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SHAHEED MAJOR HARMINDERPAL SINGH (Shaurya Chakra) GOVERNMENT COLLEGE, SAHIBZADA AJIT SINGH NAGAR

ਫੇਸ-6, ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ)-160056

Phone No. 0172-2225164

e-mail ID: principal.gemohali@gmail.com

SHAHEED MAJOR HARMINDERPAL SINGH (SHAURYA CHAKRA) GOVERNMENT COLLEGE, S.A.S NAGAR



Skill Oriented Courses (Value Added Courses) introduced by the College

Departments having Skill Oriented Courses				
Department	Course	No. of S	tudents	
Geography	Practical Skill Development in Geography: Making Landscape Models	24	4	
Home Science	Best Out of Waste Art and Crafts Items in Home Science	9.	5	
Home Science	Flower Arrangement	10	00	
Commerce	Organizational Behavior and Managerial	2021-22	30	
	Skills	2022-23	40	
		2023-24	45	
English	Value Added Course on Spoken English	3	1	
	Value Added Courses on Basics of	2018-19	11/60/85	
	Computers/Programming in C/Tally	2019-20	11/39/19	

Jagat Guru Nanak Dev Punjab State Open University Courses		
Courses	No. of Students	
Certificate Course in Creative Writing and Content Development	26	
Certificate Course in Embroidery	26	
Certificate Course in Entrepreneurship, Creativity and Innovation in Business	27	
Certificate Course in Software Development and Planning	52	
Certificate Course in IT Enabled Services	15	

Principal SMHS Govt. College Sahibzada Ajit Singh Nagar

S.M.H.S GOVT COLLEGE, PHASE VI, S.A.S. NAGAR (MOHALI)

30* HOURS SKILL DEVELOPMENT PROGRAMME

'PRACTICAL SKILL DEVELOPMENT IN GEOGRAPHY: MAKING LANDSCAPES MODEL'

Department of Geography of S.M.H.S Government College, S.A.S. Nagar has organised a 30⁺ hours skill development program for the students of the college from 20.09.2021 to 28.09.2021. This valuable programme was designed to impart professional and applied approach in the minds of geography students which is core and soul spirit of this subject.

Participants of all classes of geography were invited to take part in this programme. Participants successfully completed this programme and certificates were awarded for their accomplishment. The programme schedule was displayed on notice board of the Department of Geography as well as Main College Notice board to make this programme inter-disciplinary.

Organising Team

- 1. Co-ordinator: Dr. Jaspal Singh (HOD, Geography)
- 2. Co-Co-ordinator: Sh. Pardeep Rattan (Librarian)
- 3. Prof. Sharanjit Singh (Assistant Professor, Geography)
- 4. Sh. Kulwant Rai (S.L.A.)
- 5. Sh. Manpreet Singh (Library Attendent)
- 6. Sh. Nirmal Singh (L.A)

Objectives of Skill Development Programme

- To learn fundamental concepts of Landscapes i.e., origin, evolution, changes, impacts of Landscapes on eco system Geomorphologically.
- 2. To impart skills of making models in geography focusing on Landscape features.
- 3. To motivate and reshape the creativity among Geography Students.
- 4. To learn while doing.

Raw Materials Used

Local raw material easily available was used in making of model of landscape features are - waste newspapers, glue, colours, canvas sheets, spray bottle, wooden board (size 3'*3'), stationery items and other accessories.

Methodology

After discussing detailed concepts of landscape features from geomorphological view, 4 different teams of students consisting of 6 members each namely Material Collection team, Drafting Team, Model Preparation team and Labeling and Decoration team, was constituted to carry over the project further as per the schedule designed for this project work. On the basis of four parameters, Accuracy and Topology, Aesthetics, Correctness and Presentation, carrying 10 marks each- the project team consisting of 24 students divided into four groups were evaluated.

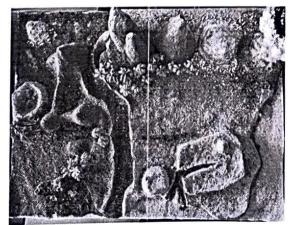
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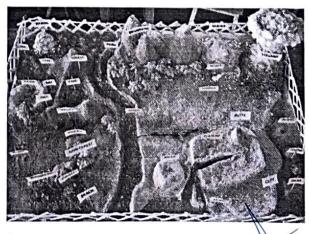
Structure of Workshop

S.No.	Title	Description	Hours Allotted
1	Introductory Session	-Theoretical and fundamental concept of Model in Geography, Landscapes in Geomorphology Ice Breaking session.	06
2	Use of Raw Materials	-List of Raw Material -Sources of Raw Materials -Collection of Raw Materials -Team Formation	06
3	Drafting and Practical Work of Landforms as Model		20
4	Discussion	-Labeling of Landscapes Features. Presentation and Feedback on Model and Its Making Process.	03
	Total Hours		35









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Testing and Evaluation

Keeping into view four components like Accuracy and Topology, Aesthetics, Correctness and Presentation, all the participated four groups were evaluated and awarded marks on the basis of their performances and presentation.

Workshop Outcome

All the participants of this workshop learnt the Geomorphological concept of Landscapes i.e. origin, evolution, changes, their impacts on our Planet's Eco-system as well as on the Human beings. The students felt enriched and enlightened by learning while doing. The training of such model making created a clear path to move ahead with applied approach in field of Geography. They learnt a lot about team work, leadership, creating and focussing on ideas, time management, etc. This skill development of making model of Landscapes in geography motivated their interests, and capacity building.

List of Participants who Successfully Completed this Skill Development Workshop

Group	Name of the Participants	Class	Roll No.	Marks
No.	*			Obtained
1	Diksha	B.A. III (Sem. V)	2584	35
	Priyanka	B.A. III (Sem. V)	2715	30
	Tanuj	B.A. III (Sem. V)	2580	30
	Jashanpreet Kaur	B.A. III (Sem. V)	2538	29
	Manpreet Kaur	B.A. III (Sem. V)	2634	25
	Amritpal Kaur	B.A. III (Sem. V)	2706	36
2	Gaganpreet Singh	B.A. III (Sem. V)	2533	22
	Shehnaz	B.A. III (Sem. V)	2534	20
	Kritika Sharma	B.A. III (Sem. V)	2565	23
	Parwinder Singh	B.A. III (Sem. V)	2592	21
	Kiran Bisht	B.A. III (Sem. V)	2757	20
	Narinder Kaur	B.A. III (Sem. V)	2701	33
3	Nisha Araya	B.A. III (Sem. V)	2607	15
	Ramanpreet Singh	B.A. III (Sem. V)	2659	24
	Simranjit Kaur,	B.A. III (Sem. V)	2661	28
	Aakash Yadav	B.A. III (Sem. V)	2689	27
	Jasmine Kaur	B.A. III (Sem. V)	2734	20
	Leeza	B.A.III (Sem.V)	2619	18
4.	Aditya Sharma	B.A. III (Sem. V)	2765	38
	Eknoor Singh	B.A. III (Sem. V)	2581	29
	Navpreet Kaur	B.A. III (Sem. V)	2721	32
	Sumandeep Kaur	B.A. III (Sem. V)	2747	35
	Rohit	B.A. III (Sem. V)	2930	34
	Kiranjot Kaur	B.A. III (Sem. V)	2699	28
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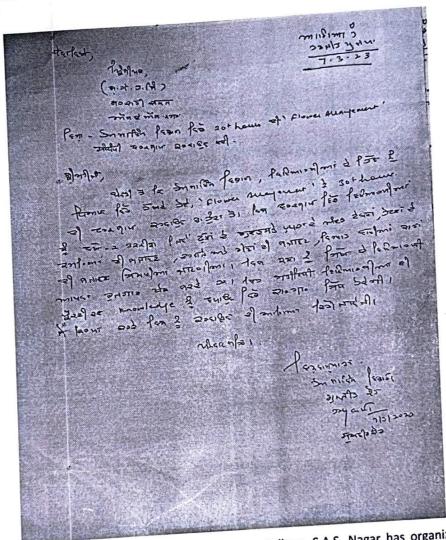
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S.M.H.S GOVT COLLEGE, PHASE VI, S.A.S. NAGAR

(MOHALI)30*HOURSSKILLDEVELOPMENTPROGRAMME

'SKILL-ORIENTED WORKSHOP ON FLOWER ARRANGEMENT IN HOME SCIENCE'



Department of Home Science of S.M.H.S Government College, S.A.S. Nagar has organized a 30⁺ hoursskill development program for the students of the collegefrom 09.03.2023 to 14.03.2023. This valuable program was designed to impart a professional and applied approach in the minds of home science students which is the coreands oul spirit of this subject.

Participants of different streamswereinvitedtotakepartinthisprogram.Participantssuccessfullycompletedthisprogramandcertif icateswereawardedfortheiraccomplishments. The program schedule was displayed on the notice icateswereawardedfortheiraccomplishments. MainCollegeNoticeboardtomake the program interboard of the Department of aswellasthe MainCollegeNoticeboardtomake the program interdisciplinary.

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OrganisingTeam

- 1. Co-ordinator:Mrs. Gunjeet Kaur(HOD,Home Science)
- 2. Mrs. Harsh Bala(Associate Professor, Home Science)
- 3. Mrs. SukhvirKaur(Lecturer)
- 4. Sh. Gian Singh(SLA)
- 5. Student members of Hunar to Rozgar club
- 6. Smt. Saroj(Helper)

ObjectivesofSkillDevelopmentProgramme

- 1. To introduce students to the art of flower arrangement and enhance their creative skills.
- 2. To teach students the principles and techniques of floral design.
- 3. To familiarize students with various types of flowers, foliage, and accessories used in arrangements.
- 4. To provide hands-on experience in creating different styles of flower arrangements.
- 5. To develop an understanding of color theory, composition, and balance in floral design.
- 6. To foster teamwork and collaboration among the students.

Curriculum and Lesson Plan:

Day 1: Introduction to Flower Arrangement

6hrs

- Basic principles and elements of floral design
- Introduction to different types of flowers and foliage
- Demonstration and practice of basic floral arrangement techniques

Day 2: Style and Composition

5 hrs

- Introduction to different styles of floral design (e.g., formal, contemporary; rustic)
- Color theory and its application in flower arrangements
- · Composition and balance in floral design

Day 3: Hands-on Practice and Experimentation

6.5 hrs

- · Creating basic floral designs using various flowers and foliage
- Experimenting with different containers and accessories
- · Incorporating personal creativity and style into arrangements

Day 4: Advanced Techniques and Special Occasions

6.5 hrs

- Advanced floral design techniques (e.g., wiring, taping, creating floral structures)
- Creating arrangements for special occasions (e.g., weddings, events)
- Designing floral centerpieces and bouquets

Day 5: Teamwork and Collaboration

6 hrs

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2

- Group projects where students work together to create larger arrangements
- Developing communication and coordination skills within a team
- Organizing and executing a flower arrangement showcase Day6

Teaching Methods:

- Demonstrations by the instructor: The instructor showcases different techniques and designs.
- Hands-on practice: Students actively participate in creating their own flower arrangements.
- Group projects: Students work collaboratively on larger-scale arrangements.
- Critiques and feedback: Students receive feedback on their work to improve their skills.
- Field trips: Visiting college gardens to gain inspiration and exposure to different flowers.

Outcomes:

- Students will be able to create various styles of flower arrangements, including bouquets, centerpieces, and corsages.
- Students will understand the principles of floral design and how to apply them effectively.
- Students will develop their creativity, aesthetic sense, and attention to detail.
- Students will demonstrate teamwork, communication, and collaboration skills.
- Students will gain knowledge about different flowers, foliage, and accessories used in floral design.
- Students will showcase their work in a flower arrangement exhibition.
 It will prepare them for entrepreneurship

Assessment:

 Assessment methods include practical evaluations of students' arrangements, written exams on floral design principles, and observations of their teamwork and collaboration skills during group project.





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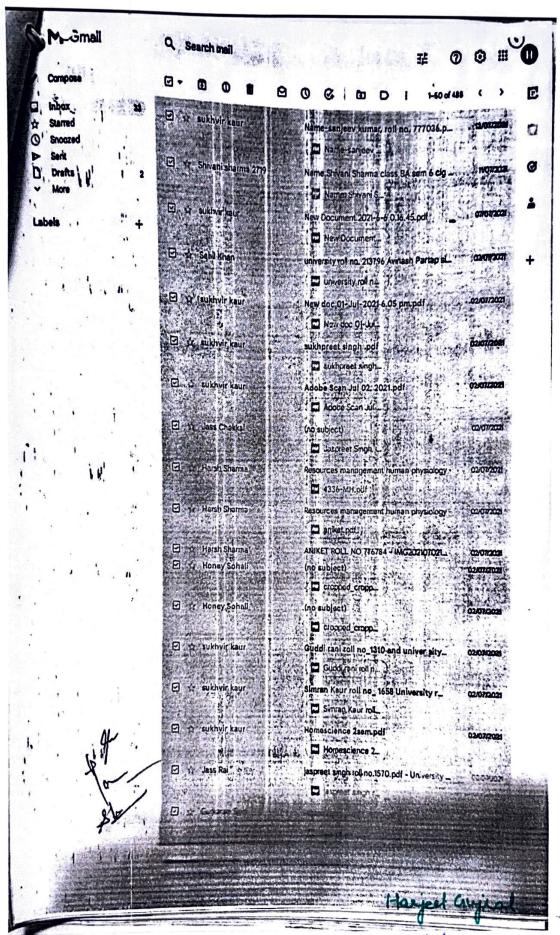
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SKILL ORIENTED WORKSHOP ON "BEST OUT OF WASTE" ART AND CRAFTS ITEMS IN HOME SCIENCE'

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आप मोर्च दिन्दान पाकर क्रामी देव क्रामी देव Department of Home Science of S.M.H.S Government College, S.A.S. Nagar has organized a 30⁺ hours skill development program for the students of the college from 13.02.2023 to 17.02.2023. This valuable program was designed to impart a professional and applied approach in the minds of home science students which is the core and soul spirit of this subject.

Participants of different classesswereinvitedtotakepartinthisprogram.Participantssuccessfullycompletedthisprogramandcertif icateswereawardedfortheiraccomplishments. The program schedule was displayed on the notice board of the Department of as well as the Main College Notice board to make the program interdisciplinary.

Organising Team

- 1. Co-ordinator: Mrs. Gunjeet Kaur(HOD, Home Science)
- 2. Mrs. Harsh Bala(Associate Professor, Home Science)
- 3. Dr (Mrs)Preetinder Kang (Lecturer, HomeScince)
- 4. Mrs. SukhvirKaur (Lecturer, Home Science)
- 5. Sh. Gian Singh(SLA)
- 6. Student members of the Hunar to Rozgar club
- 7. Smt. Saroj (Helper)

Objectives of Skill Development Programme

- 1. To promote creativity and innovation among participants.
- 2. To encourage the use of recycled and upcycled materials in art and craft.
- 3. To teach various techniques and skills related to creating art from waste materials.
- 4. To raise awareness about the importance of waste management and environmental sustainability.
- 5. To foster a sense of pride and accomplishment in participants by creating beautiful and useful items from waste.

Waste Materials used for making useful products:

- Old newspaper
- plastic bottles
- old notebooks
- old cardboard
- paper plates
- dry plants
- foil
- old clothes

List of items that can be made by using waste:

- Paper bags
- Envelopes
- Jewellery

- Lamps
- Wall decoration
- Pen stand
- Folders
- Pots in plants
- Flowers
- Cloth bags
- Mats
- Decorative candles
- Aprons
- Toys,etc.

Curriculum and Lesson Plan:

Day 1: Introduction to "Best out of Waste"6hrs

- Overview of the workshop objectives and guidelines
- Introduction to different types of waste materials suitable for art and craft projects
- Examples and inspiration from existing "Best out of Waste" creations

Day 2: Techniques and Skills5 hrs

- Teaching different techniques to repurpose and transform waste materials (e.g., cutting, folding, painting)
- Learning basic crafting skills (e.g., paper quilling, decoupage, collage)
- Exploring different mediums and materials for creating art and craft items

Day 3: Project Ideas and Inspiration6.5 hrs

- Brainstorming and ideation session for individual and group projects
- Exploring various themes and concepts for "Best out of Waste" creations
- Showcasing examples of successful art and craft items made from waste materials

Day 4: Hands-on Creation

6.5 hrs

- Providing time for participants to work on their individual or group projects
- Assisting participants with technical guidance and troubleshooting
- Encouraging creativity, experimentation, and problem-solving during the creation process

Day 5: Presentation and Reflection of work in exhibition cum-sale

6 hrs

- Participants present their finished art and craft items to the group
- Reflection and discussion on the creative process, challenges faced, and lessons learned
- Celebrating and recognizing participants' achievements during the workshop

Teaching Methods:

- Demonstrations: The instructor demonstrates various techniques and skills related to creating art from waste materials.
- Hands-on practice: Participants actively engage in creating their own art and craft items.
- Group discussions: Participants share ideas, provide feedback, and exchange inspiration with each other.
- Individual and group projects: Participants have the opportunity to work on their own creative projects or collaborate in groups.

