

Government College for Girls, Ludhiana

(NAAC Accredited 'A' Grade)



CRITERION -METRIC NO. 5.1.2

Capacity Building and Skills Enhancement

Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills

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| ACTIVITES AIMED AT ENHANCING SOFT SKILLS, LANGUAGE AND COMMUNICATION SKILLS AND LIFE SKILLS | | |
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**RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN
(RUSA)
FINISHING SCHOOL**

VISION AND MISSION

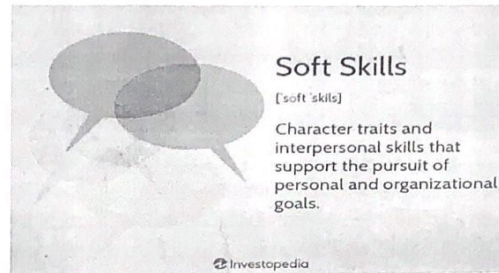
- TO UPGRADE THE SKILLS AND KNOWLEDGE OF THE STUDENTS
- TO MAKE THE STUDENTS EMPLOYABLE OR SELF EMPLOYABLE
- TRAINING IN SKILLS REQUIRED TO GET INTO THE INDUSTRY
- INTELLECTUAL, SOCIAL AND PROFESSIONAL DEVELOPMENT OF EACH STUDENT

Kuldeep

Programme Name- Soft Skills

Introduction

Soft skills are character traits and interpersonal skills that characterize a person's relationship with other people. In the workplace, soft skills are considered to be a complement to hard skills, which refer to a person's knowledge and occupational skills. Soft skills apply to all kinds of jobs and careers. For Example, a professor and an investment manager can both be great communicators and have exceptional leadership skills, although how skills translate into their performances can look quite different. These skills generally fall into several different categories



- Communication Skills
- Leadership Skills
- Teamwork Skills
- Problem Solving Skills
- Time Management Skills
- Dressing Skills
- Natural Makeup Skill
- Dining Etiquette

AIMS AND OBJECTIVES: - To create a generation of young employees who possess the soft skills expected by the workplace.

LEARNING OBJECTIVES:- The participants shall be able to achieve the following objectives at the end of this module

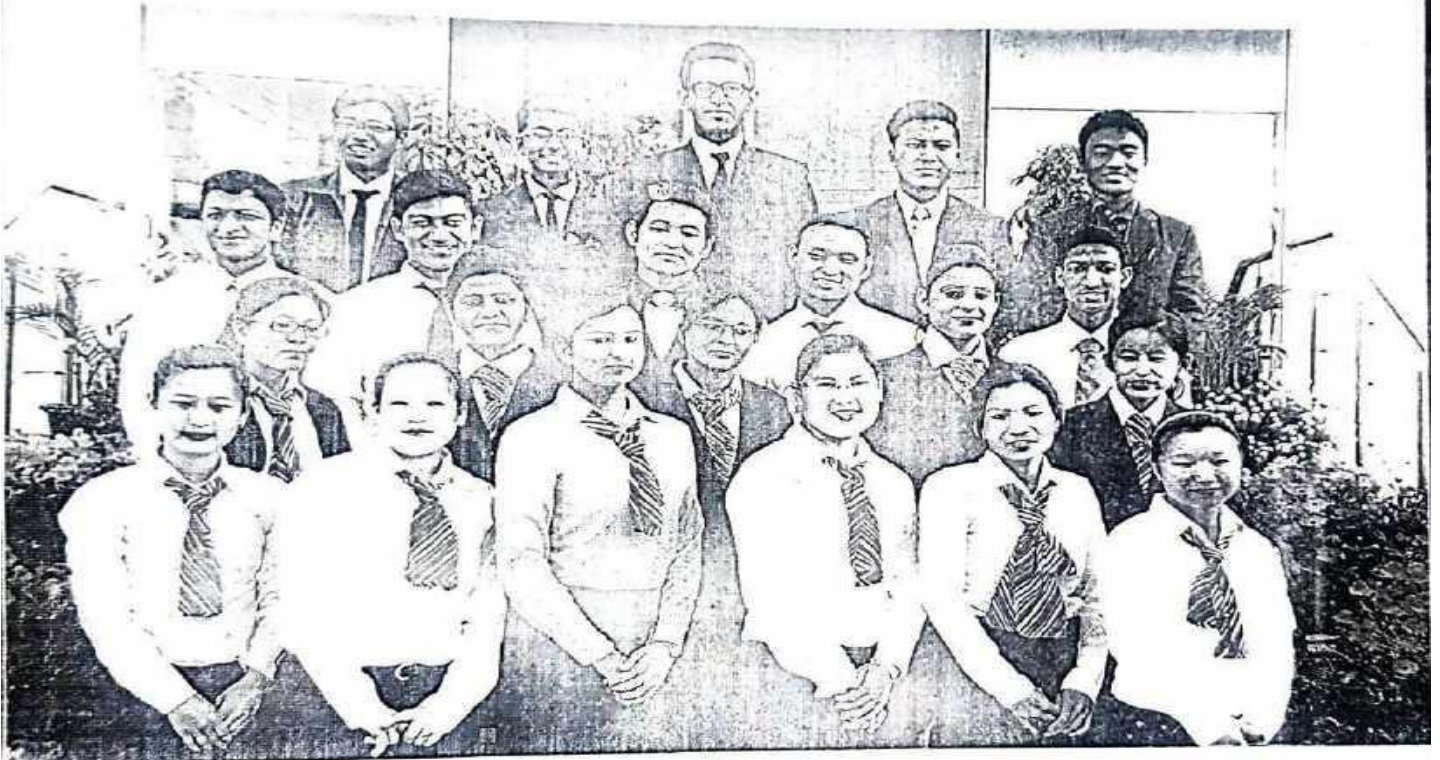
1. Will be able to explain, what are soft skills?
2. The ways and means by which soft skills can be utilized in the day to day life.
3. The ability to face the everyday challenges of life with confidence.
4. The ability to deal with unpleasant situations and people with ease.
5. The ability to showcase ones skill in a creative manner.
6. The ability to identify and showcase ones leadership skills via good people management.
7. The ability to become an outstanding personality in the social and work environment.

Kanles



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DEPARTMENT OF HIGHER EDUCATION, Govt. of Punjab

SOFT SKILLS TRAINER'S MANUAL



by

ITFT FINISHING SCHOOL

New Chandigarh

Under RUSA Project - Punjab

www.pfsnetwork.com

Module - I
Soft Skills

Soft Skills Day Wise Planner

Total Days= 20, Total Hours=20

| Days | Session | Time | |
|----------|---|---------------------|--|
| ✓ Day 1 | Introduction & Basic Grooming, Health & Hygiene | 1 Hour | Grooming & Manners & Etiquettes |
| ✓ Day 2 | Formal & Informal Power Dressing | 1 Hour | |
| ✓ Day 3 | Make- up & Hair styling | 1 Hour | |
| ✓ Day 4 | Manners & Etiquettes (Dining, Social, Party, Corporate) | 1 Hour | |
| ✓ Day 5 | Tele Etiquette + ASSESSMENT | 1/2 Hour + 1/2 Hour | |
| ✓ Day 6 | Body Language (Gestures, Facial, Expressions) | 1 Hour | Interpersonal |
| ✓ Day 7 | Team Building & Relationship Management | 1 Hour | |
| ✓ Day 8 | Greetings/Meetings & Emotional Intelligence | 1 Hour | |
| ✓ Day 9 | Image Consciousness & Microcosm, Macrocosm Personality | 1 Hour | |
| ✓ Day 10 | Body Language-Postures + Assessment | 1/2 Hour + 1/2 Hour | |
| ✓ Day 11 | Choosing a Career, Resume Writing, Cover Letter Writing | 1 Hour | Career Enhancement & Management |
| ✓ Day 12 | Interview Dressing, Interview Etiquettes | | |
| ✓ Day 13 | FAQ's of Interview, HR & Industry Perspective | | |
| ✓ Day 14 | Commonly Asked Questions | 1 Hour | |
| ✓ Day 15 | Psychometric Testing, Situational Reaction, Projective Techniques | 1 Hour | |
| ✓ Day 16 | Group Discussions | | |
| ✓ Day 17 | Mock Interviews & Group Discussions | 1 Hour | |
| ✓ Day 18 | Mock Interview + Assessment | 1/2 Hour + 1/2 Hour | |
| ✓ Day 19 | Mock Interview Practice | | Life Management Skills |
| ✓ Day 20 | Positive Thinking & Attitude & Confidence Building | 1 Hour | |
| ✓ Day 21 | Goal Setting, Decision Making & Problem Solving, Assertiveness | 1 Hour | |
| ✓ Day 22 | Time Management, Stress & Crisis Management, Change Management | 1 Hour | |
| ✓ Day 23 | Creativity & Innovation, Negotiation Persuasive Skills | | |
| ✓ Day 24 | Negotiation Persuasive Skills | 1 Hour | |
| ✓ Day 25 | Recap + Assessment | 1/2 Hour + 1/2 Hour | |



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COMMUNICATION SKILLS TRAINER'S MANUAL



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Module - II
Communication Skills

