



MULTI-FACULTY POSTGRADUATE INSTITUTION

# GURU NANAK KHALSA COLLEGE FOR WOMEN

Gujarkhan Campus, Model Town, Ludhiana-141002



***PROSPECTUS***

**2020-2021**

# The Galaxy of GNW Stars

2018-19



**Monika**  
M.Com-II  
6th in P.U., Chd in 3rd Sem



**Manpreet Kaur**  
M.A. (Eng)  
3rd in P.U., Chd in 1st Sem



**Komal Beri**  
PGDMC  
4th in P.U., Chd in 1st Sem  
9th in P.U., Chd in 2nd Sem



**Ashima Vohra**  
PGDMC  
7th in P.U., Chd in 1st Sem



**Gursimran Kaur**  
BCA-III  
10th in P.U., Chd in 6th Sem



**Niharika Dev**  
BA II  
7th in P.U., Chd in 4th Sem



**Mansimran Kaur**  
BA II  
9th in P.U., Chd in 4th Sem



**Bhumi Tandon**  
BBA II  
2nd in P.U., Chd in 4th Sem



**Ramanjit Kaur**  
BBA II  
7th in P.U., Chd in 4th Sem



**Sanya Sood**  
BBA II  
9th in P.U., Chd in 4th Sem



**Enam**  
B.Com III  
10th in P.U., Chd in 5th Sem



## *Our Mission*

**Value based, Job Oriented Education**

### **STREAMS OF LEARNING**

#### **UNDERGRADUATE COURSES**

**B.A.** Pass Course, Hons. (Eng. & Pbi.)

**B.Com** Pass Course,  
Hons. (Business Finance & Accounting)

**BCA**

**BBA**

#### **POSTGRADUATE COURSES**

**M.A English**

**M.Com**

**PGDCA (P.G. Diploma in Computer Applications)**

**PGDMC (P.G. Diploma in Mass Communication)**

#### **ADD ON COURSES**

Functional English

Fashion Designing



## *Contents*

- About the Trust
- About the College
- From the Principal's Desk
- Infrastructure
- GNW Fraternity
- Streams of Learning
- Opportunities Galore
- Career Oriented Add On Courses
- Placement Cell
- Seminars and Presentations
- Workshops, Conferences and National Seminars
- Library
- Labs
- General Information
- Hostel Rules
- Admission Dates
- Fee Structure
- Admission Form



## *About the Trust*



**S. Paramjit Singh Sarna**  
President  
College Governing Body



**Er. Gurvinder Singh**  
General Secretary  
College Governing Body

Guru Nanak Education Trust was instituted in 1919 at Gujarkhan (now in Pakistan) to promote the cause of education. The founder architects and stalwarts of the institution were S. Bishan Singh and S. Sant Singh Gujarkhani - the President and General Secretary who put in their heart and soul to enkindle the light of knowledge and awakening among the ignorant masses. The legacy was carried on by S. Tarlochan Singh Ji Sarna- Next President of the institution. We are also highly indebted to Late Prof. Gurbir Singh Sarna (the former General Secretary), a great academician and a seasoned administrator, who worked with immense dedication and devotion in the field of education. Now the Trust is being managed under the sagacious guidance of the highly enlightened and spirited members of the governing body with S. Paramjit Singh Sarna as President and S. Harvinder Singh Sarna as Vice-President and Er. Gurvinder Singh as General Secretary. Under the stewardship of this Trust, six institutions are being run successfully in the sprawling Gujarkhan Campus that encompasses an area of 12 acres of land. These institutions are two high schools, two Public schools, Guru Nanak Institute of Management & Technology and Guru Nanak Khalsa College for Women. At the apex of Gujarkhan Campus is Gurdwara Shaheedan(1947) emblematic of spiritual bliss for one and all.





## *About the College*



This Premier Post Graduate Institute of ours-popularly known as GNW, Guru Nanak Khalsa College for Women, Model Town, Ludhiana endeavours to cater to the needs of the most vital section of the society- the women folk. Established in the year 1969, in commemoration of the 500th birth anniversary of Guru Nanak Dev ji, it has emerged as one of the leading institutions of higher education for various academic and co-curricular activities. The college is **affiliated with Panjab University, Chandigarh** for Degree and Post Graduate classes in **MA (Eng.), M.Com, PGDCA and PGDMC**. It imparts education in the streams of Humanities, Commerce, Business Administration (BBA), Computer Applications (BCA), Honours in English, Punjabi and Commerce upto Graduation level, Add-on Courses such as Functional English/Communicative English and Fashion Designing.

Situated in Model Town, our campus provides best facilities to the students. Its magnificent building, comprehensive infrastructure, state of the art Library, Hostel within the campus and Home Science, Fine Arts and Computer Labs alongwith an effective Placement Cell, offer an oasis of Learning and Opportunities galore for the students of 21st Century. The college takes pride in inculcating the spirit of education, self-confidence and progressive thinking.

## *From the Principal's Desk*



Dear Students,

With great pleasure I welcome you to Guru Nanak Khalsa College for Women, Gujarkhan Campus, Model Town, Ludhiana, an esteemed and academically rich institute.

Every educational institute has its own distinct and identifiable 'personality'. The integration of academic excellence and professional learning with high moral orientation is the unique character of GNW. Closely supervised academic program in a culturally stimulating environment, together with an emphasis on student welfare and close contact between staff and students, besides constant monitoring and regular reviewing ensure the readiness of our students to responsibly enter the arena of society.

With finest infrastructure and highly enthused faculty, we will earnestly endeavour to help you realize your dreams. The prospectus will briefly introduce you to our College and will also provide detailed information of courses offered, fee structure, general rules and eligibility criteria etc.

I would like to add that in these times of uncertainty and risk-at-every-step due to the vicious global assault by Novel Coronavirus, we have tried to accord importance to hi-tech teaching methodologies and to orient our energies, resources and infrastructural facilities as per the need of the hour. All this while never losing faith and hope in the face of the pandemic. We are committed to work here and positivity is the key word. "Commitment leads to action. Action brings your dream closer," says Marcia Wieder.

I wish the best of fortune to all who join the GNW family while we continue to scale new heights in the field of education.

Mrs. Maninder Kaur  
Principal



# *Infrastructure*

## **KEY FEATURES**

- Spic and Span Campus in Model Town
- First class facilities in all areas of studies
- Cordial and Congenial environment for quality teaching
- A well furnished library with excellent collection of books and Internet facility, latest 75 Journals and Periodicals and 31740 books
- Multi storeyed extensive hostel within the campus
- Spacious Lecture rooms
- Seminar Room with hi-tech sound system and best audio visual aids
- Best Sports facilities- Total Medals 41 (Gold-14, Silver-11, Bronze-16)
- Eleven Staffrooms (Faculty halls)
- Air conditioned and spacious Auditorium
- Air cooled Common Room
- Five Computer Labs, providing an ambience of research and creativity to our budding scholars
- Five Smart Class rooms with Audio and Video approach for teaching concepts
- Three Ultra Modern and Well-Equipped Home Science Labs
- Psychology Lab
- Indoor and Outdoor Playgrounds
- Picturesque lawns
- Music rooms with modern Audio Systems
- Gymnasium
- Fashion Designing Lab
- Functional English Lab/Language Lab
- Mass Communication Lab
- Two Office Management Labs
- Well maintained huge parking space for two wheelers within campus
- Placement Cell actively coordinating with various companies in providing training and placements to our students
- Medical Facility/Medical Room
- Uninterrupted electricity and water supply with purifiers and water coolers





# *GNW Fraternity*

**Mrs. Maninder Kaur**  
**Offg. Principal**

## **TEACHING FACULTY**

### **English Department:**

1. Mrs. Manjit Kaur, M.A, M.Phil, Associate Professor
2. Dr. Anupam Vatsyayan, M.A, Ph.D, Assistant Professor
3. Mrs. Gagneetpal Kaur , M.A., M.Phil. Assistant Professor
4. Ms. Samanpreet Kaur, M.A.
5. Mrs. Sarabjeet Kaur, M.A., M.Phil.
6. Ms. Kritika Gupta, M.A.
7. Ms. Gurarpan Kaur, M.A.
8. Ms. Megha, M.A.

### **Punjabi Department:**

1. Mrs. Prabhjot Kaur, M.A., M.Phil, Associate Professor, Head of the Dept.
2. Mrs. Seema Devi, M.A., B.Ed.
3. Mrs. Inderjeet Kaur M.A., M.Phil
4. Ms. Rachna Kanojia, M.A., Vocational Course in OMSP

### **Economics Department:**

1. Mrs. Seema Dua, M.A., B.Ed, M.Phil, Assistant Professor, Head of the Dept.
2. Ms. Neha Dawar, M.A., M.Phil

### **Political Science Department:**

1. Ms. Sukhjot Kaur, M.A., M.Phil.

### **History Department:**

1. Mrs. Sandeep Kaur, M.A.

### **Hindi Department:**

1. Mrs. Jaswinder Kaur, B.A. (Hons.), M.A. (Hindi & Punjabi), M.Phil, Assistant Professor



### **Environmental Education:**

1. Dr. Parveen Arora, M.A. (Pub. Adm. & Pol. Sc.), Ph.D, B.Ed., M.Phil, PGDESD, Assistant Professor
2. Dr. Madhu Dhawan, M.A., Ph.D., Assistant Professor
3. Ms. Sukhjit Kaur, M.A., M.Phil

### **Public Administration Department:**

1. Dr. Parveen Arora, M.A. (Pub. Adm. & Pol. Sc.), Ph.D, B.Ed., M.Phil, PGDESD, Assistant Professor

### **Sociology Department:**

1. Dr. Madhu Dhawan, M.A., Ph.D, Assistant Professor

### **Home Science Department:**

1. Mrs. Shikha Kalra, M.Sc. (Food & Nutrition), Assistant Professor, Head of the Dept.
2. Dr. Shikha Bajaj, M.Sc., Ph.D.
3. Mrs. Amarpreet Kaur, M.Sc. (Clothing and Textile)
4. Mrs. Parveen Verma, (Lab Assistant)

### **Music Department:**

1. Ms. Shalini, M.A., Music (I)
2. Ms. Anju Kapoor, M.A., Music (V)

### **Fine Arts Department:**

1. Mrs. Harpreet Kaur, M.A. (Fine Arts & History of Art), Assistant Professor, Head of the Dept.
2. Mrs. Balwinder Kaur, M.A.

### **Psychology Department:**

1. Dr. Jasmine Bains, M.A., Ph.D., Assistant Professor
2. Ms. Natasha Dawar, M.A.

### **Physical Education Department:**

1. Mrs. Rajveer Kaur, M.P. Ed.
2. Ms. Gurdeep Kaur, M.P. Ed.



### **OMSP Department :**

1. Mrs. Surjit Kaur, B.A., B.Ed., PGDCA, Diploma in OMSP

### **Business Management & Commerce Department:**

1. Mrs. Maninder Kaur, M.Com, Associate Professor, Head of the Dept.
2. Mrs. Manmeet Kaur, M.Com, Associate Professor
3. Dr. Kuldeep Kaur, M.Com, Ph.D., Associate Professor
4. Dr. Neetu Prakash, M.Com, Ph.D, Assistant Professor
5. Mrs. Punpreet Kaur, M.Com, M Phil, Assistant Professor
6. Dr. Nidhi, MBA, Ph.D., Assistant Professor
7. Mrs. Manpreet Kaur, M.Com, PGDFM, Assistant Professor
8. Mrs. Rajwinder Kaur, M.Com, M.Phil, Assistant Professor
9. Mr. T.S.Arneja, M.A.(Eco), M.Com
10. Dr. Pratiba Tyagi, M.Com, Ph.D
11. Mrs. Jaspreet Kaur, MBA
12. Ms. Ritu Priya, M.Com
13. Mrs. Gurleen Kaur, MBA
14. Ms. Gurpreet Kaur, MBA
15. Ms. Shivani, M.Com
16. Ms. Sunita Makkar, M.Com, B.Ed.
17. Ms. Jasleen Kaur, M.Com
18. Ms. Kavleen Kaur, M.Com
19. Ms. Ekroop Kaur Ahuja, M.Com
20. Ms. Kawalpreet Kaur, M.Com
21. Ms. Shifali Arora, M.Com

### **Department of Computer Science:**

1. Ms. Daisy Wadhwa, M.Sc. (IT), MCA, M.Phil, Assistant Professor, Head of the Dept.
2. Mrs. Satwant Kaur, M.C.A., Assistant Professor
3. Mrs. Simardeep Kaur, M.Sc. (IT)
4. Ms. Harpreet Kaur, MCA, B.Ed
5. Mrs. Amritpreet Kaur, M.Sc (IT), M.Phil
6. Ms. Rimaljeet Kaur, M.Sc. (IT)
7. Ms. Nisha Saluja, MCA
8. Ms. Aarti Thakur, M.Sc. (IT)



9. Mrs. Navneet Kaur, M.Sc-(IT), MCA, (Lab Incharge)
10. Mr. Akhilesh Singh, Diploma in DOEACC 'O' Level, (Lab Technician)

### **Department of Mass Communication:**

1. Mrs. Kirti Loomba, MJMC, Assistant Professor
2. Mrs. Rashminder Kaur, MJMC

### **Library:**

1. Mrs. Balbir Kaur, M.A.(Eco.), M.Lib., M.Phil (Gold Medallist), MCA
2. Mrs. Harvinder Kaur, B.A., Diploma in Lib. Science (Lib. Clerk)
3. Mrs. Daljit Kaur, M.A. (Pbi.), Diploma in Lib. Science (Lib. Clerk)
4. Mrs. Manju, B.A. (Photostat Operator)

### **Placement Co-ordinators:**

1. Dr. Neetu Prakash, M.Com, Ph.d
2. Dr. Nidhi, M.B.A., Ph.d.

### **ADMINISTRATIVE STAFF**

- |  |                                 |
|--|---------------------------------|
| 1. S. Surinder Pal Singh Anand, M.A.(English), | Office Supdt.-cum-Accountant    |
| 2. Mrs. Meenakshi Devi                         | Fee Clerk                       |
| 3. S. Charanjit Singh                          | Clerk                           |
| 4. Mrs. Rajni Rajpal                           | Clerk                           |
| 5. Mr. Suresh Kumar                            | Clerk                           |
| 6. Mr. Akhilesh Singh                          | Office Clerk cum Lab Technician |

### **HOSTEL WARDEN**

1. Miss Paramjit Kaur Jhajj, Warden
2. Mrs. Sukhwinder Kaur, Care Taker





# Streams of Learning

The college is affiliated to Panjab University, Chandigarh for the following streams:

## UNDERGRADUATE COURSES

### Eligibility :

Students should have cleared +2 examination (any stream) from PSEB or any other equivalent examination recognized by P.U. Chandigarh.

