


Report of Value-Added Course on Digital Literacy

GHG Harparkash College of Education for Women, Sidhwan Khurd, Ludhiana offered value added courses from 14-03-2022 to 25-03-2022. Total number of 51 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 given 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.




(Dr Ajay Kumar)
Coordinator


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



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

NAAC RE-ACCREDITED 'A' GRADE COLLEGE WITH CGPA 3.38
VPO Sidhwan Khurd, Teh. Jagraon, Dist- Ldh, PB- 142024, IN

Schedule for Value Added Course (Digital Literacy)

Day-1 (14-03-2023)

Session	Duration	Resource Person	Activities
Session -1	9:00 A.M- 10:00 A.M	Mrs. Manpreet Kaur	Microsoft Word
Session -2	10:00 A.M- 12:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-2 (15-03-2023)

Session	Duration	Resource Person	Activities
Session -1	9:00 A.M- 10:00 A.M	Mrs. Manpreet Kaur	Microsoft Excel
Session -2	10:00 A.M- 12:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-3 (16-03-2023)

Session	Duration	Resource Person	Activities
Session -1	9:00 A.M- 10:00 A.M	Mrs. Manpreet Kaur	Microsoft Power Point
Session -2	10:00 A.M- 12:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

4 (17-03-2023)

Session	Duration	Resource Person	Activities
Session -1	9:00 A.M- 10:00 A.M	Mrs. Manpreet Kaur	Introduction to Internet
Session -2	10:00 A.M- 12:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-5 (18-03-2023)

Session	Duration	Resource Person	Activities
Session -1	9:00 A.M- 10:00 A.M	Mrs. Manpreet Kaur	Understanding Google drive: Google excel, doc, slide and form
Session -2	10:00 A.M- 12:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-6 (20-03-2023)

Session	Duration	Resource Person	Activities
Session -1	9:00 A.M- 10:00 A.M	Mrs. Manpreet Kaur	E-Content development
Session -2	10:00 A.M- 12:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-7 (21-03-2023)

Session	Duration	Resource Person	Activities
Session -1	9:00 A.M- 10:00 A.M	Mrs. Manpreet Kaur	Familiar with LMS like Google Classrooms etc.
Session -2	10:00 A.M- 12:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

8 (22-03-2023)


Session	Duration	Resource Person	Activities
Session -1	9:00 A.M- 10:00 A.M	Mrs. Manpreet Kaur	Generation of E-Certificates
Session -2	10:00 A.M- 12:00 P.M	Mrs. Manpreet Kaur	Hand on Practice


Day-9 (24-03-2023)

Session	Duration	Resource Person	Activities
Session -1	9:00 A.M- 10:00 A.M	Mrs. Manpreet Kaur	How to Create Blog?
Session -2	10:00 A.M- 12:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Day-10 (25-03-2023)

Session	Duration	Resource Person	Activities
Session -1	9:00 A.M- 10:00 A.M	Mrs. Manpreet Kaur	Use of Jam board and online Assessment Tools in online classes
Session -2	10:00 A.M- 12:00 P.M	Mrs. Manpreet Kaur	Hand on Practice

Coordinator 
(Dr. Ajay Kumar)


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

ATTENDANCE SHEET

Value Added Course

Digital Literacy (14.03.2023-25.03.2023)

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	Jashandeep Kaur Gill	Jashandeep Kaur Gill	Jashandeep Kaur Gill	Jashandeep Kaur Gill	Jashandeep Kaur Gill	Jashandeep Kaur Gill	Jashandeep Kaur Gill	Jashandeep Kaur Gill	Jashandeep Kaur Gill	Jashandeep Kaur Gill	Jashandeep Kaur Gill
2	Paramjit Kaur	Paramjit Kaur	Paramjit Kaur	Paramjit Kaur	Paramjit Kaur	Paramjit Kaur	Paramjit Kaur	Paramjit Kaur	Paramjit Kaur	Paramjit Kaur	Paramjit Kaur
3	Ravneet Kaur	Ravneet Kaur	Ravneet Kaur	Ravneet Kaur	Ravneet Kaur	Ravneet Kaur	Ravneet Kaur	Ravneet Kaur	Ravneet Kaur	Ravneet Kaur	Ravneet Kaur
4	Sumandeep Kaur	Sumandeep Kaur	Sumandeep Kaur	Sumandeep Kaur	Sumandeep Kaur	Sumandeep Kaur	Sumandeep Kaur	Sumandeep Kaur	Sumandeep Kaur	Sumandeep Kaur	Sumandeep Kaur
5	Ramanjeet Kaur	Ramanjeet Kaur	Ramanjeet Kaur	Ramanjeet Kaur	Ramanjeet Kaur	Ramanjeet Kaur	Ramanjeet Kaur	Ramanjeet Kaur	Ramanjeet Kaur	Ramanjeet Kaur	Ramanjeet Kaur
6	Sahjpreet Kaur	Sahjpreet Kaur	Sahjpreet Kaur	Sahjpreet Kaur	Sahjpreet Kaur	Sahjpreet Kaur	Sahjpreet Kaur	Sahjpreet Kaur	Sahjpreet Kaur	Sahjpreet Kaur	Sahjpreet Kaur
7	Manpreet Kaur	Manpreet Kaur	Manpreet Kaur	Manpreet Kaur	Manpreet Kaur	Manpreet Kaur	Manpreet Kaur	Manpreet Kaur	Manpreet Kaur	Manpreet Kaur	Manpreet Kaur
8	Navdeep Kaur	Navdeep Kaur	Navdeep Kaur	Navdeep Kaur	Navdeep Kaur	Navdeep Kaur	Navdeep Kaur	Navdeep Kaur	Navdeep Kaur	Navdeep Kaur	Navdeep Kaur
9	Puneet Kaur	Puneet Kaur	Puneet Kaur	Puneet Kaur	Puneet Kaur	Puneet Kaur	Puneet Kaur	Puneet Kaur	Puneet Kaur	Puneet Kaur	Puneet Kaur
10	Sumandeep Kaur	S Kaur	S Kaur	S Kaur	S Kaur	S Kaur	S Kaur	S Kaur	S Kaur	S Kaur	S Kaur
11	Kritika Bansal	Kritika	Kritika	Kritika	Kritika	Kritika	Kritika	Kritika	Kritika	Kritika	Kritika
12	Himani Kataria	Himani Kataria	Himani Kataria	Himani Kataria	Himani Kataria	Himani Kataria	Himani Kataria	Himani Kataria	Himani Kataria	Himani Kataria	Himani Kataria
13	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur
14	Sonia Rani	Sonia	Sonia	Sonia	Sonia	Sonia	Sonia	Sonia	Sonia	Sonia	Sonia
15	Amnolpreet Kaur	Amnolpreet Kaur	Amnolpreet Kaur	Amnolpreet Kaur	Amnolpreet Kaur	Amnolpreet Kaur	Amnolpreet Kaur	Amnolpreet Kaur	Amnolpreet Kaur	Amnolpreet Kaur	Amnolpreet Kaur
16	Ramandeep Kaur	Ramandeep Kaur	Ramandeep Kaur	Ramandeep Kaur	Ramandeep Kaur	Ramandeep Kaur	Ramandeep Kaur	Ramandeep Kaur	Ramandeep Kaur	Ramandeep Kaur	Ramandeep Kaur
17	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur	Gagandeep Kaur
18	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur
19	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita
20	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur
21	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur
22	Prinka	Prinka	Prinka	Prinka	Prinka	Prinka	Prinka	Prinka	Prinka	Prinka	Prinka

