Value Added Courses

Course Title: Introduction to MS Office and Google Productivity Tools

Introduction: The course "Introduction to MS Office and Google Productivity Tools" was conducted by Department of Computer Application, RKMV, Shimla under the guidance of Dr. Nishtha and Ms. Sheetal Charbathia. This course provides an introduction to the fundamental features and functionalities of Microsoft Office and Google Productivity Tools. Students will learn essential skills for using word processing, spreadsheet, presentation, and communication applications effectively in both personal and professional settings. Through hands-on exercises and practical examples, participants will gain proficiency in using Microsoft Word, Excel, PowerPoint, as well as Google forms, and Gmail.

Course Objectives

- To familiarize students with the basic features and interfaces of MS Office and Google forms, and Gmail.
- To enable students to create and format documents, spreadsheets, and presentations using MS Office.
- To develop students' skills in organizing, analyzing, and presenting data effectively using spreadsheet software.
- To teach students how to create presentations.
- To introduce students to email management and data collection and analysis through Google Forms.
- To equip students with essential digital literacy skills necessary for personal and professional productivity.

Course Duration: 30 hours (10 sessions of 3 hours each). The course spanned for a period of 30 hours, beginning on 18th March 2024 to 30th March 2024 where twenty eight (28) students participated.





Certification: Students have learned essential skills for using word processing, spreadsheet, and presentation through hands-on practical sessions. The participants have gained proficiency in creating Google forms also. After successful completion of the course the students were awarded certificates.



Conclusion: By the end of the course, students are able to create and format documents, spreadsheets, and prepare presentations using MS Office. The students were able to design and use Google Forms.

Department of Computer Application

Dr. Nishtha

Ms. Sheetal Charbathia

Principal

RKMV, Shimla.

Certificate Course In Dance

15 FEB - 20 MARCH, 2024

CONDUCADD BY

DANCE DEPARMENT RAJKIYA KANYA MAHAVIDYALYA SHIMLA



Led by

Professor Usha Sharma

Introduction

The dance department of RKMV offered a certificate course which aims to explore students' interest in dance which will also give them 2 credit after completing the course, within a structured and educational setting. Led by Usha Sharma, the head of the dance department, the course had an instructor, Tammanna Chauhan, who came to teach on the 18th. Through this program, students not only learn the art of dance but also develop skills that foster creativity and self-expression.





The Course primarily focused on 2 dance forms: Folk and Classical.

Folk Dance: The workshop highlighted the essence of Himachal Pradesh's folk dance, Nati, Haryanvi Dance, and Bhangra of punjab, reflecting the cultural heritage and traditions of the regions.

Classical Dance: Participants explored the elegance and storytelling elements of Kathak, a major classical dance form of Northern India.

Course Journey

Running from 15 feb to 20 march, the course provided a remarkable journey of dance exploration and skill refinement.

Week 1:

During the first week of the Certificate Course, Professor Usha Sharma initiated the participants into the intricacies of Kathak, Himachal Pradesh's folk dance Nati, Haryanvi dance, and Bhangra. She meticulously taught specific movements and chakkars, emphasizing sharper execution with increased power and energy. Furthermore, she delved into the cultural significance of Nati, enlightening the participants about its rich heritage and traditions. Basic steps of Nati, Haryanvi dance, and Bhangra were practiced, with attention to minute details such as hand positions and wrist movements, laying a strong foundation for the weeks to come. Overall, the week was marked by a deep appreciation for the beauty of Himachali folk dance, Haryanvi dance, and Bhangra, as well as cultural exploration.





Week 2:

In the second week of the Certificate Course, Professor Usha Sharma expanded the participants' repertoire by introducing new elements of Kathak, such as tukdas, aamad, tihayi, and paran, alongside various neck movements and footwork techniques. Additionally, the participants were introduced to Dhili Nati, a popular local variant, and Mala Nati, known for its collaborative nature, along with Bhangra. Through these additions, the participants gained a deeper understanding of the nuances within Kathak, Himachali folk dance, and Bhangra, further enriching their dance vocabulary and cultural appreciation.







