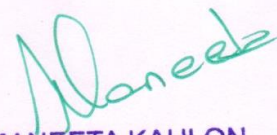




**GURU NANAK KHALSA COLLEGE FOR WOMEN**

**GUJARKHAN CAMPUS  
MODEL TOWN, LUDHIANA**

**PERSPECTIVE PLAN  
(2021-2025)**

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

## **COLLEGE PROFILE**

Established in 1969 in commemoration of the 500<sup>th</sup> Birth Anniversary of Guru Nanak Dev Ji, Guru Nanak Khalsa College for Women, Gujarkhan Campus, Model Town, Ludhiana has carved a place for itself in the field of education by means of diverse range of streams of knowledge for all categories of students. The founder architects and stalwarts of the institution were Sardar Bahadur S. Bishan Singh Ji and S. Sant Singh Ji Gujarkhani - President and General Secretary, respectively of Guru Nanak Education Trust (Gujarkhan) followed by S. Tarlochan Singh Ji Sarna, the next President of the institution. Today, the legacy is carried forward under the able guidance and leadership of S. Paramjit Singh Sarna and S. Harvinder Singh Sarna, the President and Vice-President respectively, who have put in their earnest efforts for academic expansion in the face of immense and ever-increasing challenges of the times. 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. Er. Gurvinder Singh Sarna, the General Secretary of Guru Nanak Education Trust (Gujarkhan), with much forethought and conscientious efforts has ushered in a new-age system of education. Gujarkhan Campus harbours six institutions. These are two High Schools, two Public Schools, Guru Nanak Institute of Management & Technology affiliated with Punjab Technical University, and Guru Nanak Khalsa College for Women.

The college is affiliated to Panjab University, Chandigarh. At the outset, it was purely an Arts Degree College but in response to the changing scenario and the global outlook of the people Commerce, Computer Science and Business Administration streams were added in the academic sessions 1989-90, 2001-02 and 2007-08, respectively. At present, the college is imparting education for Post Graduate Classes i.e. M.A (Eng.), M.Com, PGDCA and PGDMC and in the streams of Humanities, Commerce, Business Administration, Computer Applications, Honours in English, Punjabi and Business Finance & Accounting up to degree level. The number of teaching and non-teaching faculty for the session is 71 and the total strength of students is 1354. The college is also running two Add-on Courses – Functional English and Fashion Designing – affiliated to Panjab University, Chandigarh.

The aim of our institution is not only to impart thorough knowledge of various subjects to students but to make them socially conscious human beings with an understanding of the basic

human values. Our students excel in every field, be it academics, sports or co-curricular activities. They have upheld the trend of outstanding achievements in academics by consistently securing merit positions. Many students have been placed in Multinational Companies, Banks, and Colleges etc. With all these achievements, our institution has become one of the leading institutions of Punjab.

## **VISION**

We visualize a world where “growth and development” embody the true meaning of life. A harmonious setting can originate by making optimum use of all human resources. Utopia is possible only when we achieve equality and justice. The first quarter of 21st century stands witness to many ground-breaking changes in terms of gender, race, and class. Many unheard voices have found a platform and the center is being altered every passing day. In spite of such phenomenal transformation in society, some members of the female population are unable to fully utilize the available resources. They have achieved a lot, gained a voice, found a face yet they are unable to break the glass ceiling in which they have found themselves trapped for many centuries. The society should be re-framed in a manner where principles like trustworthiness, fairness, citizenship, and mutual respect are fostered.

With this prophetic vision, GNKCW works towards making of a mutually-caring community.

We believe that empowering women to participate fully across all sectors is essential 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

The aim of our institution is not only to impart thorough knowledge of various subjects to students but also to make them socially conscious human beings, with an understanding of the basic human values. At GNKCW, our endeavor is to provide an atmosphere that is conducive to the wholesome growth of the student. Here, the focus is on academics, but not sans moral values.

