

B.Voc (Management & Secretarial Practices)

Session 2022-2023

CLUB SOCIETY/DEPARTMENT ACTIVITIES

S.No.	Date	Department	Title of Event	Resource person	Number of participant
1.	08-08-2022	B.Voc (Management & Secretarial Practices)	Logo Making	Dr. Sabina Batra (In-Charge, Department of MSP) and Dr. Madhumeet (Head PG Department of English)	25
2.	13-08-2022	B.Voc (Management & Secretarial Practices)	Independence Day Celebration	NCC Cadets	37
3.	12-11-2022	B.Voc (Management & Secretarial Practices)	Sector Skill Exam of Certificate Course of DDEO	-	15
4.	19-11-2022	B.Voc (Management & Secretarial Practices)	Parents Teachers Meet	-	46
5.	25-03-2023	B.Voc (Management & Secretarial Practices)	Power Point Presentation Making Competition	Ms. Arti Thakur (Assistant Professor in Department of Animation) and Ms. Chetna (Assistant Professor in Department of Retail Management)	12
6.	08-04-2023	B.Voc (Management & Secretarial Practices)	Parents Teachers Meet	-	41
7.	12-04-2023 to 13-04-2023	B.Voc (Management & Secretarial Practices)	Empathy Corner	-	41
8.	1-02-2023 to 31-03-2023	B.Voc (Management & Secretarial Practices)	Bank Training at Punjab National Bank, Jalandhar	-	12
9.	01-02-2023 to 26-04-2023	B.Voc (Management & Secretarial Practices)	On Campus Training at KMV	-	18
10.	1-02-2023 to 29-04-2023	B.Voc (Management & Secretarial Practices)	Major Project Training at Secret Vision	-	11

Dimple

The Principal

Kanya Maha Vidyalaya

Jalandhar

Subject : Permission to organise Logo making Competition

Respected Madam

With due respect, this is to bring to your kind notice that B.Voc (Management & Secretarial Practices) wishes to organise Logo making Competition for the students of Management & Secretarial Practices Semester I on 8th August, 2022 at MSP Lab IT Block..

Kindly allow us to do the same and oblige.

Thanking You

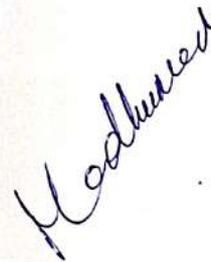
Yours Sincerely



Ms. Dimple

Assistant Professor B.Voc (Management & Secretarial Practices)

Date: 5th August, 2022



**Report on
Logo Making Competition**

August 8th, 2022

Kanya Maha Vidyalaya, Jalandhar has been ceaselessly endeavouring to impart quality based education to its students. Kaushal Kendra running under the flagship of Kanya Maha Vidyalaya always takes initiatives for growth and development of students.

In keeping with the tradition, under the able guidance of our dynamic Principal Prof (Dr.) Atima Sharma Dwivedi, B.Voc Management and Secretarial Practices organized Logo Making Competition on August 8,2022. Dr. Sabina Batra (In-Charge, Department of MSP) and Dr. Madhumeet (Head PG Department of English) were the judges for this competition. Students of B.Voc (Management & Secretarial Practices) Sem-I participated in the Logo Making Competition. The logos were judged on different grounds such as relevance, description, appeal, uniqueness and effectiveness. Students came up with different and unique ideas. The following students were declared as winners of this competition:

First Prize: Aarti (B.Voc MSP Sem-I) and

Second Prize: Amanjot Kaur (B.Voc MSP Sem-I) and

Third Prize: Rajvir Kaur (B.Voc MSP Sem-I) and
Simranjit Kaur (B.Voc MSP Sem-I)



Dimple

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR LOGO MAKING COMPETITION

DATE : August 08, 2022

SR. NO	ROLL NO.	NAME OF THE STUDENT	ATTENDANCE
1	226701	HIMANI	Himani
2	226702	AARTI	Aarti
3	226703	RAJVIR Kaur	Rajvir Kaur
4	226705	NAVPREET Kaur	Navpreet Kaur
5	226707	AMANJOT SAINI	amanjot kaur
6	226708	SIMRAN Kaur SAHOTA	Simran
7	226709	MANDEEP Kaur	Mandeep
8	226710	KULJIT Kaur	Kuljit
9	226711	TARANJOT Kaur	Taranjot
10	226712	JASMEEN Kaur	Jasmeen
11	226714	PRIYANKA SHARDA	Priyanka
12	226715	JASNEET Kaur	Jasneet
13	226716	GURLEEN Kaur	Gurleen Kaur
14	226717	SIMRAN Kaur	Simran Kaur
15	226718	ASHU	Ashu
16	226719	SNEHA RANI	Sneha
17	226720	MUSKAAN RAO	Muskan
18	226722	RAMANJIT Kaur	RAMANJIT
19	226723	JAIPREET Kaur	Jaipreet
20	226724	NITIKA	Nitika
21	226725	HARPREET Kaur	Harpreet Kaur
22	226726	PRABHJOT Kaur	Prabhjot
23	226727	KOMALPREET Kaur	Komal
24	226728	MANREET Kaur	Manreet
25	226729	JASREEN Kaur	Jasreen

Danjot

KANYAMAHAVIDYALAYA ,JALANDHAR
B.VOC MANAGEMENT & SECRETARIAL PRACTICES

Date: 8. Aug . 22

Topic: Logo making competition

Name of the student: Amanjot Kaur

Class and section: B.voc (MSP) sem I

Kindly answer the following questions correctly by putting a tick mark in the right column.

	Extremely Satisfied	Satisfied	Average	Unsatisfied	Extremely Dissatisfied
1.Understanding of the topic	✓				
2.Usefulness of the Session	✓				
3.Subject knowledge of the resource person		✓			
4.Interactiveness during the Session	✓				
5.Any Suggestions	No				

Dimple

KANYAMAHAVIDYALAYA ,JALANDHAR

B.VOC MANAGEMENT & SECRETARIAL PRACTICES

Date: 8th August, 2022.

Topic: Logo Making Competition

Name of the student: Japreet.

Class and section: B.VOC Sem Ist.

Kindly answer the following questions correctly by putting a tick mark in the right column.

	Extremely Satisfied	Satisfied	Average	Unsatisfied	Extremely Dissatisfied
1.Understanding of the topic	✓				
2.Usefulness of the Session	✓				
3.Subject knowledge of the resource person	✓				
4.Interactiveness during the Session	✓				
5.Any Suggestions	NO				

Demjit

KANYAMAHAVIDYALAYA ,JALANDHAR
B.VOC MANAGEMENT & SECRETARIAL PRACTICES

Date: 8.8.22

Topic: Logo making competition

Name of the student: Nitika

Class and section: B.VOC (MSP) Sem-I

Kindly answer the following questions correctly by putting a tick mark in the right column.

	Extremely Satisfied	Satisfied	Average	Unsatisfied	Extremely Dissatisfied
1.Understanding of the topic	✓				
2.Usefulness of the Session	✓				
3.Subject knowledge of the resource person		✓			
4.Interactiveness during the Session	✓				
5.Any Suggestions	No				

Dimple

KANYAMAHAVIDYALAYA, JALANDHAR
B.VOC MANAGEMENT & SECRETARIAL PRACTICES

Date: 8th Aug, 2022.

Topic: Logo Making Competition.

Name of the student: Gvsteev

Class and section: B.VOC Sem 1.2.

Kindly answer the following questions correctly by putting a tick mark in the right column.

	Extremely Satisfied	Satisfied	Average	Unsatisfied	Extremely Dissatisfied
1. Understanding of the topic	✓				
2. Usefulness of the Session	✓				
3. Subject knowledge of the resource person	✓				
4. Interactiveness during the Session	✓				
5. Any Suggestions	no				

Sample

KANYAMAHAVIDYALAYA ,JALANDHAR
B.VOC MANAGEMENT & SECRETARIAL PRACTICES

Date: 08 August 22

Topic: Logo Making Competition

Name of the student: Navpreet Kaur

Class and section: B.VOC (MSP) Semester - I

Kindly answer the following questions correctly by putting a tick mark in the right column.

	Extremely Satisfied	Satisfied	Average	Unsatisfied	Extremely Dissatisfied
1.Understanding of the topic	✓				
2.Usefulness of the Session	✓				
3.Subject knowledge of the resource person	✓				
4.Interactiveness during the Session	✓				
5.Any Suggestions	NO				

Dimple

The Principal

Kanya Maha Vidyalaya

Jalandhar

Subject : Permission to organise Independence day celebration

Respected Madam

With due respect, this is to bring to your kind notice that B.Voc (Management & Secretarial Practices) wishes to organise Independence day celebration for the students of Management & Secretarial Practices on 13th August, 2022 at MSP Lab IT Block..

Kindly allow us to do the same and oblige.

Thanking You

Yours Sincerely



Ms. Dimple

Assistant Professor B.Voc (Management & Secretarial Practices)

Date: 12th August, 2022



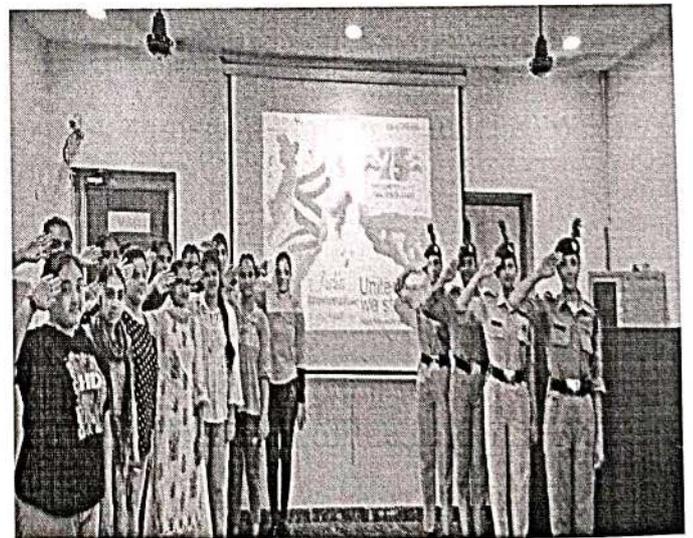
**Report on
Independence Day Celebration**

August 13th, 2022

Kanya Maha Vidyalaya - The Heritage and Autonomous Institution, Jalandhar has always been making efforts for the holistic development of its students and also plays an important role to the country as well. In keeping with this tradition, the Department of B.Voc (Management and Secretarial Practices) organized a celebration on the occasion of Independence Day on 13th August, 2022.

Independence Day was celebrated with great enthusiasm by the students of Management and Secretarial Practices along with NCC cadets. The students cleaned their classrooms and decorated them with tricoloured balloons and ribbons. Pictures of our great leaders and freedom fighters were displayed on the smart board.

