Khalsa College for Women Sidhwan Khurd

VALUE ADDED COURSES

Brochure of Value-added Courses

KHALSA COLLEGE FOR WOMEN
SIDHWAN KHURD
DISTT. LUDHIANA
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www.kcwsidhwan.org

KHALSA COLLEGE FOR WOMEN

KNOWLEDGE DISPELS DARKNESS

SIDHWAN KHURD

LUDHIANA

BROCHURE

FOR

VALUE-ADDED COURSES

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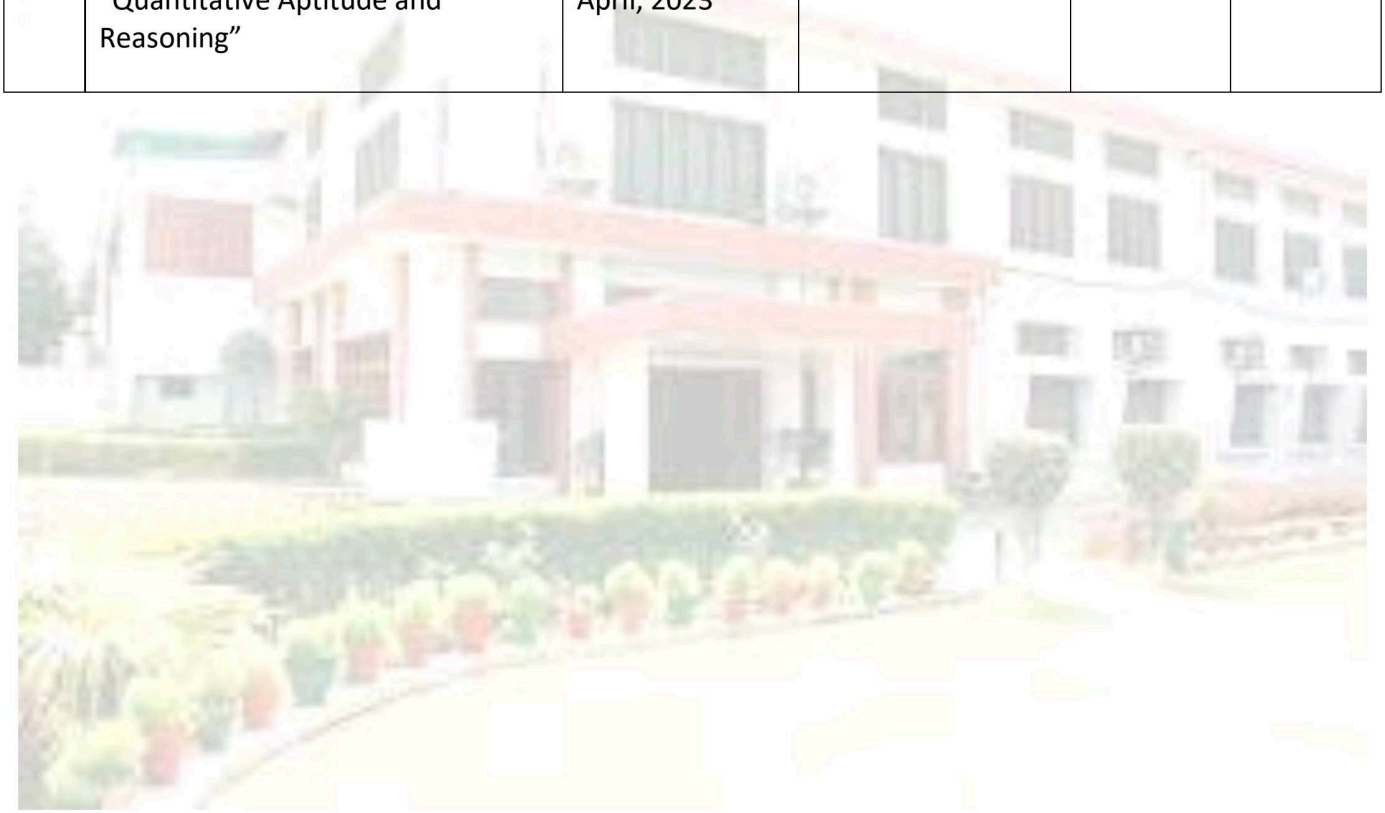

Value added Certificate course on "Mastering Information Literacy: Enhancing Your Search and Reading Skills" from March 02-31, 2023

Course Code: KCW/VAC/MIL

Coordinator/Resource Person: Dr. Mahipal Dutt

Duration: 30 Contact Hours

Introduction:

Objectives:

- To instill and enhance information-searching skills using print and digital resources.
- To improve the reading skills of library patrons.

