Capacity building and skills enhancement initiatives: ICT/Computing Skills

Session: 2022-23

Sr	Name of the Programme	Date	Number of Students Enrolled	Host Department
1	Importance of Computer applications	11-08-2022	42	Department of Science
2	How to Design a web page	19-09-2022	32	Department of history
3	one day workshop on Social Media : Enhance Productivity	31-10-2022	33	Department of English
4	Workshop on Excel	10-11-2022	68	Department of Library science
5	Importance of Artificial Intelligence	14-11-2022	72	Department of Science
6	Digital Privacy and Data Security: Preventive Measures	23-01-2023	68	Department of Library science
7	Web Searching Techniques	30-01-2023	62	Department of Library science
8	Google Drive Workshop Enhancing productivity and collaboration	07-02-2023	35	Department of English
9	Basics of computer knowledge	14-02-2023	50	Department of Science
10	Workshop on Computerized Accounting	11-04-2023	65	Department of Commerce

Activity no. 1

Name of Activity : Importance of Computer applications
Date of the event – 11/08/22
Name of the speaker – Assistant Proff. Manvinder Singh
Number of students participate – 42

Description- The lecture is delivered by **Assistant Proff Manvinder Singh** on **Basics of computer knowledge topic** in which he talks about importance of computer applications knowledge in student's life. Basic Communication applications play a pivotal role in modern society, facilitating seamless interaction and connectivity across vast distances. These applications encompass a wide range of platforms, from instant messaging and social media to video conferencing and email services. Each serves as a conduit for exchanging information, ideas, and emotions in real-time, transcending geographical barriers and fostering collaboration on a global scale. Instant messaging applications like WhatsApp, Telegram, and Messenger have revolutionized personal and professional communication, enabling individuals to connect instantly through text, voice, and multimedia messages. Social media platforms such as Facebook, Twitter, and Instagram have transformed how we share experiences and stay connected with friends, family, and communities worldwide. Video conferencing tools like Zoom, Skype, and Microsoft Teams have become indispensable for remote work, education, and virtual meetings, facilitating face-to-face communication regardless of physical location. Email remains a cornerstone of digital communication, serving as a formal channel for correspondence in business and personal matters. These communication applications not only enhance efficiency and productivity but also foster relationships, bridge cultural divides, and empower individuals to express themselves in myriad ways, shaping the fabric of modern society.

NOTICE OF EVENT-

11.8.22

NOTICE

Department of Science

It is informed to students that on 11.08.2022 an activity will be organised on Topic "Importance of Computer Applications", so all the students are informed to reach at 11.00am in Computer lab no 1.

Thanks

Head
Deptt. Of Science
Guru Nanak College
H.O.D. Budhlada (Mansa)

Image of event -

DEPARTMENT OF SCIENCE
GURU NANAK COLLEGE, BUDHLADA

Date: 11/8/2023   Session: 22-23

Name of Event: Basics of Computer Application

Briefing of Event:
....

S.N.	Name of Student	Roll No.	Class	Signature
1.	Navdeep kaur	2815	B.SC.Ist	Aavdup kaur
2.	Gurjot kaur.	2790	B.Sc. Ist	Gujot kaur
3	Arshdeep kaur	2795	B. Sc. Ist	Arshdeep kaur
4	Simran	2831	B.SC. Ist	Simran
5	Anju Bala	2801	B.Sc Ist	Anju Bala
6.	Gagandup kaur	2800	B.Sc-I	Gagandup kaur
7.	Khushpreet kaur	2825	B.Sc-I	khushpreet kaur
8	Dviti	2820	B.Sc-1	Dviti
9.	komal	2760	B.Sc-1	Komal
10.	Jashanpreet Kaur	2773	BSc-1	Jashanpreet Kaur
11	Veerpal Kaur	2774	BSC-1	Veerpal
12.	Amandeep kaur	2759	BSC-1	Amandeep Kaur.
13.	Harman kaur	2834	BSC-1	Harman kaur
14.	Pooja Rani	2779	B.Sc-I	Pooja Rani.
15	Pawanjot kaur	2765	B.Sc-I	Pawanjot kaur
16.	Gurpreet kaur	2754	BSC-I	Gurpreet k
17.	Babandeep kaur	2792	B.Sc I	Babandeep kaur
18.	khushpreet kaur	2764	BSC I	khushpreet kaur
19	Harpreet kaur	2763	BSC I	Harpreet kaur
20.	Simry Kaur	2839	B.Sc-I (WM)	Simry kaur

Signature & Stamp
Head
(HOD /Coordinator/Incharge)
Guru Nanak College
Budhlada (Mansa)

GURU NANAK COLLEGE BUDHLADA

Under the Management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib

NAAC ACCREDITED "A++" GRADE

DEPARTMENT OF SCIENCE
GURU NANAK COLLEGE, BUDHLADA

Date: 11/8/23

Session: 22-23

Name of Event: Basics of computer Application

Briefing of Event:
....

S.N.	Name of Student	Roll No.	Class	Signature
21.	Tejinder kaur	2644	Bsc III	Tejinder
22	Reena Rani	2674	Bsc III	Reena
23	Kajal	2646	Bsc III	Kajal
24	Sukhdeep Singh	2626	Bsc III	Sukhdeep Singh
25	Rahul	2608	Bsc III	Rahul
26	Dikshant	2611	Bsc III	Dikshant
27	Happy	2308	Bsc III	Happy
28	Gurpreet Singh	2664	BSC III	Gurpreet Singh
29	Jaspreet Singh	2681	B.Sc III	Jaspreet Singh
30	Sandeep Kaur	2635	B.Sc. III	Sandeep Kaur
31	Karanvir Kaur	2609	B.SC.III	Karanvir Kaur
32	Sunita kaur	2638	B.Sc III	Sunita kaur
33	Parbjot kaur	2675	Bsc III	Parbjot kaur
34	Mehak	2628	B.sc (III)	Mehak
35	Minakshi	2639	B.S.C [N.M]	Minakshi
36.	Sweety.	2680	B.S.C - III	Sweety.
37	Khushpreet kaur	2629	B.S.(N.M.)	Khushpreet kaur
38.	Linky	2630	B.Sc(III)	Linky
39.	Kismatjit kaur	2660	B.Sc III	Kismatjit kaur
40	Krishika Aggarwal	2645	BSC III	Krishika Aggarwal

Signature & Stamp

(HOD /Coordinator Incharge)
Head
Deptt. of Science
Guru Nanak College
Budhlada (Mansa)

DEPARTMENT OF SCIENCE
GURU NANAK COLLEGE, BUDHLADA

Date: 11/8/23   Session: 22-3

Name of Event: Basics of Computer Application

Briefing of Event:
....

S.N.	Name of Student	Roll No.	Class	Signature
41.	Ereea kaur	2636	BSc III (NM)	Ereakaur
42.	Sharanjeet kaur	2652	BSc III (NM)	Sharanjeet

Signature & Stamp
(HOD /Coordinator/Incharge)
Guru Nanak
Budhlada (Mansa)

Activity no. 2

Capacity Building Programme
Topic: How to Design a web page
Date: 19/09/2022
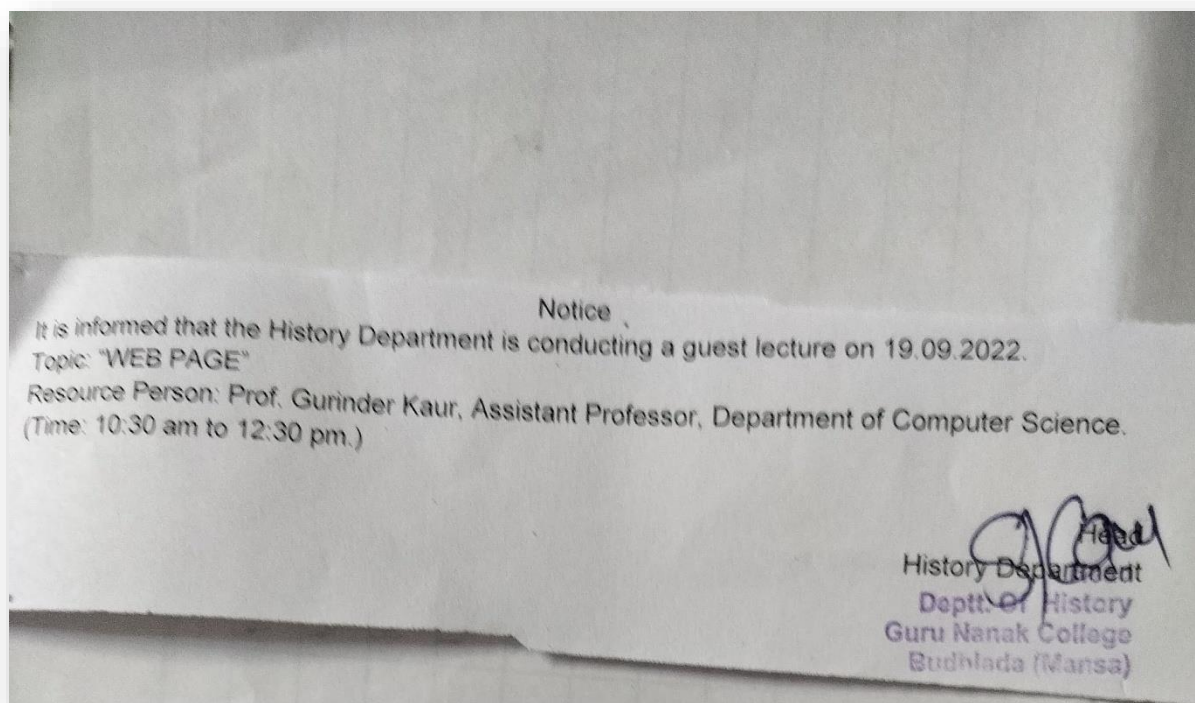**No.of Participants**:32
Resource Person : Prof.Gurinder Kaur
Department of computer science
Guru Nanak College Budhlada
Description
Department of History, Guru Nanak College, Budhlada organized a lecture on How to Design a web page on 19/9 2022. Prof. Gurinder kaur who is working as an Assistant Professor in the Department of Computer. She was take the students aware about creation and editing is extremely simple. Just click, drag or drop. The design will be rearranged automatically with a grid layout. Everything fits into the best place, and is simple to move, resize or rearrange. Under the guidance of Dr. Sukhwinder Kaur, Head of Department of History, the lecture was organized by the whole department of History. More than 32 participants from the department of history attended the lecture. All the participants actively participated in the lecture and they got an opportunity to clear all their queries related to the topic.

GURU NANAK COLLEGE, BUDHLADA

(Under the Management of *SGPC, SRI AMRITSAR* Sahib)

Affiliated to Punjabi University, Patiala.

NAAC ACCREDITED 'A' GRADE

Selected under 'Star College Scheme' by DBT, GOI

Guest Lecture

ON

WEB PAGE

19/09/2022

Time. 10.30 am to 12.30

Resource Person: Mrs. Gurinder Kaur, Assistant, Professor, Department of Computer Science

CO-ORDINATOR:

Dr. Harjinder Kaur, Assistant Professor
Prof. Manjit Singh, PG Department of HISTORY.

ORGANIZER:

Dr. Sukhwinder Kaur, Head & Assistant Professor, PG Department of HISTORY
Guru Nanak College, BUDHLADA

INVITATION

Gurinder Kaur,
Assistant Professor,
Department of Computer Science,
Guru Nanak College,
Budhlada

Subject: invitation to deliver a Guest Lecture.
Respected Madam,
Department of History, Guru Nanak College, Budhlada has decided to conduct a lecture on "How to Design a Web Page" from 10.30 AM to 12.00 PM under Capacity Building Program on 19/9/2022. Your presence as the resource person is requested on this occasion.Hence requested to give your consent and confirmation as soon as possible.

