

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

**Departmental Report of Office Management
&
Secretarial Practices
(Session 2022-2023) Even Semester**



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

Mrs. Surjit Kaur
Assistant Professor
Head of the Department

Teacher's In-charge



Mrs. Surjit Kaur
Assistant Professor
Head of the Department



Ms. Rachna Kanojia
Assistant Professor

About the Department

Office Management and Secretarial Practice is a good prospect to consider. You can work in Offices, Hospitals, Hotels, MNC companies, IT Sector etc. If you want to do an MBA, It will align well with your profile. You will learn about MS office, MS Word and Time Management. Enable students to succeed in competitive exams like UPSC (Union Public Service Commission), SSC (Staff Selection Commission) and BANKS.

Courses Offered

S. No.	Name of the Course	Duration
1.	B.A.	3 years (6 Semesters)

Teaching Faculty

S. No.	Name of the Faculty Member	Educational Qualification
1.	Mrs. Surjit Kaur	MSc IT, BEd, 1 Year OMSP Diploma in Stenography
2.	Ms. Rachna Kanojia	M.A. Punjabi, UGC NET, B.A. with vocational subject OMSP

Student Strength

S. No.	Name of the Course	Student Strength
1.	B.A. First Year	33
2.	B.A. Second Year	14
3.	B.A. Third Year	15

Overview

- The term ‘Secretarial Practice’ has been used to include knowledge, skills, procedures and methods of work to be performed by a Private Secretary or Office Assistant.
- Employment Oriented Vocational Education is the need of the day and Office Management & Secretarial Practices is one of the cardinal courses, which leads to employment directly.
- Impart Training to students to use latest technology in the office including use of Computer.
- To train students in the skill of drafting various kinds of Business and Official Letters and Notes.
- To provide training in Typing & Short hand and transcribes the matter on the Computer which help the students to take Jobs in various fields.



ACTIVITIES OF DEPARTMENT

08th February, 2023

Learning with Fun activity on Active Listening

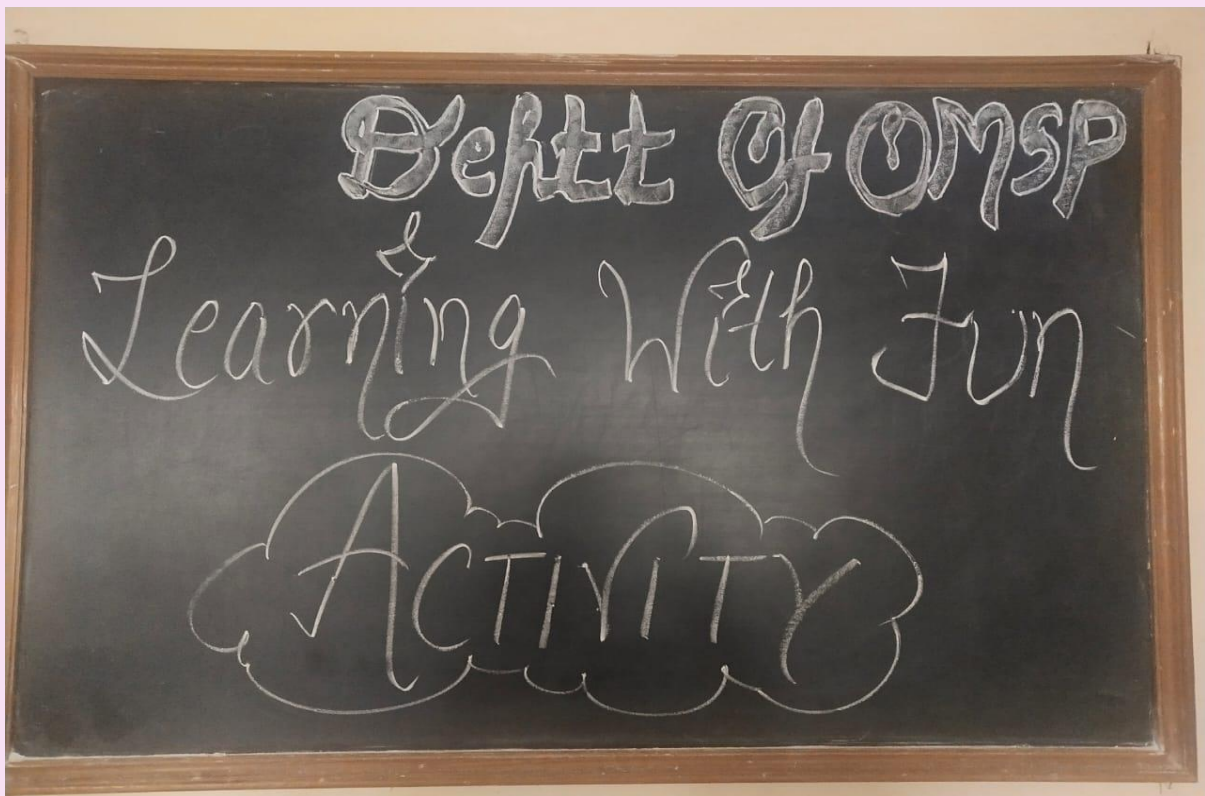
Under IQAC Department of Office Management and Secretarial Practice was organized "Learning with Fun Activity on Active Listening" for the students of B.A. I, II and III in which they had to perform an action by concentrating on three words : Walk, Stop and Clap. The activity was conducted to help students improve their active listening skill. Ms. Alka and Ms. Rachna Kanojia, the faculty of the department discussed the importance of presence of mind during this activity. Madam Principal Dr. Maneeta Kahlon encouraged the students to be focused on listening power and enhance their motor and cognitive abilities.