GHG HARPARKASH COLLEGE OF EDUCATION FOR WOMEN, SIDHWAN KHURD (LDH)
VALUE ADDED COURSE (14.03.2023 to 25.03.2022)
 Digital Literacy

Roll No.	Name	Day-1	Day-2	Day-3	Day-4	Day-5	Day-6	Day-7	Day-8	Day-9	Day-10
2201	Gurjot Kaur	Gurjot Kaur	Gurjot	Gurjot	Gurjot Kaur	Gurjot Kaur	Gurjot Kaur	Gurjot Kaur	Gurjot Kaur	Gurjot Kaur	Gurjot Kaur
2202	Harpreet Kaur	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet
2203	Rajinder Kaur	Rajinder Kaur	Rajinder Kaur	Rajinder Kaur	Rajinder Kaur	Rajinder Kaur	Rajinder Kaur	Rajinder Kaur	Rajinder Kaur	Rajinder Kaur	Rajinder Kaur
2204	Harpreet Kaur	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet	Harpreet
2205	Sunita Sharma	Sunita	Sunita	Sunita	Sunita	Sunita	Sunita	Sunita	Sunita	Sunita	Sunita
2206	Anita Rani	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita
2208	Prachi Sood	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi
2209	Parul Sood	Parul	Parul	Parul	Parul	Parul	Parul	Parul	Parul	Parul	Parul
2210	Sandeep Kaur	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep
2211	Vasudha Marwaha	Vasudha	Vasudha	Vasudha	Vasudha	Vasudha	Vasudha	Vasudha	Vasudha	Vasudha	Vasudha
2213	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur	Amandeep Kaur
2214	Divyajot Kaur	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya
2216	Ramandeep Kaur	Ramandeep	Ramandeep	Ramandeep	Ramandeep	Ramandeep	Ramandeep	Ramandeep	Ramandeep	Ramandeep	Ramandeep



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. Keitika Bansal student of

G.H.G. Harparkash College of Education for Women, Sidhwan Khurd (Ludhiana) has successfully completed Value Added Course on "Digital Literacy" from 14th March, 2023 to 25th March, 2023.


Dr. Ambandeep Kaur
Principal


Dr. Ajay Kumar
Coordinator



GHG Harparbhash College of Education for Women

Suburban School (Autonomous) Pune

(NAAC Re-accredited 'A' Grade College, Coe 50)

Organization

Value Added Course

on

Digital Literacy

CERTIFICATE

This is to certify that the _____ student of _____

student of _____

GHG Harparbhash College of Education for Women, Suburban School (Autonomous) has successfully

completed Value Added Course on "Digital Literacy" from 1st March, 2023 to 31st March, 2023.

Dr. Subhash Chandra
Principal

Dr. Subhash Chandra
Principal



Ph. 01624 - 234941
01624-235796

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

SIDHWAN KHURD-142024 (LUDHIANA) PUNJAB (INDIA)

Govt. Aided, Affiliated to Panjab University, Chandigarh

NAAC REACCREDITED 'A' GRADE COLLEGE

Dated 07.03.2023

NOTICE

GHG Harparkash College of Education for Women is going to start two Value Added Courses i.e. Digital Literacy and Communication Skills for B.Ed-IV, M.Ed-IV and PG Diploma in Guidance and Counselling-II Semester students from 14.03.2023 to 25.03.2023.

Students have choice to opt for any of course or both the courses if they wish to wish to.

Coordinators

Dr. Shally *Shally*

Dr. Ajay Kumar *AJK*

[Signature]
Principal

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