2022-23

OFFICE AUTOMATION

CERTIFICATE COURSE IN BACK OFFICE AUTOMATION

SESSION 2022-23

Objectives: To provide training in use of Windows Basic, Microsoft Word and PowerPoint, internet and internet tools. The course also helps the candidates to get acquainted with IT.

Learning Outcomes:

After completion of the course, students would be able to documents, make small presentations and would be acquainted with internet.

Scheme of Paper

Theory Examination

1. There will be Five question of 10 Marks each. Student has to attempt any three questions out of five.
2. Each questions carry 10 marks.
3. Practical Examination carry One Practical Question from Each Section of Syllabus.

Max. Marks	Theory	Practical	Time	Duration
50	30	20	90 Minutes	45 Days

THEORY + PRACTICAL PAPER

SECTION –A

Fundamentals of Operating system; Booting sequence; Operating System files, Definition of a file; File naming, Warm and Cold reboot; DOS commands; Internal and External; Using Windows : Windows Basics; Start Windows; Maximize/Minimize windows, help feature; Exit windows, Starting an application; Running multiple applications; File Management through windows: Copy, Move, Delete files Renaming files and directories; Disk operation Using File Manager, Using Accessories: Notepad, WordPad, Print a document file in Notepad/WordPad, MS Paint, Printing a drawing.

(15 Lectures)

SECTION –B

Word Processing Package: Basics of Word Processing; Text Selection, Opening Documents and Creating Documents, Saving Documents/Quitting Documents, Printing Documents, Finding and Replacing Text, Spell Check Feature, Page formatting; Borders and shading, Adding Headers and Footers, Merging Documents, Using Mail merge feature for labels and envelopes.

Spreadsheet Package : Worksheet Basics, Data Entry in Cells : Entry of numbers, text and formulae, Moving data in a worksheet, Moving around in a worksheet, Selecting Data Range, Formatting and Calculations : Autofill, Working with Formulae, Data formatting, Working with Ranges, Worksheet Printing; Working with Graphs and Charts, Chart wizard, Adding Titles, Legends and Gridlines, Printing Charts; Filtering Records in a worksheet; Functions and Macros: Creating Macros, Record Macros, Running Macros.

Presentation Software: Basic Feature, Selecting Design Templates, Creating, Saving and Printing a Simple Presentation, Various views, Adding Pictures, Shapes, Clip Art, Audio and Movie.

(20 Lectures)

SECTION – C

Internet and www: Internet services, Access Methods, Future of Internet, Web Browsers, Web surfing, searching on internet, Email, Creation of Email Account, Sending, Opening and Printing Email, Online Services.

(10 Lectures)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

Course outcomes:

An Office Automation Certificate Course typically aims to equip students with essential skills and knowledge to efficiently use office technology and software. Here are the key course outcomes from such a program:

Proficiency in Office Software:
- Gain comprehensive skills in using office productivity software such as Microsoft Office Suite (Word, Excel, PowerPoint).
- Students are able to Learn to create, format, and edit documents, spreadsheets, presentations, and databases.

Effective Communication:
- Develop the ability to compose professional business correspondence, including emails, memos, and reports.
- Enhance skills in using email clients and calendar management tools.

Digital Literacy:
Gain an understanding of basic computer operations and digital tools.

Learn about internet research techniques and online resources relevant to office tasks.

These outcomes ensure that students are well-prepared to handle various administrative tasks and responsibilities in a modern office environment.

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2022-23

Certificate Course in "Office Automation"

Starting from 1 August to 15 September, 2022
Time: 10 a.m. to 12 noon

*Interested students can give their name to Prof. Narinder Pal Singh
Contact no. : +91 99883 26240

Prof. Narinder Pal Singh
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
ALOUR(KHANNA)

NOTICE   Date:18.07.2022

College is going to start short term course in **"Office Automation"** starting from 1st August 2022 to 15th September 2022. Interested students can give their name to Prof. N.P.Singh , Assistant Professor in Computer Science Department.

Contact No. 9988326240

Prof. Narinder Pal Singh
Assistant Prof. of Computer Sci.

Dr. Neena Seth Pajni
Principal

2021-22

CERTIFICATE COURSE IN BACK OFFICE AUTOMATION

SESSION 2021-22

Objectives: To provide training in use of Windows Basic, Microsoft Word and PowerPoint, internet and internet tools. The course also helps the candidates to get acquainted with IT.

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Max. Marks	Theory	Practical	Time	Duration
50	30	20	90 Minutes	45 Days

THEORY + PRACTICAL PAPER

SECTION –A

Fundamentals of Operating system; Booting sequence; Operating System files, Definition of a file; File naming, Warm and Cold reboot; DOS commands; Internal and External; Using Windows : Windows Basics; Start Windows; Maximize/Minimize windows, help feature; Exit windows; Starting an application; Running multiple applications; File Management through windows: Copy, Move, Delete files Renaming files and directories; Disk operation Using File Manager, Using Accessories: Notepad, WordPad, Print a document file in Notepad/WordPad, MS Paint, Printing a drawing.

(15 Lectures)

SECTION –B

Word Processing Package: Basics of Word Processing; Text Selection, Opening Documents and Creating Documents, Saving Documents/Quitting Documents, Printing Documents, Finding and Replacing Text, Spell Check Feature, Page formatting; Borders and shading, Adding Headers and Footers, Merging Documents, Using Mail merge feature for labels and envelopes.

Spreadsheet Package : Worksheet Basics, Data Entry in Cells : Entry of numbers, text and formulae, Moving data in a worksheet, Moving around in a worksheet, Selecting Data Range, Formatting and Calculations : Autofill, Working with Formulae, Data formatting, Working with Ranges, Worksheet Printing; Working with Graphs and Charts, Chart wizard, Adding Titles, Legends and Gridlines, Printing Charts; Filtering Records in a worksheet; Functions and Macros: Creating Macros, Record Macros, Running Macros.

Presentation Software: Basic Feature, Selecting Design Templates, Creating, Saving and Printing a Simple Presentation, Various views, Adding Pictures, Shapes, Clip Art, Audio and Movie.

(20 Lectures)

SECTION – C

Internet and www: Internet services, Access Methods, Future of Internet, Web Browsers, Web surfing, searching on internet, Email, Creation of Email Account, Sending, Opening and Printing Email, Online Services.

(10 Lectures)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

Course outcomes: -

An Office Automation Certificate Course typically aims to equip students with essential skills and knowledge to efficiently use office technology and software. Here are the key course outcomes from such a program:

Proficiency in Office Software:
- Gain comprehensive skills in using office productivity software such as Microsoft Office Suite (Word, Excel, PowerPoint).
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Effective Communication:
- Develop the ability to compose professional business correspondence, including emails, memos, and reports.
- Enhance skills in using email clients and calendar management tools.

Digital Literacy:

Gain an understanding of basic computer operations and digital tools.

Learn about internet research techniques and online resources relevant to office tasks.

These outcomes ensure that students are well-prepared to handle various administrative tasks and responsibilities in a modern office environment.

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2021-22

Certificate Course in "Office Automation"

Starting from 1 August to 15 September, 2021
Time: 10 a.m. to 12 noon

*Interested students can give their name to Prof. Narinder Pal Singh
Contact no. : +91 99883 26240

Prof. Narinder Pal Singh
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
ALOUR(KHANNA)

NOTICE   Date: 20.07.2021

College is going to start short term course in **"Office Automation"** starting from 1st August 2021 to 15 September 2021. Interested students can give their name to Prof. N.P.Singh , Assistant Professor in Computer Science Department.

Contact No. 9988326240

Prof. Narinder Pal Singh
Assistant Prof. of Computer Sci.

Dr. Neena Seth Pajni
Principal

CERTIFICATE COURSE IN BACK OFFICE AUTOMATION

SESSION 2020-21

Objectives: To provide training in use of Windows Basic, Microsoft Word and PowerPoint, internet and internet tools. The course also helps the candidates to get acquainted with II.

Learning Outcomes:

After completion of the course, students would be able to documents, make small presentations and would be acquainted with internet.

Scheme of Paper

Theory Examination

1. There will be Five question of 10 Marks each. Student has to attempt any three questions out of five.
2. Each questions carry 10 marks.
3. Practical Examination carry One Practical Question from Each Section of Syllabus.

Max. Marks	Theory	Practical	Time	Duration
50	30	20	90 Minutes	45 Days

THEORY + PRACTICAL PAPER

SECTION –A

Fundamentals of Operating system; Booting sequence; Operating System files, Definition of a file; File naming, Warm and Cold reboot; DOS commands; Internal and External; Using Windows : Windows Basics; Start Windows; Maximize/Minimize windows, help feature; Exit windows; Starting an application; Running multiple applications; File Management through windows: Copy, Move, Delete files Renaming files and directories; Disk operation Using File Manager, Using Accessories: Notepad, WordPad, Print a document file in Notepad/WordPad, MS Paint, Printing a drawing.

(15 Lectures)

SECTION –B

Word Processing Package: Basics of Word Processing; Text Selection, Opening Documents and Creating Documents, Saving Documents/Quitting Documents, Printing Documents, Finding and Replacing Text, Spell Check Feature, Page formatting; Borders and shading, Adding Headers and Footers, Merging Documents, Using Mail merge feature for labels and envelopes.

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Presentation Software: Basic Feature, Selecting Design Templates, Creating, Saving and Printing a Simple Presentation, Various views, Adding Pictures, Shapes, Clip Art, Audio and Movie.

(20 Lectures)

SECTION – C

Internet and www: Internet services, Access Methods, Future of Internet, Web Browsers, Web surfing, searching on internet, Email, Creation of Email Account, Sending, Opening and Printing Email, Online Services.

(10 Lectures)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

Course outcomes:

An Office Automation Certificate Course typically aims to equip students with essential skills and knowledge to efficiently use office technology and software. Here are the key course outcomes from such a program:

Proficiency in Office Software:

- Gain comprehensive skills in using office productivity software such as Microsoft Office Suite (Word, Excel, PowerPoint).
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- Develop the ability to compose professional business correspondence, including emails, memos, and reports.
- Enhance skills in using email clients and calendar management tools.

Digital Literacy:

Gain an understanding of basic computer operations and digital tools.

Learn about internet research techniques and online resources relevant to office tasks.

These outcomes ensure that students are well-prepared to handle various administrative tasks and responsibilities in a modern office environment.

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2020-21

Certificate Course in "Office Automation"

Starting from 1 August to 25 August, 2020
Time: 10 a.m. to 12 noon

*Interested students can give their name to Prof. Narinder Pal Singh
Contact no. : +91 99883 26240
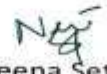
Prof. Narinder Pal Singh
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
ALOUR(KHANNA)

NOTICE   Date: 20.07.2020

College is going to start short term course in Office Automation starting from 1st August 2020 to 15th September 2020. Interested students can give their name to Prof. N.P.Singh , Assistant Professor in Computer Science Department.

Contact No. 9988326240

Prof. Narinder Pal Singh
Assistant Prof. of Computer Sci.

Dr. Neena Seth Pajni
Principal

CERTIFICATE COURSE IN BACK OFFICE AUTOMATION

SESSION 2019-20

Objectives: To provide training in use of Windows Basic, Microsoft Word and PowerPoint, internet and internet tools. The course also helps the candidates to get acquainted with IT.

Learning Outcomes:

After completion of the course, students would be able to documents, make small presentations and would be acquainted with internet.

Scheme of Paper
Theory Examination

1. There will be Five question of 10 Marks each. Student has to attempt any three questions out of five.
2. Each questions carry 10 marks.
3. Practical Examination carry One Practical Question from Each Section of Syllabus.

Max. Marks	Theory	Practical	Time	Duration
50	30	20	90 Minutes	45 Days

THEORY + PRACTICAL PAPER

SECTION –A

Fundamentals of Operating system; Booting sequence; Operating System files, Definition of a file; File naming, Warm and Cold reboot; DOS commands; Internal and External; Using Windows : Windows Basics; Start Windows; Maximize/Minimize windows, help feature; Exit windows; Starting an application; Running multiple applications; File Management through windows: Copy, Move, Delete files Renaming files and directories; Disk operation Using File Manager, Using Accessories: Notepad, WordPad, Print a document file in Notepad/WordPad, MS Paint, Printing a drawing.

(15 Lectures)

SECTION –B

Word Processing Package: Basics of Word Processing; Text Selection, Opening Documents and Creating Documents, Saving Documents/Quitting Documents, Printing Documents, Finding and Replacing Text, Spell Check Feature, Page formatting; Borders and shading, Adding Headers and Footers, Merging Documents, Using Mail merge feature for labels and envelopes.

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Presentation Software: Basic Feature, Selecting Design Templates, Creating, Saving and Printing a Simple Presentation, Various views, Adding Pictures, Shapes, Clip Art, Audio and Movie.

(20 Lectures)

SECTION – C

Internet and www: Internet services, Access Methods, Future of Internet, Web Browsers, Web surfing, searching on internet, Email, Creation of Email Account, Sending, Opening and Printing Email, Online Services.

(10 Lectures)

Course Outcomes:

<u>Course outcomes of Office Automation</u>

An Office Automation Certificate Course typically aims to equip students with essential skills and knowledge to efficiently use office technology and software. Here are the key course outcomes from such a program:

Proficiency in Office Software:

- Gain comprehensive skills in using office productivity software such as Microsoft Office Suite (Word, Excel, PowerPoint).
- Students are able to Learn to create, format, and edit documents, spreadsheets, presentations, and databases.

Effective Communication:

- Develop the ability to compose professional business correspondence, including emails, memos, and reports.
- Enhance skills in using email clients and calendar management tools.

Digital Literacy:

Gain an understanding of basic computer operations and digital tools.

Learn about internet research techniques and online resources relevant to office tasks.

These outcomes ensure that students are well-prepared to handle various administrative tasks and responsibilities in a modern office environment.

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2019-20

Certificate Course in "Office Automation"

Starting from 10 July, 2019
(15 days)
Time: 10 a.m. to 12 noon

*Interested students can give their name to Prof. Narinder Pal Singh
Contact no. : +91 99883 26240

Prof. Narinder Pal Singh
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
ALOUR(KHANNA)

NOTICE

Date: 25.06.2019

College is going to start short term course in " _Office Automation_ _____" starting from 10th July 2019 to 20th August 2019. Interested students can give their name to Prof. N.P.Singh , Assistant Professor in Computer Science Department.

Contact No. 9988326240

Prof. Narinder Pal Singh
Assistant Prof. of Computer Sci.

Dr. Neena Seth Pajni
Principal

CERTIFICATE COURSE IN BACK OFFICE AUTOMATION

SESSION 2018-19

Objectives: To provide training in use of Windows Basic, Microsoft Word and PowerPoint, internet and internet tools. The course also helps the candidates to get acquainted with IT.

Learning Outcomes:

After completion of the course, students would be able to documents, make small presentations and would be acquainted with internet.

Scheme of Paper
Theory Examination

1. There will be Five question of 10 Marks each. Student has to attempt any three questions out of five.
2. Each questions carry 10 marks.
3. Practical Examination carry One Practical Question from Each Section of Syllabus.

Max. Marks	Theory	Practical	Time	Duration
50	30	20	90 Minutes	45 Days

THEORY + PRACTICAL PAPER
SECTION – A

Fundamentals of Operating system: Booting sequence; Operating System files, Definition of a file; File naming, Warm and Cold reboot; DOS commands; Internal and External; Using Windows : Windows Basics; Start Windows; Maximize/Minimize windows, help feature; Exit windows; Starting an application; Running multiple applications; File Management through windows: Copy, Move, Delete files Renaming files and directories; Disk operation Using File Manager, Using Accessories: Notepad, WordPad, Print a document file in Notepad/WordPad, MS Paint, Printing a drawing. **(15 Lectures)**

SECTION –B

Word Processing Package: Basics of Word Processing; Text Selection, Opening Documents and Creating Documents, Saving Documents/Quitting Documents, Printing Documents, Finding and Replacing Text, Spell Check Feature, Page formatting; Borders and shading, Adding Headers and Footers, Merging Documents, Using Mail merge feature for labels and envelopes.

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Presentation Software: Basic Feature, Selecting Design Templates, Creating, Saving and Printing a Simple Presentation, Various views, Adding Pictures, Shapes, Clip Art, Audio and Movie. **(20 Lectures)**

SECTION – C

Internet and www: Internet services, Access Methods, Future of Internet, Web Browsers, Web surfing, searching on internet, Email, Creation of Email Account, Sending, Opening and Printing Email, Online Services. **(10 Lectures)**

Course Outcomes: -

<u>**Course outcomes:-**</u>
An Office Automation Certificate Course typically aims to equip students with essential skill and knowledge to efficiently use office technology and software. Here are the key course outcomes from such a program:

Proficiency in Office Software:
- Gain comprehensive skills in using office productivity software such as Microsof Office Suite (Word, Excel, PowerPoint).
- Students are able to Learn to create, format, and edit documents, spreadsheets presentations, and databases.

Effective Communication:
- Develop the ability to compose professional business correspondence, including emails, memos, and reports.
- Enhance skills in using email clients and calendar management tools.

Digital Literacy:
Gain an understanding of basic computer operations and digital tools.
Learn about internet research techniques and online resources relevant to office tasks.
These outcomes ensure that students are well-prepared to handle various administrative tasks and responsibilities in a modern office environment.

Short Term Office Automation: Course Modules 19-20

<u>**Course outcomes of Office Automation**</u>
An Office Automation Certificate Course typically aims to equip students with essential skill and knowledge to efficiently use office technology and software. Here are the key course outcomes from such a program:

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GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2018-19

Certificate Course in "Office Automation"

Starting from 10 August, 2018
(25 days)
Time: 10 a. m. to 12 noon

*Interested students can give their name to Prof. Narinder Pal Singh
Contact no. : +91 99883 26240

Prof. Narinder Pal Singh
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
ALOUR(KHANNA)
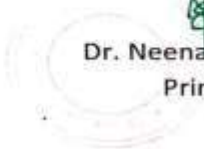
NOTICE   Date: 20.07.2018

College is going to start short term course in **"Office Automation"** starting from 10th August 2018 to 29 September 2018. Interested students can give their name to Prof. N.P.Singh , Assistant Professor in Computer Science Department.

Contact No. 9988326240

Prof. Narinder Pal Singh
Assistant Prof. of Computer Sci.