Outcomes:

- Participants will gain knowledge and skills in repurposing waste materials for art and craft projects.
- Participants will demonstrate creativity, innovation, and problem-solving skills in transforming waste into useful items.
- Participants will create a collection of unique and aesthetically pleasing art and craft items.
- Participants will develop an understanding of environmental sustainability and the importance of waste management.
- Participants will gain a sense of achievement and pride in their creations. It also creates a sense of employability among students.

Assessment:

Assessment methods include evaluations of participants' final art and craft items, self-reflection
on the creative process, and feedback from peers and instructors. Additionally, a showcase or
exhibition was organized to display participants' creations and celebrate their accomplishments.









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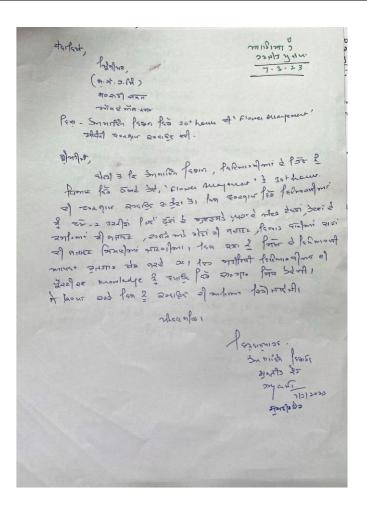
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Department of Home Science of S.M.H.S Government College, S.A.S. Nagar has organized a 30⁺ hours skill development program for the students of the college from 09.03.2023 to 14.03.2023. This valuable program was designed to impart a professional and applied approach in the minds of home science students which is the core and soul spirit of this subject.

OrganisingTeam

- 1. Co-ordinator:Mrs. Gunjeet Kaur(HOD,Home Science)
- 2. Mrs. Harsh Bala(Associate Professor, Home Science)
- 3. Mrs. SukhvirKaur(Lecturer)
- 4. Sh. Gian Singh(SLA)
- 5. Student members of Hunar to Rozgar club
- 6. Smt. Saroj(Helper)

ObjectivesofSkillDevelopmentProgramme

- 1. To introduce students to the art of flower arrangement and enhance their creative skills.
- 2. To teach students the principles and techniques of floral design.
- 3. To familiarize students with various types of flowers, foliage, and accessories used in arrangements.
- 4. To provide hands-on experience in creating different styles of flower arrangements.

- 5. To develop an understanding of color theory, composition, and balance in floral design.
- 6. To foster teamwork and collaboration among the students.

Curriculum and Lesson Plan:

Day 1: Introduction to Flower Arrangement

6hrs

- Basic principles and elements of floral design
- Introduction to different types of flowers and foliage
- Demonstration and practice of basic floral arrangement techniques

Day 2: Style and Composition

5 hrs

- Introduction to different styles of floral design (e.g., formal, contemporary, rustic)
- Color theory and its application in flower arrangements
- Composition and balance in floral design

Day 3: Hands-on Practice and Experimentation

6.5 hrs

- Creating basic floral designs using various flowers and foliage
- Experimenting with different containers and accessories
- Incorporating personal creativity and style into arrangements

Day 4: Advanced Techniques and Special Occasions

6.5 hrs

- Advanced floral design techniques (e.g., wiring, taping, creating floral structures)
- Creating arrangements for special occasions (e.g., weddings, events)
- Designing floral centerpieces and bouquets

Day 5: Teamwork and Collaboration

6 hrs

- Group projects where students work together to create larger arrangements
- Developing communication and coordination skills within a team
- Organizing and executing a flower arrangement showcase Day6

Teaching Methods:

- Demonstrations by the instructor: The instructor showcases different techniques and designs.
- Hands-on practice: Students actively participate in creating their own flower arrangements.
- Group projects: Students work collaboratively on larger-scale arrangements.
- Critiques and feedback: Students receive feedback on their work to improve their skills.
- Field trips: Visiting college gardens to gain inspiration and exposure to different flowers.

Outcomes:

Students will be able to create various styles of flower arrangements, including bouquets,

centerpieces, and corsages.

- Students will understand the principles of floral design and how to apply them effectively.
- Students will develop their creativity, aesthetic sense, and attention to detail.
- Students will demonstrate teamwork, communication, and collaboration skills.
- Students will gain knowledge about different flowers, foliage, and accessories used in floral design.
- Students will showcase their work in a flower arrangement exhibition. It will prepare them for entrepreneurship

Assessment:

 Assessment methods include practical evaluations of students' arrangements, written exams on floral design principles, and observations of their teamwork and collaboration skills during group project.

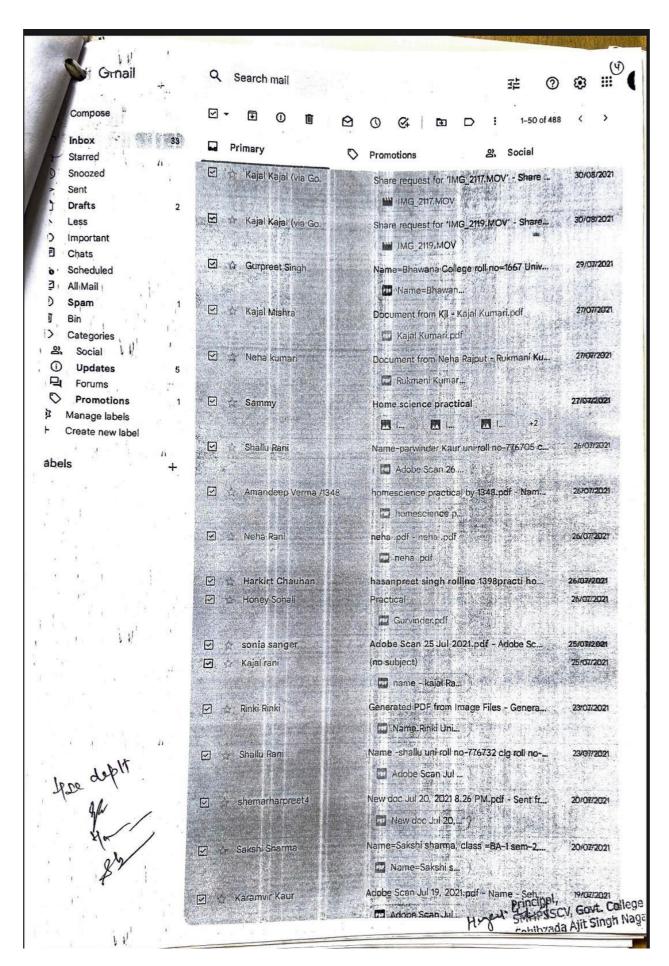






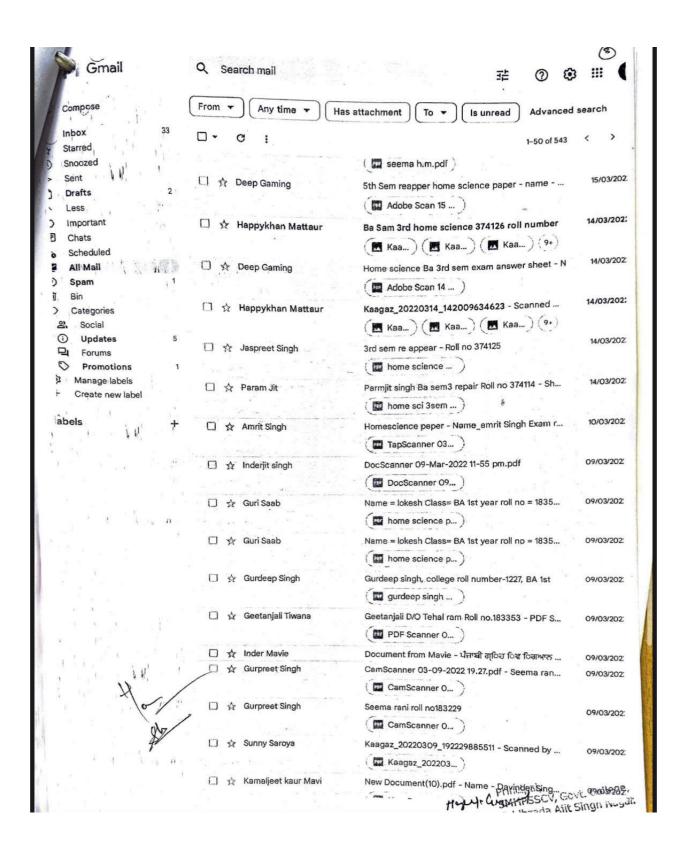


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The Pouncipal SMHS Govt. College SAS Nogar Subject: Value added cowell for Organisation Behaviour and Managerial Skills. Session(2027)

Respected Madam,

to conduct 30 hours programme to improve

Managerial Skills of B. com Students. The course

Shall be conducted after college hours. Kindly

grant us permission to start these classes.

from 21 March 2022. The whole commerce

department will be involve taking classes.

Thanking you.

Your Sincerely

Sunta Mittel

Prof. Sunity mittal

(HOD)

Prof. Anonest Bhalla

Commerce Department

S.M.H.S GOVT COLLEGE, PHASE VI, S.A.S. NAGAR (MOHALI) VALUE ADDED COURSE (30 HRS)

ORGANISATION BEHAVIOUR AND MANAGERIAL SKILLS SESSION-2021-2022

Department of commerce of S.M.H.S Government College, S.A.S. Nagar has organised a 30 hours Value Added Course for the students of the college from 21.03.2022 to 13.04.2022. This valuable course was designed to impart professional and applied approach regarding Organisation Behaviour and Managerial Skills in the minds of commerce students. All participants invited from B.COM-III to take part in this Course. Students successfully completed this course and certificates were awarded for their accomplishment. The course schedule was displayed on notice board of the Department of commerce as well as Main College Notice board.

Course Objectives

The course aims to familiarize the students with the behavioural patterns of Human beings as individual. This course aims at introducing the students to many of the basic principles of human behaviour that effective managers use when managing individuals in organizations.

Organising Team

- 1. Co-ordinator: Prof. Sunita Mittal (HOD, Commerce)
- 2. Co-Co-ordinator: Prof. Anureet Bhalla, (Assistant Professor, Commerce)
- 3. Prof. Navneet Kaur, (Part-Time Lecturer, Commerce)
- 4. Prof. Rohini, (Guest Faculty. Commerce)
- 5. Prof. Harpreet Kaur, (Guest Faculty, Commerce)

Date	Time	Topics
21-3-2022	2.15pm -3,45pm	concept, Nature and Significance of Organisation Behaviour Prof. Anureet Bhalla
22-3-2022	2.15pm -3.45pm	Factors affecting human behaviour, Disciplines contributing to OB Prof. Anureet Bhalla
23-3-2022	2.15pm -3.45pm	Personality-concept and determinants Prof. Anureet Bhalla
24-3-2022	2.15pm -3.45pm	Theories of Personality: MBTI, Holland's model; Cattell's model and Big Five personality factors Prof. Anureet Bhalla
25-3-2022	2.15pm -3.45pm	Concept, Nature, Scope and Functions of Management Prof. Navneet Kaur
26-3-2022	2.15pm -3.45pm	Levels of Management, Types of Organizations Prof. Navneet Kaur
28-3-2022	2.15pm -3.45pm	Evolution and Foundations of Management Theories Prof. Navneet Kaur
29-3-2022	2.15pm -3.45pm	Theories of Management Prof. NavneetKaur
30-3-2022	2.15pm -3.45pm	Management Principles of Planning, Directing Prof. Navneet Kaur
31-3-2022	2.15pm -3.45pm	Management Principles of Leading, Controlling and Staffing Prof. Navneet Kaur
1-4-2022	2.15pm -3.45pm	Perception: concept, factors influencing perception; perceptual errors;

		Prof. Rohini
4-4-2022	2.15pm -3.45pm	Managerial implications of perception Prof. Rohini
5-4-2022	2.15pm -3.45pm	Learning: Concept, Learning theories: Classical conditioning theory, Operant conditioning Prof. Rohini,
6-4-2022	2.15pm -3.45pm	Cognitive learning and social learning theories Prof. Rohini
7-4-2022	2.15pm -3.45pm	Stress management Prof. Rohini
8-4-2022	2,15pm -3,45pm	Interpersonal Dimensions of Behaviour; Transactional Analysis, Implications of TA Prof. Harpreet Kaur
9-4-2022	2.15pm -3.45pm	Importance of Communication Prof. Harpreet Kaur
11-4-2022	2.15pm -3.45pm	Negotiation in interpersonal relationships Prof. Harpreet Kaur
12-4-2022	2.15pm -3.45pm	Emotional Intelligence Prof. Harpreet Kaur
13-4-2022	2.15pm -3.45pm	Power: Concept, determinants, types Prof. Harpreet Kaur

Course Learning Outcomes: On completion of the course:

 Students understand various principles and functions of Management and relate it to day to day Functioning.

2. Student will be able to develop and identify factors relating to individuals, organizations behaviour.

3. Student will be able to apply and distinguish between different types of personality learning, and motivational theories.

4. Student will be able to evaluate and assessing different work related behaviours.

HOD

Sunta Mittal

Commerce department

Principal Principal

SMHS Govt. College SAS Nagar

ORGNISATION BEHAVIOR AND MANAGERIAL SKILLS

Course Objectives: The course aims to familiarize the students with the behavioural patterns of Human beings at individual. This course aims at introducing the students to many of the basic principles of human behaviour that effective managers use when managing individuals in organizations.

Fundamentals of Management

Concept, Nature, Scope and Functions of Management, Levels of Management, Types of Organizations, Evolution and Foundations of Management Theories - Classical and Neo - Classical Theories, Systems Approach to organization, Modern Organization Theory. Understanding the Management Principles of Planning, Directing, Leading, Controlling and Staffing

Introduction to Organizational Behaviour and Individual Behaviour

The concept, Nature and Significance, Factors affecting human behaviour, Disciplines contributing to OB ,Personality-concept and determinants, Theories of Personality: MBTI, Holland's model; Cattell's model and Big Five personality factors; Perception: concept, factors influencing perception; perceptual errors; managerial implications of perception; Learning: Concept, Learning theories: Classical conditioning theory, Operant conditioning, cognitive learning and social learning theories

Dimensions of interpersonal Behaviour

Interpersonal Dimensions of Behaviour; Transactional Analysis, Implications of TA, Importance of Communication and Negotiation in interpersonal relationships, Power: Concept, determinants, types, Stress management, Emotional Intelligence- Meaning, importance and application in organization

Course Learning Outcomes: On completion of the course:

- 1. Students understand various principles of Management and relate it to day to day Functioning.
- 2. Student will be able to develop and identify factors relating to individuals, organizations behaviour.
- 3. Student will be able to apply and distinguish between different types of learning, personality and motivational theories.
- 4. Student will be able to evaluate and assessing different work related behaviours

HOD

Commerce department

Sunita Mittel

Principal Cryd
SMHS Govt. College

SAS Nagar

List of Students who successfully completed this value added course

Sr. No.	Name		
1.	Jagwinder Kaur	Roll No.	Class
2.	Ramandeep Kaur	401	B.COM-III
3.	Navdoor V	402	B.COM-III
4.	Navdeep Kaur	407	B.COM-III
	Kuldeep Kaur	408	B.COM-III
5.	Raman Singh	410	B.COM-III
6.	Farhan Khan	413	B.COM-III
7.	Sonu Kumar	420	B.COM-III
8.	Surbi	425	B.COM-III
9.	Priya Kumari	431	B.COM-III
10-	Divya Khullar	437	B.COM-III
11.	Harshit	438	B.COM-III
12-	Neelam	442	B.COM-III
13	Kianjot Kaur	445	B.COM-III
14	Anjali	454	B.COM-III
15	Ravinder Singh	455	B.COM-III
16	Harshpreet Kaur	456	B.COM-III
17	Jasmeen Kaur	460	B.COM-III
18	Heetu Bala	461	B.COM-III
19	Kanchan	462	B.COM-III
20	Twinkle Rani	464	B.COM-III
21.	Amanpreet Kaur	468	B.COM-III
22	Shivam Dhawan	471	B.COM-III
23	Sukhpreet Kaur	480	B.COM-III
24	Manpreet	482	B.COM-III
25	Nandni	491	B.COM-III
26	Taranpreet Kaur	494	B.COM-III
27	Sonia	496	B.COM-III
28	Simarnjit Kaur	499	B.COM-III
29	Surinder Singh	501	B.COM-III
30	Shiv Sunder Kumar	502	B.COM-III

Sunita Mitted

Commerce department

Principal
SMHS Govt. College
SAS Nagar

CERTIFICATE

Certified th	at Mr./Ms_	Jog wind	er Ka	Father's 1	Name Ku	ILVIR SI	NGH
Class R.C	OM - III		_Roll No	401			
Name of Co	ourse Compl	eted Organ	visation	Behaviour	and	Manage	rial S
				/Marks Awarded			

