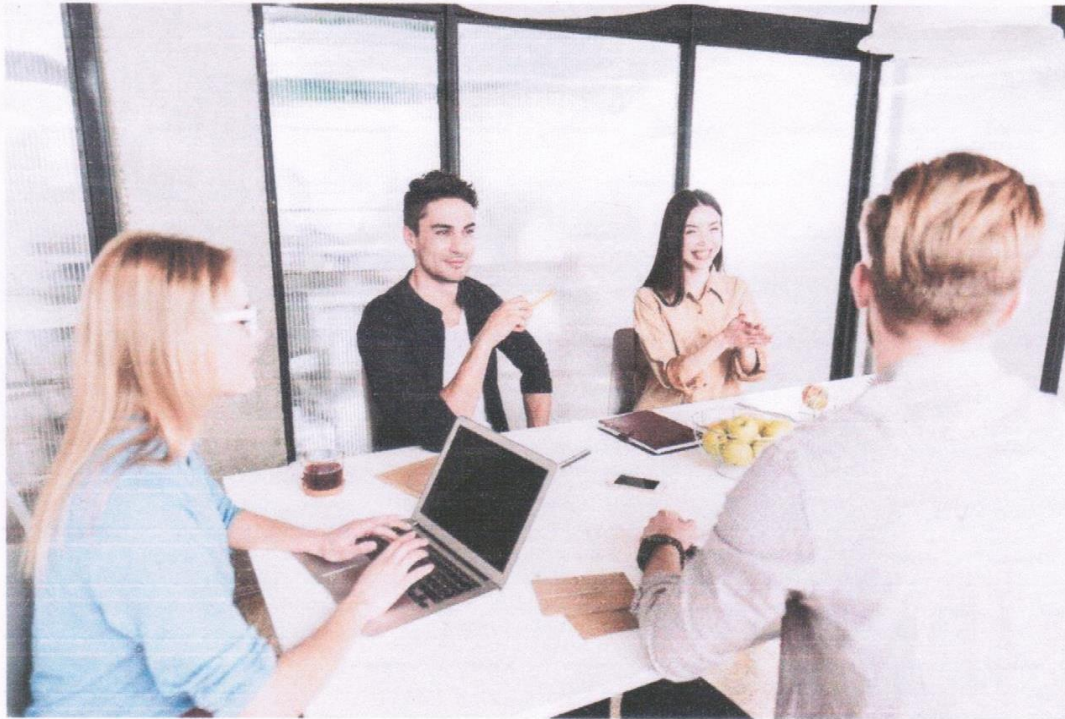


**GURU NANAK KHALSA COLLEGE FOR WOMEN
MODEL TOWN, LUDHIANA**

**Departmental Report of Office Management
&
Secretarial Practices
Session 2024-2025
Odd 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

Teacher's In-charge



Mrs. Surjit Kaur
Assistant Professor
Head of 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	24
2.	B.A. Second Year	15
3.	B.A. Third Year	30

ACTIVITIES OF DEPARTMENT

Inter-class Online Power Point Competition

September 04, 2024

The Department of Office Management and Secretarial Practice organized an Inter-class Online PowerPoint Competition on September 4, 2024. 17 students from BA 2nd and 3rd year participated in the competition. The results are as follows:

1st Prize: Mehak	B.A. 3rd Year
2nd Prize: Pawandeep Kaur	B.A. 2nd Year
3rd Prize: Jaspreet Kaur	B.A. 2nd Year