The College offers the following combinations of subjects :

### Compulsory Subjects (for all Groups)

1. Compulsory English
2. Compulsory Punjabi or History and Culture of Punjab
3. Environment Education

**Note:** Environment Education is the compulsory paper which the candidates are required to pass with at least 33% marks either in the 1<sup>st</sup> year or in 2<sup>nd</sup> year/3<sup>rd</sup> year of the Course, failing which the degree will not be issued.

**Note:** Only those students can opt for History and Culture of Punjab in lieu of Compulsory Punjabi who have passed Matriculation from an institution situated outside Punjab.

**Note:** Only those students who have passed Matriculation Examination without Panjabi will be allowed to take the subject of History and Culture of Punjab in B.A.I, B.Com.I and BCA I.

### B.A. (Arts Group)

### Elective Subjects - Choose any three:

I	Elective English / Punjabi / Hindi
II	Economics / Fine Arts
III	History / Music Vocal / Journalism and Mass Communication
IV	Psychology / Physical Education / Music Instrumental
V	Home Science / Public Administration
VI	Political Science / Office Management & Secretarial Practice
VII	Sociology / Computer Science

- Note:**
- (i) As per Panjab University rules, students opting for Practical Subjects cannot appear privately.
  - (ii) Environment Education is compulsory for all the students of Arts, Computer Science & Commerce Group i.e. B.A.I/B.Com.I/BCA-I/BBA-I
  - (iii) Out of three elective subjects, only two practical subjects are allowed.
  - (iv) In B.A./B.Com/BCA/BBA, if a candidate has not qualified 50% papers upto 2nd or 4th semester, she will not be promoted in 3rd and 5th semester respectively.



## Honours (English and Punjabi)

In B.A. Semester III the students can opt for Honours in the subjects of English and Punjabi. It is mandatory that the students should have obtained 50% marks in Elective English or Elective Punjabi in B.A. I.

### Honours (English)

#### B.A. (Sem. III & IV)

Paper I : 16th and 17th Century Literature

Paper II : 18th and 19th Century Literature

#### B.A. (Sem. V & VI)

Paper III : 20th Century Literature

Paper IV : Indian Writing in English

### Honours (Punjabi)

#### B.A. Sem. III

ਪੇਪਰ ਪਹਿਲਾ : ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਤ ਪੇਪਰ ਦੂਜਾ : ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਸਾਹਿਤ

#### B.A. Sem. IV

ਪੇਪਰ ਪਹਿਲਾ : ਪੰਜਾਬੀ ਸੰਵੇਦਨਾ ਦਾ ਸਾਹਿਤ ਪੇਪਰ ਦੂਜਾ : ਭਾਰਤੀ ਸੰਵੇਦਨਾ ਅਤੇ ਸਾਹਿਤ

#### B.A. Sem. V

ਪੇਪਰ ਪਹਿਲਾ : ਭਾਰਤੀ ਕਾਵਿ ਸ਼ਾਸਤਰ ਪੇਪਰ ਦੂਜਾ : ਪੰਜਾਬੀ ਆਲੋਚਨਾ ਤੇ ਕਾਵਿ ਸ਼ਾਸਤਰ

#### B.A. Sem. VI

ਪੇਪਰ ਪਹਿਲਾ : ਯੂਨਾਨੀ ਕਾਵਿ ਸ਼ਾਸਤਰ ਪੇਪਰ ਦੂਜਾ : ਪੱਛਮੀ ਆਲੋਚਨਾ ਤੇ ਕਾਵਿ ਸ਼ਾਸਤਰ

## Commerce Group : B.Com (Three Units - 210 Seats)

### Eligibility

1. The students who have passed 10+2 in commerce stream and have obtained 40% marks in aggregate.
2. Those who have passed 10+2 in any stream but have opted any one or more than one subject of the following:
  - (a) Commerce, Accounts, Economics, Mathematics, Business-Organisation & Mgt., Book Keeping, Accountancy, Insurance, Banking and Trade, Commercial geography, Office Management and Secretarial Practice, Mercantile Law, Auditing Typewriting and Stenography/Computers.
  - (b) +2 Examination or B.A. Part I (old Scheme) of Panjab University with at least two of the subjects mentioned in (a) securing at least 45% marks in aggregate.
  - (c) +2 examination or B.A. Part-I / B.Sc Part-I / Pre-Engineering / Pre-Medical Examination of the Panjab University under the Old Scheme not covered in (b) securing at least 50% marks.
  - (d) Any other examination recognized by the University as equivalent to (a) (b) or (c) as given above with requisite percentage

### SUBJECTS (B.Com)

#### Semester - I

1. Punjabi or History & Culture of Punjab
2. English & Business Communication
3. Psychology for Managers
4. Principles of Financial Accounting
5. Business Economics I
6. Commercial Laws
7. Principles and Practices of Management

#### Semester - II

1. Punjabi or History & Culture of Punjab
2. English & Business Communication
3. Human Resource Management
4. Corporate Accounting
5. Business Economics II
6. Business Laws
7. E.Commerce
8. Environment, Road, Safety Education and Violence against women, children & drug abuse



### Semester - III

1. Goods & Services Tax
2. Issues in Indian Commerce
3. Banking and Insurance
4. Business Mathematics and Statistics
5. Cost Accounting
6. Company Law

### Semester - V

1. Income Tax Law
2. Management Accounting
3. Indian Economy
4. Production and Operation Management
5. Entrepreneurship and Small Business
6. Financial Markets and Services

### Semester - IV

1. Advanced Accounting
2. Marketing Management
3. Security Analysis and Portfolio Management
4. Quantitative Techniques and Methods
5. Cost Management
6. Auditing and Secretarial Practice

### Semester - VI

1. Direct Tax Laws
2. Financial Management
3. Issues in Financial Reporting
4. Social and Business Ethics
5. Operational Research
6. Sectoral Aspects of Indian Economy

### Honours B.Com

**Eligibility :** The student should have secured 50% marks in B.Com I in order to opt Honours in Commerce.

**B.Com III Semester:** Accounting Theory and Reporting Practices

**B.Com IV Semester :** Contemporary Issues in Accounting

**B.Com V Semester:** Strategic Financial Management

**B.Com VI Semester:** Investment Management

### Eligibility for BCA (40 Seats)

- 10+2 from PSEB or any other Board recognized as equivalent.
- Maths as a compulsory subject in Matriculation.
- 50% marks in aggregate in 10+2

### Semester-I

1. English (C)-A
2. Fundamentals Mathematical Statistics
3. Computer Fundamentals and Computing Software
4. Problem Solving Through C
5. Lab based on BCA-16-103
6. Lab based on BCA-16-104
7. Environment & Road Safety Education

### Semester-II

1. English (C)-B
2. Computer Organization
3. Fundamentals of Web Programming
4. Object Oriented Programming using C++
5. Lab based on BCA-16-203
6. Lab based on BCA-16-204

### Semester-III

1. Punjabi-A/History & Culture of Punjab-A
2. Information System Design and Implementation
3. Computer Oriented Numerical Methods
4. Data Structures
5. Computer Lab.: Based on BCA-16-304 and 305

### Semester-IV

1. Punjabi-B/History & Culture of Punjab-B
2. Software Project Management
3. Operating System Concepts and Linux
4. Database Management System
5. Computer Lab.: BCA-16-404 and 405



### Semester-V

1. Computer Networks
2. Discrete Mathematical Structure
3. Java Programming
4. Web Application Development using PHP
5. Lab based on BCA-16-503
6. Lab based on BCA-16-504

### Eligibility for BBA ( 40 Seats)

- 10+2 from PSEB or any other Board recognized as equivalent.
- 50% marks in aggregate in 10+2

**Note :** A Candidate who has been placed under compartment in the +2 examination is not eligible for seeking admission to this course.