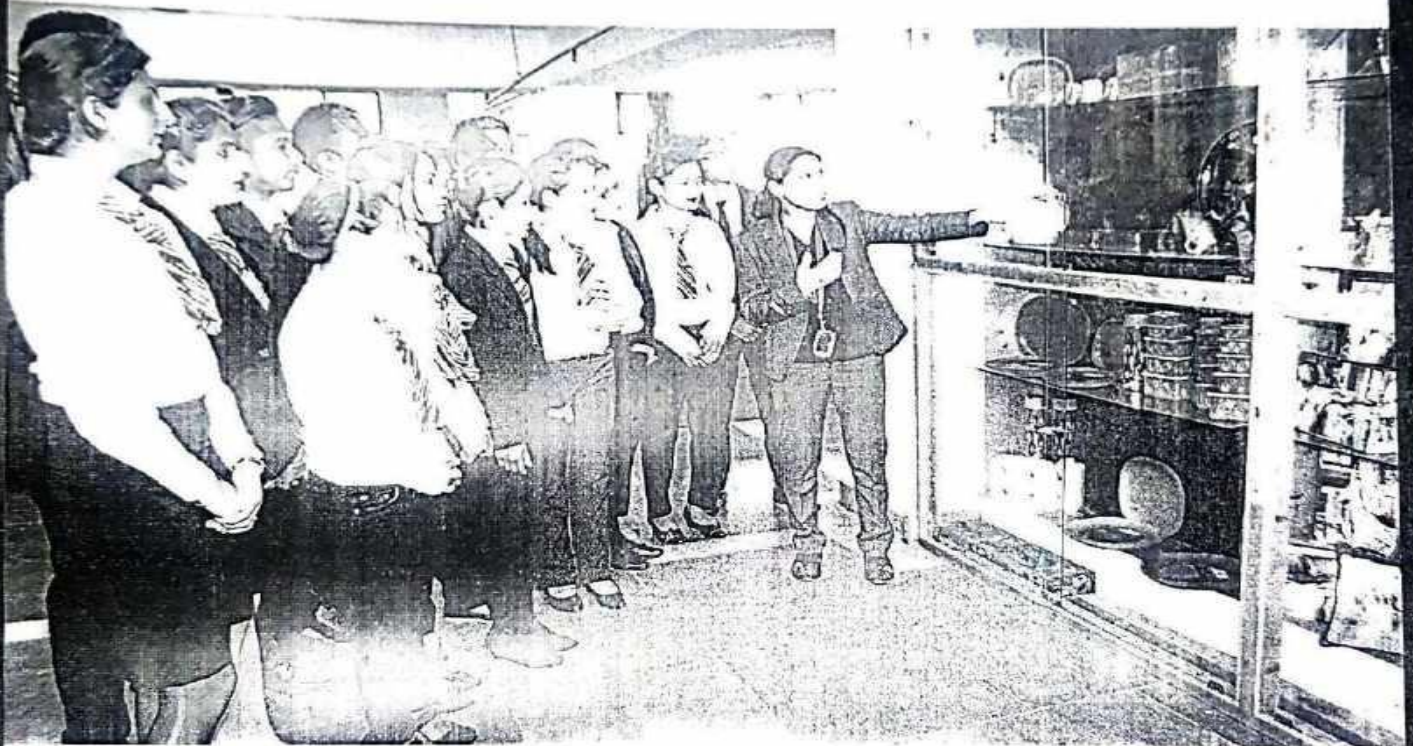
Day wise planner

| Days | Session | Time |
|--------|--|--------|
| Day 1 | Motivation for Spoken English | 1 hour |
| Day 2 | Ways of Improving Spoken English | 1 hour |
| Day 3 | Practice and Self Help Session | 1 hour |
| Day 4 | Learning English through Technology (Apps + Website) | 1 hour |
| Day 5 | Jaw Exercises for Spoken English | 1 hour |
| Day 6 | Daily English Practice | 1 hour |
| Day 7 | Voice & Accent | 1 hour |
| Day 8 | Translations- I | 1 hour |
| Day 9 | Translations-II | 1 hour |
| Day 10 | Daily Used Sentences | 1 hour |
| Day 11 | Daily used slangs/ words | 1 hour |
| Day 12 | Situational Based Practice | 1 hour |
| Day 13 | Writing an application | 1 hour |
| Day 14 | Writing an email/ paragraph | 1 hour |
| Day 15 | Invitation writing and other english texts | 1 hour |
| Day 16 | Mind mapping (expressing yourself on paper) | 1 hour |
| Day 17 | Practice Session-I | 1 hour |
| Day 18 | Practice Session-II | 1 hour |
| Day 19 | Interview Practice-I | 1 hour |
| Day 20 | Interview Practice-II | 1 hour |



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RETAIL TRAINER'S MANUAL



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Module - IV
Retail Management

RETAIL MANAGEMENT

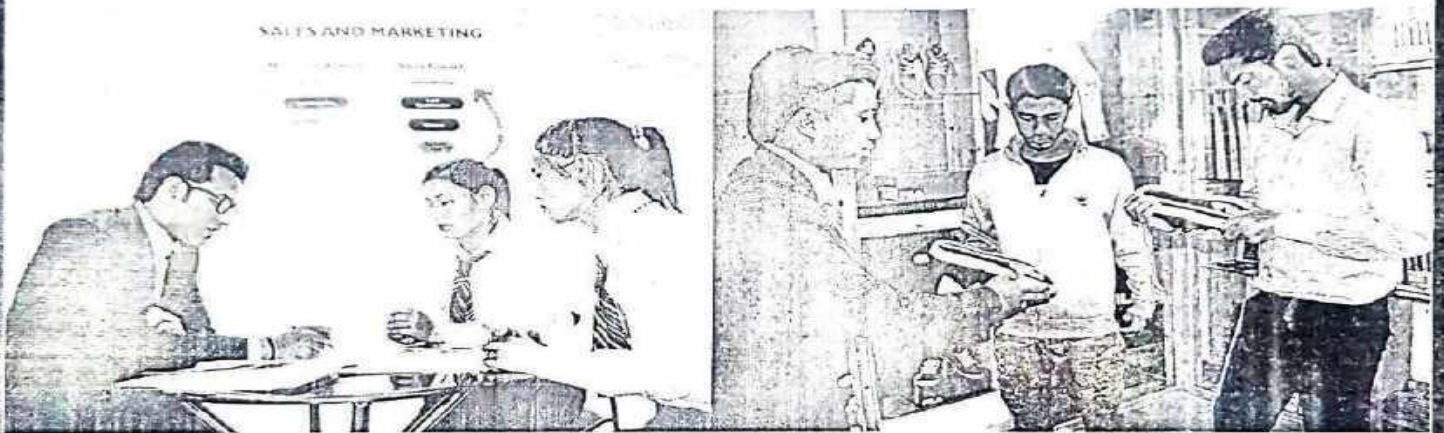
Day Wise Planner

| DAYS | CHAPTER NAME | TOPICS TO BE COVERED |
|--------|------------------------------|--|
| Day 1 | Retail- An Overview | Meaning , Concepts & Retail Industry in India |
| Day 2 | Retail- An Overview | Recent trend in Indian Retail & Growth drivers of retail in India |
| Day 3 | Retail- An Overview | Organised Retail in the Market with Case Study- Organised Retail Scenario in Punjab |
| Day 4 | Retail Institutions | Introduction to Retail Formats & Classification (Ownership Basis, Store & Non Store Based) |
| Day 5 | Retail Institutions | Retail Verticals |
| Day 6 | Retail Institutions | Videos on Retail store and to demonstrate organized/unorganized retail activities and various formats used |
| Day 7 | Mall Management | Assortment & Planning |
| Day 8 | Mall Management | Store Layout & Visual Merchandising |
| Day 9 | | Videos on Indian vs International Retail |
| Day 10 | | ASSESSMENT |
| Day 11 | Retail Finance | Accounting Principles, ledger, trial balance with Practice Problems |
| Day 12 | Retail Finance | Profit & Loss , Final Accounts with Practice Problems |
| Day 13 | Retail Rural Marketing | Booming of rural retail, Rural retail Strategies |
| Day 14 | Retail Rural Marketing | Case Study on Rural Retailing like Rural Banks, MNC's, Dabur, Hindustan Lever Ltd. |
| Day 15 | Distribution & Logistics | Channels, parties involved, basis of logistics |
| Day 16 | Distribution & Logistics | Case Study- Distribution Channel (How products travel from manufacturing unit to retail shelves) |
| Day 17 | Information System | Software's in Retailing and their benefits examples- billing, inventory, logistics software |
| Day 18 | Customer Services | Meaning, Skills for Customer Service, Types & techniques of Customer Service |
| Day 19 | Customer Services | Role Play/Demonstrate customer interaction in a simulated environment / Case Study on good and poor customer service |
| Day 20 | | ASSESSMENT |
| Day 21 | Selling & Cross Selling | Selling Process with videos |
| Day 22 | Selling & Cross Selling | Cross Selling, Role Play / Demonstration / Script preparation for Sales Call |
| Day 23 | Skills for Retail Selling | Understanding product, store & customer, Selling Skills for Retail |
| Day 24 | Skills for Retail Selling | Presentation Skills & Negotiation Skills with role play |
| Day 25 | Skills for Retail Selling | Case Study on Selling Skills for automobiles, gadgets, financial products |
| Day 26 | Customer Retention & Loyalty | Customer Retention Strategies, benefits & Phases |
| Day 27 | Customer Retention & Loyalty | Customer Loyalty types & Programs. Case Study- Aviation Industry Frequent Flyer Program |
| Day 28 | Complaint Management | Why customer complaint, types of complaints |
| Day 29 | Complaint Management | Essential features of complaint handling system, Case study- |



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SALES & MARKETING TRAINER'S MANUAL



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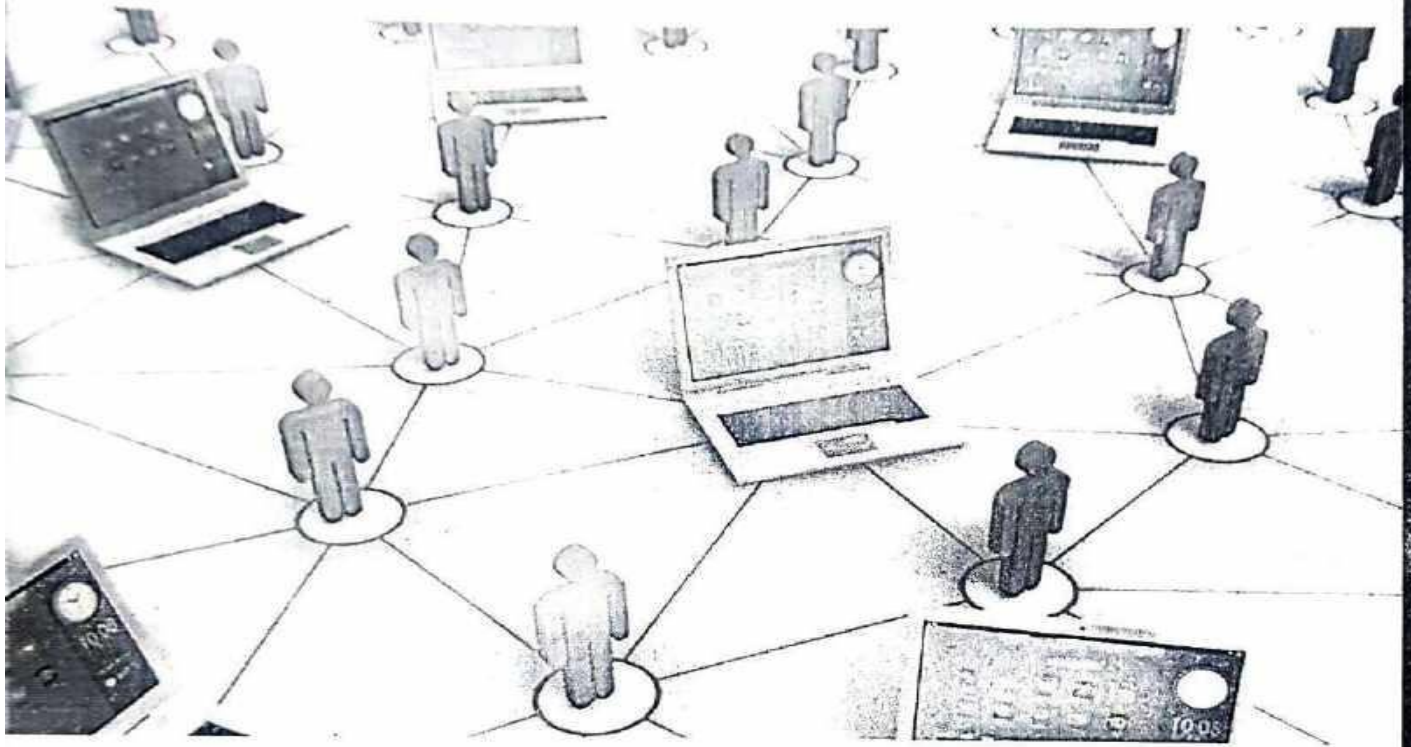
SALES & MARKETING MANAGEMENT

| Lesson | Title |
|--------|---|
| 1. | Marketing Concepts |
| 2. | Modern Marketing |
| 3. | Market Segmentation |
| 4. | Marketing Environment |
| 5. | Consumer Purchase Process |
| 6. | Marketing Information System and Marketing Research |
| 7. | Marketing Mix |
| 8. | Product Mix |
| 9. | New Product Planning and Development |
| 10. | Branding and Packaging Decisions |
| 11. | Pricing Decisions |
| 12. | Channel Decisions |
| 13. | Advertising |
| 14. | Sale Promotion |
| 15. | Personal Selling |
| 16. | Selling Skills |