Later, students presented patriotic songs and poems. Departmental teachers Ms. Dimple and Ms. Manpreet Kaur appreciated the enthusiasm of the students. At the end, sweets were distributed to them with great pleasure.



Dimple

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR INDEPENDENCE DAY CELEBRATION

DATE: AUGUST 13, 2022

SR. NO	ROLL NO.	NAME OF THE STUDENT	ATTENDANCE
1	226701	HIMANI	Himani
2	226702	AARTI	Aarti
3	226703	RAJVIR Kaur	Rajvir Kaur
4	226705	NAVPREET Kaur	Navpreet Kaur
5	226707	AMANJOT SAINI	Amanjot Kaur
6	226708	SIMRAN Kaur SAHOTA	Simran Kaur
7	226709	MANDEEP Kaur	Mandeep Kaur
8	226710	KULJIT Kaur	Kuljit Kaur
9	226711	TARANJOT Kaur	Taranjot Kaur
10	226712	JASMEEN Kaur	Jasmeen Kaur
11	226714	PRIYANKA SHARDA	Priyanka
12	226715	JASNEET Kaur	Jasneet Kaur
13	226716	GURLEEN Kaur	Gurleen Kaur
14	226717	SIMRAN Kaur	Simran Kaur
15	226718	ASHU	Ashu
16	226719	SNEHA RANI	Sneha
17	226720	MUSKAAN RAO	Muskaan
18	226722	RAMANJIT Kaur	Ramanjit
19	226723	JAIPREET Kaur	Jaipreet
20	226724	NITIKA	Nitika
21	226725	HARPREET Kaur	Harpreet
22	226726	PRABHJOT Kaur	Prabhjot
23	226727	KOMALPREET Kaur	Komal
24	226728	MANREET Kaur	Manreet
25	226729	JASREEN Kaur	Jasreen

Singh

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR INDEPENDENCE DAY CELEBRATION

DATE: AUGUST 13, 2022

SRNO.	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	Prabhjotkaur.
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.

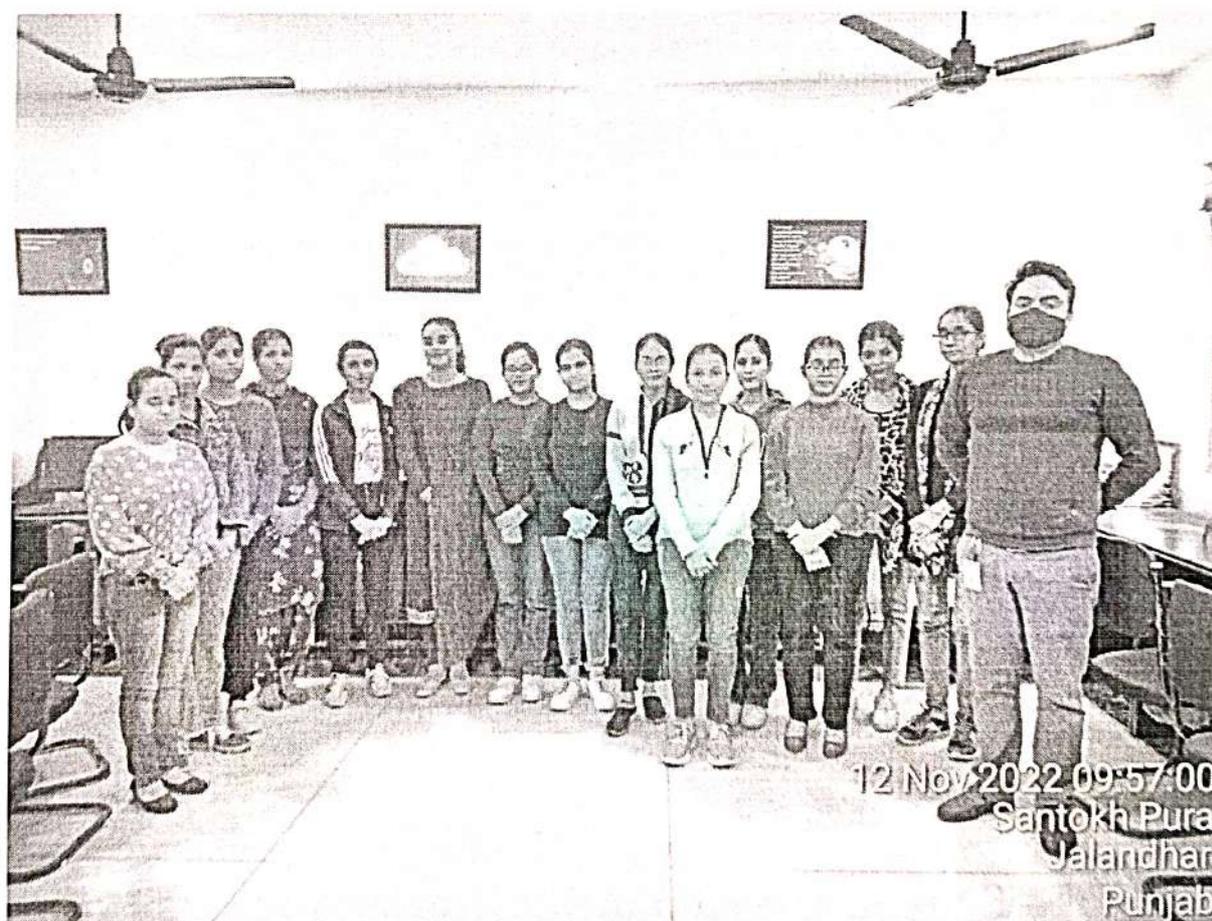
Sample

Report On

Sector Skill Exam by NASSCOM

Department of B.Voc (Management & Secretarial Practices)

On 12th November, 2022, The Department of B.Voc (Management & Secretarial Practices) organised Sector Skill Exam for the Certificate course of Domestic Data Entry Operator, which was taken by an official from NASSCOM. The students of the course performed very well and cleared their exam with a good percentage. In total , 12 students have appeared for the exam and 10 students got Gold Certificates and 2 students got Silver Certificates.



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NSDC ATTENDANCESHEET

SHL

TrainingProviderName:Kanya Maha Vidyalaya

Batch ID: UNIVTPA0272 Centre ID:

Job Role/QP : DDEO

Sector: ItS

City: Jalandhar

State: Punjab

Date: 11-11-2022

S.No.	Candidate Name	Unique ID	Gender	Theory Amcat ID	Practical Amcat ID
1	Diksha Saini	AM_IT_2026494	F	395371774191481	N/a
2	DivyaJalota	AM_IT_2026495	F	395371774794039	N/a
3	Guntash Kaur	AM_IT_2026492	F	395371774515412	N/a
4	Jasmeet Kaur	AM_IT_2026501	F	395371774565076	N/a
5	Khushi Jain	AM_IT_2026502	F	395371774510130	N/a
6	MuskanMiglani	AM_IT_2026493	F	395371774790728	N/a
7	Neha Kumari	AM_IT_2026496	F	395371774590520	N/a
8	Parneet Kaur	AM_IT_2026498	F	395371774702790	N/a
9	Prabhdeep Kaur	AM_IT_2026500	F	395371774 (Absent)	N/a
10	Richa	AM_IT_2026505	F	395371774539717	N/a
11	Ritika	AM_IT_2026504	F	395371774778908	N/a
12	Sahajpreet Kaur	AM_IT_2026497	F	395371774891632	N/a
13	Samiksha	AM_IT_2026499	F	395371774097470	N/a
14	Sandeep Kaur	AM_IT_2026503	F	395371774306005	N/a
15	Simranpreet Kaur	AM_IT_2026506	F	395371774567171	N/a



Director
DDU KAUSHAL KENDRA
Kanya Maha Vidyalaya
Jalandhar, Punjab

Dunlop

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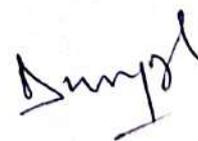
Candidate Feedback Form

Name of the Candidate:	Simranpreet Kaur			
Batch ID:	UNIVTPA0272			
Name of the Training Partner:	Kanya Maha Vidyalaya			
Location <city/state>:	Jalandhar			
Name of the Sector:	It/ites			
Job Role:	Ddeo			
Date of Assessment:	12-11-2022			
Language of the Assessment:	English			
Scale	Parameters			
	Quality of Training Material Provided to the Candidates (in terms of Relevance, Depth, Coverage, Etc.)	Infrastructure present at the Training Center (in terms of No. of classrooms, State of Laboratories, Etc.)	Counseling and Mentoring Support (in terms of relevance, Usability, etc.)	Overall Training Effectiveness (in terms of knowledge gained, up skilling, Etc.)
1 - Very Good	✓	✓	✓	✓
2 - Good				
3 - Average				
4 - Poor				
5 - Very Poor				
Any specific remark on training provided	No			
Any specific remark on assessment process	No			

Candidate Signature:- Simranpreet Kaur


Director
DDU KAUSHAL KENDRA
Kanya Maha Vidyalaya
Jalandhar, Punjab.

Training partner stamp



.SHL.

Candidate Feedback Form

Name of the Candidate:	PARNEET KAUR			
Batch ID:	UNIVTPA0272			
Name of the Training Partner:	Kanya Maha Vidyalaya			
Location <city/state>:	Jalandhar			
Name of the Sector:	IT/ITES			
Job Role:	Ddeo			
Date of Assessment:	12-11-2022			
Language of the Assessment:	English			
Scale	Parameters			
	Quality of Training Material Provided to the Candidates (in terms of Relevance, Depth, Coverage, Etc.)	Infrastructure present at the Training Center (in terms of No. of classrooms, State of Laboratories, Etc.)	Counseling and Mentoring Support (in terms of relevance, Usability, etc.)	Overall Training Effectiveness (in terms of knowledge gained, up skilling, Etc.)
1 - Very Good				
2 - Good		✓		
3 - Average	✓		✓	✓
4 - Poor				
5 - Very Poor				
Any specific remark on training provided	No			
Any specific remark on assessment process	No			

Parneet Kaur
Candidate Signature:-


Director
DDU KAUSHAL KENDRA
Kanya Maha Vidyalaya
Jalandhar, Punjab

Training partner stamp

Dimple

.SHL.

