

**GURU NANAK KHALSA COLLEGE FOR WOMEN
MODEL TOWN, LUDHIANA**

**Departmental Report of Office Management
&
Secretarial Practice
Session 2023-24
(Even Semester)**



Dr. Maneeta Kahlon
Principal

Dr. MANEETA KAHLON
Principal
G.N.Kh. College for Women
Gujarkhan Campus, Model Town,
Ludhiana

Mrs. Surjit Kaur
Assistant Professor
Head of the Department



Dr. Maneeta Kahlon
Principal



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Head of the Department

About the Department

Office Management and Secretarial Practice is a good prospect to consider. You can work in Offices, Hospitals, Hotels, MNC companies, IT Sector etc. If you want to do an MBA, It will align well with your profile. You will learn about MS office, MS Word and Time Management. Enable students to succeed in competitive exams like UPSC (Union Public Service Commission), SSC (Staff Selection Commission) and BANKS.

Courses Offered

S. No.	Name of the Course	Duration
1.	B.A.	3 years (6 Semesters)

Teaching Faculty

S. No.	Name of the Faculty Member	Educational Qualification
1.	Mrs. Surjit Kaur	MSc IT, B.Ed., 1 Year OMSP Diploma in Stenography

Student Strength

S. No.	Name of the Course	Student Strength
1.	B.A. First Year	18
2.	B.A. Second Year	30
3.	B.A. Third Year	13

Overview

- The term ‘Secretarial Practice’ has been used to include knowledge, skills, procedures and methods of work to be performed by a Private Secretary or Office Assistant.
- Employment Oriented Vocational Education is the need of the day and Office Management & Secretarial Practices is one of the cardinal courses, which leads to employment directly.
- Impart Training to students to use latest technology in the office including use of Computer.
- To train students in the skill of drafting various kinds of Business and Official Letters and Notes.
- To provide training in Typing & Short hand and transcribes the matter on the Computer which help the students to take Jobs in various fields.



ACTIVITIES OF DEPARTMENT

Interactive session by Ashirwad, A unit of North india cerebral palsy Association (NICPA) at GNKCW

29th January, 2024

Under the aegis of Internal Quality Assurance Cell, Department of OMSP, Hindi and History of Guru Nanak Khalsa College for Women, organized a lecture on January 29, 2024 at college campus. In this session,

Ms Aarti, Manager, 'Ashirwad' (NICPA) addressed the students. While addressing the students, she said that the center is working for those children and adults who are suffering from Cerebral Palsy, Mental Retardation, Down Syndrome, Multiple Disabilities and Developmental Disabilities.

Principal, Dr. Maneeta Kahlon expressed that these kind of Rehabilitation centre are serving the humanity and working for the wellness of the society.







Visit to PAU Library

31st January, 2024

32 members of House of Readers visited Mohinder Singh Randhawa library at Punjab Agriculture University, Ludhiana on January 31, 2024.

Dr. Suniti and Deputy Librarian Dr. Sanjeev interacted with the students and informed them about the digitization methods used in the library. Dr. Balbir Kaur, College librarian and Mrs. Surjit Kaur, Assistant Professor, Department of OMSP accompanied the students.

Principal, Dr. Maneeta Kahlon appreciated the effort and said that such visits help in enhancing the personality of students.





Ludhiana, PB, India

Punjab Agriculture University Area, Ludhiana,
141004, PB, India

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Note : Captured by GPS Map Camera



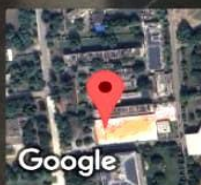
Ludhiana, Punjab, India

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Ludhiana, Punjab, India
WR26+2RV, Ludhiana, Punjab 141004, India
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Visit to 'Ashirwad' unit of North India Cerebral Palsy Association

(NICPA)

02nd February, 2024

Under the aegis of Internal Quality Assurance Cell of Guru Nanak Khalsa College for Women, a group of 44 students along with Mrs. Surjit Kaur, Head of OMSP Department, Ms. Asha, Head of Hindi Department, Mrs. Sandeep Kaur, Head of History Department visited Ashirwad (NICPA) on February 02, 2024. Students interacted with children and adult students who were having special needs from different diseases like Cerebral Palsy, intellectual disability, Down syndrome, Multiple Disabilities and Developmental Disabilities. Various activities were conducted by the college students like, Art and Craft, Stitching and Embroidery. Dr. Neelam Sodhi, Founder of Ashirwad Centre, shared her views and experience with the students. Principal, Dr. Maneeta Kahlon expressed that these visits inculcate the virtues of kindness and love in the youth.