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IT & NETWORKING TRAINER'S MANUAL



by

ITFT FINISHING SCHOOL

New Chandigarh

Under RUSA Project - Punjab

www.pfsnetwork.com

Module - III
IT & Networking

DayWise Planner

| Course :- IT & Networking | | |
|---------------------------|--------------------|---|
| Duration :- 40 Days | | |
| Days | Chapter Name | Topics to be Covered |
| Day 1 | Computer Overview | OVERVIEW OF COMPUTER:- COMPUTER DEFINITION, COMPONENTS OF COMPUTER, FUNCTIONS OF VARIOUS PARTS OF COMPUTER |
| Day 2 | Computer Overview | CHARACTERISTICS OF COMPUTER, VARIOUS TYPES OF COMPUTERS |
| Day 3 | Computer Overview | INPUT AND OUTPUT DEVICES OF COMPUTERS, VARIOUS TYPES OF MEMORIES |
| Day 4 | Computer Overview | TYPING MASTER:- Test Your Typing Speed, Play Bubbles Typing Game, KeyBricks Keyboarding Game, KeyMan Arcade Game |
| Day 5 | Networks | Introductions to Networks, types of Networks, Networking Models |
| Day 6 | Networks | Wired Communication & Wireless Communication |
| Day 7 | Networks | Different Network Generations, Protocols Supported by Mobile Phones & Computer systems |
| Day 8 | Basics of Internet | Introduction internet, internet protocols, Concept of Internet; Architecture of internet, Applications of Internet, connecting to internet |
| Day 9 | Basics of Internet | Network Topologies, What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting. |
| Day 10 | Assessment | |
| Day 11 | Basics of Internet | WWW and Web Browsers: World Wide Web; Web Browsing softwares & setting, Managing histories in web browser, switch mobile from 2G to 3G connectivity, setting default browser, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website. |
| Day 12 | Basics of Internet | Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails |

| | | |
|--------|--|---|
| Day 13 | Basics of Internet | Introduction to Web Development: Website, Webpage, Static Website, Dynamic Website, web, web 2.0, WWW, Web Server, Browser basics, hyperlinks |
| Day 14 | Introduction to Mobile phones | INTRODUCTION TO MOBILE PHONES, DIFFERENT TYPES OF MOBILE PHONES, FEATURES OF MOBILE PHONES, CONFIGURATION OF MOBILE PHONES, DIFFERENCE B/W DIFFERENT TYPES OF MOBILE PHONES |
| Day 15 | Different Operating systems in Mobile phones | Introduction, Mobile Operating System Structure, Mobile Operating System Platforms |
| Day 16 | Different Operating systems in Mobile phones | Introduction to Android OS |
| Day 17 | Different Operating systems in Mobile phones | Introduction to iOS & Windows Mobile |
| Day 18 | Different Apps for Mobile | Installing & Uninstalling apps |
| Day 19 | Different Apps for Mobile | Creating Google Account, About Play store |
| Day 20 | Assessment | |
| Day 21 | Different Apps for Mobile – Installing, Upgrading & Uninstalling | Upgrading OS, Upgradation of Apps |
| Day 22 | Different Apps settings | Mobile Settings, App Settings |
| Day 23 | Apps for Work | Steps to configure email app, Introduction to Google chrome, Set up and Configure Gmail Account, Office suite |
| Day 24 | Apps for Work | Introduction of Google drive, Google Hangout, Google Calendar, Google Drive |
| Day 25 | Apps for Hobbies | Photo Editing Apps, Music Editor Apps |
| Day 26 | Apps for Skills | App for Listening Skills, Speaking Skills |
| Day 27 | Data Backup & Synchronization | Data Backup to external drives |
| Day 28 | Data Backup & Synchronization | Data Synchronization to online drives |
| Day 29 | Data Backup & Synchronization | Retrieving data from online servers and external drives |
| Day 30 | Assessment | |

| | | |
|--------|----------------------------|--|
| Day 31 | Mobile Migration | Windows to Android Migration and vice versa |
| Day 32 | Mobile Migration | iOS to Android Migration and vice versa |
| Day 33 | Mobile Migration | Troubleshooting the general problems |
| Day 34 | Google Apps & Office Tools | About Google , voice search,googleMaps,Google Docs |
| Day 35 | Google Apps & Office Tools | Google Sheets, Google Forms |
| Day 36 | Google Apps & Office Tools | Google Slide,Google sites |
| Day 37 | M-Commerce | Online shopping |
| Day 38 | M-Commerce | Using various coupon and discounts |
| Day 39 | M-Commerce | Online Payment |
| Day 40 | Assessment | |

Index- RUSA Trainer's Manual

| Day | Topic |
|-------------------------------|---|
| Section I Tourism | |
| 1 | Introduction to Tourism Industry understanding the integration between Hospitality - Tourism -Aviation, Components of tourism, Types of tourism |
| 2 | Tourism Trade Buisness, Time Zone and Popular Online Travel Agencies |
| Section II Hospitality | |
| 3 | Introduction to Hospitality ,Classification of Hotels |
| 4 | Different types of Hotel Rooms and Different types of room rates (Tariff) |
| 5 | Basic Terminologies in Hotel Front office |
| 6 | Various Sub departments of Front Office, Job Description of Front Office Staff, Qualities of Front Office Staff |
| 7 | Guest Cycle and Reservation Procedure |
| 8-9 | <i>Basic Introduction to Hotel Reservation Software- Micros-Opera</i> |
| 11 | Housekeeping Department, Hierarchy, Duties and Responsibilities ,Qualities Required |
| 12 | Different types of Cleaning Equipment-Manual & Mechanical |
| 13 | Different types of Cleaning Agents and its uses; Maid's Cart-Setting and Empty |
| 14 | Laundry Operations and Inventory Control |
| 15 | Stain Removal and Steps for Room Cleaning and Decor |
| 16-17 | Housekeeping – Bed Making -Guest Room |
| 18 | Case Study on Indian Hotel |
| 19 | Case Study on International Hotel Chain |
| 21 | F&B Department, Heirarchy, 'Duties and Responsibilities Different Terminology |
| 22 | Glassware/Chinaware/Tableware |
| 23 | Menu Plan, Types of Services |
| 24 | Napkins and Serviettes/Cloth and Linen ' |
| 25 and 26 | Table Setting /Layout |

| | | | |
|--------|--|--|--|
| Day 17 | | Voice Modulation, Accent and Pronunciation | |
| Day 18 | | Voice Recording Apps – Smart Voice Recorder, Easy Voice Recorder, HD Audio Recorder, | |
| Day 19 | | Packaging of RJ Links/ Ads/ Promo/ Bumper/ Sparkler (Practical) | |
| Day 20 | Submission of Packaged RJ Link/ Ad/ Promo/ Bumper/ Sparkler | | |
| Day 21 | Events & Films | Indian Film Industry, Employment Opportunities in Film Industry | |
| Day 22 | | Acting Skills , Facial Expression | |
| Day 23 | | Acting and Facial Expression Practice on Apps – Dubsmash, Fideo, | |
| Day 24 | | Voice Modulation (Theory & Practical) | |
| Day 25 | | Dialogue Delivery (Theory & Practical) | |
| Day 26 | | Event Industry, Types of Events | |
| Day 27 | | Event Planning and Management | |
| Day 28 | | Public Relations for Events | |
| Day 29 | | Live Event Hosting | |
| Day 30 | | Host a Press Conference | |
| Day 31 | | Electronic Media | Introduction to TV Industries and Opportunities in TV Industry |
| Day 32 | News Writing and Reading | | |
| Day 33 | News Reading Practice (Practical) | | |
| Day 34 | Reporting and Piece to Camera | | |
| Day 35 | Anchoring for Entertainment (Practical Class) | | |
| Day 36 | Voice Modulation, Pitch, Accent and Diction | | |
| Day 37 | Facing the Camera | | |
| Day 38 | News Reading for Bulletin | | |
| Day 39 | Voice Over Practice(Practical) | | |
| Day 40 | Visit of Guest Faculty From PTC or Fastway | | |

RETAIL MANAGEMENT




Day Wise Planner

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| Day 15 | Distribution & Logistics | Channels, parties-involved, basis of logistics |
| Day 16 | Distribution & Logistics | Case Study- Distribution Channel(How products travel from manufacturing unit to retail shelves) |
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| Day 24 | Skills for Retail Selling | Presentation Skills & Negotiation Skills with role play |
| Day 25 | Skills for Retail Selling | Case Study on Selling Skills for automobiles, gadgets, financial products |
| Day 26 | Customer Retention & Loyalty | Customer Retention Strategies, benefits & Phases |
| Day 27 | Customer Retention & Loyalty | Customer Loyalty types & Programs, Case Study- Aviation Industry Frequent Flyer Program |
| Day 28 | Complaint Management | Why customer complaint, types of complaints |
| Day 29 | Complaint Management | Essential features of complaint handling system, Case study- |

| Customer Care/ BPOs | | |
|---------------------|--------------------------------------|--|
| Day 30 | | ASSESSMENT |
| Day 31 | Retail Advertising & Sales Promotion | importance of advertisement in retailing |
| Day 32 | Retail Advertising & Sales Promotion | Sales Promotion methods, examples of promotion techniques by Big Bazar, apparel stores, white goods during festivity |
| Day 33 | Career in Retailing | Employment aspects of Retailing, Career growth |
| Day 34 | Career in Retailing | Setting up retail business, Entrepreneurship Opportunities |
| Day 35 | Career in Retailing | Case Study- Flipkart (Sunny Bansal & Binny Bansal- Both from Chandigarh) |
| Day 36 | Annexure | Future of Retailing |
| Day 37 | Annexure | Case Study- Making E-tailing work Indian Market |
| Day 38 | Annexure | Retail Apps |
| Day 39 | Annexure | Retail Terminology |
| Day 40 | | ASSESSMENT |

FINISHING SCHOOL Record of Activities

| S.No | Date of Activity | Activity | No. of teachers | No. of students | Picture |
|------|------------------|-----------------------|-----------------|-----------------|---------|
| 1. | 25-05-21 | Motivational Webinar | 4 | 34 | |
| 2. | 13-04-2022 | Meditation Session | 7 | 40 | |
| 3. | 10-05-2022 | Role Playing Activity | 1 | 42 | |

| | | | | | |
|----|----------|--|---|-----|---|
| 4. | 18-05-22 | Workshop on "How To Develop Stage Skills for Effective Public Speaking" | 7 | 300 |  |
| 5. | 19-05-22 | Mind Mapping Activity | 1 | 38 |  |
| 6. | 27-05-22 | Team MGT Games | 1 | 40 |  |



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LET'S BRIDGE THE GAP



Date:21/01/21

Gryphon Consultancy in association with **Government College For Girls, Ludhiana** will train the students in aptitude and soft skills under the **Government College For Girls, Ludhiana's IQAC Cell.**

The program will consist of 50 hrs of training which will facilitate the pilot training program under the IQAC of **Government College For Girls, Ludhiana.**

The outcome of the program will help in creating the industry ready force & bridge the industry academic gap.