With Regards
Deptt.
Department of History
Budhlada (Mansa)

Budhlada, Punjab, India
WHM9+C6R, Budhlada, Punjab 151502, India
Lat 29.933457°
Long 75.567545°
19/09/22 11:35 AM GMT +05:30

Capacity Building Programme Attendance Sheet

Topic: How to Design a Web Page   Date - 19-9-2022

Sr No	Class	Roll No	Student Name	Signature
	M.A I	11407	Manpreet Kaur	ਮਨਪ੍ਰੀਤ ਕੌ.
	M.A I	11402	Gungmdeep Kaur	G. K
	M.A I st	11401	Sukha Bibi	Sukha Bibi
	M.A I st	11403	Charanjeet Singh	charjeet S
	M.A I st	11406	Mandeep Kaur	ਮੰਦੀਪ ਕੌ.
	M.A I	11404	Kulwinder Singh	kulwinder S.
	M.A I	11405	Paramveer Singh	Paramveer singh
	M.A I	11408	Happy Kaur	Happy Kaur
	M.A I st	11411	Lxmy Devi	Lxmi Devi
	M.A I st	11409	Muskan	Muskan
	M.A I	11410	Kiranjot Kaur	ਕਿਰਨਜੋਤ ਕੌ.
	M.A II	1651	Amandeep Kaur	ਅਮਨਦੀਪ ਕੌ.
	M.A II	1652	Amandeep Singh	A S
	M.A 2nd	1612	Beant Kaur	Beant Kaur
	M.A II	1626	Darpandeep Singh	Darpandeep singh
	M.A IInd	1631	Diljeet Singh	ਦਲਜੀਤ ਸਿੰਘ
	M.A II	1635	Gurpreet Singh	ਗੁਰਪ੍ਰੀਤ ਸਿੰਘ
	M.A I st	11412	Kirandeep Kaur	ਕਿਰਨਦੀਪ ਕੌ.
	M.A I st	11413	Babaljeet Kaur	Babaljeet K
	M.A I	11414	Manpreet Kaur	M. K

Head
Dept. of ......
Guru Nanak College
Budhlada (Mansa)

GURU NANAK COLLEGE BUDHLADA

Under the Management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib

NAAC ACCREDITED "A++" GRADE

Attendance Sheet

Capacity Building Programme   Date - 19-9-2022

Topic:- How to Design a web Page

Sr No	Class	Roll No	Student Name	Signature
	MA II	1649	Simranjeet Kaur	ਸਿਮਰਨ ਕੌਰ
	M.A II	1630	Sukhdeep Singh	Sukhdee Singh
	M. A 2nd	1611	Sukhwinder Kaur	Sukhwinder
	M.A IInd	1627	Veerpal Kaur	ਵੀਰਪਾਲ ਕੌਰ
	M.A Ist	11446	Balvindr Singh	B. Singh
	MA Ist	11441	Inderjeet Kaur	Inderjeet Kaur
	MA Ist	11447	Arshdeep Singh	Arshdeep Singh
	M.A Ist	11449	Laddi Singh	ਲੱਡੀ ਸਿੰਘ
	M.A Ist	11453	Kulwinder Singh	ਕੁਲਵਿੰਦਰ ਸਿੰਘ
	MA Ist	11454	Gaganpreet Kaur	Gaganpreet Kaur
	M.A Ist	11455	VEERPal Kaur	ਵੀਰਪਾਲ ਕੌਰ
	M.A Ist	11456	Simranpreet Kaur	Simranpreet Kaur

Guru Nanak College
Budhlada (Mansa)

Appreciation Letter

It is certified that Mrs Gurinder Kaur, Assistant Professor, Department Of Computer Science Guru Nanak College, Budhlada delivered a highly qualitative, informative and inspiring lecture on 19.09.2022. The lecture was highly thought provoking. The students gained valuable insight into content strategy. We are grateful that you took the time to steer the students in the right direction.

Head
Department of History

Head
Deptt. Of History
Guru Nanak College
Budhlada (Mansa)

Activity no. 3

EVENT NAME: **one day workshop on social media: Enhance Productivity**
Venue: Computer Lab 2
Time: 1 P.M. Onwards
Students: 33
Speaker: Mr. Manvinder Singh (A.P. OF COMPUTER SCIENCE)

DESCRIPTION: One day workshop dedicated to mastering the art of social media management: enhance productivity. In today's digital landscape, effective social media management is essential for build brand awareness, engaging with audiences, and driving business growth. This workshop is designed to provide students with the skills and strategies needed to excel in the dynamic world of social media. Throughout the workshop, students will explore the fundamentals of social media management, learning advanced techniques for creating engaging and shareable content across various social media platforms and develop a comprehensive social media management plan. This workshop aims to empower students with the knowledge and skills needed to harness the potential of social media platforms to enhance their productivity and academic success.

Impact: This workshop can empower students to utilize social media as a tool for productivity rather than a distraction, positively impacting their academic performance and personal development.

NOTICE

NOTICE

The Department of English is going to organize one-day workshop focused on leveraging social media to enhance productivity in both personal and professional realms. This workshop will provide valuable insights, strategies, and practical tips to effectively utilize social media platforms for increased efficiency and effectiveness.
 Date: 31th October 2022
Time: 1 P.M. Onwards
Location: Computer Lab 2
Keynote speaker: MR. Manwinder Singh (A.P. of Computer Science)
Workshop Highlights: Understanding the role of social media in productivity Strategies for managing social media usage Tools and techniques to streamline workflows Building a productive online presence Maximizing collaboration and networking opportunities Case studies and real-world examples Interactive sessions and group discussions.

Head
Depti. Of English
Guru Nanak College
Budhlada (Mansa)

INVITATION LETTER

Invitation Letter
PG Department of English

Head
PG Department of English
Guru Nanak College Budhlada

This is to inform you that our department is going to organize one day workshop on social media management: enhance productivity on 31th October 2022 by Mr. Manwinder Singh (Department of Computer Science). We cordially invite you to give your valuable knowledge. Looking forward to your humble presence.

Thank You

Head
Depti. Of English
Guru Nanak College
Budhlada (Mansa)

ATTENDANCE

Guru Nanak College Budhlada
List Of Candidates

Date 31 oct 2022

Workshop Social Media Management: Enhance Productivity

Sr.No	Student Name	Class	Class Roll No	Student Signature
1	Navanpreet Kaur	M.A.	1501	Navanpreet
2	Shivani	M.A.	1508	Shivani
3	Pallavi	M.A.	1511	Pallavi
4	Karan Kumar	M.A.	1517	Karan Kumar
5	Paramjeet Kaur	M.A.	1512	Paramjeet Kaur
6	Balkar Singh	M.A.	1509	Balkar Singh
7	Simran Mehta	M.A.	1507	Simran
8	Simranjeet K.	M.A.	1506	Simranjeet Kaur
9	Ramandeep K	M.A	1505	Ramandeep
10	Manpreet Kaur	M.A	1504	Manpreet Kaur
11	Sonia Rani	M.A.	1503	Sonia Rani
12	Navjot Kaur	M.A.	11510	Navjot Kaur
13	Sukhpal Kaur	M.A.	11511	Sukhpal Kaur
14	Ramandeep Kaur	M.A.	11503	Ramandeep Kaur
15	Raydeep Singh	M.A.	11501	Raydeep Singh
16	Sheenam Rani	M.A.	11518	Sheenam Rani
17	Ramandeep Kaur	M.A.	11519	Ramandeep
18	Jasveer Kaur	M.A.	11520	Jasveer Kaur
19	Lakhwinder Kaur	M.A.	11521	Lakhwinder Kaur
20	Sahibli	M.A	11525	Sahibli
21	Harpreet Kaur	B.A.	6001	Harpreet Kaur
22	Parveen Kaur	B.A.	6003	Parveen kaur
23	Harwinder K	B.A.	6102	Harwinder K.
24	Harpreet K.	B.A.	6113	Harpreet Kaur
25	Babli	B.A.	6124	Babli
26	Lachmi K.	B.A.	6126	Lachmi
27	Golo Kaur	B.A.	6123	Golo Kaur
28	Komal Kaur	B.A.	6115	Komal
29	Sarabjit Kaur	B.A.	6111	Sarabjit Kaur
30	Noor Kaur	B.A.	6107	Noor Kaur
31	Bittu Singh	B.A.	7021	Bittu Singh
32	Sukhab Singh	B.A.	10426	Sukhab Singh
33	Mandeep Singh	B.A.	6521	Mandeep Singh
34				
35				

Head
Depti. Of English
Guru Nanak College
Budhlada (Mansa)

Guru Nanak College, Budhalda

DEPARTMENT OF ENGLISH
WELCOMES YOU FOR ONE –DAY WORKSHOP ON

SOCIAL MEDIA MANAGEMENT : ENHANCE PRODUCTIVITY

**KEYNOTE SPEAKERS: MR. MANWINDER SINGH
(A.P. OF COMPUTER SCIENCE DEPARTMENT)**

- Venue: Language Lab 2
- Date: 31th October, 2022
- Time: 1 P.M. onwards

H.O.D.   Principal
Dr. Rupinder Jeet   Dr. Kuldip Singh Bal
Kaur

Activity no. 4

Name of Activity: Workshop on Excel

Nature of Activity: ICT

Date of Activity: 10/11/2022

Resource person: Pro. Manvinder Singh (Department of Computer Science)

Description

On November 10, 2023, the Department of Library and Information Science organized a workshop focused on Excel. Professor Manvinder Singh, from the Department of Computer Science, served as the resource person for this event. The workshop catered to students enrolled in the Bachelor of Library and Information Science (BLIS) and Master of Library and Information Science (MLIS) programs. Its primary objective was to enhance the Information and Communication Technology (ICT) competencies of the students by providing training in Excel. A total of 68 students participated in the workshop.
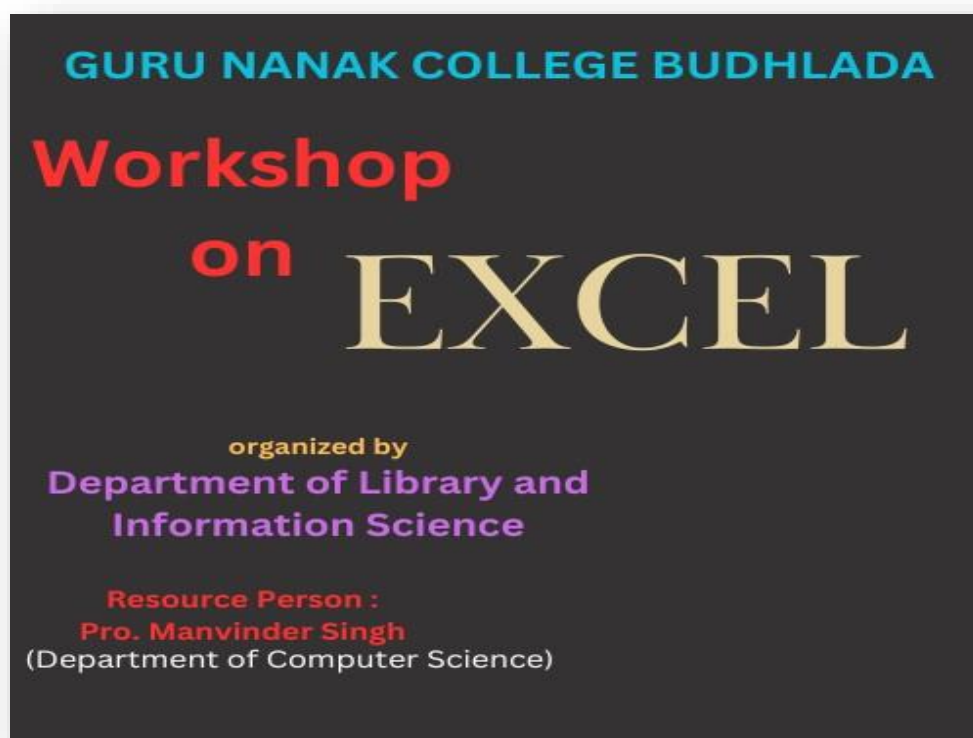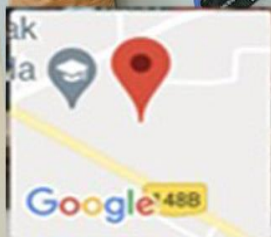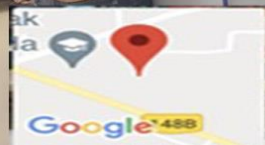
Brochure:

