



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

SUPPORTING DOCUMENT FOR CRITERIA-7.1.10

MRS.MANINDER KAUR

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

MEMBERS OF DISCIPLINE COMMITTEE

ANNUAL DUTIES OF THE STAFF - SESSION 2020-2021 (COMMITTEES, CLUBS, CELLS & OTHER DUTIES)	
Admission Committee	Mrs. Manmeet Kaur <i>mka</i> Mrs. Prabhjot Kaur <i>P</i> Dr. Kuldeep Kaur <i>Kuldeep</i> Mrs. Jaswinder Kaur Mrs. Seema Dua <i>See</i> Ms. Daisy Wadhwa <i>Sally</i>
Time Table Committee	Mrs. Manmeet Kaur <i>mka</i> Mrs. Jaswinder Kaur <i>J</i> Mrs. Seema Dua Dr. Nidhi <i>Nidhi</i> Dr. Anupam Vatsyayan <i>Anupam</i> Mrs. Satwant Kaur <i>Satwant</i> Ms. Daisy Wadhwa <i>Sally</i>
Discipline Committee	Dr. Parveen Arora <i>Parveen</i> Mrs. Nectu Prakash <i>Nectu</i> Mrs. Punpreet Kaur <i>Punpreet</i> Mrs. Rajwinder Kaur <i>Rajwinder</i> Dr. (Mrs.) Madhu Bala <i>Madhu</i> Mrs. Harpreet Kaur (F. Arts) <i>Harpreet</i> Mrs. Kirti Loomba Mrs. Satwant Kaur <i>Satwant</i> Ms. Sukhjit Kaur <i>Sukhjit</i>
Library Committee	Mrs. Maninder Kaur (Principal) Mrs. Balbir Kaur Mrs. Manmeet Kaur <i>mka</i> Mrs. Prabhjot Kaur <i>P</i> Mr. Jaswinder Kaur <i>J</i> Dr. Anupam Vatsyayan Ms. Daisy Wadhwa <i>Sally</i>
Anti-Ragging Committee	Dr. Madhu Bala, Mrs. Shikha Bajaj Ms. Paramjit Kaur Jhaji
Website Committee	Ms. Daisy Wadhwa <i>Sally</i> Ms. Nisha <i>Nisha</i> Mrs. Seema Dua, Mrs. Kirti Mrs. Satwant Kaur <i>Satwant</i>
Building Maintenance Committee	Mrs. Maninder Kaur (Principal) Mr. S.P.S. Anand (Office Supdt) <i>SPS</i>
Fee Concession Committee	Mrs. Manmeet Kaur <i>mka</i> Dr. Parveen Arora <i>Parveen</i>
Press Committee	Mrs. Jaswinder Kaur (Hindi) <i>J</i> Mrs. Inderjit Kaur (Punjabi) Mrs. Kirti Loomba (English) Dr. Jasmine Bains (Psy) <i>Jasmine</i>

Cultural Committee	:	Mrs. Manmeet Kaur <i>mban</i> Mrs. Prabhjot Kaur <i>P. Kaur</i> Mrs. Jaswinder Kaur <i>J. Kaur</i> Mrs. Seema Dua <i>Seema</i> Mrs. Harpreet Kaur (F. Arts) <i>H. Kaur</i> Mrs. Shikha Kalra <i>Shikha</i>
Sports Committee	:	Mrs. Rajveer Kaur <i>R. Kaur</i> Mrs. Surjit Kaur <i>S. Kaur</i>
Internal Complaints Committee (Against Sexual Harassment)	:	Mrs. Maninder Kaur Dr. Parveen Arora <i>P. Arora</i> Ms. Daisy Wadhwa <i>Daisy</i> External Expert Mrs. Rajni Bagga (Research Fellow, Deptt. of Law PURC, Ludhiana)
Canteen Committee	:	Mrs. Rajwinder Kaur <i>R. Kaur</i> Mrs. Shikha Kalra <i>Shikha</i>
Exchange Counter Committee	:	Dr. Nidhi <i>Nidhi</i> Mrs. Kirti Loomba Dr. Jasmine Bains <i>J. Bains</i> Ms. Daisy Wadhwa <i>Daisy</i>
Tours Committee	:	Dr. Kuldeep Kaur <i>Kuldeep</i> Mrs. Seema Dua <i>Seema</i>
Tutorials Committee	:	Mrs. Manmeet Kaur <i>mban</i> Dr. Madhu Bala <i>M. Bala</i>
Counselling Cell	:	Mrs. Manmeet Kaur <i>mban</i> Mrs. Seema Dua <i>Seema</i> Dr. Parveen Arora Dr. Jasmine Bains <i>J. Bains</i>
Grievance Cell	:	Mrs. Maninder Kaur (Principal) Mrs. Manmeet Kaur <i>mban</i> Dr. Parveen Arora <i>P. Arora</i> Ms. Daisy Wadhwa <i>Daisy</i>
Equal Opportunity Cell	:	Mrs. Maninder Kaur (Principal) Mrs. Punpreet Kaur <i>Punpreet</i> Dr. Nidhi <i>Nidhi</i> Mrs. Harpreet Kaur <i>H. Kaur</i> Ms. Daisy Wadhwa <i>Daisy</i>
Anti Drug Cell	:	Mrs. Maninder Kaur Dr. Parveen Arora Ms. Daisy Wadhwa <i>Daisy</i>
Placement Cell	:	Dr. Neetu Prakash <i>Neetu</i> Dr. Nidhi <i>Nidhi</i>