The college organizes multifarious activities such as Webinars/Workshops/ Extension Lectures where the students get to interact with experts from various fields. This results in knowledge enrichment and helps in prepping them for their careers.

Emphasis on technical know-how and skill enhancement is intrinsic to our pedagogy.

We also value the importance of literary and cultural aesthetics as these preserve our culture and are pivotal in the process of character-building. Sharing of cultural and literary knowledge makes us responsible beings, who can co-exist and grow contiguously.

Participation in awareness drives instills a strong civic sense among the students, along with the feelings of team effort and social service.

### **PERSPECTIVE PLAN 2021-2025**

The college has a perspective plan of development which has been reviewed in 2021 when new Principal, Dr. Maneeta Kahlon took over the charge of the college after her appointment. The plan was reviewed as per the needs of learners keeping in view the higher education policies of the nation. IQAC is the most prominent administrative body responsible for ensuring quality assurance and enhancement. At the very first instance, its success is contingent on how meticulously the plans have been prepared. So while preparing the perspective plan, the IQAC of college has taken utmost care that due consideration is given to the requirements of all the stakeholders. It has been prepared keeping in mind the quality assurance indicators of seven criteria of NAAC.

The Perspective plan draft was prepared and discussed with the members of IQAC for their approval. After reviewing, they approved the following plan after making necessary modifications.

#### **I. Curricular Aspects**

Academic excellence is the reason for existence of educational institutions. Keeping in mind this motto, the college will achieve excellence in its academic programs by focusing on both quantitative and qualitative aspects. The college is running various UG and PG programs in Arts, Commerce, Management, Computer Science, two PG Diplomas in Mass Communication and

Computer Applications, and two Add on Courses in Fashion Designing and Functional English. Giving due consideration to the demand of students for a wide variety of courses, the college plans to introduce **Master Programs in Punjabi** and skill oriented courses like **Bachelor of Library (B.Lib.)**. The college also plans to introduce new subjects at undergraduate level. **Fashion Designing** as an **Elective Subject** in B.A. and **Introduction to Computer Science** as an **Optional Subject** in all streams are being looked upon as potential options for career opportunities for the students. All these courses will be affiliated to Panjab University, Chandigarh.

The college maintains Academic Calendars under IQAC and ensures to adhere to it. The faculty will prepare month wise lesson plans for each course at the start of the session so that the same can be implemented well in time. Regular reviews will be undertaken to check timely implementation of the term plan and regular class tests will also be held to evaluate the learning level of the students.

An effort will be made to offer a wide range of academic options, course combinations and different certificate, diploma courses at both undergraduate and post graduate level for holistic development of students.

The college will have a systematic mechanism to get the feedback of students, teachers, parents, alumni, and employers regarding curriculum. For this purpose structured questionnaires will be given to them. The feedback will be analyzed and communicated to the concerned authorities through membership of academic bodies so that necessary revision and restructure of curriculum can be done. The provision will also be made to collect and display feedback and their analysis on college website.

## **II. Teaching, Learning and Evaluation**

The college will focus on strengthening the teaching learning process with a view to enhance the quality of education. Following efforts will be made in this regard:

1. In the present era, it is important to see that the students understand the different concepts practically. So more focus will be laid on student-centric approach of teaching by working in close proximity with students and involve them to participate in maximum number of activities so that they get hands on experience.