Office No. 221 and 223, 2nd floor, Khinvasara
Trade Center, Datta Mandir Rd, Athavan
chowk, Wakad, Pune, Maharashtra 411033



Mr. Shashi Bhat
Director

Gryphon consultancy



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JagatGuruNanakDevPunjabStateOpenUniversity,Patiala

ListofcollegeswhichhavebeengrantedaffiliationforCertificate/Diplomacourses

| Sr No | NameofCollege | Certificate/Diplomacoursesforwhichaffiliationhas beengranted |
|-------|-------------------------------------|--|
| 1 | Govt.CollegeforWomen,Amritsar | <ol style="list-style-type: none"> 1. CertificateProgramminginGSTApplications 2. Certificate/DiplomainSoftwareDevelopmentandProgramming 3. CertificateinRetailandSalesManagement 4. CertificateinStockMarketingandTrading 5. Diplomaincomputeraidedaccounting 6. Certificate/diplomainArtificialIntelligence 7. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness 8. CertificateinCreativewriting&ContentDevelopment 9. CertificateProgrammeinOfficeAutomationandE-governance |
| 2 | Govt.College,Ajnala | <ol style="list-style-type: none"> 1. CertificateinMushroomcultivation 2. CertificateinBusinessEtiquettesandProfessionalism 3. CertificateinCreativewriting&ContentDevelopment |
| 3 | S.G.A.D.Govt.College,TarnTaran | <ol style="list-style-type: none"> 1. CertificateProgramminginGSTApplications 2. Certificate/DiplomainSoftwareDevelopmentandProgramming 3. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness 4. CertificateinCreativewriting&ContentDevelopment |
| 4 | Govt.RajindraCollege,Bathinda | <ol style="list-style-type: none"> 1. Certificate/DiplomainSoftwareDevelopmentandProgramming 2. CertificateinBusinessEtiquettesandProfessionalism 3. CertificateProgrammeinOfficeAutomationandE-governance |
| 5 | Govt.College,Sardargarh | <ol style="list-style-type: none"> 1. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness 2. CertificateinCreativewriting&ContentDevelopment |
| 6 | Govt.BrijindraCollege,Faridkot | <ol style="list-style-type: none"> 1. DiplomainHorticultureandFoodPreservation(Agri) 2. Certificate/DiplomainOrganicFarming 3. Certificate/DiplomainSoftwareDevelopmentandProgramming 4. CertificateProgrammeinOfficeAutomationandE-governance |
| 7 | Govt.College,Kotkपुरa | <ol style="list-style-type: none"> 1. CertificateinEmbroideryandFashionDesigning 2. CertificateprogrammeinofficeautomationandE-governance |
| 8 | Govt.College,MandiGobindgarhTooran. | <ol style="list-style-type: none"> 1. Certificate in Creativewriting &Content Development 2. CertificateinEmbroideryandFashionDesigning |


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|----|---|---|
| 9 | Govt.College,Fazilka | 1. Certificate/DiplomainSoftwareDevelopmentandProgramming 2. CertificateinCreativewriting&ContentDevelopment |
| 10 | Govt.College,Zira | 1. CertificateProgramminginGSTapplications 2. CertificateCourseinITenabledservices 3. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness |
| 11 | Govt.College,Gurdaspur | 1. Certificate/DiplomainSoftwareDevelopmentandProgramming 2. CertificateProgrammeinRetailManagementandSkills 3. Certificate/DiplomainStockMarketingandtrading 4. DiplomainArtificialIntelligence |
| 12 | Govt.College,Laadhupur | 1.CertificateinEmbroideryandFashionDesigning 2.CertificateinMushroomcultivation |
| 13 | Govt.College,Hoshiarpur | 1. DiplomainHorticultureandFoodPreservation(Agri) 2. Certificate/DiplomainOrganicFarming 3. CertificateinCreativewriting&ContentDevelopment |
| 14 | Govt.College,Talwara | 1. CertificateinMushroomcultivation 2. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness 3. CertificateinCreativewriting&ContentDevelopment |
| 15 | G.K.S.M.Govt.College,TandaUrmur | 1. CertificateinMushroomcultivation 2. CertificateinCreativewriting&ContentDevelopment 3. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness |
| 16 | Govt.CollegeofEdu.,Jalandhar | 1. Courseinorganicfarming 2. CertificateinCreativewriting&ContentDevelopment |
| 17 | Govt.College,Bholath | 1. CertificateinCreativewriting&ContentDevelopment 2. CertificateinEmbroideryandFashionDesigning |
| 18 | N.J.S.AGovt.College,Kapurthala | 1. CertificateinGSTapplications 2. Certificate/DiplomainSoftwareDevelopmentandProgramming 3. CertificateinEmbroideryandFashionDesigning 4. DiplomainAccountingandTaxationCertificateprogramming |
| 19 | S.Govt.CollegeofScienceEducationandResearch,Jagraon | 1.CertificateinMushroomcultivation |

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|----|---------------------------------------|---|
| 20 | Govt.College,Karamsar | <ol style="list-style-type: none"> 1. CertificateinEmbroideryandFashionDesigning 2. CertificateinCreativewriting&ContentDevelopment 3. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness |
| 21 | S.C.DGovt.College,Ludhiana | <ol style="list-style-type: none"> 1. CertificateinGSTapplications 2. CertificateinComputerAidedAccounting 3. CertificateinBusinessEtiquettesandProfessionalism 4. CertificateinCreativewriting&ContentDevelopment |
| 22 | Govt.College(Girls),Ludhiana | <ol style="list-style-type: none"> 1. Certificate in GST applications 2. Certificate in Computer Aided Accounting 3. Certificate/Diploma in Software Development and Programming 4. Certificate in Business Etiquettes and Professionalism 5. Certificate /Diploma in Entrepreneurship, Creativity & Innovation in Business 6. Certificate in Creative writing & Content Deve |
| 23 | Govt.College,Sidhsar | <ol style="list-style-type: none"> 1. CertificateinEmbroidery 2. CertificateinCreativewriting&ContentDevelopment |
| 24 | NehruMemorialGovt.College,Mansa | <ol style="list-style-type: none"> 1. DiplomaprogrammeinArtificialIntelligence 2. CertificateProgrammeinOfficeAutomationandE-governance |
| 25 | Govt.College,Dhudike(Moga) | <ol style="list-style-type: none"> 1. CertificateinMushroomcultivation 2. CertificateinBusinessEtiquettesandProfessionalism 3. CertificateinCreativewriting&ContentDevelopment |
| 26 | Govt.College,GuruTegBahadurgarh(Moga) | <ol style="list-style-type: none"> 1. CertificateinEmbroidery 2. CertificatePRogrammeinGSTapplications |
| 27 | Govt.College,DeraBassi | <ol style="list-style-type: none"> 1. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness 2. CertificateinCreativewriting&ContentDevelopment |
| 28 | Govt.College,Mohali | <ol style="list-style-type: none"> 1. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness 2. CertificateinCreativewriting&ContentDevelopment 3. CerificateinEmbroideryandFashionDesigning |
| 29 | Govt.College,SriMuktsarSahib | <ol style="list-style-type: none"> 1. CertificateinOrganicfarming 2. DiplomainSoftwaredeveloping 3. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness |
| 30 | Govt.College,Pojewal | <ol style="list-style-type: none"> 1. CertificateinCreativewriting&ContentDevelopment 2. CertificateinMushroomcultivation 3. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness |

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| 31 | Govt. Ripudaman College, Nabha | <ol style="list-style-type: none"> 1. Diploma in Accounting & Taxation 2. Diploma in Software developing 3. Diploma in Artificial Intelligence 4. Diploma in Computer Aided 5. Certificate Programme in Office Automation and E-governance |
| 32 | Govt. College, Nial Patran | <ol style="list-style-type: none"> 1. Certificate in Creative writing & Content Development 2. Certificate Programme in Office Automation and E-governance |
| 33 | Govt. College for Women, Patiala | <ol style="list-style-type: none"> 1. Diploma in Artificial Intelligence 2. Diploma in Fashion Designing 3. Certificate in Creative writing & Content Development |
| 34 | Govt. College of Edu., Patiala | <ol style="list-style-type: none"> 1. Certificate Programme in Office Automation and E-governance |
| 35 | Govt. Mohindra College, Patiala | <ol style="list-style-type: none"> 1. Certificate/diploma in Accounting and Taxation 2. Certificate/Diploma in Software Development and Programming 3. Certificate Programme in Office Automation and E-governance |
| 36 | Govt. College, Naya Nangal | <ol style="list-style-type: none"> 1. Certificate in Embroidery and Fashion Designing 2. Certificate in Mushroom cultivation 3. Certificate diploma in Computer Aided Accounting |
| 37 | Govt. College, Ropar | <ol style="list-style-type: none"> 1. Certificate in Embroidery and Fashion Designing 2. Certificate/Diploma in Entrepreneurship, Creativity & Innovation in Business 3. Certificate/Diploma Computer Aided |
| 38 | Govt. College, Malerkotla | <ol style="list-style-type: none"> 1. Certificate in Embroidery and Fashion Designing 2. Certificate/Diploma in Software Development and Programming |
| 39 | Govt. College of Edu., Malerkotla | <ol style="list-style-type: none"> 1. Certificate in Embroidery and Fashion Designing 2. Certificate in Organic farming 3. Certificate in Creative writing & Content Development |
| 40 | Govt. Ranbir College, Sangrur | <ol style="list-style-type: none"> 1. Certificate/Diploma in Software Development and Programming 2. Certificate/Diploma in Entrepreneurship, Creativity & Innovation in Business 3. Certificate in Creative writing & Content Development |

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| 41 | Govt.College,Sunam | 1. CertificateinITEnabled 2. CertificateinBusinessEtiquettes 3. CertificateinCreativewriting&ContentDevelopment |
| 42 | Govt.College,Amargarh | 1.CerificateinEmbroideryandFashionDesigning |
| 43 | Govt.College(Girls),Jalalabad(West) | 1.CerificateinEmbroideryandFashionDesigning |
| 44 | Govt.College,Jadla | 1. CerificateinEmbroidery 2. Certificatecourseinofficeautomation 3. CertificateprogrammeinRetailandSalesManagementSkills. |
| 45 | Govt.CollegeforGirls,GuruKa Khooh(Munne),NurpurBedi(Ropar) | 1. CertificateinAccountingandTaxation 2. CertificateinItenabled |
| 46 | Govt.College (Girls) East,Jamalpur,Ludhiana | 1. Certificate/DiplomainSoftwareDevelopmentandProgramming 2. CertificateinCreativewriting&ContentDevelopment |
| 47 | Dr.BhimRaoGovt.Co-Edu.College,BootaMandi,Jalandhar | 1.CertificateProgrammeinITenabledservices |
| 48 | Govt.CollegeDanewala,Malaut (SriMukatsarSahib. | 1.CerificateinEmbroideryandFashionDesigning 2.CertificateinMushroomcultivation 3.CertificateinCreativewriting&ContentDevelopment |
| 49 | Govt.College,Shahkot(Jalandhar) | 1.CertificateinBusinessEtiquettesandProfessionalism |
| 50 | Govt.College,Dholbaha(Hoshiarpur) | 1.Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness |
| 51 | Govt.College,Husnar(SriMuktsarSahib) | 1. CertificateinEmbroideryandFashionDesigning 2. CertificateinMushroomcultivation 3. CertificateinCreativewriting&ContentDevelopment |
| 52 | Govt.College, Shahbazpur,(Tarntaran) | 1. Certificate/DiplomainEntrepreneurship,Creativity&InnovationinBusiness 2. CertificateinCreativewriting&ContentDevelopment 3. CertificateinMushroomcultivation 4. CertificateinEmbroideryandFashionDesigning |
| 53 | Govt.College,BurjHariSinghRaiкот(Ludhiana) | 1. CertificateinMushroomcultivation 2. CertificateinEmbroideryandFashionDesigning |

