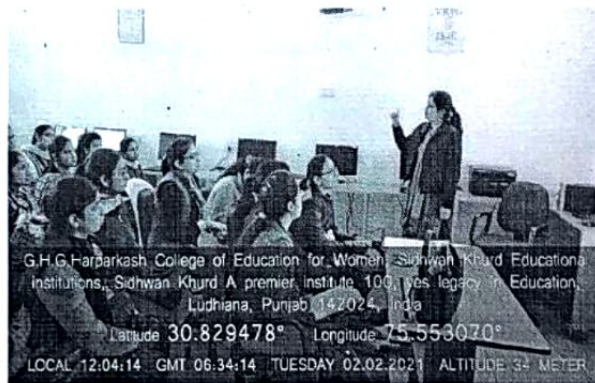
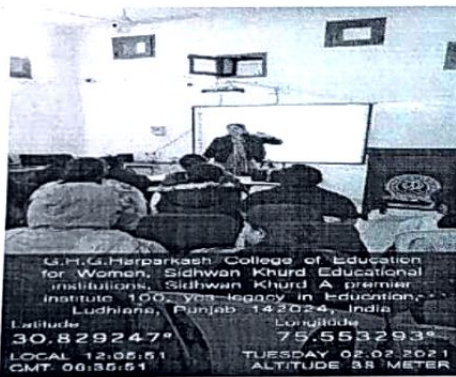


Report of Value-Added Course on Digital Literacy

GHG Harparkash College of Education for Women, Sidhwan Khurd, Ludhina offered value added courses from 01-02-2020 to 08-02-2020. Total number of 30 students joined this Value-added course on Digital Literacy. Dr Ajay Kumar was the coordinator of this course and Mrs Manpreet Kaur, Assistant Professor GHG Harparkash College of Education for Women, was the recourse person. On first day of the course Mrs Manpreet Kaur shared her views and gave hand on practice to students about MS word, short cuts of MS word, short of how to create table with symbols, format print, super script and other shortcuts as well. On second day of this course Mrs Manpreet Kaur shared gave hand on practice to the students about Advanced feature of Excel like data analysis tool pack, handling data of up to thousands of students. On third day students were gave hand on practice about Power Point Presentation and how make an effective and declarative presentation. On the fourth day Mrs Manpreet Kaur made aware the students about how to create a questionnaire of Google forms in google docs offered by the google. On the fifth day of this course students were made aware about how to generate e certificates and how to dispatch them online. On sixth day of this course students gave hand on experiences to how to scan documents. Students also learned some WhatsApp web techniques. On seventh of this course students were made aware about how to develop e-content through mix software and VIDMA recorder App on mobile. Students also learned Learning Management System.




3093
(Dr Ajay Kumar)
Coordinator

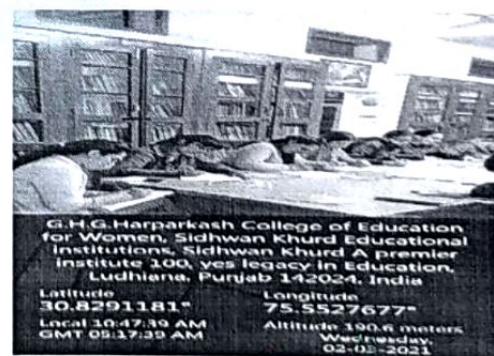
A.K.
(Dr Amandeep Kaur)
Principal
G. H. G. Harparkash College
of Education for Women
SIDHWAN KHURD (Ldh.)

Report of Value-Added Course on Communication Skills

GHG Harparkash College of Education for Women, Sidhwan Khurd, Ludhiana offered value added courses from 01-02-2020 to 08-02-2020. Total number of 31 students joined this Value-added course on Communication Skills. Dr Ajay Kumar was the coordinator of this course and Mrs Pushpinder Kaur, Associate Professor GHG Harparkash College of Education for Women, and Dr Shally, Associate Professor GHG Harparkash College of Education for Women, were the recourse persons. On first day of this course students are made aware about the listening skill and how this is very much important for effective communication skill. Students listen some audio stories with animation. The experts of this course test and monitored progress of the students through questioning, Narration of the story and new words they have learnt through this process. On second day of this course students gave hand on practice of reading. Students provided the reading materials and each students read the paragraphs of the story and describe it in her own words. Teachers rectified the wrongly pronounced words and comprehensive ability of the students also checked through questioning. On third day of this course students gave hand on practice of writing and teachers rectified the spelling and grammatical mistakes of the students. On fourth day of this course students taken to the language lab and every students go through all the communication module available in the language lab. On fifth day of this course every students present herself through declamation and teacher will evaluate the students through their presentation. On sixth day students again taken to language lab and all the students shared their experiences with each other. On Seventh day all the students gave an opportunity to share their own life experiences funny facts with all the students.




(Dr Ajay Kumar)
Coordinator




(Dr Amandeep Kaur)
Principal

G. H. G. Harparkash College
of Education for Women
SIDHWAN KHURD (Ld.)