Candidate Feedback Form

Name of the Candidate:	Jasmeet Kaur			
Batch ID:	UNIVTPA0272			
Name of the Training Partner:	Kanya Maha Vidyalaya			
Location <city/state>:	Jalandhar			
Name of the Sector:	It/ites			
Job Role:	Ddeo			
Date of Assessment:	12-11-2022			
Language of the Assessment:	English			
Scale	Parameters			
	Quality of Training Material Provided to the Candidates (in terms of Relevance, Depth, Coverage, Etc.)	Infrastructure present at the Training Center (in terms of No. of classrooms, State of Laboratories, Etc.)	Counseling and Mentoring Support (in terms of relevance, Usability, etc.)	Overall Training Effectiveness (in terms of knowledge gained, up skilling, Etc.)
1 - Very Good				
2 - Good				
3 - Average	✓	✓	✓	✓
4 - Poor				
5 - Very Poor				
Any specific remark on training provided	No			
Any specific remark on assessment process	No			

Candidate Signature:- Jasmeet Kaur

Training partner stamp


Director
DDU KAUSHAL KENDRA
Kanya Maha Vidyalaya
Jalandhar, Punjab.

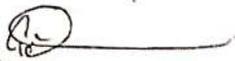


.SHL.

Candidate Feedback Form

Name of the Candidate:	Sohajpreet Kaur			
Batch ID:	UNIVTPAD272			
Name of the Training Partner:	Kanya Maha Vidyalaya			
Location <city/state>:	Jalandhar			
Name of the Sector:	IT/ITES			
Job Role:	Ddeo			
Date of Assessment:	12-11-2022			
Language of the Assessment:	English			
Scale	Parameters			
	Quality of Training Material Provided to the Candidates (in terms of Relevance, Depth, Coverage, Etc.)	Infrastructure present at the Training Center (in terms of No. of classrooms, State of Laboratories, Etc.)	Counseling and Mentoring Support (in terms of relevance, Usability, etc.)	Overall Training Effectiveness (in terms of knowledge gained, up skilling, Etc.)
1 - Very Good		✓		
2 - Good			✓	
3 - Average	✓			✓
4 - Poor				
5 - Very Poor				
Any specific remark on training provided	No			
Any specific remark on assessment process	No			

Sohajpreet Kaur
Candidate Signature:-


Director
DDU KAUSHAL KENDRA
Kanya Maha Vidyalaya
Jalandhar, Punjab.

Training partner stamp

Handwritten mark

.SHL.

Candidate Feedback Form

Name of the Candidate:	<i>Diksha Saini</i>			
Batch ID:	UNIVTPA0272			
Name of the Training Partner:	Kanya Maha Vidyalaya			
Location <city/state>:	Jalandhar			
Name of the Sector:	IT/ITES			
Job Role:	Ddeo			
Date of Assessment:	12-11-2022			
Language of the Assessment:	English			
Scale	Parameters			
	Quality of Training Material Provided to the Candidates (in terms of Relevance, Depth, Coverage, Etc.)	Infrastructure present at the Training Center (in terms of No. of classrooms, State of Laboratories, Etc.)	Counseling and Mentoring Support (in terms of relevance, Usability, etc.)	Overall Training Effectiveness (in terms of knowledge gained, up skilling, Etc.)
1 - Very Good				
2 - Good	✓	✓	✓	✓
3 - Average				
4 - Poor				
5 - Very Poor				
Any specific remark on training provided	No			
Any specific remark on assessment process	No			

Diksha Saini
Candidate Signature:-


Director
DDU KAUSHAL KENDRA
Kanya Maha Vidyalaya
Jalandhar, Punjab.

Training partner stamp

Dimple



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Malika D/O Desraj

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Rajveer Kaur D/O Kamaljit Singh

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)

Sample



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NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Alisha D/O Ram Sunder

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5


Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Taranjot Kaur D/O Hamek Singh

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5


Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)





IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Isha D/O Raman Kumar

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of Issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-IteS Sector Skill Council
NASSCOM)



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Harsimranjeet Kaur D/O Jatinder kumar

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of Issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-IteS Sector Skill Council
NASSCOM)

Dimple



IT - ITes SSC
NASSCOM

SILVER

CERTIFICATE

This is to certify that

Ms. Saira D/O Micheal

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of Issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-ITes Sector Skill Council
NASSCOM)



IT - ITes SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Jasmeet Kaur D/O Harparkash Singh

has successfully cleared the assessment for the role of

Domestic Data Entry Operator (QP No. -SSC/Q2212)

conforming to National Skill Qualifications Framework Level 4



Date of Issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-ITes Sector Skill Council
NASSCOM)

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IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Priyanka D/O Suresh Kumar

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)



IT - ITeS SSC
NASSCOM

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CERTIFICATE

This is to certify that

Ms. Khushpreet Kaur D/O Daljit singh

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)



IT - ITeS SSC
NASSCOM

SILVER

CERTIFICATE

This is to certify that

Ms. Komal D/O Parveen Kumar

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of Issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5


Krishnan Ramanujan
(Chairperson, IT-IteS Sector Skill Council
NASSCOM)



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Kajal D/O Vijay Singh

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of Issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5


Krishnan Ramanujan
(Chairperson, IT-IteS Sector Skill Council
NASSCOM)





IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Komalpreet Kaur D/O Gurmeet Singh

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of Issuance: 20/01/2023
Valid with reference
Gold >= 69.5 Silver >= 59.5 & < 69.5 Bronze >= 49.5 & < 59.5


Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Khushi Jain D/O Mahendra Kumar Jain

has successfully cleared the assessment for the role of

Domestic Data Entry Operator (QP No. -SSC/Q2212)

conforming to National Skill Qualifications Framework Level 4



Date of Issuance: 20/01/2023
Valid with reference
Gold >= 69.5 Silver >= 59.5 & < 69.5 Bronze >= 49.5 & < 59.5


Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)

Dimple



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Rupanjot aur D/O Sukhjindor Singh

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold >= 69.5 Silver >= 59.5 & < 69.5 Bronze > 49.5 & < 59.5


Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Palak Sharma D/O Raj Sharma

has successfully cleared the assessment for the role of

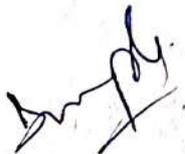
CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold >= 69.5 Silver >= 59.5 & < 69.5 Bronze > 49.5 & < 59.5


Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)





IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Richa D/O Mr. Harsh Kumar

has successfully cleared the assessment for the role of

Domestic Data Entry Operator (QP No. -SSC/Q2212)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-TeS Sector Skill Council
NASSCOM)



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Shivjit Kaur D/O virbhadar singh

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-TeS Sector Skill Council
NASSCOM)

Dujoy



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Samiksha D/O Surinder Kumar Bhalla

has successfully cleared the assessment for the role of

Domestic Data Entry Operator (QP No. -SSC/Q2212)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Muskan Jaswal D/O Kamal Jaswal

has successfully cleared the assessment for the role of

CRM Domestic Non-Voice (QP No. -SSC/Q2211)

conforming to National Skill Qualifications Framework Level 4



Date of issuance: 20/01/2023
Valid with reference
Gold=>69.5 Silver=>59.5 & <69.5 Bronze=>49.5 & <59.5

Krishnan Ramujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)

The Principal

Kanya Maha Vidyalaya

Jalandhar

Subject : Permission to conduct Parents Teachers Meet

Respected Madam

With due respect, this is to bring to your kind notice that B.Voc (Management & Secretarial Practices) wishes to conduct Parents Teachers Meet for the students of Management & Secretarial Practices on 19th November, 2022.

Kindly allow us to do the same and oblige.

Thanking You

Yours Sincerely



Ms. Dimple

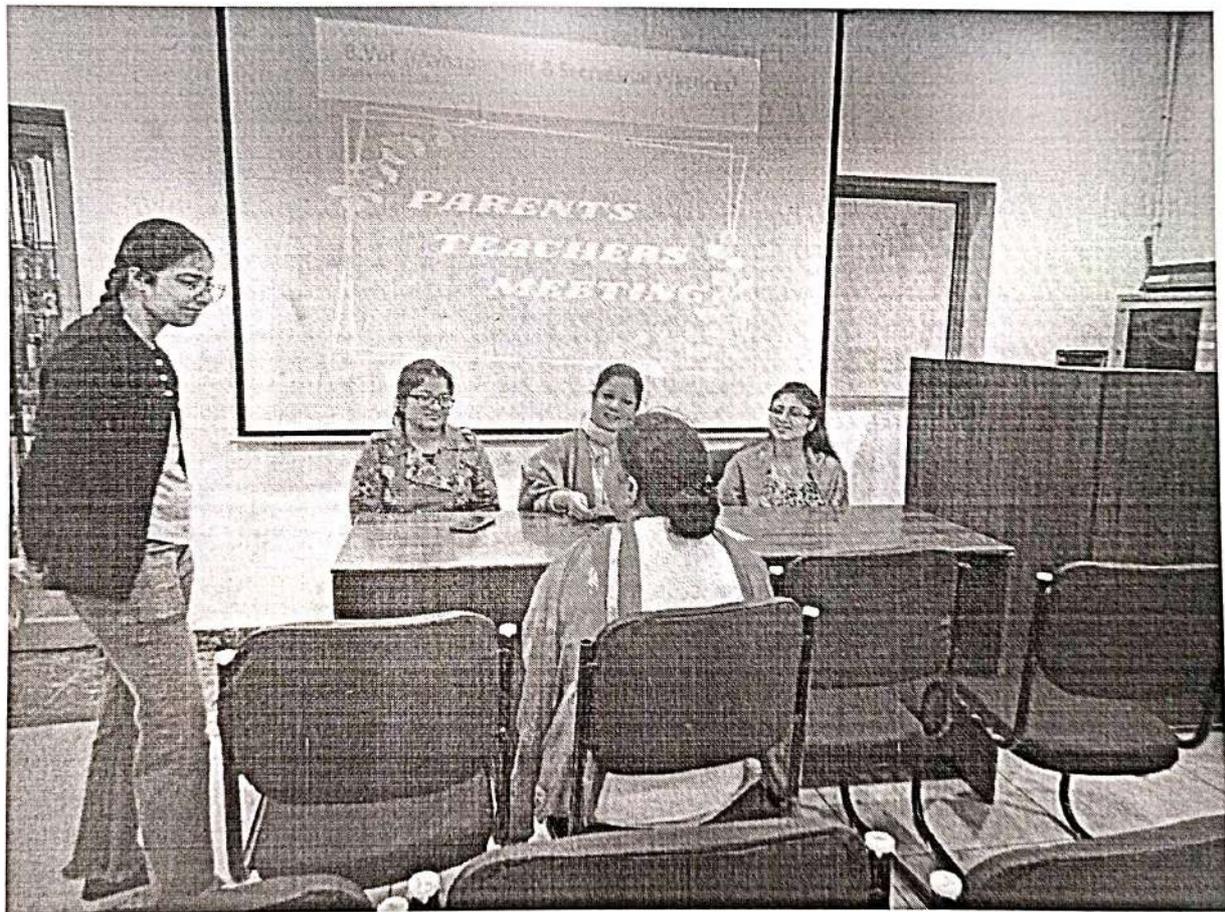
Assistant Professor B.Voc (Management & Secretarial Practices)

Date: 16th November, 2022



**Report on
Parents Teacher Meet
19th November, 2022**

B.Voc (Management and Secretarial Practices) organized a Parent Teacher Meet on 19-11-2022. It was a very interactive and fruitful session. The parents of students who attended this event were satisfied with the syllabus, teachers and their teaching style, as well as the performance of their ward. To ensure this, feedback forms were circulated to record the response of parents. Feedback forms and signature sheets are kept as records in the department.