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

MUSIC VOCAL

2022-23

Sr. No.	Student Name	Father's Name	Class	Roll No
1.	Abhijeet Panday	Mahesh Panday	B.A. I	749
2.	Amandeep Singh	Balkar Singh	B.A II	1254
3.	Annu Kumari	Rameshwar Ram	B.A. I	715
4.	Ansh Chaudhary	Parveen Kumar	B.A. I	793
5.	Ansh Khanna	Rajesh Khanna	B.A. I	780
6.	Arnav	Mohan	B.A. I	773
7.	Arpanjot Singh	Ajitpal Singh	B.A. I	772
8.	Chandni	Arjun Thapa	B.A. I	786
9.	Dhavneet Kaur	Satnam Singh	B.A. II	1206
10.	Gagandeep Singh	Satnam Singh	B.A II	1266
11.	Harshit Sharma	Subhash Sharma	B.A II	1262
12.	Honey Kumar	Varun Kumar	B.A. I	775
13.	Ikshit Prashar	Raja Prashar	B.A II	1269
14.	Jaspreet Singh	Baldev Singh	B.A II	1257
15.	Jobanpreet Singh Sandhu	Nirbhai Singh Sandhu	B.A. I	708
16.	Loveleen	Suresh Pal	B.A. III	1629
17.	Mamta	Kashmira Singh	B.A II	1227
18.	Manjot Singh	Beant Singh	B.A II	1249
19.	Parshant Sharma	Ved Parkash Sharma	B.A. I	774
20.	Parul	Santosh Kumar	B.A. I	725
21.	Preeti Goyal	Suresh Kumar	B.A. I	720
22.	Ridhima Garg	Varinder Garg	B.Com III	527
23.	Rudhar Singh	Vikram Singh	B.A. I	776
24.	Sajanpreet Singh	Lakhbir Singh	B.A. I	782
25.	Saksham Sharma	Rakesh Kumar	B.A II	1228
26.	Sakshi	Santosh Kumar	B.Com. I	130
27.	Saloni Sehgal	Suneel Sehgal	B.A. II	1209
28.	Sandeep Kaur	Darshan Singh	B.A II	1285
29.	Shivjot Singh	Kuldeep Singh	B.A. I	730
30.	Simran Bedi	Avtar Singh	B.A II	1225
31.	Simranjeet Kaur	Bhinder Singh	B.A. I	724
32.	Simranjit Kaur	Gurpreet Singh	B.C.A. III	2209
33.	Tanu Kumari	Sanjay Vishwakarma	B.Com. I	145
34.	Tejveer Singh	Gurmukh Singh	B.A II	1253
35.	Thakur Verma	Raghubir Verma	B.A. I	760
36.	Yuvraj Singh	Nazar Singh	B.A II	1243

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2022-23

Certificate Course in "Music – Vocal"

Starting from 11 September to 10 October, 2022
Time: 12 noon to 2 p. m.

*Interested students can give their name to Prof. Narinder Pal
Contact no. : +91 98152 34360

Prof. Narinder Pal
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE

ALOUR(KHANNA)

NOTICE   Date: 30.08.2022

College is going to start short term course in **"Music Vocal"** starting from 11th Sept. 2022 to 10th October 2022. Interested students can give their name to Prof. Narinderpal Dhiman , Assistant Professor in Music Department.

Contact No. 9815234360

Prof. Narinder Pal
Astt. Prof. Music Dpt.

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

2021-22

Sr. No.	Student Name	Father's Name	Class	Roll No
1.	Kavita Yadav	Kedarnath Yadav	B.Com – III	502
2.	Deewanshu Uppal	Sanjeev Kumar	BA – I	716
3.	Paramjot Singh	Kuldeep Singh	BA – I	714
4.	Manjot Singh	Beant Singh	BA – I	749
5.	Damanpreet Singh	Ranjit Singh	BA – II	1237
6.	Shubham Sharma	Anil Kumar	BA – II	1206
7.	Bhawana	Som Raj	BA – III	1636
8.	Raja	Gurjant Singh	BA – III	1647
9.	Simran Saini	Binder Saini	BBA – I	2510
10.	Jaskaran Singh	Gurdeep Singh	PGDCA	2607
11.	Mamta	Kashmira Singh	BA – I	727
12.	Saksham Sharma	Rakesh Kumar	BA – I	728
13.	Yuvraj Singh	Nazar Singh	BA – I	743
14.	Jashanpreet Singh	Beant Singh	BA – I	748
15.	Manjot Singh	Beant Singh	BA – I	749
16.	Tejveer Singh	Gurmukh Singh	BA – I	753
17.	Amandeep Singh	Balkar Singh	BA – I	754
18.	Jaspreet Singh	Baldev Singh	BA – I	757
19.	Harshit Sharma	Subhash Sharma	BA – I	762
20.	Gagandeep Singh	Satnam Singh	BA – I	766
21.	Ikshit Prashar	Raja Prashar	BA – I	769
22.	Aayush Garg	Manish Garg	BA – I	772
23.	Sandeep Kaur	Darshan Singh	BA – I	785
24.	Chetan Thour	Sushil Kumar	BA – I	803
25.	Harkirat Singh	Harminder Singh	BA – I	809
26.	Maninder Singh	Rajinder Singh	BA – I	810
27.	Hitesh Kumar	Sanjeev Kumar	BA – I	811

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2021-22

Certificate Course in "Music - Vocal"

Starting from 2 August to 5 September, 2021
Time: 12 noon to 2 p. m.

***Interested students can give their name to Prof. Narinder Pal**
Contact no. : +91 98152 34360

Prof. Narinder Pal
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE

ALOUR(KHANNA)

NOTICE   **Date: 31.05.2021**

College is going to start short term course in "Music Vocal" starting from 15th June 2021 to 27th July 2021. Interested students can give their name to Prof. Narinderpal Dhiman , Assistant Professor in Music Department.

Contact No. 9815234360

Prof. Narinder Pal
Astt. Prof. Music Dpt.

Dr. Neena Seth Pajni
Principal

2020-21

SYLLABUS

<table>
<tr><td align="center">Short Term Music Vocal Course Modules 20-21</td></tr>
<tr><td>

Unit-1
* Daily Swar sadhana with humming and Om Dhawani with Tanpoora
*Daily practice of basic Hindustani music Alankar with Tanpoora and Harmonium

Unit-2
*Definition of Shruti, Swar, Alankar, Aroh- Avroh.
*Group bhajan And Group Shabad with traditional styles for stage performance

Unit-3
*Gazal and its origin and demonstrate how to sing and two or three Gazal preparation
*Folk song with Punjabi traditional style like Mirza,Heer,Jagga and Jugnietc

Unit-4
*Basic knowledge of Tabla, Harmonium,and electric and manual Tanpoora
*Stage performances by students like Group Shabad,Bhajan ,Gazal Geet,Folk Song

Essential Reading and Learning
1. Sangeet kala by Dr Yashpal Sharma PUP
2. Sangeet Sar Ba 1 by Dr Davinder kaur
3. punjabilok Geet By Dr Rajinder singh
3. Sangeet Alankar by Riyaz tv on
YouTube https://youtu.be/JIfFMN6E9DA?si=UXWCjuQo_f4siGlp
4. Heer punjabi traditional by Shaukat Ali
https://youtu.be/_Ju3-NnMRLU?si=yXLBdDCT0y8MDE-s
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https://youtu.be/PG52yuG6Vbg?si=hEbq-oiocEHVqimo
6 Mukesh Chaudhary channel on YouTube for gazal by Gulam Ali sahb
https://youtu.be/-Ys3PUQkpCA?si=Qmp5u__SnHUlcMzE

</td></tr>
</table>

Course outcomes of Music Vocal

A Music Vocal Certificate Course is designed to develop students' vocal skills, musical knowledge, and performance abilities. Here are the key course outcomes you can expect from such a program:

Vocal Technique:

- Develop proper vocal techniques, including breath control, pitch accuracy, tone quality, and vocal range.
- Learn about vocal health and maintenance to ensure long-term vocal performance

Musical Theory:

- Gain a solid understanding of basic music theory, including notation, scales, intervals, chords, and rhythm.
- Apply theoretical knowledge to vocal performance and music reading.

Music History and Appreciation:

- Gain knowledge of the history and development of vocal music, including key composers and influential vocalists.
- Develop an appreciation for different musical genres and cultural traditions

Improvisation and Creativity:

- Explore improvisational techniques and creative expression in vocal music.
- Encourage original interpretations and personal style in singing.

These outcomes ensure that students are well-equipped with the necessary skills, knowledge, and experience to pursue further studies or careers in vocal performance and music.

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2020-21

Certificate Course in "Music - Vocal"

Starting from 2 August to 5 September, 2020
Time: 12 noon to 2 p. m.

*Interested students can give their name to Prof. Narinder Pal
Contact no. : +91 98152 34360

Prof. Narinder Pal
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

**GOBINDGARH PUBLIC COLLEGE**

ALOUR(KHANNA)

NOTICE

Date: 01.06.2020

College is going to start short term course in "Music Vocal" starting from 15th June 2020 to 20th July 2020. Interested students can give their name to Prof. Narinderpal Dhiman , Assistant Professor in Music Department.

Contact No. 9815234360

Prof. Narinder Pal
Astt. Prof. Music Dpt.

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

2019-20

Short Term Music Vocal Course Modules 19-20

Unit-1

* Daily Swar sadhana with humming and Om Dhawani with Tanpoora

*Daily practice of basic Hindustani music Alankar with Tanpoora and Harmonium

Unit-2

**Definition of Shruti, Swar, Alankar, Aroh- Avroh.

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3. Sangeet Alankar by Riyaz tv on

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GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

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GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2019-20

Certificate Course in "Music – Vocal"

Starting from 13 July, 2019
(20 days)
Time: 12 noon to 2 p. m.

*Interested students can give their name
to Prof. Narinder Pal
Contact no. : +91 98152 34360

Prof. Narinder Pal
Course Co-ordinator
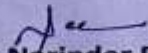
Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE

ALOUR(KHANNA)

NOTICE   Date: 30.06.20

College is going to start short term course in "Music Vocal" starting from 13th Ju
2019 to 25th September 2019. Interested students can give their name to Prof.
Narinderpal Dhiman , Assistant Professor in Music Department.

Contact No. 9815234360

Prof. Narinder Pal
Astt. Prof. Music Dpt.

Dr. Neena Seth Pajni
Principal

2018-19

Short Term Music Vocal Course Modules 18-19

Unit-1
* Daily Swar sadhana with humming and Om Dhawani with Tanpoora
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Unit-2
**Definition of Shruti, Swar, Alankar, Aroh- Avroh.
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https://youtu.be/-Ys3PUQkpCA?si=Qmp5u__SnHUlcMzE

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GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2018-19

Certificate Course in "Music- Vocal"

Starting from 8 August, 2018
(15 days)
Time: 12 noon to 2 p. m.

***Interested students can give their name to Prof. Narinder Pal**
Contact no. : +91 98152 34360

Prof. Narinder Pal
Course Co-ordinator
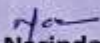
Dr. Neena Seth Pajni
Principal
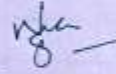
GOBINDGARH PUBLIC COLLEGE

ALOUR(KHANNA)

NOTICE

Date: 25.07.2018

College is going to start short term course in "Music Vocal Swar Sadhna" starting from 8th August 2018 to 20th September 2018. Interested students can give their name to Prof. Narinderpal Dhiman , Assistant Professor in Music Department.

Contact No. 9815234360

Prof. Narinder Pal
Astt. Prof. Music Dpt.

Dr. Neena Seth Pajni
Principal

DIGITAL PHOTOGRAPHY: USING SMART PHONE

2022-23

Certificate Course in

Digital Photography : Using Smart Phone (18th to 27th August,2022)

SESSION 2022-23

Objectives of the Course: Through this course the students will be learn about basics of digital camera, lighting, composition, shooting and editing.

Instructions for the Paper Setters:

- NINE questions in all shall be set. (Maximum Marks: 80+ 20 Internal Assessment)
- EIGHT questions shall be set selecting at least two questions from each unit from I to IV and the nature of the answers should be essay type.
- Students shall be required to attempt at least one question from each unit from I to IV. Each question shall carry 15 marks. (4x15=60 +20= 80 maximum marks for four questions)
- Question no. 1 will be a compulsory having 15 short answer type questions the candidate will have to attempt any 10. Each question will be of 2 marks. Total 20 marks

Time Allowed for Theory Examination	External Theory Paper Marks	Internal Assessment Marks based on assignment file work.	Total Marks for this subject	Credits
03 Hours	80	20	100	4

THEORY PAPER
(PAPER CODE- 103 DP)

Digital photography : Using Smart phone

UNIT I
Introduction to Photography & mobile
Camera handling & Software

UNIT II
Lighting
Exposure

UNIT III

Composition

Rules of Composition

UNIT IV

Shooting
Image editing
Software

PRACTICAL PAPER

(PAPER CODE- 102BP)

Time Allowed for Theory Examination	Practical Paper Marks	File, Performance and Viva voce	Total Marks for this subject	Credits
03 Hours	20	20	100	4

1. Nature Photography.
2. Portrait
3. News Photography

Prof. Bharat Bhushan
(Course Coordinator)

·Dr. Neena Seth Pajni
(Conyener & Principal)

NOTE: The coordinator and the internal examiner shall conduct the practical examination.

COURSE OUTCOMES:

Objectives of the Course: Through this course the students will be learn about basics of digital camera, lighting, composition, shooting and editing.

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2022-23

Certificate Course in "Digital Photography: Using Smartphone"

Starting from 18 August to 27 August, 2022
12 noon to 2 p. m.

*Interested students can give their name to Prof. Bharat Bhushan
Contact no. : +91 98760 62687

Prof. Bharat Bhushan
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
ALOUR (KHANNA)
Notice   Date: 29.07.2022

College is going to start short term 'Digital Photography: Using Smart Phone' starting from 18th August, 2022 to 27th August, 2022. Interested students can give their name to Prof. Bharat Bhushan, Assistant Professor in Journalism & Mass Commnication.
Contact No: 98760-62687.

Prof. Bharat Bhushan
Astt. Prof. of Journalism &
Mass Commnication.

Dr. Neena Seth Pajni
Principal

CERTIFICATE COURSE IN BASIC PHOTOGRAPHY

SESSION 2021-22

Class duration = 2 hrs.

1 Sep-2021 to 23-Sept-2

Objectives of the Course: Through this course the students will be learn about basics of camera, lighting, composition and shooting

Instructions for the Paper Setters:

- NINE questions in all shall be set. (Maximum Marks: 80+ 20 Internal Assessment)
- EIGHT questions shall be set selecting at least two questions from each unit from I to IV and the nature of the answers should be essay type.
- Students shall be required to attempt at least one question from each unit from I to IV. Each question shall carry 15 marks. (4x15=60 +20= 80 maximum marks for four questions)
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Time Allowed for Theory Examination	External Theory Paper Marks	Internal Assessment Marks based on assignment file work.	Total Marks for this subject	Credits
03 Hours	80	20	100	4

THEORY PAPER
(PAPER CODE- 101BP)

Basic Photography

UNIT I

Introduction to Photography

Camera and its types

Types of Lens.

UNIT II

Natural Light

Artificial Light

UNIT III
Composition
Rules of Composition
Balance

UNIT IV
Shooting
Editing

PRACTICAL PAPER
(PAPER CODE- 102BP)

Time Allowed for Theory Examination	Practical Paper Marks	File, Performance and Viva voce	Total Marks for this subject	Credits
03 Hours	20	20	100	4

1. Nature Photography.
2. Portrait
3. News Photography

Prof. Bharat Bhushan
(Course Coordinator)

Dr. Neena Seth Pajni
(Convener & Principal)

NOTE: The coordinator and the internal examiner shall conduct the practical examination.

COURSE OUTCOMES:

Objectives of the Course: Through this course the students will be learn about basics of camera, lighting, composition and shooting.

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2021-22

Certificate Course in "Basic Photography"

Starting from 1 September to 23 September, 2021
Time: 12 noon to 2 p. m.

***Interested students can give their name to Prof. Bharat Bhushan**
Contact no. : +91 98760 62687

Prof. Bharat Bhushan
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
ALOUR (KHANNA)

Notice

Date: 19.08.2021

College is going to start short term 'Basic Photography' starting from 01st September, 2021 to 23rd September, 2021. Interested students can give their name to Prof. Bharat Bhushan, Assistant Professor in Journalism & Mass Commnication.
Contact No: 98760-62687.

Prof. Bharat Bhushan
Astt. Prof. of Journalism &
Mass Commnication.

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

MORAL VALUES

2022-23

$2022-23$

Course: नैतिक मूल्यों का पाठ्यक्रम

पाठ्यक्रम की अवधि: प्रति दिन 1 घंटा (30 दिन)

दिन 1: नैतिक मूल्यों का परिचय
- पाठ्यक्रम का अवलोकन
- निजी और पेशेवर जीवन में नैतिक मूल्यों का महत्व
- नैतिकता और नैतिकता की अवधारणा की समझना

दिन 2: ईमानदारी और सत्य
- ईमानदारी का अर्थ और महत्व जानें
- विश्वास बनाने में सत्य की भूमिका की चर्चा करें
- नैतिक दुविधाओं पर मामलों का अध्ययन

दिन 3: सम्मान और सहानुभूति
- दूसरों का सम्मान करने का महत्व समझें
- विभिन्न परिप्रेक्ष्यों की विशानिवेशिका भगाने में सहानुभूति का विकास करें
- सहानुभूतिपूर्ण संचार की अभ्यास देने के लिए भूमिका निभाने के लिए मार्गदर्शन

दिन 4: जिम्मेदारी और जवाबदेही
- निजी और सामाजिक जिम्मेदारियों की पहचान करें
- निर्णय लेने में जवाबदेही की अवधारणा का विश्लेषण करें
- नैतिक गुण और जवाबदेही पर ग्रुप चर्चा

दिन 5: न्याय और इंसाफ
- न्याय और इंसाफ के सिद्धांतों की जाँच करें
- असमानताओं की पहचान करने के लिए वास्तविक दुनियारी स्थितियों का विश्लेषण
- व्यक्तियों की न्याय की बढ़ाने में भूमिका के बारे में बहस करें

दिन 6: क्षमा और समानता
- दैनिक संबंधों में क्षमा का महत्व समझें
- अपनी और दूसरों की ओर समानता का विकास करें
- क्षमा के प्रभाव पर विचार करें

दिन 7: साहस और प्रतिकूलता
- नैतिक निर्णय लेने में साहस का महत्व समझें
- परिस्थितिपूर्ण स्थितियों में प्रतिकूलता की बढ़ावा देने के लिए उपाय विचारें
- साहस के साथ बाधाओं की पार करने की व्यक्तिगत कहानियाँ साझा करें

दिन 8: कृतज्ञता और सराहना
- जीवन में कृतज्ञता के महत्व की ध्यान में रखें
- दूसरों की ओर सराहना अभिव्यक्त करें
- एक कृतज्ञता जर्नल बनाने के लिए

दिन 9: सहिष्णुता और स्वीकृति
- विविध समाज में सहिष्णुता के महत्व की चर्चा करें
- स्टीरियोटाइप्स और पूर्वग्रही का विश्लेषण
- समता और स्वीकृति के लिए भीमताओं को बढ़ावा देने के लिए कार्यकारी का आयोजन