Anulul Bbalb Course Co-Ordinator



Certified that Mr./Ms Ramandees Kause Father's Name SARBILT SINGH
Class Roll No 402
Name of Course Completed Organisation Behaviour and Managerial Stills
Duraton of Course 30 House Grade/Marks Awarded A
Harinah Caril a l

Course Co-Ordinator

Harjest anytal

CERTIFICATE

Certified that Mr./Ms_Navdeep	Kaur	Father's Na	me Swinder	Singh
Class B. Com- II	_Roll No	407		
Name of Course Completed	isation B	chaviour a	nd Manageria	1 SKILL
Duraton of Course 30 Hours	Grade/	Marks Awarded_	A	
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Annul Polle Course Co-Ordinator Harjest Caylol Principal



Certified that Mr./Ms Kuldeep	kour	Father's Name_	Madan Lal
Class B. Com - II	_Roll No	408	
Name of Course Completed Organ	uisation (Behaviour and	Mangerial Skills
Duraton of Course 30 Howa	Grade	/Marks Awarded A	

Juneal Bhlle Course Co-Ordinator Harjeel Chyral
Principal



Certified that Mr./Ms Rama	n Singl	Father's Name_	Raginder	Singh
Class B. Com - II				
Name of Course Completed	nisation	Behaviour and	Managerial .	Skills
Duraton of Course 30 House	Grade	/Marks Awarded 🔼		

Course Co-Ordinator

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Certified that Mr./Ms_	Farhan	Khan	Father's Na	me Tay	youb kna	n _
Class B. com - I	7	_Roll No	413			
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Duraton of Course 3						
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Anusut Mella Course Co-Ordinator Harjest Cayinal



Certified that Mr./Ms_Sonu	kumar	Father's Name	Theeh	Kenny
Class B. com - III	Roll No	420		
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Course Co-Ordinator			Principal	



Certified that Mr./Ms Swebi		Father's	Name Ne	torpal	
Class B. Com -III	_Roll No_	425		,	
Name of Course Completed Organ	isation	Behavious	and ma	regeral	Skills
Duraton of Course 30 House	Grade	e/Marks Awarde	d	- s-,	

Anuel I balla Course Co-Ordinator

Harjest Chyral



Certified that Mr./Ms_Psuya	Cumasi Father's Name	Tenekray Brass
Class B. Com - III	Roll No 431	
Name of Course Completed	isation Behavious and I	Managerial Skills
Duraton of Course 30 House	Grade/Marks Awarded	
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Course Co-Ordinator		Principal



Certified	that Mr./Ms	Divya	Kullan	Father's Na	ame Rade	et kum
	com - III		_Roll No_	437		
Name of	Course Comple	ted Organ	visation,	Behaviour	und Manaya	wied Skills
Duraton o	f Course 30	Houses	Grade	e/Marks Awarded_	A	5720

Assured Italia Course Co-Ordinator Hargest anyical Principal

CERTIFICATE

Certified that Mr./Ms. Haushir	Father's Name Anil Kumes
Class B. Com - II Roll No	438
Name of Course Completed Assaultation	Behavious and Managerial Skills
Duraton of Course 30 House Grade	e/Marks Awarded
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Certified that Mr./Ms_Neclan	Father's Name Han Smy
Class B. Com - III	Roll No 442
Name of Course Completed	ation Behaviour and Managerial Skills
Duraton of Course 30 House	Grade/Marks Awarded
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Certified that Mr./Ms Kinanjot	kau	Father's Name Bahadan Singh
	_Roll No	

Name of Course Completed Organisation Behaviour and Managerial Skil

Duraton of Course 35 Hours Grade/Marks Awarded A

Source Phalle Course Co-Ordinator

Harjest anyial
Principal

Course Co-Ordinator



Certified that Mr./Ms Anjali	Father's Name Satish kuma
Class B. com - II Roll No	454
Name of Course Completed Office ion	Behaviour and managerical Skil
	/Marks Awarded
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Certified that Mr./Ms Ravinder Singh Father's Name Pardup Singh Class B. Com - III Roll No 455
Class B. Com - III Roll No 455
Name of Course Completed Aganisation Bahavious and Mange: & Skill
Duraton of Course 3 Marks Awarded A

CERTIFICATE

Certified that Mr./Ms_	Haush	Druet 1	Father's Name	Mohan	Singh
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Class B. com - TT Roll No 456

Name of Course Completed Olganisation Behavitu and many aid Sky

Duraton of Course _____ Grade/Marks Awarded _____

Anual Shalla Course Co-Ordinator

CERTIFICATE

Certified that Mr./Ms_Jasmeen	Kawi	Father's Nar	nc Jagtan	Singh
Class B. com - III	Roll No	460		
Name of Course Completed	isation f	Schoulouse	and Manageri	al Skills
Duraton of Course 30 House	Grade/N	Marks Awarded_	A	7
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Area Co-Ordinator			Principal	



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Class B. Com - II Roll No 461

Name of Course Completed Onganisation Behavious and Manyovial Skills

Duraton of Course 36 House Grade/Marks Awarded A

Anneut Halls Course Co-Ordinator



Certified that Mr./Ms_Kanchan	Father's Name Ratesh Kumas
Class B com - III Roll No_	462
Name of Course Completed	Behavious and Managerial Skills
Duraton of Course 30 House Grade	/Marks Awarded A
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Course Co-Ordinator	Principal





Certified that Mr./Ms Jwinkle	Rani Father's	Name Rajes	ch Kum
Class BLOM III	Roll No 464	V	
Name of Course Completed Organis	ation Behavious and	Managerial	Skills
Duraton of Course 30 hrs	Grade/Marks Award		5-1

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Certified that Mr./Ms Amanqueet Kouse Father's Name Ramesh Sum
Class BOMIII Roll No 468
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Duraton of Course 30 kg Grade/Marks Awarded 4

Anueut Malle Course Co-Ordinator



Certified that Mr./Ms & Wilam	Dhawan Father's N	ame Rajceh Dhawa
Class BLOMIII	Roll No 471	- U
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Class	BIOMITT	Roll N	No 48	30				0

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Duraton of Course 30 hrs Grade/Marks Awarded A

Annul Bhalle Course Co-Ordinator



Certified that Mr./Ms Manpeu	rather's Na	une Gobal Singh
Class BCOM III	Roll No 482	0
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Name of Course Completed Duraton of Course 30 hus	Grade/Marks Awarded_	A
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Anneed shalls Course Co-Ordinator



Certified that Mr./Ms Nandini	Father's Name Rojeev Kuma
Class BCOM III Roll No	
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Certifi	ed that Mr.	/Ms_Jou	ranprut	R	awc Father'	s Name Des	hier S	ingh
Class_	BLOM	皿	Roll	No_	494			0
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Anusul Bhalla Course Co-Ordinator Harjed Cryhad Principal

CERTIFICATE

Certified that Mr./Ms Sonia		Father's Name	Randhier	Singl
Class BIAM III	Poll No	491		0

Name of Course Completed Organisation Behaviour and Managerial Skills

Duraton of Course 30 has Grade/Marks Awarded A

Anuel Bble
Course Co-Ordinator

Principal Principal

CERTIFICATE

Certified that Mr./Ms simunit Kaue Father's Name Meles Class BCOM III Roll No 499	n Singl
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Name of Course Completed Organisation Behaviour and Managerial	Skills
Duraton of Course 30 hours Grade/Marks Awarded A	Some.

Annel Blothe Course Co-Ordinator Harjest Cryhal Principal

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Duraton of Course 30 has		Marks Awarded A	-

Anuel Rblo Course Co-Ordinator

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Certified that Mr./Ms Shiv Sunder k	Father's Name_	Ram keemar
Class B. COM - III Roll No	502	
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Annul Bulle Course Co-Ordinator

Harped Guykal Principal 2021- 22

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To

The Principal, SMHS Govt College,

SAS Nagar

Subject: Value added cowise for Organisation Behaviour and Managerial Skills.

Respected Madam,

As suggested by ICAC We plan to conduct 30 hours programme to improve Managerial Skills of B. Com Students. The course shall be conducted after college hours. Kindly greant us permission to start these classes from 01.09.22. The whole commerce will be involve taking classes.

Thanking you.

Your sincerely

Prof. Sanita Mittal Mills 22 (HOD) Annech Bhalla 31/08/22 (commerce Department. 31.8.2022 31.8.2022

S.M.H.S GOVT COLLEGE, PHASE VI, S.A.S. NAGAR (MOHALI) VALUE ADDED COURSE (30 HRS)

ORGANISATION BEHAVIOUR AND MANAGERIAL SKILLS SESSION-2022-2023

Department of commerce of S.M.H.S Government College, S.A.S. Nagar has organised a 30 hours Value Added Course for the students of the college from 1.09.2022 to 24.09.2022. This valuable course was designed to impart professional and applied approach regarding Organisation Behaviour and Managerial Skills in the minds of commerce students. All participants invited from B.COM-III to take part in this Course. Students successfully completed this course and certificates were awarded for their accomplishment. The course schedule was displayed on notice board of the Department of commerce as well as Main College Notice board.

Course Objectives

The course aims to familiarize the students with the behavioural patterns of Human beings as individual. This course aims at introducing the students to many of the basic principles of human behaviour that effective managers use when managing individuals in organizations

Date	Time	Topics
1-9-2022	2.15pm -3.45pm	concept, Nature and Significance of Organisation Behaviour Prof. Anureet Bhalla
2-9-2022	2.15pm -3.45pm	Factors affecting human behaviour, Disciplines contributing to OB Prof. Anureet Bhalla
3-9-2022	2.15pm -3.45pm	Personality-concept and determinants Prof. Anureet Bhalla
5-9-2022	2.15pm -3.45pm	Theories of Personality: MBTI, Holland's model; Cattell's model and Big Five personality factors Prof. Anureet Bhalla
6-9-2022	2.15pm -3.45pm	Concept, Nature, Scope and Functions of Management Prof. Navneet Kaur
7-9-2022	2.15pm -3.45pm	Levels of Management, Types of Organizations Prof. Navneet Kaur
9-9-2022	2.15pm -3.45pm	Evolution and Foundations of Management Theories Prof. Navneet Kaur
10-9-2022	2.15pm -3.45pm	Theories of Management Prof. NavneetKaur
12-9-2022	2.15pm -3.45pm	Management Principles of Planning, Directing Prof. Navneet Kaur
3-9-2022	2.15pm -3.45pm	Management Principles of Leading, Controlling and Staffing Prof. Navneet Kaur
4-9-2022	2.15pm -3.45pm	Perception: concept, factors influencing perception; perceptual errors; Prof. Rohini

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15-9-2022	2.15pm -3.45pm	Managerial implications of perception Prof. Rohini
16-9-2022	2.15pm -3.45pm	Learning: Concept, Learning theories: Classical conditioning theory, Operant conditioning Prof. Rohini,
17-9-2022	2.15pm -3.45pm	Cognitive learning and social learning theories Prof. Rohini
19-9-2022	2.15pm -3.45pm	Stress management Prof. Rohini
20-9-2022	2.15pm -3.45pm	Interpersonal Dimensions of Behaviour; Transactional Analysis, Implications of TA Prof. Harpreet Kaur
21-9-2022	2.15pm -3.45pm	Importance of Communication Prof. Simran
22-9-2022	2.15pm -3.45pm	Negotiation in interpersonal relationships Prof. Simran
23-9-2022	2.15pm -3.45pm	Emotional Intelligence Prof. Simran
24-9-2022	2.15pm -3.45pm	Power: Concept, determinants, types Prof. Simran

Course Learning Outcomes: On completion of the course:

- 1. Students understand various principles and functions of Management and relate it to day to day Functioning.
- 2. Student will be able to develop and identify factors relating to individuals, organizations behaviour.
- 3. Student will be able to apply and distinguish between different types of personality learning, and motivational theories.
- 4. Student will be able to evaluate and assessing different work related behaviours.

Sunity Mittel

Commerce Deptt

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SMHS Govt. college SAS Nagar

ORGNISATION BEHAVIOR AND MANAGERIAL SKILLS

Course Objectives: The course aims to familiarize the students with the behavioural patterns of Human beings at individual. This course aims at introducing the students to many of the basic principles of human behaviour that effective managers use when managing individuals in organizations.

Fundamentals of Management

Concept, Nature, Scope and Functions of Management, Levels of Management, Types of Organizations, Evolution and Foundations of Management Theories - Classical and Neo - Classical Theories, Systems Approach to organization, Modern Organization Theory. Understanding the Management Principles of Planning, Directing, Leading, Controlling and Staffing

Introduction to Organizational Behaviour and Individual Behaviour

The concept, Nature and Significance, Factors affecting human behaviour, Disciplines contributing to OB, Personality-concept and determinants, Theories of Personality: MBTI, Holland's model; Cattell's model and Big Five personality factors; Perception: concept, factors influencing perception; perceptual errors; managerial implications of perception; Learning: Concept, Learning theories: Classical conditioning theory, Operant conditioning, cognitive learning and social learning theories

Dimensions of interpersonal Behaviour

Interpersonal Dimensions of Behaviour; Transactional Analysis, Implications of TA, Importance of Communication and Negotiation in interpersonal relationships, Power: Concept, determinants, types, Stress management, Emotional Intelligence- Meaning, importance and application in organization

Course Learning Outcomes: On completion of the course:

- 1. Students understand various principles of Management and relate it to day to day Functioning.
- 2. Student will be able to develop and identify factors relating to individuals, organizations behaviour.
- 3. Student will be able to apply and distinguish between different types of learning, personality and motivational theories.
- 4. Student will be able to evaluate and assessing different work related behaviours

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Commerce Deptt

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SMHS Govt. college SAS Nagar

List of Students who successfully completed this value added course (2022-2023)

Sr	No Roll n	(2022-2023)	value added course
B	IXOII II	o. Name	
	203	KIKANPREET KAUR	Class
	204	ISHA CHANDEL	B.COM-II
	203	HARASH KUMAR	B.COM-II
4	200	ANMOL CHIGAL	B.COM-II
5	207	JASKOMAL KAUR	B.COM-II
6	208	ASHISH	B.COM-II
7	209	AMANPREET KAUR	B.COM-II B.COM-II
8	210	AASHISH	B.COM-II
9	211	ANKITA SHARMA	B.COM-II
10	212	SHIV	B.COM-II
11	217	ANCHAL	B.COM-II
12	218	KOMAL VERMA	B.COM-II
13	219	DISHA	B.COM-II
14	221	AMANDEEP KAUR	B.COM-II
15	222	ANU KUMARI	B.COM-II
16	223	PARAS MEHRA	B.COM-II
17	224	KARANPREET SINGH	B.COM-II
18	225	SEEMA RANI	B.COM-II
19	230	ANMOL	B.COM-II
20	232	JASPREET SINGH	B.COM-II
21	234	ARUSHI VERMA	B.COM-II
22	236	JYOTI KUMARI	B.COM-II
23	237	VISHAV SHARMA	B.COM-II
24	238	PAWAN KUMARI	B.COM-II
25	240	JASHANPREET KAUR	B.COM-II
26	242	CHANPREET KAUR	B.COM-II
27	247	NAVJOT KAUR	B.COM-II
28	248	NISHA KUMARI	B.COM-II
29	249	BHAVNA JOSHI	B.COM-II
30	250	GURLEEN KAUR	B.COM-II
31	251	BARINDER KAUR	B.COM-II
32	252	RAJVIR SINGH	B.COM-II
33	253	SEEMU KUMARI	
34	255		B.COM-II
		HIMANSHU KUMAR	B.COM-II
35	256	JASPREET KAUR	B.COM-II
36	257	ARSHVEER SINGH	B.COM-II
37	258	MANDEEP KAUR	B.COM-II
38	262	MANSI	B.COM-II
39	273	MANPREET SINGH	B.COM-II
40	286	ISHRATH BALJIT SINGH	B.COM-II
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Commerce Deptt

Principal Principal SMHS Govt. college SAS Nagar

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CERTIFICATE

Certified that Mr./Ms_KIRANDEEP KAUR Father's Name MARMAN SENCE

Class_B. Com_2^M VFAR Roll No_203

Name of Course Completed Organisation Behaviour And Managerial Skills

Duraton of Course Grade/Marks Awarded

Amust Bulla

Course Co-Ordinator

Principal

Shaheed Major Harminderpal Singh Bobt. College, Sahibzada Ajit Singh Nagar (Mahali)

CERTIFICATE

Certified that Mr./Ms_ISHA CHANDEL Father's Name Kuldeth Singh
Class 8 Com 2nd year Roll No 204
Name of Course Completed Organization Behaviour And Monegerial Skills
Duraton of Course 30 Hours Grade/Marks Awarded A
Course Co-Ordinator Principal

Shaheed Major Marminderpal Singh Bobt. College, Sahibzada Ajit Singh Nagar (Mahali)



Certified	that	Mr./Ms_	HARSH	KUMAR	Father's Name_	AN	IIT	KU	MA	2
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Class B. Com 2nd year Roll No 205

Name of Course Completed Organisation Behaviour And Managerial Skills

Duraton of Course 36 Hours Grade/Marks Awarded A

Annexet Bralla Course Co-Ordinator

Harjest Chyral Principal

Shaheed Major Harminderpal Singh Gobt. College, Sahihzada Ajit Singh Nagar (Mahali)