Book Club	:	Mrs. Balbir Kaur <i>puv</i> Dr. Kuldeep Kaur <i>pk</i> Mrs. Prabhjot Kaur <i>pk</i> Mrs. Jaswinder Kaur <i>pk</i> Mrs. Gagneetpal Kaur <i>pk</i> Ms. Daisy Wadhwa <i>pk</i>
Eco Club	:	Dr. Parveen Arora <i>pk</i> Dr. Madhu Bala Mrs. Kirti Loomba Ms. Sukhjit Kaur <i>Sukhjit</i>
Youth Club / Red Ribbon Club	:	Dr. Nidhi Sharma <i>Nidhi</i> Ms. Daisy Wadhwa <i>Daisy</i>
Legal Literacy Club	:	Dr. Parveen Arora <i>pk</i> Ms. Sukhjit Kaur <i>Sukhjit</i>
NSS/ Red Cross	:	Mrs. Punpreet Kaur <i>Punpreet</i> Mrs. Satwant Kaur <i>pk</i>
NCC Wing	:	Ms. Sukhjit Kaur <i>Sukhjit</i>
English Journal (Literary Aesthetics)	:	Dr. Mrs. Anupam Vatsyayan <i>Anupam</i> Mrs. Gagneetpal Kaur <i>Gagneet</i>
Alumni Association		Mrs. Prabhjot Kaur <i>pk</i> Dr. (Mrs.) Kuldeep Kaur <i>pk</i> Mrs. Manpreet Kaur <i>pk</i> Ms. Daisy Wadhwa <i>pk</i> Mrs. Shikha Kalra <i>pk</i>
Central Association	:	<i>pk</i> Dr. Parveen Arora, Dr. Nidhi <i>Nidhi</i>
Internal Assessment	:	BA, PGDMC Dr. Parveen Arora, <i>pk</i> Dr. Jasmine Bains <i>pk</i> B.Com Mrs. Manmeet Kaur <i>pk</i> BBA Dr. Nidhi <i>Nidhi</i> BCA, PGDCA Ms. Daisy <i>Daisy</i>
Registrar/Conduct of Exams	:	Mrs. Manmeet Kaur <i>pk</i> , Mrs. Seema Dua <i>Seema</i>
Morning Assembly	:	Dr. Kuldeep Kaur <i>pk</i> Dr. (Mrs.) Jasmine Bains <i>pk</i> Ms. Shalini, Ms. Ishmeet Kaur
Attendance duty for Morning Assembly (For Teachers)	:	Mrs. Manmeet Kaur <i>pk</i> Mrs. Satwant Kaur <i>pk</i>

Absentee List & Lecture Shortage

BA / PGDMC - Mrs. Kirti Loomba *gagnep*
Mrs. Gagneetpal Kaur
Mrs. Shikha Bajaj *gagnep*
B.Com - Mrs. Manpreet Kaur *Manpreet*
PGDCA & BCA - Ms. Daisy Wadhwa *Daisy*
BBA - Dr. (Mrs.) Nidhi Sharma *Nidhi*

Detainees List

Mrs. Punpreet Kaur, Mrs. Shikha Bajaj *Punpreet*

U.G.C Updates

Ms. Daisy Wadhwa *Daisy*
Ms. Navneet Kaur

Staff Room Maintenance

- PG Staff Room
- Common Staff Room
- Commerce Staff Room
- Social Sc. Staff Room
- Home Science Labs
- Seminar Room & Common Room
- Prayer Room

Mrs. Gagneetpal Kaur *gagnep*
Mrs. Kirti Loomba *Kirti*
Mrs. Manpreet Kaur *Manpreet*
Dr. (Mrs.) Madhu *Madhu*
Mrs. Shikha Bajaj *Shikha*
Mrs. Rajwinder Kaur, Ms. Sukhjit Kaur *Sukhjit*
Mrs. Balbir Kaur, Mrs. Harvinder Kaur (Lib)