दिन 10: स्वयं नियमन और स्वयं नियंत्रण
- लक्ष्य प्राप्ति में स्वयं नियमन का महत्व समझें
- निर्णय लेने में स्वयं नियंत्रण का अभ्यास करें
- नैतिक व्यवहार के लिए व्यक्तिगत सीमाओं का निर्धारण

दिन 11: धैर्य और समझ
- व्यक्तिगत संबंधों में धैर्य की भूमिका समझें
- सक्रिय सुनने और समझने का अभ्यास करें

2

- शोध और अधीरता को प्रबंधित करने के लिए उपाय

दिन 12: उदारता और साझा करना
- दूसरों के प्रति उदारता के लाभों पर चर्चा करें
- समुदाय में सेवा करने के अवसर खोजें
- साझा करने के एक साप्ताहिक को बढ़ावा देने के लिए सहकारी परियोजनाएं

दिन 13: पर्यावरणीय जिम्मेदारी
- पर्यावरणीय क्षति के नैतिक परिणामों की समझना
- बेहतर भविष्य के लिए पर्यावरण में संलग्नता के अभ्यास करना
- व्यक्तिगत पर्यावरणीय पारी को कम करने के लिए कार्यनीति

दिन 14: टीम काम और सहयोग
- सामान्य लक्ष्यों की प्राप्ति में टीम काम का महत्व समझें
- प्रभावी संवाद और सहयोग का अभ्यास करें
- टीम काम के कौशल को मजबूत करने के लिए समूह कार्यक्रम

दिन 15: नेतृत्व और प्रभाव
- विभिन्न नेतृत्व शैलियों और उनके प्रभाव का अध्ययन करें
- नैतिक नेतृत्व गुणों पर चर्चा करें
- नेतृत्व कौशलों को विकसित करने के लिए भूमिका निभाने के लिए रोल-प्लेइंग अभ्यास

दिन 16: नैतिक निर्णय और नैतिकता
- नैतिक निर्णय लेने में नैतिक मूल्यों की समझना
- विभिन्न संदर्भों में नैतिक दुविधाओं का अध्ययन
- नैतिक निर्णय लेने के लिए एक ढांचा विकसित करना

दिन 17: संघर्ष समाधान और समझौता
- शांतिपूर्णता के लिए उपायों का अध्ययन करें

- संधि तकनीकों का अभ्यास करें
- संघर्ष समाधान कौशलों को लागू करने के लिए रोल-प्लेइंग के परिदृश्य

दिन 18: सतर्कता और स्वयं जागरूकता
- सामान्य सोधता की प्रथाओं पर परिचय
- व्यक्तिगत मूल्यों और विचारों पर पुनरावलोकन करें
- स्वयं-जागरूकता को बढ़ावा देने के लिए तकनीक

दिन 19: व्यक्तिगत विकास और विकास
- व्यक्तिगत और पेशेवर लक्ष्यों की निर्धारित करें
- स्व-सुधार क्षेत्रों की पहचान करें
- निरंतर विकास के लिए एक योजना बनाएं

दिन 20: सामाजिक न्याय और प्रशंसा
- सामाजिक न्याय मुद्दों की महत्वपूर्णता पर चर्चा करें
- संघर्षों के लिए तकनीक निर्धारित करें और उनके नैतिक परिणामों का विश्लेषण करें
- सकारात्मक सामाजिक परिवर्तन के लिए कार्रवाई लें

दिन 21: वैश्विक नागरिकता
- वैश्विक नागरिक के दायित्वों की समझ
- वैश्विक चुनौतियों और उनके नैतिक परिणामों का विचार
- पारंपरिक समझौता और सहयोग को बढ़ावा देने का समर्थन करें

दिन 22: मीडिया जागरूकता और नैतिकता
- मीडिया संदेशों का विश्लेषण और समाज पर प्रभाव का विचार
- मीडिया उत्पादन में नैतिक मानकों पर चर्चा करें
- मीडिया संबंधित कौशल का विकास करने के लिए क्रिटिकल सोच की तकनीकें

दिन 23: प्रौद्योगिकी और नैतिकता

4

- प्रौद्योगिकी उपयोग में नैतिक मुद्दों का अध्ययन
- गोपनीयता की चिंताओं और डेटा सुरक्षा पर चर्चा करें
- जिम्मेदार प्रौद्योगिकी उपयोग को प्रोत्साहित करना

दिन 24: पेशेवर जीवन में नैतिक निर्णय लेना
- पेशेवर परिस्थितियों में नैतिक सिद्धांतों को लागू करना
- कार्यस्थल में नैतिक दुविधाओं पर मामलों का अध्ययन
- करियर में नैतिक चुनौतियों का सामना करने के लिए रणनीतियाँ विकसित करें

दिन 25: अनुसंधान और शिक्षा में नैतिकता
- अनुसंधान में नैतिक मुद्दों पर चर्चा
- चोरीवाजी और शैक्षिक ईमानदारी को समझें
- शैक्षिक परियोजना में नैतिकता को बढ़ावा देना

दिन 26: नैतिक उपभोग और उपभोक्ता के अधिकार
- समाज और पर्यावरण पर उपभोगकर्ताओं के चयन के प्रभाव का अध्ययन करें
- उपभोक्ता के अधिकार और जिम्मेदारियों पर चर्चा करें
- जागरूक उपभोक्ताओं के रूप में नैतिक निर्णय लें

दिन 27: नैतिक संबंध और सीमाएँ
- स्वस्थ संबंधों के नैतिक सिद्धांतों का परिचय
- सम्मानपूर्ण आचरण के लिए सीमाओं का निर्धारण करें
- सहमति और संबंधों में सहमति पर चर्चा करें

दिन 28: प्रतिबिंब और एकीकरण
- पाठ्यक्रम के माध्यम से व्यक्तिगत विकास का अवलोकन
- दैनिक जीवन में नैतिक मूल्यों को जोड़ने का प्रयास करें
- निरंतर नैतिक व्यवहार के लिए संकल्प बनाएं

दिन 29: अनुप्रयोग और कार्रवाई
- समुदाय में नैतिक मूल्यों को बढ़ावा देने के लिए एक कार्रवाई योजना बनाएं
- सेवा और प्रचार के लिए अवसरों की पहचान करें
- निजी और पेशेवर क्षेत्रों में नैतिक नेतृत्व के लिए समर्थन करें

दिन 30: पाठ्यक्रम का संक्षेप और उत्सव
- मुख्य अवधारणाओं और सीखों का समीक्षण
- पाठ्यक्रम की यात्रा पर विचार विमर्श करें
- नैतिक मूल्यों और नैतिक आचरण के प्रति समर्पण का उत्सव

पाठ्यक्रम परिणाम:
पाठ्यक्रम के अंत तक, छात्र निम्नलिखित करेंगे:
1. व्यक्तिगत और पेशेवर जीवन में नैतिक मूल्यों का एक गहरा ज्ञान व उनके महत्व की।
2. नैतिक निर्णय लेने के कौशल को विकसित करें और विभिन्न संदर्भों में लागू करें।
3. दूसरों के प्रति सहानुभूति, सम्मान और दया की विकसित करें।
4. नैतिकता और जिम्मेदारी के साथ नेतृत्व गुणों को प्रदर्शित करें।
5. अपने समुदाय में सामाजिक न्याय, पर्यावरणीय संवेदनशीलता, और नैतिक आचरण को प्रोत्साहित करें।

मूल्यांकन प्रक्रिया और समय:

1. प्रत्येक दिन साधना के अंत में, छात्रों की छोटे-मोटे परीक्षण का पूरा अंकलन किया जाएगा, जो उनकी समझ और गहराई को मापेगा। (समय: 5-10 मिनट)

2. हर हफ्ते का अंत में, एक संदर्भ में आधारित छोटा मूल्यांकन आयोजित किया जाएगा, जिसमें छात्रों को किए गए विषयों पर विचार करना होगा। (समय: 15-20 मिनट)

3. पाठ्यक्रम के अंत में, एक लंबा मूल्यांकन होगा, जो छात्रों की समझ, उनकी नैतिक विकास के स्तर, और पाठ्यक्रम में अधिकतम उपयोग का मूल्यांकन करेगा। (समय: 30-45 मिनट)

छात्रों की प्रत्येक मूल्यांकन के बाद प्रतिक्रिया और सुधार के लिए समय दिया जाएगा। इसके अलावा, छात्रों का प्रशिक्षण और साक्षात्कार भी मूल्यांकन में शामिल किया जा सकता है।

6

COURSE OUTCOMES:

Course: नैतिकमूल्योंकापाठ्यक्रम

पाठ्यक्रमकीअवधि: प्रतिदिन1 घंटा (30 दिन)

दिन 1: **नैतिकमूल्योंकापरिचय**

- पाठ्यक्रमकाअवलोकन
- निजीऔरपेशेवरजीवनमेंनैतिकमूल्योंकामहत्व
- नैतिकताऔरनैतिकताकीअवधारणाकोसमझना

दिन 2: **ईमानदारीऔरसत्य**

- ईमानदारीकाअर्थऔरमहत्वजानें
- विश्वासबनानेमेंसत्यकेभूमिकाकीचर्चाकरें
- नैतिकदुविधाओंपरमामलोंकाअध्ययन

दिन 3: **सम्मानऔरसहानुभूति**

- दूसरोंकासम्मानकरनेकामहत्वसमझें
- विभिन्नपरिपेक्ष्योंकीदिशानिर्देशिकाबनानेमेंसहानुभूतिकाविकासकरें
- सहानुभूतिपूर्णसंचारकोबढ़ावादेनेकेलिएभूमिकानिभानेकेलिएकार्यक्रम

दिन 4: **जिम्मेदारीऔरजवाबदेही**

- निजीऔरसामाजिकजिम्मेदारियोंकीपरिभाषाकरें
- निर्णयलेनेमेंजवाबदेहीकीअवधारणाकाविश्लेषणकरें
- नैतिकनेतृत्वऔरजवाबदेहीपरग्रुपचर्चा

दिन 5: **न्यायऔरइंसाफ**

- न्यायऔरइंसाफकेसिद्धांतोंकीजाँचकरें
- अयोग्यताओंकीपहचानकरनेकेलिएवास्तविकदुनियावीस्थितियोंकाविश्लेषण
- व्यक्तियोंकीन्यायकोबढ़ानेमेंभूमिकाकेबारेमेंबहसकरें

दिन 6: **दयाऔरदयालुता**

- दैनिकसंवादोंमेंदयाकामहत्वसमझें
- अपनेऔरदूसरोंकीओरदयालुताकाविकासकरें
- दयाकेप्रभावपरविचारकरें

दिन 7: **साहसऔरप्रतिकूलता**

- नैतिकनिर्णयलेनेमेंसाहसकामहत्वसमझें
- परेशानीपूर्णस्थितियोंमेंप्रतिकूलताकोबढ़ावादेनेकेलिएउपायविचारें
- साहसकेसाथबाधाओंकोपारकरनेकीव्यक्तिगतकहानियाँसाझाकरें

दिन 8: **कृतज्ञताऔरसराहना**

- जीवनमेंकृतज्ञताकेमहत्वकोध्यानमेंरखें

- दूसरोंकीओरसराहनाअभिव्यक्तकरें
- एककृतज्ञताजर्नलबनानेकेलिए

दिन 9: **सहिष्णुताऔरस्वीकृति**

- विविधसमाजमेंसहिष्णुताकेमहत्वकीचर्चाकरें
- स्टीरियोटाइप्सऔरपूर्वाग्रहोंकाविश्लेषण
- समझऔरस्वीकृतिकेलिएयोग्यताओंकोबढ़ावादेनेकेलिएकार्यक्रमोंकाआयोजन

दिन 10: **स्वयंनियमनऔरस्वयंनियंत्रण**

- लक्ष्यप्राप्तिमेंस्वयंनियमनकामहत्वसमझें
- निर्णयलेनेमेंस्वयंनियंत्रणकाअभ्यासकरें
- नैतिकव्यवहारकेलिएव्यक्तिगतसीमाओंकानिर्धारण

दिन 11: **धैर्यऔरसमझ**

- व्यक्तिगतसंबंधोंमेंधैर्यकीभूमिकासमझें
- सक्रियसुननेऔरसमझनेकाअभ्यासकरें
- क्रोधऔरअधीरताकोप्रबंधितकरनेकेलिएउपाय

दिन 12: **उदारताऔरसाझाकरना**

- दूसरोंकेप्रतिउदारताकेलाभोंपरचर्चाकरें
- समुदायमेंसेवाकरनेकेअवसरढूंढें
- साझाकरनेकेएकदानविशेषकोबढ़ावादेनेकेलिएसहकारीपरियोजनाएँ

दिन 13: **पर्यावरणीयजिम्मेदारी**

- पर्यावरणीयक्षतिकेनैतिकपरिणामोंकोसमझना
- बेहतरभविष्यकेलिएपर्यावरणमेंसततताकेअभ्यासकरना
- व्यक्तिगतपर्यावरणीयपादोंकोकमकरनेकेलिएकार्यशैली

दिन 14: **टीमकामऔरसहयोग**

- सामान्यलक्ष्योंकीप्राप्तिमेंटीमकामकामहत्वसमझें
- प्रभावीसंवादऔरसहयोगकाअभ्यासकरें
- टीमकामकेकौशलकोमजबूतकरनेकेलिएसमूहकार्यक्रम

दिन 15: **नेतृत्वऔरप्रभाव**

- विभिन्ननेतृत्वशैलियोंऔरउनकेप्रभावकाअध्ययनकरें
- नैतिकनेतृत्वगुणोंपरचर्चाकरें
- नेतृत्वकौशलोंकोविकसितकरनेकेलिएभूमिकानिभानेकेलिएरोल-प्लेइंगअभ्यास

दिन 16: **नैतिकनिर्णयऔरनैतिकता**

- नैतिकनिर्णयलेनेमेंनैतिकमूल्योंकोसमझना
- विभिन्नसंदर्भोंमेंनैतिकदुविधाओंकाअध्ययन
- नैतिकनिर्णयलेनेकेलिएएकढांचाविकसितकरना

दिन 17: संघर्षसमाधानऔरसमझौता

- शांतिपूर्णताकेलिएउपायोंकाअध्ययनकरें

- संधितकनीकोंकाअभ्यासकरें

- संघर्षसमाधानकौशलोंकोलागूकरनेकेलिएरोल-प्लेइंगकेपरिदृश्य

दिन 18: सतर्कताऔरस्वयंजागरूकता

- साधारणबोधताकीप्रथाओंपरपरिचय

- व्यक्तिगतमूल्योंऔरविश्वासोंपरपुनरावलोकनकरें

- स्वयं-जागरूकताकोबढ़ावादेनेकेलिएतकनीक

दिन 19: व्यक्तिगतविकासऔरविकास

- व्यक्तिगतऔरपेशेवरलक्ष्योंकोनिर्धारितकरें

- स्व-सुधारक्षेत्रोंकीपहचानकरें

- निरंतरविकासकेलिएएकयोजनाबनाएं

दिन 20: सामाजिकन्यायऔरप्रशंसा

- सामाजिकन्यायमुद्दोंकीमहत्वपूर्णतापरचर्चाकरें

- संघर्षोंकेलिएतकनीकनिर्धारितकरेंऔरउनकेनैतिकपरिणामोंकाविश्लेषणकरें

- सकारात्मकसामाजिकपरिवर्तनकेलिएकार्रवाईलें

दिन 21: वैश्विकनागरिकता

- वैश्विकनागरिककेदायित्वोंकीसमझ

- वैश्विकचुनौतियोंऔरउनकेनैतिकपरिणामोंकाविचार

- पारंपरिकसमझौताऔरसहयोगकोबढ़ावादेनेकासमर्थनकरें

दिन 22: मीडियाजागरूकताऔरनैतिकता

- मीडियासंदेशोंकाविश्लेषणऔरसमाजपरप्रभावकाविचार

- मीडियाउत्पादनमेंनैतिकमानकोंपरचर्चाकरें

- मीडियासंविदाकौशलकाविकासकरनेकेलिएक्रिटिकलसोचकीतकनीकें

दिन 23: प्रौद्योगिकीऔरनैतिकता

- प्रौद्योगिकीउपयोगमेंनैतिकमुद्दोंकाअध्ययन

- गोपनीयताकीचिंताओंऔरडेटासुरक्षापरचर्चाकरें

- जिम्मेदारप्रौद्योगिकीउपयोगकोप्रोत्साहितकरना

दिन 24: पेशेवरजीवनमेंनैतिकनिर्णयलेना

- पेशेवरपरिस्थितियोंमेंनैतिकसिद्धांतोंकोलागूकरना

- कार्यस्थलमेंनैतिकदुविधाओंपरमामलोंकाअध्ययन

- करियरमेंनैतिकचुनौतियोंकासामनाकरनेकेलिएरणनीतियाँविकसितकरें

दिन 25: अनुसंधानऔरशिक्षामेंनैतिकता

- अनुसंधानमेंनैतिकमुद्दोंपरचर्चा

- चोरीबाजीऔरशैक्षिकईमानदारीकोसमझें
- शैक्षणिकपरियाप्ततामेंनैतिकताकोबढ़ावादेना

दिन 26: नैतिकउपभोगऔरउपभोक्ताकेअधिकार

- समाजऔरपर्यावरणपरउपभोगकर्ताओंकेचयनकेप्रभावकाअध्ययनकरें
- उपभोक्ताकेअधिकारऔरजिम्मेदारियोंपरचर्चाकरें
- जागरूकउपभोक्ताओंकेरूपमेंनैतिकनिर्णयलें

दिन 27: नैतिकसंबंधऔरसीमाएँ

- स्वस्थसंबंधोंकेनैतिकसिद्धांतोंकापरिचय
- सम्मानपूर्णआचरणकेलिएसीमाओंकानिर्धारणकरें
- सहमतिऔरसंबंधोंमेंसहमतिपरचर्चाकरें

दिन 28: प्रतिबिंबऔरएकीकरण

- पाठ्यक्रमकेमाध्यमसेव्यक्तिगतविकासकाअवलोकन
- दैनिकजीवनमेंनैतिकमूल्योंकोजोड़नेकाप्रयासकरें
- निरंतरनैतिकव्यवहारकेलिएसंकल्पबनाएं

दिन 29: अनुप्रयोगऔरकार्रवाई

- समुदायमेंनैतिकमूल्योंकोबढ़ावादेनेकेलिएएककार्रवाईयोजनाबनाएं
- सेवाऔरप्रचारकेलिएअवसरोंकीपहचानकरें
- निजीऔरपेशेवरक्षेत्रोंमेंनैतिकनेतृत्वकेलिएसमर्थनकरें

दिन 30: पाठ्यक्रमकासंक्षेपऔरउत्सव

- मुख्यअवधारणाओंऔरसीखोंकासमीक्षण
- पाठ्यक्रमकीयात्रापरविचारविमर्शकरें
- नैतिकमूल्योंऔरनैतिकआचरणकेप्रतिसमर्थनकाउत्सव