Conduction of Course:

- Value added course in not mandatory to qualify for any programme.
- It is a non-credit Course.
- It is a teacher assisted learning course open to all students without any additional fee.
- Classes for VAC are conducted during the reserved time slot/zero-period earmarked for the same.
- A student will be permitted to register only in one VAC in a semester.
- The course can be offered only if there are at least five students opting for it.
- The duration of VAC is 30 hours including theory and practical.
- The combination of theory and practical shall be decided by the course teacher with the approval of the Principal.

Duration and Venue:

- The duration of VAC should not be less than 30 hours.
- Venue will be allotted by the time table in-charge.

Registration Procedure:

- The list of VACs offered along with the syllabus will be available on the college website, displayed on the students' notice board, posted in mentor groups, and on the Facebook page of the college.
- The student will fill up registration form.
- Each Coordinator cum Resource Person In-charge of a course is responsible for maintaining attendance and assessment records of the registered participants.
- The records shall include information on attendance, assignments, practical work and activities that will be carried out.
- The record shall be signed by the Coordinator/ Resource Person, and the Principal and kept in safe custody for future reference.
- Each student must have a minimum of 75% attendance in VAC in order to be eligible to take course completion certificate.
- The students, who successfully complete the VAC, shall be awarded certificates duly signed by the Authorized signatories.

Syllabus

Following will be the schedule during the course:

Days	Name of Activity	Details
MIL/Mod1 8 Hours	***Read, Review and Raise your Knowledge! Book Auction***	All the students will select one book from library, read it, and write the review in the review register kept in the library. One student will extol the virtues of the book she has read and enjoyed, to other students. She will do this in the style of an auctioneer. No money transaction involved. **Best reviewer/auctioneer may be awarded.**
MIL/Mod2 8 Hours	**News and Views** **G. K. Hunt** **Headline Grabber**	Students will find prospective General Knowledge bits from various newspapers of the day. To analyze a news story from different viewpoints, same news item covered by different newspapers will be read and discussed. Headlines from the newspaper will be collected and studied for their grammar, presentation and viewpoints. The students will collect the articles/prepare their own records for the quiz/group discussion on 22nd March, 2023.
MIL/Mod3 14 Hours	**Know the Reference and Rare Books** **Design a Book Jacket** **Journal Talk** **Know the e-resources**	Let the students to note down one piece of information they really want to know. Librarian will show how to choose the right level of reference books such as encyclopedia and also how to access the material. A discussion can be initiated about the kind of material and how the entries are arranged. Competition to design a jacket/dust cover for a selected book will be conducted. Like book talk, a journal/periodical in the library will be read and reviewed. The students will collect information from 5 different Magazines of their choice and will review their content for quality, repute of publisher, theme, cost, frequency, language, style of writing, readership) and will present/discuss on 31st March, 2023. The students will be made aware by the librarian regarding e-resources

Value added Certificate course on "Computer Fundamentals: Demonstrating the basic knowledge of computers and their uses" from March 02-31, 2023

Course code: KCW/VAC/CF

Coordinator/Resource Person: Ms. Harpreet Kaur

Duration: 30 Contact Hours

Introduction:

The course is designed to aim at imparting a basic level appreciation programme for the students. After completing the course, student is able to the use the computer for basic purposes of preparing his/her personnel and academic activities, viewing information on Internet , sending mails etc. This course helps the students to get familiar with various services of internet using the computers and enjoy in the world of Information Technology.

Objectives:

- To understand the purpose and elements of information systems.
- To improve the basic computer skills by getting familiar with its functions.

Conduction of Course:

- Value added course is not mandatory to qualify for any programme.
- It is a non-credit course.
- It is a teacher assisted learning course open to all students without any additional fee.
- Classes for VAC are conducted during the reserved time slot/zero-period earmarked for the same.
- A student will be permitted to register only in one VAC in a semester.
- The course can be offered only if there are at least five students opting for it.
- The duration of VAC is 30 hours including theory and practical.
- The combination of theory and practical shall be decided by the course teacher with the approval of the Principal.