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141006, India
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Long 75.838141°
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Ludhiana, Punjab, India
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141006, India
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ਗੁਰੂ ਨਾਨਕ ਖਾਲਸਾ ਕਾਲਜ ਫਾਰ ਵਿਮਨ

ਗੁਜਰਖਾਨ ਕੈਂਪਸ

ਲੁਧਿਆਣਾ



Ludhiana, Punjab, India

234r, Pritm Nagar, Model Town, Ludhiana, Punjab 141002, India

Lat 30.887037°

Long 75.843783°

02/02/24 12:44 PM GMT +05:30

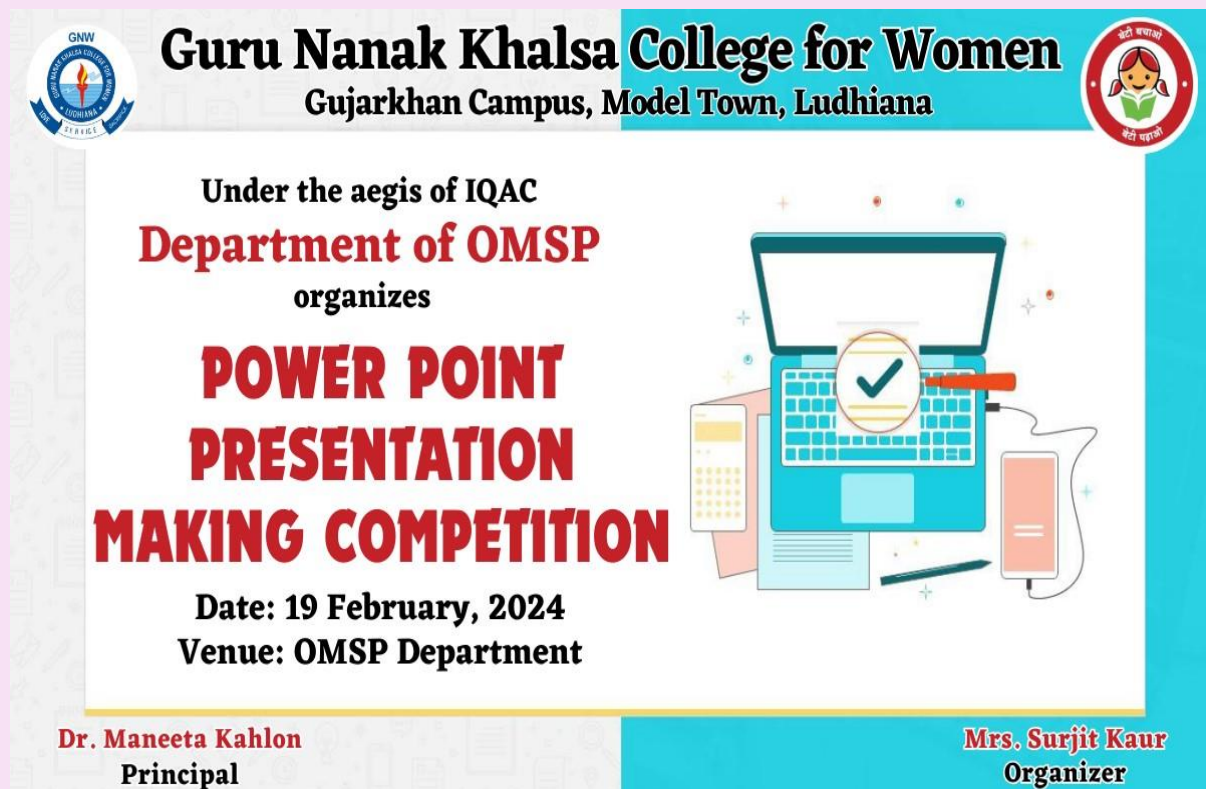
Power Point Presentation Making Competition

19th February, 2024

Under the aegis of IQAC, the Department of Office Management and Secretarial Practice organized 'Online Power Point Competition' on February 19, 2024. 17 students participated in this competition from Ba 2nd & 3rd year. Results of the competition are as follows:

1st prize	Simardeep Kaur	B.A. 3rd year.
2nd prize	Aastha	B.A. 2nd year.
3rd prize	Gazal	B.A. 3rd year.

The college Principal Dr. Maneeta Kahlon appreciated the students for their enthusiastic participation in this activity.