CERTIFICATE

Certified that Mr./Ms Anmol Chigal Father's	Name Bhubinder ken
Class 8. Com 2nd year Roll No 206	
Name of Course Completed Organisation Behavious	And Managerial Skills
Duraton of Course 30 Hours Grade/Marks Award	

Anneel Bhalla Course Co-Ordinator

Harjed Gujial Principal CERTIFICATE

Certified that Mr./Ms_JAS KOMAL_KAUR_Father's Name_MAJOR_ST_NGH

Class_B.Com_2nd_YEAR_Roll No_207

Name of Course Completed_Organisations_Behaviour_And Managerial Skills

Duraton of Course_30 Hours_Grade/Marks Awarded_A

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Frincipal

Shaheed Major Harminderpal Singh Gobt. College, Sahibzada Ajit Singh Nagar (Mahali)



Certified that Mr./Ms_ASHISH_____Father's Name_SUBHASH KUNA

Class B. COM 2nd year Roll No 200

Name of Course Completed Organisation Behaviour And Managerial Skills

Duraton of Course 30 Hours Grade/Marks Awarded 4

Anusut Malla Course Co-Ordinator Harjest Chyral Principal Certified that Mr./Ms Aman breet Kaur. Father's Name Kannail Singh Nagar (Mohali)

Class B. Com 2nd year. Roll No 209

Name of Course Completed Organisation Behaviour And Managerial Skills

Duraton of Course Grade/Marks Awarded

Accourse Co-Ordinator

Hayet Course

Principal

Shaheed Majar Harminderpal Singh Gobt. College, Sahibzada Ajit Singh Nagar (Mahali)



Certified	that	Mr./Ms	ARSHI.	SH	Father's	Name	RINK	:0:	141	4
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Class B.COM 2Nd Roll No 210

Name of Course Completed Organisation Behaviour And Managerial Skills

Duraton of Course 30 Hours Grade/Marks Awarded A

Annuel Bhalla
Course Co-Ordinator

Harjest Chyral Principal CERTIFICATE

Certified that Mr./Ms Ankita Sharma Father's Name Ponvey human

Class B. Com - II Roll No 211

Name of Course Completed Organisation Behaviour and Managarial Skills

Duraton of Course Grade/Marks Awarded A Grade/Marks Awarded Principal

Certified that Mr./Ms Shiv Father's Name Bobulal

Class B. Com - II Roll No 212

Name of Course Completed Organisation Behaviour And Managerical Smills

Duraton of Course Grade/Marks Awarded A

Father's Name Grade/Marks Awarded A

Frincipal

Certified that Mr./Ms Anchal Father's Name And Kuman

Class B. Com - II Roll No 217

Name of Course Completed Organization Rehaviour and Management Skill

Duraton of Course Grade/Marks Awarded A Grade/Marks Awarded Principal



Certified that Mr./Ms Disha Father's Name Bhuman Singh Class B. Com - II Roll No 219

Name of Course Completed Organisation Behavious and Managental State

Duraton of Course Grade/Marks Awarded Frincipal

Certified that Mr/Ms Amandee P Kaun Father's Name Hangit kuman

Class R. Com - IT Roll No 221

Name of Course Completed Organisation Behavious And Managerial Suits

Duraton of Course Grade/Marks Awarded

Amandee P Kaun Father's Name Hangit kuman

Class R. Com - IT Roll No 221

Name of Course Completed Organisation Behavious And Managerial Suits

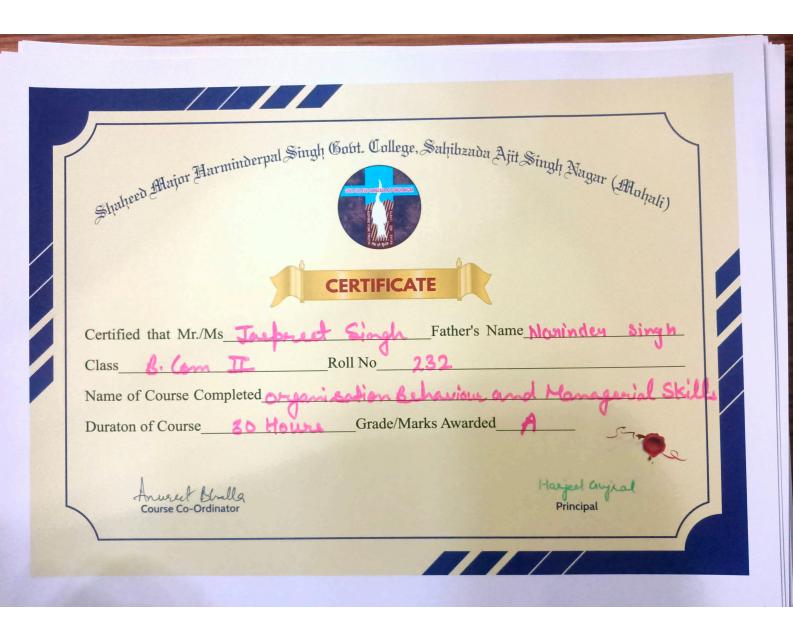
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Shaheed Majar Harminderpal Singh Gobt. College, Sahihzada Ajit Singh Nagar (Mahali) CERTIFICATE _Father's Name_Rales Roll No Class Name of Course Completed 30 House Grade/Marks Awarded Duraton of Course Harjest anyial
Principal nurel Bhalla Course Co-Ordinator 11//

Shaheed Major Harminderpal Singh Gobt. College, Sahibzada Ajit Singh Nagar (Mohali) CERTIFICATE Certified that Mr./Ms_ Father's Name As Roll No Name of Course Completed Duraton of Course Grade/Marks Awarded ruret Bhalla Harjest Gujial Principal Course Co-Ordinator











CERTIFICATE

Certified that Mr./Ms Nisha Kuman Father's Name Charthand Sharm Class R. Com IT Roll No 248

Name of Course Completed Organization Bahavious and Managerial Stolls

Duraton of Course Grade/Marks Awarded A

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Course Co-Ordinator

Principal





Certified that Mr./Ms Raivin Singh Father's Name Resist Singh Name of Course Completed Organischem Behavieus and Managurial State Duraton of Course 30 Hours Grade/Marks Awarded A Frincipal

Shaheed Majar Harminderpal Singh Bobt. College, Sahibzada Ajit Singh Nagar (Mahali) CERTIFICATE

Class B. com 2nd year Roll No 253

Name of Course Completed Organisation Behavious and Manquiel Skills

Duraton of Course 30 House Grade/Marks Awarded A

nuced bulls Course Co-Ordinator

Harjest anjual Principal





CERTIFICATE

Certified that Mr./Ms Arshveer Singh Father's Name MANITT SINCH

Class 6. Com - II Roll No 257

Name of Course Completed Organisation Behavious and Managarial Skills

Duraton of Course 30 Hours Grade/Marks Awarded A

Hayes Course Co-Ordinator

Shaheed Major Marminderpal Singh Gobt. College, Sahibzada Ajit Singh Nagar (Mahali)



Certified that Mr./Ms	MANDEER	KAUR	Father's Name	CHARANJI	TSING
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Class B. Com - II Roll No 258

Name of Course Completed Organisation Behaviour and Mangerial Skills

Duraton of Course Grade/Marks Awarded Grade/Marks Awarded

Anneal Hulls
Course Co-Ordinator

Harjest Cryptal Principal

Shaheed Major Harminderpal Singh Gobt. College, Sahibzada Ajit Singh Nagar (Mahali) CERTIFICATE Father's Name Certified that Mr./Ms____ Roll No_ Class Name of Course Completed Ongonia de Grade/Marks Awarded Duraton of Course Harjed Chyral Principal Course Co-Ordinator





Academic Session 70 2023-24 The Pouncipal SMHS Govit College SAS Magar Subject: Value added Course for Organisational Behaviour and managerial skills. (Session-2023-24) Kespected Madoms As suggested by IDAC We plan to Conduct 30 hours programme to improve monagerial skills of B. Com II students. The Course Shall be Conducted after College hours. Kindly grant us bermission to it is the classes grant us bermission to start these classes from 17-8-2023 to 12-9-2023. The Whole Commerce will be involve taking classes. Thanking you your Sincerely Sunta Mittal

Prof. Sunita Mittal (HOD) Anneret Bhalle

Prof. Anwest Bhalla Assistant Professor Commerce Department. Harjeat Crykal

Principal

Principal

SMYS GOVA. College

SMYS GOVA. Ajit Singh Nagar

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S.M.H.S GOVT COLLEGE, PHASE VI, S.A.S. NAGAR (MOHALI) VALUE ADDED COURSE (30 HRS) ORGANISATIONAL BEHAVIOUR AND MANAGERIAL SKILLS SESSION-2023-2024

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Course Objectives

The course aims to familiarize the students with the behavioural patterns of Human beings as individual. This course aims at introducing the students to many of the basic principles of human behaviour that effective managers use when managing individuals in organizations.

Organising Team

- 1. Co-ordinator: Prof. Sunita Mittal (HOD, Commerce)
- 2. Co-Co-ordinator: Prof. Anureet Bhalla, (Assistant Professor, Commerce)
- 3. Prof. Navneet Kaur, (Part-Time Lecturer, Commerce)
- 4. Prof. Rohini, (Guest Faculty. Commerce)
- 5. Prof. Harpreet Kaur, (Guest Faculty, Commerce)

Date	Time	Topics
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17-8-2023	2.15pm -3.45pm	concept, Nature and Significance of Organisation Behaviour Prof. Anureet Bhalla
18-8-2023	2.15pm -3.45pm	Factors affecting human behaviour, Disciplines contributing to OB Prof. Anureet Bhalla
19-8-2023	2.15pm -3.45pm	Personality-concept and determinants Prof. Anureet Bhalla
21-8-2023	2.15pm -3.45pm	Theories of Personality: MBTI, Holland's model; Cattell's model and Big Five personality factors Prof. Anureet Bhalla
22-8-2023	2.15pm -3.45pm	Concept, Nature, Scope and Functions of Management Prof. Navneet Kaur
23-8-2023	2.15pm -3.45pm	Levels of Management, Types of Organizations Prof. Navneet Kaur
24-8-2023	2.15pm -3.45pm	Evolution and Foundations of Management Theories Prof. Navneet Kaur
25-8-2023	2.15pm -3.45pm	Theories of Management Prof. NavneetKaur

26-8-2023	2.15pm -3.45pm	Management Principles of Planning, Directing Prof. Navneet Kaur
28-8-2023	2.15pm -3.45pm	Management Principles of Leading, Controlling and Staffing Prof. Navneet Kaur
29-8-2023	2.15pm -3.45pm	Perception: concept, factors influencing perception; perceptual errors; Prof. Rohini
31-8-2023	2.15pm -3.45pm	Managerial implications of perception Prof. Rohini
1-9-2023	2.15pm -3.45pm	Learning: Concept, Learning theories: Classical conditioning theory, Operant conditioning Prof. Rohini,
2-9-2023	2.15pm -3.45pm	Cognitive learning and social learning theories Prof. Rohini
4-9-2023	2.15pm -3.45pm	Stress management Prof. Rohini
5-9-2023	2.15pm -3.45pm	Interpersonal Dimensions of Behaviour; Transactional Analysis, Implications of TA Prof. Harpreet Kaur
8-9-2023	2.15pm -3.45pm	Importance of Communication Prof. Harpreet Kaur
9-9-2023	2.15pm -3.45pm	Negotiation in interpersonal relationships Prof. Harpreet Kaur
11-9-2023	2.15pm -3.45pm	Emotional Intelligence Prof. Harpreet Kaur
12-9-2023,	2.15pm -3.45pm	Power: Concept, determinants, types Prof. Harpreet Kaur

Course Learning Outcomes: On completion of the course:

- 1. Students understand various principles and functions of Management and relate it to day to day Functioning.
- 2. Student will be able to develop and identify factors relating to individuals, organizations behaviour.
- 3. Student will be able to apply and distinguish between different types of personality learning, and motivational theories.

4. Student will be able to evaluate and assessing different work related behaviours.

HOD

Commerce department

Principal Principal

SMHS Govt. College

SAS Nagar

Harjeal Crykal
Principal Crykal
SMHS Govt. College
SMHS Govt. Singh Nagar

ORGNISATION BEHAVIOR AND MANAGER

Course Objectives: The course aims to familiarize the students with the behavioural patterns of Human beings at individual. This course aims at introducing the students to many of the basic principles of human behaviour that effective managers use when managing individuals in organizations.

Fundamentals of Management

Concept, Nature, Scope and Functions of Management, Levels of Management, Types of Organizations, Evolution and Foundations of Management Theories - Classical and Neo - Classical Theories, Systems Approach to organization, Modern Organization Theory. Understanding the Management Principles of Planning, Directing, Leading, Controlling and Staffing.

Introduction to Organizational Behaviour and Individual Behaviour

The concept, Nature and Significance, Factors affecting human behaviour, Disciplines contributing to OB ,Personality-concept and determinants, Theories of Personality: MBTI, Holland's model; Cattell's model and Big Five personality factors; Perception: concept, factors influencing perception; perceptual errors; managerial implications of perception; Learning; Concept, Learning theories: Classical conditioning theory, Operant conditioning, cognitive learning and social learning theories.

Dimensions of interpersonal Behaviour

Interpersonal Dimensions of Behaviour; Transactional Analysis, Implications of TA, Importance of Communication and Negotiation in interpersonal relationships, Power: Concept, determinants, types, Stress management, Emotional Intelligence- Meaning, importance and application in organization

Course Learning Outcomes: On completion of the course:

- Students understand various principles of Management and relate it to day to day Functioning.
- Student will be able to develop and identify factors relating to individuals, organizations behaviour.
- Student will be able to apply and distinguish between different types of learning, personality and motivational theories.
- Student will be able to evaluate and assessing different work related behaviours

Commerce department

Principal Principal SMHS Govt. College SMHS Govt. College SMHS Govt. SAS Nagar Sahibzada Ajit Singh Nagar

List of Students who successfully completed this value added course

List of Students for Value added Cowest for Organisational Behaviour and managerial Skills (Session-2023-24)

•	sendocour and	iv certag	o www
Sr. No.	Name	Roll No.	Class
1	ANCHAL DEVI	203	B com 2 year
2	MANDEEP KAUR	218	B com 2 year
3	ARPANA KUMARI	246	B com 2 year
4	JIYA	270	B com 2 year
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5	JASPREET KAUR	216	B com 2 year
6	LOVEPREET KAUR	283	B.com 2 year
7	AARTI	The second secon	B.com 2 year
8	HARNOOR KAUR	263	B com 2 year
9	SANJU KUMARA	269	B.com 2 year
10	ASHA JOHN	258	B.com 2 year
11	RAMANDEEP KAUR	260	B.com 2 year
12	RAMANDEEP KAUR	221	B com 2 year
13	PREETI	228	B.com 2 year
14	PRIYANKA	230	B.com 2 year
15	KAJAL	254	B.com 2 year
16	TARANDEEP SINGH	280	B.com 2 year
17	PIYUSH	210	B.com 2 year
	REENA	238	B.com 2 year
18	RAVNEET KAUR	209	B.com 2 year
19	GURMEHAK KAUR	207	B.com 2 year
20	MANPREET KAUR	233	B.com 2 year
21	GURPREET KAUR	242	B.com 2 year
22	SIMRANJEET KAUR	243	B.com 2 year
23	PRABHJOT KAUR	213	B.com 2 year
24	HARPREET KAUR	235	B.com 2 year
25	RAMAN VERMA	236	B.com 2 year
26	RAMAN VENVIA	247	
27	SANEHA SHARMA	239	B.com 2 year
28	MUSKAN	202	B.com 2 year
29	SATYAJEET SINGH	251	B.com 2 year
30	ARVIND KUMAR	271	B.com 2 year
31	POOJA	262	B.com 2 year
32	AARZOO GURSIMRAN SINGH	232	B.com 2 year
33	VIKAS	276	B.com 2 year
34	SONI	278	B.com 2 year
35	SONU	293	B.com 2 year B.com 2 year
36 37	SHIVAM	281	B.com 2 year
38	HARJEET KAUR	282	B.com 2 year
39	AODAS	285	B.com 2 year
40	RUPINDER KAUR	264	B.com 2 year
41	ESHITA	234	B.com 2 year
42	SIMRAN	223	B.com 2 year
43	SATYAM RANA	256	B.com 2 year
44	GURVIR SINGH	230	B.com 2 year
45	MADHAV		

Principal
SMHS Govt. College
SAS Nagar
Principal
SMHS Govt. College
Sahibzada Ajit Singh Nagar

To

Horgert Guy. 1.

The Principal, SMHS Government College, SAS Nagar, Mohali.

Subject: Value Added course for Spoken English.
Respected Madam,

As suggested by the IQAC we plan to conduct a 30 hours programme to improve the spoken English of students in B.A. and B.Com Classes. The course shall be conducted after college hours. Kindly grant us permission to start these classes from 27.02.2023. Dr. Reetinder Joshi is assigned this class.