Duration and Venue:

- The duration of VAC should not be less than 30 hours.
- Venue will be allotted by the time-table in-charge.

Registration Procedure:

- The list of VACs offered along with the syllabus will be available on the college website, displayed on the students' notice board, posted in mentor groups and on the Facebook page of the college.
- The student will fill up the registration form.
- Each Coordinator cum Resource Person In-Charge of a course is responsible for maintaining attendance and performance records of the registered participants.
- The records shall be including information on attendance, practical work and activities that will be carried out.
- The record shall be signed by the Coordinator/Resource Person , and the Principal and kept in safe custody for future reference.
- Each student must have a minimum of 75% attendance in VAC in order to be eligible to take course completion certificate.
- The students, who successfully complete the VAC, shall be awarded certificates duly signed by the Authorized signatories.

- ***Syllabus:***
- **Allocation of the total hours during the course:**

Hours	***Name of Activity***	***Details***
CF/MOD 1 ***8 Hours***	***Knowing Computer***	Students will get knowledge about "computer," and why it is important to have a basic understanding of how computers work, the four functions of the computing cycle (i.e., input, processing, output, storage) Discussion on various types of computers, its major parts ,Generations and applications of computers will be held in class. Lecture on Operating system and various other softwares used in computer will be delivered.
CF/MOD 2 ***8 Hours***	***Understanding Word Processing*** ***Spread Sheets***	Students will learn Word Processing Basics and will perform the practical on Opening and Closing of documents, Text creation and Manipulation, Formatting of text, Table handling; Spell check, language setting and thesaurus; Printing of word document. A lecture on Basics of Spreadsheet, Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet will be delivered.

CF/MOD 2 ***14 Hours***	***Know the world of Internet, WWW and web browsers*** ***Creating a Power Point Presentation*** ***Communications and collaboration*** ***Knowing the application area of the Computer***	Students will learn the Basic of Computer networks, LAN, WAN, Concept of Internet, Applications of Internet. \ Basics of Power Point Software will be discussed and practical on Power Point Presentation will be performed in Lab Students will deal with the criteria of getting an email account and sending /Receiving emails. Students will discuss various areas , where computer can be used and will provide real world examples.

Value added Certificate course on "Quantitative aptitude and Reasoning" *from April 2-25, 2023, 2023*

Course Code: KCW/VAC/QAAR

Coordinator/Resource Person: Mrs. Ramanpreet Kaur and Mr. Ashwani Jain

Duration: 30 Contact Hours

Introduction:

- To analyze and interpret numerical data, solve complex problems, and make informed decisions.
- To provide learners with a strong foundation in quantitative aptitude and reasoning, empowering them to excel in various academic, professional, and everyday scenarios.

Objectives:

- To develop a solid understanding of fundamental mathematical concepts and operations.
- To enhance problem-solving abilities using quantitative methods and logical reasoning.
- To build critical thinking skills, enabling learners to evaluate and interpret data effectively.
- To equip learners with the ability to analyze patterns, identify trends, and draw conclusions.
- To prepare participants for standardized tests and assessments that require quantitative aptitude and reasoning.

Conduction of Course:

- Value added course in not mandatory to qualify for any programme.
- It is a non-credit Course.
- It is a teacher assisted learning course open to all students without any additional fee.
- Classes for VAC are conducted during the reserved time slot/zero-period earmarked for the same.
- A student will be permitted to register only in one VAC in a semester.
- The course can be offered only if there are at least five students opting for it.
- The duration of VAC is 30 hours including theory and practical.
- The combination of theory and practical shall be decided by the course teacher with the approval of the Principal.

Duration and Venue:

- The duration of VAC should not be less than 30 hours.
- Venue will be allotted by the time table in-charge.

Registration Procedure:

- The list of VACs offered along with the syllabus will be available on the college website, displayed on the students' notice board, posted in mentor groups, and on the Facebook page of the college.
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- The records shall include information on attendance, assignments, practical work and activities that will be carried out.
- The record shall be signed by the Co-ordinator/ Resource Person, and the Principal and kept in safe custody for future reference.
- Each student must have a minimum of 75 % attendance in VAC in order to be eligible to take course completion certificate.
- The students, who successfully complete the VAC, shall be awarded certificates duly signed by the Authorised signatories.