Guru Nanak Khalsa College for Women
Gujarkhan Campus, Model Town, Ludhiana

Under the aegis of IQAC
Department of OMSP
organizes

**POWER POINT
PRESENTATION
MAKING COMPETITION**

Date: 19 February, 2024
Venue: OMSP Department

Dr. Maneeta Kahlon
Principal

Mrs. Surjit Kaur
Organizer



GPS Map Camera

Ludhiana, PB, India

Model Town Road, Model Town, Ludhiana,
141002, PB, India

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Note : Captured by GPS Map Camera



GPS Map Camera

Ludhiana, PB, India

Model Town Road, Model Town, Ludhiana,
141002, PB, India

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02/19/2024 10:21 AM GMT+05:30

Note : Captured by GPS Map Camera



Best Practices for Office Management

March 13, 2024

Extension Lecture on 'Best Practices for Office Management' at GNKCW Ludhiana, March 13, 2024

Under the aegis of Internal Quality Assurance Cell, Department of Office Management and Secretarial Practices of Guru Nanak Khalsa College for Women, organized an extension lecture in the college campus today. The topic of the lecture was Best Practices for Office Management.

Mrs. Sheetal Soi, Assistant Professor, (Khalsa College for Women, Ludhiana) was the resource person. During the talk, she highlighted various concepts related to Office Management like organizational Behaviour, different types of filing, communication, etc. She also highlighted the job opportunities available in the field of stenography. It was followed by an interactive session in which queries of the students were answered in a very effective manner. This lecture was organized by Mrs. Surjit Kaur.

Principal Dr. Maneeta Kahlon appreciated the efforts of the department in organizing such useful lecture for the students.



Guru Nanak Khalsa College for Women

Gujarkhan Campus, Model Town, Ludhiana



Resource Person
SHEETAL SOI
Assistant Professor
KHALSA COLLEGE FOR
WOMEN

Dr. Maneeta Kahlon
Principal

Under the aegis of IQAC
Department of OMSP

organizes

INTERACTIVE TALK

on

**BEST PRACTICES FOR
OFFICE MANAGEMENT**

Date: 13 March, 2024

Time: 11:00 AM

Venue: Seminar Hall

Mrs. Surjit Kaur
Organizer









Ludhiana, PB, India
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141002, PB, India
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Note : Captured by GPS Map Camera

<https://www.facebook.com/share/DSXF4PdUQuXt52o7/?mibextid=WC7FNe>

Parent Teacher Meet

7th April, 2024

Under the aegis of IQAC, Parent Teacher Meet was organized at Guru Nanak Khalsa College for Women, Model Town, Ludhiana on 7th April, 2024. The parents were accorded a warm welcome by GNKCW team members. During the meet, an open interaction was held with parents of students from different streams. Various student-oriented activities and extracurricular activities were discussed with parents. Academic performance of the students was shared by subject teachers.

During this meet, Parents were also asked to fill online Parents feedback form. The event was organized under guidance of Coordinator Mrs. Manpreet Kaur and Co-coordinator Dr. Madhu Dhawan.

Principal of the college Dr. Maneeta Kahlon emphasized on the need to hold such meetings which provide a platform to the parents as well as to the teachers to discuss the future of their wards.





FACULTY ACHIEVEMENTS

Name: Mrs Surjit Kaur

- Participated Seven Days National Level FDP on “Naac Institutional Accreditation” organized by IOT Academy, Coimbatore, Tamilnadu, India. ” held from 2nd to 10th January 2024.
- Participated in one day National workshop on 'Gender Auditing in Higher Education Institutions: An inclusive approach for achieving equity and development' organized by Gobindgarh Public college, Alour Khanna, on March 13, 2024.
- Presented a paper titled "Role of artificial intelligence in women development " in ICSSR (North Western Regional Centre, P.U. Chd) sponsored One day National Seminar on "NEP 2020: An interface for Women Enterprise and Financial Inclusion" held organised by PG Department of Commerce, Guru Nanak Khalsa College For Women, Gujarkhan Campus, Model Town, Ludhiana on March 16,2024
- Participated One day National Level FDP on "Stress and Time Management" organized by IOT Academy held on 29th March 2024.

Summarized Report of the Department

S. No.	Date	Activity
1.	29 th January, 2024	Interactive session with Ashirwad Centre in Campus
2.	31 st January, 2024	Visit to PAU Library
3.	2 nd February, 2024	Visit to Ashirwad Centre (NICPA)
4.	19 th February, 2024	Power Point Presentation Making Competition
5.	13 th March, 2024	Best Practices for Office Management
6.	07 th April, 2024	Parent Teacher Meet