

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



**SUPPORTING DOCUMENT**

**Session 2023-24**

**6.3.5 Institutions Performance Appraisal system for  
Teaching and Non - Teaching staff**

**Dr. Maneeta Kahlon**

**Principal**

**Dr. MANEETA KAHLON**

**Principal**

**G.N.Kh. College for Women  
Gujarkhan Campus, Model Town,  
Ludhiana.**

The College has an Annual Self Appraisal report (ASAR) as per 7th pay UGC regulation 18th July, 2018 for the teaching staff.

The performance of each employee is assessed annually to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

Following are the features of the performance appraisal system:

**Teaching Staff:**

1. The performance of each faculty member is assessed according to the Annual Self- Assessment for the Performance Based Appraisal System (PBAS).
2. Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.
3. The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.
4. The faculty members are informed well in advance of their due promotion.
5. The PBAS proforma filled by the Faculty Member is checked and verified by IQAC Co-coordinator and Principal.
6. Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

**Career Advancement during the year**

As per the guidelines issued by the Panjab University, Chandigarh for the promotion of teachers under the Career Advancement Scheme (CAS) of University Grants Commission as per UGC Regulations 2018, 10 teachers of the college were promoted. The screening process was conducted by the Internal Quality Assurance Cell (IQAC) under the leadership and guidance of the college Madam Principal Dr. Maneeta Kahlon. The members of the screening committee included, Dr. Kuldeep Kaur, IQAC Coordinator, Dr. Anupam Vatsyayan, IQAC Coordinator, Ms. Daisy Wadhwa, member of IQAC, Mr. Surinder Pal Singh Anand and Mr. Suresh Kumar, non-teaching members from the Administrative Department.

The screening committee presented promotion cases and their report to the General Secretary of the College Governing body, Er. Gurbinder Singh. After the final review by the General Secretary, the cases for the promotion were approved.



## Guru Nanak Khalsa College for Women

Gujarkhan Campus, Model Town,  
LUDHIANA-141 002.  
Ph. : 0161-2424668, 2772561  
Fax : 0161-2424668  
Email : gnkcwldh1@rediffmail.com  
Web : gnwldh.com

Ref. No. Office order file

Dated 8/9/2023

### OFFICE ORDER

**DATED 6/9/2023.**

The following will constitute screening committee for Salary Step-up Cases of Management Paid Teaching Staff:-

- |                         |                                 |
|-------------------------|---------------------------------|
| 1. Dr. Kuldeep Kaur     | Coordinator <i>Kuldeep Kaur</i> |
| 2. Dr. Anupam Vatsyayan | Member                          |
| 3. Ms. Daisy Wadhwa     | Member <i>Daisy Wadhwa</i>      |

They will submit their assessment/ report to the undersigned for further discussion with Er. Gurvinder Singh General Secretary College Management.

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

- Each Staff Member will bring their original documents on the day of their presentation to the committee.

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

**OFFICE ORDER DATED 10<sup>TH</sup> NOV-2023**

As recommended by the Principal & CAS Committee the Management is pleased to grant salary step-up to the following members of the teaching staff w.e.f 1<sup>st</sup> Nov-2023 as per details given below:-

S. No	Name of Employee	Designation & Subject	Present AGP	Next AGP	Due on	Date of Grant of enhanced AGP by the Management
1.	Dr.Parveen Arora	Asstt.Prof Pub.Admn.	7000	8000	July,2019	1 <sup>st</sup> Nov,2023
2.	Dr.Punpreet Kaur	Asstt.Prof.Commerce	7000	8000	July,2021	„
3.	Dr.Nidhi Sharma	Asstt,Prof. BBA	7000	8000	July,2021	„
4.	Mrs.Manpreet Kaur	Asstt.Prof.Commerce	7000	8000	Aug,2021	„
5.	Mrs.Rajwinder Kaur	Asstt.Prof.Commerce	7000	8000	July,2021	„
6.	Dr.Madhu Dhawan	Asstt.Prof.Sociology	7000	8000	Mar,2022	„
7.	Mrs.Harpreet Kaur	Asstt.Prof.Fine Arts	6000	7000	July,2017	„
8.	Dr.Kirti Loomba	Asstt.Prof.JSM	6000	7000	Jan,2022	„
9.	Mrs.GagneetPal Kaur	Asstt.Prof.English	6000	7000	July,2020	„
10	Mrs.Satwant Kaur	Asstt.Prof.C.Sc.	6000	7000	July,2020	„



Members of CAS  
Committee



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



General Secretary.  
General Secretary  
GN Khalsa College for Women  
Model Town, Ludhiana.

[https://www.instagram.com/p/Cz7zHebxgzL/?hl=en&img\\_index=1](https://www.instagram.com/p/Cz7zHebxgzL/?hl=en&img_index=1)

<https://www.facebook.com/gnwludhiana/posts/pfbid03bK8LM6R66py2iiTnMvE9KqwwTLCJtsW5KfV6hVary55yqa1N9amSQv2vQ5qomugl>

### **Non-Teaching Staff:**

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

### **Following measures are taken for the Performance Appraisal of teaching and non-teaching staff in the institution:**

- CAS Promotion criteria as per Panjab University, Chandigarh 2018
- Self assessment proforma for college lecturers
- Self assessment proforma for non- teaching staff
- Conferences/ workshops and membership of professional bodies
- Faculty development Programmes (FDP), Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.
- National Assessment and Accreditation Council (NAAC) - Student Satisfaction Survey
- Suggestion/Complaint Boxes

**LINK: PROFORMA FOR CAS**

<https://forms.puchd.ac.in/forms/20200122155429-directrecruitmentassistantprofessorapplicationformasperugcregulation2018.pdf>

**Institution Performance Appraisal System: Sample of  
Assessment Performa of Teaching Staff**

**SELF ASSESSMENT PROFORMA FOR COLLEGE LECTURERS**

**(To be filled in every year towards the close of academic session)**

Year of Assessment \_\_\_\_\_

**I Basic Information**

i) Name of the College : **Guru Nanak Khalsa College for Women, Gujarkhan  
Campus, Gujarkhan Road, Model Town, Ludhiana**

ii) Region in which situated/urban/rural : Urban

iii) Name of the university to which it is affiliated: Panjab University, Chandigarh.

iv) Name of the Lecturer : \_\_\_\_\_

v) Qualification of the Lecturer: \_\_\_\_\_

vi) Subject & Faculty : \_\_\_\_\_

vii) Designation : \_\_\_\_\_

viii) Date of Birth : \_\_\_\_\_

ix) Date of Joining of the College: \_\_\_\_\_

x) Teaching Experience at the College Level: Year \_\_\_\_\_ Month \_\_\_\_\_

2. Course Taught and Work Load Number of Hours per week:

Lectures	Tutorials /Perceptorials	Practicals	Titles of Courses taught

i) Undergraduate

ii) Postgraduate

3. Teaching Methods applied:

(Name and describe new teaching methods used if any)(Besides lecture method) i.e.