Thanking you,

Yours sincerely,

A. Kaur

(Prof. Arvind Kaur) Head, Department of English

(Dr. Reetinder Joshi) Prof. Department of English

Course outline and Purpose:

The course shall include Parts of Speech; Basic Phonetics; the Pronunciation of English Vowels, Consonants, Dipthongs, IPA Symbols, Word Stress and Sentence Stress.

List of Lectures

Sr. No.	Date	Title of the Lecture
1.	27.02.2023	Parts/Organs of Speech
2.	28.02.2023	Self Introduction in English
3.	01.03.2023	Description and Classification of Consonants
4.	02.02.2023	Description and Classification of Vowels
5.	03.03.2023	100 words in English
6.	04.03.2023	Basic Phonetics
7.	06.03.2023	Dipthongs
8.	07.03.2023	Pronunciation of Difficult English Words
9.	09.03.2023	Silent Letters in English A-Z
10.	10.03.2023	Same Word Different Meanings
11.	11.03.2023	IPA Symbols
12.	13.03.2023	IPA Symbols
13.	14.03.2023	Homophones and Homographs
14.	15.03.2023	Basic Phonetics
15.	16.03.2023	Most Difficult English Words
16.	17.03.2023	Syllables and Word Stress
17.	18.03.2023	Syllables and Word Stress

18.	20.03.2023	Sentence Stress and Intonation
19.	21.03.2023	Test on Silent Letters and Word Stress
20.	22.03.2023	Correction of Errors
21.	23.03.2023	Sentence Stress and Intonation
22.	24.03.2023	Sentence Stress and Intonation
23.	25.03.2023	Very English Words and How to pronounce them
24.	27.03.2023	Common English Idioms
25.	28.03.2023	Different Ways to say "I don't understand"
26.	29.03.2023	Speak With Me: 2 hours English Speaking Practice
27.	30.03.2023	Speak With Me: 2 hours English Speaking Practice
28.	05.04.2023	IPA Symbols
29.	06.04.2023	Advanced English Conversation
30.	10.04.2023	Sentence Stress and Intonation in Questions
31.	11.04.2023	Revision and Problems

Test for Spoken English

- Q.1 Underline the silent letters
- (i) subtle
- (ii) soldier
- (iii) little
- (iv) yacht
- (v) knots
- (vi) island
- (vii) debut
- (viii) doubt
- (ix) know
- (x) bomb
- Q.2 Mark the Stress
- (i) conflict
- (ii) family
- (iii) perfect
- (iv) rebel
- (v) ceremonial
- (vi) remedial
- (vii) addressee
- (viii) referee
- (ix) select
- (x) democracy

List of Students

Sr. No.	Name	Class	Roll No.	Marks (out of 100)
1.	Gurleen Kaur	BA III	2528	82
2.	Saroj	BA III	2626	85
3.	Simranjeet Kaur	BA III	2591	83
4.	Khusboo	BA III	2526	87
5.	Sukhveer Singh	B. Com I	130	81
6.	Khushpreet Kaur	BA I	1319	84
7.	Sukhpreet Kaur	BA I	1576	83
8.	Kajal	B. Com I	56	82
9.	Bhawna	B.Com I	128	86
10.	Jyoti Devi	BAI	1838	82
11.	Naney Sahu	BAI	1481	83
12.	Manpreet Kaur	BAI	1497	85
13.	Lovepreet Kaur	B. Com I	5	86
14.	Tanu Kumari	B. Com I	90	87
15.	Kajal	B. Com I	120	82
16.	Mandeep Kaur	B. Com I	61	84
17.	Shiv	B. Com II	212	85
18.	Karanpreet Singh	B. Com II	224	84
19.	Mehboob Alam	B. Com II	276	86
20.	Suraj Kumar Gupta	B. Com II	281	83
21.	Vivek Kumar	B. Com II	283	81
		B. Com II	291	85
22.	Arshdeep Kaur Manmeet Kaur	B. Com I	103	84
23.		B. Com I	75	83
24.	Arpana Kumari Anchal Devi	B. Com I	33	84
25.		B. Com I	131	82
26.	Jaspreet Kaur	B. Com I	10	87
27.	Sanju Kumari	B. Com I	122	85
28.	Arvind Kumar	B. Com I	80	82
29.	Suraj Bhan	B. Com 1	2636	83
30.	Deepak		2572	84
31.	Manish Chawla	B.A. III		
32.	Govind Bhandari	B.A. III	2562	82
33.	Priyanka	B. Com I	100	86
34.	Kirandeep Kaur	B.Sc I	804	84
35.	Kamalpreet Kaur	B.Sc I	812	83
36.	Simran	B.Sc I	813	85
37.	Ankita	B.Sc I	809	82
38.	Manpreet Kaur	B.SC I	1019	84

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11.	Naney Sahu	BA I	1481	83
12.	Manpreet Kaur	BA I	1497	85
13.	Lovepreet Kaur	B. Com I	5	86
14.	Tanu Kumari	B. Com I	90	87
15.	Kajal	B. Com I	120	82
16.	Mandeep Kaur	B. Com I	61	84
17.	Shiv	B. Com II	212	85
18.	Karanpreet Singh	B. Com II	224	84
19.	Mehboob Alam	B. Com II	276	86
20.	Suraj Kumar Gupta	B. Com II	281	83
21.	Vivek Kumar	B. Com II	283	81
22.	Arshdeep Kaur	B. Com II	291	85
23.	Manmeet Kaur	B. Com I	103	84
24.	Arpana Kumari	B. Com I	75 .	83
25.	Anchal Devi	B. Com I	33	84
26.	Jaspreet Kaur	B. Com I	131	82
27.	Sanju Kumari	B. Com I	10	87
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37.	Ankita	B.Sc I	809	82
38.	Manpreet Kaur	B.SC I	1019	84

39.	Amandeep Kaur	B.Com II	221	85
40.	Anisha Singh	B.Com I	105	83
41.	Sourav Sharma	B.A. II	2301	82
42.	Jatin Sharma	B.A. II	2170	84
43.	Anuj Kumar	B.A. II	2146	85
44.	Nakul Garg	B.A. II	2002	84
45.	Amritpal Singh	B.A. II	2103	83
46.	Jai Ram	B.A. II	2134	81
47.	Yashpal Singh	B. Com II	220	85

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Shaheed Major Harminderpal Singh (Bobt. College, Sahibzada Ajit Singh Nagar (Mahali)



CERTIFICATE

Certified that Mr./Ms Sai Ham	Father's Name <u>Siya Ram Yada</u> v
Class B.A. Ind year Roll No_	2134
Name of Course Completed Spoken Ex	oglish and Pronunciation
Duraton of Course 35 hours Grade	e/Marks Awarded + B



CERTIFICATE

Certified that Mr./Ms Amout fal Singh Father's Name Dalvin Singh
Class B.A. Ind year Roll No 2,103
Name of Course Completed Spoken English and Pronunciation
Duraton of Course 35 hours Grade/Marks Awarded +B

Course Co-Ordinator

Shaheed Major Harminderpal Singh Goot. College, Sahibzada Ajit Singh Nagar (Mahali)



CERTIFICATE

Certified that Mr./Ms Abul Group Father's Name Diay Group	
Class BA Ind year Roll No 2002	
Name of Course Completed Spoken English and Pronunciation	
Duraton of Course 35 hours Grade/Marks Awarded 7B	

Course Co-Ordinator



CERTIFICATE

Certified that Mr./Ms , Anui Kumny Father's Name (laje)

nd year Roll No 2

Name of Course Completed Shoken Fnglish

Duraton of Course 35 May 18 Grade/Marks Awarded + R

Course Co-Ordinator



CERTIFICATE

Certified that Mr./Ms Satin Shauma Father's Name Jeevan Shauma
Class B. A IInd year Roll No 2170
Name of Course Completed Spoken English and Pronunciation
Duraton of Course 35 hours Grade/Marks Awarded + B
57-

Course Co-Ordinator









Shaheed Major Harminderpal Singh Gobt. College, Sahibzada Ajit Singh Nagar (Mahali)



CERTIFICATE

Certified that Mr./Ms Soura Shouma Father's Name Sanjeev Kuman
Class B.A. Ind year Roll No 2301
Name of Course Completed Stoben English and Pronunciation
Duraton of Course 35 hours Grade/Marks Awarded +B

Course Co-Ordinator

Shaheed Major Harminderpal Singh Goot. College, Sahihzada Ajit Singh Nagar (Mahali)

CERTIFICATE

Certified that Mr./Ms dnisha Singh.	Father's Name Toginder Singh
Class B. Com 1st year Roll No	105
Name of Course Completed Spoken Englis	h and Pronunciation
Duraton of Course 35 hours Grade/Ma	rks Awarded +B

Course Co-Ordinator



CERTIFICATE

Certified that Mr./Ms_Simuon	Father's Name Rabesh Kumax
Class B.Sc - Tst year Roll No 8:	13
Name of Course Completed Spoken Englis	h and Pronunciation
Duraton of Course 35 hours Grade/Mark	ks Awarded +B

Course Co-Ordinator



Shaheed Major Harminderpal Singh Goot. College, Sahibzada Ajit Singh Nagar (Mohali)

CERTIFICATE

Certified that Mr./Ms Kamalpreet Kaur	Father's Name Nayang Singh
Class B.Sc - Txt yenn Roll No 8	12
Name of Course Completed Shohen English	hand Pronunciation
Duraton of Course 35 Carde/Mark	ss Awarded +B

Course Co-Ordinator



CERTIFICATE

Certified that Mr./Ms amanden Kour Fa	ather's Name Hoy jit Kumpe
Class B. Com - Tyenc Roll No 2,21	
Name of Course Completed Spoken English	and Proneinciation
Duraton of Course 35 Carde/Marks	*

Course Co-Ordinator



CERTIFICATE

Certified that Mr./Ms_Anbita	Father's Name Richard
Class B. Sc - Tyear Roll No_	809
Name of Course Completed Shoken En	glish and Pownunciation
Duraton of Course 35 forms Grade	e/Marks Awarded + B
	57-

Course Co-Ordinator

Shaheed Major Harminderval Singh Goot. College, Sahibzada Ajit Singh Nagar (Mahali)

CERTIFICATE

Certified that Mr./Ms Manhuet Kaux Father's Name Mahavin Singh
Class B. Sc - 1st year Roll No 1019
Name of Course Completed Spoken English and Fronunciation
Duraton of Course 35 hours Grade/Marks Awarded 18

Course Co-Ordinator

Shaheed Major Harminderpal Singh Goot. College, Sahibzada Ajit Singh Nagar (Mahali)

C

CERTIFICATE

Certified that Mr./Ms Yashhal Singh	Father's Name Guypout Singh.
Class B. Com - Indyear Roll No	2020
Name of Course Completed Spoken Engl	lish and Pronunciation
Duraton of Course 35 hours Grade M	

Course Co-Ordinator

SHAHEED MAJOR HARMINDERPAL SINGH (Shaurya Chakra) GOVERNMENT COLLEGE, SAHIBZADA AJIT SINGH NAGAR

ਫੇਸ-6, ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ)-160056

Phone No. 0172-2225164

e-mail ID: principal.gcmohali@gmail.com

Govt. College Mohali Society for ICT Promotion

Value Added Courses

SESSION 2017-18	Basic computer course	14-6-2017 to 07-7- 2017	No of students 29
SESSION 2018-19	Programing in CBasic computer	18-6-2018 to 09-7- 2018	11
	course • Tally		60
	,		85
SESSION 2019-20	Programing in CBasic computer course	14-6-2019 TO 4-7- 2019	11
	• Tally		39
			19

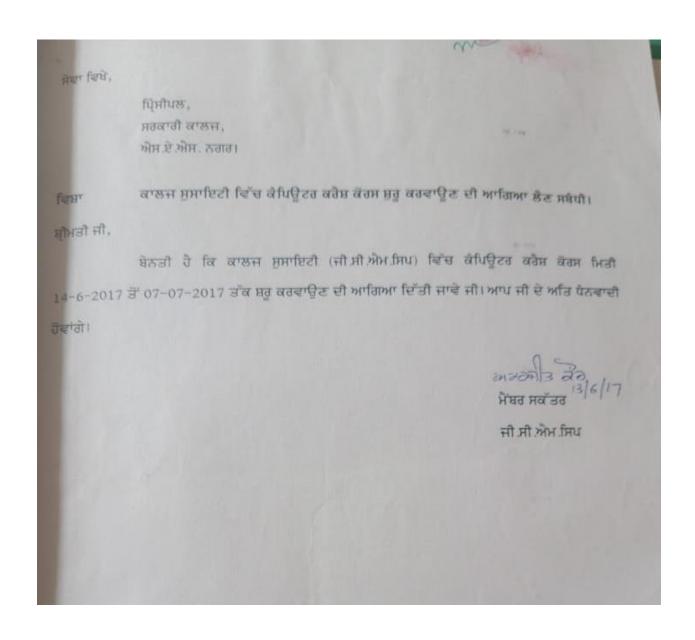
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ਫੇਸ-6, ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ)-160056

Phone No. 0172-2225164

e-mail ID: principal.gemohali@gmail.com

SESSION 2017-18	• Basic	14-6-2017 to 07-	No of students
	computer	7-2017	
	coures		29



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Phone No. 0172-2225164

e-mail ID: principal.gcmohali@gmail.com

Course Outcome

- Aware students about basic of computer and its evolution.
- Provide knowledge of different units of computer like processing unit, IO unit, and storage unit.
- Applications of IT.
- Advanced trends in IT.
- Develop an in depth knowledge of various motivational theories.
- Develop skills to get employment in I.T. field

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Phone No. 0172-2225164

e-mail ID: principal.gcmohali@gmail.com

COURSE CONTENT

BASIC COMPUTER SCIENCE

Activity: Operating System Installation and Software & Driversation

Activity 2: Basic composens of GUI-Desktop, loos, Taskbar, Star

Wallpapers, Screen Saver Activity 3: Start Menu: Accessories-Notepad, Caleslator, Clock, Date and Time, Disk Defragmentation, Working with Corol Panel Settings

Activity 4 Taskbar properties-Maximize Minimize, Restone, and Close Activity Creating Files Folders. Shortcuts, Moving folders (right click options)

Activity 1:

Crop, save and close workbook?

Create a new worksheet, eaming and moving shot. Ering, copying, moving and deleting data in cells and worksheets

- i. Insert and delete cells, columns and rows in MS-Excel Activity 21
- i. Forming of data in cell
- ii. Test formatting (fort size, font style, font color, Cell border etc.) iii. Text Align
- iv. Test Orientation, Text Direction Test Control Activity 3Find and replace data in a sheet
- ii. Perform data sorting and data filering in MS-Excel

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Phone No. 0172-2225164

e-mail ID: principal.gcmohali@gmail.com

Protect your Worksheet and Workbook iv. Enter and perform some basic formulasi

Activity 4:

- i. Perform some basic Functions in MS-Excel ii. Create a chart in MS-Excel
- iii. Create different types of Charts in el
- iv. Set a size, margin, orientation of page in M-El

The print properties of a worksheet in MS-Excel Activity 5:

i. Hide and unhide row and celems in MS-Excel

Set column width and sow height in MS-Excel

- iii. Adding test Bos, header footers, pictures and special symbols in your worksheet.
- iv. Aranging, splitting and hiding windows is MS-Excel. And also freezing pass
- v. Crease and run Macros in MS-Exal

MS-Word

+ H

Activity 1:

- i. Create, open, save and close a document.
- ii. Typing, copying, moving and deleting data in word document.
- iii. Perform Save and Save as, Cut and Copy, Paste and Paste Special. Activity 2:

Formatting of data in word Document:-

i. Text formatting (font size, font style, font color, subscript, superscript, upper/lower case etc.)

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- ii. Text Alignment and character spacing
- iii. Indention and line spacing
- iv. Border and shading
- v. Bullets and Numbering Activity 3:
- i. Find and replace and data sorting in a document.
- ii. Protect your document.
- iii. Add chart in word document. Create different types of Charts in word.
- iv. Set a size, margin, orientation of page, Hyphenation, Columns and Line Numbers in

MS-Word.

Activity 4:

- i. Set Page Color, Page Border, Themes, and Watermarks in MS-Word ii. Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box in your word document.
- iii. Showing Ruler, Gridlines, Document Map, Thumbnails, Inserting Word Art, Drop Cap. Hyperlink, Equation etc. in word document

Activity 5:

- i. Arranging, splitting windows in MS-word ii. Perform Mail-merge in MS-word
- iii. Create and run Macros in MS-Word
- iv. Set the print properties of a word document

PowerPoint

Activity 1: i. Create, open, save and close a Presentation

ii. Typing, copying, moving and deleting data in presentation. iii. New Slide, understanding Slide Layout, adding and deleting slides.