Syllabus:

Following will be the schedule during the course:

Days	Details
QAAR/Mod1 16 Hours	Basic Mathematical Concepts: Review of arithmetic, algebra, and geometry principles, including fractions, percentages, equations, and geometric shapes.
QAAR/Mod2 14 Hours	Data Interpretation: Techniques to interpret and analyze data presented in various formats, such as tables, charts, and graphs.

7 Days Faculty Development Programme on “Innovative Teaching Methods and ICT ” organized at KCW, Sidhwan Khurd.

IQAC of Khalsa College for Women, Sidhwan Khurd organized 7 Days Workshop titled “Innovative Teaching Methods and ICT Tools” from April 21-29, 2023. Resource Persons from GHG Harparkash College of Education and Khalsa College for Women, Sidhwan Khurd enlightened the faculty on various aspects related to the theme. On the commencement of the event Prof. Roopa Kaur Rai, Coordinator IQAC introduced the topics and objectives of the programme. Dr. Gurwinder Singh gave his PPT on “Classroom Assesment Techniques in HEIs” On the second day Dr. Shally demonstrated “Group Discussion Method”. Prof. Ramanpreet Kaur gave practical training on use of ‘LATEX’ on the third day. Resource persons on the fourth day were Prof. Jaspreet Kaur and Dr. Manjeet Kaur and gave information on ‘CANVA’ and ‘Flipped Classroom’ respectively. On the fifth day faculty prepared projects as per assigned activities at their individual level. On the sixth day Prof. Harpreet Kaur shared information on Google Tools for Teachers. On the concluding day Dr. Amandeep Kaur, Principal (Addl. Charge) delivered a PPT on “Project Method”. Dr. Navdip Kaur encouraged the staff to employ latest techniques in teaching. Dr.Amandeep Kaur asked the staff to practically use the Methods in the coming semester. Certificates were distributed to the participants. The resource persons were presented saplings.

KHALSA COLLEGE FOR WOMEN

SIDHWAN KHURD, LUDHIANA

NAAC Re-accredited

(Affiliated to Panjab University, Chandigarh)

Internal Quality Assurance Cell

ORGANIZES

7 Days Faculty Development Programme

On

INNOVATIVE TEACHING METHODS AND ICT TOOLS

From: April 21-29, 2023

Timing: 10 AM onwards (Daily)

Prof. Roopa Kaur Rai
Coordinator IQAC

Dr. Amandeep Kaur
Principal(Add. Charge)
Chairperson IQAC

PROGRAMME			
DATE	DAY	TOPIC	RESOURCE PERSON
April 21,2023	FRIDAY	CLASSROOM ASSESSMENT TECHNIQUES	Dr. Gurwinder Singh
April 24,2023	MONDAY	GROUP DISCUSSION	Dr. Shally
April 25,2023	TUESDAY	LATEX- A DOCUMENT PREPARING SYSTEM	Prof. Ramanpreet Kaur
April 26,2023	WEDNESDAY	ICT ENABLED TOOLS-I	Prof. Jaspreet Kaur
April 27,2023	THURSDAY	ICT ENABLED TOOLS-II	Prof. Harpreet Kaur
April 28,2023	FRIDAY	FLIPPED CLASSROOM	Dr. Manjeet Kaur
April 29,2023	SATURDAY	PROJECT METHOD	Dr. Amandeep Kaur