1.

[https://www.facebook.com/gnwludhiana/posts/pfbid02UUuhwKZSd5z9bhhyehPJe4Kt3Ujvn2ykCW
RDjADvxQHCY2YoHwacQ5zsDqZe8HHI](https://www.facebook.com/gnwludhiana/posts/pfbid02UUuhwKZSd5z9bhhyehPJe4Kt3Ujvn2ykCWRDjADvxQHCY2YoHwacQ5zsDqZe8HHI)

2.

<https://www.instagram.com/p/Cob4OJiPjrv/?igshid=NDdhMjNiZDg=>





231, Model Town Rd, Pritm Nagar, Model Town, Ludhiana, Punjab 141002, India

Ludhiana

Punjab

India

2023-02-08(Wed) 11:58



22°C

72°F





231, Model Town Rd, Pritm Nagar, Model Town, Ludhiana, Punjab 141002, India

Ludhiana
Punjab
India

2023-02-08(Wed) 12:22

21°C
70°F



16th March, 2023

Shorthand Quiz Competition

Under IQAC Department of Office Management and Secretarial Practice organized a Shorthand Quiz of B.A. 2nd Semester. 8 students participated in this competition. Jyoti and Mehak from Team 'B' got first position, Jasleen and Japleen from Team 'D' got 2nd position, Tavneet and Sneha from Team 'C' got 3rd position. Soni Verma and Jagpreet Kaur from Team 'D' got appreciation prize.

This activity was conducted by Ms. Alka and Ms. Rachna Kanojia Assistant Professors of the Department. Madam Principal Dr. Maneeta Kahlon congratulated the students for their enthusiastic participation in the quiz competition.

1.

<https://www.facebook.com/gnwludhiana/posts/pfbid0njHdMv5QuRe4214m6QVesy1xDNzHvngcCDcNXgM6EcJ2seJaGcxQTs1a7goJoxc2l>


2.

<https://www.instagram.com/p/CqAPv73PnCY/?igshid=OGY3MTdmODg=>

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Model Town, Ludhiana
Under the aegis of IQAC
Department of
Office Management & Secretarial Practice
organizes
Shorthand Quiz Competition
on
16th March, 2023

P	per	\	T	ter		Ch	chay	/	K	kay	-
B	bre	\	D	der		J	jay	/	G	gay	-
F	eff	\	Th	th		S	ess		Sh	ish	/
V	vee	\	Dh	thier		Z	zee		Zh	zhee	/
M	em	~	N	en	~	Ng	ing	~	H	hay	/
L	el	/	R	er	/	W	ey	/	Y	ay	/

Principal
Dr. Maneeta Kahlon



Organizing Team of Deptt.
Ms. Alka Ansari
Ms. Rachna Kanojia





Model Town, Ludhiana, GNIMT Lane, Pritm Nagar, Model Town, Ludhiana, Punjab 141002, India

