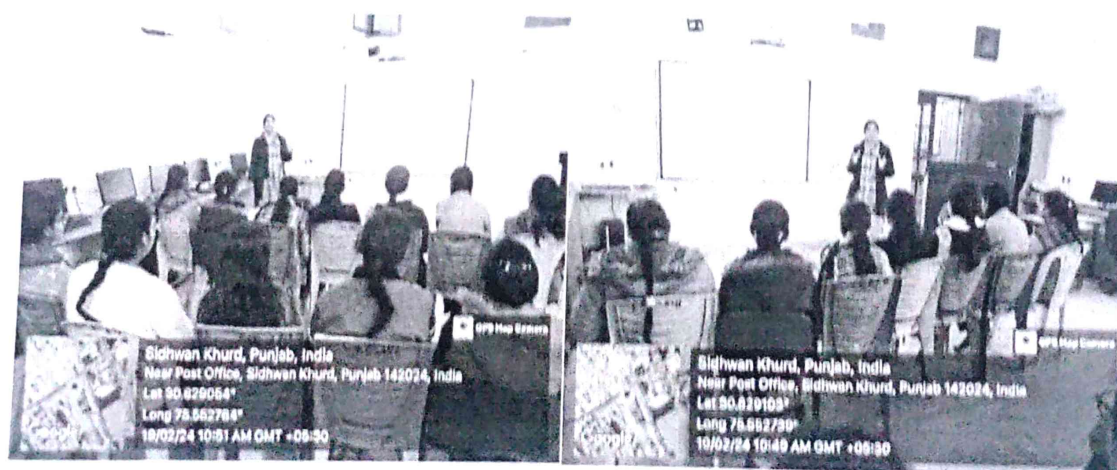
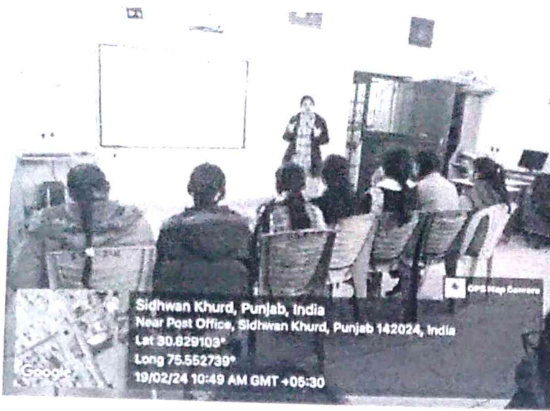


## Report of Value-Added Course on Digital Literacy

GHG Harparkash College of Education for Women, Sidhwan Khurd, Ludhiana offered value added courses from 19-02-2024 to 01-03-2024. Total number of 44 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 resource person. On first day of the course Mrs Manpreet Kaur demonstrated the use of MS word, short cuts of MS word, short cut of how to create table with symbols, format print, super script and other shortcuts as well. The session was followed up by hands on practice session for students.

On the second day of this course Mrs Manpreet Kaur has given demonstration about Advanced feature of Excel like data analysis tool pack, handling data up to thousands of people. On third day students were gave hand on practice about Power Point Presentation and how to make an effective and declarative presentation. On the fourth day Mrs Manpreet Kaur made students aware about Uses of internet. On the fifth day Mrs Manpreet Kaur made students aware about Google apps such as Google forms, google docs, google sheets etc. On the sixth day Mrs Manpreet Kaur has given demonstration about development of E-Content through mix software and In-shot App on mobile. On the seventh day of this course students were made aware about Learning Management System and google classroom etc. On the eighth day of this course students were made aware about how to generate e-certificates and how to dispatch them online. On ninth day of this course students gave hand on experiences to how to create blog. Students also learned some WhatsApp web techniques. On tenth day of this course students were made aware about how to use jam board and online assessment tools in online classes.