For any Queries
Contact :98761-01463

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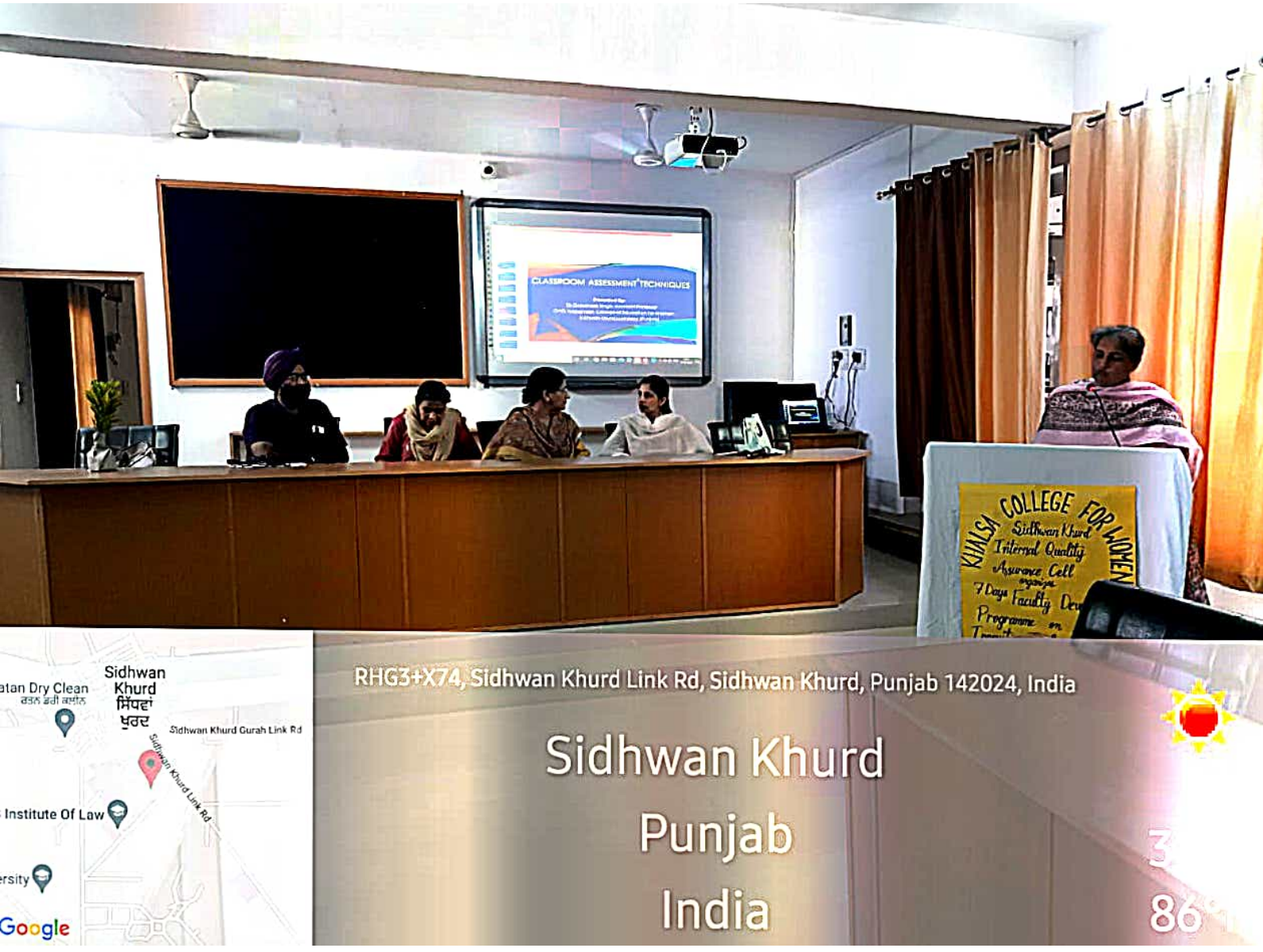

