

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



**ADDITIONAL INFORMATION
(2022-2023)**

Criteria 6.2.2- The functioning of the Institutional Body is effective and efficient as visible from Policies, Administrative setup, Appointment and Service rules, Procedures, etc.

Dr. Maneeta Kahlon

Principal

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

VISION

Empowering women to participate fully across all sectors 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

- Recruitment
- Office
- Financial Support to Students
- Roles and Responsibilities of Committees
- Office Administration Committee
- Policies

➤ RECRUITMENT

We follow all the regulations for new recruitments as per UGC guidelines, Panjab University and Punjab state Government Policy.

➤ OFFICE

- To Follow maximum paper less work.
- Ask and see Policy
- Kaizen Work Policy
- Proactive Office Staff to Support Students

➤ FINANCIAL SUPPORT TO STUDENTS

- Financial support to the needy students
- Fatherless Beti's Scholarship
- Students who are interested in studying and can't afford to pay fees

- Student who do not get and government scholarship and are really needy.
- Concession to Orphan Students
- Consideration from the subject teacher of the student and finding out that she is economically backward and needs help.

➤ **ROLE AND RESPONSIBILITIES OF COMMITTEES**

Various clubs and committees are formed in the College for the smooth and efficient management of activities. These committees are constituted by the Principal in consultation with IQAC for every academic year or untill new committees are constituted.

Link of Clubs and Committees (2022-23)

https://www.gnwldh.com/wp-content/uploads/2023/12/Annual_Duties_2022-23.pdf

➤ **OFFICE ADMINISTRATION COMMITTEE**

- Takes care of student scholarships like S.C., S.T. Scholarships
- Maintains the Faculty Member leave records like casual leave, vacation, on duty and permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the college.
- Takes care of HR policies of the institution side and outside the college.
- Takes care of all admission approval procedure and communicating with universities in person.
- Keeps account of financial transactions such as admission fees, semester fees, hostel fees, etc.
- Keeps account of all the financial transactions.
- Disburse salaries for the employees of the college.
- Prepares the annual account and get it audited.
- Deals with banks and other financial institutions regarding loans, etc.
- Works under the direct supervision of the Administrative Officer and executes the work.

➤ **POLICIES**

Sr. no.	POLICY	Link of the Policy
1.	Maintenance Policy	https://www.gnwldh.com/maintenance-policy/

2.	Research and Ethical Research Policy	https://www.gnwldh.com/research-ethical-research-policy/
3.	Placement Policy	https://www.gnwldh.com/placement-policy/
4.	Equal Opportunity Policy	https://www.gnwldh.com/equal-opportunity-policy/
5.	Gender Sensitizing Policy	https://www.gnwldh.com/gender-sensitization-policy/
6.	Code of Professional Ethics and Conduct	https://www.gnwldh.com/code-of-ethics/
7.	Policies and Procedures for Mobilization of Funds	https://www.gnwldh.com/policy-and-procedures-for-mobilization-of-funds/
8.	Scholarships Policy	https://www.gnwldh.com/scholarships-policy/
9.	Student Grievance Redressal Policy	https://www.gnwldh.com/student-grievance-redressal-policy/
10.	Alumni Policy	https://www.gnwldh.com/alumni-policy/
11.	Swachhta and Green Campus Policy	https://www.gnwldh.com/swachhta-green-campus-policy/
12.	Welfare Policy	https://www.gnwldh.com/welfare-policy-2/
13.	Divyangjan Policy	https://www.gnwldh.com/divyangjan-policy/