Advertising and Public Relation' was started by commerce department of Sh. LBS Arya Mahila College, Barnala. 47 students of the college attended the course. The main topics covered in the course were: Advertising budget, Advertising appeal, Media Research, product etc. The main objective of the course was to make students aware of the basic aspects of advertising budget. The course was organised in the month of September, in the session 2018-2019. The students who were a part of the course were given certificates regarding the same. Assessment was done on the criteria through group discussions..

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Session - (2019-2020)

Short term course on 'Advertising and Training' was started by the commerce department of Sh. LBS Arya Mahila College, Barnala. 42 students of the college attended the course. The main topics covered in the course were: Advertising campaign, Market segmentation, DAGMAR Model, AIDA, Advertising Appeal etc. The main objective of the course was to make students aware of the basic aspects of advertising. The course was organised in the month of October, in the session 2019-2020. The students who were a part of the course were given certificates regarding the same. Assessment was done on the criteria through viva.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA



Session (2020-2021)

Short term course on 'Sales Forecasting' and 'Advertising' was started by the commerce department of Sh. LBS Arya Mahila College, Barnala. 48 students of the college attended the course. The main topics covered in the course were: Media research, Radio advertising, Internet advertising, Press, Television and film advertising etc. The main objective of the course was to make students aware of the basic concepts of advertising. The course was organised in the month of October in the session 2020-2021. The students who were a part of the course were given certificates regarding the same. Assessment was done on the criteria through group discussions.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Session - 2016-17

The English Department of Sh. L.B.S. Arya Mahila College started a short term course of one month in the Session 2016-17 on the topic 'Spoken English'. 48 Students of different classes of the college took part in it. The course covered topics like, tenses, voice, narration, phonetics, spoken skills and some other topics related to improving the speaking abilities of the students. All the students who attended the one month course were awarded with certificates for the same. The students got to learn a lot and improve their abilities in addition to the regular course subjects. The enrolled students were assessed through oral tests.

*for*

Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Session 2017-18

Short term course on 'Let's Learn Language' was started by the English Department of Sh. L.B.S. Arya Mahila College, Barnala. 42 students of the College attended the course. The main topics covered in the course were Pronunciation, Translation, Idioms and Phrases, Editing and Omission, Learning through activities etc. The main objectives of the course was to make students aware of the basic aspects of English language. The course was organized in the month of November in the session 2017-18. The students who were a part of the course were given certificates regarding the same. Oral tests were taken to check the capabilities of the students.



Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Session - 2018-19

Sh. L.B.S. Arya Mahila College's English Department organized a one month short term course on 'Indian Writings' in the session 2018-19. The course was organized in the month of September, 41 students got themselves enrolled in the course. The course introduced students to the first drama in India, first novel and basic introduction to 'Indian writing in English'. The course also elaborated on the major Indian writers - R.K. Narayan, Amitav Ghosh, Raja Rao among other important writers. Students who were a part of the course were also given certificates for the same. Group discussion and oral tests were arranged to check the assessment of the students.



Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

## Session 2019-20

The English Department of Sh. L.B.S. Arya Mahila College Barnala organized a one month course on the topic "Go Speak Fluent", in the month of August in the session 2019-20, 36 students of different classes of the college, got enrolled in the course. The main contents of the Syllabus include the need to learn language, tense, narration, grammar, phonetics and basic speaking skills. The students got to learn a lot about the basic Communicative English. All the students who were a part of the course were awarded the certificates for the same. Class room quizzes and group discussions were conducted for assessing the students.



Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Session 2020-21

A short term course on 'Communication Skills and Speaking abilities' was organized by the English Department of Sh. L.B.S. Arya Mahila College in the month of March, in 2021. 39 students of the college were part of this course. The course covered topics like communication, its barriers, process of communication, basic sentence structures, reading skills, speaking skills among other topics related to these. The course attempted to make students aware of all the basic skills of English. All the students who attended this short one month course were awarded the certificates for the same. Oral tests and time to time quizzes were conducted to check the assessment of the students.



Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

ESTD. 1968

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"95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to..... *Raman deep*

Class..... *B.A.* ..... Roll No.....

Completed Course in..... *Computer* .....