पाठ्यक्रमपरिणाम:

पाठ्यक्रमकेअंततक, छात्रनिम्नलिखितकरेंगे:

1. व्यक्तिगतऔरपेशेवरजीवनमेंनैतिकमूल्योंकाएकगहराज्ञानवउनकेमहत्वको।

2. नैतिकनिर्णयलेनेकेकौशलकोविकसितकरेंऔरविभिन्नसंदर्भोंमेंलागूकरें।

3. दूसरोंकेप्रतिसहानुभूति, सम्मानऔरदयाकोविकसितकरें।

4. नैतिकताऔरजिम्मेदारीकेसाथनेतृत्वगुणोंकोप्रदर्शितकरें।

5. अपनेसमुदायमेंसामाजिकन्याय, पर्यावरणीयसंवेदनशीलता, औरनैतिकआचरणकोप्रोत्साहितकरें।

मूल्यांकनप्रक्रियाऔरसमय:

1. प्रत्येकदिनकक्षाकेअंतमें, छात्रोंकोछोटे-मोटेप्रश्नोंकापूराआंकलनकियाजाएगा, जोउनकीसमझऔरगहराईकोमापेगा। (समय: 5-10मिनट)

2. हरहफ्तेकाअंतमें, एकसंदर्भमेंआधारितछोटामूल्यांकनआयोजितकियाजाएगा, जिसमेंछात्रोंकोदिएगएविषयोंपरविचारकरनाहोगा। (समय: 15-20मिनट)

3. पाठ्यक्रमकेअंतमें, एकलंबामूल्यांकनहोगा, जोछात्रोंकीसमझ, उनकेनैतिकविकासकेस्तर, औरपाठ्यक्रममेंअधिकतमउपभोगकामूल्यांकनकरेगा। (समय: 30-45मिनट) छात्रोंकोप्रत्येकमूल्यांकनकेबादप्रतिक्रियाऔरसुधारकेलिएसमयदियाजाएगा।इसकेअलावा, छात्रोंकाप्रदर्शनऔरसाक्षात्कारभीमूल्यांकनमेंशामिलकियाजासकताहै।

2021-22

2021-22

Course: नैतिक मूल्यों का पाठयक्रम

पाठयक्रम की अवधि: प्रति दिन 1 घंटा (30 दिन)

दिन 1: नैतिक मूल्यों का परिचय
- पाठयक्रम का अवलोकन
- निजी और पेशेवर जीवन में नैतिक मूल्यों का महत्व
- नैतिकता और नैतिकता की अवधारणा की समझाना

दिन 2: ईमानदारी और सत्य
- ईमानदारी का अर्थ और महत्व जानें
- विश्वास बनाने में सत्य के भूमिका की चर्चा करें
- नैतिक दुविधाओं पर सगाई का अध्ययन

दिन 3: सम्मान और सहानुभूति
- दूसरों का सम्मान करने का महत्व समझें
- विविध परिपेक्ष्यों की विशानिर्देशिका बनाने में सहानुभूति का विकास करें
- सहानुभूतिपूर्ण संचार की बढ़ावा देने के लिए भूमिका निभाने के लिए कार्यक्रम

दिन 4: जिम्मेदारी और जवाबदेही
- निजी और सामाजिक जिम्मेदारियों की परिचाना करें
- निर्णय लेने में जवाबदेही की अवधारणा का विश्लेषण करें
- नैतिक निर्णय और जवाबदेही पर समूह चर्चा

दिन 5: न्याय और इंसाफ
- न्याय और इंसाफ के सिद्धांतों की जांच करें
- असीगमताओं की पहचान करने के लिए वास्तविक दुनियानी स्थितियों का विश्लेषण
- व्यक्तियों की न्याय की बढ़ाने में भूमिका के बारे में बहस करें

दिन 6: दया और दयालुता
- दैनिक संचारों में दया का महत्व समझें
- अपने और दूसरों की ओर दयालुता का विकास करें
- दया के प्रभाव पर विचार करें

दिन 7: साहस और प्रतिकूलता
- नैतिक निर्णय लेने में साहस का महत्व समझें
- परेशानीपूर्ण स्थितियों में प्रतिकूलता को बढ़ावा देने के लिए उपाय विचारें
- साहस के साथ बाधाओं को पार करने की व्यक्तिगत कहानियों साझा करें

दिन 8: कृतज्ञता और सराहना
- जीवन में कृतज्ञता के महत्व की ध्यान में रखें
- दूसरों की ओर सराहना अभिव्यक्त करें
- एक कृतज्ञता जर्नल बनाने के लिए

दिन 9: सहिष्णुता और स्वीकृति
- विविध समाज में सहिष्णुता के महत्व की चर्चा करें
- स्टीरियोटाइप्स और पूर्वाग्रही का विश्लेषण
- समझ और स्वीकृति के लिए योग्यताओं को बढ़ावा देने के लिए कार्यक्रमी का आयोजन

दिन 10: स्वयं नियमन और स्वयं नियंत्रण
- वख्य प्राप्ति में स्वयं नियमन का महत्व समझें
- निर्णय लेने में स्वयं नियंत्रण का अभ्यास करें
- नैतिक व्यवहार के लिए व्यक्तिगत सीमाओं का निर्धारण

दिन 11: धैर्य और समझ
- व्यक्तिगत संबंधों में धैर्य की भूमिका समझें
- सक्रिय सुनने और समझने का अभ्यास करें

2

- प्रौद्योगिकी उपयोग में नैतिक मुद्दों का अध्ययन
- गोपनीयता की चिंताओं और डेटा सुरक्षा पर चर्चा करें
- जिम्मेदार प्रौद्योगिकी उपयोग को प्रोत्साहित करना

दिन 24: पेशेवर जीवन में नैतिक निर्णय लेना
- पेशेवर परिस्थितियों में नैतिक सिद्धांतों को लागू करना
- कार्यस्थल में नैतिक दुविधाओं पर सामग्री का अध्ययन
- करियर में नैतिक चुनौतियों का सामना करने के लिए रणनीतियाँ विकसित करें

दिन 25: अनुसंधान और शिक्षा में नैतिकता
- अनुसंधान में नैतिक मुद्दों पर चर्चा
- चोरीचोरी और नैतिक ईमानदारी की समझें
- शैक्षिक परियोजना में नैतिकता को बढ़ावा देना

दिन 26: नैतिक उपभोग और उपभोक्ता के अधिकार
- समाज और पर्यावरण पर उपभोक्ताओं के चयन के प्रभाव का अध्ययन करें
- उपभोक्ता के अधिकार और जिम्मेदारियों पर चर्चा करें
- जागरूक उपभोक्ताओं के रूप में नैतिक निर्णय लें

दिन 27: नैतिक संबंध और सीमाएँ
- स्वस्थ संबंधों के नैतिक सिद्धांतों का परिचय
- सम्मानपूर्ण आचरण के लिए सीमाओं का निर्धारण करें
- सहमति और संबंधों में सहमति पर चर्चा करें

दिन 28: प्रतिबिंब और एकीकरण
- पाठ्यक्रम के माध्यम से व्यक्तिगत विकास का अवलोकन
- दैनिक जीवन में नैतिक मूल्यों की जीवन का प्रयास करें
- निरंतर नैतिक व्यवहार के लिए संकल्प बनाएं

- शोध और अधीरता को पर्यवेक्षित करने के लिए उपाय

दिन 12: उदारता और साझा करना
- दूसरों के प्रति उदारता के लाभों पर चर्चा करें
- समुदाय में सेवा करने के अवसर ढूंढें
- साझा करने के एक सार्वजनिक को बढ़ावा देने के लिए सहकारी परियोजनाएं

दिन 13: पर्यावरणीय जिम्मेदारी
- पर्यावरणीय क्षति के नैतिक परिणामों की समझना
- बेहतर भविष्य के लिए पर्यावरण में स्थिरता के अभ्यास करना
- व्यक्तिगत पर्यावरणीय पदचिह्न को कम करने के लिए कार्यशैली

दिन 14: टीम कार्य और सहयोग
- सामान्य लक्ष्यों की प्राप्ति में टीम कार्य का मूल्य समझें
- प्रभावी संवाद और सहयोग का अभ्यास करें
- टीम कार्य के कौशल को मजबूत करने के लिए समूह कार्यक्रम

दिन 15: नैतिकता और प्रभाव
- विभिन्न नैतिक नीतियों और उनके प्रभाव का अध्ययन करें
- नैतिक नैतिक गुणों पर चर्चा करें
- नैतिक कौशलों को विकसित करने के लिए भूमिका निभाने के लिए रोल-प्लेइंग अभ्यास

दिन 16: नैतिक निर्णय और नैतिकता
- नैतिक निर्णय लेने में नैतिक मूल्यों की समझना
- विभिन्न संदर्भों में नैतिक दुविधाओं का अध्ययन
- नैतिक निर्णय लेने के लिए एक ढांचा विकसित करना

दिन 17: संघर्ष समाधान और समझौता
- शांतिपूर्णता के लिए उपायों का अध्ययन करें

- संधि तकनीकों का अभ्यास करें
- संघर्ष समाधान कौशल्री को लागू करने के लिए रोल-प्लेइंग के परिदृश्य

दिन 18: सतर्कता और स्वयं जागरूकता

- साधारण सौधता की प्रथाओं पर परिचय
- व्यक्तिगत मूल्यों और विश्वासों पर पुनरावलोकन करें
- स्वयं-जागरूकता को बढ़ावा देने के लिए तकनीक

दिन 19: व्यक्तिगत विकास और विकास

- व्यक्तिगत और पेशेवर लक्ष्यों की निर्धारित करें
- स्व-सुधार क्षेत्रों की पहचान करें
- निरंतर विकास के लिए एक योजना बनाएं

दिन 20: सामाजिक न्याय और प्रशंसा

- सामाजिक न्याय मुद्दों की महत्वपूर्णता पर चर्चा करें
- संघर्षों के लिए तकनीक निर्धारित करें और उनके नैतिक परिणामों का विश्लेषण करें
- सकारात्मक सामाजिक परिवर्तन के लिए कार्रवाई लें

दिन 21: वैश्विक नागरिकता

- वैश्विक नागरिक के दायित्वों की समझ
- वैश्विक चुनौतियों और उनके नैतिक परिणामों का विचार
- पारंपरिक समझौता और सहयोग को बढ़ावा देने का समर्थन करें

दिन 22: मीडिया जागरूकता और नैतिकता

- मीडिया संदेशों का विश्लेषण और समाज पर प्रभाव का विचार
- मीडिया उत्पादन में नैतिक मानकों पर चर्चा करें
- मीडिया संबंधित कौशल का विकास करने के लिए क्रिटिकल सोच की तकनीकें

दिन 23: प्रौद्योगिकी और नैतिकता

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- प्रौद्योगिकी उपयोग में नैतिक मुद्दों का अध्ययन
- गोपनीयता की चिंताओं और डेटा सुरक्षा पर चर्चा करें
- जिम्मेदार प्रौद्योगिकी उपयोग को प्रोत्साहित करना

दिन 24: पेशेवर जीवन में नैतिक निर्णय लेना

- पेशेवर परिस्थितियों में नैतिक सिद्धांतों को लागू करना
- कार्यस्थल में नैतिक दुविधाओं पर मामलों का अध्ययन
- करियर में नैतिक चुनौतियों का सामना करने के लिए रणनीतियां विकसित करें

दिन 25: अनुसंधान और शिक्षा में नैतिकता

- अनुसंधान में नैतिक मुद्दों पर चर्चा
- चोरीचारी और नैतिक ईमानदारी की समझें
- शैक्षिक परियोजना में नैतिकता को बढ़ावा देना

दिन 26: नैतिक उपभोग और उपभोक्ता के अधिकार

- समाज और पर्यावरण पर उपभोगकर्ताओं के चयन के प्रभाव का अध्ययन करें
- उपभोक्ता के अधिकार और जिम्मेदारियों पर चर्चा करें
- जागरूक उपभोक्ताओं के रूप में नैतिक निर्णय लें

दिन 27: नैतिक संबंध और सीमाएं

- स्वस्थ संबंधों के नैतिक सिद्धांतों का परिचय
- सम्मानपूर्ण आचरण के लिए सीमाओं का निर्धारण करें
- सहमति और संबंधों में सहमति पर चर्चा करें

दिन 28: प्रतिबिंब और एकीकरण

- पाठ्यक्रम के माध्यम से व्यक्तिगत विकास का अवलोकन
- दैनिक जीवन में नैतिक मूल्यों की जोड़ने का प्रयास करें
- निरंतर नैतिक व्यवहार के लिए संकल्प बनाएं

दिन 29: अनुपयोग और कार्रवाई
- समुदाय में नैतिक मूल्यों को बढ़ावा देने के लिए एक कार्रवाई योजना बनाएं
- शिक्षा और प्रचार के लिए अवसरों की पहचान करें
- निजी और पेशेवर क्षेत्रों में नैतिक नेतृत्व के लिए समर्थन करें
दिन 30: पाठ्यक्रम का संक्षेप और उत्सव
- मुख्य अवधारणाओं और सीखों का समीक्षण
- पाठ्यक्रम की यात्रा पर विचार विमर्श करें
- नैतिक मूल्यों और नैतिक आचरण के प्रति समर्पण का उत्सव

पाठ्यक्रम परिणाम:
पाठ्यक्रम के अंत तक, छात्र निम्नलिखित करेंगे:
1. व्यक्तिगत और पेशेवर जीवन में नैतिक मूल्यों का एक गहरा ज्ञान व उनके महत्व को।
2. नैतिक निर्णय लेने की कौशल को विकसित करें और विभिन्न संदर्भों में लागू करें।
3. दूसरों के प्रति सहानुभूति, सम्मान और दया को विकसित करें।
4. नैतिकता और जिम्मेदारी के साथ नेतृत्व गुणों को प्रदर्शित करें।
5. अपनी समुदाय में सामाजिक न्याय, पर्यावरणीय संवेदनशीलता, और नैतिक आचरण को प्रोत्साहित करें।

मूल्यांकन प्रक्रिया और समय:

1. प्रत्येक दिन कक्षा के अंत में, छात्रों को छोटे-छोटे प्रश्नों का पूरा आंकलन किया जाएगा, जो उनकी समझ और गहराई की भावना। (समय: 5-10 मिनट)

2. हर हफ्ते के अंत में, एक संदर्भ में आधारित छोटा मूल्यांकन आयोजित किया जाएगा, जिसमें छात्रों को दिए गए विषयों पर विचार करना होगा। (समय: 15-20 मिनट)

3. पाठ्यक्रम के अंत में, एक लंबा मूल्यांकन होगा, जो छात्रों की समझ, उनके नैतिक विकास के स्तर, और पाठ्यक्रम में अधिकतम अधीगम का मूल्यांकन करेगा। (समय: 30-45 मिनट)

छात्रों को प्रत्येक मूल्यांकन के बाद प्रतिक्रिया और सुधार के लिए समय दिया जाएगा। इसके अलावा, छात्रों का प्रदर्शन और साक्षात्कार भी मूल्यांकन में शामिल किया जा सकता है।

6

COURSE OUTCOMES:

Course: नैतिकमूल्योंकापाठ्यक्रम

पाठ्यक्रमकीअवधि: प्रतिदिन1 घंटा (30 दिन)
दिन 1: **नैतिकमूल्योंकापरिचय**
- पाठ्यक्रमकाअवलोकन
- निजीऔरपेशेवरजीवनमेंनैतिकमूल्योंकामहत्व
- नैतिकताऔरनैतिकताकीअवधारणाकोसमझना
दिन 2: **ईमानदारीऔरसत्य**
- ईमानदारीकाअर्थऔरमहत्वजानें
- विश्वासबनानेमेंसत्यकेभूमिकाकीचर्चाकरें
- नैतिकदुविधाओंपरमामलोंकाअध्ययन
दिन 3: **सम्मानऔरसहानुभूति**
- दूसरोंकासम्मानकरनेकामहत्वसमझें
- विभिन्नपरिपेक्ष्योंकीदिशानिर्देशिकाबनानेमेंसहानुभूतिकाविकासकरें
- सहानुभूतिपूर्णसंचारकोबढ़ावादेनेकेलिएभूमिकानिभानेकेलिएकार्यक्रम
दिन 4: **जिम्मेदारीऔरजवाबदेही**
- निजीऔरसामाजिकजिम्मेदारियोंकीपरिभाषाकरें

- निर्णयलेनेमेंजवाबदेहीकीअवधारणाकाविश्लेषणकरें
- नैतिकनेतृत्वऔरजवाबदेहीपरग्रुपचर्चा

दिन 5: **न्यायऔरइंसाफ**

- न्यायऔरइंसाफकेसिद्धांतोंकीजाँचकरें
- अयोग्यताओंकीपहचानकरनेकेलिएवास्तविकदुनियावीस्थितियोंकाविश्लेषण
- व्यक्तियोंकीन्यायकोबढ़ानेमेंभूमिकाकेबारेमेंबहसकरें

दिन 6: **दयाऔरदयालुता**

- दैनिकसंवादोंमेंदयाकामहत्वसमझें
- अपनेऔरदूसरोंकीओरदयालुताकाविकासकरें
- दयाकेप्रभावपरविचारकरें

दिन 7: **साहसऔरप्रतिकूलता**

- नैतिकनिर्णयलेनेमेंसाहसकामहत्वसमझें
- परेशानीपूर्णस्थितियोंमेंप्रतिकूलताकोबढ़ावादेनेकेलिएउपायविचारें
- साहसकेसाथबाधाओंकोपारकरनेकीव्यक्तिगतकहानियाँसाझाकरें

दिन 8: **कृतज्ञताऔरसराहना**

- जीवनमेंकृतज्ञताकेमहत्वकोध्यानमेंरखें
- दूसरोंकीओरसराहनाअभिव्यक्तकरें
- एककृतज्ञताजर्नलबनानेकेलिए

दिन 9: **सहिष्णुताऔरस्वीकृति**

- विविधसमाजमेंसहिष्णुताकेमहत्वकीचर्चाकरें
- स्टीरियोटाइप्सऔरपूर्वाग्रहोंकाविश्लेषण
- समझऔरस्वीकृतिकेलिएयोग्यताओंकोबढ़ावादेनेकेलिएकार्यक्रमोंकाआयोजन

दिन 10: **स्वयंनियमनऔरस्वयंनियंत्रण**

- लक्ष्यप्राप्तिमेंस्वयंनियमनकामहत्वसमझें
- निर्णयलेनेमेंस्वयंनियंत्रणकाअभ्यासकरें
- नैतिकव्यवहारकेलिएव्यक्तिगतसीमाओंकानिर्धारण

दिन 11: **धैर्यऔरसमझ**

- व्यक्तिगतसंबंधोंमेंधैर्यकीभूमिकासमझें
- सक्रियसुननेऔरसमझनेकाअभ्यासकरें
- क्रोधऔरअधीरताकोप्रबंधितकरनेकेलिएउपाय