Activity 2:

Formatting of data in slides:-

10

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Phone No. 0172-2225164

e-mail ID: principal.gcmohali@gmail.com

Time Table

ਸੋਸਾਇਟੀ ਫਾਰ ਆਈ	ੀ. ਸੀ. ਟੀ. ਪਰਮੋਸ਼ਨ
ਕੌਪਿਊਟਰ ਕਰੈਸ਼ ਕੋਰਸ	ਕਲਾਸਾਂ ਸਬੰਧੀ ਨੋਟਿਸ
ਕੰਪਿਊਟਰ ਕਰੇਸ਼ ਕੋਰਸ ਮਿਤੀ ਕਰਵਾਇਆ ਜਾ ਰਿਹਾ ਹੈ। ਮਿਤੀ 14-06-201	- 07-07-2017 3d
ਗੁਰੁੱਖ–1 (ਸਮਾਂ) ਥਿਊਰੀ (09:30 ਤੋਂ 11:00) ਪ੍ਰੈਕਟੀਕਲ (11:30 ਤੋਂ 01:30)	ਗੁਰੁੱਖ <u>-2 (ਸਮਾਂ)</u> ਪ੍ਰੈਕਟੀਕਲ (09:30 ਤੋਂ 11:30) ਥਿਊਰੀ (12:00 ਤੋਂ 01:30)
 ਮਨੌਜ ਕੁਮਾਰ ਗਗਨਦੀਪ ਕੌਰ ਮੋਨਿਕਾ ਰਾਣੀ ਗਗਨਦੀਪ ਸਿੰਘ ਮਹੀਪ ਸਿੰਘ ਭਾਟੀਆ ਜੌਨੀ ਕੁਮਾਰ ✓ ਮਨੀਸ਼ਾ ✓ ਗੁਰਜੀਤ ਕੌਰ ਸੂਰਜੀਤ ਕੌਰ ਗੁਰਸ਼ਰਨ ਕੌਰ ਲਵਪ੍ਰੀਤ ਕੌਰ ਹਰਮੀਤ ਕੌਰ ਅਨਮੋਲਦੀਪ ਸਿੰਘ ਅਦਾਨਦੀਪ ਸਿੰਘ ਸੰਦੀਪ ਕੌਰ 	 ਗੀਤੂ ਜਸਪ੍ਰੀਤ ਸਿੰਘ ਪ੍ਰਭਜੋਤ ਸਿੰਘ ਮਨਪ੍ਰੀਤ ਕੌਰ ਪੂਜਾ ਰਾਣੀ ਇੰਦੂ ਬਾਲਾ ਗੁਰਵਿੰਦਰ ਸਿੰਘ ਪ੍ਰੰਸ ਕੁਮਾਰ ਜਸਪ੍ਰੀਤ ਕੌਰ ਸੁਖਦੇਵ ਕੌਰ ਗਿਵੰਦਰ ਸਿੰਘ ਸਿਮਰਨਜੋਤ ਕੌਰ ਜਿਮਰਨਜੋਤ ਕੌਰ ਜੀਵਨਜੋਤ ਸਿੰਘ ਪਰਮਵੀਰ ਸਿੰਘ ਅਰਸ਼ਦੀਪ ਕੌਰ ਹਰਕਮਲਪ੍ਰੀਤ ਕੌਰ
narical kauv nber Secretary 13 6 (17	Principal-Cum-CEO (GCMSIP)

SHAHEED MAJOR HARMINDERPAL SINGH (Shaurya Chakra) GOVERNMENT COLLEGE, SAHIBZADA AJIT SINGH NAGAR

ਫੇਸ-6, ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ)-160056

Phone No. 0172-2225164

e-mail ID: principal.gemohali@gmail.com

Attendence

Sr. No.	Roll No.	Name	Theory	Practical
1	1	Surjit Kaur	Surptrey	Supplies
2	2	Johny Kumar	Mund.	Hum
3	3	Manisha	Manub	Maniete.
4	4	Navneet Kaur	Downert	Danier all
5	6	Harmeet Kaur	Hormestaux	darweet am
6	10	Indu Bala	Inder Bala	Index Berta
7	11	Manoj Kumar	Manoj Cumar	transf Cumar
8	12	Pooja Rani	Posta Rani	Poola Ravie
9	13	Anmoldeep Singh	fundared fright.	An Spreed the
10	14	Adandeep Singh	V .	
11	17	Lovepreet Kaur	Adonder Singh	Adandeep Single Love power hour
12	18	Ritu		
13		Gurvinder Singh	Rity Rami	Rota Pañi
	19		Gustinder Lingh	Gustain der Lingh
14	20	Jaspreet Singh	John	Jamy 10
15	21	Prabhjot Singh	Prathyot Singh	Reathiot Singh
16	22	Prince Sharma	Poince Show	na Perince Shooma
17	23	Jagsir Singh	Jagsir Singh	Jassin Sigh
18	24	Usha	Usher	Usha
19	25	Nancy Verma	Hancy Vermo	a Nancy Verma
20	26	Harkamalpreet Kau		in Jashi et Kann
21	27	Jaspreet Kaur	Jashut Kawi	
22	28	Jaspreet Kaur	Jaspreet ke	un Jaspressau
23	29	Satwinder Singh	1-0	ngh Squinds Squ
24	30	Sandeep Kaur	Sandupke	
25	37	Shivani	Shivani	- Shivary
26	38	Japanjot Singh	Japanjot S	Singh Japanjotsing
.7	39	Vivek Saini	Cinentain	1 linestation
8	40	Amit Sharma	Amit Sha	ing Any Shair
28			Amit Sha	

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Phone No. 0172-2225164

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Paper - Computer Basics
Paper - Computer 5
Pime: 1:00hr Total Marks: 45
NAME NOTES TO LOS BOILD NO Manufacture
Date: 5 Tuly ROLT Marks Grade
Mains the best suitable one
Note- Each Question below gives a multiple choice of answers. Choose the best suitable one. (10*2=20)
Section -A
1. GIF and JPEG files are examples of?
A. Microsoft word files
Images
C. Audio files
D. Video files
Which of the following is commonly used Browser? A. Google
B. Microsoft Excel
C. Microsoft Windows
D. Microsoft Internet Explorer
3. To cut text from document, press the key?
A. Ctrl and V
B. Ctrl and C
C. Ctrl and X
D. Ctrl and A
4. What does an electronic sheet consists of?
A. Rows
B. Columns
A + C, Cell
D. All of these
5. Which of the following tool to send letter to many recipients in MS-word?
A. What - if
B. Mail -Merge
C. Goal seeking
D. Sorting
6. A collection of worksheet is called as
A. Excel Sheet
Workbook
C. Worksheet
D. Excel book
D. Exect book
7. Which of the following is equals to 1 Nibble?
A. A Byte
· 中国中国的中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国

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Phone No. 0172-2225164

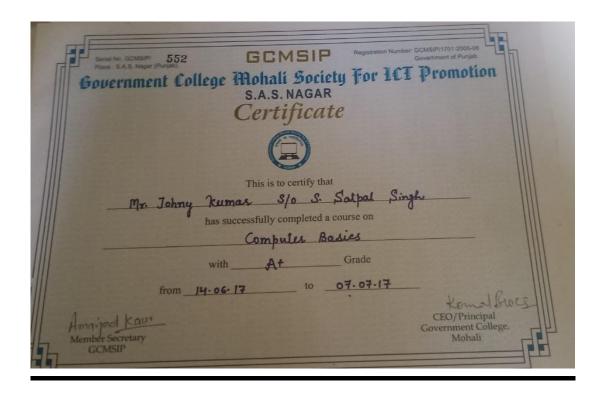
e-mail ID: principal.gemohali@gmail.com

B. ABIL
8. Which of the following is not an input device?
8 Which of the following is not as
B. Keyboard
C Printer and Gramma
B. Keyboard C. Printer D. Mouse 9. Which of the following is a shortcut key of "Spelling and Grammar"? A. F7
9. Which of the following is a series of
B. F8
LC-F0
D, F2
10. Numbers in Base 2 is called?
A. Binary
B. Octal
C. Hexadecimal
D. Decimal
Section –B
<u>section 5</u> (5*2=10)
Note-Give the answers of the following question only in one or two words. (5*2=10)
The converse of the following questions
1. Give the name of any two Search Engines?
Ans- Google, Yahoo A stom
2. What are two methods to appet Marcos 2 - 2 15 2 Marcos Bystight
Clicking Chickery
Ans- Google, Yahoo 2. What are two methods to create Macros? Clicking Macro Button Ans- Leyboard, Button (Macro Click) 3. What the Shortcut Key is for Refresh select-text.
3. What the Shortcut Key is for: Refresh select-text.
3. What the Shortcut Key is for: Refresh, select-text. Ans-Refresh > F5 Select all > ttil + A
All Alexander of State and
4. Write the name of the bar where we type the formula in MS-Excel?
5. Write the syntax of any 5 formulas used in MS-excel?
(4) -1 (1) (-1) (-1) (-1) (-1)
Ans(1) = MOD(4,2) (4) = 00000000000000000000000000000000000
$(2) = (A_1 + A_2 + A_3)$ $(5) - N(N) (R - RC)$
$(3) = ROUND(C_1)$ Section -c(5) = Min·(B1·B6) Note-Each Statement below is either TDUE/EALSE (6) = MAX·(A1·A9)
$(5) = KOUND(C_1)$ $(A_1 : A_2)$
Note-Each Statement below is either TRUE/FALSE. Choose the Suitable one
(551-05)
(5-1=05)
1. UC is a search engine? False
2 DOC setters in the set of the s
2. DOC extension is used to save the documents in Power point?

SHAHEED MAJOR HARMINDERPAL SINGH (Shaurya Chakra) GOVERNMENT COLLEGE, SAHIBZADA AJIT SINGH NAGAR

ਫੇਸ-6, <u>ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ)</u>-160056 Phone No. 0172-2225164 e-mail ID: <u>principal.gemohali@gmail.com</u>





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SESSION 2018-	Programing	18-6-2018 to	No of
19	in C	09-7-2018	students
	Basic		Students
	computer		11
	course		11
			60
	• Tally		85

ਦਫਤਰ:ਪ੍ਰਿੰਸੀਪਲ ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ। ਨੋਟਿਸ ਜੀ ਸੀ ਐਮ ਐਸ ਆਈ ਪੀ ਸਿਸਾਇਟੀ ਅਧੀਨ ਕੰਮ ਕਰ ਰਹੇ ਹੇਠ ਲਿਖ ਸਟਾਫ ਮੈਬਰ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਦਾਂ ਹੈ ਕਿ ਮਿਤੀ 18-06-2018 ਤੋਂ ਸ਼ੁਰੂ ਹੋ ਰਹੇ COMPUTER CRASH COURSES ਲਈ ਕੈਪਿਊਟਰ ਲੰਬਜ਼ ਦੀ ਤਿਆਰੀ ਲਈ ਆਪਣੀ ਹਾਜ਼ਰੀ ਕੱਲ ਮਿਤੀ 16-06-2018 ਨੂੰ ਸਵੇਰ 10.00 ਵਜੇ ਯਕੀਨੀ ਬਣਾਉਣ। 1. Mr. Balwinder Singh Saini 2. Ms. Navneet Kaur 3. Mr. Ashish Kumar Bajpai 4. Mr. Amandeep Singh 5. Ms. Harneet Kaur 6. Ms. Harleen Kaur 7. Ms. Simranjeet Kaur 8. Ms. Mandeep Kaur

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Course Outcome

- Aware students about basic of computer and its evolution.
- Provide knowledge of different units of computer like processing unit, IO unit, and storage unit.
- Applications of IT.
- Advanced trends in IT.
- Develop an in depth knowledge of various motivational theories.
- Develop skills to get employment in I.T. field

COURSE CONTENT

(BASIC COMPUTER SCIENCE)

Activity: Operating System Installation and Software & Driversation

Activity 2: Basic composens of GUI-Desktop, loos, Taskbar, Star

Wallpapers, Screen Saver Activity 3: Start Menu: Accessories-Notepad, Caleslator, Clock, Date and Time, Disk Defragmentation, Working with Corol Panel Settings

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Activity 4 Taskbar properties-Maximize Minimize, Restone, and Close

Activity Creating Files Folders. Shortcuts, Moving folders (right click options)

Activity 1:

Crop, save and close workbook?

Create a new worksheet, eaming and moving shot. Ering, copying, moving and deleting data in cells and worksheets

- i. Insert and delete cells, columns and rows in MS-Excel Activity 21
- i. Forming of data in cell
- ii. Test formatting (fort size, font style, font color, Cell border etc.) iii. Text Align
- iv. Test Orientation, Text Direction Test Control Activity 3

Find and replace data in a sheet

ii. Perform data sorting and data filering in MS-Excel

Protect your Worksheet and Workbook iv. Enter and perform some basic formulasi

Activity 4:

- i. Perform some basic Functions in MS-Excel ii. Create a chart in MS-Excel
- iii. Create different types of Charts in el
- iv. Set a size, margin, orientation of page in M-El

The print properties of a worksheet in MS-Excel Activity 5:

i. Hide and unhide row and celems in MS-Excel

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Set column width and sow height in MS-Excel

- iii. Adding test Bos, header footers, pictures and special symbols in your worksheet.
- iv. Aranging, splitting and hiding windows is MS-Excel. And also freezing pass
- v. Crease and run Macros in MS-Exal

MS-Word

+ H

Activity 1:

- i. Create, open, save and close a document.
- ii. Typing, copying, moving and deleting data in word document.
- iii. Perform Save and Save as, Cut and Copy, Paste and Paste Special. Activity 2:

Formatting of data in word Document:-

- i. Text formatting (font size, font style, font color, subscript, superscript, upper/lower case etc.)
- ii. Text Alignment and character spacing
- iii. Indention and line spacing
- iv. Border and shading
- v. Bullets and Numbering Activity 3:
- i. Find and replace and data sorting in a document.
- ii. Protect your document.
- iii. Add chart in word document. Create different types of Charts in word.
- iv. Set a size, margin, orientation of page, Hyphenation, Columns and Line Numbers in MS-Word.

Activity 4:

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i. Set Page Color, Page Border, Themes, and Watermarks in MS-Word ii. Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box in your word document.

iii. Showing Ruler, Gridlines, Document Map, Thumbnails, Inserting Word Art, Drop Cap. Hyperlink, Equation etc. in word document

Activity 5:

Course Outcome

The course provides students with a detailed study of programming techniques using C programming language. Good programming habits, proper logical thinking, algorithm and flowchart development. writing efficient programs are taught in the course. Detailed lab exercises covering all aspects of the language are prepared.

Learning Outcome

To analyze problems efficiently and develop comprehensive logic to solve it. To develop good algorithms and flowcharts to solve problems.

To write C programs in a structured manner.

Instructions for the paper setter

The question paper will consist of three sections, Sections A. B & C. Sections A & B will have four questions each from the respective sections of the syllabus. Each question will carry 12 marks, which may be segregated into sub-parts. Section C will be compulsory with 11 short answer type questions of 02 marks each, which will cover the entire syllabus.

(PROGRAMING USING C)

- i. Arranging, splitting windows in MS-word ii. Perform Mail-merge in MS-word
- iii. Create and run Macros in MS-Word
- iv. Set the print properties of a word document

PowerPoint

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Activity 1: i. Create, open, save and close a Presentation

ii. Typing, copying, moving and deleting data in presentation. iii. New Slide, understanding Slide Layout, adding and deleting slides.

Activity 2:

Formatting of data in slides:-

10

- 1. Operators and data types in C
- a) Write a program to print the size of all the data types supported by C and its range. b) Write a program to convert temperature from Fahrenheit to Celsius.
- c) Write a program to find simple interest and compound interest. 2. Control statements
- a) Write a program to check whether the given number is a even number or not.
- b) Write a program to accept three numbers and find the largest among them. c) Write a program to count the different vowels in a line of text using switch.
- d) Write a program to accept two numbers and perform various arithmetic operations (+, -,*/

based on the symbol entered.

- e) Write a program to find factorial of a number. f) Write a program to check whether a number is prime or not.
- g) Write a program to print all prime numbers between any 2 given limits.
- h) Write a program to check whether a number is palindrome or not.

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- i) Write a program to print all the Armstrong numbers between any 2 given limits. 4. Arrays and strings
- a) Write a program to find largest element in an array. b) Write a program to find sum and average of numbers stored in an array.
- e) Write a program to check whether a string is a Palindrome.
- d) Write a program to perform matrix addition.
- e) Write a program to perform matrix multiplication.
- 6 Functions and recursion
- a) Write a program to find the roots of a quadratic equation using function.
- b) Write a recursive program to find the factorial of a number.
- c) Write a recursive program to find the nth Fibonacci number. 7. Structures and unions
- a. Create an employee structure and display the same.
- b. Create a student database storing the roll no, name, class etc and sort by name. 8. Pointers
- a. Write a function to swap two numbers using pointers b. Write a program to access an array of integers using pointers
- 9. Files
- a. Create a file and store some records in it. Display the contents of the same. Count numbers of

characters, words and lines in the file.