Week 3:

Week three of the Certificate Course focused on refining the participants' expressions and interpretations through the introduction of common concept such as Krishna kavit. Moreover, the participants explored Mujra, Tauli Nati, and Haryanvi dance, delving into the historical and contextual origins of these dance forms. Professor Usha Sharma provided insightful discussions on the evolution and significance of these dances, enhancing the participants' understanding of their cultural heritage and artistic expression.





Week 4:

The final week of the Certificate Course culminated in the choreography and presentation of the participants' learning journey over the past three weeks. Professor Usha Sharma worked closely with the participants to refine their movements, ensuring synchronization and finesse in their performance, incorporating Kathak, Himachali folk dance Nati, Haryanvi dance, and Bhangra.







Attendence of students

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Key Highlights:





- Vibrant Ambiance: The certificate course venue sparkled with energy, adorned with lively decorations and accompanied by enchanting traditional music, providing participants with an immersive journey into Nati and Kathak.
- Guidance from a Maestro: Professor Usha Sharma's profound expertise and unwavering
 passion for dance illuminated the path as she expertly navigated participants through the
 intricacies of Nati and Kathak, leaving an indelible mark on their dance journey.
- Active Engagement: With bustling participants, ranging from beginners to seasoned dancers, the course fostered a dynamic learning environment, brimming with shared enthusiasm and dedication.
- Interactive Learning: Professor Usha Sharma curated engaging sessions, fostering an atmosphere of open dialogue, where questions were welcomed, guidance was sought, and experiences were shared, nurturing a strong sense of community and collective learning.
- Cultural Immersion: Participants delved deep into the cultural tapestry woven within Nati, transcending mere dance steps to embrace its profound traditions and rituals, enriching their understanding of Himachali heritage.
- Refinement of Skills: The certificate course meticulously dissected intricate Nati and Kathak sequences, breaking them down into manageable steps, ensuring accessibility and fostering enjoyment for all participants, irrespective of their skill levels.
- Celebration of Diversity: Embracing performers from diverse backgrounds and experiences, the course provided a vibrant platform for cultural exchange and mutual appreciation, uniting individuals through their shared passion for dance and cultural exploration.

Networking Opportunities: Participants seized upon invaluable chances to connect with likeminded individuals, forging new friendships and networks within the realm of dance and cultural exploration, extending the bonds beyond the confines of the course.

Conclusion



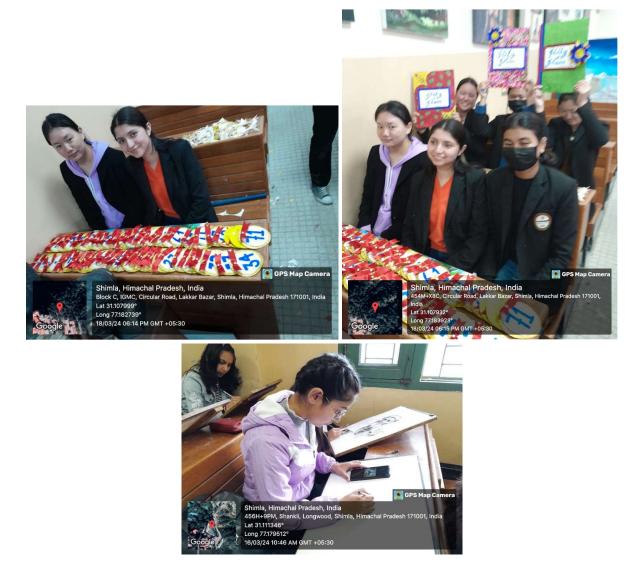
In conclusion, this certificate course offers a comprehensive exploration of various dance forms, including Nati, Kathak, Haryanvi dance, and Bhangra, under the expert guidance of Professor Usha Sharma. With its vibrant ambiance, interactive sessions, and cultural enrichment, the course not only hones dance skills but also deepens cultural understanding. Participants emerge equipped with refined skills, enriched cultural knowledge, and a network of connections. Moreover, this course provides tangible benefits, such as

RAJKIYA KANYA MAHAVIDYALAYA, SHIMLA

REPORT ON CERTIFICATE COURSE IN PAINTING

INTRODUCTION

The Department of Painting organized a two-credit certificate course of 30 hours in Painting from 15th February to 20th March 2024. The course aimed to enhance students' skills and knowledge in various painting styles and techniques. Two workshops cum demonstrations were conducted as part of this certificate course to provide practical learning experiences. The workshops were conducted by subject experts Ms. Sapna Chauhan and Ms. Jamuna Gurung on specific dates.



i. Students participating actively in the course's classes.