Dr. J. S. J.

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
Parents Teachers Meet (19-11-2022)

Programme Name: B. Voc (Management & Secretarial Practices)
Semester: I

Sr. No.	Name of Student	Class Roll No.	Computer Fundamentals	Work Management	CRM	Office Management	MS Office I		Signature of Student	Signature of Parents
							TH.	Prac.		
1.	Himani	226701	38	34	33	34	39	38	Himani	Balwinder Kaur
2.	Aarti	226702	28	21	19	25	28	36		
3.	Rajvir Kaur	226703	30	26	32	26	32	37		
4.	Navpreet Kaur	226705	25	25	24	23	24	34	Navpreet Kaur	
5.	Amanjot Saini	226707	35	31	33	23	28	35	Amanjot	
6.	Simran	226708	11	11	7	16	16	28		
7.	Mandeep	226709	20	16	3	23	18	30	Mandeep	
8.	Kuljit	226710	16	14	16	17	17	28		
9.	Taranjot Kaur	226711	36	31	33	32	34	33	Taranjot Kaur	
10.	Jasmeen Kaur	226712	28	28	27	24	26	31		
11.	Priyanka	226714	24	25	24	24	25	37		
12.	Jasneet Kaur	226715	33	31	29	27	32	38	Jasneet	
13.	Gurleen Kaur	226716	31	28	20	30	33	32		
14.	Simran	226717	17	20	19	29	24	27		

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15.	Ashu	226718	16	7	5	7	16	30	
16.	Sneha Rani	226719	21	21	25	29	23	25	
17.	Muskaan Rao	226720	21	A	20	16	13	30	Raju
18.	Jaipreet	226723	33	31	29	32	37	39	Muskaan
19.	Nitika	226724	16	17	5	20	20	26	
20.	Harpreet	226725	17	6	6	16	17	24	
21.	Prabhjot	226726	12	14	16	14	16	28	
22.	Komalpreet kaur	226727	18	9	12	23	27	30	

Du Toe

PTM Feedback Performa

Date of PTM: 19.11.2022

Venue: msp Lab

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required -

Q2. What mode would you like to see the progress report of your ward?

By Post - By email - PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor -

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor -

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor -

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor -

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor -

Q8. Your views regarding Hostel ----- Bus facility -----

Q9. What do you think about the teaching staff?

Staff Helpful - Well Qualified - Not Co-operative -
Poor attitude - Good non teaching staff -

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Himani
Ward's Name

Class of Ward

Ward's Roll Number-

D-128

PTM Feedback Performa

Date of PTM: 19-11-22

Venue: MSP Lab

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required -

Q2. What mode would you like to see the progress report of your ward?

By Post - By email - PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor -

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor -

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor -

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor -

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor -

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful - Well Qualified - Not Co-operative -

Poor attitude - Good non teaching staff -

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Taru
Ward's Name

Class of Ward

Ward's Roll Number-

104

PTM Feedback Performa

Date of PTM: 19-Nov-23

Venue: MSP Lab

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post- By email- PTM-

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor-

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor-

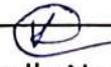
Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful- Well Qualified- Not Co-operative-
 Poor attitude- Good non teaching staff-

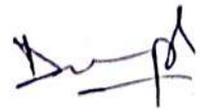
Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----


Ward's Name

Class of Ward

Ward's Roll Number-



PTM Feedback Performa

Date of PTM : 19.11.22

Venue: MSP Lab

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post- By email- PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor-

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful- Well Qualified- Not Co-operative-

Poor attitude- Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Ward's Name -----

Class of Ward -----

Ward's Roll Number-----

Dimple

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
Parents Teachers Meet (19-11-2022)

Programme Name: B. Voc (Management & Secretarial Practices)
Semester: III

Sr. No.	Name of Student	Class Roll No.	Business Organisation and Systems	Management Information System	Marketing Management	Business and Office Correspondence	Accounting for Managers	Lab on Electronic CRM	Computer based Accounting – TALLY	LAB ON LIFE SKILLS	Signature of students	Signature of Parents
1.	Saira	226801	30	31	24	29	26	56	36	38		
2.	Reeya Khawas	226802	28	31	30	26	21	56	37	39	Reeya Kaur	Rhishika sister
3.	Gurpreet Kaur	226803	31	32	31	32	27	57	37	39	Gurpreet Kaur	Prabhyt
4.	Komalpreet Kaur	226804	33	35	32	33	33	58	38	38		
5.	Prabhjot Kaur	226805	27	25	30	31	25	57	36	38		
6.	Monika Rani	226806	18	A	A	22	16	55	35	37		
7.	Nandini	226807	30	33	31	32	21	56	36	39		
8.	Kritika	226808	23	21	23	19	18	56	36	36		
9.	Kajal	226809	32	35	30	32	31	57	38	38	Kajal Kaur	Vandana
10.	Pardeep Kaur	226810	31	32	29	30	32	57	37	38		
11.	Palak	226811	33	33	32	32	31	58	38	39	Palak	Radhu
12.	Manmeet kaur	226812	33	37	34	33	36	58	39	40		

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PTM Feedback Performa

Date of PTM : 19 Nov 22.

Venue: Lab-5

1. How many times do you feel PTM must be organized in a year?

Once -

Twice -

Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post-

By email-

PTM-

Q3. Your views about progress of your ward after admission to KMV?

Excellent -

Satisfactory -

Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent -

Satisfactory -

Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent -

Satisfactory -

Poor-

Q6. Your views regarding teaching standards of the college.

Excellent -

Satisfactory -

Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent -

Satisfactory -

Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful-

Well Qualified-

Not Co-operative-

Poor attitude-

Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Class of Ward

Ward's Name

Kajal Thakur
Ward's Roll Number-

[Handwritten Signature]

PTM Feedback Performa

Date of PTM : 19-11-22

Venue: MSP Lab

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post- By email- PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor-

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful- Well Qualified- Not Co-operative-

Poor attitude- Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Nandini
Ward's Name

Class of Ward

Ward's Roll Number-

D-704

PTM Feedback Performa

Date of PTM: 19.11.22

Venue: Lab 5

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required -

Q2. What mode would you like to see the progress report of your ward?

By Post - By email - PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor -

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor -

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor -

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor -

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor -

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful - Well Qualified - Not Co-operative -

Poor attitude - Good non teaching staff -

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Ward's Name Reya Shree

Class of Ward

Ward's Roll Number-

Duply

PTM Feedback Performa

Date of PTM : 19. Nov. 22

Venue: msp Lab

1. How many times do you feel PTM must be organized in a year?

Once -

Twice -

Not required -

Q2. What mode would you like to see the progress report of your ward?

By Post -

By email -

PTM

Q3. Your views about progress of your ward after admission to KMV?

Excellent

Satisfactory -

Poor -

Q4. Your opinions regarding facilities available in the college.

Excellent -

Satisfactory -

Poor -

Q5. Personal attention of faculty & interaction with your ward.

Excellent -

Satisfactory -

Poor -

Q6. Your views regarding teaching standards of the college.

Excellent

Satisfactory -

Poor -

Q7. Improvement in Personality & communication skills of your wards.

Excellent -

Satisfactory -

Poor -

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful -

Well Qualified -

Not Co-operative

Poor attitude -

Good non teaching staff -

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Ward's Name Grishmeet Kaur

Class of Ward

Ward's Roll Number-

Dimple

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
Parents Teachers Meet (19-11-2022)

Programme Name: B.Voc (Management & Secretarial Practices)
Semester: V

Sr. No.	Name of Student	Class Roll No.	INTRODUCTION TO GRAPHIC DESIGNING	FUNDAMENTALS OF BANKING	(GST)	Designing in Corel Draw	Designing in Adobe Photoshop	Lab on Corel Draw	Lab on Adobe Photoshop	Lab on Goods and Services Tax (GST)	Signature of students	Signature of Parents
1.	SHRIYA	226851	18	12	7	20	29	36	29	35		
2.	DALJINDER Kaur	226852	38	34	30	39	38	39	38	38		
3.	HARSIMRAN JEET Kaur	226853	16	13	11	17	28	36	28	34	Harsimran	Randeep
4.	MALIKA	226854	39	34	33	38	36	39	36	38	Malika	Randeep Kaur
5.	SHIVJIT Kaur	226855	28	29	26	32	26	37	26	37		
6.	KAMALPREET Kaur	226856	29	32	26	32	28	38	28	37	Rawalpreet	Satwinder
7.	KHUSHPREET Kaur	226857	35	33	27	38	36	38	36	38		
8.	SUMAN	226858	17	11	4	16	27	36	27	34		
9.	RAJVEER Kaur	226859	25	29	29	34	30	36	30	37	Rajveer Kaur	Ranjit Kaur
10.	PRIYANKA	226860	19	16	16	24	28	36	28	34		
11.	ISHA	226811	33	33	25	30	28	37	28	37		

(Handwritten Signature)

PTM Feedback Performa

Date of PTM: 19 NOV 22

Venue: msp Lab

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post- By email- PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor-

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful - Well Qualified - Not Co-operative-

Poor attitude- Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Haleem Khan
Ward's Name

Class of Ward

Ward's Roll Number-

1926

PTM Feedback Performa

Date of PTM : 19. Nov. 22

Venue: MSP Lab

1. How many times do you feel PTM must be organized in a year?

Once -

Twice -

Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post-

By email-

PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent -

Satisfactory -

Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent -

Satisfactory -

Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent -

Satisfactory -

Poor-

Q6. Your views regarding teaching standards of the college.

Excellent -

Satisfactory -

Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent -

Satisfactory -

Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful-

Well Qualified-

Not Co-operative-

Poor attitude-

Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Ramapreet
Ward's Name

Class of Ward

Ward's Roll Number-

Duply

PTM Feedback Performa

Date of PTM: 19-11-22

Venue: Lab 5

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post- By email- PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor-

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful- Well Qualified- Not Co-operative-

Poor attitude- Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Malika
Ward's Name -----

Class of Ward

Ward's Roll Number-

Durgesh

PTM Feedback Performa

Date of PTM: 19 November 2021

Venue: MSP Lab

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post- By email- PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor-

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful - Well Qualified - Not Co-operative-

Poor attitude- Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Rajveer Kaur
Ward's Name

Class of Ward

Ward's Roll Number-

Duply

The Principal
Kanya Maha Vidyalaya
Jalandhar

Subject : Permission to organise Power Point Presentation Making Competition

Respected Madam

With due respect, this is to bring to your kind notice that B.Voc (Management & Secretarial Practices) wishes to organise Point Presentation Making Competition for the students of Management & Secretarial Practices on March 25th, 2023 at MSP Lab IT Block.