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|----|---|---|
| 54 | Govt. Model Degree College, Fatehgarh Karotona (Moga) | 1. Certificate in Mushroom cultivation 2. Certificate in Business Etiquettes and Professionalism 3. Certificate/Diploma in Entrepreneurship, Creativity & Innovation in Business |
| 55 | Govt. College, Abohar, Fazilka | 1. Certificate/Diploma in Software Development and Programming 2. Certificate Program in Office Automation and E-governance 3. Certificate in Creative Writing & Content Development |
| 56 | Govt. College, Mehain (Anandpur Sahib) | 1. Certificate in Embroidery and Fashion Designing 2. Certificate in Mushroom cultivation 3. Certificate in Creative Writing & Content Development |
| 57 | Govt. College, Mukhlana, Chhabewal (Hoshiarpur) | 1. Certificate in Embroidery and Fashion Designing 2. Certificate in Mushroom cultivation |
| 58 | Govt. College, Sukhchain, Balluana (Fazilka) | 1. Certificate in Creative Writing & Content Development |
| 59 | Govt. National College, (W) Machhiwara, Samrala, Ludhiana | 1. Certificate in Embroidery and Fashion Designing 2. Certificate in Creative Writing & Content Development 3. Certificate/Diploma in Entrepreneurship, Creativity & Innovation in Business 4. Diploma in Software Development |
| 60 | Baba Saheb Dr. B. R. Ambedkar Govt. College, Roshanwala (Sangrur) | 1. Certificate in Embroidery and Fashion Designing 2. Certificate in Mushroom cultivation |
| 61 | Govt. College of Edu., Faridkot | 1. Certificate in Creative Writing & Content Development 2. Certificate Program in Office Automation and E-governance |


 Registrar
 Jagat Guru Nanak Dev
 Punjab State Open University
 Patiala

**ACTIVITES AIMED AT ENHANCING
SOFT SKILLS, LANGUAGE AND
COMMUNICATION SKILLS AND
LIFE SKILLS**

Session 2021-22

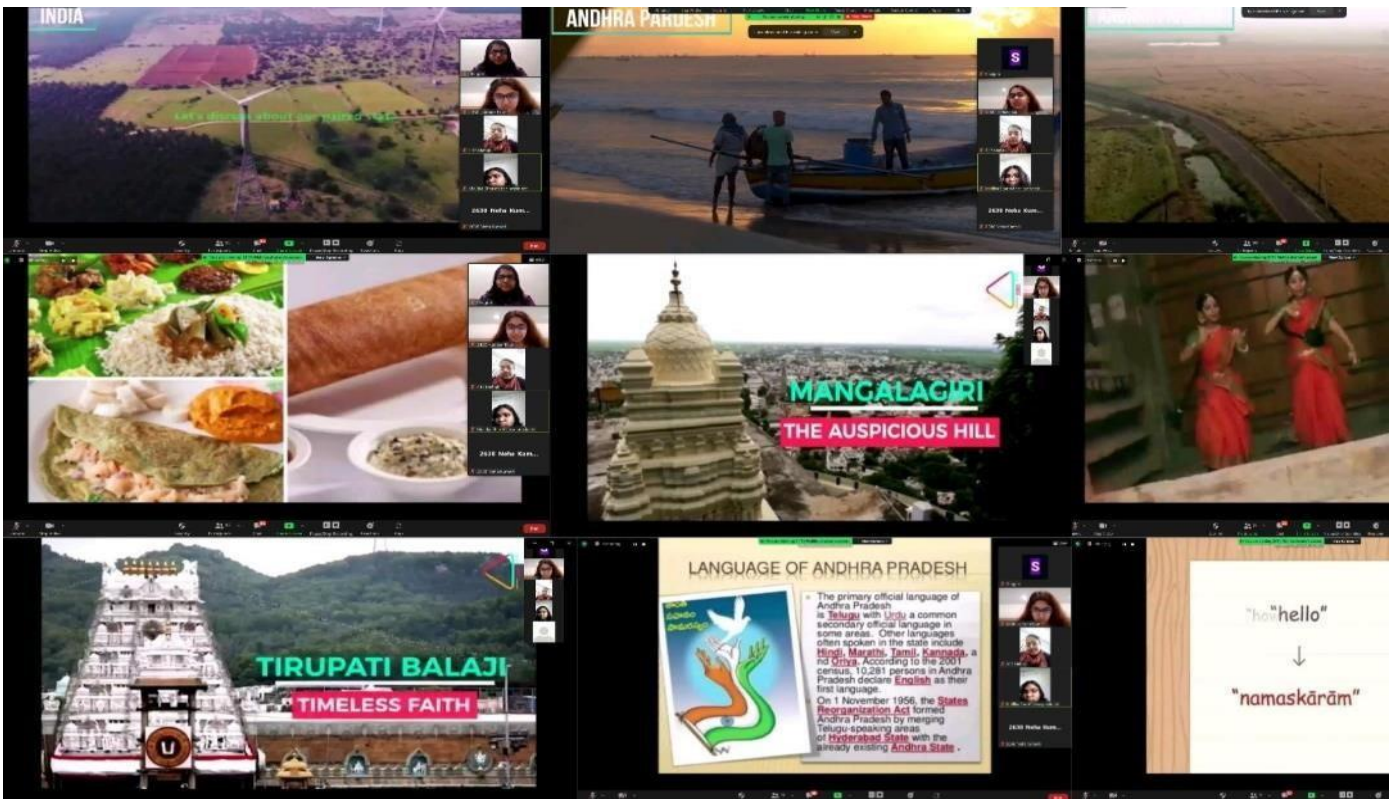
Suryanamaskar By NSS Volunteers-(14.01.2022):



Cleanliness Drive-(08.10.2021-16.10.2021):



Ek Bharat Shreshtha Bharat-(26.01.2022):



National Voters Day-(25.01.2022):



Cleanliness Drive-(11.10.2021):



Cleanliness Drive-(16.10.2021):



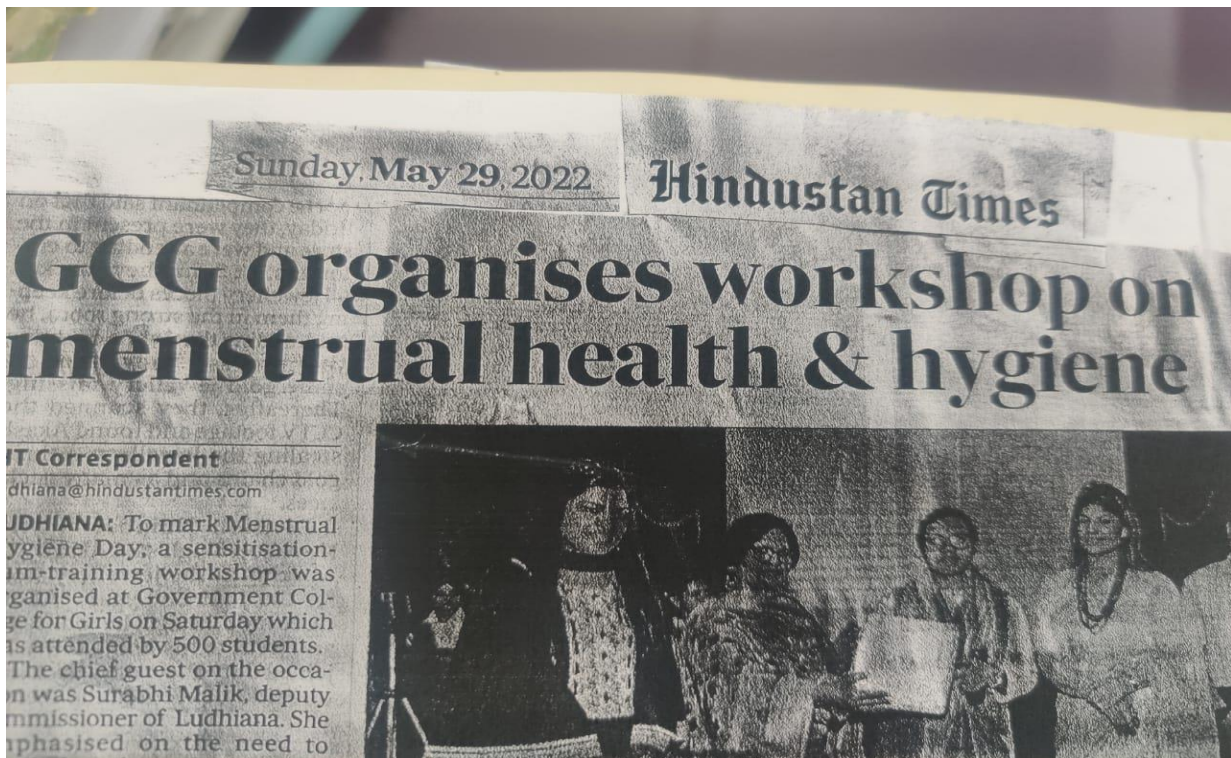
Landscaping Park-(19.10.2021):



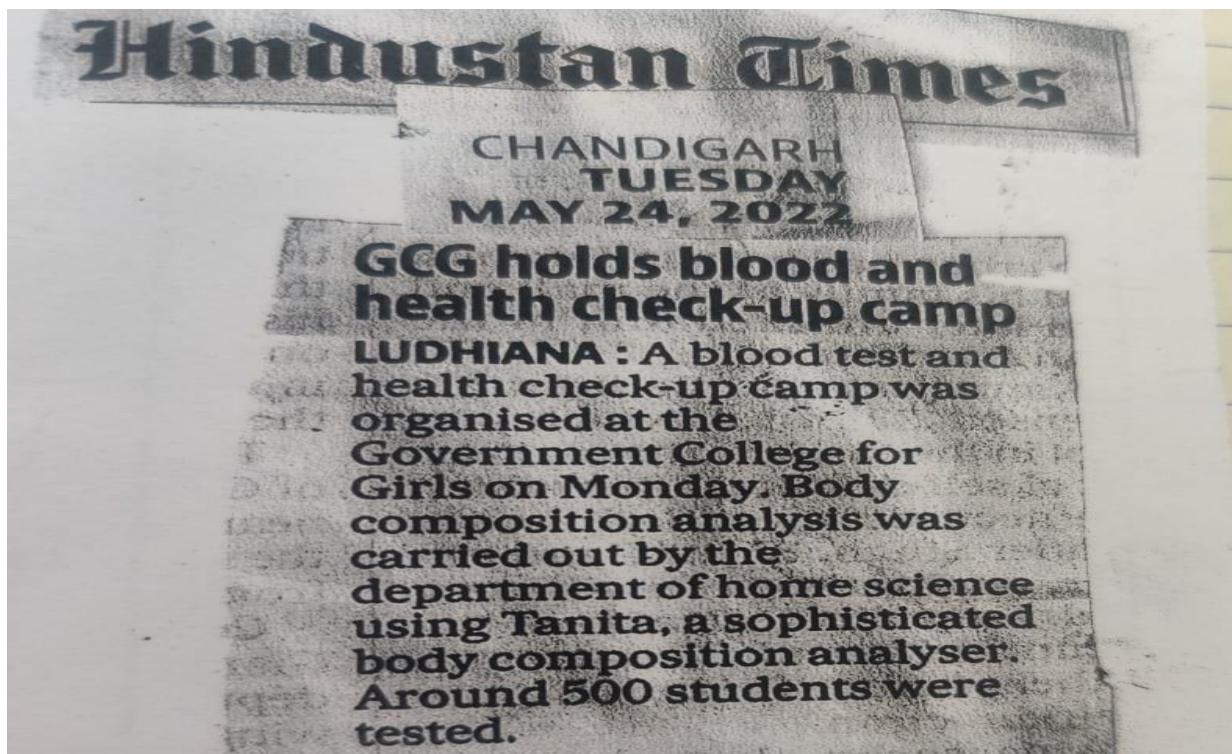
Cleanliness Drive-(29.10.2021):