WORKSHOP DETAILS

1. Ms. Sapna Chauhan conducted a session on Acrylic Painting and Landscape Composition on **16 March 2024.** The workshop aimed to elevate students' skills in acrylic painting techniques and landscape composition.





ii. Workshop I on Acrylic Painting and Landscape Composition

2. Ms. Jamuna Gurung led a workshop on Portrait Making in Watercolors on **20 March 2024.** This session focused on teaching students the art of portrait making using watercolors, emphasizing techniques and styles.



iii. Workshop II on Portrait Making in Watercolors

COURSE ENROLLMENT

A total of 25 students from various subjects enrolled in the certificate course, seeking to broaden their artistic skills and knowledge.

WORKSHOP ATTENDANCE

All 25 enrolled students actively participated in both workshop sessions. Their engagement and enthusiasm significantly contributed to the success of the workshops.

LEARNING OUTCOMES

The certificate course offered a thorough examination of painting history, genres, and techniques, broadening students' artistic perspectives. It enhanced their proficiency in acrylic painting, focusing on blending, layering, and texture techniques. The landscape composition segment emphasized perspective, color harmony, and spatial arrangement. The portrait-making workshop in watercolors refined students' abilities to capture likeness, expression, and emotion while exploring the unique qualities of the watercolor medium. This comprehensive approach not only developed practical skills but also deepened students' understanding and appreciation of painting as an art form.

CONCLUSION

The certificate course in Painting, including the expert-led demonstrations, significantly benefited the participating students. It enriched their understanding of painting techniques and composition through practical, hands-on experience, enhancing their overall artistic abilities. Therefore, it is recommended that such courses be continued in the future to provide students from various fields with the opportunity to explore and appreciate art.

Dr. Bhader SinghAssistant Professor of Painting
Rajkiya Kanya Mahavidyalaya, Shimla

Certification: Certificates for value added course by the department of painting.







REPORT OF VALUE ADDITION BAKERY WORKSHOP Department of Nutrition and Health Education, RKMV Shimla 15th March 2024 to 10th April 2024

PREAMBLE

The Department of Nutrition and Health Education has been imparting training in Food processing and bakery since last ten years for teachers, youth, laborers and housewives etc. to develop entrepreneurship and to create self-employment opportunities. Presently the Department is equipped with various baking food processing equipments to conduct training programmes on large scale. Since from 2012, the Department has included "Food processing" as a component of training for processing and preparation of value added products from different agriculture produce such as fruits and vegetables, cereals, millets, milk, soybean, spices etc. The main aim of these trainings is to create technical competency and to develop confidence regarding different stages of food processing and product development to become self employed and help them to get employment opportunities in food industries.



VISION

To provide trusted and valued knowledge, consistently through trainings to obtain high product quality, create employment opportunity, provide outstanding service to all customers (Bakery entrepreneurs, housewives & Bakery owners) and to be Indian best managed Bakery and processing consultant institute.

MISSION

To apply strong and consistent production practices and principles in pursuit of our service and valued commitments, to generate economically sustainable value added Bakery owners and Bakery suppliers.



OBJECTIVES

- Providing fundamental knowledge on Bakery and Value Addition
- Imparting knowledge on Bakery raw materials
- Hands on Training in preparation of Bakery & Value added products
- Imparting knowledge on Food hygiene, Sanitation and Safety
- Costing and Economics of Bakery and Value added products
- Promotion of bakery and Value Addition industry for economic empowerment
- Supply of quality human resource to the food industries

Quality Policies

The Department of Nutrition and Health Education is providing

- Original recipes with complete details (easy to understand)
- Impressive Training in Bakery
- Confidence through capacity building

SPECIALTIES IN TRAINING

- 1. Hands on Training
- 2. Learning by doing
- 3. Method demonstration
- 4. Handling of Bakery Equipments/ machineries
- 5. Cost benefit ratio of Bakery Products
- 6. Exposure visits
- 7. Interaction with successful entrepreneurs
- 8. Lecture by experts