2. A number of innovative academic activities will be organized by the college at departmental level for the benefit of the students.
3. Emphasis will be laid on more guest lectures on various themes/ subjects for wider exposure.
4. The college aims at inclusive education, so efforts will be made to enroll students from rural, backward, economically and socially backward section of society.
5. The college always aims at providing a congenial atmosphere to students coming from other states and disparate cultural backgrounds.
6. The college will introduce different Courses/ Subjects with a view to enable the students to gain knowledge of new areas.
7. To move with the changing times, it is imperative to emphasize on enhancing the professional skills of the faculty. So we shall focus on organizing seminars, workshops and faculty development programs of national and international level. The subject experts, academicians and industrialists will be invited as resource persons. Besides organizing numerous webinars and workshops, **a One-week FDP from September 06-12, 2021 on “Spark your Basic Computing Skills”** was organized by Department of Computer Science and Applications under IQAC. **Two members of the faculty, Dr. Madhu Bala and Mrs. Kirti Loomba**, have attended **Refresher Courses** at HRDC, **Guru Nanak Dev University, Amritsar** in the current session due to the encouragement extended by the authorities. In addition, **many faculty members have attended FDPs, presented papers in Conferences, attended Webinars, and got papers published.**
8. The college will continue the practice of monitoring and evaluating the performance of students regularly through **mentoring groups**. On the basis of result of students, they will be categorized as **slow learners and advanced learners** so that they can be given guidance accordingly.
9. Remedial classes will be organized for weak students and extra opportunities will be provided to advanced learners.
10. Students will be given an easy access to e-resources besides different journals, newspapers and periodicals in the library so as to upkeep the reading habit of students. Besides this, additional journals will also be subscribed in the library.



11. There will be regular meetings of mentors focusing on the discussion regarding the innovative practices in teaching learning as well as planning of different curricular and extra-curricular activities.

### **III. Research, Consultancy and Extension Research**

#### **Research**

The college always promotes research oriented activities and makes an effort to motivate the faculty and students to work towards the same. Following efforts will be made in this regard:

1. To improve the quality of education, it is important to pay attention on its practical aspects. For this, the college will enter into various MOUs with industry partners and institutes of repute so that the industry academia gap can be filled and students can be given hands on experience.

**Placement Cell successfully launched a Certificate programme in Banking, Finance and Insurance (CPBFI) by signing a MOU with Bajaj Finserv in the current session.** The program has been designed for fresh graduates and final year students aspiring to build a career in financial service sector. After completing this program, candidates can apply in private banks, non banking finance companies for entry level positions in sales, customer service, operations management, and financial services. 51 students from various streams were enrolled. For future, plans have been designed to sign **MOU with ICICI**. For this, talks have already been initiated.

2. Faculty and students will be encouraged to undertake research activities and get their paper published in journals of national and international repute as well to present their research papers in conferences and seminars.

3. Faculty will be encouraged for **Ph.D. registration** to upgrade their academic qualification. Under this policy **two members of the faculty, Mrs. Rajwinder Kaur and Mrs. Gagneet Pal Kaur**, have already enrolled themselves for research program with various universities. Besides, **Mrs. Punpreet Kaur and Mrs. Kirti Loomba** are in the process of doing their Ph. D. and will be shortly **Ph.D. holders** on submission of their theses and the subsequent viva.

4. Faculty completing the Ph.D. will be felicitated in the prize distribution function organized by the college.

5. The college will provide **subsidy to faculty to carry out various online MOOC Courses** under Swayam Portal.

6. The college will mobilize grants from funding agencies like UGC, MHRD, DBT, DST, ICSSR and others for research. The Research Cell will make efforts for identifying the research potential of faculty and to motivate them to send research proposals to funding agencies for approval. Recently, the college has applied to **Indian Council of Historical Research, New Delhi** seeking grant for organizing a National Seminar on the topic “**Paragon of Humanity and Sacrifice – Sri Guru Tegh Bahadur Ji,**” which has been granted for the **sum of Rs. 2,50,000/-**.
7. Faculty will be provided necessary infrastructure for carrying research such as laboratories, consumables, literature access, contingency, travel expenses or any other item as per operative policies of funding.