Budhlada, Punjab, India
WHM9+4JR, budhlada, Punjab 151502, India
Lat 29.9343342°
Long 75.7464588°
09/02/2023 1:30 PM

Budhlada, Punjab, India
WHM9+4JR, budhlada, Punjab 151502, India
Lat 29.9343342°
Long 75.7464588°
09/02/2023 1:30 PM

GURU NANAK COLLEGE BUDHLADA

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NAAC ACCREDITED "A++" GRADE

GURU NANAK COLLEGE BUDHLADA
Department of Library and Information Science
Attendance Sheet   Session: 2022-23

Name of Activity: Workshop on Excel   Date: 10-11-2022

Sr. No	Name	Class	Roll no	Signature
1	Charanjeet Kaur	M. Lib	10221	Charanjeet Kaur
2	Chandanpreet Kaur	M. Lib	10222	Chandan
3	Baljinder Kaur	M. Lib	10223	Bal Kaur
4	Manpreet Kaur	M. Lib	10224	H Kaur
5	Gurmander Singh	M. Lib	10225	Gurmander
6	Manpreet Kaur	M. Lib	10226	H Kaur
7	Manpreet Kaur	M. Lib	10227	Manpreet
8	Manpreet Kaur	M. Lib	10228	Manpreet
9	Sandeep Kaur	M. Lib	10229	Sandeep
10	Amritpal Singh	M. Lib	10230	Amrit
11	Manpreet Singh	M. Lib	10231	Manpreet
12	Gurvinderjeet Singh	M. Lib	10232	G Singh
13	Pooja	M. Lib	10233	Pooja
14	Shilpa Rani	M. Lib	10234	Shilpa Rani
15	Ravinder Singh	D. Lib	8037	Ravinder Singh
16	Kewal Singh	B. Lib	8038	Kewal
17	Narinder Singh	B. Lib	8039	Narinder Singh
18	Varinderjeet Singh	B. Lib	8040	Varinder
19	Jagdeep Singh	B. Lib	8041	Singh
20	Amandeep Singh	B. Lib	8042	Aman

Head
Dept. of Library & Information Science
Guru Nanak College, Budhlada (Mansa)

Signature

GURU NANAK COLLEGE BUDHLADA

Department of Library and Information Science

Attendance Sheet   Session: 2022-23

Name of Activity: Workshop on Excel   Date: 10-11-2022

Sr.No	Name	Class	Roll no	Signature
21	Prawinder Singh	B. Lib	8043	Singh
22	Ravinder Singh	B. Lib	8044	Ravinder
23	Jurpal Singh	B. Lib	8002	G Singh
24	Amanpreet Monga	B. Lib	8003	Amoy Monga
25	Bharti Jindal	B. Lib	8004	Bharti
26	dawinderpal Singh	B.Lib	8005	Dawinder
27	Asha Rani	M.Lib	10201	AshaRani
28	Shishpal Kaur	M. Lib	10202	Shishpal
29	Jarawar Singh	M. Lib	10203	Jarawar Singh
30	Manjeet Singh	M. Lib	10204	Manjeet Singh
31	Juganpreet Kaur	M. Lib	10205	Kaur
32	Charnjeet Kaur	M. Lib	10221	Charan
33	Chandanpreet Kaur	M. Lib	10222	Chandanpreet Kaur
34	Baljinder Kaur	M. Lib	10223	Bal Kaur
35	Manpreet Kaur	M. Lib	10224	Manpreet Kaur
36	Gurmandee Singh	M. Lib	10225	Gurmail Singh
37	Manpreet Kaur	M. Lib	10226	Kaur
38	Manpreet Kaur	M. Lib	10227	Manpreet
39	Manpreet Kaur	M. Lib	10228	Manpreet Kaur
40	Sandeep Kaur	M. Lib	10229	Kaur

Head

Sr. No	Name	Class	Roll no	Signature
41	Amritpal Singh	M2.Lib	10230	Amrit
42	Manpreet Singh	M. Lib	10231	M Singh
43	Gurvinderjeet Singh	M. Lib	10232	GSingh
44	Pooja	M. Lib	10233	Pooja
45	Shilpa Rani	M. Lib	10234	Shilp Rani
46	Jurpal Singh	B. Lib	8002	Singh
47	Amanpreet manga	B. Lib	8003	Aman
48	Bharti Jindal	B. Lib	8004	Bharti
49	dawinderpal singh	B. Lib	8005	Dawinder Singh
50	Jaspreet Kaur	B. Lib.	8018	Jaspreet. Kaur
51	Balwinder Singh	B. Lib.	8019	Bal Kaur.
52	Amandeep Kaur	B. Lib.	8020	Aman
53	Kuldeep Kumar	B. Lib	8021	Kuldeep Kumar
54	Jeevan Kumar	B. Lib	8022	Jeevan Kumar
55	Lovepreet Singh	B. Lib	8023	Lovepreet Singh
56	Harmandeep Singh	B. Lib	8024	Harmandeep Singh
57	Lovepreet Kaur	B. Lib	8025	Lovepreet Kaur
58	Kiranjeet Kaur	B. Lib	8027	Kiranjeet Kaur
59	Sukhwinder Kaur	B. Lib	8028	Sukwinder Kaur.
60	Gurdarshan Singh	B. Lib	80289	Gurdarshan Singh
61	Sarbjeet Kaur	B. Lib	8030	Sarbjeet Kaur
62	Gurpreet Singh	B. Lib	8031	S Singh
63	Jagdeep Singh	B. Lib	8032	Jagdeep Singh
64	Hardeep Singh	B. Lib	8033	Hardeep Singh
65	Bhupinder Singh	B. Lib	8034	Bhupinder Singh
66	Amanpreet Singh	B. Lib	8035	Amanpreet Singh
67	Nirmal Kaur	B. Lib	8036	Nirmal
68	Ravinder Singh	B. Lib	8637	Ravinder Singh.

GURU NANAK COLLEGE BUDHLADA

Department of Library and Information Science

Session: 2022-23

Feedback Performa

Name of Activity: Workshop on Excel   Date: 10-11-2022

Sr.No	Name	Class	Roll no	Feedback	Signature
1.	Gurpreet Singh	M.lib	10212	Teachers are so cooperative and improves skills.	Guj
2.	Khushdeep Kaur	Mlib	10220	Education is excellent & proper management of the syllabus	Khushi
3.	Pooja	M.lib	10233	Provides all specific details about the workshop and models.	Pooja
4.	Shilpa Rani	M.lib	10234	Teachers are motivating the students and improve skills.	Shilpa Rani
5.	Asha Rani	M.lib	10201	Improvement of the skills and proper guidance.	Asha Rani

Head
Dept. of Library & Information Science
Guru Nanak College, Budhlada (Mansa)

GURU NANAK COLLEGE BUDHLADA

Department of Library and Information Science

Session: 2022-23

Feedback Performa

Name of Activity: Workshop on Excel   Date: 10-11-2022

Sr.No	Name	Class	Roll no	Feedback	Signature
1.	Kiranjeet Kaur	B.Lib	8027	Positive gratitude and provides specific details of the projects	Kiranjeet Kaur
2.	Rekha Rani	B.Lib	8011	Opportunities for enrichment tasks to challenge high-achieving students.	Rekha
3.	Bharti Jindal	B.Lib	8004	Explore foster a growth of mindset among the students.	Bharti
4.	Har Amanpreet Singh	B.Lib	8035	Multi-media resources are effectively enhances lessons	Amanpreet Singh
5.	Bhupinder Singh	B.Lib	8044	students to ask the clarifying questions will make the learning experience more interactive & engaging	Bhupinder Singh

Head
Dept. of Library & Information Science
Guru Nanak College, Budhlada (Mansa)

Activity no. 5

Name of the event – Importance of Artificial Intelligence
**Date of the event –** 14/11/22
Name of the speaker – Assistant Prof. Amandeep Kaur
Number of students participate – 72

