

**B.Voc (Management & Secretarial Practices)**

**Session 2022-2023**

**INDUSTRIAL VISITS/ VIRTUAL VISITS TO EDUCATIONAL  
INSTITUTES/ FIELD TRIPS**

<b>S.No.</b>	<b>Date</b>	<b>Organising Department</b>	<b>Name of the Organisation/ Place</b>	<b>Number of participant</b>
1.	2-11-2022 to 3-11- 2022	B.Voc (Management & Secretarial Practices)	Industrial Training at GTB	11
2.	28-04-2023	B.Voc (Management & Secretarial Practices)	Industrial Visit at Punjab Kesari	23

*Dimple*

The Principal

Kanya Maha Vidyalaya

Jalandhar

Subject : Permission to organise *Industrial Comp Training*

Respected Madam

With due respect, this is to bring to your kind notice that B.Voc ( Management & Secretarial Practices) wishes to a two day Industrial Training at GTB Infotech, Jalandhar for the students of Management & Secretarial Practices Semester 5<sup>th</sup> on 2<sup>nd</sup> and 3<sup>rd</sup> November, 2022.

Kindly allow us to do the same and oblige.

Thanking You

Yours Sincerely

*for Dimple*

Dr. Sabina Batra

Course In-charge B.Voc ( Management & Secretarial Practices )

Date: 28<sup>th</sup> ~~October~~, 2022

*Parminder*



The Heritage Institution  
Estd. 1886

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Fax : 0181-2291741  
E-mail : kmvjalandhar@yahoo.com  
kmvoffice1886@gmail.com  
Vidyalaya Marg,  
JALANDHAR-144 004.

# KANYA MAHA VIDYALAYA (Autonomous)

Re-accredited 'A' by U.G.C.-NAAC  
"College with Potential for Excellence" by UGC  
Under Star College Scheme by DBT, Govt. of India

Ref. No. kmv/7177  
Date 01-11-2022

## AUTHORITY LETTER

This is to certify that the following students are going to Attend the WORKSHOP to be held on 02-11-2022 to 03-11-2022 at GTB, Infotech, Jalandhar.

Sr. No.	Roll. No	Student Name	Class
1.	226851	Shriya	B.Voc. (Management & Secretarial Practices ) Semester-V
2.	226852	Daljinder Kaur	B.Voc. (Management & Secretarial Practices ) Semester-V
3.	226853	Harsimran Jeet Kaur	B.Voc. (Management & Secretarial Practices ) Semester-V
4.	226854	Malika	B.Voc. (Management & Secretarial Practices ) Semester-V
5.	226855	Shivjit Kaur	B.Voc. (Management & Secretarial Practices ) Semester-V
6.	226856	Kamalpreet Kaur	B.Voc. (Management & Secretarial Practices ) Semester-V
7.	226857	Khushpreet Kaur	B.Voc. (Management & Secretarial Practices ) Semester-V
8.	226858	Suman	B.Voc. (Management & Secretarial Practices ) Semester-V
9.	226859	Rajveer Kaur	B.Voc. (Management & Secretarial Practices ) Semester-V
10.	226860	Priyanka	B.Voc. (Management & Secretarial Practices ) Semester-V
11.	226861	Isha	B.Voc. (Management & Secretarial Practices ) Semester-V

