

**AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL  
COLLEGE BELA (ROPAR)**

**Registration Form for Bridge Courses**

Course Applied for : \_\_\_\_\_

Name of Student : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Previous Qualification \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Contact No. : 1) \_\_\_\_\_ 2) \_\_\_\_\_

Cast: \_\_\_\_\_ Registration Fee : \_\_\_\_\_

Signature of Student

Signature of Accountant

**ORGANIZING COMMITTEE**

**Patron**

Principal Prof. Surmukh Singh

**ORGANIZING COMMITTEE MEMBERS**

Dr. Satwant Kaur Shahi (Associate Prof.)

Dr. Baljeet Singh (Associate Prof.)

Mrs. Mamta Aroa (Associate Prof.)

Ms. Sunita Rani (Assistant Prof.)

Ms. Taranjit Kaur (Assistant Prof.)

Ms. Gagandeep Kaur (Assistant Prof.)

Mr. Lovepreet Singh (Assistant Prof.)

ESTD. :1975



One Month

**FREE BRIDGE COURSES**

On

**Basic Computer, Spoken English  
Food Processing & Tailoring**

15<sup>th</sup> May to 15<sup>th</sup> June 2019

Organised by

**AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL  
COLLEGE BELA (ROPAR)**

Govt. Aided under 2(f) and 12 (B) of UGC | NAAC Accredited, Post Graduate institute | Affiliated to Punjabi University, Patiala



**www.belacollege.org | mail@belacollege.org**  
**CONTACT DETAILS: 9815518698, 01881-263533**

## About College

Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College founded in 1975 to commemorate the supreme martyrdom of Sahibzada Ajit Singh and Sahibzada Jujhar Singh elder sons of the tenth master, Guru Gobind Singh who was not only a great warrior but also a poet and philosopher. The college came into existence to pay tribute to Sahibzadas with honorifics as 'Amar Shaheed Baba' who sacrificed their lives in the battle of Chamkaur Sahib in 1704 for the cause of humanity, independence, righteousness and justice. Sahibzada attained Shaheedi against tyranny and falsehood at their tender teen age.

This College is permanently affiliated to Punjabi University Patiala. It was covered under 95% Grant-in-aid scheme of Punjab in 1978 and 2(f) & 12(B) of UGC in 1981.

The college has sustained the egalitarian tradition of educating men and women from diverse background. The college has a glorious history of 41 years of commitment for the betterment of society. The college embarked on an ambitious plan to enhance the facilities and institution.

The mission of college is to provide opportunities to the rural youth for educational, professional, social, and cultural development to the people of all abilities and backgrounds so that they can discover their potential and fulfill their aspirations.

## About Bridge Courses

### BASIC COMPUTER COURSE

Course offers basic computer skills to train students to use computer in day to day life for professional and personal purpose, with basic computer course student will able to

- Acquire confidence in using computers
- Recognize computer terminologies and components.
- Learn the use of word processor, spreadsheet and power point presentations.
- Internet.

#### Course Contents

- |                           |                       |
|---------------------------|-----------------------|
| <b>1. Computer Basics</b> | <b>2. MS Office</b>   |
| • Elements of computer.   | • MS Word.            |
| • Hardware and Software.  | • MS Excel.           |
| • Input / Output devices. | • MS Power Point.     |
| • Operating Systems       |                       |
| <b>3. Internet</b>        |                       |
| • Basic terminology.      | • Web browsers.       |
| • Search Engines.         | • Working with mails. |
| • Online Form Filling.    |                       |

### SPOKEN ENGLISH

Spoken English course will help students to go ahead in their career and be confident in social and professional situation by:

- Building confidence and increasing fluency.
- Developing listening, speaking and writing skills.
- Improving pronunciation.

Course is designed to train students to use English in day to day life for professional and personal use. Course will develop confidence in students for using English through conversation activities, public speaking and group discussion.

#### Course Contents

- |                           |                              |
|---------------------------|------------------------------|
| 1. Functional Grammar.    | 2. English Vocabulary.       |
| 3. Sentence Construction. | 4. Report and essay writing. |
| 5. Letter writing.        | 6. Pronunciation Accuracy.   |
| 7. Group Discussions.     | 8. Presentations.            |

### DRESS DESIGNING/ EMBROIDERY AND NEEDLE WORK

The aim of course to clear all the basic stitches, how to make embroidered pillow covers, various types of handkerchiefs, table clothes etc. students can do it with machine or hand embroidery. In cutting and tailoring, practices in basic garments like different types of frocks- umbrella, body frock and yoke frock, suits, plazoo suits, neck design, night suits etc. After this course the learner will be able to

- How to use sewing machine
- Take body measurements systematically.
- Different types of seams.
- Identify and take care of tools and equipments which are used in cutting and tailoring.
- Practice in basic and decorative stitches.
- How to use fasteners like hook and eye, buttons etc.

### FOOD PROCESSING COURSE

#### DESCRIPTION:

This course has a basic food processing component and overviews the various conventional food processing methods available to maximize the nutrition levels in the making of foods that are safe, high quality and with maximum shelf life and convenience. The course will give students an understanding of the basic principles of food processing and how to choose a method of preservation in relation to food composition. Occupational health and safety, food safety and food quality aspects of food and beverage processing are an integral component of all course work.

#### CONTENTS:

- What is food processing & its importance?
- Post harvest handling and storage of food and vegetables?
- Processing: Introduction to general principles
- Principles of food preservation
- Fruit & vegetable processing techniques
- Pre treatment for fruit & vegetables
- Processing methods for fruit & vegetables
- Post processing packaging & storage
- Hygiene and food safety