- i) Distributing lecture, synopsis and bibliography \_\_\_\_\_
- ii) Encouraging question in class \_\_\_\_\_
- iii) Announcing topics for discussion in advance \_\_\_\_\_
- iv) Holding seminars \_\_\_\_\_
- v) Use of audio visual aids \_\_\_\_\_

4. Contribution to COSIP & DOHSSIP SCHEME, if it exists in the college or through U.B.P. \_\_\_\_\_

- 5. i) Teaching Methods \_\_\_\_\_
- ii) Evaluation Techniques \_\_\_\_\_
- iii) Courses development etc. \_\_\_\_\_

6. Academic and Professional Growth: (During the year)

- i) Research qualification acquired:-
- ii) Research Projects undertaken:-
- iii) Research papers published indicating Titles and names of journals in which published: - \_\_\_\_\_
- iv) Guidance rendered to Research Scholars : \_\_\_\_\_
- v) Participation in seminars workshops and conference during the year.
- vi) Participation in orientation Programme Refresher courses etc. \_\_\_\_\_
- vii) Any other type of training \_\_\_\_\_

7. Participation in Extra – curricular activity

- a. Extracurricular activities Debates, Cultural activities counseling to Students, Planning forum, NSS, NCC, Scouting etc.
- b. Service to community Adult-Education. Extension service etc.

8. Help in college administration by membership of various committees such as Discipline Committee Admission Committees, Students Welfare Committee etc. \_\_\_\_\_

9. Allotted any other examination work such as conduct/evaluation by the

University / Board.

10. Any other information about this contribution (Not conveyed above) relevant to proper assessment of activities.

Evaluation of the senior most lecturer of the Deptt. or head of the Deptt. / Principal.

Item	Factual Verification		Evaluation			
	Correct	Exaggerated	Excellent	very good	Good	Average

1.

2.

3.

4.

5.

6.

7.

8.

9.

10. General observation

Signature of the head Deptt.

Incharge of the Deptt. \_\_\_\_\_

Observation of the Principal

Signature of the Principal

\_\_\_\_\_



**Institution Performance Appraisal System: Sample of  
Assessment Performa of Non-Teaching Staff**

**Performance Appraisal Form for Non-Teaching Staff 2023-2024**

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

**PROFESSIONAL COMPETENCE**

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	do you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions Satisfactorily?					

## I. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
6	Diligence and sense of responsibility					

## II. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

## III. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

#### IV. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public whenyou interact with them?					

#### V. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of managementassigned to?					

**Declaration**

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-  
teaching staff

Name and Signature of the non-

**Countersigned by the Head of the Institution**

## FACULTY ACHIEVEMENT SUPPORTED BY INSTITUTION

**Number of teachers provided with financial support to attend conferences/  
workshops and towards membership fee of professional bodies during the year  
(Session 2023-24)**

S.No	Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
1	March 2023	Dr. Kuldeep Kaur	National Seminar on NEP-2020: Issues and Challenges	GHG Institute of Law, Sidhwan Khurd	Rs.500
2	March 2023	Ms. Daisy Wadhwa	12 Week Course on Privacy and Security in Online Social Media	NPTEL Online Certificate Course	Rs.1000
3	June 2023	Mr. Suresh Kumar	Capacity building training for staff in Higher Educational Institutions	HRDC, Panjab University, Chandigarh	Rs.1090
4	June 2023	Mrs. Harvinder Mrs. Daljit Mrs.Manju	Online Workshop on Koha	LibAuto:The SmartLibrary Sponsored	Rs.1500
5	January 01,2024	All the permanent faculty memebers	Faulty Improvement Programme	NAAC Sponsored	Rs. 7000
6	June 24,2024	Dr. Maneeta Kahlon	FDP at SRM University	ICSSR Sponsored	Rs. 1000
7	March 2024	Dr. Maneeta Kahlon	Life Membership Fee	Association of Indian College Principals	Rs. 4000
8	Feb 16, 2024	Dr. Anupam Vatsyayan	Online Exam on Elements of Literature and Creative Communication	NPTEL	Rs. 1000
9	May 19, 2024	Dr. Punpreet Kaur	Online Exam on Introduction to Intellectual Propery	Swayam-NTA	Rs.750
10	Feb 13, 2024	Mrs. Gagneet Pal Kaur	Online Exam on Literay Criticism (From Plato to Leavis)	NPTEL	Rs. 1000
11.	April 24, 2024	Ms. Shalini Khurana	Online Exam on Appreciating Hindustani Music	Swayam Portal	Rs. 1000
12.	April 14,2024	Dr. Maneeta Kahlon	Two Day Workshop on Academic Leadership Skills	CALEM	Rs. 2500
13.	Feb 02,2024	Ms. Asha and Ms. Kritika Gupta	Partap IPDA International Conference	International Professional Development	Rs. 1000
14.	Nov 11, 2024	Dr. Maneeta Kahlon	One Day Leadership Development Program	ICSSR	Rs.1500

## Bills for cash payment to attend workshop/seminar

### LEDGER GNW LUDHIANA-MANAGEMENT FUND YEAR : 2023-24

Account of **TEACHERS PARTICIPATION IN SEM** : 76  
Page No 1

# Date	Particulars	Debit	Credit
# Balance	#		
#Apr. 1	TO CASH 500.00   Dr#	500.00	
#	to payment of registration fee		
#May. 22	TO CASH 1,500.00   Dr#	1,000.00	
#	to payment to Ms Daisy		
#Jun. 20	TO CASH 2,590.00   Dr#	1,090.00	
#	to suresh for attending		
#	workshop		
#Jun. 28	TO CASH 4,090.00   Dr#	1,500.00	
#	to payment to library staff		
#	for Koha workshops		
#Nov. 28	TO CASH 5,590.00   Dr#	1,500.00	
#	to participation of Principal		
#	in academic conference		
#Jan. 12	TO CASH 12,590.00   Dr#	7,000.00	
#	to payments for teaching		
#	faculty participation in on		
#	line FDPs		
#Feb. 5	TO CASH 13,590.00   Dr#	1,000.00	
#	to registration fee paid		
#	<b>** TOTALS **</b>	13,590.00	0.00
#	13,590.00   Dr#		

**LEDGER**  
**GNW LUDHIANA-MANAGEMENT FUND**  
**YEAR : 2024-25**

Amount of **TEACHERS PARTICIPATION IN SEM** : 76

Page No

#	Date	Particulars	Debit	Credit	Balance
#	~#	~#	~#	~#	~#
#	Apr.20	TO CASH	2,500.00		2,500.00
#		to fee for Principals			
#		attending Academic Leadership			
#		workshop			
#	Apr.25	TO CASH	1,000.00		3,500.00
#		to payment to Shalini Khurana			
#		for NPTEL			
#	May. 8	TO CASH	1,000.00		4,500.00
#		to payment to Dr Anupam for on			
#		line course			
#	May.18	TO CASH	1,000.00		5,500.00
#		to participation fee in NPTEL			
#		by Mrs Gagneetpal Kaur			
#	May.29	TO CASH	750.00		6,250.00
#		to Mrs Punpreet for swayam			
#		test			
#	Jun.24	TO CASH	1,000.00		7,250.00
#		to fee for fdp			

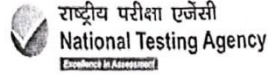
**LEDGER**  
**GNW LUDHIANA-STUDENT FUND**  
**YEAR : 2023-24**

Amount of **PRINCIPALS ASS MEM FEE** : 272  
 Page No 1

Date	Particulars	Debit	Credit
Balance	#		
r. 2	TO CASH	4,000.00	
	4,000.00   Dr#		
	to life membership fee Dr		
	#		
	Maneeta Kahlon		
	#		
	** TOTALS **	4,000.00	0.00
	4,000.00   Dr#		



