

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



**SUPPORTING DOCUMENT**

**(2022-2023)**

**2.5.1**

**Additional Information**

**Dr. Maneeta Kahlon**  
**Principal**

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

**AGENDA FOR Mentor Mentee on 31<sup>st</sup> August 2022.**

1. To inform students about Code of Conduct of College available on College website.
2. To inform humanities group students that they are allowed to change their subjects till 3<sup>rd</sup> Sept. 2022.
3. Students leave should be signed by their respective mentor in case of medical ground, IELTS preparation, CA Preparation etc.
4. For NCC, NSS Registration students should make contact with their respective teachers  
(NSS- Dr. Neetu Prakash, Mrs. Satwant Kaur)  
(NCC- Mrs. Surjit Kaur)
5. **Students should attend their classes regularly as 75% attendance is required.**
6. Students must participate in College activities (Talent Hunt & Youth Festival) & inform students about importance of Certificates.
7. To inform students about add on courses in the college (Functional English & Fashion Designing )

**Contact:-**

Functional English	Ms. Kritika
Fashion Designing	Dr. Shikha Bajaj

8. Students must complete their identity cards and bring them daily to the college.
9. To inform the students about Social Media Platform i.e Facebook & instagram for College activities.
10. Maintain discipline in the college & keep your campus neat & Clean
11. Students are not allowed to use your Mobile phone during lecture.
12. Student contact your mentor incase of urgency.
13. First year students of all streams must bring their passport size photo.
14. Mentees are not supposed to leave the whatsapp group as your details are updated by your mentor.

  
Principal

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### Agenda for Student Mentoring Meet on 30<sup>th</sup> September 2022

1. College is organizing Lucky Draw on 22<sup>nd</sup> Oct 2022 (Saturday) at 1.00 p.m. students are required to take 1 ticket from their class Incharges. which cost Rs. 100/- . Students of all streams will take ticket from their class Incharges.
2. **MST's will start from 27<sup>th</sup> October 2022 to 7<sup>th</sup> Nov. 2022. These exams are compulsory for all. Internal Assessment will be based upon the performance in these exams.** If any student is not able to give the exams, she should inform to her mentor immediately.
3. Under “**Earn while you Learn**” Scheme College is organizing exhibition cum sale counter on the Eve of **Karwa Chauth and Diwali @ 250/- for 2 days for** both events separately. For Karwa Chauth Stalls can be put up on Mehandi and Chhanni on 10<sup>th</sup> & 12<sup>th</sup> Oct. 2022. On Diwali eatables stalls (Chocolate and Cakes) can be put up 21<sup>st</sup> & 22<sup>nd</sup> October 2022. Students who wish to put their stalls may contact Mrs. Shikha Kalra & Dr. Shikha Bajaj.
4. Attend the classes regularly specially on Saturday to cover up your lectures up to 75%.
5. Do not use mobiles during lectures.
6. Maintain discipline & Cleanliness in College Campus.
7. Park the Vehicles in the basement. Do not cover your face while entering the college premises.
8. Students are required to behave properly with the supporting staff of the College.
9. Number of suggestions boxes are placed in college campus, in case of any issue students are free to put their complaints, suggestions in the boxes anonymously.
10. Don't drag out the furniture from the class rooms. If anybody may caught in doing so strict action will be taken.
11. Don't cause any damage to the college property.
12. Maintain hygiene while using the College Toilets.

Principal

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Ludhiana

**Agenda of Mentoring Meet**

**31<sup>st</sup> January 2023.**

**Timing (12.20 p.m. to 1.00 p.m.)**

1. To Inform Students about code of conduct of college available on college website.
2. **Students should attend their classes regularly as 75% attendance is required.**
3. Students must deposit their fee before 28<sup>th</sup> Feb 2023, otherwise their university examination forms will not be filled.
4. College is going to organize Alumni Carnival on 17<sup>th</sup> Feb., 2023. Those who are interested to book their stall can contact Mrs. Manpreet Kaur, Mrs. Rajwinder Kaur , Mrs. Shikha Kalra.
5. To inform students about CDC sponsored one day National Seminar on “Towards Gender Inclusivity: Emerging Contemporary issues around Gender” to be held on February 4, 2023.
6. College is going to organize one day trip in the month of March.
7. To inform students about ICHR sponsored National Seminar on “ Role of Punjab in the freedom struggle of India” to be held on Feb 10-11, 2023.
8. It is mandatory for all students to attend Mentor Mentee Meet.
9. Ragging is strictly prohibited in college campus.
10. Maintain discipline in the college and keep your campus neat and clean.

Principal

**Dr. MANEETA KAHLON**

Principal

**G.N.Kh. College for Women**

Gujarkhan Campus, Model Town.

Ludhiana

## Agenda for Mentoring Meet on 21<sup>nd</sup> March 2023

(Timings: 12.20pm-1.00 pm)

- ❖ Mid Term Exams Will Start from March 24, 2023, it is compulsory to appear in MSTs. Rs 200 will be charged per paper for absentees. In case of any issue, leave application should be submitted to controller of exams prior to the paper afterwards no consideration of leave application.
- ❖ It is mandatory for all the students to deposit their pending fees; excepting for those application signed by authority, otherwise university roll no. will not be issued.
- ❖ **Internal assessment is largely dependent on your Class Attendance, Performance in MSTs, and Filling of Feedback form of the college.** You all are required to take the above mentioned points seriously.
- ❖ Students you are required to update your mobile number to your mentor, in case of any change.
- ❖ Parents Teacher Meet (PTM) will be held on April 15, 2023, students should try to attend it along with their parents.
- ❖ 75% attendance is compulsory to appear in university examinations. So all the students are required to attend their classes regularly.
- ❖ It is mandatory for all the students to bring their identity card with them while sitting in Mid Term Exams.
- ❖ Students are to keep the campus neat and clean.
- ❖ This is to inform all the students that university examinations will commence on May 1<sup>st</sup>, 2023. Practical exams will start from 24<sup>th</sup> April 2023 to 29<sup>th</sup> April 2023.
- ❖ Suggestion boxes are placed at various places in the college premises, so you can put up any complaint/ suggestion in it, if you feel so.

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