Description – The lecture is delivered by **Assistant Prof. Amandeep Kaur on Importance of Artificial Intelligence** in which she talks about importance of   Artificial intelligence in student's life. Artificial intelligence (AI) plays a crucial role in students' lives by enhancing their learning experiences and preparing them for the future. AI-powered educational tools provide personalized learning experiences tailored to each student's needs, allowing them to learn at their own pace and style. Additionally, AI assists students in accessing vast amounts of information quickly and efficiently, facilitating research and project work. Moreover, AI technologies such as virtual tutors and chatbots offer immediate support and feedback, helping students overcome learning challenges and improve their academic performance. As AI continues to advance, students who are familiar with its applications will be better equipped to thrive in a rapidly evolving technological landscape, making it an essential aspect of their education
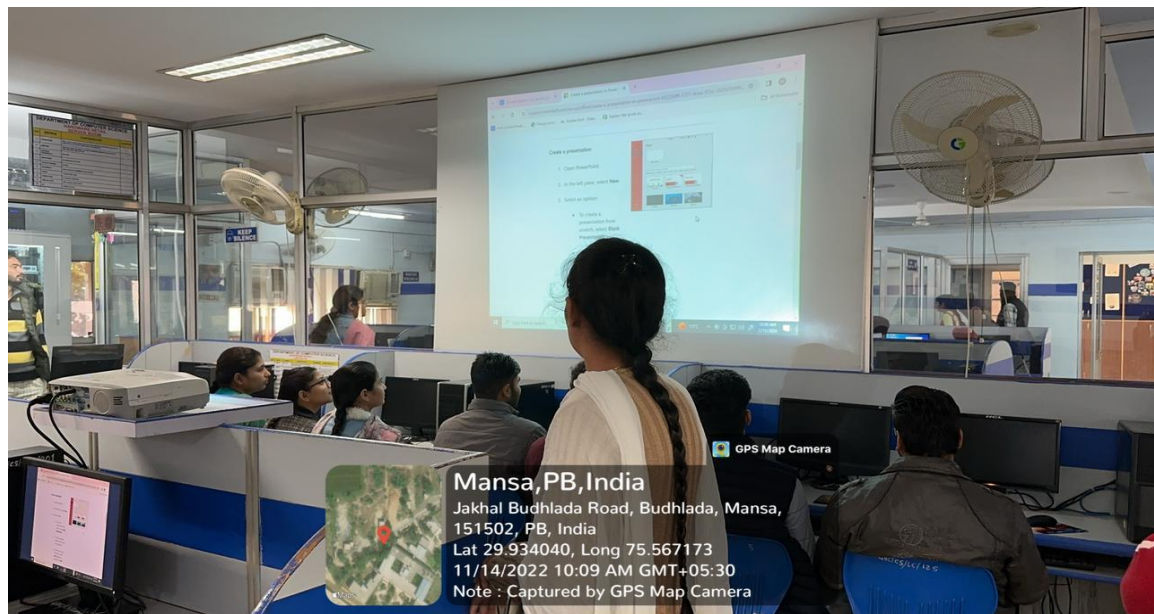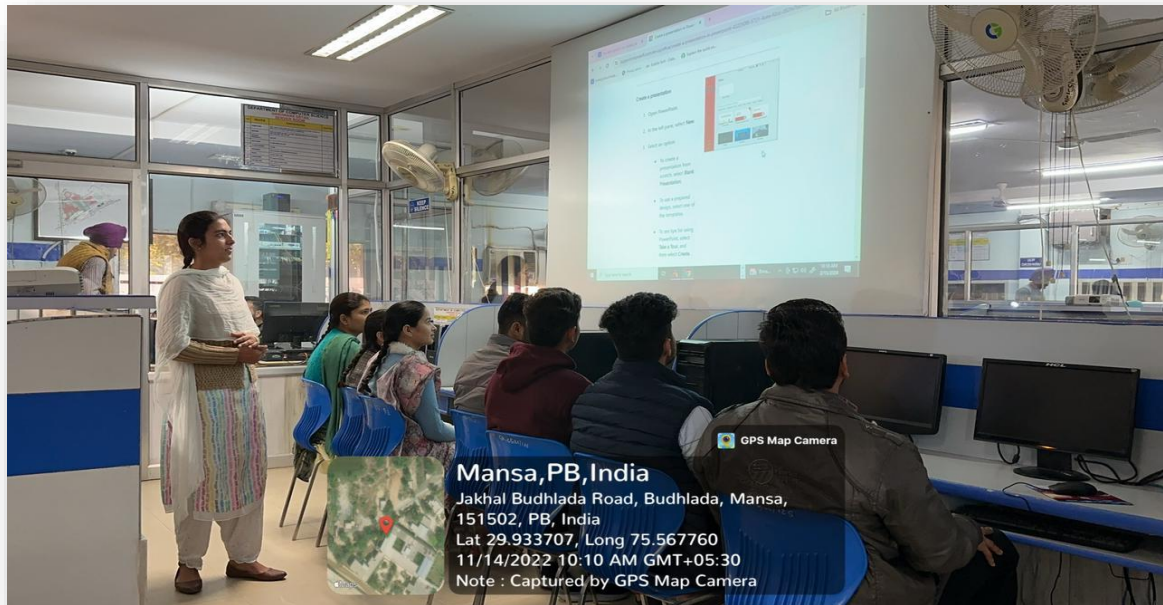
NOTICE
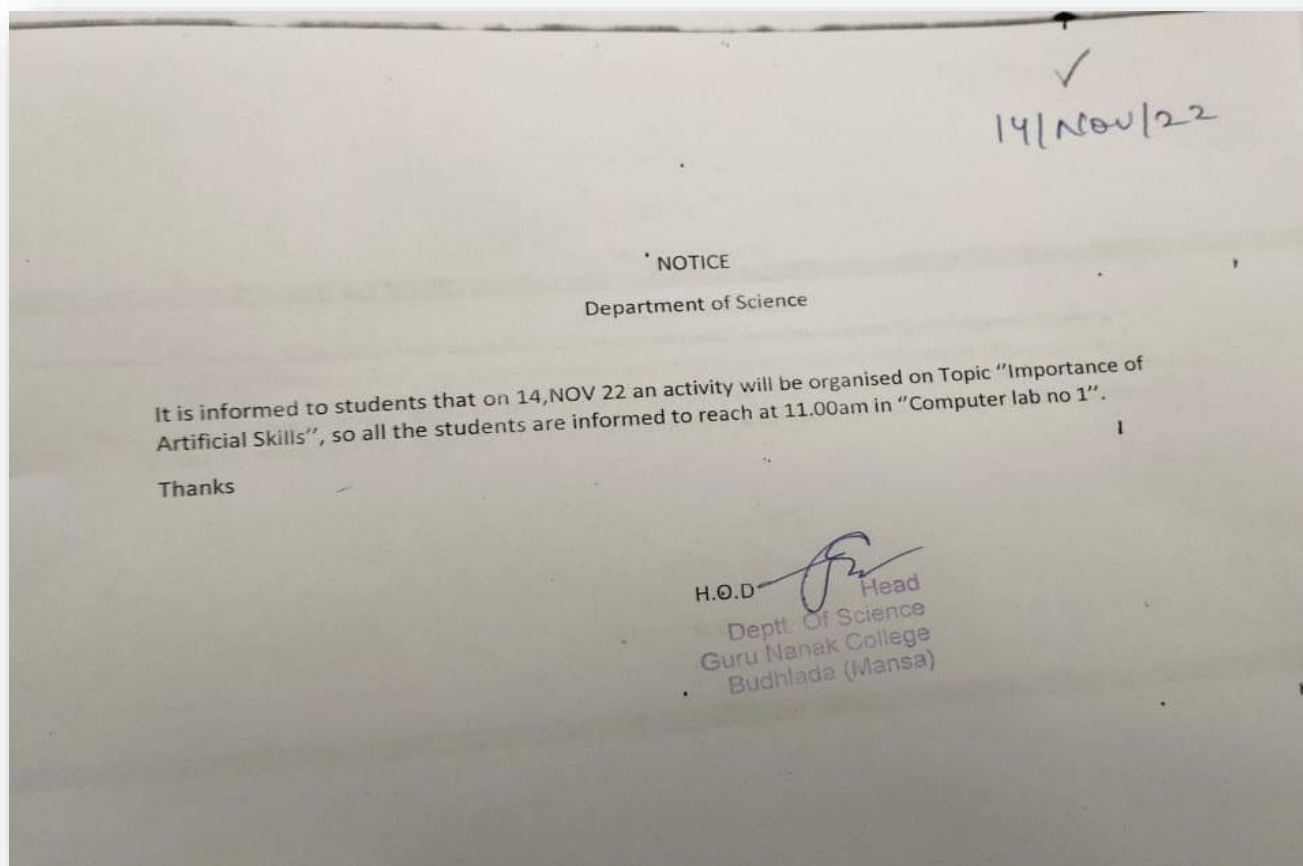
IMAGE OF EVENT-

ATTENDANCE OF EVENT-

DEPARTMENT OF SCIENCE
GURU NANAK COLLEGE, BUDHLADA

Date: 14/NOV/22   Session: 22-23

Name of Event: Importance of Actifical Intelligence

Briefing of Event:
....

S.N.	Name of Student	Roll No.	Class	Signature
1	Sandeep Kaur	2617	BSC(NM)	Sandeep Kau
2	Lovepred Kaur	2631	BSC (N.M)	Lovepreet Kaur
3.	Karamvir Kaur	2609	B.Sc (N.M)	Karonviri Kaur
4	Sandeep Kaur	2635	B.Sc. (N.M.)	Sandeep Kaur
5.	Chanpreet Kaur	2610	B.Sc (NM)	Chanpreet Ku
6	Kiranpal Kaur	2606	BoSC (NM)	Kiranpal Kaur
7	Harpreet dery	2604	Bsx (NM)	Harprect Girl
8.	Nisha	2602	B.Sc (NM)	Nisha.
9.	Minakshi	2639	B.S.c [N.M]	Minakshi
10.	Karamveer Kaur	2622	B.Sc (N.M]	Karamveer Kaur
11.	Komal Sharma	2603	Bsc [NM]	Komal
12.	Gaganpreet Kaur	2620	B.Sc (NM)	Gaganpreet Kaur
13.	Mehak	2628	B.Sc(N.M)	Mehak
14	Parbjot kaur	2625	Bsc (N.M)	Parbjot kaur
15	Sunita kaur	2638	Bsc (N.M)	Sunita
16.	Joty	2632	B.Sc(N.M)	Joty
17	Rahul	2608	B.S.C-N.M	Rahul
18.	Sukhdeep Singh	2626	Bsc NM	Sukhdeep Singh
19	Manpreet kaur	2619	B.Sc (N.M)	Manpreet kaur
20.	Happy Sharma.	1308	BSC(M)	Happy Sharma

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(HOD /Coordinator/Incharge)
Budhlada (Mansa)

DEPARTMENT OF SCIENCE
GURU NANAK COLLEGE, BUDHLADA

Date: 14 Nov 22   Session: 2022-2023

Name of Event: Importance of Artificial Intelligence

Briefing of Event:
....

S.N.	Name of Student	Roll No.	Class	Signature
1	Harmandeep Kaur	2784	B.SC I(N.M)	Harmandeep Kaur
2.	Pawanjot kaur	2765	B.Sc-I(N.M)	Pawanjot kaur
3	Khushi	2816	B.Sc I (NM)	Khushi
4	Husanpreet Kaur	2768	B.Sc-I (NM)	Husan
5	Jashanpreet Kaur	2773	B.SC-I(NM)	Jashanpreet Kaur
6	Amandeep Kaur	2759	B.SC-I (NM)	Amandeep Kaur.
7	Harman Kaur	2834	B.Sc-1 (NM)	Harman Kaur
8	Komal	2760	"	Komal
9	Veerpal Kaur	2774	"	Veerpal
10.	Gagandup kaur	2800	B.Sc-I-NM	Gagandup Kaur
11.	Veerpal Kaur	2813	B.Sc-I (NM)	Veerpal Kaur
12.	Driti	2820	B.Sc-1(N.M)	Driti
13.	Khushpreet kaur	2825	B.Sc-1 (N.M)	Khushpreet kaur
14.	Harshdeep Kaur	2845	B.Sc-1(N.M)	Harsh
15	Arshdeep kaur	2795	B.Sc-1 (NM)	Arshdeep kaur
16.	Navdeep kaur	2815	B.Sc-1(N.M)	Navdeep Kaur
17)	Parveen Singh	2787	B.Sc-1(N.M)	Parveen Singh
18)	Jagdeep Singh	2808	B.SC-1(NM)	Jagdeep Singh
19)	Harsh Garg	2777	B.Sc-1(NM)	Harsh Garg
20)	Meenal	1702	B.Sc I	Meenal

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(HOD /Coordinator/Incharge)

DEPARTMENT OF SCIENCE
GURU NANAK COLLEGE, BUDHLADA

Date: 14/Nov/22

Session: 22-23

Name of Event: Importance of Artificial Intelligence

Briefing of Event:

....

S.N.	Name of Student	Roll No.	Class	Signature
1.	Tejinder kaur	2644	BSc III	Tejinderkaur
2.	Diksha	2666	BSc III	Diksha
3.	Reena	2674	BSc III	
4.	Karanveer kaur	2622	BSc III	karanveer kaur
5	Minakshi	2639	BSc III	Minakshi
6	Sandeep kaur	2648	B.SC (III)	Sandeep kaur
7.	Amandeep kaur	2647	BSc III	Amandeep k
8.	Lovepreet kaur	2631	B.SC II	Lovepreetkaur
9	Manpreet kaur	2658	B.SC (III)	Manpreet kaur
10.	Sandeep Kaur	2617	BSC (N.N)	Sandeep kaur
11	Ena Rani	2636	B.SC (N.M)	Eren
12	Sharanjit kaur	2653	B.SC (N.M)	sharanjit k
13.	Mandeep Kaur	1320	B.SC II (M)	Mandeep Kaur
14.	Nampreet Kaur	1306	B.SC II (M)	Nain
15	Ramandeep kaur	1316	B.SC II (M)	Raman
16.	Prabhjot Kaur	1313	B.SC II (M)	Prabhjot
17.	Chanchal	1318	B.SC II (M)	Chanchal
18.	Manjeet kaur	1306	B.SC II (M)	Manjeetkar
19.	Prat Kaur	1304	BSC (II) (M)	Prit
20.	Gaganpreet kaur	1305	B.SC (II) M	Gagan

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(HOD /Coordinator/Incharge)

GURU NANAK COLLEGE BUDHLADA

Under the Management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib

NAAC ACCREDITED "A++" GRADE

DEPARTMENT OF SCIENCE
GURU NANAK COLLEGE, BUDHLADA

Date: 14/Nov/22

Session: 22-23

Name of Event: Importance of Artificial Intelligence

Briefing of Event:
....