Ludhiana
Punjab
India

2023-03-16(Thu) 10:43(AM)

29°C
84°F







VRPV+JJ9, GNIMT Lane, Pritm Nagar, Model Town, Ludhiana, Punjab 141002, India

Ludhiana
Punjab
India

2023-03-16(Thu) 10:58(AM)

31°C
88°F





Model Town, Ludhiana, GNIMT Lane, Pritm Nagar, Model Town, Ludhiana, Punjab 141002, India

Ludhiana
Punjab
India

31°C
88°F

2023-03-16(Thu) 10:56(AM)



Model Town, Ludhiana, GNIMT Lane, Pritm Nagar, Model Town, Ludhiana, Punjab 141002, India

Ludhiana
Punjab
India

31°C
88°F

2023-03-16(Thu) 11:00(AM)



क्विज में ज्योति और महक रहीं प्रथम

जासं, लुधियाना : गुरु नानक खालसा कालेज फार वूमेन (जीएनकेसीडब्ल्यू) माडल टाउन के कार्यालय प्रबंधन विभाग और सचिवीय अभ्यास ने शार्टहैंड क्विज प्रतियोगिता का आयोजन किया। प्रतियोगिता में बीए प्रथम के छात्रों ने भाग लिया। टीम बी की ज्योति और

महक ने पहला, टीम डी की जसलीन और जपलीन ने दूसरा, टीम सी की तवनीत और स्नेहा ने तीसरा स्थान हासिल किया। टीम डी की सोनी वर्मा और जगप्रीत कौर को प्रशंसा पुरस्कार मिला। प्राचार्या डा. मनीता काहलों ने प्रश्नोत्तरी प्रतियोगिता के और विजेताओं को पुरस्कृत किया।



गुरु नानक खालसा कालेज में क्विज में हिस्सा लेते हुए विद्यार्थी •सौ. कालेज

15th April, 2023

Parent Teacher Meet held at GNKCW

Under the aegis of Internal Quality Assurance Cell, Parent Teacher Association of guru Nanak Khalsa College for Women, Model Town, Ludhiana organized Parent Teacher Meet in the college campus 15th April, 2023. The parents were accorded a warm welcome by GNKCW team members. During the meet, an open interaction was held with parents of students from different streams. Various student-oriented activities and extracurricular activities were discussed with parents. Academic performance of the students was shared by subject teachers. Parents were also asked for their suggestions in this forum. The event was organized under guidance of Coordinator Mrs. Manpreet Kaur and Co-coordinator Dr. Madhu Dhawan. Principal of the college Dr. Maneeta Kahlon emphasized on the need to hold such meetings which provide a platform to the parents as well as to the teachers to discuss the future of their wards.





18th to 20th April, 2023

Final Practical Examination April, 2023

Final Practical Examinations for Even Semester was conducted from 18th April to 20th April, 2023







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

Ludhiana

Punjab

India

2023-04-20(Thu) 10:04

26°C

79°F



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

Ludhiana

Punjab

India

2023-04-20(Thu) 12:17



34°C

93°F

Summarized Report of the Department

S. No.	Date	Activity
1.	08 th February, 2023	Learning with Fun Activity on Active Listening
2.	16 th March, 2023	Shorthand Quiz Competition
3.	15 th April, 2023	Parent-Teacher Meet
4.	18 th to 20 th April, 2023	Final Practical Examinations April, 2023

Faculty Activities during 2022-2023

Mrs. Surjit Kaur (Head of Department)

Attended the following Webinars, FDP, workshop, Seminars, paper presentation during sessions **2022-2023:-**

- Attended An International Webinar “ The Big Bang Theory: The Origin of Galaxies and Stars” organized by Department of Physics, Gujranwala Guru Nanak College, Civil Lines, Ludhiana on 6th September 2022.
- Attended One Week IPR Awareness for Maximum Reach! (IP MAXIMA 2.0) held during 21st November to 26th November 2022.
- Attended the International Webinar on “Fundamental Physics for Advanced Research” organized by Department of Physics, Gujranwala Guru Nanak Khalsa College, Civil Lines, Ludhiana on 25th November 2022.