# 1. Payment to Dr. Punpreet Kaur (Department of Commerce)



Study Webs of Active-Learning for Young Aspiring Minds (SWAYAM) January 2024 Semester Exam

## Admit Card-Provisional

Roll Number:	PB07039176	Application Number:	2415210059936	
Candidate's Name:	PUNPREET KAUR	Gender:	FEMALE	
Date of Birth:	08-08-1979	Father's Name:	KULWANT SINGH	
Category:	GENERAL	Person with Disability (PwD):	NO	
Scribe:	NA			
 PB07039176		Candidate's Signature		
<b>Test Details</b>				
Course Code	aic24_ge17			
Course Name	Introduction to Intellectual Property			
Mode of Exam	CBT			
Date of Examination	19-05-2024			
Shift of Examination	First			
Time of Test	9:00AM to 12:00 NOON			
Reporting / Entry Time at Centre	07.00 AM			
Gate Closing Time of Centre	08.30 AM			
Venue of the Test	ALPINE INTERNATIONAL SR. SEC. SCHOOL RAJA GARDENS, THARIKE, FEROZEPUR ROAD, NEAR LOVELY AUTOS SHOWROOM, OR BEHIND LUDHIANA MEDIWAYS HOSPITAL, PREET NAGAR, LUDHIANA, PUNJAB - 141012			
 Senior Director (NTA)				

Teacher's Participation in academic conferences  
Paid to Dr. Punpreet Kaur for SWAYAM Exam  
Proof attached

## 2. Payment to Dr. Anupam Vatsyayan (PG Department of English)

217

Google.com/mail/u/0/#search/nptel+registration/FMrcgzGxRnVizJtCLXgWUJZwqzrdWP

Gmail

npTEL registration

Exam Registration: Payment Successful

exam@nptel.iitm.ac.in  
to me

Hello Dr Anupam Vatsyayan,

Your payment for the following course(s) is successful.

Course	Amount
Elements of Literature and Creative Communication	₹ 1000

Here are your transaction details:

Transaction ID	order_NbQkrUSRv34lgo
Reference ID	pay_NbQm35bSFwIK26
Date	16/02/2024 10:39:58 IST
Total Amount	₹ 1000

For any grievance contact support: [support@nptel.iitm.ac.in](mailto:support@nptel.iitm.ac.in)  
If your transaction was successful, payment receipts will be available once the form closes.

Participation of Teachers in Academic Conferences / Seminars / On-line prog. Registration fee Paid Rs. 1000/-

Received  
T. Anupam  
8/5/24

Reply Forward

3. Payment to Dr. Kuldeep Kaur (PG Department of Commerce)

RECEIPT



**Transaction Successful**

Reference ID - 307312627119

**Details**

To	GHG INSTITUTE OF LAW
To A/c	09801131000201
Beneficiary Type	
Amount	₹ 500.00
From	KULDEEP KAUR
From A/c	SB-463440933
IFSC Code	PUNB0098010
Remarks	-
Date & Time	14 Mar 2023, 12:50:54

4. Payment to Dr. Maneeta Kahlon



**Guru Nanak Khalsa College For Womer**

Gujarkhan Campus, Model Town

Ludhiana - 14100

Ph. 0161-242466

Email : gnkcwldh1@rediffmail.co

Web : gnwldh.co

Dated .....

No. ....

Manager,  
Indian Bank,  
Model Town,  
Ludhiana

Subject :- Demand draft at Association of Indian College Principals

Sir,

Kindly debit a sum of Rs. 4,000/- (Rs. Four thousand only ) to our SB A/C No.463430129 & issue us a draft favouring Association of Indian College Principals payable at Ahmedabad.

Thanking You,

Yours Sincerely,

Dr. Maneeta Kahlon  
Principal                      Principal  
G.N.Kh. College for Women  
Model Town; Ludhiana

Two-Days Workshop  
on  
**Academic Leadership Skills**  
For Educational Administrators  
(College and School Principals, Chairpersons, Directors and other administrators)

May 7-8, 2024

Organized by

Centre for Academic Leadership & Education Management (CALEM)  
and  
Department of Education, Panjab University, Chandigarh



Venue:

CALEM Building, Sector 25, Panjab University, Chandigarh

Patron:

Prof. Renu Vig

Vice Chancellor, Panjab University, Chandigarh

Prof. Satvinderpal Kaur  
CALEM Coordinator and Chairperson  
Department of Education  
Panjab University, Chandigarh

Prof. Kuldeep Kaur  
Program Coordinator  
Department of Education  
Panjab University, Chandigarh

Prof. Monica Munjal Singh  
CALEM Co-coordinator  
Centre for Social Work  
Panjab University, Chandigarh

REGISTRATION LINK:

[https://docs.google.com/forms/d/1Pj9kewTW6vRadvaXs3xV\\_ObnFcsPppnR\\_D2HELOOX/edit?requested=full](https://docs.google.com/forms/d/1Pj9kewTW6vRadvaXs3xV_ObnFcsPppnR_D2HELOOX/edit?requested=full)

Participation of  
Faculty members in  
Seminars/ Workshops A/c

1. *Manoj*  
Principal  
G.N.Kh. College for Women  
Model Town, Ludhiana

Payment for ALS  
on 7-8 May 24.  
Proof attached  
Rs 2500/-  
*Manoj* 19/4/24



## Guru Nanak Khalsa College for Women

Gujar Khan Campus, Model Town,  
LUDHIANA-141 002.  
Ph. : 0161-2424668, 2772561  
Fax : 0161-2424668  
Email: gnkcwidh1@rediffmail.com  
Web: gnwdh.com

Ref. No. GNN/24-25

Dated 24/6/24

Manager,  
Indian Bank,  
Model Town,  
Ludhiana

545

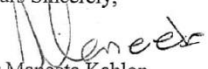
Subject :- Payment to SRM Education & Research Institute

Sir,

Kindly debit a sum of **Rs. 1000/-** (One thousand only) to our SB A/c No. 463430129 (GNW Students funds) & transfer this amount through RTGS to SRM Education & Research Institute Current A/c No. 12330100200333 IFSC Code : FDRL0002116 .

Thanking You,

Yours Sincerely,

  
Dr. Maneeta Kahlon  
Principal

**Dr. MANEETA KHLON**  
Principal,  
G.N.Kh. College for Women  
Gujar Khan Campus, Model Town,  
Ludhiana



**Subject: Invitation to the One-Day Leadership Development Program on Universal Human Values (UHV-LDP)**

From: dcdc <dcdc@pu.ac.in> on Sat, 18 Nov 2023 11:19:26

To: gngoffice@rediffmail.com, gnkcwldh1@rediffmail.com, gnncollegedoraha@rediffmail.com, sgrd\_halwara@yahoo.com, gtbncdakhaa@yahoo.co.in, contact@kisdcollege.org, kcwldh@outlook.com, kcw\_sidhwan@rediffmail.com, rdavcollege@yahoo.com, mai\_bhago@gmail.com, malwaedu\_ldh@yahoo.in, malwacollege@rediffmail.com, mtmscdh@gmail.com, mgkcollege@yahoo.co.in, shahisportcollege@gmail.com, nscekolgangura@gmail.com, ncwmachhiwara@hotmail.com, info@ncwmachhiwara.com, ncnanargwal@gmail.com, partapcollege@gmail.com, ldh.rgt@gmail.com, gcsciencejagraon@gmail.com, "scdgovtcollege@gmail.com" <scdgovtcollege@yahoo.co.in>, scdcollegeldh@gmail.com, sadbhavnasociety@yahoo.com

Dear Esteemed Principals of Colleges affiliated to Panjab University,

Greetings from Panjab University...!