Time Table -

- BA, PGDMC
- MA (Eng)
- B.Com & M.Com
- BBA
- BCA, PGDCA

Mrs. Jaswinder Kaur *Jaswinder*
Mrs. Seema Dua *Seema*
Dr. (Mrs.) Anupam Vatsayayan *Anupam*
Mrs. Gagneetpal Kaur *gagnep*
Mrs. Manmeet Kaur *Manmeet*
Dr. Kuldeep Kaur *Kuldeep*
Dr. Nidhi Sharma *Nidhi*
Mrs. Jaspreet Lamba *Jaspreet*
Ms. Daisy Wadhwa *Daisy*
Mrs. Satwant Kaur *Satwant*

News / Annual Report/Magazine

Dr. (Mrs.) Neetu Prakash *Neetu*
Mrs. Kirti to Collect information for report
Dr. (Mrs.) Anupam Vatsayayan *Anupam*
Ms. Daisy Wadhwa, Mrs. Satwant Kaur *Daisy*

Declamation/Debate/Creative writing

Mrs. Prabhjot Kaur (Punjabi) *Prabhjot*
Dr. (Mrs.) Kuldeep Kaur *Kuldeep*
Mrs. Jaswinder Kaur (Hindi) *Jaswinder*
Dr. (Mrs.) Anupam Vatsayayan (English) *Anupam*
Mrs. Gagneetpal Kaur *gagnep*
Ms. Daisy Wadhwa *Daisy*

Sending Invitations

Mrs. Seema Dua, Dr. Parveen Arora *Seema*
Mrs. Kirti Loomba *Kirti*
Dr. Jasmine Bains *Jasmine*

Maintaining Records of invitations From Other Institutions & Participation Record

Scholarship Incharge

Dr. (Mrs) Parveen Arora *Parveen*
Mrs. Punpreet Kaur *Punpreet*

Incharge Parents Teachers Association

Mrs. Prabhjot Kaur *Prabhjot*
Dr. Kuldeep Kaur *Kuldeep*
Mrs. Seema Dua *Seema*
Mrs. Kirti
Ms. Daisy Wadhwa *Daisy*

Checking of Sanitization of Campus

Dr. Parveen Arora *Parveen*
Mrs. Manpreet Kaur *Manpreet*
Mrs. Rajwinder Kaur *Rajwinder*
Dr. Madhu Bala *Madhu*
Mrs. Sukhjit Kaur *Sukhjit*

Vigilance Cell

Mrs. Punpreet Kaur *Punpreet*
Dr. Nidhi Arora *Nidhi*
Ms. Daisy Wadhwa *Daisy*
Mrs. Satwant Kaur *Satwant*

Electoral Literacy Club

Dr. (Mrs.) Parveen Arora *Parveen*
Mrs. Rajwinder Kaur *Rajwinder*
Dr. Shikha Bajaj *SB*

Mam
Principal
27.7.2020

CODE OF CONDUCT FOR TEACHERS DURING COVID

AS PER PUNJAB GOVERNMENT INSTRUCTIONS 50% OF STAFF WILL
COME SO TEACHERS WERE DIVIDED IN GROUPS.

GROUP-1

Mani
19.6.2020
Mrs. Maninder Kaur
Offg. Principal

S.No.	Permanent Staff	Sign.
1	Mrs. Balbir Kaur (Librarian)	<i>BK</i>
2	Mrs. Prabhjot Kaur (Panjabi)	<i>PJ</i>
3	Mrs. Jaswinder Kaur (Hindi)	<i>JK</i>
4	Dr. Parveen Arora (Pub. Admn.)	<i>PA</i>
5	Mrs. Punpreet Kaur (Comm.)	<i>PK</i>
6	Mrs. Manpreet Kaur (Comm.)	<i>MP</i>
7	Dr. Madhu Bala (Sociology)	<i>MB</i>
8	Mrs. Kirti Loomba PGDMC	<i>KL</i>
9	Dr. Anupam Vatsyayan (English)	<i>AV</i>
10	Ms. Daisy Wadhwa BCA	<i>DW</i>
11	Dr. Jasmine Bains Psy.	<i>JB</i>
12	Dr. Shikha Bajaj Fashion Designing	<i>SB</i>

Shikha Kalra

Come to the College on these dates Stay Timings 10 AM-1 PM

22nd, 24th, 26th, 30th June 2020

Saturdays are off

1, 3, 7, 9, 13, 15, 17, 21 off days.