### **Extension**

1. Greater impetus will be given to extension activities in order to produce morally uplifting and socially responsible citizens. The NSS unit of college will continue to provide services to the community with zeal and enthusiasm.
2. The college will organize blood donation camps for the community.
3. College premises will be available for conducting various competitive exams and for organizing functions of government departments.
4. College will work with NGOs to extend services to the community
5. College will adopt a village
6. Gym facility will be made available to outsiders.
7. Computer literacy programs will be organized for different sections of the community. On September 08, 2021 on the occasion of **International Literacy Day**, a computer **workshop for Class IV** employees was organized. Keeping in mind the UNESCO theme 2021 “Literacy for a Human-centered recovery: Narrowing the Digital Divide”, the event was held under the theme of “Digital Literacy Empowering Individuals” to emphasize the need of Digital Literacy in the times of COVID-19 crisis. The college intends to continue the practice in the coming years as well.
8. Efforts will be made to organize safety awareness programs for community.
9. The college will join hands with various government bodies in carrying out their social missions.



#### IV. Infrastructure and Learning Resources

Keeping in mind the fact that the infrastructure and learning resources play a vital role in educational institutions, the perspective plan will cater to following areas:

1. Upgradation and augmentation of IT infrastructure to promote extensive use of ICT in all academic and administrative affairs.
2. Expanding and upgrading sports infrastructure
3. Upgrading and expanding hostel facilities
4. Complete automation of library services
5. Moving towards paperless office
6. Renovations of old buildings and library to meet global standards
7. Upgrading the physical infrastructure in terms of water resources, power supply and modifications/repairs.
8. Strengthening the computer laboratories through purchase of new equipment. Recently, to ensure that students learn and work with the latest ICT tools, **four new computer systems** were added to the computer lab of the Department of Computer Science and Applications. These computer systems meet the **latest configuration of a multimedia computer system for educational purposes and include, i5 10th generation processor, Windows 10 operating system, upgradable to Windows 11**. To enhance the infrastructure, **new systems were installed in the OMSP lab**.
9. Optimizing use of existing infrastructure and learning resources. Practice of preparation of Optimum utilization reports is closely followed in the college.
10. Mobilizing funds for development of infrastructure.
11. Availability of good quality furniture in classes, faculty rooms, reading room, visitors' rooms, hostel, and office.
12. Renovation of administrative office, general office, principal office, students' common room, canteen and Hostel mess.
13. Availability of adequate number of clean washrooms for all with special provision of differently-abled persons.
14. Maintenance of lawns, rain water harvesting unit, and Botanical garden.

15. Availability of adequate and secured firefighting facilities.
16. Expanding CCTV surveillance system in the campus.
17. Practice of regular stock-taking will be continued.
18. Repair work and replacement of wires and pipes are regularly undertaken to ensure zero wastage of energy and water.

## **V. Student Support and Progression**

The college will work extensively to ensure student support and progression. Following efforts will be made in this regard:

1. Proper training of students in market oriented soft and hard skills for better employment.
2. Expanding student support facilities for students on the basis of capabilities and social meritorious, needy, non creamy etc.
3. Liberal concessions and scholarships to economically weak students.
4. Providing financial help through “Earn While You Learn Scheme”
5. Continuing the practice of felicitating the meritorious students in prize distribution function and Convocation with mementos and certificates.
6. Distributing sports kits to students involved in sports activities.
7. Capability Enhancement Program will be organized by inviting experts from industry to guide the students.
8. A number of curricular and extra-curricular activities will be organized for the students.
9. Library with facility of air conditioned reading rooms to make the students comfortable to beat scorching heat of summers.
10. Providing career guidance and placement services to the students.
11. Motivating the students to participate in inter and intra college activities.

## **VI. Governance and Leadership**

The growth of any institution depends upon its governance and leadership. A well administered institution with good governance ensures proper implementation of policies. As specified, the major areas concerning leadership and management are IQAC, management of financial

resources, empowerment of faculty, strategy development. So the perspective plan focuses on these specified areas.

#### 1. Vision and Mission of Institution

The college will strictly adhere to its vision and mission of providing value oriented, skill based and globally competent education to women focused on their holistic development and empowerment.