### Semester-VI

1. E-Commerce
2. Application Development using VB.Net
3. Computer Graphics and Multimedia Applications
4. Lab based on BCA-16-603
5. Major Project and Seminar

## BBA

### Semester - I

1. Punjabi or History and Culture of Punjab
2. Business Statistics
3. Fundamentals of Information Technology
4. Management Concepts and Practices
5. Financial Accounting
6. Essentials of Business Economics-I

### Semester - II

1. Punjabi or History and Culture of Punjab
2. Managerial & Soft Skills Management
3. Essentials of Business Economics-II
4. Business Laws
5. Psychology for Managers
6. Financial Management
7. Environment, Road Safety Education and Violence against Women, Children and Drug Abuse

## BBA

### Semester - III

1. English & Business Communication Skills
2. Operation Research
3. Marketing Management
4. Economics of Money and Banking
5. Regulatory Framework for Companies
6. Direct Tax Laws

### Semester - IV

1. English & Business Communication Skills
2. Project Management
3. Research Methodology
4. Human Resource Management
5. Goods and Services Tax
6. Database Management System

### Semester - V

1. Insurance and Risk management
3. Business Environment

2. International Business
4. Entrepreneurship and Small Business Management

**Note:** For next two papers, student can opt one area out of the three areas.

#### I. Marketing Management

- a) Consumer Behavior
- b) Sales and Distribution Management

#### III. Human Resource Management

- a) Social Security and Labour Welfare

#### II. Financial Management

- a) Financial Markets and Services
- b) Investment Management

- b) Industrial Relations and Labour Legislation





## Semester - VI

1. Business Policy and Strategy
2. Production and Operations Management
3. Social and Ethical Issues in Business
4. Project Report & Viva-Voce

**Note: Student to continue with the same option as in fifth Semester**

### I. Marketing Management

- a) Advertising and Brand Management
- b) Marketing of Services

### II. Financial Management

- a) Cost Analysis and Control
- b) Accounting for Management

### III. Human Resource Management

- a) Human Resource Planning and Performance Management
- b) Compensation Management

## POSTGRADUATE COURSES

### M.A. ENGLISH / M. COM/PGDCA/PGDMC

#### M.A. English (60 Seats)

##### Eligibility for M.A. (English)

- 50% marks in aggregate in B.A/B.Sc./B.Com. or Honours in English Literature or atleast 45% marks in Elective English
- or Passed B.Ed.
- or M.A. in any other subject

#### M.Com. (40 Seats)

**Eligibility for M.Com :** B.Com/ BBA with 50% marks in aggregate

### SUBJECTS

#### M.Com. Semester-I

1. Managerial Economics
2. Quantitative Methods for Business
3. Modern Accounting Theory & Reporting Practices
4. Organisation Theory & Behaviour
5. Marketing Management
6. Management Information System
7. Workshop on IT Applications in Commerce

#### M.Com. Semester-II

1. Business Environment
2. Research Methodology in Commerce
3. Financial Management & Policy
4. Production & Materials Management
5. Operations Research
6. Business Policy & Strategic Management
7. Summer Training Report & Viva Voce

#### M.Com. Semester-III

1. Business Performance and Measurement
2. Tax Planning and Management
3. Integrated Marketing Communication and Brand Equity
4. Marketing Research
5. Bank Management

#### M.Com. Semester-IV

1. Project Planning and Control
2. Knowledge Management
3. Business Ethics and Corporate Governance
4. Advertising and Sales Management
5. Services Marketing



6. Insurance Management
7. Workshop on Financial Marketing and Instruments
6. Consumer Behaviour
7. Comprehensive-Viva Voce

### PGDCA (40 Seats)

#### Eligibility :

- Graduation from Panjab University or any other university equivalent to it
- 50% marks in aggregate in B.A./B.Sc./B.Com/BCA/BBA/any stream

#### Semester-I

1. Computer Fundamentals
2. Computer Programming using C
3. DataBase Management System
4. Data Communications and Networks
5. Lab 1 (Based on PGD-1101&PGD-1102)
6. Lab 2 (Based on PGD-1103)

#### Semester-II

1. Object Oriented Concepts Using JAVA
2. Web Technologies
3. Software Engineering
4. Computer Based Accounting
5. Lab 3 (Practical based on PGD-2101)
6. Lab 4 (Practical based on PGD-2102)

Project Work: Project will involve Development of Business Application/ Web Site

### Post Graduate Diploma in Mass Communication (40 Seats)

#### Eligibility :

Minimum 50% marks at graduation level in any stream, (45% in case of SC/ST.).

The medium of instruction in this course is English, but the students can take examination in any language i.e English, Hindi or Punjabi.

#### Semester-I

1. Introduction of Mass Communication
2. Print Media
3. Electronic Media
4. Advertising and Public Relations
5. Practical Assignments

#### Semester-II

1. Introduction of Mass Communication
2. Print Media
3. Electronic Media
4. Advertising and Public Relations
5. Practical Assignments

## Opportunities Galore

1. Students have ample scope to specialize professionally in the fields of **Humanities, Commerce, Computer Applications and Business Studies**. Those who have aptitude for English can opt for **Elective English, Honours in English** and then **Masters in English**. Commerce students can opt for **Honours in Commerce** at graduation level and then pursue **M.Com**.
2. Another choice for Computer savvy students is to go in for BCA i.e. **Bachelor in Computer Applications**. In the present high tech age, where information is power, this programme of study offers the best job opportunities. The College also offers job oriented **Post Graduate Diploma in Computer Applications**.



3. The introduction of Journalism & Mass Communication both at graduation and post graduation level, provides the students with number of job opportunities like Newsreader, Script Writer, Announcer, Radio Jockeys, Content Writers, Journalist, Feature Writer etc.
4. Office Management and Secretarial Practice provides knowledge about modern office procedures and practices, develops skills for handling office records thereby preparing students for immediate employment as Secretarial/Office Assistant. Having studied this course, students can choose self employment or work as short-hand or Typing Instructors, Stenographers or Clerk cum Typists.

## *Career-oriented Add On Courses*

**Important Note: The students opting for Add On Courses are awarded**

<b>Certificate</b>	<b>:</b>	<b>One Year Course</b>
<b>Diploma</b>	<b>:</b>	<b>Two Year Course</b>
<b>Advance Diploma</b>	<b>:</b>	<b>Three Year Course</b>

### **Functional English/Communicative English**

The college offers vocational course in communicative English T.D.C I, II, III with the main objective to motivate fresh students to seek self-employment as well as to inculcate in them the spirit of entrepreneurship. It focuses on skills such as vocabulary- building, phonetics pronunciation and correct usage of grammar. It aims at making the youngsters self-sufficient, self-dependent and confident, so that they can opt for their own enterprise or can take up employment.

#### **CAREER OPTIONS**

- ❖ Interviewer/comperer with TV/Radio/Newspaper
- ❖ News Reader/Commentator/ Announcer
- ❖ Scriptwriter with TV/ Radio.

### **Fashion Designing**

The main objectives of Fashion-Designing Vocational course are to impart knowledge about Garment Construction techniques, Fibers, Traditional Embroideries of India, different types of western and Indian costumes as well as handling special fabrics. Students are taught different aspects of Fashion as well as Fashion–merchandising. It prepares the students to work in the Fabric/Fashion/Garment Industry.