The details for the Bakery Training course was as follows---



DAY 1st

Date 15 .03.2024

Inaugural session

S.No	Activities	Date	Time
1	Chief Guest –DrAnurita Saxena ,PrincipalRKMV,Shimla	15.03.24	12 .00
2	Welcome Address Dr Jyoti Pandey	15.03.24	12.15
3	Introduction to Bakery Training course	15.03.24	12.20

On first day of Bakery Training course ,the program started with welcome address of Dr jyoti Pandey. The chief guest for the day -15.03.2024 was Dr Dr Anurita Saxena, Principal RKMV, Shimla. At this day Dr Jyoti first welcome the chief guest and then gave introductory lecture on Bakery Training Course.



DAY 2nd

Activities on 16.03.2024 for Bakery Training course

S.No	Activities	Date	Time
1	Lecture by Mrs Suman ,Professional	16.03.24	12.20 to 2.00 pm
	Baker on importance of Baking and		
	bakery products.		
2	Break—Refreshment for students	16.03.24	2.00 to 3.00
3	Lecture on Millets and Bakingby Dr	16.03.24	3.00 to 4.00
	Jyoti Pandey		

On second day of Bakery Training course, There was Two lecture related to the topic of Training. Mrs Suman, a Professional Baker delivered Lecture on importance of Baking and bakery products. She told students that The art of baking remains a fundamental skill and is important for nutritions, as baked goods, especially bread, are a common and important food, both from an economic and cultural point of view. Bakery products are becoming prominent day by day. They are very popular because of its taste and simple to digest. Bakery items are usually loved by all. Nowadays individuals have virtually no time to invest much on making breakfast it is the bread and bun or biscuits which had occurred instead of other sorts of stuff. Honoring any time of pleasure is incomplete with bakery items.



After the Lecture of MRs Suman ,Dr Jyoti Pandey ,Assistant Professor,Department of Nutrition and Health Education delivered lecture on on Millets and Baking. She shared information related to super food –Millets and its baking with the Trainnee. she said that millets are more nutritious than modern wheat, millets are loaded with health benefits. "Millets are good sources of fibre that provide satiety and thus, control the intake of calories and results in weight reduction and lowering of BMI (body mass index). Replacing breakfast cereals with millets is a good choice. They also regulate blood glucose levels as millets in general, have a low glycemic index. The good dietary fibre in millets improves the digestive system while combating constipation, flatulence, bloating, and cramping.

DAY 3rd

Activities on 18.03.2024 for Bakery Training course

S N o	Activities	Date	Time
1	Lecture on fundamental knowledge on Bakery and Value Addition by Miss Preeti Sood, Assistant Professor, Department of Nutrition and Health Education, RKMV, Shimla.	18.03.24	10.00to 12.00 pm
2	Demonstration by Mr Mukul on Bakery raw materials	18.03.24	12.00 to 1.00pm
3	Visit to D.C office to attend a workshop		

On ----18.03.2024 the third day of Bakery Training course, the day started with Morning prayer and 10 mn yoga session. After this the Reporteer of the First Day 'Miss Anjali presented the report of the second day of Trainning. Next programme for this day was Lecture on fundamental knowledge of Bakery and Value Addition by Miss Preeti Sood, Assistant Professor, Department of Nutrition and Health Education, RKMV, Shimla. She shared with the students the Basic information related to Baking. she told that Bread is a staple food of about 65% world population. It is prepared from dough of flour and water, usually by baking. Throughout recorded history it has been popular around the world and is one of the oldest artificial foods,

having been of importance since the dawn of agriculture. After the lecture of Miss Preeti , Mr Mukul, LA , RKMV gave demonstration on Bakery raw materials. stundents also visited D.C office to attend a workshop on Nutrition.





DAY 4th

Activities on 19.03.2024 for Bakery Training course

S.No	Activities	Date	Time
1	Diet planning of Lactating mother by	19.03.24	12.20 to 2.00 pm
	Trainee of Bakery of Nutrition and		
	Health Education		

On 19.03.2024 the fourth day of Bakery Training course ,the day started with Morning prayer and 10 mn yoga session. After this the Reporteer of the third day Day 'Miss Anchal presented the report of the third day of Training. On fourth day of Bakery Training course, the Trainee Prepare Diet planning of Lactating mother by using Bakery Items .