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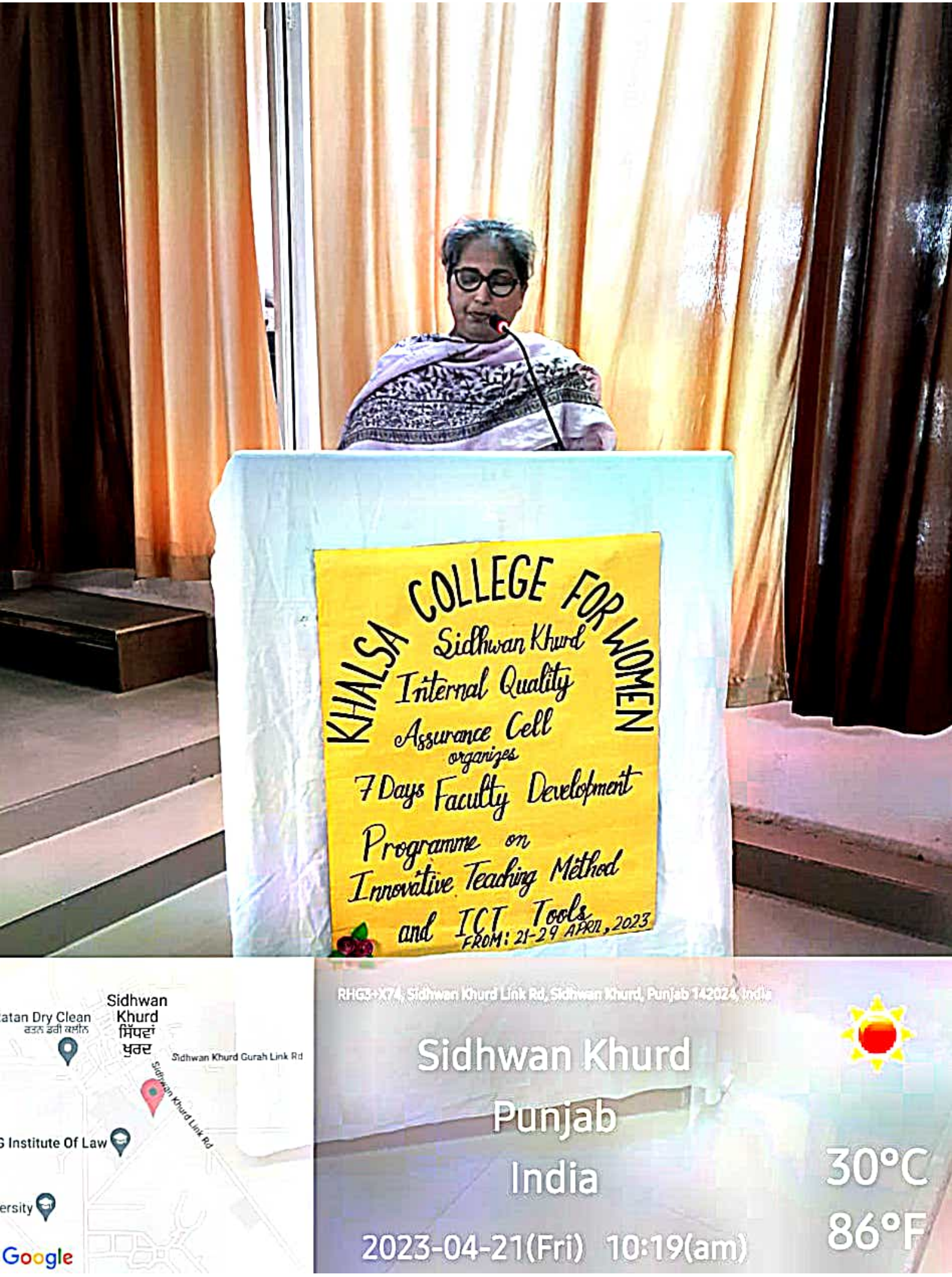
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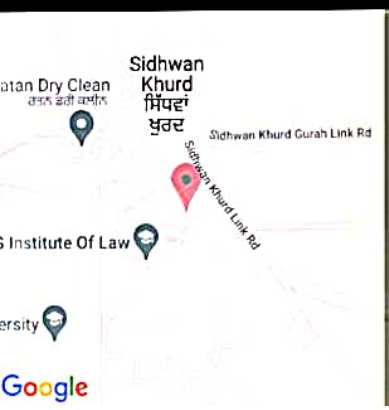
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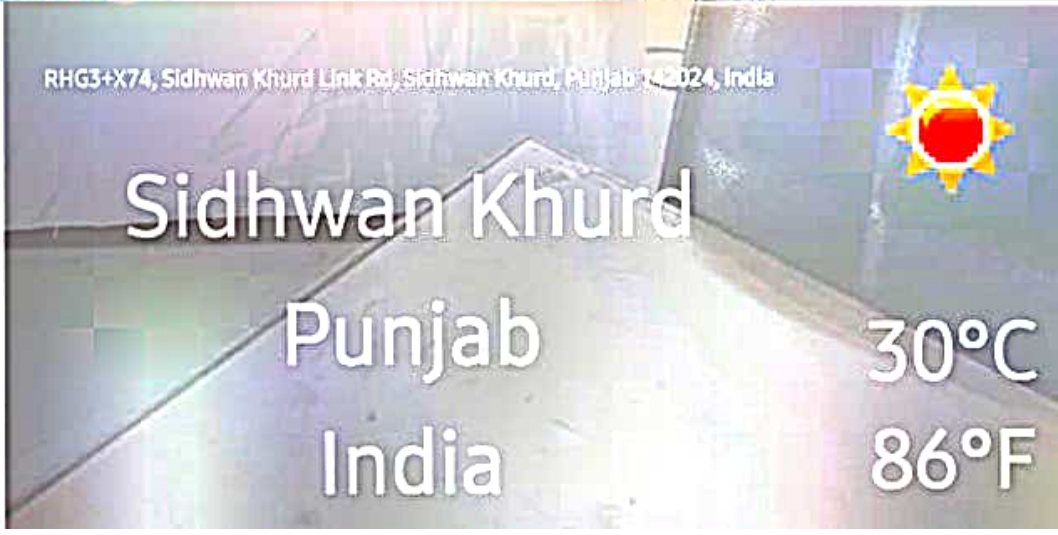
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Ajit