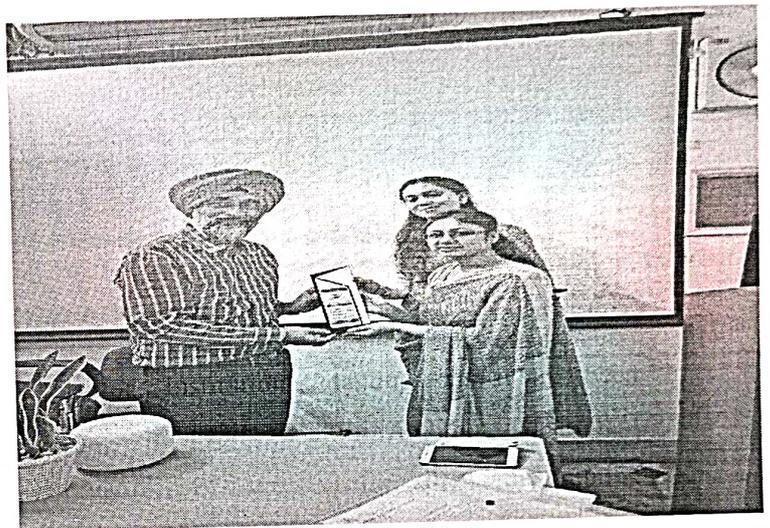
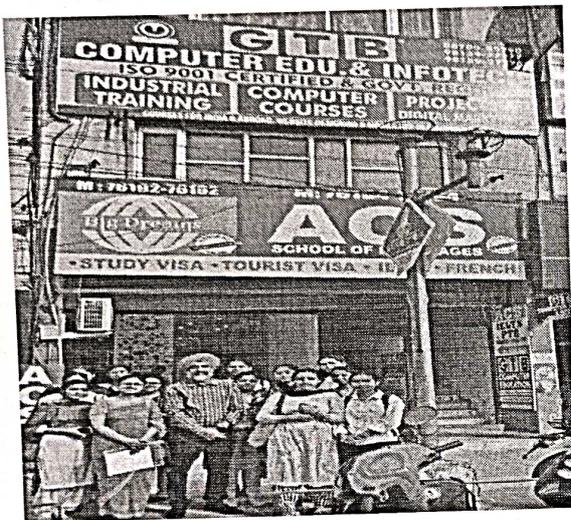
Ms. Harshita, Lecturer in MSP, Ms. Simranjit Kaur, Lecture in MSP will accompany the Students.

*Dangol*

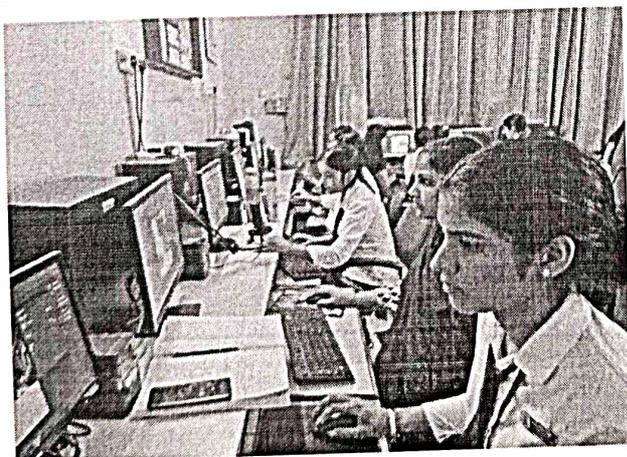
*Pamela*  
Principal  
Kanya Maha Vidyalaya  
Jalandhar

**Report on**  
**Industrial Training at GTB Infotech, Jalandhar**  
**2<sup>nd</sup> and 3<sup>rd</sup> November, 2022**

Kanya Maha Vidyalaya - The Heritage and Autonomous Institution, Jalandhar has always been making efforts for the holistic development of its students. In keeping with this tradition, Department of B.Voc (Management and Secretarial Practices) organized two days visit to attend the training sessions on Corel Draw and Adobe Photoshop at GTB Infotech, Jalandhar.



These students were accompanied by two Teacher Ms. Harshita and Ms. Simranjit Kaur. In the Beginning of the first Training Session, CEO, Mr. Gurpreet Singh addressed the students. He holds expertise on Corel Draw and Adobe Photoshop.



On the first day of the training session, Students were acquainted with the Practical usage of various software's like Adobe PhotoShop and the tools within these software like photo editing, poster making, and graphic designing. Students also made an Instagram poster under the guidance of Mr. Gurpreet and his staff.

*Dimple*



The second day of the training session was on CorelDraw. In this session, students learnt about various uses of CorelDraw like Magazine Designing, Newspaper Designing, Illustration making, LOGO making, etc. They also got the practical experience of making visiting cards. The students gained knowledge about these software's and were apprised with various tools and techniques of Designing and Formatting. The sessions in both days of the Workshop were very informative and interactive. The

Resource Person addressed all queries of the inquisitive participants in a very lucid manner. In the end, Ms Simran and Ms. Harshita expressed their gratitude to the trainers and Mr. Gurpreet for broadening the knowledge horizon of the students.