WORKSHOP ON MENSTRUAL HEALTH AND HYGIENE



BLOOD DONATION AND HEALTH CHECK UP CAMP



GUEST

LECTURE

H.S KHARBANDA

FINANCIAL LITERACY

5th MAY, 2022



Dayanand Medical College & Hospital



AMERICAN ONCOLOGY INSTITUTE
PRECISION CANCER CARE

AN INITIATIVE BY



Cancer Ko Karo Cancel

Participation Certificate

This is certify that

Simran Kaur B.Sc(I)Med) 43

successfully completed th 3km. walk

at Cancer Walk-A-Thon

VENUE PARTNER



Dayanand Medical College & Hospital



AMERICAN ONCOLOGY INSTITUTE
PRECISION CANCER CARE

AN INITIATIVE BY



Cancer Ko Karo Cancel

Participation Certificate

This is certify that

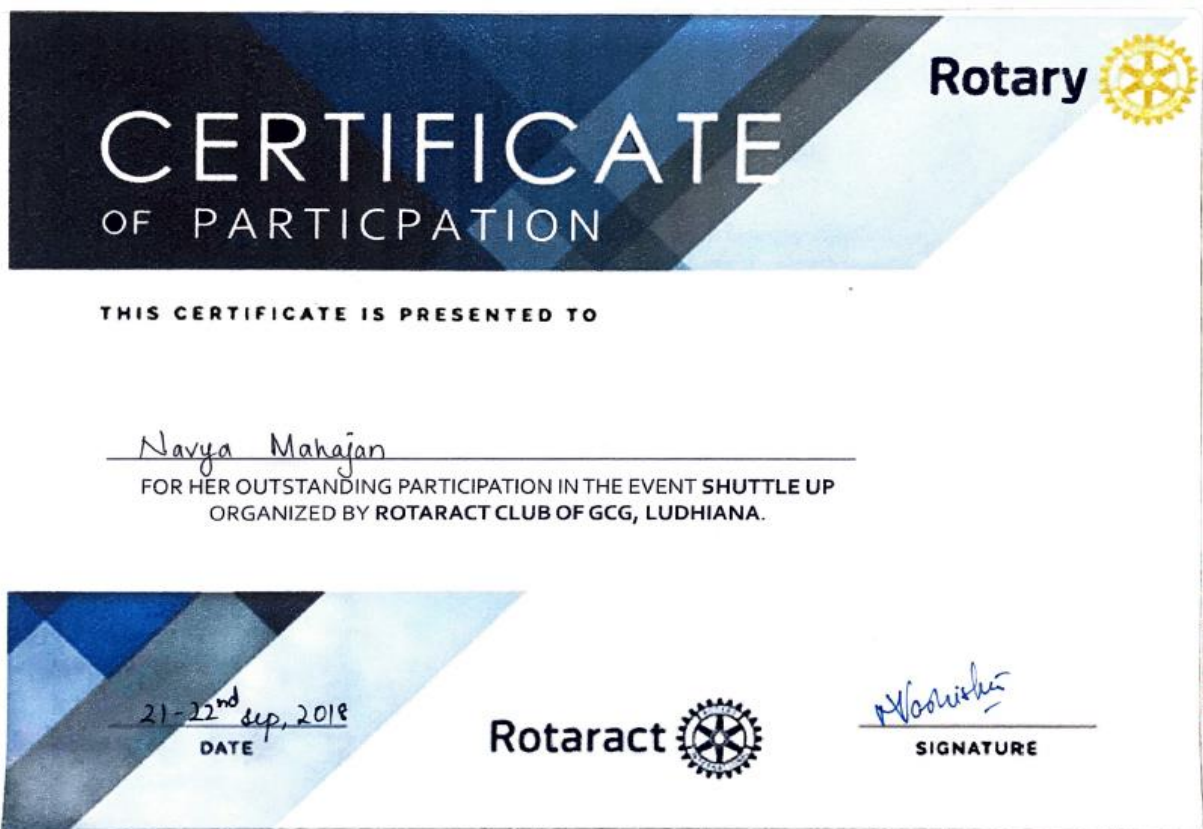
Jasmeet Kaur, B.Sc Med(I) , 9

successfully completed th 3km. walk

at Cancer Walk-A-Thon

VENUE PARTNER





Webinar on Yoga on 21 st June, 2021



Government College for Girls, Ludhiana (NAAC Accredited 'A' Grade)



The NSS unit organizes
ON
7th International Day of Yoga
(21st June, 2021)

A WEBINAR CUM WORKSHOP

Theme- "Yoga is a journey of the self, through the
self, to the self"

Join us on



Google Meet

(wxj-sxrx-geb)
at 7am

WITH

Principal GCG
Dr. Sukhwinder Kaur
and

Mrs. Renu
Yoga Instructor



Yoga for Harmony & Peace

Program Officers
Mrs. Anita Sharma
Dr. Madhvi Vashishta
Ms. Ramanjit Bhatti

Jasmine Kaur
President

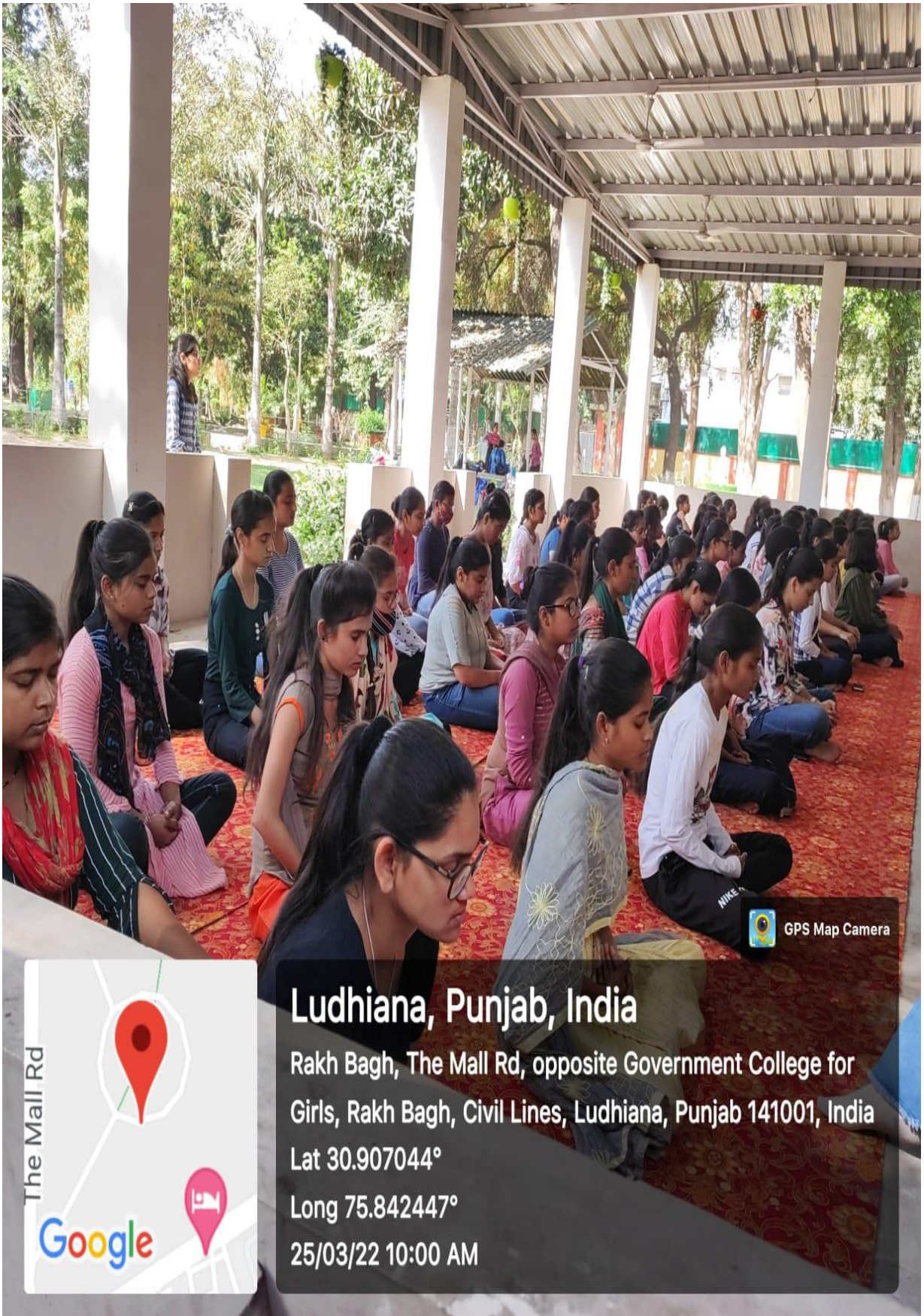
GOVERNMENT COLLEGE FOR GIRLS, LUDHIANA

NSS UNIT (2021-22)

YOGA- ASANAS (10/06/22)

Under the guidance of yoga instructor Mrs. Sangeeta Dabral, NSS volunteers along with program officers performed various yoga asanas.





GPS Map Camera



Ludhiana, Punjab, India

Rakh Bagh, The Mall Rd, opposite Government College for Girls, Rakh Bagh, Civil Lines, Ludhiana, Punjab 141001, India

Lat 30.907044°

Long 75.842447°

25/03/22 10:00 AM



**ACTIVITES AIMED AT ENHANCING
SOFT SKILLS, LANGUAGE AND
COMMUNICATION SKILLS AND LIFE
SKILLS**

SESSION 2020-21

Yuvaah Programme



Webinar on Plastic Management-(22.10.2020):