The breakup of marks for the practical will be as under

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Tally

Section - A

Computerized Accounting: Meaning, Difference between computerized accounting and manual accounting, Tally meaning, Features, Advantages & Disadvantages, Company creation in Tally, Accounting Masters, Inventory Masters, Accounting Vouchers, Inventory Vouchers, Bank Reconciliation, Outstanding Report, GST implement and Return Preparation including TDS, PF.

Section - B

Job Costing, Cost Center Advance Level, Complete Payroll Processing, Advanced Topics: Budget, Voucher Numbering, Voucher Class, Sales/Purchase Order Processing, Manufacturing Voucher, Price List.

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ਦਫਤਰ , ਪਿ੍ੰਸੀਪਲ , ਸਰਕਾਰੀ ਕਾਲਜ , ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ ਸੇਵਾ ਵਿਖੇ, ਸੰਪਾਦਕ, ਪੰਜਾਬੀ ਟ੍ਰਿਬਿਊਨ, ਚੰਡੀਗੜ੍ਹ। Summer Vacation Courses ਲਈ ਇਸ਼ਤਿਹਾਰ ਛਾਪਣ ਸਬੰਧੀ। ਵਿਸ਼ਾ:-ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਲਿਖਿਆ ਜ਼ਾਦਾ ਹੈ ਕਿ ਕਾਲਜ ਵਿੱਚ Summer Vacation Courses ਸ਼ੁਰੂ ਹੋ ਰਹੇ ਹਨ। ਇਸ ਸਬੰਧੀ ਪੰਜਾਬੀ ਟ੍ਰਿਬਿਊਨ ਵਿੱਚ ਕੱਲ ਮਿਤੀ 16-06-2018 ਨੂੰ ਇਸ਼ਤਿਹਾਰ ਛਾਪਣ ਲਈ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ । ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਹ ਇਸ਼ਤਿਹਾਰ ਘੱਟ ਤੋਂ ਘੱਟ ਲੋੜੀਦੀ ਥਾਂ ਵਿੱਚ ਛਾਪਣ ਦੀ ਖੇਚਲ ਕਰੋ। ਇਸ ਦਾ ਬਿਲ ਪ੍ਰਿੰਸੀਪਲ, ਸਰਕਾਰੀ ਕਾਲਜ, ਐਸ.ਏ.ਐਸ ਨਗਰ ਦੇ ਨਾਂ ਤੇ ਭੇਜਿਆ ਜਾਵੇਂ ਜੀ। Koma Brocs 18 18 18 ਸਰਕਾਰੀ ਕਾਲਜ, ਐਸ.ਏ.ਐਸ ਨਗਰ

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Compt	uter Basics	Theory	Practical	Venue	Teacher Name
	Group-1	. 11:00am-12:30pm	1:00pm-3:00pm	Lab-2	Mr. Ashish Kumar
	Group-2	11:30am-1:00pm	9:00am-11:00am	Lab-2	Ms. Deepinder Kaur
	Group-3	12:00pm-1:30pm	9:00am-11:00am	Lab-1	Ms. Harmeet Kaur
Tally		Theory	Practical	Venue	Teacher Name
	Group-1	9:00am-10:00am	11:30am-1:00pm		Ms. Navneet Kaur
	Group-2	10:00am-11:00am	1:00pm-2:30pm		Mr. Amandeep Singh
/C++		Theory	Practical	Venue	Teacher Name
	Group-1	9:00am-10:00am	11:30am-1:00pm	Lab-2	S. Balwinder Singh Saini

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Group 1 (ATTENDENCE OF TALLY)

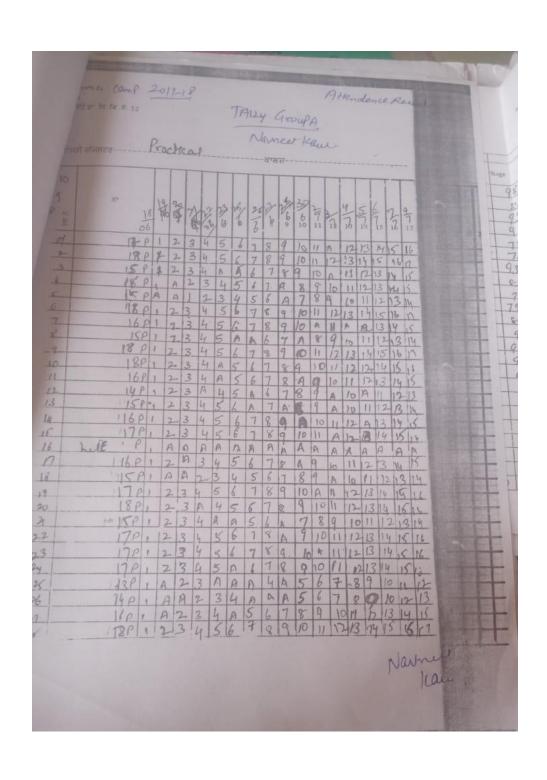
		06/07/2	rash Course(Tally) 018(group -1)	Exam Allendance
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	Warks Recor	ash course(Tally) d (Group A)					1	A n
	une 2K18			Total				
	Rail No.	Name		Marks				1 DA INA
		76	Theory (M.M-30)	Practical (M.M-60)	Attendence (M.M-10)	Total	Sage -	Grade
	2015/7/01	GURSEWAK KAUR -	28	60	-	00	00 /	10
	2 2018/1/02	JAGSIR SINGH	32	50	10	98	98.1.	At
	3 2018/T/03	GURWINDER SINGH -	24 '	60	10	93	93 1	0
	4 2018/1/04	NIKHIL SHARMA	28	60	60	98	981	0_
	5 2018/T/ 5	AMANDEEP SINGH	21	48	09	78	78 -1.	A
	6 2018/1/06	HARMANDEEP KAUR	23	45	10	78 .	78.1	A
	2018/1/07	PARVESH RANI-	28	55	40	93	93 1/-	0
1 8	2018/1/08	NIPHIL BHACAT	26	48	09	83	8-3./.	At
1 9	2018/T/09	RITU RANI	17	50	10	77	27%	A
10	2018/7/10	LOVEPREET KAUR	19	Sa	10	79	794.	B
11	2018/T/11	NAVNEET KAUR	23	56	10	89	89%	At
12	2018/7/12	ANMOLPREFT SINGH *	2.8	58	09	95	95%	0
13	2018/7/13	ADANDEEP SINGH -	29	58	09	96	964.	0.
14	2018/1/14	HARMANPREET KAUR	27	60	10	197	1977.	0
135	2018/1/15	ANKUSH PAHWA	25	60	10	90	957	0
16	2018/7/16	GURPREET SINGHT	AD	BD	(A)	(6)	(AU)	(As)
17	2018/1/17	SUKHPAL SINGH	23	60	10	93	934.	0
18	2018/T/18	ANMOL VERMA	94	(0	09	93	93 %	0
19	2018/1/19	HARMEET KAUR	25	60	10	95	95%	0
		MANPREET KAUR_	23	50	10	1 93	837.	At
20	2018/1/20		25	50	09	84	84%	At
21	2018/T/21	HARPREET SINGH	25	60	10	90	Of 5-1.	At
22	2018/T/22	JASKARAN DHIMAN	2.8	60	10	136		10

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Un Situdents		Marks		Tt-tal	Percentage	Eprade
Name	Theory (30)	Bractical (60)	Hendence (10)	Total	10	
1 Simranjeet k	aux 18	45	А	71	71%	A+
3 Sawanpred 16		53	10	8.0	90%	I A
Davinder sing	gh 13	50	_7	70	89%	T A+
1 Lavina	20	60 .	9	89	61%	BT
3 Bumanpreet D		43	8	61	76%	I A
Ravinder sing	h 16	50	19	76	76%	I A
kirangit kau		51	9	76		A
Bhawna shern	ng 17	52	19	79	79%	
Sukhjeet kan		51	8	78	78%	0.4
Kamaljit beur	1 8	46	8	62	68%	41 4
Garabil Fame	Absent	Absent	Absent	Obsent	Bbsent	
Nay ST Kaus	absent	Obsert	Shrent	Absent		4.4
Satham sings	-A1 1- A1	Sprent	Chsent	stren		nt
		58	10	84	847	
Parminder Sing	20	60	10	90	90	
Sakshi		44	8	68		8% B+
Jagacep 10m	13	38	g	60		0% 3+
Manisha	-		8	85	8	5% At
Stivoraj. Singh	25	52	T.	61	1	51% Bt
Javir Cour	13	4)	T	91	(31%

SHAHEED MAJOR HARMINDERPAL SINGH (Shaurya Chakra) GOVERNMENT COLLEGE, SAHIBZADA AJIT SINGH NAGAR

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Phone No. 0172-2225164

e-mail ID: principal.gemohali@gmail.com

KOLI No	itu Name	Thoony (30)	bractical (60)	Atterdence (10)	Total	Vercentage 1	Oppose
21	Ramandeep Kau	94	49:	7	80.	80%	A ⁺
22	Deepika	14.	46	7	67	67%	B+
	Komalproet kom	12	54	8	74	74%	A
24.	Harmanheet Sty	1 20	55	8	83	83%	A ⁺
	Naresh Kumai		49	9	78	18%	A A+
20.	Changnit Ingh	18	60 .	10	88	88%	B+
	Kulwinder Baus		45	7.	61	61%	A ⁺
	Arsholop Singh		60	8	89	89%	H
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2018/B/29 HARPREET KAUR	1	. 1.60		9			
018/8/30 KHUSHPREET KAUR	27	50	AL IC	Total	-		
7018/B/31 MANPREET KAUR	29	56	10	87	87	Gade	7
2018/8/32 MOHAMMAD ASHIF	28		10	89		A+	-
2018/B/33 VIKRAMJEET	23	20	9	27	89	A+	-
	18	40	9	72	87	A+	
TOWAR .	15	40	10	68	72	A	
2018/B/35 SIMRANPREET KAUR	27	40	110	65	68	B+	
2018/8/36 KULDEEP SINGH	18	40	9	86	65	B+	
2018/8/37 SANDEEP KAUR	21	40	10	68	86	A+	
8 2018/B/38 JASKIRAT KAUR	23	56	10	81	68	bt	
2018/B/39 RAHUL SOOD	15	50	10	83	81	AT	
2018/B/40 RAVINDER KUMAR		50	10	75	83	At	
2018/B/41 OUPINDER SINGH	17	55	10	22	75	A	
2018/B/42 RAVINDER SINGH	22	50	09	181	82	A+	
2018/B/43 FIROZ KHAN	24	50	10	84	81	At	
- Constant	20	50	09	79	84	A+	
PARTIA VERMA	28	50	10		79	A	
2042 to 1	17	40		88	88	A+	
2018/B/46 IYOTI	18	55	08	65	35	Bt.	
2018/6/47 SUDARSHAN	21	55	09	82	82	A+	
2018/B/48 HARMANJIT SINGH	23	100	10	21	31	At	
2018/8/49 RAJVIR SINGH	23	50	10	83	33	A+	
2018/B/50 PINK#	17	55	10	83	83	N+	
2018/B/S1 ARSHDEEP SINGH	THE RESIDENCE OF		09	6.6	66	Bt:	
2018/B/52 ISHAN 500D	26	46	10	76	76	A	
	21	55	09	85	85	A+	
2018/B/53 NEHA	23	55	08	86.	86	A+	
2018/B/54 UTTAM RAWAT	17	40	10	67	67	B+ A	
2018/8/55 JATINDER SINGH	18	30	090	56	56	B	B
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018/B/57 DAVINDER SINGH	17	40	08	65	65	8+	
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18/8/59 GURPREET SHARMA	23	55	09	82	-	A	10
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Group 2 (ATTENDENCE OF TALLY)

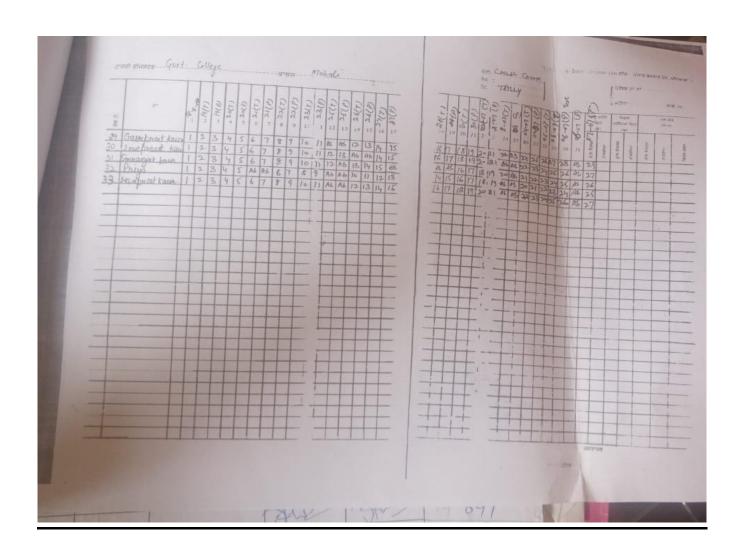
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	Roll No.	Name	SIGNATUR	F
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	2018/T/32	PARWINDER SINGH	I'm eargest Single	Sinsanjeet
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	2018/T/34	SIMRANJEET KAUR	Sangreta Round	Sougette Royal
	2018/T/35	HAMANDEEP KAUR	AS -	
i	2018/T/35	AMANPREET KAUR	Remandeep Kaul.	Romandeep kaur
Ī	2018/T/37	PRINCE KAUR		Ana preet paul.
Ī	2018/T/38	MANPREET KAUR	Knince Koun	Brince Kaute
r	2018/T/39	LOVEPREET KAUR	Hampsort Farm	Harberet Java
ı	2018/T/40	PRABHJOT KAUR	Low sent tous	Compart fave
	2018/T/41	JASBIR KAUR	Brabbyot Kaur.	JASBIR Kaw
	2018/T/42	GURPREET KAUR		
	2018/T/43	GURPREET KAUR	Graphed Kawa	Coumpacet Hours
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	2018/T/45	SHABANA	Shabana	THE RESERVE OF THE PARTY OF THE
-	2018/T/46	PARWINDER KAUR	Panwinder Kown	Shakana Kau
	2018/T/47	SIMRANJEET KAUR	Simparged Faul	Simonnut kaus
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	2018/T/48	HARPREET SINGH	Harpreet Singh	Handreet Singh
	2018/T/49		-A5 -	assistant sister
-	2018/T/50	SIMRAN KAUR	-A1 -	
	2018/T/51	UTTAM RAWAT	-83-	
	2018/T/52	NIKHIL	a walls	Whole file
	2018/T/53	HARSH		18 11 + 8
	2018/T/54	PRABHJOT SINGH	Teally at Singh.	Marry Singa
	2018/T/55	JASLEEN KAUR	KUNDEN KANTE - C	Kisanbeet Kaus
	2018/T/56	KIRANPREET KAUR	()	Xutim Su-
	2018/T/57	PRITAM SINGH	Kingan Singh	
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÷		GURMEET SINGH	Commeet Singh	Gramed Singh
	2018/T/60	JASPREET SINGH	-AS -	
	2018/T/61	JASPREET SHOOT		

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Group 3 (ATTENDENCE OF TALLY)

2018/T/62	ROLL NO NAME		Practical (7/7/18)		
	PYOTI JAISWAL	Judia . I		GMSI/680	
2018/T/63	SAHJEET SINGH	C L' Jaiswal	Ty ota Jained		
2018/1/64	MANPREET BATRA	M Ding	Sahjeetsing	015 681	
2018/1/65	KIRANDEEP KAUR		Mangreet Bats		
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2018/T/78	KAMINI	Kamini	Kamin	17 695	
2018/T/79	KIRANJOT KAUR	Kiranjokam	Kisangkay	16 696	
2018/T/80	VASU SHARMA	the	3/4	14 697	
2018/T/81	MANDEEP SINGH	Mandred Sul	Mandy 5-	12 698	
2018/T/82	BABITA	Bahtta	Babita	6 699	
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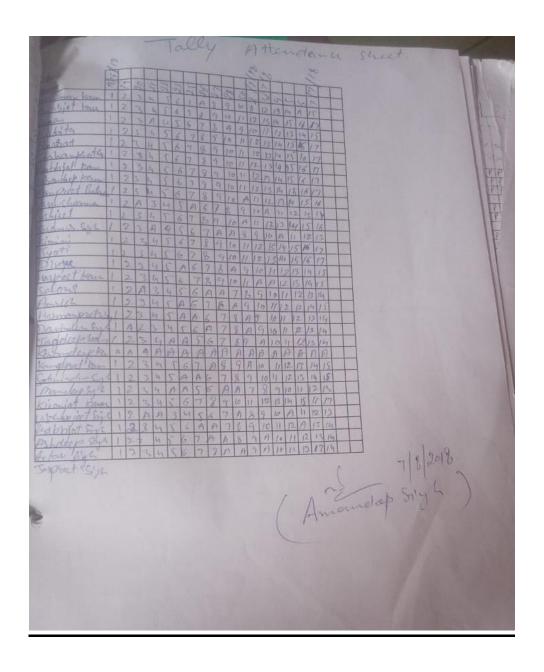
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26	2018/T/87	JASPREET SINGH	Josfred Gi		
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Dovernment College Moha s.A.s	MSIP Regentration Number GoMan Para 2005-06 Government of Pural S. NAGAR Cificate The second secon
9NDERPREET SINGH has successfully	to certify that SIO RAVINDER SINGH completed a course on
with	Office Automation A Grade 10 August 2007 And Bustus
Disery) sold	Cho/Principal Content College, Mohal)