दिन 12: **उदारताऔरसाझाकरना**

- दूसरोंकेप्रतिउदारताकेलाभोंपरचर्चाकरें
- समुदायमेंसेवाकरनेकेअवसरढूंढें
- साझाकरनेकेएकदानविशेषकोबढ़ावादेनेकेलिएसहकारीपरियोजनाएँ

दिन 13: **पर्यावरणीयजिम्मेदारी**

- पर्यावरणीयक्षतिकेनैतिकपरिणामोंकोसमझना

- बेहतरभविष्यकेलिएपर्यावरणमेंसततताकेअभ्यासकरना

- व्यक्तिगतपर्यावरणीयपादोंकोकमकरनेकेलिएकार्यशैली

दिन 14: **टीमकामऔरसहयोग**

- सामान्यलक्ष्योंकीप्राप्तिमेंटीमकामकामहत्वसमझें

- प्रभावीसंवादऔरसहयोगकाअभ्यासकरें

- टीमकामकेकौशलकोमजबूतकरनेकेलिएसमूहकार्यक्रम

दिन 15: **नेतृत्वऔरप्रभाव**

- विभिन्ननेतृत्वशैलियोंऔरउनकेप्रभावकाअध्ययनकरें

- नैतिकनेतृत्वगुणोंपरचर्चाकरें

- नेतृत्वकौशलोंकोविकसितकरनेकेलिएभूमिकानिभानेकेलिएरोल-प्लेइंगअभ्यास

दिन 16: **नैतिकनिर्णयऔरनैतिकता**

- नैतिकनिर्णयलेनेमेंनैतिकमूल्योंकोसमझना

- विभिन्नसंदर्भोंमेंनैतिकदुविधाओंकाअध्ययन

- नैतिकनिर्णयलेनेकेलिएएकढांचाविकसितकरना

दिन 17: **संघर्षसमाधानऔरसमझौता**

- शांतिपूर्णताकेलिएउपायोंकाअध्ययनकरें

- संधितकनीकोंकाअभ्यासकरें

- संघर्षसमाधानकौशलोंकोलागूकरनेकेलिएरोल-प्लेइंगकेपरिदृश्य

दिन 18: **सतर्कताऔरस्वयंजागरूकता**

- साधारणबोधताकीप्रथाओंपरपरिचय

- व्यक्तिगतमूल्योंऔरविश्वासोंपरपुनरावलोकनकरें

- स्वयं-जागरूकताकोबढ़ावादेनेकेलिएतकनीक

दिन 19: **व्यक्तिगतविकासऔरविकास**

- व्यक्तिगतऔरपेशेवरलक्ष्योंकोनिर्धारितकरें

- स्व-सुधारक्षेत्रोंकीपहचानकरें

- निरंतरविकासकेलिएएकयोजनाबनाएं

दिन 20: **सामाजिकन्यायऔरप्रशंसा**

- सामाजिकन्यायमुद्दोंकीमहत्वपूर्णतापरचर्चाकरें

- संघर्षोंकेलिएतकनीकनिर्धारितकरेंऔरउनकेनैतिकपरिणामोंकाविश्लेषणकरें

- सकारात्मकसामाजिकपरिवर्तनकेलिएकार्रवाईलें

दिन 21: **वैश्विकनागरिकता**

- वैश्विकनागरिककेदायित्वोंकीसमझ

- वैश्विकचुनौतियोंऔरउनकेनैतिकपरिणामोंकाविचार
- पारंपरिकसमझौताऔरसहयोगकोबढ़ावादेनेकासमर्थनकरें

दिन 22: **मीडियाजागरूकताऔरनैतिकता**

- मीडियासंदेशोंकाविश्लेषणऔरसमाजपरप्रभावकाविचार
- मीडियाउत्पादनमेंनैतिकमानकोंपरचर्चाकरें
- मीडियासंविदाकौशलकाविकासकरनेकेलिएक्रिटिकलसोचकीतकनीकें

दिन 23: **प्रौद्योगिकीऔरनैतिकता**

- प्रौद्योगिकीउपयोगमेंनैतिकमुद्दोंकाअध्ययन
- गोपनीयताकीचिंताओंऔरडेटासुरक्षापरचर्चाकरें
- जिम्मेदारप्रौद्योगिकीउपयोगकोप्रोत्साहितकरना

दिन 24: **पेशेवरजीवनमेंनैतिकनिर्णयलेना**

- पेशेवरपरिस्थितियोंमेंनैतिकसिद्धांतोंकोलागूकरना
- कार्यस्थलमेंनैतिकदुविधाओंपरमामलोंकाअध्ययन
- करियरमेंनैतिकचुनौतियोंकासामनाकरनेकेलिएरणनीतियाँविकसितकरें

दिन 25: **अनुसंधानऔरशिक्षामेंनैतिकता**

- अनुसंधानमेंनैतिकमुद्दोंपरचर्चा
- चोरीबाजीऔरशैक्षिकईमानदारीकोसमझें
- शैक्षणिकपरियाप्ततामेंनैतिकताकोबढ़ावादेना

दिन 26: **नैतिकउपभोगऔरउपभोक्ताकेअधिकार**

- समाजऔरपर्यावरणपरउपभोगकर्ताओंकेचयनकेप्रभावकाअध्ययनकरें
- उपभोक्ताकेअधिकारऔरजिम्मेदारियोंपरचर्चाकरें
- जागरूकउपभोक्ताओंकेरूपमेंनैतिकनिर्णयलें

दिन 27: **नैतिकसंबंधऔरसीमाएँ**

- स्वस्थसंबंधोंकेनैतिकसिद्धांतोंकापरिचय
- सम्मानपूर्णआचरणकेलिएसीमाओंकानिर्धारणकरें
- सहमतिऔरसंबंधोंमेंसहमतिपरचर्चाकरें

दिन 28: **प्रतिबिंबऔरएकीकरण**

- पाठ्यक्रमकेमाध्यमसेव्यक्तिगतविकासकाअवलोकन
- दैनिकजीवनमेंनैतिकमूल्योंकोजोड़नेकाप्रयासकरें
- निरंतरनैतिकव्यवहारकेलिएसंकल्पबनाएं

दिन 29: **अनुप्रयोगऔरकार्रवाई**

- समुदायमेंनैतिकमूल्योंकोबढ़ावादेनेकेलिएएककार्रवाईयोजनाबनाएं
- सेवाऔरप्रचारकेलिएअवसरोंकीपहचानकरें
- निजीऔरपेशेवरक्षेत्रोंमेंनैतिकनेतृत्वकेलिएसमर्थनकरें

दिन 30: **पाठ्यक्रमकासंक्षेपऔरउत्सव**

- मुख्यअवधारणाओंऔरसीखोंकासमीक्षण

- पाठ्यक्रमकीयात्रापरविचारविमर्शकरें

- नैतिकमूल्योंऔरनैतिकआचरणकेप्रतिसमर्थनकाउत्सव

पाठ्यक्रमपरिणाम:

पाठ्यक्रमकेअंततक, छात्रनिम्नलिखितकरेंगे:

1. व्यक्तिगतऔरपेशेवरजीवनमेंनैतिकमूल्योंकाएकगहराज्ञानवउनकेमहत्वको।

2. नैतिकनिर्णयलेनेकेकौशलकोविकसितकरेंऔरविभिन्नसंदर्भोंमेंलागूकरें।

3. दूसरोंकेप्रतिसहानुभूति, सम्मानऔरदयाकोविकसितकरें।

4. नैतिकताऔरजिम्मेदारीकेसाथनेतृत्वगुणोंकोप्रदर्शितकरें।

5. अपनेसमुदायमेंसामाजिकन्याय, पर्यावरणीयसंवेदनशीलता, औरनैतिकआचरणकोप्रोत्साहितकरें।

मूल्यांकनप्रक्रियाऔरसमय:

1. प्रत्येकदिनकक्षाकेअंतमें, छात्रोंकोछोटे-मोटेप्रश्नोंकापूराआंकलनकियाजाएगा, जोउनकीसमझऔरगहराईकोमापेगा। (समय: 5-10मिनट)

2. हरहफ्तेकाअंतमें, एकसंदर्भमेंआधारितछोटामूल्यांकनआयोजितकियाजाएगा, जिसमेंछात्रोंकोदिएगएविषयोंपरविचारकरनाहोगा। (समय: 15-20मिनट)

3. पाठ्यक्रमकेअंतमें, एकलंबामूल्यांकनहोगा, जोछात्रोंकीसमझ, उनकेनैतिकविकासकेस्तर, औरपाठ्यक्रममेंअधिकतमउपभोगकामूल्यांकनकरेगा। (समय: 30-45मिनट)

छात्रोंकोप्रत्येकमूल्यांकनकेबादप्रतिक्रियाऔरसुधारकेलिएसमयदियाजाएगा।इसकेअलावा, छात्रोंकाप्रदर्शनऔरसाक्षात्कारभीमूल्यांकनमेंशामिलकियाजासकताहै।

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2021-22

Certificate Course in "Moral Values"

Starting from 2 August to 5 September, 2021
Time: 10 a.m. to 12 noon

*Interested students can give their name to Prof. Sushma Miglani
Contact no. : +91 97791 87900

Prof. Sushma Miglani
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE

ALOUR (KHANNA)

Notice   **Date: 20.07.2021**

College is going to start short term 'Moral Values' starting from 2nd August, 2021 to 5th September, 2021. Interested students can give their names to Prof. Sushma Miglani, Assistant Professor in Hindi.

Contact No. 9779187900

Prof. Sushma Miglani
Asst. Prof. of Hindi

Dr. Neena Seth Pajni
Principal

YOGA

2022-23

Syllabus of Short Term Yoga Course.

Duration of the course is 30hrs 2hrs per day. The syllabus is consistent of theory and practical 50 marks theory and 50 marks practical.

Meaning and types of yoga

Meaning and types of Asana

Procedure and benefits of following Asana

1. Padam Asana
2. Vajar Asana
3. Bhujang Asana
4. Shalabh Asana
5. Hal Asana
6. Dhanur Asana
7. Chakra Asana
8. Kak Asana
9. Bak Asana
10. Mayur Asana
11. Tad Asana
12. Shav Asana
13. Makar Asana

Meaning Procedure and benefits of Pranayama

Meaning Procedure and benefits of Shudhi kiryas

Ashtang Yog- Meaning and different parts of Ashtang yog

COURSE OUTCOMES:- The outcomes of a Yoga certificate course typically encompass a range of physical, mental, and educational benefits aimed at providing comprehensive training in yoga practice and instruction.

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2022-23

Certificate Course in "Yoga"

Starting from 4 June to 21 June, 2022
Time: 12 noon to 2 p. m.

*Interested students can give their name to Prof. Rupinder Singh
Contact no. : +91 98885 72712

Prof. Rupinder Singh
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
ALOUR (KHANNA)
Notice   Date: 26.05.2022

College is going to start short term 'Yoga Course' starting from 04th June 2022 to 21st June, 2022. Interested students can give their name to Dr. Rupinder Singh, Assistant Professor in Physical Education.
Contact No: 9888572712

Dr. Rupinder Singh
Astt. Prof. of Physcial Edu.

Dr. Neena Seth Pajni
Principal

2021-22

Syllabus of Short Term Yoga Course.

Duration of the course is 30hrs 2hrs per day. The syllabus is consistent of theory and practical 50 marks theory and 50 marks practical.

Meaning and types of yoga

Meaning and types of Asana

Procedure and benefits of following Asana

1. Padam Asana
2. Vajar Asana
3. Bhujang Asana
4. Shalabh Asana
5. Hal Asana
6. Dhanur Asana
7. Chakra Asana
8. Kak Asana
9. Bak Asana
10. Mayur Asana
11. Tad Asana
12. Shav Asana
13. Makar Asana

Meaning Procedure and benefits of Pranayama

Meaning Procedure and benefits of Shudhi kiryas

Ashtang Yog- Meaning and different parts of Ashtang yog

COURSE OUTCOMES:

The outcomes of a Yoga certificate course typically encompass a range of physical, mental, and educational benefits aimed at providing comprehensive training in yoga practice and instruction.

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2021-22

Certificate Course in "Yoga"

Starting from 3 June to 21 June, 2022
Time: 12 noon to 2 p. m.

*Interested students can give their name to Prof. Rupinder Singh
Contact no. : +91 98885 72712

Prof. Rupinder Singh
Course Co-ordinator

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
ALOUR (KHANNA)

Notice

Date: 24.05.2021

College is going to start short term 'Yoga Course' starting from 03rd June 2021 to 21st June, 2021. Interested students can give their name to Prof. Rupinder Singh, Assistant Professor in Physical Education.
Contact No: 9888572712

Prof. Rupinder Singh
Astt. Prof. of Physcial Edu.

Dr. Neena Seth Pajni
Principal

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

PHONETICS (2022-23)

Course Duration: 16 days (2 hours per day)

Day 1: Introduction to Phonetics
- Topics: Introduction to phonetics, the International Phonetic Alphabet (IPA), basic sound production.
- Activities: IPA chart exploration, identifying sounds in words, pronunciation practice.
- Outcome: Students will understand the fundamentals of phonetics and the importance of accurate sound production.

Day 2: Consonant Sounds
- Topics: Classification of consonant sounds, place and manner of articulation.
- Activities: Consonant sound drills, identifying consonant sounds in words, minimal pairs practice.
- Outcome: Students will be able to differentiate between different consonant sounds and produce them accurately.

Day 3: Vowel Sounds
- Topics: Classification of vowel sounds, vowel quadrilateral, diphthongs.
- Activities: Vowel sound exercises, vowel sound production practice, identifying vowel sounds in words.
- Outcome: Students will learn to distinguish between different vowel sounds and produce them correctly.

Day 4: Stress and Intonation
- Topics: Word stress, sentence stress, intonation patterns.
- Activities: Stress and intonation exercises, practicing sentence stress in phrases and sentences.
- Outcome: Students will understand the role of stress and intonation in English speech and practice using them effectively.

Day 5: Connected Speech
- Topics: Assimilation, elision, linking.
- Activities: Listening exercises to identify connected speech phenomena, practicing connected speech patterns.
- Outcome: Students will recognize and apply connected speech features to improve their spoken English fluency.

Day 6: Transcription Practice
- Topics: Transcribing words and phrases using IPA symbols.
- Activities: Transcription exercises, peer review, feedback sessions.
- Outcome: Students will become proficient in transcribing English words and phrases accurately using IPA symbols.

Day 7: Accent Reduction Techniques
- Topics: Common pronunciation challenges for non-native speakers, accent reduction strategies.
- Activities: Accent reduction exercises, analyzing and correcting individual pronunciation errors.
- Outcome: Students will work towards reducing their accent and sounding more like native speakers.

Day 8: Regional and Social Varieties of English
- Topics: Different accents and dialects of English, social factors influencing pronunciation.
- Activities: Listening to various English accents, discussion on regional and social variations.
- Outcome: Students will gain awareness of different English accents and understand the social context of pronunciation.

Day 9: Suprasegmental Features
- Topics: Tempo, rhythm, pitch, and loudness variations in speech.
- Activities: Practice exercises focusing on suprasegmental features, analyzing recordings of natural speech.
- Outcome: Students will develop an understanding of suprasegmental features and their role in effective communication.

Day 10: Phonological Processes
- Topics: Assimilation, deletion, insertion, and substitution processes in speech.
- Activities: Identifying and analyzing phonological processes in spoken language samples.
- Outcome: Students will recognize and understand common phonological processes and their effects on speech.

Day 11: Articulatory Phonetics
- Topics: Anatomy of the vocal tract, articulatory gestures for speech sounds.
- Activities: Hands-on activities demonstrating articulatory gestures, visual aids.
- Outcome: Students will have a deeper understanding of how speech sounds are produced physically.

Day 12: Phonetics in Language Learning

- Topics: Role of phonetics in language acquisition and learning, pronunciation teaching methodologies.
- Activities: Discussion on effective pronunciation teaching techniques, practical applications.
- Outcome: Students will understand the importance of phonetics in language learning and teaching.

Day 13: Error Analysis and Correction
- Topics: Identifying and analyzing pronunciation errors, corrective feedback techniques.
- Activities: Error analysis exercises, peer feedback sessions.
- Outcome: Students will learn to identify and correct common pronunciation errors in themselves and others.

Day 14: Practical Applications of Phonetics
- Topics: Using phonetics in speech therapy, forensic phonetics, phonetic transcription in linguistics.
- Activities: Case studies, real-life applications discussion.
- Outcome: Students will explore various career paths and applications of phonetics beyond language learning.

Day 15: Review and Practice
- Topics: Review of key concepts covered in the course, practice exercises.
- Activities: Comprehensive review session, practice tests.
- Outcome: Students will consolidate their understanding of phonetics concepts and prepare for assessment.

Day 16: Assessment and Feedback
- Topics: Assessment of phonetics knowledge and skills, individual feedback sessions.
- Activities: Phonetics assessment, one-on-one feedback sessions with the instructor.
- Outcome: Students will receive personalized feedback on their phonetics skills and areas for improvement.

Course Outcome:
- Improved understanding and production of English sounds.
- Enhanced pronunciation accuracy and fluency.
- Increased awareness of phonetic features and their role in communication.

Suggested Readings:
1. "English Phonetics and Phonology: An Introduction" by Philip Carr
2. "A Course in Phonetics" by Peter Ladefoged
3. "The Sounds of Language: An Introduction to Phonetics" by Elizabeth C. Zsiga
4. "Pronunciation Pairs: An Introduction to the Sounds of English" by Ann Baker and Sharon Goldstein
5. "Teaching Pronunciation: A Course Book and Reference Guide" by Marianne Celce-Murcia and Donna M. Brinton
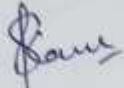
GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

9th January 2023

It is for the information of the students that the college is going to start 'Certificate Course in Phonetics' from 16th January – 3rd February 2023. Interested students may contact latest by 15th January, 2023.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

POEM WRITING (2022-23)

Course Duration: 15 days (2 hours per day)

Day 1: Introduction to Poetry Writing
- Topics: Overview of poetry, elements of a poem, different forms of poetry.
- Activities: Discussion on poetic devices, analyzing sample poems.
- Outcome: Students will understand the fundamentals of poetry writing and explore various poetic forms.

Day 2: Finding Inspiration
- Topics: Sources of inspiration for poetry, observing the world around us.
- Activities: Writing prompts, nature walks for inspiration, free writing exercises.
- Outcome: Students will learn techniques for finding inspiration and generating ideas for poems.

Day 3: Imagery and Description
- Topics: Creating vivid imagery, using sensory details, descriptive language.
- Activities: Image-based writing prompts, describing objects and scenes.
- Outcome: Students will develop skills in creating rich and evocative imagery in their poems.