Organised by..... *Computer Department*

*Organiser*  
Organiser

*Principal*  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

*Principal*  
Principal

ESTD. 1968

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to..... Neha

Class..... B.C.A...... Roll No.....

Completed Course in..... Computer Course

Organised by..... Computer Department

Neha  
Organiser

Principal  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

Principal  
Principal



ESTD. 1968

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to..... Sandeep Kaur .....

Class..... B.A. ..... Roll No.....

Completed Course in..... Computer Course .....

Organised by..... Computer Department .....

[Signature]  
Organiser

[Signature]  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

[Signature]  
Principal

ESTD. 1968

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## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to.....*Sharanpreet Kaur*.....  
Class.....*Bca*..... Roll No.....  
Completed Course in.....*Computer*.....

Organised by.....*Computer department*.....

*Shrijata*  
Organiser

*kw*  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

*kw*  
Principal

#### Assessment procedure

#### Introduction to Computer and internet

Assessment has been done on the basis of class performance, viva, presentation , test and attendance

#### Summery Report

Computer department Organised a 30 hours Computer course of "Introduction to Computer And Internet" in sep.21. 20 Students attended this Program. After the completion of the course certificates were given to them.

#### Outcomes

**Improve Employability --**

**Increased Productivity**

**Career Advancements**

**Easy access to better earning potential**

**Keep up with new technology**

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala

Month & Year Sept. 2020

Sl. No.	Name	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
1	Amrinder		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	Neha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	Ramandeep		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4	Naveet		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	Harpal		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	Shikha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	Hanvika		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	Ranjana		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	Tarun		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10	Ramandeep		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11	Pooja		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	Hanvika		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13	Roopa		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15	Roopa		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
21	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
27	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
28	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
29	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
30	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
31	Rajni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Total																					

Principal  
Sh. Lal Bahadur Shastri Arya Mahila College, BARNALA

Sl. No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Amrinder		P	P	P	P	P	P	P	P	P	P	P	P
2	Neha		P	P	P	P	P	P	P	P	P	P	P	P
3	Ramandeep		P	P	P	P	P	P	P	P	P	P	P	P
4	Naveet		P	P	P	P	P	P	P	P	P	P	P	P
5	Harpal		P	P	P	P	P	P	P	P	P	P	P	P
6	Shikha		P	P	P	P	P	P	P	P	P	P	P	P
7	Hanvika		P	P	P	P	P	P	P	P	P	P	P	P
8	Ranjana		P	P	P	P	P	P	P	P	P	P	P	P
9	Tarun		P	P	P	P	P	P	P	P	P	P	P	P
10	Ramandeep		P	P	P	P	P	P	P	P	P	P	P	P
11	Pooja		P	P	P	P	P	P	P	P	P	P	P	P
12	Hanvika		P	P	P	P	P	P	P	P	P	P	P	P
13	Roopa		P	P	P	P	P	P	P	P	P	P	P	P
14	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
15	Roopa		P	P	P	P	P	P	P	P	P	P	P	P
16	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
17	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
18	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
19	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
20	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
21	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
22	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
23	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
24	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
25	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
26	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
27	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
28	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
29	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
30	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
31	Rajni		P	P	P	P	P	P	P	P	P	P	P	P
Total														

Student Daily Attendance Register For Sept. 2020  
 Subject Computer & IT  
 Class 11  
 Section BF

Sh. LBS ARYA MAHILA COLLEGE, BARNALA

*Introduction to Basic Computer Course (HOBBY CLASS)*  
*And Distance Education*  
*Duration: 26 Days*

Syllabus

**WINDOWS XP** - Installing WINDOWS XP starting and quitting, WINDOWS XP, Basic Elements of WINDOWS XP, My Computer, Network Neighborhood, Sharing Devices, Windows Explorer (Files and Folder Operations), Control Panel, Accessories like Accessibility, Entertainment, Communication, System Tools, Paint Brush, Calculator, Calendar, Clock, Note Pad, Word Pad Etc. (Duration: 4 days)