Dimple

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR TRAINING SESSION AT GTB INFOTECH

DATE: NOVEMBER 2<sup>nd</sup>, 2022

SR NO.	ROLL NO.	NAME OF THE STUDENT	ATTENDANCE
1	226851	SHRIYA	Shriya
2	226852	DALJINDER KAUR	Daljinder Kaur
3	226853	HARSIMRAN JEET KAUR	Harsimran Jeet Kaur
4	226854	MALIKA	Malika.
5	226855	SHIVJIT KAUR	Shivjit Kaur
6	226856	KAMALPREET KAUR	Kamalpreet Kaur
7	226857	KHUSHPREET KAUR	Khushpreet Kaur
8	226858	SUMAN	Suman.
9	226859	RAJVEER KAUR	Rajveer Kaur
10	226860	PRIYANKA	Priyanka
11	226861	ISHA	Isha

Dimple

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR TRAINING SESSION AT GTB INFOTECH

DATE: NOVEMBER 3<sup>rd</sup>, 2022

SR NO.	ROLL NO.	NAME OF THE STUDENT	ATTENDANCE
1	226851	SHRIYA	Shriya
2	226852	DALJINDER KAUR	Daljinder kaur
3	226853	HARSIMRAN JEET KAUR	Harsimran Jeet Kaur
4	226854	MALIKA	Malika.
5	226855	SHIVJIT KAUR	Shivjit Kaur
6	226856	KAMALPREET KAUR	Kamalpreet Kaur
7	226857	KHUSHPREET KAUR	Khushpreet Kaur
8	226858	SUMAN	Suman.
9	226859	RAJVEER KAUR	Rajveer Kaur
10	226860	PRIYANKA	Priyanka
11	226861	ISHA	Isha

Danyal

KANYA MAHA VIDYALAYA , JALANDHAR

B.VOC ( MANAGEMENT & SECRETARIAL PRACTICES )

Date : 3<sup>rd</sup>. Nov. 22

Topic : Industrial Training at GTB Infotech.

Name of the student : Shivjit Kaur

Class : B.VOC (MSP) Sem - VI

Instructions: Please answer all questions by circling one out of numbers 1 -5 against each statement. The number 1 - 5 correspond to the statement:

5 - Strongly agree

4 - Agree

3 - Neither agree nor disagree

2 - Disagree

1 - Strongly disagree

a. The field visit was timely.

5 4 3 2 1

b. The visit was well organized.

5 4 3 2 1

c. The location selected was appropriate to meet the stated objectives

5 4 3 2 1

d. The visit was useful to strengthen knowledge gathered in lectures

5 4 3 2 1

e. Aims and objectives of the visit was explained at the beginning

5 4 3 2 1

f. A teacher accompanied the students.

5 4 3 2 1

g. The Teacher/Resource Person discussed subject matter during the visit.

5 4 3 2 1

h. The Teacher/Resource Person was responsive to student questions during the visit.

5 4 3 2 1

i. The Teacher/Resource Person encouraged student participation

5 4 3 2 1

j. I recommend this field visit to be continued.

5 4 3 2 1

The overall grading of the course: Very good – 5 Good – 4 Satisfactory - 3 Poor - 2 Very poor - 1

Any other comments:

Dangal

**KANYA MAHA VIDYALAYA , JALANDHAR**  
**B.VOC ( MANAGEMENT & SECRETARIAL PRACTICES )**

Date : 3. Nov, 2022

Topic : INDUSTRIAL TRAINING AT GTB INFOTECH

Name of the student : Rajyberkaur

Class : B.VOC MSL SEM V

**Instructions:** Please answer all questions by circling one out of numbers 1 -5 against each statement. The number 1 - 5 correspond to the statement:

5 - Strongly agree

4 - Agree

3 - Neither agree nor disagree

2 - Disagree

1 - Strongly disagree

- |                                                                                      |   |   |   |   |   |
|--------------------------------------------------------------------------------------|---|---|---|---|---|
| a. The field visit was timely.                                                       | 5 | ④ | 3 | 2 | 1 |
| b. The visit was well organized.                                                     | 5 | ④ | 3 | 2 | 1 |
| c. The location selected was appropriate to meet the stated objectives               | ⑤ | 4 | 3 | 2 | 1 |
| d. The visit was useful to strengthen knowledge gathered in lectures                 | ⑤ | 4 | 3 | 2 | 1 |
| e. Aims and objectives of the visit was explained at the beginning                   | ⑥ | 4 | 3 | 2 | 1 |
| f. A teacher accompanied the students.                                               | ⑤ | 4 | 3 | 2 | 1 |
| g. The Teacher/Resource Person discussed subject matter during the visit.            | ⑤ | 4 | 3 | 2 | 1 |
| h. The Teacher/Resource Person was responsive to student questions during the visit. | ⑤ | 4 | 3 | 2 | 1 |
| i. The Teacher/Resource Person encouraged student participation                      | 5 | ④ | 3 | 2 | 1 |
| j. I recommend this field visit to be continued.                                     | ⑤ | 4 | 3 | 2 | 1 |