Day 4: Metaphor and Simile
- Topics: Using metaphor and simile to convey meaning, symbolism in poetry.
- Activities: Metaphor and simile exercises, analyzing metaphorical language in poems.
- Outcome: Students will understand how to use metaphor and simile effectively to enhance their poetry.

Day 5: Rhyme and Rhythm
- Topics: Understanding rhyme schemes, meter, and rhythm in poetry.
- Activities: Rhyming exercises, experimenting with different meters.
- Outcome: Students will learn techniques for creating musicality and flow in their poems.

Day 6: Form and Structure
- Topics: Exploring traditional and contemporary poetic forms, free verse vs. structured poetry.
- Activities: Writing poems in different forms (sonnet, haiku, villanelle, etc.), experimenting with form and structure.
- Outcome: Students will understand the principles of form and structure in poetry and experiment with different poetic forms.

Day 7: Voice and Tone
- Topics: Finding your poetic voice, setting the tone of a poem.
- Activities: Writing exercises to explore different voices and tones, analyzing voice and tone in poems.
- Outcome: Students will develop their unique poetic voice and learn to set the tone for their poems.

Day 8: Narrative Poetry
- Topics: Writing poems that tell a story, narrative techniques in poetry.
- Activities: Writing narrative poems, storytelling exercises.
- Outcome: Students will learn how to craft engaging narrative poems with compelling characters and plots.

Day 9: Ekphrastic Poetry
- Topics: Using visual art as inspiration for poetry, ekphrastic writing techniques.
- Activities: Writing poems inspired by works of art, visiting art galleries or museums.
- Outcome: Students will learn how to write poems that respond to and interpret visual art.

Day 10: Persona Poetry
- Topics: Writing poems from different perspectives, exploring persona poetry.
- Activities: Writing exercises adopting different personas, analyzing persona poems.
- Outcome: Students will experiment with writing poems from the perspectives of various characters or personas.

Day 11: Poetic Devices
- Topics: Exploring advanced poetic devices (alliteration, assonance, enjambment, etc.).
- Activities: Identifying and using poetic devices in writing, analyzing poems for poetic devices.
- Outcome: Students will expand their toolkit of poetic devices and use them effectively in their poems.

Day 12: Revision and Editing
- Topics: The importance of revision in poetry, techniques for revising and refining poems.
- Activities: Peer feedback sessions, revising and editing poems.

- Outcome: Students will learn how to revise and polish their poems to improve clarity and effectiveness.

Day 13: Poem Performance

- Topics: Preparing poems for performance, public speaking tips for poets.
- Activities: Rehearsing poem recitations, performing poems for the class.
- Outcome: Students will gain confidence in performing their poems aloud and delivering them effectively.

Day 14: Publishing and Sharing Your Poetry

- Topics: Exploring publishing options for poetry, sharing poems online and in print.
- Activities: Researching literary magazines and online platforms, creating a poetry portfolio.
- Outcome: Students will learn about opportunities for publishing and sharing their poetry with a wider audience.

Day 15: Final Poetry

- Topics: Sharing and celebrating student poetry, feedback and reflections.
- Activities: Poetry reading event, feedback sessions, reflection on growth as poets.
- Outcome: Students will showcase their poetry to their peers and receive feedback on their work.

Course Outcome:

- Improved understanding of poetic forms, techniques, and devices.
- Enhanced creativity and confidence in writing poetry.
- Ability to revise, edit, and perform poetry effectively.

Suggested Readings:

1. "The Poetry Handbook: A Guide to Reading Poetry for Pleasure and Practical Criticism" by John Lennard
2. "The Making of a Poem: A Norton Anthology of Poetic Forms" edited by Mark Strand and Eavan Boland
3. "The Poetry Home Repair Manual: Practical Advice for Beginning Poets" by Ted Kooser
4. "The Triggering Town: Lectures and Essays on Poetry and Writing" by Richard Hugo
5. "A Poetry Handbook" by Mary Oliver

TRANSCRIPTION (2022-23)

Course Duration: 15 days (1.5 hours per day)
Day 1: Introduction to Transcription

- Topics: Overview of transcription, importance of subtitles and captions, basic transcription guidelines.
- Activities: Discussion on the role of subtitles and captions, introduction to transcription software.
- Outcome: Students will understand the purpose of transcription and its significance in media accessibility.

Day 2: Transcription Techniques
- Topics: Listening skills, accuracy in transcription, time-coding.
- Activities: Listening exercises, accuracy drills, time-coding practice.
- Outcome: Students will develop the ability to transcribe audio accurately and efficiently.

Day 3: Transcription Symbols and Conventions
- Topics: Common transcription symbols, conventions for representing sounds and non-verbal elements.
- Activities: Symbol identification exercises, practicing transcription using symbols.
- Outcome: Students will become familiar with standard transcription symbols and conventions.

Day 4: Punctuation and Formatting
- Topics: Punctuation rules for subtitles and captions, formatting guidelines.
- Activities: Punctuation exercises, formatting practice using transcription software.
- Outcome: Students will learn how to punctuate and format subtitles and captions effectively.

Day 5: Verbatim vs. Edited Transcription
- Topics: Verbatim transcription vs. edited transcription, when to use each approach.
- Activities: Verbatim vs. edited transcription exercises, discussion on the importance of context.
- Outcome: Students will understand the differences between verbatim and edited transcription and know when to apply each approach.

Day 6: Transcribing Accents and Dialects
- Topics: Challenges of transcribing accents and dialects, strategies for accurate representation.
- Activities: Listening to audio samples with different accents, transcribing exercises.
- Outcome: Students will gain experience in transcribing diverse accents and dialects.

Day 7: Handling Difficult Audio
- Topics: Dealing with background noise, overlapping speech, and unclear audio.
- Activities: Transcribing challenging audio clips, problem-solving exercises.
- Outcome: Students will develop strategies for transcribing difficult audio content.

Day 8: Quality Assurance and Editing
- Topics: Proofreading and editing transcriptions, ensuring accuracy and consistency.
- Activities: Editing practice, peer review sessions.
- Outcome: Students will learn how to review and edit transcriptions to ensure quality.

Day 9: Time-Coding and Synchronization
- Topics: Time-coding techniques, synchronizing subtitles with audio/video.
- Activities: Time-coding exercises, synchronizing subtitles using software.
- Outcome: Students will master time-coding skills and be able to synchronize subtitles accurately.

Day 10: Legal and Ethical Considerations
- Topics: Copyright issues, confidentiality, ethical considerations in transcription.
- Activities: Case studies, discussions on legal and ethical dilemmas.
- Outcome: Students will understand the legal and ethical responsibilities associated with transcription work.

Day 11: Specialized Transcription Projects
- Topics: Medical transcription, legal transcription, educational content transcription.
- Activities: Exploring specialized transcription projects, analyzing sample transcripts.
- Outcome: Students will learn about various specialized transcription fields and their unique requirements.

Day 12: Captioning for Accessibility
- Topics: Importance of captioning for accessibility, guidelines for creating accessible captions.
- Activities: Captioning practice, discussion on the impact of captions on accessibility.
- Outcome: Students will understand the importance of creating accessible content through captioning.

Day 13: Subtitling Techniques
- Topics: Subtitling vs. captioning, subtitling conventions, readability considerations.
- Activities: Subtitling exercises, analyzing subtitled content.
- Outcome: Students will learn how to create clear and readable subtitles for different media content.

Day 14: Project Management and Workflow

- Topics: Project planning, time management, collaboration with clients and team members.
- Activities: Project management simulation, discussion on effective workflow strategies.
- Outcome: Students will develop skills in project management and workflow optimization for transcription projects.
Day 15: Review and Feedback
- Topics: Review of key concepts covered in the course, individual feedback sessions.
- Activities: Comprehensive review session, one-on-one feedback with the instructor.
- Outcome: Students will receive personalized feedback on their transcription skills and areas for improvement.
Course Outcome:
- Proficiency in transcribing audio content accurately and efficiently.
- Understanding of transcription conventions, punctuation rules, and formatting guidelines.
- Ability to create subtitles and captions that enhance accessibility and improve viewer experience.
Suggested Readings:
1. "The Art of Transcribing for Subtitles and Captions" by Patricia Soler and Fabiola Soares
2. "The Complete Guide to Subtitling: Practice and Theory" by Jan Ivarsson and Mary Carroll
3. "Subtitling: Concepts and Practice" by Yves Gambier and Henrik Gottlieb
4. "Captioning for Accessibility: Principles and Practice" by Sean Zdenek
5. "Legal and Ethical Issues in Transcription" by Marilyn G. Rosenthal and Laura K. Allen

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

19th December 2022

It is for the information of the students that the college is going to start 'Certificate Course in Transcription' from 29th December 2022– 12th January 2023. Interested students may contact latest by 28th December, 2022.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GRAMMER (2022-23)

Course Duration: 30 days (1.5 hours per day)

Day 1: Introduction to Grammar
- Topics: Parts of speech, sentence structure, basic grammar terminology.
- Activities: Introduction to nouns, verbs, adjectives, adverbs, and conjunctions.
- Outcome: Students will understand the fundamental concepts of grammar and basic sentence construction.

Day 2: Nouns and Pronouns
- Topics: Types of nouns, pronoun usage, agreement.
- Activities: Noun identification exercises, pronoun substitution drills.
- Outcome: Students will be able to identify and use nouns and pronouns correctly in sentences.

Day 3: Verbs
- Topics: Verb forms, verb tenses, agreement, irregular verbs.
- Activities: Verb conjugation practice, tense identification exercises.
- Outcome: Students will understand verb forms and tenses and use them accurately in sentences.

Day 4: Adjectives and Adverbs
- Topics: Types of adjectives and adverbs, comparative and superlative forms.
- Activities: Adjective and adverb identification exercises, comparison activities.
- Outcome: Students will learn to use adjectives and adverbs effectively to describe nouns and verbs.

Day 5: Prepositions and Conjunctions
- Topics: Types of prepositions and conjunctions, usage in sentences.
- Activities: Preposition and conjunction identification exercises, sentence construction practice.
- Outcome: Students will understand the roles of prepositions and conjunctions in sentence structure.

Day 6: Articles and Determiners
- Topics: Definite and indefinite articles, types of determiners.
- Activities: Article usage exercises, determiner identification drills.
- Outcome: Students will learn to use articles and determiners correctly in sentences.

Day 7: Sentence Structure
- Topics: Simple, compound, and complex sentences, sentence types.
- Activities: Sentence structure analysis, sentence combining exercises.
- Outcome: Students will understand different sentence structures and be able to construct varied sentences.

Day 8: Subject-Verb Agreement
- Topics: Agreement between subjects and verbs, singular and plural nouns.
- Activities: Subject-verb agreement exercises, error correction practice.
- Outcome: Students will master subject-verb agreement rules and apply them accurately in sentences.

Day 9: Sentence Fragments and Run-On Sentences
- Topics: Identifying and correcting sentence fragments and run-on sentences.
- Activities: Sentence fragment and run-on sentence identification exercises, rewriting sentences.
- Outcome: Students will recognize and correct common sentence structure errors.

Day 10: Parallelism
- Topics: Maintaining parallel structure in sentences and lists.
- Activities: Parallelism exercises, identifying and correcting parallel structure errors.
- Outcome: Students will understand the importance of parallelism for clarity and coherence in writing.

Day 11: Modifiers
- Topics: Types of modifiers, misplaced and dangling modifiers.
- Activities: Modifier identification exercises, rewriting sentences with correct modifiers.
- Outcome: Students will learn to use modifiers correctly to enhance clarity and precision in writing.

Day 12: Conditionals and Reported Speech
- Topics: Types of conditional sentences, reported speech rules.
- Activities: Conditional sentence construction practice, reported speech transformation exercises.
- Outcome: Students will be able to construct conditional sentences and report speech accurately.

Day 13: Passive Voice
- Topics: Passive voice construction, active vs. passive voice usage.
- Activities: Passive voice transformation exercises, analyzing passive voice usage in texts.

- Outcome: Students will understand passive voice construction and know when to use it effectively.

Day 14: Relative Clauses
- Topics: Defining and non-defining relative clauses, relative pronouns.
- Activities: Relative clause identification exercises, combining sentences using relative clauses.
- Outcome: Students will learn to construct and use relative clauses to provide additional information in sentences.

Day 15: Gerunds and Infinitives
- Topics: Gerund and infinitive usage, verb patterns.
- Activities: Gerund and infinitive exercises, verb pattern identification drills.
- Outcome: Students will understand the different uses of gerunds and infinitives in sentences.

Day 16: Conditional Clauses
- Topics: Conditional clause types, conditional sentence structures.
- Activities: Conditional clause identification exercises, constructing conditional sentences.
- Outcome: Students will be able to construct and use conditional clauses effectively.

Day 17: Reported Speech
- Topics: Rules for reporting speech, tense changes in reported speech.
- Activities: Reported speech transformation exercises, analyzing reported speech in texts.
- Outcome: Students will master the rules for reporting speech accurately.

Day 18: Direct and Indirect Objects
- Topics: Identifying direct and indirect objects, object placement in sentences.
- Activities: Direct and indirect object identification exercises, sentence analysis.
- Outcome: Students will learn to identify and use direct and indirect objects correctly in sentences.

Day 19: Types of Sentences
- Topics: Declarative, interrogative, imperative, and exclamatory sentences.
- Activities: Sentence type identification exercises, sentence transformation practice.
- Outcome: Students will recognize and construct different types of sentences for varied purposes.

Day 20: Coordination and Subordination
- Topics: Coordinating and subordinating conjunctions, complex sentence structures.
- Activities: Coordination and subordination exercises, sentence combining practice.
- Outcome: Students will learn to construct complex sentences using coordination and subordination effectively.

Day 21-30: Review and Application
- Topics: Comprehensive review of grammar concepts covered in the course, application in writing and speaking.
- Activities: Grammar review exercises, writing assignments, speaking tasks.
- Outcome: Students will reinforce their understanding of grammar concepts and apply them in practical contexts.

Course Outcome:
- Enhanced understanding and mastery of English grammar rules.
- Improved writing skills with accurate grammar usage.
- Increased confidence in speaking and writing in English.

Suggested Readings:
1. "Understanding and Using English Grammar" by Betty S. Azar and Stacy A. Hagen
2. "Practical English Usage" by Michael Swan
3. "English Grammar in Use" by Raymond Murphy
4. "Grammar for English Language Teachers" by Martin Parrott
5. "The Elements of Style" by William Strunk Jr. and E.B. White

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE, ALOUR, KHANNA OFFERS

A COURSE IN GRAMMAR & PROOFREADING

COURSE TIME: 1 MONTH(1 HR/DAY)
COURSE FEE: 1500/-
OPEN FOR ALL AGE GROUPS
BATCH BEGINS FROM APRIL 20,2021

FOR MORE DETAILS:
CONTACT:
PROF. BANGERA RUPINDER KAUR
HEAD, POSTGRADUATE DEPT. OF ENGLISH
8968321876

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

23rd July 2022

It is for the information of the students that the college is going to start 'Certificate Course in Grammar' from 1st – 30th August 2022. Interested students may contact latest by 31st July 2022.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur
(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni
(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

PERSONALITY DEVELOPMENT (2022-23)

A Personality Development Certificate Course typically aims to enhance various personal and professional skills. Here are some common outcomes you can expect upon completing such a course:

Improved Self-Awareness:
- Understand your strengths and weaknesses.
- Gain insights into your personality traits and how they influence your behavior and interactions.

Enhanced Communication Skills:
- Develop effective verbal and non-verbal communication.
- Learn active listening and public speaking techniques.
- Improve interpersonal communication in personal and professional settings.
- Boosted Confidence and Self-Esteem:

Build self-confidence through self-assessment and goal setting.
- Overcome self-doubt and improve self-image.
- Learn techniques to handle criticism and rejection positively.

Better Social and Interpersonal Skills:
- Improve relationship-building skills.
- Learn networking strategies and how to maintain professional and personal relationships.
- Develop empathy and emotional intelligence.

Professional Development:
- Enhance leadership and teamwork abilities.
- Improve time management and organizational skills.
- Learn how to present yourself professionally, including etiquette and dress sense.

Stress Management and Emotional Regulation:
- Learn techniques for managing stress and anxiety.
- Develop skills to maintain emotional balance and resilience.
- Practice mindfulness and relaxation techniques.

Positive Attitude and Mindset:
- Cultivate a positive attitude towards life and work.
- Learn to view challenges as opportunities for growth.
- Develop a proactive and optimistic mindset.

Outcomes: - By completing a Personality Development Certificate Course, participants are typically better equipped to handle personal and professional challenges, leading to overall improvement in their quality of life and career prospects.

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE
(ALOUR,KHANNA)

:::::

CRASH COURSE
COMMUNICATION SKILLS & PERSONALITY DEVELOPMENT

- Professional Etiquette Tips
- Communication Skills
- Active Listening Skills
- Public Speaking Practice

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GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

4th July 2022

It is for the information of the students that the college is going to start 'Certificate Course in Personality Development' from 11th – 25th July 2022. Interested students may contact latest by 10th July, 2022.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

CREATIVE WRITING (2022-23)

Course Duration: 15 days (1 hour per day)

Day 1: Introduction to Creative Writing
- Topics: Overview of creative writing, importance of creativity, exploring different genres.
- Activities: Icebreaker activity, discussion on favorite books and authors.
- Outcome: Students will understand the fundamentals of creative writing and explore their interests in various genres.

Day 2: Finding Inspiration
- Topics: Sources of inspiration, observation skills, keeping a writer's journal.
- Activities: Writing prompts, observation exercises, starting a writer's journal.
- Outcome: Students will learn techniques for finding inspiration and generating creative ideas.

Day 3: Character Development
- Topics: Creating believable characters, character traits, character arcs.
- Activities: Character sketching exercises, role-playing, character interviews.
- Outcome: Students will develop well-rounded characters for their writing projects.

Day 4: Setting and Atmosphere
- Topics: Importance of setting, creating vivid descriptions, setting the mood.
- Activities: Setting visualization exercises, descriptive writing prompts.
- Outcome: Students will learn to create immersive settings that enhance their storytelling.

Day 5: Plot and Structure
- Topics: Plot development, story structure, narrative techniques.
- Activities: Plot mapping exercises, exploring different narrative structures.
- Outcome: Students will understand how to structure their stories for maximum impact.

Day 6: Dialogue and Voice
- Topics: Writing authentic dialogue, developing unique voices for characters.
- Activities: Dialogue writing exercises, character voice experimentation.
- Outcome: Students will learn to write engaging dialogue and develop distinctive narrative voices.

Day 7: Point of View
- Topics: Different points of view (first person, third person, omniscient), choosing the right POV.
- Activities: POV analysis, writing from different perspectives.
- Outcome: Students will understand the impact of point of view on storytelling and choose the most effective POV for their writing.