DAY 5th

Activities on 26.03.24for Bakery Training course

S.No	Activities	Date	Time
1	Lecture by Mrs Suman ,Professional	26.03.24	12.20 to 2.00 pm
	Baker on importance of Baking and		
	bakery products.		
2	Break—Refreshment for students	26.03.24	2.00 to 3.00
3	Lecture on Millets and Bakingby Dr	26.03.24	3.00 to 4.00
	Jyoti Pandey		

The Fifth day of Bakery Training course started with Morning prayer and 10 mn yoga session. After this the Reporteer of the Fourth Day 'Miss Sakshi Negi presented the report of the Fourth day of Trainning. Next programme for this day was Lecture by Mrs Suman , Professional Baker on importance of Baking and bakery products .and the second Lecture was by Dr Jyoti Pandey on Millets and Baking.





DAY 6th

Activities on 27.03.24 for Bakery Training course

S.No	Activities	Date	Time
1	Demonstration On Cakes and Cake	27.03.24	12.20 to 2.00 pm
	Decoration by Mrs Suman		-
2	Break—Refreshment for students	27.03.24	2.00 to 3.00
3	Preparation Of Cakes by Trainee	27.03.24	3.00 to 4.00

From the sixth Day of Trainning Course the Practical Classes for Baking has been started. Mrs suman, professional baker was the Resourse person for this. She taught student how to bake cakes. She gave demonstration on Two types of cakes. Then she told student about different methods of cake decoration. She gave demonstration on Cake decoration also. After lunch students Prepare different types of cakes in the lab of Nutrition and Health Education.





DAY 7th

Activities on 03.04.24 for Bakery Training course

S.No	Activities	Date	Time
1	Demonstration On Value added Bakery Milk and Milk products by Mrs Suman	03.04.24	12.20 to 2.00 pm
2	Break—Refreshment for students	03.04.24	2.00 to 3.00
3	Preparation Of Cookies by Trainee	03.04.24	3.00 to 4.00

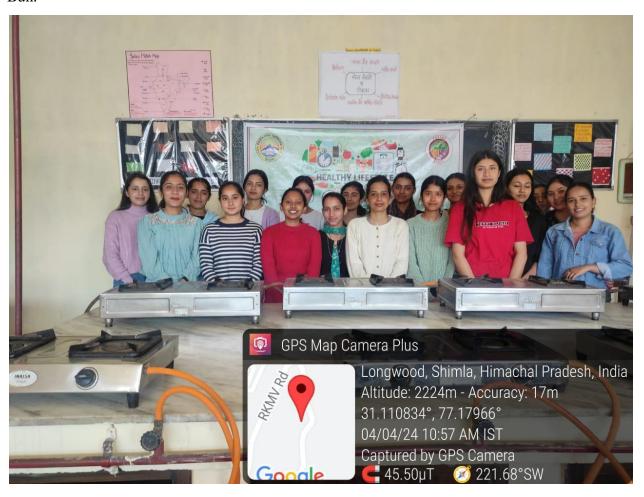
• On the 7th day of Trainning Studemnts learned Value added Bakery Milk and Milk products. The demonstration was given by Mrs Suman. Students Prepared different types of Cookies.

DAY 8th

Activities on 04.04.24 for Bakery Training course

S.No	Activities	Date	Time
1	Demonstration On pudding and Buns	04.04.24	12.20 to 2.00 pm
	by Mrs Suman		
2	Break—Refreshment for students	04.04.24	2.00 to 3.00
3	Preparation Of Pudding and Buns by	04.04.24	3.00 to 4.00
	Trainee		

On 04.04.2024 the eighth day of Bakery Training course, the day started with Morning prayer and 10 mn yoga session. After this the Reporteer of the seventh day 'Miss Divya presented the report of the seventh day of Training. On eighth day of Bakery Training course, the Trainee got demonstration on pudding and Buns by Mrs Suman .They learned Grass hopper Pudding and Til Bun.