Kindly allow us to do the same and oblige.

Thanking You

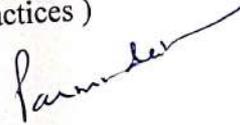
Yours Sincerely



Dr. Sabina Batra

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

Date: 23rd March, 2023

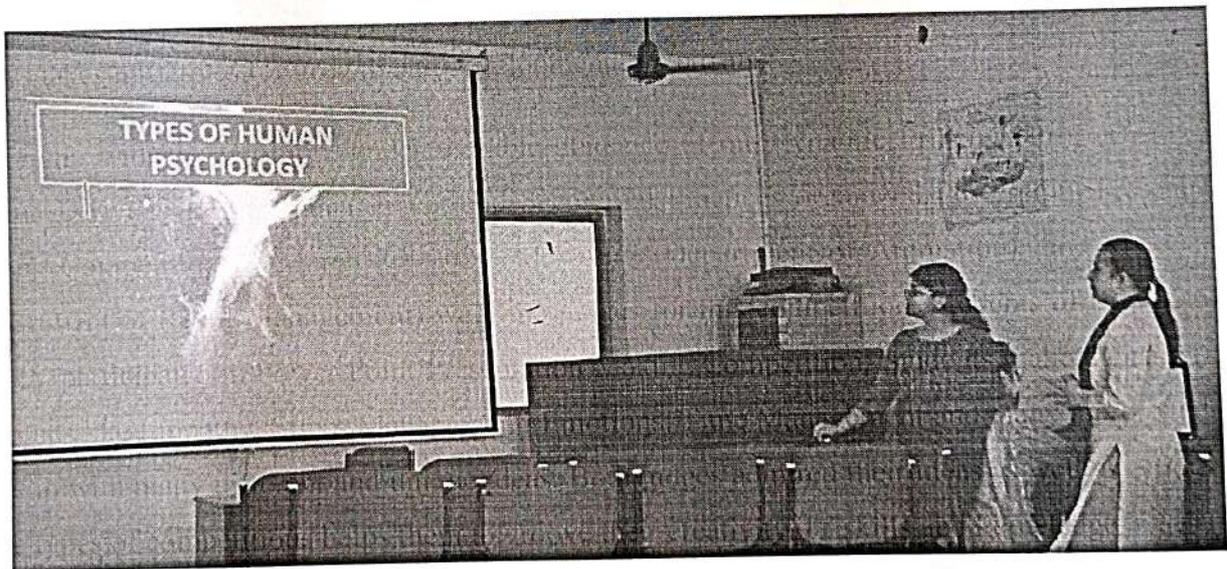


Report on
Power Point Presentation Making Competition

March 25, 2023

Kanya Maha Vidyalaya, Jalandhar has been ceaselessly endeavouring to impart quality based education to its students. Kaushal Kendra running under the flagship of Kanya Maha Vidyalaya always takes initiatives for growth and development of students.

In keeping with the tradition, under the able guidance of our dynamic Principal Prof (Dr.) Atima Sharma Dwivedi, B.Voc Management and Secretarial Practices organized Powerpoint Presentation Making Competition on March 25, 2023. Ms. Aarti (Department of Animation) and Ms. Chetna (Department of Retail Management) were the judges for this competition. Students of B.Voc MSP Sem-IV participated in Power Point Presentation Making Competition. Students make their PPTs on the topics like Empathy, Stress Management, Emotions, Time Management and many more. Students came up with many different and unique ideas. Both judges admired their ideas as well as efficiency. These types of competitions helps them to groove their creativity, IT skills and knowledge.



The following students were declared as winners of this competition:

First Prize: Kajal (B.Voc MSP Sem-IV) and

Second Prize: Gurpreet (B.Voc MSP Sem-IV) and

Third Prize: Komalpreet Kaur (B.Voc MSP Sem-IV)

D. 104

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR POWERPOINT PRESENTATION MAKING COMPETITION

DATE : March 25, 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	Komalpreet
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-104

KANYAMAHAVIDYALAYA ,JALANDHAR

B.VOC MANAGEMENT & SECRETARIAL PRACTICES

Date: 25th March, 2023

Topic: POWER POINT MAKING, COMPETITION

Name of the student: KOMALPREET KAUR

Class and section: B.VOC^{Mkt} (SEM IV)

Kindly answer the following questions correctly by putting a tick mark in the right column.

	Extremely Satisfied	Satisfied	Average	Unsatisfied	Extremely Dissatisfied
1. Understanding of the topic	✓				
2. Usefulness of the Session		✓			
3. Subject knowledge of the Resource person		✓			
4. Interactiveness during the Session		✓			
5. Any Suggestions	No				

Dupli

KANYAMAHAVIDYALAYA, JALANDHAR

B.VOC MANAGEMENT & SECRETARIAL PRACTICES

Date: 25th March 23

Topic: Powerpoint presentation Making Competition

Name of the student: Namolivi

Class and section: B.Voc (MSP) sem-IV

Kindly answer the following questions correctly by putting a tick mark in the right column.

	Extremely Satisfied	Satisfied	Average	Unsatisfied	Extremely Dissatisfied
1. Understanding of the topic	✓				
2. Usefulness of the Session	✓				
3. Subject knowledge of the resource person	✓				
4. Interactiveness during the Session	✓				
5. Any Suggestions	NO				

Du/24

KANYAMAHA VIDYALAYA, JALANDHAR

B.VOC MANAGEMENT & SECRETARIAL PRACTICES

Date: 25th March, 2023

Topic: PowerPoint Presentation Making Competition

Name of the student: RAJAL

Class and section: B.VOC SEM IV

Kindly answer the following questions correctly by putting a tick mark in the right column.

	Extremely Satisfied	Satisfied	Average	Unsatisfied	Extremely Dissatisfied
1. Understanding of the topic	✓				
2. Usefulness of the session	✓				
3. Subject knowledge of the resource person	✓				
4. Interactiveness during the session	✓				
5. Any Suggestions	No.				

Duph

KANYAMAHAVIDYALAYA, JALANDHAR
B.VOC MANAGEMENT & SECRETARIAL PRACTICES

Date: 25.3.23

Topic: PPT making competition.

Name of the student: Gaurpreet Kaur

Class and section: B.VOC (MSP) semester IV

Kindly answer the following questions correctly by putting a tick mark in the right column.

	Extremely Satisfied	Satisfied	Average	Unsatisfied	Extremely Dissatisfied
1. Understanding of the topic	✓				
2. Usefulness of the Session	✓				
3. Subject knowledge of the resource person	✓				
4. Interactiveness during the Session	✓				
5. Any Suggestions					

Dimple

The Principal

Kanya Maha Vidyalaya

Jalandhar

Subject : Permission to conduct Parents Teachers Meet

Respected Madam

With due respect, this is to bring to your kind notice that B.Voc (Management & Secretarial Practices) wishes to conduct Parents Teachers Meet for the students of Management & Secretarial Practices on 8th April, 2023.

Kindly allow us to do the same and oblige.

Thanking You

Yours Sincerely



Ms. Dimple

Assistant Professor B.Voc (Management & Secretarial Practices)

Date: 5th April, 2023



Parents Teacher Meet

Session 2022-23

B.Voc (Management and Secretarial Practices) organized a Parent Teacher Meet on 08-04-2023. It was very interactive and fruitful session. The Parents of students who attended this, They were satisfied with the syllabus, teachers and their teaching style as well as performance of their ward. To ensure this, feedback forms were circulated to record the response of parents. Feedback forms and signature sheets are kept as record in the department.



Dimple

B.Voc (Management & Secretarial Practices) SEM II

Record of Students for PTM

Teacher Incharge: Ms. Dimple

DATE:08-04-2023

Class Roll No.	Name	Commercial laws	Basic accounting	Principles of management	Ms office-II	Ms office-II Lab	On campus training and report writing	Parents Signature
226701	HIMANI	31	30	31	34	40	38	Balinder Kaur
226702	AARTI	17	25	22	26	38	40	Malti Devi
226703	RAJVIR KAUR	29	30	30	27	39	40	
226705	NAVPREET KAUR	22	21	25	23	37	39	
226707	AMANJOT SAINI	28	33	29	25	38	39	Hasejit
226708	SIMRAN KAUR SAHOTA	16	16	4	13	36	36	
226709	MANDEEP KAUR	11	9	1	11	37	39	Manjit
226710	KULJIT KAUR	12	7	13	16	35	37	Manjit
226711	TARANJOT KAUR	32	34	33	33	40	40	Meena Kaur

(Signature)

226712	JASMEEN KAUR	28	29	21	23	38	39	Jaspol
226715	JASNEET KAUR	27	28	30	30	39	40	
226716	GURLEEN KAUR	21	16	16	20	38	37	
226717	SIMRAN KAUR	16	16	16	18	37	36	
226719	SNEHA RANI	23	28	27	25	39	39	
226720	MUSKAAN RAO	7	13	16	8	37	39	Ritu
226723	JAIPREET KAUR	20	26	24	20	38	40	
226724	NITIKA	16	10	13	19	36	37	
226727	KOMALPREET KAUR	A	A	20	2	38	37	

[Handwritten signature]

PTM Feedback Performa

Date of PTM: 8 April 2023

Venue: MSP Lab

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required -

Q2. What mode would you like to see the progress report of your ward?

By Post - By email - PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor -

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor -

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor -

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor -

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor -

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful - Well Qualified - Not Co-operative -

Poor attitude - Good non teaching staff -

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Himani
Ward's Name

Class of Ward

Ward's Roll Number-

Dipl

PTM Feedback Performa

Date of PTM: 8.04.23

Venue: Lab 5

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required -

Q2. What mode would you like to see the progress report of your ward?