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Serial No. GCMSIP/ 654 Place: S.A.S. Nagar (Punjab) GCMSIP Registration Number GCMSIP Registration Number GCMSIP Registration Number S.A.S. NAGAR Certificate	GCMSIP/1701-2005-06 Government of Punjab
This is to certify that Ms. Danisha Saini Do Mr. Subl	rash Saini
has successfully completed a course on	MSPECMSPECMSPECMSPECMSPECMSPECMSPECMSPEC
Programming in C with A Grade	MSPGOMSPGOMSPGOMSPGOMSPGOMSPGOMSPGOMSPGO
from 18 06 2018 to 09 07 20	18
Member Secretary GCMSIP	Kemal Blace CEO/Principal Government College, Mohali

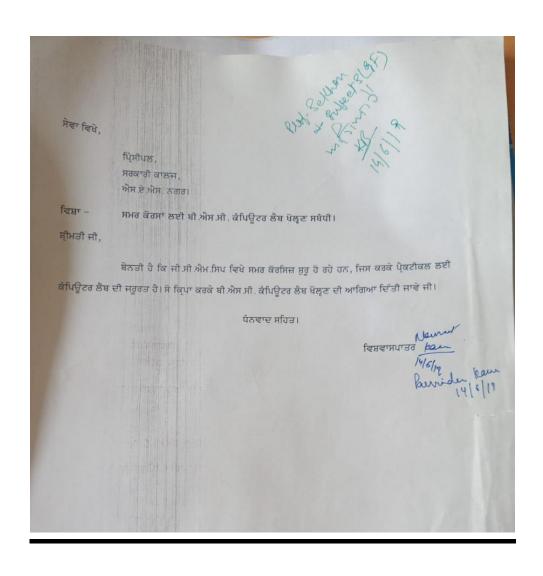
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SESSION 2019-	Programing	14-6-2019	No of
20	in C	TO 4-7-2019	students
	• Basic		39
	computer		11
	course		19
	Tally		19



Course Outcome

- Aware students about basic of computer and its evolution.
- Provide knowledge of different units of computer like processing unit, IO unit, and storage unit.
- Applications of IT.
- Advanced trends in IT.
- Develop an in depth knowledge of various motivational theories.
- Develop skills to get employment in I.T. field

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COURSE CONTENT

(BASICS COMPUTER SCIENCE)

Activity: Operating System Installation and Software & Driversation

Activity 2: Basic composens of GUI-Desktop, loos, Taskbar, Star

Wallpapers, Screen Saver Activity 3: Start Menu: Accessories-Notepad, Caleslator, Clock, Date and Time, Disk Defragmentation, Working with Corol Panel Settings

Activity 4 Taskbar properties-Maximize Minimize, Restone, and Close Activity Creating Files Folders. Shortcuts, Moving folders (right click options)

Activity 1:

Crop, save and close workbook?

Create a new worksheet, earning and moving shot. Ering, copying, moving and deleting data in cells and worksheets

- i. Insert and delete cells, columns and rows in MS-Excel Activity 21
- i. Forming of data in cell
- ii. Test formatting (fort size, font style, font color, Cell border etc.) iii. Text Align
- iv. Test Orientation, Text Direction Test Control Activity 3
 Find and replace data in a sheet

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ii. Perform data sorting and data filering in MS-Excel

Protect your Worksheet and Workbook iv. Enter and perform some basic formulasi

Activity 4:

- i. Perform some basic Functions in MS-Excel ii. Create a chart in MS-Excel
- iii. Create different types of Charts in el
- iv. Set a size, margin, orientation of page in M-El

The print properties of a worksheet in MS-Excel Activity 5:

i. Hide and unhide row and celems in MS-Excel

Set column width and sow height in MS-Excel

- iii. Adding test Bos, header footers, pictures and special symbols in your worksheet.
- iv. Aranging, splitting and hiding windows is MS-Excel. And also freezing pass
- v. Crease and run Macros in MS-Exal

MS-Word

+ H

Activity 1:

- i. Create, open, save and close a document.
- ii. Typing, copying, moving and deleting data in word document.
- iii. Perform Save and Save as, Cut and Copy, Paste and Paste Special. Activity 2:

Formatting of data in word Document:-

i. Text formatting (font size, font style, font color, subscript, superscript, upper/lower

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- ii. Text Alignment and character spacing
- iii. Indention and line spacing
- iv. Border and shading
- v. Bullets and Numbering Activity 3:
- i. Find and replace and data sorting in a document.
- ii. Protect your document.
- iii. Add chart in word document. Create different types of Charts in word.
- iv. Set a size, margin, orientation of page, Hyphenation, Columns and Line Numbers in MS-Word.

Activity 4:

- i. Set Page Color, Page Border, Themes, and Watermarks in MS-Word ii. Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box in your word document.
- iii. Showing Ruler, Gridlines, Document Map, Thumbnails, Inserting Word Art, Drop Cap. Hyperlink, Equation etc. in word document

Activity 5:

Course Outcome

(PROGRAMING USING C)

The course provides students with a detailed study of programming techniques using C programming language. Good programming habits, proper logical thinking, algorithm and flowchart development. writing efficient programs are taught in the course. Detailed lab exercises covering all aspects of the language are prepared.

Learning Outcome

To analyze problems efficiently and develop comprehensive logic to solve it. To develop good algorithms and flowcharts to solve problems.

To write C programs in a structured manner.

Instructions for the paper setter

The question paper will consist of three sections, Sections A. B & C. Sections A & B will have four questions each from the respective sections of the syllabus. Each question will carry 12

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marks, which may be segregated into sub-parts. Section C will be compulsory with 11 short answer type questions of 02 marks each, which will cover the entire syllabus.

- i. Arranging, splitting windows in MS-word ii. Perform Mail-merge in MS-word
- iii. Create and run Macros in MS-Word
- iv. Set the print properties of a word document

PowerPoint

Activity 1: i. Create, open, save and close a Presentation

ii. Typing, copying, moving and deleting data in presentation. iii. New Slide, understanding Slide Layout, adding and deleting slides.

Activity 2:

Formatting of data in slides:-

10

- 1. Operators and data types in C
- a) Write a program to print the size of all the data types supported by C and its range. b) Write a program to convert temperature from Fahrenheit to Celsius.
- c) Write a program to find simple interest and compound interest. 2. Control statements
- a) Write a program to check whether the given number is a even number or not.
- b) Write a program to accept three numbers and find the largest among them. c) Write a program to count the different vowels in a line of text using switch.
- d) Write a program to accept two numbers and perform various arithmetic operations (+, -,*/

based on the symbol entered.

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- e) Write a program to find factorial of a number. f) Write a program to check whether a number is prime or not.
- g) Write a program to print all prime numbers between any 2 given limits.
- h) Write a program to check whether a number is palindrome or not.
- i) Write a program to print all the Armstrong numbers between any 2 given limits. 4. Arrays and strings
- a) Write a program to find largest element in an array. b) Write a program to find sum and average of numbers stored in an array.
- e) Write a program to check whether a string is a Palindrome.
- d) Write a program to perform matrix addition.
- e) Write a program to perform matrix multiplication.
- 6 Functions and recursion
- a) Write a program to find the roots of a quadratic equation using function.
- b) Write a recursive program to find the factorial of a number.
- c) Write a recursive program to find the nth Fibonacci number. 7. Structures and unions
- a. Create an employee structure and display the same.
- b. Create a student database storing the roll no, name, class etc and sort by name. 8. Pointers
- a. Write a function to swap two numbers using pointers b. Write a program to access an array of integers using pointers
- 9. Files

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a. Create a file and store some records in it. Display the contents of the same. Count numbers of

characters, words and lines in the file.

The breakup of marks for the practical will be as under

Tally

Section - A

Computerized Accounting: Meaning, Difference between computerized accounting and manual accounting, Tally meaning, Features, Advantages & Disadvantages, Company creation in Tally, Accounting Masters, Inventory Masters, Accounting Vouchers, Inventory Vouchers, Bank Reconciliation, Outstanding Report, GST implement and Return Preparation including TDS, PF.

Section – B

Job Costing, Cost Center Advance Level, Complete Payroll Processing, Advanced Topics: Budget, Voucher Numbering, Voucher Class, Sales/Purchase Order Processing, Manufacturing Voucher, Price List.

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ਨੋਟਿਸ ਮਿਤੀ: 13-5-19 ਸਮੂਹ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਕੈਪਿਊਟਰ ਵਿਭਾਗ (GCMSIP) ਅਧੀਨ ਮਿਤੀ 14-6-2019 ਤੋਂ 04-07-2019 ਤੱਕ ਹੈਠ ਲਿਖੇ Summer Computer Courses ਕਰਵਾਏ ਜਾ ਰਹੇ ਹਨ। ਚਾਹਵਾਨ ਵਿਦਿਆਰਥੀ ਜਲਦ ਤੋਂ ਜਲਦ ਆਪਣੇ ਨਾਂ ਸੋਸਾਇਟੀ ਦਫਤਰ ਵਿੱਚ ਜਾਂ ਟੀਚਿੰਗ ਸਟਾਫ ਨੂੰ ਨੋਟ ਕਰਵਾਉਣ। **Summer Computer Courses** 1. Fundamental of Office Automation 2. Tally 3. Programming in C/C++ 2019 3 04-07-2019 34 √ ਕੋਰਸ ਫੀਸ 600/- ਰੁਪਏ ਹੋਵੇਗੀ। ✓ ਇਹਨਾਂ ਕੋਰਸਾਂ ਵਿੱਚ ਸੀਟਾਂ ਸੀਮਤ ਹਨ ਅਤੇ " ਪਹਿਲਾਂ ਆਉ ਪਹਿਲਾਂ ਪਾਉ" ਦੇ ਅਧਾਰ ਤੇ ਦਾਖਲਾ ਦਿੱਤਾ ਜਾਵੇਗਾ। (इंग.नी.औम.मेर्च) ਮੈਂਬਰ ਸਕੱਤਰ ਜੀ.ਸੀ.ਐਮ.ਸਿਪ

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RESULT OF BASIC COMPUTER SCIENCE

Ji cati	- S.No	. Name	Father Name	Roll No							
No.				A	Theory (20)		Practical (60)	Theory Attendance marks (10)	Lab Attendance marks(5)	1000	Grade
MSIP/361	1	Jasleen Singh	Kulbir Singh	2019/CB/01		20	57	9	4	90	0
374	2	Jagmohan Singh	Kashmir Singh	2019/CB/02		10	55	10	5	80	A+
373	3	Jyoti verma	Amit kumar verma	2019/CB/03		16	42	10	5	73	A
371	4	Loveleen	Jagdeep Kumar	2019/CB/04	1000	17	38	10		70	A
370	5 F	Parminder Singh	Ved parkash	2019/CB/05	The same	16	54	10		5 85	A+
372	6 K	artikey Joshi	Sanjeev kumar joshi	2019/CB/06		23	55	10		5 93	30
369	7 N	lanpreet kaur	Surinder Singh	2019/CB/07		23	60	10		5 9	80
367	8 A1	mandeep Singh	Jasvir Singh	2019/CB/08		9	38		5	2 5	5 B
366	9 Ra	injeet Singh	Kulvir Singh	2019/CB/09		17	59	1	0	5	91 0
365 1	0 Ra	jwinder kaur	Gurpal Singh	2019/CB/10		17	53	3 1	0	5	85 A+
364 1	1 Jor	ravar Singh	Ajad Singh	2019/CB/11		6	5 49	9 1	.0	5	70 A
363 -12	? Rav	vinder Singh	Avtar Singh	2019/CB/12		ţ	5 4	0 :	10	5	60 B+
369 13	Jash	nandeep Singh	Jagtar Singh	2019/CB/13			5 4	0	10	5	60 B+
360 14		ninder Pal kaur	Jagjit Singh	2019/CB/14		14	4 6	0	10	5	89 A+
359 15	Tani	va	Rajesh kumar	2019/CB/15		19	9 3	37	10	5	71 A
358 26		nilan kaur	Lovejit Singh	2019/CB/16		1	2 5	58	10	5	85 A+ -
357 17		leep Singh	Sukhwinder Singh	2019/CB/17		1	5	32	6	2	55 B ~
-			Ishwar Singh Jalwa	2019/CB/18		1	1	45	6	2	64 B+
	Sajjan	nk Jalwa Lal	Prabh Dyal	2019/CB/19		2		55	9	4	+A/68
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(RESULT OF TALLY)

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Centralical expositions	SR. NO	ROLL NO. 2019/T/01	SHIVRAJ SINGH	P)70	T)30	100)	%AGE	GRADE	
crio C No	0/ 1	2019/T/02	JASMEET KAUR	70	26	96	94	0	
has shown	03 2	2019/T/03	TARANDEEP SINGH	60	24	94	94	0	
03	4	2019/T/04	AMANPREET SINGH	60	38	84	84	A+.	
05	5	2019/T/05	JASKARAN SINGH	95	28	88	88	A ⁺	
06	6	2019/T/06	GAGANDEEP SINGH	45	38	83	83	A+	
07	7	2019/T/07	GURJOT SINGH	60	34	84	84	A+	
0	-8	2019/17/08	LEFT	LEFT	LEFT	LEFT	LEFT	LEFT	
30	9	2019/T/09	PARAMJIT KAUR	60	14	74	74	A	
09	10	2019/T/10	GURJOT SINGH	55	20	15	75	A	
10	11	2019/T/11	POONAM	60	38		88	A+*	
111	12	2019/T/12	SARBJEET SINGH	70	28	98	98	Ate	
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13	14	2019/T/14	AISHWARYA	55	13	67	67	A*	
14	15	2019/T/15	PRIYA	60	18	78			
15	16	2019/T/16	KOMAL	65	38	93			
16	17	2019/T/17	SEEMA KUMARI	60	36	8		L A	1
17 1	18	2019/T/18	SUMANPREET KAUR	60	13	7	-	2 A+*	1
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332	21	2019/T/21	VARINDER SINGH	65	20	-		4 0	1
333	22	2019/T/22	ABHAY SHARMA	70	24			7 A	
334	23	2019/T/23	DAVINDER SINGH	55	23			6 A+1	•
335	24	2019/T/24	SIMRANJEET KAUR	60	96	-		10 A	
336	25	2019/T/25	JAGDEEP KAUR	50	20	0		01 0	
337	26	2019/T/26	SHIV KUMAR	65	36		2	87 V+	•
38	27	2019/T/27	PANKAJ GUPTA	60	92			0 00	
39	28	2019/T/28	SURINDER SINGH	70	30		16	96 0	
40	29	2019/T/29	JASPREET SINGH	70	36		94	94 0	
341	30	2019/T/30	ALISHA DHIMAN	70	34		91	91 0	
47	31	2019/T/31	SAKSHI	65	26		86	86 A	++
43	32	2019/T/32	RAMANJOT KAUR	60	26			00 0	+0
44	33	2019/T/33	RAMANDEEP KAUR	60	26		86	74 F	10
15	34	2019/T/34	HARJOT SINGH	50	20		74	19	+0
6	35	2019/T/35	RAJWINDER SINGH	- 55	28	3	83		
7 3	36	2019/T/36	JODH SINGH	50	2		74		
	7	2019/T/37	KARMJIT KAUR	65	30		95	95	0
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RESULT PROGRAMING USING C

tificetis.No. Name	father name	Roll No	P			(14th jun		
354 1 Richard VI			Theory (20)	Practical (60)	Theory Attendance marks (10)	Lab Attendance marks(5)	Total Marks	Grade
2 Ca	Ravinder Singh	2019/C/01	15	50	10	05	30	A+,
own arrijeet singh	SIIIBII	2019/C/02	16	51	10	05	82	A+
The strike of th	Harminder singh	2019/C/03	15	52	09	04	80	A+/
- I made singh	Gurpreet singh	2019/C/04	15	52	09	04	80	A+/
	Lekhraj	2019/C/05	17	55	10	05	87	A+/
6 / Himanshu	Karam chand	2019/C/06	15	50	08	03	776	A-
7 / Tarvir kaur	Tarinder Singh	2019/C/07	17	55	10	05	87	A+-
/ Jagsir Singh	Gura Singh	2019/C/08	12	45	10	057	72	- A.
- Amardeep singh	Artar Singh	2019/C/09	14	45	08	03	70	A/
Lakhbir Singh	Hachhater Singh		12	43	08	03	66	
Anmol Singh	Swaran Singh	2019/C/11	012	42	08	03	65	C B+
P	$\begin{array}{c} A^{+} \rightarrow 6 \\ 1 - 3 \\ 5 - 2 \end{array}$			Bri		ar Bajpai at of Computer ge S.A.S Nagar		d Application