DAY 9th

Activities on 05.04.24for Bakery Training course

S.No	Activities	Date	Time
1	Demonstration On Donut and Biscuits cake	05.04.24	12.20 to 2.00 pm
2	Break—Refreshment for students	05.04.24	2.00 to 3.00
3	Preparation Of Donut and Biscuits cake by Trainee	05.04.24	3.00 to 4.00

Miss Preeti gave demonstration On Donut and Biscuits cake on the ninth day of Bakery Training course. Students also practiced the same . This 30hr training was very beneficial for the students, as they got opportunity to learn baking through learning by doing methods.



DAY 10th

Activities on 06.04.24 for Bakery Training course

S.No	Activities	Date	Time
1	Demonstration on Dossal and brownie WALNUT cake by Mrs Suman	06.04.24	12.20 to 2.00 pm
2	Break—Refreshment for students	06.04.24	2.00 to 3.00
3	Preparation Of Dossal and brownie walnut by Trainee	06.04.24	3.00 to 4.00

On the 10^{th} day of Training Students got Demonstration on Dossal and brownie . The demonstration was given by Mrs Suman. Students Prepared Dossal and brownie.



DAY 11th

Activities on 10.04.24 for Bakery Training course

S.No	Activities	Date	Time
1	Demonstration On Malwal Cake and upside down Cake. by Mrs Suman	10.04.24	12.20 to 2.00 pm
2	Break—Refreshment for students	10.04.24	2.00 to 3.00
3	Preparation Of Malwal Cake and upside down Cake.by Trainee	10.04.24	3.00 to 4.00

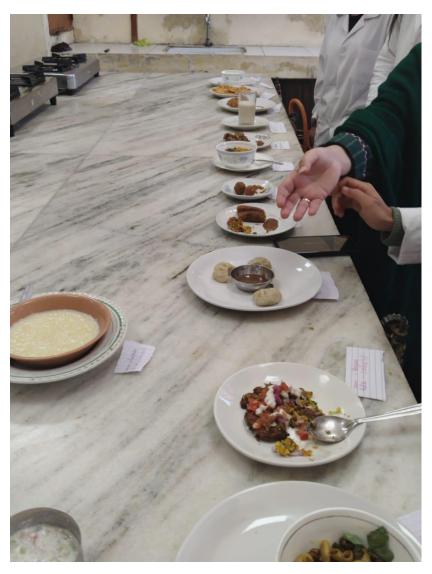


DAY 12th

Activities on 12.04.24 for Bakery Training course

S.No	Activities	Date	Time
1	Exhibition of the bakery Products in	12.04.24	12.20 to 2.00 pm
	room number 12 of RKMV		
2	Break—Refreshment for students	12.04.24	2.00 to 3.00
3	Preparation Of by Trainee	12.04.24	3.00 to 4.00

Trainee Exhibit the Bakery products baked by them at room number 12 of RKMV. All the staff members of RKMV were present their. They Tasted and wrote their comment in the comment Register. It was a very good experience for all the students. Teachers appreciated the efforts of the students.







DAY 13th

Activities on 16.04.2024 for Bakery Training course

S.No	Activities	Date	Time
1	Roti making Activity	16.04.24	12.20 to 2.00 pm
2	Break—Refreshment for students	16.04.24	2.00 to 3.00
3	Roti Donation at Cancer Hospital.	16.04.24	3.00 to 4.00



On the 13 th Day of Bakery Training course the Students Prepared Roti in the Laboratory of Department of Nutrition and Health Education. They donated the Chapati at the Cancer Hospital, IGMC, SHimla.

DAY 14th

Activities on 18.04 24 for Bakery Training course

S.No	Activities	Date	Time
1	Presentation of Trainee	18.04.24	12.20 to 2.00 pm
2	Break—Refreshment for students	18.04.24	2.00 to 3.00

On the 14th Day of Bakery Training course Students Presented assignment on various topics of Bakery .It has been evaluated by Dr Jyoti Pandey and Miss Preeti Sood.



Conclusion

At the closing Session of Bakery Training Course Various Cultural Programme was organized. Trainee shared their experience regarding their bakery Training.Students got lot of information in field of baking. They have been informed by resource person of the training programme that Baking is an exact science and needs both precision and creativity. The food industry is all about taste, innovation, and presentation. A home baker needs to know not only about the process of baking but also the raw materials used in the bakery.

The programme ended with vote of thanks by Miss Preeti.