I am pleased to extend to you a cordial invitation to the One-Day Leadership Development Program on Universal Human Values (UHV-LDP), scheduled on **November 24, 2023**. The program promises to be an enriching experience designed to enhance the understanding and application of universal human values in our leadership roles.

In recent times, there has been a growing recognition of the significance of universal human values in education, policy-making, and leadership. The All India Council for Technical Education (AICTE) and the University Grants Commission (UGC) are actively promoting holistic education based on Universal Human Values.

The UHV-LDP is specifically designed for individuals in leadership positions who are responsible for policy and decision-making in the field of education.

I believe that your presence and valuable insights will significantly enrich the discussions during the program. Your contributions will play a vital role in evolving tangible takeaways that can be applied in our respective roles and responsibilities.

Panjab University has been taking initial steps toward holistic, value-based education, and we recognize the importance of this endeavor. In alignment with these principles, the North Western Regional Centre of the Indian Council of Social Science Research (ICSSR), is organizing this one-day UHV-LDP (Brochure attached).

To confirm your participation in this valuable program, we kindly request you to fill out the registration form through the following link: <https://forms.gle/aEvjMf7zo85EdygG7>

With respectful regards,

Yours sincerely

Prof Sanjay Kaushik  
Dean College Development Council  
Panjab University  
Chandigarh.



**GURU NANAK KHALSA COLLEGE FOR WOMEN**

Gujarkhan Campus, Model Town, Ludhiana.

Voucher No. 1366

Date 28/11/23

DEBIT	Rs.	P.
Participation of Teachers in Seminar / Conferences Etc		
to TR.L.D.P. local, conveyance to Principal, Dr. Manjota Kahlon for one day Leadership Development Programme on 24/11/23	1500	
	1500	
<b>TOTAL</b>	<b>1500</b>	
CREDIT		
<b>TOTAL Rs.</b>		

Sanctioned Rs. 1500/-  
Principal [Signature]

General Secretary

Signature of Receiver's

**5. Payment to Ms. Shalini Khurana (Department of Music)**

The Principal  
Guru Nanak Khatri College for Women  
Gujasthan Campus, Model Town  
Ludhiana.

148

5<sup>th</sup> April 2024.

Ma'am

I want to bring to your notice that I have completed the Swayam Course of Appreciating Hindustani Music under National Program on Technology Enhanced Learning. I secured 58% in the Examination and got Certificate on 24-04-2024. I have paid Rs/100/- as examination fee for the same. Kindly reimburse the same.

Thanking you,  
Yours Faithfully  
Shalini Khurana

Asst. Prof in Music Instrumental


10/10/24  
10/10/24  
10/10/24  
10/10/24

10/10/24  
10/10/24

10/10/24



## 6. Payment to Ms. Daisy Wadhwa

 Daisy Wadhwa <daisy597@gmail.com>

---

**Exam Registration: Payment Successful**  
1 message

---

exam@nptel.iitm.ac.in <exam@nptel.iitm.ac.in> Thu, Mar 16, 2023 at 7:27 PM  
To: daisy597@gmail.com

Hello Daisy Wadhwa,

Your payment for the following course(s) is successful.

Course	Amount
Privacy and Security in Online Social Media	₹ 1000

Here are your transaction details:

Transaction ID	bae7a2b55512443b9927e55580714779
Billdesk Reference	YHMP1789825472
Date	16/03/2023 19:25:23 IST
Total Amount	₹ 1000

For any grievance contact support : support@nptel.iitm.ac.in  
If your transaction was successful, payment receipts will be available once the form closes.

Recd  
Rs. 1000/-  
Daisy

To pay Asst Prof  
Daisy - 1000/-  
for MOC  
course  
Maneete

183

# GURU NANAK KHALSA COLLEGE FOR WOMEN

Gujarkhan Campus, Model Town, LUDHIANA

Head of AC TEACHERS Participation in Seminars Date 22/5/23  
*On the courses*

Received with thanks of Rs. 1000/-

(Rupees) One thousand Only

on account of Details attached

Sanctioned Rs. 1000/-

Maneeta  
Principal  
G. N. Kh. College for Women  
Model Town, Ludhiana

Daisy  
Receiver's Signature  
With Address

For any grievance contact support: [support@npcei.iiitm.ac.in](mailto:support@npcei.iiitm.ac.in)  
If your transaction was successful, payment receipts will be available once the form closes.

Recd  
0. 1000/-

To pay Asst Prof  
Daisy - 1000/-  
for MOC course  
Maneeta


## 7. Payment to Mr. Suresh Kumar

Bill

Visit to HRDC Panjab University, Chandigarh to attend Capacity Building Training for Staff in Higher Educational Institutions on "GeM Portal and its Functioning" conducted by Human Resource Development Centre, Panjab University, Chandigarh on 16 - 06 - 2023.

1. Bus Fare (Ludhiana to Chandigarh & Chandigarh to Ludhiana)	560
2. Local Rickshaw	60
3. Bus Stand to HRDC Sector 25, HRDC to PU & PU to Bus Stand	270
4. DA to Mr. Suresh Kumar	200
<b>Total</b>	<b>1090</b>

Suresh Kumar

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

✓  
TEACHER'S  
Participation  
in Workshop / Seminar etc

329

**8. Payment to Mrs. Gagneet Pal Kaur (PG Department of English)**

**lit Madras**  
UPI ID: litmadras.rzp@icici

**₹1,103.54**

13 Feb, 7:47 PM  
Ref. No: XX 0812

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**DEALS**

Personal

*277*

*Mrs Gagneet Pal Kaur*

*Rs 1000/-*

*On line NPTEL on English Teachers*

*Principal*  
*18/5/24*

*Alared*  
Principa

*G.N.Kh. College for Women*  
*Model Town, Ludhiana*  
*18/5/24*

**9. Payment to Ms. Asha (Department of Hindi)**

Ph. 2306018, 2309497

**PARTAP COLLEGE OF EDUCATION LUDHIANA**  
Hamfran Road, LUDHIANA

No. 2840      Roll No. ....  
Class. ....  
Dated 3/2/24

RECEIVED from Ms. Asha

a sum of Rs. (in words) .....

by Cash/Cheque/Draft No. .... dated .....

on account of J.P.D.A. Int. Conf., 24

Rs. 1000/-      *Signature*

Received *Asha*

500/-

*Maneet*      1744

**10. Payment to Ms. Kritika Gupta (PG Department of English)**

Ph. 2306018, 2309497

**PARTAP COLLEGE OF EDUCATION LUDHIANA**  
Hambran Road, LUDHIANA

No. **2839** Roll No.....  
Class.....  
Dated.....

RECEIVED from..... *Ms. Kritika Gupta*.....  
a sum of Rs. (in words) .....  
by  Cash/ Cheque/ Draft No..... dated.....  
on account of..... *I.P.D.A. Int. Conf. 24*.....