#### **CAREER OPTIONS**

- |                      |   |                  |
|----------------------|---|------------------|
| ❖ Merchandising      | ❖ Dress Designing                                     | ❖ Pattern Making |
| ❖ Boutique           | ❖ Freelance Designing                                 | ❖ Online Selling |
| ❖ Quality Controller | ❖ Entrepreneurship (Craft development, Design Studio) |                  |



## *Placement Cell*

### *Tie Up with Companies and Banks :*

- |                |                    |                   |
|----------------|--------------------|-------------------|
| ❖ WIPRO        | ❖ Max Placements   | ❖ Accenture (MNC) |
| ❖ Radio Mantra | ❖ IDBI Bank        | ❖ TSC             |
| ❖ IBM          | ❖ Concentrix       | ❖ Om Careers      |
| ❖ MATRID       | ❖ 13 Design Street | ❖ TCY             |



1. A scholarship test was conducted in collaboration with Bull's Eye Institute for providing concessions to the students for coaching for various competitive exams.
2. In Collaboration with TIME Institute, Placement Cell of the college organized extension lecture on "Reading Should be the Habit of Management Aspirants." Dr. Mansi Khurana, Faculty of Management, IBS, Gurgaon was the resource person.
3. Placement Cell in collaboration with TIME Institute organized an Extension Lecture on "GST". Mr. Prashant Somani, Chartered Accountant and Corporate Trainer was the resource person.
4. Extension lecture on "How to Crack IAS Exams" was organized. Mr. Rajnish Parashar (Director, Vashishth IAS Academy, Ludhiana) was the Resource Person.
5. Business Plan Competition was held at GNIMT, Gujranwala Campus, Ludhiana in which four teams of our college were selected for the final round.
6. Placement Drive was conducted by MATRID Technologies, Mohali for BCA and PGDCA students in which 10 students were selected for Training and Placement as Software Developers.
7. Placement Drive in collaboration with 13 Design Street, Ludhiana, a creative web solution company was organized in which 32 students were selected as Interns.
8. Placement Cell organized a visit to Verka Milk Plant, Ludhiana for M.Com I students.
9. Students attended one-day workshop on "Stock Market" organized by GNIMT, Ludhiana.





## *Seminars & Presentations by the Students*

The students are encouraged to make presentations on the topics related to their various subjects of study at undergraduate and PG level in the form of classroom seminars and presentations. Such interactive sessions enhance their self-confidence to face the audience and participate in group discussions. Regular presentations by M.A (Eng) students and project work by M.Com, PGDCA and PGDMC are part of their curriculum and are mentioned by the faculty.

## *Educational Visits*

The students of PG Dept. of English, Masters in Commerce & PG Diploma of Mass Communication pay visits to the book exhibitions and places of their interest according to their streams of learning.

## *Workshops, Conferences & National Seminars*



Workshops, Conferences and national and state level seminars are important elements of the Study Programmes. GNW gives utmost importance to practical exposure and interaction of its students with top executives from industry. Eminent professionals and speakers from academic institutions of national level are invited to deliver lectures to supplement the classroom teaching and update the knowledge of the students.

## Library



- A colossal, well-equipped, computerized, noise-free A.C library with excellent collection of over 31,740 books on various subjects.
- The library subscribes to a number of Indian and international journals & periodicals.
- Separate library for PG students
- Many weekly, fortnightly, monthly magazines as well as Newspapers are also available.
- A good collection of books to help students to prepare for various competitive examinations such as NET, Bank exams, IAS, PCS, Chartered Accountancy etc.
- New stock of latest books added annually as per need of the students.
- Reprography and Internet facility available.
- Book Bank for needy students.
- Display of latest titles on the Board.





## Smart Classrooms



- Five SMART Classrooms for various streams.
- Effective teaching using interactive SMART board.
- Audio & Video approach for teaching concepts.
- Visualizer used to display text book pages and other objects on the SMART Board.
- Interactive TABLET device used for writing directly on SMART Board.
- Internet Facility also available.

## Computer Labs



- Five fully air-conditioned Hi-tech Computer Labs with an ambience of research and creativity for our budding scholars.
- There are many systems of latest configuration, printers, scanners, modems & laptops etc.
- 24x7 High Speed Internet connectivity available.
- Provision for Oracle and Linux Servers.
- LCD multimedia projectors with latest state of art technology available to widen the scope of exploration for the students.
- Hi-tech Interactive projector for latest techniques of teaching.



## *Functional English Lab / Language Lab/ Mass Communication Lab*



- High quality Head-phones available for learning linguistic skills.
- Mike facility available for students to sharpen their subtle skills in spoken English.
- Latest audio/video C.Ds available for improving listening skills, developing communicative skills, vocabulary, pronunciation & grammar.
- Separate facility of Functional English books in the lab itself.
- TV Room with DTH facility.
- Sony Handycam for Video recording.
- Internet facility for Mass Communication students.
- Advertisement Designing, Page Makeup and Newsletter Designing using various designing software like Quark Express, Adobe Page Maker.





## *Home-Science Labs & Fashion Designing Lab*



- Ultra –modern and well equipped Home-Science labs
- A stitching Lab with Flora and ordinary sewing machines.
- Cooking lab with latest equipment.
- Fashion-Designing Lab with a provision for 15 students to work on Usha as well as Singer Sewing Machines.
- Fashion Designing Lab is specially designed for students opting for Add-on Fashion Designing course.
- Students can work on designing, drafting, sketching, cutting, printing and stitching on computers.
- Try Room available.

## *Music Rooms*



- Two separate music Rooms (Vocal and Instrumental) well equipped with a wide range of Traditional (Classical and Folk instruments) and western musical instruments (Guitar, Synthesiser etc).
- Special emphasis is laid on improving voice-culture and orientation of students.

## Psychology Lab



- Fully furnished spacious psychology lab with all modern amenities to check the level of attention, Memory, aspirations, emotions, intelligence, motivation & personality etc.
- Provision of Mullerlyar illusion apparatus, Tachaitoscope, McDougalls apparatus, Mirror Drawing apparatus, Aesthesiometer etc.

## Fine Arts Lab

- Two fully equipped Fine-Arts Labs to enhance the creative skills in commercial advertisement, caricatures, realistic paintings through various modern techniques.
- Provision of Easels, Dankies & Drawing Boards etc





## *Office Management & Secretarial Practice*



- Well furnished computerized OMSP Labs.
- Provision of Typewriters, Electronic type writers and computers.

## *Gymnasium*





# General Information

## Change of Subject

- A student can change the subject, within fifteen days of the beginning of the academic session keeping in view the subject combinations mentioned on Page 9. The recommendations of the concerned teachers and parents are mandatory. Lectures, in case of change over to another subject, will be counted from the date of change.
- To change the subject, the student should get permission from the parents as well as teachers concerned of the old and new subject before the approval of the Principal.
- In case the number of students in any subject is less than ten, it will not be offered.
- The Vice Chancellor has allowed to change a subject in any circumstances in the even semester examination whereas he/she will have to clear that subject as deficient in lower semesters examination which he/she has changed in the higher semester for qualifying the award of bachelor's Degree (**vide Circular No. Misc./A-6/3295 dated 06.04.2018**).