Day 8: Narrative Tense
- Topics: Past tense vs. present tense narration, experimenting with narrative tense.
- Activities: Writing prompts in different tenses, analyzing tense usage in published works.
- Outcome: Students will explore the effects of narrative tense on storytelling and experiment with using different tenses in their writing.

Day 9: Plot Twists and Conflict
- Topics: Creating tension and conflict, incorporating plot twists.
- Activities: Plot twist brainstorming, conflict resolution exercises.
- Outcome: Students will learn techniques for building suspense and keeping readers engaged through conflict and plot twists.

Day 10: Revision and Editing
- Topics: Importance of revision, self-editing techniques, seeking feedback.
- Activities: Peer editing exercises, revising and polishing drafts.
- Outcome: Students will understand the importance of revision and develop skills in self-editing and giving constructive feedback.

Day 11: Writing Exercises
- Topics: Flash fiction, poetry, creative nonfiction.
- Activities: Writing exercises in different genres, exploring different forms of creative expression.
- Outcome: Students will experiment with different writing styles and genres.

Day 12: Developing a Writing Routine
- Topics: Establishing a writing routine, overcoming writer's block, setting goals.
- Activities: Time management exercises, goal-setting sessions.
- Outcome: Students will develop strategies for maintaining a consistent writing practice.
Day 13: Publishing and Sharing Your Work
- Topics: Options for publishing (traditional vs. self-publishing), sharing work online, building an author platform.
- Activities: Researching publishing options, creating author profiles on writing platforms.
- Outcome: Students will explore avenues for publishing and sharing their creative work with a wider audience.
Day 14: Authorship and Identity
- Topics: Exploring personal identity through writing, representation in literature.
- Activities: Identity exploration exercises, discussion on diversity and inclusion in literature.
- Outcome: Students will reflect on their personal identities and how they influence their writing.
Day 15: Final Project
- Topics: Sharing and celebrating student work, feedback and reflections.
- Activities: Reading excerpts from final projects, peer feedback session.
- Outcome: Students will showcase their creative writing projects and receive feedback from their peers.
Course Outcome:
- Enhanced creativity and storytelling skills.
- Ability to craft compelling characters, settings, and plots.
- Understanding of the revision and editing process to refine written work.
Suggested Readings:
1. "On Writing: A Memoir of the Craft" by Stephen King
2. "The Art of Fiction: Notes on Craft for Young Writers" by John Gardner
3. "Bird by Bird: Some Instructions on Writing and Life" by Anne Lamott
4. "The Elements of Style" by William Strunk Jr. and E.B. White
5. "Writing Down the Bones: Freeing the Writer Within" by Natalie Goldberg

GOBINDGARH PUBLIC COLLEGE
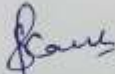# BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

3rd October 2022

It is for the information of the students that the college is going to start 'Certificate Course in Creative Writing' from 10th – 24th October 2022. Interested students may contact latest by 9th October, 2022.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

IELTS CRASH COURSE (2022-23)

Course Duration: 10 days (3 hours per day)

Day 1: Introduction to IELTS
- Topics: Overview of the IELTS exam, test format, scoring criteria.
- Activities: Introduction to each section (Listening, Reading, Writing, Speaking), overview of test-taking strategies.
- Outcome: Students will understand the structure of the IELTS exam and the skills needed to succeed.

Day 2: IELTS Listening
- Topics: Listening test format, types of questions, listening skills.
- Activities: Listening practice with sample recordings, strategies for note-taking and comprehension.
- Outcome: Students will improve their listening skills and become familiar with common question types.

Day 3: IELTS Reading
- Topics: Reading test format, question types, skimming and scanning techniques.
- Activities: Reading passages and answering questions, time management strategies.
- Outcome: Students will develop effective reading strategies and improve their ability to comprehend and analyze written texts.

Day 4: IELTS Writing Task 1
- Topics: Writing Task 1 format (Academic and General Training), describing visual information (graphs, charts, diagrams).
- Activities: Analyzing sample Task 1 prompts and responses, practicing Task 1 writing.
- Outcome: Students will understand the requirements of Writing Task 1 and practice describing visual information effectively.

Day 5: IELTS Writing Task 2
- Topics: Writing Task 2 format, essay structure, argument development.
- Activities: Analyzing sample Task 2 prompts and essays, brainstorming and outlining essay ideas.
- Outcome: Students will learn how to structure and develop coherent and well-supported essays for Task 2.

Day 6: IELTS Speaking Part 1
- Topics: Speaking Part 1 format, answering basic personal questions.
- Activities: Role-playing Part 1 scenarios, practicing fluency and coherence.
- Outcome: Students will become more confident in answering personal questions and speaking spontaneously.

Day 7: IELTS Speaking Part 2
- Topics: Speaking Part 2 format, giving a short talk on a given topic.
- Activities: Practicing Part 2 speaking tasks, brainstorming and organizing ideas.
- Outcome: Students will learn how to structure and deliver a coherent and engaging talk for Part 2.

Day 8: IELTS Speaking Part 3
- Topics: Speaking Part 3 format, discussing abstract topics and expressing opinions.
- Activities: Participating in group discussions, practicing critical thinking and expressing opinions.
- Outcome: Students will improve their ability to discuss abstract topics and express opinions effectively in Part 3.

Day 9: Test Simulation and Review
- Topics: Full-length IELTS practice test, review of test-taking strategies.
- Activities: Completing a mock exam under timed conditions, reviewing answers and discussing mistakes.
- Outcome: Students will gain experience in taking the entire IELTS exam and identify areas for further improvement.

Day 10: Feedback and Final Tips
- Topics: Individual feedback on strengths and weaknesses, final test-taking tips.
- Activities: One-on-one feedback sessions with the instructor, Q&A session.
- Outcome: Students will receive personalized feedback and strategies to maximize their performance on the IELTS exam.

Course Outcome:
- Improved familiarity with the IELTS exam format and question types.
- Enhanced skills in listening, reading, writing, and speaking for the IELTS exam.
- Increased confidence and readiness to achieve a higher score on the IELTS exam.

Suggested Readings:
1. "Cambridge IELTS Series" by Cambridge University Press

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CERTIFICATE COUSE

2. "IELTS Trainer" by Cambridge University Press
3. "The Official Cambridge Guide to IELTS" by Pauline Cullen
4. "IELTS Super Strategies: Tips, Tricks and Time Savers" by Cambridge IELTS Consultants
5. "Barron's IELTS Superpack" by Lin Lougheed

FUNDAMENTAL OF ENGLISH (2022-23)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

POEM WRITING (2022-23)

Poem Writing
Course Duration: 15 days (2 hours per day)

Day 1: Introduction to Poetry Writing
- Topics: Overview of poetry, elements of a poem, different forms of poetry.
- Activities: Discussion on poetic devices, analyzing sample poems.
- Outcome: Students will understand the fundamentals of poetry writing and explore various poetic forms.
Day 2: Finding Inspiration
- Topics: Sources of inspiration for poetry, observing the world around us.
- Activities: Writing prompts, nature walks for inspiration, free writing exercises.
- Outcome: Students will learn techniques for finding inspiration and generating ideas for poems.
Day 3: Imagery and Description
- Topics: Creating vivid imagery, using sensory details, descriptive language.
- Activities: Image-based writing prompts, describing objects and scenes.
- Outcome: Students will develop skills in creating rich and evocative imagery in their poems.
Day 4: Metaphor and Simile
- Topics: Using metaphor and simile to convey meaning, symbolism in poetry.
- Activities: Metaphor and simile exercises, analyzing metaphorical language in poems.
- Outcome: Students will understand how to use metaphor and simile effectively to enhance their poetry.
Day 5: Rhyme and Rhythm
- Topics: Understanding rhyme schemes, meter, and rhythm in poetry.
- Activities: Rhyming exercises, experimenting with different meters.
- Outcome: Students will learn techniques for creating musicality and flow in their poems.
Day 6: Form and Structure
- Topics: Exploring traditional and contemporary poetic forms, free verse vs. structured poetry.
- Activities: Writing poems in different forms (sonnet, haiku, villanelle, etc.), experimenting with form and structure.
- Outcome: Students will understand the principles of form and structure in poetry and experiment with different poetic forms.
Day 7: Voice and Tone
- Topics: Finding your poetic voice, setting the tone of a poem.
- Activities: Writing exercises to explore different voices and tones, analyzing voice and tone in poems.
- Outcome: Students will develop their unique poetic voice and learn to set the tone for their poems.
Day 8: Narrative Poetry
- Topics: Writing poems that tell a story, narrative techniques in poetry.
- Activities: Writing narrative poems, storytelling exercises.
- Outcome: Students will learn how to craft engaging narrative poems with compelling characters and plots.
Day 9: Ekphrastic Poetry
- Topics: Using visual art as inspiration for poetry, ekphrastic writing techniques.
- Activities: Writing poems inspired by works of art, visiting art galleries or museums.
- Outcome: Students will learn how to write poems that respond to and interpret visual art.
Day 10: Persona Poetry
- Topics: Writing poems from different perspectives, exploring persona poetry.
- Activities: Writing exercises adopting different personas, analyzing persona poems.
- Outcome: Students will experiment with writing poems from the perspectives of various characters or personas.
Day 11: Poetic Devices
- Topics: Exploring advanced poetic devices (alliteration, assonance, enjambment, etc.).
- Activities: Identifying and using poetic devices in writing, analyzing poems for poetic devices.
- Outcome: Students will expand their toolkit of poetic devices and use them effectively in their poems.
Day 12: Revision and Editing
- Topics: The importance of revision in poetry, techniques for revising and refining poems.

- Activities: Peer feedback sessions, revising and editing poems.
- Outcome: Students will learn how to revise and polish their poems to improve clarity and effectiveness.

Day 13: Poem Performance
- Topics: Preparing poems for performance, public speaking tips for poets.
- Activities: Rehearsing poem recitations, performing poems for the class.
- Outcome: Students will gain confidence in performing their poems aloud and delivering them effectively.

Day 14: Publishing and Sharing Your Poetry
- Topics: Exploring publishing options for poetry, sharing poems online and in print.
- Activities: Researching literary magazines and online platforms, creating a poetry portfolio.
- Outcome: Students will learn about opportunities for publishing and sharing their poetry with a wider audience.

Day 15: Final Poetry
- Topics: Sharing and celebrating student poetry, feedback and reflections.
- Activities: Poetry reading event, feedback sessions, reflection on growth as poets.
- Outcome: Students will showcase their poetry to their peers and receive feedback on their work.

Course Outcome:
- Improved understanding of poetic forms, techniques, and devices.
- Enhanced creativity and confidence in writing poetry.
- Ability to revise, edit, and perform poetry effectively.

Suggested Readings:
1. "The Poetry Handbook: A Guide to Reading Poetry for Pleasure and Practical Criticism" by John Lennard
2. "The Making of a Poem: A Norton Anthology of Poetic Forms" edited by Mark Strand and Eavan Boland
3. "The Poetry Home Repair Manual: Practical Advice for Beginning Poets" by Ted Kooser
4. "The Triggering Town: Lectures and Essays on Poetry and Writing" by Richard Hugo
5. "A Poetry Handbook" by Mary Oliver

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

20th February-2023

It is for the information of the students that the college is going to start 'Certificate Course in Poem Writing' from 01th March-2023 to 17-March-2023. Interested students may contact latest by 25th February-2023

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

COMMUNICATION SKILLS (2022-23)

Course Duration: 20 days (2 hours per day)

Day 1: Introduction to Spoken English
- Topics: Introduction to the course, importance of spoken English, basic communication skills.
- Activities: Icebreaker activities, self-introductions, discussion on goals and expectations.
- Outcome: Students will understand the importance of spoken English and be familiar with basic communication strategies.

Day 2: Pronunciation and Intonation
- Topics: English sounds, stress patterns, intonation.
- Activities: Pronunciation drills, listening exercises, role-playing scenarios.
- Outcome: Students will improve their pronunciation and intonation, making their speech clearer and natural.

Day 3: Vocabulary Building
- Topics: Common vocabulary, synonyms, antonyms, idioms.
- Activities: Vocabulary exercises, word games, discussions on word usage.
- Outcome: Students will expand their vocabulary and learn how to use words effectively in conversations.
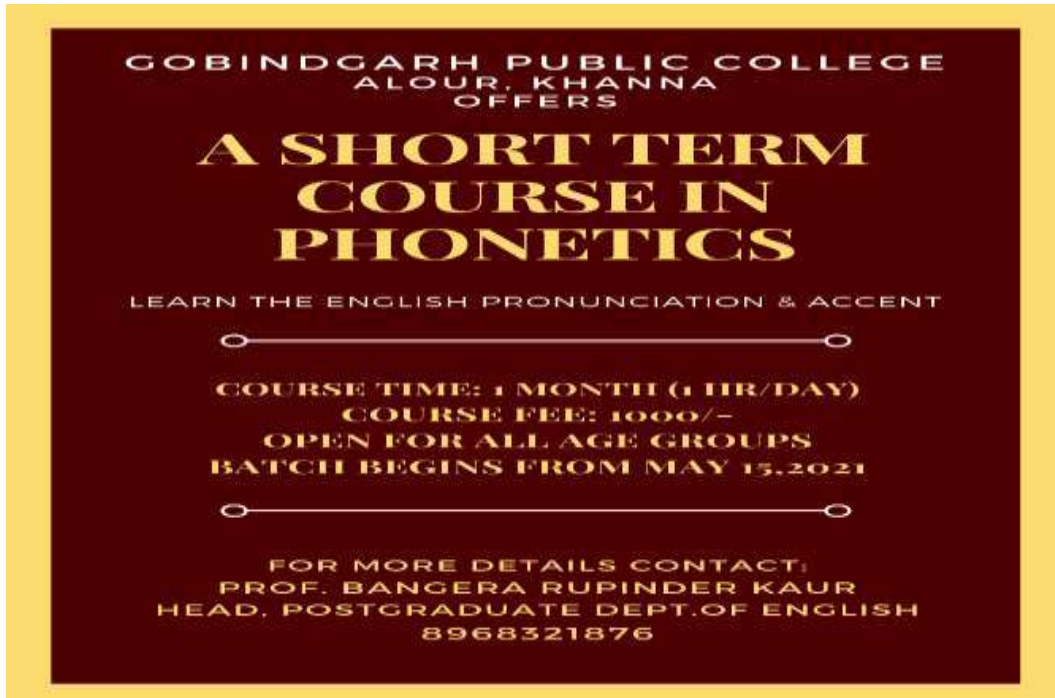
 Day 4: Grammar
- Topics: Basic grammar rules, sentence structure, verb tenses.
- Activities: Grammar exercises, sentence construction practice, role plays.
- Outcome: Students will gain confidence in using correct grammar while speaking.

Day 5: Conversation Skills
- Topics: Starting and maintaining conversations, active listening.
- Activities: Pair and group discussions, role-playing various scenarios.
- Outcome: Students will develop the ability to engage in meaningful conversations confidently.

Day 6: Public Speaking Techniques
- Topics: Overcoming stage fright, speech organization, body language.
- Activities: Presentation practice, impromptu speeches, feedback sessions.
- Outcome: Students will learn how to deliver effective speeches and presentations in public settings.

Day 7: Fluency Development
- Topics: Fluency exercises, speaking speed, fluency strategies.
- Activities: Tongue twisters, rapid fire speaking, storytelling.
- Outcome: Students will improve their fluency and become more comfortable speaking at a natural pace.

Day 8: Listening Comprehension
- Topics: Active listening skills, understanding accents, note-taking.
- Activities: Listening to audio clips, comprehension exercises, summarizing discussions.
- Outcome: Students will enhance their listening comprehension skills and ability to understand various accents.

Day 9: Cultural Awareness
- Topics: Cultural differences in communication, etiquette in English-speaking countries.
- Activities: Case studies, discussions on cultural norms, role-playing cultural scenarios.
- Outcome: Students will become more culturally sensitive and adapt their communication style accordingly.

Day 10: Role-Playing Situations
- Topics: Real-life scenarios, job interviews, social gatherings.
- Activities: Role-playing different situations, feedback and reflection.
- Outcome: Students will gain practical experience in using spoken English in various contexts.

 Day 11: Group Discussions
- Topics: Debates, group discussions on current affairs, persuasive speaking.
- Activities: Group discussions, debate competitions, critical thinking exercises.
- Outcome: Students will enhance their ability to express opinions and argue persuasively in group settings.

Day 12: Telephone Etiquette
- Topics: Effective telephone communication, handling difficult calls.
- Activities: Role-playing telephone conversations, listening to sample calls, etiquette practice.
- Outcome: Students will develop confidence in communicating effectively over the phone.

Day 13: Storytelling
- Topics: Narrative techniques, storytelling structures, engaging the audience.
- Activities: Storytelling workshops, sharing personal anecdotes, feedback sessions.
- Outcome: Students will become more proficient in storytelling and captivating their audience.
Day 14: Presentation Skills
- Topics: Designing presentations, visual aids, persuasive speaking.
- Activities: Presentation preparation, peer evaluations, refining presentation techniques.
- Outcome: Students will master the art of delivering impactful presentations.
Day 15: Review and Feedback
- Topics: Individual progress review, areas for improvement, goal setting.
- Activities: Peer evaluations, one-on-one feedback sessions with the instructor.
- Outcome: Students will receive personalized feedback and set goals for further improvement.
Day 16-20: Practice and Application
- Topics: Application of learned skills in real-life situations, mock interviews, group projects.
- Activities: Simulated real-world scenarios, role-playing various professional and social situations.
- Outcome: Students will apply their spoken English skills in practical settings, gaining confidence and proficiency.
Course Outcome:
- Improved pronunciation, vocabulary, grammar, and fluency in spoken English.
- Enhanced communication skills for various contexts such as presentations, group discussions, and job interviews.
- Increased confidence in speaking English in both professional and social settings.
 Suggested Readings:
1. "How to Speak English Fluently in 10 Steps" by Prabhat Pandey
2. "Speak English Like an American" by Amy Gillett
3. "English Pronunciation in Use" by Jonathan Marks
4. "Word Power Made Easy" by Norman Lewis
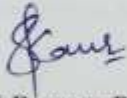5. "How to Win Friends and Influence People" by Dale Carnegie

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

13th January 2023

It is for the information of the students that the college is going to start 'Certificate Course in Communication Skills' from 20th January– 3rd February 2023. Interested students may contact latest by 19th January, 2022.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

FUNDAMENTAL OF ENGLISH (2021-22)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

PERSONALITY DEVELOPMENT (2021-22)

PHONETICS (2021-22)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

POEM WRITING (2021-22)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

TRANSCRIPTION (2021-22)

GRAMMER (2021-22)

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BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

SPOKEN ENGLISH (2021-22)

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

28th June 2021

It is for the information of the students that the college is going to start **'Certificate Course in Spoken English'** from 5th – 19th July 2021. Interested students may contact latest by 4th July 2021.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

COMMUNICATIVE ENGLISH (2021-22)

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

23rd August 2021

It is for the information of the students that the college is going to start **'Certificate Course in Communicative English'** from 1st - 9th September 2021. Interested students may contact latest by 30th August , 2021.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Jatinder Kaur (9815112452)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

PERSONALITY DEVELOPMENT (2021-22)

CREATIVE WRITING (2021-22)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

IELTS CRASH COURSE (2021-22)

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

11th October 2021

It is for the information of the students that the college is going to start 'Crash Course in IELTS' from 25th October– 9 November 2021. Interested students may contact latest by 24th October, 2021.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

COMMUNICATION SKILL (2021-22)

Course Duration: 15 days (2.5 hours per day)

Day 1: Introduction to Communication Skills
- Topics: Importance of effective communication, elements of communication, barriers to communication.
- Activities: Icebreaker activities, discussion on communication challenges.
- Outcome: Students will understand the significance of effective communication and identify common communication barriers.