**The overall grading of the course:** Very good - 5 Good - 4 Satisfactory - 3 Poor - 2 Very poor - 1  
**Any other comments:**

*Rajyberkaur*

KANYA MAHA VIDYALAYA , JALANDHAR

B.VOC ( MANAGEMENT & SECRETARIAL PRACTICES )

Date : 3.11.20

Topic : Industrial Training at GITB Infotech

Name of the student : Daljinder Kaur

Class : B.VOC (MSP) Sem - IV

Instructions: Please answer all questions by circling one out of numbers 1 -5 against each statement. The number 1 - 5 correspond to the statement:

5 - Strongly agree

4 - Agree

3 - Neither agree nor disagree

2 - Disagree

1 - Strongly disagree

- |                                                                                      |   |   |   |   |   |
|--------------------------------------------------------------------------------------|---|---|---|---|---|
| a. The field visit was timely.                                                       | 5 | 4 | 3 | 2 | 1 |
| b. The visit was well organized.                                                     | 5 | 4 | 3 | 2 | 1 |
| c. The location selected was appropriate to meet the stated objectives               | 5 | 4 | 3 | 2 | 1 |
| d. The visit was useful to strengthen knowledge gathered in lectures                 | 5 | 4 | 3 | 2 | 1 |
| e. Aims and objectives of the visit was explained at the beginning                   | 5 | 4 | 3 | 2 | 1 |
| f. A teacher accompanied the students.                                               | 5 | 4 | 3 | 2 | 1 |
| g. The Teacher/Resource Person discussed subject matter during the visit.            | 5 | 4 | 3 | 2 | 1 |
| h. The Teacher/Resource Person was responsive to student questions during the visit. | 5 | 4 | 3 | 2 | 1 |
| i. The Teacher/Resource Person encouraged student participation                      | 5 | 4 | 3 | 2 | 1 |
| j. I recommend this field visit to be continued.                                     | 5 | 4 | 3 | 2 | 1 |

The overall grading of the course: Very good - 5 Good - 4 Satisfactory - 3 Poor - 2 Very poor - 1

Any other comments:

Daljinder

**KANYA MAHA VIDYALAYA , JALANDHAR**  
**B.VOC ( MANAGEMENT & SECRETARIAL PRACTICES )**

Date : 3.11.22

Topic : Industrial Training at GTB Infotech

Name of the student : Gsho.

Class : B.VOC [Mst] Sem-V

**Instructions:** Please answer all questions by circling one out of numbers 1 -5 against each statement. The number 1 - 5 correspond to the statement:

5 - Strongly agree

4 - Agree

3 - Neither agree nor disagree

2 - Disagree

1 - Strongly disagree

- |                                                                                      |     |     |   |   |   |
|--------------------------------------------------------------------------------------|-----|-----|---|---|---|
| a. The field visit was timely.                                                       | (3) | 4   | 3 | 2 | 1 |
| b. The visit was well organized.                                                     | (5) | 4   | 3 | 2 | 1 |
| c. The location selected was appropriate to meet the stated objectives               | (5) | 4   | 3 | 2 | 1 |
| d. The visit was useful to strengthen knowledge gathered in lectures                 | (5) | 4   | 3 | 2 | 1 |
| e. Aims and objectives of the visit was explained at the beginning                   | (5) | 4   | 3 | 2 | 1 |
| f. A teacher accompanied the students.                                               | (5) | 4   | 3 | 2 | 1 |
| g. The Teacher/Resource Person discussed subject matter during the visit.            | 5   | (4) | 3 | 2 | 1 |
| h. The Teacher/Resource Person was responsive to student questions during the visit. | 5   | (4) | 3 | 2 | 1 |
| i. The Teacher/Resource Person encouraged student participation                      | (5) | 4   | 3 | 2 | 1 |
| j. I recommend this field visit to be continued.                                     | (5) | 4   | 3 | 2 | 1 |

**The overall grading of the course:** Very good – 5 Good – 4 Satisfactory - 3 Poor - 2 Very poor - 1

**Any other comments:**

*Dimple*

KANYA MAHA VIDYALAYA , JALANDHAR

B.VOC ( MANAGEMENT & SECRETARIAL PRACTICES )