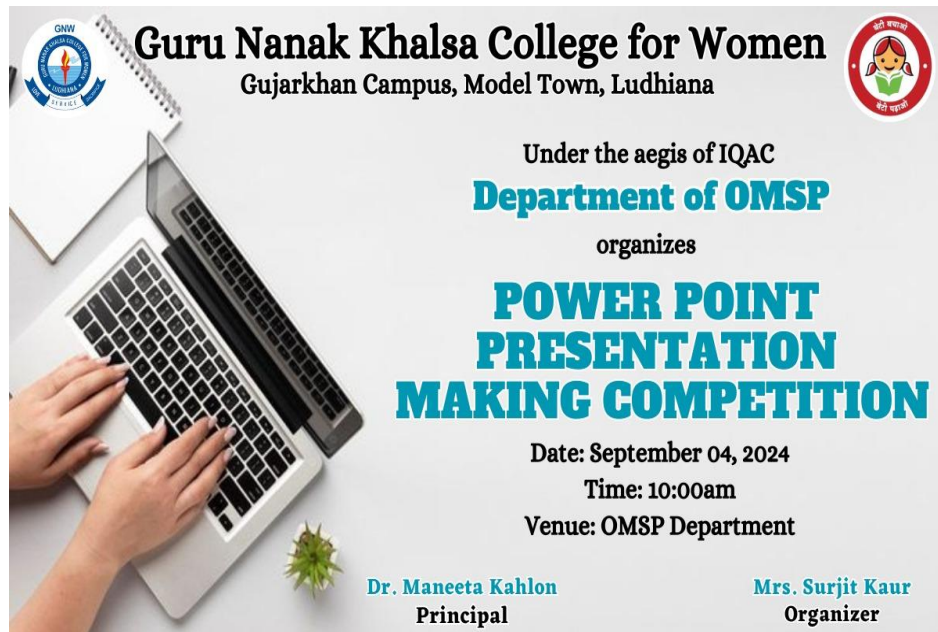
Madam Principal Dr. Maneeta Kahlon commended the students for their enthusiastic participation in this activity.

1.

<https://www.facebook.com/gnwludhiana/posts/pfbid031ktHzFtH47XExTqye8hE647SGKCCMNYnUSTyKTXATckzZeCGh8bhPPRRjwTiLTHrl>

2.

https://www.instagram.com/p/C_kEL_MyvRz/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==



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: September 04, 2024
Time: 10:00am
Venue: OMSP Department

Dr. Maneeta Kahlon
Principal

Mrs. Surjit Kaur
Organizer





Ludhiana, PB, India
Model Town Road, Model Town, Ludhiana,
141002, PB, India
Lat 30.886949, Long 75.843891
09/05/2024 11:04 AM GMT+05:30
Note : Captured by GPS Map Camera



The movie, titled Bibi Rajni

Tuesday September 24, 2024

Under the aegis of the Internal Quality Assurance Cell, the Departments of OMSP, Hindi, and History at Guru Nanak Khalsa College for Women, Model Town, Ludhiana, organized a movie screening activity on September 24, 2024. A total of 50 Bachelor of Arts students participated in this insightful learning experience, accompanied by teachers Mrs. Surjit Kaur, Mrs. Sandeep Kaur, and Ms. Asha. The movie, titled Bibi Rajni, featured stunning cinematography that enriched the students understanding of history with its beautiful visuals, authentic dialects, and deep connection to tradition. It served as a powerful reminder of the strength of the human spirit and spiritual beliefs.

Principal Dr. Maneeta Kahlon appreciated the efforts and expressed her view that such visual learning experiences reinforce the importance of understanding our rich culture, heritage, and belief systems.

1. <https://www.facebook.com/gnwludhiana/posts/pfbid0XQJSF9akKHVHVVE2vuuUKAYWfo79HCD72gRdAV5NTG3syiA8RZxPZaT2VwnAvVo6l>

2. https://www.instagram.com/p/DAS35wtSlb1/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==





Parent Teacher Meet

November 09, 2024

Under the aegis of Internal Quality Assurance Cell, was organized at Guru Nanak Khalsa College for Women, Model Town, Ludhiana in the college campus today. 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.

Parents were also informed that ABC portal is essential under New Education Policy. Students were also informed about the upcoming Panjab University examination. 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.

1.<https://www.facebook.com/share/p/1EnpX6TFg3/>

2.https://www.instagram.com/p/DCJKRd2yYhr/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

3.https://www.instagram.com/p/DCJKX_TSLu0/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==



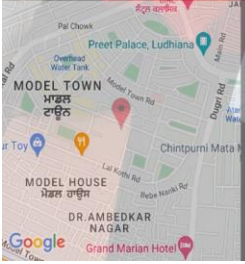


234r, Pritm Nagar, Model Town, Ludhiana, Punjab 141002, India

Ludhiana
Punjab
India

21°C
70°F

2024-11-09(Sat) 10:06(am)



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

Ludhiana
Punjab
India

29°C
84°F

2024-11-09(Sat) 11:58(am)