S.N.	Name of Student	Roll No.	Class	Signature
1	Anamika	1324	BSc(M)-III	Anamika
2	Simran Kaur	1312	BS(M)-III	Simran
3	Parminder Kaur	1327	B.Sc(M)(III	ParminderKaur
4	Kashish	1323	B.Sc(M)III	Kashish
5.	Prabhjot Kaur	1313	B.Sc.III(M)	Prabhjot Kaur
6.	Gaganpreet Kaur	1305	B sc III (M)	Gaganpreet
7.	Ramanjeet Kaur	1303	B.sc III(m)	Ramanjeet
8	Loveleen	1725	BSc III(m)	loveleen
9	Simranjit kaur	1720	B.Sc II (M)	Simranjit kaur
10.	Neha Rani	1710	BSc II (m)	Neha Rani
11.	Meenal	1702	BSc II (M)	Meenal
12.	Komalpreet Kaur	1704	Bsc II (M)	Komalpreet Kaur

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Deptt. Of Science
Guru Nanak College
Budhlada (Mansa)

Activity no. 6

**Name of Activity:** Digital Privacy and Data Security: Preventive Measures
Nature of Activity: ICT and Computing Skills
Date of Activity: 23-01-2023
Resource person: Dr. Inderjit Singh (In-charge of Department of Library and Information science)

Description:
The Department of Library and Information Science organized a Capacity Building and Skill Enhancement Program focusing on "Digital Privacy and Data Security: Preventive Measures" tailored for MLIS and BLIS students. The primary objective of this initiative was to impart awareness regarding digital privacy and data security, along with instilling the necessary measures for safeguarding sensitive information. A total of 68 students actively participated in this program. According to the feedback received from the students, the program proved highly beneficial in enhancing their understanding of the requisite measures essential for ensuring robust data security and digital privacy.
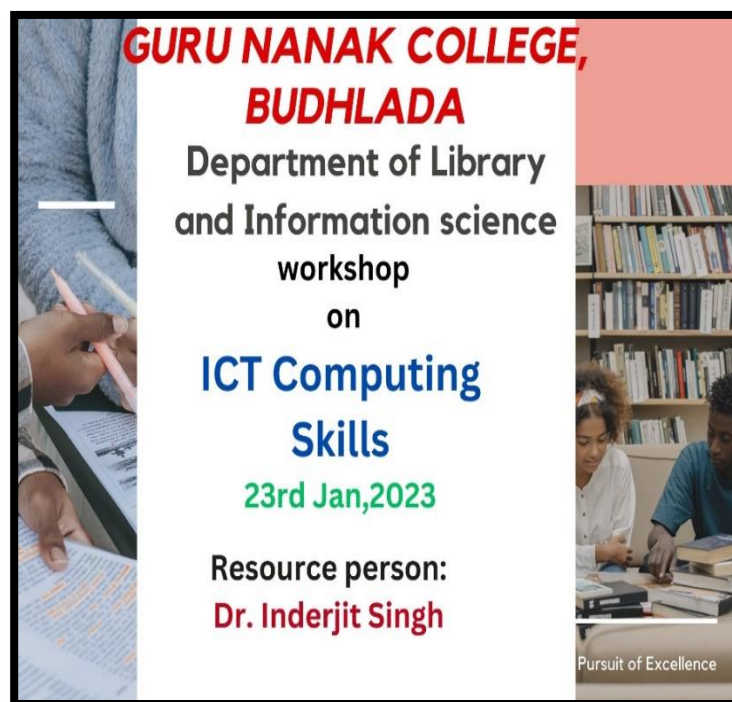
Attendance:

GURU NANAK COLLEGE BUDHLADA

Department of Library and Information Science

Attendance Sheet   **Session: 2022-23**

Name of Activity: <u>Digital Privacy and Data Security: Preventive Measures</u>   **Date: 23-01-2023**

Sr. No	Name	Class	Roll no	Signature
1	GURPAL SINGH	B. Lib	8002	Singh
2	Amanpreet Monga	B. Lib	8003	Amanpr
3	Bharti Jindal	B. Lib	8004	Bharti
4	Dawinderpal Singh	B. Lib	8005	Dawinderpal
5	RAMANDEEP KAUR	B. Lib	8006	Kaur
6	RAJWINDER KAUR	B. Lib	8007	Rajwinder
7	Kamaljit Kaur	B. Lib	8008	Kamal K.
8	Parmod Kumar	B. Lib	8009	Kumr
9	Amandeep Kaur	B. Lib	8010	Aman
10	REKH RANI	B. Lib	8011	R Rani
11	charnjeet kaur	M. Lib	10221	Charnjeet K
12	chandanprat kaur	M. Lib	10222	C Kaur
13	Baljinder Kaur	M. Lib	10223	B Kaur
14	Manpreet kaur	M. Lib	10224	Kaur
15	Gurmander Singh	M. Lib	10225	Sur
16	Manpreet kaur	M. Lib	10226	Kaur
17	Manpreet kaur	M. Lib	10227	Kaur
18	Manpreet Kaur	M. Lib	10228	Manpreet
19	Sandeep kaur	M. Lib	10229	Sandeep Kaur
20	Amaritpal Singh	M. Lib	10230	Amaritpal

Signature

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Dept. of Library & Information Science
Guru Nanak College, Budhlada (Mansa)

GURU NANAK COLLEGE BUDHLADA

Department of Library and Information Science

Attendance Sheet   Session: 2022-23

Name of Activity: <u>Digital Privacy and Data Security: Preventive Measures</u>   Date: 23-01-2023

Sr.No	Name	Class	Roll no	Signature
21	Manpreet Singh	M.Lib	10231	Manpreet
22	Gurwinderjeet Singh	M. Lib	10232	Gurwin
23	Pooja	M.Lib	10233	Pooja
24	Shilba Rani	M.Lib	10234	Shilpa
25	Hardeep Singh	B. Lib	'8033	Har
26	Bhupinder Singh	B. Lib	8034	B
27	AMANPREET SINGH	B. Lib	8035	Aman
28	NIRMAL KAUR	B. Lib	8036	Nirmal
29	RAVINDER SINGH	B. Lib	8037	Ravind
30	Kewal Singh	B. Lib	8038	Kewal
31	Narinder Singh	B.Lib	8039	Narinder
32	Varinderjeet Singh	B. Lib	8040	Varinder
33	Jagdeep Singh	B. Lib	8041	Jagdeep
34	Amandeep Singh	B.Lib	8042	Aman
35	Parwinder Singh	B. Lib	8043	Parwinder
36	Ravinder Singh	D. Lib	8044	Ravinder
37	Lovepreet Singh	M. Lib	10214	Lovepru
38	Jasveer Kaur	M. Lib	10215	Jasvee
39	Veerpal Kaur	M. Lib	10216	Veerpal
40	Harpreet Kaur	M.Lib	10217	Harpreet

Signature

Head
Dept. of Library & Information Science
Guru Nanak College, Budhlada (Mansa)

Sr. No	Name	Class	Roll no	Signature
41	Kulwinder Kaur	M.Lib	10218	Bkaur
42	Khushpreet Kaur	M.Lib	10219	Bkaur
43	Khushdeep Kaur	M.Lib	10220	Bkaur
44	Charnjeet Kaur	M.Lib	10221	Charnjeetkaur
45	Chandanpreet Kaur	M.Lib	10222	Chandanpreetkaur
46	baljinder Kaur	M.Lib	10223	Bkaur
47	Manpreet Kaur	M.Lib	10224	Pkaur
48	Gurmander Singh	M.Lib	10225	Gurmander S
49	Manpreet Kaur	M.Lib	10226	Pkaur
50	Manpreet Kaur	M.Lib	10227	Pkaur
51	Manpreet Kaur	M.Lib	10228	Manpreet K
52	Balwinder Singh	B.Lib	8019	Bwinder
53	Amandeep Kaur	B.Lib	8020	Aman
54	Kuldeep Kumar	B.Lib	8021	Kuldeep K
55	Jeevan Kumar	B.Lib	8022	Jkumar
56	Lovepreet Singh	B.Lib	8023	Lovepreet Singh
57	Asra Rani	M.Lib	10201	A Rani
58	Shishpal Kaur	M.Lib	10202	Skaur
59	Jorawar Singh	M.Lib	10203	Jorawar Singh
60	Manjeet Singh	M.Lib	10204	M Singh
61	Jugampreet Kaur	M.Lib	10205	Jugampreet Kaur
62	Labhi Kaur	M.Lib	10206	Lkaur
63	Jaswinder Kaur	M.Lib	10207	Jaswinder Kaur
64	Rajinder Kaur	M.Lib	10208	Rkaur
65	Subhpreet Singh	M.Lib	10209	Ssingh
66	Harjeet Singh	M.Lib	10210	Harjeet Singh
67	gurdas Singh	M.Lib	10211	Singh
68	Gurpreet Singh	M.Lib		Singh

GURU NANAK COLLEGE BUDHLADA

Department of Library and Information Science

Session: 2022-23

Feedback Performa

Name of Activity: Digital Privacy and Data Security: Preventive Measures   **Date:** 23-01-2023

Sr.No	Name	Class	Roll no	Feedback	Signature
1	Rebha Rani	B.Lib	8011	Lectures are good and exactly on time.	Rebha
2	Jashandeep Kaur	B.lib	8013	Teaching style is very good and proper management of the style.	
3.	Lovepreet Kaur	B.lib	8025	Good Behaviour and good skills and also have a positive attitude	
4.	Nirmal Kaur.	B.Lib	8036	Lectures are very effective and teachers are very hard-working.	Nirmal Kaur
5.	Kiranjeet Kaur.	B.Lib	8027	Teachers are fantastic and learning is impressive and shows positive gratitud.	

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Dept. of Library & Information Science
Guru Nanak College, Budhlada (Mansa)

GURU NANAK COLLEGE BUDHLADA

Department of Library and Information Science

Session: 2022-23

Feedback Performa

Name of Activity: <u>Digital Privacy and Data Security: Preventive Measures</u>   Date: 23-01-2023

Sr.No	Name	Class	Roll no	Feedback	Signature
1.	Asha Rani	M.Lib.	10201	Provides specific details about the projects.	Asha
2.	Shishpal Kaur	M.Lib	10202	Improving skills regards the technology	Shishpal Kaur
3.	Joravar Singh	M.Lib	10203	Cooperative teachers and also the fantastic person	Singh
4.	Manjeet Singh	M.Lib	10204	Encourages to the students regards technology	Manjeet Singh
5.	Juganpreet Kaur	M.Lib	10205	Aware students and motivates themselves.	Jugy

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Guru Nanak College, Budhlada (Mansa)

Activity no. 7

Name of Activity: Web Searching Techniques
Nature of Activity: ICT Computing Skills
Date of Activity: 30/01/2023
Resource person: Dr. Inderjeet Singh

Description:

The Department of Library and Information Science hosted a lecture titled "Web Searching Techniques," featuring Dr. Inderjeet Singh as the esteemed resource person. The primary objective of the lecture was to acquaint students with various methodologies for effectively accessing online resources. A total of 68 students actively participated in the session, deriving significant benefits from the knowledge imparted. The lecture proved invaluable in equipping students with the requisite skills to efficiently navigate online platforms and swiftly retrieve relevant information. Its emphasis on optimizing search strategies facilitated students in accessing online resources within minimal time frames, thereby enhancing their research capabilities and overall academic proficiency.

Brochure:

GURU NANAK COLLEGE BUDHLADA

Department of Library and Information Science

Attendance Sheet   Session: 2022-23

Date: 30-01-2023

Name of Activity: Web Searching Techniques

Sr. No	Name	Class	Roll no	Signature
1	Sandeep Kaur	M. Lib	10229	Sav
2	Amaritpal Singh	M. Lib	10230	Ams
3	Manpreet Singh	M. Lib	10231	Manpreet
4	Gurvinderjeet Singh	M. Lib	10232	(R)
5	Pooja	M. Lib	10233	Poo
6	Shilpa Rani	M. Lib	10234	Shilpa
7	Harmandeep Kaur	B. Lib	8024	H
8	Loveprect Kaur	B. Lib	8025	Loup
9	Kiranjeet Kaur	B. Lib	8027	kiran
10	Subhwinder Kaur	B. Lib	8028	Subhwinder
11	Gurdarshan Singh	B. Lib	8029	Sarbjit
12	Sarbjeet Kaur	B. Lib	8030	Sarbjeet
13	Gurpreet Singh	B. Lib	8031	Gurpreet
14	Jagdeep Singh	B. Lib	8032	Jagdeep
15	Hardeep Singh	B. Lib	8033	Har
16	Bhupinder Singh	B. Lib	8034	Bhupind
17	Amanpreet Singh	B. Lib	8035	Aman
18	Nirmal Kaur	B. Lib	8036	Nirmal
19	Ravinder Singh	B. Lib	8037	Rav
20	Kewal Singh	B. Lib	8038	Kew