Shikha Kalra 12 to 1 PM

2 July, 2020

SB - Shifted in Group II

Group -II

Maninder Kaur
Mrs. Maninder Kaur
Offg. Principal

S.No.	Permanent Staff	Sign.
1.	Mrs. Manmeet Kaur (Comm.)	<i>Manmeet</i>
2.	Dr. Kuldeep Kaur (Comm.)	<i>Kuldeep</i>
3.	Mrs. Seema Dua (Economics)	
4.	Dr. Neetu Prakash (Comm.)	<i>Neetu</i>
5.	Dr. Nidhi (BBA)	<i>Nidhi</i>
6.	Mrs. Rajwinder Kaur (Comm.)	<i>Rajwinder</i>
7.	Ms. Harpreet Kaur (Fine Arts)	<i>Harpreet</i>
8.	Mrs. Surjit Kaur (OMSP)	<i>Surjit</i>
9.	Mrs. Gagneetpal Kaur (English)	<i>Gagneetpal</i>
10.	Mrs. Satwant Kaur BCA	<i>Satwant</i>
11.	Mrs. Shikha Kalra H.Sci	<i>Shikha</i>
12.	Ms. Sukhjit Kaur Political Science	<i>Sukhjit</i>

→ Shifted in Group-I

Come to the College on these dates Stay Timings. 10 AM - 1 PM

23rd, 25th, 29th June 2020.

Saturdays are off

1 July, 2020

off days

2, 6, 8, 10, 14, 16, 20, 22

Notice

As per decision of the Management on account of corona all the staff members should take station leave when going out of station. They will take their classes in Block (C) (NCC Block) for three days after arrival.

Mansu
Principal
21/10/2020

Handwritten signatures and initials in blue ink, including names like Mansu, Singh, and others, scattered across the lower half of the page.

As per directions received from secretary Higher Education I have been directed to convey to all college principals that they will ensure 100% wearing of masks by all teachers and students. Any report received about non compliance of this order will be taken seriously and appropriate action will be taken against the erring principal. All principals must form teams to enforce the wearing of masks as well as use of sanitizers. By order of secretary Higher Education

Notice

All Concerned to kindly adhere to the Punjab Govt directions.

From DPI ~~XXXXXX~~

Mans
Mrs. Manpreet Kaur
Offg. Principal
12/3/2021

Permanent Staff		Sign.
1	Mrs. Balbir Kaur (Librarian)	Balbir
2	Mrs. Manpreet Kaur (Comm.)	Manpreet
3	Mrs. Pral hijot Kaur (Panjabi)	Pral hijot
4	Dr. Kuldeep Kaur (Comm.)	Kuldeep
5	Mrs. Jaswinder Kaur (Hindi)	Jaswinder
6	Mrs. Seema Dua (Economics)	Seema On
7	Dr. Parveen Arora (Pub. Admn.)	Parveen
8	Dr. Neetu Prakash (Comm.)	Neetu
9	Mrs. Parnpreet Kaur (Comm.)	Parnpreet
10	Dr. Nidhi (BBA)	Nidhi
11	Mrs. Manpreet Kaur (Comm.)	Manpreet
12	Mrs. Rajwinder Kaur (Comm.)	Rajwinder
13	Dr. Madhu Bala (Sociology)	Madhu
14	Ms. Harpreet Kaur (Fine Arts)	Harpreet
15	Mrs. Kirti Loomba PGDMC	Kirti
16	Mrs. Surjit Kaur (OMSP)	Surjit
17	Dr. Anupam Vatsyayan (English)	Anupam
18	Mrs. Gagneetpal Kaur (English)	Gagneetpal
19	Ms. Daisy Wadhwa BCA	Daisy
20	Mrs. Satwant Kaur BCA	Satwant
21	Dr. Jasmine Bains Psy	Jasmine
22	Mrs. Shikha Lalra H.Sci	Shikha
23	Dr. Shikha Bajaj Fashion Designing	Shikha
24	Ms. Sukhjit Kaur Political Science	Sukhjit

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NOTICE

This has a reference to Punjab Government letter no. HED-EDU10Misc/51/2021-4edu/1335-1337 dated 19-05-2021.

As per clause No. 3 the employees working from Home in online mode should not leave the station and should be available on mobile/telephone/email and can be called to the college in case of important work.

All concerned should comply with.

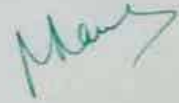
Mans
Principal
21/5/2021

CODE OF CONDUCT FOR STUDENTS

NOTICE

This meeting is regarding reopening of college on January 21,,2021 as per the latest notification issued by Higher Education , Department Punjab government. The teachers have to instruct students to follow the covid guidelines while coming to the college-

1. The students will come to the college only with the consent of their parents as the mode of education will be both online and offline.
2. The consent form duly signed by the parents as well as the students should be submitted to the class in-charges before attending offline classes.
3. The students have to strictly observe the covid -19 instruction-
 - (i) Wearing of mask is compulsory
 - (ii) The Students have to sanitize their hands regularly
 - (iii) Students have to maintain social distancing
 - (iv) Students should bring their own food and water bottle
 - (v) Students have to keep the college neat and clean



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