

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



**ADDITIONAL INFORMATION**

**Criteria 6.2.2- The functioning of the Institutional Body is effective and efficient as visible from Policies, Administrative setup, Appointment and Service rules, Procedures, etc.**

**Session (2023-2024)**

**Dr. Maneeta Kahlon**

**Principal**

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

## **VISION**

Empowering women to participate fully across all sectors to build stronger economies, achieve internally-agreed goals for development and sustainability, and improve the quality of life for women, men, families, and the whole civilization.

## **MISSION**

Value Based Job Oriented Education

- Recruitment
- Office
- Financial Support to Students
- Roles and Responsibilities of Committees
- Office Administration Committee
- Policies

### **➤ RECRUITMENT**

We follow all the regulations for new recruitments as per UGC guidelines, Panjab University and Punjab state Government Policy.

### **➤ OFFICE**

- To Follow maximum paper less work.
- Ask and see Policy
- Kaizen Work Policy
- Proactive Office Staff to Support Students

### **➤ FINANCIAL SUPPORT TO STUDENTS**

- Financial support to the needy students
- Fatherless Beti's Scholarship
- Students who are interested in studying and can't afford to pay fees
- Student who do not get and government scholarship and are really needy.
- Concession to Orphan Students

- Consideration from the subject teacher of the student and finding out that she is economically backward and needs help.

## ➤ **ROLE AND RESPONSIBILITIES OF COMMITTEES**

Various clubs and committees are formed in the College for the smooth and efficient management of activities. These committees are constituted by the Principal in consultation with IQAC for every academic year or until new committees are constituted.

### **Link of Clubs and Committees (2023-24)**

[https://www.gnwldh.com/wp-content/uploads/2024/09/Annual\\_Duties\\_2023-24.pdf](https://www.gnwldh.com/wp-content/uploads/2024/09/Annual_Duties_2023-24.pdf)

## ➤ **OFFICE ADMINISTRATION COMMITTEE**

- Takes care of student scholarships like S.C., S.T. Scholarships
- Maintains the Faculty Member leave records like casual leave, vacation, on duty and permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the college.
- Takes care of HR policies of the institution side and outside the college.
- Takes care of all admission approval procedure and communicating with universities in person.
- Keeps account of financial transactions such as admission fees, semester fees, hostel fees, etc.
- Keeps account of all the financial transactions.
- Disburse salaries for the employees of the college.
- Prepares the annual account and get it audited.
- Deals with banks and other financial institutions regarding loans, etc.
- Works under the direct supervision of the Administrative Officer and executes the work.

## ➤ **POLICIES**

<b>Sr. no.</b>	<b>POLICY</b>	<b>Link of the Policy</b>
1.	Maintenance Policy	<a href="https://www.gnwldh.com/maintenance-policy/">https://www.gnwldh.com/maintenance-policy/</a>
2.	Research and Ethical Research	<a href="https://www.gnwldh.com/research-ethical-research-policy/">https://www.gnwldh.com/research-ethical-research-policy/</a>

	Policy	
3.	Placement Policy	<a href="https://www.gnwldh.com/placement-policy/">https://www.gnwldh.com/placement-policy/</a>
4.	Equal Opportunity Policy	<a href="https://www.gnwldh.com/equal-opportunity-policy/">https://www.gnwldh.com/equal-opportunity-policy/</a>
5.	Gender Sensitizing Policy	<a href="https://www.gnwldh.com/gender-sensitization-policy/">https://www.gnwldh.com/gender-sensitization-policy/</a>
6.	Code of Professional Ethics and Conduct	<a href="https://www.gnwldh.com/code-of-ethics/">https://www.gnwldh.com/code-of-ethics/</a>
7.	Policies and Procedures for Mobilization of Funds	<a href="https://www.gnwldh.com/policy-and-procedures-for-mobilization-of-funds/">https://www.gnwldh.com/policy-and-procedures-for-mobilization-of-funds/</a>
8.	Scholarships Policy	<a href="https://www.gnwldh.com/scholarships-policy/">https://www.gnwldh.com/scholarships-policy/</a>
9.	Student Grievance Redressal Policy	<a href="https://www.gnwldh.com/student-grievance-redressal-policy/">https://www.gnwldh.com/student-grievance-redressal-policy/</a>
10.	Alumni Policy	<a href="https://www.gnwldh.com/alumni-policy/">https://www.gnwldh.com/alumni-policy/</a>
11.	Swachhta and Green Campus Policy	<a href="https://www.gnwldh.com/swachhta-green-campus-policy/">https://www.gnwldh.com/swachhta-green-campus-policy/</a>
12.	Welfare Policy	<a href="https://www.gnwldh.com/welfare-policy-2/">https://www.gnwldh.com/welfare-policy-2/</a>
13.	Divyangjan Policy	<a href="https://www.gnwldh.com/divyangjan-policy/">https://www.gnwldh.com/divyangjan-policy/</a>