Signature

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GURU NANAK COLLEGE BUDHLADA

Department of Library and Information Science

Attendance Sheet   Session: 2022-23

Name of Activity: Web Searching Techniques   **Date:** 30-01-2023

Sr.No	Name	Class	Roll no	Signature
21	Jaswinder Singh	M.Lib	10293	
22	Loveprut Singh	M Lib	10214	Lovepret
23	Jasveer Kaur	M.Lib	10295	Jasveer
24	Veerpal Kaur	M.Lib	10216	Veerpal
25	Harpreet Kaur	M.Lib	10217	Harpreet
26	Kulwinder Kaur	M.Lib	10218	Kulwind
27	Khushpreet Kaur	M.Lib	10219	Khushpreet
28	Khusdeep Kaur	M.Lib	10220	Khushdeep
29	Charnjeet Kaur	M.Lib	10221	Charnjeet
30	Chandanpreet Kaur	M.Lib	10222	Chandan
31	Baljinder Kaur	M.Lib	10223	B
32	Manpreet Kaur	M Lib	10224	Manpreet
33	Gurmander Singh	M.Lib	10225	Gurmand
34	Manpreet Kaur	M.Lib	10226	Manpreet
35	Manpreet Kaur	M Lib	10227	Man
36	Manpreet Kaur	M.Lib	10228	M
37	Sandeep Kaur	M.Lib	10229	Sandep
38	Amritpal Singh	M.Lib	10230	Amart
39	Manpreet Kaur	M.Lib	10231	Manp
40	Gurpal Singh	B.Lib	8003	Gurpal

Signature

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GURU NANAK COLLEGE BUDHLADA

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Sr. No	Name	Class	Roll no	Signature
41	Amanpreet monga	B.lib	8003	Aman
42	Bharti jindal	B.lib	8004	B
43	Davindupal Singh	B.lib	8005	Davindr
44	Ramandeep kaur	B.lib	8006	Ramandy
45	Rajwinder kaur	B.lib	8007	Rajwind
46	Kamaljit kaur	B.lib	8008	Kamaljit
47	Parmod kumar	B.lib	8009	Parmod
48	Amandeep kaur	B.lib	8010	Aman
49	Rebha Rani	B.lib	8011	Rebha
50	Amarjeet kaur	B.lib	8012	Amarjeet
51	Labhi kaur	M.lib	10206	Labhi
52	Jaswinder kaur	M.lib	10207	Jaswind
53	Rajinder kaur	M.lib	10208	Rajind
54	Subhpreet Singh	M.lib	10209	S
55	Harjeet Singh	M.lib	10210	Harjeet
56	Gurdas Singh	M.lib	10211	G
57	Gurpreet Singh	M.lib	10212	Gurpret
58	Jaswinder Singh	Mlib	10213	Jaswinda
59	Lovepreet Singh	M lib	10214	Lovepret
60	Jasveer kaur	M.lib	10215	jasveer
61	Veerpal kaur	M.lib	10216	verp
62	Harpreet kaur	M.lib	10217	Harp
63	Kulwinder kaur	Mlib	10218	Kulwind
64	Kiranjeet kaur	B.lib	8027	Kiran
65	Subhwinder kaur	B.lib	8028	Shtoh
66	Gurdarshan Singh	B.lib	8029	G
67	Sarbjeet kaur	B.lib	8030	Sabjit
68	Gurpreet Singh	B.lib	8031	Gur

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GURU NANAK COLLEGE BUDHLADA
Department of Library and Information Science
Session: 2022-23
Feedback Performa

Name of Activity: Web Searching Techniques

Date: 30-01-2023

Sr.No	Name	Class	Roll no	Feedback	Signature
1.	Jaspreet Kaur	B.Lib.	8018	Teachers are good and hard working. have good skills also.	Jaspreet Kaur
2.	Nirmal Kaur	B.Lib	8036	Effective and attractive way of teaching.	Nirmal
3.	Jeevan Kumar	B.Lib	8022	I am really impressed with your willingness to learn and improve our skills.	Jeevan Kumar
4.	Gurpreet Singh	B.Lib	8031	Teachers are very sensitive to the individual needs of the students.	gSigh
5.	Ravinder Singh	B.Lib.	8044	Motivating the students and encourages them to continue doing their jobs well.	Binf

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GURU NANAK COLLEGE BUDHLADA

Department of Library and Information Science

Session: 2022-23

Feedback Performa

Name of Activity: Web Searching Techniques   Date: 30-01-2023

Sr.No	Name	Class	Roll no	Feedback	Signature
1.	Juganpreet Kaur	M.Lib	10205	Improvement Off the skills	Jugan Kaur
2.	Lakhi Kaur	M.Lib	10206	Proper guidance about the web seminars	Lakhi
3.	Taswinder Kaur	M.Lib	10207	Provides the adequate and proper guidance about technology	Taswinder Kaur
4.	Rajinder Kaur	M.Lib	10208	Commitment to the continuous improvement is admirable.	Raji
5.	Sukhpreet Singh	M.Lib.	10209	Teaching way is impressive and support students regards their needs	Subh

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ept. of Library & Information Science
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Activity no. 8

Event name: google drive workshop enhancing productivity and collaboration
Venue: computer lab 2
Time: 12 p.m. onwards
Students: 35
Speaker: Miss Bhawana Bansal (A.P. OF COMPUTER SCIENCE)

DESCRIPTION: Join us for an interactive workshop on maximizing productivity and collaboration using Google Drive. Whether you're a beginner or an experienced user, this workshop will provide valuable insights and tips to streamline your workflow and improve teamwork within your organization. During the workshop, you'll learn: How to effectively organize and manage files and folders in Google Drive. Tips for optimizing document creation, editing, and sharing using Google Docs, Sheets, and Slides. Collaborative features such as real-time editing, comments, and version history. Integration with other Google Workspace apps like Gmail and Calendar for seamless communication and scheduling. Best practices for maintaining security and privacy while collaborating on documents. Advanced techniques for automating tasks and customizing your Google Drive experience. Whether you're a student, educator, entrepreneur, or professional, mastering Google Drive can significantly enhance your productivity and streamline your collaborative efforts

IMPACT:A Google Drive workshop aimed at enhancing productivity and collaboration among students can have several positive impacts:

Improved Organization: Students will learn how to effectively organize their files and documents using Google Drive, reducing clutter and making it easier to find what they need.

Enhanced Collaboration: By understanding how to share and collaborate on documents in real-time, students can work together more efficiently on group projects and assignments.

NOTICE

NOTICE

The English department is going to organize Google Drive Workshop Enhancing productivity and collaboration. Join us for an informative workshop aimed at unlocking the full potential of Google Drive to boost productivity and streamline collaboration in your personal and professional endeavors.
Date: 7th February 2023
Time: 12:00 P.M.
Location: Computer Lab 2
Keynote speaker: Miss Bhawana Bansal
Workshop Highlights: Introduction to Google Drive and its features Organizing files and folders effectively Collaborating in real-time with Google Docs, Sheets, and Slides Utilizing Google Forms for data collection and surveys Integrating Google Drive with other productivity tools Best practices for security and privacy Tips for optimizing workflow and efficiency Q&A session to address specific queries and challenges.

Head
Deptt. Of English
Guru Nanak College
Budhlada (Mansa)

Invitation Letter
PG Department of English

Head
PG Department of English
Guru Nanak College Budhlada

This is to inform you that our department is going to organize Google Drive workshop enhance productivity and collaboration on 7th February 2023 by Miss Bhawana Bansal (Department of Computer Science). We cordially invite you to give your valuable knowledge. Looking forward to your humble presence.

Thank You

Bhawana

Head
Dept. Of English
Guru Nanak College
Budhlada (Mansa)

Guru Nanak College, Budhalda

DEPARTMENT OF ENGLISH
WELCOMES YOU FOR ONE–DAY WORKSHOP ON

GOOGLE DRIVE WORKSHOP: ENHANCING PRODUCTIVITY AND COLLABORATION

KEYNOTE SPEAKERS: MS. BHAWANA (A.P. OF COMPUTER SCIENCE DEPARTMENT)

➤ **Venue: Computer Lab 2**

➤ **Date: 7th February, 2023**

➤ **Time: 12 P.M. onwards**

H.O.D.	Principal
Dr. Rupinder Jeet Kaur	Dr. Kuldip Singh Bal

Punjab, India
Guru Nanak college, Budhlada, Punjab 151502, India
Lat 29.932961°
Long 75.56901°
07/02/23 01:54 PM GMT +05:30

Punjab, India
Guru Nanak college, Budhlada, Punjab 151502, India
Lat 29.932961°
Long 75.56901°
07/02/23 01:53 PM GMT +05:30

Guru Nanak College Budhlada

List Of Candidates

7 feb. 2023

Google Drive workshop: Enhance productivity and collaboration
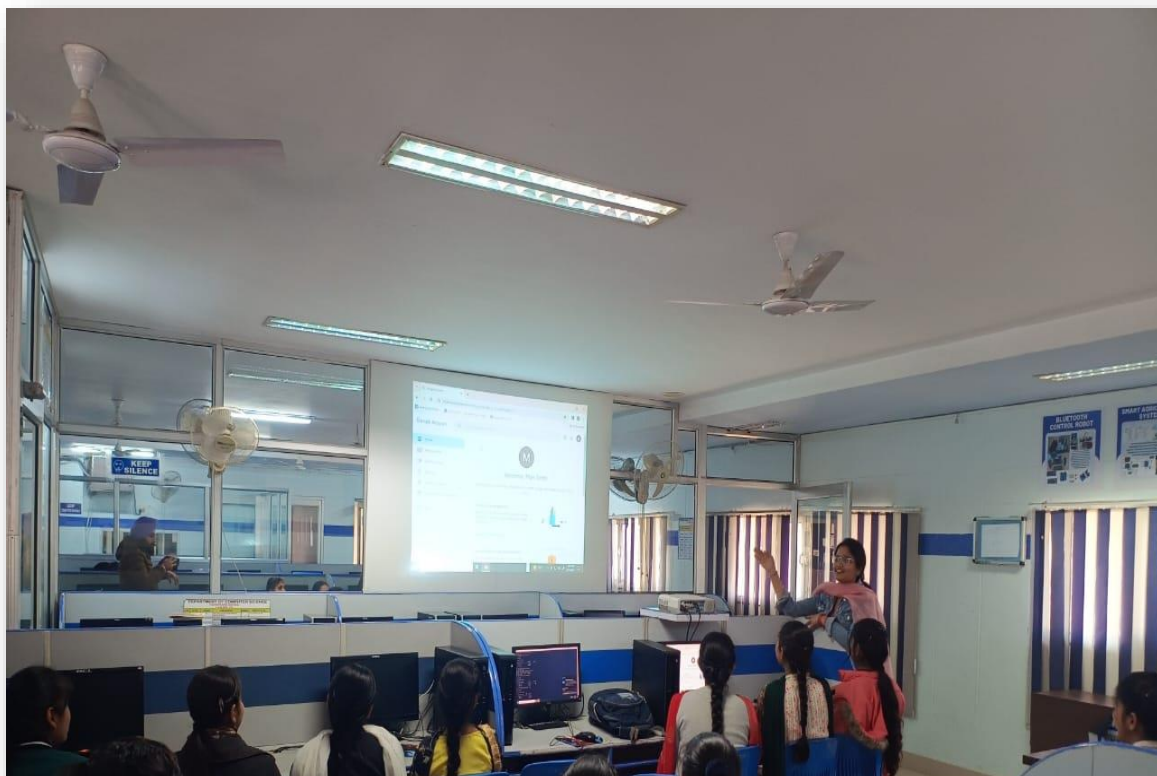
Sr.No	Student Name	Class	Class Roll No	Student Signature
1	Silpa Kaur	B.A. I literature	6038	Silpa Kaur
2	Riya Devi	"	6067	Riya devi
3	Kusum Rani	"	6071	Kusum Rani
4	Harpreet Kaur	"	6118	Harpreet Kaur
5	Manpreet Kaur	"	6119	Manpreet Kaur
6	Amandeep Kaur	"	6156	Amandeep Kaur
7	Gurleen Kaur	"	6195	Gurleen Kaur
8	Manpreet Kaur	"	6200	Manpreet Kaur
9	Jagleet Kaur	"	6312	Jagleet Kaur
10	Sandeep Kaur	"	6218	Sandeep Kaur
11	Jaspreet Kaur	"	6201	Jaspreet Kaur
12	Tasveer Kaur	M.A.	11520	Tasveer Kaur
13	Pooja Rani	M.A.	11506	Pooja Kaur
14	Sonia Rani	M.A.	11503	Sonia
15	Balkar Singh	M.A.	11509	Babu
16	Khushpreet Kaur	B.A.	6283	Khushpreet Kaur
17	Rajpal Kaur	B.A.	6260	Rajpal Kaur
18	Sunita Rani	B.S.C.	2638	Sunita Rani
19	Shinu	B.S.C.	2657	Shinu
20	Diksha	B.S.C.	2666	Diksha
21	Gurleen Kaur	B.C.A.	1201	Gurleen Kaur
22	Gurlit Kaur	B.C.A.	1207	Gurlit Kaur
23	Harpreet Kaur	B.C.A.	1226	Harpreet Kaur
24	Manpreet Kaur	M.A.	1504	Manpreet Kaur
25	Lekhika Rani	B.C.A.	1203	Lekhika Rani
26	Navdeep Singh	B.C.A.	1241	Navdeep Singh
27	Bharti	B.A.	6055	Bharti
28	Sneha	"	6060	Sneha
29	Neelam	"	6062	Neelam
30	Anurag Bansal	B.C.A.	1242	Anurag Bansal
31	Geeta Rani	B.A.	6080	Geeta Rani
32	Veerpal Kaur	B.A.	6078	Veerpal Kaur
33	Milanpreet Kaur	B.C.A.	1244	Milanpreet Kaur
34	Beant Kaur	B.A.	6075	Beant Kaur
35	Malkit Kaur	B.A.	6058	Malkit Kaur