Rs. *1000/-*.....  
*Alka*  
Signature

*Amk 500/-  
Received  
@ Diptra  
05/02/24*

## 11. Payment to Faculty members for attending FDP

1568  
12/1/24

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

Teachers Participation in Academic Conferences under faculty improvement  
Programme for seven days (NAAC Accreditation) Payment of registration amount.

Held on Jan 10,  
2024.

Sr.No	Name of the Faculty Member	Amount	Signatures
1	Dr.Kirti Dhawan	350	Kirti
2	Mrs Sukhjit Kaur	350	Sukhjit
3	Mrs Seema Dua	350	Seema Dua
4	Mrs Shikha Kalra	350	Shikha
5	Mrs Gagneetpal Kaur	350	Gagneetpal
6	Dr Punpreet Kaur	350	Punpreet
7	Dr Rajwinder Kaur	350	Rajwinder
8	Dr.Kuldeep Kaur	350	Kuldeep
9	Dr.Balbir Kaur	350	Balbir
10	Dr Madhu Dhawan	350	Madhu
11	Dr.Shikha Bajaj	350	Shikha Bajaj
12	Ms Daisy Wadhwa	350	Daisy
13	Mrs Surjit Kaur	350	Surjit
14	Dr.Neetu Prakash	350	Neetu
15	Mrs Maninder Kaur	350	Maninder
16	Dr.Anupam	350	Anupam
17	Dr Nidhi Sharma	350	Nidhi
18	Mrs Satwant Kaur	350	Satwant
19	Mrs Manmeet Kaur	350	Manmeet
20	Mrs Harpreet Kaur	350	Harpreet
	Grand Total	7000	

Hard Copies of Certificates are attached as Proof.

Rs 7000/- by Mrs Manmeet Kaur

350 - Did not attend  
1550

Dr. Maneeta Kahlon  
Principal,

G. N.Kh.College for Women,  
Model Town, Ludhiana.

*(Signature)*

**Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

<b>Sr. No.</b>	<b>Name of Teacher who attended</b>	<b>Title of the Program</b>	<b>Mode (offline/Online)</b>	<b>Duration (from – to) (DD-MM-YYYY)</b>
1	Dr. Maneeta Kahlon	Two-day workshop on “Vulnerabilities and Risks in Punjab: Moving towards Disaster risk Reduction” organized by MGSIPA, Govt. of Punjab in collaboration with NIDM, Ministry of Home Affairs, Govt. of India.	Offline	15-06-2023 to 16-06-2023
		8-Day FDP on Universal Human Values-II organized by RUSA, Panjab University, Chandigarh in collaboration with AICTE.	Offline	12-07-2023 to 19-07-2023
		One-day Universal Human Values Leadership Program organized by Panjab University, Chandigarh.	Offline	24-11-2023
		On-day workshop on National Education Policy organized by Dean College Development Council, Panjab University, Chandigarh, in association with ICSSR NWRC, P.U.	Offline	15-12-2023
		One-Day Conference on “Need of Entrepreneurship Development” at National Institute of Technical Teachers' Training and Research (NITTTR), Chandigarh.	Offline	02-02-2024
2	Dr. Balbir Kaur	7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
		AICTE recognised FDP on Organic Farming, Sweet Revolution and Permaculture conducted by Rural Development Department at NITTTR, Chandigarh	Online	12-02-2024 to 16-02-2024
		National workshop on “Gender Auditing in Higher Education Institutions: An Inclusive Approach for Achieving Equity and Development” organized by Gobindgarh Public College, Alour Khanna.	Online	13-03-2024



3	Mrs. Maninder Kaur	One day workshop on National Education Policy organized by Dean College Development Council, Panjab University, Chandigarh, in association with ICSSR NWRC, P.U.	Offline	15-12-2023
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
		National workshop on "Gender Auditing in Higher Education Institutions: An Inclusive Approach for Achieving Equity and Development" organized by Gobindgarh Public College, Alour Khanna.	Online	13-03-2024
4	Mrs. Manmeet Kaur	National workshop on "Gender Auditing in Higher Education Institutions: An Inclusive Approach for Achieving Equity and Development" organized by Gobindgarh Public College, Alour Khanna.	Online	13-03-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
5	Dr. Kuldeep Kaur	7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
		National workshop on "Gender Auditing in Higher Education Institutions: An Inclusive Approach for Achieving Equity and Development" organized by Gobindgarh Public College, Alour Khanna.	Online	13-03-2024
6	Mrs. Seema Dua	Professional development course on "National Education Policy 2020" organized by SWAYAM and IGNOU.	Online	16-05-2023 to 15-06-2023
		6-day national level faculty development program on Indian Knowledge System organized by IOT Academy.	Online	08-04-2024 to 13-04-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
7	Dr. Neetu Prakash	6-day national level faculty development program on Indian Knowledge System organized by IOT Academy.	Online	08-04-2024 to 13-04-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024

		One day National Level virtual FDP on Green Audit and Energy Audit in HEI's, organized by IOT Academy.	Online	29-12-2023
8	Dr. Punpreet Kaur	4-week professional development programme on "National Education Policy 2020" organized by SWAYAM and IGNOU.	Online	16-05-2023 to 15-06-2023
		6-day national level faculty development program on Indian Knowledge System organized by IOT Academy.	Online	08-04-2024 to 13-04-2024
		Multidisciplinary National Workshop on Understanding Research Ethics, Plagiarism & Research Metrics organised by Department of Economics & Research Committee RKSD College Kaithal, Haryana.	Online	27-04-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
		National workshop on "Gender Auditing in Higher Education Institutions: An Inclusive Approach for Achieving Equity and Development" organized by Gobindgarh Public College, Alour Khanna.	Online	13-03-2024
		One-day National Workshop on "Equity in Higher Education: Empowering first Generation Students through NEP 2020" sponsored by ICSSR and organised by the Department of Education, Akal University, Talwanadi Sabo, Bathinda	Online	27-02-2024
		One Day Workshop on National Educational Policy (NEP) organized by the College Development Council in collaboration with NEP Cell and HRDC, Panjab University, Chandigarh.	Offline	18-08-2023
9	Dr. Nidhi	National workshop on "Gender Auditing in Higher Education Institutions: An Inclusive Approach for Achieving Equity and Development" organized by Gobindgarh Public College, Alour Khanna.	Online	13-03-2024
		One day National Level Faculty Development Program on "Advanced Teaching and Learning through AI Tools" organized by IOT Academy.	Online	08-03-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024