Date : 3.11.22

Topic : Industrial Training at GTB Infotel

Name of the student : Khushpreet Kaur

Class : B.VOC (MSP) Sem - I

Instructions: Please answer all questions by circling one out of numbers 1 -5 against each statement. The number 1 - 5 correspond to the statement:

5 - Strongly agree

4 - Agree

3 - Neither agree nor disagree

2 - Disagree

1 - Strongly disagree

- |                                                                                      |   |   |   |   |   |
|--------------------------------------------------------------------------------------|---|---|---|---|---|
| a. The field visit was timely.                                                       | 5 | 4 | 3 | 2 | 1 |
| b. The visit was well organized.                                                     | 5 | 4 | 3 | 2 | 1 |
| c. The location selected was appropriate to meet the stated objectives               | 5 | 4 | 3 | 2 | 1 |
| d. The visit was useful to strengthen knowledge gathered in lectures                 | 3 | 4 | 3 | 2 | 1 |
| e. Aims and objectives of the visit was explained at the beginning                   | 5 | 4 | 3 | 2 | 1 |
| f. A teacher accompanied the students.                                               | 5 | 4 | 3 | 2 | 1 |
| g. The Teacher/Resource Person discussed subject matter during the visit.            | 5 | 4 | 3 | 2 | 1 |
| h. The Teacher/Resource Person was responsive to student questions during the visit. | 5 | 4 | 3 | 2 | 1 |
| i. The Teacher/Resource Person encouraged student participation                      | 5 | 4 | 3 | 2 | 1 |
| j. I recommend this field visit to be continued.                                     | 5 | 4 | 3 | 2 | 1 |

The overall grading of the course: Very good - 5 Good - 4 Satisfactory - 3 Poor - 2 Very poor - 1

Any other comments:

Dimple

The Principal

Kanya Maha Vidyalaya

Jalandhar

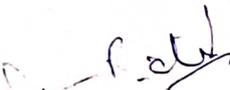
Subject: Permission for an Industrial visit to Punjab Kesari ( Milap chowk ) Jalandhar

Respected Madam,

This is to bring to your kind notice that Department of Management and Secretarial Practices wishes to organise an Industrial Visit to Punjab Kesari, Jalandhar for the students of Semester IV and Semester VI on 28<sup>th</sup> April, 2023. Kindly allow us to do the same and oblige.

Thanking you

Yours Sincerely

  
Dr. Sabina Batra

Course Incharge

B.Voc (Management & Secretarial Practices)

20/4/2024

Allowed  
Madhuseer



The Heritage Institution  
Estd. 1886

Phones : Principal Off. : 0181-2296605, 2296606  
Fax : 0181-2291741  
E-mail : kmvjalandhar@yahoo.com  
kmvoffice1886@gmail.com  
Vidyalaya Marg,  
JALANDHAR-144 004.

# KANYA MAHA VIDYALAYA (Autonomous)

Re-accredited 'A' by U.G.C.-NAAC  
"College with Potential for Excellence" by UGC  
Under Star College Scheme by DBT, Govt. of India

Ref. No. Kmv/292  
25 APR 2023  
Date \_\_\_\_\_

## AUTHORITY LETTER

This to certify that following students are going to visit Punjab Kesari Printing Press, Jalandhar on 26<sup>th</sup> April, 2023.

Sr. No.	Name	Class	Roll No.
1.	SAIRA	B.VOC (MSP) SEM IV	226801
2.	REEYA KHAWAS	B.VOC (MSP) SEM IV	226802
3.	GURPREET KAUR	B.VOC (MSP) SEM IV	226803
4.	KOMALPREET KAUR	B.VOC (MSP) SEM IV	226804
5.	PRABHJOT KAUR	B.VOC (MSP) SEM IV	226805
6.	MONIKA RANI	B.VOC (MSP) SEM IV	226806
7.	NANDINI SHARMA	B.VOC (MSP) SEM IV	226807
8.	KRITIKA KALIA (H)	B.VOC (MSP) SEM IV	226808
9.	KAJAL	B.VOC (MSP) SEM IV	226809
10.	PARDEEP KAUR	B.VOC (MSP) SEM IV	226810
11.	PALAK SHARMA	B.VOC (MSP) SEM IV	226811
12.	MANMEET KAUR	B.VOC (MSP) SEM IV	226812
13.	SHRIYA	B.VOC (MSP) SEM VI	226851
14.	DALJINDER KAUR	B.VOC (MSP) SEM VI	226852
15.	HARSIMRAN JEET KAUR	B.VOC (MSP) SEM VI	226853
16.	MALIKA	B.VOC (MSP) SEM VI	226854
17.	SHIVJIT KAUR	B.VOC (MSP) SEM VI	226855
18.	KAMALPREET KAUR	B.VOC (MSP) SEM VI	226856
19.	KHUSHPREET KAUR	B.VOC (MSP) SEM VI	226857
20.	SUMAN	B.VOC (MSP) SEM VI	226858
21.	RAJVEER KAUR	B.VOC (MSP) SEM VI	226859
22.	PRIYANKA	B.VOC (MSP) SEM VI	226860
23.	ISHA	B.VOC (MSP) SEM VI	226861