Day 2: Verbal Communication
- Topics: Speaking clearly and confidently, active listening skills, assertive communication.
- Activities: Role-playing exercises, active listening practice, assertiveness training.
- Outcome: Students will improve their verbal communication skills and learn to express themselves effectively.

Day 3: Nonverbal Communication
- Topics: Body language, facial expressions, gestures, posture.
- Activities: Nonverbal communication exercises, video analysis, body language interpretation.
- Outcome: Students will understand the importance of nonverbal cues in communication and learn to interpret and use them effectively.

Day 4: Written Communication
- Topics: Email etiquette, professional writing skills, effective communication in written documents.
- Activities: Email writing exercises, drafting professional documents, proofreading practice.
- Outcome: Students will improve their written communication skills and learn to convey messages clearly and professionally.

Day 5: Interpersonal Communication
- Topics: Building rapport, active listening, empathy, conflict resolution.
- Activities: Role-playing scenarios, group discussions, conflict resolution exercises.
- Outcome: Students will develop interpersonal communication skills and learn strategies for building positive relationships.

Day 6: Intercultural Communication
- Topics: Cultural awareness, cross-cultural communication, overcoming cultural barriers.
- Activities: Cultural sensitivity exercises, case studies on intercultural communication.
- Outcome: Students will gain awareness of cultural differences and learn to communicate effectively in diverse cultural settings.

Day 7: Public Speaking
- Topics: Overcoming stage fright, speech organization, engaging an audience.
- Activities: Speech preparation and delivery, feedback sessions, impromptu speaking exercises.
- Outcome: Students will improve their public speaking skills and feel more confident when speaking in front of an audience.

Day 8: Presentation Skills
- Topics: Designing effective presentations, using visual aids, delivering impactful presentations.
- Activities: Presentation preparation, slide design practice, peer feedback sessions.
- Outcome: Students will learn how to create and deliver engaging presentations that effectively communicate their message.

Day 9: Negotiation and Persuasion
- Topics: Negotiation tactics, persuasive communication techniques, building consensus.
- Activities: Negotiation simulations, persuasive speech exercises, group discussions.
- Outcome: Students will develop negotiation and persuasion skills and learn to influence others effectively.

Day 10: Interview Skills
- Topics: Preparing for job interviews, answering common interview questions, body language in interviews.
- Activities: Mock interviews, interview question practice, feedback sessions.
- Outcome: Students will learn strategies for succeeding in job interviews and improve their interview performance.

Day 11: Conflict Resolution
- Topics: Understanding conflict, managing emotions in conflict situations, collaborative problem-solving.
- Activities: Conflict resolution role-plays, mediation exercises, case studies.

- Outcome: Students will learn effective conflict resolution strategies and develop skills for resolving conflicts peacefully.

Day 12: Networking Skills
- Topics: Building professional relationships, networking etiquette, maintaining connections.
- Activities: Networking events, elevator pitch practice, LinkedIn profile optimization.
- Outcome: Students will learn how to network effectively and build a strong professional network.

Day 13: Leadership Communication
- Topics: Communication styles of effective leaders, motivating and inspiring others, giving constructive feedback.
- Activities: Leadership communication simulations, feedback sessions, leadership case studies.
- Outcome: Students will develop leadership communication skills and learn to lead with clarity and confidence.

Day 14: Emotional Intelligence in Communication
- Topics: Understanding emotions, managing emotions in communication, empathy.
- Activities: Emotional intelligence assessments, emotional expression exercises, empathy-building activities.
- Outcome: Students will enhance their emotional intelligence and learn to communicate with empathy and understanding.
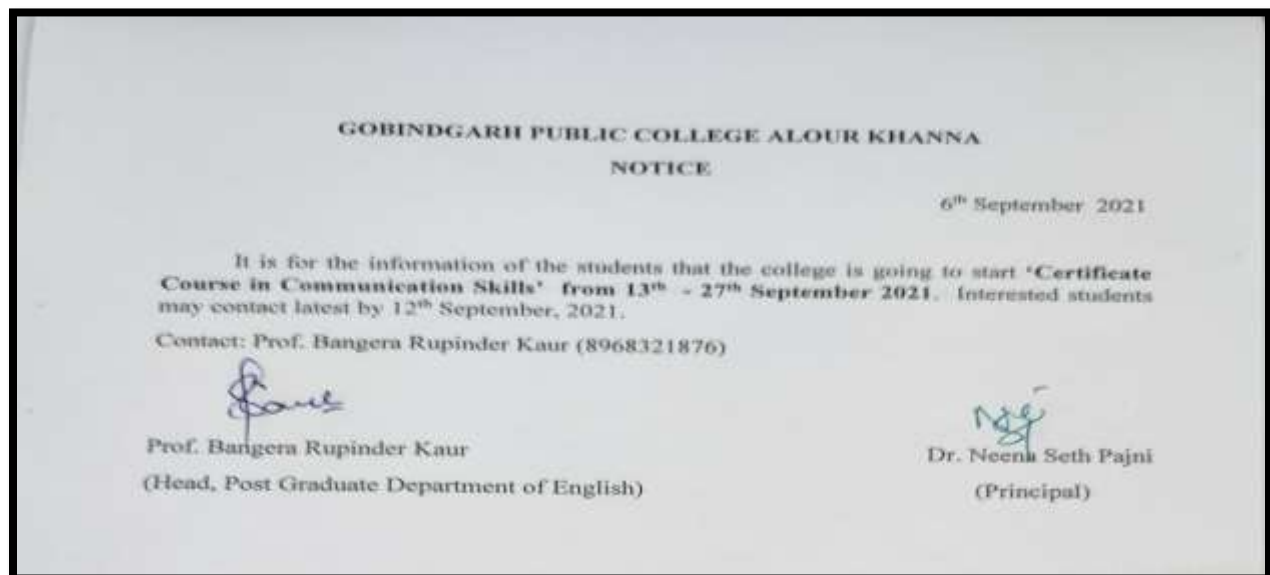
Day 15: Review and Application
- Topics: Review of key concepts covered in the course, application in real-life scenarios.
- Activities: Role-playing exercises, scenario-based simulations, reflection and goal-setting.
- Outcome: Students will apply their communication skills in practical situations and set goals for continued improvement.

Course Outcome:
- Enhanced communication skills in verbal, nonverbal, and written communication.
- Improved interpersonal relationships and conflict resolution abilities.
- Increased confidence in public speaking, presentation, negotiation, and leadership communication.

Suggested Readings:
1. "Crucial Conversations: Tools for Talking When Stakes Are High" by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler
2. "How to Win Friends and Influence People" by Dale Carnegie
3. "The Charisma Myth: How Anyone Can Master the Art and Science of Personal Magnetism" by Olivia Fox Cabane
4. "Never Split the Difference: Negotiating as if Your Life Depended on It" by Chris Voss and Tahl Raz
5. "The Art of Public Speaking" by Dale Carnegie

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

6th September 2021

It is for the information of the students that the college is going to start 'Certificate Course in Communication Skills' from 13th - 27th September 2021. Interested students may contact latest by 12th September, 2021.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur
(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni
(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

TRANSLATION (2021-22)

A Translation Certificate Course is designed to equip participants with the skills and knowledge needed to work as professional translators. Here are some common outcomes you can expect upon completing such a course:

Proficiency in Source and Target Languages:
Enhanced fluency and comprehension in both the source and target languages.
Improved vocabulary and understanding of linguistic nuances.

Translation Techniques and Strategies:
Mastery of various translation methods and approaches.
Ability to handle different types of texts, including technical, literary, legal, medical, and more.
Techniques for ensuring accuracy and maintaining the integrity of the original text.

Cultural Competence:
Understanding cultural contexts and nuances that influence language.
Ability to convey culturally sensitive information accurately.

Editing and Proofreading:
Techniques for editing and proofreading translations to ensure clarity, accuracy, and coherence.
Ability to maintain consistency and quality throughout the text.

Specialized Translation Skills:
Training in specific fields of translation such as legal, medical, technical, or literary translation.
Ability to translate specialized documents with a high degree of accuracy.

Research Skills:
Ability to conduct thorough research to support translation tasks.
Familiarity with reliable sources and reference materials.

Improved Writing Skills:
Enhanced writing skills in the target language.
Ability to produce clear, coherent, and contextually appropriate translations.

Outcomes:
By completing a Translation Certificate Course, participants will be well-prepared to pursue a career in translation, capable of delivering high-quality translations across various industries and types of content**.**
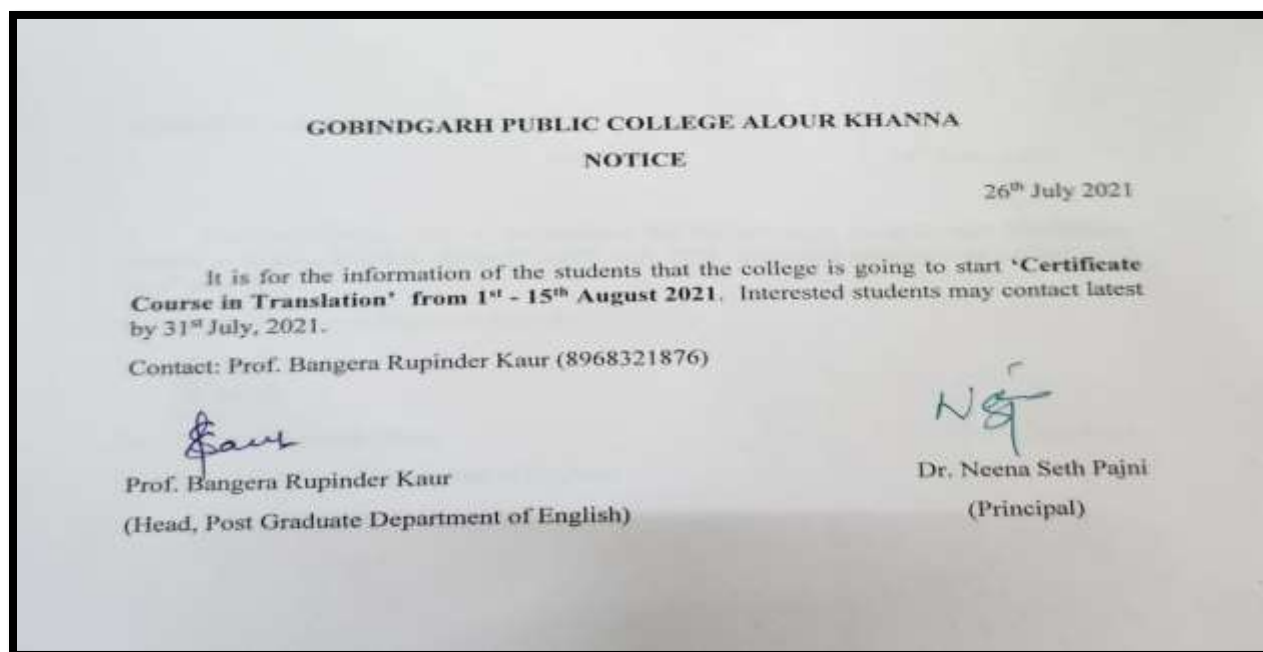
GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

26ᵗʰ July 2021

It is for the information of the students that the college is going to start 'Certificate Course in Translation' from 1ˢᵗ – 15ᵗʰ August 2021. Interested students may contact latest by 31ˢᵗ July, 2021.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur
(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni
(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

SPOKEN ENGLISH (2020-21)

GOBINDGARH PUBLIC COLLEGE
ALOUR, KHANNA
Affiliated to Panjab University, Chandigarh
Session: 2020-21

Certificate Course in "Spoken English"

Starting from 16 June to 22 June, 2020
Time: 12 noon to 2 p. m.

*Interested students can give their name to Prof. Bangera Rupinder Kaur
Contact no. : +91 89683 21876

Prof. Bangera Rupinder Kaur
Course Co-ordinator

Dr. Neena Seth Pajni
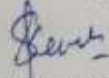**Principal**

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

05-June-2020

It is for the information of the students that the college is going to start 'Certificate Course in SPOKEN ENGLISH' from 16-June-2020 to 22-June-2020 Interested students may contact latest by 14-June-2020.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

MAGICAL ART OF TRANSLATION (2020-21)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

COMMUNICATIVE ENGLISH (2020-21)

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

04-June-2021

It is for the information of the students that the college is going to start 'Certificate Course in COMMUNICATIVE ENGLISH' from 12-June-2021 to 25-July-2021 Interested students may contact latest by 10-June-2021..

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

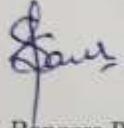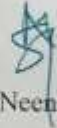## MAGICAL ART OF TRANSLATION (2019-20)

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

10th August 2019

It is for the information of the students that the college is going to start 'Certificate Course in Magical Art of Translation' from 20th August-2019 to 27-August-2019. Interested students may contact latest by 19th January, 2022.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

SPOKEN ENGLISH (2019-20)

GOBINDGARH PUBLIC COLLEGE
BROCHURE/ NOTICE (YEAR-WISE)
CERTIFICATE COUSE

SPOKEN ENGLISH (2018-19)

Course Duration: 20 days (2 hours per day)

Day 1: Introduction to Spoken English
- Topics: Introduction to the course, importance of spoken English, basic communication skills.
- Activities: Icebreaker activities, self-introductions, discussion on goals and expectations.
- Outcome: Students will understand the importance of spoken English and be familiar with basic communication strategies.

Day 2: Pronunciation and Intonation
- Topics: English sounds, stress patterns, intonation.
- Activities: Pronunciation drills, listening exercises, role-playing scenarios.
- Outcome: Students will improve their pronunciation and intonation, making their speech clearer and natural.

Day 3: Vocabulary Building
- Topics: Common vocabulary, synonyms, antonyms, idioms.
- Activities: Vocabulary exercises, word games, discussions on word usage.
- Outcome: Students will expand their vocabulary and learn how to use words effectively in conversations.

Day 4: Grammar
- Topics: Basic grammar rules, sentence structure, verb tenses.
- Activities: Grammar exercises, sentence construction practice, role plays.
- Outcome: Students will gain confidence in using correct grammar while speaking.

Day 5: Conversation Skills
- Topics: Starting and maintaining conversations, active listening.
- Activities: Pair and group discussions, role-playing various scenarios.
- Outcome: Students will develop the ability to engage in meaningful conversations confidently.

Day 6: Public Speaking Techniques
- Topics: Overcoming stage fright, speech organization, body language.
- Activities: Presentation practice, impromptu speeches, feedback sessions.
- Outcome: Students will learn how to deliver effective speeches and presentations in public settings.

Day 7: Fluency Development
- Topics: Fluency exercises, speaking speed, fluency strategies.
- Activities: Tongue twisters, rapid fire speaking, storytelling.
- Outcome: Students will improve their fluency and become more comfortable speaking at a natural pace.

Day 8: Listening Comprehension
- Topics: Active listening skills, understanding accents, note-taking.
- Activities: Listening to audio clips, comprehension exercises, summarizing discussions.
- Outcome: Students will enhance their listening comprehension skills and ability to understand various accents.

Day 9: Cultural Awareness
- Topics: Cultural differences in communication, etiquette in English-speaking countries.
- Activities: Case studies, discussions on cultural norms, role-playing cultural scenarios.
- Outcome: Students will become more culturally sensitive and adapt their communication style accordingly.

Day 10: Role-Playing Situations
- Topics: Real-life scenarios, job interviews, social gatherings.
- Activities: Role-playing different situations, feedback and reflection.
- Outcome: Students will gain practical experience in using spoken English in various contexts.

Day 11: Group Discussions
- Topics: Debates, group discussions on current affairs, persuasive speaking.
- Activities: Group discussions, debate competitions, critical thinking exercises.
- Outcome: Students will enhance their ability to express opinions and argue persuasively in group settings.

Day 12: Telephone Etiquette
- Topics: Effective telephone communication, handling difficult calls.
- Activities: Role-playing telephone conversations, listening to sample calls, etiquette practice.
- Outcome: Students will develop confidence in communicating effectively over the phone.

Day 13: Storytelling

- Topics: Narrative techniques, storytelling structures, engaging the audience.
- Activities: Storytelling workshops, sharing personal anecdotes, feedback sessions.
- Outcome: Students will become more proficient in storytelling and captivating their audience.
Day 14: Presentation Skills
- Topics: Designing presentations, visual aids, persuasive speaking.
- Activities: Presentation preparation, peer evaluations, refining presentation techniques.
- Outcome: Students will master the art of delivering impactful presentations.
Day 15: Review and Feedback
- Topics: Individual progress review, areas for improvement, goal setting.
- Activities: Peer evaluations, one-on-one feedback sessions with the instructor.
- Outcome: Students will receive personalized feedback and set goals for further improvement.
Day 16-20: Practice and Application
- Topics: Application of learned skills in real-life situations, mock interviews, group projects.
- Activities: Simulated real-world scenarios, role-playing various professional and social situations.
- Outcome: Students will apply their spoken English skills in practical settings, gaining confidence and proficiency.
Course Outcome:
- Improved pronunciation, vocabulary, grammar, and fluency in spoken English.
- Enhanced communication skills for various contexts such as presentations, group discussions, and job interviews.
- Increased confidence in speaking English in both professional and social settings.
 Suggested Readings:
1. "How to Speak English Fluently in 10 Steps" by Prabhat Pandey
2. "Speak English Like an American" by Amy Gillett
3. "English Pronunciation in Use" by Jonathan Marks
4. "Word Power Made Easy" by Norman Lewis
5. "How to Win Friends and Influence People" by Dale Carnegie

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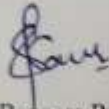# CERTIFICATE COUSE

GOBINDGARH PUBLIC COLLEGE ALOUR KHANNA

NOTICE

23rd May 2018

It is for the information of the students that the college is going to start 'Certificate Course in Spoken English' from 4th June – 10th July 2018. Interested students may contact latest by 3rd June 2018.

Contact: Prof. Bangera Rupinder Kaur (8968321876)

Prof. Bangera Rupinder Kaur

(Head, Post Graduate Department of English)

Dr. Neena Seth Pajni

(Principal)