Head
Deptt. of English
Guru Nanak College
Budhlada (Mansa)

Activity no. 9

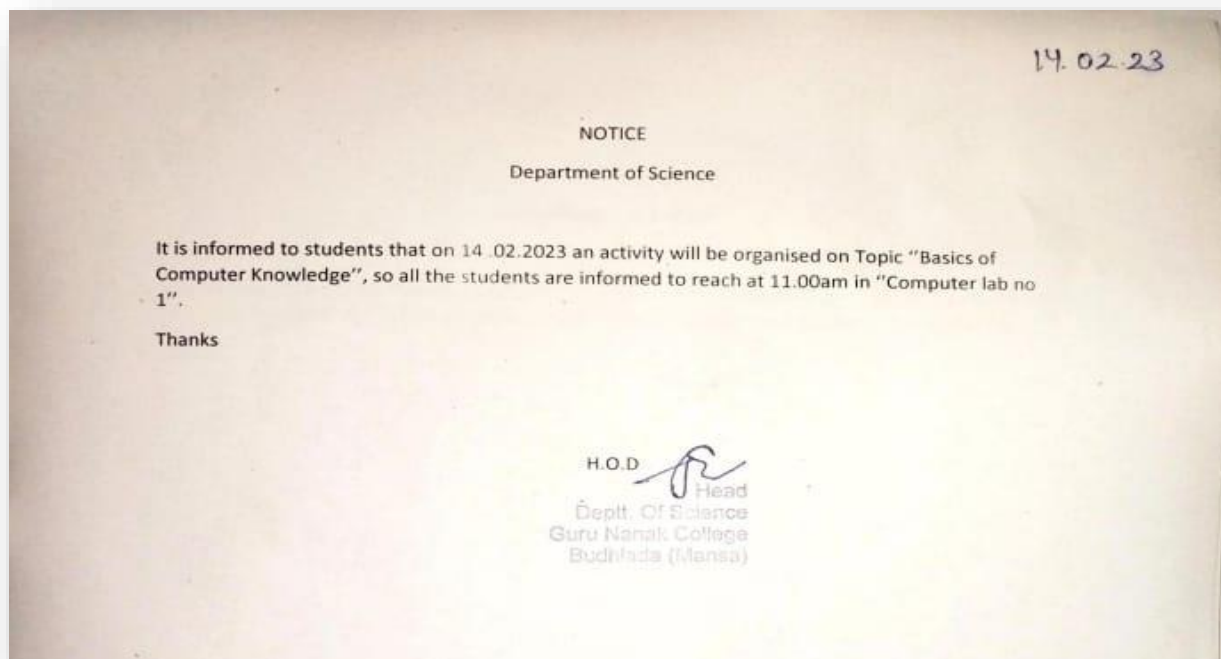**Name of the event –** Basics of computer knowledge
Date of the event – 14/2/2023
Name of the speaker – Assistant Prof. Bhavna Bansal
Number of students participate - 50

Description – The lecture is delivered by **Assistant Proff Bhavna Bansal** on **Basics of computer knowledge topic** in which she talks about importance of Basics of computer knowledge in student's life. Basic computer knowledge encompasses understanding fundamental concepts such as hardware, software, and their interaction. Hardware refers to the physical components of a computer system, including the central processing unit (CPU), memory (RAM), storage devices (hard drives, solid-state drives), input devices (keyboard, mouse), and output devices (monitor, printer). Software comprises programs and applications that enable users to perform tasks on a computer, such as operating systems (Windows, mac OS, Linux), productivity software (Microsoft Office, Google Workspace), and entertainment programs (video games, media players). Understanding basic computer operations involves familiarity with tasks like file management, internet browsing, email usage, and software installation. Additionally, knowledge of computer security, including antivirus programs and safe internet practices, is crucial for protecting personal data and preventing cyber threats. Overall, basic computer knowledge provides individuals with the skills needed to effectively navigate and utilize technology in various aspects of their lives.

NOTICE OF EVENT-

NOTICE

Department of Science

It is informed to students that on 14.02.2023 an activity will be organised on Topic "Basics of Computer Knowledge", so all the students are informed to reach at 11.00am in "Computer lab no 1".

Thanks

H.O.D
Head
Deptt. Of Science
Guru Nanak College
Budhlada (Mansa)

14.02.23

Image of event –

Image of attendance-

DEPARTMENT OF SCIENCE
GURU NANAK COLLEGE, BUDHLADA

Date: 14/2/2023   Session: 22 – 23

Name of Event: Basics of Computer Knowledge.

Briefing of Event:

S.N.	Name of Student	Roll No.	Class	Signature
1.	Navdeep Kaur	2815	B.SC.Ist	Navdeep Kaur
2.	Gurjot kaur.	2790	B.Sc. Ist	Gurjot Kaur
3	Arishdeep Kaur	2795	B.Sc. Ist	Arishdeep kaur
4	Simran	2831	B.SC. Ist	Simran
5	Anju Bala	2801	B.Sc. Ist	Anju Bala
6.	Gagandeep kaur	2800	B.Sc – I	Gagandeep kaur
7.	Khushpreet Kaur	2825	B.Sc – I	Khushpreet Kaur
8.	Dviti	2820	B.Sc – I	Dviti
9.	Komal	2760	B.Sc – I	Komal
10.	Jashanpreet Kaur	2773	BSC – I	Jashanpreet Kaur
11.	Veerpal Kaur	2774	BSC – I	Veerpal
12.	Amandeep kaur	2759	BSC – I	Amandeep Kaur.
13.	Harman kaur	2834	BSC – I	Harman kaur
14.	Pooja Rani	2779	B.Sc – I	Pooja Rani.
15.	Pawanjot kaur	2765	B.Sc – I	Pawanjot kaur.
16.	Gurpreet kaur	2754	BSC – I	Gurpreet k
17.	Babandeep kaur	2792	B.Sc I	Babandeep kaur
18.	khushpreet kaur	2764	BSC I	Khushpreet kaur
19.	Harpreet Kaur	2763	BSC I	Harpreet Kaur
20.	Simmy Kaur	2839	B.Sc – I (N.H)	Simmy kaur

Signature & Stamp
Head
(HOD /Coordinator/Incharge)
Guru Nanak College
Budhlada (Mansa)

DEPARTMENT OF SCIENCE
GURU NANAK COLLEGE, BUDHLADA

Date: 14/2/23   Session: 22 - 23
Name of Event: Basics of computer Knowledge
Briefing of Event:

S.N.	Name of Student	Roll No.	Class	Signature
1	Sandeep Kaur	2617	BSC (N.M 3	Sandeep Kaur
2	Lovepreet Kaur	2631	BSC N.M 3	Lovepreet Kaur
3	Amandeep Kaur	2654	BSC (N.M)-III	Amandeep Kaur
4	Manpreet Kaur	2610	B.Sc (NM)	Manpreet Kaur
5	Amardeep Kaur	2647	BSC (N.M)III	Amardeep kaur
6	Sandeep Kaur	2648	B-SC(N.M) III	Sandeep kaur
7	Sona kaur	2651	BSC (NM)III	Sona Kaur
8	Jashanpreet Kaur	2672	BSC (NM)III	Tarlam
9	Sukhandeep Kaur	2685	BSC (NM) III	Sukhan
10	Husanpreet Kaur	2671	BSC (N.M) III	Husanpreet
11	Rajni Rani	2670	BSC (N.M)III	Rajni
12.	Muskan	2612	B.SC(N.M)	Muskan.
13.	Diya	2613	B.SC(N.M)	Diya
14	Manpreet kaur	2619	B.SC (N.M)	Manpreet kaur
15.	Joty	2632	BSC(N.M)	Joty
16.	Neha	1314	B.SC (M)	Neha
17	Ramanpreet Kaur	1305	B.SC (M)	Ramanpreet Kaur
18.	Appi Kaur	1311	B.SC (M)	Appi Kaur
19.	Gagandeep Kaur	1315	B.SC (M)	Gagandeep
20.	Ramandeep Kaur	1316	B.SC (M)	Raman

Signature & Stamp
(HOD /Coordinator/Incharge)
Guru Nanak College
Budhlada (Mansa)

DEPARTMENT OF SCIENCE
GURU NANAK COLLEGE, BUDHLADA

Date: 14/2/23   Session: 22 - 23
Name of Event: Basics of Computer Knowledge
Briefing of Event:

S.N.	Name of Student	Roll No.	Class	Signature
1.	Gagandeep Kaur	12001	M.Sc (Phy)	Gagandeep Kaur
2.	Sahiba Saluja	12002	M.Sc (Phy)	Sahiba Saluja
3.	Prinka Rani	12004	M.Sc (Phy)	Prinka Rani
4.	Sukhvir Kaur	12006	M.Sc (Phy)	Sukhvir Kaur
5.	Suchma Kaur	12015	M.Sc (Phy)	Suchma kaur
6.	Vibal Kumar	12016	M.Sc (Phy)	Vibal kumar
7.	Abhishek Kumar	12009	M.Sc (Phy)	Abhishek Kumar
8)	Pranchal	12014	M.Sc (Phy)	Pranchal
9)	Karina	12008	M.Sc (Phy)	Karina
10.	Dinesh Kumar	12011	M.Sc (Phy)	Dinesh Kumar

Signature & Stamp
(HOD /Coordinator/Incharge)
Deptt. Of Science
Guru Nanak College
Budhlada (Mansa)

Activity no. 10

Name of Activity: Workshop on Computerized Accounting
Date: 11/04/2023
Resource Person: Mr. Bhartesh Goyal, Mr. Ajay Maindola
No. of Students: 65

Description: Commerce and Management department organized one day workshop on "Computerized Accounting" on 11th April, 2023. Bhartesh Goyal Manager Infowiz-A Software Solution Pvt. Ltd. Bathinda, the resource person shares his knowledge and experience about the practical aspects and problems faced by the various businessmen relating to accounting. He specially focused on process of creating ledger, groups, balance sheets and reports. He also focused on how to generate sales and purchase bill, vouchers and GST etc.

