



MULTI-FACULTY POSTGRADUATE INSTITUTION

# Guru Nanak Khalsa College For Women

Gujarkhan Campus, Model Town, Ludhiana-141002

PROSPECTUS



*Maneeta*

2021-2022

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



3. The introduction of Journalism & Mass Communication both at graduation and post graduation level, provides the students with number of job opportunities like News reader, 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**

- Certificate : One Year Course  
Diploma : Two Year Course  
Advance Diploma : Three Year Course

#### **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/compere/anchor 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
- ◆ Boutique
- ◆ Quality Controller
- ◆ Dress Designing
- ◆ Freelance Designing
- ◆ Entrepreneurship (Craft development, Design Studio)
- ◆ Pattern Making
- ◆ Online Selling