By Post - By email - PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor -

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor -

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor -

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor -

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor -

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful - Well Qualified - Not Co-operative -

Poor attitude - Good non teaching staff -

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Aak
Ward's Name

Class of Ward

Ward's Roll Number-

1001

PTM Feedback Performa

Date of PTM: 8.12.21-23

Venue: MSP Lab

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post- By email- PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor-

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful- Well Qualified- Not Co-operative-

Poor attitude- Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Amanjit
Ward's Name

Class of Ward

Ward's Roll Number-

Duph

PTM Feedback Performa

Date of PTM: 8 April - 23

Venue: MSP Lab

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post- By email- PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor-

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful- Well Qualified- Not Co-operative-

Poor attitude- Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Talant Kaur
Ward's Name

Class of Ward

Ward's Roll Number-

Dimple

B.Voc (Management & Secretarial Practices) SEM IV

Record of Students for PTM

Teacher Incharge: Ms. Shifali Goyal

DATE:08-04-2023

Class Roll No.	Name	Secretarial Practices	Statistical analysis	Entrepreneurial skills	Digital data management	Minor Project	Web based applications for office management	Managerial skills	Parents Signature
216801	SAIRA	A	24	A	18	34	36	27	
216802	REEYA KHAWAS	23	20	26	24	38	39	32	Sushrma
216803	GURPREET KAUR	30	28	32	28	39	39	29	Prabjit Kaur
216804	KOMALPREET KAUR	33	32	37	35	40	39	32	
216805	PRABHJOT KAUR	A	36	A	A	37	37	A	
216806	MONIKA RANI	A	20	A	A	36	35	A	
216807	NANDINI SHARMA	28	30	30	29	38	38	33	Nishu Sharma
216808	KRITIKA KALIA	22	16	19	21	40	36	18	Santosh
216809	KAJAL	33	A	A	A	37	40	A	
216810	PARDEEP KAUR	25	27	28	A	39	38	28	
216811	PALAK SHARMA	33	24	32	30	40	39	36	
216812	MANMEET KAUR	33	37	34	36	40	39	35	

PTM Feedback Performa

Date of PTM: 8.4.22

Venue: MSP Lab

1. How many times do you feel PTM must be organized in a year?

Once -

Twice -

Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post-

By email-

PTM-

Q3. Your views about progress of your ward after admission to KMV?

Excellent -

Satisfactory -

Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent -

Satisfactory -

Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent -

Satisfactory -

Poor-

Q6. Your views regarding teaching standards of the college.

Excellent -

Satisfactory -

Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent -

Satisfactory -

Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful-

Well Qualified-

Not Co-operative-

Poor attitude-

Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Namini
Ward's Name

Class of Ward

Ward's Roll Number-

8/4/22

PTM Feedback Performa

Date of PTM: 8.4.23

Venue: Lab 5

1. How many times do you feel PTM must be organized in a year?

Once -

Twice -

Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post-

By email-

PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent -

Satisfactory -

Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent -

Satisfactory -

Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent -

Satisfactory -

Poor-

Q6. Your views regarding teaching standards of the college.

Excellent -

Satisfactory -

Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent -

Satisfactory -

Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful-

Well Qualified-

Not Co-operative-

Poor attitude-

Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

^{Kajitika}
Ward's Name

Class of Ward

Ward's Roll Number-

[Handwritten signature]

PTM Feedback Performa

Date of PTM: 8/10/23

Venue: Lab 5

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post- By email- PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor-

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful- Well Qualified- Not Co-operative-

Poor attitude- Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Asmita Rawal
Ward's Name

Class of Ward

Ward's Roll Number-

12345

PTM Feedback Performa

Date of PTM: 8.4.23

Venue: ms/10b

1. How many times do you feel PTM must be organized in a year?

Once - Twice - Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post- By email- PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent - Satisfactory - Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent - Satisfactory - Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent - Satisfactory - Poor-

Q6. Your views regarding teaching standards of the college.

Excellent - Satisfactory - Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent - Satisfactory - Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful- Well Qualified- Not Co-operative-

Poor attitude- Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Keerthi
Ward's Name

Class of Ward

Ward's Roll Number-



B.Voc (Management & Secretarial Practices) SEMI VI

Record of Students for PTM

Teacher Incharge: Ms. Harshita

DATE: 16-11-2023

Class Roll No.	Name	Fundamentals of insurance	Indian financial system	Personality enhancement lab	Human resource management	E-publishing fundamentals	Desktop publishing in adobe in-design	Desktop publishing in adobe in-design - lab	Parents Signature
Z2681	SEENA	20	16	37	18	21	27	37	Guneeta
Z2682	DALINDER KAUR	33	32	40	28	35	38	39	
Z2683	HANSMAN JEET KAUR	16	16	36	9	22	24	32	Randeep
Z2684	MALIKA	34	35	39	33	37	37	39	Kuldeep
Z2685	SEVITI KAUR	23	30	39	22	20	26	32	Indejit Kaur
Z2686	KAMALPREET KAUR	29	27	38	23	29	29	33	
Z2687	KHULSHPREET KAUR	30	32	40	26	32	33	39	
Z2688	SUMAN	16	16	36	17	40	17	30	
Z2689	RAJVEER KAUR	24	22	38	27	37	35	35	
Z2690	PREYANKA	21	20	37	19	39	29	32	
Z2691	ISHA	24	24	39	30	40	30	35	

10/11/23

PTM Feedback Performa

Date of PTM :

Venue:

1. How many times do you feel PTM must be organized in a year?

Once - ~~Twice~~ - Not required -

Q2. What mode would you like to see the progress report of your ward?

By Post - By email - ~~PTM~~ -

Q3. Your views about progress of your ward after admission to KMV?

~~Excellent~~ - Satisfactory - Poor -

Q4. Your opinions regarding facilities available in the college.

~~Excellent~~ - Satisfactory - Poor -

Q5. Personal attention of faculty & interaction with your ward.

Excellent - ~~Satisfactory~~ - Poor -

Q6. Your views regarding teaching standards of the college.

~~Excellent~~ - Satisfactory - Poor -

Q7. Improvement in Personality & communication skills of your wards.

~~Excellent~~ - Satisfactory - Poor -

Q8. Your views regarding Hostel ----- Bus facility -----

Q9. What do you think about the teaching staff?

~~Staff Helpful~~ - ~~Well Qualified~~ - Not Co-operative -

Poor attitude - Good non teaching staff -

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Shriya
Ward's Name

Class of Ward

Ward's Roll Number-

Shriya

PTM Feedback Performa

Date of PTM: 8 April 23

Venue: msp Lab

1. How many times do you feel PTM must be organized in a year?

Once -

~~Twice -~~

Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post-

By email-

~~PTM-~~

Q3. Your views about progress of your ward after admission to KMV?

~~Excellent -~~

Satisfactory -

Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent -

~~Satisfactory -~~

Poor-

Q5. Personal attention of faculty & interaction with your ward.

~~Excellent -~~

Satisfactory -

Poor-

Q6. Your views regarding teaching standards of the college.

~~Excellent -~~

Satisfactory -

Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent -

~~Satisfactory -~~

Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

~~Staff Helpful-~~

~~Well Qualified-~~

Not Co-operative-

Poor attitude-

Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Hallimam
Ward's Name

Class of Ward

Ward's Roll Number-



PTM Feedback Performa

Date of PTM: 8.4.23

Venue: msplab

1. How many times do you feel PTM must be organized in a year?

Once -

Twice -

Not required-

Q2. What mode would you like to see the progress report of your ward?

By Post-

By email-

PTM -

Q3. Your views about progress of your ward after admission to KMV?

Excellent -

Satisfactory -

Poor-

Q4. Your opinions regarding facilities available in the college.

Excellent -

Satisfactory -

Poor-

Q5. Personal attention of faculty & interaction with your ward.

Excellent -

Satisfactory -

Poor-

Q6. Your views regarding teaching standards of the college.

Excellent -

Satisfactory -

Poor-

Q7. Improvement in Personality & communication skills of your wards.

Excellent -

Satisfactory -

Poor-

Q8. Your views regarding Hostel ----- Bus facility-----

Q9. What do you think about the teaching staff?

Staff Helpful-

Well Qualified-

Not Co-operative-

Poor attitude-

Good non teaching staff-

Q10. Regarding their suggestions for further improvement in KMV?

Signature of Parents -----

Malika
Ward's Name

Class of Ward

Ward's Roll Number-

Malika

The Principal

Kanya Maha Vidyalaya

Jalandhar

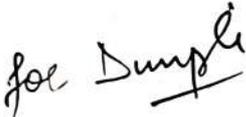
Subject : Permission to conduct students duty at Empathy Corner

With due respect, this is to bring to your kind notice that B.Voc (Management & Secretarial Practices) wishes to conduct students duty at Empathy Corner in Kanya Maha Vidyalaya for the students of Management & Secretarial Practices on April 20th, 2023.

Kindly allow us to do the same and oblige.

Thanking You

Yours Sincerely



Dr. Sabina Batra

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

Date: 18th April, 2023



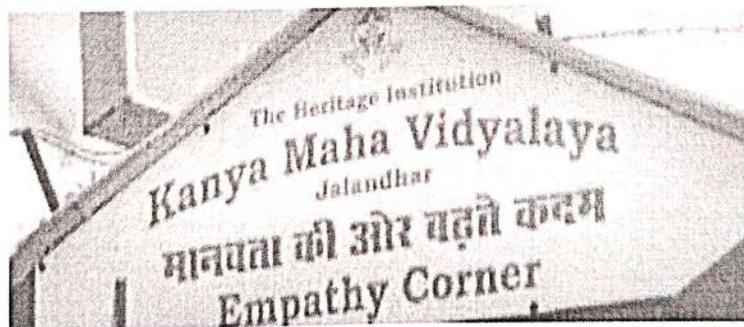
KANYA MAHA VIDYALAYA (AUTONOMOUS), THE HERITAGE INSTITUTION

B.Voc (Management & Secretarial Practices)

Report on: EMPATHY CORNER

KANYA MAHA VIDYALAYA, a Heritage institution with glorify history of 131 years, celebrating its 'autonomous' status, is the pioneer institution of quality education for women that has been synonymous with excellence, innovation, commitment and dynamism. It is the sovereign shrine of women in emancipation as well as sacred monument of patriotism. It is not simply a plane building of bricks and stones but each brick is bathed by sweat and blood of innumerable patriots. The institution is fully equipped to grapple with new-age challenges and attain newer milestones. KMV has the rare distinction having been visited by 5 Prime Ministers and 5 Presidents of India and a galaxy of eminent dignitaries. It has been conferred with potential for excellence by UGC, MHRD, and the Government of India and is under Star College Scheme by Department of Biotechnology, Ministry Of Science and the only college under GNDU granted Kaushal Kendra. A pioneer and leader in women education, KMV, have been recognized as a premier centre of higher education for women in North India. As an institution, KMV has adopted the sustainable changes in the global scenario of producing women equal partners in the modern world.

Owing its social responsibility, KMV has been carrying out extensive social awareness programmes in the city and in villages on a regular basis. The wide spectrum of these programmes includes awareness rallies against drugs, female foeticide, dowry and visits to old age homes and orphanages. Moving ahead the college started another initiative of self-less service by *Gandhian Studies Centre*, i.e., **EMPATHY CORNER**. This is a place where the daily requirements of common people are placed including clothes, blankets, shoes, toys etc, which can be picked up by any needy passersby. This initiate aims to create a sense of responsibility and empathy among the younger generation.