Sidhwan Khurd, Punjab, India  
Near Post Office, Sidhwan Khurd, Punjab 142024, India  
Lat 30.829103°  
Long 75.552739°  
19/02/24 10:49 AM GMT +05:30



Sidhwan Khurd, Punjab, India  
Near Post Office, Sidhwan Khurd, Punjab 142024, India  
Lat 30.829053°  
Long 75.552757°  
19/02/24 10:48 AM GMT +05:30

*Ajay Kumar*

(Dr Ajay Kumar)

Coordinator

*Amandeep Kaur*

(Dr Amandeep Kaur)

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



# G.H.G. HARPARKASH COLLEGE OF EDUCATION FOR WOMEN

12, P.O. BANGA, DISTRICT - JALANDHAR, PUNJAB - 151001  
12, P.O. BANGA, DISTRICT - JALANDHAR, PUNJAB - 151001

## Schedule for Value Added Course (Digital Literacy)

Day-1 (19-02-2024)

Session	Duration	Resource Person	Activities
Session -1	12:00 P.M 1:00 P.M	Mrs. Manpreet Kaur	Microsoft Word
Session -2	1:30 P.M 3:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-2 (20-02-2024)

Session	Duration	Resource Person	Activities
Session -1	12:00 P.M 1:00 P.M	Mrs. Manpreet Kaur	Microsoft Excel
Session -2	1:30 P.M 3:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-3 (21-02-2024)

Session	Duration	Resource Person	Activities
Session -1	12:00 P.M 1:00 P.M	Mrs. Manpreet Kaur	Microsoft PowerPoint
Session -2	1:30 P.M 3:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-4 (22-02-2024)

Session	Duration	Resource Person	Activities
Session -1	12:00 P.M 1:00 P.M	Mrs. Manpreet Kaur	Introduction to Internet
Session -2	1:30 P.M 3:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-5 (23-02-2024)

Session	Duration	Resource Person	Activities
Session -1	12:00 P.M 1:00 P.M	Mrs. Manpreet Kaur	Understanding Google drive: Google excel, doc, slide and form
Session -2	1:30 P.M 3:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-6 (26-02-2024)

Session	Duration	Resource Person	Activities
Session -1	12:00 P.M 1:00 P.M	Mrs. Manpreet Kaur	E-Content development
Session -2	1:30 P.M 3:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-7 (27-02-2024)

Session	Duration	Resource Person	Activities
Session -1	12:00 P.M 1:00 P.M	Mrs. Manpreet Kaur	Familiar with LMS like Google Classrooms etc.
Session -2	1:30 P.M 3:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-8 (28-02-2024)

Session	Duration	Resource Person	Activities
Session -1	12:00 P.M 1:00 P.M	Mrs. Manpreet Kaur	Generation of E-Certificates
Session -2	1:30 P.M 3:00 P.M	Mrs. Manpreet Kaur	Hand on Practice


Day-9 (29-02-2024)

Session	Duration	Resource Person	Activities
Session -1	12:00 P.M 1:00 P.M	Mrs. Manpreet Kaur	How to Create Blog?
Session -2	1:30 P.M 3:00 P.M	Mrs. Manpreet Kaur	Hand on Practice


Day-10 (01-03-2024)

Session	Duration	Resource Person	Activities
Session -1	12:00 P.M 1:00 P.M	Mrs. Manpreet Kaur	Use of Jam board and online Assessment Tools in online classes
Session -2	1:30 P.M 3:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Coordinator

  
(Dr. Ajay Kumar)

Principal

  
Principal  
(Dr. Amandeep Kaur)  
G. H. G. Harpal Singh College  
of Education for Women  
SIDHWAN KHURD (Ld)