Disposal of plastic

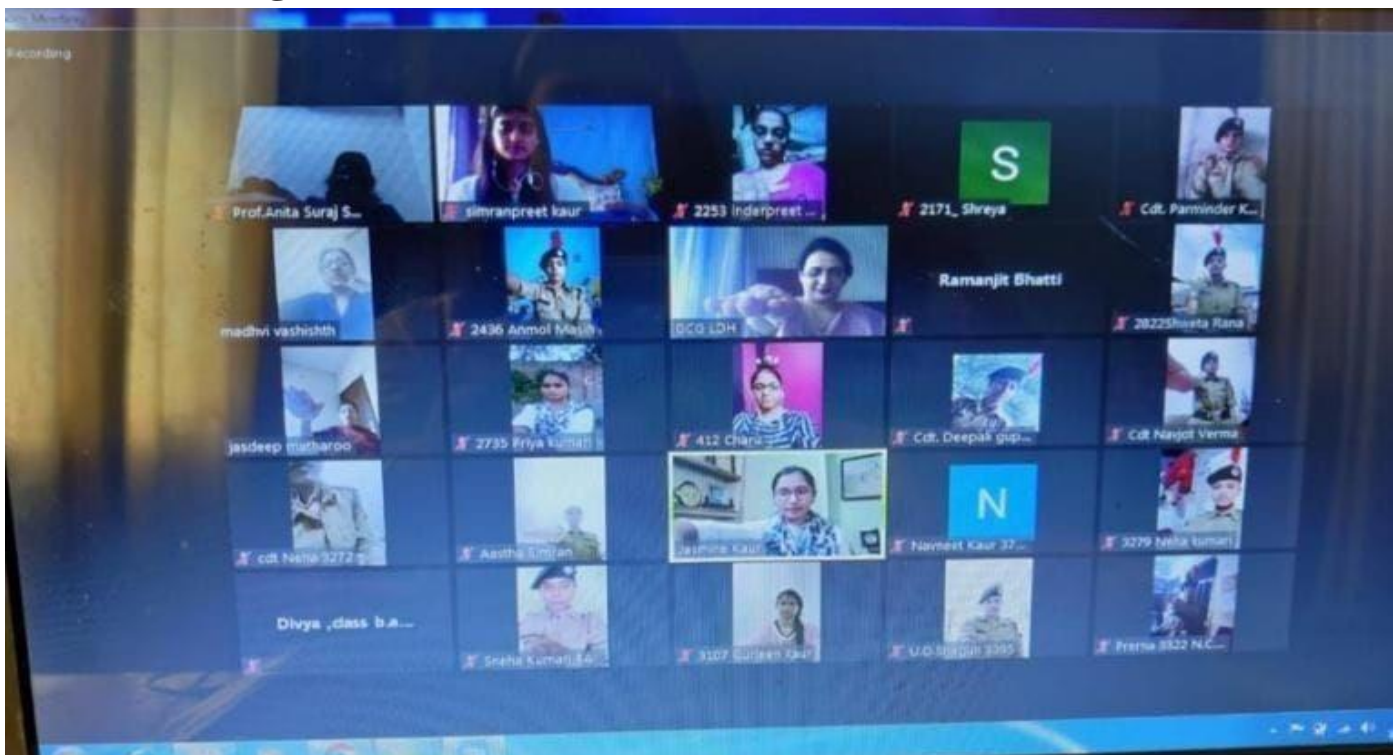
- Landfilling - Most of the municipal solid waste along with plastic waste ends up in landfills.
- Incineration - (Burning of plastic waste) The second most common method used to dispose the plastic waste is incineration.
- Recycling

BURNING OF PLASTIC IS DANGEROUS FOR YOUR HEALTH

Webinar on Stubble Burning-(22.10.2020):



Vigilance Awareness Week-(20.10.2020-02.11.2020):



Daily Report For Fit India Parbhat Pheri-(01.12.2020-06.12.2020):



Buddha Dariya Campaign(04.01.2021-09.01.2021):



Road Safety Month-(18.01.2021-17.02.2021):



Poshan Pakhwada(16.03.2021-31.03.2021):



World Health Day-(08.04.2021):



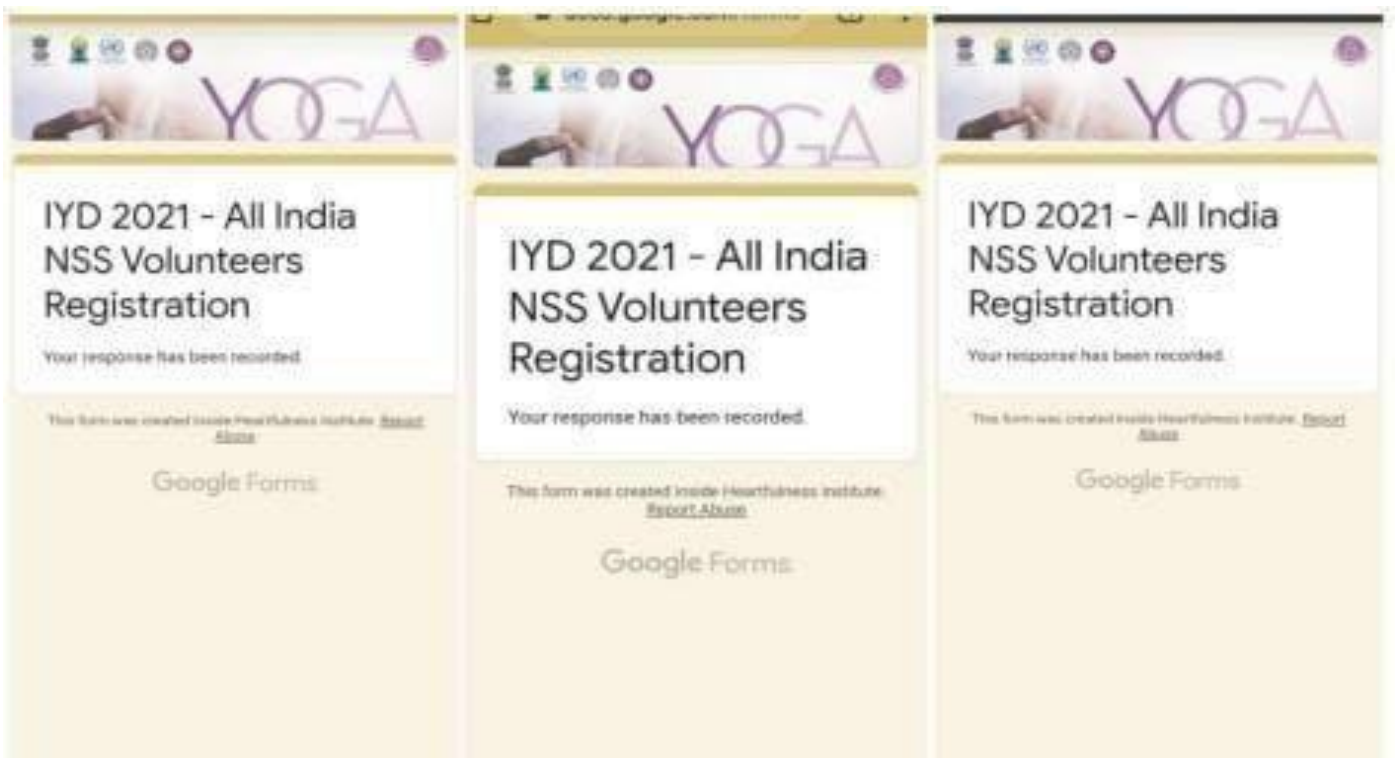
Vaccination Drive:



World Environment Day-(05.06.2021):



Yoga For Unity And Well Being-(14.03.2021-21.03.2021):



Daily Yoga Practice:



Immunity And Well Being-(12.06.2021-14.06.2021):



Workshop On Yoga And Meditation-(21.06.2021):



Other activities to promote health, hygiene and fitness amongst students



WEBINAR ON MENTAL HEALTH ISSUES

The students' counselling cell of the Government College for Girls, here, organised an interactive webinar on 'Mental health issues during Covid times'. Nisha Phakey, a clinical psychologist was the resource person. Phakey asked students to stick to a daily routine and engage in physical exercise to alleviate stress. Dr Rajiv Kumar Sehgal, teacher and in charge of the students' counselling cell in his opening remarks stressed upon boosting psychological immunity during these challenging times. TNS

Pulse diagnosis camp at Government College For Girls

LUDHIANA : A pulse diagnosis camp was organised at Government College For Girls (GCG) for the staff by Pranjali Ayurvedic Dr Himanshu Mishra under the aegis of principal Sukhwinder Kaur. After diagnosis Mishra prescribed Ayurvedic remedies for various ailments. The principal thanked him for acquainting the college staff with the benefits of Ayurvedic treatment.

{ "HAPPINESS MARKET" }

'Happiness lies in the joy of achievement'

Government College for Girls (GCG) organised a virtual inter-college state-level event on Happiness

HT Correspondent

ludhiana@hindustantimes.com

LUDHIANA : Students from different colleges and universities shared ideas and techniques that can be implemented to lead a happy life during the virtual inter-college state-level "Happiness market" organised by the Government College for Girls (GCG) on Thursday.

Over 23 participants attended the event, that was organised in association with the Punjab Youth Development Board.

"Happiness lies in the joy of achievement" and "Creative effort, positive mind, positive vibes lead to positive life", were some of the ideas discussed during the session.

Participants showcased their talents by performing yoga, zumba, and bhangra and took part in various activities based on themes such as "Your health



Punjab Youth Development Board chairman Sukhwinder Singh Bindra and GCG principal Sukhwinder Kaur attending the virtual inter-college event in Ludhiana on Thursday.

HT PHOTO

is your most valuable asset", "You get more by giving more", "A day without laughter is a day wasted", "Life is a journey so travel light".

The winners were declared at the end of the event. Ashmeet Kaur, Ekjyot Kaur, Aditi Dabral from Government College for Girls, Ludhiana, bagged the first prize. Shivani from Khalsa College for Women, Ludhiana, stood second. Gurnoor Kaur Sandhu from Government State College of Education, Patiala,

secured the third position.

Muskan Sharma from Government Home Science College, Sector 10, Chandigarh, and Jaskiran Kaur from Sanmati Government College of Science Research and Education, Jagraon, won the consolation prize.

Bindra bats for "Happiness programme" in all schools, colleges

Punjab Youth Development Board (PYDB) chairman Sukh-

winder Singh Bindra, who was the chief guest on the occasion, said that to channelise energy of youth in right direction and to help them be stress-free, a special "Happiness programme" would be started in all schools, colleges and universities of the state.

He said that he will soon meet chief minister Captain Amarinder Singh regarding this and assured that the programme will be launched at the earliest.

He said that the idea of "Happiness programme" is to present creative ideas in order to spread positivity and happiness among everyone. He said that in the current scenario where everyone is affected by the ongoing Covid-19 pandemic, even the youth is under stress. He said that a "Happiness Programme" has been specially designed by PYDB that would act as a stress buster for youth.

College principal Sukhwinder Kaur, who had conceived the idea of happiness market and implemented it in the college in 2018, said smiling is the biggest stress buster and the aim of the event was to reduce stress among the students and bring happiness and peace.

**ACTIVITES AIMED AT ENHANCING
SOFT SKILLS, LANGUAGE AND
COMMUNICATION SKILLS AND
LIFE SKILLS**

Session 2019-20

LECTURE ON CANCER AWARENESS

LUDHIANA Tribune

LUDHIANA | MONDAY | 4 NOVEMBER 2019

LECTURE ON CANCER AWARENESS

The science society of the Government College for Girls organised an awareness lecture on breast cancer and dental care. Dr Jagdeep Singh, consultant oncologist, and Dr Parminder Singh Sidhu, dental surgeon, both from Dayanand Medical College discussed the objectives of creating awareness on cancer among students and their family members. Dr Singh discussed various aspects related to breast cancer and highlighted the risk factors of developing it. Dr Sidhu laid stress upon maintaining oral hygiene to avoid getting caries and cavities.

One Day Camp on Cleanliness-(11.12.2019):



LECTURE ON CORONAVIRUS AWARENESS

LUDHIANA, TIMES OF INDIA
FRIDAY, MARCH 13, 2020

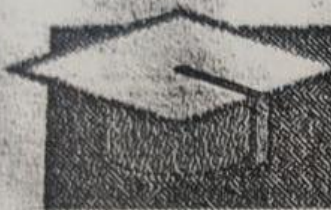
Coronavirus awareness seminar

Government College for Girls, Ludhiana organized a seminar to make the students aware of coronavirus. Dr. Kirti Dua, Incharge, Centre for Wild Life GADVASU, Ludhiana was the resource person. The chief guest on the occasion was Principal Dr. Manju Sahni. She was accompanied Vice Principal Mrs. Varinderjit Kaur. Dr. Kiriti Dua enlightened the young minds about the spread of Zoonotic disease from animals to human beings and made aware the students about its transmission and precautionary measures. He further said that people should not panic about it. He spoke about certain control measures to avoid widespread of Coronavirus. He emphasized on washing the hands regularly with an alcohol base or spirit, While sneezing and coughing one should make use of handkerchief and folded elbow and in case one is suffering for headache or cold one should consult the doctor immediately. One should avoid going in public gatherings and those who are already sick or elderly need to take more precautions. It was an interactive session. Mrs. Gurjinder Kaur Brar, Incharge and other members of Anti Drug Society were also present.