Empathy is the capacity to understand or feel what another person is experiencing from within the other person's frame of reference, i.e., the capacity to place oneself in another's position. It is the ability to feel and share another person's emotions.

For this pro-social activity, all departments step forward for this philanthropic activity. In the month of April, B.Voc (Management & Secretarial Practices), shoulder this responsibility

D. Singh

under the guidance of our dynamic and charismatic principal madam, Prof. Dr. Atima Sharma Dwivedi. Teachers and students brought clothes, toys, shoes and other common daily items for the needy people.



Even the society plays a vital role. Many people, who reside near the college, also brought some items to serve the society. The empathy corner was opened at around 10 am every day.

We are thankful and grateful to our iconic and charismatic principal madam, Prof. Dr. Atima Sharma Dwivedi, as they always motivate and guide us to do such philanthropic and pro-social activities. With their pro-social initiative, students learn to serve the nation as the spirit of patriotism arises in them.

Dr. Atima Sharma Dwivedi

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR EMPATHY CORNER ACTIVITY

DATE : April 20, 2023

SR. NO	ROLL NO.	NAME OF THE STUDENT	ATTENDANCE
1.	226701	HIMANI	Himani
2.	226702	AARTI	Aarti
3.	226703	RAJVIR Kaur	Rajvir
4.	226705	NAVPREET Kaur	Navpreet
5.	226707	AMANJOT SAINI	Amanjot
6.	226708	SIMRAN Kaur SAHOTA	Simran
7.	226709	MANDEEP Kaur	Mandeep
8.	226710	KULJIT Kaur	Kuljit
9.	226711	TARANJOT Kaur	Taranjot Kaur
10.	226712	JASMEEN Kaur	Jasmeen
11.	226715	JASNEET Kaur	Jasneet
12.	226716	GURLEEN Kaur	Gurleen
13.	226717	SIMRAN Kaur	Simran
14.	226719	SNEHA RANI	Sneha
15.	226720	MUSKAAN RAO	Muskaan
16.	226723	JAIPREET Kaur	Jaipreet
17.	226724	NITIKA	Nitika
18.	226727	KOMALPREET Kaur	Komal

D-12

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR EMPATHY CORNER ACTIVITY

DATE : April 20, 2023

SR. NO	ROLL NO.	NAME OF THE STUDENT	ATTENDANCE
1	226801	SAIRA	Saira
2	226802	REEYA KHAWAS	Reeya
3	226803	GURPREET KAUR	Gurpreet Kaur
4	226804	KOMALPREET KAUR	Komalpreet Kaur
5	226805	PRABHJOT KAUR	Prabhjot Kaur
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

Dr. I. S.

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR EMPATHY CORNER ACTIVITY

DATE : April 20, 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
4	226854	MALIKA	Malika
5	226855	SHIVJIT KAUR	Shivjit Kaur
6	226856	KAMALPREET KAUR	Kamalpreet
7	226857	KHUSHPREET KAUR	Khushpreet Kaur
8	226858	SUMAN	Suman
9	226859	RAJVEER KAUR	Rajveer Kaur
10	226860	PRIYANKA	Priyanka
11	226861	ISHA	Isha

D. Singh

EMPATHY CORNER FEEDBACK FORM

NAME: Himani

DATE: 20 April 23

CLASS: B.VOC(MSP) Sem II

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. Conveys message without ambiguity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Very fruitful and useful competition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Highly Interactive Competition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The Judges were Knowledgeable	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The teacher accompanied was Active listener.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the experience overall?

Excellent Good Average Poor Very poor

Dimple

EMPATHY CORNER
FEEDBACK FORM

NAME: Gwelen Kawe

DATE: 20.04.23

CLASS : B.VOC (Management & Secretarial Practices) Sem-2

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. Conveys message without ambiguity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Very fruitful and useful competition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Highly Interactive Competition	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The Judges were Knowledgeable	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The teacher accompanied was Active listener.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the experience overall?

Excellent

Good

Average

Poor

Very poor

D. J. P.

EMPATHY CORNER
FEEDBACK FORM

NAME: Nandini Shalema

DATE: 20 April 23

CLASS : B. Voc MSP Sem IV

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. Conveys message without ambiguity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Very fruitful and useful competition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Highly Interactive Competition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The Judges were Knowledgeable	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The teacher accompanied was Active listener.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the experience overall?

Excellent

Good

Average

Poor

Very poor

Duph

EMPATHY CORNER FEEDBACK FORM

NAME: *gsha*

DATE: *20.04.23*

CLASS : *B.Voc (mSP) sem VI*

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. Conveys message without ambiguity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Very fruitful and useful competition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Highly Interactive Competition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The Judges were Knowledgeable	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The teacher accompanied was Active listener.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the experience overall?

Excellent

Good

Average

Poor

Very poor

D. I. K.

The Principal

Kanya Maha Vidyalaya

Jalandhar

Subject : Permission to conduct Training at Punjab National Bank

Respected Madam

With due respect, this is to bring to your kind notice that B.Voc (Management & Secretarial Practices) wishes to conduct Training at Punjab National Bank for the students of Management & Secretarial Practices Semester IV w.e.f from 1st February 2023 to 31st March, 2023.

Kindly allow us to do the same and oblige.

Thanking You

Yours Sincerely



Ms. Dimple

Assistant Professor B.Voc (Management & Secretarial Practices)

Date: 29th January , 2023





The Heritage Institution
Estd. 1886

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

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

Ref. No. Kmvj/ 7978

Date 01-02-2023

AUTHORITY LETTER

Certified that the following students are going for Training Programme to Punjab National Bank, K.M.V. Branch, Jalandhar for two months i.e. 1st. February, 2023 to 31st March, 2023. Every week two different students will attend the training programme:-

Sr. No.	Name of Student	Roll No.	Class
1	Ms.Saira	226801	B.Voc(MSP) Sem.IV
2	Ms.Reeya Khawas	226802	-do-
3	Ms.Gurpreet Kaur	226803	-do-
4	Ms.Komalpreet Kaur	226804	-do-
5	Ms.Prabhjot Kaur	226805	-do-
6.	Ms.Monika Rani	226806	-do-
7.	Ms.Nandini Sharma	226807	-do-
8.	Ms.Kritika Kalia	226808	-do-
9.	Ms.Kajal	226809	-do-
10.	Ms.Pardeep Kaur	226810	-do-
11.	Ms.Palak Sharma	226811	-do-
12.	Ms.Manmeet Kaur	226812	-do-

Ms.Shifali, Lecturer in B.Voc. (MSP) will accompany the abovesaid students accordingly.

Madhureed
Principal
Kanya Maha Vidyalaya
Jalandhar

D Singh

REPORT ON
One Month Bank Training

at

PunjabNational Bank, KMV Branch, Jalandhar

Kanya Maha Vidyalaya, Jalandhar has been ceaselessly endeavouring to impart quality-based education to its students. Kaushal Kendra, running under the flagship of Kanya Maha Vidyalaya, always takes initiatives for growth and development of students.

Taking upliftment of the students in view, One month Bank Training was organized for the students of B.VOC [Management & Secretarial Practices] Semester-IV from 01-02-2023 to 31-03-2023.



To give practical exposure to the students of B.Voc Semester IV, students got an opportunity to visit and work at Punjab National Bank, KMV Branch Jalandhar. They come to know about document filling, opening account procedure, to fill out a cheque book, Voucher details. While on training, students interact with various customers and thus enhance their skills in customer relationship management.

Overall, training was very knowledgeable and useful for the students. This practical exposure boosts up their confidence level, communication skills. The training helped to widen the knowledge horizon of all students. Overall, the training was basically skill oriented and worthwhile for students.

D. Singh

TRAINING AT PUNJAB NATIONAL BANK FEEDBACK FORM

NAME: *Gurpreet Kaur*

DATE: *1-2-23 1031-3-23*

CLASS: *B.VOL (MSP) sem IV*

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent

Good

Average

Poor

Very poor

Duph

TRAINING AT PUNJAB NATIONAL BANK FEEDBACK FORM

NAME: Reeya Khoulas

DATE: 12-23/03-23

CLASS : B.VOC (MSP) sem IV

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent

Good

Average

Poor

Very poor

Reeya

TRAINING AT PUNJAB NATIONAL BANK FEEDBACK FORM

NAME: Komalpreet Kaur

DATE: 1 Feb-23 to
31 March-23

CLASS : B.VOC (MSP) IV

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent

Good

Average

Poor

Very poor

D. P. S.

TRAINING AT PUNJAB NATIONAL BANK FEEDBACK FORM

NAME: *Kajal Thakur*

DATE: *1-2-23 to*
31-3-23

CLASS: *B.VOL (MSP) Sem IV*

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent

Good

Average

Poor

Very poor

D. Singh

The Principal

Kanya Maha Vidyalaya

Jalandhar

Subject: Permission for On Campus Training in the various offices of KMV

Respected Madam

With due respect, this is bring to your kind notice that B.Voc (Management and Secretarial Practices) wishes to organise On Campus Training Program (after classes from 2pm to 4pm) for the students of Semester II from February 1st, 2023 onwards.

Kindly allow us to send the students in the various offices for the above said purpose and oblige.