## ATTENDANCE SHEET

### Value Added Course

#### Digital Literacy (19.02.2024-01.03.2024)

Sr. No.	Name of the Student	Day-1	Day-2	Day-3	Day-4	Day-5	Day-6	Day-7	Day-8	Day-9	Day-10
1	PRABHJOT KAUR	P	P	P	A	P	P	P	P	P	P
2	GURPREET KAUR	P	P	P	P	P	A	P	P	P	P
3	HARSHPREET KAUR	P	A	P	P	P	P	P	A	P	P
4	SUKHPREET KAUR GREWAL	P	P	P	P	A	P	A	P	P	P
5	KULWINDER KAUR	P	P	P	P	P	P	P	P	A	P
6	GURPREET KAUR	P	P	P	P	P	P	P	P	P	P
7	AMANDEEP KAUR	A	P	P	P	P	P	P	P	P	A
8	GURLEEN KAUR	P	P	P	P	P	P	P	P	P	P
9	NAVDEEP KAUR	P	P	P	P	P	A	P	P	P	P
10	MANINDERPREET KAUR	P	P	A	P	P	P	P	P	P	P
11	SIMRANJEET KAUR	P	P	P	P	P	P	P	P	P	P
12	GAGANDEEP KAUR	P	P	P	P	P	P	P	P	P	P
13	PRABHJOT KAUR	P	P	P	P	P	P	P	P	P	P
14	GEETA RANI	P	P	P	P	P	A	P	P	P	P
15	ANUPREET KAUR	P	P	P	P	P	P	P	P	P	P
16	MANDEEP KAUR	P	P	P	P	P	P	P	P	P	P
17	RANJU SOBTI	P	P	P	P	P	P	P	P	P	P
18	MANPREET KAUR	P	P	P	A	P	P	P	P	P	P
19	SHARANJEET KAUR	P	P	A	P	P	P	P	P	P	P
20	SANDEEP KAUR	P	P	P	P	P	P	P	P	P	P
21	PREMJIT KAUR	P	P	P	P	P	P	P	P	P	P
22	DILPREET KAUR	P	P	P	P	A	P	P	P	A	P

23	RAMANDEEP Kaur	P	P	P	P	A	P	P	P	P	P
24	MANSIMRAN Kaur	P	P	P	P	P	P	P	P	P	P
25	SANDEEP SINGH	P	P	P	P	P	A	P	P	P	P
26	NISHA KAPHA	P	P	P	A	P	P	P	P	P	P
27	GURPREET Kaur	P	P	A	P	P	P	P	P	P	P
28	AMANDEEP Kaur	P	P	P	P	P	P	P	P	P	P
29	ARTI RANI	P	P	P	P	P	P	P	P	P	P
30	MANPREET Kaur	P	P	P	P	P	P	P	P	P	P
31	JOBENPREET Kaur	P	P	P	P	P	P	P	A	P	P
32	SIMRANJEET Kaur	P	P	P	P	P	P	P	P	P	P
33	SHIKHA	P	P	P	P	P	P	P	P	P	P
34	DIVYAJOT PATHAK	P	P	P	P	P	P	A	P	P	P
35	SANDEEP SINGH	P	P	P	P	P	P	P	A	P	P
36	MANDEEP Kaur	P	P	P	P	P	P	P	A	P	P
37	NAVDEEP Kaur	A	P	A	P	P	P	P	P	P	P
38	MANPREET Kaur	P	P	P	P	P	P	P	P	P	P
39	KIRANJOT Kaur	P	P	P	P	A	A	P	P	P	P
40	HARPREET Kaur	P	P	P	P	P	P	P	P	P	P
41	AMANDEEP Kaur	P	A	P	P	P	P	P	P	P	P
42	KIRANDEEP Kaur	P	P	P	P	P	P	P	P	P	P
43	RAMANPREET Kaur	P	P	P	P	P	P	P	P	P	P
44	HARPREET Kaur	P	P	P	P	P	P	P	P	P	P



# G.H.G. Harparkash College of Education for Women

Sidhwan Khurd (Ludhiana), Punjab  
(NAAC Re-accredited 'A' Grade College, CGPA 3.38)

*Organizes*


## **Value Added Course**

on

## *Digital Literacy*

### **CERTIFICATE**

This is to certify that Ms. Nawdeep Kaur student of  
G.H.G. Harparkash College of Education for Women, Sidhwan Khurd (Ludhiana) has successfully  
completed Value Added Course on "Digital Literacy" from 19<sup>th</sup> February, 2024 to 01<sup>st</sup> March, 2024.

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

  
Dr. Ajay Kumar  
Coordinator