## Leave Rules

- Students should apply for leave (urgent work or illness) on the prescribed leave form. It should be signed by the student and the parent/guardian. Leave upto five days will be sanctioned by the Teacher-Incharge and if it is more than five days, it will be sanctioned by the Principal only. In case of Medical Leave, a Medical certificate signed by MBBS/MD doctor must be attached with the leave form. Submission of Leave/Medical Leave allows exemption from fine only and in no case does it exempt the student from other conditions which are required to be fulfilled for appearing in the final examinations. The student who remains absent without applying for leave will be fined on per day basis.
- If a student remains absent from the college for more **than ten days continuously, her name will be struck off from the college rolls**. Such students can seek re-admission only with the permission of the Principal on the payment of admission fee again.
- No student will be allowed to leave the college without the permission of the Principal/Tutor.

## Attendance

1. Students are required to attend a minimum of 75% lectures in each theory subject as well as practicals to become eligible for appearing in the University examinations.
2. The student who does not fulfil the eligibility conditions laid down by the University for regular students of the college will have to appear in the semester examination as a private candidate only.
3. No separate information of the lecture shortage will be sent by post. It will be displayed on the Notice Board only. The students who do not fulfil the minimum condition of 75% attendance will be detained.
4. **The attendance of every student is compulsory during every function of the college. Absentees will be fined.**

## Identity Card

The students are required to get their Identity Cards duly signed by the Tutor in the beginning of the session. They are supposed to keep the identity cards with them and must present the same for verification whenever demanded.



## Morning Assembly

It is compulsory for all the students to attend the morning assembly every Monday. Important information is imparted to the students and extension lectures are also arranged for the students. **All the students will wear college uniform every Monday. Defaulters would be fined.**

Summer	Winter
White Suit with White Dupatta	White Suit with White Dupatta and Black Cardigan

## Tutorials

To ensure a better understanding between the teacher and the taught, tutorial system has been introduced. Each tutorial group is headed by a teacher who maintains personal contact with the students and acts as a tutor. Students are encouraged to seek counselling and discuss their personal problems with their tutors. Any grievance on the part of the students is redressed by the Tutor. Tutorial meetings are held fortnightly and attendance is compulsory for the students.

## College Magazine

The college magazine “CHANDAN BOOR” is published every year. It includes sections in Punjabi, Hindi and English languages along with a section in Business Management and Commerce. The **student editor** for each section is selected on the basis of her performance in the subject. It gives an opportunity to the students to put forth their imagination and creativity.

## Sports

The Physical Education department has provision for sports and games like Badminton, Handball, Softball, Baseball, Volleyball, Basketball, Taekwondo, Judo-Karate, Power Lifting, Weight Lifting, Wushu, Chess, Sqay & Athletics. The outstanding sportswomen are given freeships and free boarding and lodging facilities. The college also has a gymnasium hall facility.

## House-Tests, Internal Assessment for Degree classes & P.G. Classes

1. The eligibility of the students to appear in the University examinations is based on the results of two House-Tests, which are conducted in October and March.
2. An aggregate of 25% marks in both House-Tests is essential to appear in the University examinations.
3. Leave for being absent due to illness during the House-Tests will be sanctioned only if a Medical Certificate is attached it. Applications received after the completion of the examination will not be entertained.
4. **Internal Assessment in all the subjects will be based on performance in the House Tests/Class Tests/ Class behaviour, Attendance and assignments.**

## Prizes

**The students who excel in Academics and Co-curricular activities are awarded various prizes. The academic prizes are given on the basis of the performance in house examinations in each subject as well as in aggregate. In order to become eligible for academic awards, a student should get atleast**





**50% marks in the subject concerned and should clear all the subjects in both the House-Tests. Awarding of prizes will depend on the number of students in a class. For a class of upto 25 students only First prize, upto 50 Two prizes and above 50 Three prizes will be awarded. The students getting maximum marks in aggregate (House Tests), securing first, second and third positions in college in the University examination are also awarded prizes.**

## **Scholarships**

The students can avail the facility of various scholarships. They are informed about such scholarships from time to time as per information received from the government. The following Scholarships/Concessions are available in the college:

1. Scheduled caste/scheduled Tribe/Other Backward Classes Scholarships by Pb. Govt. Subject to income Limits as per rules.
2. Following scholarships are available for Meritorious and needy students.
  - a) Mittal Pandey Memorial Scholarships by Nehru Sidhant Kendra, Ludhiana
  - b) Senior Citizens' Conclave Scholarships
  - c) Panjab University also offers various scholarships, which are notified from time to time.
  - d) Sultan Chand Draupadi Devi Scholarship for Topper of B.Com I and B.Com II.
3. Merit Scholarships- forms for Merit Scholarships are sent directly to the students by PANJAB UNIVERSITY as per Merit List.

**Note: Those applying for any scholarship/fee concession should submit their income certificate for the year 2019-20 duly issued by Tehsildar.**

## **Fee Concession**

Members of Guru Nanak Student Welfare Association provide special help as encouragement to the needy and deserving students and Meritorious students belonging to economically weaker section. Such students must keep the following points in mind:

1. They should maintain high academic record throughout their stay in the college.
2. In case of two sisters studying in the college, one sister will be given half tuition fee-concession.
3. Half-fee concession for needy & poor students.

**Note: If a student proves to be weak in her studies or remains absent for a long period or misbehaves in the college, the fee-concession and the Scholarships will be withdrawn without any notice.**



## Roll of Honour, College Colour and Merit Certificate

The students are awarded Roll of Honour, College-Colour and Merit Certificates on the basis of their achievements in the field of academics, cultural activities and sports.

### 1. Academics

- (a) **Roll of Honour** : Roll of Honour in academics is awarded to those students who have passed the last year of examination (Pass course & Honours) in the first division & have been placed amongst the first three positions on the common merit list of the University or first amongst the girl students.
- (b) **Merit Certificate**: It is awarded to those who have passed the university examination in first division and is placed amongst fourth to tenth positions on the common merit list of the university.

**Note : Roll of Honour in academics will be awarded after the declaration of the re-evaluation results of Pb. University.**

### 2. Social and Cultural Activities

#### (a) Roll of Honour

1. Roll of Honour in social and cultural activities is awarded to those students who have either obtained first position in the Inter Zonal/ University/ Inter Varsity/ State/ National Competitions or have bagged at least 25 points in zonal/inter college competitions. (5,3,2 points respectively for first, second and third positions)
2. Following students will also be awarded Roll of Honour:
  - i. Student who participates in Republic Day Parade/Camp
  - ii. Student who is declared best in any National Level Camp/Competition organized by Govt. or Govt. recognized institutions.

#### (b) College Colour

- (i) College colour in social and cultural activities is awarded to those students who have either obtained second position in Inter Zonal / University/ Inter Varsity/State/National competitions or have bagged 20-24 points in Zonal/Inter-College competitions.
- (ii) College colour will also be awarded to the following students :
  - A Member of the team which is declared best in any National Level Camp/Competition organized by Govt. or Govt. recognized institutions
  - Who participates in Pre Republic Day camp
  - Who publishes her original book.

#### (c) Merit Certificate

In Social and cultural activities college Merit Certificate is awarded to those students who have either obtained third position in Inter Zonal / University/Inter Varsity/State/National competitions or have bagged 15-19 points in Zonal/Inter College competitions.

**Note :** In Academics the Roll of Honour is awarded only in the Final Class but in the field of sports and cultural activities students of all classes are eligible to get Roll of Honour.