06-05-2023

ਖ਼ਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮੈਨ ਸਿੱਧਵਾਂ ਖੁਰਦ ਵਿਖੇ ਕਰਵਾਹੇ ਗਏ ਸਮਾਗਮ ਦੌਰਾਨ ਸੰਬੋਧਨ ਕਰਦੇ ਹੋਏ ਪ੍ਰਿੰਸੀਪਲ ਡਾ: ਅਮਨਦੀਪ ਕੌਰ।

ਤਸਵੀਰ: ਤੇਜਿੰਦਰ ਸਿੰਘ ਚੱਢਾ

ਖ਼ਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮੈਨ ਸਿੱਧਵਾਂ ਖੁਰਦ ਵਿਖੇ ਸੱਤ ਰੋਜ਼ਾ ਫ਼ੈਕਲਟੀ ਡਿਵੈਲਪਮੈਂਟ ਪ੍ਰੋਗਰਾਮ ਕਰਵਾਇਆ

ਚੌਂਕੀਮਾਨ, 5 ਮਈ (ਤੇਜਿੰਦਰ ਸਿੰਘ ਚੱਢਾ)-ਖ਼ਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮੈਨ ਸਿੱਧਵਾਂ ਖੁਰਦ ਦੇ ਆਈ. ਕਿਊ. ਏ. ਸੀ. ਦੁਆਰਾ ਨਵੀਨਤਾਕਾਰੀ ਅਧਿਆਪਨ ਵਿਧੀਆਂ ਅਤੇ ਆਈ. ਸੀ. ਟੀ. ਉਪਕਰਨ ਦੀ ਵਰਤੋਂ ਵਿਸ਼ੇ 'ਤੇ ਸੱਤ ਰੋਜ਼ਾ ਫ਼ੈਕਲਟੀ ਡਿਵੈਲਪਮੈਂਟ ਪ੍ਰੋਗਰਾਮ ਆਯੋਜਿਤ ਕੀਤਾ ਗਿਆ। ਇਸ ਪ੍ਰੋਗਰਾਮ ਵਿਚ ਜੀ. ਐੱਚ. ਜੀ. ਹਰਿਪ੍ਰਕਾਸ਼ ਕਾਲਜ ਆਫ਼ ਐਜੂਕੇਸ਼ਨ ਅਤੇ ਖ਼ਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮੈਨ ਸਿੱਧਵਾਂ ਖੁਰਦ ਦੇ ਪ੍ਰਮੁੱਖ ਬੁਲਾਰਿਆਂ ਨੇ ਵਿਭਿੰਨ ਵਿਸ਼ਿਆਂ 'ਤੇ ਮੁੱਲਵਾਨ ਜਾਣਕਾਰੀ ਮੁਹੱਈਆ ਕਰਵਾਈ। ਸਮਾਗਮ ਦੀ ਸ਼ੁਰੂਆਤ ਵਿਚ ਆਈ. ਕਿਊ. ਏ. ਸੀ. ਕੋਆਰਡੀਨੇਟਰ ਪ੍ਰੋ. ਰੂਪਾ ਕੌਰ ਨੇ ਰਸਮੀ ਤੌਰ 'ਤੇ ਸਮੂਹ ਬੁਲਾਰਿਆਂ ਦਾ ਸਵਾਗਤ ਕੀਤਾ। ਪਹਿਲੇ ਦਿਨ ਦੇ ਡਾ: ਗੁਰਵਿੰਦਰ ਸਿੰਘ ਨੇ ਕਲਾਸ ਅਸੈਸਮੈਂਟ ਸਬੰਧੀ, ਦੂਸਰੇ ਦਿਨ ਦੇ ਡਾ: ਸ਼ੈਲੀ ਨੇ ਗਰੁੱਪ ਡਿਸ਼ਕਸ਼ਨ ਵਿਸ਼ੇ ਉੱਪਰ, ਤੀਸਰੇ ਦਿਨ ਦੇ ਪ੍ਰੋ: ਰਮਨਪ੍ਰੀਤ ਕੌਰ ਨੇ ਲੇਟਿਕ ਦੀ ਵਿਹਾਰਕ ਵਰਤੋਂ, ਚੌਥੇ ਦਿਨ ਦੇ ਪ੍ਰੋ. ਜਸਪ੍ਰੀਤ ਕੌਰ ਨੇ ਆਈ.ਸੀ.ਟੀ. ਟੂਲਜ਼ ਦੀ ਵਰਤੋਂ, ਪੰਜਵੇਂ ਦਿਨ ਵਿਚ ਪ੍ਰੋ. ਹਰਪ੍ਰੀਤ ਕੌਰ ਨੇ ਅਧਿਆਪਨ ਲਈ ਗੂਗਲ ਟੂਲਜ਼ ਦੀ ਵਰਤੋਂ, ਛੇਵੇਂ ਦਿਨ ਵਿਚ ਡਾ: ਮਨਜੀਤ ਕੌਰ ਨੇ ਫਿਲਿਪਡ ਕਲਾਸ ਰੂਮ ਅਤੇ ਆਖਰੀ ਦਿਨ ਦੇ ਡਾ. ਅਮਨਦੀਪ ਕੌਰ ਨੇ ਪ੍ਰਾਜੈਕਟ ਮੈਥਡ ਵਿਸ਼ੇ 'ਤੇ ਵਿਹਾਰਕ ਰੂਪ ਵਿਚ ਜਾਣਕਾਰੀ ਸਾਂਝੀ ਕੀਤੀ। ਇਤਿਹਾਸ ਵਿਭਾਗ ਦੇ ਮੁਖੀ ਡਾ: ਨਵਦੀਪ ਕੌਰ ਨੇ ਆਖਰੀ ਦਿਨ ਸਮੂਹ ਬੁਲਾਰਿਆ ਦਾ ਰਸਮੀ ਤੌਰ 'ਤੇ ਧੰਨਵਾਦ ਕੀਤਾ ਅਤੇ ਕਿਹਾ ਕਿ ਉਪਰੋਕਤ ਅਧਿਆਪਨ ਵਿਧੀਆਂ ਅਤੇ ਆਈ. ਸੀ. ਟੀ. ਉਪਕਰਨਾਂ ਦੀ ਵਰਤੋਂ ਭਵਿੱਖ ਵਿਚ ਵਿਦਿਆਰਥਣਾਂ ਦੇ ਅਧਿਆਪਨ ਵਿਚ ਸਹਾਇਕ ਸਿੱਧ ਹੋਣਗੀਆਂ। ਪ੍ਰੋਗਰਾਮ ਦੇ ਅਖਰੀਲੇ ਦਿਨ ਸੰਸਥਾ ਦੇ ਪ੍ਰਿੰਸੀਪਲ ਡਾ: ਅਮਨਦੀਪ ਕੌਰ ਵਲੋਂ ਸਮੂਹ ਭਾਗੀਦਾਰ ਸਟਾਫ਼ ਮੈਂਬਰਾਂ ਨੂੰ ਸਰਟੀਫ਼ਿਕੇਟ ਤਕਸੀਮ ਕੀਤੇ ਗਏ। ਸੰਸਥਾ ਵਲੋਂ ਸਮੂਹ ਬੁਲਾਰਿਆਂ ਨੂੰ ਸਨਮਾਨ ਵਜੋਂ ਬੂਟੇ ਭੇਟ ਕੀਤੇ ਗਏ।