Ms. Harshita and Ms. Shifali from B.Voc ( Management and Secretarial Practices ) will accompany the abovesaid students.

*Harshita*  
Principal  
Kanya Maha Vidyalaya  
Jalandhar

**Report**  
**Kanya Maha Vidyalaya**  
**B.Voc (Management and Secretarial Practices)**  
**Industrial Visit at Punjab Kesari, Jalandhar**  
**April 28<sup>th</sup>, 2023**

Kanya Maha Vidyalaya - The Heritage and Autonomous Institution, Jalandhar has always been making efforts for the holistic development of its students. In keeping with this tradition, Department of B.Voc Management and Secretarial Practices organized Industrial Visit to Punjab Kesari, Jalandhar on April 28<sup>th</sup>, 2023.



These students were accompanied by two teachers, Ms. Harshita and Ms. Shifali. On this visit, students get knowledge of newspaper editing, designing, layout of newspapers and the process of print media.

Mr. Sukhdev Singh took the students to different sections of their industry, like: Bollywood Tadka, Himachal News, Sports News etc. They also got the practical exposure of various software (FCP Software) and were apprised with various tools and techniques of Designing and Formatting of News.

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B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR INDUSTRIAL VISIT AT PUNJAB KESARI

DATE : April 28<sup>th</sup>, 2023

SR. NO	ROLL NO.	NAME OF THE STUDENT	ATTENDANCE
1	226801	SAIRA	Saira
2	226802	REEYA KHAWAS	REEYA
3	226803	GURPREET KAUR	Gurpreet
4	226804	KOMALPREET KAUR	Komal
5	226805	PRABHJOT KAUR	Prabhjot
6	226806	MONIKA RANI	Monika
7	226807	NANDINI SHARMA	NANDINI
8	226808	KRITIKA KALIA	Kritika
9	226809	KAJAL	KAJAL
10	226810	PARDEEP KAUR	Pardeep
11	226811	PALAK SHARMA	Palak
12	226812	MANMEET KAUR	Manmeet

D-12

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR INDUSTRIAL VISIT AT PUNJAB KESARI

DATE : April 28<sup>th</sup>, 2023

SR. NO	ROLL NO.	NAME OF THE STUDENT	ATTENDANCE
1	226851	SHRIYA	Shriya
2	226852	DALJINDER KAUR	Daljinder kaur
3	226853	HARSIMRAN JEET KAUR	Harsimran Jeet Kaur
4	226854	MALIKA	Malika
5	226855	SHIVJIT KAUR	Shivjit Kaur
6	226856	KAMALPREET KAUR	Kamalpreet kaur
7	226857	KHUSHPREET KAUR	Khushpreet kaur
8	226858	SUMAN	Suman
9	226859	RAJVEER KAUR	Rajveer Kaur
10	226860	PRIYANKA	Priyanka
11	226861	ISHA	Isha

*[Handwritten signature]*

**KANYA MAHA VIDYALAYA , JALANDHAR**  
**B.VOC ( MANAGEMENT & SECRETARIAL PRACTICES )**

Date : 28.04.23

Topic : Industrial visit at Punjab Kesari

Name of the student : Saiwa

Class : B.VOC (MSP) Sem- IV

**Instructions:** Please answer all questions by circling one out of numbers 1 -5 against each statement. The number 1 - 5 correspond to the statement:

5 - Strongly agree

4 - Agree

3 - Neither agree nor disagree

2 - Disagree

1 - Strongly disagree

- |                                                                                      |   |   |   |   |   |
|--------------------------------------------------------------------------------------|---|---|---|---|---|
| a. The field visit was timely.                                                       | 5 | 4 | 3 | 2 | 1 |
| b. The visit was well organized.                                                     | 5 | 4 | 3 | 2 | 1 |
| c. The location selected was appropriate to meet the stated objectives               | 5 | 4 | 3 | 2 | 1 |
| d. The visit was useful to strengthen knowledge gathered in lectures                 | 5 | 4 | 3 | 2 | 1 |
| e. Aims and objectives of the visit was explained at the beginning                   | 5 | 4 | 3 | 2 | 1 |
| f. A teacher accompanied the students.                                               | 5 | 4 | 3 | 2 | 1 |
| g. The Teacher/Resource Person discussed subject matter during the visit.            | 5 | 4 | 3 | 2 | 1 |
| h. The Teacher/Resource Person was responsive to student questions during the visit. | 5 | 4 | 3 | 2 | 1 |
| i. The Teacher/Resource Person encouraged student participation                      | 5 | 4 | 3 | 2 | 1 |
| j. I recommend this field visit to be continued.                                     | 5 | 4 | 3 | 2 | 1 |

**The overall grading of the course: Very good – 5 Good – 4 Satisfactory - 3 Poor - 2 Very poor - 1**

**Any other comments:**

*Saiwa*

KANYA MAHA VIDYALAYA , JALANDHAR

B.VOC ( MANAGEMENT & SECRETARIAL PRACTICES )

Date : 28.04.23

Topic : Industrial visit at Punjab Kedari

Name of the student : NANDINI

Class : B.VOC Mst Sem IV

**Instructions:** Please answer all questions by circling one out of numbers 1 -5 against each statement. The number 1 - 5 correspond to the statement:

5 - Strongly agree

4 - Agree

3 - Neither agree nor disagree

2 - Disagree

1 - Strongly disagree

- |                                                                                      |   |   |   |   |   |
|--------------------------------------------------------------------------------------|---|---|---|---|---|
| a. The field visit was timely.                                                       | ✓ | 4 | 3 | 2 | 1 |
| b. The visit was well organized.                                                     | ✓ | 4 | 3 | 2 | 1 |
| c. The location selected was appropriate to meet the stated objectives               | ✓ | 4 | 3 | 2 | 1 |
| d. The visit was useful to strengthen knowledge gathered in lectures                 | ✓ | 4 | 3 | 2 | 1 |
| e. Aims and objectives of the visit was explained at the beginning                   | ✓ | 4 | 3 | 2 | 1 |
| f. A teacher accompanied the students.                                               | ✓ | 4 | 3 | 2 | 1 |
| g. The Teacher/Resource Person discussed subject matter during the visit.            | ✓ | 4 | 3 | 2 | 1 |
| h. The Teacher/Resource Person was responsive to student questions during the visit. | ✓ | 4 | 3 | 2 | 1 |
| i. The Teacher/Resource Person encouraged student participation                      | ✓ | 4 | 3 | 2 | 1 |
| j. I recommend this field visit to be continued.                                     | ✓ | 4 | 3 | 2 | 1 |

**The overall grading of the course:** Very good - 5 Good - 4 Satisfactory - 3 Poor - 2 Very poor - 1  
**Any other comments:**

*[Handwritten signature]*

KANYA MAHA VIDYALAYA , JALANDHAR

B.VOC ( MANAGEMENT & SECRETARIAL PRACTICES )

Date : 28 April, 23

Topic : Industrial Visit At PUNJAB KESARI

Name of the student : Komalpreet Kaur.

Class : BVOC MSL SEM IV

Instructions: Please answer all questions by circling one out of numbers 1 -5 against each statement. The number 1 - 5 correspond to the statement:

5 - Strongly agree

4 - Agree

3 - Neither agree nor disagree

2 - Disagree

1 - Strongly disagree

- |                                                                                      |   |   |   |   |   |
|--------------------------------------------------------------------------------------|---|---|---|---|---|
| a. The field visit was timely.                                                       | 5 | 4 | 3 | 2 | 1 |
| b. The visit was well organized.                                                     | 5 | 4 | 3 | 2 | 1 |
| c. The location selected was appropriate to meet the stated objectives               | 5 | 4 | 3 | 2 | 1 |
| d. The visit was useful to strengthen knowledge gathered in lectures                 | 5 | 4 | 3 | 2 | 1 |
| e. Aims and objectives of the visit was explained at the beginning                   | 5 | 4 | 3 | 2 | 1 |
| f. A teacher accompanied the students.                                               | 5 | 4 | 3 | 2 | 1 |
| g. The Teacher/Resource Person discussed subject matter during the visit.            | 5 | 4 | 3 | 2 | 1 |
| h. The Teacher/Resource Person was responsive to student questions during the visit. | 5 | 4 | 3 | 2 | 1 |
| i. The Teacher/Resource Person encouraged student participation                      | 5 | 4 | 3 | 2 | 1 |
| j. I recommend this field visit to be continued.                                     | 5 | 4 | 3 | 2 | 1 |