### 3. Sports/Athletics

#### (a) Roll of Honour

- All Members of the teams who bag first or second position in All India Inter University/Senior National Championship or those who bag first, second or third position in individual competitions of the same level.
- All members of Junior National team who bag first or second position or those who bag first or second position in individual competitions of the same level.
- Members of the combined University and National team.
- Captain of the University/State team.
- The player who creates a new record in University/State Championship.

#### (b) College Colour

- In Sports, it is awarded to the entire team, which obtains first or second position in Panjab University Championship. A student who is selected at Inter-Varsity/National Championship team or who gets first or second position in Individual events in University/State competitions is awarded college colour.
- The best athlete of the college who has obtained the first, second or third position at the Panjab University Level will be awarded college colour.

#### (c) Merit Certificate

It is awarded to all members of the team which obtains third or fourth position at the University/State Level and to those players who get third position individually at the University/State Level Competitions.

**Important Note :** Roll of Honour, College Colour and Merit Certificates will be awarded to those students whose attendance is regular and conduct and behaviour are found to be flawless throughout their stay in the college.

## *General Rules*

Maintenance of strict discipline on the campus during the study hours is our main concern. A student is liable to be expelled on any of these grounds- misbehaviour, breach of discipline and disregard of college rules.

1. The students must read the Notice-board daily for getting day-to-day information.
2. Action will be taken against the students found guilty of misbehaviour and creating indiscipline in the college.
3. Students are not allowed to wear shorts/ mini-skirts etc. in the college.
4. The students will be fined for:
  - I. Remaining absent for one period.
  - II. Not appearing in the House-Tests.



5. The students are not allowed to receive letters at the college address.
6. The students are not allowed to receive guests at the college campus.
7. Plucking flowers is strictly prohibited.
8. The students found guilty of throwing waste papers in the college campus or writing anything objectionable on the black-boards/walls/furniture will be fined heavily.
9. The students will deposit the fee twice during the session i.e. first at the time of admission & then in the month of October/November. If they fail to do so, they will have to deposit the same along with the fine.
10. The student should immediately report the change of address and Phone No. to the college office.

## *Library Rules*

The college has a well-equipped computerized library. It is well stocked with books, journals, magazines and daily newspapers. There are approximately 31,740 books. The students are encouraged to make the best use of the library. The library remains open during the working hours of the college i.e. till 4 O'clock.

1. Identity card is compulsory while visiting the library.
2. A student can get the book issued for 7 days.
3. The same book can be re-issued with the consent of the librarian if it is not in demand.
4. The Librarian can ask a student to return the book/s before the expiry of time in case of urgency.
5. The students will be fined Rs. 2/- per day if they fail to return the book/s on time. If a student fails to do so continuously, the librarian, with the approval of the Principal, can debar her from using the library.
6. It is the duty of the students to keep the books in proper shape. They should verify the conditions of the books while getting them issued from the library. They should report about the bad shape or torn pages to the Librarian immediately. If they fail to do so, they will be held responsible for the damage and will have to pay the full price of the book. If the damaged book is a part of a series of books, she will have to pay the full price of the whole set. The price will be charged as per the latest price of the edition.
7. No student is to underline or tear the pages from the books.
8. If any student needs any relevant material from the books, Photostat facility is available in the Library for their convenience.
9. The books can be got issued by the students for their personal use only.
10. The students are advised to observe complete silence in the library.
11. While returning the books, the students are advised to get the same struck off from the identity card.





## *Additional Facilities*

### **Photostat Machine**

We have the facility of Xerox machine in the college library.

### **Bank facility**

The Indian Bank situated in the college campus is very useful for the employees and the students. The Bank also provides ATM facility.

### **College Canteen**

The college canteen provides hygienic food and other eateries at subsidized rates. Teachers alongwith a student committee look after the menu.

### **Book Bank**

The students from low-income group can get the books concerning their syllabus, issued from the Book-Bank for the whole year. The recommendation of the Tutor is necessary.

### **Tuck Shop**

The college has provision of Tuck Shop from where students can buy books as well as other miscellaneous items.

## *Working Committees and Societies in the College*

### **IQAC**

The Internal Quality Assurance Cell of the college supervises the over all functioning of the college. IQAC stimulates the academic environment of the college and ensures the promotion of quality of teaching and learning. All the clubs, societies and committees of the college work under the aegis of IQAC. In addition, IQAC is responsible for conscious and consistent improvement of the academic and administrative performance of the institution by organizing various seminars, workshops, placement drives as well as training programmes.

### **Teachers' Advisory Committee**

For the policy making and smooth functioning of the college procedures, we have a Standing Advisory Council comprising the college Principal and senior members of the staff.

### **Students' Central Association**

- I. Central Association comprising of the Head Girl, Deputy Head Girl and class representatives duly elected by the students acts as a bridge between students and administration.



- II. The Association works under the guidance & charge of two teachers.
- III. Central Association is instrumental in maintaining proper discipline on the college campus and works effectively for the smooth functioning of the college.
- IV. Students with brilliant record in academics and extra-curricular activities are given preference.

### **Cultural/Academic Societies:**

In order to make the college atmosphere lively and colourful, various extension activities are carried on the college campus under different societies, which have different teachers as their in charge along with student office bearers as Vice President and Secretary of each society. Various societies are as follows:

- |                             |                             |
|-----------------------------|-----------------------------|
| 1. English Literary Society | 2. Punjabi Literary Society |
| 3. Hindi Literary Society   | 4. Social Sciences Forum    |
| 5. Cultural Society         | 6. Fine-Arts Society        |
| 7. Home Science Society     | 8. Music Society            |
| 9. Commerce Association     | 10. Tech Forum              |

### **Alumni Association**

The GNWites, the members of the alumni association get a chance to meet their old friends and revive the memories of the college days on the functions organized by the College authorities and the members of the association. The old students of the college can apply for membership in the college office by filling up the GNW Alumni Association proforma.

### **Clubs**

For rendering service to the society, the college organizes NSS camps every year. For the welfare and betterment of the youngsters, the college has various clubs which inculcate habits of co-operation, community living, humility and discipline amongst the volunteers. Students are advised to fill up the prescribed form in the prospectus in order to become the members of the same.

- |                        |                           |
|------------------------|---------------------------|
| 1. Red Ribbon Club     | 2. N.S.S. Unit            |
| 3. Youth Services Club | 4. Legal Literacy Cell    |
| 5. Eco-club            | 6. Equal Opportunity Cell |
| 7. Women's Cell        | 8. Media Club             |
| 9. House of Readers    |                           |

## Activities of N.C.C.



The **NCC Wing** is working effectively to develop Character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure, and Ideals of Selfless Service among the Cadets. Our cadets participated in various camps and social service activities during the session 2019-20.

- NCC Cadets participated in Environment Protection Rally organized by the college.
- NCC Cadets participated in International Yoga organized by 3PB Girls Bn NCC Ludhiana.
- A Tree Plantation Drive was organized.
- NCC Cadets participated in Life Saving Skills Camp organized in the college.
- 20 cadets offered volunteer service to fight Covid 19 pandemic. They also completed Covid-19 IGOT training.

### Student Welfare Programmes

1. The college has various welfare programmes for the benefit and encouragement of the students.
2. Financial aid, fee concessions and books are given to the needy students.
3. Incentives in the form of books and prizes are given to the meritorious students.
4. A set of books or cash in lieu of books is given to the toppers in University examination at the dawn of the session.
5. Students who are toppers at the University level are also awarded scholarships.
6. College gives all the incentives such as freeships, free books, free hostel accommodation and free diet to the top ranking players i.e. who bag positions in Inter-Varsity, National, State and District Level competitions/tournaments.