Computerized accounting system refers to the system of maintaining accounts using computers. It involves the processing of accounting transactions through the use of hardware and software in order to keep and produce accounting records and reports. Workshop aims at enriching the knowledge and understanding relationship between computerized accounting system and organizational performance especially on quality financial reporting.
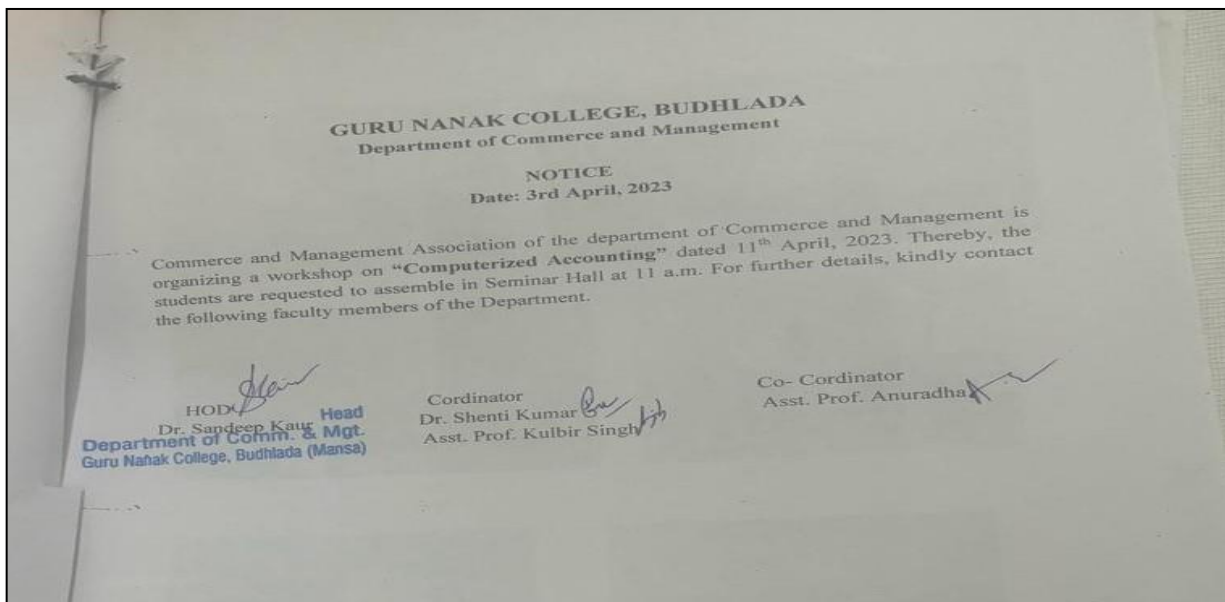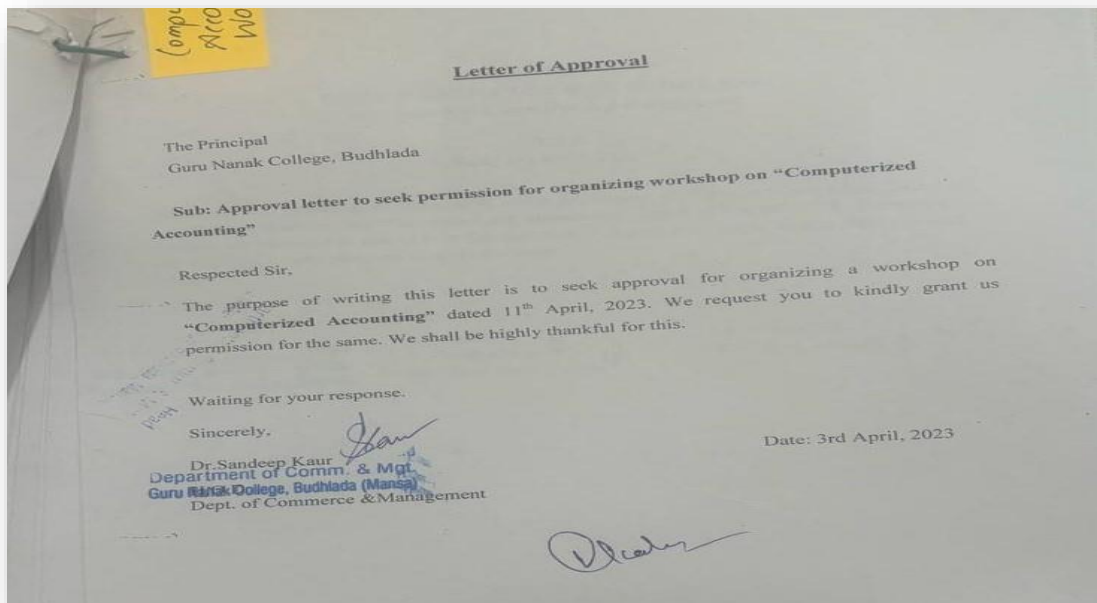
The objectives of workshop are:

1. To provide knowledge of practical aspects of Computerized Accounting to all.
2. Gain an understanding of Accounting Software (Tally Prime).
3. Gain working knowledge and application in routine compliances.
4. Enhance skills in structural and practical manner.
5. Use such skills to take managerial decisions.

<u>Letter of Approval</u>

The Principal
Guru Nanak College, Budhlada

Sub: Approval letter to seek permission for organizing workshop on "Computerized Accounting"

Respected Sir,

The purpose of writing this letter is to seek approval for organizing a workshop on "Computerized Accounting" dated 11th April, 2023. We request you to kindly grant us permission for the same. We shall be highly thankful for this.

Waiting for your response.

Sincerely,

Dr.Sandeep Kaur
Department of Comm. & Mgt.
Guru Nanak College, Budhlada (Mansa)
Dept. of Commerce & Management

Date: 3rd April, 2023

GURU NANAK COLLEGE, BUDHLADA
Department of Commerce and Management

NOTICE
Date: 3rd April, 2023

Commerce and Management Association of the department of Commerce and Management is organizing a workshop on "Computerized Accounting" dated 11th April, 2023. Thereby, the students are requested to assemble in Seminar Hall at 11 a.m. For further details, kindly contact the following faculty members of the Department.

HOD
Dr. Sandeep Kaur
Head
Department of Comm. & Mgt.
Guru Nanak College, Budhlada (Mansa)

Cordinator
Dr. Shenti Kumar
Asst. Prof. Kulbir Singh

Co- Cordinator
Asst. Prof. Anuradha
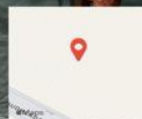
Department of Commerce and Management
Organized
"Workshop on Computerized Accounting"

Resource Person:
Mr. Bhartesh Goyal(Manager)
INFOWIZ–A SOFTWARE SOLUTION, Bathinda

Date: 11th April, 2023

GURU NANAK COLLEGE, BUDHLADA
Lecture on "Computerized Accounting"
Attendance Record (11 April, 2023)

Sr. No.	Name	Class	Roll No.	Signature
1.	Kulwinder Kaur	B·COM(H)I	9009	Kulwinder Kaur
2.	Khushpreet Kaur	B.com(H)I	9004	Khushpreet Kaur
3.	Husanpreet Kaur	B/com(H)I	9016	Husanpreet Kaur
4	Gurwinder kaur	B.com(H)I	9019	Gurwinder kaur
5	Amandeep kaur	B.com(H)I	9059	Amandeep kaur
6	Dıksha Rani	B·com(H)I	9001	Diksha Rani
7.	Astha	B.com(H)I	9043	Astha
8.	Sharuti	B·com(H)I	9029	Shaluti
9.	Arshdeep kaur	B·com(H)	9007	Arsh deep Kaur
10	Rupinder Kaur	B.com(H)	9008	Rupinder Kaur
11	Navjot Kaur	B·com(H)	9080	Navjot
12	Simranpreet K.	B.com(H)	9049	Simranpreet K.
13.	Simarjeet K.	B.com(H)	9054	Simar
14	Chitra	B.com(H)	9006	Chitra
15.	Nupur Gupta	B.com(H)I	9111	Nupur
16.	Mehak Garg	B.com(H)II	9179	mehak
17.	Sandeep kaur	B.com(H)III	9293	Sadeep kaur
18.	Vandana Rani	B.com(H)III	9235	Vandana Rani
19	Ravinder kaur	B.com(H)III	9103	Ravinder K
19	Heena	B.com(H)III	9208	Heena
20	Simran kaur	B.com(H)III	9286	Simran Kaur
20	Anu	B.com(H)III	9231	Anu
21	Monika Rani	B.com H III	9217	Monika Rani
22.	Saloni Garg	B.com H III	9213	Saloni Garg
23.	Sumanpreet kaur	B.com(H)III	9265	Sumanpreet kaur
24	Melo kaur	B.com(H)III	9264	melo kaur
25	Pooja Rani	B.com(H)III	9260	Pooja Rani
26	Jashanpreet kaur	B.com(H)III	9236	Jashanpreet kaur
27	Shama Rani	B.com(H)III	9295	Shama Rani
28	Amandeep kaur	B.com H II	9134	Atam
29	Gurpreet kaur	B.com H II	9160	Gurpreet
30	Amarjeet kaur	B.com H II	9143	Amarjeet
31.	Vandana.	B.com(H)II	9152	Vandana
32.	Isha	B.com(H)II	9157	Isha
33.	Sonia	B.com(H)II	9135	Sonia
34	Nancy	B.com(H)II	9165	Nancy
35.	Manpinder sharma	B.com(H)II	9159	Manpinder

Head
Department of Comm. & Mgt.
Guru Nanak College, Budhlada (Mansa)

GURU NANAK COLLEGE, BUDHLADA
Lecture on "Computerized Accounting"
Attendance Record (11 April, 2023)

Sr. No.	Name	Class	Roll No.	Signature
1.	Deepak Kumar	B.Com(H) I	9005	Deepak Go
2.	Harwinder Singh	B.Com(H) I	9048	Harwinder Singh
3.	Hemant Sharma	B.Com(H) I	9007	Hemant Sharma
4.	Shubham Mehta	B.com(H) I	9070	Shubham Mehta
5.	Rahul Kumar	B.com(H) I	9062	Rahul
6.	Jaswinder Singh	B.Com(H) I	9079	Jaswinder Singh
7.	Honey Singh	B.com(H) I	9072	Honey Singh
8.	Mandeep Singh Jaggal	B.Com(H) I	9061	Mandeep Singh
9.	Lovepreet Singh	B.com(H) I	9001	Lovepreet Singh
10	Ankush Goyal	B.com(H) I	9053	Ankush
11	Subhrai Singh	B.Com(H) I	9022	Subhrai Singh
12	Lovepreet Singh	B.com(H) I	9083	Lovepreet Singh
13	Gurjot Singh	B.Com(H) II	9146	Guru Kalya
14	Nikhil Bangla	B.com(H) I	9148	Nikhil Singh
15	Bimol	B.com(H) II	9154	Bimol
16	Bhavit Bhotb	B.Com(H) II	9180	Bhavya
17.	Mohit Sharma	B.Com(H) II	9174	Mohit
18.	Mihul Bansal	B.com(H) II	9302	Mihul
19.	Poulom Goyal	B.com(H) II	9194	Poulom Goyal
20	Jatinder Kumar	B.Com(H) II	9116	Jatinder Kumar
21	Hurry Singla	B.Com(H) II	9804	Hurry Singla
22	Arjun Singh	B.Com(H)	9190	
23	Vishal Sardana	B.com(H) II	9173	Vishal Sardana
24	Mohit Jindal	B.com(H) II	9197	Mohit Jindal
25	Lavish	B.Com(H) II	9199	Lavish
26	Pulkit	B.Com(H) II	9108	Pulkit
27	Romeo			
28	Girish Kumar	B.Com(H) III	9232	Girish Kumar
29	Rahul Bansal	B.C.H III	9260	
30.	Jashan Garg	B.C.H III	9033	Jashan

Head
Department of Comm. & Mgt.
Guru Nanak College, Budhlada (Mansa)

GURU NANAK COLLEGE BUDHLADA

Under the Management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib

Ref: Misc./comm/2022-23/47

Appreciation Letter

Mr. Bhartesh Goyal
Infowiz-ASoftware Solutions
Manager
Bathinda

Sub: Letter of Appreciation.

Respected Sir

Thank you for delivering a very informative lecture in One day workshop to our students on Computerized Accounting" organized at our institute on 11th April, 2023. We are grateful for the time and effort you took to share your ideas and experience for guiding the students. All the participants appreciated and got benefited from this presentation. Looking forward for your co-operation for guiding our students in future as well.

Regards

Head

H.O.D
Department of Comm & Mgt.
Budhlada (Mansa)
Department of Commerce & Management
Guru Nanak

Ref:
Misc /comm/2022-23/48

Appreciation Letter

Mr. Ajay Maindola
Infowiz-A Software Solutions
Bathinda

Sub: Letter of Appreciation.

Respected Sir

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Regards

Head
Department of Comm & Mgt.
Guru Nanak College, Budhlada (Mansa)
Department of Commerce & Management