**MS-WORD**: Basic features of Word Processing, File-New, Open, Save, Print, Close, Page Setup, Edit-Find, Replace, Cut, Copy, Paste etc. View-various layouts, Zooming, Header, Footer, Toolbars, Insert-Various types of objects, Files, Symbols, Date, Time etc, Format-Various Styles, Auto format, Paragraph formatting, Bullets and numbering etc. Tools- Spell Checking, Word Count, Auto Correct, Languages etc, Tables-Insert, Delete, Update, Auto format and different operations on tables, Windows and Help (Duration: 6 days)

**EXCEL** : Excel worksheet, data entry, editing, cell addressing, ranges, commands, menus, copying & moving cell content, inserting & deleting rows and column, column formats, cell protection, printing, creating, displaying & printing graphs... (Duration: 4 days)

**MS PowerPoint**: Introduction, PowerPoint elements -template, wizards, views, colour schemes, PowerPoint menus options, sub-options, preparing presentation using different tools, working with drawing, templates, dialog boxes, building slides and slide shows. (Duration: 6 days)

**INTERNET**

WEB BROWSERS:

Surfing, Searching and Downloading through Web Browsers like Internet Explorer and Netscape Navigator. Their various options and sub options like: File, Edit, View, Go, Bookmark/Favourites, Options, and Tools etc. (Duration: 3 days)

EMAIL:

Creating accounts on mail servers, Working of E-Mail (sending & receiving messages), Managing Email (creating new folders, deleting messages, forwarding messages, filtering messages). Configuration of Outlook Express. (Duration: 3 days)

### Name of the Program- Moral Education

Fifteen Days Courses has been organized by Sanskrit Department from 15 Sep 2021- 30 Sep 2021. In which 43 Students were enrolled completed the certificate courses.

### OUTCOMES OF THE COURSE:

After completion of the course students will be able to build their character and developed the next generation of role models and freedom who contribute positively to the long term health and well being of society.

### Syllabus of Moral Education

1. Religious books
2. Bhagwat Gita
3. Vedas
4. Inspiring Thoughts
5. Great Scholars
6. Inspiring Videos.

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

ESTD. 1968

# Sh. Lal Bahadur Shastri Arya Mahila College BARNALA

An ISO 9001:2015 Certified Institution.

(Affiliated to Pbi. Uni. Patiala)

Accredited by NAAC (UGC) with 'B' Grade-2.61 CGPA,


\*\*95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to divyapreet Kaur  
Class B. A III Roll No. 820  
Completed Course in MORAL EDUCATION

Organised by Sanskrit Department

  
Organiser

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

ESTD. 1968

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95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificate is awarded to... Ramandeep Kaur  
Class... B.A II Roll No. 427  
Completed Course in... MORAL EDUCATION

Organised by... Sanskrit Department

Angena  
Organiser

[Signature]  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA



ESTD. 1968

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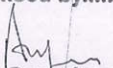
## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to... Gun Gun .....

Class... B.A.T. ..... Roll No... 18 .....

Completed Course in... MORAL EDUCATION .....

Organised by... Sanskrit Department .....

  
Organiser

  
Principal  
Principal

Sh. Lal Bahadur Shastri Arya  
Mahila College BARNALA

ESTD. 1968

# Sh. Lal Bahadur Shastri Arya Mahila College BARNALA

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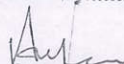
Accredited by NAAC (UGC) with 'B' Grade-2.61 CGPA,


\*\*55% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to... Richa  
Class... B.A. III Roll No. 804  
Completed Course in... MORAL EDUCATION  
Organised by... Sanskrit Department

  
Organiser

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA

ESTD. 1968

# Sh. Lal Bahadur Shastri Arya Mahila College BARNALA

An ISO 9001:2015 Certified Institution.

(Affiliated to Pbi. Uni. Patiala)

Accredited by NAAC (UGC) with 'B' Grade-2.61 CGPA,


\*\*95% grant Scheme (Govt. of Punjab) Recognised under section 2 (f) of UGC Act 1956)



## CERTIFICATE FOR ONLINE/ OFFLINE COURSES

This Certificat is awarded to... Kajal  
Class... B. A II Roll No... 406  
Completed Course in... MORAL EDUCATION  
Organised by... Sanskrit Department

  
Organiser

  
Principal  
Sh. Lal Bahadur Shastri Arya  
Mahila College, BARNALA