10	Mrs. Rajwinder Kaur	One-Day National Level Workshop on “How to Write Effective Ph.D Thesis” organized by IOT Academy Coimbatore.	Online	29-02-2024
		Six-day National level Faculty development program on Indian Knowledge System organized by IOT Academy.	Online	08-04-2024 to 13-04-2024
		Multidisciplinary National Workshop on Understanding Research Ethics, Plagiarism & Research Metrics organised by Department of Economics & Research Committee RKSD College Kaithal, Haryana.	Offline	27-04-2024
		5 Day National Level FDP on Indian Knowledge System (IKS) organized by IOT Academy Coimbatore, Tamil Nadu.	Online	18-01-2024 to 24-01-2024
11	Dr. Madhu Dhawan	National workshop on “Gender Auditing in Higher Education Institutions: An Inclusive Approach for Achieving Equity and Development” organized by Gobindgarh Public College, Alour Khanna.	Online	13-03-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
12	Mrs. Harpreet Kaur (Fine Arts Deptt)	Faculty Development Program organized by GHG Khalsa College of Education, Gurusar Sudhar, in collaboration with Council for Teacher Education Foundation.	Offline	29-11-2023 to 07-12-2023
		NEP 2020 orientation & sensitization programme under MM-TTP of UGC organized by the UGC-Malaviya Mission Teacher Training Centre, Panjab University Chandigarh	Online	19-03-2024 to 29-03-2024
		5 Day National Level FDP on Indian Knowledge System (IKS) organized by IOT Academy Coimbatore, Tamil Nadu.	Online	18-01-2024 to 24-01-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
13	Dr. Kirti Dhawan	4-week professional development programme on “National Education Policy 2020” organized by SWAYAM and IGNOU.	Online	16-05-2023 to 15-06-2023

		National workshop on “Gender Auditing in Higher Education Institutions: An Inclusive Approach for Achieving Equity and Development” organized by Gobindgarh Public College, Alour Khanna.	Online	13-03-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
14	Dr. Anupam Vatsyayan	12 week MOOC on "Elements of Literature and Creative Communication" with a 99% score. The course was conducted by IIT Kharagpur on Swayam NPTEL portal developed by Ministry of Education, Government of India.	Online	22-01-2024 to 12-04-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
		one-day National level FDP on "How to Write Effective Ph.D. Thesis" organized by IOT Academy, Coimbatore, Tamil Nadu.	Online	29-02-2024
		National workshop on “Gender Auditing in Higher Education Institutions: An Inclusive Approach for Achieving Equity and Development” organized by Gobindgarh Public College, Alour Khanna.	Online	13-03-2024
15	Mrs. Gagneet Pal Kaur	Attended 7-Day National Level Online FDP on Innovative Learning and Teaching in HEIs conducted by IOT Academy.	Online	18-02-2024 to 26-02-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
		NPTEL Online Certification Course on “Literary Criticism: From Plato to Leavis”.	Online	22-01-2024 to 12-04-2024
		One Week Online Faculty Development Program on “Folkloric Reflections: A Comparative Study of Indian and Nigerian Culture in the Plays of Girish Karnad and Wole Soyinka” from Gokul Global University.	Online	22-04-2024 to 28-04-2024
16	Ms. Daisy Wadhwa	Online course on ‘Use Canva to create Desktop and Mobile-friendly web pages’ offered by Coursera Project Network.	Online	28-07-2023

		One Day Workshop on National Educational Policy (NEP) organized by the College Development Council in collaboration with NEP Cell and HRDC, Panjab University, Chandigarh.	Offline	18-08-2023
		RUSA Sponsored Skill Enhancement course on Artificial Intelligence and Machine Learning organized by Department of Computer Science and Applications, Panjab University, Chandigarh, India under the aegis of Ministry of Education, Govt. of India	Online	24-08-2023 to 04-09-2023
		One day workshop on National Education Policy organized by Dean College Development Council, Panjab University, Chandigarh, in association with ICSSR NWRC, P.U.	Offline	15-12-2023
		5-Day National-Level Faculty Development Program on "Data Analytics Using Power BI and Tableau" organized by Parul University, Gujarat, Atria Institute of Technology, Karnataka, and Amity University, Pune in collaboration with ExcelR Edtech Pvt. Ltd.	Online	11-03-2024 to 15-03-2024
		Online course on 'Supervised Machine Learning: Regression and Classification' authorized by DeepLearning.AI and Stanford University and was offered on Coursera platform.	Online	2/2/2024
		NEP Orientation & Sensitization Programme organized by UGC-MMTTC, Panjab University, Chandigarh.	Online	16-02-2024 to 29-02-2024
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
		7-Day Faculty Development Programme on 'Research Papers and Project Writing' conducted by CT University, Ludhiana.	Online	01-01-2024 to 07-01-2024
17	Mrs. Satwant Kaur	7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
18	Mrs. Shikha Kalra	4-week professional development programme on "National Education Policy 2020" organized by SWAYAM and IGNOU.	Online	16-05-2023 to 16-06-2023

		One day National Level virtual FDP on Green Audit and Energy Audit in HEI's, organized by IOT Academy.	Online	29-12-2023
19	Dr. Shikha Bajaj	4-week professional development programme on "National Education Policy 2020" organized by SWAYAM and IGNOU.	Online	16-05-2023 to 15-06-2023
		Two-Week Online Refresher Course in Humanities (Agriculture, Anthropology, Economics, History, Home Science, Laws, Geography, Philosophy, Political Science, Public Administration, Religious Studies, Mass Communication, Sociology, Psychology, Library & Information Sciences etc.) at MMTTC, Guru Nanak Dev University, Amritsar.	Online	21-11-2023 to 04-12-2023
		One day National Level virtual FDP on Green Audit and Energy Audit in HEI's, organized by IOT Academy.	Online	29-12-2023
		7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
20	Mrs. Sukhjot Kaur	7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
		One day National Level Faculty Development Program on "Advanced Teaching and Learning through AI Tools" organized by IOT Academy.	Online	08-03-2024
		National workshop on 'Gender Auditing in Higher education institutions: An inclusive approach for achieving equity and development' organized by Gobindgarh Public college, Alour Khanna.	Online	13-03-2024
21	Mrs. Surjit Kaur	7-day National Level FDP on "NAAC Institutional Accreditation" organized by IOT Academy.	Online	02-01-2024 to 10-01-2024
		National workshop on 'Gender Auditing in Higher education institutions: An inclusive approach for achieving equity and development' organized by Gobindgarh Public college, Alour Khanna.	Online	13-03-2024
		One day National Level FDP on "Stress and Time Management" organized by IOT Academy.	Online	29-03-2024

22	Ms. Kritika Gupta	NEP-2020 Orientation Programme on the theme Information and Communication Technology under Malaviya Mission Teacher Training Programme (MM-TTP) of University Grants Commission (UGC) organized by the UGC Malaviya Mission Teacher Training Centre.	Online	06-01-2024 to 15-01-2024
23	Mrs. Kavita Kuplish	One-week online FDP on “Beyond Frames: A Cinematic Tapestry of World Cinema and Bollywood”, organized by Gokul Global University, Gujarat.	Online	25-12-2023 to 31-12-2023
		NEP 2020 Orientation & Sensitization Programme under Malaviya Mission Teacher Training Programme (MM-TTP) of University Grants Commission (UGC) organized by MMTTC of Shri Lal Bahadur Shastri National Sanskrit University (Central University), New Delhi.	Online	02-01-2024 to 11-01-2024
		One week online National level FDP on 'Unveiling Knowledge through Experiential Learning', organized by Gokul Global University, Siddhpur, Gujarat.	Online	08-04-2024 to 13-04-2024
24	Mrs. Upinder kaur	NEP 2020 Orientation & Sensitization programme from 01.02.2024 to 14.02.2024 under MM-TTP of UGC organized by the UGC- Malaviya Mission Teacher Training Centre, Panjab University Chandigarh .	Online	01-02-2024 to 14-02-2024
25	Ms. Rachna Kanojia	one day online training on ‘Formulating Research Hypothesis’ organized by Department of Research and Publications, A2Z Edu Learning Hub LLP.	Online	20-04-2024
26	Mrs. Inderjeet Kaur	NEP 2020 orientation & sensitization programme under MM-TTP of UGC organized by the UGC-Malaviya Mission Teacher Training Centre, Panjab University Chandigarh	Online	19-03-2024 to 29-03-2024
		one day national level faculty development programme on 'AAA' Academic and administrative audit in HEI's organised by IOT academy Coimbatore, Tamil Nadu, India.	Online	20-04-2024

