

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



**SUPPORTING DOCUMENT  
(2023-2024)**

**2.5.1 - Mechanism of internal assessment is transparent  
and robust in terms of frequency and mode.**

**(Additional Information)**


**Dr. Maneeta Kahlon  
Principal**

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

## AGENDA OF MENTOR MENTEE MEET

31<sup>st</sup> July, 2023 (Timings: 12.20pm-1.00pm)

- ❖ Welcome to students and introduction of Mentor Mentee concept.
- ❖ Each student is supposed to join Mentor's whatsapp group especially made for accessibility of students
- ❖ Inform students that Mentor Mentee Meet will be held at the end of every month.
- ❖ Students to follow code of conduct which was explained in induction meet.
- ❖ Use of mobile phone is not allowed in classrooms.
- ❖ Students must switch off fans and lights of classrooms & labs whenever not in use
- ❖ Students must not remain absent from the college without any intimation to the mentors as assessment in University examination is also based on your regularity in the college.
- ❖ Students must maintain discipline in the college campus. The students must strive to keep the college campus clean and plastic and litter free.
- ❖ To inform students about Talent Hunt Competitions which are going to be organised in month of August, 2024.
- ❖ Students are required to deposit their pending fee on due date of installments i.e 5<sup>th</sup> August 2023 for first installment & 15<sup>th</sup> December 2023 last installment.
- ❖ Student must visit college library and it is mandatory to get one book issued per semester for all students.
- ❖ Students should visit the Gurudwara for their mental peace and meditation.
- ❖ If student take leave for seven days, she should inform her mentor and get her leave signed by mentor.
- ❖ If student leave is more than seven days, the student will have to get her leave signed from the Registrar of the college and after that submit to her respective mentor.
- ❖ Students must approach their mentor once a month apart from Student Mentoring Meet.
- ❖ Each student has to fill anti-ragging form that shared in whatsapp group.
- ❖ No student should leave Mentor Mentee Group whatsapp group.

  
Dr. MANEETA KARLON  
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## Agenda For Student Mentoring Meet

1st September, 2023.

1. Students should attend their classes regularly as 75% attendance is required.
2. Swachhta Pakhwara & Poshan Maah will be celebrated in the month of Sept.23 in which many activities will be carried out to sensitize the students about Hygeine & Sanitation. Inform students about Swachhata Pakhwara app & Pledge to create awareness among students about Hygeine and Sanitation under the Moto of "Swachhata hi Sewa." – Swachh Bharat Mission <https://swachhbharatmission.gov.in/shs2023/SHS2023/index.aspx>
3. Students should note that leave is to be signed by their respective mentors incase of seven days. If leave is more than seven days, it should be signed by college registrar, Mrs. Seema Dua.
4. College is hosting PU Zonal Youth & Heritage Festival from 9th October to 12th October 2023. Students must participate in College activities (Talent Hunt & Youth Festival) & inform students about importance of Certificates. After youth festival College will remain closed from 13th October to 15 October 2023.
5. Students should prepare well for MSTs as assessment is based upon your performance in exams along with your attendance, assignments and your engagement in class-room activities.
6. Students must bring their identity cards to the college daily.
7. Students must follow Social Media Platform i.e. Facebook & Instagram for College activities.
8. Maintain discipline in the college & keep your campus neat & clean, by not littering and using dustbins.
9. Students are not allowed to use your Mobile phone during lecture.
10. Mentees are not allowed to leave the whatsapp group on their own as latest information is sent through these groups.
11. Please note: you are under **Camera Surveillance** so refrain from indulging in anti-social activities.

  
Principal

**Dr. MANEETA KAHLON**  
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Gularkhan Campus, Model Town

**Agenda for Student Mentoring Meet**

**(30<sup>th</sup> September 2023)**

1. Teaching will be suspended from 9<sup>th</sup> October to 14<sup>th</sup> October as college is hosting 64<sup>th</sup> Punjab University Zonal Youth & Heritage Festival in the college campus.
2. All students are invited to watch Youth Festival (9<sup>th</sup> October to 12 October 2023) . Identity cards are compulsory for students entry in college campus. No outsiders are allowed during youth festival.
3. Students should maintain proper discipline in the Auditorium/ Seminar hall during youth festival. Hooting is strictly prohibited.
4. MST's will start from 25<sup>th</sup> October 2023 to 8<sup>th</sup> Nov. 2023. These exams are compulsory for all. Internal Assessment will be based upon the performance of students in these exams. If any student is not able to give the exams, she should inform mentor immediately. Dusshera Holidays i.e. 23<sup>rd</sup> & 24<sup>th</sup> October will be preparatory holidays for the students. Date sheet will be displayed on 21<sup>st</sup> October, 2023.
5. PTM will be held on 16<sup>th</sup> November, 2023.
6. Attend the classes regularly especially on Saturday to cover up lectures up to 75%.
7. Do not use mobiles during lectures.
8. Maintain discipline & Cleanliness in College Campus.
9. All students are advised to Park their two wheelers in the basement. Also do not drag out the furniture from the class rooms as it cause damage to the college property.
10. Students are requested not to cover their face with dupattas while entering /exiting the college.

