

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.

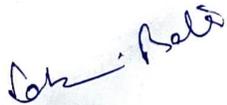
Kindly allow us to send the students in the various offices for the above said purpose and oblige.

List of offices

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

Thanking You

Yours sincerely



Dr. Sabina Batra

Course Incharge

B.Voc (Management and Secretarial Practices)

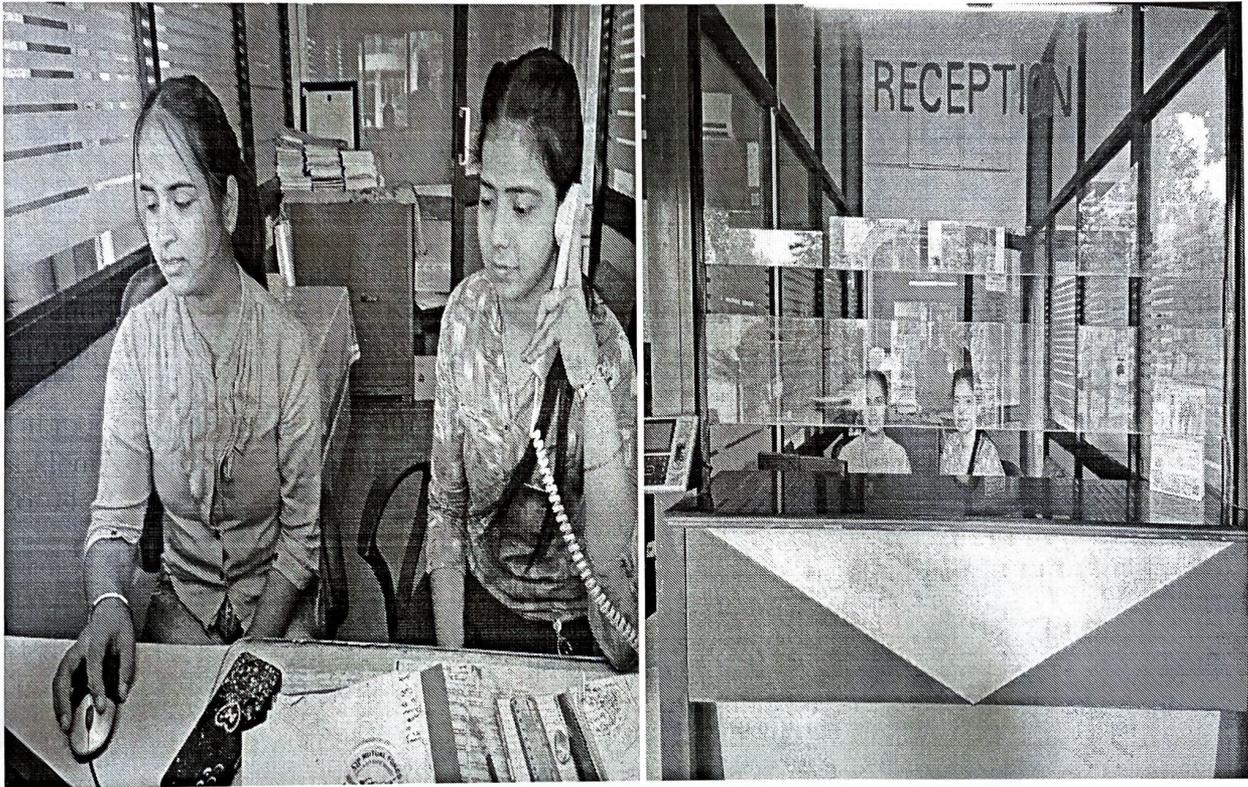
Date: January 31st, 2023

*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	Muskaan
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.VOL (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

Himani

ON CAMPUS TRAINING FEEDBACK FORM

NAME: *Amayot Kande*

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

[Signature]

ON CAMPUS TRAINING FEEDBACK FORM

NAME: *Rajveer Kaur*

DATE: *28 April 23*

CLASS : *BVoc (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

Singh

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 <input type="radio"/>	Good <input checked="" type="radio"/>	Average <input type="radio"/>	Poor <input type="radio"/>	Very poor <input type="radio"/>
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[Signature]