27	Mrs. Seema Devi	5 days National level Faculty Development Program on Teaching in the Digital Era organized by IOT Academy Coimbatore, Tamil Nadu, India.	Online	22-04-2024 to 26-04-2024
28	Ms. Shalini M(I)	NPTEL Online Course "APPRECIATING HINDUSTANI MUSIC" on Swayam Platform	Online	24-04-2024
29	Mrs. Balwinder Kaur	International Faculty Development Programme on Advanced Research Methodology for Social Sciences and Humanities organized by Sardar Patel University, Vallabh Vidyanagar India	Online	17-01-2024 to 30-01-2024
		NEP 2020 orientation & sensitization programme under MM-TTP of UGC organized by the UGC-Malaviya Mission Teacher Training Centre, Panjab University Chandigarh.	Online	16-02-2024 to 29-02-2024
		Faculty Development Program on Incorporating AI Tools in Academic Research. This program is jointly organized by the Rajasthan Technical University Kota, India; Mahila Engineering College Ajmer, India; Math Tech Thinking Foundation Fazilka, India; Anand International college of Engineering Jaipur, India.	Online	11-03-2024 to 15-03-2024
		National Level online workshop on AI Tools for Teaching and Research conducted by Digiskillscenter ACT Academy, Kerala.	Online	18-03-2024
		National Level online workshop on "Holistic & Multidisciplinary Education as per NEP, 2020" conducted by FDP DIVISION A.C.T. Academy Kerla.	Online	30-03-2024
		One day National Level Faculty Development Program on "Advanced Teaching and Learning through AI Tools" organized by IOT Academy.	Online	08-03-2024
30	Ms. Amarpreet Kaur	4-week Professional Development Programme on "National Education Policy 2020" organized by SWAYAM and IGNOU.	Online	16-05-2023 to 15-06-2023
		One-Day cake baking workshop in Dept. of Home Science, GNKCW conducted by Ms. Kirandip Kaur from 'The Magic Oven' - Baking and Cooking Institute, Ludhiana.	Online	2/19/2024



		5-Day National Level Virtual FDP on "The Art of Research" by IOT Academy, Coimbatore, Tamil Nadu.	Online	08-01-2024 to 12-01-2024
31	Mrs. Sandeep Kaur	International Faculty Development Programme on Advanced Research Methodology for Social Sciences and Humanities organized by Sardar Patel University, Vallabh Vidyanagar India	Online	17-01-2024 to 30-01-2024
32	Ms. Asha	NEP orientation & sensitization programme-MMC organized by the UGC- Malaviya Mission Teacher Training Centre, Punjab University Chandigarh.	Online	01-02-2024 to 14-02-2024
		Attended 5- Day CTO training program at (NCC unit) 3PB Girls Bn NCC Ludhiana.	Offline	18-09-2023 to 22-09-2023
33	Ms. Yukti Khurana	4-week professional development programme on "National Education Policy 2020" organized by SWAYAM and IGNOU.	Online	16-05-2023 to 15-06-2023
34	Ms. Monica Sharma	5-Day National Level Virtual FDP on "The Art of Research" by IOT Academy, Coimbatore, Tamil Nadu.	Online	08-01-2024 to 12-01-2024
		NEP Orientation & Sensitization Programme organized by UGC-MMTTC, Panjab University, Chandigarh.	Online	15-01-2024 to 26-01-2024
35	Ms. Chakshu Khanna	7-Day FDP on Research Papers and Project Writing organized by CT University, Ludhiana.	Online	01-01-2024 to 07-01-2024
		NEP Orientation & Sensitization Programme organized by UGC-MMTTC, Panjab University, Chandigarh.	Online	16-02-2024 to 29-02-2024
		5-Day National Level Virtual FDP on "The Art of Research" by IOT Academy, Coimbatore, Tamil Nadu.	Online	08-01-2024 to 12-01-2024
36	Mrs. Baljeet Kaur	5-Day Faculty Development Program on Research skills and Quality Publication organised by Kingdom College, Bangalore	Online	28-08-2023 to 01-09-2023
		Online course in "Business Analytics with Excel: Elementary to Advanced" from John Hopkins University offered through Coursera.	Online	27-02-2023
37	Ms. Blossom Singla	NEP Orientation & Sensitization Programme organized by UGC-MMTTC, Panjab University, Chandigarh	Online	01-02-2024 to 14-02-2024

38

Ms. Harpreet Kaur (Depatt. Of Computer Science)

NEP Orientation & Sensitization Programme organized by UGC-MMTTC, Panjab University, Chandigarh.	Online	15-01-2024 to 26-01-2024
5-Day International Faculty Development Program on Data Analyst - Everyday Learning Program by Andhra Pradesh State Skill Development Corporation (APSSDC) in Collaboration with ExcelR.	Online	19-06-2023 to 23-06-2023
Online course on Python Fundamentals for Beginners offered by Great Learning Academy.	Online	08-07-2023
Online course on Introduction to graphics design with Photoshop offered by Great Learning Academy.	Online	13-07-2023
15 Days Live International Faculty Development Program on Deep Learning for NLP and Computer Vision - Everyday Learning Program organized by Chaitanya Bharathi Institute of Technology (CBIT) in Collaboration with ExcelR.	Online	10-07-2023 to 28-07-2023
5-Day Live International Faculty Development Program on NLP and ChatGPT organized by SECAB Institute of Engineering and Technology in Collaboration with ExcelR.	Online	14-08-2023 to 18-08-2023
15 Days Live International Faculty Development Program on Python and IOT organized by ExcelR	Online	07-08-2023 to 28-08-2023
RUSA Sponsored Skill Enhancement course on Artificial Intelligence and Machine Learning organized by Department of Computer Science and Applications, Panjab University, Chandigarh, India under the aegis of Ministry of Education, Govt. of India	Online	24-08-2023 to 04-09-2023
30 hrs. of Live Fundamentals of Full Stack Development Training- Everyday Learning Program in Collaboration with ExcelR.	Online	20-09-2023 to 13-10-2023
15 Days National Faculty Development Program on Cyber Security organized by Chaitanya Bharathi Institute of Technology (CBIT) in collaboration with ExcelR Edtech Pvt. Ltd.	Online	25-09-2023 to 11-10-2023
15 Days Live Virtual Training program on Digital Marketing- Everyday Learning Program in Collaboration with	Online	06-11-2023 to 24-11-2023