List of offices

- IQAC Office
- Account Office
- Administration Office
- Library
- Registrar Office
- Reception

Thanking You
Yours sincerely

Sabina Batra

Dr. Sabina Batra

Course Incharge

B.Voc (Management and Secretarial Practices)

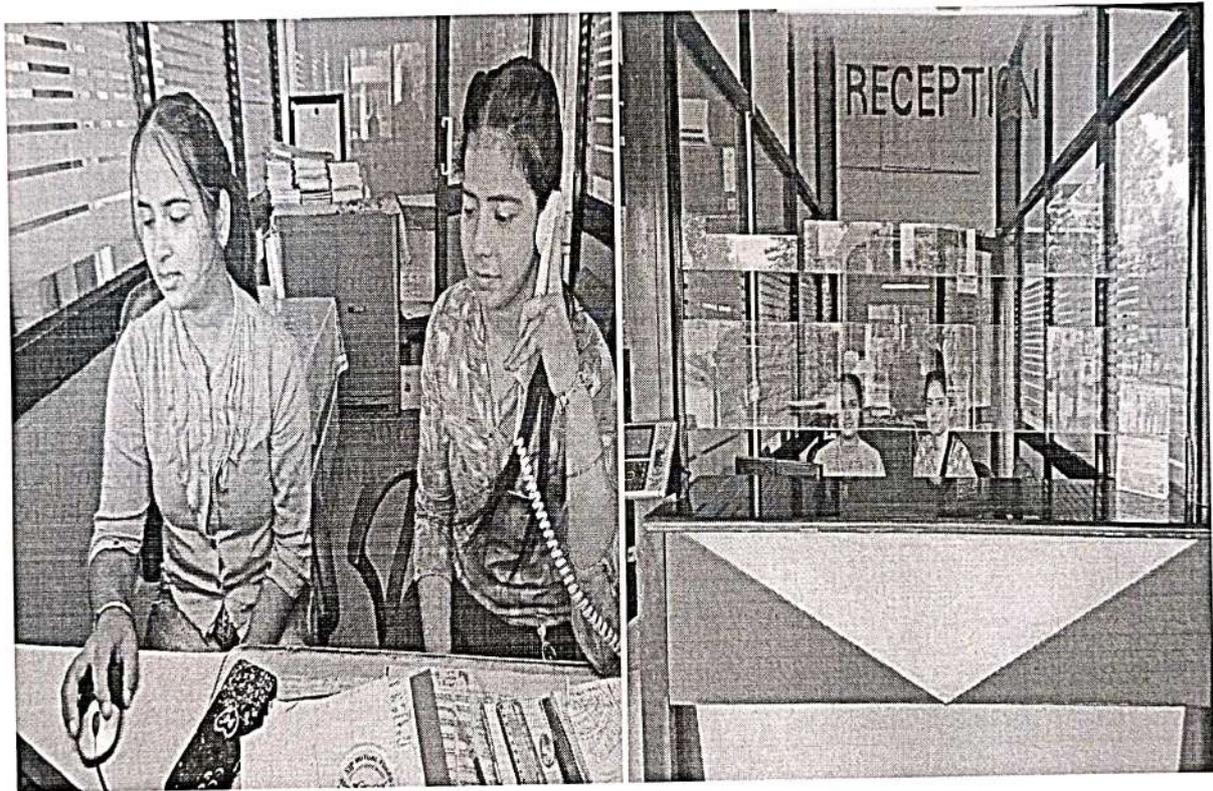
Date: January 31st, 2023

*Allowed
Madhuseer*

REPORT ON ON CAMPUS TRAINING

Kanya Maha Vidyalaya, Jalandhar has been ceaselessly endeavouring to impart quality-based education to its students. Kaushal Kendra, running under the flagship of Kanya Maha Vidyalaya, always takes initiatives for the growth and development of students.

Taking upliftment of the students in view, On Campus Training was organized for the students of B.VOC [Management & Secretarial Practices] Semester-II from 01-02-2023 to 26-04-2023.



To give practical exposure to the students of B.Voc Semester II, students get an opportunity to visit and work at various departments of Kanya Maha Vidyalaya [IQAC, Library, Accounts Department, Reception, Administrative office etc].

This training enhanced the confidence level of students and helped in improving their communication skills.

The experts there in different departments gave them actual working experience on various software, thus helping them to learn data entry skills, time management skills. They also got the exposure of using MS WORD and MS EXCEL in detail.

The training helped to widen the knowledge horizon of all students. Overall, the training was basically skill oriented and worthwhile for students.

Dimple

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR ON CAMPUS TRAINING AT KANAYA MAHA VIDYALAYA

DATE: FEBRUARY 1, 2023 TO APRIL 26th, 2023

SR NO.	ROLL NO.	NAME OF THE STUDENT	ATTENDANCE
1	226701	HIMANI	Himani
2	226702	AARTI	Aarti
3	226703	RAJVIR Kaur	Rajvir Kaur
4	226705	NAVPREET Kaur	Navpreet
5	226707	AMANJOT SAINI	amanjot
6	226708	SIMRAN Kaur SAHOTA	SIMRAN
7	226709	MANDEEP Kaur	mandeep
8	226710	KULJIT Kaur	Kuljit
9	226711	TARANJOT Kaur	Taranjot Kaur
10	226712	JASMEEN Kaur	Jasmeen
11	226715	JASNEET Kaur	Jasneet
12	226716	GURLEEN Kaur	Gurleen Kaur
13	226717	SIMRAN Kaur	Simran
14	226719	SNEHA RANI	Sneha
15	226720	MUSKAAN RAO	Muskan
16	226723	JAIPREET Kaur	Jaipreet
17	226724	NITIKA	nitika
18	226727	KOMALPREET Kaur	Komal

D. Singh

ON CAMPUS TRAINING FEEDBACK FORM

NAME: Himani

DATE: 28.04.23

CLASS : B.VOC(MSP)

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent

Good

Average

Poor

Very poor

Handwritten signature

ON CAMPUS TRAINING FEEDBACK FORM

NAME: *Amajot Koude*

DATE: *28.4.23*

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

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent

Good

Average

Poor

Very poor

Amajot Koude

ON CAMPUS TRAINING FEEDBACK FORM

NAME: Rajveer Kawr

DATE: 28 April 23

CLASS: B.Voc (MSP)

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent	Good	Average	Poor	Very poor
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Duysh

ON CAMPUS TRAINING FEEDBACK FORM

NAME: Gurleen Kaur

DATE: 28 April 23

CLASS: B.VOL (Mgt. & Secretarial Practices)

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent

Good

Average

Poor

Very poor

Gurleen Kaur

B.VOC (MANAGEMENT & SECRETARIAL PRACTICES)

ATTENDANCE SHEET OF STUDENTS

FOR MAJOR PROJECT TRAINING AT SECRET VISION

DATE: 1 February,2023 to 29 April, 2023

SR NO.	ROLL NO.	NAME OF THE STUDENT	ATTENDANCE
1	226851	SHRIYA	Present
2	226852	DALJINDER KAUR	Present
3	226853	HARSIMRAN JEET KAUR	Present
4	226854	MALIKA	Present
5	226855	SHIVJIT KAUR	Present
6	226856	KAMALPREET KAUR	Present
7	226857	KHUSHPREET KAUR	Present
8	226858	SUMAN	Present
9	226859	RAJVEER KAUR	Present
10	226860	PRIYANKA	Present
11	226861	ISHA	Present

Signature

Certificate No.: BHH107189



Certificate

of Training Completion

SA

Secret Vison

This is to certify that

Shriya
has successfully completed 3 Months Training in

Web Designing

This certificate is awarded for the remarkable contribution towards this Training.

We hope that he/she continues to show the same enthusiasm in future

Director

Amit Sharma

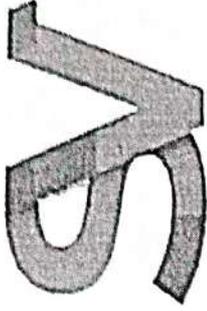
Trainer

Certificate No.: BRIT07189



Certificate

of Training Completion



Secret Vison

This is to certify that

Suman

has successfully completed 3 Months Training in

Web Designing.

This certificate is awarded for the remarkable contribution towards this Training.

We hope that he/she continues to show the same enthusiasm in future

Director

Amit Sharma

Trainer

Certificate No.: BRIT071S9



Certificate

of Training Completion

SA

Secret Vison

This is to certify that

Har Simrajset Kaur
has successfully completed 3 months Training in

Web Designing

This certificate is awarded for the remarkable contribution towards this Training.

We hope that he/she continues to show the same enthusiasm in future

Director

Amrit Sharma

Trainer

Certificate No.: BRIT07189



Certificate

of Training Completion

SA

Secret Vison

This is to certify that

Shivjit Kaur
has successfully completed 3 Months Training in

Web Designing.

This certificate is awarded for the remarkable contribution towards this Training.

We hope that he/she continues to show the same enthusiasm in future

Director

Amit Sharma

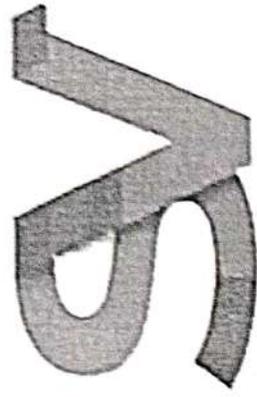
Trainer

Certificate No.: BRIT071S9



Certificate

of Training Completion



Secret Vison

This is to certify that

Rejveer Kaur
has successfully completed 3 Months Training in

Web Designing.

This certificate is awarded for the remarkable contribution towards this Training.

We hope that he/she continues to show the same enthusiasm in future

A handwritten signature in black ink, appearing to read "Amrit Sharma".

Director

Amrit Sharma

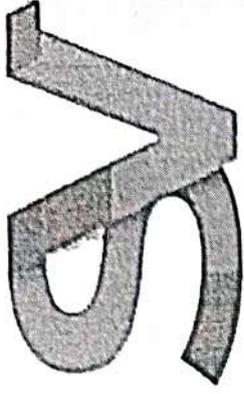
Trainer

Certificate No.: BRIT07189



Certificate

of Training Completion



Secret Vison

This is to certify that

Rajveer Kaur

has successfully completed 3 Months Training in

Web Designing.

This certificate is awarded for the remarkable contribution towards this Training.

We hope that he/she continues to show the same enthusiasm in future

A handwritten signature in black ink, appearing to be "Amrit Sharma".

Director

Amrit Sharma

Trainer

Certificate No.: BRH071S9



Certificate

of Training Completion

SA

Secret Vison

This is to certify that

Kamalpreet Kaur
has successfully completed 3 months Training in

Web Designing

This certificate is awarded for the remarkable contribution towards this Training.

We hope that he/she continues to show the same enthusiasm in future

Director

Amit Sharma

Trainer

Certificate No.: BRIT07189



Certificate

of Training Completion

GA

Secret Vison

This is to certify that

Kushbeer Kaur

has successfully completed 3 Months Training in

Web Designing

This certificate is awarded for the Remarkable contribution towards this Training.

We hope that he/she continues to show the same enthusiasm in future

Director

Amit Sharma

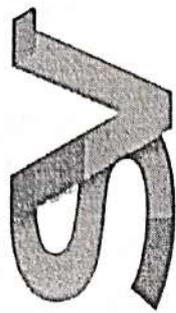
Trainer

Certificate No.: BRIT07189



Certificate

of Training Completion



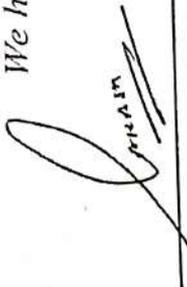
Secret Vison

This is to certify that

Rajinder Kaur
has successfully completed 3 months Training in

Web Designing
This certificate is awarded for the remarkable contribution towards this Training.

We hope that he/she continues to show the same enthusiasm in future


Director

Amit Sharma
Trainer

Certificate No.: BRIT07189



Certificate

of Training Completion

SA

Secret Vison

This is to certify that

Malika

has successfully completed 3 Months Training in

Web Designing

This certificate is awarded for the remarkable contribution towards this Training.

We hope that he/she continues to show the same enthusiasm in future

A stylized signature in black ink.

Director

Amit Sharma

Trainer