#### 2. Organizational Arrangement

- Creation of responsibility centers
- Participative style of management
- A system of decentralized administration framework associated with accountability
- Assignment of responsibilities on the basis of specialization

#### 3. Internal Quality Assurance Cell (IQAC)

IQAC of college will work continuously to ensure quality enhancement and sustenance. This will be made possible by inviting valuable suggestions of IQAC members. So meetings of IQAC will be held from time to time. These meetings will be with various stakeholders as per the requirements.

#### 4. Strategy Development

The formulation of perspective plan will be based on a comprehensive review of different programs keeping in mind their viability. Timely **Academic Administrative Audit** is held to ensure effective deployment of strategy.

#### 5. Human Resource Management

- Appointment of faculty on the basis of merit
- Organization of faculty development programs
- Focusing on performance appraisal of faculty
- Ensuring a conducive work environment

- Training and retraining of faculty, non-teaching and supporting staff.
  - College NSS Program Officers of our college, Dr. Neetu Prakash and Mrs. Satwant Kaur attended a **seven-day Orientation program** organized by **Empanelled Training Institute and Institute for Development and Communication** at **Chandigarh University, Gharuan** from December 24, 2021, to December 30, 2021. The training was held Broadening faculty and staff welfare measures.
  - College ANO Mrs. Sukhjit Kaur successfully completed **Pre-Commission Training course of NCC (PRCN/SW/108) at Officers Training Academy, Gwalior**. She has received the prestigious rank of **Lieutenant**.
  - **Mrs. Harpreet Kaur** has been shortlisted by **Department of Youth Welfare** to attend **Teachers Training Workshop** to be held in January-February, 2022.

## VII. Innovation and Best Practices

It is rightly said that innovation is the key to success. The college will strive to find innovative ideas and implement the same in an efficient manner to provide quality education to students as well as to discharge its social responsibility. Following efforts will be made in this regard:

1. Move towards green audit
2. Deployment of solar powered electricity supply to reduce the dependence on main grid.
3. Addressing sustainability issues through awareness campaigns and taking initiatives for zero waste campus model, e -waste management and energy audits.
4. Providing services to the community
5. Providing skill based and practical education to the students.
6. Use of ICT for academic and administrative purpose.

7. Safe campus through CCTV
8. To work more on water conservation strategies
9. Efforts towards disabled-friendly campus

### **Intensified efforts of the college Swachhta Action Plan Committee (SAP) –**

The SAP Committee of the college is working diligently under MGNCRE, Ministry of Education, Government of India, towards making the campus eco-friendly by effective management of energy, water, greenery, waste and e-waste and maintain hygiene and sanitation standards on the campus. The college is striving for **One District One Champion Award**.

The SAP indicators are **Water Management, Solar Energy and Energy conservation, Greenery Management, Rain Water Project, Sanitation and Hygiene, and Waste and e-waste Management**. Following activities are being carried out as per the SAP indicators to sensitize students about their environment:

- Internal **Water Audit** is done
- **Energy Audit** is being conducted by **Dr. Arvind Dhingra, certified Energy Auditor, Guru Nanak Dev Engineering College, Ludhiana** for the ongoing session. Other team members of Audit Committee are: Prof Karan Bir Singh, Prof. Sukhpal Singh, and S. Daljeet Singh
- Awareness programs are initiated
- Maintenance and repair work is frequently undertaken for conservation of energy, water, and other resources
- **Re-cycling** and **re-using** of waste items
- Set-up of **composting unit** on the campus
- Successful completion of **Rain harvesting project** on the campus
- Use of organic fertilizers and cleaners
- Poster-making competitions and slogan writing contests encourage participation of students in the mission of making the campus clean and green
- To take out Rallies in order to spread awareness about standards of sanitation and energy conservation

- Formulation of **Swachhta Police** to ensure cleanliness of the premises
- Maintenance of **Herbal Garden**
- Practice of signing **AMC** for the upkeep of water filters and tanks

## **CONVICTION**

**Determination is what motivates us to improve ourselves,  
make positive changes in our lives, and helps increase our chances of success.**

**It enables us to build dreams, live healthier lives, and strengthen our  
relationships with others.**