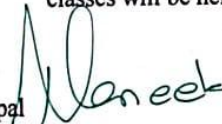
  
Principal

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**Agenda for Student Mentoring Meet on 21<sup>st</sup> October 2023**

1. Midterm exams commencing from 25<sup>th</sup> October 2023 to 7<sup>th</sup> November 2023. These exams are compulsory for all. In case of absentee in MST's without any reason, student will be fined Rs 400 for each paper.
2. 23<sup>rd</sup> & 24<sup>th</sup> October Dusshera Holidays will be preparatory holidays for the Students.
3. Paper Discussion & Papers will be shown to the students only on 8<sup>th</sup> & 9<sup>th</sup> November 2023.
4. Students are advised not to bring mobile phones and cash during exams. In case of any loss college will not be responsible.
5. Time slot for morning shift is 9.00a.m -12.00 p.m. & Evening shift is 12.30 p.m. - 3.30 p.m. Students should reach in examination hall half an hour before the scheduled time. Students are required to sit in examination hall for minimum 2.30 Hrs. Students must carry their ID Card during exams.
6. Internal assessment will be based upon the performance of students in mid-term exams. If any student is not able to give the exam she should inform her mentor prior to exams.
7. Date sheet has already been sent in all groups and on notice board.
8. PTM will be held on 16<sup>th</sup> November 2023.
9. Student should deposit the 50% college fees before the MST's.
10. Earn while you Learn Exhibition of Diwali will be held on 10<sup>th</sup> & 11<sup>th</sup> November 2023.
11. Calling out to all entrepreneurs to book their slots for sale of various items Raffle draw will be held on 11<sup>th</sup> November on occasion of Diwali with special Prizes.
12. As semester ends on 18<sup>th</sup> November 2023, in this context practical & remedial classes will be held from 20<sup>th</sup> Nov. to 25<sup>th</sup> Nov. 2023.

Principal

  
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## Agenda for Mentoring Meet on 29<sup>th</sup> February, 2024

(Timings: 12.20pm-1.00 pm)

1. Mid Term Exams will commence from 18th March 2024 which are Mandatory for all. Assessment of Student will be based on performance in Mid Semester Test , Class Attendance and assignments ,in case of absentee from exam , student will be fined Rs 400 for each paper. Prior sanctioned leave (duly signed by authority) will only be entertained.
2. Students to note that their papers would be shown on 3<sup>rd</sup> and 4<sup>th</sup> April, 2024.
3. Students have to fill Student Satisfaction Survey (sss) form and College Feedback form which is mandatory for all. The feedback links would be closed on May 30, 2024.
4. PTM will be held on April 7<sup>th</sup>, 2024.
5. Students whose fees are pending, they should deposit a minimum amount of Rs 5000/- by 2nd March 2024. this would be last day to deposit college fee otherwise university examination forms will not be submitted as college university clerk Ms Suresh has to leave to PU,Chandigarh on 4th March 2024 in this regard.
6. To inform students about medical camp to be organized in the college on the occasion of women day.
7. College is organizing One day trip on 2nd March, 2024 to different nearby venues. Students must maintain discipline with having fun and enjoyment and also cooperate with teachers who are on duty.
8. Farewell for all final year students is going to be organised on 6th April, 2024.
9. Students are advised to read whatsapp messages and bulletin board regularly.

Principal



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## Agenda for Mentoring Meet on 3 April, 2024

1. Farewell for all final year students will be held on April, 2024. The teaching would be suspended for all other classes.
2. Few students have still not filled Student Satisfaction Survey (SSS) form and College Feedback form.
3. A gentle reminder for PTM that will be held on 7<sup>th</sup> April, 2024
4. To inform students about remedial classes of various subjects that will be held on April 16-23, 2024
5. To inform Students about the date of Annual Prize Distribution Function. Eligibility conditions for prize winners are to be discussed.
6. To inform Students about date of Panjab university examinations (Theory & Practical) that would commence on May 1, 2024. Wishing all the students best of luck for upcoming practical and theory exams. After examinations summer would start from 30<sup>th</sup> May-14<sup>th</sup> July 2024.
7. Students are advised not to bring mobile phones and cash during exams. In case of any loss college will not be responsible.
8. Students should reach in examination hall half an hour before the scheduled time. Students must carry their ID Card during exams.
9. New session would commence from mid-July. Students are advised not to leave whatsapp group as all messages regarding new session would be circulated there.

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