The overall grading of the course: Very good - 5 Good - 4 Satisfactory - 3 Poor - 2 Very poor - 1  
Any other comments:

D-126

KANYA MAHA VIDYALAYA , JALANDHAR

B.VOC ( MANAGEMENT & SECRETARIAL PRACTICES )

Date : 28 April, 23

Topic : INDUSTRIAL VISIT AT PUNJAB KESARI

Name of the student : DALJINDER

Class : B.VOC M&S SEM VI

Instructions: Please answer all questions by circling one out of numbers 1 -5 against each statement. The number 1 - 5 correspond to the statement:

5 - Strongly agree

4 - Agree

3 - Neither agree nor disagree

2 - Disagree

1 - Strongly disagree

- |                                                                                      |   |   |   |   |
|--------------------------------------------------------------------------------------|---|---|---|---|
| a. The field visit was timely.                                                       | 4 | 3 | 2 | 1 |
| b. The visit was well organized.                                                     | 4 | 3 | 2 | 1 |
| c. The location selected was appropriate to meet the stated objectives               | 4 | 3 | 2 | 1 |
| d. The visit was useful to strengthen knowledge gathered in lectures                 | 4 | 3 | 2 | 1 |
| e. Aims and objectives of the visit was explained at the beginning                   | 4 | 3 | 2 | 1 |
| f. A teacher accompanied the students.                                               | 4 | 3 | 2 | 1 |
| g. The Teacher/Resource Person discussed subject matter during the visit.            | 4 | 3 | 2 | 1 |
| h. The Teacher/Resource Person was responsive to student questions during the visit. | 4 | 3 | 2 | 1 |
| i. The Teacher/Resource Person encouraged student participation                      | 4 | 3 | 2 | 1 |
| j. I recommend this field visit to be continued.                                     | 4 | 3 | 2 | 1 |

The overall grading of the course: Very good - 5 Good - 4 Satisfactory - 3 Poor - 2 Very poor - 1

Any other comments:

Dalinder

KANYA MAHA VIDYALAYA , JALANDHAR

B.VOC ( MANAGEMENT & SECRETARIAL PRACTICES )

Date : 28 April, 23

Topic : Industrial Visit IT Quaj AB KESAKI

Name of the student : Malika

Class : Broc MSP Sem VI

Instructions: Please answer all questions by circling one out of numbers 1 -5 against each statement. The number 1 - 5 correspond to the statement:

5 - Strongly agree

4 - Agree

3 - Neither agree nor disagree

2 - Disagree

1 - Strongly disagree

- |                                                                                      |     |   |   |   |   |
|--------------------------------------------------------------------------------------|-----|---|---|---|---|
| a. The field visit was timely.                                                       | ✓ 5 | 4 | 3 | 2 | 1 |
| b. The visit was well organized.                                                     | ✓ 5 | 4 | 3 | 2 | 1 |
| c. The location selected was appropriate to meet the stated objectives               | ✓ 5 | 4 | 3 | 2 | 1 |
| d. The visit was useful to strengthen knowledge gathered in lectures                 | ✓ 5 | 4 | 3 | 2 | 1 |
| e. Aims and objectives of the visit was explained at the beginning                   | ✓ 5 | 4 | 3 | 2 | 1 |
| f. A teacher accompanied the students.                                               | ✓ 5 | 4 | 3 | 2 | 1 |
| g. The Teacher/Resource Person discussed subject matter during the visit.            | ✓ 5 | 4 | 3 | 2 | 1 |
| h. The Teacher/Resource Person was responsive to student questions during the visit. | ✓ 5 | 4 | 3 | 2 | 1 |
| i. The Teacher/Resource Person encouraged student participation                      | ✓ 5 | 4 | 3 | 2 | 1 |
| j. I recommend this field visit to be continued.                                     | ✓ 5 | 4 | 3 | 2 | 1 |

The overall grading of the course: Very good - 5 Good - 4 Satisfactory - 3 Poor - 2 Very poor - 1

Any other comments:

Spl