### Anti-Ragging & Grievance Redressal Cell

Ragging of the new entrants will not be permitted on the college campus. Strict action can be taken against the students indulging in ragging or causing trouble to the freshers.

Grievances of the students are represented through the Head Girl and their class representatives to the Teachers In-charge - Mrs. Maninder Kaur, Mrs. Manmeet Kaur, Dr. Parveen Arora and Ms. Daisy Wadhwa who look into their problems sympathetically.



# Hostel Rules



GNW provides comfortable residential accommodation to the students coming from distant places. A three-storeyed hostel with modern amenities has been constructed in the college campus. Failures/detainees are not admitted to the hostel. Students must apply with photographs of their parents and guardians. Three copies of photographs must be provided.

- Full hostel fee is to be deposited at the time of admission.
- The students are responsible for the cleanliness of their own rooms.
- In case of any damage to the property of the hostel, the student has to compensate it.
- During illness, the students have to send their applications on the same day recommended by the Supdt. Warden and then duly signed by their tutor.
- Parents/Guardians of the students will submit the list of the names and addresses of their relatives who can see their wards in their absence.
- Parents/Guardians will not be allowed to meet their wards during the college hours.
- No student will be allowed to leave the Hostel without the permission of the Principal/Warden.
- Leave from the Hostel can be taken as follows:
  - I. To visit home twice a month.
  - II. Any other leave with the permission of the Principal.
- While leaving the Hostel, the student has to sign the register, mentioning date & time of her departure and arrival. This information should also be filled in the Leave Register.
- If a student does not reach the Hostel within stipulated time, action will be taken against her. Leave will be sanctioned only to those students who had been away from the hostel due to illness.
- The parents must contact the Hostel Warden personally to ensure the arrival of their ward in the hostel after the leave.
- **The students are not allowed to leave the hostel during mid-semester examination.**





- A student leaving the Hostel for more than ten days without permission will not be allowed to stay in the Hostel.
- Electrical appliances like heater and iron are not allowed in the hostel.
- No food will be served in the rooms.
- During college hours, the hostellers are supposed to leave the hostel before second period and are not permitted to enter the hostel till recess/sixth period.
- Admission to the hostel is granted for one year only. To get admission in the hostel for new class, the student has to apply again.
- Day-scholars are not allowed in the rooms of the hostel.
- Male/Female visitors are not permitted to go into the rooms of the Hostel.
- Permission will not be given to the hostellers to see a movie on their own.
- For shopping, a local guardian or hostel attendant must accompany them.
- Bank facility is provided on the college campus.
- Evening roll call is compulsory.
- Students should bring their own bedding and other necessary items.
- Students are not allowed to bring any valuables. They must take care of their cash. College will not be responsible for loss of cash or valuables.
- Students can be expelled due to misbehaviour or bad character.
- Telephone calls are not allowed without the permission of the warden.
- The Parents/Guardians (with visitor's Card) can meet the students only on Saturday and Sunday.
- Visitors will not be allowed to meet their wards on other than appointed days.
- All the students of the Hostel will obey the rules given in the prospectus.
- Parents/Guardians will accompany their wards while taking them from the hostel and will be responsible to bring them back at the appointed time.
- No hosteller is allowed to become a day-scholar.
- Fee is not refundable.
- Parents, Principal and Hostel Warden Meet on the very first day of joining the Hostel.

### Visiting Hours:

Saturday	3:00 p.m. to 5:00 p.m.
Sunday	9:00 a.m. to 5:00 p.m.



## *Guidelines for Admission*

1. Candidates will be required to be present in person along with the original certificates and passport size latest photograph, at the time of admission.
2. Admission is made according to the rules and regulations of Panjab University, Chandigarh

### **ADMISSION FORM**

The candidate is required to fill prescribed form attached with the Prospectus. The following documents should be attached to the admission form:

- (i) Birth Certificate.
- (ii) Attested copies of the Result-Cards of the previous examinations.
- (iii) Migration certificate and Eligibility (only for those candidates who have passed their previous class from other States or School Education Board except C.B.S.E/ Punjab Board/ Panjab University.
- (iv) Form B attached with the admission form should also be filled up.
- (v) Four copies of Address slips should be attached with the admission forms(Provided with the admission form)
- (v) Character Certificate from the Head of Institution last attended.

#### **IMPORTANT NOTE :**

❖ **This prospectus is purely an information Brochure and not a legal document.**

**PRINCIPAL**



## Admission Dates For 2020-21

- Last Date of Submission of Admission Forms for M.Com-I/ B.Com-I/BBA-I is

Sr.No.	CLASSES	DATES
1	B.A. I	.....
2	B.Com I	.....
3	BCA I	.....
4	BBA I	.....
5	MA I Eng.	.....
6	M.Com I	.....
7	PGDCA/PGDMC	.....

### Admission Schedule as per Panjab University Instructions:

	Semester System
Normal Admission for ongoing & new Classes	..... .....
Late Admission with Principal's permission (with late fee of Rs. 560/-)	..... .....
With Vice-Chancellor's permission (with late fee of Rs. 2040/-)*	..... .....

Teaching Starts : ..... (.....)

**\*or any revision of late admission fees by the syndicate/senate.**



## *Fee Structure*

### *Session 2020-21*

*As per Panjab University Chd./ Pb. Govt. Rules*





# *Self Financing Classes/ Courses*

## *Session 2020-21*

*As per Panjab University Chd./ Pb. Govt. Rules*



# *Self Financing Classes/ Courses*

## *Session 2020-21*

*As per Panjab University Chd./ Pb. Govt. Rules*



*Session 2020-21*

*As per Panjab University Chd./ Pb. Govt. Rules*



## *Fee to be Charged at the Time of Admission*

*Session 2020-21*

*As per Punjab University Chd./ Pb. Govt. Rules*





# Outstanding Sports Students

Session : 2019-20



Arshpreet Kaur  
Softball/Baseball



Ramandeep Kaur  
Softball/Baseball



Prabhjot Kaur  
Softball/ Baseball



Pardeep Kaur  
Softball/ Baseball



Parveen Kaur  
Baseball/Softball



Kuljeet Kaur  
Softball/ Baseball



Vipin Kaur  
Softball/ Baseball



Aanchal  
Softball/Baseball



Aarti  
Softball/Baseball



Pooja  
Softball



Harmanpreet Kaur  
Softball



Navdeep Kaur  
Softball



Manpreet Kaur  
Softball



Sandeep Kaur  
Softball/Baseball



Geeta Kumari  
Softball/Baseball



Gurdeep Kaur  
Softball/Baseball



Amandeep Kaur  
Softball/Baseball



Kajal  
Softball/Baseball



Manpreet Kaur  
Softball/Baseball



Manpreet Kaur  
Sqay Martial Art



Pushpa  
Judo/Sqay Martial Art



Meenu  
Taekwondo



Karuna  
Taekwondo



Hardeepal Kaur  
Taekwondo



Diskha  
Taekwondo



Parminder Kaur  
Taekwondo



Navneet Kaur  
Taekwondo



Sumeshta Rani  
Judo



Kamlesh  
Judo



Pardeep Kaur  
Power Lifting/ Weight Lifting



**Rs. 350/-**

## **GURU NANAK KHALSA COLLEGE FOR WOMEN**

Gujarkhan Campus, Gujarkhan Road, Model Town, Ludhiana  
Ph. : 0161-2424668, Website : [www.gnwldh.com](http://www.gnwldh.com)