TIPS ON HEALTHY LIVING BY DR JASWINDER GULATI

LUDHIANA Tribune

LUDHIANA | MONDAY | 24 FEBRUARY 2020



COLLEGE NOTES

STUDENTS GET TIPS ON HEALTHY LIVING

Ludhiana: Government College for Girls, Ludhiana, organised a seminar for students on drug abuse. The chief guest on the occasion was Principal Dr Manju Sahni. She advised the students to refrain from drugs. The resource person for the seminar was Dr Jatinder Kaur Gulati, ex-dean, Home Science College, PAU, Ludhiana. She motivated the students to stay away from drugs, avoid energy drinks, eat healthy food to lead a healthy life style. She also gave tips on how students can de-stress themselves and improve their self-esteem. She further added that 'Prevention is better than cure' and emphasised that goals and targets were essential in order to progress in life.

SEMINAR ON DISCIPLINED LIFE BY BRIGADIER PD TIWARI

LUDHIANA Tribune
LUDHIANA | TUESDAY | 5 NOVEMBER 2019

SEMINAR ON 'DISCIPLINED LIFE'



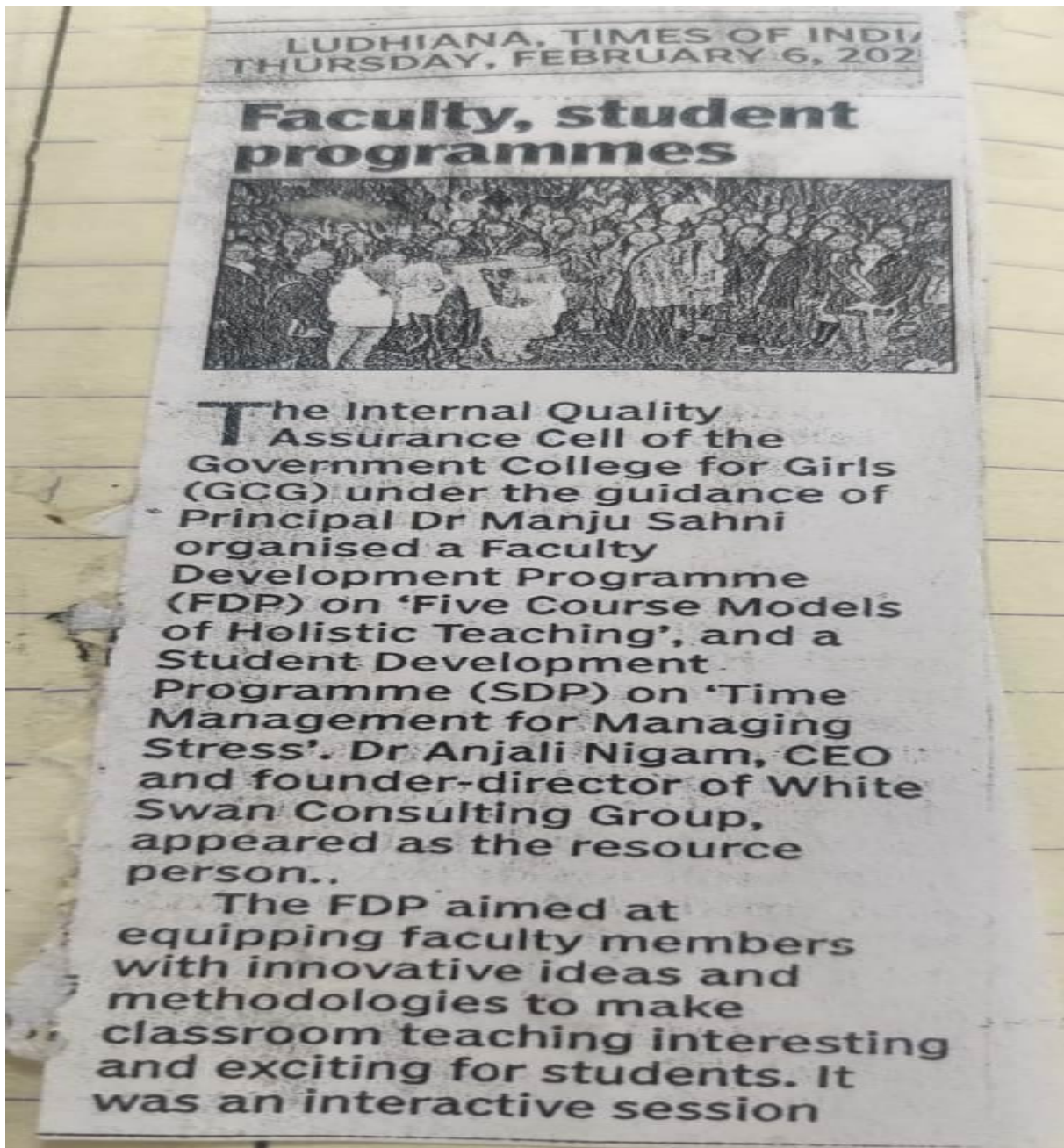
Participants at seminar on "How to do well in life?" at the Government College for Girls on Monday. TRIBUNE PHOTO

A seminar on "How to do well in life?" by retired Brigadier PD Tiwari was organised at the Government College for Girls. He motivated students to lead a disciplined and ambitious life by sharing his life experiences. He taught students the mantras of success and introduced his book "Swasth Rahe Har Insaan, Sab Ke Chehre Par Muskaan". Principal Manju Sahni expressed her gratitude to conduct the seminar.

30 students from B.A, B.Sc., and B.Com actively contributed their views every week in (Debate of the week and Open house views) different newspapers



Student Management Programme on Managing Stress by Dr Anjali Nigam, CEO and founder White Swan Consulting Group.



**ACTIVITES AIMED AT ENHANCING
SOFT SKILLS, LANGUAGE AND
COMMUNICATION SKILLS AND LIFE
SKILLS**

SESSION 2018-19

WorldYogaDay-(21.06.2018)



School Health Day-(16.06.2018)



Cleanliness Camp-(10.08.2018)



Happiness Market-(09.10.2018)



BreastCancerAwareness-(16.10.2018)



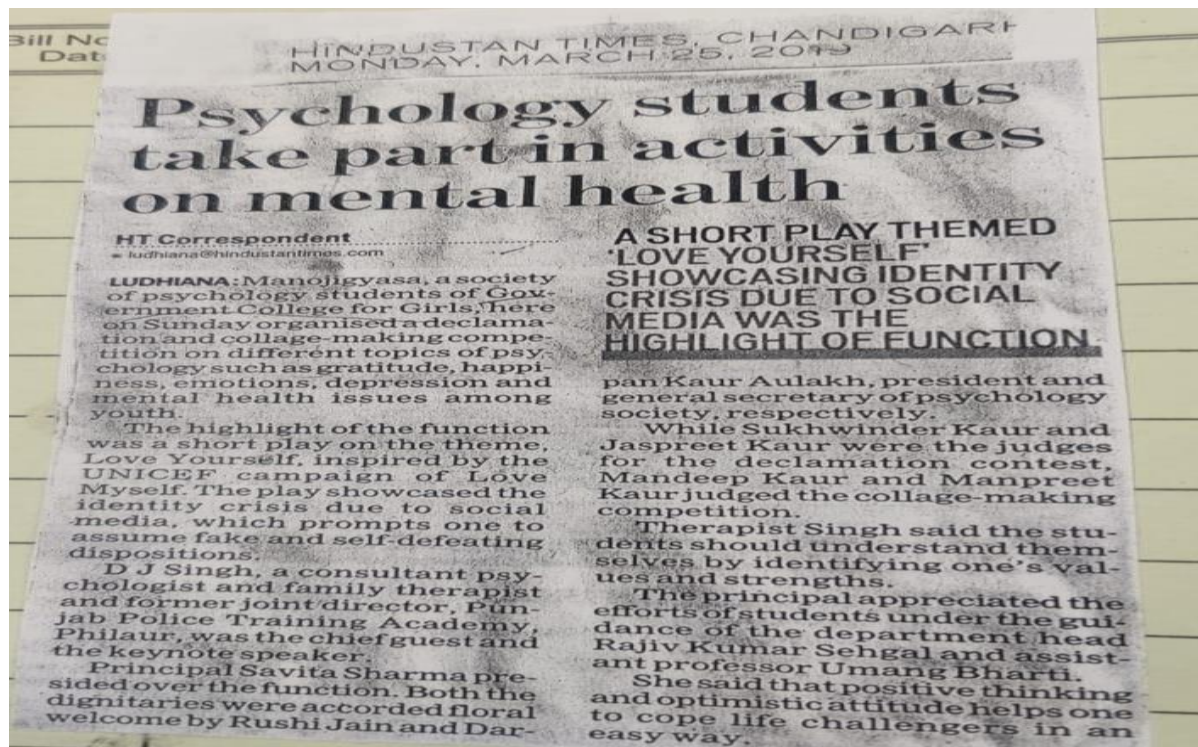
Nukkad Natak on Cancer Awareness-(08.02.2019)



Walkathon on Cancer Awareness-(10.02.2019):



Short play themed Love Yourself showcasing identity crisis due to social media and to address mental health



FITNESS FEST ORGANISED to promote healthy lifestyle among students

HINDUSTAN TIMES, JALANDHAR
WEDNESDAY, JANUARY 30, 2019

FITNESS FEST AT GOVERNMENT COLLEGE FOR GIRLS

LUDHIANA: A health and fitness fest was organised by Punjab chapter of the Indian Dietetic Association (IDA) and community college at Government College for Girls, here on Tuesday. The fest was organised to promote healthy life style among students. Stalls were setup by the students to create an awareness on balanced diet and the strategies to be taken to prevent iron deficiency. A street play on 'Anemia' was presented by the students of Panjab Agricultural University. Free BMI check up, anemia screening and HB testing was carried out with the help of health department team.

**ACTIVITIES AIMED AT ENHANCING
SOFT SKILLS, LANGUAGE AND
COMMUNICATION SKILLS AND
LIFE SKILLS
SESSION 2017-18**

Workshop on new features of USHA sewing machine to enhance stitching and embroidery skills of the students



Nutrition Week from Sep 1-7, 2017 on healthy and balanced diet



On: 1-7 Sept '17

Nutrition Week

'National Nutrition' week was held at village Jhanda (Ludhiana) in which our college teachers and students exchanged their knowledge about nutrition useful in their day to day life. Village women were very encouraged and they appreciated our efforts.

**Seminar on Food and nutrition on Energy Metabolism by Ms Renuka,
Asst Professor, GCG**

18/11/17

Seminar

Seminar was conducted by
Mrs. Renuka Assistant Professor
of Food and Nutrition, PAU.Ldh
on "ENERGY METABOLISM" to the
Students of P.G. Diploma in Nut-
-rition and Dietetics Home Sci.
Department on 18-11-17.

TREE PLANTATION DRIVE



MissionSelf-Defence-(10.08.2017):