		ExcelR.		
		FDP on AI Evolution: From Foundations to Generative AI conducted organized by TECHSAKSHAM.	Online	29-01-2024 to 02-02-2024
		7- Day Faculty Development Program on Research Paper and Project Writing organized by the School of engineering and Technology, CT University, Ludhiana.	Offline	01-01-2024 to 07-01-2024
39	Ms. Minika Bawa	5-day Faculty Development Programme on "Ethical Use of AI Tools for Research and Writing (Includes SLR & Bibliometrics)" organized by Koach Scholar.	Online	12-02-2024 to 16-02-2024
		70.5 hours course "Ultimate Microsoft Office; Excel, Word, PowerPoint & Access" on Udemy platform.	Online	07-07-2023
		Completed the Faculty Development Programme on "Demystifying Literature Review Methods Using SLR, Bibliometric and Meta-analysis" organised by Koach Scholar.	Online	26-09-2023 to 30-09-2023
40	Dr. Sarika Jaiswal	One-Day National Level Lecture Workshop on "Total Quality Management and Six Sigma" conducted by FDP Division, A.C.T Academy, Kerala unit.	Online	03-02-2024
		7 Day FDP on topic "Research papers and Project Writing" organized by CT University Ludhiana.	Offline	01-01-2024 to 07-01-2024
41	Mrs. Jaspreet Kaur	One-day National level online Workshop on "Innovative Design and Patent Filing Procedure "conducted by ACT Academy, Tamil Nadu.	Online	21-01-2024
		One-Day National Level Lecture Workshop on "Total Quality Management and Six Sigma" conducted by FDP Division, A.C.T Academy, Kerala unit.	Online	03-02-2024
		One day National Level FDP on 'Design Thinking in Education ' conducted by IOT Academy, Coimbatore, Tamil Nadu.	Online	19-01-2024
42	Ms. Neha Dawar	One-day National Level Online Workshop on 'Innovative Design and Patent Filing Procedure' conducted by A.C.T Academy, Tamil Nadu.	Online	21-01-2024

		7 Day National Level Faculty Development program on 'Fundamentals of Research' through IOT Academy.	Online	18-03-2024 to 26-03-2024
		Faculty Development Program on Incorporating AI Tools in Academic Research. This program is jointly organized by the Rajasthan Technical University Kota, India; Mahila Engineering College Ajmer, India; Math Tech Thinking Foundation Fazilka, India; Anand International college of Engineering Jaipur, India.	Online	11-03-2024 to 15-03-2024
		One Day National Level FDP on "How To Write Effective PH.D Thesis" organized by IOT Academy.	Online	29-02-2024
		One day National Level Faculty Development Program on Advanced Teaching and Learning through AI Tools.	Online	08-03-2024
		National Level online workshop on AI Tools for Teaching and Research conducted by Digiskillscenter ACT Academy, Kerala.	Online	18-03-2024
43	Dr. Anu Gupta	National Level Online Skill Program for Faculty of HEIs on 'UGC Guidelines for Curriculum and credit framework for UG' organized by FDP DIVISION, A.C.T Academy, Kerala Unit	Online	27-03-2024
		NEP Orientation & Sensitization Programme organized by UGC-MMTTC, Panjab University, Chandigarh	Online	16-02-2024 to 29-02-2024

**National Assessment and Accreditation Council  
(NAAC)  
Student Satisfaction Survey**

**Key Indicator - 2.7.1**

**Under Criterion II of Teaching – Learning and Evaluation**

**Guidelines for Students**

NAAC (National Assessment and accreditation council) is conducting a Student Satisfaction Survey regarding Teaching – Learning and Evaluation, which will help to upgrade the quality in higher education. A student will have to respond to all the questions given in the following format with her/his sincere effort and thought. Her/his identity will not be revealed.

A) Please confirm this is the first and only time you answer this survey.

a) Yes                       b) No

B) Age:                                      C) College Name:

D) Gender:    a) Female     b) Male     c) Transgender

E) What degree program are you pursuing now?

a) Bachelor's     b) Master's                       c) MPhil

d) Doctorate     e) Other (                      )

F) What subject area are you currently pursuing?

a) Arts                       b) Commerce                       c) Science

d) Professional                       e) Other: (                      )

### **Instructions to fill the questionnaire**

- All questions should be compulsorily attempted.
- Each question has five responses, choose the most appropriate one.
- The response to the qualitative question no. 21 is student's opportunity to give suggestions or improvements; she/he can also mention weaknesses of the institute here. (Kindly restrict your response to teaching learning process only)

### **Criterion II – Teaching–Learning and Evaluation Student Satisfaction Survey on Teaching Learning Process**

**Following are questions for online student satisfaction survey regarding teaching learning process.**

1. How much of the syllabus was covered in the class?

4 – 85 to 100%

3 – 70 to 84%

2 – 55 to 69%

1– 30 to 54%

0 –Below 30%

2. How well did the teachers prepare for the classes?

4 –Thoroughly

3 – Satisfactorily

2 – Poorly

1 – Indifferently

0 – Won't teach at all

3. How well were the teachers able to communicate?

4 – Always effective

3 – Sometimes effective

2 – Just satisfactorily

1– Generally ineffective

0– Very poor communication

4. The teacher's approach to teaching can best be described as

4– Excellent

3 – Very good

2 – Good

1 – Fair

0– Poor

5. Fairness of the internal evaluation process by the teachers.

4 – Always fair

3 – Usually fair

2 – Sometimes unfair

1 – Usually unfair

0– Unfair

6. Was your performance in assignments discussed with you?

4 – Every time

3 – Usually

2 – Occasionally/Sometimes

1 – Rarely

0– Never

7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.

4 – Regularly

3 – Often

2 – Sometimes

1 – Rarely

0– Never

8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

4 – Significantly

3 – Very well

2 – Moderately

1 – Marginally

0– Not at all

9. The institution provides multiple opportunities to learn and grow.

4 – Strongly agree

3 – Agree

2 – Neutral

1 – Disagree

0– Strongly disagree

10. Teachers inform you about your expected competencies, course outcomes and programme outcomes.

4 – Every time

3 – Usually

2– Occasionally/Sometimes

1 – Rarely

0– Never

11. Your mentor does a necessary follow-up with an assigned task to you.

4 – Every time

3 – Usually

2 – Occasionally/Sometimes

1 – Rarely

0 – I don't have a mentor

12. The teachers illustrate the concepts through examples and applications.

4 – Every time

3 – Usually

2 – Occasionally/Sometimes



1 – Rarely

0 – Never

13. The teachers identify your strengths and encourage you with providing right level of challenges.

4 – Fully

3 – Reasonably

2 – Partially

1 – Slightly

0 – Unable to

14. Teachers are able to identify your weaknesses and help you to overcome them.

4 – Every time

3 – Usually

2 – Occasionally/Sometimes

1 – Rarely

0 – Never

15. The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.

4 – Strongly agree

3 – Agree

2 – Neutral

1 – Disagree

0 – Strongly disagree

16. The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.

4 – To a great extent

3 – Moderate

2 – Some what

1 – Very little

0 – Not at all

17. Teachers encourage you to participate in extracurricular activities.

4 – Strongly agree

3 – Agree

2 – Neutral

1 – Disagree

0 – Strongly disagree

18. Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.

4 – To a great extent

3 – Moderate

2 – Somewhat

1 – Very little

0 – Not at all

19. What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.

4 – Above 90%

3 – 70 – 89%

2 – 50 – 69%

1 – 30 – 49%

0 – Below 29%

20. The overall quality of teaching-learning process in your institute is very good.

4 –Strongly agree

3 – Agree

2 – Neutral

1 – Disagree

0 – Strongly disagree

21. Give three observation / suggestions to improve the overall teaching – learning experience in your institution.

a)

b)

c)

## Suggestion/Complaint Boxes



## Opening of Suggestion Box

